

REAL PROPERTY ACT, 1886



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



Certificate of Title - Volume 5031 Folio 31

Parent Title(s) CT 4092/242
Creating Dealing(s) CONVERTED TITLE
Title Issued 05/07/1991 **Edition** 8 **Edition Issued** 30/01/2024

Estate Type

FEE SIMPLE (UNIT)

Registered Proprietor

NICOLA JANE ALLEN
OF UNIT 28 60-64 BOOTH AVENUE MORPHETT VALE SA 5162

Description of Land

UNIT 28 STRATA PLAN 3234
IN THE AREA NAMED MORPHETT VALE
HUNDRED OF NOARLUNGA

Easements

NIL

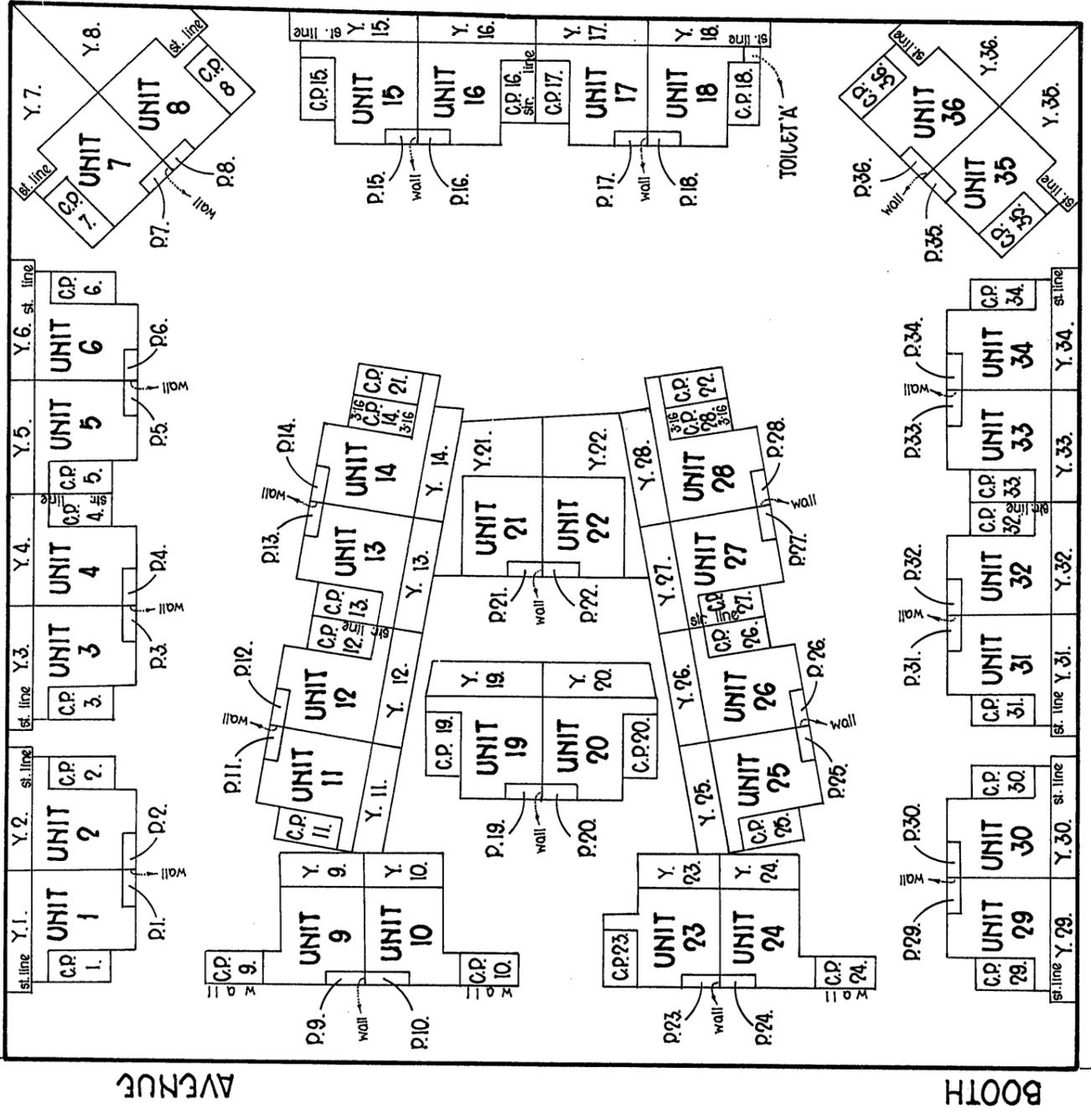
Schedule of Dealings

| Dealing Number | Description |
|----------------|-------------------------------|
| 14207579 | MORTGAGE TO HOMESTART FINANCE |

Notations

| | |
|----------------------------------|-----|
| Dealings Affecting Title | NIL |
| Priority Notices | NIL |
| Notations on Plan | NIL |
| Registrar-General's Notes | NIL |
| Administrative Interests | NIL |

STRATA PLAN NUMBER
SP 3234
 ACCEPTED FOR DEPOSIT
R. A. ...
 Pro Registrar-General
 24/5/1977
 Reference Map No.
 COUNCIL
City of Noarlunga
 THIS IS SHEET 2 OF 3 SHEETS



Note:- The pieces marked "C.P.1," "C.P.2" — "C.P.36," hereon refer to carports - unit subsidiary 1, 2 — 36 respectively.
 The pieces marked "P.1," "P.2" — "P.36," hereon refer to porches - unit subsidiary 1, 2 — 36 respectively.
 The pieces marked "Y.1," "Y.2" — "Y.36," hereon refer to yards - unit subsidiary 1, 2 — 36 respectively.
 The boundaries of all unit subsidiaries shown as yards hereon are, unless otherwise shown, defined by fence or fence and production.
 All units depicted hereon each include 3 unit subsidiaries — carport, porch and yard.

The lower and upper boundaries of the unit subsidiaries shown as yards are existing ground level and 3.05 metres above existing ground level respectively, where fences exist, then the upper boundary to be 0.15 metres below the level of the eaves.
 The boundary of a unit where it abuts a unit subsidiary is a line midway between the inner and outer surfaces of the walls of the said unit.
 The boundary of a unit subsidiary where it abuts a unit is a line parallel to and 0.22 metres distant from the outer surface of the wall of the unit.
 The upper boundary of a unit subsidiary shown as porch is the existing ground level, where it is above the level of the existing carport, porch, unit subsidiary or if not fully covered then 1.15 metres below the existing eaves of the units.
 The height of each unit is limited to a line midway between the upper and lower surfaces of the ceiling of that unit.

SMITH AND HIGGINS PTY. LTD.
 SURVEYING & PLANNING CONSULTANTS
 408 King William Street, Adelaide, S.A. 5000
 Telephone: ~ 2124457 (E.3331)

STRATA PLAN NUMBER
SP 3234
 Authenticated vide
 Application No. 4042643
 and Accepted for Deposit

 PRINCIPAL DRAFTING OFFICER
 pro Registrar-General
 24/5 /1977
 THIS IS SHEET 3 OF 3 SHEETS

| SCHEDULE OF UNIT ENTITLEMENT | | | | | | |
|------------------------------|------------------|-------------------|-------|------------------|-------------------|-------|
| UNIT NO. | UNIT ENTITLEMENT | CURRENT C's of T. | | UNIT ENTITLEMENT | CURRENT C's of T. | |
| | | VOLUME | FOLIO | | VOLUME | FOLIO |
| 1 | 1 | | | 30 | 1 | |
| 2 | 1 | | | 31 | 1 | |
| 3 | 1 | | | 32 | 1 | |
| 4 | 1 | | | 33 | 1 | |
| 5 | 1 | | | 34 | 1 | |
| 6 | 1 | | | 35 | 1 | |
| 7 | 1 | | | 36 | 1 | |
| 8 | 1 | | | | | |
| 9 | 1 | | | | | |
| 10 | 1 | | | | | |
| 11 | 1 | | | | | |
| 12 | 1 | | | | | |
| 13 | 1 | | | | | |
| 14 | 1 | | | | | |
| 15 | 1 | | | | | |
| 16 | 1 | | | | | |
| 17 | 1 | | | | | |
| 18 | 1 | | | | | |
| 19 | 1 | | | | | |
| 20 | 1 | | | | | |
| 21 | 1 | | | | | |
| 22 | 1 | | | | | |
| 23 | 1 | | | | | |
| 24 | 1 | | | | | |
| 25 | 1 | | | | | |
| 26 | 1 | | | | | |
| 27 | 1 | | | | | |
| 28 | 1 | | | | | |
| 29 | 1 | | | | | |
| AGGREGATE | | | | 36 | | |
| COMMON PROPERTY | | | | | | |
| ROAD or RESERVE ALLOTMENTS | | | | | | |



ABN 19 040 349 865
Emergency Services Funding Act 1998

CERTIFICATE OF EMERGENCY SERVICES LEVY PAYABLE

The Emergency Services Levy working for all South Australians

The details shown are current as at the date of issue.

PIR Reference No: 2641077

FENTONS FORMS PTY LTD
POST OFFICE BOX 298
CHRISTIES BEACH SA 5165

DATE OF ISSUE

20/01/2025

ENQUIRIES:
Tel: (08) 8226 3750
Email: revsaesl@sa.gov.au

| OWNERSHIP NUMBER | OWNERSHIP NAME | | | |
|---|-----------------------------------|------------------------|---------------|-------------------|
| 19921504 | N J ALLEN | | | |
| PROPERTY DESCRIPTION | | | | |
| 28 / 60-64 BOOTH AV / MORPHETT VALE SA 5162 | | | | |
| ASSESSMENT NUMBER | TITLE REF. | CAPITAL VALUE | AREA / FACTOR | LAND USE / FACTOR |
| | (A "+" indicates multiple titles) | | | |
| 8609582246 | CT 5031/31 | \$325,000.00 | R4 1.000 | RE 0.400 |
| LEVY DETAILS: | | FIXED CHARGE | \$ | 50.00 |
| | | + VARIABLE CHARGE | \$ | 122.45 |
| FINANCIAL YEAR | | - REMISSION | \$ | 75.40 |
| 2024-2025 | | - CONCESSION | \$ | 0.00 |
| | | + ARREARS / - PAYMENTS | \$ | -97.05 |
| | | = AMOUNT PAYABLE | \$ | 0.00 |

Please Note: If a concession amount is shown, the validity of the concession should be checked prior to payment of any outstanding levy amount. The expiry date displayed on this Certificate is the last day an update of this Certificate will be issued free of charge. **It is not the due date for payment.**

EXPIRY DATE 20/04/2025



Government of South Australia

See overleaf for further information

DETACH AND RETURN THE PAYMENT REMITTANCE ADVICE WITH YOUR PAYMENT



Emergency Services Funding Act 1998

CERTIFICATE OF EMERGENCY SERVICES LEVY PAYABLE

The Emergency Services Levy working for all South Australians

PAYMENT REMITTANCE ADVICE

No payment is required on this Certificate



ABN 19 040 349 865
Land Tax Act 1936

CERTIFICATE OF LAND TAX PAYABLE

This form is a statement of land tax payable pursuant to Section 23 of the *Land Tax Act 1936*. The details shown are current as at the date of issue.

PIR Reference No: 2641077

FENTONS FORMS PTY LTD
POST OFFICE BOX 298
CHRISTIES BEACH SA 5165

DATE OF ISSUE

20/01/2025

ENQUIRIES:
Tel: (08) 8226 3750
Email: landtax@sa.gov.au

| | | | |
|--|---|---------------------------|-------------|
| OWNERSHIP NAME | | FINANCIAL YEAR | |
| N J ALLEN | | 2024-2025 | |
| PROPERTY DESCRIPTION | | | |
| 28 / 60-64 BOOTH AV / MORPHETT VALE SA 5162 | | | |
| ASSESSMENT NUMBER | TITLE REF. <small>(A "+" indicates multiple titles)</small> | TAXABLE SITE VALUE | AREA |
| 8609582246 | CT 5031/31 | \$20,500.00 | 0.0000 HA |
| DETAILS OF THE LAND TAX PAYABLE FOR THE ABOVE PARCEL OF LAND: | | | |
| CURRENT TAX | \$ 0.00 | SINGLE HOLDING | \$ 0.00 |
| - DEDUCTIONS | \$ 0.00 | | |
| + ARREARS | \$ 0.00 | | |
| - PAYMENTS | \$ 0.00 | | |
| = <u>AMOUNT PAYABLE</u> | \$ 0.00 | | |

Please Note: If the Current Tax details above indicate a Nil amount, the property may be subject to an Exemption. This exemption should be validated prior to settlement. In order to ensure indemnity for the purchaser of this land, full payment of the amount payable is required:

ON OR BEFORE 20/04/2025



Government of South Australia

See overleaf for further information

DETACH AND RETURN THE PAYMENT REMITTANCE ADVICE WITH YOUR PAYMENT



Land Tax Act 1936

CERTIFICATE OF LAND TAX PAYABLE

PAYMENT REMITTANCE ADVICE

No payment is required on this Certificate

SA Water has no record of an Encumbrance on this property as at the date of issue of this certificate.

South Australian Water Corporation

Name: **Water & Sewer Account**
N J ALLEN Acct. No.: 86 09582 24 6 Amount: _____

Address:
U28 60-64 BOOTH AV MORPHETT VALE
UNIT28 S3234

Payment Options

EFT

EFT Payment

Bank account name: SA Water Collection Account
BSB number: 065000
Bank account number: 10622859
Payment reference: 8609582246



Bill code: 8888
Ref: 8609582246

Telephone and Internet Banking — BPAY®

Contact your bank or financial institution to make this payment from your cheque, savings, debit, credit card or transaction account. More information at bpay.com.au



Paying online

Pay online at www.sawater.com.au/paynow for a range of options. Have your account number and credit card details to hand.



Paying by phone

Call 1300 650 870 and pay by phone using your Visa/Mastercard 24/7.

SA Water account number: 8609582246

Property Interest Report

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

| | | |
|------------------------|---|---------------------------|
| Title Reference | CT 5031/31 | Reference No. 2641077 |
| Registered Proprietors | N J*ALLEN | Prepared 20/01/2025 09:48 |
| Address of Property | Unit 28, 60-64 BOOTH AVENUE, MORPHETT VALE, SA 5162 | |
| Local Govt. Authority | CITY OF ONKAPARINGA | |
| Local Govt. Address | PO BOX 1 NOARLUNGA CENTRE SA 5168 | |

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

Table of Particulars

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

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

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

1. General

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

2. Aboriginal Heritage Act 1988

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

an area surrounding a site

- 2.3 Part 3 Division 6 - Aboriginal heritage agreement

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

also

Refer to the Certificate of Title

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

- 3.1 section 8 - Human remains interred on land

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

also

contact the vendor for these details

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

- 4.1 section 5 - Notice requiring payment

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

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

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

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

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

also

Contact the Local Government Authority for other details that might apply

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

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

also

Contact the Local Government Authority for other details that might apply

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

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

also

Contact the Local Government Authority for other details that might apply

- 5.4 section 55 - Order to remove or perform work

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

also

Contact the Local Government Authority for other details that might apply

- 5.5 section 56 - Notice to complete development

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

also

Contact the Local Government Authority for other details that might apply

- 5.6 section 57 - Land management agreement

Refer to the Certificate of Title

- 5.7 section 60 - Notice of intention by building owner

Contact the vendor for these details

- 5.8 section 69 - Emergency order

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

also

Contact the Local Government Authority for other details that might apply

- 5.9 section 71 - Fire safety notice

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

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

6. Repealed Act conditions

- | | | |
|-----|---|---|
| 6.1 | Condition (that continues to apply) of an approval or authorisation granted under the <i>Building Act 1971</i> (repealed), the <i>City of Adelaide Development Control Act, 1976</i> (repealed), the <i>Planning Act 1982</i> (repealed) or the <i>Planning and Development Act 1966</i> (repealed) | State Planning Commission in the Department for Housing and Urban Development has no record of any conditions that continue to apply, affecting this title also Contact the Local Government Authority for other details that might apply |
|-----|---|---|

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

7. Emergency Services Funding Act 1998

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

8. Environment Protection Act 1993

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

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

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

17. *Land Acquisition Act 1969*

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

18. *Landscape South Australia Act 2019*

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

Act

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

19. **Land Tax Act 1936**

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

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

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

21. **Local Government Act 1999**

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

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

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

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

- | | | |
|------|--|---|
| 23.1 | section 6 - Restriction on building work | Transport Assessment Section within DIT has no record of any restriction affecting this title |
|------|--|---|

24. **Mining Act 1971**

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

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

25. *Native Vegetation Act 1991*

25.1 Part 4 Division 1 - Heritage agreement DEW Native Vegetation has no record of any agreement affecting this title
also
Refer to the Certificate of Title

25.2 section 25C - Conditions of approval regarding achievement of environmental benefit by accredited third party provider DEW Native Vegetation has no record of any agreement affecting this title
also
Refer to the Certificate of Title

25.3 section 25D - Management agreement DEW Native Vegetation has no record of any agreement affecting this title
also
Refer to the Certificate of Title

25.4 Part 5 Division 1 - Refusal to grant consent, or condition of a consent, to clear native vegetation DEW Native Vegetation has no record of any refusal or condition affecting this title

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

26.1 section 97 - Notice to pay levy in respect of costs of regional NRM board The regional landscape board has no record of any notice affecting this title

26.2 section 123 - Notice to prepare an action plan for compliance with general statutory duty The regional landscape board has no record of any notice affecting this title

26.3 section 134 - Notice to remove or modify a dam, embankment, wall or other obstruction or object The regional landscape board has no record of any notice affecting this title

26.4 section 135 - Condition (that remains in force) of a permit The regional landscape board has no record of any notice affecting this title

26.5 section 181 - Notice of instruction as to keeping or management of animal or plant The regional landscape board has no record of any notice affecting this title

26.6 section 183 - Notice to prepare an action plan for the destruction or control of animals or plants The regional landscape board has no record of any notice affecting this title

26.7 section 185 - Notice to pay costs of destruction or control of animals or plants on road reserve The regional landscape board has no record of any notice affecting this title

26.8 section 187 - Notice requiring control or quarantine of animal or plant The regional landscape board has no record of any notice affecting this title

26.9 section 193 - Protection order to secure compliance with specified provisions of the Act The regional landscape board has no record of any order affecting this title

26.10 section 195 - Reparation order requiring specified action or payment to make good damage resulting from contravention of the Act The regional landscape board has no record of any order affecting this title

26.11 section 197 - Reparation authorisation authorising specified action to make good damage resulting from contravention of the Act The regional landscape board has no record of any authorisation affecting this title

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

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

28. *Phylloxera and Grape Industry Act 1995*

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

29. *Planning, Development and Infrastructure Act 2016*

- 29.1 Part 5 - Planning and Design Code
[Note - Do not omit this item. The item and its heading must be included in the statement even if not applicable.]
- Contact the Local Government Authority for the title or other brief description of the zone or subzone in which the land is situated.
- also
- Heritage Branch in DEW has no record of a State Heritage Area created prior to 15 January 1994 under the former South Australian Heritage Act 1978 affecting this title
- also
- For details of this item, including State Heritage Areas which have been authorised or put under interim effect since 15 January 1994, contact the Local Government Authority
- also
- Contact the Local Government Authority for other details that might apply to a place of local heritage value
- also
- For details of declared significant trees affecting this title, contact the Local Government Authority
- also
- Code Amendment**
- Statewide Bushfire Hazards Overlay - aims to review the current policy framework (spatial layers and policy content) of the six Hazard (Bushfire Risk) Overlays as well as explore other planning instruments and mechanisms to assist in mitigating bushfire hazard impacts. Please note that this Code Amendment only applies to a portion of some council areas. To understand if your property is affected, please check the bushfire hazard map at <https://plus.geodata.sa.gov.au/bushfire/index.html>. For more information, please visit https://plan.sa.gov.au/have_your_say/ or contact PlanSA via email (PlanSA@sa.gov.au) or telephone (1800 752 664).**
- Code Amendment**
- Accommodation Diversity - The State Planning Commission is proposing refinements to policy to provide more flexibility in housing design to encourage housing choices to meet the needs of South Australians. For more information and to view the DPA online, visit the amendment webpage on the SA Planning Portal: https://plan.sa.gov.au/have_your_say/general_consultations or phone PlanSA on 1800 752 664.**
- Code Amendment**
- Assessment Improvements - proposes a series of technical amendments to the Code informed through the experience of planning practitioners and other users to improve assessment outcomes. The Code Amendment forms part of the Government of South Australia's response to the Planning System Implementation Review; it will implement some of the recommendations of the Expert Panel that were supported by the Government. For more information and to view the DPA online, visit the amendment webpage on the SA Planning Portal: https://plan.sa.gov.au/have_your_say/general_consultations or phone PlanSA on 1800 752 664.**
- 29.2 section 127 - Condition (that continues to apply) of a development authorisation
[Note - Do not omit this item. The item and its heading must be included in the statement even if not applicable.]
- State Planning Commission in the Department for Housing and Urban Development has no record of any conditions that continue to apply, affecting this title
- also
- Contact the Local Government Authority for other details that might apply

| | | |
|-------|--|---|
| 29.3 | section 139 - Notice of proposed work and notice may require access | Contact the vendor for these details |
| 29.4 | section 140 - Notice requesting access | Contact the vendor for these details |
| 29.5 | section 141 - Order to remove or perform work | State Planning Commission in the Department for Housing and Urban Development has no record of any order or notice affecting this title also Contact the Local Government Authority for other details that might apply |
| 29.6 | section 142 - Notice to complete development | State Planning Commission in the Department for Housing and Urban Development has no record of any order or notice affecting this title also Contact the Local Government Authority for other details that might apply |
| 29.7 | section 155 - Emergency order | State Planning Commission in the Department for Housing and Urban Development has no record of any order or notice affecting this title also Contact the Local Government Authority for other details that might apply |
| 29.8 | section 157 - Fire safety notice | Building Fire Safety Committee in the Department for Housing and Urban Development has no record of any order or notice affecting this title also Contact the Local Government Authority for other details that might apply |
| 29.9 | section 192 or 193 - Land management agreement | Refer to the Certificate of Title |
| 29.10 | section 198(1) - Requirement to vest land in a council or the Crown to be held as open space | State Planning Commission in the Department for Housing and Urban Development has no record of any conditions that continue to apply, affecting this title also Contact the Local Government Authority for other details that might apply |
| 29.11 | section 198(2) - Agreement to vest land in a council or the Crown to be held as open space | State Planning Commission in the Department for Housing and Urban Development has no record of any conditions that continue to apply, affecting this title also Contact the Local Government Authority for other details that might apply |
| 29.12 | Part 16 Division 1 - Proceedings | Contact the Local Government Authority for details relevant to this item also Contact the vendor for other details that might apply |
| 29.13 | section 213 - Enforcement notice | State Planning Commission in the Department for Housing and Urban Development has no record of any conditions that continue to apply, affecting this title also Contact the Local Government Authority for other details that might apply |
| 29.14 | section 214(6), 214(10) or 222 - Enforcement order | Contact the Local Government Authority for details relevant to this item also State Planning Commission in the Department for Housing and Urban Development has no record of any conditions that continue to apply, affecting this title |

30. *Plant Health Act 2009*

| | | |
|------|---|---|
| 30.1 | section 8 or 9 - Notice or order concerning pests | Plant Health in PIRSA has no record of any notice or order affecting this title |
|------|---|---|

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

- 31.1 Part 3 - Notice
Public Health in DHW has no record of any notice or direction affecting this title
also
Contact the Local Government Authority for other details that might apply
- 31.2 *Public and Environmental Health (Waste Control) Regulations 2010 (or 1995)* (revoked) Part 2 - Condition (that continues to apply) of an approval
Public Health in DHW has no record of any condition affecting this title
also
Contact the Local Government Authority for other details that might apply
- 31.3 *Public and Environmental Health (Waste Control) Regulations 2010* (revoked) regulation 19 - Maintenance order (that has not been complied with)
Public Health in DHW has no record of any order affecting this title
also
Contact the Local Government Authority for other details that might apply

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

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

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

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

34. **Water Industry Act 2012**

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

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

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

36. Other charges

36.1 Charge of any kind affecting the land (not included in another item)

Refer to the Certificate of Title

also

Contact the vendor for these details

also

Contact the Local Government Authority for other details that might apply

Other Particulars

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

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

Additional Information

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

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

Notices

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

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

Building restrictions

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

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

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

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

Statutory easements

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

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

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

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

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

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

Land Tax Act 1936 and Regulations thereunder

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

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

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

Information should be obtained from:

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

Landscape South Australia 2019

Water Resources Management - Taking of underground water

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

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

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

Certificate of Title

Title Reference: CT 5031/31
Status: CURRENT
Edition: 8

Dealings

No Unregistered Dealings and no Dealings completed in the last 90 days for this title

Priority Notices

NIL

Registrar-General's Notes

No Registrar-General's Notes exist for this title

Certificate of Title

Title Reference: CT 5031/31
Status: CURRENT
Parent Title(s): CT 4092/242
Dealing(s) Creating Title: CONVERTED TITLE
Title Issued: 05/07/1991
Edition: 8

