

DATED

2024

Keenan Miller Bird

to

SECTION 32 STATEMENT

Property: UNIT 3, 13 MUNRO STREET, TRARALGON VIC 3844

Good Move Conveyancing
2/41 Breed Street
PO Box 12
TRARALGON VIC 3844
Tel: 0351746862
Ref: AC:CM:24-11486


Vendor Statement

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

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

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

Land	UNIT 3, 13 MUNRO STREET, TRARALGON VIC 3844
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Vendor's name	Keenan Miller Bird	Date
		/ /
Vendor's signature	<div><div>Signed by:</div><div><div>4F808202DA33447...</div></div></div>	9/1/2025

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

1. FINANCIAL MATTERS

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

(a) ☒ Are contained in the attached certificate/s.

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

\$0.00	To	
Other particulars (including dates and times of payments):		

1.3 Terms Contract

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

Not Applicable

1.4 Sale Subject to Mortgage

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

Not Applicable

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

(a) The Australian Valuation Property Classification Code (within the meaning of the CIPT Act) most recently allocated to the land is set out in the attached Municipal rates notice or property clearance certificate or is as follows	AVPC No. 120
(b) Is the land tax reform scheme land within the meaning of the CIPT Act?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
(c) If the land is tax reform scheme land within the meaning of the CIPT Act, the entry date within the meaning of the CIPT Act is set out in the attached Municipal rates notice or property clearance certificate or is as follows	Date: OR <input checked="" type="checkbox"/> Not applicable

2. INSURANCE

2.1 Damage and Destruction

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

Not Applicable

2.2 Owner Builder

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

Not Applicable

3. LAND USE

3.1 Easements, Covenants or Other Similar Restrictions

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

☒ Is in the attached copies of title document/s

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

Not Applicable

3.2 Road Access

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

3.3 Designated Bushfire Prone Area

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

3.4 Planning Scheme

☒ Attached is a certificate with the required specified information.

4. NOTICES

4.1 Notice, Order, Declaration, Report or Recommendation

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

Not Applicable

4.2 Agricultural Chemicals

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

NIL

4.3 Compulsory Acquisition

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

NIL

5. BUILDING PERMITS

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

Not Applicable

6. OWNERS CORPORATION

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

Not Applicable

7. GROWTH AREAS INFRASTRUCTURE CONTRIBUTION ("GAIC")

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

Not Applicable

8. SERVICES

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

Electricity supply <input type="checkbox"/>	Gas supply <input checked="" type="checkbox"/>	Water supply <input type="checkbox"/>	Sewerage <input type="checkbox"/>	Telephone services <input type="checkbox"/>
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9. TITLE

Attached are copies of the following documents:

9.1 ☒ (a) Registered Title

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

10. SUBDIVISION

10.1 Unregistered Subdivision

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

Not Applicable

10.2 Staged Subdivision

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

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

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

NIL

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

NIL

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

NIL

10.3 Further Plan of Subdivision

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

Not Applicable

11. DISCLOSURE OF ENERGY INFORMATION

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

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

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

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

Not Applicable

12. DUE DILIGENCE CHECKLIST

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

Is attached

13. ATTACHMENTS

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

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

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

Due diligence checklist

What you need to know before buying a residential property

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

Urban living

Moving to the inner city?

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

Is the property subject to an owners corporation?

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

Growth areas

Are you moving to a growth area?

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

Flood and fire risk

Does this property experience flooding or bushfire?

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

Rural properties

Moving to the country?

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

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

Can you build new dwellings?

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

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

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

Soil and groundwater contamination

Has previous land use affected the soil or groundwater?

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

(04/10/2016)

Land boundaries

Do you know the exact boundary of the property?

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

Planning controls

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

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

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

Are there any proposed or granted planning permits?

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

Safety

Is the building safe to live in?

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

Building permits

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

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

Are any recent building or renovation works covered by insurance?

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

Utilities and essential services

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

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

Buyers' rights

Do you know your rights when buying a property?

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

Vendor GST Withholding Notice

Pursuant to Section 14-255 Schedule 1 Taxation Administration Act 1953 (Cwlth)

To:

From: Keenan Miller Bird, Unit 3, 13 Munro Street, Traralgon VIC 3844

Property Address: Unit 3, 13 Munro Street, Traralgon VIC 3844

Lot: 3 Plan of subdivision: 616258A

The Purchaser is not required to make a payment under Section 14-250 of Schedule 1 of the Taxation Administration Act 1953 (Cwlth) in relation to the supply of the above property

Dated: 9/1/2025

Signed for an on behalf of the Vendor:

Signed by:

4F808202DA33447...



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

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

Page 1 of 1

VOLUME 11116 FOLIO 987

Security no : 124120812607B
Produced 19/12/2024 05:18 PM

LAND DESCRIPTION

Lot 3 on Plan of Subdivision 616258A.
PARENT TITLE Volume 08442 Folio 238
Created by instrument PS616258A 09/02/2009

REGISTERED PROPRIETOR

Estate Fee Simple
Sole Proprietor
KEENAN MILLER BIRD of UNIT 3 13 MUNRO STREET TRARALGON VIC 3844
AS948756B 31/01/2020

ENCUMBRANCES, CAVEATS AND NOTICES

MORTGAGE AS948757Y 31/01/2020
RESIDENTIAL MORTGAGE GROUP PTY LTD

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

DIAGRAM LOCATION

SEE PS616258A FOR FURTHER DETAILS AND BOUNDARIES

ACTIVITY IN THE LAST 125 DAYS

NIL

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

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

Street Address: UNIT 3 13 MUNRO STREET TRARALGON VIC 3844

ADMINISTRATIVE NOTICES

NIL

eCT Control 18478R FIRST LEGAL
Effective from 31/01/2020

OWNERS CORPORATIONS

The land in this folio is affected by
OWNERS CORPORATION 1 PLAN NO. PS616258A

DOCUMENT END



Imaged Document Cover Sheet

The document following this cover sheet is an imaged document supplied by LANDATA®, Secure Electronic Registries Victoria.

Document Type	Plan
Document Identification	PS616258A
Number of Pages (excluding this cover sheet)	2
Document Assembled	19/12/2024 17:18

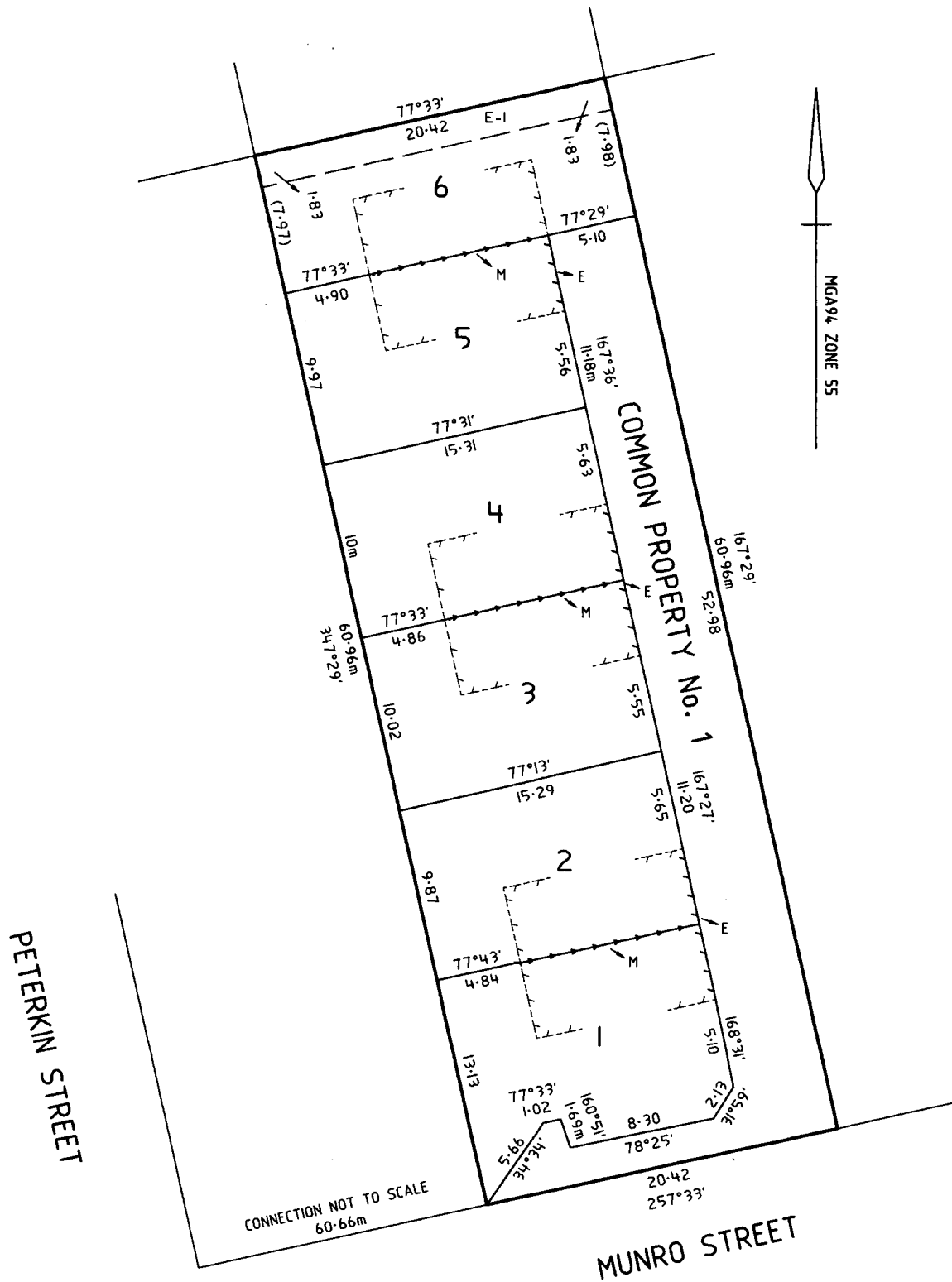
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PLAN OF SUBDIVISION				EDITION 1		PS616258A	
<div style="text-align: center; font-weight: bold;">LOCATION OF LAND</div> <p>PARISH: TRARALGON TOWNSHIP: TRARALGON SECTION: 12 CROWN ALLOTMENT: 3 & 4 (PARTS) CROWN PORTION: —</p> <p>TITLE REFERENCES: VOL 08442 FOL 238</p> <p>LAST PLAN REFERENCE: LOT 8 LP29456</p> <p>POSTAL ADDRESS: 13 MUNRO STREET (At time of subdivision) TRARALGON, 3844</p> <p>MGA94 CO-ORDINATES: E 460 150 (Of approx. centre of land in plan) N 5772 810 ZONE: 55</p>				<div style="text-align: center; font-weight: bold;">COUNCIL CERTIFICATION AND ENDORSEMENT</div> <p>COUNCIL NAME: LATROBE CITY COUNCIL REF: 2008/bb</p> <p>1. This plan is certified under Section 6 of the Subdivision Act 1988. 2. This plan is certified under Section 11(7) of the Subdivision Act 1988. Date of original certification under Section 6 / /</p> <p>3. This is a statement of compliance issued under Section 21 of the Subdivision Act 1988.</p> <div style="text-align: center;">OPEN SPACE (i) A requirement for public open space under Section 18 Subdivision Act 1988 has has not been made. (ii) The requirement has been satisfied. (iii) The requirement is to be satisfied in stage Council Delegate Council seat Date 8 / 10 / 2008 Re-certified under Section 11(7) of the Subdivision Act 1988 Council Delegate Council seat Date / /</div>			

PS 616258A



2.5 0 2.5 5 7.5 10

LENGTHS ARE IN METRES

DATE 20 / 8 / 2008
VERSION B

DATE 8 /10/2008
COUNCIL DELEGATE SIGNATURE



Department of Environment, Land, Water & Planning

Owners Corporation Search Report

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OWNERS CORPORATION 1
PLAN NO. PS616258A

The land in PS616258A is affected by 1 Owners Corporation(s)

Land Affected by Owners Corporation:

Common Property 1, Lots 1 - 6.

