



# Silver Quays

**APARTMENT 17**

**30 O'CONNELL STREET, KANGAROO POINT QLD 4169**

**FIRST CLASS BUILDING - A PREMIER ADDRESS**





*Presented by*  
**Soren Andersen**  
**0412 081 163**





**Buyers from \$1.1M**

**17 / 30 O'Connell Street, KANGAROO POINT**

	3
	2
	2
	196 m2

### North East Riverfront apartment at Silver Quays

This rarely available 3 bed, 2 bath, 2 car apartment showcases a fantastic North-Eastern aspect – located on a high floor in a prime location in Kangaroo Point. Spanning approx. 196sqm of premier living, this apartment in Silver Quays is complimented by stunning views of the Brisbane River and city skyline, creating a desirable backdrop.

Silver Quays is a premier building situated on over 7,000sqm of prime river front land with Tennis court, pool, spa and bbq entertainment areas.

**Body Corp: \$9,994.24 p.a. (approx.)**

**Rates: \$2,413.68 p.a. (approx.)**

**Soren Andersen 0412 081 163 / 07 3320 1003**

soren@kpre.com.au



Disclaimer: Every precaution has been taken to establish accuracy of the above information but does not constitute any representation by the vendor or agent

17/30 O'Connell St

3 Bed | 2.5 Bath | 2 Car



Internal 152.7m<sup>2</sup> | External 38.9m<sup>2</sup> | Total 227.7m<sup>2</sup> (incl.garage+storage)

Please note this floor plan is for marketing purposes only. Dimensions and layout are approximate. Mountfort Media gives no guarantee or warranty over the accuracy of this plan, interested parties should make their own enquiries.



# Building Facilities Silver Quays

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First class building facilities including outdoor pool, recreation room, resident's function area, outdoor barbeque area, Tennis court & onsite management.



Building Units and Group Titles Act 1980 — 1988  
BUILDING UNITS AND GROUP TITLES REGULATIONS 1980  
(Form 9)

Name of Building:

"SILVER QUAYS"

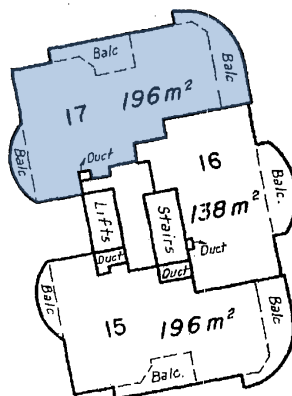
Regulation 8(1)

Sheet No 12 of 24 Sheets

**BUILDING UNITS PLAN NO. 10880**

LEVEL

F.



Scale: 1:400

Floor areas are approximate only.

SIGNATURE OF REGISTERED PROPRIETOR:



*Jameson*  
DIRECTOR

*[Signature]*  
SECRETARY

*[Signature]*  
B. W. HICKS  
APPOINTED OFFICER  
BRISBANE CITY COUNCIL

Shire  
Town  
Clerk

**SCHEDULE D OTHER DETAILS REQUIRED/PERMITTED TO BE INCLUDED**

Not applicable

**SCHEDULE E DESCRIPTION OF LOTS ALLOCATED EXCLUSIVE USE AREAS OF COMMON PROPERTY**

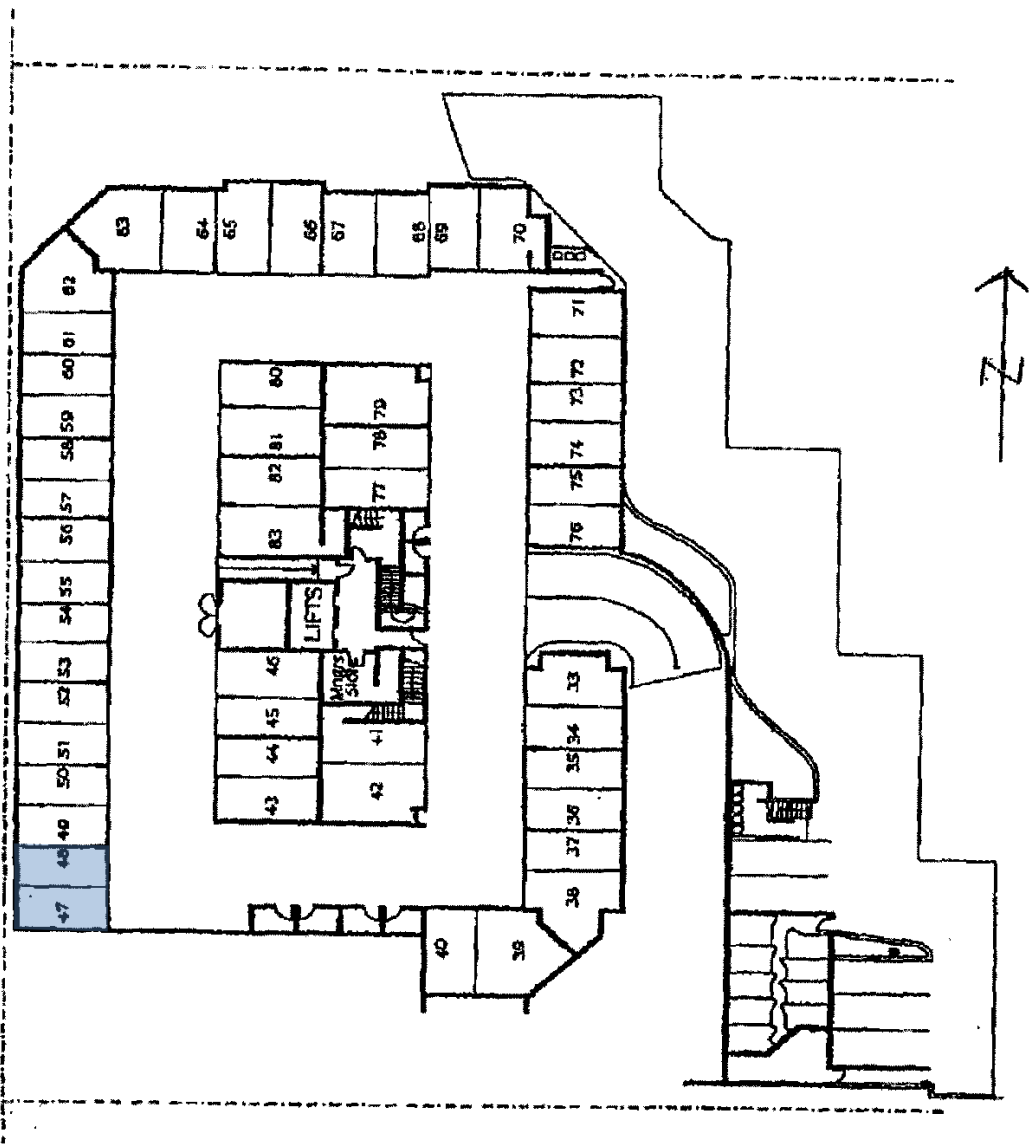
Allocation of exclusive use areas (by-laws 12, 53 and 60)