Dealings

| Lodgement Date | Completion Date | Dealing Number | Dealing Type | Dealing Status | Details |
|----------------|-----------------|----------------|-----------------------|----------------|---|
| 24/01/2024 | 30/01/2024 | 14207579 | MORTGAGE | REGISTERED | HOMESTART FINANCE |
| 24/01/2024 | 30/01/2024 | 14207578 | TRANSFER | REGISTERED | NICOLA JANE ALLEN |
| 24/01/2024 | 30/01/2024 | 14207577 | DISCHARGE OF MORTGAGE | REGISTERED | 12915654 |
| 01/05/2018 | 04/05/2018 | 12915654 | MORTGAGE | REGISTERED | RESIDENTIAL MORTGAGE GROUP PTY. LTD. (ACN: 152 378 133) |
| 01/05/2018 | 04/05/2018 | 12915653 | DISCHARGE OF MORTGAGE | REGISTERED | 11641221 |
| 09/09/2011 | 22/09/2011 | 11641221 | MORTGAGE | REGISTERED | AUSTRALIAN CENTRAL CREDIT UNION LTD. |
| 09/09/2011 | 22/09/2011 | 11641220 | TRANSFER | REGISTERED | NEVILLE SHANE WHITE, ANGELA JEAN WHITE |
| 09/09/2011 | 22/09/2011 | 11641219 | DISCHARGE OF MORTGAGE | REGISTERED | 11067082 |
| 12/11/2008 | 22/11/2008 | 11067082 | MORTGAGE | REGISTERED | HOMESTART FINANCE |
| 19/03/2007 | 19/04/2007 | 10663736 | TRANSFER | REGISTERED | SHIRLEY JUNE MCAULEY |
| 19/03/2007 | 19/04/2007 | 10663735 | DISCHARGE OF MORTGAGE | REGISTERED | 10111133 |
| 16/11/2004 | 30/11/2004 | 10111133 | MORTGAGE | REGISTERED | BANK OF WESTERN AUSTRALIA LTD. |
| 16/11/2004 | 30/11/2004 | 10111132 | TRANSFER | REGISTERED | AMANDA KAYE VAN RUTH |
| 16/11/2004 | 30/11/2004 | 10111131 | DISCHARGE OF MORTGAGE | REGISTERED | 9816666 |

| Lodgement Date | Completion Date | Dealing Number | Dealing Type | Dealing Status | Details |
|----------------|-----------------|----------------|---------------------------|----------------|--|
| 31/03/2004 | 19/05/2004 | 9816666 | MORTGAGE | REGISTERED | ADELAIDE BANK LTD. (ACN: 061 461 550) |
| 31/03/2004 | 19/05/2004 | 9816664 | TRANSFER | REGISTERED | ANTONY JOHN EELBECK, ANN EELBECK |
| 31/03/2004 | 19/05/2004 | 9816663 | APPLICATION TO NOTE DEATH | REGISTERED | ANDREAS ANTONIUS PETRUS FLASZA (DECD), MARIA FLASZA |

Certificate of Title

Title Reference CT 5031/31
Status CURRENT
Easement NO
Owner Number 19921504
Address for Notices UNIT 28, 60 BOOTH AV MORPHETT VALE, SA 5162
Area NOT AVAILABLE

Estate Type

Fee Simple (Unit)

Registered Proprietor

NICOLA JANE ALLEN
OF UNIT 28 60-64 BOOTH AVENUE MORPHETT VALE SA 5162

Description of Land

UNIT 28 STRATA PLAN 3234
IN THE AREA NAMED MORPHETT VALE
HUNDRED OF NOARLUNGA

Last Sale Details

Dealing Reference TRANSFER (T) 14207578
Dealing Date 24/01/2024
Sale Price \$376,000
Sale Type FULL VALUE / CONSIDERATION AND WHOLE OF LAND

Constraints

Encumbrances

| Dealing Type | Dealing Number | Beneficiary |
|--------------|----------------|-------------------|
| MORTGAGE | 14207579 | HOMESTART FINANCE |

Stoppers

NIL

Valuation Numbers

| Valuation Number | Status | Property Location Address |
|------------------|---------|--|
| 8609582246 | CURRENT | Unit 28, 60-64 BOOTH AVENUE, MORPHETT VALE, SA 5162 |

Notations

Dealings Affecting Title

NIL

Notations on Plan

NIL

Registrar-General's Notes

NIL

Administrative Interests

NIL

Valuation Record

| | |
|-------------------------------------|---|
| Valuation Number | 8609582246 |
| Type | Site & Capital Value |
| Date of Valuation | 01/01/2024 |
| Status | CURRENT |
| Operative From | 01/07/1977 |
| Property Location | Unit 28, 60-64 BOOTH AVENUE, MORPHETT VALE, SA 5162 |
| Local Government | ONKAPARINGA |
| Owner Names | NICOLA JANE ALLEN |
| Owner Number | 19921504 |
| Address for Notices | UNIT 28, 60 BOOTH AV MORPHETT VALE, SA 5162 |
| Zone / Subzone | HDN - Housing Diversity Neighbourhood |
| Water Available | Yes |
| Sewer Available | Yes |
| Land Use | 1310 - Ground Floor Home Unit Only |
| Description | 4HUNITCP PERG |
| Local Government Description | Residential |

Parcels

| Plan/Parcel | Title Reference(s) |
|---------------|--------------------|
| S3234 UNIT 28 | CT 5031/31 |

Values

| Financial Year | Site Value | Capital Value | Notional Site Value | Notional Capital Value | Notional Type |
|----------------|------------|---------------|---------------------|------------------------|---------------|
| Current | \$20,500 | \$325,000 | | | |
| Previous | \$17,500 | \$265,000 | | | |

Building Details

Valuation Number 8609582246

| | |
|-----------------------------|-------------------------------|
| Building Style | Conventional |
| Year Built | 1976 |
| Building Condition | Basic |
| Wall Construction | Brick |
| Roof Construction | Tiled (Terra Cotta or Cement) |
| Equivalent Main Area | 78 sqm |
| Number of Main Rooms | 4 |

Note – this information is not guaranteed by the Government of South Australia

Telephone (08) 8384 0666

Certificate No: S70369/2025

Property Information And Particulars

In response to an enquiry pursuant to Section 7 of the

The Land & Business (Sale & Conveyancing) Act, 1994

TO: Fentons Forms
PO Box 298
CHRISTIES BEACH SA 5165

DETAILS OF PROPERTY REFERRED TO:

| | | |
|-------------------|---|---|
| ASSESSMENT NO | : | 33428 |
| VALUER GENERAL NO | : | 8609582246 |
| VALUATION | : | \$265,000.00 |
| OWNER | : | Ms Nicola Jane Allen |
| PROPERTY ADDRESS | : | 28/60-64 Booth Avenue MORPHETT VALE SA 5162 |
| VOLUME/FOLIO | : | CT-5031/31 |
| LOT/PLAN NUMBER | : | Unit 28 Sec 594 SP 3234 |
| WARD | : | 03 Knox Ward |

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

In addition, Building Indemnity Insurance details are given, if applicable, pursuant to *SCHEDULE 2*, Division 2 to which Council must respond according to *TABLE 2* of the *REGULATIONS UNDER THE LAND AND BUSINESS (SALE AND CONVEYANCING) ACT 1994*.

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

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

Where a prescribed encumbrance requires a dual response, as described by *TABLE 1*, of *SCHEDULE 2*, of the *REGULATIONS UNDER THE LAND AND BUSINESS (SALE AND CONVEYANCING) ACT, 1994*, the enquirer should also refer a like enquiry to the Department for Transport Energy and Infrastructure.

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

INFORMATION NOTE

CHANGES TO PLANNING POLICY AFFECTING LAND IN COUNCIL'S AREA

The information provided in this note is additional to, and not in substitution of, any information provided in response to your request for statutory search information. The response to your request, provided with this note, does not reference changes to planning policy affecting all South Australian Councils.

Development Act 1993 (repealed)

Section 42

Condition (that continues to apply) of a development authorisation NO

Planning Act 1982 (repealed)

Condition (that continues to apply) of a development authorisation NO

Building Act 1971 (repealed)

Condition (that continues to apply) of a development authorisation NO

Planning and Development Act 1966 (repealed)

Condition (that continues to apply) of a development authorisation NO

Planning, Development and Infrastructure Act 2016

Part 5 – Planning and Design Code

Zones

Housing Diversity Neighbourhood (HDN)

Subzones

No

Zoning overlays

Overlays

Affordable Housing

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

Hazards (Flooding - Evidence Required)

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

Native Vegetation

The Native Vegetation Overlay seeks to protect, retain and restore areas of native vegetation.

Prescribed Wells Area

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

Regulated and Significant Tree

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

Stormwater Management

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

Traffic Generating Development

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

Urban Tree Canopy

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

Is the land situated in a designated State Heritage Place/Area? NO

Is the land designated as a Local Heritage Place? NO

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

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

Is there a tree or stand of trees declared in Part 10 of the Planning and Design Code to be a significant tree or trees on the land?

Council does not have trees listed in Part 10 - Significant Trees of the Planning and Design Code. However, there may be regulated or significant tree(s) on the site as defined by the Planning and Code that would require approval for maintenance pruning or removal.

Open the Online Planning and Design Code to browse the full Code and Part 10 - Significant Trees for more information. <https://code.plan.sa.gov.au/>

Is there a current amendment to the Planning and Design Code released for public consultation by a designated entity on which consultation is continuing or on which consultation has ended but whose proposed amendment has not yet come into operation?

The Property Interest Report available through [Land Services SA](#) provides information necessary for Conveyancers to complete the Vendor's Statement.

Note - For further information about the Planning and Design Code visit <https://code.plan.sa.gov.au>

Section 127

Condition (that continues to apply) of a development authorisation NO

Part 2—Items to be included if land affected

Development Act 1993 (repealed)

Section 50(1)

Requirement to vest land in council to be held as open space NO

Section 50(2)

Agreement to vest land in council to be held as open space NO

Section 55

Order to remove or perform work NO

Section 56

Notice to complete development NO

Section 57

Land management agreement NO

Section 69

Emergency order NO

| | |
|--|----|
| <i>Section 71 (only)</i> Fire safety notice | NO |
| <i>Section 84</i> Enforcement notice | NO |
| <i>Section 85(6), 85(10) or 106</i> Enforcement Order | NO |
| <i>Part 11 Division 2</i> Proceedings | NO |
| Fire and Emergency Services Act 2005 | |
| <i>Section 105F (or section 56 or 83 (repealed))</i> Notice | NO |
| <i>Section 56 (repealed)</i> Notice issued | NO |
| Food Act 2001 | |
| <i>Section 44</i> Improvement notice <i>issued against the land</i> | NO |
| <i>Section 46</i> Prohibition order | NO |
| Housing Improvement Act 1940 (repealed) | |
| <i>Section 23</i> Declaration that house is undesirable or unfit for human habitation | NO |
| Land Acquisition Act 1969 | |
| <i>Section 10</i> Notice of intention to acquire | NO |
| Local Government Act 1934 (repealed) | |
| <i>Notice, order, declaration, charge, claim or demand given or made under the Act</i> | NO |
| Local Government Act 1999 | |
| <i>Notice, order, declaration, charge, claim or demand given or made under the Act</i> | NO |
| Refer to separate attachment for Rates and Charges | |
| Local Nuisance and Litter Control Act 2016 | |
| <i>Section 30</i> Nuisance or litter abatement notice <i>issued against the land</i> | NO |

Planning, Development and Infrastructure Act 2016

Section 139

Notice of proposed work and notice may require access NO

Section 140

Notice requesting access NO

Section 141

Order to remove or perform work NO

Section 142

Notice to complete development NO

Section 155

Emergency order NO

Section 157

Fire safety notice NO

Section 192 or 193

Land Management Agreements NO

Section 198(1)

Requirement to vest land in a council or the Crown to be held as open space NO

Section 198(2)

Agreement to vest land in a council or the Crown to be held as open space NO

Part 16 - Division 1

Proceedings NO

Section 213

Enforcement notice NO

Section 214(6), 214(10) or 222

Enforcement order NO

Public and Environmental Health Act 1987 (repealed)

Part 3

Notice NO

Public and Environmental Health (Waste Control) Regulations 2010 (or 1995) revoked

Part 2 – Condition (that continues to apply) of an approval NO

Public and Environmental Health (Waste Control) Regulations 2010 revoked

Regulation 19 - Maintenance order (that has not been complied with) NO

South Australian Public Health Act 2011

Section 92

Notice NO

South Australian Public Health (Wastewater) Regulations 2013

Part 4 – Condition (that continues to apply) of an approval NO

Particulars of building indemnity insurance

NO

Details of Building Indemnity Insurance still in existence for building work on the land

Particulars relating to environment protection

Further information held by council

Does the council hold details of any development approvals relating to:

NO

(a) commercial or industrial activity at the land; or

(b) a change in the use of the land or part of the land (within the meaning of the

Development Act 1993) or the *Planning, Development and Infrastructure Act 2016*?

Note –

The question relates to information that the council for the area in which the land is situated may hold. If the council answers “YES” to the question, it will provide a description of the nature of each development approved in respect of the land. The purchaser may then obtain further details from council (on payment of any fee fixed by the council). However, it is expected that the ability to supply further details will vary considerably between councils.

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

It should be noted that –

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

General

Easement

NO

Does a Council drainage easement exist? – Refer to Certificate of Title of subdivision plans (ie Deposited Plans, Community Plans, File Plans etc) for details of easements in the interests of other State Departments or Agencies).

Are you aware of any encroachment on the Council easement?

NO

Lease, agreement for lease, tenancy agreement or licence

(The information does not include the information about sublease or subtenancy.

NO

The purchaser may seek that information from the lessee or tenant or sublessee or subtenant.)

Caveat

NO

Other

Charge for any kind affecting the land (not included in another item)

NO

PLEASE NOTE:

The information provided is as required by The Land and Business (Sale and Conveyancing) Act 1994. The information should not be taken as a representation as to whether or not any other charges or encumbrances affect the subject land.

This statement is made the 21 January 2025

Cherie Bonham

Team Leader for Development Support

AUTHORISED OFFICER

LOCAL GOVERNMENT RATES SEARCH

TO: Fentons Forms
PO Box 298
CHRISTIES BEACH SA 5165

21 January 2025

DETAILS OF PROPERTY REFERRED TO:

Property ID : 23758
 Valuer General No : 8609582246
 Valuation : \$265,000.00
 Owner : Ms Nicola Jane Allen
 Property Address : 28/60-64 Booth Avenue MORPHETT VALE SA 5162
 Volume/Folio : CT-5031/31
 Lot/Plan No : Unit 28 Sec 594 SP 3234
 Ward : 03 Knox Ward

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

| | |
|--|--------|
| Rates balance (as of 30 Jun 2024) and/or Block Clearing Charges | \$0.00 |
| Postponed Amount in Arrears (if applicable monthly interest of 0.58750%) | \$0.00 |
| Fines (2%) and interest on arrears charged from previous financial year (monthly interest of 0.75416%) | \$0.00 |

Rates for the current 2024-2025 Financial Year applicable from 01 July 2024:

Total Rates Levied 2024-2025 **\$1,397.13**

If the quarterly payments are not received by the due date, a 2% fine will be added to that amount with interest added of 0.7625% on the first working day of each month following, until the total amount overdue is paid.

| | |
|--|-----------|
| Less Council Rebate. The Council Rebate ceases on sale and a pro-rata calculation will apply to the date of sale | \$0.00 |
| Less Council Capping Rebate | \$0.00 |
| Fines and interest charged in the current financial year (2% fine when rates first become overdue and 0.7625% interest applied per month thereafter) | \$0.00 |
| Postponed Interest (0.59583% per month on total of postponed rates and interest) | \$0.00 |
| Less paid current financial year Overpayment | -\$699.13 |
| | \$0.00 |
| Legal Fees (current) | \$0.00 |
| Legal Fees (arrears) | \$0.00 |
| Refunds, Rates Remitted, Small Balance Adjustments or Rate Capping Rebate | \$0.00 |
| Balance - rates and other monies due and payable | \$698.00 |
| Property Related Debts | \$0.00 |

BPAY Biller Code: 421503
Ref: 1608980237582

TOTAL BALANCE**\$698.00**

AUTHORISED OFFICER
Haylie Thomas

This statement is made the 21 January 2025

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

REQUESTED BY: **Name:** Searchlight Technology
Address: searches@searchlighttechnology.com.au

REGARDING: **Corporation:** STRATA CORPORATION 3234 INC.
Unit No. & Address: 28/60 BOOTH AVE MORPHETT VALE
Owners: Nicola Jane Allen

PART 1 : FINANCIAL DETAILS

1.1 Lot Entitlement

Lot Entitlement = 1

Total of all Entitlements = 36

1.2 Maintenance Contributions

| Last Levy Paid | Amount | Paid To |
|-------------------|----------|------------|
| Admin Fund Levy | \$669.05 | 31/12/2024 |
| Sinking Fund Levy | \$106.95 | 31/12/2024 |
| Current Levy | Amount | Frequency |
| Admin Fund Levy | \$669.05 | Quarterly |
| Sinking Fund Levy | \$106.95 | Quarterly |

1.3 Arrears

| Levies | Due as at 20/01/2025 | Charged but due after 20/01/2025 |
|-------------------|----------------------|----------------------------------|
| Admin Fund Levy | \$585.10 | \$0.00 |
| Sinking Fund Levy | \$106.95 | \$0.00 |
| Amount Due | \$692.05 | \$0.00 |

** (NB: Interest accrues daily at 10 % per annum)



Biller Code: 96503
Ref: 23201195700003234282

1.4 Lot Expenditure by the Strata Corporation

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

1.5 Assets and Liabilities of the Corporation

- (a) Fund Name : STRATA DATA CLIENTS TRUST ACCOUNT
- (b) Held at : Macquarie Trust Account (BCSA)
- (c) Sum standing to the credit of fund: \$72,872.21 comprising Admin: \$30,371.68 and Sinking: \$42,500.53
- (d) Amount committed to expenses : Refer to minutes of meetings is incurred for : Refer to minutes of meetings
- (e) Amount earmarked for future expenses : Refer to minutes of meetings for the purpose of : Refer to minutes of meetings

(f) Particulars of other assets. All those defined as common property upon the land :

Refer to minutes of meetings

(g) Amount held in external account : \$0.00

(h) Liabilities (excluding those above as described in 1.2 herein)

Refer to minutes of meetings

Water Payment Method: Individual Owners pay

PART 2 : INSURANCE

Insurer : CHU

| Type of Cover | Sum Insured | Policy Number | Expiry Date |
|--------------------------------------|-----------------|---------------|-------------|
| Catastrophe Cover | \$3,996,470.00 | HU0044077 | 01/09/2025 |
| Public Liability | \$20,000,000.00 | HU0044077 | 01/09/2025 |
| Building | \$13,321,567.00 | HU0044077 | 01/09/2025 |
| Government Audit Costs | \$25,000.00 | HU0044077 | 01/09/2025 |
| Office Bearers | \$1,000,000.00 | HU0044077 | 01/09/2025 |
| Fidelity Guarantee | \$100,000.00 | HU0044077 | 01/09/2025 |
| Common contents | \$13,322.00 | HU0044077 | 01/09/2025 |
| Voluntary workers | \$200,000.00 | HU0044077 | 01/09/2025 |
| Lot Owners fixtures and improvements | \$250,000.00 | HU0044077 | 01/09/2025 |

Notes

PART 3 : DOCUMENTS SUPPLIED

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

PART 4 : DOCUMENT INSPECTION

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

Statement Dated 20/01/2025

Signed for and on behalf of STRATA CORPORATION 3234 INC.



Joshua Benton

Body Corporate Manager

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

The Strata Titles Act requires that :

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

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

STRATA DATA

ABN 20 080 960 112

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

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

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

**STRATA CORPORATION 3234 INC.
28/60 BOOTH AVE MORPHETT VALE**

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

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

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

RENTAL MANAGER/AGENTS _____
(if applicable) _____
ADDRESS _____

CONTACT PERSON _____
CONTACT DETAILS HOME _____ WORK _____
MOBILE _____ EMAIL _____

TENANT NAMES _____
CONTACT DETAILS HOME _____ WORK _____
MOBILE _____ EMAIL _____

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

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

Thank you for your assistance in keeping our records up-to-date.

Minutes of the Annual General Meeting

Corporation *STRATA CORPORATION 3234 INC.*
Address *60 BOOTH AVENUE MORPHETT VALE*
Meeting Date **7th of August, 2023 commencing at 4:00 PM**
Location **647 Portrush Road Glen Osmond, South Australia 5064**

Present in Person

Unit: 8 Mss Jan Phillips
Unit: 16 MR ROGER WEBB
Unit: 24 Ms Trudie Blaskell
Unit: 27 Sandra Ann Holberton
Unit: 36 Ms Samantha Jayne Kensen

Apologies

Nil

Present by Proxy -

Unit: 2 Suparama Property Holdings Pty Ltd by Proxy to Strata Data
Unit: 3 Ms Pamela June Oswald By Proxy To Strata Data
Unit: 5 Samantha Kathleen Schinella By Proxy To Strata Data
Unit: 6 H And M Jones ATF Jones Family Trust By Proxy To Strata Data
Unit: 9 Mr Jason Rigoni By Proxy To Strata Data
Unit: 11 Christine Yii By Proxy To Strata Data
Unit: 12 Mrs Patricia Rose Walter By Proxy To Strata Data
Unit: 14 L Barter Property Pty Ltd By Proxy To Strata Data
Unit: 15 Craig Den Gough, Nicola Jane Gough By Proxy To Strata Data
Unit: 17 Mr Anooj Ramachandran Nair, Mrs Sandra Salin By Proxy To Strata Data
Unit: 23 Mr & Mrs Frank & Gwenda May Magro By Proxy To Strata Data
Unit: 28 Mr & Ms Neville Shane & Angela Jean White By Proxy To Strata Data
Unit: 31 Mr Simon Stewart Whan By Proxy To Strata Data
Unit: 32 Mr & Mrs Craig & Rebecca Potter By Proxy To Strata Data
Unit: 33 Ms Nicole Watchman By Proxy To Strata Data
Unit: 34 Emma Jade Whitham-Richmond By Proxy To Strata Data

In attendance

Ashleigh Teigesser representing Strata Data

Quorum

The Body Corporate Manager declared that a quorum was in attendance and the meeting opened at 4:03 pm.

Chairperson

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

Confirmation of Minutes

It was resolved "that the minutes of the previous General Meeting(s), held on 8 August 2022 be accepted as a true and correct record of that meeting." *Carried Unanimously*

Financial Report

It was resolved "that the statement of income and expenditure for the period Friday 01 July 2022 to Friday 30 June 2023 was reviewed, received and accepted as an accurate record of the corporation's current financial standing." *Carried Unanimously*

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

Review of Sums Insured

General Advice Warning

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

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

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

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

The Body Corporate resolved to have an insurance valuation and instructed Strata Data to endorse the insurance policy at the valued amount or maintain the existing level of building sum insured, whichever is greater.

It was resolved "that the sums insured be:

| | |
|--------------------------------|--|
| Building Insurance | As Per Valuation |
| Common Area Contents Insurance | As Per Valuation |
| Public Liability Insurance | \$20,000,000.00 |
| Office Bearers Liability | \$2,000,000.00 |
| Catastrophe Insurance | \$2,912,700.00 |
| Fidelity Guarantee | \$100,000.00 |
| Machinery Breakdown | Not Selected |
| Excess | Refer to current Certificate of Currency |
| Renewal Date for these sums is | 1/09/2023 |
| Last Valuation Date | 6/10/2020 |
| Last Valuation Sum | \$8,514,000.00 |

Flood Cover

The policy currently includes flood cover.

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

Land Valuation

It was resolved "that Strata Data obtain a quotation for a land valuation to determine how much the land is worth. That this would be forwarded to the committee for review." *Carried Unanimously*

Contents and Landlords Insurance

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

If you are in a Strata or Community Strata property and require a contents or landlord insurance policy you can obtain a quote or take cover with CHU by visiting our website <https://www.stratadata.com.au/insurance/> or call the Strata Data insurance team on (08) 8372 2777 for guidance.

Use of Contractors

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

Preferred Contractors

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

Non-Preferred Contractors (Approved)

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

Non Approved Contractors

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

Maintenance Requirements

Scheduled Cleaning of Gutters and Down Pipes

Strata Data was requested to engage Adelaide General Property Maintenance to carry out the cleaning to all gutters, downpipes, carports and sump drains within this single storey complex in October/November 2023 and again in April/May 2024. The contractor is to be advised to be exceptionally careful when walking on the roofs. That the contractor is to advise if the gutters require any maintenance/repairs.

Grounds Maintenance – Review of Current Schedule

The members present agreed to continue to contract Maintenance Matters to attend to grounds maintenance on a monthly cycle in the months of January, February, March, April, May, June, July August and September and on a fortnightly cycle for the months of October, November and December. That the committee may instruct variations to the cycles when required.