Limitations on Owners Corporation:

Unlimited

Postal Address for Services of Notices:

ACE BODY CORPORATE MANAGEMENT (TRARALGON), 5 BENNETTS ROAD MORNINGTON VIC 3931

AY571726H 11/11/2024

Owners Corporation Manager:

NIL

Rules:

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

Owners Corporation Rules:

NIL

Additional Owners Corporation Information:

OC003366P 09/02/2009

Notations:

NIL

Entitlement and Liability:

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

Land Parcel	Entitlement	Liability
Common Property 1	0	0
Lot 1	10	10
Lot 2	10	10
Lot 3	10	10
Lot 4	10	10
Lot 5	10	10
Lot 6	10	10



Department of Environment, Land, Water & Planning

Owners Corporation Search Report

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OWNERS CORPORATION 1
PLAN NO. PS616258A

Entitlement and Liability:

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

Land Parcel	Entitlement	Liability
Total	60.00	60.00

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

Statement End.

PROPERTY REPORT

From www.land.vic.gov.au at 08 January 2025 02:09 PM

PROPERTY DETAILS

Address: **3/13 MUNRO STREET TRARALGON 3844**

Lot and Plan Number: **Lot 3 PS616258**

Standard Parcel Identifier (SPI): **3\PS616258**

Local Government Area (Council): **LATROBE**

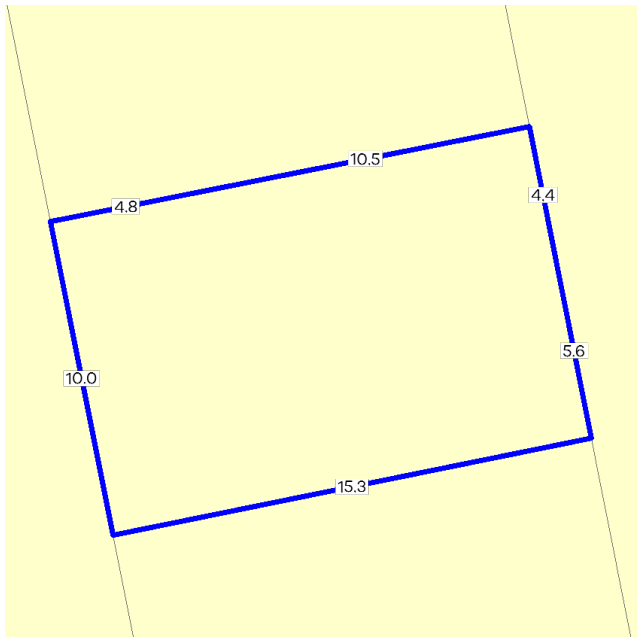
Council Property Number: **29036**

Directory Reference: **Vicroads 696 J5**

www.latrobe.vic.gov.au

SITE DIMENSIONS

All dimensions and areas are approximate. They may not agree with those shown on a title or plan.



Area: 153 sq. m

Perimeter: 51 m

For this property:

— Site boundaries

— Road frontages

Dimensions for individual parcels require a separate search, but dimensions for individual units are generally not available.

Calculating the area from the dimensions shown may give a different value to the area shown above

For more accurate dimensions get copy of plan at [Title and Property Certificates](#)

UTILITIES

Rural Water Corporation: **Southern Rural Water**

Urban Water Corporation: **Gippsland Water**

Melbourne Water: **Outside drainage boundary**

Power Distributor: **AUSNET**

STATE ELECTORATES

Legislative Council: **EASTERN VICTORIA**

Legislative Assembly: **MORWELL**

PLANNING INFORMATION

Property Planning details have been removed from the Property Reports to avoid duplication with the Planning Property Reports from the Department of Transport and Planning which are the authoritative source for all Property Planning information.

The Planning Property Report for this property can found here - [Planning Property Report](#)

Planning Property Reports can be found via these two links

Vicplan <https://mapshare.vic.gov.au/vicplan/>

Property and parcel search <https://www.land.vic.gov.au/property-and-parcel-search>

PROPERTY REPORT

Area Map



PLANNING PROPERTY REPORT

From www.planning.vic.gov.au at 08 January 2025 02:08 PM

PROPERTY DETAILS

Address: 3/13 MUNRO STREET TRARALGON 3844
Lot and Plan Number: Lot 3 PS616258
Standard Parcel Identifier (SPI): 3\PS616258
Local Government Area (Council): LATROBE www.latrobe.vic.gov.au
Council Property Number: 29036
Planning Scheme: Latrobe Planning Scheme - Latrobe
Directory Reference: Vicroads 696 J5

UTILITIES

Rural Water Corporation: Southern Rural Water
Urban Water Corporation: Gippsland Water
Melbourne Water: Outside drainage boundary
Power Distributor: AUSNET

STATE ELECTORATES

Legislative Council: EASTERN VICTORIA
Legislative Assembly: MORWELL

OTHER

Registered Aboriginal Party: Gunaikurnai Land and Waters
Aboriginal Corporation

View location in VicPlan

PLANNING SUMMARY

Bushfire Prone Area This property is not in a designated bushfire prone area.
Planning Zone RESIDENTIAL GROWTH ZONE (RGZ)
RESIDENTIAL GROWTH ZONE - SCHEDULE 2 (RGZ2)
Planning Overlay HERITAGE OVERLAY (HO)
Areas of Aboriginal Cultural Heritage Sensitivity
All or part of this property is an 'area of cultural heritage sensitivity'.

Planning Zones

RESIDENTIAL GROWTH ZONE (RGZ)
RESIDENTIAL GROWTH ZONE - SCHEDULE 2 (RGZ2)



RGZ - Residential Growth
Note: labels for zones may appear outside the actual zone - please compare the labels with the legend.

PLANNING PROPERTY REPORT

Planning Overlay

None affecting this land - there are overlays in the vicinity

OTHER OVERLAYS

Other overlays in the vicinity not directly affecting this land

HERITAGE OVERLAY (HO)



HO - Heritage Overlay

Note: due to overlaps, some overlays may not be visible, and some colours may not match those in the legend

PLANNING PROPERTY REPORT

Areas of Aboriginal Cultural Heritage Sensitivity

All or part of this property is an 'area of cultural heritage sensitivity'.

'Areas of cultural heritage sensitivity' are defined under the Aboriginal Heritage Regulations 2018, and include registered Aboriginal cultural heritage places and land form types that are generally regarded as more likely to contain Aboriginal cultural heritage.

Under the Aboriginal Heritage Regulations 2018, 'areas of cultural heritage sensitivity' are one part of a two part trigger which require a 'cultural heritage management plan' be prepared where a listed 'high impact activity' is proposed.

If a significant land use change is proposed (for example, a subdivision into 3 or more lots), a cultural heritage management plan may be triggered. One or two dwellings, works ancillary to a dwelling, services to a dwelling, alteration of buildings and minor works are examples of works exempt from this requirement.

Under the Aboriginal Heritage Act 2006, where a cultural heritage management plan is required, planning permits, licences and work authorities cannot be issued unless the cultural heritage management plan has been approved for the activity.

For further information about whether a Cultural Heritage Management Plan is required go to <http://www.aav.nrms.net.au/aavQuestion1.aspx>

More information, including links to both the Aboriginal Heritage Act 2006 and the Aboriginal Heritage Regulations 2018, can also be found here - <https://www.aboriginalvictoria.vic.gov.au/aboriginal-heritage-legislation>



PLANNING PROPERTY REPORT



Department
of Transport
and Planning

Further Planning Information

Planning scheme data last updated on 20 December 2024.

A **planning scheme** sets out policies and requirements for the use, development and protection of land. This report provides information about the zone and overlay provisions that apply to the selected land. Information about the State and local policy, particular, general and operational provisions of the local planning scheme that may affect the use of this land can be obtained by contacting the local council or by visiting <https://www.planning.vic.gov.au>

This report is NOT a **Planning Certificate** issued pursuant to Section 199 of the **Planning and Environment Act 1987**. It does not include information about exhibited planning scheme amendments, or zonings that may affect the land. To obtain a Planning Certificate go to Titles and Property Certificates at Landata - <https://www.landata.vic.gov.au>

For details of surrounding properties, use this service to get the Reports for properties of interest.

To view planning zones, overlay and heritage information in an interactive format visit <https://mapshare.maps.vic.gov.au/vicplan>

For other information about planning in Victoria visit <https://www.planning.vic.gov.au>

PLANNING PROPERTY REPORT



Department
of Transport
and Planning

Designated Bushfire Prone Areas

**This property is not in a designated bushfire prone area.
No special bushfire construction requirements apply. Planning provisions may apply.**

Where part of the property is mapped as BPA, if no part of the building envelope or footprint falls within the BPA area, the BPA construction requirements do not apply.

Note: the relevant building surveyor determines the need for compliance with the bushfire construction requirements.



Designated BPA are determined by the Minister for Planning following a detailed review process. The Building Regulations 2018, through adoption of the Building Code of Australia, apply bushfire protection standards for building works in designated BPA.

Designated BPA maps can be viewed on VicPlan at <https://mapshare.vic.gov.au/vicplan/> or at the relevant local council.

Create a BPA definition plan in [VicPlan](#) to measure the BPA.

Information for lot owners building in the BPA is available at <https://www.planning.vic.gov.au>.

Further information about the building control system and building in bushfire prone areas can be found on the Victorian Building Authority website <https://www.vba.vic.gov.au>. Copies of the Building Act and Building Regulations are available from <http://www.legislation.vic.gov.au>. For Planning Scheme Provisions in bushfire areas visit <https://www.planning.vic.gov.au>.

Native Vegetation

Native plants that are indigenous to the region and important for biodiversity might be present on this property. This could include trees, shrubs, herbs, grasses or aquatic plants. There are a range of regulations that may apply including need to obtain a planning permit under Clause 52.17 of the local planning scheme. For more information see [Native Vegetation \(Clause 52.17\)](#) with local variations in [Native Vegetation \(Clause 52.17\) Schedule](#)

To help identify native vegetation on this property and the application of Clause 52.17 please visit the Native Vegetation Information Management system <https://nvim.delwp.vic.gov.au/> and [Native vegetation \(environment.vic.gov.au\)](https://environment.vic.gov.au) or please contact your relevant council.

You can find out more about the natural values on your property through NatureKit [NatureKit \(environment.vic.gov.au\)](https://environment.vic.gov.au)

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Notwithstanding this disclaimer, a vendor may rely on the information in this report for the purpose of a statement that land is in a bushfire prone area as required by section 32C (b) of the Sale of Land 1962 (Vic).



ACE BODY CORPORATE MANAGEMENT
TRARALGON

PO Box 459 Mt Eliza VIC 3930
1300 223 220
traralgon@acebodycorp.com.au
ABN: 17 677 123 803

Franchisee: TAYLOR & CO HOLDINGS PTY LTD t/a Ace Body Corporate Traralgon
Professional Personal Service | www.acebodycorp.com.au

Good Move Conveyancing

3rd January 2025

Dear Good Move Conveyancing

Re: OWNERS CORPORATION CERTIFICATE - LOT 3, PLAN NO. PS 616258A

In response to your request, we now attach an Owners Corporation Certificate for Lot 3 in Plan No. PS 616258A dated 3rd January 2025. This certificate is intended for use for the purpose of section 151 of the *Owners Corporations Act 2006* ("**Act**").