<b>Lot on Plan</b>	<b>Exclusive Use Area on Attached Exclusive Use Area Plan</b>	<b>Purpose</b>
Lot 1 on BUP 10880	Area "1" on the attached Exclusive Use Plan marked "C"	Box Room
Lot 2 on BUP 10880	Area "2" on the attached Exclusive Use Plan marked "C"	Box Room
Lot 3 on BUP 10880	Area "3" on the attached Exclusive Use Plan marked "C"	Box Room
Lot 4 on BUP 10880	Area "4" on the attached Exclusive Use Plan marked "C"	Box Room
Lot 5 on BUP 10880	Area "5" on the attached Exclusive Use Plan marked "C"	Box Room
Lot 6 on BUP 10880	Area "6" on the attached Exclusive Use Plan marked "C"	Box Room
Lot 7 on BUP 10880	Area "7" on the attached Exclusive Use Plan marked "C"	Box Room
Lot 8 on BUP 10880	Area "8" on the attached Exclusive Use Plan marked "C"	Box Room
Lot 9 on BUP 10880	Area "9" on the attached Exclusive Use Plan marked "C"	Box Room
Lot 10 on BUP 10880	Areas "29" and "30" on the attached Exclusive Use Plan marked "B"	Garage
Lot 11 on BUP 10880	Areas "31" and "32" on the attached Exclusive Use Plan marked "B"	Garage
	Area marked "Managers Office" on the attached Exclusive Use Plan marked "B"	Office
	Area marked "Managers Store" on the attached Exclusive Use Plan marked "A"	Store Room
Lot 12 on BUP 10880	Areas "25" and "26" on the attached Exclusive Use Plan marked "B"	Garage
Lot 13 on BUP 10880	Areas "27" and "28" on the attached Exclusive Use Plan marked "B"	Garage
Lot 14 on BUP 10880	Areas "67" and "68" on the attached Exclusive Use Plan marked "A"	Garage
	Area "10" on the attached Exclusive Use Plan marked "E"	Box Room
Lot 15 on BUP 10880	Areas "59" and "60" on the attached Exclusive Use Plan marked "A"	Garage
Lot 16 on BUP 10880	Areas "65" and "66" on the attached Exclusive Use Plan marked "A"	Garage
Lot 17 on BUP 10880	Areas "47" and "48" on the attached Exclusive Use Plan marked "A"	Garage
	Area "19" on the attached Exclusive Use Plan marked "E"	Box Room

EXCLUSIVE USE PLAN "A"

"A"