Parking

It was resolved "that Strata Data send a letter to units 5, 13 and 18 to provide a first warning that they are not to park or drive on the lawns. That should the behaviour continue the Corporation would look to impose fines." *Carried Unanimously*

Stormwater and Sewer Preventative Maintenance (Hydrojet Clean)

It was resolved "that no further action was required at this time. That the abovementioned item be placed on the agenda for the next Annal General Meeting. that the committee may instruct this work to be undertaken where required." *Carried Unanimously*

White Ant Inspection

It was resolved "that the Body Corporate proceed with the annual termite inspections with Termite Free Naturally" *Carried Unanimously*

Flooring Unit 36

It was resolved "that no further action was required at this time. That the abovementioned item be placed on the agenda for the next Annual General Meeting. That the committee may instruct this work to be undertaken where required." *Carried Unanimously*

Window Repairs

It was resolved "that Strata Data would obtain three quotations for timber window repairs where required. That once the quotations are in hand, they would be sent to the Committee for review. That a special levy may be required to fund this work." *Carried Unanimously*

Potholes

It was resolved "that Strata Data obtain a quotation from Ace Bitumen to repair the potholes in the common driveway. That once the quotation is in hand it would be sent to the committee for review." *Carried Unanimously*

Other Relevant Business

Sinking Fund Analysis

It was resolved "The sinking fund report prepared by Independent Inspections, as distributed with the agenda was tabled and reviewed. It was resolved "that the proposed works and associated recommended levy contributions contained within the report be reviewed every year as required by legislation." *Carried Unanimously*

Maintenance Condition and Safety Report

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

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

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

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

Reimbursement for Electricity Charges Incurred - Common Lighting

It was resolved "The security light attached to the Units are to be left on so as to illuminate Common Property. Should the unit owner wish to seek reimbursement for electricity to power this light, an invoice is to be sent to the Body Corporate Manager who in turn will seek approval from the Presiding Officer in order to make payment." *Carried Unanimously*

Blanket Pet Approval

It was resolved "That all units be permitted to keep one animal within the unit subsidiary, subject to the following terms and conditions being both met and adhered to; the animal is not allowed to wander on Common Property without supervision & a leash being attached at all times, that the animal is fully vaccinated when old enough, microchipped and registered with the local council. That all faeces are picked up immediately and disposed of in the correct manner. Should the animal prove to cause nuisance to other residents within the Strata Corporation, the approval may be rescinded." *Carried Unanimously*

Ducted Air Conditioning Approval

It was resolved "that unit owners are permitted to install or mount wall, ducted or split system air conditioners on the basis that only 1 outside condensing unit is placed to the rear of the unit or roof, they have a low noise emission, meets council guidelines and requirements, they are installed in a

professional manner by a qualified and insured contractor, all condensate discharged from the appliance either during or subsequent to its operation being piped into the nearest plumbing tundish or storm water vent and all installation costs and all future repair/replacement/ maintenance is the responsibility of the individual unit owner." *Carried Unanimously*

Approvals, Alterations & Additions

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

Level of Maintenance Fund Contributions

- a) Administration Fund – Recurrent Expenditure

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

- b) Sinking Fund – Non-Recurrent Expenditure

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

The Body Corporate Manager tabled a budget with a total annual contribution of \$86,399.00.

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

| | |
|---------------------|-------------|
| Administration Fund | \$70,999.00 |
| Sinking Fund | \$15,400.00 |
| Total Contribution | \$86,399.00 |

This contribution is payable quarterly and divided equal on 1 October 2023.

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

Transfer of Funds

It was resolved "that Strata Data transfer \$31,850.00 from the administration fund to the sinking fund as this was a surplus from the previous financial year." *Carried Unanimously*

Owners were advised through these minutes that additional levies may be raised this year to fund capital maintenance works.

All owners are reminded that levies are due 1st January, 1st April, 1st July & 1st October.

Individual Water Meters

It was resolved "that Strata Data obtain a quotation for individual water meters. That once this is in hand, it would be sent to the Committee for review." *Carried Unanimously*

Election of Officers

It was resolved "that Miss Jan Phillips be appointed to the positions of Presiding Officer, Secretary and Treasurer for the forthcoming year. That the Presiding Officer be delegated authority to make decisions (that require ordinary resolutions only) on behalf of the Corporation, and be the main contact point between Strata Data and the corporation. That a Committee comprising of the following owners is appointed." *Carried Unanimously*

Committee Members

Miss Jan Phillips

Mr Roger Webb

Appointment of Body Corporate Manager

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

The agreed management fee for the coming year is \$12,084.00 including GST.

Next Annual General Meeting

The next Annual General Meeting will be held on 12 August 2024 at 4:00 pm in at Strata Data, 647 Portrush Road, Glen Osmond SA 5064 or via video / telephone conference.

Closure

There being no further business, owners and visitors were thanked for their attendance and the meeting closed at 5:11 pm.



STRATA DATA PORTAL | ACCESS YOUR INFORMATION 24/7

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

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

How can I access the Portal?

- If you have already registered for portal access, please visit portal.stratadata.com.au.
- If you have not received an invite, please email portal@stratadata.com.au to request an invitation.

Minutes of the Annual General Meeting

Corporation *STRATA CORPORATION 3234 INC.*
Address *60 BOOTH AVENUE MORPHETT VALE*
Meeting Date **12th of August, 2024 commencing at 4:00 PM**
Location **647 Portrush Road Glen Osmond, South Australia 5064**

Present in Person

Unit: 4 Mr Arifulla Shariff
Unit: 6 H and M Jones ATF Jones Family Trust – Helen Jones
Unit: 8 Miss Jan Phillips
Unit: 13 Nathan Thomas
Unit: 16 Mr Roger Webb
Unit: 24 Ms Executors Of Estate Of K Blacksell for D Blacksell – Trudie Blacksell
Unit: 27 Sandra Ann Holberton

Apologies

Unit: 28 Nicola Jane Allen

Present by Proxy

Unit: 1 Ms Heather Evelyn Hamilton by Proxy to Strata Data
Unit: 2 Suparama Property Holdings Pty Ltd by Proxy to Strata Data
Unit: 3 Ms Pamela June Oswald by Proxy to Mr Arifulla Shariff
Unit: 5 Samantha Kathleen Schinella by Proxy to Strata Data
Unit: 11 Christine Yii by Proxy to Strata Data
Unit: 17 Mr Anooj Ramachandran Nair, Mrs Sandra Salin by Proxy to Strata Data
Unit: 29 Mr & Ms Michael John & Hanh Thi Pham Parton by Proxy to Mr Justin Hanalla
Unit: 30 Miss Emma Louise Macfarlane by Proxy to Strata Data
Unit: 31 Mr Simon Stewart Whan by Proxy to Strata Data
Unit: 32 Mr Craig & Mrs Rebecca Potter by Proxy to Strata Data
Unit: 33 Ms Nicole Watchman by Proxy to Strata Data

In attendance

Ashleigh Teigesser representing Strata Data

Quorum

The Body Corporate Manager declared that a quorum was in attendance and the meeting opened at 4:09 pm.

Chairperson

It was resolved “that Ashleigh Teigesser of Strata Data assist the Presiding Officer by chairing the meeting”. *Carried Unanimously*

Confirmation of Minutes

It was resolved “that the minutes of the previous General Meeting(s), held on 7 August 2023 be accepted as a true and correct record of that meeting.” *Carried Unanimously*

Financial Report

It was resolved “that the statement of income and expenditure for the period Saturday 01 July 2023 to Sunday 30 June 2024 was reviewed, received and accepted as an accurate record of the corporation’s current financial standing.” *Carried Unanimously*

Public Officer

What are the responsibilities of the public officer? A public officer is the Company’s

representative to the Australian Tax Office and is responsible for the Company's obligations under the Income Tax Assessment Act 1936. They must be able to establish their identity and be available when contacted by the ATO regarding the company's tax obligations.

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

Review of Sums Insured

General Advice Warning

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

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

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

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

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

It was resolved "that the sums insured be:

| | |
|--------------------------------|--|
| Building Insurance | \$13,321,566.00 |
| Common Area Contents Insurance | \$133,215.00 |
| Public Liability Insurance | \$20,000,000.00 |
| Office Bearers Liability | \$1,000,000.00 |
| Catastrophe Insurance | 30% of the building sum insured |
| Fidelity Guarantee | \$100,000.00 |
| Machinery Breakdown | Not Selected |
| Excess | Refer to current Certificate of Currency |
| Renewal Date for these sums is | 01/09/2024 |
| Last Valuation Date | 17/08/2023 |
| Last Valuation Sum | \$12,110,515.00 |

Flood Cover

The policy currently includes flood cover.

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

Contents and Landlords Insurance

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

If you are in a Strata or Community Strata property and require a contents or landlord insurance policy you can obtain a quote or take cover with CHU by visiting our website <https://www.stratadata.com.au/insurance/> or call the Strata Data insurance team on (08) 8372 2777 for guidance.

Use of Contractors

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

Preferred Contractors

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

Non-Preferred Contractors (Approved)

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

Non Approved Contractors

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

Maintenance Requirements

Scheduled Cleaning of Gutters and Down Pipes

Strata Data was requested to engage Adelaide General Property Maintenance to carry out the cleaning to all gutters, downpipes, carports and sump drains within this single storey complex in October/November 2024 and again in April/May 2025. The contractor is to be advised to be exceptionally careful when walking on the roofs. That the contractor is to advise if the gutters require any maintenance/repairs. That the committee can authorise additional cleans when required.

Grounds Maintenance – Review of Current Schedule

The members present agreed to continue to contract Maintenance Matters to attend to grounds maintenance on a monthly cycle. That the committee may instruct variations to the cycles when required.

It was resolved "that Strata Data engage Maintenance Matters to attend and remove the tree branch near unit 12 and the shrub out the front of unit 16. That Mr Roger Webb would forward a photo of the shrub out the front of unit 16 for the gardener's reference." *Carried Unanimously*

Quarterly Pest Inspection - Termite Free Naturally

It was resolved "that the Body Corporate proceed with the annual termite inspections with Termite Free Naturally" *Carried Unanimously*

Cracking - Units 15 & 16

It was resolved "that Strata Data obtain two additional quotations for the remedial works required before the cracking repairs could be finalised. That Strata Data provide a scope of works to both contractors (as out lined on the current quotation). That Mr Roger Webb be the onsite contact for the contractors. That once the quotations are in hand, they would be sent to the Committee for further instruction. That a special levy may be required to fund this work." *Carried Unanimously*

Flooring Unit 36

It was resolved "that no further action was required at this time. That the abovementioned item be placed on the agenda for the next Annual General Meeting. That the committee may instruct this work to be undertaken where required." *Carried Unanimously*

Salt Damp

Owners were reminded through these minutes that Salt Damp repairs and treatment are an individual unit owners responsibility to repair and maintain.

Carpentry Repairs to Corporation (Refer attached quotation)

It was resolved "that Strata Data obtain three updated quotations for front window repairs to all units. That Mr Roger Webb be the onsite contact for the contractors. That once the quotations are in hand, they would be sent to the Committee for further instruction. That a special levy may be required to fund this work." *Carried Unanimously*

Other Relevant Business

Pet Approval Unit 29

It was resolved "That Unit 29 be permitted to keep two cats within the unit subsidiary of unit 29, subject to the following terms and conditions being both met and adhered to; the cat is not allowed to wander on Common Property without supervision & a leash being attached at all times, that the cat is fully vaccinated when old enough, microchipped and registered with the local council. Should the pet prove to cause nuisance to other residents within the Strata Corporation, the approval may be rescinded. That the approval stand, only for the natural life of the pet." *Carried Unanimously*

Pet Approval Unit 27

It was resolved "That unit 27 be permitted to keep a second indoor cat within the unit subsidiary of unit 27, subject to the following terms and conditions being both met and adhered to; the cat is not allowed to wander on Common Property without supervision & a leash being attached at all times, that the cat is fully vaccinated when old enough, microchipped and registered with the local council. Should the pet prove to cause nuisance to other residents within the Strata Corporation, the approval may be rescinded. That the approval stand, only for the natural life of the pet." *Carried Unanimously*

Sinking Fund Analysis

It was resolved "that Strata Data send a copy of the sinking fund analysis report along with the agenda for the next Annual general meeting so that all owners can review this before the meeting." *Carried Unanimously*

Maintenance Condition and Safety Report

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

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

It was resolved "that a maintenance condition and safety report is not require at this time." *Carried Unanimously*

Pet Approval Unit 13

It was resolved "that Unit 13 be permitted to keep two cats within the unit subsidiary of unit 13, subject to the following terms and conditions being both met and adhered to; the cat is not allowed to wander on Common Property without supervision & a leash being attached at all times, that the cat is fully vaccinated when old enough, microchipped and registered with the local council. Should the pet prove to cause nuisance to other residents within the Strata Corporation, the approval may be rescinded. That the approval stand, only for the natural life of the pet." *Carried Unanimously*

Letter to Owners, Residents & Property Managers

It was resolved "that Strata Data send a letter to all residents, owners and property managers in relation to the following breaches of the Strata Titles Act;

- Parking on Common Property – Parking on the grass and common driveway is prohibited. Each unit has one allocated parking space in their garage and a second parking space directly behind their garage.
- Bins – Each unit has been allocated one general waste bin, one recycle bin and one green waste bin. These need to be placed out on the road no more than one night before collection and must be brought back in directly after collection. Bins must be stored in the rear yard or garage of each unit.
- Rubbish / Personal belongings – Each unit must ensure that their front yard, including the porch is left in a clean and tidy manner. This means that no personal belongings or rubbish can be stored out the front of the units.

That the letter reminds all that if units are found to be in breach of the above, fines may be imposed of up to \$500.00." *Carried Unanimously*

Approvals, Alterations & Additions

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

Level of Maintenance Fund Contributions

- a) Administration Fund – Recurrent Expenditure

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

- b) Sinking Fund – Non-Recurrent Expenditure

Strata Data advised that owners must make provision for long term, non-recurrent maintenance expenditure through a sinking fund and presented an estimate of budget requirements for the coming year while recommending that the corporation look at obtaining a Sinking Fund Analysis.

The Body Corporate Manager tabled a budget with a total annual contribution of \$122,398.00. This Budget was not approved:

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

| | |
|---------------------|--------------|
| Administration Fund | \$96,342.00 |
| Sinking Fund | \$15,400.00 |
| Total Contribution | \$111,742.00 |

This contribution is payable quarterly and divided equal on 1 October 2024.

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

All owners are reminded that levies are due 1st January, 1st April, 1st July & 1st October.

Election of Officers

It was resolved "that Miss Jan Phillips be appointed to the positions of Presiding Officer, Secretary and Treasurer for the forthcoming year. That the Presiding Officer be delegated authority to make decisions (that require ordinary resolutions only) on behalf of the Corporation, and be the main contact point between Strata Data and the corporation. That a Committee comprising of the following owners is appointed." *Carried Unanimously*

Committee Members

Miss Jan Phillips
Mr Roger Webb

Trudie Blacksell
Ian Shipley

It was resolved “that the committee would be sent a copy of the unit list for all unit owners.” *Carried Unanimously*

Appointment of Body Corporate Manager

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

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

The agreed management fee for the coming year is \$12,864.00 including GST.

Next Annual General Meeting

The next Annual General Meeting will be held on 11 August 2025 at 4:00 pm via Zoom and by RSVP for a meeting location.

Closure

There being no further business, owners and visitors were thanked for their attendance and the meeting closed at 5:32 pm.



STRATA DATA PORTAL | ACCESS YOUR INFORMATION 24/7

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

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

How can I access the Portal?

- If you have already registered for portal access, please visit portal.stratadata.com.au.
- If you have not received an invite, please email portal@stratadata.com.au to request an invitation.



Summary Financial Statement

Version: 03.10.01

Date Printed 04/07/2023

STRATA CORPORATION 3234 INC.

Address: 60 BOOTH AVENUE MORPHETT VALE, South Australia 5162

ABN: 18539215329

Page 1

STRATA DATA

INCOME & EXPENDITURE STATEMENT BETWEEN 01/07/2022 AND 30/06/2023

| | ADMIN | SINKING | TOTAL |
|-----------------------------------|---------------------|--------------------|---------------------|
| INCOME | | | |
| Admin Fund Levy | \$60,948.73 | - | \$60,948.73 |
| Insurance Claim Recovery | \$7,292.30 | - | \$7,292.30 |
| Interest on Overdue Levies | \$275.82 | - | \$275.82 |
| Interest Received | \$1,974.34 | - | \$1,974.34 |
| Sinking Fund Levy | - | \$14,769.72 | \$14,769.72 |
| Special Levy (Admin Fund) | \$35,260.20 | - | \$35,260.20 |
| TOTAL INCOME | \$105,751.39 | \$14,769.72 | \$120,521.11 |
| OUTGOINGS | | | |
| Audit | \$567.00 | - | \$567.00 |
| Bank Charges | \$101.85 | - | \$101.85 |
| Body Corporate Management | \$12,095.96 | - | \$12,095.96 |
| Building Repairs & Maintenance | - | \$4,650.00 | \$4,650.00 |
| Ceiling Repairs & Maintenance | \$3,070.42 | \$31,915.67 | \$34,986.09 |
| Debt Recovery Fees | \$751.66 | - | \$751.66 |
| Disbursements | \$2,400.14 | - | \$2,400.14 |
| Door & Lock Repairs & Maintenance | \$328.23 | - | \$328.23 |
| Electrical Works | \$638.34 | - | \$638.34 |
| Electricity | \$100.00 | - | \$100.00 |
| Fencing Repairs & Maintenance | \$220.00 | - | \$220.00 |
| General Repairs & Maintenance | \$451.89 | - | \$451.89 |
| Glass Replacement | \$712.60 | - | \$712.60 |
| Grounds Maintenance | \$5,895.97 | - | \$5,895.97 |
| Gutter Cleaning | \$4,081.00 | - | \$4,081.00 |
| Gutter Repairs & Maintenance | \$2,881.95 | - | \$2,881.95 |
| Insurance Claim | \$7,292.30 | - | \$7,292.30 |
| Insurance Premium | \$19,475.25 | - | \$19,475.25 |
| Legal Fees | \$534.10 | - | \$534.10 |
| Meeting Fees | \$615.00 | - | \$615.00 |
| Pest Control | \$3,548.00 | - | \$3,548.00 |
| Plumbing Repairs & Maintenance | \$4,277.17 | - | \$4,277.17 |
| Public Officer | \$114.00 | - | \$114.00 |
| Roof Repairs & Maintenance | \$1,736.36 | - | \$1,736.36 |
| Tax Return | \$189.00 | - | \$189.00 |
| Tree Removal & Pruning | \$1,705.00 | - | \$1,705.00 |



Summary Financial Statement

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ABN: 18539215329

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STRATA DATA

| | | | |
|------------------------|--------------------|--------------------|---------------------|
| WHS Compliance | \$118.00 | - | \$118.00 |
| TOTAL OUTGOINGS | \$73,901.19 | \$36,565.67 | \$110,466.86 |

SUMMARY

| | | | |
|---|--------------------|--------------------|---------------------|
| OPENING BALANCE AS AT 01/07/2022 | \$29,811.37 | \$69,493.87 | \$99,305.24 |
| TOTAL INCOME | \$105,751.39 | \$14,769.72 | \$120,521.11 |
| TOTAL OUTGOINGS | \$73,901.19 | \$36,565.67 | \$110,466.86 |
| CLOSING BALANCE AS AT 30/06/2023 | \$61,661.57 | \$47,697.92 | \$109,359.49 |
| NET SURPLUS | \$31,850.20 | (\$21,795.95) | \$10,054.25 |



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Page 1

STRATA DATA

INCOME & EXPENDITURE STATEMENT BETWEEN 01/07/2023 AND 30/06/2024

| | ADMIN | SINKING | TOTAL |
|---|--------------------|--------------------|--------------------|
| INCOME | | | |
| Admin Fund Levy | \$68,908.68 | - | \$68,908.68 |
| Insurance Claim Recovery | \$1,109.21 | - | \$1,109.21 |
| Interest on Overdue Levies | \$430.55 | - | \$430.55 |
| Interest Received | \$2,703.91 | - | \$2,703.91 |
| Sinking Fund Levy | - | \$15,186.58 | \$15,186.58 |
| Special Levy (Admin Fund) | \$739.80 | - | \$739.80 |
| Special Levy (Sinking Fund) | - | \$1,006.50 | \$1,006.50 |
| TOTAL INCOME | \$73,892.15 | \$16,193.08 | \$90,085.23 |
| OUTGOINGS | | | |
| Audit | \$619.20 | - | \$619.20 |
| Body Corporate Management | \$12,089.06 | - | \$12,089.06 |
| Building Repairs & Maintenance | \$1,820.00 | \$48,648.24 | \$50,468.24 |
| Concrete, Bitumen, Paving Repairs & Maintenance | - | \$4,372.50 | \$4,372.50 |
| Consultancy Fees | \$1,925.00 | - | \$1,925.00 |
| Debt Recovery Fees | (\$1,191.00) | - | (\$1,191.00) |
| Disbursements | \$2,615.29 | - | \$2,615.29 |
| Gate Repairs & Maintenance | \$157.08 | - | \$157.08 |
| Grounds Maintenance | \$9,630.16 | - | \$9,630.16 |
| Gutter Cleaning | \$1,903.00 | - | \$1,903.00 |
| Gutter Repairs & Maintenance | \$3,193.37 | - | \$3,193.37 |
| Income Tax Payment / Refund | \$438.13 | - | \$438.13 |
| Insurance Claim | \$1,109.21 | - | \$1,109.21 |
| Insurance Premium | \$27,775.40 | - | \$27,775.40 |
| Insurance Valuation | \$825.00 | - | \$825.00 |
| Legal Fees | (\$573.39) | - | (\$573.39) |
| Meeting Fees | \$168.75 | - | \$168.75 |
| Meter Readings & Invoicing | \$55.00 | - | \$55.00 |
| Miscellaneous Expenses | \$100.00 | - | \$100.00 |
| Pest Control | \$4,160.00 | - | \$4,160.00 |
| Plumbing Repairs & Maintenance | \$3,632.53 | - | \$3,632.53 |
| Public Officer | \$125.00 | - | \$125.00 |
| Roof Repairs & Maintenance | \$542.67 | - | \$542.67 |
| Tax Return | \$206.00 | - | \$206.00 |
| Transfer Between Funds | \$31,850.00 | (\$31,850.00) | - |



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Address: 60 BOOTH AVENUE MORPHETT VALE, South Australia 5162

ABN: 18539215329

Page 2

STRATA DATA

| | | | |
|------------------------|---------------------|--------------------|---------------------|
| WHS Compliance | \$129.00 | - | \$129.00 |
| TOTAL OUTGOINGS | \$103,304.46 | \$21,170.74 | \$124,475.20 |

SUMMARY

| | | | |
|---|--------------------|--------------------|--------------------|
| OPENING BALANCE AS AT 01/07/2023 | \$61,661.57 | \$47,697.92 | \$109,359.49 |
| TOTAL INCOME | \$73,892.15 | \$16,193.08 | \$90,085.23 |
| TOTAL OUTGOINGS | \$103,304.46 | \$21,170.74 | \$124,475.20 |
| CLOSING BALANCE AS AT 30/06/2024 | \$32,249.26 | \$42,720.26 | \$74,969.52 |
| NET SURPLUS | (\$29,412.31) | (\$4,977.66) | (\$34,389.97) |

Sinking Fund Forecast

SC 3234 Inc



Scheme Number: SC 3234

COMPILED BY Sydney Lue

On September 11 2015

15 Years Starting at : Jun 30 2015

Reference Number V10: 85923

Independent Inspections

T 1300 857 149
F 1300 857 150
M 0402 259 479
E admin@iigi.com.au
W www.iigi.com.au

Professional Indemnity Insurance Policy Number LPP 010907680

FORECAST REPORT CONTENTS

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| PROPOSED LEVIES | 2 |
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INTRODUCTION

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

LOCATION OF PROPERTY

60 Booth Avenue, Morphett Vale, SA 5162

PROPOSED LEVIES

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

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

| | |
|--|----------|
| The Sinking Fund Levy per entitlement per annum already set is : | \$194.44 |
| Number of Lot/Unit Entitlements: | 36 |
| Opening Balance | \$0 |
| The Proposed Sinking Fund levy per entitlement per annum is : | \$194.44 |