Pursuant to section 151(4)(b) of the Act, we also attach the following:

- (a) A copy of the Rules for this Owners Corporation;
- (b) A statement of advice and information for prospective purchasers of a strata title lot in Victoria in accordance with Regulation 17 of the *Owners Corporations Regulations 2018*; and
- (c) A copy of the minutes of the last annual general meeting of the Owners Corporation showing all resolutions passed at that meeting.

Please note that if you require any further information on the matters reported in the attached Owners Corporation Certificate, you may inspect a copy of the Owners Corporation Register in accordance with section 150 of the Act. An inspection of the Register must be booked in advance by contacting our office during business hours or via email at traralgon@acebodycorp.com.au. Please note the inspection of the Register may require the payment of a fee.

Yours faithfully

A handwritten signature in black ink, appearing to read 'A. Taylor'.

Signer ID: BVVB8FDS13...

Registered Manager

Full name: Adam Taylor

Company: Ace Body Corporate Management (Traralgon)

Address of registered office: 49 Koetong Parade Mount Eliza Victoria
3930

03/01/2025

Date

OWNERS CORPORATION CERTIFICATE

Owners Corporations Act 2006, s.151 Owners Corporations Act 2006, Owners Corporations Regulations 2018

As at 3rd January 2025

1. OWNERS CORPORATION DETAILS

Plan Number: PS 616258A

Address of Plan: 13 Munro Street TRARALGON VIC Victoria 3844

Lot Number this statement relates to: 3

Unit Number this statement relates to: 3

Postal Address PO Box 459 Mount Eliza Victoria 3934

2. CERTIFICATE DETAILS

Vendor: Keenan Miller Bird

Postal Address for Lot 3 3 / 13 Munro Street TRARALGON VIC Victoria 3844

Purchaser:

Person requesting Certificate: Good Move Conveyancing

Reference:

Address:

Fax:

E-mail: abby@goodmoveconveyancing.com.au

3. CURRENT ANNUAL LEVY FEES FOR LOT 3

ADMINISTRATIVE FUND

The annual administrative levy fees for Lot 3 are **2,026.67 per annum** commencing on 1 August 2024. Levies for this plan are raised over **2 periods**

Period	Amount	Due Date	Status
01/08/24 to 31/01/25	860.00	01/08/24	Paid
01/02/25 to 31/07/25	1,166.67	02/02/25	Issued

Maintenance Fund

There are currently no annual Maintenance Fund levy fees payable for Lot 3.

OWNERS CORPORATION CERTIFICATE

(Continued)

As at 3rd January 2025

For Plan No. PS 616258A - Lot 3

4. CURRENT LEVY POSITION FOR LOT 3

Fund	Balance	Paid To
Administrative	\$1,168.82 DR	31 January 2025
Maintenance Fund	0.00	
BALANCE	\$1,168.82 DR	

5. SPECIAL LEVIES

There are currently no special levy fees due for Lot 3.

6. OTHER CHARGES

There are currently no additional charges payable by Lot 3 that relate to work performed by the owners corporation or some other act that incurs additional charge.

7. FUNDS HELD BY OWNERS CORPORATION

The owners corporation holds the following funds as at 3 January 2025:

Account / Fund	Amount
Administrative Fund	3,608.62
Maintenance Fund	0.00
TOTAL FUNDS HELD AS AT 3 JANUARY 2025	\$3,608.62

8. INSURANCE

The owners corporation currently has the following insurance cover in place:

Policy

Policy No.	HU0006082744
Expiry Date	15-May-2025
Insurance Company	CHU Underwriting Agencies Pty Ltd
Broker	
Premium	7473.40

Cover Type

Damage (i.e. Building) Policy	2,210,513
Fidelity Guarantee Insurance	250,000
Government Audit Costs	25,000
Government Audit Costs - Appeal Expenses	100,000
Government Audit Costs - Legal Defense Expenses	100,000
Loss of Rent	331,576
Lot Owner's Fixtures and Improvements	250,000
Machinery Breakdown Insurance	10,000
Property, Death and Injury (Public Liability)	30,000,000
Voluntary Workers Insurance	300,000 / 3,000 p/w

OWNERS CORPORATION CERTIFICATE

(Continued)

As at 3rd January 2025

For Plan No. PS 616258A - Lot 3

9. CONTINGENT LIABILITIES

The owners corporation has no contingent liabilities arising from legal proceedings not otherwise shown or budgeted for in items 3, 5 or 6 above.

10. CONTRACTS OR AGREEMENTS AFFECTING COMMON PROPERTY

The owners corporation has not or do not intend in the foreseeable future to enter into any contracts affecting the common property.

11. AUTHORITIES OR DEALINGS AFFECTING COMMON PROPERTY

The owners corporation has not granted any authorities or dealings affecting the common property.

12. AGREEMENTS TO PROVIDE SERVICES

The owners corporation has made the following agreements to provide services to lot owners and occupiers or the general public for a fee:

Date of Agreement	Name of Service Provider	Agreement provided to	Status	Brief Description
01/01/2015	Bremar Mowing & Gardening Service	Lot Owners	Current	Lawn Mowing Common Area & Garden Maintenance
01/01/2018	Gippy Gutters	Lot Owners	Current	Yearly Roof Gutter Clean

13. NOTICES OR ORDERS

The owners corporation currently has no orders or notices served in the last 12 months that have not been satisfied.

14. CURRENT OR FUTURE PROCEEDINGS

The owners corporation is not currently a party to any proceedings or is aware of any circumstances which may give rise to proceedings.

15. APPOINTMENT OF AN ADMINISTRATOR

The owners corporation is not aware of an application or a proposal for the appointment of an administrator.

OWNERS CORPORATION CERTIFICATE

(Continued)

As at 3rd January 2025

For Plan No. PS 616258A - Lot 3

16. PROFESSIONAL MANAGER DETAILS

Name of Manager: Taylor & Co. Holdings Pty Ltd
ABN / ACN: 17 677 123 803
Address of Manager: 49 Koetong Parade Mount Eliza Victoria 3930
Telephone: 1300223220
Facsimile:
E-mail Address: traralgon@acebodycorp.com.au

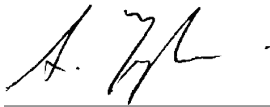
17. ADDITIONAL INFORMATION

The owners corporation provides the following information for the benefit of the purchaser:

For further information refer to the minutes of the last Annual General Meeting.

SIGNING

The common seal is not required pursuant to Section 18A of the Owners Corporations Act 2006.


Signer ID: BVVB8FDS13...

Registered Manager

Full name: Adam Taylor
Company: Ace Body Corporate Management (Traralgon)
Address of registered office: 49 Koetong Parade Mount Eliza Victoria
3930

03/01/2025

Date

Schedule 3—Statement of advice and information for prospective purchasers and lot owners

Regulation 17

What is an owners corporation?

The lot you are considering buying is part of an owners corporation. Whenever a plan of subdivision creates common property, an owners corporation is responsible for managing the common property. A purchaser of a lot that is part of an owners corporation automatically becomes a member of the owners corporation when the transfer of that lot to the purchaser has been registered with Land Use Victoria.

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

How are decisions made by an owners corporation?

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

Owners corporation rules

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

Lot entitlement and lot liability

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

Further information

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

Management of an owners corporation

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

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

1 Health, safety and security**1.1 Health, safety and security of lot owners, occupiers of lots and others**

A lot owner or occupier must not use the lot, or permit it to be used, so as to cause a hazard to the health, safety and security of an owner, occupier, or user of another lot.

1.2 Storage of flammable liquids and other dangerous substances and materials

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

1.3 Waste disposal

An owner or occupier must ensure that the disposal of garbage or waste does not adversely affect the health, hygiene or comfort of the occupiers or users of other lots.

1.4 Smoke penetration

A lot owner or occupier in a multi-level development must ensure that smoke caused by the smoking of tobacco or any other substance by the owner or occupier, or any invitee of the owner or occupier, on the lot does not penetrate to the common property or any other lot.

1.5 Fire safety information

A lot owner must ensure that any occupier of the lot owner's lot is provided with a copy of fire safety advice and any emergency preparedness plan that exists in relation to the lot prior to the occupier commencing occupation of the lot.

2 Committees and sub-committees**2.1 Functions, powers and reporting of committees and sub-committees**

A committee may appoint members to a sub-committee without reference to the owners corporation.

3 Management and administration**3.1 Metering of services and apportionment of costs of services**

- (1) The owners corporation must not seek payment or reimbursement for a cost or charge from a lot owner or occupier that is more than the amount that the supplier would have charged the lot owner or occupier for the same goods or services.
- (2) If a supplier has issued an account to the owners corporation, the owners corporation cannot recover from the lot owner or occupier an amount which includes any amount that is able to be claimed as a concession or rebate by or on behalf of the lot owner or occupier from the relevant supplier.
- (3) Subrule (2) does not apply if the concession or rebate—
 - (a) must be claimed by the lot owner or occupier and the owners corporation has given the lot owner or occupier an opportunity to claim it and the lot owner or occupier has not done so by the payment date set by the relevant supplier; or
 - (b) is paid directly to the lot owner or occupier as a refund.

4 Use of common property**4.1 Use of common property**

- (1) An owner or occupier of a lot must not obstruct the lawful use and enjoyment of the common property by any other person entitled to use the common property.
- (2) An owner or occupier of a lot must not, without the written approval of the owners corporation, use for the owner or occupier's own purposes as a garden any portion of the common property.
- (3) An approval under subrule (2) may state a period for which the approval is granted.
- (4) If the owners corporation has resolved that an animal is a danger or is causing a nuisance to the common property, it must give reasonable notice of this resolution to the owner or occupier who is keeping the animal.
- (5) An owner or occupier of a lot who is keeping an animal that is the subject of a notice under subrule (4) must remove that animal.
- (6) Subrules (4) and (5) do not apply to an animal that assists a person with an impairment or disability.
- (7) The owners corporation may impose reasonable conditions on a lot owner's right or an occupier's right to access or use common property to protect the quiet enjoyment, safety and security of other lot owners, including but not limited to imposing operating hours on facilities such as gymnasiums and swimming pools.

4.2 Vehicles and parking on common property

An owner or occupier of a lot must not, unless in the case of an emergency, park or leave a motor vehicle or other vehicle or permit a motor vehicle or other vehicle—

- (a) to be parked or left in parking spaces situated on common property and allocated for other lots; or
- (b) on the common property so as to obstruct a driveway, pathway, entrance or exit to a lot; or
- (c) in any place other than a parking area situated on common property specified for that purpose by the owners corporation.

- (1) An owner or occupier of a lot must not damage or alter the common property without the written approval of the owners corporation.
- (2) An owner or occupier of a lot must not damage or alter a structure that forms part of the common property without the written approval of the owners corporation.
- (3) An approval under subrule (1) or (2) may state a period for which the approval is granted, and may specify the works and conditions to which the approval is subject.
- (4) An owner or person authorised by an owner may install a locking or safety device to protect the lot against intruders, or a screen or barrier to prevent entry of animals or insects, if the device, screen or barrier is soundly built and is consistent with the colour, style and materials of the building.
- (5) The owner or person referred to in subrule (4) must keep any device, screen or barrier installed in good order and repair.

5 Lots

5.1 Change of use of lots

An owner or occupier of a lot must give written notification to the owners corporation if the owner or occupier changes the existing use of the lot in a way that will affect the insurance premiums for the owners corporation.

Example

If the change of use results in a hazardous activity being carried out on the lot, or results in the lot being used for commercial or industrial purposes rather than residential purposes.