Silver Quays CT5 4677  
Building Units Plan No. 10880  
Level B



Not to Scale

Exclusive use areas are  
bounded by structural elements

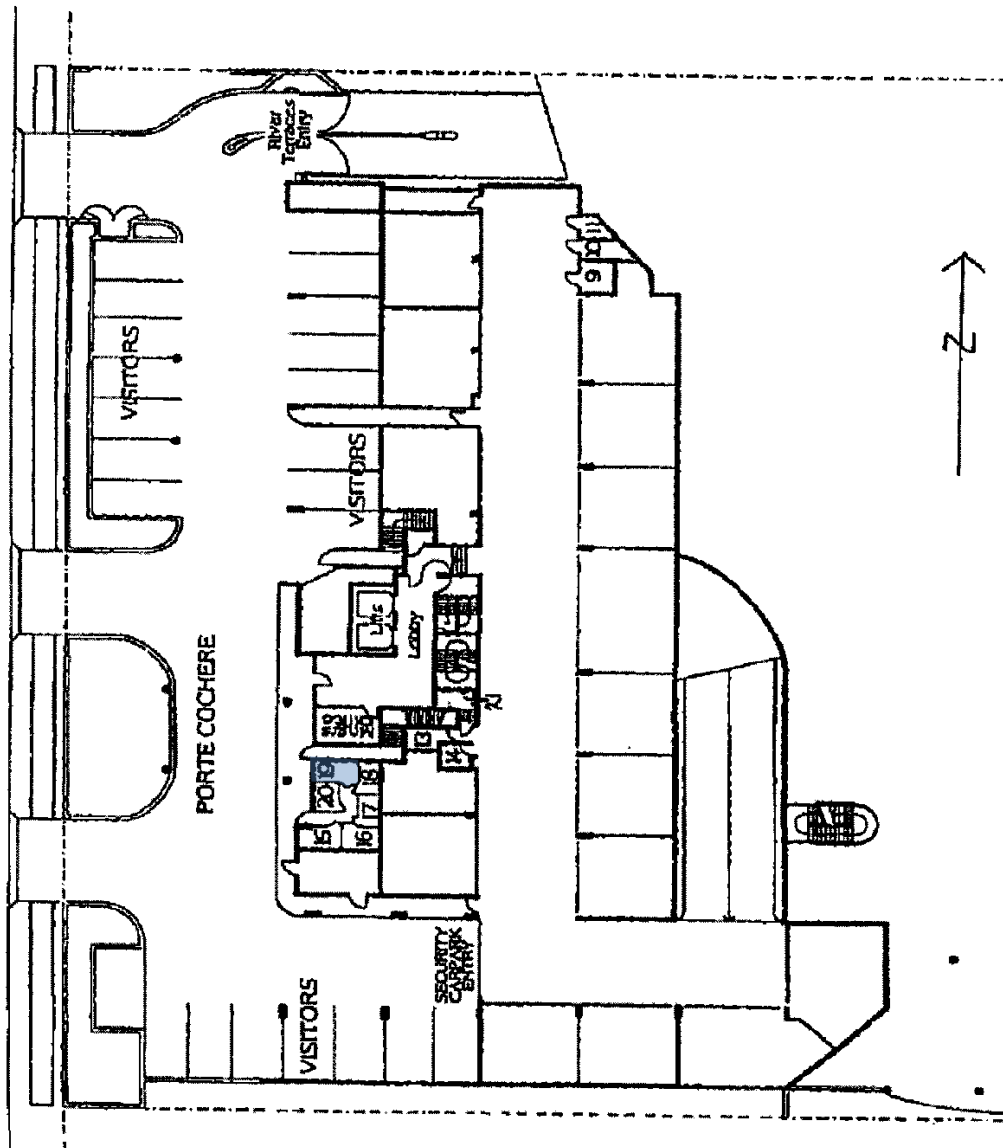


## EXCLUSIVE USE PLAN "E"

"E"

Silver Quays CTS 4677  
Building Units Plan No. 10880

Level C



Not to Scale

Exclusive use areas are  
bounded by structural elements





# STRATA ASSIST QLD

Body Corporate Search Agent

Form 13 Information Certificate and Form 8 Change in Ownership should be directed to the Body Corporate Managers – See details below

## VENDORS DISCLOSURE STATEMENT

Body Corporate and Community Management Act 1997 and amendments 2012  
SECTION 206

THIS DISCLOSURE STATEMENT  
RELATES TO THE SALE OF:

LOT 17 ON BUP10880  
SILVER QUAYS CTS 4677  
30 O'CONNELL STREET  
KANGAROO POINT QLD 4169

### REQUIREMENT

### DISCLOSED INFORMATION

Body Corporate Information Certificates issued by:

BODY CORPORATE MANAGER

Contact Details

RUBICON BODY CORPORATE SERVICES  
300 ANN STREET  
BRISBANE QLD 4000 Ph: 3236 1000

Has a Committee been appointed?

Yes ☒ No ☐

If no Committee, has the Body Corporate Manager been  
engaged to carry out the functions of the Committee:

Not applicable

### Regulation Module

Insert cross  
in appropriate  
box

☒  
☐  
☐

Standard Regulation Module  
Commercial Regulation Module  
Other Regulation Module

☐  
☐  
☐

Accommodation Regulation Module  
Small Schemes Regulation Module  
Not applicable

If no box is ticked, the Standard Regulation Module is taken to be designated as the applicable Regulation Module.  
Not applicable – The Body Corporate is regulated by the Building Units and Group Titles Act – No CMS applies.

### DETAILS OF INSURANCE:

Company:	Allianz Australia Insurance Limited	Expiry:	1 <sup>st</sup> August 2020
Policy No.	QRSC16003823		
Public Liability:	\$20,000,000	Building:	\$51,522,000
Loss of Rent:	\$7,728,300	Catastrophe:	\$15,456,600
Office Bearers:	\$5,000,000	Voluntary Workers:	\$200,000/\$2,000

### ACCOUNTING RECORDS

Last known balances of the Sinking fund: \$867,450.09

How was the approximate balance ascertained?

Balance Sheet dated 21<sup>st</sup> May 2020

### IMPROVEMENTS ON COMMON PROPERTY FOR WHICH THE LOT OWNER IS RESPONSIBLE:

Exclusive use Carparks C47 & C48 and Box room S19 as shown on plans attached to CMS

### SWIMMING POOL SAFETY CERTIFICATE

Swimming Pool Safety Certificate Sighted? Yes ☒ No ☐ Certificate No: PSC0037219 Expiry: 28.10.20

### PETS AND BY-LAWS

Refer to By-Law 21

Are pets allowed to be kept?

Subject to Body Corporate approval.

## ASSET REGISTER

The body corporate assets required to be recorded on a register maintained by the body corporate are

Is a register of body corporate assets kept?

Nothing sighted in records provided

If so, what assets are recorded in the register?

N/A

## LOT ENTITLEMENTS

Contribution Lot Entitlements	199	Aggregate	10000
Interest Lot Entitlement	16	Aggregate	1000

## LEVIES AND CONTRIBUTIONS DETERMINED AT AGM HELD:

25th July 2019

**Annual Gross Contributions fixed by the Body Corporate as payable by the Lot Owner is:**

**Administration Fund:** \$ 6,288.40 **Sinking Fund:** \$ 5,492.40 **Insurance:** \$ 712.00

Administration and Sinking fund levies are payable in advance every three months

	ADMINISTRATION FUND		SINKING FUND		INSURANCE	
Due Date:	Approved PLE* Amount		Approved PLE* Amount		Approved PLE* Amount	
01.05.19	7.8	\$ 1,552.20	6.8	\$ 1,353.20	11	\$ 176.00
01.08.19	7.8	\$ 1,552.20	6.8	\$ 1,353.20	11	\$ 176.00
01.11.19	8	\$ 1,592.00	7	\$ 1,393.00	11.25	\$ 180.00
01.02.20	8	\$ 1,592.00	7	\$ 1,393.00	11.25	\$ 180.00
Interim						
01.05.20	8	\$ 1,592.00	7	\$ 1,393.00	11	\$ 176.00
01.08.20	8	\$ 1,592.00	7	\$ 1,393.00	11	\$ 176.00
Discount		20%		20%		20%

\* An abbreviation for "Per Lot Entitlement"

\*\* Discount given on levies if paid on or before due date

## Other contributions for subject Lot

Exclusive Use Liability?

Nothing sighted in records provided

Other?

Nothing sighted in records provided

## SPECIAL LEVIES

Are there any current special levies?

Nothing sighted in records provided

Total Amount N/A

Due Date N/A

Any known proposed special levies in the near future?

