



NEWCASTLE
STRATA INSPECTIONS PTY LTD

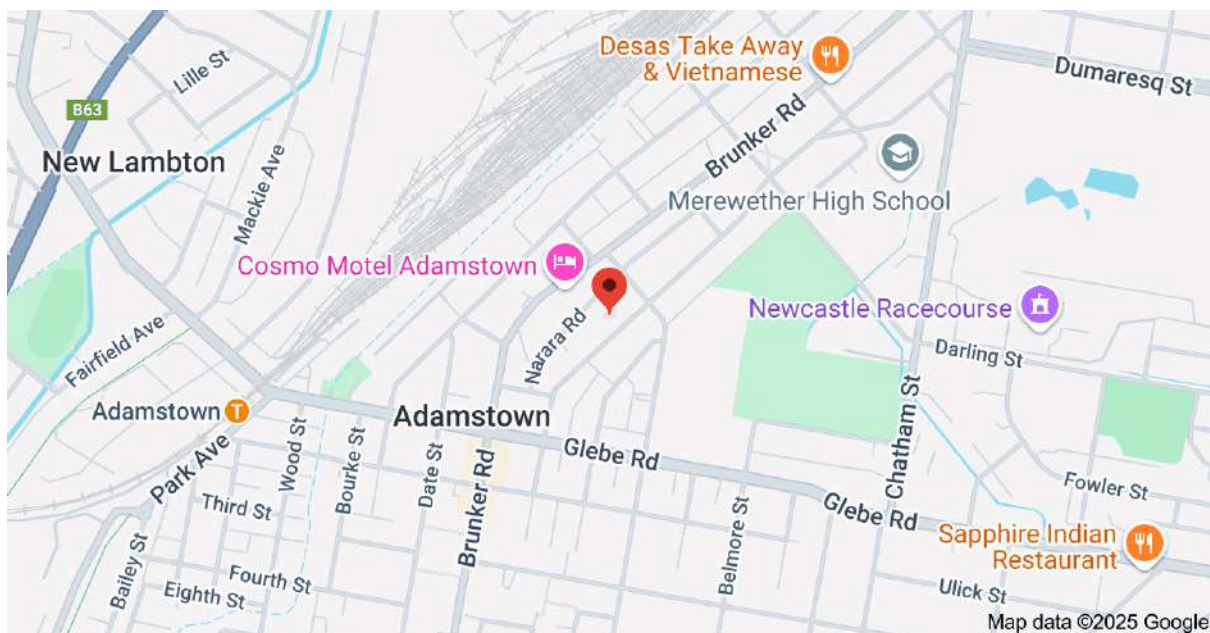
Pre-Purchase Strata Inspection Report

Strata Plan: 82167

**Address: 170-172 Gosford Road, ADAMSTOWN NSW
2289**

Building Name: N/A

Lot Number: 6



Client Name: Meeks Real Estate

Your Reference: Paul Meeks

Purchaser: Proposed Sale

Vendor: Vasquez

Date of Inspection: 04th of May 2026

Date of Report: 04th of May 2026

Invoice Number: 84488



TABLE OF CONTENTS

Heading	Page Number
Report Overview	3
Certificate of Title & Strata Roll Details	4
Insurances & Valuation	5
Owners' Corporation Responsibilities & By-Laws	6
Contributions & Fund Balances	7
Managing Agent & Income Tax	8
Attachments & Other Matters	9 – 12
Exclusions & Qualifications	13



REPORT OVERVIEW

Quarterly Contributions & Balances:

Quarterly levy contributions were last resolved on the 15th of September 2025 and are payable on the 20th of August, November, February & May.

Administration Fund

\$816.25 per quarter

Administration Fund Balance

\$131,259.91 CR

Capital Works Fund

\$150.00 per quarter

Capital Works Fund Balance

\$48,165.94 CR

Lot 6 has paid until the 19th of August 2026 (\$966.25 in advance).

There were no current special levies sighted, however, refer to “Other Matters”.

Annual General Meeting

The most recent Annual General Meeting (AGM) was held on the 07th of August 2025.

Strata Committee (SC) Members

M.Crittle (C, S & T)

Insurance Policy

The insurance policy is next due on the 29th of May 2026.

Major Building Defects

The books & records inspected did not disclose any major building defects, however, refer to “Other Matters”.

Litigation

The books & records inspected did not disclose any current or proposed litigation relating the Owners’ Corporation.



CERTIFICATE OF TITLE & STRATA ROLL

1.1 Was the Certificate of Title sighted at the time of the search?	Yes
Date of the Certificate of Title?	25th of May 2009
Edition number?	1
Number of Lots?	8
Address for notices for the Owners' Corporation?	170-172 Gosford Road, ADAMSTOWN NSW 2289
Unit Entitlement noted for the subject Lot?	1/8
1.2 Do the Owners' Corporation maintain a strata roll?	Yes
If no, why not?	N/A
Book or electronic form?	Electronic
1.3 The Owner/s name as recorded in the strata roll:	Christopher Vasquez
Owners Address	21 Hollis Avenue, GOULBURN NSW 2580
Managing Agent/Nominee	Managing Agent: Meeks Real Estate
Mortgagee (1)	N/A
1.4 Did the Strata Roll Comply with the ACT in regard to the following:	
Unit Entitlement recorded?	Yes
Original proprietor recorded?	Yes
Being in book/electronic form?	Yes
By-Laws recorded?	Yes
Current insurance noted?	Yes
Individual pages for Common Property?	Yes
The Strata Management company name recorded?	Yes
Has the Initial Period expired?	Yes
1.5 The date of the First Annual General Meeting was noted as being:	11th of August 2009
1.6 The date of registration of the plans was noted as being:	25th of May 2009



INSURANCES & VALUATION

2.1 Name of Insurer/Broker:	Certain Underwriters at Lloyd's
<i>Policy Number</i>	ISRSC/0004794
<i>Premium</i>	\$8,307.65
<i>Date of renewal</i>	29th of May 2026
2.2 Details of Building Insurance:	
<i>Sum Insured</i>	\$2,277,243
2.3 Details of Contents Insurance:	
<i>Sum Insured</i>	\$22,772
2.4 Details of Public Liability Insurance:	
<i>Sum Insured</i>	\$20,000,000
2.5 Details of Voluntary Workers Insurance:	
<i>Sum Insured</i>	\$200,000/\$2,000
2.6 Details of Workers Compensation Insurance:	
<i>Sum Insured</i>	Not Selected
2.7 Details of Fidelity Guarantee Insurance:	
<i>Sum Insured</i>	\$100,000
2.8 Details of Office Bearers Liability Insurance:	
<i>Sum Insured</i>	Not Selected
2.9 Details of Loss of Rent Insurance:	
<i>Sum Insured</i>	\$341,586
2.10 Details of Machinery Insurance:	
<i>Sum Insured</i>	Not Selected
2.11 Details of Government Audit Costs Insurance:	
<i>Sum Insured</i>	\$30,000
2.12 Details of Lot Owners Fixtures & Improvement Insurance:	
<i>Sum Insured</i>	Insured
2.13 Has a Valuation been carried out on the property?	Yes
<i>If yes, by who and what was the date of said valuation?</i>	Greg Campion Valuers provided a valuation on the 08th of April 2019
<i>What was the valuation amount recorded?</i>	\$1,975,000



OWNERS' CORPORATION RESPONSIBILITIES & BY-LAWS

<i>3.1 Are the minutes of Owners' Corporation and the Executive meetings kept for the prescribed period?</i>	Yes
<i>3.2 Are the notices of Owners' Corporation and the Executive meetings kept for the prescribed period?</i>	Yes
<i>3.3 Are the proxies retained for the prescribed period?</i>	Yes
<i>3.4 Are the prescribed accounting and financial records prepared and retained?</i>	Yes
<i>3.5 Is correspondence retained for the prescribed period?</i>	Yes
<i>3.6 Are Section 118 notices received by the Owners' Corporation?</i>	Yes
<i>3.7 Are records served under section 31 retained for the prescribed period?</i>	Yes
<i>3.8 Do the Minutes of the Meetings suggest that the By-Laws have been altered in the last two years?</i>	No
<i>If yes, what was the nature of the changes?</i>	N/A
<i>If yes, does it appear these changes have been registered?</i>	N/A
<i>3.9 Do the records disclose any exclusive use By-Laws/Approvals for the subject Lot within the last two years?</i>	Nothing sighted
<i>3.10 Is the "Keeping of Animals" By-Law enforced?</i>	Yes
<i>If yes, when was the last approval for a pet?</i>	Unit 3 was approved a cat on the 31st of March 2025
<i>Was option "A", "B" or "C" on the certificate of title?</i>	Option "A"



CONTRIBUTIONS & FUND BALANCES

<i>4.1 When were the current quarterly contribution struck?</i>	At the EGM dated 15th of September 2025
<i>4.2 When are the quarterly contributions due?</i>	20th of August, November, February & May
<i>4.3 Do the contributions appear to be correct?</i>	Yes
<i>If no why not?</i>	N/A
<i>4.4 What is the current Administration Fund levy per quarter?</i>	\$816.25 per quarter
<i>4.5 What is the current Capital Works Fund levy per quarter?</i>	\$150.00 per quarter
<i>4.6 What is the current balance of the Administration Fund?</i>	\$131,259.91 CR
<i>4.7 What is the current balance of the Capital Works Fund?</i>	\$48,165.94 CR
<i>4.8 How were the balances determined?</i>	From the Balance Sheet provided at the time of the search
<i>4.9 What was the date of the last increase in levies?</i>	20th of August 2025
<i>4.10 Are there any current special levies due?</i>	No, however, refer to "Other Matters"
<i>If yes, what amount?</i>	Refer to "Other Matters"
<i>When are they due?</i>	Refer to "Other Matters"
<i>What is the purpose of the levy?</i>	Refer to "Other Matters"
<i>4.11 Do the books and records suggest any future special levies?</i>	Nothing sighted, however, refer to "Other Matters"
<i>If yes, what is the purpose of the levy?</i>	Refer to "Other Matters"



MANAGING AGENT & INCOME TAX

<i>5.1 Has there been a Managing Agent Appointed?</i>	Yes
<i>If yes, was an agency agreement sighted?</i>	Yes
<i>Name of Managing Agent?</i>	Lake Group Property Services Pty Limited
<i>Who made the appointment?</i>	Owners' Corporation
<i>Date of Appointment?</i>	05th of December 2023
<i>Term of Appointment?</i>	3 years
<i>License Number?</i>	1041666
<i>Phone Number?</i>	(02) 4942 3305
<i>5.2 Does the Owners' Corporation declare a taxable income?</i>	No
<i>If yes, what was the source of the taxable income?</i>	N/A
<i>Are tax returns lodged?</i>	Yes
<i>Date of last lodgement?</i>	Refer to the attached copy



ATTACHMENTS & OTHER MATTERS

Particulars of matters discovered from the books and records generally which may adversely affect either the Owners Corporation or the subject lot from the point of view of a purchaser or a mortgagee, or which otherwise may be of interest to a purchaser or mortgagee are:

Attachments:

- 1) Financials
- 2) Minutes
- 3) Pest Inspection Reports
- 4) Asbestos Report
- 5) Safety Report
- 6) Loan Agreement & Roofing Quotation Accepted – 2025
- 7) Insurance Claim Resultant Damage Unit 2 Quotation - 2025
- 8) Northrop Report Walkways & Stairs - 2020
- 9) Cladding Report - 2019
- 10) Certificate of Title
- 11) By-Laws
- 12) Insurance Policy & Renewal Quotation
- 13) Strata Plan
- 14) Tax Return
- 15) Valuation Report

Other Matters:

Note – A Capital Works Fund Plan has not been requested by the owners' corporation. This report should be undertaken/reviewed every five (5) years.

Note – A Pest Report was last provided by Elite Building & Pest on the 22nd of September 2025 (refer to the attached common property, summary & Unit 6's report).

Note – An Asbestos Report was provided by QBM Pty Ltd on the 13th of February 2025 (refer to the attached copy).

Note – A Safety Report was provided by QBM Pty Ltd on the 13th of February 2025 (refer to the attached copy).

Note – Northrop have provided a report on the walkway, balconies & the staircase on the 29th of October 2020 (refer to the attached copy). Large expenditure can lead to higher quarterly levies and/or the possibility of calling for special levies.

Note – A Cladding Report was provided by QIA Group Pty Ltd on the 25th of January 2019 (refer to the attached copy).



Note – Window locking devices have been installed at the property at a cost of \$1,083.00. No certificate of compliance was discovered at the time of the inspection of the books and records.

Note – The date of registration of the plans was noted as being made on the 25th of May 2009 & the First Annual General Meeting (FAGM) was held on the 11th of August 2009.

Note – This building has been determined as a “Class 2” building which impacts the owners’ corporation in relation to greater compliance when dealing with roofing, balconies, balustrades etc.

Note – This Lot holds a unit entitlement of 1/8 which equates to 12.5% of any and all levies raised by the owners’ corporation.

Note – As per the attached balance sheet, “Prepaid Levies” currently stands at \$5,813.39.

Note – The next insurance premium is due on the 29th of May 2026 & we have attached the renewal policy in the sum of \$9,048.85.

Note – We have attached a copy of a quotation from the insurer’s builder for internal repairs to Unit 2. On the 01st of May 2026, the owner/s of Unit 2 asked to have the scope of works reviewed as they want the whole of the ceiling & cornices replaced not just a section of. There is a \$2,500.00 excess for this claim & it was ongoing at the time of the inspection of the books and records.

Note – An insurance assessor attended on the 25th of February 2026 to investigate water damage at Units 2 & 5 which was reported on the 01st of February 2026.

Note – At the Extraordinary General Meeting (EGM) dated the 25th of November 2025, “Motion 2” resolved to approve PM Roofing to carry out roof replacement at a cost of \$43,341.82 (excluding gst). “Motion 3” resolved to approve the attached quotation for exterior deck and balustrade repair from Teak Built for a total of \$263,064.00 (including gst). Payment of these works will come from funds borrowed from a Strata Financier as shown in the following motion. The meeting acknowledged that the approved quotation of \$263,064.00 does not include Home Warranty Insurance (\$10,875.56), painting of eaves (estimated \$3,500.00), or new external tiles (estimated \$6,000.00). These items will be additional costs to the approved works. “Motion 4” resolved to enter into and execute a loan agreement with StrataCash Management Pty Limited (ACN 124 400 924) for the maximum amount of credit of \$263,064.00 for the purposes of external balcony and balustrade repairs. It would be prudent to understand there will be an impact on owners/tenants whilst the works are being completed.

Note – Once the loan is drawn down, the owners’ corporation will begin paying interest on the funds required. Large expenditure may lead to higher quarterly levies and/or the possibility of calling for special levies. This was ongoing at the time of the inspection of the books and records.



Note – At the EGM dated the 25th of November 2025, “General Business” discussed the ongoing leak through the bathroom window of Lot 7 and determined that the nature of the water ingress suggests that it will be resolved with the completion of the roof replacement. The meeting determined that if the leak is ongoing following the roof replacement the owners will further investigate the issue. The owners of Lot 7 presented a video showing water running down the exterior of their downpipe during rain. The downpipe, previously replaced with PVC, contains three 90-degree bends which may be restricting drainage. Darren (Lot 7) will obtain a quotation for repairs and provide it to the strata manager for the Strata Committee (SC) to review.

Note – At the Annual General Meeting (AGM) dated the 09th of August 2024, “General Business” determined that the Strata Committee (SC) will provide owners’ corporation with further updates on works to staircase and balcony if/when received.

Note – At the AGM dated the 30th of September 2021, “Motion 16” resolved to accept the revised quotation received from Mace Building for works to the Common staircases / balconies in the sum of \$120,953.30. which was based on the Northrop Report. “Motion 17” resolved to raise a special administrative fund levy in the sum of \$133,000.00. This levy was split via unit entitlement and was split into three (3) equal instalments due on or before the 20th of November 2021, the 20th of December 2021 & the 20th of January 2022.

Note – On the 10th of September 2015 correspondence showed issues between Lot 2 and Lot 5 due to noise transfer. Lot 2 complained due to noise problems with the Lot above. Carpet was installed into Lot 5 to help with the situation. Nothing further was noted.

Note – On the 06th of February 2014 the insurer paid the owners’ corporation \$3,647.00 for repairs to Units 3 & 6 (refer to the attached copy).

Note – We have included copies of the annual income & expenditure statement summaries for the administration fund & the capital works fund from the 01st of June 2019 through to the current period for your perusal.

Note – In the 2018/19 financial year the administration fund expensed \$468.00 under “Consultants” (cladding report), \$395.00 under “Valuation” & \$1,441.00 under “General Repairs” (\$247.50 report on leak from Unit 8 to Unit 7 ceiling & \$1,193.50 replace stacks). During the same, period the capital works fund expensed \$1,085.00 under “Doors & Windows” (install window locking devices).

Note – In the 2017/18 financial year the administration fund expensed \$161.00 under “General Repairs” (clothesline) & \$363.00 under “Pest/Vermin Control” (inspection & \$297.00 spray). During the same, period the capital works fund expensed \$2,847.90 under “Balconies/Stairs/Railings” (balcony walkway).

Note – In the 2016/17 financial year the administration fund expensed \$2,907.00 under “General Repairs” (\$649.00 Units 7 & 8 water damaged cornice repairs, \$1,573.00 for general repairs & washing machine motor) & \$330.00 under “Pest/Vermin Control” (bait box checking). During the same, period the capital works fund expensed \$3,630.00 under “General Repairs/Replacement” (facia boards Unit 1).



Note – In the 2015/16 financial year the administration fund expensed \$1,842.50 under “General Repairs” (driveway lights, gutters & storm water, downpipe extensions & gutter clean) & \$429.00 under “Pest/Vermin Control” (bait box checking).

Note – In the 2014/15 financial year the administration fund expensed \$370.00 under “Valuation” & \$498.75 under “General Repairs” (Unit 4 barge capping & tree pruning). During the same period the sinking fund expensed \$1,958.00 under “General Repairs/Replacement” (\$1,435.50 drainage works and clean downpipes & lighting repairs).

Note – In the 2013/14 financial year the administration fund expensed \$187.00 under “Electrical”, \$1,966.50 under “General Repairs” & \$6,190.00 under “Insurance Repairs” (Units 3 & 6). During the same period, the sinking fund expensed \$258.00 under “Clotheslines”, \$1,364.00 under “Consultants” (BCA compliance) & \$266.20 under “General Repairs/Replacement”.

Note – In the 2012/13 financial year the administration fund expensed \$687.50 under “General Repairs” & \$660.00 under “Pest/Vermin Control”.

Note – In the 2011/12 financial year the administration fund expensed \$1,531.90 under “General Repairs”, \$299.20 under “Electrical Lamps & Tubes” & \$300.00 under “Plumbing & Drainage”. During the same period, the sinking fund expensed \$864.00 under “General Repairs/Replacement” (replace washing machine).

Note – In the 2010/11 financial year the administration fund expensed \$190.00 under “General Repairs”.

Note – In the 2009/10 financial year the administration fund expensed \$330.00 under “Valuation” & \$139.00 under “General Repairs”.



EXCLUSIONS & QUALIFICATIONS

The information contained in this report was extracted from the books and records of the Owners' Corporation and, so far as was possible, from conversations with officers of the Owners Corporation. Special procedures were followed to minimise the possibility of records not being made available. However, your attention is directed to the possibility that all of the records of the Owners Corporation may not have been made available for inspection, or alternatively, that the records may not have contained all of the information of interest to a Purchaser or Mortgagee.

During the course of the inspection no attempt was made to ascertain whether any Managing Agent has complied with the detailed accounting requirement of the Property, Stock and Business Agents Act 2002 or whether the prescribed accounting and prescribed financial statement requirements are being complied with by the Owners' Corporation. As these requirements are particularly complex, an additional inspection by a specially trained inspector would be necessary before we could report on these matters.

This report is issued to the named client and if that person is a solicitor or conveyancer, the client of that solicitor or conveyancer. Newcastle Strata Inspections Pty Ltd will not accept any responsibility to any other person who relies upon this report to their detriment, unless it has agreed in writing to accept such responsibility.

We make no warranty or representation as to the accuracy of information provided by managing agent/secretary of the owners' corporation and the purchaser should make his own enquiries of the managing agent/secretary of the owners' corporation and the vendor's solicitors in relation to these matters. Newcastle Strata Inspections Pty Ltd will not be responsible for loss or damage due to any cause whatsoever, including negligence whether in connection with information supplied by the managing agent/secretary of the owners' corporation or otherwise.

Balance Sheet

As at 01/05/2026

The Owners - Strata Plan 82167

170-172 Gosford Road, ADAMSTOWN NSW 2289

	Current period
Owners' funds	
Administrative Fund	
Operating Surplus/Deficit--Admin	14,875.43
Owners Equity--Admin	116,384.48
	131,259.91
Capital Works Fund	
Operating Surplus/Deficit--Capital Works	2,784.22
Owners Equity--Capital Works	45,381.72
	48,165.94
Net owners' funds	\$179,425.85
Represented by:	
Assets	
Administrative Fund	
Cash at Bank--Admin	28,744.82
Investment--Admin #1	107,343.41
	136,088.23
Capital Works Fund	
Cash at Bank--Capital Works	49,065.66
	49,065.66
Unallocated Money	
Cash at Bank--Unallocated	15.89
	15.89
<i>Total assets</i>	185,169.78
Less liabilities	
Administrative Fund	
Creditor--GST--Admin	(69.18)
Prepaid Levies--Admin	4,897.50
	4,828.32
Capital Works Fund	
Creditor--GST--Capital Works	(0.28)
Prepaid Levies--Capital Works	900.00
	899.72
Unallocated Money	
Prepaid Levies--Unallocated	15.89
	15.89
<i>Total liabilities</i>	5,743.93
Net assets	\$179,425.85

Income & Expenditure Statement for the financial year to 01/05/2026

The Owners - Strata Plan 82167

170-172 Gosford Road, ADAMSTOWN NSW 2289

Administrative Fund

Current period

01/06/2025-01/05/2026

Revenue

Interest on Arrears--Admin	17.22
Interest on Investments--Admin	4,232.74
Levies Due--Admin	19,590.00
<i>Total revenue</i>	<u>23,839.96</u>

Less expenses

Admin--Accountancy Fees	150.00
Admin--Agent Disbursements	729.20
Admin--Creditor Compliance	286.36
Admin--Legal & Debt Collection Fees	0.01
Admin--Management Fees - Schedule B	1,592.74
Admin--Management Fees--Standard	2,046.01
Admin--Strata Hub Registration	21.82
Maint Bldg--Cleaning	809.78
Maint Bldg--General Repairs	636.00
Maint Bldg--Gutter Cleaning	308.00
Maint Bldg--Pest/Vermin Control	1,198.18
Maint Bldg--Plumbing--Backflow Prevention Device	456.61
Maint Grounds--Lawns & Gardening	646.00
Utility--Electricity	83.82
<i>Total expenses</i>	<u>8,964.53</u>

Surplus/Deficit

14,875.43

Opening balance

116,384.48

Closing balance

\$131,259.91

Capital Works Fund**Current period**

01/06/2025-01/05/2026

Revenue

Interest on Arrears--Capital Works 3.22

Levies Due--Capital Works 3,600.00

Total revenue 3,603.22**Less expenses**

Admin--Income Tax--Capital Works 819.00

Total expenses 819.00**Surplus/Deficit**2,784.22

Opening balance 45,381.72

Closing balance\$48,165.94

Detailed Expenses for the financial year from 01/06/2025 to 01/05/2026



The Owners - Strata Plan 82167

170-172 Gosford Road, ADAMSTOWN NSW
 2289

Date	Details	Payee	Group	Amount (GST exclusive)	Status	Type	Ref.No.	Payment No.
Administrative Fund								
Admin--Accountancy Fees 11								
02/03/2026	Income tax lodgement - 2024 - 2025	WSC Group Newcastle	General	150.00	Paid	DE	82167-WSC-2 025	000701
				\$150.00				
Admin--Agent Disbursements 33								
10/06/2025	Disbursements June 2025	Lake Group Property Services P/L - Business Acct	General	122.50	Paid	DE		000663
14/07/2025	Disbursements July 2025	Lake Group Property Services P/L - Business Acct	General	451.50	Paid	DE		000666
11/08/2025	Disbursements August 2025	Lake Group Property Services P/L - Business Acct	General	155.20	Paid	DE		000670
				\$729.20				
Admin--Creditor Compliance 25								
03/06/2025	Creditor Compliance - 2025	Lake Group Property Services P/L - Business Acct	General	150.00	Paid	DE	INV-15140	000662
29/04/2026	Creditor Compliance - 2026	Lake Group Property Services P/L - Business Acct	General	136.36	Paid	DE	INV-24074	000708
				\$286.36				
Admin--Legal & Debt Collection Fees 153200								
14/01/2026	Lot 2: Debt recovery Stage 1		General	(7.27)		Ow.Inv		
14/01/2026	Lot 7: Debt recovery Stage 1		General	(7.27)		Ow.Inv		
03/02/2026	Levy Reminder Letter - Stage 1 February 2026	Lake Group Property Services P/L - Business Acct	General	14.55	Paid	DE		000697
				\$0.01				
Admin--Management Fees - Schedule B 22								
18/08/2025	Compiling records for tax return 24-25	Lake Group Property Services P/L - Business Acct	General	50.00	Paid	DE	INV-17893	000672

The Owners - Strata Plan 82167

**170-172 Gosford Road, ADAMSTOWN NSW
2289**

Date	Details	Payee	Group	Amount (GST exclusive)	Status	Type	Ref.No.	Payment No.
Administrative Fund								
26/09/2025	Costs assoc with EGM held on 15.09.25	Lake Group Property Services P/L - Business Acct	General	270.00	Paid	DE	INV-19079	000679
09/10/2025	Costs assoc with arranging pest spray & inspection	Lake Group Property Services P/L - Business Acct	General	135.00	Paid	DE	INV-19500	000681
29/10/2025	Costs assoc with arranging backflow device testing	Lake Group Property Services P/L - Business Acct	General	135.00	Paid	DE	INV-17612	000684
01/12/2025	Costs assoc with EGM held on 25.11.25	Lake Group Property Services P/L - Business Acct	General	330.01	Paid	DE	INV-20390	000689
15/01/2026	Costs assoc with GST registration	Lake Group Property Services P/L - Business Acct	General	81.82	Paid	DE	INV-21085	000696
06/03/2026	Costs assoc with lodgement of tax return 2024-2025	Lake Group Property Services P/L - Business Acct	General	63.64	Paid	DE	INV-22019	000702
11/03/2026	Costs assoc with Strata Hub Registration - 2026	Lake Group Property Services P/L - Business Acct	General	81.82	Paid	DE	INV-22133	000703
07/04/2026	Costs assoc with A/H call out on 28.03.26	Lake Group Property Services P/L - Business Acct	General	227.27	Paid	DE	INV-22608	000706
22/04/2026	Costs assoc with arranging pest spray	Lake Group Property Services P/L - Business Acct	General	81.82	Paid	DE	INV-23620	000707
28/04/2026	Preparation/Submission BAS - Jan - Mar 26	Lake Group Property Services P/L - Business Acct	General	136.36	Paid	DE	INV-24493	000708
				<u>\$1,592.74</u>				
Admin--Management Fees--Standard 32								
10/06/2025	Standard Management Fee June 2025	Lake Group Property Services P/L - Business Acct	General	186.17	Paid	DE		000663
14/07/2025	Standard Management Fee July 2025	Lake Group Property Services P/L - Business Acct	General	186.17	Paid	DE		000666
11/08/2025	Standard Management Fee August 2025	Lake Group Property Services P/L - Business Acct	General	186.17	Paid	DE		000670
08/09/2025	Standard Management Fee September 2025	Lake Group Property Services P/L - Business Acct	General	192.50	Paid	DE		000675
02/10/2025	Standard Management Fee October 2025	Lake Group Property Services P/L - Business Acct	General	192.50	Paid	DE		000680
10/11/2025	Standard Management Fee November 2025	Lake Group Property Services P/L - Business Acct	General	192.50	Paid	DE		000686
08/12/2025	Standard Management Fee December 2025	Lake Group Property Services P/L - Business Acct	General	192.50	Paid	DE		000692
06/01/2026	Standard Management Fee January 2026	Lake Group Property Services P/L - Business Acct	General	192.50	Paid	DE		000694
03/02/2026	Standard Management Fee February 2026	Lake Group Property Services P/L - Business Acct	General	175.00	Paid	DE		000697
03/03/2026	Standard Management Fee March 2026	Lake Group Property Services P/L - Business Acct	General	175.00	Paid	DE		000700
02/04/2026	Standard Management Fee April 2026	Lake Group Property Services P/L - Business Acct	General	175.00	Paid	DE		000705
				<u>\$2,046.01</u>				

The Owners - Strata Plan 82167170-172 Gosford Road, ADAMSTOWN NSW
2289

Date	Details	Payee	Group	Amount (GST exclusive)	Status	Type	Ref.No.	Payment No.
Admin--Strata Hub Registration 151701								
03/03/2026	Strata Hub Registration 2025		General	21.82	Paid	Oth		7
				\$21.82				
Maint Bldg--Cleaning 15								
24/1/2025	Mould removal service	Mould Cleaning Australia Pty Ltd	General	809.78	Paid	DE	INV-43513	000688
				\$809.78				
Maint Bldg--General Repairs 40								
11/06/2025	Asbestos Document Box	QBM - Quality Building Management (Brisbane) Pty L	General	350.00	Paid	DE	27483	000664
22/08/2025	Roof Inspection - U4 & U6	Sunbow Roofing	General	286.00	Paid	DE	INV/16468	000674
				\$636.00				
Maint Bldg--Gutter Cleaning 58								
23/07/2025	Clean gutters, downpipes + valleys - 17.07.25	Our Town Gutter Cleaning	General	308.00	Paid	DE	6933	000669
				\$308.00				
Maint Bldg--Pest/Vermin Control 36								
29/09/2025	Pest and termite 22.9.25	Elite Building & Pest Services P/L	General	880.00	Paid	DE	INV-02807	000678
23/03/2026	Pest Spray - Elite MAR 26	Elite Building & Pest Services P/L	General	318.18	Paid	DE	INV-03542	000704
				\$1,198.18				
Maint Bldg--Plumbing--Backflow Prevention Device 172200								
16/07/2025	Backflow Prevention Device Test + Repairs 2025	SMS Plumbing	General	456.61	Paid	DE	00021834	000668
				\$456.61				
Maint Grounds--Lawns & Gardening 21								
11/06/2025	Grounds maintenance - 10.06.25	GGs Lawnmowing & Rubbish Removal	General	22.00	Paid	DE	6572	000665
09/07/2025	Grounds maintenance & Poisoning - 07.07.25	GGs Lawnmowing & Rubbish Removal	General	71.50	Paid	DE	6624	000667
14/08/2025	Grounds maintenance & Poisoning - 13.08.25	GGs Lawnmowing & Rubbish Removal	General	71.50	Paid	DE	6817	000671
09/09/2025	Grounds maintenance - 08.09.25	GGs Lawnmowing & Rubbish Removal	General	22.00	Paid	DE	6872	000676
24/09/2025	Grounds maintenance & Poisoning - 22.09.25	GGs Lawnmowing & Rubbish Removal	General	71.50	Paid	DE	6936	000677

The Owners - Strata Plan 82167

**170-172 Gosford Road, ADAMSTOWN NSW
2289**

Date	Details	Payee	Group	Amount (GST exclusive)	Status	Type	Ref.No.	Payment No.
Administrative Fund								
09/10/2025	Grounds maintenance - 07.10.25	GGs Lawnmowing & Rubbish Removal	General	22.00	Paid	DE	7008	000682
27/10/2025	Grounds maintenance - 20.10.25	GGs Lawnmowing & Rubbish Removal	General	71.50	Paid	DE	7079	000683
07/11/2025	Grounds maintenance - 03.11.25	GGs Lawnmowing & Rubbish Removal	General	22.00	Paid	DE	7140	000685
24/11/2025	Grounds maintenance& Poisoning- 17.11.25	GGs Lawnmowing & Rubbish Removal	General	71.50	Paid	DE	7207	000687
03/12/2025	Grounds maintenance& Poisoning - 01.12.25	GGs Lawnmowing & Rubbish Removal	General	71.50	Paid	DE	7263	000690
19/12/2025	Grounds maintenance - 15.12.25	GGs Lawnmowing & Rubbish Removal	General	22.00	Paid	DE	7319	000693
09/01/2026	Grounds maintenance - 05.01.26	GGs Lawnmowing & Rubbish Removal	General	22.00	Paid	DE	7390	000695
30/01/2026	Grounds maintenance & Poisoning - 24.01.26	GGs Lawnmowing & Rubbish Removal	General	65.00	Paid	DE	7468	000698
10/02/2026	Grounds maintenance - 03.02.26	GGs Lawnmowing & Rubbish Removal	General	20.00	Paid	DE	7518	000699
				\$646.00				
Utility--Electricity 19								
30/01/2026	Service - 24.10.25 - 21.01.26	Energy Australia	General	7.99	Paid	BPAY	10004561900 87 002	
29/04/2026	Service - 22.01.26 - 22.04.26	Energy Australia	General	75.83	Paid	BPAY	10004561900 89 002	
				\$83.82				
			Total expenses	\$8,964.53				

Where an invoice status is Paid and no payment number is displayed the payment has been made outside of the reporting period.

The Owners - Strata Plan 82167

170-172 Gosford Road, ADAMSTOWN NSW
2289

Date	Details	Payee	Group	Amount (GST exclusive)	Status	Type	Ref.No.	Payment No.
------	---------	-------	-------	---------------------------	--------	------	---------	----------------

Capital Works Fund

Admin--Income Tax--Capital Works 252800

27/02/2026 Income tax - 2024 - 2025

Australian Taxation Office

General

819.00 Paid

BPAY

55100909005 88
7324821

\$819.00

Total expenses \$819.00

Where an invoice status is Paid and no payment number is displayed the payment has been made outside of the reporting period.

34-Smith Street
 CHARLESTOWN
 NSW 2290
 Phone 02 4942 3305
info@lakegroupstrata.com
www.lakegroupstrata.com.au

Owner Ledger

Start Date: 01/05/2024
 End Date: 31/05/2028
 Owners: One only



The Owners - Strata Plan 82167

170-172 Gosford Road, ADAMSTOWN NSW 2289

Lot 6 Unit 6 Christopher Vasquez

UE / AE: 1.00 / 8.00

Levies

Levy no.	Due date	Frequency	Details	Admin Fund		Capital Works Fund		Interest paid	Discount	Levy type	Status	Group
				Due	Paid	Due	Paid					
Balance brought forward				0.00								
1	05/08/2024	Once-off	Cancelled: Once-off Admin/Capital Works Levy 05/08/2024 - 04/08/2024	1,934.50	0.00	571.40	0.00	0.00	0.00%	Standard	Cancelled	None
2	20/08/2024	Quarterly	Quarterly Admin/Capital Works Levy 20/08/2024 - 19/11/2024	479.70	479.70	142.85	142.85	2.22	0.00%	Standard	Normal	None
3	20/11/2024	Quarterly	Quarterly Admin/Capital Works Levy 20/11/2024 - 19/02/2025	479.70	479.70	142.85	142.85	0.00	0.00%	Standard	Normal	None
4	20/02/2025	Quarterly	Quarterly Admin/Capital Works Levy 20/02/2025 - 19/05/2025	479.70	479.70	142.85	142.85	0.00	0.00%	Standard	Normal	None
5	20/05/2025	Quarterly	Quarterly Admin/Capital Works Levy 20/05/2025 - 19/08/2025	479.70	479.70	142.85	142.85	0.00	0.00%	Standard	Normal	None
6	20/08/2025	Quarterly	Cancelled: Quarterly Admin/Capital Works Levy 20/08/2025 - 19/11/2025	816.25	0.00	150.00	0.00	0.00	0.00%	Standard	Cancelled	None
7	20/08/2025	Quarterly	Quarterly Admin/Capital Works Levy 20/08/2025 - 19/11/2025	816.25	816.25	150.00	150.00	0.00	0.00%	Standard	Normal	None
8	20/11/2025	Quarterly	Cancelled: Quarterly Admin/Capital Works Levy 20/11/2025 - 19/02/2026	816.25	0.00	150.00	0.00	0.00	0.00%	Standard	Cancelled	None
9	20/11/2025	Quarterly	Quarterly Admin/Capital Works Levy 20/11/2025 - 19/02/2026	816.25	816.25	150.00	150.00	0.00	0.00%	Standard	Normal	None
10	20/02/2026	Quarterly	Cancelled: Quarterly Admin/Capital Works Levy 20/02/2026 - 19/05/2026	816.25	0.00	150.00	0.00	0.00	0.00%	Standard	Cancelled	None
11	20/02/2026	Quarterly	Quarterly Admin/Capital Works Levy 20/02/2026 - 19/05/2026	816.25	816.25	150.00	150.00	0.00	0.00%	Standard	Normal	None
12	20/05/2026	Quarterly	Cancelled: Quarterly Admin/Capital Works Levy 20/05/2026 - 19/08/2026	816.25	0.00	150.00	0.00	0.00	0.00%	Standard	Cancelled	None
13	20/05/2026	Quarterly	Quarterly Admin/Capital Works Levy 20/05/2026 - 19/08/2026	816.25	816.25	150.00	150.00	0.00	0.00%	Standard	Normal	None

The Owners - Strata Plan 82167

170-172 Gosford Road, ADAMSTOWN NSW 2289

Lot 6 Unit 6 Christopher Vasquez

UE / AE: 1.00 / 8.00

Current position: Unallocated prepayments \$0.00 Levy arrears & owner invoices due \$0.00 Interest on levy arrears \$0.00

Receipts

Date	Receipt no.	Subtype	Status	Source	Admin Fund		Capital Works Fund		Unallocated		Total amount	Cheque no.	Levy no.
					Paid	Interest	Paid	Interest	Paid	Interest			
26/08/2024	560	Receipt	Banked		2,249.67	164.83	665.26	48.69	0.00	0.00	3,128.45		2
28/10/2024	575	Receipt	Banked		645.27	1.71	192.15	0.51	0.00	0.00	839.64		2, 3, 4
28/01/2025	599	Receipt	Banked		478.66	0.00	142.54	0.00	0.00	0.00	621.20		4
12/05/2025	620	Receipt	Banked		479.70	0.00	142.85	0.00	0.00	0.00	622.55		5
05/09/2025	629	Receipt	Banked		816.25	0.00	150.00	0.00	0.00	0.00	966.25		6
15/09/2025		Invoice cancellation		Cancel Levy Posting	(816.25)	0.00	(150.00)	0.00	966.25	0.00	0.00		6
24/09/2025		Unalloc money allocation		Levy Posting	816.25	0.00	150.00	0.00	(966.25)	0.00	0.00		7
14/11/2025	635	Receipt	Banked		816.25	0.00	150.00	0.00	0.00	0.00	966.25		9
13/02/2026	645	Receipt	Banked		816.25	0.00	150.00	0.00	0.00	0.00	966.25		11
17/04/2026	652	Receipt	Banked		816.25	0.00	150.00	0.00	0.00	0.00	966.25		13

Strata Roll

COMMON PROPERTY / GENERAL INFORMATION

The Owners - Strata Plan 82167 170-172 Gosford Road, ADAMSTOWN NSW 2289

Original owner Christopher Whitehead
94 Bar Beach Avenue, BAR BEACH NSW 2300

Developer

Builder

Managing agent Lake Group Property Services Pty Ltd
34 Smith Street

CHARLESTOWN NSW 2290

Assigned manager Kerrilyn Jeffery

Unit entitlements

Levy Entitlement

Lot no.	Associated lots	Unit no.	U/E	Lot no.	Associated lots	Unit no.	U/E
1		1	1.00	2		2	1.00
3		3	1.00	4		4	1.00
5		5	1.00	6		6	1.00
7		7	1.00	8		8	1.00
Total unit entitlement							8.00

Insurance

Policy No. ISRSC/000479 isStrata (Insurance Investment Solutions Pty
4 Ltd)
Type: Strata Broker: Resolute Property Protect Pty Ltd
Level 5, 90 Collins Street, MELBOURNE VIC 3000
Premium: \$8,307.65 Paid on: 29/05/2025 Policy start date: 29/05/2025 Next due: 29/05/2026

<i>Cover</i>	<i>Sum insured</i>	<i>Excess</i>	<i>Notes</i>
Building	\$2,277,243.00	\$2,000.00	
Common Contents	\$22,772.00	\$2,000.00	
Loss of Rent	\$341,586.00	\$2,000.00	
Lot Owners Wall Coverage	Insured	\$2,000.00	
Flood	Insured	\$2,000.00	
Floating Floors	Insured	\$2,000.00	
Public Liability	\$20,000,000.00	\$2,000.00	
Voluntary Workers	\$200,000/\$2,000	\$2,000.00	
Fidelity Guarantee	\$100,000.00	\$2,000.00	
Machinery Breakdown	\$100,000.00	\$2,000.00	
Gov Audit Costs	\$30,000.00	\$2,000.00	
Workplace Health & Safety Breaches	\$150,000.00	\$2,000.00	
Legal Expenses	\$50,000.00	\$2,000.00	

Commission \$520.00

Strata Committees

Chairperson, Secretary,
Treasure Mitchell Crittle
mcd@outlook.com.au

INDIVIDUAL LOT

Lot 6

Associated lots:

Unit no. 6

Unit entitlements

Levy Entitlement 1.00 / 8.00

Owners**Name****Address for service of notices**

Christopher Whitehead

94 Bar Beach Avenue, BAR BEACH NSW 2300

Email Address**Date of entry** 21/07/2009**Date of purchase**Allen William Whitehead & Beverley Jill
Whitehead

269a Coal Point Road, COAL POINT NSW 2283

Email Address**Date of entry** 20/01/2010**Date of purchase** 29/07/2009

Christopher Vasquez

21 Hollis Avenue, GOULBURN NSW 2580

Email Address backslam666@gmail.com**Date of entry** 12/09/2014**Date of purchase** 10/09/2014**Mortgages**

None

Leases**Current agent**

Meeks Real Estate

347 Main Street, CARDIFF NSW 2285

Lessee	Term	Address for service of notices	Date of termination	Date of entry
Brendan Rice & Eadaoin		6/170-172 Gosford Road, Adamstown		29/02/2012
Fostina Ani Fiulaua		6/170-172 Gosford Road, Mobile: 0415 953 098Adamstown	12/09/2014	09/12/2013
Darren Barlass		6/170-172 Gosford Rd, Adamstown		08/03/2017

Income & Expenditure Statement for the financial year to 31/05/2025

The Owners - Strata Plan 82167

170-172 Gosford Road, ADAMSTOWN NSW 2289

Administrative Fund

	Current period 01/06/2024-31/05/2025	Annual budget 01/06/2024-31/05/2025	Previous year 01/06/2023-31/05/2024
Revenue			
Interest on Arrears--Admin	1,321.59	0.00	2,128.74
Interest on Investments--Admin	3,110.67	0.00	0.00
Levies Due--Admin	15,350.40	15,349.00	15,476.00
<i>Total revenue</i>	19,782.66	15,349.00	17,604.74
Less expenses			
Admin--Accountancy Fees	177.50	25.00	25.00
Admin--Agent Disbursements	1,776.32	1,298.00	1,235.37
Admin--Consultants	655.00	0.00	3,100.00
Admin--Creditor Compliance	0.00	150.00	272.72
Admin--Management Fees - Schedule B	730.00	500.00	854.53
Admin--Management Fees--Standard	2,200.24	2,234.00	1,934.52
Admin--Strata Hub Registration	45.82	24.00	21.82
Insurance--Premiums	16,265.61	8,888.00	7,109.71
Maint Bldg--Cleaning	0.00	0.00	550.00
Maint Bldg--General Repairs	8,506.53	700.00	670.00
Maint Bldg--Pest/Vermin Control	440.00	0.00	0.00
Maint Bldg--Plumbing--Backflow Prevention Device	200.00	0.00	0.00
Maint Grounds--Lawns & Gardening	774.50	780.00	735.00
Utility--Electricity	68.12	750.00	710.41
<i>Total expenses</i>	31,839.64	15,349.00	17,219.08
Surplus/Deficit	(12,056.98)	0.00	385.66
Opening balance	128,441.46	128,441.46	128,055.80
Closing balance	\$116,384.48	\$128,441.46	\$128,441.46

Capital Works Fund

	Current period	Annual budget	Previous year
	01/06/2024-31/05/2025	01/06/2024-31/05/2025	01/06/2023-31/05/2024
Revenue			
Interest on Arrears--Capital Works	390.62	0.00	129.44
Levies Due--Capital Works	4,571.20	4,571.00	4,571.20
<i>Total revenue</i>	<u>4,961.82</u>	<u>4,571.00</u>	<u>4,700.64</u>
Less expenses			
Maint Bldg--General Repairs/Replacement	0.00	4,571.00	0.00
<i>Total expenses</i>	<u>0.00</u>	<u>4,571.00</u>	<u>0.00</u>
Surplus/Deficit	<u>4,961.82</u>	<u>0.00</u>	<u>4,700.64</u>
Opening balance	40,419.90	40,419.90	35,719.26
Closing balance	<u>\$45,381.72</u>	<u>\$40,419.90</u>	<u>\$40,419.90</u>

**MINUTES OF THE EXTRAORDINARY GENERAL MEETING OF THE OWNERS OF
STRATA PLAN 82167 HELD ON 25 NOVEMBER 2025 AT 03:00 PM**

170-172 GOSFORD ROAD, ADAMSTOWN

Meeting Date	25 November 2025
Meeting Location	Lake Group Strata, 34 Smith Street, CHARLESTOWN, NSW, 2290
Lots Represented	Lot 2 Mitchell Crittle Owner present (Via Zoom) Lot 3 Dom Nunan Electronic vote Lot 5 Rachel King Owner present from Motion 2 (Via Zoom) Lot 7 Darren Ehmann Owner present
Chairperson	Heidi Turner representing Lake Group Strata
Additional Attendees	Kerrilyn Jeffery representing Lake Group Strata
Apologies	Nil
Quorum	The Chairperson declared that quorum has been achieved

MOTIONS IN ACCORDANCE WITH THE NOTICE OF BUSINESS:

Motion 1		
MINUTES	Ordinary Resolution	
That The Owners - SP 82167 approve the minutes of the last General Meeting held on 15/09/2025.		
Passed by Simple Majority		

Motion 2				
ROOF REPLACEMENT	Ordinary Resolution			
That The Owners - SP 82167 authorise the Roof Replacement to be carried out in order to comply with section 106 of the Strata Schemes Management Act (NSW) 2015.				
Payment for these works will come from existing funds in the Capital Works Fund.				
Notes				
Rachel King joined the meeting via Zoom prior to the resolution of this motion.				
Motion CARRIED.				
VOTES	Yes: 3	No: 1	Abs: 0	Inv: 0

Motion 2 Alternatives				
Alternatives for ROOF REPLACEMENT	Motion Alternatives			
<p>(Option A) That The Owners - SP 82167 approve PM Roofing to carry out Roof Replacement at a cost of \$43,341.82 (GST Exclusive).</p>				
<p>'OPTION A' has been selected with the highest votes.</p>				
Motion 3				
EXTERNAL DECK AND BALUSTRADE REPAIR	Ordinary Resolution			
<p>That the Owners - SP 82167 approve the attached quotation for exterior deck and balustrade repair from Teak Built for a total of \$263,064.00 (GST Inclusive).</p> <p>Payment of these works will come from funds borrowed from a Strata Financier as shown in the following motion.</p>				
Notes				
<p>The meeting acknowledged that the approved quotation of \$263,064.00 does not include Home Warranty Insurance (\$10,875.56), painting of eaves (estimated \$3,500.00), or new external tiles (estimated \$6,000.00). These items will be additional costs to the approved works.</p>				
Motion CARRIED.				
VOTES	Yes: 3	No: 1	Abs: 0	Inv: 0

Motion 4				
STRATA LOAN	Ordinary Resolution			
<p>That the Owners - SP 82167:</p> <ol style="list-style-type: none"> 1. Enter into and execute a loan agreement with StrataCash Management Pty Limited (ACN 124 400 924) for the maximum amount of credit of \$263,064.00 for the purposes of external balcony and balustrade repairs. 2. That on behalf of the Owners Corporation that the loan agreement be executed by at least 1 Strata Committee member and the Strata Manager and that the common seal be affixed in their presence. 3. That the members of the Owners Corporation approve the raising of additional levies when necessary to ensure the Owners Corporation can perform its obligations to repay amounts due under the loan agreement. 4. That the Owners Corporation acknowledges that a sample loan agreement, loan general conditions, credit guide and the information statement were tabled at the meeting. 5. That any drawdown instructions, certifications or any other documents required to be executed on behalf of the Owners Corporation in connection with the loan may be signed by at least 1 Strata Committee member and the Strata Manager. <p>Any further proposals received before the meeting will be tabled at the meeting for consideration of the Owners Corporation.</p>				
Motion CARRIED.				
VOTES	Yes: 3	No: 0	Abs: 1	Inv: 0
Notes				
The meeting determined the loan period to be seven (7) years.				

Motion 5				
GST REGISTRATION	Ordinary Resolution			
<p>That the Owners - SP 82167 approve to register the property for GST purposes.</p>				
Motion CARRIED.				
VOTES	Yes: 3	No: 1	Abs: 0	Inv: 0

GENERAL BUSINESS**Lot 7 – Window**

The meeting discussed the ongoing leak through the bathroom window of Lot 7 and determined that the nature of the water ingress suggests that it will be resolved with the completion of the roof replacement. The meeting determined that if the leak is ongoing following the roof replacement the Owners will further investigate the issue.

Lot 7 – Downpipe

The Owner of Lot 7 presented a video showing water running down the exterior of their downpipe during rain. The downpipe, previously replaced with PVC, contains three 90-degree bends which may be restricting drainage. Darren (Lot 7) will obtain a quotation for repairs and provide it to the Strata Manager for Committee review.

Roof Replacement

The meeting confirmed the roof colour will be *Monument*, to be included in the work order. Mitchell (Lot 2) has prepared a vision board of the proposed colour scheme, including white handrails and tiling, and will forward it to the Strata Manager for distribution to all Owners. The Strata Manager is to ask PM Roofing for a timeframe once the work order is issued.

CLOSURE:

There being no further business the Chairperson declared the meeting closed at 03:50 PM and thanked all those present for their attendance and contribution to the meeting.

CHAIRPERSON

CONFIRMED

**MINUTES OF THE EXTRAORDINARY GENERAL MEETING OF THE OWNERS OF STRATA
PLAN 82167 HELD ON 15 SEPTEMBER 2025 AT 03:00 PM**

170-172 GOSFORD ROAD, ADAMSTOWN

Meeting Date	15 September 2025		
Meeting Location	Lake Group Strata, 34 Smith Street, CHARLESTOWN, NSW, 2290		
Lots Represented	Lot 2	Mitchell Crittle	Owner present via Zoom
	Lot 3	Dominic Nunan	Electronic vote
	Lot 6	Christopher Vasquez	Electronic vote
	Lot 8	Emma Mitchell	Electronic vote
Chairperson	Jaslyn Arens – Representing Lake Group Strata		
Additional Attendees	Kerrilyn Jeffery – Representing Lake Group Strata		
Apologies	Nil		
Quorum	The Chairperson declared that quorum has been achieved		

MOTIONS IN ACCORDANCE WITH THE NOTICE OF BUSINESS:

Motion 1		
MINUTES	Ordinary Resolution	
That The Owners - SP 82167 approve the minutes of the last General Meeting held on 07/08/2025.		
Passed by Simple Majority		

Motion 2		
ENVIRONMENTAL SUSTAINABILITY	Ordinary Resolution	
That The Owners - SP 82167 consider environmental sustainability within the scheme, including consideration of the common property annual energy and water consumption and expenditure.		
Passed by Simple Majority		
Notes		
The meeting considered the environmental sustainability and determined that no further actions were required.		

Motion 3			
BUDGETS	Ordinary Resolution		
<p>That The Owners - SP 82167 approve the proposed Administrative Fund Levy in the amount of \$26,119.78 and the Capital Works Fund Levy in the amount of \$4,800.00 with contributions then being levied in accordance with the approved budgets.</p> <p>Levies based upon the above sums will be due and payable quarterly as per unit entitlement on the following dates:</p>			
20/08/25	20/11/25	20/02/26	20/05/26
Passed by Simple Majority			

Motion 4		
STRATA HUB	Ordinary Resolution	
<p>That The Owners - SP 82167 appoint Mitchell Crittle as Emergency Services Contact, for the purposes of the Strata Hub and authorise Lake Group Strata to provide the annual return to Strata Hub on behalf of the Owners Corporation.</p>		
Passed by Simple Majority		

CLOSURE:

There being no further business the Chairperson declared the meeting closed at 03:30 PM and thanked all those present for their attendance and contribution to the meeting.

CHAIRPERSON

CONFIRMED

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS OF STRATA PLAN 82167
HELD ON 07 AUGUST 2025 AT 03:00 PM**

170-172 GOSFORD ROAD, ADAMSTOWN

Meeting Date	7 August 2025
Meeting Location	Lake Group Strata, 34 Smith Street, CHARLESTOWN, NSW, 2290
Lots Represented	Lot 3 Dom Nunan Owner present (pre-voted) Lot 6 Chris Vasquez Owner present (pre-voted)
Chairperson	Kerrilyn Jeffery representing Lake Group Strata
Additional Attendees	Lucinda Tolhurst representing Lake Group Strata
Apologies	Lot 1 Jane Carlton
Quorum	The Chairperson declared that quorum has been achieved

MOTIONS IN ACCORDANCE WITH THE NOTICE OF BUSINESS:

Motion 1				
MINUTES	Ordinary Resolution			
That The Owners - SP 82167 approve the minutes of the last General Meeting held on 07/08/2024.				
Motion CARRIED.				
VOTES	Yes : 2	No: 0	Abs: 0	Inv: 0

Motion 2				
FINANCIALS	Ordinary Resolution			
That The Owners - SP 82167 accept the annual Financial Statements for the period ending 31/05/25.				
Motion CARRIED.				
VOTES	Yes : 2	No: 0	Abs: 0	Inv: 0

Motion 3				
AUDIT	Ordinary Resolution			
That The Owners - SP 82167 appoint an auditor for the period ending 31/05/26.				
Motion CARRIED.				
VOTES	Yes : 2	No: 0	Abs: 0	Inv: 0

Motion 4				
INSURANCE VALUATION	Ordinary Resolution			
That The Owners - SP 82167 conduct a valuation of the building for insurance purposes in accordance with section 161 of the Strata Schemes Management Act (NSW) 2015. Last Valuation - 08/04/2019 - \$1,925,000.00				
Motion LOST.				
VOTES	Yes : 1	No: 1	Abs: 0	Inv: 0

Motion 5
INSURANCES
Ordinary Resolution

That The Owners - SP 82167 insurances as detailed below be considered and after any amendments be confirmed.

Broker: Resolute Property Protect Pty Ltd

INSURANCE CO.	TYPE OF POLICY	POLICY NO.	COVER	DUE DATE
isStrata (Insurance Investment Solutions Pty Ltd)	Building	TBA	\$2,277,243.00	29/05/2026
	Contents		\$22,772.00	
	Loss of Rent		\$341,586.00	
	Lot Owners Wall Coverage		Insured	
	Flood		Insured	
	Floating Floors		Insured	
	Public Liability		\$20,000,000.00	
	Voluntary Workers		\$200,000.00 / \$2,000.00	
	Fidelity Guarantee		\$100,000.00	
	Machinery Breakdown		\$100,000.00	
	Gov Audit Costs		\$30,000.00	
	Workplace Health & Safety Breaches		\$150,000.00	
	Legal Expenses		\$50,000.00	

Motion CARRIED.
VOTES

Yes : 2

No: 0

Abs: 0

Inv: 0

Motion 5 Alternatives
Alternatives for INSURANCES
Motion Alternatives
(Option A)

The Strata Managing Agent is to obtain quotations based on a CPI increase. The quotations are to be forwarded to the Strata Committee for the consideration and determination of the Strata Committee prior to renewal.

Votes are equal therefore no alternative has been selected.

VOTES

A : 1

B: 1

C: 0

Inv: 0

Notes

The meeting determined to proceed with Option A (CPI increase) as previous motion defeated a valuation to be conducted.

Motion 6				
COMMISSIONS AND TRAINING	Ordinary Resolution			
<p>That The Owners - SP 82167 acknowledge that the Managing Agent received \$0.00 in commissions from insurance policy placements and that no other commissions or training was paid for by other parties with respect to the Managing Agents management of this The Owners - SP 82167. The Managing Agent anticipates receiving \$0.00 commission upon the policy renewal, if there are no changes to the insurer and the premium paid equals the budgeted amount for insurance.</p>				
Motion CARRIED.				
VOTES	Yes : 2	No: 0	Abs: 0	Inv: 0

Motion 7				
PEST CONTROL	Ordinary Resolution			
<p>That The Owners - SP 82167 authorise the Strata Managing Agent to organise pest control for the common property.</p>				
Motion CARRIED.				
VOTES	Yes : 2	No: 0	Abs: 0	Inv: 0

Motion 7 Alternatives				
Alternatives for PEST CONTROL	Motion Alternatives			
<p>(Option C) That the Strata Managing Agent is to obtain a termite inspection of all units and common areas and a pest spray treatment of common areas only.</p>				
Votes are equal therefore no alternative has been selected.				
VOTES	A : 1	B: 0	C: 1	Inv: 0
Notes				
<p>The meeting determined to obtain quotations for a termite inspection and a general pest spray, including separate costings for both services. Once quotations received, they are to be sent onto the committee for further consideration and determination of service to be conducted.</p>				

Motion 8				
CAPITAL WORKS FUND PLAN	Ordinary Resolution			
<p>That The Owners - SP 82167 appoint suitably qualified consultants to provide a Capital Works Fund Plan to assist in estimating the requirements of the Capital Works Fund.</p> <p>Last Capital Works Fund Plan Prepared - Nil</p>				
Motion CARRIED.				
VOTES	Yes : 2	No: 0	Abs: 0	Inv: 0

Motion 8 Alternatives				
Alternatives for CAPITAL WORKS FUND PLAN	Motion Alternatives			
<p>(Option A) That The Owners - SP 82167 authorise the Managing Agent to obtain quotations which are to be forwarded to the Committee for consideration and determination.</p>				
Votes are equal therefore no alternative has been selected.				
VOTES	A : 1	B: 0	C: 1	Inv: 0
Notes				
The meeting determined to obtain quotations and send to the committee to provide the Strata Manager with their choice of quantity surveyor.				

Motion 9				
WH & S REPORT	Ordinary Resolution			
<p>That The Owners - SP 82167 appoint qualified consultants to conduct inspections of the property to meet its Workplace Health & Safety obligations under the Workplace Health & Safety Regulation 2017.</p>				
Motion LOST.				
VOTES	Yes : 1	No: 1	Abs: 0	Inv: 0

Motion 10				
ENVIRONMENTAL SUSTAINABILITY	Ordinary Resolution			
<p>That The Owners - SP 82167 consider environmental sustainability within the scheme, including consideration of the common property annual energy and water consumption and expenditure.</p>				
Motion LOST.				
VOTES	Yes : 1	No: 1	Abs: 0	Inv: 0
Notes				
As all votes were conducted electronically, the consideration for environmental sustainability will be considered at a further General Meeting.				

Motion 11				
UTILITY SUPPLY AGREEMENT	Ordinary Resolution			
<p>That The Owners - SP 82167 enter into (or maintain the existing) utility supply agreement with Energy Australia to supply common area electricity and/or gas at a discounted rate as part of a utility supply agreement.</p>				
Motion CARRIED.				
VOTES	Yes : 2	No: 0	Abs: 0	Inv: 0

Motion 12				
BUDGETS	Ordinary Resolution			
<p>That The Owners - SP 82167 approve the proposed Administrative Fund Levy in the amount of \$26,119.78 and the Capital Works Fund Levy in the amount of \$4,800.00 with contributions then being levied in accordance with the approved budgets.</p> <p>Levies based upon the above sums will be due and payable quarterly as per unit entitlement on the following dates:</p>				
	20/08/25	20/11/25	20/02/26	20/05/25
Motion LOST.				
VOTES	Yes : 1	No: 1	Abs: 0	Inv: 0
Notes				
A further General meeting will be required proposing budgets for the forthcoming financial period.				

Motion 13				
LEVY COLLECTION & PAYMENT PLANS	Ordinary Resolution			
<p>That The Owners - SP 82167 determine the Managing Agent should do all things necessary to commence and maintain debt collection proceedings for collecting outstanding levy contributions in conjunction with further instructions that may be given by the Committee. Recovery of expenses in collection actions is to be sought from the Owner of the offending Lot in accordance with the Act. Further, that The Owners - SP 82167 authorise the Committee to negotiate and accept payment plans that may be offered by Lot Owners with respect to their outstanding contributions.</p>				
Motion CARRIED.				
VOTES	Yes : 2	No: 0	Abs: 0	Inv: 0

Motion 14				
RESTRICTED MATTERS	Ordinary Resolution			
<p>That The Owners - SP 82167 determine that there be no additional restrictions placed on the Committee other than those currently imposed by the Act.</p>				
Motion CARRIED.				
VOTES	Yes : 2	No: 0	Abs: 0	Inv: 0

Motion 15				
COMMITTEE SIZE	Ordinary Resolution			
<p>That The Owners - SP 82167 call for nominations for election to the Strata Committee and then determine the size of the Strata Committee.</p>				
Motion CARRIED.				
VOTES	Yes : 2	No: 0	Abs: 0	Inv: 0
Notes				
The meeting determined the committee size to be one (1).				

ELECTION OF COMMITTEE	
Election of Ordinary Member	
Mitchell Crittle have been elected to the committee.	
Name	Outcome
Mitchell Crittle	Elected, reason: Elected Unopposed

Motion 17				
STRATA HUB	Ordinary Resolution			
<p>That The Owners - SP 82167 appoint a person as Emergency Services Contact, for the purposes of the Strata Hub and authorise Lake Group Strata to provide the annual return to Strata Hub on behalf of the Owners Corporation.</p>				
Motion LOST.				
VOTES	Yes : 1	No: 1	Abs: 0	Inv: 0
Notes				
<p>The meeting acknowledged that an emergency services person is required to be nominated and that an annual return to NSW Fair Trading is to be completed. This motion is to be re-considered at a further General Meeting.</p>				

CLOSURE:

There being no further business the Chairperson declared the meeting closed at 03:15 PM and thanked all those present for their attendance and contribution to the meeting.

CHAIRPERSON

CONFIRMED

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS OF STRATA PLAN 82167
HELD ON 07 AUGUST 2024 AT 04:00 PM**

170-172 GOSFORD ROAD, ADAMSTOWN

Meeting Date	7 August 2024									
Meeting Location	Lake Group Strata, 34 Smith Street, CHARLESTOWN, NSW, 2290									
Lots Represented	<table border="0"> <tr> <td>Lot 2</td> <td>Mitchell Crittle</td> <td>Owner present via Zoom</td> </tr> <tr> <td>Lot 3</td> <td>Niko Satria</td> <td>Owner present via Zoom</td> </tr> <tr> <td>Lot 8</td> <td>Amy Hickson</td> <td>Owner present via Zoom</td> </tr> </table>	Lot 2	Mitchell Crittle	Owner present via Zoom	Lot 3	Niko Satria	Owner present via Zoom	Lot 8	Amy Hickson	Owner present via Zoom
Lot 2	Mitchell Crittle	Owner present via Zoom								
Lot 3	Niko Satria	Owner present via Zoom								
Lot 8	Amy Hickson	Owner present via Zoom								
Chairperson	Kerrilyn Jeffery – Representing Lake Group Strata									
Additional Attendees	Sherri Thomas – Representing Lake Group Strata									
Apologies	Nil									
Quorum	The Chairperson declared that quorum has been achieved									

MOTIONS IN ACCORDANCE WITH THE NOTICE OF BUSINESS:

Motion 1		
MINUTES	Ordinary Resolution	
That The Owners - SP 82167 approve the minutes of the last General Meeting held on 05/12/23.		
Passed by Simple Majority		

Motion 2		
FINANCIALS	Ordinary Resolution	
That The Owners - SP 82167 accept the annual Financial Statements for the period ending 31/05/24.		
Passed by Simple Majority		

Motion 3		
AUDIT	Ordinary Resolution	
That The Owners - SP 82167 appoint an auditor for the period ending 31/05/25.		
Defeated by Simple Majority		

Motion 4		
INSURANCE VALUATION	Ordinary Resolution	
<p>That The Owners - SP 82167 conduct a valuation of the building for insurance purposes in accordance with section 161 of the Strata Schemes Management Act (NSW) 2015.</p> <p>Last Valuation - 08/04/19 - \$1,925,000.00</p>		
Defeated by Simple Majority		

Motion 5				
INSURANCES		Ordinary Resolution		
<p>That The Owners - SP 82167 insurances as detailed below be considered and after any amendments be confirmed.</p> <p>Broker: Nil.</p>				
INSURANCE CO.	TYPE OF POLICY	POLICY NO.	COVER	DUE DATE
NRMA Insurance Ltd	Building	HOM 382 796 799	\$2,168,802.00	29/05/2025
	Public Liability		\$20,000,000.00	
	Voluntary Workers		\$40,000.00 / \$400.00	
	Flood Cover		Included	
Passed by Simple Majority				

Motion 5 Alternatives				
Alternatives for INSURANCES		Motion Alternatives		
<p>(Option A) The Strata Managing Agent is to obtain quotations based on a CPI increase. The quotations are to be forwarded to the Strata Committee for the consideration and determination of the Strata Committee prior to renewal.</p>				
'OPTION A' has been selected with the highest votes.				
VOTES	A : 3	B: 0	C: 0	Inv: 0

Motion 6		
COMMISSIONS AND TRAINING	Ordinary Resolution	
<p>That The Owners - SP 82167 acknowledge that the Managing Agent received \$Nil. in commissions from insurance policy placements and that no other commissions or training was paid for by other parties with respect to the Managing Agents management of this The Owners - SP 82167. The Managing Agent anticipates receiving \$Nil. commission upon the policy renewal, if there are no changes to the insurer and the premium paid equals the budgeted amount for insurance.</p>		
Passed by Simple Majority		

Motion 7		
PEST CONTROL	Ordinary Resolution	
<p>That The Owners - SP 82167 authorise the Strata Managing Agent to organise pest control for the common property.</p>		
Passed by Simple Majority		

Motion 7 Alternatives				
Alternatives for PEST CONTROL	Motion Alternatives			
<p>(Option C) That the Strata Managing Agent is to obtain a termite inspection and a pest spray treatment of common areas only.</p>				
'OPTION C' has been selected with the highest votes.				
VOTES	A : 0	B: 0	C: 3	Inv: 0

Motion 8		
CAPITAL WORKS FUND PLAN	Ordinary Resolution	
<p>That The Owners - SP 82167 appoint suitably qualified consultants to provide a Capital Works Fund Plan to assist in estimating the requirements of the Capital Works Fund.</p> <p>Last Capital Works Fund Plan Prepared - Nil</p>		
Passed by Simple Majority		

Motion 8 Alternatives				
Alternatives for CAPITAL WORKS FUND PLAN	Motion Alternatives			
(Option C) That The Owners - SP 82167 authorise the Strata Committee to prepare a Capital Works Fund Plan for consideration at the next General Meeting.				
'OPTION C' has been selected with the highest votes.				
VOTES	A : 0	B: 0	C: 3	Inv: 0

Motion 9		
WH & S REPORT	Ordinary Resolution	
That The Owners - SP 82167 appoint qualified consultants to conduct inspections of the property to meet its Workplace Health & Safety obligations under the Workplace Health & Safety Regulation 2017.		
Passed by Simple Majority		

Motion 9 Alternatives	
Alternatives for WH & S REPORT	Motion Alternatives
(Option B) That The Owners - SP 82167 obtain quotations from suitably qualified consultants to undertake an Asbestos Inspection and prepare an Asbestos Management Plan if asbestos containing material is found to be located in the building and arrange for a document register box to be installed on common property.	
'OPTION B' has been selected with the highest votes.	

Motion 10		
CONSTRUCTION DEFECTS	Ordinary Resolution	
That The Owners - SP 82167 take action with respect to construction defects.		
Defeated by Simple Majority		

Motion 11			
BUDGETS	Ordinary Resolution		
<p>That The Owners - SP 82167 approve the proposed Administrative Fund Levy in the amount of \$15,349.00 and the Capital Works Fund Levy in the amount of \$4,571.00 with contributions then being levied in accordance with the approved budgets.</p> <p>Levies based upon the above sums will be due and payable quarterly as per unit entitlement on the following dates:</p>			
20/08/24	20/11/24	20/02/25	20/05/25
Passed by Simple Majority			

Motion 12		
LEVY COLLECTION & PAYMENT PLANS	Ordinary Resolution	
<p>That The Owners - SP 82167 determine the Managing Agent should do all things necessary to commence and maintain debt collection proceedings for collecting outstanding levy contributions in conjunction with further instructions that may be given by the Committee. Recovery of expenses in collection actions is to be sought from the Owner of the offending Lot in accordance with the Act. Further, that The Owners - SP 82167 authorise the Committee to negotiate and accept payment plans that may be offered by Lot Owners with respect to their outstanding contributions.</p>		
Passed by Simple Majority		

Motion 13		
RESTRICTED MATTERS	Ordinary Resolution	
<p>That The Owners - SP 82167 determine that there be no additional restrictions placed on the Committee other than those currently imposed by the Act.</p>		
Passed by Simple Majority		

Motion 14		
COMMITTEE SIZE	Ordinary Resolution	
<p>That The Owners - SP 82167 call for nominations for election to the Strata Committee and then determine the size of the Strata Committee to be 3.</p>		
Passed by Simple Majority		

ELECTION OF COMMITTEE	
Election of Ordinary Member	
Mitchell Crittle, Amy Hickson, Niko Satria have been elected to the committee.	
Name	Outcome
Mitchell Crittle	Elected, reason: Elected Unopposed
Amy Hickson	Elected, reason: Elected Unopposed
Niko Satria	Elected, reason: Elected Unopposed

Motion 16		
STRATA HUB	Ordinary Resolution	
<p>That The Owners - SP 82167 appoint Amy Hickson as Emergency Services Contact, for the purposes of the Strata Hub and authorise Lake Group Strata to provide the annual return to Strata Hub on behalf of the Owners Corporation.</p>		
Passed by Simple Majority		

GENERAL BUSINESS
<p>Staircase and Balcony Works The meeting determined that the Strata Committee will provide Owners with further updates on works to staircase and balcony if/when received.</p> <p>Security Lighting The meeting determined to upgrade the external lighting following the completion of staircase/balcony works.</p> <p>GST Registered The meeting determined to register the property for GST once final quotation is approved for staircase and balcony works.</p> <p>Investment Fund The meeting determined to invest \$100,000 of the Administrative Funds into a 4-month term deposit account with Macquarie Bank.</p>

CLOSURE: There being no further business the Chairperson declared the meeting closed at 04:42 PM and thanked all those present for their attendance and contribution to the meeting.

CHAIRPERSON

CONFIRMED

**MINUTES OF THE STRATA COMMITTEE MEETING OF THE OWNERS OF STRATA PLAN 82167
HELD ON 07 AUGUST 2024 AT 04:42 PM**

170-172 GOSFORD ROAD, ADAMSTOWN

Meeting Date	07 August 2024		
Committee Members	Lot 2	Mitchell Crittle	Committee member present via Zoom
	Lot 3	Niko Satria	Committee member present via Zoom
	Lot 8	Amy Hickson	Committee member present via Zoom
Additional Attendees	Sherri Thomas – Representing Lake Group Strata		
Chairperson	Kerrilyn Jeffery – Representing Lake Group Strata		
Apologies	Nil		

MOTIONS IN ACCORDANCE WITH THE NOTICE OF BUSINESS:

Motion 1		
MINUTES	Ordinary Resolution	
That the Minutes of the Strata Committee Meeting held on 5/12/23 be approved.		
Passed by Simple Majority		

Motion 2		
APPOINT OFFICE BEARERS	Ordinary Resolution	
That the Committee elect office bearers of Chairperson, Secretary and Treasurer for the ensuing period as follows:- Chairperson – Amy Hickson Secretary – Mitchell Crittle Treasurer – Niko Satria		
Passed by Simple Majority		

CLOSURE:

There being no further business the Chairperson declared the meeting closed at 04:45 PM and thanked all those present for their attendance and contribution to the meeting.