5.2 External appearance of lots

- (1) An owner or occupier of a lot must obtain the written approval of the owners corporation before making any changes to the external appearance of their lot.
- (2) An owners corporation cannot unreasonably withhold approval, but may give approval subject to reasonable conditions to protect quiet enjoyment of other lot owners, structural integrity or the value of other lots and/or common property.
- (3) The owners corporation cannot unreasonably prohibit the installation of sustainability items on the exterior of the lot, including by prohibiting the installation of a sustainability item only on aesthetic grounds.
- (4) The owners corporation may require that the location of a sustainability item, or the works involved in installing a sustainability item, must not unreasonably disrupt the quiet enjoyment of other lot owners or occupiers or impede reasonable access to, or the use of, any other lot or the common property.
- (5) The owners corporation may impose reasonable conditions on the installation of a sustainability item on the exterior of the lot related to the colour, mounting and location of the sustainability item provided that these conditions do not increase the cost of installing the sustainability item or reduce its impact as a sustainability item.

5.3 Requiring notice to the owners corporation of renovations to lots

An owner or occupier of a lot must notify the owners corporation when undertaking any renovations or other works that may affect the common property and/or other lot owners' or occupiers' enjoyment of the common property.

6 Behaviour of persons

6.1 Behaviour of owners, occupiers and invitees on common property

An owner or occupier of a lot must take all reasonable steps to ensure that guests of the owner or occupier do not behave in a manner likely to unreasonably interfere with the peaceful enjoyment of any other person entitled to use the common property.

6.2 Noise and other nuisance control

- (1) An owner or occupier of a lot, or a guest of an owner or occupier, must not unreasonably create any noise likely to interfere with the peaceful enjoyment of any other person entitled to use the common property.
- (2) Subrule (1) does not apply to the making of a noise if the owners corporation has given written permission for the noise to be made.

7 Dispute resolution

- (1) The grievance procedure set out in this rule applies to disputes involving a lot owner, manager, or an occupier or the owners corporation.
- (2) The party making the complaint must prepare a written statement in the approved form.
- (3) If there is a grievance committee of the owners corporation, it must be notified of the dispute by the complainant.
- (4) If there is no grievance committee, the owners corporation must be notified of any dispute by the complainant, regardless of whether the owners corporation is an immediate party to the dispute.
- (5) The parties to the dispute must meet and discuss the matter in dispute, along with either the grievance committee or the owners corporation, within 28 calendar days after the dispute comes to the attention of all the parties.
- (5A) A meeting under subrule (5) may be held in person or by teleconferencing, including by videoconference.
- (6) A party to the dispute may appoint a person to act or appear on the party's behalf at the meeting.
- (6A) Subject to subrule (6B), the grievance committee may elect to obtain expert evidence to assist with the resolution of the dispute.
- (6B) The grievance committee may obtain expert evidence to assist with the resolution of a dispute if the owners corporation or the parties to the dispute agree in writing to pay for the cost of obtaining that expert evidence.
- (7) If the dispute is not resolved, the grievance committee or owners corporation must notify each party of the party's right to take further action under Part 10 of the **Owners Corporations Act 2006**.
- (8) This process is separate from and does not limit any further action under Part 10 of the **Owners Corporations Act 2006**.



Ace Body Corporate Management (Gippsland Region)
Phone: 03 5115 8300
PO Box 2006, Traralgon, 3844
info.gippsland@acebodycorp.com.au
ABN: 23 431 923 108

Professional Personal Service www.acebodycorp.com.au

MINUTES OF ANNUAL GENERAL MEETING

Owners Corporations Act 2006 Section 81, Owners Corporations Regulations 2018

**OWNERS CORPORATION PLAN NO. PS 616258A
13 Munro Street, Traralgon**

The meeting was held on Wednesday, 24 July 2024 at 05:00 PM via Zoom.

PRESENT:	Lot 4	Patricia Leddin	Vote Paper
	Lot 5	Janine Sandra Terise Bush & Matthew James Eno	Vote Paper
	Lot 6	Leslie Paul Swiety & Kerry Anne Swiety	Online Vote by Leslie Swiety
IN ATTENDANCE:	Stephen Nippers representing Owners Corporation		

1. Meeting Chairperson.:

Motion to appoint the manager to chair the meeting and to take minutes.

2 Yes 1 No 0 Abs 0 Inv

Motion CARRIED.

2. Quorum.:

Noting of attendances, proxies, apologies and determination of a quorum.

Quorum Achieved: - (50% of owners must be present in person or by proxy)

A quorum for a general meeting is at least 50% of the total votes or if 50% of the total votes is not available the quorum is at least 50% of the total lot entitlement. All decisions made will be final decisions of the Owners Corporation. (OC Act 2006 - Section 77)

3. Electronic Voting:

Owners, please be aware of the following if voting online.

- 1. When motions or details concerning motions are changed during the meeting, the online voters are unable to vote on the revised resolution. Their vote is therefore recorded as Abstain which will be deemed the correct vote.
- 2. If two users access the voting platform or you share your access details, the last person saving the vote records the vote and no warning is given to other users. If two users access the portal simultaneously, the vote may be corrupted and therefore recorded as Abstain, which will be deemed the correct vote.
- 3. If you select for your letting agent to receive correspondence, they become an authorised contact, giving them access to the voting portal and allowing them to vote on your behalf.

Motion that the owners corporation authorises the use of electronic voting & paper voting papers is an approved method of voting pursuant to Sections 88 & 89 (1) of the Owners Corporation Act 2006. This includes votes received before the actual meeting date and time.

3 Yes 0 No 0 Abs 0 Inv

Motion CARRIED.

4. Adoption of Minutes.:

Motion to accept that the minutes of the last annual general meeting of the Owners Corporation be taken as a true and accurate account of the proceedings of that meeting.

3 Yes 0 No 0 Abs 0 Inv

Motion CARRIED.

5. Financial Statement.:

Amounts owing on a Payment Plan are still considered in arrears. Owners who are in arrears at the time of the meeting will not be able to vote at General or Special Meetings or Ballots.

The administration account balance (excluding prepaid levies) at the end of the financial year was \$1,008.53 (deficit)

Motion that the financial statement tabled for the period to 31st of July 2025 is accepted.

There are currently Nil outstanding, but current levy for lot 2 due 1st August 2024 is outstanding.

3 Yes 0 No 0 Abs 0 Inv

Motion CARRIED.

6. Election of Committee - No Committee:

If owners want a committee, you need to vote NO to this resolution and nominate yourself by notifying the manager of your nomination.

Motion NOT to have a committee of the Owners Corporation.

1 Yes 2 No 0 Abs 0 Inv

Motion DEFEATED. There is insufficient support for a committee as 3 owners are required.
Motion to elect a committee to be included next AGM.

7. Appointment of Owners Corporation Manager (OCM):.

The contract expires 3 MAR 2024 or is current until the next Annual General Meeting (whichever is the longer).

Motion that the owners corporation appoint Kideston Dairy Pty Ltd (A.B.N. 23 431 923 108) (Registered Manager No. 766) trading as Ace Body Corporate Management (Gippsland Region) in accordance with the new Contract of Appointment for 3 years, the contract expires 24 JUL 2027 or is current until the next Annual General Meeting (whichever is the longer). The Owners Corporation executes the Contract of Appointment of the manager in accordance with the OC Act. (Electronic signature by attendees)

Management Fee - \$1200.00 p.a. Disbursement Fee - \$300 p.a.

**** Due to a restructure Ace Body Corporate (Traralgon) will take over management in August 2024 ****

Motion that the Owners Corporation delegates to the Manager the powers and functions of the Owners Corporation necessary to enable the Manager to perform his duties in accordance with those of the Owners Corporation Act 2006 and the Contract of Appointment.

Motion Pursuant to OC Act 2006 - section 82 that the following decisions, in the interest of the Owners Corporation, can only be made at a General Meeting: - Appointment and Termination of a Manager

3 Yes 0 No 0 Abs 0 Inv

Motion CARRIED.

8. Manager's Report:

The manager performed all the normal accounting (accounts payable & receivable), administrative, banking, general enquiries and record maintenance for the Owners Corporation.

The manager does not offer a 24/7 service.

For after-hours - emergencies only - A/H Message bank - **03 5115 8300** (Costs apply)

If the incident is not an approved insurance claim you may be responsible for the associated call out fees & repairs applicable.

For lot owner urgent maintenance please contact the required contractor and these costs are an owner's responsibility

OWNERS CORPORATION PS 616258A

MINUTES OF ANNUAL GENERAL MEETING 24 July 2024

***** Online Voting & Meeting Access - Owners please note that if you nominate your letting agent to receive correspondence they also have meeting documents forwarded to them and are able to vote on your behalf. Owners must advise us in writing that letting agents are authorised to receive correspondence. If we do not have this on file letting agents will be removed from receiving your documents. Letting agents will still receive levies if that is the current set up.****.

- Convened, minuted and circulated minutes to members for the Annual General Meeting
- Prepared financial reports, prepared proposed budget
- Attended to the management of expense payments; reconciled bank account
- Liaised with owners throughout the year, providing advice on OC Rules and general concerns raised by owners
- Re-quoted insurance policy and renewed as instructed, provided Certificate of Currency upon request to owners
- Maintained the Owners Corporation Register and attended to all administrative duties, record keeping etc.

Grievance Report - No matters were referred to V.C.A.T.

May 2023 - A special levy of \$260 per lot was issued to cover the cost of the annual premium for the insurance renewal. Owners were forwarded the quotes obtained for the insurance renewal and advised that a special levy was required. The annual premium has increased due to the claims history.

May 2023 - An email was received from Lot 6 objecting to the special levy raised to cover the insurance premium. They were advised that the approval for the levy was in the budget section and also Section 24 of the Owners Corporation Act and referred to the minutes of the AGM. The special levy was required due to the insurance premium being higher than what was budgeted for and there were no savings held for the Owners Corporation.

June 2023 - Gippy Gutters attended to clean out the gutters at a cost of \$577.50. They reported the roof and gutters to be in good condition and their report was uploaded and saved to the portal.

June 2023 - An email was received from Lot 6 querying the cost of the tree pruning, repairs to potholes and the letterbox repairs. They requested to see the quotes and were advised the quotes were attached to the meeting documents and available on the portal. Lot 6 enquired about the meeting being held after hours so all owners could attend. Lot 6 was advised that after-hour meetings incur an additional fee but the meeting could start at 5 pm and waive the fee for the next AGM if that suited them.

June 2023 - Lot 1 called to enquire about the special levies and how lot liabilities were determined. They queried why the OC did not cover the fence and they were advised the fence was fully within their lot boundary and the trees located within their lot, therefore their responsibility.

June 2023 - Guardian Facilities repaired the potholes in the driveway with concrete and asphalt as well as concrete work to reduce the trip hazard to the letterbox area at a cost of \$1,210.

June 2023 - A complaint was received from Lot 3 with regard to the recent pothole repairs and the letterbox repairs stating they have cost more than what was quoted. Lot 3 was advised that the quotes were approved at the AGM, \$726 for the pothole repairs and \$484 for the letter boxes.

OWNERS CORPORATION PS 616258A

MINUTES OF ANNUAL GENERAL MEETING 24 July 2024

The budget allowance for the repairs was \$1,450 and any unused funds would be retained as small savings. Lot 3 requested copies of the quotes and they were advised they could obtain these from the portal.

July 2023 - Heyfield Signs installed a speed sign on a post at the complex at a cost of \$352.00.

July 2023 - Lot 3 called to enquire about the recent levy notice they received saying they had paid the previous levy but it was still on the notice. They were advised the levies were printed on the 3rd of July and their payment was received on the 4th which is why it appears on their notice. They were advised what amount to pay.