Nothing sighted in records provided

Potential Total Amount

N/A

## OTHER INFORMATION

Information prescribed under Regulation Module:

Not applicable - none prescribed

This Report was prepared on 21<sup>st</sup> May 2020



*[Signature]*

Signature of seller(s) or person  
authorised by Sellers

*Licensed Real Estate Agents*

Capacity of person signing

*25/05/2020*

Dated

*[Signature]*

Signature of Witness

*JUSTIN KEITH SMITH*

Name

*25-5-20.*

Dated

## ACKNOWLEDGEMENT

The buyer acknowledges -

- (a) having received this Disclosure Statement before entering into the contract to buy the above lot.

Signature of Buyer

Signature of Buyer(s)

Dated

Signature of Witness

Name

Dated

### Vendors Note:

This Section 206 Disclosure Statement is required by law to accompany a Contract of Sale of a property that is regulated by the Body Corporate & Community Management Act 1997. This Statement contains very basic Body Corporate information.

This Statement does not cover the Seller's Implied Warranties referred to in Clause 7 of the Contract of Sale. Unless you have requested that an Implied Warranties Statement be provided with this Disclosure, it is imperative that Vendors complete Clause 7 of the Contract diligently and to the best of their knowledge to avoid possible termination of a Contract should any matter be discovered that was not disclosed in that part of the Contract.

### Notes related to Contributions

All contributions are set at the preceding Body Corporate Annual General Meeting (AGM). Gross amounts above refer to the total cost of the contribution. Often a discount of up to 20% is offered if contributions are paid on time. The AGM, or in some instances, an EGM, will set contributions for the financial year period and will often determine interim levies for the first or second levy periods in the following financial year to allow for the fact that the AGM for the following year could be delayed and levies need to be raised.

### Notes regarding Utilities

This report is not privy to unpaid utility amounts (ie. electricity, gas, water) that may or may not be outstanding. The Purchaser should ensure that any unpaid amounts are taken into account when calculating settlement figures. This information can be obtained from the Body Corporate Manager by way of an Information Certificate.

### Disclaimer

Please be advised that this Report was prepared from information provided by the Body Corporate. At the time of inspection, it is a possibility that not all of the records of the Body Corporate were made available or the records that were available were not up to date or complete. In either of these events, no responsibility is taken for any errors or omissions.

Whilst every care is taken in the preparation of this Report, it is the Seller's Responsibility to check the document thoroughly prior to signing. Any discrepancies are to be brought to our attention immediately. No responsibility will be taken for any discrepancy in levy calculations once settlement of the sale of this property has been effected.

## STRATA ASSIST QLD - Body Corporate Search Agent

EMAIL: [jan@strataassistqld.com.au](mailto:jan@strataassistqld.com.au)

Web Address: [www.strataassistqld.com.au](http://www.strataassistqld.com.au)

Phone: 0408924549

69 Moola Road Ashgrove Qld 4060

Jamaty Holdings Pty Ltd T/A ABN 86 504 337 989





## STRATA ASSIST QLD BODY CORPORATE SEARCH AGENTS

### VENDORS IMPLIED WARRANTIES STATEMENT

In relation to the Contract for sale of lot(s) 17 in SILVER QUAYS Community Titles Scheme 4677

<b>VENDORS</b>	<b>HELEN LEE BAKER</b>
----------------	------------------------

With reference to the warranties in section 223 of the Body Corporate and Community Management Act 1997 the seller discloses – *(Please read in conjunction with the Vendors Disclosure Statement)*

- a) The following latent or patent defects in the common property or body corporate assets
- b) The following actual, contingent or expected liabilities of the body corporate
- c) The following circumstances in relation to the affairs of the body corporate

**The Seller gives notice to the Buyer of the following Matters:**

#### COMMUNITY MANAGEMENT STATEMENT

At the date of this Disclosure Statement the CMS Dealing No 718213794 was the last registered CMS held by the Environment and Resources Management. The Seller discloses the following if known at the time of inspection: A new CMS has been approved by resolution but is not registered at the Titles Office or is there is an intention to approve a new CMS in the future:

No evidence sighted in records provided

#### LATENT OR PATENT DEFECTS IN COMMON PROPERTY OR BODY CORPORATE ASSETS (s223 (a)(b))

Particulars of matters discovered from the books and records of the Body Corporate. This includes outstanding building defects and other current matters which have been reported during the last 12 months only. Please be aware that it is a possibility that other matters may exist but these fall outside the scope of this report. Purchasers should obtain a full Strata Inspection Report that will include an extensive building history and complete record of other matters of interest.

#### MINUTES Of Meetings held in the last 12 months:

Copies of the following Meeting Minutes attached:

1. CM dated 15<sup>th</sup> May 2019
2. CM dated 26<sup>th</sup> June 2019
3. AGM dated 25<sup>th</sup> July 2019
4. CM dated 27<sup>th</sup> August 2019
5. EGM dated 26<sup>th</sup> September 2019
6. CM dated 4<sup>th</sup> December 2019
7. CM EGM dated 29<sup>th</sup> January 2020
8. VOCM dated 21<sup>st</sup> February 2020
9. VOCM dated 15<sup>th</sup> April 2020

#### REPORTS

Sighted Compliance Reports:

1. Sinking fund forecast dated 6<sup>th</sup> September 2018 - copy attached.
2. Annual Safety report dated 17<sup>th</sup> January 2020 - copy attached.
3. Insurance Valuation dated 4<sup>th</sup> September 2018 - Valuation for insurance purposes \$51,522,000

#### ACTUAL OR CONTINGENT OR EXPECTED LIABILITIES OF THE BODY CORPORATE (s223 (2)(c)(d))

Refer to attached Minutes of Meetings.

#### CIRCUMSTANCES IN RELATION TO THE AFFAIRS OF THE BODY CORPORATE (s 223 (3))

Apart from what has been revealed in the attached Minutes, the Vendors are not aware of any other circumstances in relation to the affairs of the Body Corporate likely to materially prejudice the buyer.

#### EXCEPTIONS TO WARRANTIES IN CLAUSE 7.4(3)

The Vendors are not aware of any unregistered lease, easements or other right capable of registration and which is required to be registered to give indefeasibility affecting the common property or Body Corporate Assets.

#### PROPOSED BODY CORPORATE RESOLUTIONS (Clause 8.4)



Search of the Body Corporate records has revealed that no Notice of any proposed Meeting has issued since the date of the last Meeting noted above.