CHAIRPERSON

CONFIRMED

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS OF STRATA PLAN 82167
HELD ON 05 DEC 2023 AT 04:30 PM**

170-172 GOSFORD ROAD, ADAMSTOWN

Meeting Date	5 December 2023									
Meeting Location	Lake Group Strata, 34 Smith Street, CHARLESTOWN, NSW, 2290									
Lots Represented	<table border="0"> <tr> <td>Lot 2</td> <td>Mitchell Crittle</td> <td>Owner present</td> </tr> <tr> <td>Lot 3</td> <td>Niko Satria</td> <td>Owner present</td> </tr> <tr> <td>Lot 7</td> <td>Darren Ehmann</td> <td>Owner present</td> </tr> </table>	Lot 2	Mitchell Crittle	Owner present	Lot 3	Niko Satria	Owner present	Lot 7	Darren Ehmann	Owner present
Lot 2	Mitchell Crittle	Owner present								
Lot 3	Niko Satria	Owner present								
Lot 7	Darren Ehmann	Owner present								
Chairperson	Aaron Darcy – Representing Lake Group Strata									
Additional Attendees	Kiralee Turner - Representing Lake Group Strata									
Apologies	Nil.									
Quorum	The Chairperson declared that quorum has been achieved									

MOTIONS IN ACCORDANCE WITH THE NOTICE OF BUSINESS:

Motion 1		
MINUTES	Ordinary Resolution	
That The Owners - SP 82167 approve the minutes of the last General Meeting held on 09/01/23.		
Passed by Simple Majority		

Motion 2		
FINANCIALS	Ordinary Resolution	
That The Owners - SP 82167 accept the annual Financial Statements for the period ending 31/5/23.		
Passed by Simple Majority		

Motion 3		
AUDIT	Ordinary Resolution	
That The Owners - SP 82167 appoint an auditor for the period ending 31/5/24.		
Defeated by Simple Majority		

Motion 4		
INSURANCE VALUATION	Ordinary Resolution	
<p>That The Owners - SP 82167 conduct a valuation of the building for insurance purposes in accordance with section 161 of the Strata Schemes Management Act (NSW) 2015.</p> <p>Last Valuation - 08/04/2019 - \$1,925,000.00</p>		
Defeated by Simple Majority		
Notes: The owners instructed the Strata Manager to not obtain a valuation until major works have been completed.		

Motion 5				
INSURANCES		Ordinary Resolution		
<p>That The Owners - SP 82167 insurances as detailed below be considered and after any amendments be confirmed.</p> <p>Broker: Nil</p>				
INSURANCE CO.	TYPE OF POLICY	POLICY NO.	COVER	DUE DATE
NRMA Insurance Ltd	Building	HOM 382 796 799	\$2,065,525.00	29/05/2024
	Public Liability		\$20,000,000.00	
	Voluntary Workers		\$40,000.00 / \$400.00	
	Flood Cover		Included	
Passed by Simple Majority				

Motion 5 Alternatives	
Alternatives for INSURANCES	Motion Alternatives
<p>(Option C) The Strata Managing Agent is to renew the insurances with the current insurer based on CPI.</p>	
'OPTION C' has been selected with the highest votes.	

Motion 6		
COMMISSIONS AND TRAINING	Ordinary Resolution	
<p>That The Owners - SP 82167 acknowledge that the Managing Agent received \$Nil in commissions from insurance policy placements and that no other commissions or training was paid for by other parties with respect to the Managing Agents management of this The Owners - SP 82167. The Managing Agent anticipates receiving \$Nil commission upon the policy renewal, if there are no changes to the insurer and the premium paid equals the budgeted amount for insurance.</p>		
Passed by Simple Majority		

Motion 7		
CAPITAL WORKS FUND PLAN	Ordinary Resolution	
<p>That The Owners - SP 82167 appoint suitably qualified consultants to provide a Capital Works Fund Plan to assist in estimating the requirements of the Capital Works Fund.</p> <p>Last Capital Works Fund Plan Prepared - Nil</p>		
Defeated by Simple Majority		
Notes: The owners instructed the Strata Manager to not obtain a Capital Works Fund Plan until after stairwell works.		

Motion 8		
PEST CONTROL	Ordinary Resolution	
<p>That The Owners - SP 82167 authorise the Strata Managing Agent to organise pest control for the common property.</p>		
Defeated by Simple Majority		

Motion 9		
WH & S REPORT	Ordinary Resolution	
<p>That The Owners - SP 82167 appoint qualified consultants to conduct inspections of the property to meet its Workplace Health & Safety obligations under the Workplace Health & Safety Regulation 2017.</p>		
Defeated by Simple Majority		

Motion 10		
CONSTRUCTION DEFECTS	Ordinary Resolution	
<p>That The Owners - SP 82167 take action with respect to construction defects.</p>		
Defeated by Simple Majority		

Motion 11		
ANNUAL FIRE SAFETY STATEMENT	Ordinary Resolution	
<p>That The Owners - SP 82167 accept the existing Annual Fire Safety Statement (where applicable) and determine to engage a suitably qualified contractor to report on the requirements of the next statement if applicable, the Committee is to authorise any corrective action required and the Strata Managing Agent is instructed to sign the statement on behalf of the Owners Corporation upon completion of works.</p>		
Defeated by Simple Majority		

Motion 12		
UTILITY SUPPLY AGREEMENT	Ordinary Resolution	
<p>That The Owners - SP 82167 enter into (or maintain the existing) utility supply agreement with Energy Australia to supply common area electricity and/or gas at a discounted rate as part of a utility supply agreement.</p>		
Passed by Simple Majority		

Motion 13		
MAA APPOINTMENT	Ordinary Resolution	
<p>That The Owners - SP 82167 RESOLVES by ordinary resolution to appoint Lake Group Property Services t/a Lake Group Strata as Agent on the terms and conditions set out in the proposed Management Agency Agreement (Agreement) for a term of 3 years, with a copy to be tabled at the meeting or available in advance by contacting the office of Lake Group Strata and that the following be delegated to the Agent:</p> <ol style="list-style-type: none"> 1. All of the functions of the Plan (other than its power to make a delegation, to make a decision on a matter that is required to be decided by the Plan or to make a determination relating to the levying or payment of contributions); and 2. The functions of chairperson, secretary and treasurer necessary to enable the Agent to carry out the 'Primary Services/Agreed Services' and the 'Further Services/Additional Services' as defined in the Agreement; with effect from the date determined for that purpose by the Committee, provided that: 3. the delegation to the Agent is subject to the conditions and limitations listed in the Agreement; 4. the Plan is to execute the Agreement to give effect to this appointment and delegation; and 5. authority is given to two members of the Committee to affix the common seal of the Plan to the Agreement. 		
Passed by Simple Majority		

Motion 14		
LEVY COLLECTION & PAYMENT PLANS	Ordinary Resolution	
<p>That The Owners - SP 82167 determine the Managing Agent should do all things necessary to commence and maintain debt collection proceedings for collecting outstanding levy contributions in conjunction with further instructions that may be given by the Committee. Recovery of expenses in collection actions is to be sought from the Owner of the offending Lot in accordance with the Act. Further, that The Owners - SP 82167 authorise the Committee to negotiate and accept payment plans that may be offered by Lot Owners with respect to their outstanding contributions.</p>		
Passed by Simple Majority		

Motion 15		
RESTRICTED MATTERS	Ordinary Resolution	
<p>That The Owners - SP 82167 determine that there be no additional restrictions placed on the Committee other than those currently imposed by the Act.</p>		
Passed by Simple Majority		

ELECTION OF COMMITTEE		
Election of Ordinary Member		
Jane Carlton, Mitchell Crittle, Darren Ehmann, Patrick Quinlan, Niko Satria have been elected to the committee.		
Name	Outcome	
Jane Carlton	Elected, reason: Elected Unopposed	
Mitchell Crittle	Elected, reason: Elected Unopposed	
Darren Ehmann	Elected, reason: Elected Unopposed	
Patrick Quinlan	Elected, reason: Elected Unopposed	
Niko Satria	Elected, reason: Elected Unopposed	

Motion 17		
STRATA HUB	Ordinary Resolution	
<p>That The Owners - SP 82167 appoint Darren Ehmann as Emergency Services Contact, for the purposes of the Strata Hub and authorise Lake Group Strata to provide the annual return to Strata Hub on behalf of the Owners Corporation.</p>		
Passed by Simple Majority		

Motion 18			
BUDGETS	Ordinary Resolution		
<p>That The Owners - SP 82167 approve the proposed Administrative Fund Levy in the amount of \$17,475.00 and the Capital Works Fund Levy in the amount of \$4,788.00 with contributions then being levied in accordance with the approved budgets.</p> <p>Levies based upon the above sums will be due and payable quarterly as per unit entitlement on the following dates:</p>			
20/8/23	20/11/23	20/2/24	20/5/24
Passed by Simple Majority			
<p>Notes: The committee instructed the Strata Manager to de-register for GST and raise as a motion at the next Annual General Meeting in-line with upcoming major works.</p>			

General Business
<p>Shared Washing Machine The Committee is to purchase a shared washing machine on Gumtree for around \$200-\$300.</p> <p>Rubbish Removal The Strata Manager to confirm if the rubbish removal has been completed.</p>

CLOSURE: There being no further business the Chairperson declared the meeting closed at 05:24 PM and thanked all those present for their attendance and contribution to the meeting.

CHAIRPERSON

CONFIRMED

**MINUTES OF THE STRATA COMMITTEE MEETING OF THE OWNERS OF STRATA PLAN 82167
HELD ON 05 DEC 2023 AT 05:25 PM**

170-172 GOSFORD ROAD, ADAMSTOWN

Meeting Date	05 Dec 2023		
Committee Members	Lot 2	Mitchell Crittle	Committee member present
	Lot 3	Niko Satria	Committee member present
	Lot 7	Darren Ehmann	Committee member present
Additional Attendees	Kiralee Turner - Representing Lake Group Strata		
Chairperson	Aaron Darcy – Representing Lake Group Strata		
Apologies	Nil.		

MOTIONS IN ACCORDANCE WITH THE NOTICE OF BUSINESS:

Motion 1		
MINUTES	Ordinary Resolution	
That the Minutes of the Strata Committee Meeting held on 9/1/23 be approved.		
Motion CARRIED.		

Motion 2		
APPOINT OFFICE BEARERS	Ordinary Resolution	
That the Committee elect office bearers of Chairperson, Secretary and Treasurer for the ensuing period as follows:-		
Chairperson	-	Mitchell Crittle
Secretary	-	Mitchell Crittle
Treasurer	-	Mitchell Crittle

CLOSURE:

There being no further business the Chairperson declared the meeting closed at 05:26 PM and thanked all those present for their attendance and contribution to the meeting.

CHAIRPERSON

CONFIRMED

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS OF STRATA PLAN 82167
HELD ON 09 JAN 2023 AT 04:00 PM**

170-172 GOSFORD ROAD, ADAMSTOWN

Meeting Date	9 January 2023		
Meeting Location	Lake Group Strata, 34 Smith Street, CHARLESTOWN, NSW, 2290		
Lots Represented	Lot 1	Jane Carlton	Owner present (pre-voted)
	Lot 2	Mitchell Crittle	Owner present (pre-voted)
	Lot 3	Niko Satria	Owner present
	Lot 5	Rachel King	Owner present
Chairperson	Adele Lavis		
Additional Attendees	Lot 1	Lesley Carlton	
Apologies			
Quorum	The Chairperson declared that quorum has been achieved		

MOTIONS IN ACCORDANCE WITH THE NOTICE OF BUSINESS:

Motion 1				
MINUTES	Ordinary Resolution			
That The Owners - SP 82167 approve the minutes of the last General Meeting held on 30/09/21.				
Motion CARRIED.				
VOTES	Yes : 4	No: 0	Abs: 0	Inv: 0

Motion 2				
FINANCIALS	Ordinary Resolution			
That The Owners - SP 82167 accept the annual Financial Statements for the period ending 31/5/23.				
Motion CARRIED.				
VOTES	Yes : 4	No: 0	Abs: 0	Inv: 0

Motion 3				
AUDIT	Ordinary Resolution			
<p>That The Owners - SP 82167 appoint an auditor for the period ending 31/5/23.</p>				
Motion DEFEATED.				
VOTES	Yes : 0	No: 4	Abs: 0	Inv: 0

Motion 4				
INSURANCE VALUATION	Ordinary Resolution			
<p>That The Owners - SP 82167 conduct a valuation of the building for insurance purposes in accordance with section 161 of the Strata Schemes Management Act (NSW) 2015.</p> <p>Last Valuation - 08/04/2019 - \$1,925,000.00</p>				
Motion DEFEATED.				
VOTES	Yes : 0	No: 4	Abs: 0	Inv: 0

Motion 5				
INSURANCES	Ordinary Resolution			
<p>That The Owners - SP 82167 insurances as detailed below be considered and after any amendments be confirmed.</p> <p>Broker: None</p>				
INSURANCE CO.	TYPE OF POLICY	POLICY NO.	COVER	DUE DATE
NRMA Insurance Ltd	Building	HOM 382 796 799	\$1,925,000.00	29/05/2023
	Public Liability		\$20,000,000.00	
	Voluntary Workers		\$40,000.00 / \$400.00	
	Flood Cover		Included	
Motion CARRIED.				
VOTES	Yes : 4	No: 0	Abs: 0	Inv: 0

Motion 5 Alternatives				
Alternatives for INSURANCES	Motion Alternatives			
<p>(Option A) The Strata Managing Agent is to obtain quotations based on a CPI increase. The quotations are to be forwarded to the Strata Committee for the consideration and determination of the Strata Committee prior to renewal.</p> <p>(Option B) The Strata Managing Agent is to organise quotations based on the valuation. Quotations are to be forwarded to the Strata Committee for their consideration and determination prior to renewal.</p> <p>(Option C) The Strata Managing Agent is to renew the insurances with the current insurer based on the current level of cover.</p>				
'OPTION A' has been selected with the highest votes.				
VOTES	A : 4	B: 0	C: 0	Inv: 0

Motion 6				
COMMISSIONS AND TRAINING	Ordinary Resolution			
<p>That The Owners - SP 82167 acknowledge that the Managing Agent received \$Nil in commissions from insurance policy placements and that no other commissions or training was paid for by other parties with respect to the Managing Agents management of this The Owners - SP 82167. The Managing Agent anticipates receiving \$Nil commission upon the policy renewal, if there are no changes to the insurer and the premium paid equals the budgeted amount for insurance.</p>				
Motion CARRIED.				
VOTES	Yes : 4	No: 0	Abs: 0	Inv: 0

Motion 7				
CAPITAL WORKS FUND PLAN	Ordinary Resolution			
<p>That The Owners - SP 82167 appoint suitably qualified consultants to provide a Capital Works Fund Plan to assist in estimating the requirements of the Capital Works Fund.</p> <p>Last Capital Works Fund Plan Prepared - None</p>				
Motion DEFEATED.				
VOTES	Yes : 0	No: 4	Abs: 0	Inv: 0

Motion 7 Alternatives	
Alternatives for CAPITAL WORKS FUND PLAN	Motion Alternatives
<p>(Option A) That The Owners - SP 82167 authorise the Managing Agent to obtain quotations which are to be forwarded to the Committee for consideration and determination.</p> <p>(Option B) That The Owners - SP 82167 authorise the Committee to review the Capital Works Fund and provide a recommendation to the next Annual General Meeting.</p> <p>(Option C) That The Owners - SP 82167 authorise the Managing Agent to organise a suitably qualified consultant to prepare a Capital Works Fund Plan for consideration at the next General Meeting.</p>	
Motion lapsed as CAPITAL WORKS FUND PLAN was DEFEATED	

Motion 8				
CONSTRUCTION DEFECTS	Ordinary Resolution			
<p>That The Owners - SP 82167 take action with respect to construction defects.</p> <p>Mitch Crittle – Strata Committee – provided the meeting with an update regarding the planned replacement of the balconies and staircases:</p> <ul style="list-style-type: none"> - Plans of the building are currently being drafted (no historic building plans were available via Newcastle City Council). - When complete these plans will be used to design the new balconies and staircases. - A final quotation for the works will then be determined. - Any additional funds required by the Owners Corporation to complete the works will be raised. - Mitch will liaise with Local Resource Contracting with regard to any temporary repairs or reinforcement to the balconies and staircases necessary to ensure safety onsite. 				
Motion DEFEATED.				
VOTES	Yes : 0	No: 4	Abs: 0	Inv: 0

Motion 8 Alternatives	
Alternatives for CONSTRUCTION DEFECTS	Motion Alternatives
<p>(Option A) That The Owners - SP 82167 authorise the Committee to negotiate with the builder to resolve any concerns the The Owners - SP have with respect to building defects.</p>	

(Option B)

That The Owners - SP 82167 obtain quotations from suitably qualified consultants to conduct an assessment of the common property for building defects. The quotations are to be forwarded to the Committee for consideration and determination.

Motion lapsed as CONSTRUCTION DEFECTS was DEFEATED

Motion 9
ANNUAL FIRE SAFETY STATEMENT
Ordinary Resolution

That The Owners - SP 82167 accept the existing Annual Fire Safety Statement (where applicable) and determine to engage a suitably qualified contractor to report on the requirements of the next statement if applicable, the Committee is to authorise any corrective action required and the Strata Managing Agent is instructed to sign the statement on behalf of the Owners Corporation upon completion of works.

Motion DEFEATED.

VOTES

Yes : 0

No: 4

Abs: 0

Inv: 0

Motion 10
WH & S REPORT
Ordinary Resolution

That The Owners - SP 82167 appoint qualified consultants to conduct inspections of the property to meet its Workplace Health & Safety obligations under the Workplace Health & Safety Regulation 2017.

Motion DEFEATED.

VOTES

Yes : 0

No: 4

Abs: 0

Inv: 0

Motion 10 Alternatives
Alternatives for WH & S REPORT
Motion Alternatives
(Option A)

That The Owners - SP 82167 obtain quotations from a suitably qualified consultant to provide a Work Health and Safety Audit report on the property. The quotations are to be forwarded to the Committee for consideration and determination.

(Option B)

That The Owners - SP 82167 obtain quotations from suitably qualified consultants to undertake an Asbestos Inspection and prepare an Asbestos Management Plan if asbestos containing material is found to be located in the building and arrange for a document register box to be installed on common property.

Motion lapsed as WH & S REPORT was DEFEATED

Motion 11				
BUDGETS	Ordinary Resolution			
<p>That The Owners - SP 82167 approve the proposed Administrative Fund Levy in the amount of \$16,917.00 inc GST and the Capital Works Fund Levy in the amount of \$5,267.00 inc GST with contributions then being levied in accordance with the approved budgets.</p> <p>Levies based upon the above sums will be due and payable quarterly as per unit entitlement on the following dates:</p> <p>20/8/22 20/11/22 20/2/23 20/5/23</p>				
Motion CARRIED.				
VOTES	Yes : 4	No: 0	Abs: 0	Inv: 0

Motion 12				
LEVY COLLECTION & PAYMENT PLANS	Ordinary Resolution			
<p>That The Owners - SP 82167 determine the Managing Agent should do all things necessary to commence and maintain debt collection proceedings for collecting outstanding levy contributions in conjunction with further instructions that may be given by the Committee. Recovery of expenses in collection actions is to be sought from the Owner of the offending Lot in accordance with the Act. Further, that The Owners - SP 82167 authorise the Committee to negotiate and accept payment plans that may be offered by Lot Owners with respect to their outstanding contributions.</p>				
Motion CARRIED.				
VOTES	Yes : 4	No: 0	Abs: 0	Inv: 0

Motion 13				
RESTRICTED MATTERS	Ordinary Resolution			
<p>That The Owners - SP 82167 determine that there be no additional restrictions placed on the Committee other than those currently imposed by the Act.</p>				
Motion CARRIED.				
VOTES	Yes : 4	No: 0	Abs: 0	Inv: 0

ELECTION OF COMMITTEE		
Election of Ordinary Member		
Jane Carlton, Mitchell Crittle, Darren Ehmann, Patrick Quinlan, Niko Satria have been elected to the committee.		
Name	Votes	Outcome
Jane Carlton	0	Elected, reason: Elected Unopposed
Mitchell Crittle	0	Elected, reason: Elected Unopposed
Darren Ehmann	0	Elected, reason: Elected Unopposed
Patrick Quinlan	0	Elected, reason: Elected Unopposed
Niko Satria	0	Elected, reason: Elected Unopposed

CLOSURE:

There being no further business the Chairperson declared the meeting closed at 05:08 PM and thanked all those present for their attendance and contribution to the meeting.

CHAIRPERSON

CONFIRMED

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS OF STRATA PLAN 82167 HELD
VIA TELECONFERENCE ONLY FACILITATED BY LAKE GROUP STRATA, 34 SMITH STREET,
CHARLESTOWN ON 30 SEPTEMBER 2021 AT 4:00PM**

170-172 GOSFORD ROAD, ADAMSTOWN

PRESENT & VOTING: Lot 1 Lesley Carlton as proxy for Jane Carlton
Lot 2 Mitchell Crittle
Lot 3 Niko Satria
Lot 4 Patrick Quinlan
Lot 7 Darren Ehmann

IN ATTENDANCE: Adele Lavis and (Andrew O'Brien from Motion 16) representing Lake Group Strata.

APOLOGIES: Nil.

CHAIRPERSON: Adele Lavis acted as Chairperson.

MOTIONS IN ACCORDANCE WITH THE NOTICE OF BUSINESS:

MOTION 1: **RESOLVED** that the Minutes of the Annual General Meeting held on 13
MINUTES October 2020 be confirmed.

MOTION 2: The following nominations of candidates for election to the Strata
STRATA Committee of the Owners' Corporation were received and accepted
COMMITTEE by the Chairperson.
NOMINATIONS

Mitchell Crittle	Niko Satria	Patrick Quinlan
Darren Ehmann	Amy Hickson	

NUMBER OF **RESOLVED** that the number of members of the Strata Committee be
MEMBERS determined as five (5).

STRATA As the number of candidates equalled the number of members of the
COMMITTEE Strata Committee determined by the Owners' Corporation, the
ELECTION Chairperson declared the mentioned persons elected without a ballot.

MOTION 3: **RESOLVED** that at this stage there be no restricted matters for the
RESTRICTED purposes of Section 36(3) of the Strata Schemes Management Act 2015
MATTERS ('the Act').

MOTION 4: **RESOLVED** that the annual financial statements made up to 31/05/21
FINANCIALS be adopted.

MOTION 5: **MOTION LOST**
AUDIT
That the Owners' Corporation appoint an auditor in accordance with Section 95 of the Strata Schemes Management Act 2015.

MOTION 6: **RESOLVED** that the Owners' Corporation insurances as detailed below
INSURANCES be confirmed. The Strata Managing Agent was instructed to renew the Owners' Corporation insurances at the current levels. The meeting advised that quotations were not required however the renewal should

be sent to the Strata Committee for consideration prior to the renewal being paid. Fidelity Guarantee and Office Bearers Liability Insurances are not required at this time. The meeting confirmed that a valuation for insurance purposes was not required. (Last valuation April 2019 - \$1,925,000.00).

INSURER: NRMA Insurance Ltd

Cover	Policy No.	Amount	Date Due
Building	HOM382796799	\$1,925,000	29/05/2022
Public Liability	HOM382796799	\$20,000,000	29/05/2022
Voluntary Workers	HOM382796799	\$40,000/\$400	29/05/2022
Flood Cover	HOM382796799	Included	29/05/2022

MOTION 7:
STRATA
MANAGEMENT
COMMISSIONS
AND
MANAGEMENT

RESOLVED that the Owners Corporation was advised that the Strata Managing Agent received \$Nil in commissions from insurance policy placements and that no other commissions or training was paid for by other parties with respect to the Strata Managing Agents management of this Owners Corporation. The Strata Managing Agent anticipates receiving \$Nil commission upon the policy renewal, if there are no changes to the insurer and the premium paid equals the budgeted amount for insurance.

MOTION 8:
TERMITE REPORT

RESOLVED that the Owners' Corporation obtain a termite inspection report from Superior Pest Management.

MOTION 9:
CAPITAL WORKS
FUND PLAN

MOTION LOST

That the Owners' Corporation appoint a suitably qualified consultant to prepare a detailed Capital Works Fund Plan to assist in estimating the needs of the Capital Works Fund. (No Capital Works Fund Plan).

MOTION 10:
WH & S REPORT

MOTION LOST

That the Owners Corporation appoint a qualified consultant to conduct an inspection of the common property to meet its obligations under the Workplace Health & Safety Regulation 2011.

MOTION 11:
ANNUAL FIRE
SAFETY
STATEMENT

RESOLVED that the Owners Corporation is not currently subject to a requirement to lodge an Annual Fire Safety Statement.

MOTION 12:
UTILITY SUPPLY
AGREEMENTS

MOTION LOST

That the Owners Corporation enter into a utility supply agreement for common area electricity and gas supply following a tender process managed by Energy Action Brokers.

MOTION 13:
CONSTRUCTION
DEFECTS

RESOLVED that the Owners Corporation have no concerns about the property and do not wish to engage the services of any professional groups regarding construction defects.

MOTION 14:
BUDGETS

RESOLVED that the Administrative Fund Budget be approved to the sum of \$15,828.00 as listed below.

Accountancy Fees (Tax Returns, BAS) 18.00

Agent Disbursements	909.00
Management Fees - Standard	1,808.00
Management Fees – Schedule B	150.00
Creditor Compliance	109.00
Insurance Premiums	6,480.00
General Repairs	2,819.00
Gutter Cleaning	227.00
Pest/Vermin Control	300.00
Lawns & Gardening	818.00
Electricity	751.00
Subtotal	\$ 14,389.00
GST	\$ 1,439.00
Total including GST	\$ 15,828.00

RESOLVED that the Capital Works Fund budget be approved to the sum of \$5,016.00 as listed below.

ITEM	REPLACE COST \$	LIFE SPAN YRS	ALLOWANCE FOR CURRENT YEAR \$
Gutters & Downpipes	5,010.00	10	501.00
Light Fittings	1,920.00	10	192.00
Painting & Surface Finishes - Ext	17,070.00	10	1,707.00
Roof	1,720.00	10	172.00
Fencing	3,400.00	20	170.00
Additional Contribution			1,818.00
Subtotal			\$ 4,560.00
GST			\$ 456.00
Total including GST			\$ 5,016.00

Levies based upon the above sums will be due and payable quarterly as per unit entitlement on the following dates:

20/08/2021 20/11/2021 20/02/2022 20/05/2022

MOTION 15:
LEVY
COLLECTION

RESOLVED that the Strata Managing Agent do all things necessary to commence and maintain debt collection proceedings for collecting outstanding levy contributions in conjunction with further instructions that may be given by the Strata Committee. Collection proceedings generally to follow the following process:

1. Where contributions of more than \$200 are overdue by more than 30 days - issue a levy reminder letter.
2. Where contributions of more than \$200 are overdue by more than 51 days – issue a final notice
3. Where contributions of more than \$200 are overdue by more than 72 days – instruct a mercantile agent to commence proceedings

Recovery of the Owners Corporations expenses in collection actions is to be sought from the Owner of the offending Lot in accordance with Section 86 of the Strata Schemes Management Act 2015

FURTHER RESOLVED that the Owners Corporation authorise the Strata Committee to negotiate and accept payment plans that may be offered by Lot Owners with respect to their outstanding contributions to the Owners Corporation.

MOTION 16:
MACE BUILDING
QUOTATION FOR
REPLACEMENT OF
STAIRCASES /
BALCONIES

RESOLVED that the Owners Corporation accept the revised quotation received from Mace Building for works to the Common staircases / balconies.

The quotation:

Mace Building - \$120,953.30 GST inclusive

The meeting further determined that the Strata Committee would be authorised to negotiate and approve any required variations to the job or any change of Contractor so long as the pricing and outcomes were comparable.

MOTION 17:
SPECIAL LEVY

RESOLVED that the Owners Corporation raise a Special Administrative Fund Levy of \$133,000.00 (GST inclusive) in accordance with unit entitlement to cover the cost of the revised quotation received from Mace Building for works to Common staircases/balconies. Special Levy to be paid in 3 (three) instalments due 20/11/21, 20/12/21 and 20/01/22.

GENERAL
BUSINESS:

No General Business was discussed.

CLOSURE:

There being no further business the Chairperson declared the meeting closed at 5:43pm and thanked all those present for their attendance and contribution to the meeting.

CHAIRPERSON

CONFIRMED

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS OF STRATA PLAN 82167 HELD
IN THE OFFICES OF LAKE GROUP STRATA, 34 SMITH STREET, CHARLESTOWN
ON 13 OCTOBER 2020 AT 4:00PM**

170-172 GOSFORD ROAD, ADAMSTOWN

PRESENT & VOTING: Lot 1 Jennifer Reschow
Lot 3 Chairperson as proxy for Niko Satria
Lot 4 Patrick Quinlan
Lot 7 Darren Ehmann

IN ATTENDANCE: Adele Lavis representing Lake Group Strata.

APOLOGIES: Nil.

CHAIRPERSON: Adele Lavis acted as Chairperson.

MOTIONS IN ACCORDANCE WITH THE NOTICE OF BUSINESS:

MOTION 1: **RESOLVED** that the Minutes of the Annual General Meeting held on 20
MINUTES August 2019 be confirmed.

MOTION 2: **RESOLVED** that the Owners Corporation authorise audio conferencing
VOTING METHODS and pre-meeting electronic voting as valid methods of attending
and voting at General and Strata Committee Meetings in
accordance with Sch 1 Clause 28 of the Strata Schemes
Management Act (NSW) 2015.

MOTION 3: The following nominations of candidates for election to the Strata
STRATA Committee of the Owners' Corporation were received and
COMMITTEE accepted by the Chairperson.
NOMINATIONS

Amy Hickson Jennifer Reschow Patrick Quinlan

Darren Ehmann

NUMBER OF **RESOLVED** that the number of members of the Strata Committee be
MEMBERS determined as four (4).

STRATA COMMITTEE As the number of candidates equalled the number of members of
ELECTION the Strata Committee determined by the Owners' Corporation, the
Chairperson declared the mentioned persons elected without a
ballot.

MOTION 4: **RESOLVED** that at this stage there be no restricted matters for the
RESTRICTED purposes of Section 36(3) of the Strata Schemes Management Act
MATTERS 2015 ('the Act').

MOTION 5: **RESOLVED** that the annual financial statements made up to 31/05/20
FINANCIALS be adopted.

MOTION 6: **MOTION LOST**
AUDIT
That the Owners' Corporation appoint an auditor in accordance with

**MOTION 7:
INSURANCES**

RESOLVED that the Owners' Corporation insurances as detailed below be confirmed. The Strata Managing Agent was instructed to renew the Owners' Corporation insurances at the current levels. The meeting advised that quotations were not required and also that Fidelity Guarantee and Office Bearers Liability Insurances were not required at this time. The meeting confirmed that a valuation for insurance purposes was not required. (Last valuation April 2019 - \$1,925,000.00).

INSURER: NRMA Insurance Ltd

Cover	Policy No.	Amount	Date Due
Building	HOM382796799	\$1,925,000	29/05/2021
Public Liability	HOM382796799	\$20,000,000	29/05/2021
Voluntary Workers	HOM382796799	\$40,000/\$400	29/05/2021
Flood Cover	HOM382796799	Included	29/05/2021

**MOTION 8:
STRATA
MANAGEMENT
COMMISSIONS
AND
MANAGEMENT**

RESOLVED that the Owners Corporation was advised that the Strata Managing Agent received \$Nil in commissions from insurance policy placements and that no other commissions or training was paid for by other parties with respect to the Strata Managing Agents management of this Owners Corporation. The Strata Managing Agent anticipates receiving \$Nil commission upon the policy renewal, if there are no changes to the insurer and the premium paid equals the budgeted amount for insurance.

**MOTION 9:
TERMITE REPORT**

MOTION LOST

That the Owners' Corporation obtain an inspection of the property for termite activity.
The meeting further determined that a general pest spray of Common Property would be carried out by Superior Pest Control.

**MOTION 10:
CAPITAL WORKS
FUND PLAN**

MOTION LOST

That the Owners' Corporation appoint a suitably qualified consultant to prepare a detailed Capital Works Fund Plan to assist in estimating the needs of the Capital Works Fund. (No previous Capital Works Fund Plan).

**MOTION 11:
WH & S REPORT**

MOTION LOST

That the Owners Corporation appoint a qualified consultant to conduct an inspection of the common property to meet its obligations under the Workplace Health & Safety Regulation 2011.

**MOTION 12:
ANNUAL FIRE
SAFETY STATEMENT**

RESOLVED that the Owners Corporation is not currently subject to a requirement to lodge an Annual Fire Safety Statement.

**MOTION 13:
UTILITY SUPPLY
AGREEMENTS**

MOTION LOST

That the Owners Corporation enter into a utility supply agreement for common area electricity and gas supply following a tender process managed by Energy Action Brokers.

MOTION 14:
CONSTRUCTION
DEFECTS

RESOLVED that the Strata Committee would continue to follow up with Northrop regarding the report on the staircase / balcony structure. The Strata Manager is to request a refreshed quotation from Mace Building to include any likely variations in advance.

MOTION 15:
MANAGEMENT
AGENCY
AGREEMENT

RESOLVED that Lake Group Property Services Pty Ltd trading as Lake Group Strata be re-appointed pursuant to Section 49 of the Strata Schemes Management Act 2015 as the Strata Managing Agent of the The Owners - Strata Plan 82167 for a term of three (3) years in accordance with the Agreement tabled at the meeting which delegates to the Agent the powers, authorities, duties and functions to deliver the agreed services and additional services and with the power for the Agent to affix the Common Seal to Section 184 Certificates and other documents as directed by the Strata Committee.

Further that Jennifer Reschow and Patrick Quinlan two (2) members of the Owners Corporation's Strata Committee be authorised to sign the Common Seal pursuant to Section 273 of the Strata Schemes Management Act 2015 on the Agency Agreement in the preceding resolution.

MOTION 16:
BUDGETS

RESOLVED that the Administrative Fund Budget be approved to the sum of \$14,767.00 as listed below.

Accountancy Fees (Tax Returns, BAS)	20.00
Agent Disbursements	900.00
Management Fees - Standard	1,911.00
Management Fees – Schedule B	165.00
Creditor Compliance	120.00
Insurance Premiums	7,008.00
Consultants' Fees	482.00
General Repairs	2,386.00
Pest/Vermin Control	300.00
Lawns & Gardening	650.00
Electricity	825.00
Total	<u>\$ 14,767.00</u>

RESOLVED that the Capital Works Fund budget be approved to the sum of \$4,873.00 as listed below.

ITEM	REPLACE COST	LIFE SPAN	ALLOWANCE FOR CURRENT YEAR
	\$	YRS	\$
Gutters & Downpipes	5,251.00	10	525.00
Light Fittings	2,018.00	10	201.00
Painting & Surface Finishes - Ext	17,892.00	10	1,789.00
Roof	1806.00	10	180.00
Fencing	3,573.00	20	178.00
Additional Contribution			2,000.00
Total			<u>\$ 4,873.00</u>

Levies based upon the above sums will be due and payable quarterly as per unit entitlement on the following dates:

20/08/2020

20/11/2020

20/02/2021

20/05/2021

MOTION 17:
LEVY COLLECTION

RESOLVED that the Strata Managing Agent do all things necessary to commence and maintain debt collection proceedings for collecting outstanding levy contributions in conjunction with further instructions that may be given by the Strata Committee. Collection proceedings generally to follow the following process:

1. Where contributions of more than \$200 are overdue by more than 30 days - issue a levy reminder letter.
2. Where contributions of more than \$200 are overdue by more than 51 days – issue a final notice
3. Where contributions of more than \$200 are overdue by more than 72 days – instruct a mercantile agent to commence proceedings

Recovery of the Owners Corporations expenses in collection actions is to be sought from the Owner of the offending Lot in accordance with Section 86 of the Strata Schemes Management Act 2015

FURTHER RESOLVED that the Owners Corporation authorise the Strata Committee to negotiate and accept payment plans that may be offered by Lot Owners with respect to their outstanding contributions to the Owners Corporation.

GENERAL
BUSINESS:

No General Business was discussed.

CLOSURE:

There being no further business the Chairperson declared the meeting closed at 5:20pm and thanked all those present for their attendance and contribution to the meeting.

CHAIRPERSON

CONFIRMED

MINUTES OF STRATA COMMITTEE MEETING OF THE OWNERS OF STRATA PLAN 82167 HELD IN THE OFFICE OF LAKE GROUP STRATA ON 13 OCTOBER 2020 AT 5:20PM

170-172 GOSFORD ROAD, ADAMSTOWN

**PRESENT
& VOTING:**

Jennifer Reschow
Patrick Quinlan
Darren Ehmann
Amy Hicks

ALSO IN ATTENDANCE:

Adele Lavis representing Lake Group Strata

APOLOGIES:

Nil

CHAIRPERSON:

Adele Lavis acted as Chairperson.

MOTIONS IN ACCORDANCE WITH THE NOTICE OF BUSINESS:

**MOTION 1:
MINUTES**

RESOLVED that the Minutes of the Strata Committee Meeting held on 20 August 2019 be confirmed.

**MOTION 2:
OFFICE BEARERS**

RESOLVED that the following members be elected as Office Bearers' of the Strata Committee.

Chairperson – Amy Hicks
Secretary – Jennifer Reschow
Treasurer – Jennifer Reschow

CLOSURE:

There being no further business the Chairperson declared the meeting closed at 5:22pm and thanked all those present for their attendance and contribution to the meeting.

CHAIRPERSON

CONFIRMED

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS OF STRATA PLAN 82167 HELD
ON SITE IN UNIT 1, 170-172 GOSFORD ROAD ADAMSTOWN
ON 20 AUGUST 2019 AT 4:00PM**

170-172 GOSFORD ROAD ADAMSTOWN

PRESENT & VOTING: Lot 1 Jennifer Kerschow
Lot 2 Kevin Finn
Lot 3 Chairperson as proxy for Niko Satria
Lot 4 Patrick-James Quinlan
Lot 8 Amy Hickson

IN ATTENDANCE: Lot 4 Jolie Quinlan
Lorraine Lochrin representing Lake Group Strata.

APOLOGIES: Nil.

CHAIRPERSON: Lorraine Lochrin acted as Chairperson.

MOTIONS IN ACCORDANCE WITH THE NOTICE OF BUSINESS:

MOTION 1: **RESOLVED** that the Minutes of the Annual Meeting held on 14 August
MINUTES 2018 be confirmed.

MOTION 2: The following nominations of candidates for election to the Strata
STRATA Committee of the Owners' Corporation were received and accepted
COMMITTEE by the Chairperson.
NOMINATIONS

Jennifer Reschow	Kevin Finn	Patrick Quinlan
Amy Hickson		

NUMBER OF **RESOLVED** that the number of members of the Strata Committee be
MEMBERS determined as four (4).

STRATA As the number of candidates equalled the number of members of the
COMMITTEE Strata Committee determined by the Owners' Corporation, the
ELECTION Chairperson declared the mentioned persons elected without a ballot.

MOTION 3: **RESOLVED** that at this stage there be no restricted matters for the
RESTRICTED purposes of Section 36(3) of the Strata Schemes Management Act
MATTERS 2015 ('the Act').

MOTION 4: **RESOLVED** that the annual financial statements made up to 31 May
FINANCIALS 2019 be adopted.

MOTION 5: **MOTION LOST**
AUDIT
That the Owners' Corporation appoint an auditor in accordance with
Section 95 of the Strata Schemes Management Act 2015.

MOTION 6: **RESOLVED** that the Owners' Corporation insurances as detailed below
INSURANCES be confirmed. The Strata Managing Agent was instructed to renew the
Owners' Corporation insurances at the current levels. The meeting

advised that quotations were not required and also that Fidelity Guarantee and Office Bearers Liability Insurances were not required at this time. The meeting confirmed that a valuation for insurance purposes was not required. (Last valuation April 2019 - \$1,925,000.00).

INSURER: NRMA Insurance Ltd

Cover	Policy No.	Amount	Date Due
Building	HOM382796799	\$1,925,000	29/05/2020
Public Liability	HOM382796799	\$20,000,000	29/05/2020
Voluntary Workers	HOM382796799	\$40,000/\$400	29/05/2020
Flood Cover	HOM382796799	Included	29/05/2020

MOTION 7:
STRATA
MANAGEMENT
COMMISSIONS
AND
MANAGEMENT

RESOLVED that the Owners Corporation was advised that the Strata Managing Agent received nil in commissions from insurance policy placements and that no other commissions or training was paid for by other parties with respect to the Strata Managing Agents management of this Owners Corporation. The Strata Managing Agent anticipates receiving nil commission upon the policy renewal, if there are no changes to the insurer and the premium paid equals the budgeted amount for insurance.

MOTION 8:
TERMITE REPORT

MOTION LOST

That the Owners' Corporation obtain an inspection of the property for termite activity.

MOTION 9:
CAPITAL WORKS
FUND PLAN

MOTION LOST

That the Owners' Corporation appoint a suitably qualified consultant to prepare a detailed Capital Works Fund Plan to assist in estimating the needs of the Capital Works Fund. (No previous Capital Works Fund Plan).

MOTION 10:
WH & S REPORT

MOTION LOST

That the Owners Corporation appoint a qualified consultant to conduct an inspection of the common property to meet its obligations under the Workplace Health & Safety Regulation 2011.

MOTION 11:
ANNUAL FIRE
SAFETY
STATEMENT

RESOLVED that the Owners Corporation is not currently subject to a requirement to lodge an Annual Fire Safety Statement.

MOTION 12:
WINDOW SAFETY
ASSESSMENT

MOTION LOST

That the Owners Corporation conduct an assessment of window safety at the property and address any requirements under Section 118 of the Strata Schemes Management Act 2015.

All window limiter locks have been installed including Unit 5 which was outstanding at the last AGM.

MOTION 13:
CONSTRUCTION
DEFECTS

RESOLVED that there are no construction defects to be rectified.

MOTION 14:
BUDGETS

RESOLVED that the Administrative Fund Budget be approved to the sum of \$14,767.00 as listed below.

Accountancy Fees (Tax Returns, BAS)	20.00
Agent Disbursements	900.00
Management Fees - Standard	1,930.00
Management Fees – Schedule B	165.00
Creditor Compliance	120.00
Insurance Premiums	6,265.00
Consultants' Fees	482.00
General Repairs	3,100.00
Pest/Vermin Control	300.00
Lawns & Gardening	650.00
Electricity	835.00
	<hr/>
Total	<u>\$ 14,767.00</u>

RESOLVED that the Capital Works Fund budget be approved to the sum of \$4,738.00 as listed below.

ITEM	REPLACE COST	LIFE SPAN	ALLOWANCE FOR CURRENT YEAR
	\$	YRS	\$
Gutters & Downpipes	5,001.00	10	500.00
Light Fittings	1,922.00	10	192.00
Painting & Surface Finishes - Ext	17,040.00	10	1,704.00
Roof	1,720.00	10	172.00
Fencing	3,403.00	20	170.00
Additional Contribution			2,000.00
			<hr/>
Total			<u>\$ 4,738.00</u>

Levies based upon the above sums will be due and payable quarterly as per unit entitlement on the following dates:

20/08/2019 20/11/2019 20/02/2020 20/05/2020

MOTION 15:
LEVY
COLLECTION

RESOLVED that the Strata Managing Agent do all things necessary to commence and maintain debt collection proceedings for collecting outstanding levy contributions in conjunction with further instructions that may be given by the Strata Committee. Collection proceedings generally to follow the following process:

1. Where contributions of more than \$200 are overdue by more than 45 days - issue a levy reminder letter.
2. Where contributions of more than \$200 are overdue by more than 75 days – issue a final notice
3. Where contributions of more than \$200 are overdue by more than 100 days – instruct a mercantile agent to commence proceedings

Recovery of the Owners Corporations expenses in collection actions is to be sought from the Owner of the offending Lot in accordance with Section 86 of the Strata Schemes Management Act 2015

MOTION 16:
PAYMENT PLANS

RESOLVED that the Owners Corporation authorise the Strata Committee to negotiate and accept payment plans that may be offered by Lot Owners with respect to their outstanding contributions to the Owners Corporation.

MOTION 17:
BY-LAW REVIEW

RESOLVED that the Owners Corporation has reviewed the By-laws and considers that no further action is necessary to seek proposed amendments.

GENERAL
BUSINESS:

Decking under Lots 4,5,6

The meeting requested that tow quotations be sought to remove the timber decking that runs along outside Units 4,5 and 6 and replace with new decking. The meeting mentioned that the balustrades will need to be removed first. Jennifer or Amy are happy to meet with the contractors and once the quotations are received they are to be sent to the Strata Committee Members for their further instructions.

Bulk Waste Collection

The meeting requested that a bulk waste collection application be sent to Newcastle City Council.

New Gate Required

Amy advised the meeting that she has seen unknown persons wandering around the rear of the property. Following a discussion the meeting requested that a quotation be obtained for a new colourbond gate to be supplied and installed including a partial fence adjacent to the gate. The new gate is to be installed on the front left hand side of the Units and should be the same height as the existing fence. Contractors are again requested to contact Jennifer or Amy to discuss what is required. Once the quotation has been received it is to be forwarded to the Strata Committee Members for their further instructions.

CLOSURE:

There being no further business the Chairperson declared the meeting closed at 4:37pm and thanked all those present for their attendance and contribution to the meeting.

CHAIRPERSON

CONFIRMED

MINUTES OF STRATA COMMITTEE MEETING OF THE OWNERS OF STRATA PLAN 82167 HELD ON SITE IN
UNIT 1, 170-172 GOSFORD ROAD ADAMSTOWN
ON 20 AUGUST 2019 AT 4:37PM

170-172 GOSFORD ROAD ADAMSTOWN

**PRESENT
& VOTING:**

Jennifer Kerschow
Kevin Finn
Patrick Quinlan
Amy Hickson

ALSO IN ATTENDANCE:

Jolie Quinlan
Lorraine Lochrin representing Lake Group
Strata

APOLOGIES:

Nil

CHAIRPERSON:

Lorraine Lochrin acted as Chairperson.

MOTIONS IN ACCORDANCE WITH THE NOTICE OF BUSINESS:

**MOTION 1:
MINUTES**

RESOLVED that the Minutes of the Strata Committee Meeting held on 14 August 2018 be confirmed.

**MOTION 2:
OFFICE BEARERS**

RESOLVED that the following members be elected as Office Bearers' of the Strata Committee.

Chairperson – Amy Hickson
Secretary – Amy Hickson
Treasurer – Jennifer Kerschow

CLOSURE:

There being no further business the Chairperson declared the meeting closed at 4:38pm and thanked all those present for their attendance and contribution to the meeting.

CHAIRPERSON

CONFIRMED

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS OF STRATA PLAN 82167 HELD
ONSITE IN UNIT 1, 170-172 GOSFORD ROAD, ADAMSTOWN
ON 14 AUGUST 2018 AT 4:00PM**

170-172 GOSFORD ROAD, ADAMSTOWN

PRESENT & VOTING: Lot 1 Jennifer Reschow
Lot 3 Adele Lavis as proxy for Niko Satria
Lot 8 Amy Hickson

IN ATTENDANCE: Adele Lavis representing Lake Group Strata.

APOLOGIES: Lot 7 Darren Ehmann

CHAIRPERSON: Adele Lavis acted as Chairperson.

MOTIONS IN ACCORDANCE WITH THE NOTICE OF BUSINESS:

**MOTION 1:
MINUTES** **RESOLVED** that the Minutes of the Annual General Meeting held on 29 August 2017 be confirmed.

**MOTION 2:
STRATA
COMMITTEE
NOMINATIONS** The following nominations of candidates for election to the Strata Committee of the Owners' Corporation were received and accepted by the Chairperson.

Jennifer Reschow	Kevin Finn	Patrick Quinlan
Amy Hickson		

NUMBER OF MEMBERS **RESOLVED** that the number of members of the Strata Committee be determined as four (4).

STRATA COMMITTEE ELECTION As the number of candidates equalled the number of members of the Strata Committee determined by the Owners' Corporation, the Chairperson declared the mentioned persons elected without a ballot.

**MOTION 3:
RESTRICTED
MATTERS** **RESOLVED** that at this stage there be no restricted matters for the purposes of Section 36(3) of the Strata Schemes Management Act 2015 ('the Act').

**MOTION 4:
FINANCIALS** **RESOLVED** that the annual financial statements made up to 31 May 2018 be adopted.

**MOTION 5:
AUDIT** **MOTION LOST**
That the Owners' Corporation appoint an auditor in accordance with Section 95 of the Strata Schemes Management Act 2015.

**MOTION 6:
INSURANCES** **RESOLVED** that the Owners' Corporation insurances as detailed below be confirmed. The Strata Managing Agent was instructed to renew the Owners' Corporation insurances in accordance with the valuation to be obtained.

Further **RESOLVED** that the Owners Corporation engage a valuer to undertake a valuation of the building for insurance purposes. The contacts for the valuer will be Unit 1, Jennifer Reschow and Unit 8, Amy Hickson.

It was also noted that Fidelity Guarantee and Office Bearers' Liability Insurances were not required at this time.

INSURER: NRMA Insurance Ltd

Cover	Policy No.	Amount	Date Due
Building	HOM3827967	\$1,825,343	29/05/19
Public Liability	HOM3827967	\$20,000,000	29/05/19
Voluntary Workers	HOM3827967	\$40,000/\$400	29/05/19
Flood Cover	HOM3827967	Included	29/05/19

MOTION 7:
STRATA
MANAGEMENT
COMMISSIONS
AND
MANAGEMENT

RESOLVED that the Owners Corporation was advised that the Strata Managing Agent received \$NIL in commissions from insurance policy placements and that no other commissions or training was paid for by other parties with respect to the Strata Managing Agents management of this Owners Corporation. The Strata Managing Agent anticipates receiving \$NIL commission upon the policy renewal, if there are no changes to the insurer and the premium paid equals the budgeted amount for insurance.

MOTION 8:
TERMITE REPORT

MOTION LOST

That the Owners' Corporation obtain an inspection of the property for termite activity.

MOTION 9:
CAPITAL WORKS
FUND PLAN

MOTION LOST

That the Owners' Corporation appoint a suitably qualified consultant to prepare a detailed Capital Works Fund Plan to assist in estimating the needs of the Capital Works Fund. (No previous Capital Works Fund Plan). The Strata Manger made the meeting aware that the Capital Works Fund budget currently used by the Owners Corporation is not compliant under the Strata Schemes Management Act 2015.

MOTION 10:
WH & S REPORT

MOTION LOST

That the Owners Corporation appoint a qualified consultant to conduct an inspection of the common property to meet its obligations under the Workplace Health & Safety Regulation 2011.

MOTION 11:
ANNUAL FIRE
SAFETY
STATEMENT

RESOLVED that the Owners Corporation is not currently subject to a requirement to lodge an Annual Fire Safety Statement.

MOTION 12:
WINDOW SAFETY
ASSESSMENT

MOTION LOST

That the Owners Corporation conduct an assessment of window safety at the property and address any requirements under Section 118 of the Strata Schemes Management Act 2015.

The meeting noted that compliant locks had been installed in all units except unit 5 as no access was provided. This will be followed up by

the Strata Manager with the owner of unit 5.

MOTION 13:
CONSTRUCTION
DEFECTS

RESOLVED that this Strata Plan is not subject to any warranty under the Home Building Act of 1989.

MOTION 14:
BUDGETS

RESOLVED that the Administrative Fund Budget be amended and approved to the sum of \$15,579.00 as listed below.

Accountancy Fees (Tax Returns, BAS)	20.00
Agent Disbursements	1,300.00
Management Fees - Standard	1,905.00
Management Fees – Schedule B	165.00
Creditor Compliance	120.00
Insurance Premiums	6,569.00
Insurance Valuation	600.00
General Repairs	3,100.00
Pest/Vermin Control	400.00
Lawns & Gardening	600.00
Electricity	800.00

Total **\$ 15,579.00**

RESOLVED that the Capital Works Fund budget be approved to the sum of \$4,608.00 as listed below.

ITEM	REPLACE COST	LIFE SPAN	ALLOWANCE FOR CURRENT YEAR
	\$	YRS	\$
Gutters & Downpipes	4,763.00	10	476.00
Light Fittings	1,830.00	10	183.00
Painting & Surface Finishes - Ext	16,229.00	10	1,623.00
Roof	1,638.00	10	164.00
Fencing	3,241.00	20	162.00
Additional Contribution			2,000.00
Total			<u>\$ 4,608.00</u>

Levies based upon the above sums will be due and payable quarterly as per unit entitlement on the following dates:

20/08/2018 20/11/2018 20/02/2019 20/05/2019

MOTION 15:
LEVY
COLLECTION

RESOLVED that the Strata Managing Agent do all things necessary to commence and maintain debt collection proceedings for collecting outstanding levy contributions in conjunction with further instructions that may be given by the Strata Committee. Collection proceedings generally to follow the following process:

1. Where contributions of more than \$200 are overdue by more than 45 days - issue a levy reminder letter.
2. Where contributions of more than \$200 are overdue by more than 75 days – issue a final notice

3. Where contributions of more than \$200 are overdue by more than 100 days – instruct a mercantile agent to commence proceedings

Recovery of the Owners Corporations expenses in collection actions is to be sought from the Owner of the offending Lot in accordance with Section 86 of the Strata Schemes Management Act 2015

MOTION 16:
PAYMENT PLANS

RESOLVED that the Owners Corporation authorise the Strata Committee to negotiate and accept payment plans that may be offered by Lot Owners with respect to their outstanding contributions to the Owners Corporation.

MOTION 17:
BY-LAW REVIEW

RESOLVED that the Owners Corporation has reviewed the By-laws and considers that no further action is necessary to seek proposed amendments.

GENERAL
BUSINESS:

No General Business was discussed.

CLOSURE:

There being no further business the Chairperson declared the meeting closed at 5:25pm and thanked all those present for their attendance and contribution to the meeting.

CHAIRPERSON

CONFIRMED

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS OF STRATA PLAN 82167 HELD
ONSITE IN UNIT 7, 170-172 GOSFORD ROAD, ADAMSTOWN ON
29 AUGUST 2017 AT 4:00PM**

170-172 GOSFORD ROAD, ADAMSTOWN

PRESENT & VOTING: Lot 1 Jennifer Reschow
Lot 2 Kevin Finn
Lot 3 Chairperson as proxy for Niko Satria
Lot 4 Patrick-James Quinlan
Lot 7 Arna Hickey
Lot 8 Amy Hickson

IN ATTENDANCE: Lot 7 Nadine Hickey
Adele Lavis representing Lake Group Strata.

APOLOGIES: Nil.

CHAIRPERSON: Adele Lavis acted as Chairperson.

MOTIONS IN ACCORDANCE WITH THE NOTICE OF BUSINESS:

MOTION 1: **RESOLVED** that the Minutes of the Annual General Meeting held on 9
MINUTES September 2017 be confirmed.

MOTION 2: The following nominations of candidates for election to the Strata
STRATA Committee of the Owners' Corporation were received and accepted
COMMITTEE by the Chairperson.
NOMINATIONS

Jennifer Reschow
Amy Hickson

Kevin Finn
Nadine Hickey

Patrick-James Quinlan

NUMBER OF **RESOLVED** that the number of members of the Strata Committee be
MEMBERS determined as five (5).

STRATA As the number of candidates equalled the number of members of the
COMMITTEE Strata Committee determined by the Owners' Corporation, the
ELECTION Chairperson declared the mentioned persons elected without a ballot.

MOTION 3: **RESOLVED** that at this stage there be no restricted matters for the
RESTRICTED purposes of Section 36(3) of the Strata Schemes Management Act
MATTERS 2015 ('the Act').

MOTION 4: **RESOLVED** that the annual financial statements made up to 30 June
FINANCIALS 2017 be adopted.

MOTION 5: **MOTION LOST**
AUDIT

That the Owners' Corporation appoint an auditor in accordance with Section 95 of the Strata Schemes Management Act 2015.

MOTION 6:
INSURANCES

RESOLVED that the Owners' Corporation insurances as detailed below be confirmed. The Strata Managing Agent was instructed to increase the building sum insured upon renewal in accordance with CPI. The Strata Managing Agent was instructed that no quotations were required and that the renewal should be sent to the Strata Committee for their consideration and determination prior to renewal. It was also noted that Fidelity Guarantee and Office Bearers' Liability insurances were not required. The meeting further agreed that a valuation for insurance purposes was not required at this point in time. (Last Valuation September 2014 - \$1,620,000).

INSURER: NRMA Insurance

Cover	Policy No.	Amount	Date Due
Building	HOM3827967	\$1,786,050	29/05/18
Public Liability	HOM3827967	\$20,000,000	29/05/18
Voluntary Workers	HOM3827967	\$40,000/\$400	29/05/18
Flood Cover	HOM3827967	Included	29/05/18

MOTION 7:
STRATA
MANAGEMENT
COMMISSIONS
AND
MANAGEMENT

RESOLVED that the Owners Corporation was advised that the Strata Managing Agent received \$NIL in commissions from insurance policy placements and that no other commissions or training was paid for by other parties with respect to the Strata Managing Agents management of this Owners Corporation. The Strata Managing Agent anticipates receiving \$NIL commission upon the policy renewal, if there are no changes to the insurer and the premium paid equals the budgeted amount for insurance.

MOTION 8:
TERMITE REPORT

MOTION LOST

That the Owners' Corporation obtain an inspection of the property for termite activity. No other pest control measures were required at this time. The Strata Manager was instructed to advise Superior Pest Control to cease monitoring of the bait box near the laundry.

MOTION 9:
CAPITAL WORKS
FUND PLAN

MOTION LOST

That the Owners' Corporation appoint a suitably qualified consultant to prepare a detailed Capital Works Fund Plan to assist in estimating the needs of the Capital Works Fund. (No previous Capital Works Fund Plan)

Patrick-James Quinlan will investigate options available and costings for a more onsite based inspection rather than a desktop style report and advise the Strata Committee of his findings.

The meeting was advised by the Strata Manager that the plan was non compliant under the Strata Management Act 2015.

MOTION 10:
WH & S REPORT

MOTION LOST

That the Owners Corporation appoint a qualified consultant to conduct an inspection of the common property to meet its obligations under the Workplace Health & Safety Regulation 2011.

MOTION 11:
ANNUAL FIRE
SAFETY
STATEMENT

RESOLVED that the Owners Corporation is not currently subject to a requirement to lodge an Annual Fire Safety Statement.

MOTION 12:
WINDOW SAFETY
ASSESSMENT

RESOLVED that the Strata Committee would conduct an assessment of window safety at the property with a view to self installation in order to address any requirements under Section 118 of the Strata Schemes Management Act 2015.

MOTION 13:
CONSTRUCTION
DEFECTS

RESOLVED that there are no constructions defects that are subject to statutory warranties given under the Home Building Act 1989.

MOTION 14:
MANAGEMENT
AGENCY
AGREEMENT

RESOLVED that Lake Group Property Services Pty Ltd trading as Lake Group Strata be re-appointed pursuant to Section 49 of the Strata Schemes Management Act 2015 as the Strata Managing Agent of the The Owners - Strata Plan 82167 for a term of three (3) years in accordance with the Agreement tabled at the meeting which delegates to the Agent the powers, authorities, duties and functions to deliver the agreed services and additional services and with the power for the Agent to affix the Common Seal to Section 184 Certificates and other documents as directed by the Strata Committee.

Further that Jennifer Reschow and Nadine Hickey two (2) members of the Owners Corporation's Strata Committee be authorised to sign the Common Seal pursuant to Section 273 of the Strata Schemes Management Act 2015 on the Agency Agreement in the preceding resolution.

MOTION 15:
BUDGETS

RESOLVED that the Administrative Fund Budget be approved to the sum of \$15,051.00 as listed below.

Change in Financial Period

In order to meet the new requirements for issue of Levy notices, the meeting agreed for the current financial period end date to be amended to 31 May 2017, with future financial periods to now be recorded as 1 June – 31 May for each respective year.

Accountancy Fees (Tax Returns, BAS)	20.00
Agent Disbursements	1,300.00
Management Fees - Standard	1,866.00
Management Fees – Schedule B	165.00
Creditor Compliance	120.00
Insurance Premiums	5,333.00
Consultants' Fees	422.00
General Repairs	3,100.00
Gutter Cleaning	700.00
Pest/Vermin Control	660.00
Lawns & Gardening	600.00
Electricity	765.00

Total

\$ 15,051.00

RESOLVED that the Capital Works Fund budget be approved to the sum of \$4,484.00 as listed below.

ITEM	REPLACE COST	LIFE SPAN	ALLOWANCE FOR CURRENT YEAR
	\$	YRS	\$
Gutters & Downpipes	4,536.00	10	454.00
Light Fittings	1,743.00	10	174.00
Painting & Surface Finishes - Ext	15,456.00	10	1,546.00
Roof	1,560.00	10	156.00
Fencing	3,087.00	20	154.00
Additional Contribution			2,000.00
Total			<u>\$ 4,484.00</u>

Levies based upon the above sums will be due and payable quarterly as per unit entitlement on the following dates:

20/08/2017 20/11/2017 20/02/2018 20/05/2018

MOTION 16:
LEVY
COLLECTION

RESOLVED that the Strata Managing Agent do all things necessary to commence and maintain debt collection proceedings for collecting outstanding levy contributions in conjunction with further instructions that may be given by the Strata Committee. Collection proceedings generally to follow the following process:

1. Where contributions of more than \$200 are overdue by more than 45 days - issue a levy reminder letter.
2. Where contributions of more than \$200 are overdue by more than 75 days – issue a final notice
3. Where contributions of more than \$200 are overdue by more than 100 days – instruct a mercantile agent to commence proceedings

Recovery of the Owners Corporations expenses in collection actions is to be sought from the Owner of the offending Lot in accordance with Section 86 of the Strata Schemes Management Act 2015

MOTION 17:
PAYMENT PLANS

RESOLVED that the Owners Corporation authorise the Strata Committee to negotiate and accept payment plans that may be offered by Lot Owners with respect to their outstanding contributions to the Owners Corporation.

MOTION 18:
BY-LAW REVIEW

RESOLVED that the Owners Corporation has reviewed the By-laws and considers that no further action is necessary to seek proposed amendments.

**GENERAL
BUSINESS:**

Water damaged soffit

The meeting resolved to proceed with the D L Quality Constructions quotation for the repair of water damaged soffit \$1,197.90 as was previously discussed at Strata Committee meeting held 9 April 2017.

CLOSURE:

There being no further business the Chairperson declared the meeting closed at 5:30pm and thanked all those present for their attendance and contribution to the meeting.

CHAIRPERSON

CONFIRMED

MINUTES OF SPECIAL COMMITTEE MEETING OF THE OWNERS OF STRATA PLAN 8216 HELD ON SITE ON 9 APRIL 2017 at 4pm

PRESENT: Amy Hickson and Hayley
Patrick and Jolie Quinlan
Arna Hickey
Kevin Flynn
Jenny Reschow

PURPOSE: The meeting was called to address issues raised in email from Adele Lavis, Lake Group Strata, on 1 April 2017.

MOTION 1: **MANAGING AGREEMENT**

RESOLVED that the Committee exercise the right to a three month extension from 30/05/2017 on the Managing Agency Agreement and that the MAA be added to the Agenda for the Annual General Meeting in August 2017.

MOTION 2: **BUILDER'S QUOTE**

RESOLVED that 'DL Quality Constructions' be asked to provide more detail, an itemised list, of what work is included in their quote for repairs to the underside of balcony.

Discussion re this motion;

- We are concerned that the work done now should provide a permanent solution to the problem, not just a cosmetic repair.
- We feel that, while the scaffolding is in place, which is approximately half of the cost of the quote, a thorough investigation and remediation should be done.
- It was suggested that holes be drilled along the full length of the balcony (as is the case on the other balcony of the building). This would allow for rain water etc to drain away, air to circulate to dry the timber beams and perhaps for camera investigation to assess the condition of the beams/framework.

MOTION 3: **PEST CONTROL**

RESOLVED that a Pest Control service be done on the outside and under the buildings, for the treatment of cockroaches.

MOTION 4: **PLANTS**

RESOLVED that the owners of Unit 8 be able to continue to keep pot-plants on their balcony on the assurance that the builder advised they do not contribute to water damage under the balcony. It was noted that the plants enhance the appearance of the building.

RESOLVED that the owners of Unit 8 will remove items from the small shed and common property at the rear of the building. Pot-plants along the back fence will remain.

MOTION 5:
STRUCTURAL
ASSESSMENT

RESOLVED that we again address the issue of obtaining a detailed “structural assessment” of the buildings.

Discussion re this motion:

- Owners are concerned that we should be prepared in advance for major building work that will inevitably occur in an old building such as ours.
- A projection of ‘short term’ and ‘long term’ probabilities would be helpful as we could then plan to build the Sinking Fund accordingly.
- Perhaps ‘DL Quality Constructions’ could provide some information of this type, given his knowledge of the section of building he is repairing this time?

MOTION 6:
BULK WASTE

RESOLVED that we avail ourselves of the two free Bulk Waste Collections allowed per year. One collection in Autumn and one in Spring. However, details of this were not decided, e.g. do we want a collection booked now? The matter will need to be finalised via email.

Meeting closed at 5.15pm

Minutes prepared by Jenny Reschow and co-signed by Amy Hickson.

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS OF STRATA PLAN 82167 HELD
ONSITE IN UNIT 1, 170-172 GOSFORD ROAD, ADAMSTOWN ON 9 AUGUST 2016 AT 4:00PM**

170-172 GOSFORD ROAD, ADAMSTOWN

**PRESENT &
VOTING:** Lot 1 Jennifer Reschow
Lot 3 Chairperson as Proxy for Niko Satria
Lot 4 Patrick-James Quinlan
Lot 7 Nadine Hickey
Lot 8 Amy Hickson

IN ATTENDANCE: Cassandra McLean representing Lake Group Strata.

APOLOGIES: Nil.

CHAIRPERSON: Cassandra McLean acted as Chairperson.

MOTIONS IN ACCORDANCE WITH THE NOTICE OF BUSINESS:

**MOTION 1:
MINUTES** **RESOLVED** that the Minutes of the Annual General Meeting held on 1 September 2015 be confirmed.

**MOTION 2:
EXECUTIVE
COMMITTEE
NOMINATIONS** The following nominations of candidates for election to the Executive Committee of the Owners' Corporation were received and accepted by the Chairperson.

Patrick-James Quinlan	Kevin Finn	Jennifer Reschow
Amy Hickson	Nadine Hickey	

**NUMBER OF
MEMBERS** **RESOLVED** that the number of members of the Executive Committee be determined as five (5).

**EXECUTIVE
COMMITTEE
ELECTION** As the number of candidates equalled the number of members of the Executive Committee determined by the Owners' Corporation, the Chairperson declared the mentioned persons elected without a ballot.

Jennifer Reschow to receive a copy of the Regulation 39 Report on behalf of the Owners Corporation.

**MOTION 3:
RESTRICTED
MATTERS** **RESOLVED** that at this stage there be no restricted matters for the purposes of Section 21(2) of the Strata Schemes Management Act 1996 ('the Act').

**MOTION 4:
FINANCIALS** **RESOLVED** that the annual financial statements made up to 30 June 2016 be adopted.

**MOTION 5:
AUDIT** **MOTION LOST**
That the Owners' Corporation appoint an auditor in accordance with Section 107 of the Strata Schemes Management Act 1996.

**MOTION 6:
INSURANCES**

RESOLVED that the Owners' Corporation insurances as detailed below be confirmed. The Strata Managing Agent was instructed to increase the building sum insured by CPI upon renewal. NRMA do not offer Office Bearers and the meeting agreed that Fidelity Guarantee cover was not required at this point in time. The meeting further noted that a valuation for insurance purposes was not required at this point in time (Last valuation 03/09/2014 - \$1,620,000.00).

INSURER: NRMA Insurance Ltd

Cover	Policy No.	Amount	Date Due
Building	HOM382796799	\$1,620,000.00	29/05/2017
Public Liability	HOM382796799	\$20,000,000.00	29/05/2017
Voluntary Workers	HOM382796799	\$40,000/\$400	29/05/2017
Flood Cover	HOM382796799	Included	29/05/2017

**MOTION 7:
TERMITE REPORT**

MOTION LOST

That the Owners' Corporation obtain an inspection of the property for termite activity.

**MOTION 8:
SINKING FUND
FORECAST**

MOTION LOST

That the Owners' Corporation appoint a suitably qualified consultant to prepare a detailed Sinking Fund Forecast to assist in estimating the needs of the Sinking Fund. (No Previous Sinking Fund Forecast).

- ❖ The meeting instructed the Strata Managing Agent to obtain quotations for a common property condition report to establish the life span on certain items and ensure the owners corporation can budget accordingly.

**MOTION 9:
WH & S REPORT**

MOTION LOST

That the Owners Corporation appoint a qualified consultant to conduct an inspection of the common property to meet its Workplace Health & Safety obligations under the Workplace Health & Safety Regulation 2011.

**MOTION 10:
WINDOW SAFETY
ASSESSMENT**

MOTION LOST

That the Owners Corporation conduct an assessment of window safety at the property and address any requirements under section 64A (Window safety devices – child safety) of the Strata Schemes Management Act 1996 (and Section 118 of the Strata Schemes Management Act 2015).

- ❖ The meeting requested that all owners undertake a self-assessment of their units, including investor owners and action any non-compliances found.

MOTION 11:
BUDGETS

RESOLVED that the Administrative Fund Budget be approved to the sum of \$12,512.00 as listed below.

Accountancy Fees (Tax Returns, BAS)	20.00
Agent Disbursements	850.00
Management Fees - Standard	1,826.00
Creditor Compliance	105.00
Insurance Premiums	5,587.00
General Repairs	1,500.00
Gutter Cleaning	700.00
Pest/Vermin Control	660.00
Lawns & Gardening	543.00
Electricity	721.00
Total	<u>\$ 12,512.00</u>

RESOLVED that the Sinking Fund budget be approved to the sum of \$4,356.00 as listed below.

ITEM	REPLACE COST	LIFE SPAN	ALLOWANCE FOR CURRENT YEAR
	\$	YRS	\$
Gutters & Downpipes	4,320.00	10	432.00
Light Fittings	1,660.00	10	166.00
Painting & Surface Finishes – Exterior	14,720.00	10	1,472.00
Roof	1,390.00	10	139.00
Fencing	2,940.00	20	147.00
Additional contribution			2,000.00
Total			<u>\$ 4,356.00</u>

Levies based upon the above sums will be due and payable quarterly as per unit entitlement on the following dates:

20/08/2016 20/11/2016 20/02/2017 20/05/2017

**GENERAL
BUSINESS:**

Gyprock & Building repairs

The meeting agreed to have a plasterer attend to the damaged gyprock ceiling in Units 7 & 8 post water damage from storm related events. The meeting also agreed to obtain a quotation for the front door replacement of Unit 8 & repair the common laundry door jam.

Council Bulk Waste Collection

The meeting instructed the Strata Managing Agent to lodge a bulk waste collection with Council at the start of September 2016.

Smoking in laundry

It was noted that the current occupant of Unit 3 uses the common laundry as a smoking bay and the Strata Managing Agent was requested to write a letter to the occupant asking that they please cease this behaviour.

Unit 4 – Front door approval

The meeting approved for the owner of Unit 4 to make cosmetic alterations to the front door noting that the on-going repairs and maintenance will be that of the lot owner to repair and maintain.

CLOSURE:

There being no further business the Chairperson declared the meeting closed at 5:15pm and thanked all those present for their attendance and contribution to the meeting.

CHAIRPERSON

CONFIRMED

**MINUTES OF EXECUTIVE COMMITTEE MEETING OF THE OWNERS OF STRATA PLAN
82167 HELD ONSITE IN UNIT 1, 170-172 GOSFORD ROAD, ADAMSTOWN ON 9 AUGUST
2016 AT 5:16PM**

170-172 GOSFORD ROAD, ADAMSTOWN

**PRESENT
& VOTING:** Jennifer Reschow
Patrick-James Quinlan
Nadine Hickey
Amy Hickson

**ALSO IN
ATTENDANCE:** Cassandra McLean representing Lake Group Strata

APOLOGIES: Nil

CHAIRPERSON: Cassandra McLean acted as Chairperson.