METHODOLOGY

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

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

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

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

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

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

GST has been incorporated to the financials

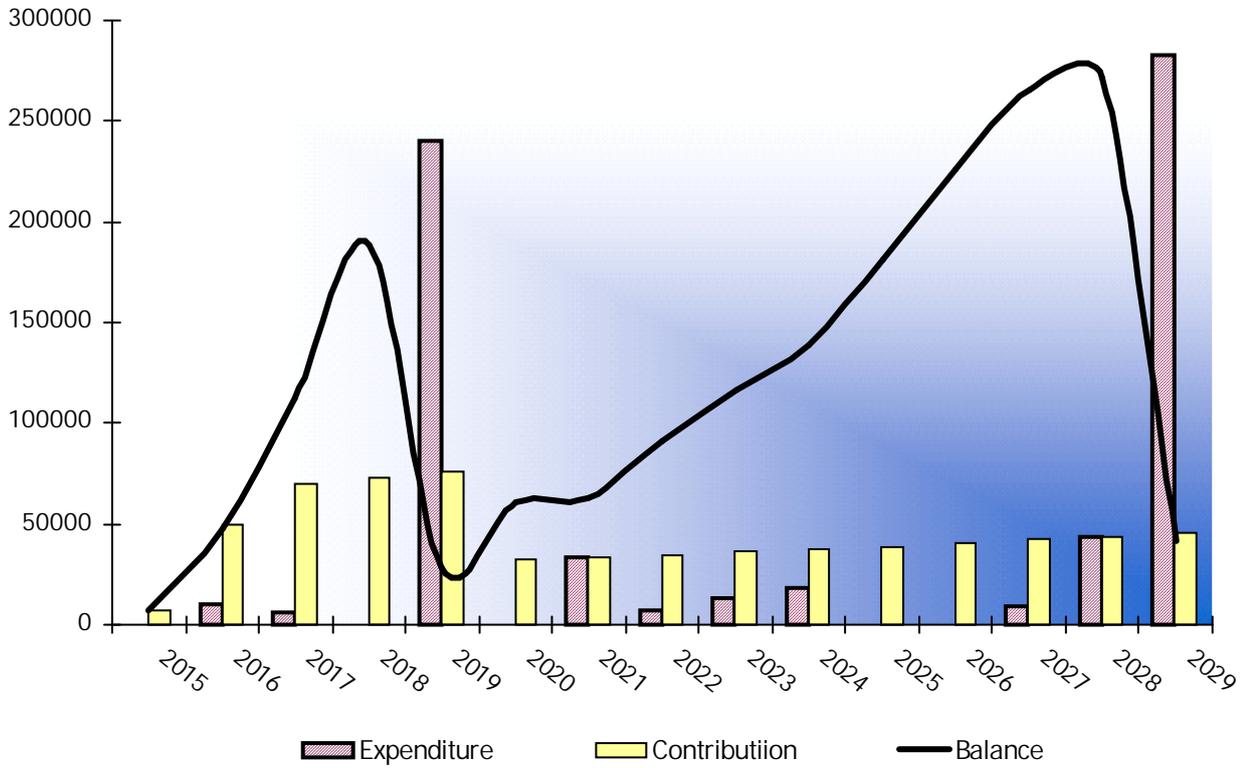
SC 3234 Inc

ANNUAL BALANCE FORECAST, EXPENDITURE AND CONTRIBUTION

| Year | | Costs | Income | | Annual Fund Balance | | Per Entitlement Levy |
|------------|-------------------------|-----------------------------------|--|------------------------|-------------------------------------|-------------------------------|----------------------|
| Life Years | Financial Year Starting | Estimated Expenditure (Inc GST) | Contribution Total P.A. incl 4.00% Inflation | Bank Interest at 2.50% | Opening Balance (Beginning of Year) | Closing Balance (End of Year) | |
| 1 | Jun 15 | \$0 | \$7,000 | 0 | \$0 | \$7,000 | \$194.44 |
| 2 | Jun 16 | \$9,816 | \$50,000 | 175 | \$7,000 | \$47,359 | \$1,388.89 |
| 3 | Jun 17 | \$6,125 | \$70,000 | 1184 | \$47,359 | \$112,418 | \$1,944.44 |
| 4 | Jun 18 | \$0 | \$72,800 | 2810 | \$112,418 | \$188,028 | \$2,022.22 |
| 5 | Jun 19 | \$239,891 | \$75,712 | 4701 | \$188,028 | \$28,550 | \$2,103.11 |
| 6 | Jun 20 | \$0 | \$32,000 | 714 | \$28,550 | \$61,264 | \$888.89 |
| 7 | Jun 21 | \$33,199 | \$33,280 | 1532 | \$61,264 | \$62,877 | \$924.44 |
| 8 | Jun 22 | \$7,452 | \$34,611 | 1572 | \$62,877 | \$91,608 | \$961.42 |
| 9 | Jun 23 | \$12,917 | \$35,995 | 2290 | \$91,608 | \$116,976 | \$999.86 |
| 10 | Jun 24 | \$18,270 | \$37,435 | 2924 | \$116,976 | \$139,065 | \$1,039.86 |
| 11 | Jun 25 | \$0 | \$38,932 | 3477 | \$139,065 | \$181,474 | \$1,081.44 |
| 12 | Jun 26 | \$0 | \$40,489 | 4537 | \$181,474 | \$226,500 | \$1,124.69 |
| 13 | Jun 27 | \$9,067 | \$42,109 | 5662 | \$226,500 | \$265,204 | \$1,169.69 |
| 14 | Jun 28 | \$43,687 | \$43,793 | 6630 | \$265,204 | \$271,940 | \$1,216.47 |
| 15 | Jun 29 | \$283,183 | \$45,545 | 6798 | \$271,940 | \$41,100 | \$1,265.14 |

SC 3234 Inc

FORECAST OF COSTS, INCOME AND BANK BALANCE



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

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

SC 3234 Inc

YEARLY PROJECTED FORECAST SUMMARY

| Year Starting | June 2016 | Expense |
|---|---|---------|
| DRIVEWAY /CAR PARK & PAVING | | |
| | - Maintain Bitumen Driveway (Patchwork) | \$9,816 |
| <hr/> | | |
| Total Forecast Expenditure for year commencing: | June 2016 | \$9,816 |
| <hr/> <hr/> | | |

| Year Starting | June 2017 | Expense |
|---|------------------------------------|---------|
| DRIVEWAY /CAR PARK & PAVING | | |
| | - Maintain Bollards | \$1,633 |
| <hr/> | | |
| FIXTURES/FITTINGS | | |
| | - Maintain Switchboard/ Electrical | \$4,492 |
| <hr/> | | |
| Total Forecast Expenditure for year commencing: | June 2017 | \$6,125 |
| <hr/> <hr/> | | |

| Year Starting | June 2019 | Expense |
|---|------------------------------------|-----------|
| DRIVEWAY /CAR PARK & PAVING | | |
| | - Recoat Bitumen Driveway Surface | \$48,581 |
| | - Maintain Speed Bumps | \$1,178 |
| EXTERNAL FACADE | | |
| | - Repaint Building | \$20,033 |
| | - Repaint Soffits | \$93,776 |
| | - Repaint Door Face | \$5,247 |
| | - Maintain Windows/Frames/Fittings | \$3,533 |
| | - Repaint Window/Door Frames | \$50,878 |
| FENCING | | |
| | - Maintain Underground Pipework | \$10,305 |
| FIXTURES/FITTINGS | | |
| | - Maintain/Repair Mail Boxes | \$6,360 |
| Total Forecast Expenditure for year commencing: June 2019 | | \$239,891 |

| Year Starting | June 2021 | Expense |
|---|-------------------------------------|----------|
| FENCING | | |
| | - Maintain Fencing | \$2,627 |
| ROOF | | |
| | - Maintain Roof | \$25,795 |
| | - Maintain Common Roofing/Guttering | \$4,777 |
| Total Forecast Expenditure for year commencing: June 2021 | | \$33,199 |

| Year Starting | June 2022 | Expense |
|---|------------------------------------|---------|
| DRIVEWAY /CAR PARK & PAVING | | |
| | - Maintain Bollards | \$1,987 |
| <hr/> | | |
| FIXTURES/FITTINGS | | |
| | - Maintain Switchboard/ Electrical | \$5,465 |
| <hr/> | | |
| Total Forecast Expenditure for year commencing: | June 2022 | \$7,452 |
| <hr/> <hr/> | | |

| Year Starting | June 2023 | Expense |
|---|---|----------|
| DRIVEWAY /CAR PARK & PAVING | | |
| | - Maintain Bitumen Driveway (Patchwork) | \$12,917 |
| <hr/> | | |
| Total Forecast Expenditure for year commencing: | June 2023 | \$12,917 |
| <hr/> <hr/> | | |

| Year Starting | June 2024 | Expense |
|---|------------------------------------|----------|
| DRIVEWAY /CAR PARK & PAVING | | |
| | - Maintain Speed Bumps | \$1,433 |
| <hr/> | | |
| EXTERNAL FACADE | | |
| | - Maintain Windows/Frames/Fittings | \$4,299 |
| <hr/> | | |
| FENCING | | |
| | - Maintain Underground Pipework | \$12,538 |
| <hr/> | | |
| Total Forecast Expenditure for year commencing: | June 2024 | \$18,270 |
| <hr/> <hr/> | | |

| Year Starting | June 2027 | Expense |
|---|------------------------------------|---------|
| DRIVEWAY /CAR PARK & PAVING | | |
| | - Maintain Bollards | \$2,418 |
| FIXTURES/FITTINGS | | |
| | - Maintain Switchboard/ Electrical | \$6,649 |
| Total Forecast Expenditure for year commencing: June 2027 | | \$9,067 |

| Year Starting | June 2028 | Expense |
|---|-------------------------------------|----------|
| FENCING | | |
| | - Maintain Fencing | \$3,457 |
| ROOF | | |
| | - Maintain Roof | \$33,944 |
| | - Maintain Common Roofing/Guttering | \$6,286 |
| Total Forecast Expenditure for year commencing: June 2028 | | \$43,687 |

| Year Starting | June 2029 | Expense |
|---|------------------------------------|-----------|
| DRIVEWAY /CAR PARK & PAVING | | |
| | - Maintain Speed Bumps | \$1,743 |
| EXTERNAL FACADE | | |
| | - Repaint Building | \$29,654 |
| | - Repaint Soffits | \$138,811 |
| | - Repaint Door Face | \$7,766 |
| | - Maintain Windows/Frames/Fittings | \$5,230 |
| | - Repaint Window/Door Frames | \$75,311 |
| FENCING | | |
| | - Maintain Underground Pipework | \$15,254 |
| FIXTURES/FITTINGS | | |
| | - Maintain/Repair Mail Boxes | \$9,414 |
| Total Forecast Expenditure for year commencing: June 2029 | | \$283,183 |

| Item | Cost ** (Ex GST) | Replace In | Remain Life/Int Years | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
|---|---------------------|---------------|-----------------------------|------|------|------|------|--------|------|-------|------|-------|-------|------|------|------|-------|--------|
| EXTERNAL FACADE | | | | | | | | | | | | | | | | | | |
| - Repaint Building | \$13,608 | 2019 | 10 | | | | | 20033 | | | | | | | | | | 29654 |
| - Repaint Soffits | \$63,700 | 2019 | 10 | | | | | 93776 | | | | | | | | | | 138811 |
| - Repaint Door Face | \$3,564 | 2019 | 10 | | | | | 5247 | | | | | | | | | | 7766 |
| - Maintain Windows/Frames/Fittings | \$2,400 | 2019 | 5 | | | | | 3533 | | | | | 4299 | | | | | 5230 |
| - Repaint Window/Door Frames | \$34,560 | 2019 | 10 | | | | | 50878 | | | | | | | | | | 75311 |
| ROOF | | | | | | | | | | | | | | | | | | |
| - Maintain Roof | \$16,200 | 2021 | 7 | | | | | | | 25795 | | | | | | | | 33944 |
| - Maintain Common Roofing/Guttering | \$3,000 | 2021 | 7 | | | | | | | 4777 | | | | | | | | 6286 |
| DRIVEWAY /CAR PARK & PAVING | | | | | | | | | | | | | | | | | | |
| - Recoat Bitumen Driveway Surface | \$33,000 | 2019 | 12 | | | | | 48581 | | | | | | | | | | |
| - Maintain Bitumen Driveway (Patchwork) | \$7,500 | 2016 | 7 | | 9816 | | | | | | | 12917 | | | | | | |
| - Maintain Bollards | \$1,200 | 2017 | 5 | | | 1633 | | | | | 1987 | | | | | 2418 | | |
| - Maintain Speed Bumps | \$800 | 2019 | 5 | | | | | 1178 | | | | 1433 | | | | | | 1743 |
| FENCING | | | | | | | | | | | | | | | | | | |
| - Maintain Fencing | \$1,650 | 2021 | 7 | | | | | | | 2627 | | | | | | | | 3457 |
| - Maintain Underground Pipework | \$7,000 | 2019 | 5 | | | | | 10305 | | | | | 12538 | | | | | 15254 |
| FIXTURES/FITTINGS | | | | | | | | | | | | | | | | | | |
| - Maintain Switchboard/ Electrical | \$3,300 | 2017 | 5 | | | 4492 | | | | | 5465 | | | | | 6649 | | |
| - Maintain/Repair Mail Boxes | \$4,320 | 2019 | 10 | | | | | 6360 | | | | | | | | | | 9414 |
| | \$195,802 | | | | 9816 | 6125 | | 239891 | | 33199 | 7452 | 12917 | 18270 | | | 9067 | 43687 | 283183 |

REPORT NOTES -

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

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

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

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

COMPILED BY: Peter Greenham

Peter Greenham's Qualifications include:

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

READILY ACCESSIBLE AREA INSPECTED

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

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

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

Other Comments

GENERAL CONDITIONS OF ENGAGEMENT

1 CONSULTANT'S RESPONSIBILITIES AND OBLIGATIONS

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

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

2 PAYMENT

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

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

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

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

3 VARIATIONS/DOCUMENTS

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

4 CLIENT'S RESPONSIBILITIES AND OBLIGATIONS

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

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

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

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

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

regulatory requirements such as permit or approval fees; and

4.6 discharge its obligations reasonably and in good faith.

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

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

5 DELAY AND EXTENSION OF TIME

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

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

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

6 TERMINATION AND SUSPENSION OF SERVICES

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

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

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

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

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

7 LIABILITY

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

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

7.3 Notwithstanding any other provision of this Agreement,

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

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

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

(i) the supplying of the Services again; or

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

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

8 ASBESTOS, MOULD TERRORISM

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

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

8.3 For the purposes of this clause:

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

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

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

9 MISCELLANEOUS

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

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

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

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

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

FORECAST EXPENDITURE BY BUILDING AREAS

Friday, 11 September 2015

| Area | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
|-----------------------------|------|------|------|------|--------|------|-------|------|-------|-------|------|------|------|-------|--------|
| DRIVEWAY /CAR PARK & PAVING | 0 | 9816 | 1633 | 0 | 49759 | 0 | 0 | 1987 | 12917 | 1433 | 0 | 0 | 2418 | 0 | 1743 |
| EXTERNAL FACADE | 0 | 0 | 0 | 0 | 173467 | 0 | 0 | 0 | 0 | 4299 | 0 | 0 | 0 | 0 | 256772 |
| FENCING | 0 | 0 | 0 | 0 | 10305 | 0 | 2627 | 0 | 0 | 12538 | 0 | 0 | 0 | 3457 | 15254 |
| FIXTURES/FITTINGS | 0 | 0 | 4492 | 0 | 6360 | 0 | 0 | 5465 | 0 | 0 | 0 | 0 | 6649 | 0 | 9414 |
| ROOF | 0 | 0 | 0 | 0 | 0 | 0 | 30572 | 0 | 0 | 0 | 0 | 0 | 0 | 40230 | 0 |
| | | 9816 | 6125 | | 239891 | | 33199 | 7452 | 12917 | 18270 | | | 9067 | 43687 | 283183 |



Signature Asbestos Site Survey
for
60 Booth Avenue, Morphett Vale
Strata Corp # 3234



Inspection Details

Date of inspection: 19 September 2013

Inspector name: Rowan Gabb

60 Booth Avenue, Morphett Vale

Dear Sir or Madam:

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

Actions required are indicated on your Asbestos Hazard Assessment Summary Table. It is critical that all actions are planned immediately and should you require any assistance whatsoever, call our office on (03) 9854 7333.

You will receive an emailed file of the site specific "Asbestos Register" S2.1 in addition to this audit.

Further documents – the S2.2 Asbestos Hazard Site Pack and S3 Asbestos Management Plan, based on AS4801 OHS Management Systems – are vital documents where asbestos has been identified in a building.

The Asbestos Register and Asbestos Hazard Site Pack have been specifically designed to provide you and all persons involved with a simple, easy to use, yet **vigorous** safety plan to prevent an incident.

This report contains;

An Inspection Summary Including the date and details of the person conducting this inspection, the location and condition of the Asbestos or ACM identified on site and a hazard assessment summary table.

Safety Information Potential health risks to occupants of the building because of the presence of asbestos or ACM identified on site and an asbestos audit assessment table.
While asbestos types or conditions etc. may be identified, all types will be assessed as a 'moderate risk' as per our risk assessment method.

Exclusions General OHS and risk assessment is not included unless specifically chosen.
Sampling and analysis.
Inaccessible private lots
Inaccessible areas (E.g. service shafts, equipment)

Assumptions Where the material is suspect and cannot be tested for practical reasons, the material will be treated in all aspects as Asbestos.

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

1. Audit site to identify Asbestos
2. Install an asbestos hazard register accessible for each occupant and anyone entering the building to perform work
3. Warning labels and signage identifying the location of the asbestos need to be installed on site (by a competent person).

4. Apply Asbestos Management Plan; to be made accessible on site for workers and others. The AMP details who is responsible to implement asbestos related safety controls and the control processes

Use this Asbestos Site Survey and the Asbestos Management Plan to properly and professionally ensure controls are implemented both at the site and when engaging contactors, thus capturing any activity that will be undertaken on-site. Furthermore, the asbestos management plan and comprehensive site controls will assist in the future identification of unforeseen asbestos in a work area (See regulation 422 of the Safe Work Australia).



FOCUS
FIRE & SAFETY

INSPECTION SUMMARY REPORT

Assessed by: Rowan Gabb

Assessment date: 19 September 2013

Review date: 1 year from assessment date

Reassess risk regularly, particularly when

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

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

| IMPORTANT – NATA testing records are to be kept with the Asbestos Hazard Register (where applicable) | | | | | | | | | |
|---|---|--|---|----------------------------|------------------------------|--|-------------------------------------|---|--------------|
| No | Photo | Location | Description/Type | Condition Good/Ave/poor | Friable/ Non- Friable? | Current Controls What controls are currently in place (including labelling)? | Risk Level High Med Low | Control Measure - Elimination - Substitution -Engineering/Isolation - Administrative - PPE | Sample No |
| All work on or near currently identified ACM must have Safe Work Practices applied (Refer to Safe Work Practices contained in S2.2 [Asbestos Site Hazard Pack] or S3 [Asbestos Management Plan]) | | | | | | | | | |
| 1. |  | Roof eaves throughout buildings. | External bonded cement sheeting suspected to contain asbestos | Good | NF | None | Mod | Administration/ PPE | N |
| 2. |  | Roof eaves | Additional photo | | | | | | |

| | | | | | | | | | |
|----|--|-----------------------------------|---|---------|----|------|-----------|------------------------|---|
| 3. |  | Car port ceiling, eaves | External bonded cement sheeting suspected to contain asbestos | Good | NF | None | Mod | Administration/ PPE | N |
| 4. |  | Car port weatherboard and trellis | Weatherboard product and trellis on one car port is external bonded cement sheeting suspected to contain asbestos. | Good | NF | None | Mod | Administration/ PPE | N |
| 5. |  | Car port gable ends | Moulded external bonded cement sheeting product suspected to contain asbestos | Good | NF | None | Mod | Administration/ PPE | N |
| 6. |  | Elec. Meter boxes | ACM backing and/or components such as Zulemite switchboard panel and/or electrical fuse housing. | Good | NF | None | Mod | Administration/ PPE | N |
| 7. |  | Roof cavity | Suspected hazard from friable ACM such as ACM flues, fire-proofing or ACM cement sheeting and/or other unknown harmful fibres/dust. | Unknown | F | None | Mod (Min) | Administration/ PPE | N |

Notes:

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

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

MANAGEMENT OF ASBESTOS ON SITE

Priority Levels

The ultimate goal of the asbestos management and control regime is for all workplaces to be free from ACM. This goal will not be achieved overnight however, so it is important that all ACM be managed and controlled depending on the risk it poses. As such, in the Asbestos Site Survey, each item of presumed or confirmed ACM is given a ranking between ‘critical’ for a high risk incident, through to ‘low risk’, for a low risk of exposure. This illustrates how risk should be managed and controlled.

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

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

REPORT NOTES

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

No matter which priority level the asbestos has been indicated in your risk assessment, should any renovation, maintenance or demolition work involving asbestos or asbestos related materials (ACM) be planned, please ensure the persons involved can confirm their ability and intention to comply with the requirements for how to safely remove asbestos from relevant state or Territory authority or Safety Australia – see Safe Work Practices in S2.2 Asbestos Hazard Site Pack and S3 Asbestos Management Plan.

Report Limitations

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

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

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

Access Limitations

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

Sampling

- Only laboratory analysis of samples of the particular material can conclusively establish the presence, type, and proportion of asbestos. Samples of paint, insulation material and

other building materials are taken and subjected to tests by an independent testing company's such as Identifibre.

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

If it is unreasonable to collect sample material due to inaccessibility or the potential to cause damage to the area making the release of airborne asbestos fibres more likely, our safety protocol demands (as does mandatory regulations) that the audit inspector, as a competent person, presumes the presence of asbestos, or asbestos containing materials based on their observations and experience, and that their presumption requires the steps for asbestos safety compliance to be met by all person(s) in control of the work space.

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

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

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

HARMONISED HEALTH AND SAFETY LAWS apply to Asbestos

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

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

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

INFORMATION FOR TENANTS, OWNERS AND TRADESPERSONS

Asbestos is a fibrous mineral which was used extensively in buildings, primarily for its heat-resistant and bonding qualities. The inhalation of airborne asbestos fibres has been linked to a number of respiratory diseases, including asbestosis, mesothelioma and lung cancer.

These fibres are released and become airborne from loose ('friable') asbestos and from bonded asbestos in ACM when it is damaged or disturbed.

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

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

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

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

Asbestos is typically found:

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

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

How is asbestos identified?

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

The way to be certain that a material contains asbestos is to have a sample analysed by a laboratory. Unfortunately, taking samples of suspect material is both a hazardous and expensive process. Due to the cost and risk involved in sampling suspect material, the *Managing Asbestos in Workplaces Compliance Code 2008* recommends that, in most

cases, suspect materials be 'assumed' to contain asbestos. Once a material is assumed to contain asbestos, it must be treated exactly like all other ACM.

What law applies?

Occupational health and safety legislation throughout Australia provides specific guidelines for the regulation of asbestos related risks in places where people may work. The legislation places legal obligations on certain people and details the requirements that must be complied with. To discharge your occupational health and safety obligations with regard to asbestos, you must comply with the relevant OHS act in each State and Territory in line with the *Australian Work Health and Safety Strategy 2012-2022*

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

What you must do

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

Register of ACM

An asbestos register is required in all jurisdictions.

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

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

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

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

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

Annual Re-assessment

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



Signature Asbestos Register S2.1

for

60 Booth Avenue, Morphett Vale

Strata Corp # 3234



Inspection Details

Date of inspection: 19 September 2013

Inspector name: Rowan Gabb

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

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THIS REGISTER CONTAINS

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

HOW TO USE THE REGISTER

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

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

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

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

ASBESTOS HAZARD ASSESSMENT SUMMARY TABLE

Assessed by: Rowan Gabb

Assessment date: 19 September 2013

Review date: 1 year from assessment date

Reassess risk regularly, particularly when

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

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

| IMPORTANT – NATA testing records are to be kept with the Asbestos Hazard Register (where applicable) | | | | | | | | | |
|---|---|--|---|----------------------------|------------------------------|--|-------------------------------------|--|--------------|
| No | Photo | Location | Description/Type | Condition Good/Ave/poor | Friable/ Non- Friable? | Current Controls What controls are currently in place (including labelling)? | Risk Level High Med Low | Control Measure - Elimination - Substitution - Engineering/isolation - Administrative - PPE | Sample No |
| All work on or near currently identified ACM must have Safe Work Practices applied (Refer to Safe Work Practices contained in S2.2 [Asbestos Site Hazard Pack] or S3 [Asbestos Management Plan]) | | | | | | | | | |
| 1. |  | Roof eaves throughout buildings. | External bonded cement sheeting suspected to contain asbestos | Good | NF | None | Mod | Administration/ PPE | N |
| 2. |  | Roof eaves | Additional photo | | | | | | |

| | | | | | | | | | |
|----|--|-----------------------------------|---|---------|----|------|-----------|---------------------|---|
| 3. |  | Car port ceiling, eaves | External bonded cement sheeting suspected to contain asbestos | Good | NF | None | Mod | Administration/ PPE | N |
| 4. |  | Car port weatherboard and trellis | Weatherboard product and trellis on one car port is external bonded cement sheeting suspected to contain asbestos. | Good | NF | None | Mod | Administration/ PPE | N |
| 5. |  | Car port gable ends | Moulded external bonded cement sheeting product suspected to contain asbestos | Good | NF | None | Mod | Administration/ PPE | N |
| 6. |  | Elec. Meter boxes | ACM backing and/or components such as Zelemite switchboard panel and/or electrical fuse housing. | Good | NF | None | Mod | Administration/ PPE | N |
| 7. |  | Roof cavity | Suspected hazard from friable ACM such as ACM flues, fire-proofing or ACM cement sheeting and/or other unknown harmful fibres/dust. | Unknown | F | None | Mod (Min) | Administration/ PPE | N |

Notes:

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

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

FOCUS SAFETY



FOCUS

FIRE & SAFETY

MANAGEMENT OF ASBESTOS ON SITE

Priority Levels

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

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

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

Register Limitations

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

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

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

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

Access Limitations

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

Sampling

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

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

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

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

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

NEW LAWS January 2013 as per Safe Work Australia bulletin

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

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

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

Asbestos is typically found:

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

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

How is asbestos identified?