### KNOWN DISPUTES

Particulars of any current applications (within the last 12 months) to the Commissioner which directly affect the Body Corporate:

A search of the Queensland Body Corporate & Community Management Commissioner's Adjudicators Orders Register revealed no recent Adjudicators Orders recorded for this complex.

Particulars of any current Court proceedings (within the last 12 months) that directly affect the Body Corporate:

Nothing sighted in records provided.

This Report was prepared on 21<sup>st</sup> May 2020

Signature of seller(s) or person authorised by seller(s)

Capacity of person signing

### ACKNOWLEDGEMENT

The buyer acknowledges -

- (a) having received this Disclosure & Implied Warranty Statement before entering into the contract to buy the above lot.

Signature of Buyer

Signature of Buyer(s)

Dated

Signature of Witness

Name

Dated

#### Disclaimer

The information contained in this Report is derived entirely from an inspection of the records made available to us by the Body Corporate representative. We are unable to guarantee that all Body Corporate records were made available to us at the time of our inspection or attest to the accuracy of the information contained in those records.

In some cases, Managing Agents hold "work in progress" files which may not be produced. We have not inspected the building and we cannot necessarily determine from the records whether the building is well maintained.

Unless otherwise indicated, the information in our report has been obtained solely from the records made available to our inspector.

Whilst every effort is made to ensure the accuracy of the information contained in this report, we cannot accept liability for any incorrect information that may be obtained from those records and no responsibility is taken for any errors or omissions.

#### Notes regarding Utilities

This report is not privy to unpaid utility amounts (ie. electricity, gas, water) that may or may not be outstanding. The Purchaser should ensure that any unpaid amounts are taken into account when calculating settlement figures. This information can be obtained from the Body Corporate Manager by way of an Information Certificate.

#### STRATA ASSIST QLD

EMAIL: [jan@strataassistqld.com.au](mailto:jan@strataassistqld.com.au)

Web Address: [www.strataassistqld.com.au](http://www.strataassistqld.com.au)

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Jamaty Holdings Pty Ltd T/A ABN 86 504 337 989







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ABN 77 019 171 194

# ANNUAL SAFETY REPORT

## SILVER QUAYS

30 O'Connell Street

Kangaroo Point QLD 4169

Community Titles Scheme 4677

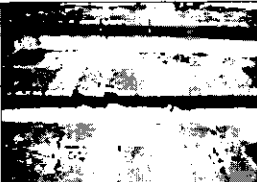
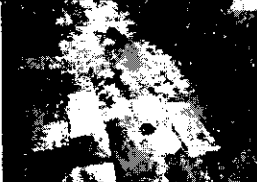
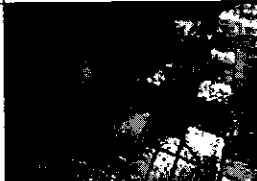
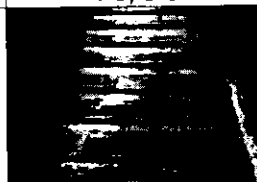

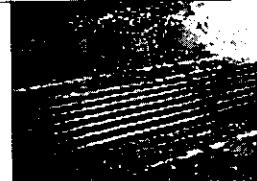


Report details	
Inspection date:	14 January 2020
Inspector:	Greg Birnie
Weather conditions at time of inspection:	Fine
Total items identified:	6
Major hazards:	0
Moderate hazards:	0
Minor hazards:	6
Additional comments:	26

**NEW SOUTH WALES**  
Level 5, 115 Pitt St Sydney 2000  
PO Box A72 Sydney South NSW 1235

**QUEENSLAND**  
9 Gardner Close, Milton 4064  
PO Box 1584 Milton 4064

**VICTORIA**  
Level 1, 1 Queens Rd Melbourne 3004  
GPO Box 3025 Melbourne 3001

Action list			
Item	Details	Location	Date actioned
<b>Minor hazards</b>			
24	We recommend that you repair the damaged pavers.	 Rear right hand stairs	
25	We recommend that you repair the damaged pavers and also remove the excess soil and loose gravel.	 Adjacent to Unit 5 on riverbank	
26	We recommend that you re-lay the sunken pavers in the pathway along the entry to Units 2-3, 4-5, 8-9 to be flush with the adjacent surface <b>as soon as possible</b> as this represents a tripping hazard.	 Entry to Units 2-3, 4-5, 8-9	
54	We recommend that you highlight the leading and top edge of each tread in the external steps, to a width of approximately 50mm, <b>as soon as possible</b> . To fit with the appearance of the surrounding area, we recommend non-slip tiles / aluminium / rubber strips, strips in hazard yellow or a similar contrasting colour. The current situation represents a tripping hazard. (Photo 1)	 All external stairways	
55	We recommend that you highlight the leading and top edge of each tread in the external steps, to a width of approximately 50mm, <b>as soon as possible</b> . To fit with the appearance of the surrounding area, we recommend non-slip tiles / aluminium / rubber strips, strips in hazard yellow or a similar contrasting colour. The current situation represents a tripping hazard. (Photo 2)	 All external stairways	
76	We recommend that you reseal the drain grates in the driveway to be flush with the adjacent surface <b>as soon as possible</b> .	 Driveway	

17 January 2020

The Body Corporate for  
Silver Quays  
Community Titles Scheme 4677  
30 O'Connell Street, Kangaroo Point QLD 4169

Dear Committee Members,

Solutions in Engineering have designed this Annual Safety Report to guide the Body Corporate in the ongoing management and elimination of site-specific physical hazards in order to minimise risks to health and safety of persons on the common property. This report is distinct from others in the market, clearly prioritizing major and moderate risks over less important maintenance issues.