MOTIONS IN ACCORDANCE WITH THE NOTICE OF BUSINESS:

**MOTION 1:
MINUTES** **RESOLVED** that the Minutes of the Executive Committee Meeting held on 1 September 2015 be confirmed.

**MOTION 2:
OFFICE
BEARERS** **RESOLVED** that the following members be elected as Office Bearers' of the Executive Committee.

Chairperson – Nadine Hickey
Secretary – Amy Hickson
Treasurer – Jennifer Reschow

CLOSURE: There being no further business the Chairperson declared the meeting closed at 5:17pm and thanked all those present for their attendance and contribution to the meeting.

CHAIRPERSON

CONFIRMED

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS OF STRATA PLAN 82167 HELD
ONSITE IN UNIT 1, 170-172 GOSFORD ROAD, ADAMSTOWN ON 1 SEPTEMBER 2015 AT 4:00PM**

170-172 GOSFORD ROAD, ADAMSTOWN

**PRESENT &
VOTING:** Lot 1 Jennifer Reschow
Lot 2 Kevin Finn
Lot 3 Chairperson as Proxy for Niko Satria

IN ATTENDANCE: Lot 4 Jolie Brouant
Cassandra Milne representing Lake Group Strata.

APOLOGIES: Nil.

CHAIRPERSON: Cassandra Milne acted as Chairperson.

MOTIONS IN ACCORDANCE WITH THE NOTICE OF BUSINESS:

**MOTION 1:
MINUTES** **RESOLVED** that the Minutes of the Annual General Meeting held on 18 August 2014 be confirmed.

**MOTION 2:
EXECUTIVE
COMMITTEE
NOMINATIONS** The following nominations of candidates for election to the Executive Committee of the Owners' Corporation were received and accepted by the Chairperson.

Jennifer Reschow Kevin Finn Amy Hickson
Ryan McLoughlin
Patrick-James Quinlan (nominated by Jolie Brouant)

**NUMBER OF
MEMBERS** **RESOLVED** that the number of members of the Executive Committee be determined as five (5).

**EXECUTIVE
COMMITTEE
ELECTION** As the number of candidates equalled the number of members of the Executive Committee determined by the Owners' Corporation, the Chairperson declared the mentioned persons elected without a ballot.

Treasurer to receive a copy of the Regulation 39 Report on behalf of the Owners Corporation

**MOTION 3:
RESTRICTED
MATTERS** **RESOLVED** that at this stage there be no restricted matters for the purposes of Section 21(2) of the Strata Schemes Management Act 1996 ('the Act').

**MOTION 4:
FINANCIALS** **RESOLVED** that the annual financial statements made up to 30 June 2015 be adopted.

**MOTION 5:
AUDIT** **MOTION LOST**
That the Owners' Corporation appoint an auditor in accordance with Section 107 of the Strata Schemes Management Act 1996.

MOTION 6:
INSURANCES

RESOLVED that the Owners' Corporation insurances as detailed below be confirmed. The Strata Managing Agent was instructed to increase the building sum insured by 5% upon renewal. NRMA do not offer Office Bearers and the meeting agreed that Fidelity Guarantee cover was not required at this point in time.

INSURER: NRMA Insurance Ltd

Cover	Policy No.	Amount	Date Due
Building	HOM382796799	\$1,620,000.00	29/05/2016
Public Liability	HOM382796799	\$20,000,000.00	29/05/2016
Voluntary Workers	HOM382796799	\$40,000/\$400	29/05/2016
Flood Cover	HOM382796799	Included	29/05/2016

MOTION 7:
TERMITE REPORT

MOTION LOST

That the Owners' Corporation obtain an inspection of the property for termite activity.

MOTION 8:
SINKING FUND
FORECAST

MOTION LOST

That the Owners' Corporation appoint a suitably qualified consultant to prepare a detailed Sinking Fund Forecast to assist in estimating the needs of the Sinking Fund. (No Previous Sinking Fund Forecast).

MOTION 9:
WH & S REPORT

MOTION LOST

That the Owners Corporation appoint a qualified consultant to conduct an inspection of the common property to meet its Workplace Health & Safety obligations under the Workplace Health & Safety Regulation 2011.

MOTION 10:
BUDGETS

RESOLVED that the Administrative Fund Budget be approved to the sum of \$11,858.00 as listed below.

Accountancy Fees (Tax Returns, BAS)	20.00
Agent Disbursements	800.00
Management Fees - Standard	1,802.00
Creditor Compliance	105.00
Insurance Premiums	5,040.00
General Repairs	1,500.00
Gutter Cleaning	700.00
Pest/Vermin Control	660.00
Lawns & Gardening	510.00
Electricity	721.00
Total	<u>\$ 11,858.00</u>

RESOLVED that the Sinking Fund budget be amended and approved to the sum of \$4,238.00 as listed below.

ITEM	REPLACE COST	LIFE SPAN	ALLOWANCE FOR CURRENT YEAR
	\$	YRS	\$
Gutters & Downpipes	4,126.00	10	412.00
Light Fittings	1,512.00	10	151.00
Painting & Surface Finishes – Exterior	14,028.00	10	1,402.00
Roof	1,330.00	10	133.00
Fencing	2,800.00	20	140.00
Additional Balance increase			\$ 2,000.00
Total			\$ 4,238.00

Levies based upon the above sums will be due and payable quarterly as per unit entitlement on the following dates:

20/08/2015 20/11/2015 20/02/2016 20/05/2016

**GENERAL
BUSINESS:**

Building Repairs

The meeting discussed the quotation from Billara Building for the inspection and investigation of the possible building repairs to take place in the fascia boards. The meeting agreed to obtain another quotation as the Owner of Unit 7 indicated that he may have a builder who would be interested in performing an assessment to the area. The Committee to work together to resolve this matter as the urgency and cost of this repair is currently unknown.

CLOSURE:

There being no further business the Chairperson declared the meeting closed at 4:56pm and thanked all those present for their attendance and contribution to the meeting.

CHAIRPERSON

CONFIRMED



Termite Inspection Report

In Accordance with AS 3660.2-2017

170 Gosford Road, Adamstown New South Wales, 2289 Australia- Common Property

STANDARD TERMITE INSPECTION REPORT

Prepared in accordance with Australian Standard:

AS 3660.2-2017: Termite Management

CONTENTS



1. Client Details

The Client is the person or entity for whom the inspection is being undertaken



6. Report Findings

Detailed Report on the observations and findings of the Inspection



2. About Our Agreement

Defining the Purpose, Scope, Areas Covered and Limitations of the Inspection



7. Conducive Conditions

Identifying conditions identified that are conducive to Termite activity



3. Report Summary

A summary of the Report content and findings to be read as part of the full Report



8. Terms & Conditions

Terms and condition details related to the Inspection undertaken and Report provided



4. About the Property Inspected

Primary details describing and identifying the Property that is to be Inspected



9. Inspector Details

Contact details of the Inspection Provider and the Inspector that undertook the Inspection



5. Areas We Were Unable to Inspect

Details outlining the limitations and hindrances related to the Inspection, and why



10. Client Acknowledgement

Acknowledgement and acceptance of the Report to be completed by the Client



1. CLIENT DETAILS

The Client is the person or entity for who the inspection is being undertaken.

Client Name:	82167: 170-172 Gosford Road, ADAMSTOWN, 2289, NSW c/o Lake Group Strata
Client Address:	170 Gosford Road, Adamstown New South Wales, 2289 Australia- Common Property
Property Inspected Address:	170 Gosford Road, Adamstown New South Wales, 2289 Australia- Common Property
Inspection Date:	22 Sep 2025
Inspection Time:	06:59 am

It is highly recommended that the Property be re-inspected if this Report is being considered more than thirty days after the Inspection Date.

Weather Conditions at time of inspection: Dry

On a large Property (as reasonably determined by the Inspection Provider), the part of the Property subject to the Inspection will be fifty (50) meters from the main building (as nominated by the Client).

Strata Properties

If the Inspection relates to a Property that is part of any kind of strata or company title, the Inspection will be limited to the interior of the nominated residence/unit and the immediate exterior of the building/features being Inspected. The Inspection will not include any of the common areas, any areas not owned by the Client, or documents or records related to the body corporate of the Property.

2. ABOUT OUR AGREEMENT

Inspection Requested

Inspection Type requested: Standard Termite Inspection In accordance with AS 3660.2-2017

Inspection Provider Details

The Inspection Provider is the legal entity responsible for the Inspection and issuing the Report.

Name (hereafter "Inspection Provider"): ELITE BUILDING & PEST SERVICES

Address: 82 Delaware Drive, Macquarie Hills, New South Wales, 2285

Phone: 0411779029

Email: admin@elitebps.com.au



3. INSPECTION SUMMARY

It is very important to note that the following is a Summary only and must be read together with the entire Report.

There are Limitations, Notes, Terms and Conditions that must be read, understood and acknowledged as part of the entire Report that is not included in this Summary. If any discrepancy exists between this Summary and the main Report, the main Report will prevail in terms of that inconsistency.



ACCESS

Are there any areas that were hindered and access should be gained? **Yes, see Section 5**

Are there any areas that were restricted and access should be gained? **Yes, see Section 5**

Are there any areas that are High Risk and access should be gained? **Yes, see Section 5**



ACTIVITY

Were active termites found? **No, read report in full**

Was a termite nest located? **No, read report in full**

Was visible evidence of termite workings or damage found? **No, read report in full**

Was visible evidence of damage caused by fungal decay? **Yes, see Section 6**



SAFETY & RISK

Are further inspections recommended? **Yes, see Section 6**

In our opinion, the susceptibility of this property to termites is considered to be **HIGH, read report in full**

4. ABOUT THE PROPERTY INSPECTED



The front facade of the dwelling faces:	The street
Site Topography:	The street
Type of Structure:	Common Property areas only -Retaining walls, boundary fences, roads
Height of Structure:	Ground
Wall Construction:	Brick Veneer Weatherboard
Floor Type:	Timber Flooring with Concrete Areas
Please note that If the building, or any part thereof, includes a concrete slab, there is the possibility of a concealed termite entry and therefore a higher probability of termite attack.	
Roof Type:	No access to roof
Property Furnishing Status:	Common areas only
Property Occupancy Status:	Common areas only

5. AREAS WE WERE UNABLE TO INSPECT & WHY

HINDERED ACCESS:

The Inspection did not include areas that were inaccessible. Hindered access areas are areas that were not accessible at the time of inspection due to temporary obstructions.

Were there any obstructions that may conceal possible termite attack?

Yes

Hindered Areas:

The Exterior

Subfloor

Slab edge with garden over slab edge

It is important to note that as an inspection of the above areas was not possible at the time of the inspection, termite activity or damage may therefore exist in these areas.

RESTRICTED ACCESS:

The Inspection did not include areas that were inaccessible. Restricted Access areas are areas that were not accessible at the time of inspection due to permanent restriction or locked entry.

Were there any normally accessible areas that had restricted access?

Yes

Details & Recommendations:

Door locked in in carport 6,7,8

Restricted Areas Photos



It is important to note that as an inspection of the above areas was not possible at the time of the inspection, termite activity or damage may therefore exist in these areas.

HIGH RISK AREAS:

The Inspection did not include areas that were inaccessible. High Risk areas are areas where access was not possible at the time of the Inspection but are deemed to be of high risk for concealed termite activity.

Were there any High Risk Area(s) to which access should be gained or fully gained?

Yes

It is very important to note that further inspection is highly recommended for any areas where access or visibility was hindered, restricted or obstructed in any way at the time of the inspection. It is also highly recommended that further inspection be undertaken for any High Termite Inspection Report (AS 3660.2-2017) w/ Photos

Risk areas noted.

The Inspection requested is a visual, non-invasive inspection and as such, has limitations that would be effectively addressed through an Invasive Inspection.

Is an Invasive Inspection recommended to this property?

Yes

If it has been noted that an Invasive Inspection is recommended, this is outside the Scope of this Inspection as it requires invasive techniques or specialist equipment and may require wall, floor or ceiling removal or other potentially damaging processes to the Property in order to gain better access or visibility, all of which will require authority from the Property Owner.

Please contact the Inspection Provider for more information on the Invasive Inspection process required as a matter of high urgency.



6. FINDINGS & OBSERVATIONS

Report on the location and details of termite activity detected at the time of the Inspection in accordance with the Scope of the Inspection.

ACTIVE TERMITES (LIVE INSECTS)

Were live termites found at the time of the inspection? No

TERMITE NEST(S)

Where a termite nest is located on or near the property, the risk of termite infestation is increased.

Was a termite nest found at the time of Inspection? No

TERMITE DAMAGE AND/OR WORKINGS

Was evidence of termite workings or damage found? No

IMPORTANT: If Live Termites, Termite Nests, Termite Damage or any Termite Activity have been detected at the Property, then it is highly likely that concealed termite activity and termite damage exists.

A more invasive inspection is highly recommended to be carried out. This is outside the Scope of this Inspection.

It is strongly recommended that the full extent of any such activity and damage be fully understood through the engagement of a Licenced Builder, Structural Engineer or appropriately qualified expert.

SUBTERRANEAN TERMITE TREATMENT

Is a termite treatment recommended? No

EVIDENCE OF A POSSIBLE PREVIOUS TREATMENT

Was evidence of a previous treatment located? (this may include drill holes, dusting or baiting) No

DURABLE NOTICE

If a Property has a history of Termite Activity, or has a termite management system installed, records or details related to previous action taken can be useful in determining whether the action taken was appropriate. A Notice of Application or a Durable Notice are examples of this type of record and are often located in the meter box, sub-floor joist or kitchen cupboard and provide useful information in determining future pest management.

Was a durable Notice found at the time of this inspection? No

TERMITE MANAGEMENT SYSTEM

A Termite Management System minimises the risk of termite damage to primary elements of a building through a concealed route by installing safeguards like physical barrier, chemicals and bait stations. Under the Building Code of Australia, all new homes must have a termite management system in some form.

Does this property have a termite management system installed? No

At the time of inspection, it appeared as though no termite management system has been installed, with no evidence to suggest preventative works taking place. The client may consider gaining further advice from a pest controller as to the costs and procedures involved with this application. It is recommended that obtaining such advice be a short-term priority.

Is a termite management system recommended? Yes

The Inspection undertaken is a visual inspection only and therefore no representations can be made with regard to work historically performed. We strongly recommend that if possible, the client requests copies of any reporting related to previous activity or treatments including related warranties and dates of actions.

FREQUENCY OF INSPECTIONS FOR THE DETECTION OF TERMITE INFESTATIONS

Termite activity is a very regular occurrence in Australia and so regular monitoring and inspections are encouraged to assist in early detection and therefore help mitigate damage done.

The overall risk is assessed by the Inspector at the time of Inspection taking into account variables such as the Property location, the building components and conducive conditions that are present. Risk levels are subjective and can only be used as an indicative guide.

Australian Standard AS 3660.2-2017 recommends that inspections be undertaken no less than every twelve months and where the likelihood of termite activity is greater, the regularity should be increased.

It is important to note that the Inspections themselves will not stop termite activity, however the sooner the activity is detected, the sooner action can be taken.

Due to the degree of risk of subterranean termite infestation noted above and all other findings of this report, it is essential that a full inspection and written report in accord with AS 4349.3 or AS 3660.2-2017 is conducted at this property every:	12 months
--	-----------

In our opinion, the susceptibility of this property to termites is considered to be:	HIGH
--	------



TERMITE MANAGEMENT SYSTEM

7. CONDUCTIVE CONDITIONS TO TERMITE ATTACK

Conductive Conditions are elements around a Property or environmental factors that could increase the likelihood of termite attack.

In addition to termite damage and the existence of termites at the Property, Conductive Conditions can be identified due to certain construction methods, types of timber used, reduced sub-floor ventilation, increased moisture levels or dampness, storage of timber materials under and around the property and close proximity of garden beds to concrete slabs.

WATER LEAKS

Water leaks can lead to increased moisture levels that are conducive to termite attack and can come from a number of sources including overflows and leaking from appliances such as hot water systems and air conditioning units. Leaks can also result from the lack of effective moisture barriers, faulty waterproofing membranes, leaks or cracks in damp-proof courses and plumbing and ineffective stormwater and drainage systems.

Were water leaks found at the time of inspection? No

If leaks are detected, it is recommended that a suitably qualified plumber or builder is engaged to rectify as soon as possible.

WATER TANKS

If Water Tanks are installed, they may include overflow pipes or ineffective drainage. It is therefore possible that any build up of water will lead to increased dampness or moisture and therefore conditions conducive to termite activity.

Was a water tank(s) located at the time of inspection? No

It is recommended that suitable drainage is in place to prevent any retained water or buildup of moisture.

HIGH MOISTURE READINGS

Elevated moisture levels, or the moisture content of building materials, can be an indicator of termites and is a clear conducive condition to termite attack.

Were high moisture readings found at the time of Inspection? No

If high moisture levels have been reported, it is important to ensure further expert advice is obtained in order to determine the reason, extent of any damage caused and estimated cost of rectification as areas with high moisture are more prone to termite attack.

FUNGAL DECAY

Fungal Decay is often found in conjunction with Timber Pest damage and early stages of decay may not be detectable visually. A very small number of species can be found in or on the surface of timber and only certain types of fungi actually damage wood. Mould fungi for example are only found on the surface of the timber but do not damage the wood. Other fungi such as Sapstain fungi consume the sapwood sugars but do not significantly impact the structural strength of the timber. Other types of rot such as Brown Cubical Rot or White Rot Fungi can cause wood to decay especially in poorly ventilated subfloor zones leading to destruction of the timber.

Was evidence of Fungal Decay found at the time of the inspection? Yes

Visible damage appears to be located in the following areas:

Pergola / Verandah Post(s)

Fascia Boards

Timber Joists

Fence Posts

Decorative Timbers

If any evidence of fungi is reported, it is strongly recommended that the full extent of any such activity and damage be fully understood through the engagement of a Licenced Builder, Structural Engineer or appropriately qualified expert.

Photo



SITE DRAINAGE

Poor site drainage leads to water retention and the increased likelihood of moisture. Increased levels of moisture, impacting timber materials around the Property can be conducive to wood decay and termite attack.

We claim no expertise in plumbing and drainage, however it appears that site drainage is generally:

Adequate

Properties on sloping sites that experience run-off from the elevated side of the Property or from neighbouring properties need to ensure effective site drainage. Attention should also be given to garden beds impacting ventilation and weep holes, downpipe flow and the slope of paving and paths around the perimeter of the Property.

Where site drainage is deemed inadequate, remedial action should be undertaken by an engineer, plumber, drainer or licensed builder.

SUBFLOOR DRAINAGE

Poor drainage leads to water retention and the increased likelihood of moisture. Increased levels of moisture, particularly in areas such as the Property subfloor is conducive to wood decay and termite attack.

We claim no expertise in plumbing and drainage, however it appears that subfloor drainage is generally:

Adequate

VENTILATION

Adequate ventilation and subsequent airflow, particularly in areas such as the Property subfloor is an important contribution to reducing moisture levels and reducing the likelihood of termite establishment within the Property.

At the time of inspection ventilation appeared to be: Adequate

The subfloor ventilation is an important factor to keeping the floor frame dry and free of moisture. Where ventilation is deemed inadequate, any obvious blockages or obstructions should be removed and if required, an engineer, licensed builder or suitably qualified expert should be engaged to assess and rectify.

If evidence of mould is recorded, there may be a range of associated health or environmental issues to be investigated. An appropriately qualified inspector should be engaged as a high priority to investigate and advise.

SLAB EDGE EXPOSURE

Concrete slab edges provide an exposure point, particularly for Termites.

Does the slab edge inspection zone fully comply? No

Details & Recommendations:

Areas abutting the building are covering the >75mm slab edge for inspection purposes

The concrete edge should not be concealed but rather, a visible inspection zone of at least 75 mm should be maintained to allow visible detection of possible termite activity with regular Inspections undertaken in accordance with AS 3660.3.

If the edge is concealed, it is possible that termite entry may already have occurred but could not be detected at the time of Inspection. A Licensed Builder may also be contacted to find alternative solutions to the problem if visibility is not readily available.

ANT CAPPING

Ant Caps or Strip Shields are a corrosion-resistant metal shield placed on top of brickwork or building elements to prevent hidden termite access and therefore enable visibility of activity

We claim no expertise in building. However, in our opinion the termite shields appear to be: Adequate

To maintain the integrity of the shields, all joints should be adequately soldered and sealed or they will be deemed unsuitable for the purpose intended. Any open joints should be rectified and repaired to order to remain useful. Additionally, a chemical treated zone may be required to hinder concealed termite access as damaged or missing ant caps increase the risk of termite attack.

WEEPHOLES

All Weep holes must be kept clear at all times to assist in airflow and ventilation, allow condensation and moisture release and to provide clear visibility thereby helping to reduce the chance of undetected termite entry.

Were the weep holes clear and free flowing? No weep holes located

It is common for weep holes around the perimeter walls of a Property to be hidden or obstructed by paths, grass, garden beds, rendering, decking or stored materials. Any weep holes covered or not clearly visible are susceptible to concealed entry by termites. Every effort should be made to ensure all weep holes are clear and visible.

OTHER CONDUCTIVE CONDITIONS

Details of other conducive conditions

Door locked and a lot wood rot sighted to external of building

Conductive Condition Photos





8. TERMS & CONDITIONS

1. Disclaimer to third parties using or relying on this Report

Any third party reviewing and considering this Report must do so in conjunction with the terms and conditions which sets out, amongst other things, the purpose of the Inspection, scope of the Inspection, areas of the Inspection and limitations of the Inspection.

This Report does not conclusively determine that the Property is free of Termites and damage caused by Termites. The use of and reliance upon this Report by third parties is solely at their own risk and the Inspection Provider and all parties engaged by the Inspection Provider to provide services with respect to, or in connection with the Inspection, will not, be liable for any loss, damage, cost or expense suffered by any third party incurred in connection with the use of and reliance upon this Report for any purpose or in any way, including the use and reliance of this Report for any purpose connected with the sale, purchase or use of the Property. A third party cannot rely on this Report, or otherwise make any claim against, the Inspection Provider in connection with this report.

The Client requested the Inspection Provider undertake a visual Termite Inspection of the Property in accordance with Australian Standard AS 3660.2-2017 that sets a minimum acceptable standard for such inspections as part of the Building Inspection group of Standards. The Inspection Provider is not liable for any third party reliance on this report.

2: Purpose of Inspection

The Client has requested that the Inspection Provider undertake an Inspection of the Property for the purpose of providing advice on the condition of the Property at the time of the Inspection in relation to the activity of Termites.

3: Scope of Inspection

3.1 Compliance with Australian Standard

- (1) Australian Standard AS 3660.2-2017 (Standard) sets a minimum acceptable standard for the Inspection.
- (2) The Inspection will be undertaken by the Inspection Provider in accordance with the Standard.
- (3) The Inspection Provider warrants its compliance with the Standard in undertaking and reporting on the Inspection.

3.2 Scope of Inspection

- (1) Subject to clause 3.3, the Inspection will be a Non-Invasive Inspection of the Property for evidence of Termites, Termite activity, and damage caused by Termites
- (2) The scope of the Inspection and Reporting by the Inspection Provider is limited to the following:
 - (a) Conditions conducive to Termites (i.e. conditions that increase the likelihood of the presence of Termites).
 - (b) Factors that may allow undetected entry by Termites.
 - (c) Opinion regarding the susceptibility of the Property to damage/infestation of the Property by Termites at the time of Inspection.
 - (d) Evidence of the presence of Termites and evidence of damage probably caused by Termites activity (and resultant hazards (if any)) whether or not the Termites are considered active at the time of Inspection (i.e. includes evidence and damage of past or current Termites).
 - (e) Signs of past or present Termite activity or past treatment for Termite activity.
 - (f) If damage is detected, the location of damage, severity of the visible damage (which may not be the full extent of the damage actually present) and identification of the Termites.

(g) Recommendations for the reduction of Termite risk on the Property and recommended further investigations.

(h) Recommendations for the management of Termites on the Property and further investigations.

(i) If the Inspection Provider is of the opinion that there is a major safety hazard to the occupants of the Property due to Termites, the Inspection Provider will clearly identify the hazard in the Report.

3.3 Extended scope of Inspection

(1) If the Client instructs that the scope for the Inspections under clause 3.2(2) be extended, the extended scope will be set out in the Special Conditions Details.

(2) A request by the Client to extend the scope of the Inspection is at all times subject to the approval of the Inspection Provider and can be rejected at the Inspection Providers discretion.

4: Areas for Inspection

4.1 Property to be Inspected

(1) The parts of the Property that will be subject to the Inspection is as follows:

(a) All accessible areas on the Property, being the areas of the Property where sufficient, safe and reasonable access is available to allow Inspection.

(b) All buildings on the Property, which includes any detached or semi-detached items and includes Inspection of the interior and the exterior of those buildings.

(c) All features on the Property.

(d) All timber within the Property, but does not include timber that is not part of a building and/or features (e.g. furniture, furnishings, stored items and concealed timbers) or that is obstructed from being Inspected.

(2) On a large Property (as reasonably determined by the Inspection Provider), the part of the Property subject to the Inspection will be thirty (30) meters from the main building (as nominated by the Client).

(3) If the Inspection relates to a Property that is part of any kind of strata or company title, the Inspection will be limited to the interior of the nominated residence and the immediate exterior of the building/features being Inspected. The Inspection will not include any of the common areas, any areas not owned by the Client, or documents or records related to the body corporate of the Property.

4.2 Accessibility

(1) The Inspection will only include accessible areas of the Property as determined by the Inspection Provider at the time of the Inspection.

(2) The Inspection Provider is not responsible for arranging entry to the Property or any part of it.

(3) The Client must, at all times during the Inspection:

(a) supply all information reasonably requested by the Inspection Provider to allow it to undertake the Inspection; and

(b) arrange and permit a right of entry to all parts of the Property to enable the Inspection Provider to undertake the Inspection.

(4) If sufficient access to enable Inspection is not available, the Inspection Provider will make recommendations for gaining access and, if that access is not achievable, the area that cannot be accessed will not form part of the Inspection.

5: Limitations of Inspection

The limitations under this clause 5 are reasonably expected to be present or may occur as part of the Inspection and may therefore restrict the full achievement of the Client's purpose of the Inspection.

5.1 Access limitations

(1) The Inspection will not include the following areas of the Property:

(a) Areas that the Inspection Provider reasonably considers unsafe or inaccessible.

(b) Areas that cannot be accessed due to temporary or permanent obstruction or temporary or permanent restricted access (e.g. locked doors, security systems etc.)

(2) Limitations in accessing parts of the Property for Inspection may include:

(a) the Client not owning the Property and therefore not having the legal right to grant the Inspection Provider access to parts of the Property; and

(b) the Client not being present at time of the Inspection to allow the Inspection Provider access to parts of the Property.

(3) If the Property is furnished, the Inspection will not include those areas of the Property that cannot be Inspected due to furniture, furnishings, stored items etc. The Inspection does not include the Inspection Provider moving any furniture, furnishings or stored items to conduct its Inspection.

(4) Reasonable access does not include the cutting of access holes or the removal of screws and bolts or any other fastenings to access covers, removal of any sealants to access covers or removal of coverings or cladding.

(5) In respect to the determination of whether sufficient space is available to allow safe access to confined areas, the Inspection Provider will determine whether access is possible in its reasonable opinion, which includes the Inspection Provider considering the following criteria:

(a) Roof interior must be accessible from a 3.6m ladder and the roof exterior must be accessible from a 3.6m ladder placed on the ground.

(b) Roof Interior: access hole 400mm x 500mm and crawl space 600mm x 600mm.

(c) The ability to access areas of the Property due to height, narrow boundary clearance, thick vegetation, small roof space, small subfloor crawl space etc.

5.2 Non-Invasive Inspection limitations

As the Inspection is a Non-Invasive Inspection of the Property:

(1) the Inspection is not a guarantee that Timber Pests do not exist at the Property;

(2) the Inspection does not prevent Timber Pests or Timber Pest activity and damage occurring in the future;

(3) the Inspection does not use specialist tools, equipment, techniques or the performance of specialist timber pest inspections such as thermal imaging, intrusive or movement detecting devices;

(4) it is not possible to conclusively determine that the Property is free of Timber Pests and damage, as Timber Pest existence and damage may be concealed and can only be detected by invasive and probing techniques;

(5) the extent of damage probably caused by Termite activity will not be determined by the Inspection and can only be determined by intrusive techniques and the involvement of third party experts;

(6) non-detectable Termite activity and damage may be present at the time of Inspection.

5.3 General limitations

(1) An estimate for the cost of treatment of Termites or for repairs for any damage caused by Termites is not included in this Report.

(2) If the Inspection Provider is of the opinion that an invasive or destructive test is to be conducted or particular proprietary or specialist equipment is to be used, such inspection and work must be undertaken under a separate inspection agreement between the Client and the Termite Inspection Report (AS 3660.2-2017) w/ Photos

Page 17

Inspection Provider.

(3)The Inspection is solely for the purpose of identifying Termites and therefore any other pests present in or on the Property are not covered by the Inspection.

(4)The conduct of the Inspection and issue of the Report is at all times subject to and conditional upon:

- (a)weather conditions;
- (b)the accuracy of information provided by the Client;
- (c)deliberate concealment of Termite activity or resultant damage; and
- (d)any other fact limiting the Inspection and preparation of the Report.

5.4 Unexpected and unforeseen limitations

(1)The limitations set out in this clause 5 are not exhaustive and unexpected and unforeseen limitations may arise upon the Inspection Provider conducting the Inspection.

(2)Should unexpected and unforeseen limitations arise, the Inspection Provider will endeavour to inform the Client as soon as possible upon becoming aware of the limitation and will document the limitation in the Report and how that limitation restricts the scope of the Inspection.

6: Price, invoicing and payment

6.1 Price

The Price for the Inspection is set out in the Inspection Invoice.

6.2 Invoice and payment

- (1)The Inspection Provider will invoice the Client for the Price.
- (2)The Customer must pay the Price on the payment terms directed by the Inspection Provider without set-off or counterclaim of any kind.

7: Risk, indemnity and liability

7.1 Risk and liability

(1)The Client acknowledges and agrees that the Inspection and Report does not conclusively determine that the Property is free of Termites and damage caused by Termites and accepts and relies on the Inspection and Report solely at its own risk.

(2)The Client releases the Inspection Provider from all liability and Claims arising out of or in connection with:

- (a)the Inspection;
- (b)the Report; or
- (c)anything arising under these Terms and Conditions, except to the extent that any such liability or Claim arose as a result of the negligence of the Inspection Provider, or a breach of these terms and conditions by the Inspection Provider.

(3)The Client releases all Third Party Providers from all liability and Claims arising out of or in connection with:

- (a)the Inspection;
- (b)the Report; or

(c) anything arising under these terms and conditions, except to the extent that any such liability or Claim arose as a result of the negligence of the Third Party Providers.

7.2 Indemnity

The Client indemnifies the Inspection Provider from and against any Claims arising out of or in connection with:

- (1) the Inspection;
- (2) the Report; or
- (3) anything arising under these terms and conditions,

except to the extent that any such Claim arose as a result of the negligence of the Inspection Provider, or a breach of these terms and conditions by the Inspection Provider.

7.3 Limitation

To the full extent permitted by law, liability of the Inspection Provider for any breach of the terms and conditions arising as a result of the negligence of the Inspection Provider or for breach of any conditions or warranty implied in this Report or by law is limited to the Price.

7.4 Indirect losses

To the full extent permitted by law, the Inspection Provider will not be liable to the Client for any exemplary, aggravated or punitive damages or any indirect or consequential losses, any rectification costs or third party claims in connection with this Report.

8: Complaints

- (1) If the Client has a complaint with respect to the Inspection or Report, the Client must contact the Inspection Provider in writing no later than fourteen (14) days after the issue of the Report with any concerns (Complaint).
- (2) The Client must allow the Inspection Provider access to the Property within twenty-one (21) days of the date of the Complaint in order to further investigate the Complaint. A response will then be provided by the Inspection Provider within a reasonable period after the Inspection Provider's further investigation.
- (3) If the Client is not satisfied with the response provided by the Inspection Provider, the Client must, within twenty-one (21) days of receipt of the Inspection Provider's response, refer the matter to a mediator nominated by the Inspection Provider. The mediation costs will be shared equally or as agreed by the mediated settlement.
- (4) If mediation fails, the matter may be taken to an Independent Arbitrator for resolution.
- (5) Notwithstanding the existence of a complaint, each party will continue to perform its obligations under these terms and conditions.
- (6) The parties must follow the complaint process set out in this clause and those processes have failed to resolve the dispute before commencing any proceedings.

9: General provisions

9.1 Entire Report

This Report is the entire agreement of the parties on the subject matter. All representations, communications and prior agreements in relation to the subject matter are merged in and superseded by this Report.

9.2 Amendment

The terms and conditions may only be amended or supplemented in writing signed by the parties.

10: Definitions

Claim means any allegation, debt, cause of action, liability, claim, proceeding, suit or demand of any nature whatsoever arising and whether present or future, fixed or unascertained, actual or contingent whether at law, in equity, under statute or otherwise.

Inspection Provider - the entity as detailed in Section B

Non-Invasive Inspection means visual inspection supplemented by sounding that does not mark the surface and may include limited use of equipment.

Report means the Visual Termite Inspection Report setting out the results of the Inspection and provided to the Client within a reasonable time after completion of the Inspection by the Inspection Provider.


Third Party Providers means all parties engaged by the Inspection Provider to provide services with respect to, or in connection with, the Inspection, including but not limited to, Formitize Pty Ltd (ACN 163 430 126).

Termites means subterranean and dampwood termites but does not include drywood termites.



9. CONTACT THE INSPECTOR

The Inspector is the individual that performed the Inspection on behalf of the Inspection Provider. If anything is unclear or you would like to better understand any item in this Report, please contact the Inspector immediately. All items should be clearly understood before any action is taken on this Report.

Inspector Name:	Matthew Taylor
Inspector Address	82 Delaware Drive, Macquarie Hills, New South Wales, 2285
Inspector Licence:	5078942
Inspector Phone:	0409601061
Signed on behalf of:	ELITE BUILDING & PEST SERVICES
Inspector Signature:	
Date:	22 Sep 2025



10. CLIENT ACKNOWLEDGEMENT OF THIS REPORT

The Client acknowledges and agrees with the contents of this Report.

The Client acknowledges and agrees that the Inspection has limitations and that the Inspection and Report does not conclusively determine that the Property is free of Termites and damage caused by Termites and accepts and relies on the Inspection and Report solely at its own risk.

Client Name	
Signature:	
Date:	

Termite Inspection Report Summary

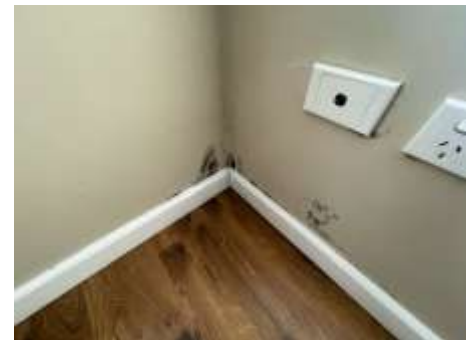
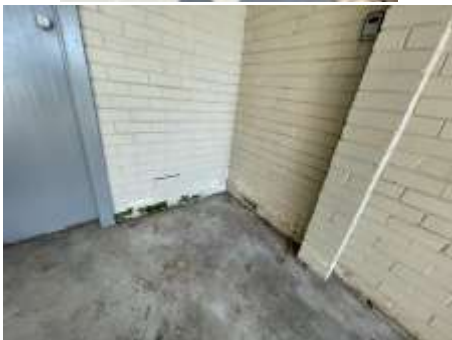
Strata Property

In accord with AS 3660.2-2017

Date	22 Sep 2025
Client	82167: 170-172 Gosford Road, ADAMSTOWN, 2289, NSW c/o Lake Group Strata
Property At	170 Gosford Road Adamstown 2289 New South Wales Australia
Termites	No active termites sighted at time of inspection.
Conducive Conditions	<p>Minor Mould issue to unit 7 needs to be look at by specialist.</p> <p>Mould sighted to common area roof and moss in carport.</p> <p>A lot wood rot sighted to timbers on external of building and upstairs balcony.</p> <p>Door locked in carports of 6,7,8. Carport in common area inspection.</p> <p>Units 5 ,6 & 8 was not home at the time of the inspection.</p>
Safety	All safety requirements carried out as per company policy.
Recommendations	<p>Recommend engaging a roofer to determine roof leaks and a mould specialist to assess mould to external of building and internal of units .</p> <p>Recommend a full termite monitoring system around buildings.</p>

Additional Photos









Termite Inspection Report

In Accordance with AS 3660.2-2017

6/170 Gosford Road Adamstown 2289 New South Wales Australia

STANDARD TERMITE INSPECTION REPORT

Prepared in accordance with Australian Standard:

AS 3660.2-2017: Termite Management

CONTENTS



1. Client Details

The Client is the person or entity for whom the inspection is being undertaken



6. Report Findings

Detailed Report on the observations and findings of the Inspection



2. About Our Agreement

Defining the Purpose, Scope, Areas Covered and Limitations of the Inspection



7. Conducive Conditions

Identifying conditions identified that are conducive to Termite activity



3. Report Summary

A summary of the Report content and findings to be read as part of the full Report



8. Terms & Conditions

Terms and condition details related to the Inspection undertaken and Report provided



4. About the Property Inspected

Primary details describing and identifying the Property that is to be Inspected



9. Inspector Details

Contact details of the Inspection Provider and the Inspector that undertook the Inspection



5. Areas We Were Unable to Inspect

Details outlining the limitations and hindrances related to the Inspection, and why



10. Client Acknowledgement

Acknowledgement and acceptance of the Report to be completed by the Client



1. CLIENT DETAILS

The Client is the person or entity for who the inspection is being undertaken.

Client Name:	82167: 170-172 Gosford Road, ADAMSTOWN, 2289, NSW c/o Lake Group Strata
Property Inspected Address:	6/170 Gosford Road Adamstown 2289 New South Wales Australia
Inspection Date:	22 Sep 2025
Inspection Time:	07:01 am

It is highly recommended that the Property be re-inspected if this Report is being considered more than thirty days after the Inspection Date.

Weather Conditions at time of inspection:	Dry
---	-----

On a large Property (as reasonably determined by the Inspection Provider), the part of the Property subject to the Inspection will be fifty (50) meters from the main building (as nominated by the Client).

Strata Properties

If the Inspection relates to a Property that is part of any kind of strata or company title, the Inspection will be limited to the interior of the nominated residence/unit and the immediate exterior of the building/features being Inspected. The Inspection will not include any of the common areas, any areas not owned by the Client, or documents or records related to the body corporate of the Property.

2. ABOUT OUR AGREEMENT

Inspection Requested

Inspection Type requested: Standard Termite Inspection In accordance with AS 3660.2-2017

Inspection Provider Details

The Inspection Provider is the legal entity responsible for the Inspection and issuing the Report.

Name (hereafter "Inspection Provider"): ELITE BUILDING & PEST SERVICES

Address: 82 Delaware Drive, Macquarie Hills, New South Wales, 2285

Phone: 0411779029

Email: admin@elitebps.com.au



3. INSPECTION SUMMARY

It is very important to note that the following is a Summary only and must be read together with the entire Report.

There are Limitations, Notes, Terms and Conditions that must be read, understood and acknowledged as part of the entire Report that is not included in this Summary. If any discrepancy exists between this Summary and the main Report, the main Report will prevail in terms of that inconsistency.

ACCESS

Are there any areas that were hindered and access should be gained? **Yes, see Section 5**

Are there any areas that were restricted and access should be gained? **Yes, see Section 5**

Are there any areas that are High Risk and access should be gained? **Yes, see Section 5**

ACTIVITY

Were active termites found? **No, read report in full**

Was a termite nest located? **No, read report in full**

Was visible evidence of termite workings or damage found? **No, read report in full**

Was visible evidence of damage caused by fungal decay? **No, read report in full**

SAFETY & RISK

Are further inspections recommended? **Yes, see Section 6**

In our opinion, the susceptibility of this property to termites is considered to be **HIGH, read report in full**

4. ABOUT THE PROPERTY INSPECTED



The front facade of the dwelling faces: The street

Site Topography: The street

Type of Structure: Unit

Height of Structure: Single Storey

Wall Construction: Brick Veneer

Weatherboard

Floor Type: Concrete Slab

Please note that If the building, or any part thereof, includes a concrete slab, there is the possibility of a concealed termite entry and therefore a higher probability of termite attack.

Roof Type: No access to roof space at time of inspection.

Property Furnishing Status: Unable to inspect interior as no access was provided at the time of the inspection

Property Occupancy Status: At the time of inspection the property was unoccupied



5. AREAS WE WERE UNABLE TO INSPECT & WHY

HINDERED ACCESS:

The Inspection did not include areas that were inaccessible. Hindered access areas are areas that were not accessible at the time of inspection due to temporary obstructions.

Were there any obstructions that may conceal possible termite attack?

Yes

Hindered Areas:

The Interior

The Exterior

Roof Void

Slab edge with garden over slab edge

Interior Obstructions:

Unable to inspect interior as no access was provided at the time of the inspection

Unable to access main bedroom and access hole at tenants request

Roof Void Obstructions:

Unable to inspect the roof space as no access was provided at the time of the inspection

It is important to note that as an inspection of the above areas was not possible at the time of the inspection, termite activity or damage may therefore exist in these areas.

RESTRICTED ACCESS:

The Inspection did not include areas that were inaccessible. Restricted Access areas are areas that were not accessible at the time of inspection due to permanent restriction or locked entry.

Were there any normally accessible areas that had restricted access?

Yes

Details & Recommendations:

No one home on time inspection

It is important to note that as an inspection of the above areas was not possible at the time of the inspection, termite activity or damage may therefore exist in these areas.

HIGH RISK AREAS:

The Inspection did not include areas that were inaccessible. High Risk areas are areas where access was not possible at the time of the Inspection but are deemed to be of high risk for concealed termite activity.

Were there any High Risk Area(s) to which access should be gained or fully gained?

Yes

It is very important to note that further inspection is highly recommended for any areas where access or visibility was hindered, restricted or obstructed in any way at the time of the inspection. It is also highly recommended that further inspection be undertaken for any High Risk areas noted.

The Inspection requested is a visual, non-invasive inspection and as such, has limitations that would be effectively addressed through an Invasive Inspection.

Is an Invasive Inspection recommended to this property? Yes

If it has been noted that an Invasive Inspection is recommended, this is outside the Scope of this Inspection as it requires invasive techniques or specialist equipment and may require wall, floor or ceiling removal or other potentially damaging processes to the Property in order to gain better access or visibility, all of which will require authority from the Property Owner.

Please contact the Inspection Provider for more information on the Invasive Inspection process required as a matter of high urgency.



6. FINDINGS & OBSERVATIONS

Report on the location and details of termite activity detected at the time of the Inspection in accordance with the Scope of the Inspection.

ACTIVE TERMITES (LIVE INSECTS)

Were live termites found at the time of the inspection? No

TERMITE NEST(S)

Where a termite nest is located on or near the property, the risk of termite infestation is increased.

Was a termite nest found at the time of Inspection? No

TERMITE DAMAGE AND/OR WORKINGS

Was evidence of termite workings or damage found? No

IMPORTANT: If Live Termites, Termite Nests, Termite Damage or any Termite Activity have been detected at the Property, then it is highly likely that concealed termite activity and termite damage exists.

A more invasive inspection is highly recommended to be carried out. This is outside the Scope of this Inspection.

It is strongly recommended that the full extent of any such activity and damage be fully understood through the engagement of a Licenced Builder, Structural Engineer or appropriately qualified expert.

SUBTERRANEAN TERMITE TREATMENT

Is a termite treatment recommended? No

EVIDENCE OF A POSSIBLE PREVIOUS TREATMENT

Was evidence of a previous treatment located? (this may include drill holes, dusting or baiting) No

DURABLE NOTICE

If a Property has a history of Termite Activity, or has a termite management system installed, records or details related to previous action taken can be useful in determining whether the action taken was appropriate. A Notice of Application or a Durable Notice are examples of this type of record and are often located in the meter box, sub-floor joist or kitchen cupboard and provide useful information in determining future pest management.

Was a durable Notice found at the time of this inspection? No

TERMITE MANAGEMENT SYSTEM

A Termite Management System minimises the risk of termite damage to primary elements of a building through a concealed route by installing safeguards like physical barrier, chemicals and bait stations. Under the Building Code of Australia, all new homes must have a termite management system in some form.

Does this property have a termite management system installed? No

At the time of inspection, it appeared as though no termite management system has been installed, with no evidence to suggest preventative works taking place. The client may consider gaining further advice from a pest controller as to the costs and procedures involved with this application. It is recommended that obtaining such advice be a short-term priority.

Is a termite management system recommended? Yes

Additional Comments

Monitoring system

The Inspection undertaken is a visual inspection only and therefore no representations can be made with regard to work historically performed. We strongly recommend that if possible, the client requests copies of any reporting related to previous activity or treatments including related warranties and dates of actions.

FREQUENCY OF INSPECTIONS FOR THE DETECTION OF TERMITE INFESTATIONS

Termite activity is a very regular occurrence in Australia and so regular monitoring and inspections are encouraged to assist in early detection and therefore help mitigate damage done.

The overall risk is assessed by the Inspector at the time of Inspection taking into account variables such as the Property location, the building components and conducive conditions that are present. Risk levels are subjective and can only be used as an indicative guide.

Australian Standard AS 3660.2-2017 recommends that inspections be undertaken no less than every twelve months and where the likelihood of termite activity is greater, the regularity should be increased.

It is important to note that the Inspections themselves will not stop termite activity, however the sooner the activity is detected, the sooner action can be taken.

Due to the degree of risk of subterranean termite infestation noted above and all other findings of this report, it is essential that a full inspection and written report in accord with AS 4349.3 or AS 3660.2-2017 is conducted at this property every:	12 months
--	-----------

In our opinion, the susceptibility of this property to termites is considered to be:	HIGH
--	------



TERMITE MANAGEMENT SYSTEM

7. CONDUCTIVE CONDITIONS TO TERMITE ATTACK

Conductive Conditions are elements around a Property or environmental factors that could increase the likelihood of termite attack.

In addition to termite damage and the existence of termites at the Property, Conductive Conditions can be identified due to certain construction methods, types of timber used, reduced sub-floor ventilation, increased moisture levels or dampness, storage of timber materials under and around the property and close proximity of garden beds to concrete slabs.

WATER LEAKS

Water leaks can lead to increased moisture levels that are conducive to termite attack and can come from a number of sources including overflows and leaking from appliances such as hot water systems and air conditioning units. Leaks can also result from the lack of effective moisture barriers, faulty waterproofing membranes, leaks or cracks in damp-proof courses and plumbing and ineffective stormwater and drainage systems.

Were water leaks found at the time of inspection? No

If leaks are detected, it is recommended that a suitably qualified plumber or builder is engaged to rectify as soon as possible.

WATER TANKS

If Water Tanks are installed, they may include overflow pipes or ineffective drainage. It is therefore possible that any build up of water will lead to increased dampness or moisture and therefore conditions conducive to termite activity.

Was a water tank(s) located at the time of inspection? No

It is recommended that suitable drainage is in place to prevent any retained water or buildup of moisture.

HIGH MOISTURE READINGS

Elevated moisture levels, or the moisture content of building materials, can be an indicator of termites and is a clear conducive condition to termite attack.

Were high moisture readings found at the time of Inspection? No

If high moisture levels have been reported, it is important to ensure further expert advice is obtained in order to determine the reason, extent of any damage caused and estimated cost of rectification as areas with high moisture are more prone to termite attack.

FUNGAL DECAY

Fungal Decay is often found in conjunction with Timber Pest damage and early stages of decay may not be detectable visually. A very small number of species can be found in or on the surface of timber and only certain types of fungi actually damage wood. Mould fungi for example are only found on the surface of the timber but do not damage the wood. Other fungi such as Sapstain fungi consume the sapwood sugars but do not significantly impact the structural strength of the timber. Other types of rot such as Brown Cubical Rot or White Rot Fungi can cause wood to decay especially in poorly ventilated subfloor zones leading to destruction of the timber.

Was evidence of Fungal Decay found at the time of the inspection? No

SITE DRAINAGE

Poor site drainage leads to water retention and the increased likelihood of moisture. Increased levels of moisture, impacting timber materials around the Property can be conducive to wood decay and termite attack.

We claim no expertise in plumbing and drainage, however it appears that site drainage is generally: Adequate

Properties on sloping sites that experience run-off from the elevated side of the Property or from neighbouring properties need to ensure effective site drainage. Attention should also be given to garden beds impacting ventilation and weep holes, downpipe flow and the slope of paving and paths around the perimeter of the Property.

Where site drainage is deemed inadequate, remedial action should be undertaken by an engineer, plumber, drainer or licensed builder.

SUBFLOOR DRAINAGE

Poor drainage leads to water retention and the increased likelihood of moisture. Increased levels of moisture, particularly in areas such as the Property subfloor is conducive to wood decay and termite attack.

We claim no expertise in plumbing and drainage, however it appears that subfloor drainage is generally: Adequate

VENTILATION

Adequate ventilation and subsequent airflow, particularly in areas such as the Property subfloor is an important contribution to reducing moisture levels and reducing the likelihood of termite establishment within the Property.

At the time of inspection ventilation appeared to be: Adequate

The subfloor ventilation is an important factor to keeping the floor frame dry and free of moisture. Where ventilation is deemed inadequate, any obvious blockages or obstructions should be removed and if required, an engineer, licensed builder or suitably qualified expert should be engaged to assess and rectify.

If evidence of mould is recorded, there may be a range of associated health or environmental issues to be investigated. An appropriately qualified inspector should be engaged as a high priority to investigate and advise.

SLAB EDGE EXPOSURE

Concrete slab edges provide an exposure point, particularly for Termites.

Does the slab edge inspection zone fully comply? No

Details & Recommendations: Areas abutting the building are covering the >75mm slab edge for inspection purposes

The concrete edge should not be concealed but rather, a visible inspection zone of at least 75 mm should be maintained to allow visible detection of possible termite activity with regular Inspections undertaken in accordance with AS 3660.3.

If the edge is concealed, it is possible that termite entry may already have occurred but could not be detected at the time of Inspection. A Licensed Builder may also be contacted to find alternative solutions to the problem if visibility is not readily available.

ANT CAPPING

Ant Caps or Strip Shields are a corrosion-resistant metal shield placed on top of brickwork or building elements to prevent hidden termite access and therefore enable visibility of activity

We claim no expertise in building. However, in our opinion the termite shields appear to be: Adequate

To maintain the integrity of the shields, all joints should be adequately soldered and sealed or they will be deemed unsuitable for the purpose intended. Any open joints should be rectified and repaired to order to remain useful. Additionally, a chemical treated zone may be required to hinder concealed termite access as damaged or missing ant caps increase the risk of termite attack.

WEEPHOLES

All Weep holes must be kept clear at all times to assist in airflow and ventilation, allow condensation and moisture release and to provide clear visibility thereby helping to reduce the chance of undetected termite entry.

Were the weep holes clear and free flowing?

No weep holes located

It is common for weep holes around the perimeter walls of a Property to be hidden or obstructed by paths, grass, garden beds, rendering, decking or stored materials. Any weep holes covered or not clearly visible are susceptible to concealed entry by termites. Every effort should be made to ensure all weep holes are clear and visible.



8. TERMS & CONDITIONS

1. Disclaimer to third parties using or relying on this Report

Any third party reviewing and considering this Report must do so in conjunction with the terms and conditions which sets out, amongst other things, the purpose of the Inspection, scope of the Inspection, areas of the Inspection and limitations of the Inspection.

This Report does not conclusively determine that the Property is free of Termites and damage caused by Termites. The use of and reliance upon this Report by third parties is solely at their own risk and the Inspection Provider and all parties engaged by the Inspection Provider to provide services with respect to, or in connection with the Inspection, will not, be liable for any loss, damage, cost or expense suffered by any third party incurred in connection with the use of and reliance upon this Report for any purpose or in any way, including the use and reliance of this Report for any purpose connected with the sale, purchase or use of the Property. A third party cannot rely on this Report, or otherwise make any claim against, the Inspection Provider in connection with this report.

The Client requested the Inspection Provider undertake a visual Termite Inspection of the Property in accordance with Australian Standard AS 3660.2-2017 that sets a minimum acceptable standard for such inspections as part of the Building Inspection group of Standards. The Inspection Provider is not liable for any third party reliance on this report.

2: Purpose of Inspection

The Client has requested that the Inspection Provider undertake an Inspection of the Property for the purpose of providing advice on the condition of the Property at the time of the Inspection in relation to the activity of Termites.

3: Scope of Inspection

3.1 Compliance with Australian Standard

- (1) Australian Standard AS 3660.2-2017 (Standard) sets a minimum acceptable standard for the Inspection.
- (2) The Inspection will be undertaken by the Inspection Provider in accordance with the Standard.
- (3) The Inspection Provider warrants its compliance with the Standard in undertaking and reporting on the Inspection.

3.2 Scope of Inspection

- (1) Subject to clause 3.3, the Inspection will be a Non-Invasive Inspection of the Property for evidence of Termites, Termite activity, and damage caused by Termites
- (2) The scope of the Inspection and Reporting by the Inspection Provider is limited to the following:
 - (a) Conditions conducive to Termites (i.e. conditions that increase the likelihood of the presence of Termites).
 - (b) Factors that may allow undetected entry by Termites.
 - (c) Opinion regarding the susceptibility of the Property to damage/infestation of the Property by Termites at the time of Inspection.
 - (d) Evidence of the presence of Termites and evidence of damage probably caused by Termites activity (and resultant hazards (if any)) whether or not the Termites are considered active at the time of Inspection (i.e. includes evidence and damage of past or current Termites).
 - (e) Signs of past or present Termite activity or past treatment for Termite activity.
 - (f) If damage is detected, the location of damage, severity of the visible damage (which may not be the full extent of the damage actually present) and identification of the Termites.

(g) Recommendations for the reduction of Termite risk on the Property and recommended further investigations.

(h) Recommendations for the management of Termites on the Property and further investigations.

(i) If the Inspection Provider is of the opinion that there is a major safety hazard to the occupants of the Property due to Termites, the Inspection Provider will clearly identify the hazard in the Report.

3.3 Extended scope of Inspection

(1) If the Client instructs that the scope for the Inspections under clause 3.2(2) be extended, the extended scope will be set out in the Special Conditions Details.

(2) A request by the Client to extend the scope of the Inspection is at all times subject to the approval of the Inspection Provider and can be rejected at the Inspection Providers discretion.

4: Areas for Inspection

4.1 Property to be Inspected

(1) The parts of the Property that will be subject to the Inspection is as follows:

(a) All accessible areas on the Property, being the areas of the Property where sufficient, safe and reasonable access is available to allow Inspection.

(b) All buildings on the Property, which includes any detached or semi-detached items and includes Inspection of the interior and the exterior of those buildings.

(c) All features on the Property.

(d) All timber within the Property, but does not include timber that is not part of a building and/or features (e.g. furniture, furnishings, stored items and concealed timbers) or that is obstructed from being Inspected.

(2) On a large Property (as reasonably determined by the Inspection Provider), the part of the Property subject to the Inspection will be thirty (30) meters from the main building (as nominated by the Client).

(3) If the Inspection relates to a Property that is part of any kind of strata or company title, the Inspection will be limited to the interior of the nominated residence and the immediate exterior of the building/features being Inspected. The Inspection will not include any of the common areas, any areas not owned by the Client, or documents or records related to the body corporate of the Property.

4.2 Accessibility

(1) The Inspection will only include accessible areas of the Property as determined by the Inspection Provider at the time of the Inspection.

(2) The Inspection Provider is not responsible for arranging entry to the Property or any part of it.

(3) The Client must, at all times during the Inspection:

(a) supply all information reasonably requested by the Inspection Provider to allow it to undertake the Inspection; and

(b) arrange and permit a right of entry to all parts of the Property to enable the Inspection Provider to undertake the Inspection.

(4) If sufficient access to enable Inspection is not available, the Inspection Provider will make recommendations for gaining access and, if that access is not achievable, the area that cannot be accessed will not form part of the Inspection.

5: Limitations of Inspection

The limitations under this clause 5 are reasonably expected to be present or may occur as part of the Inspection and may therefore restrict the full achievement of the Client's purpose of the Inspection.

5.1 Access limitations

(1) The Inspection will not include the following areas of the Property:

(a) Areas that the Inspection Provider reasonably considers unsafe or inaccessible.

(b) Areas that cannot be accessed due to temporary or permanent obstruction or temporary or permanent restricted access (e.g. locked doors, security systems etc.)

(2) Limitations in accessing parts of the Property for Inspection may include:

(a) the Client not owning the Property and therefore not having the legal right to grant the Inspection Provider access to parts of the Property; and

(b) the Client not being present at time of the Inspection to allow the Inspection Provider access to parts of the Property.

(3) If the Property is furnished, the Inspection will not include those areas of the Property that cannot be Inspected due to furniture, furnishings, stored items etc. The Inspection does not include the Inspection Provider moving any furniture, furnishings or stored items to conduct its Inspection.

(4) Reasonable access does not include the cutting of access holes or the removal of screws and bolts or any other fastenings to access covers, removal of any sealants to access covers or removal of coverings or cladding.

(5) In respect to the determination of whether sufficient space is available to allow safe access to confined areas, the Inspection Provider will determine whether access is possible in its reasonable opinion, which includes the Inspection Provider considering the following criteria:

(a) Roof interior must be accessible from a 3.6m ladder and the roof exterior must be accessible from a 3.6m ladder placed on the ground.

(b) Roof Interior: access hole 400mm x 500mm and crawl space 600mm x 600mm.

(c) The ability to access areas of the Property due to height, narrow boundary clearance, thick vegetation, small roof space, small subfloor crawl space etc.

5.2 Non-Invasive Inspection limitations

As the Inspection is a Non-Invasive Inspection of the Property:

(1) the Inspection is not a guarantee that Timber Pests do not exist at the Property;

(2) the Inspection does not prevent Timber Pests or Timber Pest activity and damage occurring in the future;

(3) the Inspection does not use specialist tools, equipment, techniques or the performance of specialist timber pest inspections such as thermal imaging, intrusive or movement detecting devices;

(4) it is not possible to conclusively determine that the Property is free of Timber Pests and damage, as Timber Pest existence and damage may be concealed and can only be detected by invasive and probing techniques;

(5) the extent of damage probably caused by Termite activity will not be determined by the Inspection and can only be determined by intrusive techniques and the involvement of third party experts;

(6) non-detectable Termite activity and damage may be present at the time of Inspection.

5.3 General limitations

(1) An estimate for the cost of treatment of Termites or for repairs for any damage caused by Termites is not included in this Report.

(2) If the Inspection Provider is of the opinion that an invasive or destructive test is to be conducted or particular proprietary or specialist equipment is to be used, such inspection and work must be undertaken under a separate inspection agreement between the Client and the Termite Inspection Report (AS 3660.2-2017) w/ Photos

Page 16

Inspection Provider.

(3)The Inspection is solely for the purpose of identifying Termites and therefore any other pests present in or on the Property are not covered by the Inspection.

(4)The conduct of the Inspection and issue of the Report is at all times subject to and conditional upon:

- (a)weather conditions;
- (b)the accuracy of information provided by the Client;
- (c)deliberate concealment of Termite activity or resultant damage; and
- (d)any other fact limiting the Inspection and preparation of the Report.

5.4 Unexpected and unforeseen limitations

(1)The limitations set out in this clause 5 are not exhaustive and unexpected and unforeseen limitations may arise upon the Inspection Provider conducting the Inspection.

(2)Should unexpected and unforeseen limitations arise, the Inspection Provider will endeavour to inform the Client as soon as possible upon becoming aware of the limitation and will document the limitation in the Report and how that limitation restricts the scope of the Inspection.

6: Price, invoicing and payment

6.1 Price

The Price for the Inspection is set out in the Inspection Invoice.

6.2 Invoice and payment

- (1)The Inspection Provider will invoice the Client for the Price.
- (2)The Customer must pay the Price on the payment terms directed by the Inspection Provider without set-off or counterclaim of any kind.

7: Risk, indemnity and liability

7.1 Risk and liability

(1)The Client acknowledges and agrees that the Inspection and Report does not conclusively determine that the Property is free of Termites and damage caused by Termites and accepts and relies on the Inspection and Report solely at its own risk.

(2)The Client releases the Inspection Provider from all liability and Claims arising out of or in connection with:

- (a)the Inspection;
- (b)the Report; or
- (c)anything arising under these Terms and Conditions, except to the extent that any such liability or Claim arose as a result of the negligence of the Inspection Provider, or a breach of these terms and conditions by the Inspection Provider.

(3)The Client releases all Third Party Providers from all liability and Claims arising out of or in connection with:

- (a)the Inspection;
- (b)the Report; or

(c) anything arising under these terms and conditions, except to the extent that any such liability or Claim arose as a result of the negligence of the Third Party Providers.

7.2 Indemnity

The Client indemnifies the Inspection Provider from and against any Claims arising out of or in connection with:

- (1) the Inspection;
- (2) the Report; or
- (3) anything arising under these terms and conditions,

except to the extent that any such Claim arose as a result of the negligence of the Inspection Provider, or a breach of these terms and conditions by the Inspection Provider.

7.3 Limitation

To the full extent permitted by law, liability of the Inspection Provider for any breach of the terms and conditions arising as a result of the negligence of the Inspection Provider or for breach of any conditions or warranty implied in this Report or by law is limited to the Price.

7.4 Indirect losses

To the full extent permitted by law, the Inspection Provider will not be liable to the Client for any exemplary, aggravated or punitive damages or any indirect or consequential losses, any rectification costs or third party claims in connection with this Report.

8: Complaints

- (1) If the Client has a complaint with respect to the Inspection or Report, the Client must contact the Inspection Provider in writing no later than fourteen (14) days after the issue of the Report with any concerns (Complaint).
- (2) The Client must allow the Inspection Provider access to the Property within twenty-one (21) days of the date of the Complaint in order to further investigate the Complaint. A response will then be provided by the Inspection Provider within a reasonable period after the Inspection Provider's further investigation.
- (3) If the Client is not satisfied with the response provided by the Inspection Provider, the Client must, within twenty-one (21) days of receipt of the Inspection Provider's response, refer the matter to a mediator nominated by the Inspection Provider. The mediation costs will be shared equally or as agreed by the mediated settlement.
- (4) If mediation fails, the matter may be taken to an Independent Arbitrator for resolution.
- (5) Notwithstanding the existence of a complaint, each party will continue to perform its obligations under these terms and conditions.
- (6) The parties must follow the complaint process set out in this clause and those processes have failed to resolve the dispute before commencing any proceedings.

9: General provisions

9.1 Entire Report

This Report is the entire agreement of the parties on the subject matter. All representations, communications and prior agreements in relation to the subject matter are merged in and superseded by this Report.

9.2 Amendment

The terms and conditions may only be amended or supplemented in writing signed by the parties.

10: Definitions

Claim means any allegation, debt, cause of action, liability, claim, proceeding, suit or demand of any nature whatsoever arising and whether present or future, fixed or unascertained, actual or contingent whether at law, in equity, under statute or otherwise.

Inspection Provider - the entity as detailed in Section B

Non-Invasive Inspection means visual inspection supplemented by sounding that does not mark the surface and may include limited use of equipment.

Report means the Visual Termite Inspection Report setting out the results of the Inspection and provided to the Client within a reasonable time after completion of the Inspection by the Inspection Provider.


Third Party Providers means all parties engaged by the Inspection Provider to provide services with respect to, or in connection with, the Inspection, including but not limited to, Formitize Pty Ltd (ACN 163 430 126).

Termites means subterranean and dampwood termites but does not include drywood termites.



9. CONTACT THE INSPECTOR

The Inspector is the individual that performed the Inspection on behalf of the Inspection Provider. If anything is unclear or you would like to better understand any item in this Report, please contact the Inspector immediately. All items should be clearly understood before any action is taken on this Report.

Inspector Name:	Matthew Taylor
Inspector Address	82 Delaware Drive, Macquarie Hills, New South Wales, 2285
Inspector Licence:	5078942
Inspector Phone:	0409601061
Signed on behalf of:	ELITE BUILDING & PEST SERVICES
Inspector Signature:	
Date:	22 Sep 2025



10. CLIENT ACKNOWLEDGEMENT OF THIS REPORT

The Client acknowledges and agrees with the contents of this Report.

The Client acknowledges and agrees that the Inspection has limitations and that the Inspection and Report does not conclusively determine that the Property is free of Termites and damage caused by Termites and accepts and relies on the Inspection and Report solely at its own risk.

Client Name	
Signature:	
Date:	

ASBESTOS MANAGEMENT PLAN



**SP 82167,
170 - 172 Gosford Road
ADAMSTOWN NSW 2289**

7 May 2025

TABLE OF CONTENTS

Section 1	Executive Summary	3
Section 2	Summary of Actions to take	3
Section 3	Recommendations	8
Section 4	Hidden Asbestos	27
Section 5	Asbestos Work Practices for Maintenance Personnel and contractors	29
Section 6	Working with ACM	44
Section 7	History of Asbestos	54
Section 8	Glossary	57
Appendix A:	Staff/Committee Member Register	61
Appendix B:	Visitor & Contractor Register	62
Appendix C:	Asbestos Safety Plan	63
Appendix D:	Access Permit	64
Appendix E:	Signage	65

Section 1 EXECUTIVE SUMMARY

The property owned/managed by Lake Group Strata and situated at **SP 82167, 170 - 172 Gosford Road ADAMSTOWN NSW 2289** contains asbestos materials. As such, a comprehensive Asbestos Management Plan is required for the property by current Australian Legislation.

In the case of **SP 82167, 170 - 172 Gosford Road ADAMSTOWN NSW 2289**, asbestos materials have been identified as listed in the AMRR – Asbestos Materials Report and Register. **Please refer to the Asbestos Register to identify the exact type and location of all asbestos on site.**

The purpose of the Asbestos Management Plan is to ensure that appropriate precautionary measures are taken by maintenance workers and outside contractors in the performance of activities which could potentially disturb materials containing asbestos. The aim of the plan is to keep the building safe for both workers and occupants.

This inspection specifically DOES NOT cover any inspection for those items affecting the safety of occupants, visitors and contractors who maybe onsite that is not specifically asbestos related, at this **particular time and date as shown as “Inspection Date” in the table above**. It does not ensure ongoing compliance, nor will it identify future faults or maintenance items past this **particular time and date as shown as “Inspection Date” in the table above**. As such regular inspections are required and are highly recommended in accordance with the date shown for a review to be conducted. Failure to undertake reviews past this date, will specifically exclude QBM from any actions, injuries or claims concerning this complex/ building and as such, the owner then indemnifies QBM from any such actions.

This report is to be considered to be a “Once Off” and only relevant at the time of inspection. QBM specifically brings to your attention that this report is NOT to be considered as being relevant for any time after the inspection date. As conditions change and the possibility of items that are now considered to be “safe” and defect free, will deteriorate over time. Thus, the need to undertake ongoing safety inspections to keep this complex in a condition free from defects and safety issues.

This report specifically DOES NOT cover any inspection for the identification of Combustible Cladding, nor does it include any reference to Fire or Combustible Cladding Legislation, or consideration of any materials that may or may not be combustible.

This report specifically DOES NOT cover any inspection for the identification of and/or issues with Fire Prevention, Fire Systems, Fire Safety, or Fire Compliance of any type.

This report specifically DOES NOT cover any considerations as to the usage of the complex/building/common areas, facilities or equipment by persons who are under the influence of alcohol or drugs or any type including prescription drugs. Under the influence shall mean any measure above 0.

Section 2 SUMMARY OF ACTIONS TO TAKE

1. Install a sign at the entrance to the building/complex to identify that an asbestos audit has been completed. This sign can be at the office where trades persons and other maintenance workers go to obtain instructions before starting work on the building/complex - **See 'Appendix E'**
2. Install asbestos stickers in areas that contain asbestos. These will include meter boards, walls, and ceilings as listed in the Asbestos Register, or install signage at the entrance of each area where asbestos has been identified.
3. Have all staff/Committee Members that may come into contact with areas containing asbestos during their work activities read the asbestos register and sign the "Asbestos Work Plan Employee Register".
4. Have all staff/Committee Members undertake the "Asbestos Awareness" training program.
5. Have all contractors who may come into contact with areas containing asbestos during their work activities read the asbestos register and sign the "Asbestos Work Plan Visitors' Register".
6. Ensure all contractors have undertaken an "Asbestos Awareness" training program.
7. Have any staff/committee members (where applicable) or contractors who may come into contact with areas containing asbestos during their work activities complete a safety plan using their own format or the "Asbestos Safety Plan".
8. In the areas listed as requiring Restricted Access, ensure no access is gained into these areas without providing the contractor or staff/committee members (where applicable) an access permit for the duration of the work.
9. Ensure the safekeeping of the Asbestos Management Report and Register (AMRR) and its availability for all staff/committee members (where applicable), contractors, or government officials should they ask to see it.
10. Plan for any rectification works that may be recommended within the AMRR.

TRAINING OF STAFF/COMMITTEE MEMBERS (WHERE APPLICABLE)

A consultation process is to be implemented to inform all staff/committee members (where applicable) that asbestos is present within the complex. Staff/committee members (where applicable) shall be informed that the current condition is such that health risks are unlikely, but they are to receive awareness training in asbestos and the asbestos register.

All staff/committee members (where applicable) should receive training in Asbestos Awareness within 1 month of receiving the asbestos register.

This training can be in the way of:-

- Online Asbestos Awareness Training Course from Quality Building Management (Brisbane) Pty Ltd.
- Training from Management once management has undertaken an Awareness Course, is familiar with and understands the Asbestos Register and Management Plan and is classed as Competent for the purpose of training staff/committee members (where applicable).
- Engage a Competent 3rd party to train the staff/committee members (where applicable) in Asbestos Awareness.

The Staff/Committee Member Register should be used to record these details– See 'Appendix A'

BUILDING OCCUPANTS

The occupants of the property at **SP 82167, 170 - 172 Gosford Road ADAMSTOWN NSW 2289** need to be informed that an asbestos audit of the property has been completed and that an AMRR has been developed.

Access to the AMRR shall be granted to individual staff/committee members (where applicable) members to ensure that they are informed of any asbestos issues that may affect the workplace. More importantly, by giving access to this information they will know that all measures have been taken to ensure the health and safety of all users of the building.

To manage this process, staff/committee members (where applicable) should be encouraged to read the AMRR.

The Staff/Committee Member Register should be used to record these details– See 'Appendix A'

Also, the HOW TO MANAGE AND CONTROL ASBESTOS IN THE WORKPLACE, Code of Practice stipulates that all workers must be trained and given instructions about asbestos and where it is located in the workplace.

This training should include the following topics:

- purpose of the training
- health risks of asbestos
- types, uses and likely presence of asbestos in the workplace
- persons conducting a business or undertaking and the worker's roles and responsibilities under the asbestos management plan
- where the asbestos register is located, how it can be accessed and how to understand the information contained in it
- processes and safe work procedures to be followed to prevent exposure, including exposure from any accidental release of airborne asbestos
- where applicable, the correct use of PPE including respiratory protective equipment (RPE)
- the implementation of control measures and safe work methods to eliminate or minimise the risks associated with asbestos to limit the exposure to workers and other persons
- exposure standard and control levels for asbestos
- purpose of any exposure monitoring or health monitoring that may occur.

CONTRACTOR TRAINING

All contractors working on or within the complex shall provide written evidence of receiving adequate training in Asbestos Awareness before commencing any works on this complex. The contractor must sign the "Contractor's Register" within this Management Plan prior to commencing any works.

All contractors shall be provided with a copy of this Asbestos Management Plan and the Asbestos Register for review prior to the commencement of any works within this complex.

Any maintenance personnel and/or contractors engaged to work upon the property at **SP 82167, 170 - 172 Gosford Road ADAMSTOWN NSW 2289** shall be informed that an asbestos audit has been completed of the property and that an AMRR has been developed.