July 2023 - Drop & Leave removed the Chinese trivet and stump as per their quote of \$1,877.50. Drop & Leave confirmed there was an additional palm tree in the common area that requires removal and prior to the removal of the other trees they quoted \$165 to remove it.

Owners were advised of the extra tree recommended to be removed and the cost to do so however a number of owners felt Unit 2 should be responsible for the removal of the palm as they planted it. Unit 2 also objected to its removal advising the tree was slow growing and that it was removed the OC should replace it with other greenery.

October 2023 - Lot 2 emailed to advise that a tree had blown over during strong winds and it was obstructing the driveway. The garden contractor was contacted to request they attend to remove it. Brema Mowing confirmed the tree was removed and charged \$77 for the removal.

November 2023 - Brema Mowing emailed to advise the trees and shrubs down the driveway needed pruning back for better car access and quoted \$132.00. The quote was approved and they supplied before and after photos to show the pruning completed.

February 2024 - Lot 4 raised issues about the trees in front of lot 2 being pruned by the garden contractor when the owner should be responsible for this pruning and not at a cost of the OC.

They also enquired about their rear fence which was alongside number 15. Lot 4 was requested to provide photos of the trees they were referring to and provided with the owner's details for number 15 as the fence was the lot owner's responsibility and they should deal directly with the neighbour.

May 2024 - The insurance was renewed with CHU with the building sum increasing from \$2,105,250 to \$2,210,513. The excess payable for successful insurance claims is \$2,000 and there was an increase to the annual premium of just under \$1,000. There were no comparison quote provided due to the claim's history.

The budget is in deficit (\$1008.53) due to insurance increases and the insufficient budget for the previous financial year.

A special levy of \$2,000 is required to balance the budget and cover the estimated insurance premium this financial year.

9.1. Insurance.:

Current Insurance Company: CHU Underwriting Agencies Pty Ltd Policy Details: - Refer Insurance Report

Authorised Representative - Ace Body Corporate Management (Gippsland Region) (No Broker)

For after-hours - emergencies only - **A/H Message bank - 03 5115 8300** (Costs apply)

If the incident is not an approved insurance claim you may be responsible for the associated call-out fees & repairs applicable.

Insurance Claims Since Last AGM: Lot 2 - An insurance claim was lodged for water damage to the structural floor and the ground floor showing the extensive water damage to the ceiling hardwood as the water egress from the basin on the top structural floor. The water leaks were confirmed to have been fixed in February 2023 and the assessor needed to attend to quote for the rectification works. In March the insurer was advised the owner requested a cash settlement to speed up the process. In June, it was confirmed the insurance claim has been settled for Unit 2 for a total of \$33,243.07.

Motion that the OC has Strata Insurance to cover all buildings within the private lots, common area infrastructure and public liability as per Owners Corporation Act, Section 4 (c) and 62. All excesses are payable by the affected lot owners as determined under the benefit rule.

The manager advises that lot owners are responsible for their own insurance needs, including, but not limited to, contents and public liability insurance inside their lots. It is important that owners organise their own insurance.

3 Yes 0 No 0 Abs 0 Inv

Motion CARRIED.

9.2. Insurance - Building Valuation.:

The valuation must be obtained every 5 years or earlier, as determined by the owners' corporation. Valuation Reports will be uploaded on the portal for easy access. A fee applies to owners who require a copy sent to them. (Refer to the portal document policy)

An insurance valuation was undertaken on **14th of May 2021** and the policy was endorsed with the recommended replacement value of **\$2,005,000.00**

The current building sum insured is **\$2,210,513.00**

Motion that a building valuation is obtained, 5 years after the last valuation (**Due - May 2026**), the limits of cover are set according to the report and a special levy is raised (as required) to fund the cost of valuation and the difference in premium.

3 Yes 0 No 0 Abs 0 Inv

Motion CARRIED.

9.3. Insurance - Renew Options:

Motion to renew insurance policy without further approval from the Owners Corporation.
Renew the most competitive quote (same terms as current policy)

3 Yes 0 No 0 Abs 0 Inv
Motion CARRIED.

9.3. Alternatives for Insurance - Renew Options:

(Option A) The sum insured is to be increased as per the insurance companies indexed sum insured recommendation.
2 A 1 B
'ALT A' has been selected with the highest votes.

10.1. Common Area Maintenance:

Motion that the manager arranges common area minor building & general maintenance as per C.O.A. Accrued funds to be utilised. If there are insufficient accrued funds, then a special levy will be issued.
2 Yes 1 No 0 Abs 0 Inv
Motion CARRIED.

10.2. Lawn Mowing & Gardening:

Owners determine the quality and aesthetic standards of the complex. It is not the manager's responsibility. Common area inspections can be organised from around \$500.00. Owners are required to report issues to the manager and supply photos to support their claim.

Motion that the manager is responsible for arranging lawn mowing, garden maintenance and tidiness or cleaning of the common property to a standard that does not affect the Aesthetics of the common area. The current contractor is to continue with the existing service schedule.

Current Scope: Mow approx 20 times and 4 poison garden beds and prune as required. Rear lawns are included in this service. Gardens in front of units are a lot owner's responsibility.

Current Contractor: Bremar Mowing & Gardening Service

2 Yes 1 No 0 Abs 0 Inv
Motion CARRIED.

10.3. Gutter Cleaning:

Motion that the roof gutters be inspected yearly and cleaned as required.

This is the lot owner's responsibility, but annual cleaning can be arranged collectively.

(Lack of maintenance could affect insurance claims).

3 Yes 0 No 0 Abs 0 Inv

Motion CARRIED.

10.3. Alternatives for Gutter Cleaning:

(Option B) Motion that the manager is responsible for arranging this annual cleaning.

Current Contractor: Gippy Gutters (last serviced June 2023)

0 A 3 B

'ALT B' has been selected with the highest votes.

10.4. Storm Water Pits:

Motion that the owners arrange for the stormwater pits to be inspected every year and cleaned as required. Manager to assist when requested.

Note: Pipes are not being inspected - this requires a camera inspection.

(This is a maintenance issue that could affect insurance claims).

2 Yes 1 No 0 Abs 0 Inv

Motion CARRIED.

11.1. Essential Safety Measures (ESM):

Common Area Lighting:- There is no common area lighting. (No common Power)

Essential Services (Common Area):- Inspections of Essential Services for the common area are carried out according to the Certificate of Occupancy. As required under the Building Act 1993, Building Regulations 2018, Australian Standards and Building Codes of Australia.

Motion that the Owners Corporation resolves that each owner is to ensure that the essential service items are attended to in accordance with the Building Act 1993, Building Regulations 2018, Australian Standards and Building Codes of Australia.

Fire Appliances (Common Area): N/A - Nil Installed

Emergency Lighting Testing and Inspection (Common Area): N/A

Electrical Safety: Owners are required to arrange the annual maintenance and cleaning of their meter/fuse box.

AGM 03-03-2022 - Owners advised each unit has a meter attached and there was no group metering.

3 Yes 0 No 0 Abs 0 Inv

Motion CARRIED.

11.2. OH&S Obligations:

Current Policy: Motion that the Owners Corporation discharges its obligations under the OHS Act 2004 by:

- a). Undertaking contractor validation utilising the manager's Contractor OH&S Checklist',
- b) Owners and Committees to undertake regular inspections and to monitor the safety of the common area. Faults will be reported to the manager and he is authorised to arrange repairs. If there are insufficient savings, Special Levies will be raised to fund these issues.

It was resolved NOT to obtain a Safety Audit of common property or other professional services to perform OHS inspections.

Motion to reconfirm existing OHS policy.

3 Yes 0 No 0 Abs 0 Inv

Motion CARRIED.

13. Proposed Budget - Biannual:

Owners Corporation Financial Year Ending: - 31st of July 2025

Motion that the proposed Administration Fund budget totalling \$12,160.00 per annum be adopted. (attached) The levy period, due date and amounts based on lot liability are attached. The budget is apportioned according to lot liability and commences at the start of the financial year. The levy period is also to commence at the start of the financial year.

A special levy of \$2,000 is required to balance the budget and cover the estimated insurance premium this financial year.

Motion that the manager is approved to raise a special levy of \$1,980.00 (\$330 per lot) to cover the budget shortfall. Levy will be due 01-04-2025.

The Administrative Fund Balance at the end of the financial year is approximately \$476.09.
(Includes special levy)

Motion that the Administration Fund plans on a maximum balance of approximately \$2,500 for contingencies.

Motion that all levies be paid in advance in Biannual instalments, the first levy is due on the 1st day of the financial year. Levies will continue at the same biannual rate or as required by the next proposed budget or until changed by a resolution of the Owners Corporation at a General Meeting.

Motion that the fees be paid in advance by instalments, the first such instalment being due on

- 1 AUG 2024
- 1 FEB 2025

Motion in accordance with Section 24 of the Owners Corporation Act 2006 that should there be a shortfall in the funds of the Owners Corporation to meet its statutory commitments, including maintaining a current insurance policy then the OCM may raise a special levy to meet the shortfall in funds to comply with that statutory and or contractual obligations.

Next Budget estimated at \$14,160.00

Note there is a significant increase due to insurance and insufficient budget last year.

2 Yes 1 No 0 Abs 0 Inv

Motion CARRIED.

14.1. Debt Recovery & Penalty Interest:

Penalty Interest:- Pursuant to Section 29(1) & (2) of the Owners Corporation Act 2006, to charge penalty interest on monies owed by a member to the Owners Corporation after the due date for fees and charges. The penalty interest rate is set at the maximum rate of interest payable in accordance with the Penalty Interest Rate Act 1983. The rate under the Act is currently set at 10 %.

Debt Recovery: -

- a. Levy payment is required by the due date. Penalty Interest will be charged on any overdue amount. A reminder notice will be forwarded when approximately 10 -15 days overdue.
- b. When a Levy is more than 28 days overdue, a statement will be sent confirming interest is being charged on the overdue levy. A fee of \$30.00 will be charged and recoverable from the indebted lot owner.
- c. When a Levy is more than 60 days overdue a Final Notice will be sent stating that the Owners Corporation intends to take action under Part 11 to recover the amount due. A fee of \$100.00 will be charged and recoverable from the indebted lot owner.
- d. If no payment is made after 28 days from the date of the final notice, the Owners Corporation will make an application to V.C.A.T. or the Magistrates Court (via LFS Legal) for an order requiring the lot owner to pay all overdue fees, charges and interest owing. A letter confirming this action will be sent and the indebted lot owner charged \$30.00.
- e. If a levy is issued when a lot is in arrears and a Final Notice has been issued for an earlier levy, a new Final Notice will be issued when the new levy is more than 28 days overdue. The final notice states that the Owners Corporation intends to take action under Part 11 to recover the amount due. A fee of up to \$100.00 will be charged and recoverable from the indebted lot owner.
- f. The costs incurred by the Owners Corporation in recovering fees and levies due under Section 32 of the Owners Corporation Act 2006, will be fully recoverable from the indebted lot owner. This includes administrative fees charged to the Owners Corporation by the manager and all legal fees incurred as a result of the failure to pay levies. VCAT or Magistrates Court action to recover a debt via CLP Lawyers (or other solicitor as required) and this cost payable by the indebted lot owner.
- g. The manager has the authority to enter into payment plans (manager discretion) and is also authorised to remove small amounts of interest as a management tool. Penalty interest will still be charged whilst levies outstanding on a payment plan. Debt policy is suspended whilst complying with an approved payment plan. This debt policy will be re-activated when a payment plan is breached.

Amounts owing on a Payment Plan are still considered in arrears and owners will not be able to vote at General Meetings whilst in arrears.

Motion that the above penalty interest and debt recovery policy to be adopted.

2 Yes 1 No 0 Abs 0 Inv

Motion CARRIED.