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

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

Photographic examples of asbestos¹:



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



Figure 3: Corrugated asbestos cement roof sheets.



Figure 4: Corrugated asbestos cement roof sheets.



Figure 5: Underside of an asbestos cement sheet roof.



Figure 6: Vinyl tiles containing asbestos.



Figure 7: Asbestos-containing gasket.

¹ Asbestos - A Handbook for Workplaces, WorkSafe Victoria



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



Figure 9: Labelled pipe wrapped in asbestos lagging.



Figure 10: Exposed asbestos lagging on pipe.



Figure 11: Sprayed asbestos.



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



Figure 13: Fire-rated door containing asbestos.



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



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



Figure 16: Asbestos-containing zelemite electrical switchboard panel.



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



Figure 18: Unfixed asbestos lagging from a pipe.



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

What law applies?

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

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

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

What you must do:

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

Register of ACM

An asbestos register is required in all jurisdictions.

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

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

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- Location of the asbestos;
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- Whether the asbestos is friable or non-friable;
- Condition of the ACM;
- Whether the ACM is likely to be damaged or disturbed;
- Details of all inaccessible areas likely to contain asbestos;
- Detailed information about activities carried out in the workplace that are likely to disturb the asbestos;
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- The asbestos register must be kept current by including:
 - Any change in the condition of ACM, such as damage or deterioration from exposure to weather, substances or impacts.

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

Insurance and litigation

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

Annual Re-assessment

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



Signature Asbestos Management Plan (AMP)

for

60 Booth Avenue, Morphett Vale

Strata Corp # 3234



Inspection Details

Date of inspection: 19 September 2013

Inspector name: Rowan Gabb

SAFETY ACTION PLAN (ASBESTOS)

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

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

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

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

Site Safety Protocols

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

Critical statement

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

Mandatory Management tasks under this Plan

Step 1 - Site Set up

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

Step 2 - Communication

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

Step 3 - Responsible Persons

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

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

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

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

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

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

DATE: 19 September 2013

The Owners Corporation

Dear Sir/Madam,

Re: Positive identification of asbestos

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

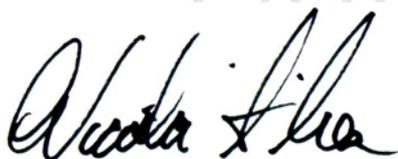
This plan must be implemented, reviewed and maintained to ensure the information and guidance it provides is up to date and it must be readily assessable for workers and contractors on site. We recommend a copy of this plan is kept at the common area/workplace for this purpose.

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

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

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

Sincerely,



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SECTION 1

1. Introduction

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

Health risks of asbestos

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

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

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

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

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

Asbestos is typically found

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

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

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

How is asbestos identified?

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

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

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

Legislative Requirements

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

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

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

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

Definitions

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

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

The Scope of an Action / Management Plan

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

Objectives of The Safety Action Plan

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

2. Responsibilities

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

Owners Corporations

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

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

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

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

Who needs to be consulted?

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

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

What does consultation include?

- Identifying asbestos in the common area/workplace,

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

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

The Pack includes recommended safe working practices for;

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

AND information on:

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

AND the following forms:

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

To meet these obligations:

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

Indicating the Presence of Asbestos in the Common Area / Workplace

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

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

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

Location

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

Labelling

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

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

Managing Risk and Deciding on Control Measures

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

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

Risk and Hazard Ranking

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

Priority Levels

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

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

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

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

Assessed by: Rowan Gabb

Assessment date: 19 September 2013

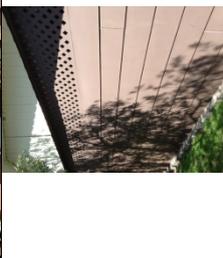
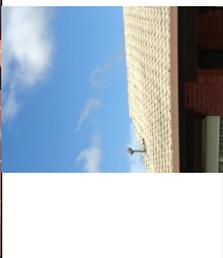
Review date: 1 year from assessment date

Reassess risk regularly, particularly when

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

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

| IMPORTANT – NATA testing records are to be kept with the Asbestos Hazard Register (where applicable) | | | | | | | | | |
|---|---|--|---|----------------------------|------------------------------|--|-------------------------------------|---|--------------|
| No | Photo | Location | Description/Type | Condition Good/Ave/poor | Friable/ Non- Friable? | Current Controls What controls are currently in place (including labelling)? | Risk Level High Med Low | Control Measure - Elimination - Substitution -Engineering/Isolation - Administrative - PPE | Sample No |
| All work on or near currently identified ACM must have Safe Work Practices applied (Refer to Safe Work Practices contained in S2.2 [Asbestos Site Hazard Pack] or S3 [Asbestos Management Plan]) | | | | | | | | | |
| 1. |  | Roof eaves throughout buildings. | External bonded cement sheeting suspected to contain asbestos | Good | NF | None | Mod | Administration/ PPE | N |
| 2. |  | Roof eaves | Additional photo | | | | | | |

| | | | | | | | | | |
|----|---|-----------------------------------|---|---------|----|------|-----------|------------------------|---|
| 3. |  | Car port ceiling, eaves | External bonded cement sheeting suspected to contain asbestos | Good | NF | None | Mod | Administration/ PPE | N |
| 4. |  | Car port weatherboard and trellis | Weatherboard product and trellis on one car port is external bonded cement sheeting suspected to contain asbestos. | Good | NF | None | Mod | Administration/ PPE | N |
| 5. |  | Car port gable ends | Moulded external bonded cement sheeting product suspected to contain asbestos | Good | NF | None | Mod | Administration/ PPE | N |
| 6. |  | Elec. Meter boxes | ACM backing and/or components such as Zelemite switchboard panel and/or electrical fuse housing. | Good | NF | None | Mod | Administration/ PPE | N |
| 7. |  | Roof cavity | Suspected hazard from friable ACM such as ACM flues, fire-proofing or ACM cement sheeting and/or other unknown harmful fibres/dust. | Unknown | F | None | Mod (Min) | Administration/ PPE | N |

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Notes:

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

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



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4. Control Measures

Implementing the control measures

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

Removing the asbestos.

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

All asbestos removal works are to be performed by a licensed contractor in accordance with the following documents:

- Occupational Health and Safety Act 2004;
- Occupational Health and Safety Regulations 2007;
- Managing Asbestos in Workplaces Compliance Code 2008
- Removing Asbestos in Workplaces Compliance Code 2008 — This compliance code provides practical guidance to those who have duties under the Act and/or the Regulations relating to the safe removal of ACM from workplaces.

Visit <http://www.worksafe.vic.gov.au/> for more information regarding Work Control Plans and also consult (for Victoria) WorkSafe Alert dated June 2013 "Management and disposal of asbestos":

http://www.worksafe.vic.gov.au/_data/print_to_pdf.php?url=http://www.worksafe.vic.gov.au/forms-and-publications/forms-and-publications/management-and-disposal-of-asbestos/nocache%3FSQ_DESIGN_NAME=blank%26SQ_PAINT_LAYOUT_NAME=pdf.

In the case of conflict between these procedures and any Regulation or Act, then the more stringent requirement shall apply.

Contractors carrying out asbestos work shall prepare an asbestos removal control plan detailing steps they will take to comply with the requirements of this Asbestos Management Plan. The procedures will include an overview of the methodology to be used, containment procedures, Job Safety Analysis and health protection methods and must be in accordance with but not limited to Practical Guidelines, Removing Asbestos as noted in this Asbestos Management Plan.

During and after asbestos related work there is a risk of airborne asbestos fibres. There is a duty of care for the person responsible for the management and control of the workplace to conduct air monitoring. The need for air monitoring will depend on the particular circumstances; however, the results may assist in assessing risks associated with asbestos. For further information see *Removing Asbestos in Workplaces Compliance Code 2008*.

Leaving asbestos in situ

Leaving the asbestos in situ may involve as little action as updating the Asbestos Hazard Register and installing warning labels or signs in the area and conducting regular asbestos surveys to confirm the asbestos in situ remains in good condition. It may require the area containing or assumed to contain asbestos being isolated, restricting access to reduce the number of people potentially exposed to the asbestos.

IF THE DECISION IS FOR THE IDENTIFIED ASBESTOS TO REMAIN IN SITU - ALL ITEMS ON THE CHECKLIST BELOW MUST BE TICKED OFF, TO BE COMPLIANT.

Checklist

Are the following documents available and easily accessible for workers on site?

- ✓ Up-to-date Asbestos Hazard Register
- ✓ Copy of this AMP
- ✓ Asbestos Hazard Site Pack
- ✓ Are all necessary warning signs and labels in place? (initially installed by Focus Fire & Safety)
- ✓ Have all recommended control measures been actioned and maintained?

Has this SAP and associated documentation, including the Asbestos Hazard Register, been reviewed regularly and kept up-to-date?

5. Plan Review

Asbestos Management Plan process audit

To ensure this plan is up to date, Focus Fire & Safety recommends it is reviewed annually. This can be done by the Person Conducting a Business or Undertaking (PCBU) alone, or in consultation with other duty of care stakeholders.

See Duty of Care Stakeholders form (within this document), if required.

Why review this plan annually?

Because the risk assessment and associated control measures will change over time, for reasons including;

- The deterioration of the ACM due to weather
- The likelihood of the ACM being damaged (eg has any work been done on site?)

During an SAP audit the following duties must be executed;

1. Review the implementation of the AMP, including a debrief of any property, equipment or work practice changes that would affect the employees or workplace where asbestos has been identified.
2. Review the condition of the asbestos on site and confirm all labels and signs are in place.
3. Review the list of persons with duty of care and ensure their contact details are current.
4. Review the training and communication procedures and effectiveness.
5. Review any incidents or corrective action requests and determine if modification to the SAP is required.
6. Nominate a person responsible to:
 - a. Update the plan.
 - b. Update the Asbestos Hazard Register.
 - c. Update the Record of Distribution and Document Control.

5. How we Manage Incidents

When an incident is identified, it will be recorded on the Incident Report Form, as part of the Asbestos Hazard Site Pack S2.2 accompanying this AMP.

6. What do we do in an Emergency?

A site-specific emergency plan, reflecting the risks involved, should be developed before any asbestos removal work commences. Workers should be trained for emergency situations.

Decontamination procedures can be temporarily waived in the event of an emergency. Emergency planning should include provisions for emergency and fire evacuation, including exit arrangements and emergency communications such as audible alarms. These alarms should be used for emergencies only.

Emergency exit arrangements need to be adequate for the risks involved. Barriers and signs or other warning devices can be used to communicate emergency arrangements.

A first aid kit and first aid officer should be readily available at all times, and sufficient suitable fire extinguishers and hoses should be available at strategic locations. The locations of fire extinguishers and hoses should be displayed in written and / or graphic format.

7. Non-Conformance and Corrective Action

It is the responsibility of each employee including contractors to report any event that does not comply with this AMP.

Non-Conformance / Corrective Action Request (Use the Incident Report Form in this AMP (S3) and the Asbestos Hazard Site Pack (S2.2) to be completed by the witness to the event and forwarded to the PCBU.

Non-conformance by employees and contractors will be managed in accordance with the workplace/employee guidelines for serious breach of conduct.

Corrective action will involve:

1. Immediate notification to the PCBU.
2. Immediate halt of the work until the non-conformance is investigated.
3. Longer term corrective action to prevent recurrence of the problem.

8. Contractor Compliance

If it is reasonable to believe that a contractor's work on site may be asbestos related work, they will be:

1. Provided with instruction within each work order to reference the onsite asbestos related safety information, Asbestos Hazard Register and AMP.
 - ✓ Focus Fire & Safety has provided an Asbestos Hazard Site Pack, which is to be kept on site with the Asbestos Hazard Register and AMP.
2. Procedures to be used by contractors for work that may be asbestos related work must at the minimum include: the safety elements contained in the safe work practices found in the Practical Guidelines section of this AMP.

SECTION 2

Practical Guidelines Removing Asbestos

The ultimate goal is to have a common area / workplace free of asbestos. Removal may be the most appropriate way to achieve this but this should be determined by the risk assessment. For example:

Friable asbestos

Asbestos removal work involving friable ACM must always be performed by a class A-licensed person or employees of a class A-licensed person.

Non-friable asbestos

Asbestos removal work involving non-friable ACM must be performed by a class A or B-licensed person if:

- the area of ACM to be removed exceeds 10 square metres in total, or
- the total time over which asbestos removal work is performed in any period of seven days exceeds one hour (this period is the cumulative total time the asbestos removal work is carried out by all employees over a period of seven days).

Depending on the outcome of the risk assessment, specific instances where removal may be the best control measure include:

- Asbestos in plant and pipes
- Asbestos-contaminated dust (ACD)
- Asbestos-contaminated soil and debris
- Small-scale, low risk site contamination
- Large scale and/or high risk site contamination
- NOA (where reasonably practicable), and
- Loose fibre insulation.

Asbestos removal work that does not require a licence

The law permits an employer or self-employed person to conduct a limited amount of asbestos removal work without a licence if:

- the ACM is non-friable
- the area of ACM to be removed does not exceed 10 square metres in total
- the total time asbestos removal work is performed in any period of seven days does not exceed one hour (this period is the cumulative total time the asbestos removal work is carried out by all employees over a period of seven days).

Where an employer or self-employed person who does not have a licence regularly performs small amounts of non-friable ACM removal work, it is recommended a log be kept of time spent performing these tasks. This log will assist in ensuring the duration of time spent performing this work does not exceed one hour in any period of seven days. If this time will be exceeded, a licensed removalist is required to perform the removal work. The employer or self-employed person may also consider applying for a licence to remove ACM.

Limited asbestos removal work without a licence must be carried out in accordance with the Regulations (refer to 'General requirements for all asbestos removal' on page 21 of the Removing Asbestos in Workplaces Compliance Code 2008, visit <http://www.worksafe.vic.gov.au>)

If removing asbestos is not the most practical option, other control measures should be implemented to ensure people are not exposed to airborne asbestos fibres, including enclosing or sealing the asbestos.

Enclosing Asbestos (encapsulation)

Where it is not reasonably practicable to remove asbestos, an alternative control measure that can be implemented is encapsulation.

Although encapsulation has limited application and can create a health risk for workers undertaking the activity, it is used when it would create a greater risk to remove the asbestos. This may be determined during the risk assessment by reviewing a range of issues including cost, productivity, the condition of the asbestos and the low risk it poses to health.

This is an interim control measure and should be supported through regular inspections by a competent person to identify if the asbestos requires removal due to damage or deterioration.

If encapsulation is recommended, the person carrying out the work should:

- Be trained and experienced in working with asbestos
- Isolate the area
- Use suitable RPE that complies with *AS/NZS 1716:2003 Respiratory protective devices*
- Wear suitable protective clothing such as disposable overalls
- Follow a safe system of work that reduces the risk of creating airborne asbestos fibres, and
- Follow a decontamination procedure upon completion of the task.

What is encapsulation?

Encapsulation is the enclosing of asbestos within a protective shell, creating a structure built around the asbestos so that it is completely covered to prevent exposure of the asbestos to air and other substances. This encapsulation will seal any loose fibres into place and should be used only when the original asbestos bond is still intact.

Encapsulation helps protect the asbestos from mechanical damage, increases the length of serviceability of the product and prevents the release of respirable asbestos fibres during the removal process.

Asbestos that is encapsulated in a resilient matrix such as in reinforced plastics, vinyls, resins, rubber, mastics, bitumen, paints, flexible plasters and cements have little opportunity to release fibres unless the matrix is damaged.

Encapsulating asbestos as a control measure – an example

A large dockside warehouse used for temporarily storing quantities of grain and stockfeed has walls made from a variety of materials including AC sheet. Apart from the driver of a large front-end loader that is briefly driven into the warehouse to load or unload the feed, there are no other workers who work in the warehouse. An inspection of the AC

sheet identifies that it is in good condition and noted that areas of previous minor damage (broken sheets) have been repaired appropriately and that no risk to health exists currently. However, it is decided there is a chance that the sheets may be damaged again and if so, a risk to health may occur if fibres become respirable. A solid false wall is constructed to enclose the AC sheet and bollards are erected in front of the new wall to prevent collisions that may occur when the front loader is operating inside the warehouse. These changes are included in the asbestos register and also the condition of the AC sheet is monitored as well as the newly installed control measure.

Sealing Asbestos

If the asbestos cannot be removed and enclosed, sealing the asbestos is the third control measure that should be implemented. Sealing asbestos is the least effective method for controlling the release of airborne asbestos fibres, therefore, it should only be considered as an interim control while a more effective control such as removing or encapsulation can be implemented, for example, if the asbestos is weathered, damaged or broken, you should organise for it be removed.

What is sealing?

Sealing is the process of covering the surface of the material with a protective coating over the asbestos to prevent exposure to airborne fibres. It is commonly used for pipe, furnace, and boiler insulation. The process either coats the material, reducing fibre release, or binds the fibres together. Asbestos should be sealed, coated, painted to protect it. Sealing is inappropriate where the sealed material is likely to suffer mechanical damage (for example, drilling or sanding).

It is important to select coating that is appropriate to the material to be sealed and has the required fire resistance, thermal insulation and ultraviolet (UV) properties necessary for it to be an effective control. The coating will deteriorate if it is exposed to chemicals, extreme heat or cold, wet or dry conditions or physical impacts. For example, epoxy-based paints offer better durability and strength than other paints.

Under no circumstances should asbestos be water blasted or dry sanded in preparation for painting, coating or sealing as there is no system of use that can effectively capture or suppress asbestos fibres in such circumstances. To treat asbestos, you should use a method that does not disturb the matrix of the asbestos.

An airless sprayer at low pressure is preferred to rollers or brushes on exposed (or unsealed) asbestos as rollers and brushes may cause abrasion/damage and result in fibres being released from the surface of the material. When using a spray brush never use a high-pressure spray to apply the paint. You should apply it with a dry airless spray using a low pressure to avoid generating high levels of asbestos dust. Several coatings may be needed for full protection.

The surface on which the sealant is to be applied should be cleaned with an asbestos vacuum cleaner fitted with a high efficiency particulate air (HEPA) filter. This will help capture any loose dust or debris from the surface and ensure good adhesion of the sealant. The surface during application should not be disturbed as this releases asbestos dust.

The use of sealants of a different colour to the asbestos being sprayed is helpful in identifying its condition over time and when conducting reviews of the asbestos register. A date-stamped photograph of the sealed surface is also a good way of assisting in the recording of condition.

Sealing asbestos as a control measure – an example

The extensive water pipe system in a large industrial workplace consists of AC piping and conduits. Some of the pipes are located underground, some within inaccessible areas such as walls and others run above ground throughout the workplace and are exposed. Connected to some of these pipes in the workplace are control valves that need to be accessed occasionally. Over time, as some of the AC pipes have deteriorated or been damaged and where practicable to do so, sections of pipe have been removed to reduce the risk. Where a risk still remained, the pipes are enclosed so far as is reasonably practicable to reduce the risk further. Where control valves were connected and the AC pipe was in good condition, it was determined that it was not practicable to remove the asbestos due to lack of available replacement parts, nor was it practicable to enclose the asbestos because access was occasionally required. In this case, sealing the surface of the AC pipes near control valves with an epoxy-based paint to protect the material from deterioration and reduce the risk of airborne asbestos fibres was an appropriate option.

Safe Work Practices

It is important that safe work practices are in place when carrying out asbestos work. Wherever possible, dry asbestos should not be worked on. Techniques that prevent or minimise the generation of airborne asbestos fibres include:

- The wetting of asbestos using surfactants or wetting agents, such as detergent water
- The use of thickened substances, pastes and gels including hair gel and shaving cream, to cover the surfaces of asbestos being worked on (these substances should be compatible with the conditions of use, including the temperature, and should not pose a risk to health)
- The use of shadow vacuuming, and
- Performing the task in a controlled environment (for instance, a ventilated enclosure).

When selecting the best technique, the work should first be assessed for any electrical hazards that might result from the use of water or other liquids. If an electrical hazard exists, primary consideration should be given to removing the asbestos, rather than relying on dry work methods.

If maintenance or service tasks are assessed by a competent person as involving similar levels of risk, they too may be performed only after the risks for that task have been assessed and appropriate control measures implemented.

Care should be taken when using high-speed abrasive power and pneumatic tools including angle grinders, sanders and saws and high-speed drills. If you are unsure, you should consult the relevant regulator.

The Safework Practices section of this document, outline some safe work practices of service and maintenance tasks that are likely to disturb asbestos, and may be performed, only after a risk assessment has been conducted and control measures have been implemented to eliminate or minimise exposure to airborne asbestos fibres.

Tools and Equipment

It is important to select the correct equipment to minimise the generation of airborne asbestos fibres.

The OHS Regulations require a person conducting a business or undertaking must never use or direct or allow a worker to use a high pressure water spray or compressed air on asbestos.

A person conducting a business or undertaking must not use or direct or allow a worker to use any of the following equipment on asbestos unless the use of the equipment is controlled:

- Power tools
- Brooms and
- Other tools that cause the release of airborne asbestos into the atmosphere

The use of the equipment is considered to be controlled if, during use the equipment is:

- Enclosed
- Designed to capture or suppress asbestos fibres, or
- Used in a way that is designed to capture or suppress asbestos fibres safely.

Manually operated (non-powered) hand tools should be used wherever possible. If they will not provide sufficient physical force to perform the required operation, low-speed, battery-powered tools which are able to be used in conjunction with wet methods for dust control are preferred.

Battery-powered tools should be fitted with a Local Exhaust Ventilation (LEV) dust control hood wherever possible. If an LEV dust control hood cannot be attached and other dust control methods, including pastes and gels, are unsuitable then shadow vacuuming techniques should be used.

Care should be taken when using brooms, high pressure water and compressed air, as if they are incorrectly used, they can cause asbestos to become friable.

Asbestos vacuum cleaners

Asbestos vacuum cleaners should comply with the requirements in Australian Standard *AS/NZS 60335.2.69 Industrial vacuum cleaners*. Household vacuum cleaners must never be used where asbestos is or may be present, even if they have a HEPA filter.

More comprehensive information about asbestos vacuum cleaners is provided in the *Removing Asbestos in Workplaces Compliance Code 2008*.

Personal Protective Equipment

PPE will need to be used, in combination with other effective control measures, when working with asbestos. The selection and use of PPE should be based on a risk assessment.

If work with asbestos requires the use of other chemicals that are themselves hazardous chemicals, a further risk assessment must be performed. Safety data sheets (SDS) must be referred to for information on appropriate PPE to use and any other precautions to take when using the chemicals (the manufacturer can supply the SDS).

The ease of decontamination should be one of the factors considered when choosing PPE. Where possible, disposable equipment should be used and should be disposed of as asbestos waste. Further information on decontamination and asbestos waste disposal is available in the *Removing Asbestos in Workplaces Compliance Code 2008*.

Coveralls

- Protective clothing should be made from material capable of providing adequate protection against fibre penetration.
- When selecting protective clothing, other hazards including heat stress, fire and electrical hazards should also be considered.
- Disposable coveralls with fitted hoods and cuffs should be worn. Coveralls with open pockets and/or velcro fastenings should not be used, because these features can be contaminated and are difficult to decontaminate. Fitted hoods should always be worn over the straps of respirators, and loose cuffs should be sealed with tape. Disposable coveralls rated Type 5, Category 3 or equivalent would meet this standard.
- Asbestos fibres should be prevented from being transported outside the workplace by thoroughly vacuuming asbestos fibres from work clothes using an asbestos vacuum cleaner, or depending on the level of contamination and risk, the use of water spray bottle or disposable cloths may be appropriate.
- Disposable coveralls should be disposed of as asbestos waste at the completion of the work. Non-disposable coveralls are not recommended and would require specialist laundering if used.

Footwear and gloves

- Laced boots should be avoided as they can be difficult to clean and asbestos dust can gather in the laces and eyelets. Laceless boots, such as gumboots, are preferred where practicable. Boot covers should not be worn as they collect dust and are a slipping risk.
- Safety footwear should be decontaminated before being removed from the asbestos work area, or sealed in double bags, the exterior of which is decontaminated, for use only on the next asbestos maintenance task. Alternatively, work boots that cannot be effectively decontaminated should be disposed of as asbestos waste at the end of the work.
- The use of protective gloves should be determined by a risk assessment. If significant amounts of asbestos fibres may be present, disposable gloves should be worn. Protective gloves can be unsuitable if dexterity is required. Workers must clean their hands and fingernails thoroughly after work. Any gloves used must be disposed of as asbestos waste.