Access to the AMRR shall be granted to these personnel to ensure that they are informed of any asbestos issues that may affect the workplace. More importantly, by having access to this information they will know that all measures have been taken to ensure the Health and Safety of all workers in the building.

To manage this process, any contractor entering the site to undertake works, will be encouraged to read the AMRR. The site contact person should keep a register of maintenance personnel and contractors who have read the AMRR.

The “Asbestos Visitor's Register” should be used to record this induction – See ‘Appendix B’

MANAGEMENT PLAN REVIEW

To ensure you fully comply with the requirements for regular reviews, you must implement procedures to identify when any changes have occurred to the ACM, i.e., it has been removed, disturbed, sealed, damaged or enclosed, and ensure a review of both the Asbestos Register and the Asbestos Management Plan is then carried out.

Section 426 Review of asbestos register - of the Work Health and Safety Regulations states:

A person with management or control of a workplace where an asbestos register is kept must ensure that the register is reviewed and as necessary revised if:

- *The asbestos management plan is reviewed under regulation 430; or*
- *Further asbestos or ACM is identified at the workplace; or*
- *Asbestos is removed from, or disturbed, sealed or enclosed at, the workplace*

Section 430 Review of asbestos management plan - of the Work Health and Safety Regulations states:

A person with management or control of a workplace that has an asbestos management plan must ensure that the plan is reviewed and as necessary revised in the following circumstance:

- *There is a review of the asbestos register or a control measure;*
- *Asbestos is removed from, or disturbed, sealed or enclosed at, the workplace;*
- *The plan is no longer adequate for managing asbestos or ACM at the workplace;*
- *A health and safety representative requests a review under subregulation (2)*
- *At least once every 5 years*

Such a process will become onerous and time consuming, and as such, we highly recommend that the Asbestos Register is reviewed on a yearly basis to ensure you are regularly and consistently meeting the requirements of the legislation.

SAFETY PLANS

Any maintenance personnel and/or contractors engaged to work upon the property at **SP 82167, 170 - 172 Gosford Road ADAMSTOWN NSW 2289** shall be informed that an asbestos audit has been completed of the property and that an AMRR has been developed.

Access to areas containing asbestos materials shall be strictly controlled to ensure the material is not accidentally disturbed.

To manage this process, any contractor planning to enter areas containing asbestos materials should produce a Workplace Health and Safety Plan for the works to be undertaken. The site contact person should keep a register of maintenance personnel and contractors who have been issued Access Permits and their Asbestos Safety Plans.

The “Asbestos Safety Plan” should be used – See ‘Appendix C’

ACCESS PERMITS

Any maintenance personnel and/or contractors engaged to work upon the property at **SP 82167, 170 - 172 Gosford Road ADAMSTOWN NSW 2289** shall be informed that an asbestos audit has been completed of the property and that an AMRR has been developed.

Access to areas containing asbestos materials shall be strictly controlled to ensure the material is not accidentally disturbed.

To manage this process, any contractor entering areas containing asbestos materials should be granted access only after the completion of an access permit and receiving the Asbestos Safety Plan. The site contact person should keep a register of maintenance personnel and contractors who have been issued Access Permits.

The “Asbestos Access Permit” should be used – See ‘Appendix D’

ASBESTOS WORK PRACTICES

Any maintenance personnel and/or contractors engaged to work upon the property at **SP 82167, 170 - 172 Gosford Road ADAMSTOWN NSW 2289** shall be informed that an asbestos audit has been completed of the property and that an AMRR has been developed.

To provide information to maintenance staff/committee members (where applicable) and/or contractors, a copy of the “Asbestos Work Practices” should be issued. This provides information on asbestos and their responsibilities to manage any risks associated with asbestos.

To manage this process, any maintenance personnel or contractor who is to enter or perform works in areas containing asbestos materials, should be granted access only after they accept their responsibilities to work in a safe manner and to ensure there is no disturbance of any asbestos materials. The site contact person should keep a register of maintenance personnel and contractors who have been issued an Asbestos Work Practices.

RESPONSIBILITIES

The following persons have responsibilities under this Asbestos Management Plan.

Name	Position	Responsibility	Date
		Installation of Asbestos warning signs to the complex	
		Installation of asbestos labels to all asbestos materials	
		Training of Staff/committee members (where applicable)	
		Building Occupants	
		Contractor Training	
		Management Plan Review	
		Safety Plans	
		Access Permits	
		Asbestos Work Practices	

Section 3 RECOMMENDATIONS

The Asbestos Materials Report and Register (AMRR) contains a full listing of asbestos within your property. The following pages are designed to give you advice and recommendations for required actions if certain asbestos containing materials are present within your property.

Please review your AMRR, look at the condition of the material at the time of the assessment, and examine the risk rating given to the particular item. Then, identify the materials in the following pages and implement the recommendations for all items within the property.

NOTE: Please be aware that the following section includes items that may not be present within your complex. Additional items are shown for your information only and general training to give an overview of asbestos materials. See your Asbestos Register for the exact listing of asbestos materials present. The photos shown here are for information purposes only and are not necessarily from your complex.

3.1 ASBESTOS CEMENT SHEETING

- Asbestos cement materials, i.e.: asbestos cement sheeting, should not be cut, sanded or broken as this will result in the release of asbestos fibres.
- Asbestos cement materials and its edges should be fully sealed by way of paint or other product to ensure asbestos fibres are not released.
- Any broken pieces with exposed edges should have those edges treated immediately.
- Asbestos cement materials must not be reused for any purpose.
- Asbestos cement materials must not be cleaned by scrubbing or with high-pressure water cleaner.
- Any loose asbestos material from broken asbestos cement materials that has been allowed to fall, must be cleaned by way of a vacuum cleaner for asbestos removal by a licensed asbestos removalist.



Accident and Incident Procedures

Procedure if any asbestos sheet is damaged

1. Seal the area off
2. Assess the damage and extent of damage
3. If larger than 10m², call in a licensed and insured A or B Class Asbestos Removalist
4. If < 10m², have experienced and competent person remove all the larger pieces and place in "asbestos bags"
5. Remove the full broken sheet and wrap in 200um plastic
6. Replace the sheet with non-asbestos sheeting
7. Use only an Asbestos Class Hepa Filter vacuum cleaner to clean the area
8. Paint the replaced sheets and any damaged edges
9. Dispose of the wrapped asbestos sheeting and asbestos bags at a registered asbestos disposal dump. Keep your receipts
10. Update your Asbestos Register with the details of the removal – what was removed, from where, by whom and when.

3.2 METERBOX BACKING

Where the backing board to older electrical switchboard has been identified as containing asbestos, follow these procedures. However, it does not pose a significant health risk if it is in good condition.

The backing board sampled has been given a low-level rating because of the position on site and because it is in good condition. A risk may arise if additional electrical equipment is to be mounted onto this board. If this backing board needs additional electrical equipment installed, it is recommended that it be replaced.



- As there is little risk with this material, removal should not be necessary.
- Staff/committee members (where applicable) should be made aware that the backing board contains asbestos and adequate precautions should be taken.
- Appropriate signage should be installed on or near this backing board to identify the fact it contains asbestos material.
- When work is required on the backing board and it is accessible, then it should be replaced with a new backing board.
- The old backing board must be disposed of in accordance with the relevant Workplace Health and Safety Regulations.
- Re-assess the condition within the time frames specified in the register

3.3 VINYL FLOOR TILES MILLBOARD BACKING

If the register identifies areas of vinyl floor coverings that have asbestos millboard backing and which could be a high possibility of fiber release.

In most circumstances, this asbestos backing is quite safe when left undisturbed, as it is completely covered by the vinyl covering. Removal of such products generally is not warranted unless there is the likelihood of fiber release. When this vinyl is to be removed, there will be a very high likelihood of fiber release due to the soft and loose nature of the material.



It should be also noted that the removal of this material should only be undertaken by a registered asbestos removalist contractor in accordance with legislative requirements. It is also highly likely that the material will be glued to the substrata and that the removal process will be quite detailed. Elevated health risk is possible with prolonged exposure. However, minimal exposure generally constitutes a negligible risk to health.

Immediate Works Required

Any cuts or tears in the sheet vinyl exposing the millboard backing should be immediately sealed to stop fiber release.

A full Work Plan will be required and implemented for the ongoing safety of persons within the building.

- In accordance with the Workplace Health and Safety Regulation 1997, the owner of the building must give a copy of this AMRR to any contractor or employee engaged to undertake any maintenance, building, refurbishment, or demolition work on this site.

- The building owner should ensure that any contractor performing any work on ACM develops a written Workplace Health and Safety Plan and abides by the regulations contained within the Workplace Health and Safety ACT.
- Asbestos millboard should not be cut, sanded, or broken, as this will result in the release of asbestos fibers.
- Vinyl sheeting with asbestos millboard should be fully sealed by way of paint or other products to ensure asbestos fibers are not released. Any broken pieces with exposed edges should have those edges treated immediately.
- Any loose asbestos material from broken sheeting or vinyl must be cleaned by way of a vacuum cleaner for asbestos removal by a licenced asbestos removalist.
- Avoid damage and abrasion to the vinyl and the millboard under.
- Monitor the condition of the vinyl and take corrective measures if the vinyl coverings have been damaged

3.4 FIRE DOOR INSULATION

Where asbestos material has generally been identified within Fire Door(s), follow these procedures. This material is generally of a tight nature, but can cause fibres to be released into the immediate area if there is any damage to the doors.

Elevated health risk is possible with prolonged exposure to any damaged doors. However, minimal exposure generally constitutes a negligible risk to health. Due to the material being fully contained within the door structure, very little risk is present unless the door structure is disturbed through maintenance, damage, or other activities.



Immediate Works Required

A full Work Plan will be required and implemented for the ongoing safety of persons within the complex.

- The fire door(s) has been confirmed as containing asbestos. Under no circumstances should the door(s) be damaged, cut or penetrated, leading to disturbance of the material inside the door.
- If the fire door(s) is damaged in any manner that causes access to the inside asbestos filling material, then the whole door should be disposed in accordance with the current legislation and replaced with a new fire door(s).
- If the fire door(s) need to have maintenance activities undertaken (i.e. lock replacement), then either the work must only be undertaken in a manner that will not release asbestos fibres to the atmosphere or the whole door should be replaced.
- Any loose asbestos material that has been allowed to fall around the door must be cleaned by a licenced asbestos removalist by way of a vacuum cleaner designed for asbestos removal.
- Appropriate signage should be installed on or near these doors to identify the fact that they contain asbestos material.
- Reassess the condition within the time frames specified in the register.

3.5 ACOUSTIC CEILING TILES

If acoustic ceiling tiles are listed within the register, the following actions are required.

Elevated health risks are possible with prolonged exposure. Minimal exposure generally constitutes a negligible risk to health. Due to the material being contained within the matrix of the tile, the tile sealed and in the ceiling grid, very little risk is present unless the tile is disturbed through maintenance, damage, or other activities, at which times appropriate safety precautions will be required.



Immediate Works Required

- If a tile is damaged in any manner that causes exposure of the inside asbestos material, the whole tile should be disposed of in accordance with the current legislation and replaced with a new ceiling tile.
- If the ceiling tiles require maintenance activities (i.e. the ceiling cavity is accessed), then that work must only be undertaken in a manner that will not release asbestos fibres into the atmosphere, and appropriate safety equipment and clothing must be used.
- Any loose asbestos material that has been allowed to fall must be cleaned by way of a vacuum cleaner for asbestos removal by a licenced asbestos removalist.
- Appropriate signage should be installed on or near this ceiling to identify the fact that the tiles contain asbestos material.
- Reassess the condition within the time frames specified in the register.

3.6 ASBESTOS FELT

Elevated health risks are possible with prolonged exposure. However, minimal exposure generally constitutes a negligible risk to health. Due to the material being contained within the matrix of the tile, the tile sealed and in the ceiling grid, very little risk is present unless the tile is disturbed through maintenance, damage or other activities, at which times appropriate safety precautions will be required.



Immediate Works Required

No immediate works are required concerning the felt at this point in time unless the felt is disturbed. Should the felt be disturbed, we then recommend that it be removed.

A full Work Plan will be required and implemented for the ongoing safety of staff/committee members (where applicable).

- Staff/committee members (where applicable) should be made aware that the felt contains asbestos and adequate precautions should be taken.
- When work is required and the felt is to be disturbed, it should be removed first.
- The old felt must be disposed in accordance with the relevant Workplace Health and Safety Regulations.
- Re-assess the condition within the time frames specified in the register

3.7 ASBESTOS MASTIC

Where asbestos mastic joint sealants have been identified, they should pose little threat, as the material will not be disturbed unless the wall is damaged, or maintenance is conducted in the immediate area.

Elevated health risk is possible with prolonged exposure. However, minimal exposure generally constitutes a negligible risk to health.

Due to the fact that the mastic is generally not accessible and will not be disturbed, very little risk is present. However, any dust generated in the immediate area from activities such as grinding would form a serious health risk.



Immediate Works Required

If required a full Work Plan should be implemented for the ongoing safety of staff/committee members (where applicable).

- Staff/committee members (where applicable) should be made aware that the mastic contains asbestos and adequate precautions should be taken.
- When work is required on the system and the mastic is disturbed, then it should be replaced with new non-asbestos mastic.
- The old mastic must be disposed in accordance with the relevant Workplace Health and Safety Regulations.
- Re-assess the condition within the time frames specified in the register

3.8 BOILER INSULATION

Where insulation to the inside of boilers has been identified as containing asbestos, follow the following procedures. This material is generally of a very loose nature and can cause fibers to be released into the immediate area.

Elevated health risk is possible with prolonged exposure. However, minimal exposure generally constitutes a negligible risk to health.

Because the area is generally not accessible to many people and little work is undertaken in the area, little risk is present unless work is carried out on the system; this can cause a high level of fiber release.



Immediate Works Required

A full Work Plan will be required and implemented for the ongoing safety of staff/committee members (where applicable).

- No staff/committee members (where applicable) should work on the boiler insulation without wearing a minimum of a full face respirator and full disposable coveralls.
- When maintenance is being carried out, it is recommended that the area be classed as having a high level of airborne asbestos fibre due to the possibility of fibre release from vibrations. If staff/committee members (where applicable) are to be in the area at such times for testing or monitoring of the system, then full PPE should be worn. This would include disposable coveralls and a full face respirator.
- Appropriate signage should be installed on or near the boiler to identify the fact that it contains asbestos material.
- Re-assess the condition within the time frames specified in the register.

3.9 ASBESTOS BRAKE LININGS

Where the brake linings on lift motors have been identified as possibly containing asbestos, follow the following procedures. This material is generally of a hard bonded nature but can cause fibers to be released into the immediate area due to use.

Elevated health risk is possible with prolonged exposure. However minimal exposure generally constitutes a negligible risk to health.

Due to the fact that the area is generally not accessible to many people and little work is undertaken in the area, little risk is present unless work is carried out on the lift motor, which can cause a high level of fiber release.



It is recommended that the brake linings be replaced during the next scheduled maintenance.

Immediate Works Required

A full Work Plan will be required and implemented for the ongoing safety of staff/committee members (where applicable).

- Staff/committee members (where applicable) should be made aware that the brake linings contain asbestos, and adequate precautions should be taken.
- When work is required on the system and the brake linings are accessible, then they should be replaced with new non-asbestos brake linings.
- The old brake linings must be disposed in accordance with the relevant Workplace Health and Safety Regulations.
- Re-assess the condition within the time frames specified in the register

3.10 BUNSEN BURNER MATS

Where asbestos materials have been identified in Bunsen burner mats, follow the following procedures. This material will pose a threat to the health and safety of persons that regularly use these items.

Elevated health risk is probable with prolonged exposure. However, minimal exposure is unlikely to constitute a serious risk to health. The materials require immediate action to remove or make safe.



Immediate Works Required

Bunsen burner mats should be removed and replaced with non-asbestos mats.

Until the mats have been replaced, a full Work Plan will be required and implemented for the ongoing safety of staff/committee members (where applicable).

- Staff/committee members (where applicable) should be made aware that the Bunsen burner mats contain asbestos, and adequate precautions should be taken.
- The old Bunsen burner mats should be removed and replaced with non-asbestos mats.
- The old Bunsen burner mats must be disposed in accordance with the relevant Workplace Health and Safety Regulations.
- Re-assess the condition within the time frames specified in the register.

3.11 CABLE INSULATION

Where cable insulation for lift car cables to the lift shaft is suspected of containing asbestos, follow these procedures. This material is generally of a very loose nature and can cause fibres to be released into the immediate area.

Elevated health risk is possible with prolonged exposure. However, minimal exposure generally constitutes a negligible risk to health.



Due to the fact that the area is generally not accessible to many people, and little work is undertaken in the area, little risk is present unless work is carried out on the cables in the lift shaft, which can cause a high level of fibre release.

Immediate Works Required

No immediate works are required concerning the cable insulation, and immediate removal is not warranted at this point in time. However, a full Work Plan will be required and implemented for the ongoing safety of the staff/committee members (where applicable).

- No staff/committee members (where applicable) should work on the insulation of the lift car cables without wearing a minimum of a full face respirator and full disposable coveralls.
- When the maintenance is being carried out, it is recommended that the area be classed as having a high level of airborne asbestos fibre due to the possibility of fibre release from vibrations. If staff/committee members (where applicable) are to be in the area at such times for testing or monitoring of the system, then full PPE should be worn. This would include disposable coveralls and a full face respirator.
- Appropriate signage should be installed on or near this insulation to identify the fact that it is asbestos material.
- Re-assess the condition within the time frames specified in the register

3.12 ELECTRICAL WIRING INSULATION

Where asbestos has been identified within electrical wiring insulation, follow these procedures. This material is generally of a very loose nature and can cause fibres to be released into the immediate area.

Elevated health risk is possible with prolonged exposure. However, minimal exposure generally constitutes a negligible risk to health.



Immediate Works Required

No immediate works are required concerning the insulation at this point in time. However, a full Work Plan will be required and implemented for the ongoing safety of staff/committee members (where applicable).

- No staff/committee members (where applicable) should work on the insulation of the electrical wiring without wearing a minimum of a full face respirator and full disposable coveralls.
- When the maintenance is being carried out, it is recommended that the area be classed as having a high level of airborne asbestos fibre due to the possibility of fibre release from vibrations. If staff/committee members (where applicable) are to be in the area at such times for testing or monitoring of the system, then full PPE should be worn. This would include disposable coveralls and a full face respirator.
- Appropriate signage should be installed on or near this insulation to identify the fact that it is asbestos material.
- Re-assess the condition within the time frames specified in the register.

3.13 ELECTRICAL WIRING LAGGING

Where asbestos has been identified within electrical wiring lagging, follow these procedures. This material is generally of a very loose nature and can cause fibres to be released into the immediate area.

Elevated health risk is possible with prolonged exposure. However, minimal exposure generally constitutes a negligible risk to health.



Immediate Works Required

No immediate works are required concerning the lagging at this point in time. However, a full Work Plan will be required and implemented for the ongoing safety of staff/committee members (where applicable).

- No staff/committee members (where applicable) should work on the lagging of the electrical wiring without wearing a minimum of a full face respirator and full disposable coveralls.
- When the maintenance is being carried out, it is recommended that the area be classed as having a high level of airborne asbestos fibre due to the possibility of fibre release from vibrations. If staff/committee members (where applicable) are to be in the area at such times for testing or monitoring of the system, then full PPE should be worn. This would include disposable coveralls and a full face respirator.
- Appropriate signage should be installed on or near this lagging to identify the fact that it is asbestos material.
- Re-assess the condition within the time frames specified in the register.

3.14 EXHAUST LAGGING

Where, the lagging to exhaust of Emergency Generator/Fire Booster Pumps have generally been identified as containing asbestos, follow these procedures. This material is generally of a very loose nature and can cause fibres to be released into the immediate area

Elevated health risk is possible with prolonged exposure. However, minimal exposure generally constitutes a negligible risk to health.



Immediate Works Required

No immediate works are required concerning the exhaust lagging, and immediate removal is not warranted at this point in time. However, a full Work Plan will be required and implemented for the ongoing safety of the staff/committee members (where applicable).

- No staff/committee members (where applicable) should enter the Generator room without wearing a minimum of a P2 dust mask.
- When the motor is running, it is recommended that the area be classed as having a high level of airborne asbestos fibre due to the possibility of fibre release from vibrations. If staff/committee members (where applicable) are to be in the room at such times for testing or monitoring of the system, then full PPE should be worn. This would include disposable coveralls and a full face respirator.
- When the exhaust covering and/or the exhaust lagging itself requires replacement, then the asbestos material is to be removed prior to this work being undertaken.
- Appropriate signage should be installed on or near this section of duct to identify the asbestos material.
- Re-assess the condition within the time frames specified in the register.

3.15 FLUE INSULATION

Where flue pipes have been identified as generally containing asbestos, follow these procedures. This material is generally of a bonded nature and fiber release is unlikely unless the flues are damaged.

Elevated health risk is possible with prolonged exposure. However, minimal exposure generally constitutes a negligible risk to health.



Immediate Works Required

No immediate works are required concerning the flue at this point in time. However, a full Work Plan will be required and implemented for the ongoing safety of persons within the complex.

- No staff/committee members (where applicable) should work on the suspected asbestos insulation of the flue without wearing a minimum of a full-face respirator and full disposable coveralls.
- When the maintenance is being carried out, it is recommended that the area be classed as having a high level of airborne asbestos fiber due to the possibility of fiber release from vibrations. If staff/committee members (where applicable) are in the area for testing or monitoring of the system, then full PPE should be worn. This would include disposable coveralls and a full-face respirator.
- Access to this area of the flue should be restricted only to those with asbestos knowledge.
- Appropriate signage should be installed on or near the flues to identify the fact that it is suspected asbestos material.
- Re-assess the condition within the time frames specified in the register

3.16 ELECTRICAL FUSE INSULATION

Where the insulation to older large white electrical fuses contain an asbestos insulation blanket, follow these procedures. This material is generally of a very loose nature and can cause fibers to be released into the immediate area.

A sample generally cannot be taken of this insulation without disconnecting the electricity.

Elevated health risks are possible with prolonged exposure. However, minimal exposure generally constitutes a negligible risk to health.



Due to the fact that the area is generally not accessible to many people and little work is undertaken in the area, little risk is present unless work is carried out on the electrical fuse box; this can cause a high level of fiber release.

Immediate Works Required

No immediate works are required concerning the Electrical Fuse Insulation at this point in time. However, a full Work Plan will be required and implemented for the ongoing safety of persons within the complex.

- No staff/committee members (where applicable) should work on the electrical fuses of the electrical fuse box without wearing a minimum of a full-face respirator and full disposable coveralls.
- When the maintenance is being carried out, it is recommended that the area be classed as having a high level of airborne asbestos fiber due to the possibility of fiber release from vibrations. If staff/committee members (where applicable) are in the area at such times for

testing or monitoring of the system, then full PPE should be worn. This would include disposable coveralls and a full-face respirator.

- Appropriate signage should be installed on or near these fuses to identify the fact that they contain asbestos material.
- Re-assess the condition within the time frames specified in the register

3.17 ASBESTOS GASKETS

Where asbestos materials have been identified in gaskets, follow these procedures. This should pose little threat, as the material will not be disturbed unless the equipment is regularly used.

Elevated health risk is possible with prolonged exposure. However, minimal exposure generally constitutes a negligible risk to health.

Due to the fact that the gaskets are generally not accessible and will not be disturbed, very little risk is present. However, any dust generated from the use of these gaskets would form a serious health risk.

If the workshop regularly services equipment including the replacement of gaskets, air should not be used to clean out the equipment.

Immediate Works Required

No immediate works are required concerning the gaskets at this point in time. However, a full Work Plan will be required and implemented for the ongoing safety of persons within the complex.

- Staff/committee members (where applicable) should be made aware that the gaskets contain asbestos and that adequate precautions are taken.
- When work is required on the system and the gaskets are accessible, then they should be replaced with new non-asbestos gaskets.
- The old gaskets must be disposed of in accordance with the relevant Workplace Health and Safety Regulations.
- Re-assess the condition within the time frames specified in the register.



3.18 AIR CONDITIONER HEATER BANKS

Where asbestos materials are present within older type ducted air conditioning systems, in Heater banks of the air-conditioning units, these procedures MUST be followed. This material is generally of a loose nature and can cause fibers to be released into the system and transmitted throughout the building. This material is usually in a poor condition.

This material will have been given an immediate rating when identified on site. This means that elevated levels of airborne respirable asbestos fiber are probable. Elevated health risks are probable with prolonged exposure. However, minimal exposure is unlikely to constitute a serious risk to health.



Personnel Concerns

When asbestos in a friable condition is found in any building, the occupants may feel a concern as to any possible health risks. The volume of the identified material is not large and generally would not cause any

major detrimental effects. However, as the material is in the air-conditioning system, there is a possibility that fibers have been released into it.

To satisfy yourself and the building occupants, it may be advisable to conduct air monitoring in the area. This would give conclusive proof as to the extent of asbestos fibers in the air. Such action would be costly but may result in a total clearance if asbestos fibers are not identified.

If such monitoring concludes that there are high or elevated levels of asbestos fibers in the air, then a full Management Plan must be developed to reduce/stop the emission of fibers into the atmosphere. Discussions with staff/committee members (where applicable) and other building occupants may also be advisable to settle any concerns they may have.

Immediate Works Required

A full Work Plan will be required and implemented for the ongoing safety of staff/committee members (where applicable).

- It is recommended that the asbestos containing material within the heater banks of the air-conditioning units be removed as soon as possible.
- The whole section of air conditioning duct containing the asbestos material should be removed, not just the material inside.
- Although not mandatory, it is recommended that air monitoring be conducted within the building to confirm if any asbestos fibers are being emitted into the atmosphere.
- No staff/committee members (where applicable) should work on this section of the air-conditioning system without wearing a minimum of a P2 respirator and full disposable coveralls.
- When maintenance is being carried out on this section of the air-conditioning system, it is recommended that the area be classed as having a high level of airborne asbestos fiber due to the possibility of fiber release from vibrations. If staff/committee members (where applicable) are to be in the area for testing or monitoring of the system, then full PPE should be worn. This would include disposable coveralls and a full-face respirator.
- Appropriate signage should be installed on or near this section of duct to identify the fact that it is asbestos material.
- Re-assess the condition within the time frames specified in the register.

3.19 HOT WATER SYSTEM INSULATION

Where the insulation to older type hot water system has been identified as containing asbestos, follow these procedures. This material is generally of a very loose nature and can cause fibers to be released into the immediate area.

Elevated health risks are possible with prolonged exposure, however minimal exposure generally constitutes a negligible risk to health.



Immediate Works Required

No immediate works are required concerning the insulation at this point in time. However, a full Work Plan will be required and implemented for the ongoing safety of persons within the complex.

- No person should work on the hot water system without wearing a minimum of a full-face respirator and full disposable coveralls.
- When maintenance is being carried out, it is recommended that the area be classed as having a high level of airborne asbestos fiber due to the possibility of fiber release from vibrations. If staff/committee members (where applicable) are to be in the area at such times for testing or monitoring of the system, then full PPE should be worn. This would include disposable coveralls and a full-face respirator.

- Appropriate signage should be installed on or near the hot water system to identify the fact that it contains asbestos material.
- Re-assess the condition within the time frames specified in the register.

3.20 INSULATION TO LIFT CONTROL PANEL RESISTORS

Where the insulation to the resistors of Lift Control Panels generally has been identified as containing asbestos, follow these procedures. This material is generally of a very loose nature and can cause fibers to be released into the immediate area.

Elevated health risks are possible with prolonged exposure. However, minimal exposure generally constitutes a negligible risk to health.



Immediate Works Required

No immediate works are required concerning the insulation at this point in time. However, a full Work Plan will be required and implemented for the ongoing safety of persons within the complex.

- No staff/committee members (where applicable) should work on the Lift Control Panel without wearing a minimum of a full-face respirator and full disposable coveralls.
- When maintenance is being carried out, it is recommended that the area be classed as having a high level of airborne asbestos fiber due to the possibility of fiber release from vibrations. If staff/committee members (where applicable) are to be in the area for testing or monitoring of the system, then full PPE should be worn. This would include disposable coveralls and a full-face respirator.
- Appropriate signage should be installed.
- Re-assess the condition within the time frames specified in the register

3.21 JOINT SEALANT

Where asbestos materials are present in joint sealant, follow these procedures. This material is generally of a loose nature and can cause fibers to be released into the immediate area around and below.

Elevated health risk is possible with prolonged exposure. However, minimal exposure generally constitutes a negligible risk to health.



Immediate Works Required

No immediate works are required concerning the Joint Sealant, and immediate removal is not warranted at this point in time. However, a full Work Plan will be required and implemented for the ongoing safety of staff/committee members (where applicable).

- No staff/committee members (where applicable) should work on the joint sealant in the ceiling without wearing a minimum of a full-face respirator and full disposable coveralls.
- Painting of the insulation material with a PVA type acrylic paint using an airless spray system may assist in the containment of any asbestos fibers. However, this will not be a permanent solution.
- When the maintenance is being carried out, it is recommended that the area be classed as having a high level of airborne asbestos fiber due to the possibility of fiber release from vibrations. If staff/committee members (where applicable) are to be in the area at such times for testing or monitoring of the system, then full PPE should be worn. This would include disposable coveralls and a full-face respirator.
- Appropriate signage should be installed on or near this sealant to identify the fact that it is asbestos material.

- When the joint sealant requires replacement, then the asbestos material is to be removed prior to this work being undertaken.
- Re-assess the condition within the time frames specified in the register

3.22 INSULATION AROUND KILN BURNERS

Where the wall penetrations around the kiln burners contain asbestos, follow these procedures. This material is generally of a loose nature and can cause fibers to be released into the immediate area.

Elevated health risk is possible with prolonged exposure. However, minimal exposure generally constitutes a negligible risk to health.



Immediate Works Required

No immediate works are required concerning the insulation and immediate removal is not warranted at this point in time. However, a full Work Plan will be required and implemented for the ongoing safety of staff/committee members (where applicable).

- No staff/committee members (where applicable) should work on the asbestos fire proofing of the kiln burner wall penetrations without wearing a minimum of a full-face respirator and full disposable coveralls.
- When the maintenance is being carried out, it is recommended that the area be classed as having a high level of airborne asbestos fiber due to the possibility of fiber release from vibrations. If staff/committee members (where applicable) are to be in the area for testing or monitoring of the system, then full PPE should be worn. This would include disposable coveralls and a full-face respirator.
- Access to this area of the kilns should be restricted to those with asbestos knowledge.
- Appropriate signage should be installed on or near these penetrations to identify the fact that it is asbestos material.
- Re-assess the condition within the time frames specified in the register.

3.23 LIFT DOORS

Where you have older lift doors, these are considered to possibly contain asbestos material. However, these are fully sealed units. No sample has been taken and no attempt has been made to break the seal to these doors.

These doors have been given a low-level rating as the doors are in good condition and fully sealed. Should the condition of these doors deteriorate or be damaged, the entire door should be removed from the premises.



- The lift door(s) are considered to contain asbestos. Under no circumstances should this/these door(s) be damaged, cut, or penetrated, leading to disturbance of the material inside the door.
- If the lift door(s) is damaged in any manner that causes access to the inside asbestos filling material, then the whole door should be disposed of in accordance with the current legislation and replaced with a new lift door(s).
- Any loose asbestos material that has been allowed to fall around the door must be cleaned by way of a vacuum cleaner for asbestos removal by a licensed asbestos removalist.
- Appropriate signage should be installed on or near these doors to identify the fact that they contain asbestos material.
- Re-assess the condition within the time frames specified in the register

3.24 OVEN DOOR SEALS

If the seal to old ovens has been identified as asbestos containing material, follow these procedures. As this material is generally in a loose condition and involves opening and closing doors, fibers could be released into the atmosphere.

Elevated health risks are probable with prolonged exposure. However, minimal exposure is unlikely to constitute a serious risk to health.



Immediate Works Required

Until the seals have been removed, a full Work Plan will be required and implemented for the ongoing safety of persons within the building.

- It is recommended that the asbestos containing material of the oven seals be removed at the earliest possible time.
- Staff/committee members (where applicable) should be made aware that the oven seals contain asbestos and adequate precautions are to be taken.
- Signage is required on or near all asbestos materials to identify that they contain asbestos.
- Re-assess the condition within the time frames specified in the register.

3.25 PIPE INSULATION

Where asbestos insulation to pipe work is dangerous when present, follow these procedures. This material is generally of a very loose nature and can cause fibers to be released into the immediate area.

Elevated health risk is possible with prolonged exposure. However, minimal exposure generally constitutes a negligible risk to health.

Immediate Works Required

The asbestos lagging is in a reasonable condition and immediate removal is not warranted at this stage. However, a full Work Plan will be required and implemented for the ongoing safety of staff/committee members (where applicable).



- No staff/committee members (where applicable) should work on the pipe work without wearing a minimum of a full-face respirator and full disposable coveralls.
- Painting of the insulation material with a PVA type acrylic paint using an airless spray system, may assist in the containment of any asbestos fibers. However, this will not be a permanent solution.
- When the maintenance is being carried out, it is recommended that the area be classed as having a high level of airborne asbestos fiber due to the possibility of fiber release from vibrations. If staff/committee members (where applicable) are to be in the area at such times for testing or monitoring of the system, then full PPE should be worn. This would include disposable coveralls and a full-face respirator.
- Appropriate signage should be installed on or near this lagging to identify the fact that it is asbestos material.
- When the lagging and/or the pipe itself require replacement, then the asbestos material is to be removed prior to this work being undertaken.
- Re-assess the condition within the time frames specified in the register.

3.26 PIPE LAGGING

Where asbestos lagging to pipe work has been identified as containing asbestos, this is generally of a very loose nature and in poor condition. Follow these procedures. This material is generally of a very loose nature and can cause fibers to be released into the immediate area.

Elevated health risk is possible with prolonged exposure. However, minimal exposure generally constitutes a negligible risk to health.

Immediate Works Required

A full Work Plan will be required and implemented for the ongoing safety of staff/committee members (where applicable).

- No staff/committee members (where applicable) should work on the pipe work without wearing a minimum of a full-face respirator and full disposable coveralls.
- Painting of the insulation material with a PVA type acrylic paint using an airless spray system may assist in the containment of any asbestos fibers. However, this will not be a permanent solution.
- When the maintenance is being carried out, it is recommended that the area be classed as having a high level of airborne asbestos fiber due to the possibility of fiber release from vibrations. If staff/committee members (where applicable) are to be in the area for testing or monitoring of the system, then full PPE should be worn. This would include disposable coveralls and a full-face respirator.
- Appropriate signage should be installed on or near this lagging to identify the fact that it is asbestos material.
- When the lagging and/or the pipe itself require replacement, then the asbestos material is to be removed prior to this work being undertaken.
- Re-assess the condition within the time frames specified in the register.



3.27 ASBESTOS ROPE

Where insulation rope to older hot water pipes generally contain asbestos, follow these procedures. This material is generally of a very loose nature and can cause fibers to be released into the immediate area.

Elevated health risks are probable with prolonged exposure. However, minimal exposure is unlikely to constitute a serious risk to health.

Immediate Works Required

The asbestos rope should be removed or made safe at the earliest possible time.

A full Work Plan will be required and implemented for the ongoing safety of staff/committee members (where applicable) until the rope has been removed from the premises.

- When working around or near this rope, it is recommended that the area be classed as having a high level of airborne asbestos fiber due to the possibility of fiber release from vibrations. If staff/committee members (where applicable) are to be in the room at such times, then full PPE should be worn. This would include disposable coveralls and a full-face respirator.
- The rope should be disposed of in accordance with Workplace Health & Safety Legislations by a licensed Removalist.
- Staff/committee members (where applicable) should be made aware that the rope contains asbestos materials.
- Appropriate signage should be installed on or near this rope to identify the fact that it is asbestos material.
- Re-assess the condition within the time frames specified in the register.



3.28 SAFE DOOR

Where safe doors have been identified as containing asbestos, these are generally a fully sealed unit. No sample will have been taken and no attempt will have been made to break the seal to this door. Samples taken of the insulation from safe doors of a similar type and age have proven positive for containing asbestos material. Follow these procedures.



- This is a fully sealed door and care should be taken not to damage the outer casing.
- Should the condition of this door deteriorate, the entire door should be removed
- Appropriate signage should be installed on or near this safe door to identify the fact that it contains asbestos material in the insulation.
- If removed, the door must be disposed of in accordance with the relevant Workplace Health and Safety Regulations.
- Re-assess the condition within the time frames specified in the register

3.29 SANITARY NAPKIN DISPOSAL UNIT

Where Sanitary Napkin Disposal Units have been identified as containing asbestos, they are generally fully sealed, and no sample might have been taken. From previous samples of units of a similar type and age, the insulation within has proven positive as containing asbestos material. Follow these procedures.



It is recommended that plans be made for the future removal of this unit.

- This is a sealed unit. However, it is recommended that this unit be removed from the premises.
- The unit must be disposed in accordance with the relevant Workplace Health and Safety Regulations.
- Appropriate signage should be installed on or near this unit to identify the fact that it contains asbestos material.
- Re-assess the condition within the time frames specified in the register

3.30 SLAB PENETRATIONS

Where slab penetrations have been identified as containing asbestos, follow these procedures. This material is generally of a very loose nature and can cause fibers to be released into the immediate area.

Elevated health risk is possible with prolonged exposure. However, minimal exposure generally constitutes a negligible risk to health.



Immediate Works Required

Although there are no immediate works required and immediate removal is not warranted at this stage, a full Work Plan will be required and implemented for the ongoing safety of staff/committee members (where applicable).

- No staff/committee members (where applicable) should work on the asbestos fire proofing of the slab penetrations without wearing a minimum of a full-face respirator and full disposable coveralls.
- When maintenance is being carried out, it is recommended that the area be classed as having a high level of airborne asbestos fiber due to the possibility of fiber release from vibrations. If staff/committee members (where applicable) are to be in the area for testing or monitoring of the

system, then full PPE should be worn. This would include disposable coveralls and a full-face respirator.

- Access to the areas should be restricted to those with asbestos knowledge.
- Appropriate signage should be installed on or near these penetrations to identify the fact that it is asbestos material.
- Re-assess the condition within the time frames specified in the register

3.31 SPRAYED MATERIAL

Where asbestos containing sprayed materials have been identified, these should be treated very carefully, and these procedures followed. Unless fully sealed, this material is generally of a loose nature and can cause fibers to be released and transmitted throughout the building.



Elevated health risks are probable with prolonged exposure. However, minimal exposure is unlikely to constitute a serious risk to health.

Immediate Works Required

Generally, the sprayed asbestos insulation material will need to be removed or contained to reduce the release of asbestos fibers into the generally occupied areas.

It should also be considered that the implementation of a Building Management Plan may be preferable to removal in the immediate future until plans for removal or encapsulation have been completed.

- The sprayed asbestos insulation material (CAFCCO or similar) within the building should be removed or treated with another method to stop the material from falling from the roof space and releasing asbestos fibers. Control measures and options should be developed to immediately control the health risks associated with this material. As the risk is extremely high, immediate action is required.
- Access to the area where the asbestos material is contained should be restricted to stop any unauthorised entry.
- Entry to the area should be limited to persons only wearing appropriate protective equipment.
- Entry to the area should be limited to persons only after a Health and Safety Plan has been produced.
- No works should be undertaken within the area or on any other part of the building that would result in disturbance of the asbestos material.
- Appropriate signage should be installed on or near the area to identify the fact that it is asbestos material.
- Re-assess the condition within the time frames specified in the register.

3.32 ASBESTOS TEXTURED PAINT CEILING SPRAY

Where sprayed textured paint material to ceilings have been identified as containing asbestos materials, these procedures should be followed. See the Register to identify if this material is present on this site. If so, this will require immediate action to make safe or remove. Regular maintenance and re-sealing will be required to prevent asbestos fibers from being released into the immediate area.



Elevated health risks are probable with prolonged exposure. However minimal exposure is unlikely to constitute a serious risk to health. This substance requires immediate action to remove or make safe.

Personnel Concerns

When asbestos in a friable condition is found in any building, the occupants may feel a concern as to any possible health risks. The level of the identified material is not large and generally would not have any major detrimental effect. However, as the material is on the ceiling, there is a possibility that fibers have been released in the room(s) concerned.

To satisfy yourself and the building occupants, it may be advisable to conduct air monitoring in the area. This would give conclusive proof as to the presence of asbestos fibers in the air. Such action would be costly but may result in a total clearance if asbestos fibers were not identified.

If such monitoring proves conclusive that there are high or elevated levels of asbestos fibers in the air, then a full Management Plan must be developed to reduce/stop the emission of fibers into the atmosphere. Discussions with staff/committee members (where applicable) and other building occupants may also be advisable to settle any concerns they may have.

Immediate Works Required

The sprayed Asbestos Material on the ceiling needs to be removed, contained, or treated to reduce the release of asbestos fibers into the generally occupied areas.

- The sprayed asbestos textured paint material within the building should be removed or treated with another method to stop the material from falling from the ceiling and releasing asbestos fibers. Control measures and options should be developed to immediately control the health risks associated with this material, as the risk is extremely high, immediate action is required.
- Regular maintenance should be undertaken to seal/paint the ceiling to prevent further deterioration.
- Access to the ceiling area where the asbestos material is contained should be completely sealed and/or locked to prevent any unauthorised entry.
- Work on the ceiling should be limited to persons wearing appropriate protective equipment.
- Work on the ceiling should be limited until after a Health and Safety Plan has been produced.
- No works should be undertaken on the ceiling or on any other part of the building that would result in the disturbance of the asbestos material.
- Appropriate signage should be installed on or near the access to the ceiling space to identify the fact that it is asbestos material.
- Re-assess the condition within the time frames specified in the register.

3.33 ASBESTOS VERMICULITE CEILING SPRAY

Where vermiculite spray has been identified as containing asbestos, follow these procedures.

Caution should be taken not to damage or break the painted seal protecting any vermiculite material on this site, if any. See the Asbestos Register to identify if this material is present on this site. Regular maintenance and re-sealing will be required to prevent asbestos material fibers from being released into the immediate area.



Elevated health risk is possible with prolonged exposure. However, minimal exposure generally constitutes a negligible risk to health.

Personnel Concerns

When asbestos in a friable condition is found in any building, the occupants may feel a concern as to any possible health risks. The level of the identified material is not large and generally would not have any major detrimental effect. However, as the material is on the ceiling, there is a possibility that fibers have been released into room concerned.

To satisfy yourself and the building occupants, it may be advisable to conduct air monitoring in the area. This would give conclusive proof as to the presence of asbestos fibers in the air. Such action would be costly but may result in a total clearance if asbestos fibers were not identified.

If such monitoring proves conclusive that there are high or elevated levels of asbestos fibers in the air, then a full Management Plan must be developed to reduce/stop the emission of fibers into the atmosphere. Discussions with staff/committee members (where applicable) and other building occupants may also be advisable to settle any concerns they may have.

Immediate Works Required

The sprayed asbestos vermiculate material on the ceiling needs to be removed, contained, or treated to reduce the release of asbestos fibres into the generally occupied areas.

- The sprayed asbestos vermiculate material within the building should be removed or treated with another method to stop the material from falling from the ceiling and releasing asbestos fibers. Control measures and options should be developed to immediately control the health risks associated with this material. As the risk is extremely high, immediate action is required.
- Regular maintenance should be undertaken to seal/paint the ceiling to prevent further deterioration.
- Access to the ceiling area where the asbestos material is contained should be completely sealed and/or locked to stop any unauthorised entry.
- Work on the ceiling should be limited to persons wearing appropriate protective equipment.
- Work on the ceiling should be limited until after a Health and Safety Plan has been produced.
- No works should be undertaken on the ceiling or on any other part of the building that would result in disturbance of the asbestos material.
- Appropriate signage should be installed on or near the access to the ceiling space to identify the fact that it is asbestos material.
- Re-assess the condition within the time frames specified in the register.

Section 4 HIDDEN ASBESTOS

4.1 ASBESTOS IN AIR CONDITIONING SYSTEMS

The heater banks of older ducted air condition systems have a high possibility of containing an asbestos millboard insulation, particularly if the heater banks and the surrounding duct work are in original condition and have not been replaced since 1990.

However, in many cases, depending on the original design of the air conditioning system, heaters are installed within the ductwork. This ductwork is usually installed within the ceiling or roof space and is not easily accessible.

This fact, together with the lack of plans and documentation on the air conditioning installation, means that there is generally no indication as to the number or location of heater banks within the air conditioning system.

4.2 SPRAYED FIRE PROOFING MATERIAL

To protect steel members in case of fire, it was commonplace to spray structural steel members with an asbestos material. This protected the steel member from heat damage.

This structural steel is usually located within the building's structure and is not generally accessible. As such, identifying the presence of sprayed asbestos material is extremely difficult.

4.3 PIPE LAGGING

Depending upon the nature of the building and its former use, there may be, or have been, steam and hot water pipes. Steam and hot water pipes within buildings are generally lagged with a material to conserve heat. In older buildings, this lagging usually contained asbestos due to its excellent insulation properties.

Depending upon the nature of the building, such pipes would have been installed in wall and ceiling cavities. Such cavities are not readily accessible, and many remain hidden for all time. A common placement of steam pipes was behind the ceiling's cornice, which is totally inaccessible without the physical removal of the cornice.

4.4 ELECTRICAL FUSE INSULATION

A past practice was to insulate inside the very large commercial/industrial type electrical fuses with an asbestos material. This material, if present, was usually totally concealed within the electrical fuse holder. To identify if this material had been used, each and every fuse would require removal. On most properties this would be totally unacceptable, as it would result in total loss of power to the building/complex. Therefore, during the audit the inspector would check such items only if access was available (i.e., total power disconnection). It should be considered that in older type large industrial/commercial electrical fuse boards there is a possibility that asbestos insulation material could be present within those fuse holders and has not been identified.

It is recommended that when work is planned for the electrical fuse panels, the electrical tradesperson first removes all fuses to identify if any insulation material is present within the fuse holders.

If a material is identified, then Quality Building Management (Brisbane) Pty Ltd should be contacted to analyse the material for asbestos content prior to any works being conducted.

4.5 MILLBOARD BACKING TO VINYL FLOOR COVERINGS

Older type sheet vinyl floor coverings usually contained an asbestos millboard backing material. This type of vinyl usually is tested if it was possible to not physically damage the vinyl. There may be areas where sampling was not possible. There also may be areas where this type of vinyl is hidden below other types of floor coverings. It should be considered that in older type buildings it is possible that asbestos millboard backing to vinyl sheeting is present within and has not been identified.

It is recommended that when renovation and/or demolition work is planned, the contractors should be made aware that such a possibility of millboard backing to vinyl sheeting could be present within the building.

If an asbestos material is identified, then Quality Building Management (Brisbane) Pty Ltd should be contacted to analyse the material for asbestos content prior to any works being conducted.

4.6 VINYL FLOOR TILES

Older type vinyl floor tiles contained asbestos in their matrix. This type of vinyl tile has been tested if it was possible to not physically damage the vinyl tiles. There may be areas where sampling was not possible. There also may be areas where this type of vinyl tile is hidden below other types of floor coverings. It should be considered that in older type buildings there is a possibility that vinyl tiles containing asbestos could be present within and has not been identified.

It is recommended that when renovation and/or demolition work is planned, the contractors should be made aware that such a possibility of vinyl tiles containing asbestos could be present within the building.

If such a material is identified, then Quality Building Management (Brisbane) Pty Ltd should be contacted to analyse the material for asbestos content prior to any works being conducted.

4.7 SHEET VINYL FLOORING

Older type sheet vinyl flooring usually contained asbestos backing. This type of sheet vinyl has been tested if it was possible to not physically damage the sheet vinyl. There may be areas where sampling was not possible. There also may be areas where this type of sheet vinyl is hidden below other types of floor coverings. It should be considered that in older type buildings, there is a possibility that sheet vinyl containing asbestos could be present within and has not been identified.

It is recommended that when renovation and/or demolition work is planned, the contractors should be made aware that such a possibility of sheet vinyl could be present within the building.

If such a material is identified, then Quality Building Management (Brisbane) Pty Ltd should be contacted to analyse the material for asbestos content prior to any works being conducted.

4.8 OTHER ITEMS AND AREAS THAT MAY BE CONCEALED WITHIN A BUILDING OR SITE

Render or plaster to wall penetration within wet areas.

This was typical within wall cavities in bathrooms and laundries to insulate the copper hot water pipe laid within a brick, block, or concrete wall cavity.

Asbestos cement under sheet.

A sheet of fibro was often used on flooring under floor covering. Walls may have been sheeted over as well, and it is not possible to see or identify any hidden sheeting. It has become more common in recent years for asbestos cement sheeting attached to a ceiling to be sheeted over with Gyprock, and unless there is access to this area it may not be incorporated within a register.

Over-sheeting

Over-sheeting of a roof or partial roof has been discovered during inspections and renovations where a Super 6 or Super 3 asbestos roof has been over-sheeted with a new metal or tile roof. If the roof is low profile or flat, there is no access or no ceiling cavity to identify this over-sheeting.

Service and underground pits

Service pits and underground pits for essential services can contain pipe and electrical lagging as well as asbestos cement piping. These pits can be landscaped, built, or concreted over, and access is often not found or unavailable.

Wall cavities

Wall cavities may contain asbestos cement piping, lagging to old hot water pipes, lagging to old electrical wires, sprayed insulation to beams and pipes etc. As with all concealed materials, it is not possible to discover these until the wall is being removed.

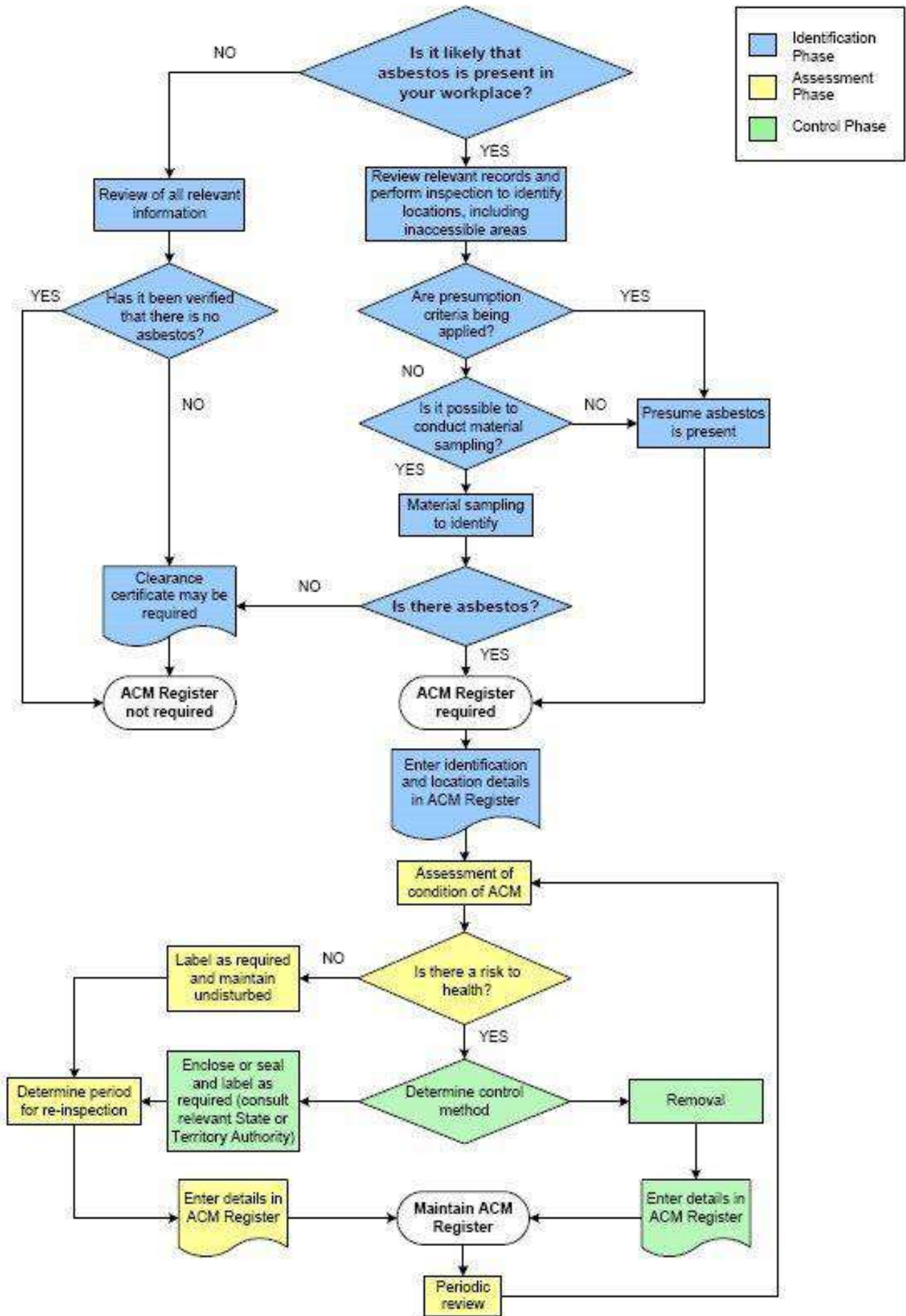
Section 5 ASBESTOS WORK PRACTICES FOR MAINTENANCE PERSONNEL AND SUBCONTRACTORS

(Legislative Reference: HOW TO MANAGE AND CONTROL ASBESTOS IN THE WORKPLACE Code of Practice)

The aim of this section is to provide maintenance personnel and subcontractors working on **SP 82167, 170 - 172 Gosford Road ADAMSTOWN NSW 2289** with the information on asbestos and other hazardous substances that may be present within various areas.

The expectations of the owners are that all maintenance personnel and subcontractors take adequate precautions and undertake all works in a manner to protect both themselves and persons occupying the building(s).

On the following page you will find the *General Principles of and Asbestos Management Plan*.



GENERAL DUTIES OF A CONTRACTOR EMPLOYING STAFF/COMMITTEE MEMBERS (WHERE APPLICABLE)

Employers shall, so far as is practicable, ensure the health and safety of their employees at work. This duty provides a legal obligation to employers to provide a healthy and safe working environment and achieve certain minimum standards.

Some of the duties which extend to the employer include:

- Provide and maintain workplaces, plants, and systems of work such that employees are not exposed to hazards
- Make arrangements for the safe use, handling, storage, and transport of plants and substances
- Provide such information, instruction, training, and supervision of all employees to enable them to perform their work in such a manner that they are not exposed to hazards
- Provide adequate facilities for the health and safety of employees
- Provide adequate personal protective equipment where it is not practicable to control hazards at the workplace by other means.

The statutory duty of care is similar to the common law duty of care. Breach of which constitutes the basis for an injured worker's claim in damages at common law.

General duty requires that the employer must take reasonable care to avoid acts or omissions which can be reasonably foreseen to cause injury.

EMPLOYER'S DUTY WHEN ASBESTOS IS USED

The employer's primary duty when asbestos is used is to ensure that the employer, their employees, and others are not exposed to airborne concentrations of asbestos in excess of the National Exposure Standards. In addition, and as a safety precaution, work releasing airborne asbestos fibers where the level of exposure exceeds an action level of half the level specified in the National Exposure Standards should cease until effective control measures have been implemented.

DUTIES OF EMPLOYEES OF A CONTRACTOR

Employees must not willfully act in a manner that endangers the health or safety of themselves or any other persons.

The duty takes into account that employees are generally not able to control their working environment (e.g., the pace of work or the guarding of machinery). However, where guards are in place and when appropriate pieces of safety equipment are provided they must be used.

In addition, employees must not wilfully or recklessly interfere with or misuse safety equipment that is provided. They must not wilfully put at risk the health and safety of others.

The duty of care is applicable to all persons who are in law "employees." By definition this includes a person who is under a contract of employment or apprenticeship. As such, the duty applies to senior management just as much as to production, maintenance, clerical, and other staff/committee members (where applicable).

WHAT ARE THE RISKS TO BE CONTROLLED?

Inhalation of airborne asbestos fibers can cause death, and therefore concentrations of airborne asbestos are a risk which must be controlled. Airborne asbestos fibers can result from:

- The release of asbestos fibers through renovation, maintenance, or demolition
- Accidental contact with the asbestos material, causing fibers to break free
- Failure to adequately maintain an asbestos material, resulting in the release of asbestos fibers

THE ASBESTOS MATERIALS REPORT AND REGISTER

All buildings owned/managed at **SP 82167, 170 - 172 Gosford Road ADAMSTOWN NSW 2289** have been audited to identify any asbestos containing materials. A complete register has been prepared which identifies all asbestos materials and materials identified within the buildings.

This register is available for viewing by all maintenance personnel and subcontractors from the onsite manager. It is the responsibility of any maintenance personnel or subcontractor to study this register and fully understand the locations of any asbestos containing materials prior to undertaking any works.

Approval for works shall not be supplied until this requirement is met and the register is signed.

WORKPLACE HEALTH AND SAFETY PLAN

Prior to commencing work on this property, a Risk Assessment must be conducted, and a Workplace Health and Safety Plan produced and given to the onsite manager for approval. This plan must be completed in accordance with the relevant Workplace Health and Safety Regulations. The plan must cover, but not be limited to, the following items:

- How health and safety in the workplace will be ensured
- The identification of any hazards and risks in the workplace
- How to control those risks and hazards
- Scheduling of work
- Site rules

Site access and site emergency procedures are consistent across the whole facility and will be provided by the Owner, Tenant, Managing Agent or site contact.

RISK ASSESSMENT

A Risk Assessment evaluates the risk associated with a hazard. "Risk assessment" means identification, analysis, and assessment of the injury and disease risks present at work or at a workplace. In the example of the power saw cutting wood, a risk assessment would consider the likelihood of eye injury.

The assessment would also consider the seriousness of potential injuries arising from the hazard.

In addition to determining the risks that employees are exposed to, the risk assessment should consider risks to non-employees, such as subcontractors, visiting employees (from other companies), and members of the public.

The ultimate aim of the risk assessment is to identify methods to control and reduce risk either by changing work practices and procedures where practicable, or as a last resort by the use of suitable personal protective equipment.

Of particular importance is the assessment of risks associated with the discharge of asbestos fibers into the atmosphere.

It is recommended that a risk assessment procedure include the following five steps:

1. Identify the hazards
2. Assess risks that may result from the hazards
3. Decide on control measures to prevent or minimise the level of the risks
4. Implement control measures
5. Monitor and review the effectiveness of measures

5.1 WORKING WITH ASBESTOS MATERIALS

The following information is given to assist maintenance personnel and subcontractors perform work involving asbestos containing materials in a safe manner. The How to safely remove asbestos Code of Practice 2021 should be followed as well.

CONTROLLING MAINTENANCE WORK

The person with control should develop a system to control any maintenance work within a workplace that contains asbestos containing materials (ACM).

Particular attention should be paid to controlling work activities that affect inaccessible areas listed in the register of ACM such as wall cavities and ceiling spaces.

The control system may take one of several forms depending on the size and complexity of the organization:

- Smaller organisations may prefer in-house controls, with one person nominated to control all work carried out by all maintenance workers and contractors.
- Formal, written safe systems of work, incorporating permits-to-work, may be used to control both maintenance workers and contractors.

Whatever the method used, it should be effective in making all maintenance workers and contractors aware of the presence of ACM and preventing any work activity that might expose them, or others nearby, to airborne asbestos fibres.

There should be full consultation concerning any maintenance and service work that might disturb ACM. All people performing the work should receive all necessary training, and the work should be documented and supervised.

The asbestos work area must be isolated, and its access restricted to essential workers only. Barriers and warning signs may be required.

Personal protective equipment needs to be selected to prevent the contamination of clothing and provide adequate respiratory protection. The level of respiratory protection required will depend on the risk assessment. Respirators should be selected, used, and maintained according to the relevant Australian Standard.

Thorough decontamination of PPE, equipment, and the asbestos work area should be carried out at the completion of the tasks.

Under the asbestos prohibition, wherever an asbestos component requires replacement the replacement product must be non-asbestos. It is illegal to reinstall or reuse any ACM.

All ACM must be disposed of correctly, in accordance with State and Territory laws. PPE used during maintenance and service work must also be disposed of in this way.

Types of maintenance and service work likely to Disturb ACM:

- While the ultimate goal is for all workplaces to be free of ACM, in some limited circumstances control measures other than removal may be necessary.
- As already indicated, some States and Territories do not allow certain maintenance and service tasks to be carried out if ACM are present. The relevant State or Territory legislation should be checked to ensure that any proposed tasks are not prohibited.

The following typical maintenance and service tasks are likely to disturb ACM, and may be performed only after a risk assessment has been conducted and control measures have been implemented to prevent exposure to airborne asbestos fibres:

- Drilling asbestos cement products
- Sealing, painting, coating, and cleaning asbestos cement products
- Cleaning leaf litter from the gutters of asbestos cement roofs
- Replacing cabling in asbestos cement conduits or boxes
- Working on electrical mounting boards (switchboards) containing asbestos
- Inspections of asbestos friction materials or seals.

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

Preparation for maintenance and service work

This is an important part of any task potentially disturbing ACM.

It is essential to have the correct tools, personal protective equipment, decontamination materials, barricades, warning signs, etc. ready at the workplace before any work commences, as well as to minimise the number of people in the area.

ESTABLISHING BARRIERS

The asbestos work area should be clearly defined to ensure that non-essential people do not enter (e.g., through the placement of barriers and signs or other warning devices).

All barriers and warning signs should remain in place until a clearance to re-occupy has been granted.

Potential entry points to the asbestos work area should be signposted or labelled in accordance with AS1319-1994 *Safety Signs for the Occupational Environment*.

These signs should be weatherproof, constructed of lightweight material, and adequately secured.

Tape can be used as a barrier to define an asbestos work area for some types of asbestos work of short duration. If a sign is not feasible, tape with the words "asbestos hazard" along its length can be used instead to communicate the hazard.

In determining the distance between barriers and the asbestos work area, the risk assessment should take account of:

- Whether the ACM are friable or non-friable
- Activity around the asbestos work area (other workers, visitors, the public, etc.)
- The work methods used (see section 4.3 How to safely remove asbestos Code of Practice 2021)
- Any existing barriers (walls, doors, etc.)

- The amount of work to be done.
- The type of barrier used (e.g., boarding or tape)

PREPARING THE WORK AREA

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

Wet wiping or vacuuming of the surface that is to be worked on, may also be necessary before commencing the task to minimise the disturbance of asbestos fibres on the surface.

To practice safe maintenance and service work techniques wherever possible, dry ACM should not be worked on.

Techniques that prevent or minimise the generation of airborne asbestos fibres include:

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

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

TOOLS

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

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

Battery-powered tools should be fitted with local exhaust ventilation (LEV) dust control hoods wherever possible. If a LEV dust control hood cannot be attached and other dust control methods—such as pastes and gels—are unsuitable, then shadow vacuuming techniques should be used.

Some State and Territory OHS authorities prohibit the use of power tools in certain circumstances, and the relevant authority should be consulted before power tools are used.

At the end of the asbestos maintenance or service work, all tools used should be:

- Decontaminated (i.e., fully dismantled and cleaned under controlled conditions)
- Placed in sealed containers (and used only for asbestos work)
- Disposed of as asbestos waste.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

The risk assessment should determine the need for, and appropriate types and levels of, PPE for the task to be undertaken, including respiratory protection equipment. It is important that personal clothing does not become contaminated with asbestos fibres.

All respiratory protection equipment should meet the requirements of AS/NZS 1716:2012 Respiratory protective devices and AS ISO 16900.11:2015 Respiratory protective devices - Methods of test and test equipment Determination of field of vision.

In general, the selection of suitable respiratory protective equipment depends on the nature of the asbestos work, the probable maximum concentrations of asbestos fibres that would be encountered in this work and any personal characteristics of the wearer that may affect the facial fit of the respirator (e.g., facial hair and glasses). All respirators should be worn in accordance with the manufacturer's instructions. AS/NZS 1715-2009 *Selection, use and maintenance of respiratory protective equipment* provides further advice on these matters.

More comprehensive advice on the selection of respirators for particular tasks is provided on the Quality Building Management (Brisbane) Pty Ltd website - www.qbm.com.au; or by visiting the Government website - safeworkaustralia.gov.au.

COVERALLS

Protective clothing should be made from material capable of providing adequate protection against fibre penetration. When selecting protective clothing, factors such as the possibilities of heat stress, fire, and electrical hazards should also be considered. Disposable coveralls with fitted hoods and cuffs should be worn. Coveralls with open pockets and/or Velcro fastenings should not be used because these features can be easily contaminated and are difficult to decontaminate.

Fitted hoods should always be worn over the straps of respirators, and loose cuffs should be sealed with tape. Asbestos fibers should be prevented from being transported outside the workplace by thoroughly vacuuming asbestos fibers from work clothes using an asbestos vacuum cleaner. Disposable coveralls should be disposed of as asbestos waste at the completion of the task.

FOOTWEAR

Laced boots should be avoided as they can be difficult to clean and asbestos dust can gather in the laces and eyelets. Laceless boots such as gumboots are preferred where practicable, and boot covers should be worn where necessary.

Safety footwear must be decontaminated before leaving the asbestos work area for any reason or sealed in double bags for use only on the next asbestos maintenance task. Alternatively, work boots that cannot be effectively decontaminated must be disposed of as asbestos waste at the end of the job.

GLOVES

The use of protective gloves should be determined by a risk assessment. If significant amounts of asbestos fibres may be present, disposable gloves should be worn. Protective gloves can be unsuitable if dexterity is required. Workers must clean their hands and fingernails thoroughly after work. Used gloves must be disposed of as asbestos waste.

RESPIRATORS

In general, the selection of suitable respiratory protection equipment depends on the nature of the asbestos work, the probable maximum concentrations of asbestos fibres that would be encountered in this work, and any personal characteristics of the wearer that may affect the facial fit of the respirator (e.g., facial hair and glasses). A competent person should determine the most efficient respirator for the task.

Respirators should comply with AS/NZS 1716-2012 *Respiratory protective devices* and be selected, used, and maintained in accordance with AS/NZS 1715-2009 *Selection, use and maintenance of respiratory protective equipment*. They should always be worn under fitted hoods. Face pieces should be cleaned and disinfected according to the manufacturer's instructions. Respirators should be properly stored when not in use.

Respiratory protective equipment should be used until all contaminated disposable coveralls and clothing has been vacuum cleaned and/or removed and bagged for disposal, and personal washing has been completed.

ASBESTOS VACUUM CLEANERS

A class H vacuum cleaner that is fitted with a high efficiency particulate air (HEPA) filter and complies with the AS/NZS 60335.2.69:2017: *Household and Similar Electrical Appliances – Safety, Part 2.69: Particular requirements for wet and dry vacuum cleaners—including power brush—for commercial use*. A domestic vacuum cleaner is not suitable for use with asbestos, even if fitted with a HEPA.

Procedures should be established for the general maintenance of asbestos vacuum cleaners in a controlled environment. They should be cleaned externally with a wet cloth after each task, and the hose and attachments should be stored in a labelled impervious bag and a cap should be placed over the opening to the asbestos vacuum cleaner when the attachments are removed.

PPE should be worn whenever an asbestos vacuum cleaner is opened to change the bag or filter or to perform other maintenance.

The emptying of asbestos vacuum cleaners can be hazardous if the correct procedures are not followed. Asbestos vacuum cleaners should only be emptied by a competent person with the correct PPE in a controlled environment and in compliance with the manufacturer's instructions.

Whenever possible, asbestos vacuum cleaners should not be hired, as they can be difficult to fully decontaminate.

Hiring may be more viable, however, in instances such as a one-off maintenance task for ACM.

Asbestos vacuum cleaners should be hired only from organisations that provide vacuum cleaners specifically for work with asbestos.

The asbestos vacuum cleaner should be decontaminated, as outlined above, before it is returned. Alternatively, the hire organisation may undertake the decontamination and maintenance of the filters and bags of the asbestos vacuum cleaner itself.

In these cases, the asbestos vacuum cleaner should be hired out in a sealed storage container, with instructions that it may be removed from the container only when it is inside the asbestos work area and users are wearing appropriate PPE.

When the minor maintenance work is completed the asbestos vacuum cleaner should be re-sealed in the storage container provided, and the sealed storage container should then be decontaminated, by wet wiping, before it is removed from the asbestos work area and returned to the hire organisation for decontamination and maintenance.

Organisations that hire out asbestos vacuum cleaners should ensure that all their asbestos vacuum cleaners are maintained in good working order and that the hirers are competent in their safe use.

Approved vacuum equipment shall be thoroughly cleaned internally and decontaminated externally prior to being removed from a work or servicing area. Cleaning should include:

Removal of obvious contamination from the exterior of the vacuum cleaner by means of a second approved vacuum cleaner or thorough clean with a damp wipe cloth.

Good work hygiene practices shall be observed, including the use of polythene drop sheets and approved vacuum equipment.

COMPRESSED AIR SHALL NOT BE USED to clean tools and equipment.

Particular attention shall be given to cleaning accumulated dust from ladder rungs and other crevices or recessed areas of tools and equipment, which are not readily cleaned during decontamination on leaving a work area.

Debris, dust, residues and drop sheets resulting from maintenance work on tools and equipment used in asbestos work areas shall be contained and prepared for disposal as asbestos waste.

DECONTAMINATION

The type of decontamination required will depend on the type of asbestos (i.e., friable or no friable), the work method used, and site conditions.

All contaminated materials, including cleaning rags, plastic sheeting, and PPE, must be disposed of as asbestos waste.

Any asbestos dust or debris must be collected in a safe manner and the asbestos work area decontaminated, paying attention to all walls, ledges, fittings, and furnishings.

Two types of decontamination procedures may be used: wet and dry decontamination.

Wet decontamination, or wet wiping, involves the use of damp rags to wipe down contaminated areas. Cleaning rags should only be used once, although they may be refolded to expose a clean surface. The rags should be used flat and should not be wadded. If a bucket of water is used, the rags should not be re-wetted in the bucket, as this will contaminate the water. Care should be taken to avoid any potential electrical hazards when using this procedure.

Dry decontamination should be only used where wet methods are not suitable or pose a risk because of other hazards such as electricity or slipping. Dry decontamination procedures include carefully rolling or folding up and sealing plastic sheeting and/or vacuuming the asbestos work area with an asbestos vacuum cleaner. Large pieces of asbestos debris should be wetted and picked up by hand rather than vacuumed.

Whenever the asbestos work area cannot be decontaminated using either the wet or dry method—for example, if there is rough sawn wood that cannot be fully decontaminated by wet wiping or vacuuming—pigmented polyvinyl acetate (PVA) may be used to seal the contaminated sections of the asbestos work area, including any plant or equipment where practicable.

If extensive contamination has occurred, an asbestos removalist should be engaged to perform the decontamination, and clearance monitoring may be required as well. The relevant State or Territory OHS authority should be contacted regarding any licensing requirements.

DECONTAMINATION OF EQUIPMENT AND TOOLS

All tools, equipment, and reusable respirators used during the maintenance or service task should be dismantled (where appropriate) and decontaminated, using either the wet or dry decontamination procedures described above, before they are removed from the asbestos work area. The method chosen should depend on its practicality and the presence of any electrical hazards.

If tools and equipment cannot be decontaminated in the asbestos work area or are to be reused at another asbestos work area, they should be tagged to indicate asbestos contamination and double bagged in asbestos waste bags before being removed from the asbestos work area. This equipment and tools must remain sealed until decontamination or the commencement of the next asbestos maintenance or service task where the equipment can be taken into the work area and reused under full control conditions.

PPE should be worn when opening the bag to clean or re-use the equipment or tools, and decontamination should only be performed in a controlled environment.

Bags containing asbestos contaminated equipment and tools should be clearly labelled with an appropriate warning statement.

PERSONAL DECONTAMINATION

Personal decontamination must be undertaken each time workers leave the asbestos work area and at the completion of the asbestos maintenance or service work. Personal decontamination should be done within the asbestos work area, where re-contamination cannot occur.

Asbestos-contaminated PPE should not be transported outside the asbestos work area except for disposal purposes.