14.2. Debt Recovery - Legal Action:

Please note that Solicitor fees are payable by the Owners Corporation and the Debt is recoverable from the indebted lot owner. The manager will also charge additional fees at the hourly rate for services relating to further legal action,

Motion that accrued funds will be used to fund this cost and if there are insufficient funds the manager is approved to raise a special levy to cover the debt collection costs.

Current policy - Special Resolution (2023): Motion that the Owners Corporation (PS 616258A) resolved to take legal action in a court of competent jurisdiction, against the registered and equitable owner of ANY Lot in Arrears in Owners Corporation (Plan PS 616258A) to recover unpaid fees, levies, interest administration fees, legal fees and breaches of the Owners Corporations Act 2006.

Motion to reconfirm the above debt recovery special resolution.

2 Yes 1 No 0 Abs 0 Inv

Motion CARRIED.

15. Common Seal Not Required:

Pursuant to section 18A Owners corporation is not required to have or use a common seal

(1) An owners corporation is not required to have or use a common seal.

(2) Section 19 applies only to an owners corporation that has a common seal.

(3) Sections 20, 21 and 22 apply only to an owners corporation that has a common seal and uses the common seal on a document.

(4) An owners corporation that has a common seal under sections 19, 20, 21 and 22 may, by ordinary resolution, determine that the common seal is no longer required and can be destroyed.

Motion that the Owners Corporation does not need a common seal pursuant to OC Act section 18A(4) and the seal can be destroyed.

2 Yes 1 No 0 Abs 0 Inv

Motion CARRIED.

16. Online Portal Access:

Owners have access to an OC community portal, which allows owners to view and download correspondence for the Owners Corporation including recent fee notices, tax statements and other relevant documents.

This portal also allows owners to view live and up-to-date financials of the Owners Corporation, providing greater transparency for the Owners Corporation financials.

Owners with email addresses known to our office should have received login details. If you need access to My Community or a password reset please contact Ace Body Corporate.

17. Request for Documents:

All Owners Corporation documents are held by the manager as required under the Owners Corporation Act. It is not the manager's duty to automatically forward all or any of these documents free of charge to owners. This is an additional service above the standard management duty of the manager. Filing and holding OC documents is the standard requirement. If owners request a copy of any document the schedule fee applies. This also applies to copies of documents already sent to owners.

The standard Consumer Affairs cost for supplying documents will apply in the future. The scheduled fee is 1.15 x fee unit (\$20.66 FYE 30-06-2025) for a copy of any document.

- <https://www.consumer.vic.gov.au/housing/owners-corporations/finance-insurance-and-record-keeping/fees>

Please note that some documents are automatically uploaded to the Portal and are available free for owners to access. Documents that are not automatically uploaded may incur an above fee to be made available on the portal. Please enquire with the manager

If you require portal access or your portal access needs to be reset please contact us via email.

18. General (Enduring) Resolutions:

The following are enduring resolutions of the Owners Corporation which remain in place from year to year unless the Owners Corporation resolves to change them:

A request to change a current resolution can only be made by the committee or an owner representing at least 25% of owners.

Air Conditioners:- Motion that air conditioners must be installed within your lot boundary and has minimal impact on the outward appearance. All external pipes and control panels that are visible (externally installed) must be painted a colour consistent with the complex. (Preference is to have these items installed internally).

Solar Panels:- Motion that solar panels are permitted on roofs, but they must be flat mounted, entirely within lot boundaries and professionally installed. All external pipes and control panels that are visible (externally installed) must be painted a colour consistent with the complex. (Preference is to have these items installed internally)

Letter Boxes:- Motion that each owner (or occupant) is responsible for clearing mail and junk mail from their letterbox.

Carports:- The carports are a lot owner responsibility to maintain. There has been rust located in Unit 5's carport and all owners are advised to inspect carports and repair as required.

Driveway:- It was resolved that owners regularly inspect the drive for any tripping hazards (pot holes) and report to manager. Manager is authorised to arrange grinding of concrete or bitumen repairs of any hazards and accrued funds will be used.

Exterior Lighting:- Motion that lot owners are authorised to install subtle solar or sensor lighting upon their lots and along the common area driveway/footpaths in front of their lots. Maintenance of these lights will be the lot owner's responsibility.

Rubbish Bins:- Motion that each lot is responsible for putting out and collecting their individual bins. Bins are to be put out the night before collection and returned ASAP after collection. Bins are to be kept within each lot boundary or other authorised area. Bins are not to be left in or within the view of the common area.

The council has the authority to fine occupants for rubbish bins that have been left on the nature strip and not returned to a person's property.

Dumping of Rubbish: - Members are reminded not to dump or leave rubbish on the common property or use common property for personal storage.

Collection of Fees and Bank Account:- Motion that the Manager (or the manager's delegate), pursuant to its appointment as manager for the Owners Corporation, is authorised to collect the fees for the Owners Corporation and to operate a bank account on behalf of the Owners Corporation.

The Strata Manager will not issue a Work Order or engage any Contractors for the provision of any goods or services unless they have complied with the minimum requirements as defined in the Contractor OH&S form. Minor works of cost of \$1000 or less will be actioned with one quote. Additional quotes will incur an additional management fee.

19. General (Enduring) Resolutions:

Motion that owners are satisfied with the list of General (Enduring) Resolutions. No changes have been requested and all motions remain in place from year to year, unless the Owners Corporation resolves to change them.

2 Yes 1 No 0 Abs 0 Inv

Motion CARRIED.

20. Insurance Information:

Insurance: - The manager discloses that he is an Authorised Representative (per Corporations Act 2001 and registered with A.S.I.C.) for the Insurance Company. The Financial Services Guide (FSG) and Product Disclosure Statement (PDS) are tabled at the meeting. Owners are advised they are available online or from the manager's office. Please contact the manager if you require a copy of these documents.

Motion that the manager uploads the PDS & FSG to the online portal each renewal and this is deemed as service to all owners of the owners corporation.

General Advice:- Any advice I give is General Advice please read the P.D.S. before making a decision. All insurance claims are handled by either the manager or directly with the insurance company.

For lot owner urgent maintenance please contact the required contractor and these costs are the owner's responsibility.

Current Insurance Company: CHU Underwriting Agencies Pty Ltd Policy Details: - AS per Insurance Report

Authorised Representative - Ace Body Corporate Management (Gippsland Region) (No Broker)

For after-hours - emergencies only - **A/H Message bank - 03 5115 8300 (Costs apply)**

If the incident is not an approved insurance claim you may be responsible for the associated call-out fees & repairs applicable.

Owners Corporation Act requires Insurance valuations to be conducted every 5 years.

The manager discloses that as an Authorised Representative, we receive a commission of up to 20% of the base premium for placing the insurance, processing and follow-up of insurance claims. The commission in no way affects the Owners Corporation insurance premiums. The last Commission payment received was \$1,207.99.

The manager advises that lot owners are responsible for their own insurance needs, including, but not limited to, contents and public liability insurance inside their lots. It is important that owners organise their own insurance.

21. Essential Services and OHS:

Owners noted that the Owners Corporation is in charge of the common property that is a defined workplace under the Occupational Health and Safety Act. As an occupier of a workplace the Owners Corporation has an obligation to ensure that the workplace (common property) including the means of access and egress from the workplace are safe and without risk to the health and safety of visitors and workers alike. Workers include voluntary and contractors engaged by the Owners Corporation. Prosecution and or substantial fines may result should an incident occur.

The Owners Corporation reviewed its mandatory responsibility in accordance with the Building Act 1993, Building Regulations 2006 (Part 11) & OHS Act 2004, Section 21 (3) in relation to the fire services, safety and risk management including:

- Identifying hazards on common property;
 - Assessing risks that may result because of the hazards;
 - Deciding on control measures to prevent or minimise the level of the risks;
 - Implementation of control measures;
 - Monitoring and reviewing the effectiveness of the measures;
 - Ensure that all Owners Corporation work is carried out by properly qualified tradespeople holding appropriate insurances.
-

22. Asbestos:

Asbestos:- Any buildings built before 2003 is considered to contain asbestos.

Owners should note that a liability may exist in the event that a person residing, working in or visiting a building containing asbestos, that has not been properly managed, can identify that they contracted an asbestos-related illness from the Owners Corporation. There is a requirement under Sect 226 of the OHS Regulations 2017 to identify whether asbestos is present. As the Owners Corporation is in charge of the common property an asbestos audit is required.

Owners aware of Asbestos, within their lots, are to notify the manager of the location of the Asbestos. Owners are to arrange for an inspection and to treat suspected Asbestos as per recommendation in the inspection report. This may be the treatment or removal of the suspected Asbestos.

Motion that in the common area the Owners Corporation can manage this by:

- i. Instruct each contractor that there is NO asbestos report and to assume that asbestos is present. Any suspected asbestos must be treated pursuant to Australian Standards.
- ii. The manager is authorised to have any suspected asbestos tested and a quote is to be obtained for the treatment or removal of such Asbestos.

It was resolved not to Obtain a report that identifies the location and type of asbestos.

23. General Information and Meeting Closure:

Rules: - The Owners Corporation will be bound by the Special Rules (if applicable) of the Owners Corporation & Model Rules (Updated 2021) under the Owners Corporation Regulations 2018. Please contact the manager if you require a copy.

All owners are reminded it is their responsibility to ensure all tenants are provided with a copy of the Model Rules and that all owners, occupiers and tenants are bound by the Rules. A copy of the Rules is attached to the Owners Corporation Certificate (part of Section 32 documents).

General Complaints - Breach of OC Rules:- All breaches of OC Rules require a grievance meeting. The manager will issue a breach notice for any proven breaches of the Rules. The notice is subject to a \$60.00 Admin Fee charged to the lot owner of the offending lot via a special levy.

Owners are responsible for the general tidiness, lawn mowing, garden maintenance and building maintenance within their own lots to a standard that does not affect the Aesthetics of the Owners Corporation. Owners are responsible for ensuring tenants maintain the appropriate standard.

Owners Details: - Members are reminded that it is the responsibility of the lot owners to ensure their contact details (including e-mail address) are kept up to date on the Owners Corporation Register.

Manager's Professional Indemnity - Strata Managers - Insurer: Chubb Insurance Company
Policy Number: MPI0013567 Limit: \$5,000,000 Expiry date: 4.00 P.M on 1 July 2025

Manager's Public Liability Insurance - Strata Managers - Insurer: Chubb Insurance Company
Policy Number: 02CL031932 Limit: \$20,000,000 Expiry date: 4.00 P.M on 1 July 2025

Owners are advised that the seal of the Owners Corporation (if still used) is fixed to the following documents as required: -

- i. Contract of Appointment of the Owners Corporation Manager.
- ii. Owners Corporation Certificates.
- iii. Documents forwarded to the Titles Office.
- iv. Instrument of Delegation - To the Committee.

Motion that the manager is permitted to apply seal as required to the above documents.

Electricity & Gas Meter Numbers:- New Owners and tenants sometimes have difficulty connecting power and gas services. The manager can record the MNI of their power meter and the gas meter number for each lot. Please forward these details if you want them stored on your file.

OH&S:- The Manager advises owners to be aware of their obligations under OH&S and Work-Cover Victoria when they engage the services of a contractor, especially to works carried out at height. It is advised that each owner (within their lot) is to ensure that all OH&S and Work-Cover requirements are adhered to in accordance with the Building Codes of Australia.