Respiratory protective equipment (RPE)

- In general, the selection of suitable RPE depends on the nature of the asbestos work, the probable maximum concentrations of asbestos fibres that would be encountered in this work and any personal characteristics of the wearer that may affect the facial fit of the respirator (for example, facial hair and glasses).
- A competent person must determine the most efficient respirator for the task. RPE should comply with *AS/NZS 1716-2003 Respiratory Protective Devices* and be selected, used and maintained in accordance with *AS/NZS 1715-1994 Selection, Use and Maintenance of Respiratory Protective Devices*. They must always be worn under fitted hoods. Face pieces should be cleaned and disinfected.
- RPE should be used until all contaminated disposable coveralls and clothing has been vacuum cleaned and/or removed and bagged for disposal and personal washing has been completed. RPE should be properly stored when not in use.

More comprehensive advice on RPE is provided in the *Removing Asbestos in Workplaces Compliance Code 2008*.

Cleaning up

Following any asbestos work carried out, there are requirements to ensure the work area, tools and workers are decontaminated and asbestos waste is disposed of properly. In addition to this, a clearance certificate will be required before the work area can be reoccupied for ordinary use.

Removing Asbestos in Workplaces Compliance Code 2008 provides details on decontamination, waste disposal and clearance certificates.

Managing naturally occurring asbestos

Where NOA has been identified at the workplace, is confirmed by a competent person and the work carried out at the workplace is likely to result in the emission of airborne asbestos fibres, the following actions should be considered when developing the asbestos management plan:

- Isolating the workplace or part of the workplace until the NOA is contained.
- Deviating excavation to ensure avoidance of the deposit where possible.
- Providing appropriate labels and signs indicating NOA.
- Using sealed excavation or mining equipment (air conditioned cabins with filtered air).
- Maintaining regular surveillance of the rock by a competent person to ensure minimal disturbance of suspected fibrous minerals.
- Developing procedures for the secure disposal asbestos waste if required.
- Educating the workers in safe work practices.

Ongoing management of NOA may be determined with the aid of an air monitoring program to assess asbestos exposure levels and specific risk control measures.

If you have management or control at a workplace, you must ensure the release of airborne asbestos fibres is minimised by:

- Wetting surfaces to reduce the dust levels
- Suppression, containing and extracting dust in processing operations (water sprays or local exhaust at transfer points and vibrating screens)
- Using wet drilling or other approved in-hole dust suppression
- Sealing asbestos through the use of appropriate sealants or bonding agents
- Preventing the spread of contamination by using wash down facilities
- Providing information and training and supervision of all workers potentially at risk, and
- Using PPE where indicated.

Maintenance and service work

If asbestos is identified or presumed to be present, it is essential to determine whether maintenance or service work can be done without disturbing the asbestos, for example:

- instead of drilling a hole through an AC sheeting wall to install electrical wiring, the wiring might be able to be routed over the wall, or
- if a ventilation flue or pipe has to be installed in an AC ceiling or roof, an alternative option may be to run the flue or pipe through a non-asbestos wall.

It is also essential to ensure all people carrying out the work have the appropriate training and licence, correct tools, PPE, decontamination materials, barricades and warning signs ready at the workplace before any work commences, that may disturb the asbestos and to minimise the number of people in the area. For example:

- **Consultation and training** - Consultation with a person who may be affected by any maintenance and service work that might disturb asbestos should occur. People performing the work must receive all necessary training and access to the asbestos register, and the work should be documented and supervised.
- **Access to work area** - The asbestos work area should be isolated and access restricted only to people carrying out the asbestos work. Barriers and warning signs should be used.
- **PPE** - PPE needs to be selected to prevent the contamination of clothing and provide adequate respiratory protection.
- **Replacing asbestos** - Under the asbestos prohibition, wherever an asbestos component requires replacement the replacement product must be non-asbestos. It is illegal to reinstall or reuse any asbestos.
- **Disposing asbestos** - All asbestos must be disposed of correctly. PPE used during maintenance and service work must also be disposed of. *Removing Asbestos in Workplaces Compliance Code 2008* provides further information on disposing asbestos.

Before commencing any maintenance, plastic sheeting may need to be placed on the floor and any other surfaces that may become contaminated with asbestos dust. At a minimum, heavy-duty 200 µm (micron) thick plastic sheeting should be used for this purpose

Whatever the control method used, it should be effective in making all maintenance workers aware of the presence of asbestos and preventing any work activity that might expose them, or others nearby, to respirable asbestos fibres. Particular attention should be paid to controlling work activities that affect inaccessible areas listed in the asbestos register, such as wall cavities and ceiling spaces.

SAFE WORK PRACTICES

| Safe Work Practice – Drilling Of Asbestos Containing Materials | |
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| <p>The drilling of asbestos cement sheeting can release asbestos fibres into the atmosphere, so precautions must be taken to protect the drill operator and other persons from exposure to these fibres. A hand drill is preferred to a battery-powered drill because the quantity of fibres is drastically reduced if a hand drill is used.</p> | |
| <p>Equipment may be required on site prior to commencing the work (in addition to any equipment required to complete particular task)</p> | <ul style="list-style-type: none"> • A non-powered hand drill or low-speed battery-powered drill or drilling equipment. Battery-powered drills should be fitted with a local exhaust ventilation (LEV) dust control hood wherever possible. If an LEV dust control hood cannot be attached and other dust control methods, such as pastes and gels are suitable then shadow vacuuming techniques should be used. • Disposable cleaning rags. • A bucket of water, or more appropriate and/or a misting spray bottle. • Duct tape, Sealant, Spare PPE • A thickened substance such as wallpaper paste, shaving cream or hair gel. • 200 µm plastic sheeting • A suitable asbestos waste container (E.g. 200 µm plastic bags or a drum, bin or skip lined with 200 µm plastic sheeting). • Warning signs and/or barrier tape. • An asbestos vacuum cleaner. • A sturdy paper, foam or thin metal cup, or similar (for work on overhead surfaces only). |
| PPE | <ul style="list-style-type: none"> • Protective clothing and RPE (see AS1715, AS 1716) it is likely that a class P1 or P2 half face respirator will be adequate for this task, provided the recommended safe work procedure is followed. |
| Preparing the asbestos work area | <ul style="list-style-type: none"> • If the work is to be carried out at a height, appropriate precautions must be taken to prevent the risk of falls. • Ensure appropriately marked asbestos waste disposal bags are available. • Carry out the work with as few people present as possible. • Segregate the asbestos work area to ensure unauthorized personnel are restricted from entry (eg. Close door and/or use warning signs and/or barrier tape at all entry points). The distance for the segregation should be determined by a risk assessment. • If drilling a roof from outside, segregate the area below. • If access is available to the rear of the asbestos cement, segregate this area as well, as above. • If possible, use plastic sheeting, secured with duct tape, to cover any surface within the asbestos work area that could become contaminated. • Ensure there is adequate lighting. • Avoid working in windy environments where asbestos fibres can be redistributed. • If using a bucket of water, do not re-soak used rags in the bucket, as this will contaminate the water. Instead, either fold the rag so a clean surface is exposed or use another rag. |
| Drilling vertical surfaces | <ul style="list-style-type: none"> • Tape both the point to be drilled and the exit point, if accessible, with a strong adhesive tape such as duct tape to prevent the edges crumbling. • Cover the drill entry and exit points (if accessible) on the asbestos with a generous amount of thickened substance. • Drill through the paste. • Use disposable rags to clean off the paste and debris from the wall and drill it. • Dispose of the rags as asbestos waste, as they will contain asbestos dust and fibres. • Seal the cut edges with sealant. • If a cable is to be passed through, insert a sleeve to protect the inner edge of the hole. |
| Drilling overhead horizontal surfaces | <ul style="list-style-type: none"> • Mark the point to be drilled • Drill a hole through the bottom of the cup • Fill or line the inside of the cup with shaving cream, gel or a similar thickened substance. • Put the drill bit through the hole in the cup so that the cup encloses the drill bit, and make sure the drill bit extends beyond the lip of the cup. • Align the drill bit with the marked point. • Ensure the cup is firmly held against the surface to be drilled. • Drill through the surface. • Remove the drill bit from the cup, ensuring that the cup remains firmly against the surface. • Remove the cup from the surface. • Use disposable rags to clean off the paste and debris from the drill bit. • Dispose of the rags as asbestos waste, as they will contain asbestos dust and fibres. • Seal and cut edges with sealant. • If a cable is to be passed through, insert a sleeve to protect the inner edge of the hole. |

Safe Work Practice – Drilling Of Asbestos Containing Materials

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| <p>Decontamination of the work area and equipment</p> | <ul style="list-style-type: none"> • Use disposable rags to clean the equipment. • Carefully roll or fold any plastic sheeting used to cover any surface within the asbestos work area, so as not to spill any dust or debris that has been collected. • If necessary use disposable rags and/or an asbestos vacuum cleaner to clean any remaining visibly contaminated sections of the asbestos work area. • Place debris, used rags, plastic sheeting and other waste in the asbestos waste bags/container. • Wet wipe the external surfaces of the asbestos waste bags/container to remove any adhering dust before they are removed from the asbestos work area. |
| <p>Personal contamination should be carried out in a designated area clearance procedure</p> | <ul style="list-style-type: none"> • If disposable coveralls are worn, clean the coveralls while still wearing RPE using HEPA vacuum, damp rag or fine water spray. RPE can be cleaned with a wet rag or cloth. • While still wearing RPE, remove coveralls, turning them inside-out to entrap any remaining contamination then place them into a labeled asbestos waste bag. • Remove RPE. If non-disposable, inspect it to ensure it is free from contamination, clean it with a wet rag and store in a clean container. If disposable, cleaning is not required but RPE should be placed in a labeled waste container. • <p>Refer to the <i>Code of Practice: How to Safely Remove Asbestos</i> for more information.</p> |
| <p>Clearance Procedure</p> | <ul style="list-style-type: none"> • Visually inspect the asbestos work area to make sure it has been properly cleaned. • Clearance air monitoring is not normally required for this task • Dispose of all waste as asbestos waste. <p>Refer to the <i>Code of Practice: How to Safely Remove Asbestos</i> for more information.</p> |

Safe Work Practice 2 – Sealing, Painting, Coating and Cleaning of Asbestos-Cement Products

These tasks should only to be carried out on asbestos that are in good condition. For this reason, the AC material should be thoroughly inspected before commencing the work. There is a risk to health if the surface of asbestos cement sheeting is disturbed (e.g. from hail storms and cyclones) or if the sheeting has deteriorated as a result of aggressive environmental factors such as pollution. If asbestos cement sheeting is so weathered that its surface is cracked or broken, the asbestos cement matrix may be eroded, increasing the likelihood that asbestos fibres will be released. If treatment of asbestos cement sheeting is considered essential, a method that does not disturb the matrix of the asbestos cement sheeting should be used. Under no circumstances should asbestos cement products be water blasted or dry sanded in preparation for painting, coating or sealing.

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| Equipment may be required on site prior to commencing the work (in addition to any equipment required to complete particular task) | <ul style="list-style-type: none"> • Disposable cleaning rags. • A bucket of water, or more as appropriate, and/or a misting spray bottle. • Sealant. • A suitable asbestos container. • Warning signs and/or barrier tape. |
| PPE | <ul style="list-style-type: none"> • Protective clothing and RPE (see AS1715, AS 1716) it is likely that a class P1 or P2 half face respirator will be adequate for this task, provided the recommended safe work procedure is followed. Where paint is to be applied, appropriate respiratory protection to control the paint vapours/mist must also be considered. |
| Preparing the asbestos work area | <ul style="list-style-type: none"> • If work is to be carried out at a height, precautions must be taken to prevent the risk of falls. • Before starting, assess the asbestos cement for damage. • Ensure appropriately marked asbestos waste disposal bags are available. • Carry out the work with as few people present as possible. • Segregate the asbestos work area to ensure unauthorised personnel are restricted from entry (e.g. close door and/or use warning signs and/or barrier tape at all entry points). The distance for segregation should be determined by a risk assessment. • If working at a height, segregate the area below. • If possible, use plastic sheeting, secured with duct tape, to cover any floor surface within the asbestos work area, which could become contaminated. This will help to contain any runoff from wet sanding methods. • Ensure there is adequate lighting. • If using a bucket of water, do not re-soak used rags in the bucket, as this will contaminate the water. Instead, either fold the rag so a clean surface is exposed or use another rag. • Never use high-pressure water cleaning methods. • Never prepare surfaces using dry sanding methods. Where sanding is required you should consider removing the asbestos and replacing it with a non-asbestos product. • Wet sanding methods may be used to prepare the asbestos, provided precautions are taken to ensure all the runoff is captured, and filtered where possible. • Wipe dusty surfaces with a damp cloth. |
| Painting and sealing | <ul style="list-style-type: none"> • When using a spray brush, never use a high pressure spray to apply the paint. • When using a roller, use it lightly to avoid abrasion or other damage. |
| Decontaminating the asbestos work area and equipment | <ul style="list-style-type: none"> • Use disposable rags to dean the equipment. • Where required, use disposable rags and/or an asbestos vacuum cleaner to clean the asbestos work area. • Place debris, used rags, plastic sheeting and other waste in the asbestos waste bags/container. • Wet wipe the external surfaces of the asbestos waste bags/container to remove any • Adhering dust before they are removed from the asbestos work area. |
| Personal decontamination should be carried out in a designated area | <ul style="list-style-type: none"> • If disposable coveralls are worn, clean the coveralls while still wearing RPE using a HEPA vacuum, damp rag or fine-water spray. RPE can be cleaned with a wet rag or cloth. • Mile still wearing RPE, remove coveralls, turning them inside-out to entrap any remaining contamination and then place them into a labelled asbestos waste bag. • Remove RPE. If non-disposable - inspect it to ensure it is free from contamination, dean it with a wet rag and store in a clean container. If disposable - cleaning is not required but RPE should be placed in a labelled asbestos waste bag or waste container. <p>Refer to the <i>Code of Practice: How to safely Remove Asbestos</i> for more information.</p> |
| Clearance procedure | <ul style="list-style-type: none"> • Visually inspect the asbestos work area to make sure it has been properly cleaned. • Clearance air monitoring is not normally required for this task. |

Safe Work Practice 3 – Cement Roofs – Cleaning Leaf Litter from Gutters of Asbestos

These tasks should only to be carried out on asbestos that are in good condition. For this reason, the AC material should be thoroughly inspected before commencing the work. There is a risk to health if the surface of asbestos cement sheeting is disturbed (e.g. from hail storms and cyclones) or if the sheeting has deteriorated as a result of aggressive environmental factors such as pollution. If asbestos cement sheeting is so weathered that its surface is cracked or broken, the asbestos cement mains may be eroded, increasing the likelihood that asbestos fibres will be released. If treatment of asbestos cement sheeting is considered essential, a method that does not disturb the matrix of the asbestos cement sheeting should be used. Under no circumstances should asbestos cement products be water blasted or dry sanded in preparation for painting, coating or sealing.

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| Equipment that may be required on site prior to commencing the work (in addition to any equipment required to complete particular task) | <ul style="list-style-type: none"> • A bucket of water, or more as appropriate, and detergent • A watering can or garden spray. • A hand towel or scoop • Disposable cleaning rags. • A suitable asbestos waste container • Warning signs and/or barrier tape. |
| PPE | <ul style="list-style-type: none"> • Protective clothing and RPE (see AS1715, AS 1716) it is likely that a class P1 or P2 half face respirator will be adequate for this task, provided the recommended safe work procedure is followed. |
| Preparing the asbestos work area | <ul style="list-style-type: none"> • Since the work is to be carried out at a height, appropriate precautions must be taken to prevent the risk of falls. • Ensure appropriately marked asbestos waste disposal containers are available. • Segregate the asbestos work area to ensure unauthorised personnel are restricted from entry (e.g. use warning signs and/or barrier tape at all entry points). The distance for segregation should be determined by a risk assessment. • Segregate the area below. • Avoid working in windy environments where asbestos fibres can be redistributed. • If using a bucket of water, do not re-soak used rags in the bucket, as this will contaminate the water. Instead, either fold the rag so a clean surface is exposed or use another rag. |
| Gutter cleaning | <ul style="list-style-type: none"> • Disconnect or re-route the downpipes to prevent any entry of contaminated water into the waste water system and ensure there is a suitable container to collect contaminated runoff. Contaminated water must be disposed of as asbestos waste. • Mix the water and detergent. • Using the watering can or garden spray, pour the water and detergent mixture into the gutter, but avoid over-wetting as this will create slurry. • Remove the debris using a scoop or trowel. Do not allow debris or slurry to enter the water system. • Wet the debris again if dry material is uncovered. • Place the removed debris straight into the asbestos waste container. |
| Decontaminating the asbestos work area and equipment | <ul style="list-style-type: none"> • Use damp rags to wipe down all equipment used. • Use damp rags to wipe down the guttering. • Where practicable, and if necessary, use an asbestos vacuum cleaner to vacuum the area below. • Place debris, used rags and other waste in the asbestos waste container. • Wet wipe the external surfaces of the asbestos waste container to remove any adhering dust before it is removed from the asbestos work area. • Use damp rags to wipe down all equipment used. • Use damp rags to wipe down the guttering. • Where practicable, and if necessary, use an asbestos vacuum cleaner to vacuum the area below. • Place debris, used rags and other waste in the asbestos waste container. • Wet wipe the external surfaces of the asbestos waste container to remove any adhering dust before it is removed from the asbestos work. |
| Personal decontamination should be carried out in a designated area | <ul style="list-style-type: none"> • If disposable coveralls are worn, clean the coveralls while still wearing RPE using a HEPA vacuum, damp rag or fine-water spray. RPE can be cleaned with a wet rag or cloth. • While still wearing RPE, remove coveralls, turning them inside-out to entrap any remaining contamination and then place them into a labeled asbestos waste bag. • Remove RPE. If non-disposable - inspect it to ensure it is free from contamination, clean it with a wet rag and store in a clean container. If disposable - cleaning is not required but RPE should be placed in a labeled asbestos waste bag or waste container. <p>Refer to the <i>Code of Practice: How to Safely Remove Asbestos</i> for more information.</p> |
| Clearance procedure | <ul style="list-style-type: none"> • Visually inspect the asbestos work area to make sure it has been properly cleaned. • Clearance air monitoring is not normally required for this task. • Dispose of all waste as asbestos waste. <p>Refer to the <i>Code of Practice: How to Safely Remove Asbestos</i> for more information.</p> |

Safe Work Practice 4 – Replace Cabling In Asbestos Cement Conduits

| | |
|---|--|
| Equipment that may be required on site prior to commencing the work (in addition to any equipment required to complete particular task) | <ul style="list-style-type: none"> • Disposable cleaning rags. • A bucket of water, or more as appropriate, and/or a misting spray bottle, • 200 µm thick plastic sheeting. • Cable slipping compound. • Appropriately marked asbestos waste disposal bags. • Spare PPE. • Duct tape. • Warning signs and/or barrier tape. • An asbestos vacuum cleaner. |
| PPE | <ul style="list-style-type: none"> • Protective clothing and RPE (see AS1715, AS 1716) it is likely that a class P1 or P2 half face respirator will be adequate for this task, provided the recommended safe work procedure is followed. |
| Preparing the asbestos work area | <ul style="list-style-type: none"> • If the work will be carried out in a confined space, appropriate precautions must be taken to prevent the risk of asphyxiation. • Ensure appropriately marked asbestos waste disposal bags are available. • Carry out the work with as few people present as possible. • Segregate the asbestos work area to ensure unauthorised personnel are restricted from entry (e.g. use warning signs and/or barrier tape at all entry points). The distance for segregation should be determined by a risk assessment. • Use plastic sheeting, secured with duct tape, to cover any surface within the asbestos work area, which could become contaminated. • Place plastic sheeting below the conduits through which cable(s) are to be pulled, prior to pulling any cables. • Ensure there is adequate lighting. • Avoid working in windy environments where asbestos fibres can be redistributed • If using a bucket of water, do not re-soak used rags in the bucket, as this will contaminate the water. Instead, either fold the rag so a clean surface is exposed or use another rag. |
| Replacement or installation of cables | <ul style="list-style-type: none"> • Wet down the equipment and apply adequate cable slipping compound to the conduits/ducts throughout the process. • Clean all ropes, rods or snakes used to pull cables after use. Cleaning should be undertaken close to the point(s) where the cables exit from the conduits/ducts. • Ropes used for cable pulling should have a smooth surface that can easily be cleaned. • Do not use metal stockings when pulling cables through asbestos cement conduits. • Do not use compressed air darts for pulling cables through asbestos cement conduits/ducts. |
| Decontaminating the asbestos work area and equipment | <ul style="list-style-type: none"> • Use damp rags to clean the equipment. • Wet wipe around the end of the conduit, sections of exposed cable and the pulling eye at the completion of the cable pulling operation. • If the rope or cable pass through any rollers, these must also be wet wiped after use. • Wet wipe the external surface of excess cable pulled through the conduit/duct, as close as possible to the exit point from the conduit, before it is removed from the work site. • Carefully roll or fold any plastic sheeting used to cover any surface within the asbestos work area, so as not to spill any dust or debris that has been collected. • If required, use damp rags or an asbestos vacuum cleaner to clean any remaining visibly contaminated sections of the asbestos work area. • Place all debris, used rags, plastic sheeting and other waste in the asbestos waste bags/container. • Wet wipe the external surfaces of the asbestos waste bags/container to remove any adhering dust before they are removed from the asbestos work area. |
| Personal decontamination should be carried out in a designated area | <ul style="list-style-type: none"> • If disposable coveralls are worn, clean the coveralls while still wearing RPE using a HEPA vacuum, damp rag or fine-water spray. RPE can be cleaned with a wet rag or cloth. • While still wearing RPE, remove coveralls, turning them inside-out to entrap any remaining contamination and then place them into a labeled asbestos waste bag. • Remove RPE. If non-disposable - inspect it to ensure it is free from contamination, clean it with a wet rag and store in a dean container. If disposable - cleaning is not required but RPE should be placed in a labeled asbestos waste bag or waste Container. <p><u>Refer to the Code of Practice: How to Safely Remove Asbestos for more information.</u></p> |

Safe Work Practices 5 – Working on Electrical Mounting Boards Containing Asbestos

If the asbestos-containing electrical mounting panel has to be removed for work behind the board, the procedures for removing electrical meter boards outlined in the *Code of Practice: How to Safely Remove Asbestos* should be followed. If drilling is required, *the* control process should be consistent with the measures described in *Safe Work Practice*.

| | |
|---|--|
| Equipment that may be required on site prior to commencing the work (In addition to equipment required to complete particular task) | <ul style="list-style-type: none"> • A non-powered hand drill or a low-speed battery-powered drill or drilling equipment. Battery-powered drills should be fitted with a LEV dust control hood wherever possible. If a LEV dust control hood cannot be attached and other dust control methods, such as pastes and gels, are unsuitable then shadow vacuuming techniques should be used. • Duct tape. • Warning signs and/or barrier tape • Disposable cleaning rags. • A plastic bucket of water and for a misting spray bottle. • Spare PPE. • A suitable asbestos waste container, • 200 µm plastic sheeting. • An asbestos vacuum cleaner. |
| PPE | <ul style="list-style-type: none"> • Protective clothing and RPE (see AS1715, AS 1716) it is likely that a class P1 or P2 half face respirator will be adequate for this task, provided the recommended safe work procedure is followed. |
| Preparing the asbestos work area | <ul style="list-style-type: none"> • Because the asbestos work area will involve electrical hazards, appropriate precautions must be taken to prevent the risk of electrocution. • Ensure appropriately marked asbestos waste disposal bags are available. • Carry out the work with as few people present as possible. • Segregate the asbestos work area to ensure unauthorised personnel are restricted from entry (e.g. use warning signs and/or barrier tape at all entry points). The distance for segregation should be determined by a risk assessment. • Use plastic sheeting, secured with duct tape, to cover any surface within the asbestos work area which could become contaminated • Ensure there is adequate lighting. • Avoid working in windy environments where asbestos fibres can be redistributed. • If using a bucket of water, do not re-soak used rags in the bucket, as this will contaminate the water. Instead, either fold the rag so a clean surface is exposed or use another rag. |
| Work on electrical mounting panels | <p>Providing the panel is not friable, maintenance and service work may include:</p> <ul style="list-style-type: none"> • Replacement of asbestos containing equipment on the electrical panel with non-asbestos equipment • Operation of main switches and individual circuit devices • Pulling/inserting service and circuit fuses • Bridging supplies at meter bases • Use testing equipment • Accessing the neutral link • Installation of new components/equipment. |
| Decontaminating the asbestos work area and equipment | <ul style="list-style-type: none"> • Use disposable rags to clean the equipment. • Carefully roll or fold any plastic sheeting used to cover any surface within the asbestos work area, so as not to spill any dust or debris that has been collected. • In areas where there is an electrical hazard, an asbestos vacuum cleaner should be used to remove any dust or debris from the mounting panel and other visibly contaminated sections of the asbestos work area. • In areas where there is no electrical hazard, wet wiping with a damp rag can be used to remove minor amounts of dust or debris. • Place debris, used rags, plastic sheeting and other waste in the asbestos waste bags in container. • Wet wipe the external surfaces of the asbestos waste bags/container to remove any adhering dust before they are removed from the asbestos work area. |
| Personal decontamination should be carried out in a designated area | <ul style="list-style-type: none"> • If disposable coveralls are worn, clean the coveralls while still wearing RPE using a HEPA vacuum, damp rag or fine-water spray. RPE can be cleaned with a wet rag or cloth. • While still wearing RPE, remove coveralls, turning them inside-out to entrap any remaining contamination and then place them into a labeled asbestos waste bag. • Remove RPE. If non-disposable - inspect it to ensure it is free from contamination, dean it with a wet rag and store in a clean container. If disposable - cleaning is not required but RPE should be placed in a labeled asbestos waste bag or waste container. <p>Refer to the <i>Code of Practice: How to Safely Remove Asbestos</i> for more information.</p> |

Safe Work Practices 5 – Working on Electrical Mounting Boards Containing Asbestos

Clearance procedure

- Visually inspect the asbestos work area to make sure it has been properly cleaned.
- Clearance air monitoring is not normally required for this task.
- Dispose of all waste as asbestos waste,
- Refer to the Code of Practice: How to Safely Remove Asbestos for more information.