Before work, if clothes and footwear worn during asbestos work are removed from the asbestos work area for any reason, they should be thoroughly vacuumed with an asbestos vacuum cleaner to remove any asbestos fibres and the footwear should also be wet wiped. (see section 4.6 How to safely remove asbestos Code of Practice 2021)

Respiratory protective equipment should be used until all contaminated disposable coveralls and clothing has been vacuum cleaned and/or removed and bagged for disposal, and personal washing has been completed.

Any PPE used while carrying out asbestos work must not be taken home.

Personal hygiene and careful washing are essential. Particular attention should be paid to the hands, fingernails, face, and head.

A competent person may decide, on the basis of a risk assessment, that the following personal decontamination procedure can safely be used:

1. All visible asbestos dust/residue is removed from protective clothing using an asbestos vacuum cleaner and/or wet wiping.
2. The disposable coveralls are taken off (while still using a respirator), placed in an asbestos waste bag, and disposed of as asbestos waste.
3. Clothing and footwear worn during the asbestos work should be vacuumed using an asbestos vacuum cleaner, and the footwear should also be wet wiped.

4. Disposable respirators should then be discarded as asbestos waste. Non-disposable respirators should be removed and thoroughly cleaned.
5. After removing the respirator, workers should wash their head, face, and hands, paying particular attention to their fingernails.

CLEARANCE INSPECTIONS

The need for clearance monitoring is required under the Model Work Health and Safety Regulations.

Clearance to re-occupy an asbestos work area is determined by a thorough clearance inspection.

The clearance inspection must be conducted by a licensed assessor for Class A Asbestos Removal works, or a competent person for Class B Asbestos Removal Works.

All barriers and warning signs should remain in place until the clearance to re-occupy has been granted.

VISUAL INSPECTIONS

Visual inspections involve an examination of the asbestos work area prior to the resumption of normal work in the area by unprotected personnel in order to confirm that the asbestos maintenance work has been completed and there is no visual evidence of dust and debris.

Particular attention should be paid to ledges, the tops of air-conditioning ducts, cracks in the floor, folds in plastic sheeting, and crevices or other areas which may have been overlooked during the initial clean-up.

CLEARANCE AIR MONITORING

The need for Air Monitoring during asbestos removal works, and Clearance Air Monitoring is required under the Model Work Health and Safety Regulations.

Clearance monitoring must be undertaken by an independent licensed assessor, independent to the person responsible for the asbestos work, after cleaning has been completed and the area dried.

Air samples should be taken in the asbestos work area. For jobs involving an enclosed area, this should be done within the enclosed area, following the completion of the work but prior to the removal of the enclosure, and again after the removal of the enclosure (for a final clearance inspection).

The maintenance work should not be considered completed until an airborne fiber level of less than 0.01 fibers/mL has been achieved, as determined by the clearance monitoring.

SETTLED DUST SAMPLING

Settled dust sampling may be considered as part of the clearance to reoccupy an asbestos work area.

Settled dust sampling can, however, only provide an indication of cleanliness following disturbance of ACM. Settled dust sampling should not be used as an indicator of risk to health.

Any settled dust sampling requirements should be determined by licensed assessor for Class A Asbestos Removal works, or a competent person for Class B Asbestos Removal Works.

WASTE REMOVAL AND DISPOSAL

Asbestos waste, including contaminated PPE and cleaning materials (e.g., cleaning rags and plastic sheeting used to cover surfaces in the asbestos work area) should always be removed and disposed of by a competent person.

It may be collected and disposed of in asbestos waste bags and/or in a solid, sealable asbestos waste container, such as a bin or drum, if storage is required.

Controlled wetting of asbestos waste should be used to reduce the possibility of dust emissions during the bagging or containment of the waste.

WASTE BAGS

Asbestos waste should be collected in heavy-duty 200 µm (minimum thickness) polythene bags that are no more than 1,200 mm long and 900 mm wide.

The bags should be labeled with an appropriate warning, clearly stating that they contain asbestos, and that dust creation and inhalation should be avoided.

Some examples of warning statements:

CAUTION – ASBESTOS
DO NOT DAMAGE OR OPEN BAG
DO NOT INHALE DUST
CANCER AND LUNG DISEASE HAZARD

Controlled wetting of the waste should be employed to reduce asbestos dust emissions during bag sealing or any subsequent rupture of a bag.

Only unused bags should be used, and bags marked for asbestos waste should not be used for any other purpose.

Hard and sharp asbestos waste requires preliminary sealing or a protective covering before it is placed in the waste bags to minimise the risk of damage to the bags.

In order to further minimise the risk of a bag's tearing or splitting, and also to assist in manual handling, asbestos waste bags should not be filled more than half full, and excess air should be gently evacuated from the waste bag in a manner that does not cause the release of dust.

The bags should then be twisted tightly and folded over with the neck secured in the folded position by adhesive tape or any other effective method.

The external surface of each bag should be cleaned to remove any adhering dust before the bag is removed from the asbestos work area.

All asbestos waste should be double bagged outside the work area immediately following the decontamination process.

If asbestos waste cannot be disposed of immediately (e.g., because of volume requirements for disposal, or if several tasks are to be completed on consecutive days), the asbestos waste bags should be stored in a solid waste drum or bin, which should be secured upon the completion of each day's work so that unauthorised access is prevented.

WASTE DRUMS AND BINS

All drums or bins used for the storage and disposal of asbestos waste should be in a good condition, with lids and rims in good working order and free of hazardous residues.

The drums or bins should be lined with plastic (minimum 200 µm thickness), and labels warning of the asbestos waste should be placed on the top and side of each drum or bin with the words “Danger: asbestos. Do not break seal” or a similar warning.

If the drum or bin is to be re-used, the asbestos waste must be packed and sealed so that when the drum or bin is emptied there is no residual asbestos contamination.

Controlled wetting of the waste should be used to reduce asbestos dust emissions.

Where possible, the drums or bins should be placed in the asbestos work area before work on ACM begins and should remain there until the clearance inspection has been completed. At the completion of the maintenance or service work, the drums or bins should have their rims sealed and their outer surfaces wet wiped and inspected as part of the clearance procedure before they are removed from the asbestos work area.

If it is not possible to locate the drums or bins inside the asbestos work area, they should be located as close to the work area as possible. Routes for moving the waste from the asbestos work area to the waste drums or bins should be designated prior to the commencement of each task. A competent person should decide the best means of moving the waste through the building. In occupied buildings, all movement of bags from the work area to the waste drums or bins should be performed out of normal working hours.

Drums or bins used to store asbestos waste should be stored in a secure location when they are not in use. Drums or bins should not be moved manually once they have been filled. Trolleys or drum lifters should be used.

DISPOSAL

All asbestos waste should be removed from the workplace by a competent person and transported and disposed of in accordance with all relevant State or Territory legislation and guidelines for the transport and disposal of asbestos waste.

In some States and Territories, a license from environmental and/or waste disposal authorities is required for the transport and disposal of asbestos waste.

Further information on the transport and disposal of asbestos waste, including licensing requirements and designated asbestos waste dumps, may be obtained from either local councils or the relevant environmental protection authority or waste disposal authority.

RENOVATIONS AND DEMOLITION

It is recommended that works be carried out by licenced contractors with asbestos experience to identify the presence of any hidden asbestos not listed within the register.

If any suspect materials not listed on the register are identified during the renovation or demilotion, call Quality Building Management (Brisbane) Pty Ltd to undertake a sample analysis and update the register if required.

When demolishing buildings, it is critical to understand that there may be hidden asbestos within the building. Typically, this may include, but not be limited to the following. Any specifications for demolition

should include clauses to protect the building owner from additional costs if such hidden asbestos is located during demolition works.

- Vinyl tiles or sheeting under carpets
- Asbestos cement sheeting used as packing behind doors and window jambs and framing
- Asbestos cement sheeting used as packing to floor joists and bearers
- Old asbestos cement sheeting to ceilings above newly installed ceilings
- Lagging to pipes wholly contained within wall or ceiling cavities

If any renovations or demolition works are to be undertaken, it is advised that only representative sampling has been conducted and that each separate wall and floor that may be affected should be tested for asbestos. Quality Building Management (Brisbane) Pty Ltd should be contacted to undertake any additional sampling and testing.

Section 6 WORKING WITH ACM

NOTE: CLEANING WITH HIGH-PRESSURE WATER CLEANERS IS PROHIBITED UNDER WORKPLACE HEALTH AND SAFETY REGULATIONS.

6.1 PAINTING ASBESTOS CEMENT SHEETING

The following procedures detail the work practices, which should be adopted when undertaking painting or associated preparatory work on asbestos cement materials.

These procedures have been developed to minimise the generation of dust, thereby reducing the risks associated with the possible release of asbestos fibers from these materials.

1. Examine the asbestos register in the Asbestos Materials Report and Register and obtain an access permit
2. Prior to commencing work, the officer in charge of the workplace and the health and safety representative should be consulted regarding the proposed work, work practices, and the availability of the work area.
3. The following procedures should be followed if the paint is flaking or cutting back to the base material is required. Previously painted asbestos cement surfaces shall only be rubbed back lightly with the surface wetted, using wet and dry sand paper. All precautions, as set out below, should be adopted.
4. Define the work area. In this instance barriers only may be sufficient. If doubt exists, define the work area as described in *Asbestos Cement Material Work Practice*.
5. Select PPE. Workers should wear Class P1 or P2 respiratory protection, and coveralls are recommended.
6. **DO NOT USE POWER TOOLS.** Use only non-powered hand tools to minimise the generation of dust.
7. Use polythene (plastic) drop sheets (not cotton). This will allow the drop sheets to be either vacuumed or hosed for cleaning purposes.
8. Flaking paint may be removed by the careful use of a hand-held scraper used in conjunction with a paint stripper, (i.e., the surface must be in a wet condition). Care must be taken when using a scraper to avoid damaging the surface of the asbestos cement material
9. On completion, the work area is to be thoroughly cleaned with approved vacuum equipment. Horizontal surfaces (e.g., window sills), can be wet wiped with a damp cloth. Cleaning is to be carried out as detailed in *Asbestos Cement Material Work Practice*.
10. On completion of the work or when leaving the work area, decontaminate personnel, tools, and equipment. Refer to *Asbestos Cement Material Work Practice*.
11. All collected dust, disposable PPE, drop sheets, wipe cloths, and other associated debris is to be disposed of as asbestos cement waste.

6.2 CLEANING ASBESTOS CEMENT SHEETING

The following procedures detail the work practices, which should be adopted when undertaking the cleaning of asbestos cement eaves or other similar surfaces. Any unsealed asbestos cement surfaces should be painted or otherwise sealed as a matter of priority.

Occupational Health Authorities advise that intact asbestos cement materials pose a negligible risk to health. The negligible risk associated with these materials will be further reduced by the adoption of these procedures.

This cleaning method is recommended for all underside surfaces not exposed to weathering such as eaves and the underside of verandahs. Prior to commencing work, the officer in charge of the workplace and the health and safety representative should be consulted regarding the proposed work, work practices, and the availability of the work area.

1. Define the work area. Barriers only should be sufficient in this instance.
2. Lay down polythene drop sheets as required.
3. Persons not associated with the cleaning process should be restricted from accessing the area while cleaning is in progress.
4. Do not rub, scrape, or brush any asbestos cement surface with coarse materials that will damage the surface of the asbestos cement material.
5. **DO NOT use high-pressure water jets to clean asbestos cement materials.**
6. Surfaces may be wiped with a soft brush or cloth and if necessary may be wetted with a fine water spray (garden hose) to prevent the dispersal of dust and assist in the cleaning process.
7. When cleaning any surface covered with grit or dust, particularly overhead, it is recommended that eye protection, coveralls, and disposable respirators (Class P1 or P2) are worn to prevent eye injuries, possible clothing contamination, and the inhalation of dust.
8. Plastic drop sheets, discarded PPE, etc. resulting from this cleaning process can be disposed of in a normal disposal bin, as asbestos fiber released by this process is negligible.

6.3 CLEANING GUTTERS, DRAINS AND SUMPS

The following procedures detail the work practices which should be adopted when undertaking the cleaning of gutters, down pipes, drains, and sumps which accept discharge from asbestos cement roofs.

These procedures have been developed to minimise the generation of dust, thereby reducing the potential risks associated with the possible release of asbestos fibers from these materials.

Other safe work practices such as accessing roofs and the use of ladders, scaffolds, etc. should also be taken into consideration when undertaking this work.

Gutters, drains, and sumps should be cleaned regularly and maintained in good working order to prevent blockage of the draining system and to properly discharge run-off from the roofs.

1. Examine the asbestos register in the Asbestos Materials Report and Register and obtain an Access Permit.
2. Prior to commencing work, the officer in charge of the work place and the health and safety representative should be consulted regarding the proposed work and work practices to be used.
3. To prevent any dust from being inhaled during the cleaning process, a Class P2 respirator should be worn.
4. Objects such as balls etc. removed from the gutters and drains during the cleaning process should be discarded as asbestos waste or thoroughly washed in a sink before being returned to their owners.
5. Any debris to be removed should be wetted with a light spray of water prior to being removed to prevent the dispersal of dust.
6. If possible a filter sock should be fitted on outlets discharging onto open ground to collect the debris flushed out during the cleaning process.
7. All debris removed during the cleaning process including leaves should be regarded as asbestos waste and disposed of as outlined in the Asbestos Cement Material Work Practice.
8. Place debris in asbestos disposal bags or wrap in polythene and seal.
9. Remove from site as soon as is practicable and dispose of at an approved disposal site.
10. Where appropriate, decontamination of personnel, tools, and equipment should be carried out in accordance with Safe work practice 3 – How to manage and control asbestos in the workplace Code of Practice 2020.

6.4 REMOVAL OF ASBESTOS CEMENT SHEETING

If there is any potential exposure of employers, employees, self-employed workers, or members of the public to asbestos fibers, employers should ensure the use of appropriate respiratory protection. Airborne asbestos fiber contamination should be minimized by observing correct work practices.

The employer should ensure that those persons involved in the removal or treatment of asbestos-cement sheeting undertake safety training and familiarization with the proposed work before commencing. This safety training could include:

- Familiarization with risks associated with working on roofs
- Correct manual handling techniques
- A basic understanding of the hazards associated with asbestos
- The use of personal protective equipment
- The use of equipment associated with the treatment or removal of asbestos-cement sheeting
- The use of chemicals associated with the treatment of asbestos-cement sheeting.

In undertaking the removal or treatment of asbestos-cement sheeting the appropriate personal protective equipment should be worn. All personal protective respiratory equipment (PPE) should be of an approved type (e.g., manufactured to AS/NZS 1716:2012 Respiratory protective devices and AS ISO 16900.11:2015 Respiratory protective devices - Methods of test and test equipment Determination of field of vision.)

PREPARATION

1. Define the work areas and if necessary, erect barriers and/or signs to advise of the work area where potential exposure to members of the public exists. In the case of houses and similar buildings where asbestos cement is to be removed from within the building, all windows and doors should be closed to confine the potential spread of asbestos dust
2. Determine the type of personal protective clothing and equipment that will be required for the safe removal of the asbestos-cement sheeting (e.g., respiratory protective equipment and protective clothing).
3. Prevent all other persons from entering the work area.
4. Spray the asbestos-cement sheets with a sealant or wet with water and keep damp during removal. Where there is a possibility of the asbestos-cement sheeting drying out before removal is complete, use of an emulsion spray or similar product that inhibits the release of fibers should be considered.
5. Where demolition of a building or structure is to be undertaken and there are asbestos cement building materials present, the removal should proceed as outlined in this manual.

REMOVAL

The removal of asbestos cement materials from buildings or structures shall only be carried out by persons trained to perform that task. Experienced supervision should be provided at all times removal is in progress. For the removal of asbestos sheeting greater than 10m², the removalist must hold a B Class Asbestos Removalist License.

- Every effort shall be made to minimise the generation of dust:
 - If possible when the removal is internal, seal off the area from other areas. This includes isolating such items as air inlets and exhaust flues and sealing openings with a polythene sheet.
 - When removal is external, ensure that all doors, windows, and air vents in the immediate area are closed or sealed as necessary with a polythene sheet or adhesive tape.
- Asbestos cement sheets should be sprayed with an encapsulate or wet prior to removal.
- Roof sheeting should not be wet if this creates a high risk of a worker slipping from a roof.

- High-pressure water jets shall not be used.
- **POWER TOOLS SHOULD NOT BE USED, WITH THE EXCEPTION OF REMOVING FASTENERS.**
- Asbestos cement sheets should be removed with minimum breakage and should be lowered to the ground or floor and not dropped.
- When stacking or handling asbestos cement materials, care should be taken to avoid abrasive actions, which may result in the possible release of asbestos fibers.
- Prior to the removal of asbestos cement guttering, all debris and residues shall be removed. All such materials shall be regarded as asbestos waste.
- On completion of internal asbestos cement material removal, all floors, walls, and accessible surfaces in the removal area and the area immediately surrounding the removal area are to be vacuumed with approved vacuum equipment.
- All internal horizontal surfaces such as window sills, furniture, ledges, trimmings, etc. in the immediate area are to be wet-wiped with a damp cloth.
- Where roof sheeting is removed, asbestos cement chips, pieces, and residues shall be removed from the ceiling space with approved vacuum equipment. In a situation where there is no ceiling in place, the drop sheets shall be removed as waste and the floor beneath the work area should be cleaned with approved vacuum equipment.
- Personnel should decontaminate when leaving the work area and shower or wash thoroughly when leaving the workplace. Tools being used on the removal can be decontaminated on completion of work or prior to being removed from the work area.

DISPOSAL OF ASBESTOS MATERIAL

Transport and final disposal of asbestos material should be carried out in such a way as to prevent the release of asbestos fibers. Because there is a risk of the asbestos-cement waste breaking down and resulting in airborne asbestos fiber contamination, all asbestos materials are to be disposed of at an approved site, which is under the control of the local authority and operates in accordance with the Technical Guidance Note for the Safe Disposal of Asbestos Waste.

All asbestos waste delivered to a landfill licensed for the receipt of such waste under the Environmental Protection Act 1994 should be contained as described in Section 13, "Disposal of Asbestos Waste," in the *Guide to the Control of Asbestos Hazards in Building Structures*; or as described in Section 9.2 of the same manual, "Removal of Asbestos-Cement (Fibro) Sheeting in the Code of Practice for the Safe Removal of Asbestos."

Both the Guide and the Code of Practice are contained in the publication *Worksafe Australia, National Occupational Health and Safety Commission, Asbestos, Code of Practice and Guidance Notes (1988)*.

TRANSPORT OF WASTE

Asbestos waste is classified as a dangerous good by the Department of Transport. Conditions imposed by the Australian Dangerous Goods Code (ADG Code) apply.

Asbestos waste from non-domestic sources is regulated waste as defined in the Environmental Protection Regulation 1998. Under the provisions of the Regulation, the transport of asbestos waste commercially or in quantities of more than 250 kg in a load is an Environmentally Relevant Activity and requires the transport vehicle to be licensed by the Department of Environment and Heritage.

All asbestos waste should be contained within a designated unit of the landfill at a minimum distance of 2m from the surface and flanks, excluding any final cover that may be added after the landfill has been closed.

Asbestos waste should be deposited at the foot of the working face of the designated asbestos landfill unit and covered immediately with a minimum of 200mm of consolidated earth or equivalent cover material. No further excavations should take place in the designated asbestos unit after asbestos burial.

The license holder should record the following information regarding the asbestos disposal unite:

- Quantity deposited
- Name and address of person disposing of waste
- Name of the contractor delivering the waste

The following are Australian Standards cited in this Advisory Standard; AS 1657:2018 Fixed Platforms, walkways, stairways, and ladders – Design, construction and installation. AS/NZS 1715-2009 *Selection, use and maintenance of respiratory protective equipment*

6.5 ACCESS TO ASBESTOS CEMENT ROOFS

The following procedures detail the work practices that should be adopted when undertaking work, which involves accessing asbestos cement roofs.

While it is recognised that the risks associated with the release of asbestos fibers from intact asbestos cement materials are negligible, extreme care should be taken when accessing these roofs not to damage them. The risk of injury due to falling through or slipping off asbestos cement roofs is, however, quite significant due to the nature of the material. Adoption of these procedures will ensure that risks from potential hazards are reduced.

FOR REASONS OF PROTECTION FROM IMMEDIATE PHYSICAL INJURY RATHER THAN HEALTH RISK, ACCESS TO ASBESTOS CEMENT ROOFS IS RESTRICTED TO TRAINED AUTHORISED PERSONNEL ONLY.

Access to asbestos cement roofs by children and other unauthorised persons is strictly forbidden.

Examine the asbestos register in the Asbestos Materials Report and Register and obtain an Access Permit

1. Conduct a risk assessment prior to accessing roof. Checks should include:
 - 1.1. The roof is not wet and/or too slippery.
 - 1.2. The pitch of the roof is not such that a harness is required (i.e., greater than 15 degrees).
 - 1.3. The sheets are structurally sound (i.e., not cracked or brittle).
 - 1.4. Mesh is installed under the sheets and its condition assessed. If safety mesh is not in place, or if checks did not prove satisfactory, consideration should be given to alternative means of accessing the roof (e.g., crawl ladders, static lines, harnesses, and fall arresters).
2. Providing the above checks have proved satisfactory, the roof may be accessed with particular attention paid to the items below.
3. When accessing asbestos cement roofs:
 - 3.1. If duct boards or walkways are not provided, walk only along the line of the roof fixing.
 - 3.2. DO NOT ATTEMPT TO WALK BETWEEN THE LINES OF FIXINGS.
 - 3.3. Do not scrape or drag removed sheeting, tools, and equipment across the surface of the roof. This may cause damage to the surface of the roof resulting in the possible release of asbestos fibers or the acceleration of the weathering process.

6.6 ACCESSING CEILING SPACES The following procedures detail the work practices which should be adopted when undertaking work that involves accessing ceiling spaces that are associated with asbestos cement materials.

This includes ceiling spaces under asbestos cement roofs, above asbestos cement ceilings, or those that are known to contain asbestos cement materials such as eaves, gables, asbestos cement flue pipes, ducting, etc.

The procedures adopted in this work practice are designed to minimise the risk of exposure by either the worker or any other occupant of the workplace to possible asbestos fibers or any other contaminant that may be present in that roof space.

1. Examine the asbestos register in the Asbestos Materials Report and Register and obtain an Access Permit.
2. Prior to commencing work, the officer in charge of the work place and the health and safety representative should be consulted regarding the proposed work, work practices, and access availability.
3. The entry or access point to the ceiling space should be marked with appropriate signage indicating that asbestos related work is in progress or access is restricted.
4. As in all dusty environments, persons working in such areas should wear respiratory protection (Class P2 respirators are recommended).
5. When moving around in the ceiling space every effort should be made to avoid generating dust. Items of equipment or materials taken into the ceiling space should be placed in position and not dropped or thrown.
6. When working above an asbestos cement ceiling, care should be taken to walk or crawl on supporting framework only. Where possible the area directly below the ceiling space should be evacuated for the duration of the works.
7. Ensure that the area around the access point is left in a clean and dust free state at the completion of the work. If the entry to the ceiling space is such that the dropping of dust and dirt during entry and egress cannot be avoided, a drop sheet should be used to contain any such dust.

6.7 FIRE DAMAGED ASBESTOS CEMENT MATERIALS

The following procedures detail work practices which should be adopted when controlling hazards resulting from fire damage to asbestos cement materials.

Fire damage to asbestos cement materials can be extensive and range from:

- Fragments scattered for a considerable distance from the fire as a result of heat induced explosion within the material. This will also cause the material to flake, resulting in small thin fragments.
- Shattered pieces of various sizes scattered for a distance around the fire and throughout debris.
- Broken pieces remaining fixed to the building structure, whether still in position or as debris.
- Whole roof, ceiling, or wall sheets remaining in place but heat damaged and unsafe. Fine cracking and extreme brittleness are characteristics of such damage. Structural framework may remain intact but would be regarded as unsound in most circumstances.
- Whole roof, ceiling, or wall sheets remaining in place and in reasonable condition. The sheets may not be damaged but supporting structural framework may be unsound.

Consideration for a safe cleanup should include:

- Positioning of barricades and signage
- Adequate first aid facilities at the site
- Electrical Safety. Ensure that all electrical services to the fire damaged building(s) have been isolated and tagged. It may be necessary to provide power to the site by means of an auxiliary power board connected to a safe electrical supply by a qualified electrician.
- Access and handling requirements. Arrange for safe access, necessary tools, machinery, and equipment, disposal containment and a reliable water supply.
- Identification of drainage system servicing the cleanup area. Identify collection points for runoff water and locate storm water inlets. Where possible, runoff water should be filtered as a means of limiting the spread of asbestos residues

6.8 WORKING WITH ELECTRICAL MOUNTING (SWITCH / METER) BOARDS

As a first priority, planning for the maintenance of ACM must include consideration of the removal of the ACM as the most preferred control option. Where removed, asbestos products must be replaced with a non-asbestos product. Removal of asbestos products must be done in accordance with the current Code of Practice for the Safe Removal of Asbestos.

Where a risk assessment identifies the need, electrical mounting panels containing asbestos in poor condition (i.e., friable), or those requiring major works, should be removed in accordance with the current Code of Practice for the Safe Removal of Asbestos and replaced with non-asbestos panels.

In addition to any equipment required to complete the particular task, the following equipment may also be required on site prior to commencing the work:

- A non-powered hand drill or a low-speed battery-powered drill or drilling equipment. Battery-powered drills should be fitted with a local exhaust ventilation (LEV) dust control hood wherever possible. If a LEV dust control hood cannot be attached and other dust control methods—such as pastes and gels—are unsuitable, then shadow vacuuming techniques should be used (requirements for asbestos vacuum cleaners are set out in AS/NZS 60335.2.69:2017: *Household and Similar Electrical Appliances – Safety, Part 2.69: Particular requirements for wet and dry vacuum cleaners—* including power brush—for commercial use.)
- Duct tape
- Warning signs and/or barrier tape
- Disposable cleaning rags
- A plastic bucket of water, or more as appropriate, and/or a misting spray bottle
- Spare PPE
- A suitable asbestos waste container
- 200 µm plastic sheeting
- An asbestos vacuum cleaner.
- Protective clothing
- Respirator (see AS1715, AS 1716 and section 11.7): It is likely that a Class P1 or P2 half face respirator will be adequate for this task, provided the recommended safe work procedure is followed.

Because the asbestos work area will involve electrical hazards, appropriate precautions must be taken to prevent the risk of electrocution.

- Ensure appropriately marked asbestos waste disposal bags are available.
- Carry out the work with as few people present as possible.
- Segregate the asbestos work area to ensure unauthorised personnel are restricted from entry (e.g., use warning signs and/or barrier tape at all entry points). The distance for segregation should be determined by a risk assessment.
- Use plastic sheeting, secured with duct tape, to cover any surface within the asbestos work area which could become contaminated.
- Ensure there is adequate lighting.
- Avoid working in windy environments where asbestos fibers can be redistributed.
- If using a bucket of water, do not re-soak used rags in the bucket, as this will contaminate the water. Instead, either fold the rag so a clean surface is exposed or use another rag.

Providing the panel is not friable, maintenance and service work may include:

- The replacement of asbestos-containing equipment on the electrical panel with no asbestos equipment
- The operation of main switches and individual circuit devices
- Pulling/inserting service and circuit fuses
- Bridging supplies at meter bases
- Using testing equipment
- Accessing the neutral link
- The installation of new components/equipment

If the asbestos-containing electrical mounting panel has to be removed for work behind the board, the procedures for removing electrical meter boards outlined in the current Code of Practice for the Safe Removal of Asbestos should be followed.

If drilling is required, the control process should be consistent with the measures described in the current Code of Practice.

Decontaminating the Asbestos Work Area and Equipment

- Use damp rags to clean the equipment.
- Carefully roll or fold any plastic sheeting used to cover any surface within the asbestos work area so as not to spill any dust or debris that has been collected.
- In areas where there is an electrical hazard, an asbestos vacuum cleaner should be used to remove any dust or debris from the mounting panel and other visibly contaminated sections of the asbestos work area.
- In areas where there is no electrical hazard, wet wiping with a damp rag can be used to remove minor amounts of dust or debris.
- Place debris, used rags, plastic sheeting, and other waste in the asbestos waste bags/container.
- Wet wipe the external surfaces of the asbestos waste bags/container to remove any adhering dust before they are removed from the asbestos work area.
- Visually inspect the asbestos work area to make sure it has been properly cleaned (see section 11.10.1 of Part 11 of this code of practice).
- Clearance air sampling is not normally required for this task.
- Dispose of all waste, including all water, as asbestos waste. Refer to the Safe Work Australia - How to Safely Remove Asbestos - Code of Practice and relevant State and Territory legislation

6.9 INSPECTION OF ASBESTOS FRICTION MATERIALS

This guide may be used when friction materials containing asbestos (e.g., brake assemblies or clutch housings) need to be inspected or their housings need to be cleaned. In addition to any equipment required to complete the particular task, the following equipment may also be required on site prior to commencing the work:

- A misting spray bottle
- Duct tape
- Warning signs and/or barrier tape
- Disposable cleaning rags
- A bucket of water, or more as appropriate, and detergent
- Spare PPE
- A suitable asbestos waste container
- A catch tray or similar container
- An asbestos vacuum cleaner

PERSONAL PROTECTIVE EQUIPMENT

- Protective clothing is generally not required for this task.
- Respirator (AS/NZS 1716:2012 Respiratory protective devices and AS ISO 16900.11:2015 Respiratory protective devices - Methods of test and test equipment Determination of field of vision & AS/NZS 1715-2009 *Selection, use and maintenance of respiratory protective equipment* provides further advice on these matters. It is likely that a Class P1 or P2 half face respirator will be adequate for this task, provided the recommended safe work procedure is followed.

PREPARING THE ASBESTOS WORK AREA

- Ensure appropriately marked asbestos waste disposal bags are available.
- Carry out the work with as few people present as possible.
- A decision on whether to segregate the asbestos work area should be based on a risk assessment, but it may be necessary to ensure unauthorised personnel are restricted from entry through the use of barrier tape and/or warning signs at entry points.
- Use a suitable collection device (i.e., tray or container) below the location where the work will be carried out, to collect any debris or runoff.
- Ensure there is adequate lighting.
- Avoid working in windy environments where asbestos fibers can be redistributed.
- If using a bucket of water, do not re-soak used rags in the bucket, as this will contaminate the water. Instead, either fold the rag so a clean surface is exposed or use another rag.

INSPECTION OF ASBESTOS FRICTION MATERIALS

A misting spray bottle should be used to wet down any dust.

If the use of spray equipment to wet the asbestos-containing material might disturb asbestos fibers, alternative wetting agents, such as a water-miscible degreaser or a water and detergent mixture, should be used.

The asbestos material should preferably be inspected using the wet method discussed in the current Code of Practice, but if this is not possible the dry method may be used in its place.

Wet method:

- Use the misting spray bottle to wet down any visible dust.
- Use a damp rag to wipe down the wheel or automobile part before removal. Ensure the dust is kept wet, as this will prevent airborne contamination.
- Use hand tools rather than power tools if possible to reduce the generation of airborne fibers.
- Partially open the housing and softly spray the inside with water using the misting spray bottle. Any spillage of dust, debris, or water must be controlled (e.g., through the use of containers to capture runoff) and either filtered or disposed of as asbestos waste.
- Open the housing.
- Clean all asbestos parts using a damp rag, ensuring that all runoff water is caught in a suitable asbestos waste container.

Dry method:

- Place a collection tray under the components being inspected to catch any dust or debris spilling from the housing or components during the inspection and dispose of any collected material as asbestos waste.
- Use an asbestos vacuum cleaner to remove asbestos fibers from the brakes and rims or other asbestos-containing materials before carrying out the inspection.
- Never use compressed air to clean a brake assembly.

DECONTAMINATING THE ASBESTOS WORK AREA AND EQUIPMENT

- Use damp rags to clean the equipment, including the dust collection tray.
- If necessary, use damp rags or an asbestos vacuum cleaner to clean any remaining visibly contaminated sections of the asbestos work area.
- Place debris, used rags, and other waste in the asbestos waste bags/container.
- Wet wipe the external surfaces of the asbestos waste bags/container to remove any adhering dust before removing them from the asbestos work area.
- Personal decontamination: See current Code of Practice.

CLEARANCE PROCEDURE

- VISUALLY inspect the asbestos work area to make sure it has been properly cleaned (see current Code of Practice).
- Clearance air sampling is not normally required for this task.
- Dispose of all waste, including all water, as asbestos waste. Refer to the Safe Work Australia - How to Safely Remove Asbestos - Code of Practice and relevant State and Territory legislation.

Section 7 HISTORY OF ASBESTOS

Asbestos-based materials were used in the construction of many buildings/structures built prior to 2004. In recognition of this fact and against a background of increased public concern over the health risks resulting from the presence of asbestos in buildings and other structures where people spend their working day, the National Health and Safety Commission (NOHSC) produced the **Guide to the Control of Asbestos Hazards in Buildings and Structures**. The guidance note outlines a blueprint for the identification, evaluation, and control of hazards posed by *in-situ* asbestos in the working environment. The NOHSC recommends that an asbestos management program, which identifies, evaluates, and controls asbestos hazards in conformity with the Guide should be part of an organization's/building owner's overall approach to the identification and control of all workplace hazards.

Following this early Guide, the National Health and Safety Commission (NOHSC) produced Codes of Practice called "Code of Practice for the Management and Control of Asbestos in Workplaces" (asbestos management code), and "National code of Practice for the Safe Removal of Asbestos," (asbestos removal code). These codes were updated in 2011 and again in 2021.

Subsequently, state governments have implemented amendments to their Workplace Health and Safety Acts and Regulations to follow these Codes.

From 1 January 2012, new national harmonized Health and Safety Legislation was implemented through Australia. At this date, the **Model Work Health and Safety Regulations** and "How to Manage and Control Asbestos in the Workplace" code of practice was enacted. As such, all owners and managers of buildings constructed prior to 2004 in Australia must comply with these regulations and codes of practice.

WHAT IS ASBESTOS

Asbestos is a mineral rock made out of naturally occurring mineral silicate fibers, which belong to either the serpentine or amphibole mineral groups. Mining, milling, and processing of asbestos into manufactured materials creates asbestos dust that contains asbestos fibers. Asbestos was used in a variety of workplaces from the 1940s up until the early 1970s, when the dangers to health inherent in exposure became more widely acknowledged. The range of applications included reinforcement in asbestos cement sheeting, insulation on pipes and in buildings, fire retardant in textiles, and filtering material in the chemical and food industries.

CROCIDOLITE



AMOSITE



CHRYBOTILE



WHY IS ASBESTOS A RISK

Inhalation of asbestos fibers has been linked to three respiratory diseases: asbestosis, mesothelioma, and lung cancer. Exposure may also relate to other cancers; however, there is no conclusive evidence to support this. The three identified diseases are characterized by long latency periods of 20 – 40 years after exposure to asbestos.

Asbestosis is a chronic lung disease that can lead to respiratory impairment and diseases such as lung cancer. It results from the inhalation of asbestos fibers which are deposited in the lungs, causing scar tissue. The pulmonary changes resulting from the scar tissue are irreversible. It has been found to occur in workers exposed to prolonged and heavy concentrations of asbestos fibers. Asbestosis cannot be effectively treated.

Mesothelioma is a rare cancer. There are two types of mesothelioma: (1) pleural, which is a tumor of the lung, or (2) peritoneal, which is a cancer of the abdominal cavity. The higher the level of exposure, the greater the risk of developing mesothelioma. The level of exposure does not affect the length of the latency period, which is usually between 30 and 40 years. Mesothelioma cannot be effectively treated.

Lung cancer is not specifically associated with asbestos. Individual lung cancers caused by asbestos cannot be distinguished from those cancers that are caused by other agents such as tobacco smoke. While persons who have been exposed to asbestos who develop lung cancer are usually tobacco smokers, it is generally accepted that asbestos is capable of causing lung cancer, and that the tumor may develop where there is no co-existing asbestosis. Lung cancer related to asbestos exposure usually has a latency period of 20 to 40 years between the first exposure and the onset of cancer.

■ Exposure to asbestos is not an automatic death sentence. Many factors determine health effects and how severe they will be.

Factors include: How many fibers entered the body • How long the exposure
• If the material was inhaled or consumed in food or drink.

Fibers enter the body through the nose and mouth by inhalation or from drinking.



Esophagus

Cancer can develop from swallowing asbestos fibers

Heart

Blood flow to the lungs can be impaired and cause the heart to enlarge or fail.

Pleural membrane

When scar tissue forms in the pleural membrane, the tissue is unable to expand and contract. Breathing can become painful or impossible.

Larynx

Right lung

Left lung

Bronchia

Bronchia

Alveoli

Alveoli

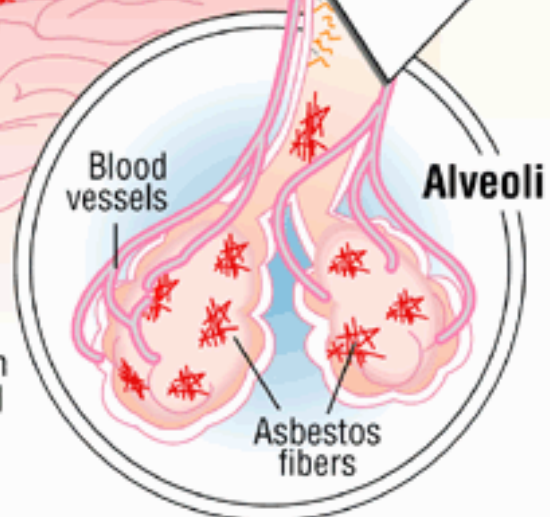
Diaphragm

Abdomen

Stomach Intestines

Swallowed asbestos fibers build up and may cause cancer

Asbestos fibers in the alveoli can cause cancer and prevent exchange of oxygen and carbon dioxide between the lungs and red blood cells.



Section 8 GLOSSARY

Accredited Laboratory: A testing laboratory accredited by the National Association of Testing Authorities, Australia (NATA) or a similar accreditation authority, or otherwise granted recognition by NATA, either solely or in conjunction with one or more other persons.

Air Monitoring: Airborne asbestos fiber sampling to assist in assessing exposures and the effectiveness of control measures. Air monitoring includes exposure monitoring, control monitoring, and clearance monitoring. **Note:** air monitoring should be undertaken in accordance with the Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres [NOHSC:3003 (2005)].

Airborne Asbestos Fibres: Any fibers of asbestos small enough to be made airborne. For the purposes of monitoring airborne asbestos fibers, only respirable asbestos fibers (those fibers less than 3 µm wide, more than 5 µm long, and with a length to width ratio of more than 3 to 1) are counted. **Note:** Airborne asbestos fibers are generated by the mechanical disintegration of Asbestos-Containing Materials (ACM) and subsequent dispersion of the fibers into the air from activities such as mining and the use, removal, and disposal of asbestos and ACM. Airborne dust has the potential to contain respirable asbestos fibers.

ALARP: An acronym for “As Low as Reasonably Practicable.” The exposure of workers and others to asbestos must be eliminated or otherwise kept as low as reasonably practicable, and in all circumstances must be kept below the NES.

Asbestos: The fibrous form of mineral silicates belonging to the serpentine and amphibole groups of rock-forming minerals, including actinolite, amosite (brown asbestos), anthophyllite, chrysotile (white asbestos), crocidolite (blue asbestos), tremolite, or any mixture containing one or more of the mineral silicates belonging to the serpentine and amphibole groups.

Asbestos Cement (AC): Products consisting of sand aggregate and cement reinforced with asbestos fibers (e.g., asbestos cement pipes and flat or corrugated asbestos cement sheets).

Asbestos-Containing Material (ACM): Any material, object, product, or debris that contains asbestos. **Note:** information for determining if a material contains asbestos is provided in Part 9.

Asbestos Removalist: A competent person who performs asbestos removal work. **Note:** an asbestos removal license is required in all State and Territory jurisdictions for the removal of friable ACM. Some States and Territories also require a license for removal of specified quantities of ACM, regardless of whether they are friable, and relevant OHS authorities should be consulted prior to any removal work.

Asbestos Vacuum Cleaner: A vacuum cleaner that is fitted with a High Efficiency Particulate Air (HEPA) Filter and complies with AS/NZS 60335.2.69:2017: *Household and Similar Electrical Appliances – Safety, Part 2.69: Particular* requirements for wet and dry vacuum cleaners—including power brush—for commercial use. A domestic vacuum cleaner is not suitable for use with asbestos.

Asbestos Waste: All removed ACM and disposable items used during the asbestos work, such as plastic sheeting used to cover surfaces in the asbestos work area, disposable coveralls, disposable respirators, and rags used for cleaning.

Asbestos Work Area: The immediate area in which ACM work is taking place. The boundaries of the asbestos work area must be determined by a risk assessment. **Note:** the asbestos work area should include the boundaries of an enclosure or barriers set up to warn or restrict access to the area where the asbestos work is being undertaken.

Breathing Zone: A hemisphere extending in front of a person's face, with a radius of 300 mm from the midpoint of an imaginary line between the ears.

Clearance Inspection: An inspection, carried out by a competent person, to verify that an asbestos work area is safe to be returned to normal use after work involving the disturbance of ACM has taken place. A clearance inspection must include a visual inspection and may also include clearance monitoring and/or settled dust sampling. **Note:** A clearance inspection should only be carried out when the asbestos work area is dry.

Clearance Monitoring: Air monitoring using static or positional samples to measure the level of airborne asbestos fibers in an area following work on ACM. An area is "cleared" when the level of airborne asbestos fibers is measured as being below 0.01 fibers/mL. **Note:** static or positional samples are taken at fixed locations which are usually between one and two meters above floor level.

Competent Person: A person possessing adequate qualifications, such as suitable training and sufficient knowledge, experience, and skill, for the safe performance of the specific work. **Note:** a license may be required for some of the tasks described in this document as requiring a competent person.

Containment barrier: A barrier erected around an asbestos removal area which must "stop anyone in the asbestos removal site from being exposed to an atmospheric concentration of airborne asbestos fibers of more than 0.02 fibers/mL, released from the asbestos removal area into the site's atmosphere"

Control Level: The airborne concentration of a particular substance which, if exceeded, indicates a need to implement a control, action, or other requirement. Control levels are generally set at no more than half the NES for the substance. Control levels are occupational hygiene "best practice," and are not health-based standards. **Note:** the first Control Level for Asbestos is set at 0.01 fibers/mL of air.

Control Monitoring: Air monitoring, static or positional, to measure the level of airborne asbestos fibers in an area during work on ACM. Control monitoring is designed to assist in assessing the effectiveness of control measures. Its results are not representative of actual occupational exposures and should not be used for that purpose. **Note:** static or positional samples are taken at fixed locations which are usually between one and two meters above floor level.

Dust and Debris: Visible particles, fragments, or chunks of material large and heavy enough to have settled in the work area that are likely to have originated from ACM.

Exposure Monitoring: Air monitoring to determine a person's likely exposure to a hazardous substance. Exposure monitoring is designed to reliably estimate the person's exposure so that it may be compared with the NES. **Note:** exposure monitoring includes airborne asbestos fiber sampling, analysis, estimation of time-weighted average exposure, and interpretation. Samples are taken within the breathing zone and are usually obtained by fastening the filter holder to the worker's jacket lapel.

Friable (Asbestos): Asbestos-containing material which, when dry, is or may become crumbled, pulverized, or reduced to powder by hand pressure. **Note:** this may include ACM that have been subjected to conditions that leave them in a state where they meet the above definition, such as weathering, physical damage, water damage, etc.

Hazard: Any matter, thing, process, or practice that may cause death, injury, illness, or disease.

Health Surveillance: The monitoring of a person to identify any changes in their health as a result of exposure to a hazardous substance. It does not include exposure monitoring.

High Efficiency Particulate Air (HEPA) Filter: A disposable, extended media, dry type filter, in a rigid frame, with a minimum filtration efficiency of 99.97% for nominal 0.3 μm diameter thermally generated dioctylphthalata (DOP) particles or an equivalent efficiency for a specified alternative aerosol and with an initial maximum resistance to airflow of 250 pa when tested at its rated airflow capacity (see Australian Standard 4260-1997 High Efficiency Particulate (HEPA) Filters – Classification, Construction and Performance).

In Situ: Fixed or installed in its original position, not having been moved.

Inaccessible Areas: Areas which are difficult to access, such as wall cavities and the interiors of plant equipment.

Membrane Filter Method (MFM): The technique outlined in the NOHSC Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres [NOHSC: 3003 (2005)].

National Exposure Standard (NES): An airborne concentration of a particular substance, within the worker's breathing zone, which according to current knowledge should not cause adverse health effects or undue discomfort to nearly all workers. NES are established, from time to time, by the National Occupational Health and Safety Commission (NOHSC) and are published on the NOHSC website (see Appendix J). **Note:** the NES for all forms of asbestos is 0.1 fibers/mL of air, measured using the Membrane Filter Method (MFM).

Person with Control: In relation to premises, a person who has control of premises used as a workplace.

The person with control may be:

- (a) The owner of the premises
- (b) A person who has, under any contract or lease, an obligation to maintain or repair the premises
- (c) A person who is occupying the premises
- (d) A person who is able to make decisions about work undertaken at the premises
- (e) An employer at the premises

Personal Protective Equipment (PPE): Equipment and clothing that is used or worn by an individual person to protect themselves against, or minimise their exposure to, workplace risks. It includes items such as facemasks and respirators, coveralls, goggles, helmets, gloves, and footwear (see Appendix C).

Respirable Asbestos Fiber: A fiber of asbestos small enough to penetrate into the gas exchange regions of the lungs. Respirable asbestos fibers are technically defined as fibers that are less than 3 μm wide, more than 5 μm in length, and have a length to width ratio of more than 3 to 1.

Risk: The likelihood of a hazard causing harm to a person. **Note:** in this code of practice, risk relates to illness or disease arising from exposure to Airborne Asbestos Fibres.

Settled Dust Sampling: The sampling and analysis of settled surface dust to provide an indication of cleanliness following disturbance of ACM. Settled dust sampling does not provide an indication of risk to health. Sampling techniques include the use of adhesive tape, wipe, or micro-vacuum (using an air sampling pump and filter). Analysis can be by polarized light microscopy (PLM) or transmission electron microscopy (TEM) (Code of Practice for the Management and Control of Asbestos in Workplaces 2020). **Note:** contamination may occur as a result of deterioration of, or work processes involving ACM.

Shadow Vacuuming: The operation of an asbestos vacuum cleaner that is either directly attached to a tool or hand-held by a second worker as close as possible to the source of released asbestos fibers throughout the use of the tool.

Structure: Any construction, whether temporary or permanent. **Note:** a structure includes a bridge, erection, edifice, wall, chimney, fence, earth works, reclamation, ship, floating structure, or tunnel.

Work: Any activity, physical or mental, carried out in the course of a business, industry, commerce, occupation, or profession.

Worker: A person who does work, whether or not for reward or recognition. **Note:** “workers” include persons working under contracts of employment, apprenticeships, traineeships, and other contracts of service, but they also include other persons subject to direction by persons with control, such as volunteers and work experience students.

Workplace: Any place where a person works.

Workplace Health and Safety Plan: A plan prepared for a workplace or work that states the following:

- (a) The hazards to health or safety that the person required to have the plan prepared knows, or ought reasonably to know, currently exists or might arise
 - i. If the plan is for a workplace—at the workplace
 - ii. If the plan is for work—relating to the work
- (b) The person’s assessment of the risks that may result because of the hazards
- (c) The control measures the person proposes to use to prevent or minimise the level of the risks
- (d) How the person proposes to monitor and review the implementation and effectiveness of the measures
- (e) How and to whom additional measures are to be reported.

First published in the USA in 2012

Copyright © 2012

The right of the author to be identified as the author of this work has been asserted by the author in accordance with the Copyright, Designs & Patents Act 1988.

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, internet, electronic, mechanical, photocopying, recording or otherwise, with the prior permission of the owner.

ISBN: 1461141699

ISBN-13: 978-1461141693

LIABILITY

No responsibility or liability is assumed or accepted by the author for any claimed financial losses and/or damages sustained to persons from the use of the information in this publication, personal or otherwise, either directly or indirectly. While every effort has been made to ensure reliability and accuracy of the information within, all liability, negligence or otherwise, from any use, misuse or abuse of the operation of any methods, strategies, instructions or ideas contained in the material herein, is the sole responsibility of the reader. By reading past this point you are accepting these terms and conditions.

Report Compiled By:

Quality Building Management (Brisbane) Pty Ltd

PO Box 1006, Capalaba QLD 4157

inspections@qbm.com.au

1300 880 466



APPENDIX C: ASBESTOS SAFETY PLAN for SP 82167, 170 - 172 Gosford Road ADAMSTOWN NSW 2289

Contractors Name	
Contractor Company	
Works Being Undertaken	
Date Work Commences	
Site Rules	
Work Schedule	
Meeting WHS Obligations	
Site Access	
Hazards In Common Areas	
Protection For Public	
Consultation	
Notification Of Additional Hazards	
Contractor Signature:	
Date And Time:	

APPENDIX D: ACCESS PERMIT for SP 82167, 170 - 172 Gosford Road ADAMSTOWN NSW 2289

Restricted Area	
Permit valid for (Name)	
Permit valid for (Company)	
Valid From (Date and Time)	
Valid To (Date and Time)	
Reason for Access	
Asbestos Material in the area (description)	
Warning Signs / Barriers Required	Yes / No
Special Conditions (if applicable)	
Health and Safety Officer Name:	
Health and Safety Officer advised by:	
Health and Safety Officer advised on:	
Workplace Representative Name:	
Workplace Representative advised by:	
Workplace Representative advised on:	
Acknowledgement	
I understand the above instructions and undertake to carry out all work in accordance with the requirements of the Workplace Health and Safety Act and Regulation 2011 and relevant Codes of Practice. I have received instruction on Fire evacuation and Safety procedures.	
Contractor Name:	
Contractor Signature:	
Date and Time:	
Authorisation	
Access to this Restricted Area is authorized according to the conditions of this Permit.	
Authorised by (Name):	
Signature:	
Date and Time:	
Completion of Works	
Satisfactory Completion of work is acknowledged. The workplace has been left in a clean and tidy condition.	
Authorised by (Name):	
Signature:	
Date and Time:	

NOTICE

AN ASBESTOS MATERIALS REPORT AND REGISTER HAS BEEN COMPLETED FOR THIS SITE

SP 82167, 170 - 172 Gosford Road ADAMSTOWN NSW 2289

Prior to undertaking any works, the register should be consulted.

To view the register contact:

NAME: _____

NUMBER: _____

EMAIL: _____

ASBESTOS MATERIALS REPORT AND REGISTER

TO STRATA COMMON AREAS ONLY



PROPERTY DETAILS

SP 82167
170 - 172 GOSFORD ROAD
ADAMSTOWN NSW 2289

Inspection Date: 13/02/2025
Inspector: KEN HOUGH

1300 880 466
inspections@qbm.com.au
qbm.com.au



REVIEW DATE

A Risk Assessment has been conducted on each and every item of asbestos containing materials on site. This Risk Assessment has identified the requirement for reviews of various materials within a certain period of time ranging from 1 year to 5 years.

As each item will have a different risk rating, we have used the lowest review period of all items and recommend that the identified asbestos containing materials be reviewed on or before **13/02/2026**.

However, we strongly recommend that a review is conducted EACH AND EVERY YEAR to ensure that you, staff, tenants and visitors are not exposed to deadly asbestos fibres. If you choose not to conduct reviews on a yearly basis, you MUST monitor all asbestos materials and register any and all works conducted on those materials and update the Asbestos Register and Management Plan accordingly. This will include painting, damage, cleaning, etc.

REQUIRED WORKS

A full listing of identified asbestos items is contained within this report.

A listing of recommendations of immediate works is contained within the Asbestos Register. It is critical that these recommendations are actioned at the earliest possible time. This register is to be kept on site or in a safe place and available for viewing upon request.

Please see your Asbestos Management Plan for detailed recommendations on works and actions required for non urgent items of asbestos.

AREAS NOT ACCESSED

All required areas were accessed

An asbestos audit has been completed to the common areas only on this complex.

THIS REPORT MUST BE READ IN ITS ENTIRETY. DO NOT JUST RELY UPON THE SECTION "ASBESTOS REGISTER".

AREAS ACCESSED - LIMITATIONS

Asbestos materials in inaccessible areas have not been included in this report. This includes any areas that cannot be seen from a visual inspection not requiring demolition work, such areas include behind fixed wall and ceiling sheeting, under floor coverings, behind door jambs and architraves, and inside floor and ceiling spaces.

Where vermiculite spray is present on site, even though that spray may have been tested and found to not contain asbestos, the testing was conducted in a specific location. Due to the nature of the spray and the on-site mixing methods, asbestos may still be present in areas other than the specific area tested.

The sheeting behind any vermiculite the spray will most likely contain asbestos. As such, it must be assumed that all sheeting behind vermiculite spray contains asbestos, unless it has been specifically referred to as not containing asbestos.

Due to limited access inside the majority of ceiling and floor spaces, there may be asbestos materials present that were not identified due to the limited access. Should any works be planned inside ceilings or floors spaces, the work should only be undertaken with the understanding that asbestos may be present, and all precautions are to be taken by classing the works as part of "asbestos removal works". Alternatively, a full destructive audit should be conducted prior to any demolition, renovation, or upgrade works.

No inspection or sampling, unless requested and specifically stated in this report, has been conducted to any structures, machinery, materials or other goods that have been installed or manufactured after 2003 as per current legislation. As such due to the possible importation of materials into Australia that contain asbestos, QBM cannot provide a 100% guarantee that all materials or goods that contain asbestos are listed in this report.

Please see section titled "Concealed Asbestos Materials" for full details of possible areas of concealment.

This inspection specifically DOES NOT cover any inspection for those items affecting the safety of occupants, visitors and contractors who maybe onsite that is not specifically asbestos related, at this **particular time and date as shown as “Inspection Date” in the table above**. It does not ensure ongoing compliance, nor will it identify future faults or maintenance items past this **particular time and date as shown as “Inspection Date” in the table above**. As such regular inspections are required and are highly recommended in accordance with the date shown for a review to be conducted. Failure to undertake reviews past this date, will specifically exclude QBM from any actions, injuries or claims concerning this complex/ building and as such, the owner then indemnifies QBM from any such actions.

This report is to be considered to be a “Once Off” and only relevant at the time of inspection. QBM specifically brings to your attention that this report is NOT to be considered as being relevant for any time after the inspection date. As conditions change and the possibility of items that are now considered to be “safe” and defect free, will deteriorate over time. Thus, the need to undertake ongoing safety inspections to keep this complex in a condition free from defects and safety issues.

This report specifically DOES NOT cover any inspection for the identification of Combustible Cladding, nor does it include any reference to Fire or Combustible Cladding Legislation, or consideration of any materials that may or may not be combustible.

This report specifically DOES NOT cover any inspection for the identification of and/or issues with Fire Prevention, Fire Systems, Fire Safety, or Fire Compliance of any type.

This report specifically DOES NOT cover any considerations as to the usage of the complex/building/common areas, facilities or equipment by persons who are under the influence of alcohol or drugs or any type including prescription drugs. Under the influence shall mean any measure above 0.

ASBESTOS REGISTER

If any renovations or demolition works are to be undertaken, it is advised that only representative sampling may have been conducted and that each separate wall and floor that may be affected should be tested for asbestos, Quality Building Management (Brisbane) Pty Ltd should be contacted to undertake such additional sampling and testing. **RENOVATIONS SHOULD NOT BE UNDERTAKEN WITHOUT CONTACTING QBM FIRST.**

Vermiculite Spray

Where vermiculite spray is present on site, even though that spray may have been tested and found to not contain asbestos, the testing was conducted in a specific location. Due to the nature of the spray and the on-site mixing methods, asbestos may still be present in areas other than the specific area tested. **RENOVATIONS SHOULD NOT BE UNDERTAKEN WITHOUT EXTENSIVE SAMPLING OF ALL AREAS OF SPRAY. CONTACT QBM PRIOR TO ANY RENOVATIONS OR DEMOLITION.**

Decramastic Roof Tiles

Where Decramastic roof tiles are present on site, even though the coating material may have been tested and found to not contain asbestos, the testing was conducted in a specific location. Due to the nature of the coating (bitumen encapsulated) and the on-site mixing methods, asbestos may still be present in areas other than the specific area tested. **RENOVATIONS SHOULD NOT BE UNDERTAKEN WITHOUT EXTENSIVE SAMPLING OF ALL AREAS OF SPRAY. CONTACT QBM PRIOR TO ANY RENOVATIONS OR DEMOLITION.**

Render and Paint


In very rare cases, paint to walls and ceilings, and render to walls, including patching of chasing for pipes or electrical wiring, have been identified to contain asbestos. Sampling HAS NOT been undertaken on areas of paint or render, including patching of chasing for pipes or electrical wiring to any areas. Even if that paint or render, including patching of chasing for pipes or electrical wiring may have been tested and found to not contain asbestos, the testing would have been conducted in a specific location. Due to the nature of the material and the on-site mixing methods, asbestos may still be present in areas other than the specific area tested. **RENOVATIONS SHOULD NOT BE UNDERTAKEN WITHOUT EXTENSIVE SAMPLING OF ALL AREAS OF RENDER. CONTACT QBM PRIOR TO ANY RENOVATIONS OR DEMOLITION.**



Building : SP 82167, 170 - 172 Gosford Road, ADAMSTOWN, NSW, 2289






All rooms and areas have been inspected within this building unless a specific area has been listed in the section "Areas Not Accessed". Consider that the whole building has been inspected for asbestos materials.

Floor Level	Room	Material at Location	Type	Condition	Priority	S / R / AA	Sample No.	Result	Photo No
1	External – Walkway ceilings and soffits	<p>Ceiling - Sheeting</p> <p>RECOMMENDATION: This item is a reasonable condition and if it is not disturbed there is little risk. No immediate works are required on this item.</p>	NF	P	M	S	33770-2	C, CH	

Floor Level	Room	Material at Location	Type	Condition	Priority	S / R / AA	Sample No.	Result	Photo No
G	Car park – Residential – 2 x garage ceilings (front and right hand side)	<p>Ceiling - Sheeting</p> <p>RECOMMENDATION: This item is in a poor condition and it is recommended that -</p> <p>As the priority given for this item is Moderate, then the recommended actions should be planned to be completed within the next 12 months, and, regular yearly re-assessments should be conducted.</p>	NF	P	M	S	33770-1	C, CH	

Floor Level	Room	Material at Location	Type	Condition	Priority	S / R / AA	Sample No.	Result	Photo No
G	External – All fibrous cement cladding to all levels and all external walls	<p>Wall - Sheeting to non-masonry wall/s</p> <p>RECOMMENDATION: This item is a reasonable condition and if it is not disturbed there is little risk. No immediate works are required on this item.</p>	NF	N	L	S	33770-4	C, CH	
G	Laundry – 2 adjoining laundry room ceilings	<p>Ceiling - Sheeting</p> <p>RECOMMENDATION: This item is a reasonable condition and if it is not disturbed there is little risk. No immediate works are required on this item.</p>	NF	N	L	S	33770-5	C, CH	

Floor Level	Room	Material at Location	Type	Condition	Priority	S / R / AA	Sample No.	Result	Photo No
G	Laundry – 2 adjoining laundry room walls	<p>Wall - Sheeting to non-masonry wall/s</p> <p>RECOMMENDATION: This item is a reasonable condition and if it is not disturbed there is little risk. No immediate works are required on this item.</p>	NF	N	L	S	33770-6	C, CH	
Roof	External-All soffits and balcony ceilings	<p>Soffit/Eves - Sheeting</p> <p>RECOMMENDATION: This item is a reasonable condition and if it is not disturbed there is little risk. No immediate works are required on this item.</p>	NF	P	M	S	33770-3	C, CH	

Floor Level	Room	Material at Location	Type	Condition	Priority	S / R / AA	Sample No.	Result	Photo No
Roof	External – Left hand side vents x 3	<p>Vent Pipe - Sheeting</p> <p>RECOMMENDATION: This item is a reasonable condition and if it is not disturbed there is little risk. No immediate works are required on this item.</p>	NF	N	L	AA	AA	AA	

6 samples were taken while on site and approval for the laboratory analysis of the samples was authorized.

ASBESTOS REGISTER LEGEND

Type		Condition		Priority		Result		S / R	
F	Friable (Loosely Bonded Material)	N	Normal	L	Low	CH	Chrysotile	S	Sample taken from this location
NF	Non-Friable (Tightly Bonded Material)	P	Poor	M	Medium	A	Amosite	R	Sample not taken but reference to another location as it is considered that the material is the same type and age and thus the result should be the same.
				H	High	C	Crocidolite	AA	Assumed Asbestos – where no samples could be taken or analysis was not approved, suspected items that may contain asbestos will be assumed
				I	Immediate	AA	Assumed Asbestos		
						OF	Organic fibers		
						UMF	Unknown Mineral Fibres		
						NAD	No Asbestos Detected		
						SMF	Synthetic Mineral Fiber		

- Normal** the material is in a sound, stable condition and should be maintained in its present condition and not disturbed.
- Poor** the material has deteriorated or been damaged/disturbed to the point where the bonding matrix is breaking down and becoming friable. Material should be removed or made safe.
- Low Priority** ACM unlikely to release airborne respirable asbestos fibre and if not disturbed constitutes negligible risk to health.
- Medium Priority** Low levels of airborne respirable asbestos fibre possible. Elevated health risk possible with prolonged exposure however if not disturbed generally results in minimal exposure, which constitutes negligible risk to health.
- High Priority** Elevated levels of airborne respirable asbestos fibre possible. Elevated health risk possible with prolonged exposure however minimal exposure generally constitutes negligible risk to health.
- Immediate Priority** Elevated levels of airborne respirable asbestos fibre probable. Elevated health risk probable with prolonged exposure, however minimal exposure is unlikely to constitute a serious risk to health. Requires immediate action to remove or make safe

SAMPLING & LABORATORY RESULTS



In order to limit the expense of sampling to our clients, unless directed otherwise, Quality Building Management (Brisbane) Pty Ltd take a representative sample/s from a surface in one or more areas of the building. This provides a representative indication of the presence of asbestos within the property; however, it is possible that a sample may have been taken from an area composed of a more recent non asbestos material.

Quality Building Management (Brisbane) Pty Ltd recommends that all samples taken of suspect materials be tested for the presence of asbestos. However, the client has been given the option to have such samples tested. Where no samples or a limited number of samples have been authorised by the client, all suspected materials not tested are to be called and treated as containing asbestos as per the current legislation.

Assumed Asbestos Containing Materials

Where samples have not been taken from suspected materials throughout the building or not approved for testing, it must be assumed that suspect materials do contain asbestos and the appropriate measures taken in accordance with the legislative requirements. This includes installing signage to all identified and suspected materials and conducting annual re-assessments and risk assessments of said materials.

Please read and follow all recommendations listed in this report.

If renovations were to take place in the future, it is recommended that each item listed, including each sheet identified, be sampled and tested individually prior to any renovations.

Sampled Asbestos Containing Materials

Where samples have been taken from suspected materials throughout the building, only representative samples will have been taken. It will be assumed that the referenced material is the same age and type of material for the purposes of this report.

As such all items listed, including each material identified, must be considered as containing asbestos and the appropriate measures taken in accordance with the legislative requirements. This includes installing signage to all identified materials and conducting annual re-assessments and risk assessments of the materials.

Please read and follow all recommendations listed in this report.

If renovations were to take place in the future, it is recommended that each item listed, including each sheet identified as not containing asbestos due to only representative sampling being undertaken, be sampled and tested individually prior to any renovations.

This register is based upon the results of sample analysis by a 3rd party NATA accredited laboratory. Quality Building Management (Brisbane) Pty Ltd is not responsible for the accuracy of these results.



Suite 2, 92 Cleveland Street
Greenslopes, QLD 4120
PO Box 635, Coorparoo QLD 4151
Tel. +61 (0)7 3015 7555

CERTIFICATE OF ANALYSIS

Asbestos Identification

Certificate No: 25-2051

Client:	QBM (Brisbane) Pty Ltd	Date Sampled:	13/02/2025
Client Contact:	Dakota Crane	Date Received:	20/02/2025
Telephone:	1300 880 466	Date Analysis Complete:	20/02/2025
Email:	inspections@qbm.com.au	Date Issued:	21/02/2025
Address:	PO Box 7558 Redland Bay QLD 4165	Order No.:	33770
Site:	SP 82167, 170-172 Gosford Road, Adamstown NSW	Sampled By:	As Received

Test Method:

Qualitative identification of asbestos types in bulk samples at COHLABS Laboratory by polarised light microscopy, including dispersion staining techniques using COHLABS in-house method ID-1, AS4964 (2004).

Lab ID	Sample ID	Sample Details	Sample Type	Size / Weight cm/g	Asbestos Present	Fibres Identified
001	33770-1	Not Supplied	Fibre Cement	1 x 1	Yes	CHR, CRO
002	33770-2	Not Supplied	Fibre Cement	0.5 x 0.5	Yes	CHR, CRO
003	33770-3	Not Supplied	Fibre Cement	0.4 x 0.4	Yes	CHR, CRO
004	33770-4	Not Supplied	Fibre Cement	1 x 1	Yes	CHR, CRO
005	33770-5	Not Supplied	Fibre Cement Fragments	0.5 x 0.5	Yes	CHR, CRO
006	33770-6	Not Supplied	Paint/Putty Material	0.5 x 0.5	Yes	CHR, CRO Handpicked CHR: Fibre Cement Fragment 1mm x 1mm CRO: Fibre Cement Fragment 1mm x 1mm

Fibre Identification Legend

CHR	Chrysotile (white asbestos)	ORF	Organic Fibre
AMO	Amosite (Brown/Grey asbestos)	SMF	Synthetic Mineral Fibre
CRO	Crocidolite (Blue asbestos)	NAD	No Asbestos Detected
UMF	Unknown Mineral Fibre		

Approved Identifier

Name: James Herbert

Approved Signatory

Name: Brigette Schroder

Notes:

The results contained within this report relate only to the sample(s) submitted for testing.

COHLABS accepts no responsibility for the initial collection, packaging or transportation of samples submitted by external persons.

Sample material descriptions and results reported may be limited by the size and condition of the sample submitted for analysis. Sizes and weights stated are approximate only.

If no asbestos is detected in vinyl, mastics/ sealants, adhesives, paint and epoxy samples, then confirmation by another independent analytical technique (electron microscopy) is advised due to the nature of the samples.



NATA Accreditation number: 19499
Accredited for compliance with ISO/IEC: 17025 - Testing

ABN: 62 166 540 094

Page 1 of 2



Certificate No: 25-2051

Suite 2, 92 Cleveland Street
Greenslopes, QLD 4120
PO Box 635, Coorparoo QLD 4151
Tel. +61 (0)7 3015 7555

Analysis of dust samples collected using adhesive tape and swab/wipes are not covered by the scope of AS4964 and NATA Accreditation.

Samples are routinely disposed of approximately 1 month from receipt. Requests for longer term sample storage must be received in writing.

This document may not be reproduced except in full.

Handpicked refers to non-homogenous fibres detected in sample



NATA Accreditation number: 19499
Accredited for compliance with ISO/IEC: 17025 - Testing

ABN: 62 166 540 094

Page 2 of 2

INSPECTION AND REPORT

This Asbestos Register and Report was requested for the purpose of complying with relevant Workplace Health and Safety Legislation.

This Asbestos Register and Report was compiled by Quality Building Management (Brisbane) Pty Ltd.

The finding and conclusions of the Risk Assessment is contained within the Register and specifically under the heading "Priority".

No Air Monitoring was conducted as this was a visual audit only.

Control Measures identified during this audit should be contained within the Asbestos Management Plan.

HIDDEN ASBESTOS

When demolishing buildings, it is critical to understand that there may be hidden asbestos within the building. Typically, this may include, but not limited to the following. Any specifications for demolition should include clauses to protect the building owner from additional costs if such hidden asbestos is located during demolition works.

- Vinyl tiles or sheeting under carpets,
- Asbestos cement sheeting used as packing behind doors and window jambs and framing,
- Asbestos cement sheeting used as packing to floor joists and bearers,
- Old asbestos cement sheeting to ceilings above newly installed ceilings,
- Lagging to pipes wholly contained within wall or ceiling cavities,

If any renovations or demolition works are to be undertaken, it is advised that only representative sampling has been conducted and that each separate wall and floor that may be affected should be tested for asbestos. Quality Building Management (Brisbane) Pty Ltd should be contacted to undertake such additional sampling and testing.

Where vermiculite spray is present on site, even though that spray may have been tested and found to not contain asbestos, the sheeting behind the spray will most likely contain asbestos. As such, it must be assumed that all sheeting behind vermiculite spray contains asbestos, unless it has been specifically referred to as not containing asbestos.

Where Decramastic roof tiles are present on site, even though the coating material may have been tested and found to not contain asbestos, the testing was conducted in a specific location. Due to the nature of the coating (bitumen encapsulated) and the on-site mixing methods, asbestos may still be present in areas other than the specific area tested.

See further information under the heading Concealed Asbestos Materials.

ASBESTOS IN POOLS

Swimming pools if on site may contain a coating called "Marbelsheen". This was used extensively in NSW in the 1970's and to a lesser extent in other states. Due to the nature of swimming pools and the need to not damage the pool, no testing has been conducted of any swimming pool that may be on site.

ASBESTOS IN ROOF SHEETING

The top of roofs has not been inspected to identify the condition, water tightness, or structural integrity of such roofs or roof sheeting.

This is not a building inspection and as such the building/s or their components structural integrity or condition has not been assessed.

ASBESTOS IN VERMICULITE SPRAY

Where vermiculite spray is present on site, even though that spray may have been tested and found to not contain asbestos, the sheeting behind the spray will most likely contain asbestos. As such, it must be assumed that all sheeting behind vermiculite spray contains asbestos, unless it has been specifically referred to as not containing asbestos.

ASBESTOS IN DECRAMASTIC ROOF TILES

Where Decramastic roof tiles are present on site, even though the coating material may have been tested and found to not contain asbestos, the testing was conducted in a specific location. Due to the nature of the coating (bitumen encapsulated) and the on-site mixing methods, asbestos may still be present in areas other than the specific area tested.

ASBESTOS IN RENDER AND PAINT

In very rare cases, paint to walls and ceilings, and render to walls, including patching of chasing for pipes or electrical wiring, have been identified to contain asbestos. Sampling HAS NOT been undertaken on areas of paint or render, including patching of chasing for pipes or electrical wiring to any areas. Even if that paint or render may have been tested and found to not contain asbestos, the testing would have been conducted in a specific location. Due to the nature of the material and the on-site mixing methods, asbestos may still be present in areas other than the specific area tested.

STEEL FRAMED WINDOWS

In older buildings, generally constructed before the mid 1960's, windows may be constructed with steel frames with the glass fitted in putty. At times this putty may have contained asbestos fibers. Access to this putty to sample and test for asbestos, is very restricted and generally no sampling will be possible without compromising the water tightness of the window. Thus, it must be assumed that the putty of any windows constructed of steel frames contains asbestos fibers.

ASBESTOS IN AIR CONDITIONING SYSTEMS

The heater banks of older ducted air condition systems have a high possibility of containing an asbestos millboard insulation, particularly if the heater banks and the surrounding duct work are in original condition and have not been replaced since 1990.

Quality Building Management (Brisbane) Pty Ltd must rely on the relevant site mechanical contractor to identify all of the heater banks within the air conditioning system and to provide access to these heater banks by isolating the electrics to each, thus allowing Quality Building Management (Brisbane) Pty Ltd safe access to the internal of that area for a thorough inspection.

The client is to supply the name and phone number of the site mechanical contractor, after which Quality Building Management (Brisbane) Pty Ltd will contact the mechanical contractor to arrange for the contractor to be onsite and allow Quality Building Management (Brisbane) Pty Ltd access to the air conditioning systems Heater Banks.

Disclaimer

The client must supply Quality Building Management (Brisbane) Pty Ltd with the site mechanical contractors' details - name and phone number.

The site mechanical contractor is responsible for the identification of all heater banks within the air conditioning system. Quality Building Management (Brisbane) Pty Ltd will not take any responsibility for any unidentified heater banks by the site mechanical contractor.

If access is not granted, Quality Building Management (Brisbane) Pty Ltd must rely upon the information provided by the mechanical contractor and Quality Building Management (Brisbane) Pty Ltd will take no responsibility for the accuracy of the information provided by said contractor.