Details and Scope of Report	
Inspection Date:	14/01/2020
Conditions at time of Inspection:	Fine
Scope of Report:	Solutions in Engineering were engaged by the Body Corporate to produce an Annual Safety Report identifying site-specific physical hazards to persons on the common property.
Building Profile:	High Rise Residential

Attached is the report compiled by a qualified and experienced Work Health and Safety Specialist. The report contains:

- Section 1 - A Detailed Inspection Report** listing all areas inspected and any items requiring attention and/or action.
- Section 2 - A Contractor's Safe Working Agreement** for all contractors to sign before commencing any work on the complex. Having the contractor(s) sign this document will ensure that they are aware of their basic obligations and will assist the Executive Committee in discharging its obligations.
- Section 3 - Safety Report Update Schedule** provides advice about updating this report, including a schedule for future reports.
- Section 4 - Implementation Plan** to assist with the scheduling of repair and maintenance issues.
- Section 5 - A property profile** sheet to fax with work orders to identify workplace amenities, equipment and safety documentation available to workers visiting the site.
- Section 6 - Trade Specific Job Safety Analysis (JSA)** for all contractors to complete before commencing any work on the complex.

This report is provided only to assist the Body Corporate to identify safety issues which are relevant to people working on the common property and is provided by Solutions in Engineering on the basis of our 'Supply Terms and Conditions' which are available from our office and from our website [www.solutionsinengineering.com](http://www.solutionsinengineering.com)

The Safety Team at Solutions in Engineering are available to assist you with any queries you may have or any issues that require further clarification, please call us on 1300 136 036.

Thank you for your business and continue to be safe.

Yours sincerely,



Solutions in Engineering  
Inspector Name: Greg Birnie





## Section 1



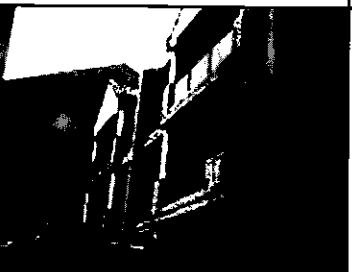
### Detailed Inspection Report




Several areas of the common property were not inspected and are not included in this report, including:

1. Roof areas
2. Ceiling and roof cavities
3. Unit balconies
4. Internal areas of units
5. Locked switchboard
6. Lift shaft
7. Plant room
8. Ventilation ducting
9. Underground plumbing and internal wiring
10. Dividing walls between units
11. Individual garages
12. Exclusive use areas



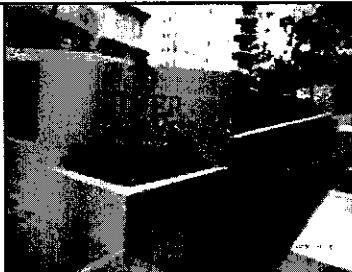
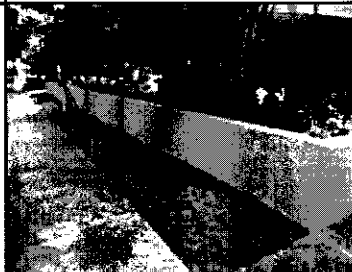
BARBEQUE AREA				
1		<b>Location:</b> Barbeque area <b>Action:</b> The barbeque area was neat, tidy and was in good condition. No hazards were apparent at the time of inspection. (Photo 1)  <b>Risk level:</b> NH - No Hazard		
2		<b>Location:</b> Barbeque area <b>Action:</b> The barbeque area was neat, tidy and was in good condition. No hazards were apparent at the time of inspection. (Photo 2)  <b>Risk level:</b> NH - No Hazard		






**BARRIERS TO PREVENT FALLS**


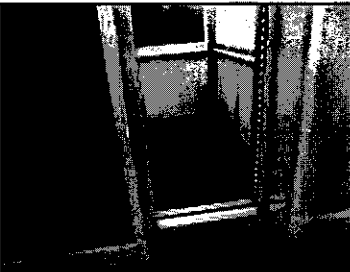
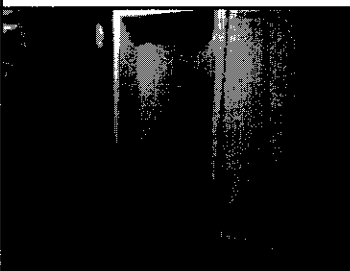

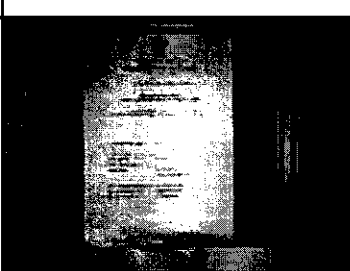
3		<p><b>Location:</b> Balustrades</p> <p><b>Reference:</b> Unable to Measure</p> <p><b>Action:</b> Due to insufficient access the barriers in this complex were unable to be measured for height and gap compliance with relevant Building Code requirements for the time of construction. We recommend that access to the barriers be made available at the next inspection to ensure compliance. (Photo 1)</p> <p><b>Risk level:</b> C - Comment</p>		<p><b>By whom:</b> Body Corporate</p>
4		<p><b>Location:</b> Balustrades</p> <p><b>Reference:</b> Unable to Measure</p> <p><b>Action:</b> Due to insufficient access the barriers in this complex were unable to be measured for height and gap compliance with relevant Building Code requirements for the time of construction. We recommend that access to the barriers be made available at the next inspection to ensure compliance. (Photo 2)</p> <p><b>Risk level:</b> C - Comment</p>		<p><b>By whom:</b> Body Corporate</p>
5		<p><b>Location:</b> Balustrades</p> <p><b>Reference:</b> Unable to Measure</p> <p><b>Action:</b> Due to insufficient access the barriers in this complex were unable to be measured for height and gap compliance with relevant Building Code requirements for the time of construction. We recommend that access to the barriers be made available at the next inspection to ensure compliance. (Photo 3)</p> <p><b>Risk level:</b> C - Comment</p>		<p><b>By whom:</b> Body Corporate</p>