FOCUS
FIRE & SAFETY

INCIDENT REPORT FORM

This section to be completed by contractor

| | | |
|---|------------------------------------|--------------|
| Contractor name: | | Date: |
| Time of incident / accident: | Owner / manager in control: | |
| Work area: | | |
| Describe the hazard & detail what happened (include area and task, equipment, tools and people involved) | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Possible solutions / how to prevent recurrence (do you have any suggestions for fixing the problem / preventing a repeat?) | | |
| | | |
| | | |
| | | |
| | | |

This section to be completed by owner / manager in control

| | | |
|---|----------------|--------------|
| Results of investigation - determine whether the hazard is likely to cause an injury and explain what factors caused the event. | | |
| | | |
| | | |
| | | |
| | | |
| Action taken – owner / manager in control to identify actions to prevent injury or illness and transfer to Safety Action Plan (SAP). | | |
| Action | Responsibility | Completed |
| 1 | | |
| 2 | | |
| Office action | | |
| | | |
| Feedback has been provided to person who reported the hazard / incident / accident Y / N | | |
| Contractor name: | | Date: |
| Supervisor / Manager name: | | Date: |

REPORT LIMITATIONS

Areas inspected do not include private property, e.g. balconies and inside individual units as the Owner of a private dwelling is not required to comply with the regulation.

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

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

MATERIAL SAMPLING AND ANALYSIS

Only laboratory analysis of samples of the particular material can conclusively identify the presence, type, and proportion of asbestos.

If samples are taken during our inspection, they should be representative of the suspected ACM (eg. for the walls of multi-storey buildings, at least one sample should be taken on each floor). If there are any variations in the appearance, texture or colour of the material, additional samples should be taken.

When requested, Focus Fire & Safety can competently collect these samples and arrange for analysis by a NATA accredited laboratory. Focus Fire & Safety will forward both PDF copies and the original certificate(s) of analysis to the client as they are completed, typically within 14 days of inspection.

The cost of material sampling and analysis to confirm the presence of asbestos is not included in this Asbestos Management Plan.

ACCESS LIMITATIONS FOR SAMPLING

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

Limited access areas may include:

- Wall cavities
- Beneath floor coverings
- Pipework in wall cavities
- Heater banks in air conditioning ductwork
- Penetrations in solid wall cavities and concrete floor slabs, lifts shafts, etc
- Fire doors

- Inaccessible service ducts / risers

ABBREVIATIONS

Abbreviations exist in all industries – the following are to assist with Asbestos / Hazard identification:

| | |
|-------------|---|
| AC sheeting | Asbestos Cement Sheeting |
| ACD | Asbestos Contaminated Dust |
| ACM | Asbestos Containing Material |
| HEPA filter | High Efficiency Particulate Air filter |
| LEV | Local Exhaust Ventilation |
| NOA | Naturally Occurring Asbestos |
| OHS | Occupational Health & Safety |
| PCBU | Person Consulting a Business or Undertaking |
| PPE | Personal Protective Equipment |
| RPE | Respiratory Protective Equipment |
| SAP | Safety Action Plan |
| SDS | Safety Data Sheet |

PRIORITY LEVELS

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

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

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

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

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

Schedule 3—Articles of strata corporation

- 1 (1) A unit holder must—
 - (a) maintain the unit in good repair;
 - (b) carry out any work ordered by a council or other public authority in respect of the unit.
- (2) The occupier of a unit must keep it in a clean and tidy condition.
- 2 A person bound by these articles—
 - (a) must not obstruct the lawful use of the common property by any person; and
 - (b) must not use the common property in a manner that unreasonably interferes with the use and enjoyment of the common property by the other members of the strata community, their customers, clients or visitors; and
 - (c) must not make, or allow his or her customers, clients or visitors to make, undue noise in or about any unit or the common property; and
 - (d) must not interfere, or allow his or her customers, clients or visitors to interfere, with others in the enjoyment of their rights in relation to units or common property.
- 3 A person bound by these articles must not use the unit, or permit the unit to be used, for any unlawful purpose.
- 4 Subject to the *Strata Titles Act 1988*, a person bound by these articles must not, without the strata corporation's consent, keep any animal in, or in the vicinity of, a unit.
- 5 A person bound by these articles—
 - (a) must not park a motor vehicle in a parking space allocated for others or on a part of the common property on which parking is not authorised by the strata corporation; and
 - (b) must take reasonable steps to ensure that his or her customers, clients or visitors do not park in parking spaces allocated for others or on parts of the common property on which parking is not authorised by the strata corporation.
- 6 A person bound by these articles must not, without the consent of the strata corporation—
 - (a) damage or interfere with any lawn, garden, tree, shrub, plant or flower on the common property; or
 - (b) use any portion of the common property for his or her own purposes as a garden.
- 7 A person bound by these articles must not—
 - (a) bring objects or materials onto the site of a kind that are likely to cause justified offence to the other members of the strata community; or
 - (b) allow refuse to accumulate so as to cause justified offence to others.
- 8 A person bound by these articles must not, without the consent of the strata corporation, display any sign, advertisement, placard, banner or any other conspicuous material of a similar nature—
 - (a) on part of his or her unit so as to be visible from outside the building; or
 - (b) on any part of the common property.

- 9 The occupier of a unit may, without the consent of the strata corporation, paint, cover or in any other way decorate the inside of any building forming part of the unit and may, provided that unreasonable damage is not caused to any common property, fix locks, catches, screens, hooks and other similar items to that building.
- 10 The occupier of a unit used for residential purposes must not, without the consent of the strata corporation, use or store on the unit or on the common property any explosive or other dangerous substance.
- 11 A person bound by these articles—
- (a) must maintain within the unit, or on a part of the common property set apart for the purpose by the strata corporation, a receptacle for garbage adequately covered; and
 - (b) must comply with all council by-laws relating to the disposal of garbage.
- 12 A unit holder must immediately notify the strata corporation of—
- (a) any change in the ownership of the unit, or any change in the address of an owner;
 - (b) any change in the occupancy of the unit.

RESOLUTIONS AFFECTING STRATA CORPORATION 3234 INC

DISCLAIMER - Strata Data will not be held liable for any missing, incomplete or incorrect information provided prior to the commencement of our management: 26/08/93

THE RELEVANT MINUTES should be consulted for the precise wording of resolutions.

DATE RESOLUTION

24/10/77

Animals

No Animals permitted in the complex.

Approvals

Approval for existing wire screen doors, exterior sun blinds and awnings, air conditioners, TV antennae and toolsheds. Future approvals to be sought from Committee.

29/11/77

Carpports

Owners have permission to convert carpports into lockup garages. Plans must be submitted to management committee and Noarlunga City Council.

Awnings

Uniformity of outside awnings must be maintained between neighbours. Committee of Management must be approached if decision cannot be reached.

09/05/78

Speed Limit

10kmh speed limit within complex.

Car Parking

Visitors must not park on lawns.

Oct 78

Gate between Units 20 & 26

Approval was granted for a gate between Units 20 and 26.

Swing (Unit 10)

Approval for Unit 10 to erect a swing on common property.

Dec 78

Cement Path (Unit 8)

Approval to Unit 8 to lay a cement path from his carport to back gate and to enhance the areas of common ground between Units 8 and 15.

12/02/79

Carport (Unit 10)

Approval for Unit 10 to enclose carport to incorporate another room to that unit.

05/08/81

Parking

No parking on roadway. Visitors are to park in carpports or on the street.

Verandah (Unit 27)

Unit 27 - Approval to erect verandah and flyscreen doors.

- 10/02/02** **Trees**
Owners who have been written to and don't remove offending trees from the back gardens will be responsible for any drainage problems or property damage.
- 15/03/83** **Air Conditioner**
Permission for an Air conditioner for Ms Usher.
- Change Window**
Permission for a change of window in Mr Ford's unit.
- Pergola**
Permission for a pergola for Mr Williams.
- 23/08/83** **Air Conditioner (Unit 17)**
Permission to install air conditioner
- Air Conditioner**
Mr Scott - Permission to install air conditioner.
- 01/12/83** **Outside Blind**
Permission for Mrs Phillips to install outside blind.
- 21/06/84** **Approvals**
Unit 27
Permission for rainwater tank.
- Unit 13**
Permission for concrete path in front of unit; installation of rear door to utility room, shade house and verandah by rear door.
- Unit 17**
Permission to erect pergola.
- Units 33 & 34**
Permission to lay concrete path in front of units.
- 29/11/84** **Unit 26**
Permission to erect small pergola.
- Unit 29**
Permission to remove large tree adjacent to carport.
- Unit 19**
Permission to erect pergola.
- 28/10/87** **Approvals**
Unit 4
Permission to install air conditioners.
- Mrs Kirkpatrick**
Permission to install new security door, 1/2 trellis or 1/2 blind on carport for privacy.

- 12/05/88** **Unit 14**
Permission to store caravan.
- Unit 11**
Permission to install security doors.
- Unit 5**
Permission to erect half length pergola.
- Unit 31**
Permission to erect brown lattice.
- 25/07/90** **Unit 17**
Permission to install roller door.
- Unit 31**
Permission to install servery.
- External Doors, Windows and Flyscreens**
Section 27(6) invoked
- (6) If the strata corporation carries out work that wholly or substantially benefits a particular unit or group of units, the corporation may, subject to any agreement to the contrary, recover the cost of that work as a debt from the unit holder or unit holders of the unit or units.
- Advertising Signs**
'For Sale' or 'Auction' Boards permitted but must be removed within two weeks of a successful contract being signed.
- 05/12/90** **Unit 29**
Permission to install hand rail.
- 20/02/91** **Unit 7**
Permission to install security doors.
- 04/03/91** **Salt/Rising Damp**
That each unit holder shall be held responsible for any costs incurred for any salt damp problems that arise in individual units.
- Cracking Units 18, 35 and 36**
Body Corporate accepts responsibility for pair. Permission to remove trees in front of Units 28, 27 & 14.
- 22/04/91** **Unit 28**
Permission to install lead glass window.
- 07/06/91** **Unit 34**
Permission to install gas heater.

04/09/91

Trees

Resolved that large trees be removed in unit subsidiaries at unit owners cost.

Common property trees - to be removed in accordance with Mably's report.

Cypress Tree to Unit 10

Large Cyprus Tree to be removed.

Planting of Trees

Recommended trees and shrubs can only be planted at the complex - owners planting trees and shrubs not recommended will become responsible for repairs of any damage caused.

Alterations/Additions

Cost of disbursements for approvals obtained between general meetings to be borne by the relevant unit owner.

Common Lighting

Reimbursement to Units 8, 9, 24 and 36 for Common lighting power to be made on a yearly basis.

Approvals

Gate (Unit 23)

Permission to widen gate.

Skylight (Unit 12)

Permission to install skylight

18/10/91

Permission to Keep a Dog (Unit 28)

The owner of Unit 28 was granted approval to permission to keep a dog.

09/12/91

Air Conditioner

Permission to install air conditioner.

20/03/92

Skylight (Unit 33)

The owner of Unit 33 was granted approval to install skylight.

29/01/92

Skylight (Unit 31)

The owner of Unit 31 was granted approval to install skylight.

07/02/92

Burglar Alarm (Unit 33)

The owner of Unit 33 was granted approval to install burglar alarm.

02/09/92

Security Doors and Security Window Screens

Approved but must match the existing.

01/09/93

Legal Recoveries

Legal action to be taken to recover unpaid levies - costs to be borne by the relevant unit owner.

Legal Action for Breach of the Articles (Schedule 3) of the Strata Titles Act 1988

Legal action to be taken for a consistent Breach of the Articles - costs to be borne by the relevant unit owner.

Doorway (Unit 12)

Approval to construct doorway between storeroom and yard.

Articles of Corporation

Schedule 3 - to be included in all Lease Agreements.

31/08/94

Verandah (Unit 12)

Retrospective approval given to Unit 12 provided it is painted mission brown and any water run-off must be directed towards stormwater drains.

Pets

Reinforce No Pets Policy applies to this Corporation.

Pergolas

Owners have approval to erect pergolas subject to council approval if required. They must be mission brown, erected by a qualified tradesman, and the owner is responsible for all maintenance.

31/08/94

Skylights

Owners have approval to install skylights on their units provided it is done by a qualified tradesman, and the owner is responsible for all maintenance.

21/02/95

Air-conditioner

Permission granted to owner of Unit 26 to reposition her air-conditioner on the carport side eastern wall of her unit.

30/08/95

Tree

The owner of unit 1 has permission to remove the dead tree in front of her unit.

Pay TV Antenna Installation

Approval is given to owners to install Pay Television and one antenna may be placed on the roof in as unobtrusive position as possible provided it is not more than 1.2 metres in height above the ridge line at the rear of the units to assist with the reception of this at no cost to the Corporation.

Method of Water Payment

Ratified that all water used at the complex will be divided equally between the accounts of the individual owners by SA Water.

Pergola (Unit 10)

The owner of unit 10 was granted permission to erect a pergola provided it conforms with the pergola resolution passed on 31/8/94.

Pergolas

The Corporation wishes to inform all owners that have pergolas, that they must be painted mission brown and maintained in good condition as per the approvals.

Pet Policy

The Corporation wishes to remind all owners that it has a No Pet Policy and it will be enforced.

Sprinkler System

The owner of unit 12 has permission to install a sprinkler system, of which the initial and future maintenance costs will be borne by the unit owner.

Parking

Unit owners are reminded that parking on lawned areas is prohibited and rubbish bins are not to be left visible in the front of the units

Yards

The Corporation wishes to remind owners that they are responsible for the vegetation in their respective unit subsidiaries and that it must be kept in a tidy state.

28/08/96

Retrospective Approval for Additional Doors to Store Rooms

Owners allowed to install additional doors to the walls of store rooms on condition:

- a) that the door is correctly constructed and installed to building regulations;
- b) Painted white to match all other shed doors; and
- c) The total cost of installation and ongoing maintenance is the responsibility of the owner of that particular unit.

28/08/96

Approval for Insulation

All owners are allowed to install insulation material in the roof space above the ceilings of their unit. All costs to be borne by the relevant unit owner.

Trellis - Unit 34

The owner of Unit 34 is allowed to erect a trellis matching that of Unit 31. All costs and maintenance to be the responsibility of Unit 34 and paint work is to be mission brown.

Tradesmen Vehicles not to Park on Lawns

Parking on lawned areas is strictly prohibited. This also applies to tradesman vehicles.

No Bike or Skateboard Ring on Concrete Paths

No bikes or skateboards are to be ridden on the concrete path adjacent to the units. This must be strictly adhered to, to avoid a potential accident. Skateboards or bikes may be ridden on the internal bitumen roadways.

Pergola Colour

All Pergolas - Mission Brown

All pergolas must be painted mission brown. All owners with nonconforming pergolas have 90 days from this meeting to paint their pergolas mission brown or Corporation will carry out this work and debit the relevant unit(s).

Verandah - Unit 30

Owner of Unit 30 is given approval to erect a Stratco Outback Verandah over the whole rear subsidiary yard area on the condition that all structure and gutters are finished in mission brown. The verandah construction is subject to Council approval and owner is responsible for all ongoing maintenance.

Common Area - Gardening

Owner of Unit 30 granted permission to clean up an area of common ground adjacent to the rear yard of Unit 30. The owner of Unit 10 given permission to purchase additional shrubs to plant in the common area adjacent to Unit 10 to deter vehicles from driving across the lawned area. All owners are responsible for keeping the lawn adjacent to their units watered during the summer months. Landlords must instruct their tenants of this requirement.

Concrete Garden Edging

All owners given permission to replace the existing permapine garden bed edgings with concrete edging if they wish on the condition that all concrete edgings are to match.

27/08/97

Responsibility of Repairs to Gates

Each unit owner is responsible for the repairs and maintenance of their individual unit's subsidiary yard gates and the Corporation will maintain the fencing within the property.

Window Mounted Air Conditioner - Unit 12

Owner of Unit 12 granted approval to install a window mounted air conditioner on the condition that it is not positioned at the front of the unit with all costs and future maintenance being borne by the owner.

09/09/98

Smoke Alarm Legislation

Self-contained smoke alarms which comply with the

Australian Standard must be in place in all residences by 1st January 2000. Any transfer of property after 1.2.98 requires the Purchaser within six months of settlement to install a hard-wired smoke detector powered through mains electricity. Penalty for non-compliance by Purchaser - \$750.00.

Painting of Individual Units Pergolas and Fences

All pergolas must be painted Mission Brown. All owners with non-conforming pergolas have 90 days from this meeting to paint their pergolas mission brown or the Corporation will carry out this work and debit the relevant unit owner.

25/08/99

Ratification of Unit 14 Verandah

Approval is granted for the erection of a verandah over the rear yard of unit 14 accordance with local council regulations. All construction and ongoing maintenance cost will be the responsibility of unit 14.

23/08/00

Air conditioners

Approval granted for units 15,27,30, 31 & 32 for approval to install 1.5-2.0 hp split system a/c unit in the wall under the carport all costs and on going maintenance the unit owner responsibility

Lawn damage

In accordance with item 5 schedule 3 of the act and item 4 of the rules of this Corporation after written warning about parking on common area lawns causing Damage the corporation will carry out repairs and make it a debt against the unit owner

22/08/01

Unit 18 Alterations and Additions

Approval be ratified for security shutters to the rear windows and erection of a trellis above the rear boundary fence. All installation and ongoing maintenance costs will be the unit owner's responsibility.

Unit 14 roller door

Approval granted for the owner of unit 14 to install a mission brown coloured roller door the carport similar to others already installed on carports. All installation and ongoing maintenance costs will be the unit owner's responsibility.

Unit 14 timber trellis division

Approval granted for the owner of unit 14 to erect a mission brown coloured timber trellis division on steel frame work to be positioned internally of unit 14 carport along the division between units 14 & 21. This trellis is to in keeping with others already exist on single carports. All installation and ongoing maintenance costs will be the unit owner's responsibility.

21/08/02

Unit 18 upgrades

Permission was given to unit 18 to install a roller door and enclose the southern side of the carport, to install an air conditioner in top window to southern side of unit, to install an access gate at eastern rear fence, to cement or concrete pave pathway to match existing units paths and to install a pergola in the rear subsidiary yard. All these upgrades are at the cost of the unit owner as is all subsequent maintenance. All constructions must be approved by council where necessary and be of similar type and colour to existing structures.

Notice to all owners

Notification will be sent to all owners reiterating that no furniture or any other objects be stored at the front of the units as set out in schedule 3 of the Strata Titles Act 1988.

18/08/02

ETSA Power Increase

The owners that have the common lights on their power account will be given an extra 33% to compensate for the recent price increases.

Washing of Cars

Cars may be washed on the common lawns, in line with the new water restriction guidelines, but must be removed immediately after they have been washed to avoid any damage to the lawn areas.

10/08/04

Approvals

Unit 35

Approval was provided for mission brown lattice on carport to be erected.

Unit 15

Approval was provided for mission brown lattice plus roller door on carport.

Unit 17

Approval was provided to replace shade cloth on existing verandah with Colorbond.

Establishment of a Management Committee

That a Management Committee is established comprised of at least three owners.

20/09/07

Evaporative Air Conditioners

All future applications for Evaporative Air Conditioners are not to be approved.

Garden Sheds

It was agreed that applications to install a garden shed within any subsidiary yard be provisionally approved on the basis that the shed is in keeping with the complex colour scheme and that the shed not be intrusive to neighbouring units.

10/08/09

Hot Water Unit Installations

Individual unit owners may install gas or electric hot water heaters externally on the condition they don't block access around the building and install solar collectors on the roof on the condition they are not placed on the street front elevation and a qualified person signs off on the roof structure being adequate to support the additional load. All repairs to the building and ongoing maintenance will be that individual unit owners responsibility.

Digital Television Reception

Individual unit owners may install external mounted digital TV antennas to receive a digital service on the condition they are not located on the front of the building.

04/08/10

Hot Water Services - Owners Responsibility Including Insurance Claim

The responsibility of repairs to Hot Water Services is borne by the respective Unit holder. Further, an excesses applied to matter which are claimable are to be borne by the respective Unit holder.

14/09/10

Approval for the Installation of Split System Air Conditioners

Approval is granted for the installation of split system air conditioners at the property subject to the following conditions being met and adhered to; that all costs for the installation and or removal be borne by the respective Unit holder, that the outside unit is mounted in the carport respective to that Unit or alternatively at the rear of the Unit and is put as close to the wall as possible so as to be as far out of sight as possible, that once installed the air conditioner does not detract from the aesthetic appeal of the property as a whole (as determined by the Management Committee), that the air conditioner once installed does not cause a disturbance to other residents enjoyment of their rights under the "Strata Titles Act 1988 (as amended) - Schedule 3 – Articles of a Strata Corporation", that any required repairs are carried out by and at the cost of the respective Unit holder without undue delay, that any "run off valves/pipes" are connected to either the storm water system or allow water to flow onto the garden areas without causing a slip or trip hazard on the common walkways and are concealed so as not to be in view from Common property, & that any installations are carried out by an appropriately licensed, insured and qualified electrician so as a certificate of electrical compliance can be gained and held by the respective Unit holder until such time as it may be needed by the Body Corporate.

Approval for the Installation of Roller Doors - Carport(s)

Approval is granted for the installation of roller doors on the carport(s) of Units subject to the following conditions being met and adhered to; that all costs for the installation and or removal be borne by the respective Unit holder, that the doors are coloured to match those already existing at the property, that when installed the door(s) do not detract from the aesthetic appeal of the property as a whole (as determined by the Management Committee), that any required repairs and or ongoing maintenance is carried out by and at the cost of the respective Unit holder without undue delay and any installations are carried out by an appropriately licenced, insured and qualified tradesperson.

Approval for the Installation of Digital Television Antennas (including Foxtel)

Approval is granted for the installation of digital television antennas and or Foxtel satellite dishes at the property subject to the following conditions being met and adhered to; that only one television antenna and or Foxtel satellite dish be installed per Unit, that all costs for the installation and or removal be borne by the respective Unit holder, that any damage caused to Common property in the installation removal or over the life of said antenna or satellite dishes be rectified without undue delay by and at the cost of the respective Unit holder, that any damage caused to Common property as a result of the installation (resultant damage) be rectified by and at the cost of the respective Unit holder, that any television antennas and or Foxtel satellite dishes be installed at the rear of the Unit so as not to be viewed from Common property or in as unobtrusive position as possible and that all installations are carried by an appropriately licenced, insured and qualified tradesperson.

Approval for the Installation of Solar Panels

Approval is granted for the installation of solar panels at the property subject to the following conditions being met and adhered to; that all costs for the installation and or removal be borne by the respective Unit holder, that any damage caused to Common property in the installation removal or over the life of said solar panels be rectified without undue delay by and at the cost of the respective Unit holder, that any damage caused to Common property as a result of the installation (resultant damage) be rectified by and at the cost of the respective Unit holder, that if possible said solar panels are installed on the rear elevation of the respective Units roof so as not to be in view from Common property, that when installed said solar panels do not detract from the overall aesthetic of the property as a whole (as determined by the Management Committee) and that any installations be carried out by an appropriately licenced, insured and qualified tradesperson.

Approval to Carry Out Structural Renovations - Not Including Additions

Approval is granted to carry out structural renovations at the property subject to the following conditions being met and adhered to; that prior to the instigation of any works a report advising that works proposed will not in any way threaten the structural integrity of the building is provided by an appropriately qualified licenced and insured engineer and submitted to the Body Corporate Manager so as to be filed in the Corporations records for later use if required, that any costs incurred during said renovations be borne by the respective Unit holder, that any structural damage caused to the Common property during or upon/after completion of works be rectified without undue delay by and at the cost of the respective Unit holder, that due notice (minimum of two weeks) is provided to surrounding Units prior to the instigation of works and that any rubble (rubbish) created by said renovations is removed from the property without undue delay by and at the cost of the respective Unit holder.