ASBESTOS MANAGEMENT PLAN

If asbestos is identified on site, an Asbestos Management Plan can be developed by Quality Building Management to control the asbestos on site until such time as it is removed.

An Asbestos Management Plan is a written document that must include:

- the identification of asbestos and ACM, for example a reference or link to the asbestos register for the workplace, and the locations of signs and labels.
- decisions, and reasons for each, regarding the management of asbestos within the workplace, for example: safe work procedures and control measures.
- procedures for detailing accidents, incidents or emergencies of asbestos within the workplace.
- an outline of how asbestos risks will be controlled, including consideration of appropriate control measures.

- a timetable for managing risks of exposure, for example priorities and dates for any reviews, circumstances and activities that could affect the timing of action.
- identification of each person with responsibilities under the asbestos management plan and the person's responsibilities.
- procedures, including a timetable for reviewing and, if necessary, revising the asbestos management plan and asbestos register.
- air monitoring procedures at the workplace, if required.

RECOMMENDATIONS and CONTROL MEASURES

- In accordance with relevant Work Health and Safety Acts and Regulations, the owner of the building must give a copy of this AMRR to any contractor or employee engaged to undertake any maintenance, building, refurbishment or demolition work on this site.
- The building owner/ controller should ensure that any contractor performing any work on ACM (Asbestos Containing Material) develops a written Workplace Health and Safety Plan and abides by the regulations contained within the Work Health and Safety Act.
- A review of the register of asbestos materials is required in accordance with the schedule listed on page 2 until all asbestos materials have been removed from the premises. A visual inspection of identified asbestos materials should be undertaken as part of this review.
- A full reassessment (re-audit) of all identified asbestos within this property is required by the date listed on page 2 of this Register.
- Install a sign in an appropriate position of the property to identify that an asbestos audit has been completed and that an AMRR is available for review.
- Install warning labels to items that contain asbestos.

ASBESTOS CEMENT MATERIALS

- Asbestos cement materials; i.e.: asbestos cement sheeting, asbestos cement piping, etc, should not be cut, sanded or broken as this will result in the release of asbestos fibres.
- Asbestos cement materials and its edges should be fully sealed by way of paint or other product to ensure asbestos fibres are not released. Any broken pieces with exposed edges should have those edges treated immediately.
- Asbestos cement materials must not be reused for any purpose.
- Asbestos cement materials must not be cleaned by scrubbing or with high-pressure water cleaner.
- Any loose asbestos material from broken asbestos cement materials that has been allowed to fall, must be cleaned by way of a vacuum cleaner for asbestos removal by a licensed asbestos removalist.
- Vinyl tiles and sheeting generally would not release fibre without sanding. However the backing to this sheet and possible underlay, dependant upon age, may be deteriorated and in a poor condition. The glue fixing of the vinyl tiles most likely will also contain asbestos. No sanding or grinding of vinyl or the floor to which the vinyl is fixed shall be allowed.
- Vinyl sheeting may contain an Asbestos backing. This backing is effectively pure Asbestos and as such is very likely to release fibre if damaged. Vinyl sheeting containing an Asbestos backing must only be removed by a licensed Asbestos Removalist. The glue fixing of the vinyl most likely will also contain asbestos. No sanding or grinding of vinyl or the floor to which the vinyl is fixed shall be allowed.

RENOVATION AND DEMOLITION

- It is recommended that works be carried out by licensed contractors with asbestos experience to identify the presence of any hidden asbestos not listed within the register.
- If any suspect materials not listed on the register, are identified during the renovation or demolition, call Quality Building Management to undertake sample analysis and update of the register if required.

GENERAL

- The AMRR (Asbestos Materials Report and Register) is updated to indicate any works undertaken on ACM (Asbestos Cement Material) in the space provided on the attached inspection register results.
- Avoid damage and abrasion of any ACM.
- Monitor the condition of any ACM.
- The owner/ controller of the building must display a notice in a prominent place in the building, stating that there is an AMRR completed for the building, and where it can be inspected.
- The AMRR identified that asbestos material is present within the building, under legislation, an annual re-audit, or as assessed by the inspector, of that material is required until all asbestos materials have been removed from the premises. Contact Quality Building Management to arrange a re-inspection of all ACM to confirm its current condition, as per the requirements of the Workplace Health and Safety Regulations.

SIGNAGE

Warning signs

Any areas of a workplace which contain ACM, including plant, equipment and components, should be signposted with warning signs to ensure that the asbestos is not unknowingly disturbed without the correct precautions being taken.

These signs should be placed at all of the main entrances to the work areas where asbestos is present.

Labels

Where ACM has been identified or presumed — or their enclosures if the ACM are inaccessible — should be clearly labelled. In conjunction with warning signs and the register of ACM, these labels should warn people of the presence of ACM. A competent person should determine the number and position of the labels required. The location of labels should be consistent with the location of the ACM as outlined by information in the register of ACM. Labels used for this purpose must identify the material as containing asbestos.

If a risk assessment suggests an ACM might be disturbed or persons might be exposed and it is not practical to label the ACM (e.g., floor tiles or a friable ACM such as lagging), a prominent warning sign, specifying the ACM, should be posted in its immediate vicinity.

For example, if floor tiles have been identified as containing asbestos, an appropriate warning sign, displayed on an adjacent wall, might read, DANGER – ASBESTOS CONTAINING MATERIAL – Cancer and lung disease hazard. Do not disturb without proper training and equipment.'

Where the removal of asbestos materials is to be undertaken, these should only be performed by specialised and trained personnel. Untrained persons undertaking asbestos removal works most likely will use non approved and dangerous methods and equipment. This will most likely cause the release of asbestos fibres, resulting in severe health ramifications to themselves, the occupiers of the property and neighbouring properties. The use of vacuum cleaners not complying with Australian Standard 3544 will release asbestos fibres into the environment.

SCOPE OF INSPECTION

This Asbestos Materials Report and Register has been prepared in accordance with the Model Work Health and Safety Regulations 2011 and to meet the requirements of relevant Work Health and Safety Acts and Legislation in all Australian States, Territories and the Commonwealth.

This inspection was conducted generally as a visual inspection and not as a destructive inspection unless otherwise stated.

Therefore, as the insides of walls and cavities have not been accessed, there may be hidden asbestos materials within such cavities and walls not identified.

Also there may be asbestos sheeting that has been over sheeted and not identified. Care must be taken during any renovations and/ or demolition works to identify any hidden or concealed asbestos.

The top of roofs has not been inspected to identify the condition, water tightness, or structural integrity of such roofs or roof sheeting.

This is not a building inspection and as such the building/s or their components structural integrity or condition has not been assessed.

No inspection or sampling, unless requested and specifically stated in this report, has been conducted to any structures, machinery, materials or other goods that have been installed or manufactured after 2003 as per current legislation. As such due to the possible importation of materials into Australia that contain asbestos, QBM cannot provide a 100% guarantee that all materials or goods that contain asbestos are listed in this report.

Quality Building Management (Brisbane) PTY LTD is not responsible for the identification of hidden or concealed asbestos materials unless a full destructive audit is conducted.

INSPECTION PROCESS

In order to determine the presence of ACM on this site, the inspection process included a physical detection to identify ACM by trained auditors, inspection of site plans and drawings of building services where available, and consultation with the building owner / manager where available.

The AMRR outlines the areas inspected and where samples of materials suspected of containing asbestos were collected for analysis. Access was sought to all accessible areas within the confines of the site that were relevant to this inspection. Laboratory analysis was undertaken as required in accordance with the guidelines and standards as recommended by the National Association of Testing Authorities (NATA) and Standards Australia.



The inspection has been undertaken in a non-destructive manner, and as such, there may be areas where ACM exists which have not been detected. Examples of such areas are wall cavities, beneath floors/slabs and floor coverings, within plant, hidden pipe work, cavity walls, encapsulated areas and so forth.

Areas that were not accessed during the inspection must be considered in the event of future major refurbishment or demolition work. It should be noted that a non-destructive inspection cannot be regarded as absolute, and all due care and caution must be exercised in the planning stages of any future building or demolition work.

It is not feasible to sample all materials suspected of containing asbestos. Where a sample has been positively identified by laboratory analysis as containing asbestos, other similar materials within the building may be referenced to that sample. In such cases, these similar materials are assumed to contain asbestos. Sampling and laboratory analysis of such materials that have been assumed to contain asbestos, should be undertaken prior to maintenance, refurbishment or demolition work if this assumption adds significant costs to such planned works.

In the specific case of laboratory analysis of vinyl floor and wall tiles, and vinyl floor sheeting, the analytical technique employed (Polarised Light Microscopy) should not be regarded as absolute. This is due to the nature of the sample matrix. Therefore, where such samples are reported, as "no asbestos detected", an independent analytical technique, such as Scanning Electron Microscopy, should be employed for an absolute result. As the asbestos content in vinyl materials is minimal and securely bound within the vinyl matrix, Scanning Electron Microscopy has not been utilised for the identification of asbestos in these materials, as this is a very costly procedure.

This inspection has been conducted only on the building/s and fit out/s. unless specifically identified and written in the following pages, **NO INSPECTION HAS BEEN CONDUCTED OF ANY PLANT AND MACHINERY** within the building or site.

CONCEALED ASBESTOS MATERIALS

Renovation and Removal

It is recommended that works be carried out by licenced contractors with asbestos experience to identify the presence of any hidden asbestos not listed within the register.

If any suspect materials not listed on the register, are identified during the renovation or demolition, call Quality Building Management (Brisbane) Pty Ltd to undertake sample analysis and update of the register if required.

Heater Banks

Ducted air conditioning systems generally have Heater Banks contained within the ductwork near the air-handling plant. These are used to control the temperature of the cooled air. In most cases these are readily identifiable during an audit and are tested for asbestos materials.

However, in many cases, depending on the original design of the air conditioning system, heaters are installed within the ductwork. This ductwork is installed within the ceiling or roof space and is not easily accessible.

This fact, together with the lack of plans and documentation on the air conditioning installation, means that there is generally no indication as to the number or location of heater banks within the air conditioning system.

Sprayed Fire Proofing Material

To protect steel members in case of fire, it was commonplace to spray structural steel members with an asbestos material. This protected the steel member from heat damage.

This structural steel is located within the buildings structure and is not generally accessible. As such, identifying the presence of sprayed asbestos material is extremely difficult.

Pipe Lagging

Depending upon the nature of the building and its former use, there may be, or have been, steam and hot water pipes. Steam and hot water pipes within buildings are generally lagged with a material to conserve heat. In older buildings, this lagging contained asbestos due to its excellent insulation properties.

Depending upon the nature of the building, such pipes would have been installed in wall and ceiling cavities. Such cavities are not readily accessible, and many remain hidden for all time. A common placement of steam pipes was behind the ceilings cornice which is totally inaccessible without the physical removal of the cornice.

Electrical Fuse Insulation

A past practice was to insulate inside the very large commercial/industrial type electrical fuses with an asbestos material. This material if used is totally concealed with the electrical fuse holder to identify if this material has been used, each and every fuse would require removal. On most properties this would be totally unacceptable, as it would result in total lose of power to the building/complex. Therefore, during the audit, the inspector would check such items if access was available i.e., total power disconnection. It should be considered that in older type large industrial/commercial electrical fuse boards there is a possibility that asbestos insulation material is present within those fuse holders and has not been identified.

It is recommended that when work is planned to be conducted on the electrical fuse panels, the electrical trades' person first removes all fuses to identify if any insulation material is present within the fuse holders.

If a material is identified, then Quality Building Management (Brisbane) Pty Ltd should be contacted to analysis the material for asbestos content prior to any works being conducted.

Millboard Backing to Vinyl Floor Coverings

Older type sheet vinyl floor coverings contained an asbestos millboard backing material. This type of vinyl has been tested if it was possible to not physically damage the vinyl. There may be areas where sampling was not possible. There also may be areas where this type of vinyl is hidden below other types of floor coverings. It should be considered that in older type buildings, there is a possibility that asbestos millboard backing to vinyl sheeting is present within and has not been identified.

It is recommended that when renovation and/or demolition work is planned to be conducted, the contractors should be made aware that such a possibility of millboard backing to vinyl sheeting is present within the building.

If a material is identified, then Quality Building Management (Brisbane) Pty Ltd should be contacted to analysis the material for asbestos content prior to any works being conducted.

Vinyl Floor Tiles

Older type vinyl floor tiles contained asbestos in their matrix. This type of vinyl tile has been tested if it was possible to not physically damage the vinyl tiles. There may be areas where sampling was not possible. There also may be areas where this type of vinyl tile is hidden below other types of floor coverings. It should be considered that in older type buildings, there is a possibility that vinyl tiles containing asbestos is present within and has not been identified.

It is recommended that when renovation and/or demolition work is planned to be conducted, the contractors should be made aware that such a possibility of vinyl tiles is present within the building.

If such a material is identified, then Quality Building Management (Brisbane) Pty Ltd should be contacted to analysis the material for asbestos content prior to any works being conducted.

NOTE: Where asbestos vinyl tiles have been identified, the glue fixing these tiles to the floor most likely also contains asbestos. It is to be assumed that when asbestos vinyl tiles are identified, we also mean that the vinyl tile, plus the adhesive glue also contain asbestos.

Sheet Vinyl Flooring

Older type sheet vinyl flooring contained asbestos backing. This type of sheet vinyl has been tested if it was possible to not physically damage the sheet vinyl. There may be areas where sampling was not possible. There also may be areas where this type of sheet vinyl is hidden below other types of floor coverings. It should be considered that in older type buildings, there is a possibility that sheet vinyl containing asbestos is present within and has not been identified.

It is recommended that when renovation and/or demolition work is planned to be conducted, the contractors should be made aware that such a possibility of sheet vinyl is present within the building.

If such a material is identified, then Quality Building Management (Brisbane) Pty Ltd should be contacted to analysis the material for asbestos content prior to any works being conducted.

OTHER ITEMS AND AREAS THAT MAY BE CONCEALED WITH A BUILDING OR SITE

Render or plaster to wall penetration within wet areas. This was typical within wall cavities in bathrooms and laundries to insulate the copper hot water pipe laid within a brick, block or concrete wall cavity.

Asbestos Cement under a sheet of fibro was often used on flooring under floor covering. Also, walls may have been sheeted over and it is not possible to see or identify any hidden sheeting. It has become more common in recent times for asbestos cement sheeting to a ceiling to be sheeted over with gyprock, and unless there is access to this area it may not be incorporated within a register.

Over-sheeting of a roof or partial roof has been discovered during inspections and renovations where a Super 6 or Super 3 asbestos roof has been over-sheeted with a new metal or tile roof. If the roof is low profile or flat, there is no access or no ceiling cavity to identify this over-sheeting.

Service pits and underground pits for essential services can contain pipe and electrical lagging as well as asbestos cement piping. These pits can be landscaped, built, concreted over and access not found or available.

Wall cavities may contain asbestos cement piping, lagging to old hot water pipes, lagging to old electrical wires, sprayed insulation to beams and pipes etc. As with all concealed materials, it is not possible to discover these until the wall is being removed.

GENERAL ACCESS LIMITATIONS

While the resurvey has attempted to locate all of the ACM present, and as the resurvey was a visual inspection and sampling process, only those ACM that were physically accessible could be located and identified.

Therefore, it is possible that materials, which may be concealed within inaccessible areas/voids, may not have been located during the survey.

Such inaccessible areas that fall outside the scope of this survey are listed below.

- Locations behind locked doors.
- In set ceilings or wall cavities.
- Service shafts, ducts etc., concealed within the building structure.
- Voids or internal areas of plant, equipment, air-conditioning ducts etc.
- Totally inaccessible areas such as voids and cavities created and intimately concealed within the building structure. These voids are only accessible during major demolition works.
- Height restricted areas.
- Building facade fixing brackets.
- Under carpeted floor coverings in office areas.
- Within internal wall partitioning.
- Behind ceramic wall tiles.
- Inside mechanical/plant equipment.
- Gaskets, mastics and sealants to pipe work, ductwork, mechanical equipment and construction/expansion joints.
- Waterproof roof membranes (where no safe access is available).
- Motor rooms of dumb waiters.
- Lift landing doors.
- Within live electrical switchboard cupboard or backing.

Reference should be made to section 1 of this report which highlights specific areas of no access encountered during the course of this survey.

We advise that should dismantling, demolition or maintenance operations entail possible disturbance of materials in these locations, further investigation and sampling of specific areas should be conducted as part of an asbestos management and abatement programme prior to any works proceeding.

Destructive surveying and sampling techniques were not employed to gain access to those areas listed above. Consequently, without substantial demolition of the building, it is not possible to guarantee that every source of asbestos has been detected.

Prior to any refurbishment/demolition of this building we recommend an intrusive survey be carried out to verify the presence of any previously unidentified asbestos containing materials.

CONDITIONS

This report is based upon and conditional upon the information provided by the person, employees or agents of the person requesting this report. Thus, any false or misleading information provided will exempt the company from any liability for decisions taken based on this report's recommendations, where such recommendations are based upon information provided to the company.

Quality Building Management (Brisbane) Pty Ltd shall not be liable for missing information due to the concealment, now or in the past, and/or apparent concealment of asbestos, defects or possible defects by the person, employees or agents of the person requesting this report, or the owner, employee or agent for the owner of the building now, in the past, or in the future.

If at a later date, materials are identified, Quality Building Management (Brisbane) Pty Ltd should be requested to investigate if any asbestos materials are present.

This report is not intended to be, nor is it to be construed as, a guarantee or warranty, nor as any form of insurance expressed or implied. The inspector will not be responsible for any repairs or replacements with regard to this property or the contents thereof.

During the audit, a thorough investigation is undertaken to identify and locate all visible materials that may contain asbestos. However, due to the hidden locations, lack of access to wall cavities etc, no guarantee can be given that the audit process has identified all such material. Nor should it be construed that the audit has identified all such materials within the building.

This report was prepared for the client who ordered the report, solely for the purpose set out herein and it is not intended that any other person use or rely on it. Whilst this report is accurate to the best of our knowledge and belief, Quality Building Management (Brisbane) Pty Ltd cannot guarantee completeness or accuracy of any descriptions or conclusions based on information supplied to it during site surveys, visits and interviews. Responsibility is disclaimed for any loss or damage, including but not limited to, any loss or damage suffered by the building owner arising from the use of this report or suffered by any other person for any reason whatsoever.

This report is not intended to be used for the purposes of tendering, programming of works, dismantling or demolition works unless used in conjunction with a specification detailing the extent of the works. To ensure its contextual integrity, the report must be read in its entirety and should not be copied, distributed or referred to in part only.

Reference should be made to section 1 of this survey report which outlines standard access limitations and site-specific access limitations encountered during the course of the survey undertaken.

ADMINISTRATION

The Asbestos Materials Report and Register (**AMRR**) should be administered by a designated Nominated Officer to ensure that maintenance/service personnel reference the AMRR prior to any work being undertaken on the site.

Where the work involves working in close proximity to, or the disturbance/removal of Asbestos Containing Material (**ACM**), the Nominated Officer should issue an Access Permit.

Where the removal/disposal of ACM is necessary, the Nominated Officer should also update the AMRR with asbestos removal/disposal details.

Work involving the disturbance/removal of ACM must be carried out in strict accordance with current Legislative requirements and Advisory Standards

Material given an 'Immediate' rating should be programmed for removal or 'making safe' as soon as is practicable.

Advice regarding work of this nature can be obtained by contacting QUALITY BUILDING MANAGEMENT PTY LTD. All other material in a stable condition should be monitored and/or scheduled for future planned removals.

Note: Under no circumstances should asbestos material in a friable condition be disturbed in any way. If in-situ ACM deteriorates to a friable condition, QUALITY BUILDING MANAGEMENT (BRISBANE) PTY LTD should be contacted for professional advice or be engaged to provide a complete management or removal service. It should be noted that the removal and disposal of such materials must be undertaken by a Certified "Remover and Disposer of Asbestos from a Building Structure or Plant" (previously known as, Class 5 Demolisher). Under the Environmental Protection Act 1994, all chemical forms of asbestos are classified as "Regulated Waste". As such, the transportation of all asbestos materials is an "Environmentally Relevant Activity" requiring the appropriate licensing.

OPERATION AND MAINTENANCE PROGRAMS

An Operations and Maintenance program should be developed for this building.

The purpose of the Operations and Maintenance program is to ensure that appropriate precautionary measures are taken by maintenance workers, and outside contractors, when undertaking activities which could potentially disturb asbestos-containing materials.

The elements of the program include:

- Notification of the building occupants of any work, which may disturb asbestos.
- Informing in-house maintenance workers and outside contractors of the location of asbestos-containing materials.
- Ensuring that all parties involved in the control program, including outside contractors, are informed of any planned potential disturbances of asbestos-containing materials.
- Application of safe work procedures for planned work and emergency situations.
- Maintaining proper records pertaining to asbestos control
- Ensuring that any workers, who may disturb asbestos-containing materials, have received proper training.
- Install signage to the front entrance to the property informing that an AMRR has been complied for the property.
- Install signage to any friable Asbestos Materials.

This AMRR should be made available to the operation and maintenance staff in the building, or any outside contractors, who may disturb asbestos-containing materials, during the course of their activities.

Quality Building Management (Brisbane) Pty Ltd can provide advice and information regarding all asbestos issues and can be engaged to provide a complete asbestos management/removal service as well as all regular maintenance activities.

Please phone 1300 880 466 to obtain any services you may require.

GLOSSARY OF TERMINOLOGY

Accredited Laboratory means a testing laboratory accredited by the National Association of Testing Authorities, Australia (NATA) or a similar accreditation authority, or otherwise granted recognition by NATA, either solely or in conjunction with one or more other persons.

Air Monitoring means airborne asbestos fibre sampling to assist in assessing exposures and the effectiveness of control measures. Air monitoring includes exposure monitoring, control monitoring and clearance monitoring.

Note: Air monitoring should be undertaken in accordance with the Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres [NOHSC: 3003 (2005)]

Airborne Asbestos Fibres means any fibres of asbestos small enough to be made airborne. For the purposes of monitoring airborne asbestos fibres, only respirable asbestos fibres (those fibres less than 3 µm wide, more than 5 µm long and with a length to width ratio of more than 3 to 1) are counted.

Note: Airborne asbestos fibres are generated by the mechanical disintegration of Asbestos-Containing Materials (ACM) and subsequent dispersion of the fibres into the air from activities such as mining and the use, removal and disposal of asbestos and ACM. Airborne dust has the potential to contain respirable asbestos fibres.

ALARP means As Low as Reasonably Practicable. The exposure of workers and others to asbestos must be eliminated or otherwise kept as low as reasonably practicable, and in all circumstances must be kept below the NES.

Asbestos means the fibrous form of mineral silicates belonging to the serpentine and amphibole groups of rock-forming minerals, including actinolite, Amosite (brown asbestos), Anthophyllite, chrysotile (white asbestos), crocidolite (blue asbestos), tremolite, or any mixture containing one or more of the mineral silicates belonging to the serpentine and amphibole groups.

Asbestos Cement (AC) means products consisting of sand aggregate and cement reinforced with asbestos fibres (e.g., asbestos cement pipes and flat or corrugated asbestos cement sheets).

Asbestos-Containing Material (ACM) means any material, object, product or debris that contains asbestos. Note: Information for determining if a material contains asbestos is provided in Part 9.

Asbestos Removalist means a competent person who performs asbestos removal work. Note: An asbestos removal license is required in all State and Territory jurisdictions for the removal of friable ACM. Some States and Territories also require a license for removal of specified quantities of ACM, regardless of whether they are friable, and relevant OHS authorities should be consulted prior to any removal work.

Asbestos Vacuum Cleaner means a vacuum cleaner that is fitted with a High Efficiency Particulate Air (HEPA) Filter and complies with Australian Standard 3544-1988 Industrial Vacuum Cleaners for Particulates Hazardous to Health. A domestic vacuum cleaner is not suitable for use with asbestos.

Asbestos Waste means all removed ACM and disposable items used during the asbestos work, such as plastic sheeting used to cover surfaces in the asbestos work area, disposable coveralls, disposable respirators, rags used for cleaning.

Asbestos Work Area means the immediate area in which work on ACM is taking place. The boundaries of the asbestos work area must be determined by a risk assessment. Note: The asbestos work area should include the boundaries of an enclosure or barriers set up to warn or restrict access to the area where the asbestos work is being undertaken.

Breathing Zone means a hemisphere extending in front of a person's face, with a radius of 300 mm from the midpoint of an imaginary line between the ears.

Clearance Inspection means an inspection, carried out by a competent person, to verify that an asbestos work area is safe to be returned to normal use after work involving the disturbance of ACM has taken place. A clearance inspection must include a visual inspection and may also include clearance monitoring and/or settled dust sampling. Note: A clearance inspection should only be carried out when the asbestos work area is dry

Clearance Monitoring means air monitoring using static or positional samples to measure the level of airborne asbestos fibres in an area following work on ACM. An area is 'cleared' when the level of airborne asbestos fibres is measured as being below 0.01 fibres/mL. Note: Static or positional samples are taken at fixed locations which are usually between one and two meters above floor level

Competent Person means a person possessing adequate qualifications, such as suitable training and sufficient knowledge, experience and skill, for the safe performance of the specific work. Note: A license may be required for some of the tasks described in this document as requiring a competent person.

Containment barrier means a barrier erected around an asbestos removal area which must “stop anyone in the asbestos removal site from being exposed to an atmospheric concentration of airborne asbestos fibres of more than 0.02 fibres/ml, released from the asbestos removal area into the site’s atmosphere). (Workplace Health and Safety Regulation 1997 71. (1))

Control Level means the airborne concentration of a particular substance which, if exceeded, indicates a need to implement a control, action or other requirement. Control levels are generally set at no more than half the NES for the substance. Control levels are occupational hygiene ‘best practice’ and are not health-based standards.
Note: The first Control Level for Asbestos is set at 0.01 fibres/mL of air.

Control Monitoring means air monitoring, using static or positional to measure the level of airborne asbestos fibres in an area during work on ACM. Control monitoring is designed to assist in assessing the effectiveness of control measures. Its results are not representative of actual occupational exposures and should not be used for that purpose.
Note: Static or positional samples are taken at fixed locations which are usually between one and two meters above floor level,

Dust and Debris means visible particles, fragments or chunks of material, large and heavy enough to have settled in the work area, that are likely to have originated from ACM.

Exposure Monitoring means air monitoring to determine a person’s likely exposure to a hazardous substance. Exposure monitoring is designed to reliably estimate the person’s exposure, so that it may be compared with the NES. Note: Exposure monitoring includes airborne asbestos fibre sampling, analysis, estimation of time-weighted average exposure and interpretation. Samples are taken within the breathing zone and are usually obtained by fastening the filter holder to the worker’s jacket lapel.

Friable (Asbestos) means asbestos-containing material which, when dry, is or may become crumbled, pulverised or reduced to powder by hand pressure. Note: This may include ACM that have been subjected to conditions that leave them in a state where they meet the above definition, such as weathering, physical damage, water damage etc.

Hazard means any matter, thing, process or practice that may cause death, injury, illness or disease.

Health Surveillance means the monitoring of a person to identify any changes in their health as a result of exposure to a hazardous substance. It does not include exposure monitoring.

High Efficiency Particulate Air (HEPA) Filter means a disposable, extended media, dry type filter, in a rigid frame, with a minimum filtration efficiency of 99.97% for nominal 0.3 µm diameter thermally generated dioctylphthalata (DOP) particles or an equivalent efficiency for a specified alternative aerosol and with an initial maximum resistance to airflow of 250 pa when tested at its rated airflow capacity (see Australian Standard 4260-1997 High Efficiency Particulate (HEPA) Filters – Classification, Construction and Performance).

In situ means fixed or installed in its original position, not having been moved.

Inaccessible Areas means areas which are difficult to access, such as wall cavities and the interiors of plant and equipment.

Membrane Filter Method (MFM) means the technique outlined in the NOHSC Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres [NOHSC: 3003 (2005)]

National Exposure Standard (NES) means an airborne concentration of a particular substance, within the worker’s breathing zone, which according to current knowledge, should not cause adverse health effects or undue discomfort to nearly all workers. NES are established, from time to time, by the National Occupational Health and Safety Commission (NOHSC) and are published on the NOHSC website (see Appendix J). Note: The NES for all forms of asbestos is 0.1 fibres/mL of air, measured using the Membrane Filter Method (MFM).

Person with Control means, in relation to premises, a person who has control of premises used as a workplace. The person with control may be:

- (a) The owner of the premises.
- (b) A person who has, under any contract or lease, an obligation to maintain or repair the premises.
- (c) A person who is occupying the premises.
- (d) A person who is able to make decisions about work undertaken at the premises; or
- (e) An employer at the premises.

Personal Protective Equipment (PPE)

Means equipment and clothing that is used or worn by an individual person to protect them against, or minimise their exposure to, workplace risks. It includes items such as facemasks and respirators, coveralls, goggles, helmets, gloves and Footwear (see **Appendix C**).

Respirable Asbestos Fibre means a fibre of asbestos small enough to penetrate into the gas exchange regions of the lungs. Respirable asbestos fibres are technically defined as fibres that are less than 3 µm wide, more than 5 µm in length and have a length to width ratio of more than 3 to 1.

Risk means the likelihood of a hazard causing harm to a person. Note: In this code of practice, Risk relates to illness or disease arising from exposure to Airborne Asbestos Fibres.

Settled Dust Sampling means the sampling and analysis of settled surface dust to provide an indication of cleanliness following disturbance of ACM. Settled dust sampling does not provide an indication of risk to health. Sampling techniques include the use of adhesive tape, wipe or micro-vacuum (using an air sampling pump and filter). Analysis can be by polarised light microscopy (PLM) or transmission electron microscopy (TEM).

Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC: 2018(2005)] Note: Contamination may occur as a result of deterioration of, or work processes involving ACM.

Shadow Vacuuming means the operation of an asbestos vacuum cleaner that is either directly attached to a tool or hand-held by a second worker as close as possible to the source of released asbestos fibres throughout the use of the tool.

Structure means any construction, whether temporary or permanent. Note: A structure includes a bridge, erection, edifice, wall, chimney, fence, earth works, and reclamation, ship, floating structure or tunnel.

Work means any activity, physical or mental, carried out in the course of a business, Industry, commerce, an occupation or a profession.

Worker means a person who does work, whether or not for reward or recognition. Note: 'Workers' include persons working under contracts of employment, apprenticeships, traineeships and other contracts of service, but they also include other persons subject to direction by persons with control, such as volunteers and work experience students.

Workplace means any place where a person works.

Workplace Health and Safety Plan

Is a plan prepared for a workplace or work that states the following: -

- (a) The hazards to health or safety that the person required to have the plan prepared knows or ought reasonably to know, currently exists or might arise –
 - (i) If the plan is for a workplace – at the workplace; or
 - (ii) If the plan is for work – relating to the work.
- (b) The person's assessment of the risks that may result because of the hazards.
- (c) The control measures the person proposes to use to prevent, or minimise the level of, the risks.
- (d) How the person proposes to monitor and review the implementation and effectiveness of the measures.
- (e) How and to whom additional measures are to be reported.
(Workplace Health and Safety Regulation 1997, sec.55)

TERMS AND CONDITIONS

- You (the Customer named in the Customer Schedule) have requested Quality Building Management (Brisbane) Pty Ltd to prepare the Report with respect to the Property which Quality Building Management (Brisbane) Pty Ltd has agreed to do for the Fee.
- **The Fee/Invoice must be paid prior to delivery of the report: -**
 - These terms are fixed unless prior arrangements have been made.
 - The Fee includes any additional expenses detailed in the Services Schedule.
- You have assured QUALITY BUILDING MANAGEMENT (BRISBANE) PTY LTD that: -
 - you have a lawful right to allow QUALITY BUILDING MANAGEMENT (BRISBANE) PTY LTD to enter and inspect the Property
 - The Property will be made available for inspection at the time/date specified in the Services Schedule.
- Quality Building Management (Brisbane) Pty Ltd will prepare and deliver the Report to you after payment of the Fee within a reasonable period after carrying out its inspection of the Property.
- You acknowledge and agree with Quality Building Management (Brisbane) Pty Ltd that: -
- Quality Building Management (Brisbane) Pty Ltd will provide the Report in writing which will comprise the whole of the Report.
- you should not rely on any verbal assurance or statement made by Quality Building Management (Brisbane) Pty Ltd (it's officers, servants or agents) with respect to the Property or the Report and you accept that the written document comprising the Report comprises the whole of the Report made to you in terms of this agreement.
- unless expressly provided in the Report the Report offers a visual inspection of accessible areas of the property to determine the presence of asbestos materials.
- Unless expressly provided in the Report inspections are visual, and rely upon the opinion, judgment and experience of Quality Building Management (Brisbane) Pty Ltd and are not intended to be technically or mechanically exhaustive. The determination of conditions that may have occurred prior to the inspection that may be hidden or not readily visible during the inspection are excluded.
- You acknowledge and agree that the Report is given to you for your own use and is not given for any other purposes or to any other person or corporation except as may be expressly provided for in the Report. This includes the issuing of this report to tenants, agents, contractors and tradesperson performing work on the site. You are not entitled to use, publish or copy the Report for any purpose other than your own personal use or from a purpose as detailed in this report without the written consent of Quality Building Management Pty Ltd.
- You acknowledge that the Report is given to you as the Customer and to no other person or corporation and your interest in the Report may not be assigned or otherwise dealt with to any third party without Quality Building Management (Brisbane) Pty Ltd 'written consent.
- The Property shall at all times remain at your risk and Quality Building Management (Brisbane) Pty Ltd will not be liable to any person in respect of loss, destruction or damage to the Property or to any other property or person whilst the Property is being inspected by Quality Building Management (Brisbane) Pty Ltd and loss or damage referred to in this clause shall mean and include without limitation, loss or damage caused by the negligence or wilful act or default of Quality Building Management (Brisbane) Pty Ltd or any other person whether or not such loss or damage is foreseeable or contemplated by Quality Building Management Pty Ltd.
- Where any act of Parliament implies in this agreement any term, condition or warranty and that act avoids or prohibits provisions in a contract excluding or modifying the application of, or exercise of or liability under such term, condition or warranty then that term, condition or warranty shall be deemed to be included in this agreement. However, the liability of Quality Building Management (Brisbane) Pty Ltd for any breach of that term, condition or warranty shall be limited, at the option of Quality Building Management (Brisbane) Pty Ltd to: -
 - the provision of a further report at no cost to the Customer; or
 - The payment of an amount equal to the Fee by Quality Building Management (Brisbane) Pty Ltd to you.
- If the Customer is a company the person or persons who have signed this agreement on its behalf acknowledge that they are officers duly authorized to enter into this agreement on behalf of the Customer and further acknowledge that they requested Quality Building Management (Brisbane) Pty Ltd to enter into this agreement with the Customer and in consideration of that agreement hereby (and if more than one jointly and severally) guarantee to Quality Building Management (Brisbane) Pty Ltd the due and punctual performance by the Customer of all of the terms and conditions of this agreement and further agree to indemnify and keep indemnified Quality Building Management (Brisbane) Pty Ltd against any loss or damage howsoever arising which Quality Building Management (Brisbane) Pty Ltd may suffer in consequence of any failure by the Customer to perform its obligations under this agreement or for any other reason whatsoever and this guarantee shall not be effected or discharged by the granting to the Customer of any time or other indulgence or consideration or transaction whereby the liability of the signatories would, but for the provisions hereof, have been effected or discharged.
- It is considered that these terms and conditions have been agreed upon if you the Client, issues a purchase order in lieu of signing this agreement.
- Each provision set out in this agreement is to be construed as a separate limitation applying and surviving even if for any reason one or other of those provisions is held to be unenforceable, inapplicable, unfair, harsh or unconscionable in any circumstances.
- Any dispute arising under this agreement shall be subject to the law and jurisdiction of the State of Queensland and wherever possible the Courts or authorities in the City of Brisbane.
- The final report will be based upon and conditional upon the information provided by the person, employees or agents of the person requesting the report. Thus, any false or misleading information provided will exempt the company from any liability for decisions taken based on this report's recommendations, where such recommendations are based upon information provided to the company.
- Quality Building Management (Brisbane) Pty Ltd shall not be liable for missing information due to the concealment, now or in the past, and/or apparent concealment of asbestos, defects or possible defects by the person, employees or agents of the person requesting this report, or the owner, employee or agent for the owner of the building now, in the past, or in the future.
- If at a later date, asbestos materials are identified, Quality Building Management (Brisbane) Pty Ltd should be requested to investigate if any asbestos materials are present. If additional materials are identified, Quality Building Management (Brisbane) Pty Ltd will provide an updated report at no cost to you. It is agreed that this shall be the extent of any liability.
- The report will not be intended to be, nor will it be construed as, a guarantee or warranty, nor as any form of insurance expressed or implied. The inspector nor Quality Building Management (Brisbane) Pty Ltd will not be responsible for any repairs or replacements with regard to this property or the contents thereof.
- During the audit, a thorough investigation will be undertaken to identify and locate all visible materials that may contain asbestos. However, due to the hidden locations, lack of access to wall cavities etc, no guarantee can be given that the audit process will identify all such material. Nor should it be construed that the audit has identified all such materials within the building.
- No inspection will be conducted on the ground or soil anywhere within the complex. The inspection only covers the building/s on site and not the ground or soil upon which the complex is built.
- The inspection will be undertaken in a non-destructive manner, and as such, there may be areas where ACM exists which have not been detected. Examples of such areas are wall cavities, beneath floors/slabs and floor coverings, within plant, hidden pipe work, cavity walls, encapsulated areas and so forth.
- Areas that were not accessed during the inspection must be considered in the event of future major refurbishment or demolition work. It should be noted that a non-destructive inspection cannot be regarded as absolute, and all due care and caution must be exercised in the planning stages of any future building or demolition work.
- Where samples have been taken to prepare the report, that sample will have been to be representative of that particular position of the item in question. ie: the specific spot on a sheet; specific spot on a sprayed beam/ surface. It will be assumed that the entire sheet/s, sprayed material, etc. is consistent with the sampled location. As asbestos could have been added to a product or spray, the results of the particular sample may not be consistent throughout the entire surface/wall/ceiling/ area, etc.

Unless directed by you, Quality Building Management (Brisbane) Pty Ltd will not take multiple samples from the same surface. As such other areas of the same surface may actually contain asbestos.

This report has been compiled by

Quality Building Management (Brisbane) Pty Ltd

PO Box 1006, Capalaba QLD 4157

inspections@qbm.com.au

1300 880 466



Now that the Asbestos Material Report and Register (AMRR) has been completed, further steps are required to ensure compliance with current Legislation. To make this process easier on you, we have compiled a short list of reminders.

- **Keep the Asbestos Register (AMRR) in a safe place onsite**
The register can be kept onsite electronically or as a hard copy but must be available upon request.
- **Keep all Asbestos Containing Materials (ACM) onsite in a Good Condition**
If this register has supplied recommendations for removal or remedial works to ensure the health and safety of occupants, visitors and contractors, it is highly recommended they are actioned within a timely manner.
- **Develop and action an Asbestos Management Plan (AMP)**
 1. The Management Plan can be kept onsite electronically or as a hard copy but must be available upon request.
 2. All contractors must read and understand both the AMRR and AMP prior to any works being undertaken onsite and sign the necessary document.
 3. All employees (where applicable) must read and understand both the AMRR and AMP and sign the necessary document.
- **Ensure all employees have been supplied Asbestos Awareness Training**
Consult and provide training for employees (where applicable) in the hazard and safe work methods of asbestos.
- **Install Signage and Labels onsite**
 1. A sign is to be installed onsite stating that an AMRR is available upon request and who to contact to view the AMRR.
 2. All positively identified and assumed materials onsite must be labeled, if reasonably practicable, to signify the presence of asbestos.
- **Regularly Review the ACM onsite**
All ACM onsite should be reviewed regularly by a competent person to ensure the AMRR and AMP contain the correct information regarding the current condition of the material.

**We'd like to personally thank you once again for choosing QBM (Brisbane).
For more information call **1300 880 466** or visit **qbm.com.au****

SAFETY RISK ASSESSMENT REPORT



PROPERTY DETAILS

SP 82167
170 - 172 GOSFORD ROAD
ADAMSTOWN NSW 2289

Inspection Date: 13/02/2025

1300 880 466
inspections@qbm.com.au
qbm.com.au



14 February 2025

Thank you for choosing QBM!

This report has been compiled following a thorough onsite, visual, inspection of all accessible common areas, without entering a lot, to identify all safety hazards present onsite at the specific day and time of the inspection.

It is specifically required that the Owner/ Body Corporate must have informed QBM of any and all safety related issues they are aware of prior to the site inspection. Any and all past or present issues where a person or persons may have suffered an accident and/or suffered injuries should have also be required to be furnished to QBM prior to the site inspection. Where such information has not been supplied, at or prior to the inspection, QBM will not be responsible for the identification of any such hazards that may now not be visible. Plus, QBM cannot be held responsible for the failure to identify that hazard when the Owner/ Body Corporate knows, has been informed of, or had legal actions taken concerning any and all such hazards.

Failure to provide such information prior to the site inspection shall exempt QBM from all liability should such issue/s or safety hazard not be identified by the inspector for any reason, during the site inspection.

The onsite inspection was carried out by an inspector trained in the identification of safety issues. All safety hazards have been identified and reported upon, based on their knowledge and experience and the condition of the site at the time of the inspection.

All safety hazards identified have been recorded within the table called 'Safety Issues Requiring Attention' further on within this report. All recommendations are based on the individual inspector's professional experience and knowledge.

The recommendations supplied are the most cost-effective method to identify or rectify the items onsite. For most items there are various ways identification or rectification can occur, we have not listed all methods. Should the committee choose a method, outside of the one listed within the report, it is at the committee's discretion.

The committee is not legally obliged to follow these recommendations or rectify any item identified and reported upon. Should you choose not to follow these recommendations, then you must take full responsibility for any incidents that occur from the lack of action.

The safety professionals at QBM are available to discuss any queries you may have with this inspection and audit report, or if you require clarification of any items, please call us on 1300 880 466.

Thank you for the opportunity to assist you in keeping your complex safe and strongly recommend annual inspections to ensure no new safety risks are present onsite.

Yours Sincerely,



Donna Balmer
Managing Director

PROPERTY AND INSPECTIONS DETAILS

Building:	SP 82167 170 - 172 GOSFORD ROAD ADAMSTOWN NSW 2289
Inspection By:	KEN HOUGH
Inspection Date:	13/02/2025
Weather conditions at time of inspection:	Fine and sunny
Recommended Review Date:	Annually

EXECUTIVE SUMMARY

The recommendations are that of the trained professional only. You are not legally obliged to follow these recommendations. However, these are the recommendations of a trained professional experienced in the identification of hazards and risks, and the required remedial actions from the findings.

This inspection has been conducted on a specific day and has identified those items affecting the safety of occupants, visitors and contractors who maybe onsite, at this **particular time and date as shown as "Inspection Date" in the table above**. It does not ensure ongoing compliance, nor will it identify future faults or maintenance items past this **particular time and date as shown as "Inspection Date" in the table above**. As such regular safety inspections are required and are highly recommended. For residential complexes yearly safety inspections are required at a minimum. Whereas for commercial complexes or commercial sections within a residential complex, safety inspections should be conducted at least 6 monthly.

This report is to be considered to be a "Once Off" and only relevant at the time of inspection. QBM specifically brings to your attention that this report is NOT to be considered as being relevant for any time after the inspection date. As conditions change and the possibility of items that are now considered to be "safe" and defect free, will deteriorate over time. Thus, the need to undertake ongoing safety inspections to keep this complex in a condition free from defects and safety issues.

This report specifically DOES NOT cover any inspection for the identification of Asbestos, nor and safety issues associated with Asbestos.

This report specifically DOES NOT cover any inspection for the identification of Combustible Cladding, nor does it include any reference to Fire or Combustible Cladding Legislation, or consideration of any materials that may or may not be combustible.

This report specifically DOES NOT cover any inspection for the identification of and/or issues with Fire Prevention, Fire Systems, Fire Safety, or Fire Compliance of any type.

This report specifically DOES NOT cover any considerations as to the usage of the complex/building/common areas, facilities or equipment by persons who are under the influence of alcohol or drugs or any type including prescription drugs. Under the influence shall mean any measure above 0.




It is recommended to conduct a site inspection annually to identify possible safety hazards onsite. As the inspection and findings are based on the inspectors training, knowledge and experiences hazards are constantly being updated and we are always looking for new hazards to prevent the committee/owners from being sued.


This inspection and report is specifically limited to those items that are present during this inspection at the time of day and the prevailing weather conditions at the time of the inspection. As such there may issues that are present that could not be identified during the inspection as they may only be present during specific weather conditions. These include such things as surfaces that are slippery only during rain events. Other issues may include poor lighting as the inspection was conducted during daylight hours.

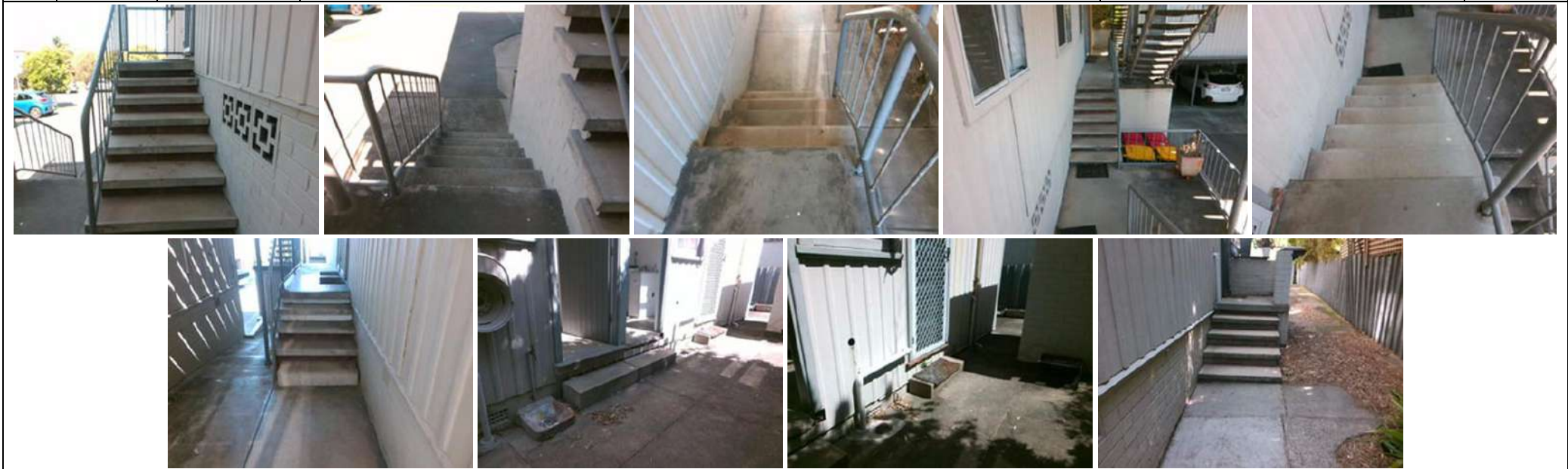
No inspection has been carried out to the internal of any units. Only those common areas where access has been provided, have been accessed for this inspection. Locked areas generally have not been accessed.



SAFETY ISSUES REQUIRING ATTENTION



The following is a list of items identified during the site inspection that are considered to be a current safety issue. As such these issues should be rectified in accordance with the risk rating used as a priority for budgeting purposes. It is important to remember that these are recommendations based on the inspector's visual site inspection and professional experience. This Safety Risk Inspection does not take into consideration legislative requirements, previous or current.



No.	Floor Level / Unit No	Location	Hazard and Recommendation	Photo	Risk Rating
1	G	Stairs	<p>Hazard Identified: There is no handrail / barrier installed. - This is a Slip Trip Fall hazard.</p> <p>Recommendation: Install handrails to the steps.</p>		4
					
2	G	Entrance to Complex	<p>Hazard Identified: No speed limit sign or shared zone sign to indicate that speed should be reduced for the safety of pedestrians. - Physical injury and vehicle damage hazard.</p> <p>Recommendation: It is recommended to install a 5km/ph speed sign or for smaller complexes a shared zone sign at the driveway entrance in a visible location.</p>		3




No.	Floor Level / Unit No	Location	Hazard and Recommendation	Photo	Risk Rating
3	G	Stairs	<p>Hazard Identified: The Rises (height of the step) to the stairs are not consistent throughout the whole set of steps. - This is a Slip Trip Fall hazard.</p> <p>Recommendation: A qualified builder should be engaged to assess the stairs and develop plans for the replacement/ redesign of the stairs to ensure they have consistent rise heights throughout the set of stairs. Until such time as repairs are completed, signage and yellow markings should be installed to notify all persons using the stairs that the rises are not consistent and pose a safety risk to anyone using the stairs.</p>		3







No.	Floor Level / Unit No	Location	Hazard and Recommendation	Photo	Risk Rating
4	G	Stairs	<p>Hazard Identified: All steps and/or landings ARE NOT easily identifiable and DID NOT have adequate non-slip finish or non-slip strip near each nosing installed.</p> <p>Stairs can be hazardous. Under the current National Construction Code and the previous Building Code of Australia in force since 1990, all stairs are required to have non-slip finish on treads and landings or a non-slip strip near the edges of each nosing/landing. Furthermore, for safety reasons to allow persons to identify the edge of each step, the nosing should be easily identifiable from surrounding stairs and floors. Without being identifiable, the risk of injury to a person using the stairs is heightened and the Body Corporate may face a liability claim from any injured party. - This is a Slip Trip Fall hazard.</p> <p>Recommendation: It is specifically recommended that all stairs and landings, including those at the entrance to individual units, be fitted with a contrasting, bright coloured non-slip nosing.</p>		3
					



No.	Floor Level / Unit No	Location	Hazard and Recommendation	Photo	Risk Rating
5	G	Driveway / Car parking	<p>Hazard Identified: Cracking to the driveway has caused raised edges. - This is a Slip Trip Fall hazard.</p> <p>Recommendation: It is recommended to apply flexible sealant to the cracks and ramp the sealant to form a sloping surface between the both edges OR grind the raised edges level to stop the cracks being a trip hazard.</p>		2
6	G	Driveway / Car parking	<p>Hazard Identified: The driveway is raised above surrounding ground. - This is a Slip Trip Fall hazard.</p> <p>Recommendation: Fill the surrounding ground to be close to level with the top of driveways and pathways OR paint a 100mm wide line along all edges where it is raised above the surrounding ground.</p>		2



No.	Floor Level / Unit No	Location	Hazard and Recommendation	Photo	Risk Rating
7	G	Driveway / Car parking	<p>Hazard Identified: Raised edge to floor material. - This is a Slip Trip Fall hazard.</p> <p>Recommendation: A 100mm wide line is painted in yellow or reflective white paint around all edges to make the raised edge distinguishable.</p>		2
					


No.	Floor Level / Unit No	Location	Hazard and Recommendation	Photo	Risk Rating
8	G	Driveway / Car parking	<p>Hazard Identified: The floor surface is uneven. - This is a Slip Trip Fall hazard.</p> <p>Recommendation: Level out the floor area to remove the trip hazard.</p>		2
					
9	G	Driveway / Car parking	<p>Hazard Identified: Underground car park does not have maximum height sign installed. - This is a physical injury and vehicle damage hazard.</p> <p>Recommendation: Install maximum height sign to the entrance to the carparking areas.</p>		2


No.	Floor Level / Unit No	Location	Hazard and Recommendation	Photo	Risk Rating
10	G	Gardens	<p>Hazard Identified: There is a build-up of dry vegetation / debris onsite. - This is Public Safety - Traffic/pedestrian hazard.</p> <p>Recommendation: Remove all dry leaves, branches and other debris on a regular basis from all gardens and other areas.</p>		2
					
11	G	Pathways	<p>Hazard Identified: Cracking to pathways have caused raised edges. - This is a Slip Trip Fall hazard.</p> <p>Recommendation: Apply flexible sealant to the cracks and ramp the sealant to form a sloping surface between the both edges OR grind the raised edges level to stop the cracks being a trip hazard.</p>		2

No.	Floor Level / Unit No	Location	Hazard and Recommendation	Photo	Risk Rating
12	G	Pathways	<p>Hazard Identified: The pathway is damaged. - This is a Slip Trip Fall hazard.</p> <p>Recommendation: Repair the damaged areas to all pathways.</p>		2


No.	Floor Level / Unit No	Location	Hazard and Recommendation	Photo	Risk Rating
13	G	Pathways	<p>Hazard Identified: Drains are not highlighted. - This is a Slip Trip Fall hazard.</p> <p>Recommendation: A 100mm wide line to be painted in yellow or reflective white paint around all edges of all drains and pits.</p> <p>It is also recommended that all stormwater and other drain covers and lids to all pits on site be regularly inspected for structural integrity by a qualified builder/ structural engineer, and replaced, repaired and/or upgraded as required. QBM specifically limit all warranty for the accuracy of this report for the integrity of all access covers and/or lids to pits to the date of the inspection only.</p>		2
					


No.	Floor Level / Unit No	Location	Hazard and Recommendation	Photo	Risk Rating
14	G	Pathways	<p>Hazard Identified: Drain is raised above ground level. - This is a Slip Trip Fall hazard.</p> <p>Recommendation: Fill the ground around the drain (where possible) or refit to be ground level. Alternatively, highlight the edges with a 100mm wide line in yellow or reflective white paint.</p> <p>It is also recommended that all stormwater and other drain covers and lids to all pits on site be regularly inspected for structural integrity by a qualified builder/ structural engineer, and replaced, repaired and/or upgraded as required. QBM specifically limit all warranty for the accuracy of this report for the integrity of all access covers and/or lids to pits to the date of the inspection only.</p>		2
					




No.	Floor Level / Unit No	Location	Hazard and Recommendation	Photo	Risk Rating
15	G	Pathways	<p>Hazard Identified: Pathways are raised above surrounding ground. - This is a Slip Trip Fall hazard.</p> <p>Recommendation: Fill the surrounding ground to be close to level with the top of the pathway OR paint a 100mm wide line along all edges where it is raised above the surrounding ground.</p>		2


No.	Floor Level / Unit No	Location	Hazard and Recommendation	Photo	Risk Rating
16	G	Pathways	<p>Hazard Identified: Raised edge to floor material. - This is a Slip Trip Fall hazard.</p> <p>Recommendation: A 100mm wide line is painted in yellow or reflective white paint around all edges to make the raised edge distinguishable.</p> <p style="text-align: center;">Images Continued Below</p>		2

No.	Floor Level / Unit No	Location	Hazard and Recommendation	Photo	Risk Rating

No.	Floor Level / Unit No	Location	Hazard and Recommendation	Photo	Risk Rating
17	G	Pathways	<p>Hazard Identified: The floor surface is uneven. - This is a Slip Trip Fall hazard.</p> <p>Recommendation: Level out the floor area to remove the trip hazard.</p>		2

No.	Floor Level / Unit No	Location	Hazard and Recommendation	Photo	Risk Rating
18	G	Site generally	<p>Hazard Identified: Garden hose is not stored safely. - This is a Slip Trip Fall hazard.</p> <p>Recommendation: Install a garden hose hanger to store the hose safely.</p>		2

No.	Floor Level / Unit No	Location	Hazard and Recommendation	Photo	Risk Rating
19	G	Internal floors	<p>Hazard Identified: Unsecured floor mat. - This is a Slip Trip Fall hazard.</p> <p>Recommendation: Remove all unsecured floor mats and replace with a low profile non-slip rubber floor mat.</p>		1
					
20	G	Common Areas	<p>Hazard Identified: There are stored items within the common areas which can restrict access, cause a slip, trip or fall and can be an accelerant in the event of a fire. - This is Public Safety - Traffic/pedestrian hazard.</p> <p>Recommendation: Remove all stored items from common areas and store safely in a secure location.</p>		1

No.	Floor Level / Unit No	Location	Hazard and Recommendation	Photo	Risk Rating
21	G	Pathways	<p>Hazard Identified: There are trees and shrubs overhanging pathways. - This is a Slip Trip Fall hazard.</p> <p>Recommendation: All shrubs and trees are regularly trimmed back from all pathways and driveways.</p>		1

NOTE: This report only covers and includes COMMON PROPERTY. This means that the inspection stops at the line of the property boundary between lots and common Property. Any steps, damage, or uneven access from Common Property to individual lots is the responsibility of the lot owner, and as such, are not included in this report.

ADDITIONAL NOTES FORMING PART OF THIS REPORT – These must be implemented as well as all other recommendations listed in tables above and below.

ACCESS COVERS AND PIT COVERS

Covers/lids to pits and access covers are constructed to be trafficable and designed for the areas in which they are installed. No testing has been conducted of any pit lids or covers to any areas or to pits. Also, these will deteriorate over time. At the time of inspection, such pit and access covers/lids have been inspected, only to accessible and visible areas, and no damage has been identified. (unless specifically listed in the tables above and below)

It is recommended, which forms part of this report, that all access covers and lids to all pits on site be regularly inspected for structural integrity by a qualified builder/ structural engineer, and replaced, repaired and/or upgraded as required. QBM specifically limit all warranty for the accuracy of this report for the integrity of all access covers and/or lids to pits to the date of the inspection only.

It is also recommended, which forms part of this report, that all access covers and lids to all pits on site be clearly identified by the installation of coloured lines around the perimeter of the pit/ access cover.

BARRIERS / BALUSTRADE / HANDRAILS

This inspection specifically DOES NOT include an assessment of Barriers, Balustrades or Handrails for compliance with current Australian Standards. Nor has any structural testing been undertaken. If the building was constructed before 1990, then it is likely that the barriers do not comply to current standards. An assessment should be undertaken of all Barriers, balustrades and handrails to identify if they meet the current Australian Standards. Also, regular inspections (at least 6 monthly) should be undertaken to confirm their structural integrity as all materials deteriorate over time.

DRIVEWAY AND PATHWAYS

Driveways and pathways are subject to full time weathering and accumulation of dirt and debris. This results in the built up of “inground” dirt and mould/mildew. As such, all driveways and paths will be slippery at various times of any particular day from moisture. Slippery floors may result in a person falling and suffering an injury, resulting in the Body Corporate facing a liability claim from the injured party. We specifically recommend that all driveways and paths on site be regularly cleaned and regularly pressured cleaned, as well as being tested for slip resistance and have a coating applied to ensure they are non-slip in all weather and use conditions.

FLOOR TILES

All floor tiles may become slippery when wet. We specifically recommend that all floor tiles on site be tested for slip resistance and have a coating applied to ensure they are non-slip in all weather and use conditions. Slippery floor tiles may result in a person falling and suffering an injury, resulting in the Body Corporate facing a liability claim from the injured party.

STAIRS

Stairs can be hazardous. Under the current National Construction Code and the previous Building Code of Australia in force since 1990, all stairs are required to have non-slip finish on treads and landings or a non-slip strip near the edges of each nosing/landing. Furthermore, for safety reasons to allow persons to identify the edge of each step, the nosing should be easily identifiable from surrounding stairs and floors. Without being identifiable, the risk of injury to a person using the stairs is heightened and the Body Corporate may face a liability claim from any injured party.

WINDOWS

This report does not include the inspection of any windows for compliance to current Australian Standards. Current standards require windows to be fitted with specific glass type and thickness depending upon its location, and the fitting of devices that will not allow windows to open to such an extent that will allow a child/person to fall through the window. Current Australian Standards are not retrospective, but should an injury occur due to the non-compliance with current Standards, the Body Corporate may still face legal action. NSW however does have specific legislation for the fitting of window opening limiting devices.

It is recommended that windows are assessed for compliance to current Standards to enable the Body Corporate to be aware of the condition of all windows and the level of compliance.

LIGHTING

This inspection has been conducted during normal working hours during daylight hours. No testing has been conducted of the adequacy of lighting to common areas. No testing of lighting level has been conducted as the inspection was conducted during daylight hours. Professional lighting testing should be undertaken on a regular basis to ensure lighting meets Australian Standards. No consideration has been given to sunlight, lighting or vehicular glare resulting in a safety hazard as this would form part of the professional lighting assessment recommended.

SHOP FRONTS

Where shops are at ground level with car parking in front of the shops, we recommend that wheel stops are installed to all carparking spaces to stop vehicles from crashing into shop fronts. However, the Body Corporate/ building owner should also seriously consider the installation of bollards (fully concreted into the ground) to further protect against any vehicle from mounting the kerb and crashing into any shop/ business.

IDENTIFIED HAZARDS

It is specifically required that the Owner/ Body Corporate must have informed QBM of any and all safety related issues they are aware of prior to the site inspection. Any and all past or present issues where a person or persons may have suffered an accident and/or suffered injuries should have also been required to be furnished to QBM prior to the site inspection. Where such information has not been supplied, at or prior to the inspection, QBM will not be responsible for the identification of any such hazards that may now not be visible. Plus, QBM cannot be held responsible for the failure to identify that hazard when the Owner/ Body Corporate knows, has been informed of, or had legal actions taken concerning any and all such hazards.

EXCLUSIVE USE AREAS




All repairs and safety issues within Exclusive Use areas within a complex are the responsibility of the individual Lot owners. No inspection has been conducted of Exclusive Use areas, as these are not classified as being Common Property. As such, there may be safety issues within Exclusive Use areas, that are not listed within this report. As such, it is highly recommended, which is to be classified as being a recommendation of this report, that the Body Corporate issue a directive to all lot owners with Exclusive Use area, to conduct a safety inspection to identify all possible safety hazards, and to undertake all required repairs at the earliest possible date. Where other specific recommendations are made concerning Exclusive Use areas where the inspector has identified safety issues, the Body Corporate must follow those recommendations.




THE FOLLOWING SECTION IS INCLUDED TO SHOW AREAS INSPECTED BUT WHERE NO SAFETY ISSUES WERE IDENTIFIED.




THIS SECTION IS ONLY FOR YOUR REFERENCE AND NO ACTION IS REQUIRED.




NO DEFECTS IDENTIFIED



As the whole site has been assessed for safety issues, we have also identified areas where actions have been taken. The following listing highlights areas inspected where no safety issues have been identified. Regular maintenance should be completed to ensure no future hazards are created.

No.	Floor Level / Unit No	Location	Hazard and Recommendation	Photo
22	G	Car parking area	<p>Hazard Identified: At the time of the inspection there are no requirement for additional wheel stops to be installed to the parking bays.</p> <p>Recommendation: It is recommended that regular inspections are conducted, and results documented, to confirm that no additional wheel stops to all parking bays are required, and that all wheel stops are highlight and parking bays are marked with a in yellow or reflective white paint.</p>	
23	G	Driveway	<p>Hazard Identified: There is no evidence of the driveway being damaged at the time of the inspection.</p> <p>Recommendation: It is recommended that regular inspections are conducted, and results documented, to ensure the driveway remains safe.</p>	
24	G	Driveway / Car parking	<p>Hazard Identified: At the time of the inspection there were no trees or shrubs overhanging the driveway.</p> <p>Recommendation: It is recommended that regular inspections are conducted, and results documented, to ensure that all shrubs and trees are regularly trimmed back.</p>	

No.	Floor Level / Unit No	Location	Hazard and Recommendation	Photo
25	G	Driveway / Car parking	<p>Hazard Identified: At the time of the inspection the car park did not have oil stains to cause a safety issue.</p> <p>Recommendation: It is recommended that regular inspections are conducted, and results documented, to check for any oil stains on pathways, parking areas and driveways to ensure no safety issues develop.</p>	
26	G	Internal floors	<p>Hazard Identified: At the time of the inspection there was no raised edge to floor material.</p> <p>Recommendation: It is recommended that regular inspections are conducted, and results documented, to ensure there are no raised edges to floors that may cause a safety issue.</p>	
27	G	Internal floors	<p>Hazard Identified: At the time of the inspection the floor surface was not uneven causing a safety issue.</p> <p>Recommendation: It is recommended that regular inspections are conducted, and results documented, to check the evenness of pathways and driveways to ensure no safety issues develop.</p>	

No.	Floor Level / Unit No	Location	Hazard and Recommendation	Photo
28	G	Fence/s	<p>Hazard Identified: At the time of inspection, the fencing was free of significant deterioration or damage that would result in a safety hazard.</p> <p>Recommendation: It is recommended that regular inspections are conducted, and results documented, and carry out necessary maintenance to the fence to ensure it remains free from safety hazards.</p>	
29	G	Rubbish bin enclosure	<p>Hazard Identified: All bins were stored in appropriate/designated areas with no hazards were apparent.</p> <p>Recommendation: It is recommended that regular inspections are conducted, and results documented, to ensure that all occupiers are informed of where the rubbish bins are to be securely stored.</p>	
30	G	Site generally	<p>Hazard Identified: The lighting level in common areas appears to be sufficient to provide a safe well-lit environment at night.</p> <p>Recommendation: It is recommended that regular testing be conducted at night to ensure that all security lights are working correctly. No testing of lighting level has been conducted as the inspection was conducted during daylight hours. Professional lighting testing should be undertaken on a regular basis to ensure lighting meets Australian Standards.</p>	

No.	Floor Level / Unit No	Location	Hazard and Recommendation	Photo
31	G	Site generally	<p>Hazard Identified: At the time of the inspection tree roots were not raised above ground level causing a safety issue.</p> <p>Recommendation: It is recommended that regular inspections are conducted, and results documented, to ensure that as tree grow, no roots are exposed above ground level that will cause a safety issue.</p>	
32	G	Stairs	<p>Hazard Identified: At the time of the inspection all steps seemed to be even.</p> <p>Recommendation: It is recommended that regular inspections are conducted, and results documented, to ensure all steps are level and not moved due to deterioration or movement of the surrounding ground.</p>	
33	G	Stairs / Barriers	<p>Hazard Identified: The Barriers (handrails / balustrade) are adequate and not damaged.</p> <p>Recommendation: It is recommended that regular inspections are conducted, and results documented, to ensure all handrails to stairs are not damaged or deteriorated.</p> <p>NOTE: This report does not assess if the barriers are compliant to Australian Standards. Nor has any structural testing been undertaken. If the building was constructed before 1990, then it is likely that the barriers do not comply to current standards. An assessment should be undertaken of all Barriers, balustrades and handrails to identify if they meet the current Australian Standards. Also, regular inspections (at least 6 monthly) should be undertaken to confirm their structural integrity as all materials deteriorate over time.</p>	

No.	Floor Level / Unit No	Location	Hazard and Recommendation	Photo
34	G	Driveway to Carparking	<p>Hazard Identified: The ramp is considered to NOT be too steep or too slippery to be safe for pedestrian use.</p> <p>Recommendation: The ramp slope seems ok for pedestrian use at present. The tractions should be tested on an on-going basis to ensure it does not become slippery over time.</p>	
35	G	Internal floors	<p>Hazard Identified: At the time of the inspection the floors were not slippery when walking upon the floor with standard work boots in wet weather or where there was a liquid spill.. This is based on the conditions of the floor surfaces at the date and time of the inspection only, and the fact that the floors were wet.</p> <p>However, all floor surfaces may become slippery when wet resulting in a hazard to persons using the area, which may result in a fall and possible injury. This then would result in the Owners/ Managers being open to legal action from the injured party. No mechanical slip testing has been conducted during this visual inspection.</p> <p>Recommendation: It is recommended that regular inspections are conducted, and results documented, to ensure all floor continue to remain non slippery, which could cause a safety issue.</p>	

RISK RATING (LEGEND)

0 - This item does not have any risks associated or it is not applicable to this site.

1 – INSIGNIFICANT -A Safety recommendations that may not be a legislative requirement but may result in an injury.

2 – MINOR - Some Health and Safety risks would be faced if this item was not rectified and would cause some personal inconvenience and minor injury.

3 – MODERATE - Serious Health and Safety risks causing some injuries to persons will be faced if this item is not rectified at the earliest possible time.

4 - MAJOR - Extreme Health and Safety risks, possibly resulting in death and/or causing serious injury to many individuals will be faced if this item is not rectified. However, the likelihood is not an immediate danger.

5 – CATASTROPHIC - Extreme Health and Safety risks, possibly resulting in death and/or causing serious injury to many individuals will be faced if this item is not rectified immediately

ALTERNATIVE HAZARD IDENTIFICATION METHODS

All recommendations made within this report are the most cost-effective way of identifying/removing the hazard. We understand some of the recommendations may not suit the general aesthetic of the site, therefore we have compiled some alternative solutions for hazards which may be present onsite. It is important to note this section of the report is generalized and may not be relevant for your site. All safety hazards identified onsite can be found within the table starting on page 4 of this report.

Wheel Stop Identification

The below images show some alternative solutions to painting the wheel stops as we recommend.



Discernible Anti-Slip Stair Nosings

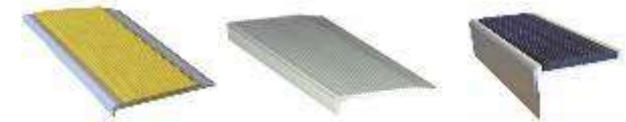
The below images show some suggestions for non-slip nosing which can be purchased in a range of various colours to ensure they contrast the tread and still compliment the aesthetic of the site.



Anti-Slip Tape and Strips



Fibreglass Stair Nosing



Standard Nosing

Stormwater Grate Identification / Hazard Removal

The below images show some alternative solutions to painting a 100mm wide line around stormwater grates



Anti-Slip Heel Guard Grate

Replacing all stormwater grates with anti-slip heel safe grates would eliminate the hazard so long as they are installed to be level with the surrounding ground



Coloured Grates

Replacing all stormwater grates with a contrasting-coloured grate to the surrounding surface could sufficiently identify the hazard.



Surround Grate with contrasting tiles or concrete
It is important to ensure the concrete or tiles are level with the surrounding ground to prevent a trip hazard.

SUMMARY

The property situated at SP 82167, 170 - 172 Gosford Road, ADAMSTOWN, NSW, 2289 has been inspected by a trained professional to identify and report upon visual safety hazard present within the accessible common areas of the complex at the time of the audit. Unless otherwise stated the inspection did not cover any hazards which may be present with any lots or units / tenancies onsite.

Where a swimming pool is present within a complex, an inspection has been conducted for safety issues within the pool area only for such things as slip hazards and depth markers only and DOES NOT include a Certificate of Compliance. This is not a code compliance inspection. A certificate of compliance must be obtained from the local authority or licensed pool safety inspector.

Unless it is stated otherwise, the recommendations supplied are those of the trained professional only. The committee is not legally obliged to follow these recommendations. However, these are the recommendations of a trained professional experienced in the identification of hazards and risks, and the required remedial actions from the findings. Should the committee choose not to follow these recommendations, then the committee must take full responsibility for any incidents that occur from the lack of action.

WHERE STRATA PLANS AND CMS NOT PROVIDED

Quality Building Management (Brisbane) Pty Ltd – shortened to (QBM), has requested the Strata plans, construction plans, and Strata CMS prior to the inspection for this report. These were a critical element in ensuring that the service provided by QBM is not only the most professional, but also accurate as far as this report provided by QBM.

Without the Strata Plans, QBM cannot accurately identify the strata boundaries or sizing of lots, nor the boundaries between lots and Common Property. Without the Strata CMS, QBM did not know the number of entitlements or in many cases, the boundaries of “Exclusive Use” areas.

As such, without the supply of Strata Plans and Strata CMS, QBM has still undertaken the inspection and completed this report to the best of our ability with the limited information provided, but the Body Corporate has in effect taken full responsibility for the accuracy of such inspections and reports provided.

QBM has undertaken the service as requested by the Work Order from the Body Corporate, with the full understanding that the Body Corporate (client) is fully indemnifying QBM for any and all actions and liabilities as a result of the client not providing the Strata Plans and Strata CMS.

THE PROPERTY

This report has been completed for the Strata property, and only the Strata property, as listed on the front cover of this report. Any mention of any property other than the property listed on the front cover of this report, has not been inspected and must be construed as NOT forming any part of this report, nor the inspection conducted for this report.

This report, or any part of this report, must not be supplied to any other property owner or Body Corporate without the express permission by QBM in writing.

THE CLIENT

The Client for the inspection conducted for this report, and this report itself, is the Body Corporate, and only the Body Corporate as listed on the order received requesting this report only, and the Body Corporate, and only the Body Corporate as listed on the invoice accompanying this report.