6		<p><b>Location:</b> Balustrades</p> <p><b>Reference:</b> Unable to Measure</p> <p><b>Action:</b> Due to insufficient access the barriers in this complex were unable to be measured for height and gap compliance with relevant Building Code requirements for the time of construction. We recommend that access to the barriers be made available at the next inspection to ensure compliance. (Photo 4)</p> <p><b>Risk level:</b> C - Comment</p>		<p><b>By whom:</b> Body Corporate</p>
7		<p><b>Location:</b> Balustrades</p> <p><b>Reference:</b> Unable to Measure</p> <p><b>Action:</b> Due to insufficient access the barriers in this complex were unable to be measured for height and gap compliance with relevant Building Code requirements for the time of construction. We recommend that access to the barriers be made available at the next inspection to ensure compliance. (Photo 5)</p> <p><b>Risk level:</b> C - Comment</p>		<p><b>By whom:</b> Body Corporate</p>
8		<p><b>Location:</b> Balustrades</p> <p><b>Reference:</b> Unable to Measure</p> <p><b>Action:</b> Due to insufficient access the barriers in this complex were unable to be measured for height and gap compliance with relevant Building Code requirements for the time of construction. We recommend that access to the barriers be made available at the next inspection to ensure compliance. (Photo 6)</p> <p><b>Risk level:</b> C - Comment</p>		<p><b>By whom:</b> Body Corporate</p>

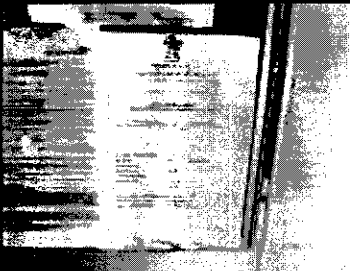

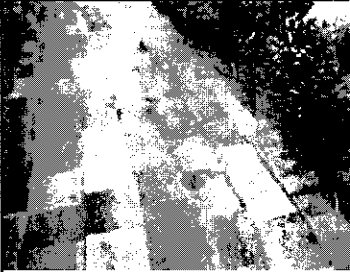
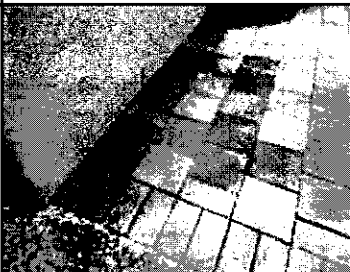





9		<b>Location:</b> Balustrades <b>Reference:</b> Unable to Measure <b>Action:</b> Due to insufficient access the barriers in this complex were unable to be measured for height and gap compliance with relevant Building Code requirements for the time of construction. We recommend that access to the barriers be made available at the next inspection to ensure compliance. (Photo 7)  <b>Risk level:</b> C - Comment		<b>By whom:</b> Body Corporate
10		<b>Location:</b> Balustrades <b>Reference:</b> Unable to Measure <b>Action:</b> Due to insufficient access the barriers in this complex were unable to be measured for height and gap compliance with relevant Building Code requirements for the time of construction. We recommend that access to the barriers be made available at the next inspection to ensure compliance. (Photo 8)  <b>Risk level:</b> C - Comment		<b>By whom:</b> Body Corporate
<b>FENCE</b>				
11		<b>Location:</b> Fences and walls <b>Action:</b> The fencing was free of significant deterioration or damage and all components were in place. No hazards were apparent at the time of inspection. (Photo 1)  <b>Risk level:</b> NH - No Hazard		
12		<b>Location:</b> Fences and walls <b>Action:</b> The fencing was free of significant deterioration or damage and all components were in place. No hazards were apparent at the time of inspection. (Photo 2)  <b>Risk level:</b> NH - No Hazard		




13		<b>Location:</b> Fences and walls <b>Action:</b> The fencing was free of significant deterioration or damage and all components were in place. No hazards were apparent at the time of inspection. (Photo 3) <b>Risk level:</b> NH - No Hazard		
14		<b>Location:</b> Fences and walls <b>Action:</b> The fencing was free of significant deterioration or damage and all components were in place. No hazards were apparent at the time of inspection. (Photo 4) <b>Risk level:</b> NH - No Hazard		
15		<b>Location:</b> Fences and walls <b>Action:</b> The fencing was free of significant deterioration or damage and all components were in place. No hazards were apparent at the time of inspection. (Photo 5) <b>Risk level:</b> NH - No Hazard		
16		<b>Location:</b> Fences and walls <b>Action:</b> The fencing was free of significant deterioration or damage and all components were in place. No hazards were apparent at the time of inspection. (Photo 6) <b>Risk level:</b> NH - No Hazard		
17		<b>Location:</b> Tennis court fences <b>Action:</b> The fencing was free of significant deterioration or damage and all components were in place. No hazards were apparent at the time of inspection. (Photo 7) <b>Risk level:</b> NH - No Hazard		




GENERAL			
18		<b>Location:</b> Bins <b>Action:</b> All bins were in designated areas. No hazards were apparent at the time of inspection. <b>Risk level:</b> NH - No Hazard	
LIFTS			
19		<b>Location:</b> Lift <b>Action:</b> The lifts were free of any hazardous conditions that may contribute to slips or trips. No hazards were apparent at the time of inspection. (Photo 1) <b>Risk level:</b> NH - No Hazard	
20		<b>Location:</b> Lift <b>Action:</b> The lifts were free of any hazardous conditions that may contribute to slips or trips. No hazards were apparent at the time of inspection. (Photo 2) <b>Risk level:</b> NH - No Hazard	
21		<b>Location:</b> Lift <b>Action:</b> The lifts were free of any hazardous conditions that may contribute to slips or trips. No hazards were apparent at the time of inspection. (Photo 3) <b>Risk level:</b> NH - No Hazard	
22		<b>Location:</b> Lift certification <b>Action:</b> A certificate was available confirming current registration of the lifts with the relevant authority. No hazards were apparent at the time of inspection. (Photo 1) <b>Risk level:</b> NH - No Hazard	