Essential Services:- It is advised that each owner (within their lot) is to ensure that the essential service items are attended to in accordance with the Building Codes of Australia. This includes but is not limited to:- Emergency Exit Lighting, Fire Doors and Walls, Paths of Egress, Air Conditioning units and extraction ducts and fans. Tested as required by relevant standards

Fire Appliances:- It is the responsibility of individual lot owners (within their lot) to ensure that the servicing of all fire appliances within their lots is carried out as per the essential services requirements of the Building Codes of Australia. This includes fire extinguishers, fire hoses and reels, hydrants, fire blankets, alarms, detectors, and any other fire equipment. Tested every 6 months.

Smoke Detectors: - Members are reminded that smoke detectors are mandatory inside residential lots. They must be always kept operational as per provisions of Australian Standards AS3786. It is the responsibility of the lot owners to notify their tenants of this requirement. Please note that detectors have a 10-year expiry date and should be replaced if they are past the expiry date.

OWNERS CORPORATION PS 616258A

MINUTES OF ANNUAL GENERAL MEETING 24 July 2024

Parking: - Members are reminded that there is no parking in the common driveway (other than designated) and under no circumstances are the vehicles to be parked on the lawns. Members with tenants must advise their tenants as this is a breach of the Rules of the Owners Corporation.

Levy Payments -

If paying by cheque - Please make cheques payable to:
Owners Corporation for Plan No. PS 616258A

By post: Mail this slip with your cheque to:
DEFT Payment Systems, GPO Box 2174, MELBOURNE VIC 3001

From March 2024 - DEFT payments cannot be made over the phone.

From November 2024 - DEFT will no longer accept mail-in cheques, Cheques will continue to be accepted in-store at Australia Post

Similar time for the next Annual General Meeting. (Preferred time is 5.00pm)

Please note that afterhours fee will apply from 5.30 p.m.

Time Meeting Closed:- 5.15 p.m.

Insurance Report

Owners Corporation for Plan No. PS 616258A

Policy number : HU0006082744

13 Munro Street TRARALGON VIC Victoria 3844

Insurance Policy Details

Policy Number:	HU0006082744
Period of Insurance:	15 May 2024 to 15 May 2025
Insurance Company:	CHU Underwriting Agencies Pty Ltd
Broker (if any):	
Amount of Premium:	\$ 7,473.40
Paid Date:	

Policy Type	Amount of cover	Excess
Damage (i.e. Building) Policy	2,210,513.00	2,000.00
Loss of Rent	331,576.00	2,000.00
Property, Death and Injury (Public Liability)	30,000,000.00	2,000.00
Voluntary Workers Insurance	300,000 / 3,000 p/w	2,000.00
Fidelity Guarantee Insurance	250,000.00	2,000.00
Machinery Breakdown Insurance	10,000.00	500.00
Government Audit Costs	25,000.00	2,000.00
Government Audit Costs - Appeal Expenses	100,000.00	2,000.00
Government Audit Costs - Legal Defense Expenses	100,000.00	2,000.00
Lot Owner's Fixtures and Improvements	250,000.00	2,000.00

Note

Approved Annual Budget

Administrative Fund

Owners Corporation for Plan No. PS 616258A

1 August 2024 to 31 July 2025

13 Munro Street TRARALGON VIC Victoria 3844

Expenditure	Actuals 08/23 - 07/24	Budget 08/23 - 07/24	Budget 08/24 - 07/25	Variance \$
Administrative Fees & Charges - Deft, Banking & Software Fees	99.46	99.46	114.38	14.92
Garden/Lawn Maintenance	2,607.00	2,300.00	2,500.00	200.00
Garden/Lawn Maintenance - weed/pest control	44.00	-	-	-
Insurance Premiums	7,473.40	7,525.00	8,595.00	1,070.00
Minor Building Maintenance	-	250.00	10.00	(240.00)
Roof Systems - gutters, valleys	-	600.00	10.00	(590.00)
Strata Manager - disbursements	300.00	300.00	300.00	-
Strata Manager - management fees	1,140.00	1,140.00	1,200.00	60.00
Trees & Shrubs - tree felling/removal	1,877.50	-	-	-
Water - charges	85.87	-	100.00	100.00
Total Administrative Fund Expenditure	13,627.23	12,214.46	12,829.38	614.92

Additional Revenue	Actuals 08/23 - 07/24	Budget 08/23 - 07/24	Budget 08/24 - 07/25	Variance \$
Mutual Revenue - Mutual Revenue - Insurance	-	-	2,000.00	2,000.00
Total Administrative Fund Additional Revenue	-	-	2,000.00	2,000.00

Administrative Fund Summary			Budget 08/24 - 07/25
Opening balance (Deficit)		1,008.53	
Expenditure during budget period		12,829.38	
		13,837.91	
Less Additional revenue during budget period		2,000.00	
Plus Planned surplus at end of budget period		322.09	
Budgeted levies to be raised \$		12,160.00	202.6667
Last years budgeted levies raised		10,320.00	172.0000
Variance \$		1,840.00	
Total Lot Liability		60	
*May include insurance contributions			

1 August 2024 to 31 July 2025

Owners Corporation for Plan No. PS 616258A

13 Munro Street TRARALGON VIC Victoria 3844

Levy Period Start	01/08/2024		
Levy Period Duration	12 month(s)		
No. of Instalment(s):	2		
GST	NO		
TOTAL LEVIES	Per Period	Per Year	
	P1 5,160.0000	12,160.00	
	P2 7,000.0000		
Admin Fund			
Total Contribution	P1 5,160.0000	12,160.00	
	P2 7,000.0000		
TOTAL LIABILITIES	Per Period		
	Per Year		
	Admin Fund		
Total Per Lot Liability	P1 86.0000	202.6667	
	P2 116.6667		
Total Per Lot Liability	P1 86.0000	202.6667	
	P2 116.6667		

Yearly Levy By Period (Estimate Only)					
Lot No.	Unit No.	Lot Liability	Lot Entitlement	Administrative Fund	Total
1	1	10	10	860.00	860.00
				1,166.67	1,166.67
2	2	10	10	860.00	860.00
				1,166.67	1,166.67
3	3	10	10	860.00	860.00
				1,166.67	1,166.67
4	4	10	10	860.00	860.00
				1,166.67	1,166.67
5	5	10	10	860.00	860.00
				1,166.67	1,166.67
6	6	10	10	860.00	860.00
				1,166.67	1,166.67
		60	60	12,160.00	12,160.00

LAND INFORMATION CERTIFICATE

In accordance with Section 229 of The Local Government Act 1989

LANDATA

DX 250639

MELBOURNE VIC

Latrobe City ABN 92 472 314 133

TTY (NRS) 133 677

AUSDOC DX2 17733 Morwell

PO Box 264 MORWELL 3840

latrobe@latrobe.vic.gov.au

1300 367 700 LATROBE.VIC.GOV.AU

Assessment Number: 29036-1
Applicant's Reference: 75335162-017-4
Issue Date : 20-Dec-2024
Property Address: 3/13 Munro Street
 TRARALGON VIC 3844
Property Description: L 3 PS 616258
Property Title: CT-11116/987
AVPCC: 120 Single Strata Unit/Villa Unit/Townhouse
Area: OM2
Ward: Boola Boola
Owner: Mr K M Bird

Statement of Rates & Charges for the Year Ending 30-Jun-2025 are payable in full by 15-Feb-2025. Interest will be charged if not paid in by this date. If paying by instalments, interest will be charged on each instalment not paid by the due date.

PLEASE NOTE:

- This certificate application is valid for a period of 3 months from issue date and no confirmation or variations will be given after this expiration. For settlement purposes another certificate should be obtained after the expiry date 20-Mar-2025.
- **Confirmation and variations will only be provided in writing. You must contact the Rates Team via email proprates@latrobe.vic.gov.au no earlier than 5 business days but no later than 1 business day prior to settlement of this property.**
- Latrobe City Council will not be held responsible for information provided verbally.
- Outstanding rates and charges for this account must be paid in full at settlement.
- **If this account shows a credit balance, you must submit a copy of the Statement of Adjustments to Latrobe City Council upon settlement.**

Rates & Charges:

Arrears Legal Fees	\$	0.00
Other Arrears B/forward	\$	0.00
General Rates	\$	684.40
Garbage Charge	\$	329.00
Municipal Charge	\$	153.00
Fire Service Property Levy	\$	152.00
Current Interest	\$	0.00
Rebates	\$	0.00
Arrears Interest	\$	0.00
Special Rates & Charges	\$	0.00
Legal Fees	\$	0.00
Less Cash Paid	\$	-2,467.65

Total Amount Due \$ -1,149.25

Please contact the Property and Rates Team for an update prior to settlement via email proprates@latrobe.vic.gov.au, to enquire if this refund has been actioned as you may be required to take this credit into consideration when preparing settlement figures.

The owner of this property is making regular scheduled payments for their rates and charges, and we suggest that where the sale of the property proceeds, that you discuss with the vendor's solicitor/conveyancer to instruct their client not to make any further payments. Please contact the Rates Team for an update prior to settlement via email proprates@latrobe.vic.gov.au

Our offices will be closed from 5:15 pm Tuesday 24 December 2024 and will re-open on Thursday 2 January 2025; we recommend that a further update is obtained prior to settlement.

Assessment Number: 29036-1
Applicants' Ref.: 75335162-017-4
Date: 20-Dec-2024
Property Address: 3/13 Munro Street
TRARALGON VIC 3844

Property Valuations:

Description		Values	Level of Value Date	Operational Date
CAPITAL IMPROVED VALUE	\$	230,000	01-Jan-2024	01-Jul-2024
SITE VALUE	\$	80,000	01-Jan-2024	
NET ANNUAL VALUE	\$	11,500	01-Jan-2024	

OTHER INFORMATION:

1. There ARE NO notices or orders on the land that have been served by Latrobe City Council under the Local Government Act 2020, Local Government Act 1989, Local Government Act 1958, or under a local law of the Council, which have a continuing application at the date of the Certificate, details being (if any):
2. There IS NO money owed for works under the Local Government Act 2020, the Local Government Act 1989 or the Local Government Act 1958.
3. There IS NO potential liability for rates in relation to the land under the Cultural and Recreational Lands Act 1963.
4. There IS NO potential liability for the land to become rateable under section 173 or 174A of the Local Government Act 1989.
5. There IS NO money owed in relation to the land under section 94(5) of the Electricity Industry Act 2000.
6. There IS NO outstanding amount required to be paid for recreational purposes or any transfer of land to the Council for recreational purposes under section 18 of the Subdivision Act 1988 or the Local Government Act 1958.
7. There IS NO money owed under section 119 of the Local Government Act 2020.
8. There IS NO environmental upgrade charge in relation to the land which is owed under section 181C of the Local Government Act 1989.
9. There ARE NO health notices or orders issued by Latrobe City Council associated with this property.


PLEASE NOTE:

This certificate provides information regarding Valuation, Rates, Charges, other money owing and any orders and notices made under the Local Government Act 2020, the Local Government Act 1989, the Local Government Act 1958 or under a local law of the Council.

This certificate **is not required** to include information regarding Planning, Building, Health, Land Fill, Land Slip, Flooding information or Service Easements. Information regarding these matters may be available from Council or the relevant authority. A fee may be charged for such information.

I hereby certify that as at the date of issue, the information given in this certificate is a correct disclosure of the rates, charges, interest and other monies payable to the Latrobe City Council together with any Notices pursuant to the Local Government Act 2020, Local Government Act 1989, local laws or any other legislation.


Authorised Officer



Biller Code: 6072
Ref: 290361

Pay 24 hours a day by phone or internet, direct from your bank account.



55 Hazelwood Rd
PO Box 348
Traralgon Vic 3844

Telephone: 1800 050 500
Fax: (03) 5174 0103

INFORMATION STATEMENT

Email: contactus@gippswater.com.au
www.gippswater.com.au
ABN : 75 830 750 413

19 December 2024

Your Reference :
Our Reference:

75335162-030-3
00117182-10

Landata

Secure Electronic Registries Vic (SERV) Locked Bag
MELBOURNE VIC 3001

Thank you for requesting a Gippsland Water Information Statement. We are pleased to provide you with an Information Statement for the below property.