This report has been completed for the Body Corporate for the Strata property, and only the Strata property, as listed on the front cover of this report. Any mention of any Body Corporate or property other than the Body Corporate for the property listed on the front cover of this report, has not been inspected and must be construed as NOT forming any part of this report nor the inspection conducted or this report.

This report, or any part of this report, must not be supplied to any other Body Corporate or property owner without the express permission by QBM in writing.

LIMITATIONS OF THIS REPORT

1. Only the accessible common areas of the property have been inspected for this report unless specifically stated otherwise. The internal of lots and inside of roof spaces have not been inspected unless specifically stated.
2. Due to Workplace Health and Safety legislation, inspection of roof spaces above 2.4 meters in height have been excluded unless safe regular access is provided.
3. This report does not consider how an occupier, visitor or contractor / worker undertakes any tasks while onsite.
4. This report does NOT include the following:
 - A. Asbestos and Other Toxic Materials including Contaminations**
 - i. This report does not include any testing or identifying in any way existence of such toxic materials. However, QBM can, if requested to provide such services.
 - B. Building Act Compliance or Australian Standards considerations**
 - i. This audit has not been undertaken to identify Building Act Compliance issues of any nature, and as such DOES NOT include the inspection of Building Act Compliance issues. Where mention is made of such issues, these are in the context of Health and Safety only and should not be construed as being an inspection to identify any or all building structures, fabric, aesthetic, or compliance issues.
 - ii. No inspections conducted of structural adequacy of any building elements
 - iii. No assessment made of design issues or compliance with the Building Code of Australia. This includes, but is not limited to, the compliance of all ramps, handrails, barriers or stairs within the complex.
 - C. Electrical Installations**
 - i. No inspections conducted of any electrical installations
 - D. Engineering Issues**
 - i. This report does not address any existing Civil, Structural, Mechanical or Hydraulic issues including safety and stability of the existing building structure. However, QBM can, if requested to provide such services.
 - E. Environmental Issues**
 - i. No consideration made of environmental issues
 - F. Fit for Purpose considerations**
 - G. Fire Equipment Onsite**
 - i. Specific measuring or testing of fire protection plant and equipment, or its suitability has not been undertaken as part of this report. Any comments made concerning these issues have been made only from visual observation. To ensure that the systems meet current Australian Standards, then specialist consultants must be engaged
 - ii. This inspection and subsequent report DOES NOT include, and specifically excludes any and all issues concerning the appropriateness or workings of any firefighting or fire protection devices, equipment and/or training and procedures within, or missing from the complex.
 - H. Geotechnical Considerations**
 - i. This report does not address any geotechnical matters and its influence on the existing structural system including safety and stability of the existing building structure. However, QBM can, if requested to provide such services.
 - I. Glass**
 - i. No inspection or testing has been conducted to identify the adequacy or compliance to standards of the glass within the complex.
 - J. Lighting / Ventilation**
 - i. The inspection was conducted during daylight hours. As such there can be no comment made of the adequacy of external lighting in providing a safe environment during night hours.
 - ii. Specific measuring of any items has not been undertaken as part of this report. Any comments made concerning the level of lighting and/or ventilation has been made only from visual observation. To ensure that the level of lighting and ventilation meets current Australian Standards, then specialist consultants must be engaged.
 - K. Mechanical Installations including, (Air-conditioning, Lifts, etc.)**

L. Mould

- i. Mould can be a serious health risk. However, to comment on mould contamination, you need to be an expert. This report specifically does not report upon mould. Should mould be present, an Occupational Hygienist should be engaged to report upon any health risks associated with mould.

M. Neighbourhood

- i. No consideration of the neighbouring impacts such as traffic, noise, people or pets have been included in this inspection unless specifically noted within the table.
- ii. If there are any neighbourhood concerns identified that may impact upon the building or property, they may be listed for your consideration. However, such issues as those listed or proximity to such places may impact upon the property in a positive manner and may increase the value, potential, or future potential of the property. As such it is recommended that such issues are taken into consideration prior to making or confirming decisions on the property.

N. Operation and functioning of Security Systems

- i. No inspection or testing conducted of any security systems

O. Plumbing and Sewerage Installations

P. Pool Safety

- i. No inspection has been conducted on the swimming pool fencing.
- ii. This is not a Pool Compliance inspection
- iii. A full Pool Safety Certification inspection will be required if a swimming pool is on site

Q. Site Drainage

- i. Any Site Drainage problems or risks that may impact upon the property need to be considered. These may include the existence of external sources of water flow and storm-water systems.
- ii. Unless specifically stated, this report does not specifically include a hydraulic survey, any comments given, are for information purposes only and future consideration. If such problems are suspected by the inspecting officer, they may provide comments. However, the lack of comment does not necessarily indicate that there would not be problems in the future due to the unpredictable nature of weather patterns

R. Stairs / Stairwells

- i. No inspection has been carried out on the structural integrity of the handrails or barriers.
- ii. No load testing has been completed to handrails, barriers or balconies.
- iii. Where hazards have been identified, the relevant Building Code of Australia has NOT been taken into account for compliance. It has been identified as a safety hazard.

S. Tiles

- i. Tiles of any kind have the tendency to change the surface structure when liquid is present. Tiles when wet pose a potential slip hazard and as such it is recommended that all tiles be treated with a non-slip finish
- ii. No Slip Testing has been conducted on any tiled surface to determine the Slip resistance Rating.

T. Timber Pests

- i. The report does not identify timber destroying pests, comments relating to timber infestation and does not comment on nonstructural pest damage. These should be referred to a qualified pest inspector.

INFORMATION FOR OWNERS

As this report does not specifically include these areas, the comments below are for informational purposes only and future consideration.

Asbestos

As this report does not specifically include testing for such substances, the comments that may be given are for information purposes only and future consideration.

If the building was constructed before 2004 there is a likelihood of the presence of ACM onsite. If an audit has not been completed then it is recommended that such an audit is undertaken prior to any renovation, demolition or maintenance works are carried out. QBM would be happy to arrange full site audit and laboratory testing.

Building Act Compliance

A major issue to be considered is the existence of any illegal, unauthorized or non-complying construction works. It must be noted that building regulations are continually changing, and as such, a structure may have been constructed to past regulations which does not necessarily meet current regulations. If there are any concerns then it is recommended that a separate survey is conducted.

Electric circuits

Even though the complex may have a safety switch installed, it is recommended that an electrical contractor be engaged to identify and ensure that all electrical power and lighting circuits to common areas are protected by an electrical Safety Switch. Regular testing of all electrical safety switches is required each 2 years to comply with AS/NZS 3760: 2003. QBM has not tested this equipment. This is a recommendation for the committee to confirm that they are having these inspections conducted.

Fire and Emergency Planning

With the ever-changing requirements it is imperative to ensure your complex complies with the necessary Acts and Regulations currently enforced. QBM would be happy to arrange Fire Safety Survey so you know if you have any non-compliant issues to rectify.

Engineering Issues

Building structural and maintenance issues affect the structural integrity and/or on-going costs of the building as well as the on-going safety of the occupants and users of the complex. However, the services within the building may actually make the building unserviceable or not meeting current Australian Standards. This report does not cover any Engineering issues.

Glass Compliance

The Standard and the Building Code of Australia in general are not retrospective. Therefore, there is no specific legislative requirement to remove and upgrade existing glass in buildings. The exception is where the glass requires replacement due to breakage or renovations. Then the replaced glass must comply with the Australian Standard AS 1288 -2021. However, Case Law has highlighted the requirement that building owners "owe a duty of care" to the occupants / users of the building, this is even more so in buildings used by children. It is recommended that a detailed Glass Audit be conducted.

Mould

Mildew and non-wood decay fungi is commonly known as mould. Mould and their spores may cause health problems or allergic reactions such as asthma and dermatitis in some people. If Mould is noted as present within the property or if you notice Mould and are concerned as to the possible health risk resulting from its presence then you should seek advice from your local Council, State or Commonwealth Government or a qualified expert such as an Industry Hygienist.

Swimming Pools

If there are any concerns regarding likelihood of structural problems that may impact upon the building or property, then QBM would be happy to arrange full site inspection and testing by a structural engineer.

TERMS & CONDITIONS

- 1) Consumer Complaints Procedure: in the event of any controversy or claim arising out of, or relating to this report, either party must give written notice of the dispute to the other party. If the dispute is not resolved within ten (10) days from the service of the notice then the dispute shall be referred to a mediator nominated by the inspector. Should the dispute not be resolved by mediation then either party may refer the dispute to the institute of arbitrators and mediators of Australia for resolution by arbitration.
- 2) This report is based upon and conditional upon the information provided by the person, employees or agents of the person requesting this report. Thus, any false or misleading information provided will exempt the company from any liability for decisions taken based on this report's recommendations, where such recommendations are based upon information provided to the company.
- 3) QBM shall not be liable for missing information due to the concealment and/or apparent concealment of defects or possible defects by the person, employees or agents of the person requesting this report, or the owner, employee or agent for the owner.
- 4) Due to prevailing and seasonal weather conditions this Standard Property Report is subject to and conditional upon the following:
 - i. The instance of and causes of rising damp may not be identifiable. Thus, unless specifically stated in the Inspection Results, this report does not cover the identification of 'rising damp'.
 - ii. The instance of and causes of water leaks in roofs, walls, floors, windows and/or doors may not be identifiable. Thus, unless specifically stated in the Inspection Results, this report does not cover the identification of 'water leaks'.
 - iii. There may issues that are present that could not be identified during the inspection as they may only be present during specific weather conditions. These include such things as surfaces that are slippery only during rain events. Other issues may include poor lighting as the inspection was conducted during daylight hours. This inspection and report is specifically limited to those items that are present during this inspection at the particular time of day and the prevailing weather conditions at the time of the inspection.
- 5) Areas not access: Areas in "in accessible" areas have not been included in this report. This includes any areas that cannot be seen from a visual inspection not requiring demolition work. Such areas include behind fixed wall and ceiling sheeting, under floor coverings, behind door jambs and architraves .Areas not accessed include rooms where access was not granted during the inspection
- 6) This report is based on information visible and/or made available to QBM at the time of writing this report, hence reserves the right to amend this report, its opinion and any recommendations without penalty should new information be made available in the future.
- 7) Disclaimer of Liability: -No Liability shall be accepted on an account of failure of the Report to notify any problems in the area(s) or section(s) of the subject property physically inaccessible for inspection, or to which access for Inspection is denied by or to the Inspector (including but not limited to or any area(s) or section(s) so specified by the Report)
- 8) Disclaimer of Liability of the Third Parties:-This Report is made solely for the use and benefit of the Client named on the front of this report. No liability or responsibility whatsoever, in contract or tort, is accepted to any third party who may rely on the report wholly or in part. Any third party acting or relying on this report, in whole or in part does so at their own risk.

This report has been compiled by
Quality Building Management (Brisbane) Pty Ltd
PO Box 1006, Capalaba QLD 4157
inspections@qbm.com.au
1300 880 466

Strata Loan Agreement

Between

StrataCash Management Pty Ltd ABN 44 124 400 924 (StrataCash)

Australian Credit License No. 323823

And

The Owners - Strata Plan 82167 (customer)

Loan Number 800043629

SLAS 1.42 10/12/2025



Strata Loan Agreement Schedule

CREDIT PROVIDER: StrataCash Management Pty Ltd ABN 44 124 400 924
(we/us/our) 1/175 Varsity Parade
Varsity Lakes QLD 4227
Email: loans@strata-loans.com

BORROWER: The Owners - Strata Plan 82167
(you/your) c/- Lake Group Strata
34 Smith Street or PO Box 175
Charlestown NSW 2290 Charlestown NSW 2290

We are pleased to offer to lend you the *loan amount* on the terms and conditions set out in this Strata Loan Agreement Schedule (*Schedule*) and the Strata Loan Agreement General Conditions (effective date 5 October 2021) (*General Conditions*).

In order to accept this offer you must sign the Acceptance attached to this Schedule and provide such details and information as we have requested or may further require to complete our credit assessment and satisfy ourselves that the *loan* meets your requirements.

This *loan agreement* will not be binding on you or us and you may withdraw acceptance of this offer until such time as we have notified you that we have completed our credit assessment and approved the provision of credit to you.

This *Schedule* does not contain all the terms of the *loan agreement* or all the information we are required by law to give you before you sign the *Schedule*. Further terms and information (including the meaning of words printed like this) are in the *General Conditions*. In the *General Conditions*, a reference to the *Schedule* is a reference to this Strata Loan Agreement Schedule.

The *loan agreement* consists of this *Schedule* and the *General Conditions* and you must read them both before you sign this *Schedule*.

The following information is prepared as at 10 December 2025 (*disclosure date*). The information in this *loan agreement* is correct as at the *disclosure date*.

A. Financial Table

Amount of Credit	
Loan amount	\$263,064.00
Annual Percentage Rate	
Interest Rate	<p>This <i>loan</i> will be in a <i>variable rate period</i> for the <i>term</i> of the <i>loan</i>. When the <i>loan</i> is in a <i>variable rate period</i> the <i>interest rate</i> will be the <i>standard strata variable rate</i>, currently 11.25% per annum, less a discount of 1.75%. On this basis the <i>interest rate</i> while you are in a <i>variable rate period</i> is 9.50% as at the <i>disclosure date</i>.</p> <p>During a <i>variable rate period</i> the <i>interest rate</i> is subject to change. Refer to clause 10 of the <i>General Conditions</i>.</p> <p>The <i>interest rate</i> applies to the <i>balance</i> except that the default rate (and not this rate) applies to;</p> <p>a) where this <i>loan</i> is regulated by the <i>National Credit Code</i>, any amount included in the <i>balance</i> that has not been paid by its due date until it is paid; or</p>

	<p>b) where this <i>loan</i> is not regulated by the <i>National Credit Code</i>, the whole of the <i>balance</i> until any amount that has not been paid has been paid in full.</p> <p>The <i>interest rate</i> is current as at the <i>disclosure date</i> and may change. We will notify <i>you</i> of the initial <i>interest rate</i> that will apply to <i>your loan</i> prior to or on the <i>lending date</i>.</p> <p>You may request <i>our</i> current <i>standard strata variable rate</i> by contacting <i>us</i> via email at loans@strata-loans.com or by calling us on 1300 785 045.</p>	
Default rate	<p>This rate is the <i>interest rate</i> which would otherwise apply to the whole of the <i>balance</i> if there was no default in payment plus a margin of 4.00% per annum. On this basis the <i>default rate</i> is 13.50% as at the <i>disclosure date</i>. During a <i>variable rate period</i> the <i>default rate</i> will change if we change the <i>standard strata variable rate</i>.</p>	
Interest Charges		
Frequency of interest charges	<p>Monthly on each <i>repayment date</i> for interest calculated up to the end of the previous day.</p>	
Total amount of interest charges payable	<p>This will depend on when the <i>loan amount</i> is drawn down and is unascertainable at the <i>disclosure date</i>.</p>	
Repayments		
Term	<p>84 months from the <i>lending date</i>.</p>	
Repayment amounts	<p>84 monthly principal and interest <i>repayments</i>. Equal monthly <i>repayments</i> will be calculated so as to repay the <i>loan amount</i> in full by the end of the <i>term</i>. The amount of the <i>repayments</i> will increase upon each drawdown of the <i>loan</i> and will change if there is a change in the <i>interest rate</i>.</p>	
When repayments are to be made (repayment dates)	<p>The first <i>repayment</i> is to be made in the month following the <i>lending date</i> on the same day of the month as the <i>lending date</i> or the <i>business day</i> immediately prior if that day is not a <i>business day</i>.</p> <p>Subsequent <i>repayments</i> are due monthly on the same day of the month as the <i>lending date</i> or the <i>business day</i> immediately prior if that day is not a <i>business day</i>.</p>	
Total amount of repayments	<p>This will depend on when the <i>loan amount</i> is drawn down and is unascertainable at the <i>disclosure date</i>.</p>	
Credit fees and charges that are definitely payable		
Fee or charge	When payable	Amount or method of calculation
Application fee	<p>Payable when we advise <i>you</i> that <i>your loan</i> has been approved.</p>	\$600.00
Total fees and charges that are definitely payable	<p>\$600.00. This amount is calculated based on the information ascertainable at the <i>disclosure date</i>.</p>	
Credit fees and charges that may become payable.		
Arrears management fee	<p>Payable 7 days after a <i>repayment date</i> if <i>you</i> have not paid <i>your repayment</i> or any other payment in full on or before the <i>repayment date</i>. A further arrears management fee is payable 7 days after the <i>repayment date</i> in</p>	\$50.00

	each subsequent month until all overdue amounts are paid.	
Dishonour fee	Payable when a direct debit or cheque received by <i>us</i> is dishonoured.	\$35.00
Conversion fee	Payable whenever <i>your loan</i> is converted at <i>your</i> request from a variable interest rate to a fixed interest rate or from a fixed interest rate to a variable interest rate.	\$250.00
Extension Fee	Payable when <i>you</i> request to extend the <i>drawdown period</i> .	\$250.00
Consent and variation fee	Payable when <i>you</i> apply for <i>our</i> consent to any variation or matter relating to <i>this loan agreement</i> (other than a variable or matter for which a specific fee is payable).	\$300.00
Repeat statement fee	Payable if a repeat statement is requested by <i>you</i> or any other information is requested which <i>we</i> are not otherwise required by the National Credit Code to supply. The fee is the greater of the two fees.	\$6.00 per page or \$60.00 per hour of work performed by <i>our</i> staff
Adhoc statement delivery fee	Payable whenever <i>we</i> post or fax <i>you</i> a statement at <i>your</i> request outside of the normal statement cycle.	\$2.00 per statement
Adhoc statement fee	Payable whenever <i>you</i> request a list of transactions prior to the issue of a statement.	\$2.00 per statement
Drawdown fee	Payable when a drawdown on the <i>loan</i> occurs.	\$100.00 for each drawdown after the 5 th drawdown.
Certificate of records fee	Payable when <i>you</i> ask <i>us</i> to certify anything related to <i>your loan</i> .	\$75.00
Administration fee on early termination	Payable when <i>you</i> make a payment that results in <i>you</i> repaying all of the <i>balance</i> early.	Waived
Break fee	Payable if during a <i>fixed rate period</i> <i>you</i> repay the <i>total amount owing</i> , <i>your loan</i> is changed to a <i>variable rate period</i> at <i>your</i> request or <i>you</i> default on <i>your loan</i> .	See definition of <i>break fee</i> in the <i>General Conditions</i> .
Monthly loan service fee	Payable monthly on <i>your repayment date</i> each month.	Waived
Direct debit change of account fee	Payable when <i>you</i> request any changes to <i>your</i> direct debit arrangements.	\$50.00
Document handling fee	Payable when <i>you</i> request <i>us</i> to provide a copy of a document including this <i>loan agreement</i> or request <i>us</i> to sign any document. This does not include any document for which a specific fee is payable.	\$50.00
Document handling out-of-pocket expenses	Payable when <i>we</i> pay or are required to pay these expenses.	The amount of all out-of-pocket expenses incurred by <i>us</i> for document handling.

Legal costs and disbursement	Payable when we pay or are required to pay these costs.	The amount of all professional costs and disbursements we incur or have to pay <i>our</i> solicitors as a result of us consenting to any variation or matter relating to this <i>loan agreement</i> .
Valuation fee	Payable when we pay or are required to pay this fee.	The amount of all costs we incur or have to pay to a valuer as a result of any variation or matter relating to this <i>loan agreement</i> .
Government fees and charges	Payable when we pay or are required to pay these fees.	The amount of all costs we incur or have to pay to the government pertaining to this <i>loan agreement</i> including its establishment and any receipts or withdrawals
Company constitution review fee	This applies to <i>strata corporations</i> which are company title or stratum title companies. Before approving the <i>loan</i> we require the constitution of the company to be reviewed by <i>our</i> solicitors. Payable when we pay or are required to pay this fee.	The amount of all professional costs and disbursements we incur or have to pay <i>our</i> solicitors to review a company constitution.
Changes		
Changes without your consent	<p>WARNING</p> <p>We may, in accordance with the General Conditions, change any of the following at any time without <i>your</i> consent:</p> <ul style="list-style-type: none"> • the <i>term</i> (see General Conditions clauses 17.1 and 26) • the <i>interest rate</i> during a <i>variable rate period</i> (see General Conditions clauses 10.2, 11.1, 12.2 and 26) • the amount, number, frequency of time for payment of <i>repayments</i> or the period over which <i>repayments</i> are to be paid (see General Conditions clauses 17, 18.2 and 26) • amount and type of fees and charges and when they are payable including by imposing new fees and charges or changing the method of calculation of a fee or charge (see General Conditions clause 26). <p>You will be notified of the change or new fee or charge in writing in accordance with the General Conditions.</p>	

B. Other Important Information

Type of Loan	<i>Progressive drawdown loan. The loan amount will be progressively drawn down as requested by you. Progressive drawdowns are not permitted during a fixed rate period.</i>
To whom will funds be paid	<i>We will advance the loan to your bank account as directed by you. We may also pay ourselves for any credit fees and charges set out in this Schedule.</i>
Purpose of loan	<i>Remedial works. You must apply the loan amount to this purpose and provide us with evidence that you have done so if we ask for it.</i>
Special Conditions	<i>Nil</i>
Offer expiry date and drawdown period	<i>This offer to lend you the loan expires if you do not accept it by 10 February 2026. If you have accepted this offer but have not fully drawn down the loan by 10 December 2026 we may cancel any part of the loan which has not been drawn down. We will also cancel any part of the loan which you notify us that you do not require.</i>

C. Offer By StrataCash

Subject to completing a satisfactory credit assessment we offer to enter into this *loan agreement* with *you* on the terms set out in this *Schedule* and the *General Conditions*.

You may accept this offer by signing it and returning it to *us* together with all details and information *we* have requested in order to complete *our* credit assessment before the Offer expiry date at the following address:

Locked Bag 1
Gold Coast MC
QLD 9726

or by such other method (including by *electronic communication*) or at such other place as *we* may agree.

Executed for and on behalf of StrataCash Management Pty Ltd ABN 44 124 400 924

Signature: 

Name: Daniel Borin

Position: Director

Date: 10/12/2025

D. Acceptance By Customer

By signing this document *you*:

- accept the offer set out in this document;
- declare that all the information *you* have given *us* is accurate and not misleading and that *you* are aware that *we* are relying on it;
- acknowledge that the offer is subject to a satisfactory credit assessment and that no binding agreement will exist between *you* and *us* until *we* have notified *you* that *we* have completed *our* credit assessment and agreed to proceed with the *loan*.
- acknowledge that before signing this document *you* received and read a copy of:
 - this Schedule;
 - the General Conditions;
 - *our* Credit Guide; and
 - the Information Statement;
- acknowledge that *you* were given the opportunity to seek independent legal advice and that *we* recommended that *you* obtain such advice;
- declare that *you* do not sign this acceptance as trustee, unless *you* have told *us* in writing;
- agree to notify *us* promptly in writing if *you* change *your* address, a *strata manager* is appointed for *you* or *your* existing *strata manager* ceases to act;
- declare that *you* have power to enter into this *loan agreement* and *you* do not need anybody else's consent before *you* enter into the *loan agreement*; and
- acknowledge that this *loan* is only regulated by the *National Credit Code* if the purpose of the *loan* is to purchase, renovate or improve residential property or to refinance a loan that was made for these purposes.

HOW TO ACCEPT THIS OFFER

To accept this offer *you* must sign and date this document below and return it to *us* together with all information that *we* have requested in order to complete *our* credit assessment to the address set out in section C of this *Schedule* or at such other place or in such other manner as *we* may agree.

BEFORE YOU SIGN	IMPORTANT THINGS YOU MUST KNOW
<ul style="list-style-type: none"> • READ THIS CONTRACT DOCUMENT so that you know exactly what contract you are entering into and what you will have to do under the contract. • You should also read the information statement: "THINGS YOU SHOULD KNOW ABOUT YOUR PROPOSED CREDIT CONTRACT". • Fill in or cross out any blank spaces. • Get a copy of this contract document. • Do not sign this contract document if there is anything you do not understand. 	<ul style="list-style-type: none"> • Once you sign this contract document, you will be bound by it. However, you may end the contract before you obtain credit, or a card or other means is used to obtain goods or services for which credit is to be provided under the contract, by telling the credit provider in writing, but you will still be liable for any fees or charges already incurred. • You do not have to take out consumer credit insurance unless you want to. However, if this contract document says so, you must take out insurance over any mortgaged property that is used as security, such as a house or car. • If you take out insurance, the credit provider cannot insist on any particular insurance company. • If this contract document says so, the credit provider can vary the annual percentage rate (the interest rate), the repayments and the fees and charges and can add new fees and charges without your consent. • If this contract document says so, the credit provider can charge a fee if you pay out your contract early.

Executed by
The Owners - Strata Plan 82167
 Under common seal by its authorised representatives



Authorised representative 1

Authorised representative 2

Signature:

Signature:

Name:

Name:

Position:

Position:

Date:

Please complete email address if *you* would like *us* to send any communications under this *loan agreement* to you electronically.

Borrower Email Address	
------------------------	--

See clause 24 of the General Conditions for important information on email communications.

You should retain additional copies of this *loan agreement* for *your* records.



PVM ROOFING

**162/ 1A Kalaroo Rd
Redhead NSW 2290
Mob 0414712004
pmroofing@hotmail.com
Lic No 204703C
ABN 30 176 990 149**

Quotation 0045

3rd October 2025

Attention: Heidi Turner

C/- Lake Group Strata

RE: Roofing Quote-SP82176 170-172 Gosford Road Adamstown NSW

Thank you for allowing us the opportunity to assess and quote your roofing needs on the above property. PM Roofing is a professional and meticulous roofing company and proudly has a complaint free record with the Department of Fair Trading for over 30 years. Our experienced tradesmen and our friendly staff will ensure 100% satisfaction when it comes to having work done by PM Roofing. Following on from your appointment with our senior roofing assessor Mr Paul Mason, we are pleased to provide you with the following quotation for the work:

Scope of works; Recommend new roof

- 1) Supply and lay 29 x 75mm rolls of insulation blanket under existing roof, lift existing roof sheets and re-instate roof once insulation is layed, to all units, top floor only.
- 2) Supply and fix 4000 x new roof screws to existing roof to give longevity.
- 3) Re-fix existing roof flashings, make good to top floor roof only.
- 4) Supply and fix 3 x new dectite flashings to all vent pipes to all units, top floor only.
- 5) Remove old existing ceiling battens, all units and dump.
- 6) Supply and fix new ceiling batts to R-3 Value to all units x 494 square meters.

TOTAL PRICE \$29,678.00 (INC of GST)

Price for total roof replacement including new gutters \$47,676.00 (INC of GST)

How we are different: PM Roofing ensures 100% customer satisfaction by providing:

- ✓ An inspection by a supervisor at every stage of your job
- ✓ Over thirty years of experience for your peace of mind
- ✓ And a proven track record of high quality workmanship guaranteed. If you have any queries please do not hesitate to contact Paul Mason on 0414 712 004 or email pmroofing@hotmail.com



Our Reference: UBS-5244.02

Tuesday, 10 March 2026

Insured: SP 82167

YDR Loss Adjusters

Situation Address: 170-172 Gosford Road, ADAMSTOWN, NSW 2289

Your Reference: 83334

Dear Alex,

We confirm attending the above residential on 05/03/2026 and advise our tender price to complete the works is,

Total Quote - \$ 3,918.19 Plus GST (\$ 4,310.01 GST Inclusive).

The above quotation is subject to the following clarifications.

1. Scope of works as per attachment UBS-5244.02
2. We anticipate that there will be some disruption to the occupants during the course of the repairs which UBS will try to minimise. The occupants will not need to vacate the property.

A site commencement can only be confirmed once UBS have received the signed agreement and payment of the excess.

Please contact the undersigned if there are any further queries.

Regards

Riley Irwin
Estimator
0461 514 963
Riley.Irwin@urbanbuildingsolutions.com.au

Sydney / Central Coast / Newcastle / Coffs Harbour / Byron Bay

(T) 02 9793 9921

Head Office - Level 3, 18 Flour Mill Way, Summer Hill, NSW 2130

Regional Office – 101 Munibung Cardiff , New South Wales 2285, AU

NSW License 223497c

Gold Coast / Brisbane / Sunshine Coast

(T) 07 3451 9360

11-17 Cairns Street, Loganholme QLD 4129

Qld License 15425627

www.urbanbuildingsolutions.com.au

Insured: SP 82167

170-172 Gosford Road, ADAMSTOWN, NSW 2289 (UBS 5244.02)

General	Qty	Rate	Trade Cost
Rubbish removal including tip fees and provision of skips.	1	\$80.00	\$80.00
No allowance to relocate furniture or contents within the home to facilitate the repair works due to the property being tenanted or vacant			Note
Trades to carry out ongoing cleaning during the works including disposal of materials and offcuts / excess material from site	1	\$160.00	\$160.00
Safety Considerations			
Carry out hazard risk assessment at tendering stage to comply with current regulations and ongoing support from the UBS Site Safety Officer for the duration of the works	1	\$120.00	\$120.00
Pre - Commencement			
Site attendance to complete the safety assessment and document a dilapidation report of the property prior to the works proceeding	1	\$115.00	\$115.00

Schedule Of Works

Unit 2

Living Area (4.3m x 4.3m x 2.4m)

Scrape back peeling and bubbled paint on ceiling and entry wall, set and sand ready for painting. (Minimum charge - 2 visits)	1	\$720.00	\$720.00
Apply coat of stain blocker to any areas where water staining is present.	1	\$130.00	\$130.00
Prepare and paint ceiling and cornice in a 2 coat system to best match existing. Approx 19m2	19	\$27.00	\$513.00
Prepare and paint entry wall and opposite wall in a 2 coat system to best match existing. Approx 20m2	20	\$27.00	\$540.00

Kitchen (2.3m x 3.0m x 2.4m)

Apply coat of stain blocker to any areas where water staining is present.	1	\$60.00	\$60.00
Prepare and paint ceiling and cornice in a 2 coat system to best match existing. Approx 7m2	7	\$27.00	\$189.00

Powder area in bathroom (1.0m x 1.7m x 2.4m)

Apply coat of stain blocker to any areas where water staining is present.	1	\$60.00	\$60.00
Prepare and paint ceiling and cornice in a 2 coat system to best match existing. Approx 1.7m2	1	\$150.00	\$150.00

Site Staff

Provide supervisory and estimating support for the works duration.	4	\$113.90	\$455.60
--	---	----------	-----------------

<u>Sub Total</u>	\$3,292.60
<u>19% Builders Margin & Office Overheads</u>	\$625.59
<u>Total All Costs Excl. GST</u>	\$3,918.19
<u>GST</u>	\$391.82
<u>Total All Costs Incl. GST</u>	\$4,310.01

Clarifications

Owner to provide water and power at no cost to UBS.

Owner required to confirm in writing all samples, supply items, finishes and the like prior to ordering as requested by the Supervisor.

There may be an unavoidable texture and colour difference between new and old materials depending on availability and due to ageing.

The quote allows for works to be carried out during business hours (7am-5pm, weekdays) unless notified otherwise.

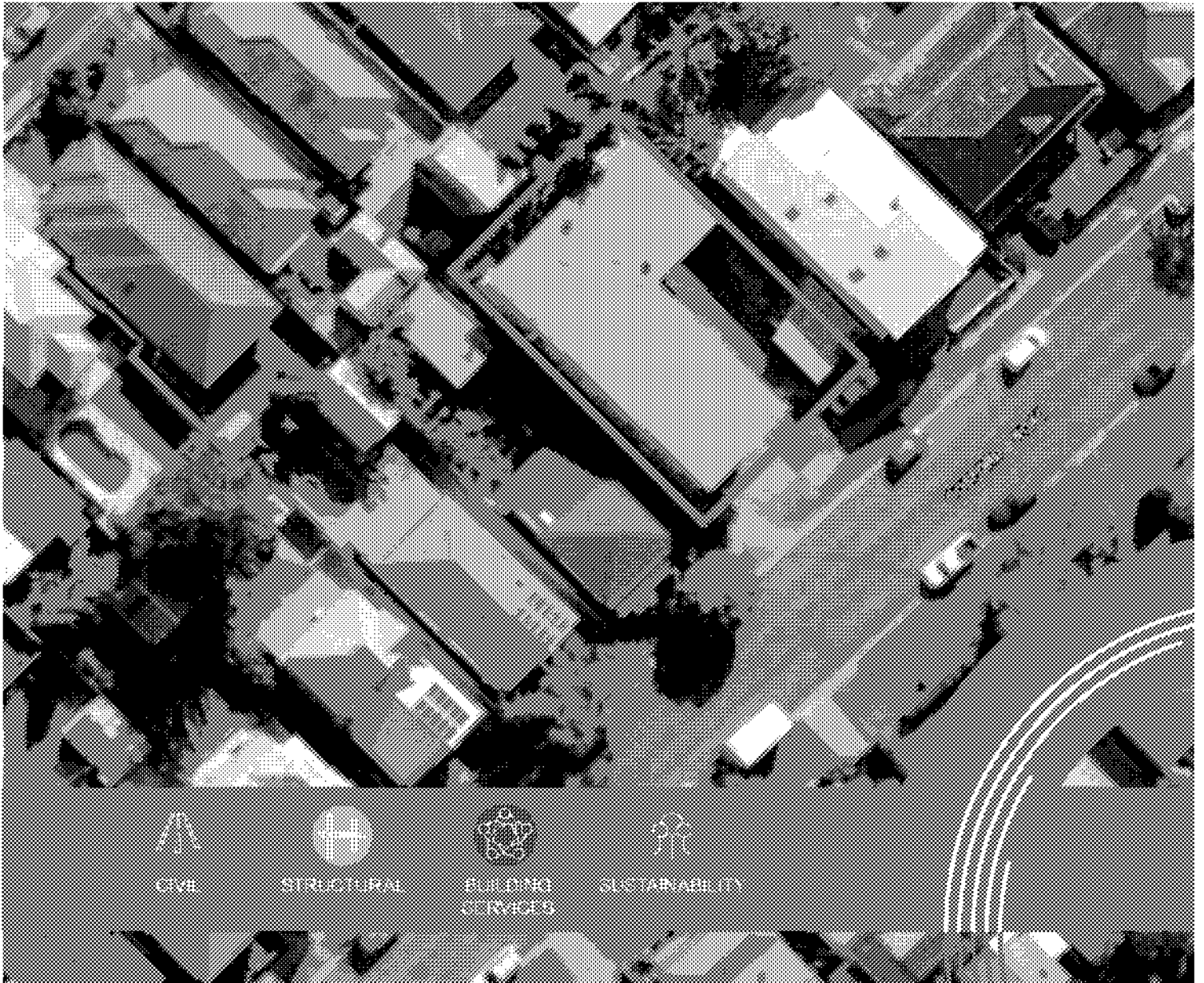
The quote does not allow for staged works. There may be additional costs if the works have to be staged or there are multiple site visits for trades.

The quote provided assumes simultaneous access to all units. If access is restricted there may be additional costs if multiple site visits for trades are required.

Exclusions

Any works not specifically mentioned in this scope.

Painting of timberwork such as doors, frames, skirtings, architraves, cornice unless advised otherwise in the above scope



Inspection of walkway and stairs

at

170 Gosford Rd, Adamstown

29 October 2020

NL200174

KDC Pty Ltd

Patrick Quinlan
125 Bull St
Newcastle West NSW 2302

Dear Patrick

Re: 170 Gosford Rd, Adamstown

An inspection of the above-mentioned site was carried out at your request on Tuesday 7th July 2020. The purpose of the inspection was to review reported deterioration of the elevated walkways and associated stairs at the unit complex at the above-mentioned site.

At the time of our inspection, the upper walkways were noted to consist of timber floor joists cantilevering from the units with steel stair stringers, precast treads and steel columns. The lower walkways consisted of concrete slabs on loadbearing masonry walls. We understand the lower walkways are not part of this review and there is no intention to replace them.

Generally, the upper walkways were topped with timber floorboards and the underside lined with what appeared to be fibre cement sheet. Holes had been drilled in the underside; we were told in order to prevent ponding of rainwater within the floor depth. At the time of our inspection we were told water ingress into units at the walkway junction has become a regular occurrence.

The unit located over garage numbers 8,6 and 7 had solid sheeting to the top and soffit, with no holes in the soffit. It was noted by you that there had been no reports of water ingress to that unit.

Our inspection was limited to a visual inspection from floor level only and no destructive or non-destructive testing was carried out. Inspection through drainage holes in the walkway soffit was attempted, but unsuccessful due to the small size.

We have since been advised that existing structural drawings are unavailable for review.

Investigation Findings

The structure appears 40 years or more in age. The history of the flooring and cladding of the walkway is unknown, but likely to have been changed over time.

The arrangement and condition of the walkway structure can be seen in Figures 1 to 5 below.



Figure 1 - Site as viewed from Gosford Road



Figure 2 - Upper walkway arrangement as viewed from carpark



Figure 3 - Front stair arrangement



Figure 4 - Rear stair arrangement



Figure 5 - Upper walkway surface adjacent to front stair



Figure 6 - Upper walkway surface - note change to solid sheeting to rear unit

The stair stringer was of steel construction and there was evidence of deterioration of the connection at the top of the stair as shown in Figure 7 below. The supporting structure was unable to be inspected due to the cladding as can be seen in the same figure.



Figure 7 - Connection at top of upper front stair

Figure 8 below shows the general condition and configuration of stair treads with open risers.



Figure 8 - View of underside of upper walkway from base of upper front stair

Whilst not part of our scope, we noted the presence of spalling and corrosion to reinforcement at the edge of the lower concrete landing slab as shown in Figure 9 below.



Figure 9 - Corrosion and spalling to lower walkway slab

Discussions and Recommendations

The condition of the floor joists was unable to be reviewed by us due to access constraints. We recommend that if chosen to be retained, their condition be carefully assessed to ensure structural adequacy.

The arrangement of cantilevered joists has, in our opinion, become the single biggest issue with regards to water ingress.

The condition of the support at the top of the front stair requires further investigation and, in our opinion, likely replacement of the supporting structural member due to signs of corrosion and movement.

If the joists were found to be in sound condition, a solid, waterproofed flooring could be installed to the top of the floor joists in order to prevent water tracking along joists into the units. This would of course rely entirely on waterproofing and joint sealant which requires ongoing maintenance. Levels and falls would need to be carefully confirmed to ensure run-off is not directed into the building. The lack of issues with the unit over garages 8, 6 and 7 suggests this has been the approach used by that owner, although we are unable to verify the success of this approach.

An alternative recommendation involves the replacement of the walkways with a structural system that is separated from the main unit structure and able to prevent water tracking into the unit. This would involve cutting off and removing the walkway joists and replacement with new structure. An option for the structure for preliminary pricing is attached for your review. Note the option of a modular system should be explored with fabricators in order to reduce the installation/construction time which will prevent access to upper units. We recommend that the opportunity then would exist to ensure balustrades, handrail, stairs and walkway surfaces to be made compliant to the National Construction Code.

We recommend that the spalled concrete in Figure 9 be remediated as follows:

- ✦ Using small low impact tool, remove all drummy concrete.
- ✦ When corroded steel is noted the full extent of corroded steel shall be exposed until intact/uncorroded steel is visible.
- ✦ Wire brush all exposed steel.
- ✦ Where corrosion has extended to slab reinforcement, ensure a clear space behind the reinforcing of approx. 15mm (the depth required to achieve a sound substrate and bar encapsulation).
- ✦ Apply Sika Monotop 910N as the steel and substrate primer prior to the application of repair mortar. The application of the primer must be carried out in accordance with the product datasheet attached.
- ✦ Apply Sika Monotop 612N to build out. Multiple layers may be required in order to achieve a minimum cover of 25mm to any exposed steel. The Application of Sika Monotop 612N must be applied in accordance with the product datasheet attached.

Note we have witnessed two local contractors carry out this kind of work successfully:

CCRnet (<http://ccrnet.com.au/>) and Fairview Solutions



Please note that we have not assessed the structure for compliance to current Australian Standards or National Construction Code, although we note that stair treads, balustrades and handrails appear non-complaint.

We trust this meets your requirements. Should you have any queries, please feel free to contact the undersigned on (02) 4943 1777.

Yours faithfully,

A handwritten signature in black ink, appearing to read "Karlie Collis".

Karlie Collis

Senior Structural Engineer | Principal
BE Civil NER CPEng (Structural) FIEAust

Limitation Statement

Northrop Consulting Engineers Pty Ltd (Northrop) has been retained to prepare this report based on specific instructions, scope of work and purpose pursuant to a contract with its client. It has been prepared in accordance with the usual care and thoroughness of the consulting profession for the use of KDC Pty Ltd. The report is based on generally accepted practices and standards applicable to the scope of work at the time it was prepared. No other warranty, express or implied, is made as to the professional advice included in this report.

Except where expressly permitted in writing or required by law, no third party may use or rely on this report unless otherwise agreed in writing by Northrop.

Where this report indicates that information has been provided to Northrop by third parties, Northrop has made no independent verification of this information except as expressly stated in the report. Northrop is not liable for any inaccuracies in or omissions to that information.

The report was prepared on the dates shown and is based on the conditions and information received at the time of preparation.

This report should be read in full, with reference made to all sources. No responsibility is accepted for use of any part of this report in any other context or for any other purpose. Northrop does not purport to give legal advice or financial advice. Appropriate specialist advice should be obtained where required.

To the extent permitted by law, Northrop expressly excludes any liability for any loss, damage, cost or expenses suffered by any third party relating to or resulting from the use of, or reliance on, any information contained in this report.

NOTES:

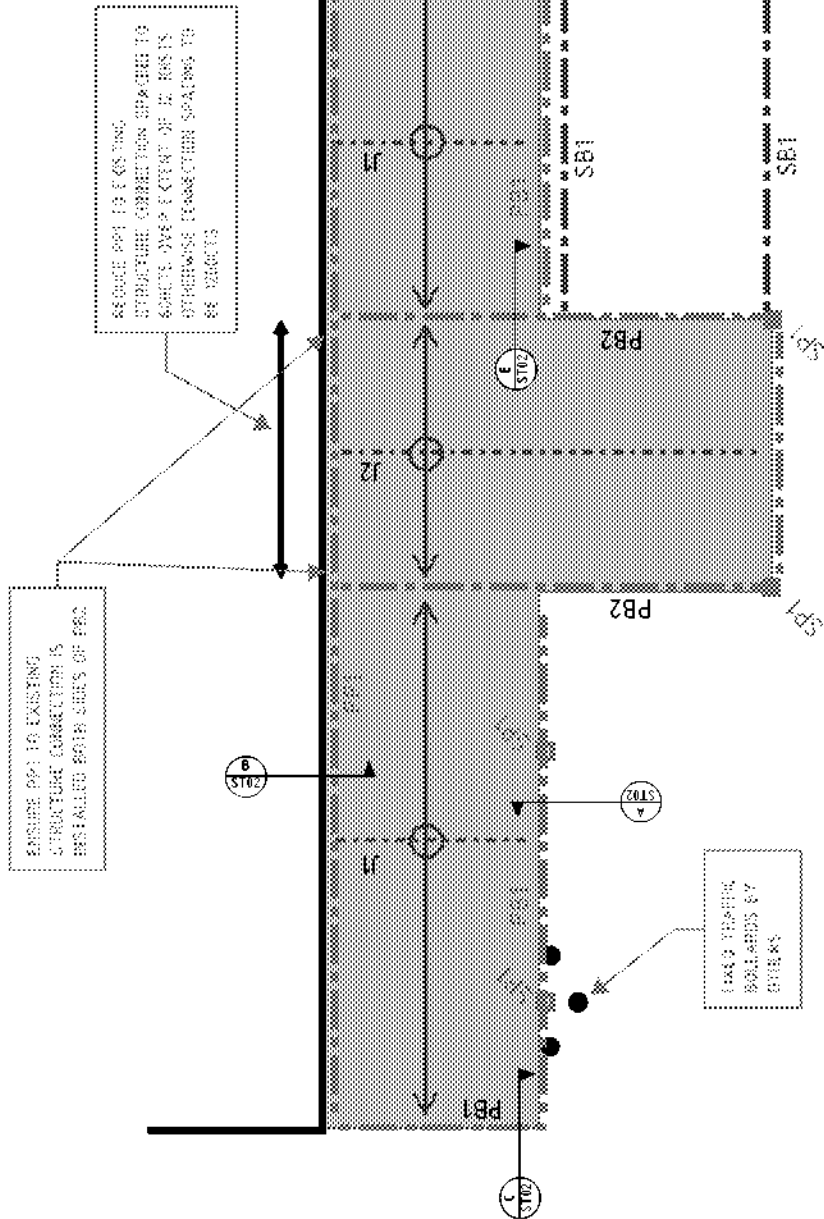
- DESIGN LOADING AS FOLLOWS:

LIVE - 4.0kPa
DEAD - 1.0kPa

WIND UPLIFT - 1.3kPa
WIND DOWN - 0.48kPa

- STEEL POST NOT DESIGNED FOR IMPACT LOADING FROM VEHICLES AND WILL REQUIRE THE INSTALLATION OF FIXED TRAFFIC BOLLARDS, BOLLARDS BY OTHERS

- ALLOW HDG600 TO ALL STEELWORK OR EHBA



MEMBER SCHEDULE:

STAIR STRINGERS
SB1 - 150x45

FLAT TOP BEAMS
PB1 - 150x45
PB2 - 150x45
PB3 - 150x45

JOIST TIMBER OPTION:

J1 - 120 x 35 F17 HW @ 300cts
J2 - 120 x 45 F17 HW @ 300cts

JOIST STEEL OPTION:

J1 - C300Z @ 450cts
J2 - C300Z @ 450cts

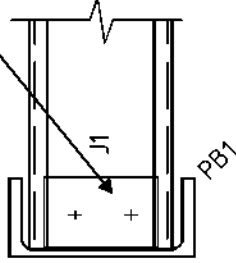
STEEL POSTS:

SP1 - 80 x 5.0 SHS

Date:	17.09.20	Project No.:	NL200774
Project:	GOSFORD ROAD		
Title:	BALCONY/WALKWAY FRAMING		
Drawing No.:	ST01	Revision:	1
Drawn:	WETERMAN	Scale:	N.T.S.

PRELIMINARY ONLY - NOT FOR CONSTRUCTION

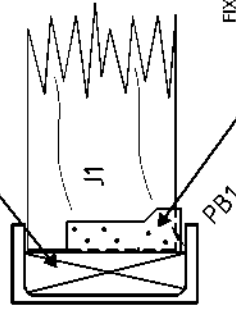
FIX JOISTS TO BEAM USING 8 CLEAT WITH 2/M12 BOLTS



A SECTION
ST01

BALCONY STEEL JOIST TO BEAM
DETAIL
NTS

PROVIDE TIMBER BLOCKING AND BOLT TO WEB OF PFC

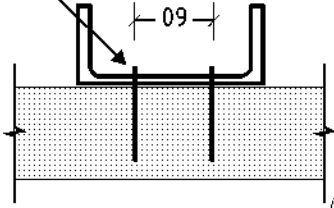


A SECTION
ST01

FIX JOISTS TO PFC WITH PRYDA FB45120 JOIST B00TS WITH 6/WTF12-35 SCREWS IN EACH MEMBER

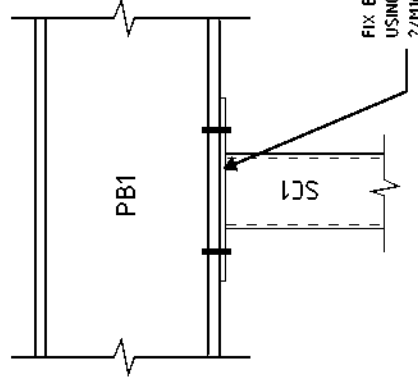
BALCONY TIMBER JOIST TO BEAM
DETAIL
NTS

FIX PP1 TO EXISTING STUDS WITH 2/M10 COACH SCREWS CENTRALLY WITH 80 EMBEDMENT AND MIN 60 SCREW SPACE



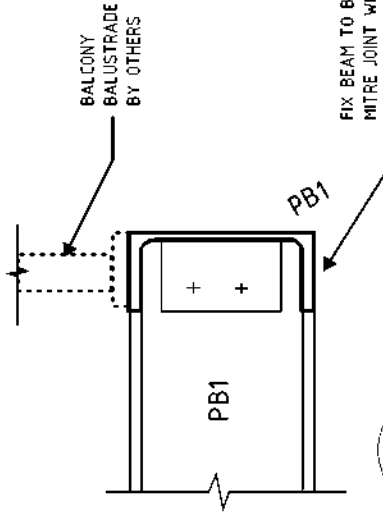
B SECTION
ST01

BALCONY PP1 TO EXISTING
STRUCTURE CONNECTION DETAIL
NTS



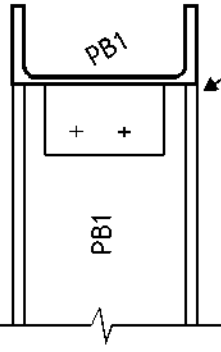
BALCONY PB1 TO COLUMN
CONNECTION
DETAIL
NTS

FIX BEAM TO COLUMN USING 10 END CAP AND 2/M16 BOLTS



C SECTION
ST01

BALCONY BEAM TO BEAM
CONNECTION DETAIL (TYPICAL)
NTS



E SECTION
ST01

BALCONY BEAM TO BEAM
CONNECTION DETAIL (TYPICAL)
NTS

FIX BEAM TO BEAM USING 10 CLEAT BOLTED TO WEB OF PB1 WITH 2/M16 BOLTS

FIX BEAM TO BEAM USING MITRE JOINT WITH 10 CLEAT BOLTED TO WEB OF PB1 WITH 2/M16 BOLTS

Date:	17.09.20	Project No.:	NL200174
Project:	60SFORD ROAD		
Title:	BALCONY/WALKWAY FRAMING		
Drawing No.:	ST02	Revision:	1
Drawn:	WETERMAN	Scale:	N.T.S.

Building Facade Cladding Report (NSW)

For

170-172 Gosford Road

**170-172 Gosford Road, Adamstown NSW
2289**

Scheme Number: 82167



COMPILED BY: CRAIG WELSH

Job reference number: 137518

Compiled: 25 January 2019

Professional Indemnity Insurance Policy Number 96 0968886 PLP

PO Box 970,
Ingleburn NSW 1890

P 1300 309 201
F 1300 369 190
E info@qjagroup.com.au
W www.qjagroup.com.au

QJA Group Pty Ltd
ABN 27 116 106 453

setting the standard...

Queensland • New South Wales • Victoria • South Australia • Western Australia • Northern Territory • Tasmania A.C.T.

QJA Group Pty Ltd

REPORT CONTENTS

SECTION 1 – BUILDING CLADDING SUMMARY	3
1.1 PURPOSE OF REPORT	3
1.2 PROPERTY ADDRESS	3
1.3 DESCRIPTION OF BUILDING	3
1.4 CLIENT	3
1.5 INSPECTION DETAILS	3
1.6 SITE LOCATION MAP	4
SECTION 2 – BUILDING FACADE CLADDING REPORT	5
2.1 BUILDING REGISTRATION DATE	5
2.2 FACADE CLADDING MATERIALS	5
2.3 BUILDING FACADE COVERAGE	5
2.4 RECOMMENDATIONS	5
SECTION 3 – REPORTING PROCESS AND CONTENT	6
3.1 SITE FACTORS	6
3.2 MAINTENANCE	6
3.3 SUMMARY OF CONSTRUCTION	6
3.4 AREAS NOT INSPECTED - TYPICAL	6
3.5 SCOPE	6
3.6 EXCLUSIONS.....	6
SECTION 4 – SITE PHOTOGRAPHS.....	7
SECTION 5 – COMBUSTIBLE CLADDING CHECKLIST	13
SECTION 6 – REPORT BASIS	16
APPENDIX – BACKGROUND & CASE STUDIES.....	18

SECTION 1 – BUILDING CLADDING SUMMARY

1.1 Purpose of Report

We have been instructed by the Owners Corporation to provide a report as to cladding materials affixed to the vertical faces of the building frames (the facade) that form part of common property of the strata titled property known as **170-172 Gosford Road**. This report can be used as supporting information for the completion of the "Cladding Regulation Online Registration System" as required by the *Environmental Planning and Assessment Amendment (Identification of Buildings with External Combustible Cladding) Regulation 2018*.

1.2 Property Address

The property is situated at **170-172 Gosford Road, Adamstown NSW 2289**.

1.3 Description of Building

The building is a Residential Flat Building (Class 2) property.

The property comprises 8 units in a single 3 storey building with a Metal roof, Aluminium windows, Metal balustrades, Concrete driveways, Colourbond fences, common Landscaping,

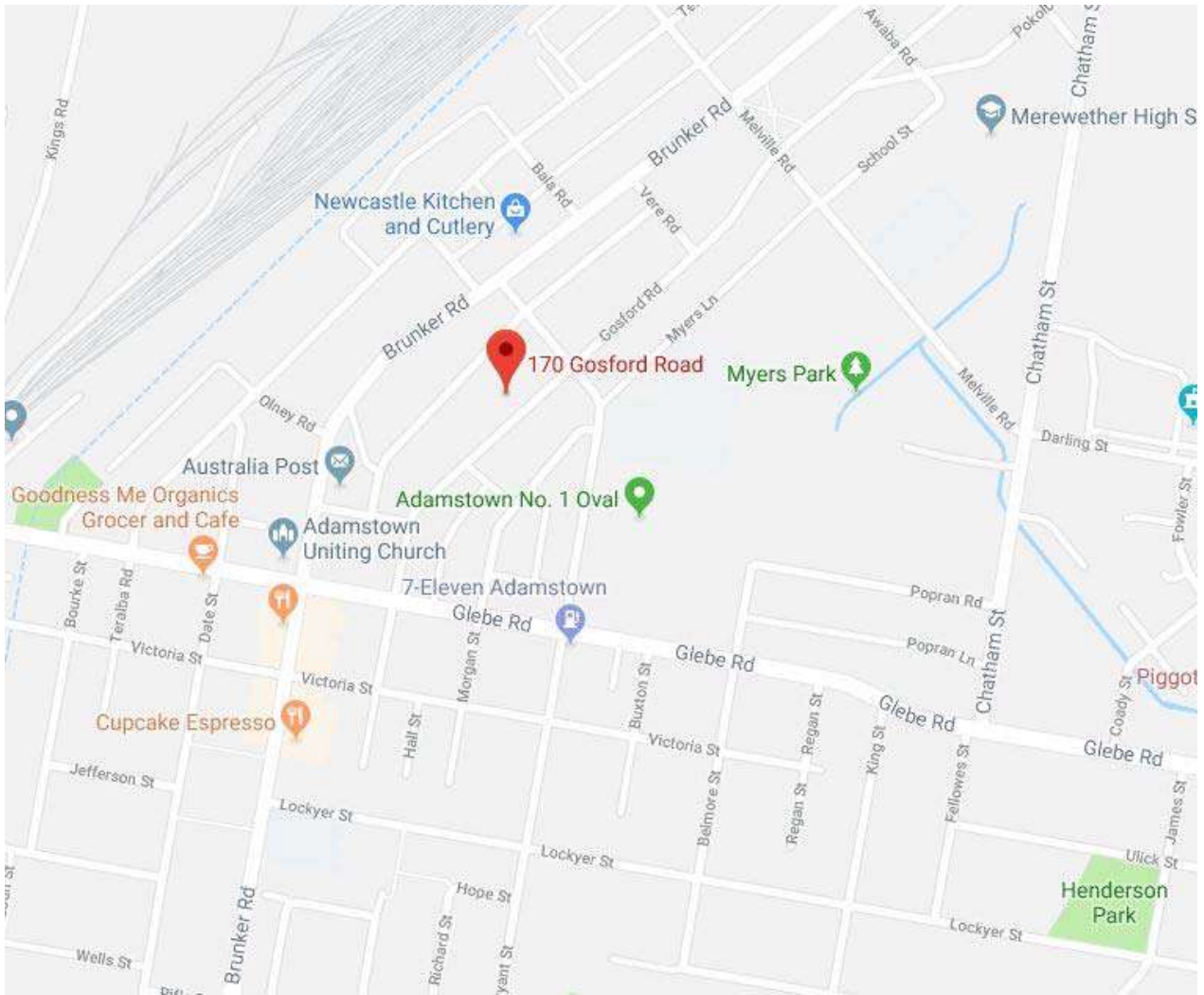
1.4 Client

The Owners, **170-172 Gosford Road**

1.5 Inspection Details

A visual inspection and audit of the site was carried out on **15/01/2019** by an authorized representative of QIA Group Pty Ltd

1.6 Site Location Map



SECTION 2 – BUILDING FACADE CLADDING REPORT

2.1 Building Registration Date

The date of registration of the property according to the strata plans provided by the Client, and therefore the approximate construction date, is 25 May 2009.

2.2 Facade Cladding Materials

The predominant vertical facade of the building consists of Fibre cement sheeting with sections of the facade consisting of Solid Masonry (stone, brick or concrete block).

2.3 Building Facade Coverage

On the basis of our visual inspection of the readily accessible common property building facade areas, we can advise that the constitution of the external facade is approximately:

- 76% Fibre cement sheeting;
- 24% Solid Masonry (stone, brick or concrete block);

2.4 Recommendations

Our visual inspection of the building's facade did not identify any cladding materials that appeared to be "Combustible Cladding" for the purpose of the Regulation. For the purposes of this report, further investigation of the potential combustibility of these building cladding materials as per NCC 2016 Amendment 1 Part C1.9, Performance Requirement CP2, or AS1530.1-1994, the Australian Standard for flammability of external building products is not required, unless further requested by Government Regulators as a result of amendments in current legislation.

The Building therefore does not require Registration at this time.

SECTION 3 – REPORTING PROCESS AND CONTENT

3.1 *SITE FACTORS*

The building is sited on, what appears to be a reasonably well drained block of land. Easy pedestrian and vehicular access was available.

3.2 *MAINTENANCE*

Generally, the building appears to have been reasonably well maintained.

3.3 *SUMMARY OF CONSTRUCTION*

3.3.1 **Facade Materials**

3.3.1.1 *Primary*

FACADE MATERIAL: Fibre cement sheeting

3.3.1.2 *Other*

FACADE MATERIAL: Solid Masonry (stone, brick or concrete block), ,

3.4 *AREAS NOT INSPECTED - TYPICAL*

- Part or parts of the building exterior facade that were not readily accessible
- Part or parts of any buildings that are not deemed to be cladding affixed to the frame of the building that also form part of the vertical common property facade of said building/s.
- Part or parts of the common property facade of the building/s that were not safely accessible because they were more than 2.5m above finished ground level for the plan.
- Areas of the Common Property building facade that were obstructed at the time of inspection as a result of alignment of the common property land, buildings or vegetation. Obstructions are defined as any condition or physical limitation which inhibits or prevents inspection of the property

3.5 *SCOPE*

- This Inspection Report does not include the inspection and assessment of items or matters outside the stated purpose of the requested inspection and report. Other items or matters should be the subject of an Inspection Report which deals with these matters.
- The report is designed to be published only by the Strata Manager to unit owners and the respective insurance company.
- The report does not carry the right of other publication, with the exception of the above, without written consent of QIA Group Pty Ltd.
- This report is not an engineering survey of improvements or status of the building and its contents.

3.6 *EXCLUSIONS*

A Building Facade Cladding Report does not cover or deal with:

- Any 'minor fault or defect'
- Solving or providing costs for any rectification or repair work;
- The structural design or adequacy of any element of construction;
- Detection of wood destroying insects such as termites and wood borers;
- Any services including building, engineering (electronic), fire and smoke detection or mechanical;
- A review of occupational, health or safety issues such as asbestos content, or the provision of safety glass or swimming pool fencing;
- Whether the building complies with the provisions of any building Act, code, regulation(s) or by-laws; and
- Whether the ground on which the building rests has been filled, is liable to subside, is subject to landslip, earthquakes or tidal inundation, or if it is flood prone.

SECTION 4 – SITE PHOTOGRAPHS













SECTION 5 – COMBUSTIBLE CLADDING CHECKLIST

This checklist is provided to assist with the completion of the NSW Cladding Registration as described in the *Environmental Planning and Assessment Amendment (Identification of Buildings with External Combustible Cladding) Regulation 2018*.

Owners are to satisfy themselves that the information, as provided, is compiled in suitable format when completing the online registration.

Registration is required if:

- The building is 2 storeys or more (above the ground);
- The building (or part of the building) is one of the following:
 - An apartment building;
 - Other accommodation for unrelated people (examples include hotels, motels, boarding house, hostel, backpackers, residential parts of a school or accommodation buildings for children, the elderly or people with a disability);
 - An aged care building or healthcare building, hospital, clinic, or day surgery;
 - A Public assembly building where people may gather for social, theatrical, political, religious, or civil purposes (examples include schools, universities, childcare centres, sporting facilities, cinemas, nightclubs, public transport buildings);
- The building has either metal composite panels or insulated cladding system on any part of its external walls or another external area of the building.

Building Name?

The building is known as 170-172 Gosford Road

Building Address?

- 170-172 Gosford Road, Adamstown NSW 2289

What is your building used for?

- The building is used for Residential Flat Building (Class 2)

Does the building have any further uses?

- NO

Was the building first occupied after 22 October 2018?

- NO

How many storeys above ground is the building?

- The building is 3 or more storeys above ground.

How many storeys below ground is the building?

- 0

What are the cladding types?

- Aluminium Composite Panel
- Copper composite panels
- Zinc composite panels
- Insulated cladding system
- Other metal composite panel
- Unknown

Name of product and manufacturer if known?

- N/A

Where is the cladding located?

- External Wall
- Balconies
- Decorative Features
- Around Windows
- Awning
- Sign
- Cladding extending vertically for more than 1 storey
- Cladding located near or above an exit
- Other

Basic assessment of cladding coverage?

- 0 %

Does the building have sprinklers installed on all levels?

- NO

Were you directed to register the building by Council or NSW Govt Agency (e.g. FRNSW)?

- NO

Have you had the cladding assessed for fire risk?

- NO

Has a Fire Safety order been issued?

- NO

SUPPLEMENTARY INFORMATION:**What is the total floor area of your building?**

- The building is <2000M2.

What are the other general building materials that are used for external wall cladding, soffits and building attachments (such as architectural features, sun shades, awnings)?

- Plywood or High-Pressure Laminates (HPL)
- Concrete (including pre-cast/tilt-up concrete, but excluding a rendered surface finish)
- Solid masonry (stone, brick or concrete block)
- Glass (including glass curtain walls and/or aluminium-framed windows)
- Metal wall sheeting (metal used in a single sheet and not as part of a bonded laminate or composite panel)
- Fibre cement sheeting
- Rendered surface finish
- Materials other than those listed above

SECTION 6 – REPORT BASIS

This report is not an all encompassing report dealing with a building/complex from every aspect. It is a reasonable attempt to visually identify any Combustible Cladding affixed to the vertical faces of the building frames (the facade) that form part of strata titled common property. This report is not a certificate of compliance with respect to any Act, Regulation, Ordinance or By-law. The report is not a structural report and should you require any advice of a structural nature we recommend that a structural engineer be engaged.

The common areas inspected were limited to those areas of the body corporate common property that were communal and readily and safely accessible.

The visual inspection was generally performed at ground level and may have extended to areas of the building facade above 2.5m where safe access was provided and said access did not require specific licensing or the use of specialised lifting equipment.

This report accompanies the visual inspection and provides general information as to the types of cladding materials affixed to the readily accessible building facade areas inspected.

The inspection did not include breaking apart, dismantling, removing or moving any element of the building and items affixed to the readily accessible common property building facades.

The inspector identified and assessed hazards relating to the static condition of readily accessible building facade areas at the time of inspection.

The type of survey undertaken was a visual survey, it did not include sampling, breaking apart, drilling into or using any non-visual method to establish whether cladding was present. Neither the survey nor the report includes sampling or testing of asbestos containing materials or suspected asbestos containing materials pertaining to the readily accessible common areas forming part of the subject building.

Our report does not and cannot make comment upon: materials that may have been concealed, the assessment of which may rely on certain weather conditions; the presence or absence of timber pests; gas fittings; heritage concerns; fire protection; site drainage; security concerns; detection and identification of illegal building work; durability of exposed finishes; or items that are present in the roof space and under floor space.

QIA Group Pty Ltd has taken all care to ensure that this report includes the most accurate information available.

- (a) All implied conditions, warranties and rights are excluded from the services offered, except for those which cannot be excluded by virtue of law. Where any condition, warranty or right is implied by law and cannot be excluded, we limit our liability for breach of, or other act contrary to, that implied condition, warranty or right:
- (i) in connection with the supply of goods, to one or more of the following (as we may determine):
 - (A) replacement of the goods or supply of equivalent goods;
 - (B) repair of the goods;

- (C) payment of the cost of replacing the goods, or of acquiring equivalent goods; or
 - (D) payment of the cost of having the goods repaired;
- (ii) in connection with the supply of services, to one of the following (as we may determine):
- (A) supplying of the services again; or
 - (B) payment of the cost of having the services supplied again; and
- (iii) otherwise to the extent permitted by law.
- (b) Subject to clause (a), and despite any implication arising from report provided, we are not, and will not be, liable to you in contract, in tort (including negligence), under any statute (to the extent permitted by law), or otherwise for, or in respect of, any indirect or consequential loss or damage.

Subject to clause (a) and despite any implications arising from the report provided, our total and aggregate liability in contract, in torts (including negligence), under statute (to the extent permitted by law), or otherwise for, or in respect of, any direct loss or damage arising out of any breach or other act or omission in connection with any Services, will not exceed the fees for those particular Services.

We reserve the right to amend this report and the opinions expressed in this report in light of any additional information that might be received or made available after the date of this report.

BUILDING APPROVALS

The inspector has relied on any and all building inspections and approvals given by the relevant authority in relation to the construction and completion of the subject buildings, i.e. it assumes that the appropriate approvals have been granted and are in place.

ACCESS

If an onsite contact was nominated for the inspection, we have endeavoured to undertake the audit in consultation with said contact.

APPENDIX – BACKGROUND & CASE STUDIES

Since the mid 1990's, Aluminium Composite Panel (ACP) has become a standard material for medium and high-rise buildings across Australia. All cladding products are to comply with AS1530.1-1994; the Australian Standard for flammability of external building product. Unfortunately, evidence has proven that this is not always the case. There is now undeniable evidence ACP products containing a highly flammable Polyethylene core have been distributed and installed on Australian Buildings.

Globally, the Grenfell Tower fire in North Kensington, London, on the 14th of June 2017 sparked an international concern about the hazard associated with the use of combustible aluminium composite panel products in the construction of high-rise buildings and the potential for vertical fire spread. A fire started on the fourth floor of the building and spread so quickly trapping many of the residents inside. It was so catastrophic that the death toll reached 72, with another 70 people sustaining serious injuries.

Locally, the Lacrosse building fire in Melbourne on the 25th of November 2014 is the most prominent example of the issue in Australia. The findings of the inquest by the City of Melbourne in April 2015, confirmed the cause of the fire spreading on the exterior of the building was the non-conforming "Alucobest" product.

National Response:

In 2016, the Australian Buildings Code Board report described 2 main factors contributing to the installation of non-compliant external cladding products on high-rise buildings:

1. A lack of awareness or poor understanding of differing products by suppliers, building designers and the builders of installing non-compliant cladding during construction and certification; and
2. Where practitioners substitute products from those specified in design and, in addition, the substituted products do not have adequate fire resistance properties for high-rise buildings. Substitution will typically occur to lower costs, where the inadequate fire resistance properties may be accidentally or knowingly allowed.

The National Construction Code now includes the following requirements:

Pursuant to Specification C1.1 Subsection 3.1 (b) of the BCA external walls are required to be non-combustible as a deemed to satisfy solution.

The definition of non-combustible pursuant to Part A1.1 is Non-combustible means—

(a) applied to a material — not deemed combustible as determined by AS 1530.1 — Combustibility Tests for Materials; and

(b) applied to construction or part of a building — constructed wholly of materials that are not deemed combustible.

State Response:

From 2017, Australian state and territory governments commenced a review of existing buildings to identify the use of highly flammable, combustible external wall cladding products. Addressing both the Grenfell Tower and Lacrosse building fires, the various taskforce units established by Australian state and territory governments have made a number of uniform recommendations to reduce the risk of fire. The recommendations include the undertaking of further audits of existing buildings and further work in formulating a shared responsibility regime applying to manufacturers, importers, suppliers and installers of building products alike.

Whilst the approach taken between the Australian states and territories is not identical, there is an overlapping consensus that fire risks need to be minimised, through increased regulation and compliance measures. The response of certain states and territories are more advanced than others, with legislation recently being passed in NSW and Queensland aimed at preventing the use of unsafe building products and increasing broader accountability.

In July 2017, the Victorian Government established the Victorian Cladding Taskforce (VCT) to investigate the extent of non-compliant external wall cladding on buildings and provide recommendations on how to ensure safety in the homes and offices of Victorians. The VCT issued its interim report and findings on 1 December 2017, confirming the widespread use of combustible cladding products throughout Victoria. It reported that the problem derives from the supply and marketing of unsuitable building materials, a low level of compliance within the construction industry and the need for increased regulation. Audits of Victorian buildings are continuing to take place, and in turn may lead to a number of prosecutions in the event of wrongdoing.

The responses of the Western Australian, South Australian, Tasmanian and Australian Capital Territory governments have mirrored Victoria's approach, with a focus placed on auditing buildings for the use of combustible cladding materials.

Similarly, the NSW government has responded to the issue by implementing an inter-agency Fire Safety and External Wall Cladding Taskforce to develop a government action plan and introducing new legislation. On 18 December 2017, the *Building Products (Safety) Act 2017* came into operation, which now enables the Fair Trading Commissioner (Commissioner) to ban the use of building products in construction when a safety risk has been identified. Relevantly, a safety risk caused by the use of a building product is defined to exist when occupants of the building are or will likely be at risk of death or serious injury. The Act also provides the Commissioner with the power to investigate the safety of building products and the extent to which they have been used in building works. It also provides the Commissioner with the broad power to investigate and examine documents and mandates the requirement of any individual to provide information relating to the investigation. Further, the Act makes it an offence for a builder or owner to engage in the non-compliant use of building products, for the purpose of saving costs or otherwise.

The Queensland government's Non-Conforming Building Products (NCBP) Audit Taskforce has taken a proactive approach to the issue. Brisbane's Princess Alexandra Hospital has already been identified as a government-owned building posing a fire risk with various others continuing to be investigated. In order to enact an appropriate response, the taskforce has established a process of investigating and notifying Queensland Fire and Emergency Service of building works identified to comprise combustible materials. On 31 August 2017, the Queensland Parliament introduced new legislation to regulate the use of building products; namely the *Building and Construction Legislation (Non-conforming Building Products – Chain of Responsibility and Other Matters) Amendment Act 2017*. The Act expands compliance and enforcement powers in Queensland and establishes a more even chain of responsibility amongst designers, manufacturers, importers, suppliers and installers of building materials. It creates new offences and penalties for breaching the obligations placed on participants in the building product supply chain to prevent and address non-conforming building products. Although only applying to the installation of products after 1 November 2017, powers extend to ordering a wrongdoer to undertake remedial works.

Case Studies:

Lacrosse Building, Melbourne

The Lacrosse building is a 23 storey multi use building located in Melbourne, Victoria. The building is mainly Class 2 residential apartments, with Class 6 retail and class 7a carparks at the lower levels. This type of construction and class's requires the highest level of fire resistance of construction outlined by the BCA, Type A.

On the 25th of November 2014 a fire started on the balcony of an apartment on the 8th floor and raced up 13 floors in 10 minutes. The main cause of the fire spreading at such a quick rate is believed to be due to the cladding system used to the external façade of the building

The cladding system used for the external façade of the Lacrosse building was a steel stud frame with polyethylene insulation and aluminium cladding. One of the main issues is why this system was ever installed as it is deemed combustible according to the test criteria, especially when the only test that was ever performed was terminated early as the material was so flammable it was damaging the test equipment.

As the cladding system ran up the external face of the building, once it was ignited it allowed the fire to race up the building in a matter of minutes. One of the main concerns is how the cladding was ever approved and installed considering it was a Type A Fire Resistant construction and the test results proved it was a combustible material.