Approval to Erect Pergola(s)

Approval is granted for the erection of pergolas at the property subject to the following conditions being met and adhered to; that only one pergola per Unit be erected, that said pergola is erected in the rear subsidiary yard of the respective Unit, that all costs incurred in either the erection or removal be borne by the respective Unit holder, that when erected the pergola be maintained in a safe and tidy condition by and at the cost of the respective Unit holder, that any required maintenance be carried out without undue delay by and at the cost of the respective Unit holder and that any damage caused to Common property during erection removal or over the life of said pergola be rectified without undue delay by and at the cost of the respective Unit holder.

01/08/12

Interest Applied on Overdue Levies (Strata Title)

That, in accordance with Section 27 (4) of the Strata Titles Act 1988 (as amended), if a levy is not paid on the date by which it becomes due and payable in accordance with a Resolution of the Corporation, the Corporation resolves to apply interest charges on those levies at a rate of 10% per annum.

08/08/13

Asbestos Survey & Management Plan

That the Corporation engage an appropriately qualified, insured and registered contractor to conduct an asbestos survey of the property and, if asbestos is identified at the property, compile an asbestos management plan and onsite register.

05/08/19

Amended Motion - Security Screens

That all units be granted approval to install security screens to the unit. That the colour be similar to the gutters. That the cost of the installation as well as all future repairs and maintenance be borne by the respective unit owner and that should common property be damaged as a result of the installation of the security screens, the owner of the respective unit take steps to immediately repair that damage.

13/05/21

Pet Approval Unit 26

That unit 26 be permitted to keep a American Staffy X Bull Terrier within the unit subsidiary of unit 26, subject to the following terms and conditions being both met and adhered to; the dog is not allowed to wander on Common Property without supervision & a leash being attached at all times, that the dog is fully vaccinated when old enough, microchipped and registered with the local council. Should the pet prove to cause nuisance to other residents within the Strata Corporation, the approval may be rescinded. That the approval stand, only for the natural life of the pet.

02/08/21

Dog Approval Unit 14

That unit 14 be permitted to keep one dog (miniature dachshund) within the unit subsidiary of unit 14, subject to the following terms and conditions being both met and adhered to; the dog is not allowed to wander on Common Property without supervision & a leash being attached at all times, that the dog is fully vaccinated when old enough, microchipped and registered with the local council. Should the pet prove to cause nuisance to other residents within the Strata Corporation, the approval may be rescinded. That the approval stand, only for the natural life of the pet.

Cat Approval Unit 34

That unit 34 be permitted to keep two indoor cats aged 7 and 9 subject to the following terms and conditions being both met and adhered to; the cat is not allowed to wander on Common Property and must be kept indoors at all times, that the cat is fully vaccinated and registered with the local council. Should the pet prove to cause nuisance to other residents within the Strata Corporation, the approval may be rescinded. That the approval stand, only for the natural life of the pet.

Related costs for recovery of outstanding money –Unanimous Resolution

That the Body Corporate seek to recover overdue levies which remain unpaid after a period of four weeks from the due date, having first notified the owner of proposed action. Related costs associated with the recovery of outstanding money shall be levied as a debt against the unit.

21/10/21

Cat Approval – Unit 2

That unit 2 be permitted to keep two indoor cats within the unit subsidiary of unit 5, subject to the following terms and conditions being both met and adhered to; the cat is not allowed to wander on Common Property without supervision & a leash being attached at all times, that the cat is fully vaccinated when old enough, microchipped and registered with the local council. Should the pet prove to cause nuisance to other residents within the Strata Corporation, the approval may be rescinded. That the approval stand, only for the natural life of the pet.

10/05/22

Cat Approval – Unit 6

That unit 6 be permitted to keep two greyhounds within the unit subsidiary of unit 6, subject to the following terms and conditions being both met and adhered to; the dog is not allowed to wander on Common Property without supervision & a leash being attached at all times, that the dog is fully vaccinated when old enough, microchipped and registered with the local council. Should the pet prove to cause nuisance to other residents within the Strata Corporation, the approval may be rescinded. That the approval stand, only for the natural life of the pet.

08/08/22

Whirly Bird

That unit 8 be permitted to install Whirly Bird on their roof over the kitchen, provided they are in keeping with the colours and schemes of the Corporation, they are installed in a professional manner by a qualified and insured contractor, they satisfy all local legislative requirements and all installation costs and all future repair/replacement/ maintenance is the responsibility of the individual unit owner.

Breach of Articles

Under the instruction of the Corporation's Office Bearers, the Body Corporate Manager may impose on any Unit holder a penalty for any ongoing breaches of the articles of up to, and inclusive of, \$500.00 for Residential Strata Corporations or, up to and inclusive of, \$2,000.00 for Commercial Strata Corporations (payable to the Strata Corporation). Subject to there being at least two letters, one of which includes a warning of a penalty being imposed, having been forwarded to the unit owner and or agent concerning the occupants.

Insurance Excess

That the cost of the insurance excess be borne by the Unit from which the claim originated. That where a claim has originated from Common Property, the Body Corporate be responsible for the cost of the excess. That where a claim against a unit owner's alteration and/or addition is made, the responsibility of the insurance excess relating to that claim be borne by that unit owner.

Hello from the 60 Booth Avenue works committee

For the past 18 months this committee has been working with Strata Data to try and rectify problems within the complex and also reduce some of the cost by obtaining more competitive quotes for works that need to be done.

We meet approximately every 6 weeks and discuss open issues and new items that have been raised.

There have been a lot of small matters that we have had to direct through Strata Data that are general in nature and apply to everyone within the complex. The committee has decided to draft this letter and have it sent to all occupiers and owners so that everyone is clear of what is fair to all regarding these matters.

1. Noise

For the consideration of others please keep all music and undue noise to a minimum. Any music or TV etc after 11PM should be at a level that can only be heard within the Unit that it is in. There is an 11Pm Noise curfew minuted and we do not want to have to enforce it.

2. Cars

The speed limit within the complex is 10km/h please obey this always. Cars within the complex should be kept in their respective driveways and visitors vehicles should be parked out on Booth Avenue. Excess vehicles within the complex make it hard for others to drive around the complex and can also inhibit with rubbish pickup and tradesman's vehicles. Each Unit has room for 2 Vehicles only if you have more then perhaps a suitable location off site can be found, in addition **NO** cars are to be parked on lawns or on roadways. Cars leaking oil must have an oil drip tray underneath the car at all times.

3. Rubbish Bins

Rubbish bins should be returned to your own yard once pickup has occurred. Bins should not be left all week on the edge of the road or on common area.

4. Pets

Pets are allowed only at the discretion of the committee. If allowed they will need to be well behaved, kept inside at night and de-sexed.

5. General Rubbish

If you have large items that need to be disposed off please arrange for private or council garbage pickup. The whole complex is a tight knit community so untidy carports and rubbish in common areas makes it unsightly for all people living here. Please keep your Unit and surrounding area tidy.

6. Lawns and Gardens

The complex hires a gardener to mow the lawns and do minor trimming of trees etc. If possible and whilst obeying all current water restrictions please

keep your lawn and any shrubs or trees in your garden watered. By working together we can have a nice environment to live in.

7. Water isolation

All units have a stop cock to isolate the water to that unit only. These are located either near the back door or inside the sink cupboard. If you are working on your personal plumbing use your stop cock, the main stop cock on the meter is front of unit 29 is for isolation repairs to common ground plumbing only. Please ensure that any plumber working on your unit is also aware of this.

8. Maintenance

Please advise any faults or maintenance required on common space to a member of the committee or Strata Data's manager i.e. Graffiti, trip hazards, leaking gutters or roofs, dripping taps etc.

Urgent faults can be dealt with via Strata Data directly on 8372 2777 BH or 0401 164 989 AH

9. Improvements

No modification to the building structure or external appearance of Units is to be done without permission from the corporation. This includes air conditioners, aerials, foxtel dishes, external concreting or building alterations. Contact the Strata manager for verification prior to any purchase. The corporation will not be liable for reimbursement of funds for purchased equipment that does not get installation permission

These rules have all been passed at previous AGM's of the corporation and have always been in place. This letter is just a reminder to all owners and occupiers as to their community responsibility.

Non compliance with the above rules will not be accepted as an excuse. Breaches of these rules will be reported to Strata Data for corrective action.

HOUSE RULES

STRATA CORP 3234 INC.

60 BOOTH AVENUE

MORPHETT VALE SA 5162

RULES OF THE COMPLEX

Animals

No animals of any kind are permitted the units without Body Corporate Approval

Grounds Maintenance

Front lawns **MUST** be watered by tenants regularly.

Back yards **MUST** be kept neat and tidy by tenants.

Washing of Cars

Cars may be washed on the common lawns, in line with the new water restriction guidelines, but must be removed immediately after they have been washed to avoid any damage to the lawn areas.

Car Parking

Unless space is available in each unit's private driveway all visitors' cars are to be parked in Boot Avenue.

Common Driveway

10km/h speed limit is imposed on the complex roadway.

Approvals & Installations

No tool sheds, TV Antennae, air conditioners, screen doors to exterior sun blinds and awnings to be erected without the prior permission of the Body Corporate

Noise

No undue noise.

It is the responsibility of all owners to ensure that tenants receive a copy of these rules together with a copy of schedule 3 of the Strata Titles Act 1988 (As amended), the first articles of the corporation.



STRATA DATA

20 January 2025

IMPORTANT NOTICE TO NEW OWNER | LANDLORD & CONTENTS INSURANCE

The property you are considering purchasing is part of a Strata / Community group managed by Strata Data. As such the common/shared areas are already covered by the mandatory Body Corporates insurance policy.

However, your personal property & public liability within your own unit is not covered by your Body Corporates insurance, so resident owners and investor owners must take out their own insurance to cover these risks. If you are a resident owner you need separate contents insurance, and if you are an investor owner you need separate landlords insurance.

Please find in the following pages further information on both of these insurance products.

To access great rates on these insurances please go to www.stratadata.com.au/insurance

Best,

MARC STEEN

Chief Operating Officer

DISCLAIMER: Please note this is not financial advice and does not take into account your individual circumstances. It is your responsibility to determine what insurance products are right for you.

BETTER TOGETHER stratadata.com.au

ADELAIDE | 647 Portrush Rd, Glen Osmond SA 5064 PO Box 219 Glen Osmond SA 5064 T 08 8372 2777 F 08 8379 0703
MELBOURNE | 39/574 Plummer St, Port Melbourne VIC 3207 PO Box 715 Port Melbourne VIC 3207 T 03 9676 9555 F 03 9676 9455 ABN 20 080 960 112



Level 13, 431 King William Street
Adelaide SA 5000

Certificate of Currency

CHU Residential Strata Insurance Plan

| | |
|----------------------------|---------------------------------------|
| Policy No | HU0044077 |
| Policy Wording | CHU RESIDENTIAL STRATA INSURANCE PLAN |
| Period of Insurance | 01/09/2024 to 01/09/2025 at 4:00pm |
| The Insured | STRATA CORPORATION NO. 3234 INC. |
| Situation | 60 BOOTH AVENUE MORPHETT VALE SA 5162 |

Policies Selected

Policy 1 – Insured Property

Building: \$13,321,567
Common Area Contents: \$13,322
Loss of Rent & Temporary Accommodation (total payable): \$1,998,235

Policy 2 – Liability to Others

Sum Insured: \$20,000,000

Policy 3 – Voluntary Workers

Death: \$200,000
Total Disablement: \$2,000 per week

Policy 4 – Fidelity Guarantee

Sum Insured: \$100,000

Policy 5 – Office Bearers' Legal Liability

Sum Insured: \$1,000,000

Policy 6 – Machinery Breakdown

Not Selected

Policy 7 – Catastrophe Insurance

Sum Insured: \$3,996,470
Extended Cover - Loss of Rent & Temporary Accommodation: \$599,470
Escalation in Cost of Temporary Accommodation: \$199,823
Cost of Removal, Storage and Evacuation: \$199,823

Policy 8 – Government Audit Costs and Legal Expenses

Government Audit Costs: \$25,000
Appeal expenses – common property health & safety breaches: \$100,000
Legal Defence Expenses: \$50,000

Policy 9 – Lot owners' fixtures and improvements (per lot)



Sum Insured: \$250,000

Flood Cover is included.

Date Printed

14/08/2024

This certificate confirms this policy is in force for the Period of Insurance shown, subject to the policy terms, conditions and exclusions. It is a summary of cover only (for full details refer to the current policy wording QM562-1023 and schedule). It does not alter, amend or extend the policy. This information is current only at the date of printing.

CONTENTS INSURANCE FOR STRATA



STRATA DATA



ARE YOU
PROTECTING
YOUR PERSONAL
POSSESSIONS?

**Do you live in an
apartment, unit,
villa or townhouse?**

It is important that you have Contents Insurance as Residential Strata Insurance only protects the building, not your personal possessions. To protect your personal belongings such as clothing, phones, jewellery, furniture, TV, laptops, internal carpets, blinds and electrical appliances you need Contents Insurance.

What's included in your policy

| Automatic inclusions | Basic Cover | Premier Cover |
|---|--|---|
| Contents – Covers your personal possessions from accidental and malicious damage, theft, water, fire and storm damage with new for old replacement. | Up to \$200,000 | From \$50,000 - \$200,000 + Accidental Damage and Loss |
| Portable Contents – Protecting your smartphone, jewellery and other prized possessions when they are away from your property, in transit, storage or when you are moving into or out of your home. | Protection across: Motel, hotel or club • Nursing home, hospice or hospital, • Another person's home you're living in ² • Australian bank safe • Temporarily in transit | Everything in basic plus: Across Australia and New Zealand • Anywhere in the world ³ |
| Jewellery, Watches | \$1,500 per item, maximum of \$7,500 | \$5,000 per item, maximum of \$25,000 |
| Entertainment equipment | 10% of the total sum insured for all items | 10% of the total sum insured for all items |
| Portable entertainment equipment | \$1,500 per item, maximum of \$5,000 | \$5,000 per item, maximum of \$25,000 |
| CDs, DVDs, electronic games media and digital media files | \$3,000 in total | \$5,000 per item, maximum of \$25,000 |
| Portable musical instruments | \$1,500 in total | \$25,000 in total |
| Tools of trade | \$1,500 in total | \$2,500 in total |
| Works of art, pictures, tapestries, rugs, antiques, collections of any kind, computer equipment | \$5,000 per item | \$10,000 per item up to maximum of \$40,000 |
| Photographic equipment | \$1,500 in total | \$5,000 per item, maximum of \$25,000 |
| Curios, gold or silver articles (but not bullion) | \$1000 per item, maximum of \$5,000 | \$5,000 per item, maximum of \$25,000 |
| Documents | \$500 per item, maximum of \$1,500 | \$2,000 per item up to maximum of \$5,000 |
| Bicycles | \$1,500 per bicycle, maximum of \$2,500 | \$5,000 per bicycle, maximum of \$25,000 |
| Unspecified High Risk Items; cash, bullion or negotiable securities | Up to 1% of your sum insured, max \$500 | Up to 1% of your sum insured, max \$1,500 |
| Standard Benefits Across Both Covers <ul style="list-style-type: none"> Legal liability: \$30m to protect you from death or injury to other people who are on your property and loss or damage to someone else's property Essential temporary repairs: Up to \$500 to repair insured items Motor burnout: Up to \$2,000 to repair or replace the motor of household equipment and appliances less than 10 years old Reinstate landscaping: Up to \$1,000 to fix up your garden External door locks replacement: Up to \$500 to re-key or replace external locks in your home unit if keys are stolen Accommodation costs: Up to 12 months accommodation from the time of damage to your home | | |

Please read the Product Disclosure Statement and Policy Wording for full details, scope of coverage, sub-limits, exclusions and conditions. Please refer to Your Schedule and Invoice for the Period of Insurance.

Disclaimer: Insurance issued by QBE Insurance (Australia) Limited ABN 78 003 191 035 and distributed by CHU Underwriting Agencies Pty Ltd ABN 18 001 580 070. AFSL No. 243261. This information does not take into account the objectives, financial situation or needs of any person. Please read and consider the relevant Product Disclosure Statement (PDS) before you make any decisions about this product. A copy the PDS is available at www.chu.com.au **1.** Standard excess is \$500. The value of your claim must exceed the amount of your excess. **2.** Excluding high risk items **3.** Up to 90 consecutive days. Up to the high risk item limit for high risk items and up to the sum insured listed for specified high risk items

PLUS your policy comes with:



21 day cooling off period should you change your mind



New for old replacement



24/7 claims service and support with emergency assistance

AND MORE

As CHU is one of Australia's largest and most awarded strata insurance specialists, if your strata building insurance is managed by CHU you receive these additional benefits:

✔ Save on your excess payment:

If CHU insures your building and you and the strata building owner make a valid claim for the same incident. Standard excess is minimum \$500. The value of your claim must exceed the amount of your excess.¹

✔ Simpler repairs:

If your personal property and building is damaged in the same incident, your property will be repaired or replaced jointly with the building repairs making it simpler for you.

Common insured events



MALICIOUS DAMAGE



THEFT



WATER DAMAGE

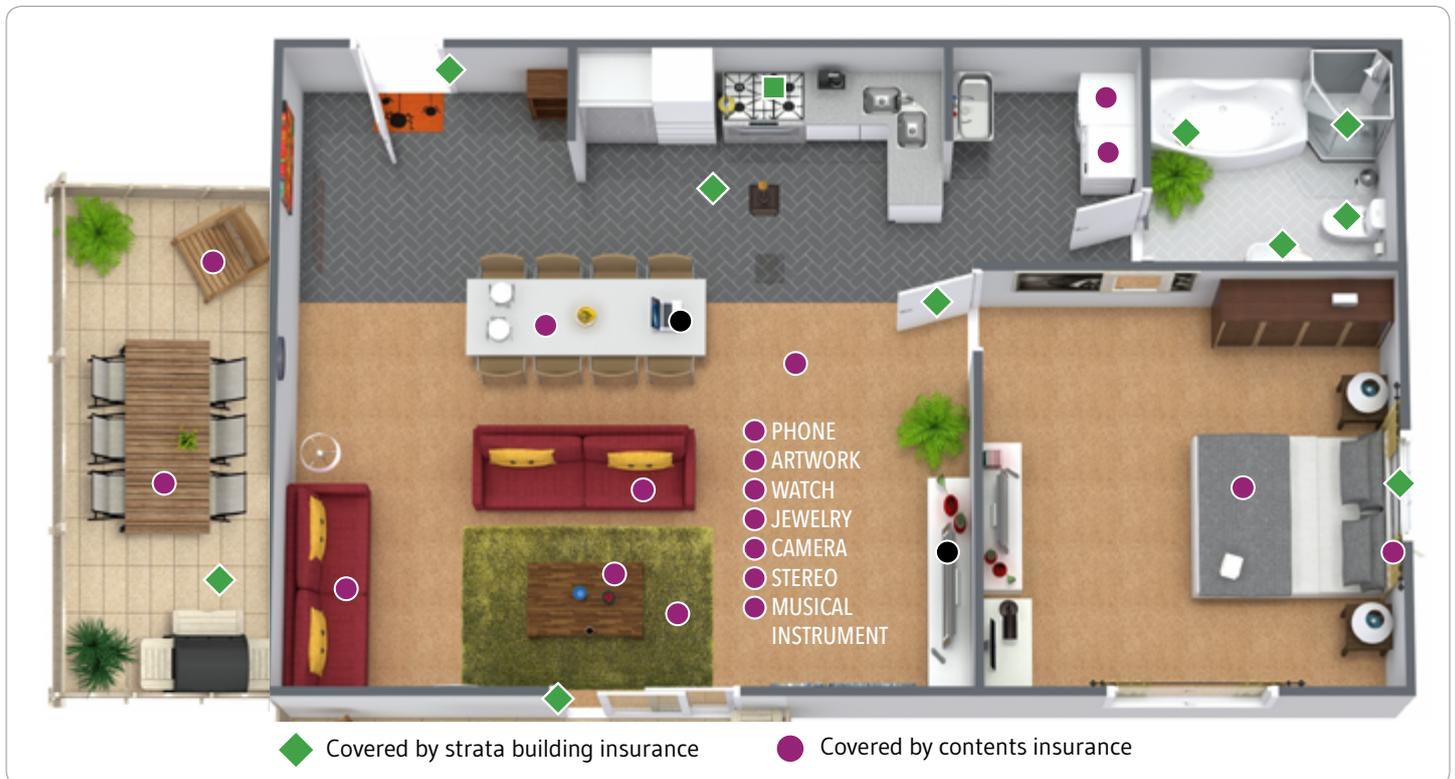


STORM



FIRE

What is covered by Contents Insurance vs Strata Building Insurance?



Why Choose CHU?



Multi Award Winning

Awards include Insurance Business Gold Award winner 2016–2019 and Brokers Pick Best Product 2016-2020.



Almost 1 million properties protected

We are strata specialists, organising the insurance for almost 1 million apartments, unit and townhouses across Australia.



24/7 Claims Process and Emergency Hotline

When you need help the most, CHU's claim process strives to be quick and accessible. Over 40% of claims are processed in under 24 hours.



A Long and Progressive History

CHU arranged the first residential strata plan insurance in Australia over 40 years ago and now offers a wide range of insurance.

www.stratadata.com.au/insurance



**IS YOUR
INVESTMENT
PROPERTY
PROTECTED?**

Is your property an apartment, unit, villa or townhouse?

It is important that you have Landlords Insurance as Residential Strata Insurance only protects the building. CHU Landlords Insurance for Strata is a tax deductible insurance that protects you against loss or damage to your investment property. Plus it ensures you can continue to receive rent if your tenant suddenly departs or damages your property where it is unfit to be occupied.

What's included in your policy

| <input checked="" type="checkbox"/> Loss of Rent due to: | |
|---|----------------|
| Loss or damage | Up to 52 weeks |
| Departure of tenant | Up to 6 weeks |
| Default by tenant | Up to 15 weeks |

| <input checked="" type="checkbox"/> Contents | |
|---|---------------------------------------|
| Against accidental loss or damage | Up to the contents sum insured |
| Loss or damage to your contents while in the open air | Up to \$3,000 |
| Removal of damaged contents | Up to 10% of the contents sum insured |
| Burning out of an electric motor (Fusion) | Up to \$2,000 |
| Replacement of locks and keys | Up to \$250 |

| <input checked="" type="checkbox"/> Building Damage | |
|---|--------------------------------|
| Against loss or damage caused by vandalism, malicious acts or theft by your tenants or their guests to the building | Up to the contents sum insured |

| <input checked="" type="checkbox"/> Legal Expenses | |
|---|---------------|
| In connection with defending a claim | Up to \$5,000 |

| <input checked="" type="checkbox"/> Liability to others | |
|--|--------------------|
| | Up to \$30 million |

| <input checked="" type="checkbox"/> Government audit costs | |
|---|---------|
| Professional costs in connection with an audit from the ATO or other statutory body | \$5,000 |
| Professional fees in connection with a record keeping audit | \$1,000 |

Please read the Product Disclosure Statement and Policy Wording for full details, scope of coverage, sub-limits, exclusions and conditions. Please refer to Your Schedule and Invoice for the Period of Insurance.

Disclaimer: Insurance issued by QBE Insurance (Australia) Limited ABN 78 003 191 035 and distributed by CHU Underwriting Agencies Pty Ltd ABN 18 001 580 070. AFSL No. 243261. This information does not take into account the objectives, financial situation or needs of any person. Please read and consider the relevant Product Disclosure Statement (PDS) and Supplementary Product Disclosure Statement (SPDS) before you make any decisions about this product. A copy the PDS and SPDS is available at www.chu.com.au.
1. Standard excess is \$500. The value of your claim must exceed the amount of your excess.

PLUS your policy comes with:



21 day cooling off period should you change your mind



New for old replacement



24/7 claims service and support with emergency assistance

AND MORE

As CHU is one of Australia's largest and most awarded strata insurance specialists, if your strata building insurance is managed by CHU you receive these additional benefits:

✔ Save on your excess payment:

If CHU insures your building and you and the strata building owner make a valid claim for the same incident. Standard excess is minimum \$500. The value of your claim must exceed the amount of your excess.¹

✔ Simpler repairs:

If your personal property and building is damaged in the same incident, your property will be repaired or replaced jointly with the building repairs making it simpler for you.

Common insured events



MALICIOUS DAMAGE



TENANT DEPARTURE



WATER DAMAGE



STORM



FIRE

What is covered by Landlords Insurance vs Strata Building Insurance?



◆ Covered by strata building insurance ● Covered by landlords insurance

Why Choose CHU?



Multi Award Winning

Awards include Insurance Business Gold Award winner 2016–2019 and Brokers Pick Best Product 2016-2020.



Almost 1 million properties protected

We are strata specialists, organising the insurance for almost 1 million apartments, unit and townhouses across Australia.



24/7 Claims Process and Emergency Hotline

When you need help the most, CHU's claim process strives to be quick and accessible. Over 40% of claims are processed in under 24 hours.



A Long and Progressive History

CHU arranged the first residential strata plan insurance in Australia over 40 years ago and now offers a wide range of insurance.

www.stratadata.com.au/insurance