Applicant: Landata
Property Address: 3 13 Munro St Traralgon Vic 3844
Information Statement No: 162122

Please find enclosed:

- Section 158 Statement
- Financial Statement
- Important Information
- Asset Plan (if available)

If you have any questions relating to this Information Statement please phone Gippsland Water on 1800 050 500 or email us at infostats@gippswater.com.au.

Online updates are available, please visit our website www.gippswater.com.au to register for our Solicitor Updates Online service.

Yours sincerely

A handwritten signature in black ink, appearing to read "Nigel Gerreyn", written over a light blue rectangular background.

Nigel Gerreyn
MANAGER PROPERTY SERVICES



55 Hazelwood Rd
PO Box 348
Traralgon Vic 3844

Telephone: 1800 050 500
Fax: (03) 5174 0103

INFORMATION STATEMENT

Email: contactus@gippswater.com.au
www.gippswater.com.au
ABN : 75 830 750 413

Section 158 Statement

(Water Act 1989)

Date of Issue:	19/12/2024	Your Reference :	75335162-030-3
Information Statement No:	162122	Our Reference:	00117182-10
Property Address:	3 13 Munro St Traralgon Vic 3844		
Property Details:	Vol 11116 Folio 987 Lot 3 Plan PS616258		
Settlement Date:	24/12/2024		

The following items relate to Section 158 of the *Water Act 1989*:

- ⇒ This property is serviced by a combined sewer drain. Gippsland Water has no powers within an Owners Corporation and no control over, or responsibility for internal common sewer drains. Therefore, maintenance of a common sewer drain is the responsibility of the Owners Corporation or the joint responsibility of the property owners where no Owners Corporation exists.
- ⇒ This property is serviced by a shared water supply. Gippsland Water has no powers within the Owners Corporation and no control over, or responsibility for internal common water supply pipes. Therefore, maintenance of a common water service is the responsibility of the Owners Corporation or the joint responsibility of the property owners where no Owners Corporation exists.
- ⇒ Vendor will be liable for any water/wastewater volumetric charges from last bill to settlement date.
- ⇒ A special meter reading has been scheduled for the day of settlement. If the settlement date is amended, Gippsland Water requires 48 hrs notice.

Protection of Gippsland Water Assets:

It is possible that this property has water or sewerage infrastructure located on it. Please refer to the attached plan. Unless prior written consent has been obtained from Gippsland Water, the *Water Act 1989* PROHIBITS:

1. The erection and / or placement of any structure (including but not limited to building, wall, fence, driveway, machinery, embankment) or the removal or addition of filling, over an easement or within one metre laterally of Gippsland Water's water supply and sewerage assets.
2. The connection to, or interference with, any Gippsland Water water supply or sewerage asset.

Gippsland Water may require removal of any trees which may be, in the view of Gippsland Water, invasive to its water supply and sewerage assets. The guide *Planting the Right Trees* is available on the Gippsland Water website.

For additional information, please contact Gippsland Water on 1800 050 500.



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Traralgon Vic 3844

Telephone: 1800 050 500
Fax: (03) 5174 0103

INFORMATION STATEMENT

Email: contactus@gippswater.com.au
www.gippswater.com.au
ABN : 75 830 750 413

Financial Statement

Date of Issue: 19/12/2024 **Your Reference :** 75335162-030-3
Information Statement No: 162122 **Our Reference:** 00117182-10

Property Address: 3 13 Munro St Traralgon Vic 3844
Property Details: Vol 11116 Folio 987 Lot 3 Plan PS616258
Settlement Date: 24/12/2024

Gippsland Water billing periods: 01 Jul to 31 Oct, 01 Nov to 28 Feb and 01 Mar to 30 June

Charges levied for billing period: 01 Nov to 28 Feb

Financial Information:

Brought Forward Balance	-259.25
Sewer Scheme Charges	0.00

Adjustable Charges:

Water Service Charges	63.66
Wastewater Service Charges	292.52
Fire Service Charges	0.00
Commercial Trade Waste Charges	0.00

Non Adjustable Charges:

Wastewater Volumetric Charges	0.00
Notional / Usage Charges	0.00
Miscellaneous / Adjustments / Credits	0.00

Total Outstanding	96.93
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(Please note: CR denotes a credit)



Bill Code: 3475
REF: 3680 0000 1171 8210 1
Pay by savings or credit card

Gippsland Water Authorised Officer:

Date: 19 December 2024



Solicitors
Updates Online
Tool

Gippsland Water has launched a tool to enable you to get your financial updates online

REGISTER TODAY

<https://www.gippswater.com.au/developers/property-connections/solicitor-updates-online>



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Email: contactus@gippswater.com.au
www.gippswater.com.au
ABN : 75 830 750 413

Important Information

Gippsland Water bill period:

Gippsland Water bills three times per year, for billing periods: 01/07 to 31/10, 01/11 to 28/02 and 01/03 to 30/06.

Gippsland Water tariffs:

Gippsland Water tariffs are reviewed annually and applied as of 01 July. Please ensure you obtain a financial update prior to settlement.

Adjustable and non adjustable charges:

Charges listed under the adjustable charges section are fixed service charges that are applicable to the property e.g. water availability charges. Charges listed under the non adjustable section are applicable to the customer e.g. notional/usage charges, these charges do not need to be adjusted.

Do not adjust on any credit balances as any credit remaining after settlement will remain with the vendor.

Payment of Gippsland Water accounts:

Gippsland Water requires payment of any outstanding charges within 10 working days of settlement occurring. Any unpaid charges will become the responsibility of the new property owner. Enquiries relating to the unpaid charges will be referred to the purchaser's solicitor or conveyancer.

Financial updates:

It is important to obtain a financial update within 10 days of settlement. Balances may change throughout the bill period and any unpaid charges may be transferred to the purchaser at settlement. Updates can be obtained online through the solicitor updates online

<https://www.gippswater.com.au/developers/property-connections/solicitor-updates-online>.

Notice of property transfer:

Gippsland Water requires notice of property transfer to be received within 10 working days of settlement taking place. Where Gippsland Water has not received notice of a property transfer, the payment of accounts remains the responsibility of the vendor. Notices of property transfer are to be emailed to propertytransfers@gippswater.com.au

Validity of the Information Statement:

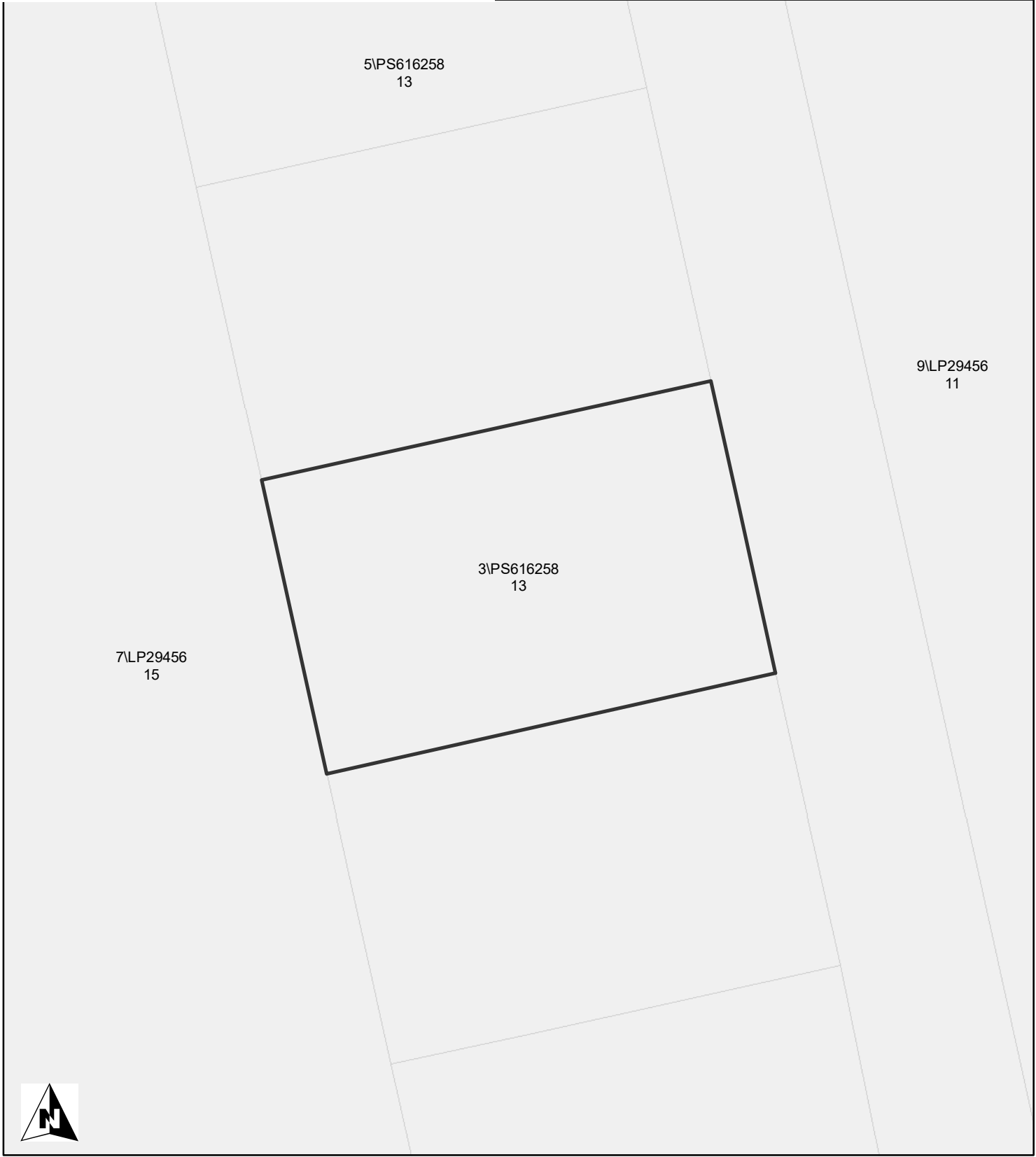
This Information Statement will be valid only to the end of the next billing period after the date of issue of this Information Statement.

Automatic eBilling Registration for new customers

Gippsland Water will automatically register our customers for electronic billing upon the creation of their account. Customers can switch to receiving paper bills by post at any time. Refer to our eBilling terms and conditions for more information: www.gippswater.com.au/digital-billing-terms-conditions. We will not disclose personal information to any external parties without consent, unless required or authorised by law. Refer to our privacy policy which sets out how and why we collect, use and disclose your personal information:

www.gippswater.com.au/legal/privacy-policy

You can request a printed version of the eBilling Terms and Conditions and/or Privacy by emailing us at contactus@gippswater.com.au or call us on 1800 050 500.



Gippsland Water Asset Plan

3 13 Munro St Traralgon
Information Statement No: 162122
Date Issued: 19/12/2024



Water Pipes	Sewer Pipes	House Discharge Line	Maintenance Point	Collection Tank
Reticulation	Gravity	House Discharge Line	Manhole	
Distribution	Pressure		Pipe End	
Transfer	Rising Main			

Disclaimer: Gippsland Water does not quarentee or make any representation or warrant the accuracy, scale or completeness of information inthis product. Any person relying upon such information does so on the basis that Gippsland Water shall bear no responsibility or liability for loss, damage or injury arising from any error, fault, defect, or omission in the information. Any persons using this information should make their own site investigation and accommodate their works accordingly.