Grenfell Tower

The Grenfell Tower is a 24 storey apartment building located in North Kensington, London. It was built in 1974 but was recently renovated in May 2016 where the following amendments were made: new exterior cladding, replacement of windows and installation of a communal heating system.

On the 14th of June 2017 a fire started on the fourth floor of the building and spread so quickly trapping many of the residents inside, it was so catastrophic that the death toll reached 72. Fire experts believe it was the newly installed external cladding that was the cause of the fire spreading so rapidly and engulfing the entire block.

The external cladding system that was installed in the May 2016 refurbishments was very similar to that which was on the external façade of the Lacrosse building. It was a steel stud frame with Polyethylene insulation and a metal outer coating.

The steel stud frame created a cavity between cladding and external blockwork of the building, which allowed ventilation to the fire and caused a "chimney effect".

Once the fire had penetrated the cavity of the cladding system it was then able to race up the building and penetrate into other floors. The main issue with the chimney effect is no fire management system such as a sprinkler system can deal with the issue as it is on the external façade of the building.

Similar to the Lacrosse building, the cladding was found to be banned by British regulations and as per the manufacturers specification, the product should have never been installed above 10m from ground level. Although the builder who completed the rectification works is standing firm that they completed the works in accordance with the current codes and regulations. The Fire Protection Association (FPA) and UK's national fire safety organisation have stated when properly installed the system should resist fire. This identifies that there is a lack of understanding of the current standards and regulations and that they are not being enforced.

BOX 833X
(SP82167)

NEW SOUTH WALES

CERTIFICATE OF TITLE

REAL PROPERTY ACT, 1900



TORRENS TITLE

REFERENCE TO FOLIO OF THE REGISTER

IDENTIFIER CP/SP82167

EDITION

DATE OF ISSUE

1

25/5/2009

CERTIFICATE AUTHENTICATION CODE

HYSZ-67-KYPH

I certify that the person described in the First Schedule is the registered proprietor of an estate in fee simple (or such other estate or interest as is set forth in that Schedule) in the land within described subject to such exceptions, encumbrances, interests and entries as appear in the Second Schedule and to any additional entries in the Folio of the Register.



REGISTRAR GENERAL

LAND

THE COMMON PROPERTY IN THE STRATA SCHEME BASED ON STRATA PLAN 82167
WITHIN THE PARCEL SHOWN IN THE TITLE DIAGRAM

AT ADAMSTOWN.
LOCAL GOVERNMENT AREA: NEWCASTLE.
PARISH OF NEWCASTLE COUNTY OF NORTHUMBERLAND
TITLE DIAGRAM: SP82167

FIRST SCHEDULE

THE OWNERS - STRATA PLAN NO. 82167
ADDRESS FOR SERVICE OF NOTICES:
170-172 GOSFORD ROAD
ADAMSTOWN 2289

SECOND SCHEDULE

1. LAND EXCLUDES MINERALS AND IS SUBJECT TO RESERVATIONS AND CONDITIONS IN FAVOUR OF THE CROWN - SEE CROWN GRANT(S)
2. ATTENTION IS DIRECTED TO THE RESIDENTIAL SCHEMES MODEL BY-LAWS CONTAINED IN THE STRATA SCHEMES MANAGEMENT REGULATION APPLICABLE AT THE DATE OF REGISTRATION OF THE SCHEME
KEEPING OF ANIMALS - OPTION A HAS BEEN ADOPTED

SCHEDULE OF UNIT ENTITLEMENT (AGGREGATE: 8)

STRATA PLAN 82167

LOT	ENT	LOT	ENT	LOT	ENT	LOT	ENT
1	- 1	2	- 1	3	- 1	4	- 1
5	- 1	6	- 1	7	- 1	8	- 1

**** END OF CERTIFICATE ****

ANY ATTEMPT TO ALIEN THIS CERTIFICATE COULD RESULT IN HEAVY FINES OR IMPRISONMENT (S.141 REAL PROPERTY ACT)

STRATA SCHEMES MANAGEMENT REGULATION 2005

SCHEDULE 1 MODEL BY-LAWS - RESIDENTIAL

1 Noise

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

2 Vehicles

An owner or occupier of a lot must not park or stand any other motor or other vehicle on common property except with the written approval of the owner's corporation.

3 Obstruction of common property

An owner or occupier of a lot must not obstruct lawful use of common property by any person except on a temporary and non-recurring basis.

4 Damage to lawns and plants on common property

An owner or occupier of a lot must not, except with the prior written approval of the owners corporation:

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

5 Damage to common property

- (1) An owner or occupier of a lot must not mark, paint, drive nails or screws or the like into, or otherwise damage or deface, any structure that forms part of the common property except with prior written approval of the owner's corporation.
- (2) An approval given by the owner's corporation under the subclause (1) cannot authorise any additions to the common property.
- (3) This By-law does not prevent an owner or person authorised by an owner from installing:
 - (a) any locking or other safety device for the protection of the owner's lot against intruders or to improve the safety within the owner's lot, or
 - (b) any screen or other device to prevent entry of animals or insects on the lot, or
 - (c) any structure or device to prevent harm to children, or
 - (d) any device used to affix decorative items to the internal surfaces of walls in the owner's lot
- (4) Any such locking or safety device, screen, other device or structure must be installed in a competent and proper manner and must have an appearance, after it has been installed, of keeping with the appearance of the rest of the building.
- (5) Despite section 62, the owner of a lot must:
 - (a) maintain and keep in a state of good and serviceable repair any installation or structure referred to in the subclause (3) that forms part of the common property and that services the lot, and
 - (b) repair any damage caused to any part of the common property by the installation or removal of any locking or safety device, screen, other device or structure referred to in subclause (3) that forms part of the common property and that services the lot.

6 Behaviour of owners and occupiers

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

7 Children playing on common property in building

An owner or occupier of a lot must not permit any child of whom the owner or occupier has control to play on common property within the building or, unless accompanied by an adult exercising effective control, to be or to

remain on common property comprising a laundry, car parking area or other area of possible danger or hazard to children.

8 Behaviour of invitees

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

9 Depositing rubbish and other material on common property

An owner or occupier of a lot must not deposit or throw on the common property any rubbish, dirt, dust or other material or discarded item except with the prior written approval of the owner's corporation.

10 Drying of laundry items

An owner or occupier of a lot must not, except with the prior written approval of the owners corporation, hang any washing, towel, bedding, clothing or other article on any part of the parcel in such a way as to be visible from outside the building other than on any lines provided by the owners corporation for the purpose and there only for a reasonable period.

11 Cleaning windows and doors

- (1) Except in the circumstances referred to in clause (2), an owner or occupier of a lot is responsible for cleaning all interior and exterior surfaces of glass in windows and doors on the boundary of the lot, including so much as is common property.
- (2) The owners corporation is responsible for cleaning regularly all exterior surfaces of glass in windows and doors that cannot be accessed by the owner or occupier of the lot safely or at all.

12 Storage of flammable liquids and other substances and material

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

13 Changes to floor coverings and surfaces

- (1) An owner or occupier of a lot must notify the owners corporation at least 21 days before changing any of the floor coverings or surfaces of the lot if the change is likely to result in an increase in noise transmitted from that lot to any other lot. The notice must specify the type of the proposed floor covering or surface.
- (2) This by-law does not affect any requirement under any law to obtain a consent to, approval for or any other authorisation for the changing of the floor covering or surface concerned.

14 Floor coverings

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

15 Garbage Disposal

- (1) An owner or occupier of a lot in a strata scheme that does not have shared receptacles for garbage, recyclable material or waste:
 - (a) must maintain such receptacles within the lot, or on such part of the common property as may be authorised by the owners corporation, in clean and dry condition and (except in the case of receptacles for recyclable material) adequately covered, and
 - (b) must ensure that before garbage, recyclable material or waste is placed in the receptacles it is, in the case of garbage, securely wrapped or, in the case of tins or other containers, completely drained, or, in

the case of recyclable material or waste, separated and prepared in accordance with the applicable recycling guidelines, and

- (c) for the purpose of having the garbage, recyclable material or waste collected, must place the receptacles within an area designated for that purpose by the owners corporation and at a time not more than 12 hours before the time at which the garbage, recyclable material or waste is normally collected, and
 - (d) when the garbage, recyclable material or waste has been collected, must promptly return the receptacles to the lot or other area referred to in paragraph (a), and
 - (e) must not place any thing in the receptacles of the owner or occupier of any other lot except with the permission of that owner or occupier, and
 - (f) must promptly remove any thing which the owner, occupier or garbage or recycling collector may have spilled from the receptacles and must take such action as may be necessary to clean the area within which that thing was spilled.
- (2) An owner or occupier of a lot in a strata scheme that has shared receptacles for garbage, recyclable material or waste:
- (a) must ensure that before refuse, recyclable material or waste is placed in the receptacles it is, in the case of refuse, securely wrapped or, in the case of tins or other containers, completely drained, or in the case of recyclable material or waste, separated and prepared in accordance with the applicable recycling guidelines, and
 - (b) must promptly remove any thing which the owner, occupier or garbage or recycling collector may have spilled in the area of the receptacles and must take such action as may be necessary to clean the area within which that thing was spilled.
- (3) An owner or occupier of a lot must:
- (a) comply with the local council's requirements for the storage, handling and collection of garbage, waste and recyclable material, and
 - (b) notify the local council of any loss of, or damage to, receptacles provided by the local council for garbage, recyclable material or waste.
- (4) The owners corporation may post signs on the common property with instructions on handling of garbage, waste and recyclable material that are considered with the local council's requirements.

16 Keeping of Animals

- (1) Subject to section 49(4), an owner or occupier of a lot must not, without the prior written approval of the owner's corporation, keep any animal (except fish kept in a secure aquarium the lot) on the lot or the common property.
- (2) The owner's corporation must not unreasonably withhold its approval of the keeping of an animal on a lot or the common property.

17 Appearance of a Lot

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

18 Change in use of lot to be notified

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

19 Provision of amenities or services

- (i) The owner's corporation may, by special resolution, determine to enter into arrangements for the provision of the following amenities or services to one or more of the lots, or to the owners or occupiers of one or more of the lots:
 - (a) window cleaning
 - (b) garbage disposal and recycling services
 - (c) electricity, water or gas supply,
 - (d) telecommunication services (for example, cable television).
- (2) If the owner's corporation makes a resolution referred to in subclause (1) to provide an amenity or service to a lot or to the owner or occupier of a lot, it must indicate in the resolution the amount for which, or the conditions on which, it will provide the amenity or service.

Note: Section 111 of the Act provides that an Owners' Corporation may enter into an agreement with an owner or occupier of a lot for the provision of amenities or services by it to the lot or to the owner or occupier.

20 Compliance with planning and other requirements

- (1) The owner or occupier of a lot must ensure that the lot is not used for any purpose that is prohibited by law.
- (2) The owner or occupier of a lot must ensure that the lot is not occupied by more persons than are allowed to by law to occupy the lot.

SP82167
34 Smith Street (PO Box 175)
Charlestown NSW 2290

Client Reference: **SP82167**
Tax Invoice No: **317428**
Invoice Date: **27/05/2025**

Account Manager: **Sensation Mugwagwa**
Email: **sensation@resolutepropertyprotect.com.au**
Phone: **03 8646 0263**

NEW BUSINESS INVOICE

Insured: SP82167
Policy Type: Residential Strata
Policy Number: TBA
Risk Details: 170-172 GOSFORD ROAD, ADAMSTOWN, 2289, NSW
Period of Insurance: 29/05/2025 to 29/05/2026
Effective Date: 29/05/2025
Insurer: Insurance Investment Solutions Pty Ltd

Premium:	FSL/ESL:	GST:	Stamp Duty:	Broker Fee:	Insurer Admin Fee:	Total:
\$5,244.58	\$456.71	\$704.13	\$562.23	\$1,040.00	\$300.00	\$8,307.65

Commission earned on this invoice \$0.00

IMPORTANT INFORMATION:

- This invoice will become a tax invoice for GST purposes when paid.
- The commission received by us is borne by the insurer and does not add to the cost of the policy.
- The broker reserves the right to retain brokerage and / or charge a fee in the event of early cancellation of the policy.

TOTAL PREMIUM DUE:

\$8,307.65

Client Ref: Resolute - 15105 Invoice No: 317428



DEFT Reference Number
40619923174287

Pay by credit card or registered bank account at www.deft.com.au.
Payments by credit card may attract a surcharge.



*498 406199 23174287

PAYMENT TERMS:

14 DAYS

Want to pay monthly?

IQumulate
Premium Funding

Click here to accept online

Total amount payable \$9,107.32
(includes application fee and credit charges)
or visit edge.iqumulate.com/myaccount
Enter code: **RBCVXDWADP**

✓
Smooth out cash flow
Easy monthly payments
No additional security

Pay in-store at Australia Post by cheque or EFTPOS



Biller Code: 20362
Ref: 40619923174287

Client:
SP82167
34 Smith Street (PO Box 175)
Charlestown NSW 2290

Contact Details:
Account Manager: Sensation Mugwagwa
Email: sensation@resolutepropertyprotect.com.au
Phone: 03 8646 0263

Policy Type: Residential Strata
Policy Number: TBA
Client Reference: NSW - 15105

Period of Insurance: From: 29/05/2025
To: 29/05/2026

This summary is not a policy document and is only an outline of the coverage summary. The terms, conditions and limitations of the insurer's policy shall prevail at all times.

Insured: SP82167
Situation Address: 170-172 GOSFORD ROAD, ADAMSTOWN, NSW, 2289
No. of Units / Lots: 8

Policy Details:

Limit of Liability:	
Building Sum Insured:	\$2,277,243
Common Contents:	\$22,772
Market Value:	Not Insured
All Sub-Sections 5.1 - 5.10 Combined:	\$569,310
Lot Owners Fixtures & fittings (per Lot):	Insured
Loss of Rent:	\$341,586
Catastrophe Cover:	Not Insured
Paint Cover Selected: (NSW & ACT only):	Insured
Floorboards:	Insured
Flood Cover:	Insured
Section 2 - Public Liability:	\$20,000,000
Section 3 - Voluntary Workers:	Capital - \$200,000 / Weekly - \$2,000
Section 4 - Fidelity:	\$100,000
Section 5 - Machinery Breakdown:	\$100,000
Section 6 - Office Bearers Liability:	Not Insured
Section 7(a) - Taxation & Audit Costs:	\$30,000
Section 7(b) - Workplace Health & Safety Breaches:	\$150,000

Section 7(c) - Legal Defence Expenses: \$50,000

Excesses:

Section 1 - Standard Excess	\$2,000
Water Damage / Burst Pipes - Water Damage / Burst Pipes - Damage caused by bursting, leaking, discharging or overflowing of any mains, pipes, gutters, drains, tanks or fixed apparatus used to hold or carry water or other liquids;	\$2,500
Section 2 - Public Liability:	\$1,000
Section 3 - Voluntary Workers:	7 Days
Section 4 - Fidelity Excess:	\$1,000
Section 5 Water Chillers and Power Generators (MB):	\$5,000
Central AC Units (MB):	\$2,500
Other (MB):	\$1,000
Section 7a: Taxation & Audit Excess:	\$ 250
Section 7b: Work Health Safety Excess:	\$ 250
Section 7c: Legal Expenses Excess:	\$1,000
Section 7: Legal Expenses Contribution:	10%

Endorsements:

Excess Schedule

Section 1 - Malicious Damage \$2,000

Section 1 - Flood \$2,000

Section 1 - Impact \$2,000

Section 1 - New Construction \$2,500

Section 1 - * All Standard Excess Claims (Discounted) \$1,000

* Where We complete or control the work via our chosen supplier or where We offer a cash settlement the above excesses will be reduced to the discounted amount shown above.

Burst Pipe &/or Resultant Water Damage \$2,500

** Burst Flexi Pipe & Resultant Water Damage (Discounted) \$1,000

** the above discounted excess will apply if the You can demonstrate the burst flexihose was less than 3 years old or an emergency stop valve is connected.

Section 1 - Storm \$2,500

Section 1 - Earthquake \$8,000

Section 1 - Tropical Cyclone \$16,000

Section 1 - Any and all claims relating to Asbestos Repair and Removal \$50,000

Where more than one excess is payable the higher excess listed will be applied

Section 2 - Claims involving Pool/spa \$2,500

Section 2 - Claims involving Tennis Courts \$2,500

Section 2 - Claims involving Playgrounds \$2,500

Section 2 - Claims involving Gymnasium \$5,000

Section 5 - All Small AC Units Claims \$1,000

Section 5 - All Lift claims \$2,000

LIMIT(S) OF LIABILITY

This quote has a maximum limit of liability in respect to Storm Surge under exclusion 3.2(c) which is

\$2,000,000 or the building sum insured shown on the schedule, whichever is the lesser and the Tropical cyclone excess above applies.

If a Limit of Liability is shown in Section 1, the maximum limit under the Section 1 is the restricted to that amount. No additional claimable coverage or benefits are covered or payable if this amount is exhausted.

COMPOSITE PANELLING (A.C.P.) & EXPANDED POLYSTYRENE FOAM (E.P.S.)

If the above declaration suggests the absence of Composite Panelling (ACP) and Expanded Polystyrene foam (EPS) and this declaration is incorrect then the quote may be subject to change both in price and/or conditions. If the percentage of Composite Panelling (ACP) and/or Expanded Polystyrene foam (EPS) declared is incorrect and is above 20% then this quote is cancelled. You must notify us in order to correct this error and we reserve the right to vary our terms or decline to quote.

DEFECTS EXCLUSIONS NOTICE

This policy excludes all losses caused by, resultant from, in consequence of, and/or associated to, the Defects included but not limited to documentation presented as part of the Quote Request received by our office, and any other known defects not otherwise advised. The existing exclusions within the wording remain unchanged.

SPECIAL CANCELLATION NOTICE

Pro-rata premium refund revoked for Policy Cancellation. This quote is offered subject to changes in our standard policy due to building defects declared by you. Please note that your acceptance of this quote includes forgoing any pro-rata refund under point '3. Cancellation' in our standard policy document. We will retain 100% of the premium paid in the event that you cancel the policy before the expiry date.

CLAIM VERIFICATION NOTICE

This quote is only valid when:

- (1) You provide your claims history on Letterhead from your previous insurer(s) AND
- (2) You provide any years of claims information that were declared as missing from claims history provided AND
- (3) There is no additional claims history we did not consider when preparing the quote. Otherwise this quote will be considered as cancelled

OFFICE BEARERS NOTICE

Office bearers quote issued subject to there being no current or known issues in the area covered by this policy. You have told us that you do not know if you currently hold office bearer's cover. If you have had no previous Office Bearers cover then the retroactive date is the policy start date.

QUOTE LIMITATION NOTICE

This quote is issued on the basis that no damage has occurred to the building and no events have occurred which may lead to a claim from the preparation of the Quote slip till the commencement of the policy. Any events or notifications damage or claim from a recent event must be notified to Insurance Investment Solutions, if damage or events have occurred this quote is immediately withdrawn and must be reissued noting the new disclosure.

***Refer to the Endorsement in the Quotation Conditions. When each Lot's Replacement Maintenance Programme is completed, this discounted excess will apply to the completed Lot only.

Insurer Details:

Policy Wording: RSTRATALLOYDS 2.1 10 2022

Relationships:

Does Resolute have any relationships or associations with the insurers who issue the insurance policies or any other material relationships?

Resolute is a subsidiary of Steadfast Group Limited, ABN 98 073 659 677 (Steadfast), the largest insurer broker network in Australia. This gives us superior market access and exclusive products to suit our customer's insurance and risk needs.

The following strata underwriting agencies we may utilise are also subsidiaries of Steadfast:

- CHU Underwriting Agencies Pty Ltd (inclusive of Flex Insurance)
- Axis Underwriting Services Pty Ltd

Additionally, Steadfast holds a minority interest in QUS Pty Ltd.

Resolute operates independently and is not influenced by Steadfast when providing advice or placing insurance. Our qualified staff offer recommendations based solely on the specific needs of the owners corporation. Staff are not incentivised or directed to place business with Steadfast-associated entities.

We pride ourselves on providing impartial advice, tailored to your requirements and supported by our dedicated in-house claims team. Any relationships between Resolute, strata managers, or owners corporations are disclosed transparently in our documentation.

For more information on our relationships and associations, please refer to the Resolute Financial Services Guide (FSG).

Insurer:	Insurance Investment Solutions Pty Ltd
Supporting Insurer:	Certain Underwriters at Lloyd's
Proportion:	100%
Commission:	is included in the Base Premium of which is paid to
Commission:	\$0.00

Important Notices:

Policy Conditions and Exclusions

Please refer to your Policy Document for full details of Policy Conditions and Exclusions.

Insurance Brokers Code of Practice & External Dispute Resolution Service

Whitbread Insurance Brokers subscribe to the Insurance Brokers Code of Practice and the Australian Financial Complaints Authority (AFCA). AFCA administer an independent free and external dispute resolution service for our clients. Please visit www.whitbread.com.au or contact our office for further details.

DISCLOSURE

Your Duty of Disclosure – Duty to take reasonable care not to make a misrepresentation

Before you enter into a contract of insurance, you have a duty under the Insurance Contracts Act 1984 (Cth)(ICA) to disclose anything that you know, or could reasonably be expected to know, or in the case of consumer contracts (as defined in Part IV of the ICA)(Consumer Contracts) to take all reasonable care to disclose anything that you know, or could reasonably be expected to know, that may affect the insurer decision to insure you and on what terms. You have that duty after application, and up until the time the insurer agrees to insure you. You have the same duty before you renew, extend, vary or reinstate a contract of insurance.

You do not need to tell the insurer anything that:

- reduces the risk that is insured;
- is of common knowledge; or
- that the insurer knows or, in the ordinary course of their business as an Insurer, ought to know; or
- as to which compliance with your duty is waived by the insurer.

If you are uncertain about whether or not a particular matter should be disclosed to the insurer, please contact us.

Non-Disclosure

If you fail to take reasonable care in disclosing information to the insurer in the case of consumer contracts, or do not tell the insurer anything you are required to, the insurer may cancel your contract or reduce the amount that they are required to pay you if you make a claim or both. If your failure to disclose is fraudulent, the insurer may refuse to pay a claim and treat the contract as if it never existed.

Your Duty of Disclosure - Other Contracts

Please note that in relation to policies which are not governed by the Insurance Contracts Act 1984 such as marine insurance (other than marine inland transit insurance and pleasure craft insurance) and insurance required by statute, the insured still owes a duty of disclosure to the insurer. This is a duty to disclose to the insurer before the contract is concluded, every material circumstance which is known to the insured. Every circumstance is material which would influence the judgment of a prudent insurer in fixing the premium or determining whether they will take the risk. The insurer may void the contract from inception if the insured fails to make such disclosure. In the case of insurance required by statute, such as compulsory third-party motor vehicle insurance, the insurer may have rights of recovery against the insured in the event of misrepresentation, mis-statement or non-disclosure.

Your Duty of Disclosure - Subsidiary & Associated Companies

Your Duty of Disclosure - Cover which is arranged for subsidiary and/or associated companies in addition to named Insured's.

If you enter into a contract of insurance on behalf of any subsidiary and/or related company of the named insured, that subsidiary and/or related company has the same duty of disclosure as the named insured.

We recommend that you ensure that each subsidiary and/or related company is made aware of the duty of disclosure and given an opportunity to make any necessary disclosures.

Issue date: 28/05/25

Certificate of Currency

This document certifies that the policy referred to below is currently intended to remain in force until 4.00pm on the expiry date shown below and will remain in force until that date, unless the policy is cancelled, lapsed, varied or otherwise altered in accordance with the relevant policy conditions or the provisions of the "Insurance Contracts Act, 1984".

INSURED: The Owners of Strata Plan 82167

POLICY NUMBER: ISRSC/0004794

PERIOD OF INSURANCE: 29/05/25 expiring 29/05/26 At 4pm Local Time

INTERESTED PARTY(S):

DESCRIPTION OF INSURED BUSINESS: Residential Strata

SITUATION OF RISK: 170-172 Gosford Road, ADAMSTOWN, NSW, 2289

SECTION 1: Building and Common Contents

Total BSI	\$2,277,243
IIS Share %	100.00000000%
Buildings	\$2,277,243
Sub Section 5.1-5.10 Combined	\$569,310
Lot Owners Paint & Wallpaper	Insured
Floating Floorboards	Insured
Lot Owners Fixtures & Fittings	Insured
Flood	Insured
Common Contents	\$22,772
Loss of Rent	\$341,586

SECTION 2: Public Liability

\$20,000,000

SECTION 3: Voluntary Workers Personal Accident

Death & Disablement	Insured
Weekly Benefits	Insured

SECTION 4: Fidelity Guarantee

\$100,000

SECTION 5: Equipment Breakdown

\$100,000

SECTION 7: Government Audit Costs, Workplace Health and Safety Breaches and Legal Expenses

(a) Government Audit Costs	\$30,000
(b) Workplace Health and Safety Breaches	\$150,000
(c) Legal Defence Expenses	\$50,000

INSURER: Certain Underwriters at Lloyd's

This certificate has been arranged by us in our capacity as agents for the insurer/s named above. It does not reflect in detail the policy terms or conditions and merely provides a very brief summary of the insurance that is, to the best of our knowledge, in existence at the date we have issued this certificate. If you wish to review the details of the policy terms, conditions, restrictions, exclusions or warranties, you must refer to the policy contract.

DISCLAIMER - In arranging this certificate, we do not guarantee that the insurance outlined will continue to remain in force for the period referred to as the policy may be cancelled or altered by either party to the contract at any time in accordance with the terms and conditions of the policy or in accordance with the terms of the Insurance Contracts Act 1984. We accept no responsibility or liability to advise any party who may be relying on this certificate of such alteration or cancellation to the policy of insurance.

This policy is issued by INSURANCE INVESTMENT SOLUTIONS PTY LTD trading as isStrata.



Return to sender:
PO BOX 962
CAMPBELLTOWN NSW 2560



Your renewal Residential Strata Insurance Certificate of Insurance

SP82167
PO BOX 175
CHARLESTOWN NSW 2290

Your policy number:

STRN0004455671

We'll use this to retrieve your
policy details if you contact us.

This is your Residential Strata Insurance renewal with NRMA Insurance.

Hi,

Your current policy is due to expire at 12:00am on **29 May 2026** and we invite you to renew your policy with us.

If the premium is not paid by the due date, your policy will not be renewed and you will not be covered under the policy after the expiry date and time.

This document is your Certificate of Insurance. This document should be read together with the Product Disclosure Statement (PDS) and any applicable Supplementary PDS. It includes details of your premium and your insurance coverage. Please review this document including the sums insured to ensure the level of cover is still appropriate for you. If you have any questions about your policy, please contact us and we'll be happy to help.

Your policy overview

Date issued: 24 April 2026

This is your policy for:

170-172 Gosford Road

Policy start

29 May 2026 12:00am

Policy end

29 May 2027 12:00am

You have chosen to pay annually.

Amount due
\$9,048.85

Due date
29 May 2026

Your premium includes cover for
Flood, Rainwater Run-off and Storm
Surge.

Financial assistance is available

We can offer help with your
insurance premium payments if
your situation has changed. Call
132 132 to discuss financial support
options.

What to do next

1

Review this document

Check the information outlined in this policy is accurate and reflects the level of cover you require.

2

Amend (if necessary)

If anything needs changing call us on 132 132 to update your policy.

3

Pay your premium

There are several ways you can pay your premium, just choose the most convenient for you from the 'How to pay' section.

Contact Us



nrma.com.au



At any NRMA Branch



Enquiries 132 132



Make a Claim 24/7 131 123



Your renewal Residential Strata Insurance Certificate of Insurance

Your premium breakdown

This is how we have calculated your premium. The answers you provided may also directly impact your premium amount. On payment this document becomes a Tax Invoice and part of your insurance contract.

Please visit nrma.com.au/policy-booklets to access the Premium, Excess and Discounts Guide for further information.

	Last Year	This Year
Base premium	\$5,821.46	\$6,647.49
ESL (Emergency Services Levy)	\$815.70	\$899.51
GST	\$663.72	\$754.70
Stamp Duty	\$657.08	\$747.15
PREMIUM TOTAL	\$7,957.96	\$9,048.85

Note: This amount is used by us to pay the ESL which funds the NSW emergency services and SES.

This comparative information has been included to assist you in understanding the difference in premium for this and last year together with the impact of any applicable ESL, Stamp Duty and GST. Last year's premium represents the amount you paid for all insured assets on your insurance policy throughout your last period of insurance. This is the amount you were initially charged, plus or minus any additional amounts you paid or received for changes you made for any of those insured assets or to your policy throughout the last period of insurance.

Tax Invoice

This document describes our proposed supply of insurance to you and will become a Tax Invoice for GST when payment is made. If our intermediary, agent or your broker issues you a Tax Invoice which includes an amount for this supply of insurance, your payment is against the intermediary, agent's or broker's invoice and this document does not become a Tax Invoice. If you are registered for GST purposes, your input tax credit entitlement is based on the GST amount shown above. Please note that in accordance with the GST law relating to insurance premiums the GST amount may be less than 1/11th of the total amount payable.

Your payment details

There are several ways you can pay your premium, just choose the most convenient for you.

Policy number	STRN0004455671
Amount due	\$9,048.85
Due date	29 May 2026



How to pay



Online

Go to nrma.com.au/payments and choose the payment method that suits you.



Phone

131 144



Post
Billpay

Post Office

Pay in-store at Australia Post

Billpay code: 2599

Ref: 0000 0001 8253 9002 9052 6090 4885 27



Post Billpay



*2599 000000018253900 290526 9048.85 27



BPAY

Make a **BPAY**® payment online or by phone banking

Bill code: 346197

Ref: 00182539007

Your policy details

Please check the details below are correct. If you wish to amend anything, please contact us.

Insured(s)	SP82167				
Authorised Representative(s)					
Period of Insurance	<table> <tr> <td>From</td> <td>29 May 2026 12:00am</td> </tr> <tr> <td>To</td> <td>29 May 2027 12:00am</td> </tr> </table>	From	29 May 2026 12:00am	To	29 May 2027 12:00am
From	29 May 2026 12:00am				
To	29 May 2027 12:00am				





Insurance history

Please note that a renewal of insurance is a new insurance contract.

If you answer 'Yes' to any of the following questions, you must contact us on 132 132.

Has the strata company made or been the subject of any of the following types of incidents or claims in the past 5 years?

- Fidelity guarantee
- Office bearer's liability
- Voluntary workers

In respect of the strata property to be insured has any claim or insurance been declined, cancelled or declared void, renewal been refused or special condition been imposed in the past 5 years?

Has any member of the strata committee been convicted of a criminal act in relation to any of the below in the past 3 years?

- Fraud
- Theft
- Burglary
- Arson; or
- Criminal, malicious or wilful damage

Your Property details

These are the details on which your risk is calculated. The answers to the below may also directly relate to your premium and excess amount. Make sure the details below are correct. If you wish to amend anything, please contact us.

Property address	170-172 GOSFORD ROAD ADAMSTOWN NSW 2289
Property type	Apartment
Maximum storeys of the property	3
How many lots or units are included in the strata plan?	Unknown
Are there any lifts or elevators in this property?	No
Ground level external wall material	Weatherboard - Artificial
What is the roof mostly made from?	Metal covering
Slope of the land	Flat/Gentle
Solar panels	No
In-ground pool	Unknown
Jetty, wharf, landing or pier	Unknown





Your renewal Residential Strata Insurance Certificate of Insurance

Is the property watertight, structurally sound and secure with no unrepaired damage or urgent maintenance to complete?	Yes
Fully reroofed	Unknown
Has all electrical wiring been replaced with modern wiring?	Unknown
Has all plumbing been replaced with modern piping?	Unknown
Fully re-stumped	Unknown
Is the strata property self-managed	Unknown
Is there any part of the property used for commercial or retail purposes?	Unknown
Does anyone residing in the property run a business from their home within the strata property?	Unknown
Building and common contents sum insured	\$2,277,242
Are you exempt from stamp duty?	Yes
Liability limit	\$20 million
Total premium	\$9,048.85

Note: The amount it would cost to rebuild your buildings and replace common contents.

Your excess

Standard Excess: \$600

Note: An excess is the amount you may have to pay towards the cost of a claim made on your policy. More than one excess may apply.

Your optional benefits

Optional benefits provide an extra benefit that can be added to a policy for an additional premium that applies or can be automatically included depending on the cover level. All the optional benefits available under your policy are shown below but you only have cover for the optional benefits that are shown as having been added to the policy. Please refer to the Product Disclosure Statement (PDS) at nrma.com.au/policy-booklets for further information.

Description	Added to Policy?
Electrical motor burnout	NO

Note: If you wish to add this option to your policy, please contact us.

Contact Us

 nrma.com.au
 At any NRMA Branch

 Enquiries 132 132
 Make a Claim 24/7 131 123



Your renewal Residential Strata Insurance Certificate of Insurance

Machinery breakdown

NO

Note: If you wish to add this option to your policy, please contact us.

Important information

Privacy of your information

Any personal information you provide to us will be collected, held, used and disclosed in accordance with our Privacy Policy. Please refer to nrma.com.au/privacy-security to review the Privacy Policy. You can also ask us to send you a copy by calling 132 132.

Changes to your premium

For more information on how your insurance premium is calculated or changes at renewal, please contact us to discuss or refer to the Premium, Excess and Discounts Guide.

To learn more about general premium calculations you may refer to the Insurance Council of Australia website.

understandinsurance.com.au/premiums-explained





Insurance Australia Limited Authorised Representative

Here's some information you should know.

Our Authorised Representatives and Authorised Individuals provide financial services on behalf of NRMA Insurance.

How are NRMA Insurance representatives remunerated?

Our Authorised Representatives are paid fees for providing products and services to you, including referrals to our related brands.

The Authorised Representative may appoint Authorised Individuals to assist them in providing those same financial services, and pay the Authorised Individuals a salary or wage which may include a discretionary performance related bonus and other incentives.

If NRMA Insurance is unable to provide a product to you, our Authorised Representatives may refer you to WFI. If you enter into a WFI insurance policy, the Authorised Representative may receive a payment from WFI for the referral. The payment amount may depend on the product type, premium and arrangement.

If you purchase NRMA Travel Insurance, the Authorised Representative receives commission from us, and we are paid commission by Cover-More.

For information about any commission our representatives get, please contact us on 132 132.

What if I have a complaint?

Our representatives always aim to give you the best service possible, but we understand sometimes issues come up and you may have a complaint. Let us know so we can help. We have an internal dispute resolution procedure that covers complaints.

Step 1. Call us on 132 132. We might be able to resolve your complaint straight away, or we might refer you to a manager (or you can ask to speak to a manager yourself).

Step 2. Contact Customer Relations on 1800 045 517 or customer.relations@iag.com.au. If your complaint wasn't resolved, or you'd prefer not to contact the people who provided your initial service, our team can assist.

Step 3. Contact AFCA on 1800 931 678 or info@acfa.org.au for an external review. If you're not happy with our Customer Relations team's decision, the Australian Financial Complaints Authority (AFCA) provides free, fair and independent complaint resolution for customers. AFCA has authority to hear certain complaints and will confirm if they can assist you.

Call 132 132 or visit nrma.com.au/complaints-resolutions for information about our complaint resolution process.





Your renewal Residential Strata Insurance Certificate of Insurance

NRMA Insurance representatives

These representatives are authorised by NRMA Insurance to provide our products and services.

Aquastir Pty Limited ACN 107 070 977, Murwillumbah.

C&C Feltham trading as Mountain Motors ABN 74 272 560 837, Walcha.

Camerons Motorist Services Pty Ltd ACN 100 675 250, Bathurst, Dubbo, Lithgow, Mudgee, Orange.

Country Services Pty Ltd ACN 142 982 545, Albury, Ballina, Batemans Bay, Bega, Bowral, Central Coast, Goulburn, Griffith, Maclean, Merimbula, Moruya, Muswellbrook, Narellan, Nowra, Picton, Queanbeyan, Richmond, Shellharbour, Springwood, Tumut, Tweed Heads, Ulladulla, Vincentia, Woonona, Yass.

CS Telephony Pty Ltd ACN 658 745 807

Cessnock Auto Service Pty Ltd ACN 086 939 540, Cessnock, Charlestown, Forster, Salamander Bay, Singleton, Taree, Maitland.

Cowen Hickey Holdings Pty Ltd ACN 663 195 060, Casino.

Hemmyco Pty Ltd ACN 119 718 473, Grafton.

Minerva (Wagga) Pty Ltd ACN 120 567 928, Cowra, Forbes, Narrandera, Parkes, Wagga Wagga, Young.

Shormab Pty Ltd ACN 003 791 455, Armidale, Coffs Harbour, Gunnedah, Inverell, Kempsey, Laurieton, Nambucca Heads, Narrabri, Port Macquarie, Tamworth, Wauchope, Woolgoolga.

Telco Services Australia (TSA) Pty Ltd ABN 31 106 527 422

Trimatic Management Services (TMS) Pty Ltd ABN 20 107 003 636

Telco Services International (TSI) Pty Ltd ABN 13 165 009 352

WNS Global Services Philippines Inc

WNS Global Services Private Limited

Definitions

'we', 'our', 'us' or '**NRMA Insurance**' means Insurance Australia Limited ABN 11 000 016 722, AFS Licence No. 227681, trading as "NRMA Insurance".

Authorised Representatives means a person authorised in accordance with section 916A of the Corporations Act 2001 (Cth) to provide financial services on behalf of NRMA Insurance.

Authorised Individual means an individual employed by an Authorised Representatives and authorised by them in accordance with section 916B of the Corporations Act 2001 (Cth) to provide financial services as an authorised representative of NRMA Insurance.

WFI means CGU Australia Pty Ltd trading as WFI ABN 62 004 478 960 AFSL 700014.

Cover-More means Cover-More Insurance Services Pty Ltd ABN 95 003 114 145, AFSL 241713.

STRATA PLAN FORM 1

WARNING: CREATING OR FOLDING WILL LEAD TO REJECTION

OFFICE USE ONLY

Strata Certificate

REQUIRE CITY COUNCIL approval. The City Council must be notified of the proposed plan and must give its consent to the plan. The City Council may also require the applicant to provide a copy of the plan to the City Council.

The applicant must provide a copy of the plan to the City Council. The City Council may also require the applicant to provide a copy of the plan to the City Council.

The applicant must provide a copy of the plan to the City Council. The City Council may also require the applicant to provide a copy of the plan to the City Council.

The applicant must provide a copy of the plan to the City Council. The City Council may also require the applicant to provide a copy of the plan to the City Council.

The applicant must provide a copy of the plan to the City Council. The City Council may also require the applicant to provide a copy of the plan to the City Council.

The applicant must provide a copy of the plan to the City Council. The City Council may also require the applicant to provide a copy of the plan to the City Council.

The applicant must provide a copy of the plan to the City Council. The City Council may also require the applicant to provide a copy of the plan to the City Council.

The applicant must provide a copy of the plan to the City Council. The City Council may also require the applicant to provide a copy of the plan to the City Council.

The applicant must provide a copy of the plan to the City Council. The City Council may also require the applicant to provide a copy of the plan to the City Council.

The applicant must provide a copy of the plan to the City Council. The City Council may also require the applicant to provide a copy of the plan to the City Council.

The applicant must provide a copy of the plan to the City Council. The City Council may also require the applicant to provide a copy of the plan to the City Council.

The applicant must provide a copy of the plan to the City Council. The City Council may also require the applicant to provide a copy of the plan to the City Council.

The applicant must provide a copy of the plan to the City Council. The City Council may also require the applicant to provide a copy of the plan to the City Council.

The applicant must provide a copy of the plan to the City Council. The City Council may also require the applicant to provide a copy of the plan to the City Council.

The applicant must provide a copy of the plan to the City Council. The City Council may also require the applicant to provide a copy of the plan to the City Council.

The applicant must provide a copy of the plan to the City Council. The City Council may also require the applicant to provide a copy of the plan to the City Council.

The applicant must provide a copy of the plan to the City Council. The City Council may also require the applicant to provide a copy of the plan to the City Council.

The applicant must provide a copy of the plan to the City Council. The City Council may also require the applicant to provide a copy of the plan to the City Council.

The applicant must provide a copy of the plan to the City Council. The City Council may also require the applicant to provide a copy of the plan to the City Council.

The applicant must provide a copy of the plan to the City Council. The City Council may also require the applicant to provide a copy of the plan to the City Council.

The applicant must provide a copy of the plan to the City Council. The City Council may also require the applicant to provide a copy of the plan to the City Council.

The applicant must provide a copy of the plan to the City Council. The City Council may also require the applicant to provide a copy of the plan to the City Council.

The applicant must provide a copy of the plan to the City Council. The City Council may also require the applicant to provide a copy of the plan to the City Council.

Appropriation Certificate

1. STEPHEN JOHN LAWLER
 4, EQ BOX 500, SWANSEA NSW 2281

2. [Blank]

3. [Blank]

4. [Blank]

5. [Blank]

6. [Blank]

7. [Blank]

8. [Blank]

9. [Blank]

10. [Blank]

11. [Blank]

12. [Blank]

13. [Blank]

14. [Blank]

15. [Blank]

16. [Blank]

17. [Blank]

18. [Blank]

19. [Blank]

20. [Blank]

21. [Blank]

22. [Blank]

23. [Blank]

PLAN OF SUBDIVISION OF LOT 1 DP 1138167

LGA: NEWCASTLE Suburb/Locality: ADAMSTOWN

PLAN: NEWCASTLE County: NORTHUMBERLAND

THE OWNERS
 STRATA PLAN NO.
 NO. 170-172 GOSFORD ROAD
 ADAMSTOWN NSW 2289

Home of, and address for service of notices on, the owners association.
 (Address required on original strata plan only)

FOR LOCATION PLAN SEE SHEET 2

Signature, seal and statement of intention to create easements, restrictions on the use of land or positive covenants.
 PURSUANT TO SECTION 88E OF THE CONVEYANCING ACT 1919, AS AMENDED AND SECTION 7(13) STRATA (FREEHOLD DEVELOPMENT) ACT 1973 IT IS INTENDED TO CREATE:
 1. RESTRICTION ON THE USE OF LAND

CHRIS WHITFIELD

[Signature]

Notary Public under Mortgage No. 2011/113/14
 Signed at Sydney, N.S.W. on 20/09/09
 Australia Bank Limited ABN 12 004 044 537
 by [Signature]
 to duly appointed Attorney under Power of Attorney No. 39 Bond/1512

Witness/Bank Officer [Signature]
 255 George Street, Sydney NSW 2000

Level 21 Attorney [Signature]

[Signature]

[Signature]

[Signature]

[Signature]

[Signature]

[Signature]

[Signature]

[Signature]

[Signature]

[Signature]

[Signature]

[Signature]



SP82167 P

Registered: 26-5-2009

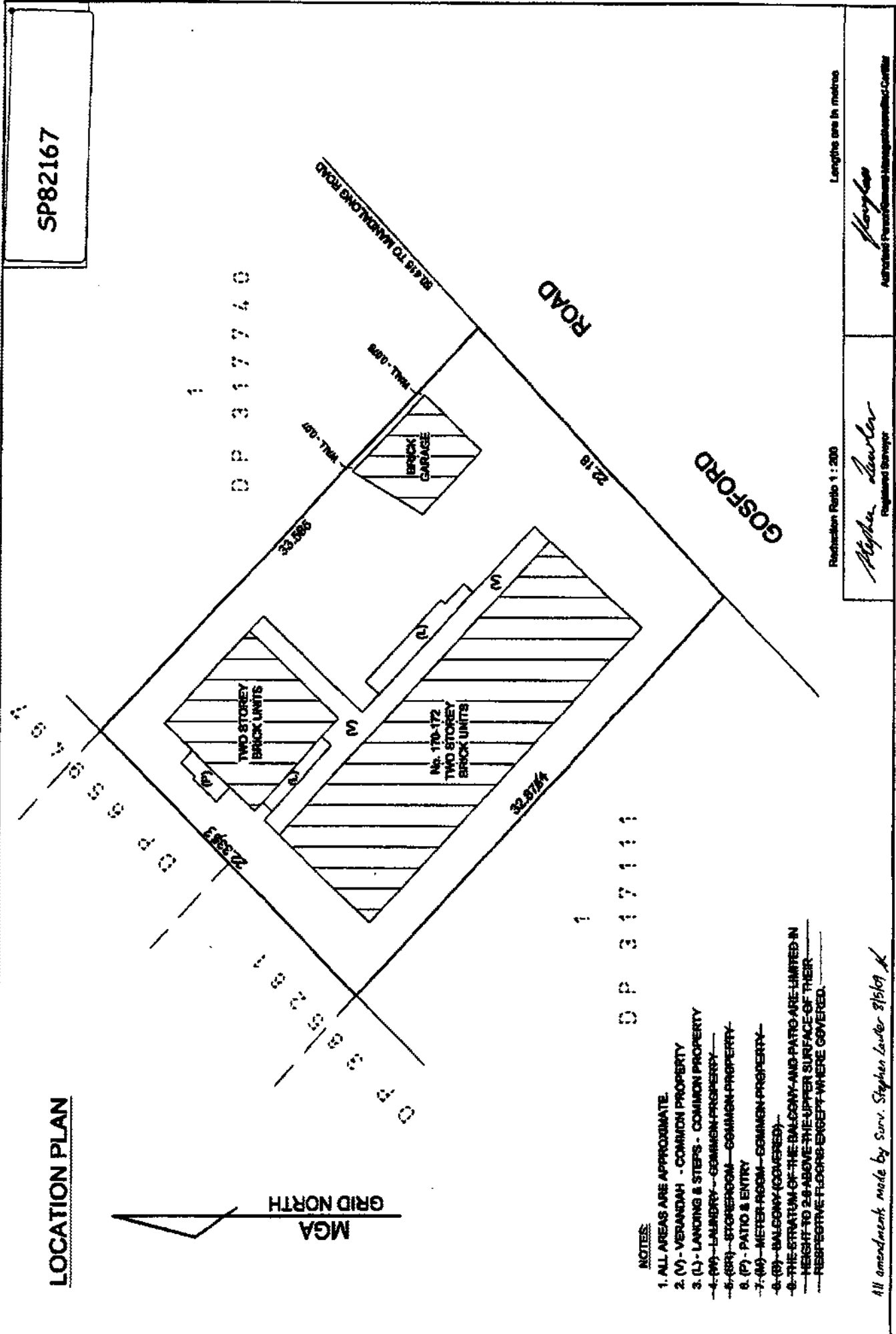
Propose: STRATA PLAN

File No: U6350-52

Lot Plan: DP1138167

SCHEDULE OF UNIT ENTITLEMENT

LOT NO.	UNIT ENT.
1	1
2	1
3	1
4	1
5	1
6	1
7	1
8	1
AGGREGATE	8



LOCATION PLAN

SP82167

MGA
GRID NORTH

1
D P 3 1 7 7 4 0

1
D P 3 1 7 1 1 1

NOTES:

1. ALL AREAS ARE APPROXIMATE.
2. (V) - VERANDAH - COMMON PROPERTY
3. (L) - LANDING & STEPS - COMMON PROPERTY
4. (W) - WALLBURY - COMMON PROPERTY
5. (S) - STOREROOM - COMMON PROPERTY
6. (P) - PATIO & ENTRY
7. (M) - METER ROOM - COMMON PROPERTY
8. (B) - BALCONY (COVERED)
9. THE STRUTUM OF THE BALCONY AND PATIO ARE LIMITED IN HEIGHT TO 2.8 ABOVE THE UPPER SURFACE OF THEIR RESPECTIVE FLOORING EXCEPT WHERE COVERED.

Lengths are in metres

Reduction Ratio 1 : 200

Stephen Lawler
Registered Surveyor

Stephen Lawler
Authorised Person for the Management of Councils

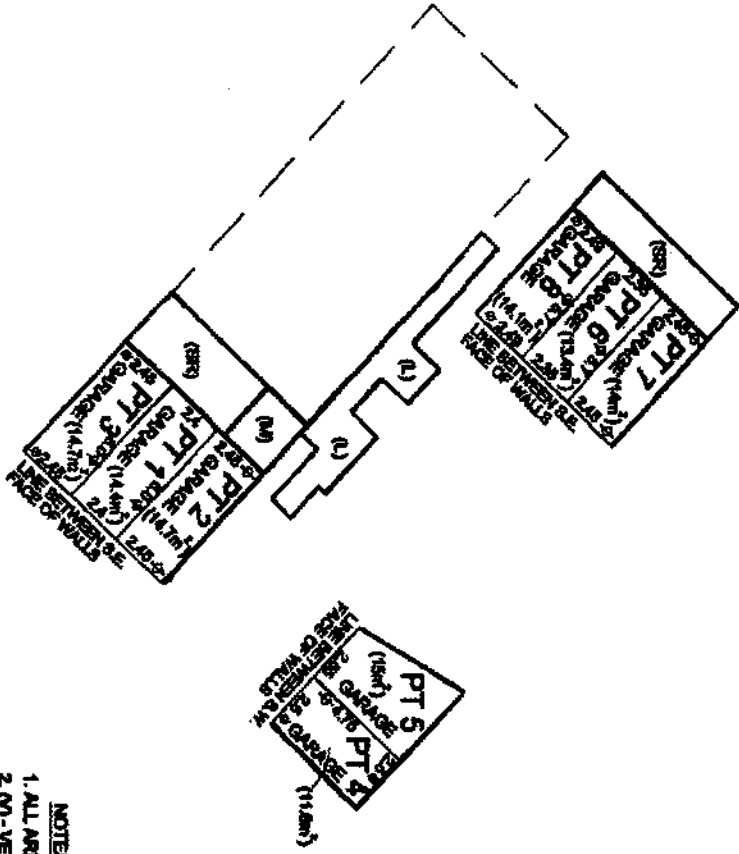
SURVEYOR'S REFERENCE : 1218

All amendments made by Surv. Stephen Lawler 8/6/02

FILENAME : 1218STRATA (03/07/2002)

SP82167

* OFFICE USE ONLY



GROUND FLOOR

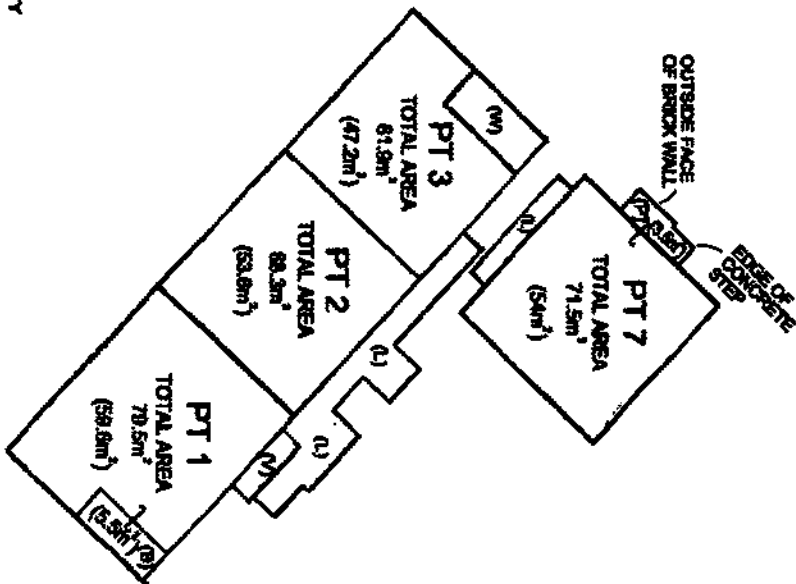
- a - FROM N.E. FACE OF WALL
- b - FROM S.W. FACE OF WALL
- c - FROM N.W. FACE OF WALL
- d - FROM S.E. FACE OF WALL

MGA
GRID NORTH

NOTES:

1. ALL AREAS ARE APPROXIMATE.
2. (V) - VERANDAH - COMMON PROPERTY
3. (L) - LANDINGS & STEPS - COMMON PROPERTY
4. (W) - LAUNDRY - COMMON PROPERTY
5. (SR) - STOREROOM - COMMON PROPERTY
6. (P) - PATIO & ENTRY
7. (M) - MEET ROOM - COMMON PROPERTY
8. (B) - BALCONY (COVERED)
9. THE STRATUM OF THE BALCONY AND PATIO ARE LIMITED IN HEIGHT TO 2.8 ABOVE THE UPPER SURFACE OF THEIR RESPECTIVE FLOORS EXCEPT WHERE COVERED.

FIRST FLOOR



Reduction Ratio 1 : 200

Lengths are in metres

All amendments made by Sr. Stephen Lawler 8/5/09
 FILENAME : 1218STRATA (03/07/2002)

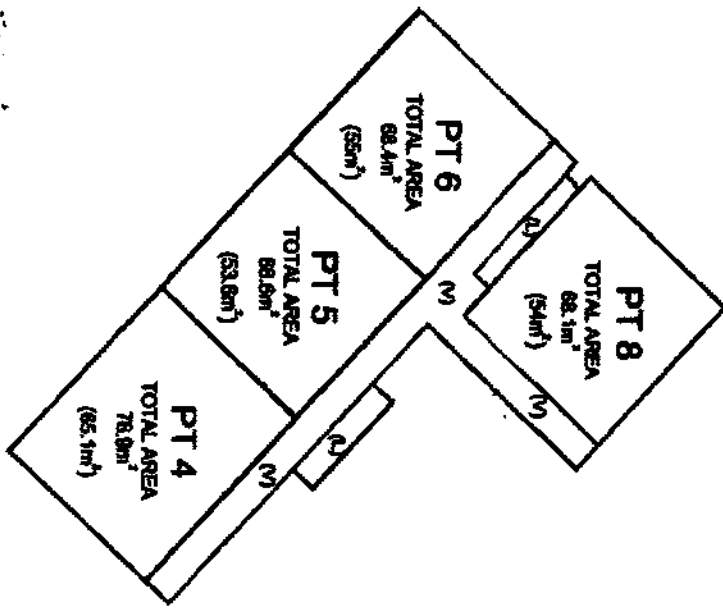
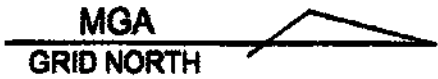
Stephen Lawler
 Registered Surveyor

Stephen Lawler
 Registered Surveyor

SURVEYOR'S REFERENCE : 4218

WARNING : CREASING OR FOLDING WILL LEAD TO REJECTION

Sheet No. 4 of 4 Sheets



SECOND FLOOR

SP82167

- NOTES:**
- 1. ALL AREAS ARE APPROXIMATE.
 - 2. (V) - VERANDAH - COMMON PROPERTY
 - 3. (L) - LANDING & STEPS - COMMON PROPERTY

Reduction Ratio 1 : 200

Lengths are in metres

Stephen Bunker
 Registered Surveyor

Spyle
 Registered Surveyor

FILENAME : 1218STRATA (03/07/2002)

SUPERVISOR'S REFERENCE : 1218

Company Information

Tax file number (TFN)	xxx xxx 732	Australian business number (ABN)	
Reporting period	<input type="text" value="1/07/2024 to 30/06/2025"/>		
Name of company	<input type="text" value="Owners of Strata Plan 82167"/>		
In liquidation?	<input type="text" value="No"/>		
Is this an amended return?	<input type="text" value="No"/>		

Previous name of company

Is there a change in previous company details?

Current postal address

Address	<input type="text" value="PO Box 245"/>		
	<input type="text" value="KOTARA NSW 2289"/>		

Is there a change in your previous postal address?

Business address of main business	<input type="text" value="34 Smith Street"/>		
	<input type="text" value="CHARLESTOWN NSW 2290"/>		

Final tax return

2. Description of main business activity

Business entity description	<input type="text" value="Real estate body corporate management service"/>		
Industry code	B	<input type="text" value="67200"/>	
Percentage of foreign shareholding	A	<input type="text"/> %	

3. Status of company

Residency	C	<input type="text" value="Resident"/>
Company type	D	<input type="text" value="205 - Strata Title"/>
Consolidated group status	Z	<input type="text"/>
Business status	E	<input type="text"/>
Small business entity	F1	<input type="text" value="Yes"/>
Base Rate Entity	F2	<input type="text" value="No"/>
Significant global entity	G1	<input type="text"/>
Country by Country Reporting Entity	G2	<input type="text"/>

Information statement – To be completed by all companies

6. Calculation of total profit or loss

Income

Gross payments subject to foreign resident withholding (excluding capital gains)	B	<input type="text"/>
Gross payment where ABN not quoted	A	<input type="text"/>
Other sales of goods and services	C	<input type="text"/>

Gross distribution from partnerships	D	<input type="text"/>	<input type="text"/>
Gross distribution from trusts - Trusts		<input type="text"/>	
Gross distribution from trusts - Others		<input type="text"/>	
Gross distribution from trusts	E	<input type="text"/>	
Gross distribution from trusts action code		<input type="text"/>	
Forestry managed investment scheme income	X	<input type="text"/>	
Gross interest	F	<input type="text"/>	\$3,110.00
Gross rent and other leasing and hiring income	G	<input type="text"/>	
Total dividends - Trusts		<input type="text"/>	
Total dividends - Others		<input type="text"/>	
Total dividends	H	<input type="text"/>	
Fringe benefit employee contributions	I	<input type="text"/>	
Assessable government industry payments	Q	<input type="text"/>	<input type="text"/>
Unrealised gains on revaluation of assets to fair value	J	<input type="text"/>	
Details of other gross income			
Other gross income	R	<input type="text"/>	<input type="text"/>
Total income	S	<input type="text"/>	\$3,110.00

Expenses

Foreign resident withholding expenses (excluding capital gains)	B	<input type="text"/>	
Cost of sales	A	<input type="text"/>	<input type="text"/>
Contractor, sub-contractor & commission expenses	C	<input type="text"/>	
Superannuation expenses	D	<input type="text"/>	
Bad debts	E	<input type="text"/>	
Lease expenses within Australia	F	<input type="text"/>	
Lease expenses overseas	I	<input type="text"/>	
Rent expenses	H	<input type="text"/>	
Interest expenses within Australia	V	<input type="text"/>	
Interest expenses overseas	J	<input type="text"/>	
Royalty expenses overseas	U	<input type="text"/>	
Royalty expenses within Australia	W	<input type="text"/>	
Depreciation expenses	X	<input type="text"/>	
Motor vehicle expenses	Y	<input type="text"/>	
Repairs and maintenance	Z	<input type="text"/>	
Unrealised losses on revaluation of assets to fair value	G	<input type="text"/>	

Details of all other expenses

S.No	Description	Amount
1	All Other Expenses	\$380.00
	All other expenses	S <input type="text"/> \$380.00
	Total expenses	Q <input type="text"/> \$380.00

Total Profit or Loss T

7. Reconciliation to taxable income or loss

Total profit or loss amount shown at T item 6

Did you have a CGT event during the year? G

Have you applied an exemption or rollover? M

Subtotal

Tax losses deducted R

Tax losses transferred in (from or to a foreign bank branch or a PE of a foreign financial entity) S

Subtraction items subtotal

Taxable/net income or loss T

14. Personal services income

Does your income include an individual's personal services income? N

Total amount of PSI included at item 6 income labels A

Total amount of deductions against PSI included at item 6 expense labels B

Did you satisfy the results test in respect of any individual? C

Do you hold a personal services business (PSB) determination in respect of any individual? D

For any individual for whom you did not satisfy the results test or hold a PSB determination, and each source of their PSI income yielded less than 80% of their total PSI, indicate if you satisfied any of the following personal services business tests.

Unrelated clients test E1

Employment test E2

Business premises test E3

21. Research and development tax incentive

Non-refundable R&D tax offset

Non-refundable R&D tax offset A

Non-refundable R&D tax offset carried forward from previous year B

Non-refundable R&D tax offset to be utilised in the current year C

Non-refundable R&D tax offset to be carried forward to next year D

(A plus B less C)

25. Reportable tax position

Are you required to lodge a reportable tax position schedule? B

Overseas transactions/thin capitalisation and debt deduction creation – the following questions must be answered.

International related party dealings/transfer pricing

26. Did you have any transactions or dealings with international related parties (irrespective of whether they were on revenue or capital account)? such transactions or dealings include the transfer of tangible or intangible property and any new or existing financial arrangements. X

27. Was the aggregate amount of the transactions or dealings with international related parties (including the value of property transferred or the balance outstanding on any loans) greater than \$2 million? Y No

28. Overseas interests

Did you have overseas branch operations or a direct or indirect interest in a foreign trust, foreign company, controlled foreign entity or transferor trust? Z No

29. Thin capitalisation

Were the thin capitalisation or debt deductions creating rules applicable to you? O No

30. Transactions with specified countries

Did you directly or indirectly send to, or receive from, one of the countries specified in the instructions, any funds or property or do you have the ability or expectation to control, whether directly or indirectly, the disposition of any funds, property, assets or investments located in, or located elsewhere but controlled or managed from one of those countries? I No

Calculation statement

Taxable or net income	A	<input type="text" value="\$2,730.00"/>
Tax on taxable or net income	T1	<input type="text" value="\$819.00"/>
Gross tax	B	<input type="text" value="\$819.00"/>
Non-refundable non-carry forward tax offsets - Trusts		<input type="text"/>
Non-refundable non-carry forward tax offsets - Others		<input type="text"/>
Non-refundable non-carry forward tax offsets	C	<input type="text"/>
Subtotal 1	T2	<input type="text" value="\$819.00"/>
Non-refundable carry forward tax offsets	D	<input type="text"/>
Subtotal 2	T3	<input type="text" value="\$819.00"/>
Refundable tax offsets	E	<input type="text"/>
Subtotal 3	T4	<input type="text" value="\$819.00"/>
Franking deficit tax offset	F	<input type="text"/>
Tax payable	T5	<input type="text" value="\$819.00"/>
Section 102AAM interest charge	G	<input type="text"/>

IT PAYG Withholding Details

Credit for tax withheld – foreign resident withholding (excluding capital gains) - Trusts		<input type="text"/>
Credit for tax withheld – foreign resident withholding (excluding capital gains) - Others		<input type="text"/>
Credit for tax withheld – foreign resident withholding (excluding capital gains)	H2	<input type="text"/>
Credit for tax withheld where ABN is not quoted	H3	<input type="text"/>
Tax withheld from interest or investments - Trusts		<input type="text"/>
Tax withheld from interest or investments - Others		<input type="text"/>
Tax withheld from interest or investments	H4	<input type="text"/>
Credit for TFN amounts withheld from payments from closely held trusts - Trusts		<input type="text"/>
Credit for TFN amounts withheld from payments from		<input type="text"/>

closely held trusts - Others		<input type="text"/>
Credit for TFN amounts withheld from payments from closely held trusts	H5	<input type="text"/>
Other credits - Trusts		<input type="text"/>
Other credits - Others		<input type="text"/>
Other credits	H7	<input type="text"/>
Credit for foreign resident capital gains withholding amounts - Trusts		<input type="text"/>
Credit for foreign resident capital gains withholding amounts - Others		<input type="text"/>
Credit for foreign resident capital gains withholding amounts	H8	<input type="text"/>
Eligible credits	H	<input type="text" value="\$0.00"/>
Tax offset refunds	I	<input type="text" value="\$0.00"/>
PAYG instalments raised	K	<input type="text"/>
AMOUNT DUE	S	<input type="text" value="\$819.00"/>

Declarations**Public Officer's Declaration****Important**

Before making this declaration check to ensure that all income has been disclosed and the tax return, all attached schedules and any additional documents are true and correct in every detail. If you leave labels blank, you will have specified a zero amount or the label was not applicable to you. If you are in doubt about any aspect of the tax return, place all the facts before the ATO. The income tax law imposes heavy penalties for false or misleading statements in tax returns.

Privacy

Taxation law authorises the ATO to collect information including personal information about the person authorised to sign the declaration. For information about your privacy go to ato.gov.au/privacy.

Declaration:

I (Brad Gribble) declare that,

- All of the information I have provided to the agent for the preparation of this document is true and correct.
- I authorise the agent to give this document to the Commissioner of Taxation.

Public officer's signature	<input type="text"/>	Date	<input type="text"/>
Name	<input type="text" value="Mr Brad Gribble"/>	Phone number	<input type="text" value="02 40677400"/>

Tax agent's declaration

I Todd Hearne declare that:

- this tax return and its related schedule(s) have been prepared in accordance with the information supplied by the entity
- a declaration has been received from the entity stating that all information provided to me for the preparation of this return is true and correct
- authorised by the entity to give information in this return to the Commissioner.

Signature	<input type="text"/>	Date	<input type="text"/>
Client's reference	<input type="text" value="SP82167"/>	Agent's reference number	<input type="text" value="26179172"/>
Contact name	<input type="text" value="Todd Hearne"/>	Phone number	<input type="text" value="02 40677400"/>

Hours taken to prepare and complete this form J

GREG CAMPION VALUATIONS

Mobile: 0410582247
gregcampion@bigpond.com

STRATA DEVELOPMENT INSURANCE ASSESSMENT

UNDER INSTRUCTIONS FROM:

Lake Group Strata

P.O Box 175

Charlestown NSW 2290

ON ACCOUNT OF:

Owners Corporation Strata Plan No. 82167

ADDRESS:

170-172 Gosford Road

Adamstown 2289



STRATA PLAN No:

82167

DATE:

08 April 2019

INSTRUCTIONS: To assess the replacement cost new value of the building and improvements for insurance purposes in accordance with the Strata Schemes Management Act 2015 No.50 and Strata Schemes Management Regulation 2016.

ASSESSMENT BASIS: The insurance assessment of the strata comprises of the following elements:

1. Present replacement cost; involves the construction of the building having the same functional use and of the same useable area as the old building, but built in the modern idiom, and , of necessity, conforming to the regulations and by-laws which may have been adopted since the original building.
2. Professional fees payable to architects and other professional persons employed in the course of rebuilding.
3. Demolition and Removal of all debris.
4. Cost escalation period utilized is:
24 months in accordance with the Strata Schemes Management regulation 2016 Sec 39(b);
5. An allowance of 10% has been made for the GST and should be utilized if applicable.

BRIEF DESCRIPTION: The Strata development comprises two detached three storey buildings as one residential complex with parking at ground level and 8 residential units over two levels above. Each unit has two bedrooms. Each unit includes a bathroom, lounge/dining room, and kitchen. There are 8 semi enclosed carport spaces and two common laundry spaces. The two walk up style unit blocks are constructed of what is likely to be painted corrugated asbestos wall sheet cladding, with timber hard wood flooring and a flat metal sheet roof.

The complex is approximately 55 to 65 years old. It is understood that some units have been renovated from original construction. The kitchen of unit 1 at inspection during 2009 was in original condition and includes a laminated bench top and Masonite cupboards, a single stainless steel sink, and electric stove. It is likely that other kitchens have been fully

renovated to modern standards. The bathroom includes a low down suite, new vanity and shower base and curtain and $\frac{3}{4}$ height wall tiles. The floor surface is mainly carpet through out. Each unit includes a concrete verandah/balcony with hand rail. Aluminum sliding doors and windows. Built in cupboards in bedrooms.

The ground improvements comprise metal panel fencing around boundaries. Concrete drive way and paths over all ground surfaces.

Common property includes storage areas at rear of car-parking and two laundry rooms at rear of first floor. Unit 1 was available for inspection and was found to be in good condition but of basic standard construction.

We note the property is of a unique older style construction. Should the property be destroyed it would unlikely be rebuilt similar under current planning and construction guidelines. We also note the likely existence of asbestos in external cladding, this will add considerable extra cost to demolition and dumping fees as this is subject to extreme cost variation depending on environmental policy of local government.

From our most recent external inspection of the property there appears to be no significant material change, structural change or addition to the complex since previous valuation date.

There appears to be no visual evidence of the use of Aluminum Composite Panels (ACP) on the subject property. Should the owners or managers of the Strata Complex know otherwise then the Valuer must be informed so that this report can be adjusted.

Note ACP that do not comply with Australian Standard Building Codes are indistinguishable from those that do from a simple visual inspection and as such, it is beyond the scope of this report to comment as to their likely fire-retardant capabilities.

- LOCATION:** The subject property is located on the western side of Gosford Road, in the inner western suburb of Adamstown. Adamstown is approximately 5 kilometres west of Newcastle City. Surrounding development includes single residential dwellings of various age, size and quality. Gosford Road is a bitumen sealed road and is concrete kerbed and guttered.
- TOPOGRAPHY:** The land is a rectangular shaped allotment which slopes from the rear to the front boundary. The units generally have an eastern aspect.
- SERVICES:** Town water, electricity, sewer and telephone are connected to the units.
- TITLE DETAILS:** Strata Plan 82167 comprises of lots 1 to 8 and was registered 25/05/2009. It is a strata title subdivision of Lot 1 D.P 1138167.

GROSS STRATA BUILDING APPROXIMATE AREAS:

Lots 1-6	370 m ²
Lots 7-8	120 m ²
Drive way/Paths	480 m ²
Open Garages	156 m ²

CALCULATIONS:

REINSTATEMENT AND REPLACEMENT INSURANCE ASSESSMENT

Estimated / Calculated Value on acquired data

Strata Building Area	490 m ² @	\$ 2,200 m ² =	\$ 1,078,000
Carport/open garage	156 m ² @	\$ 900	\$ 140,400
Drive-way/paths	480 m ² @	\$ 130	\$ 62,400
Other (balconies, fencing, landings, misc)			\$ 70,000
			\$ 1,350,800

Demolition/Removal Debris: @	12%	\$ 162,096
Professional & Statutory Fees: @	8%	\$ 108,064
Sub Total		\$ 1,620,960

Add Cost escalation period:

Monthly Increase Cost Index 0.33%

Legislated Cost Escalation Period:	24 mths @	4.00% p.a	\$ 129,677
(from commencement of policy)			\$ 1,750,637

Plus GST @ 10% if applicable \$ 175,064

Replacement and Reinstatement Insurable Value estimate: \$ 1,925,700

ADOPT: \$1,925,000

ASSESSMENT:

Considering the above comments we are of the opinion that the current reinstatement cost new of the buildings and improvements herein described for insurance purposes as at the inspection date of the 08 April 2019 to be **\$1,925,000 (One Million Nine Hundred and Twenty Five Thousand Dollars)**.

A handwritten signature in black ink, appearing to read 'Greg Campion', is centered on the page.

VALUER:

Greg Campion Ba. Bus (Land Eco.)

Valuer

LIMITATIONS:

This assessment is for the use only of the party to whom it is addressed and for no other purpose. No responsibility is accepted to any third party who may use or rely on the whole or any part of the content of this Insurance valuation.

No allowance has been made for loss of rent and the conditions of the insurance policy should be examined to verify if such an allowance is required.

Area of the Buildings are in accordance with the Strata Plan provided by the client, should they be found to be inaccurate our insurance valuation will require review, additional measurements if required, are by hand measuring during inspection.

Insurance values are based on current building costs in the Newcastle area together with the guidance of Rawlinson's Construction Handbook with the adjustments made for locality and site factors, design and construction etc...

Building costs utilized are the standard rates as at the date of assessment with no allowance given for any rate increase that may eventuate in the occurrence of a catastrophe including an earthquake.

The type of construction is based on the areas inspected externally, common areas and if possible, the interior of one typical unit. Any significant variations that are not visible in these areas are to be conveyed with the instructions to the Valuer and should include the following, existence of asbestos, geotechnical requirements and special inclusions within the units, eg, ensuites, ducted air-conditioning etc.

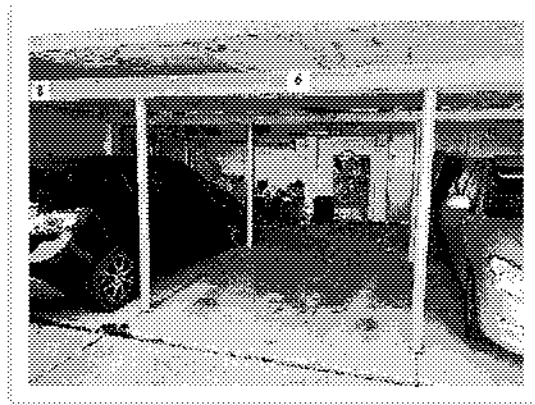
The assessment does not take into consideration Town Planning Requirements such as site densities, building setbacks and heights, car parking requirements, special conditions in relation to Bush Fire Zones, Flooding and the like.

PHOTOGRAPHS

Strata Complex Current Frontage.



Under first floor Carport



Front inner side of complex.



View towards frontage



Kitchen of Unit 1 as at 2009