23		<b>Location:</b> Lift certification <b>Action:</b> A certificate was available confirming current registration of the lifts with the relevant authority. No hazards were apparent at the time of inspection. (Photo 2) <b>Risk level:</b> NH - No Hazard		
<b>PEDESTRIAN ACCESS</b>				
24	AS / NZS ISO 31000; BCA Vol 1 DP1	<b>Location:</b> Rear right hand stairs <b>Reference:</b> Surface - Damaged Pavers <b>Action:</b> We recommend that you repair the damaged pavers. <b>Risk level:</b> 3 - Minor		<b>By whom:</b> Handyman
25	AS / NZS ISO 31000; BCA Vol 1 DP1	<b>Location:</b> Adjacent to Unit 5 on riverbank <b>Reference:</b> Surface - Damaged Pavers <b>Action:</b> We recommend that you repair the damaged pavers and also remove the excess soil and loose gravel. <b>Risk level:</b> 3 - Minor		<b>By whom:</b> Handyman
26	AS / NZS ISO 31000; BCA Vol 1 DP1	<b>Location:</b> Entry to Units 2-3, 4-5, 8-9 <b>Reference:</b> Surface - Sunken Pavers <b>Action:</b> We recommend that you re-lay the sunken pavers in the pathway along the entry to Units 2-3, 4-5, 8-9 to be flush with the adjacent surface <b>as soon as possible</b> as this represents a <b>tripping hazard</b> . <b>Risk level:</b> 3 - Minor		<b>By whom:</b> Handyman


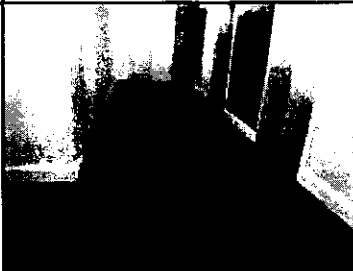

27		<p><b>Location:</b> External walkways</p> <p><b>Action:</b> The external pathways and walkways were free of any hazardous conditions that may contribute to slips, trips, falls or impacts. No hazards were apparent at the time of inspection. (Photo 1)</p> <p>Please note: Slip-resistance testing to AS / NZS 4663 was not conducted as a part of this inspection. Our observations regarding slip hazards are based upon our inspector's experience under the conditions prevailing during the inspection.</p> <p><b>Risk level:</b> <b>NH - No Hazard</b></p>		
28		<p><b>Location:</b> External walkways</p> <p><b>Action:</b> The external pathways and walkways were free of any hazardous conditions that may contribute to slips, trips, falls or impacts. No hazards were apparent at the time of inspection. (Photo 2)</p> <p>Please note: Slip-resistance testing to AS / NZS 4663 was not conducted as a part of this inspection. Our observations regarding slip hazards are based upon our inspector's experience under the conditions prevailing during the inspection.</p> <p><b>Risk level:</b> <b>NH - No Hazard</b></p>		
29		<p><b>Location:</b> External walkways</p> <p><b>Action:</b> The external pathways and walkways were free of any hazardous conditions that may contribute to slips, trips, falls or impacts. No hazards were apparent at the time of inspection. (Photo 3)</p> <p>Please note: Slip-resistance testing to AS / NZS 4663 was not conducted as a part of this inspection. Our observations regarding slip hazards are based upon our inspector's experience under the conditions prevailing during the inspection.</p> <p><b>Risk level:</b> <b>NH - No Hazard</b></p>		


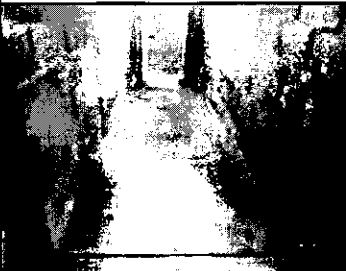

30		<p><b>Location:</b> External walkways</p> <p><b>Action:</b> The external pathways and walkways were free of any hazardous conditions that may contribute to slips, trips, falls or impacts. No hazards were apparent at the time of inspection. (Photo 4)</p> <p>Please note: Slip-resistance testing to AS / NZS 4663 was not conducted as a part of this inspection. Our observations regarding slip hazards are based upon our inspector's experience under the conditions prevailing during the inspection.</p> <p><b>Risk level:</b> NH - No Hazard</p>		
31		<p><b>Location:</b> External walkways</p> <p><b>Action:</b> The external pathways and walkways were free of any hazardous conditions that may contribute to slips, trips, falls or impacts. No hazards were apparent at the time of inspection. (Photo 5)</p> <p>Please note: Slip-resistance testing to AS / NZS 4663 was not conducted as a part of this inspection. Our observations regarding slip hazards are based upon our inspector's experience under the conditions prevailing during the inspection.</p> <p><b>Risk level:</b> NH - No Hazard</p>		
32		<p><b>Location:</b> External walkways</p> <p><b>Action:</b> The external pathways and walkways were free of any hazardous conditions that may contribute to slips, trips, falls or impacts. No hazards were apparent at the time of inspection. (Photo 6)</p> <p>Please note: Slip-resistance testing to AS / NZS 4663 was not conducted as a part of this inspection. Our observations regarding slip hazards are based upon our inspector's experience under the conditions prevailing during the inspection.</p> <p><b>Risk level:</b> NH - No Hazard</p>		

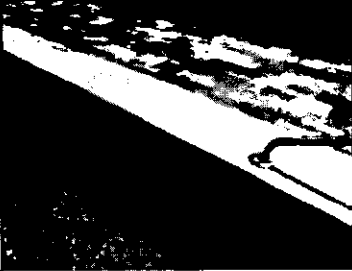
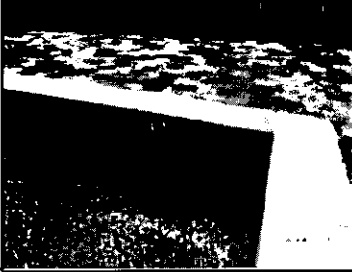
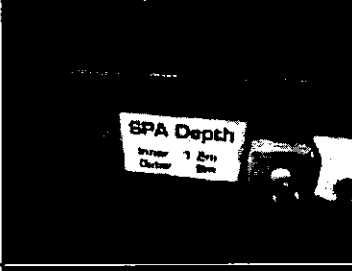


33		<p><b>Location:</b> External walkways</p> <p><b>Action:</b> The external pathways and walkways were free of any hazardous conditions that may contribute to slips, trips, falls or impacts. No hazards were apparent at the time of inspection. (Photo 7)</p> <p>Please note: Slip-resistance testing to AS / NZS 4663 was not conducted as a part of this inspection. Our observations regarding slip hazards are based upon our inspector's experience under the conditions prevailing during the inspection.</p> <p><b>Risk level:</b> <b>NH - No Hazard</b></p>		
34		<p><b>Location:</b> Internal walkways</p> <p><b>Action:</b> The internal walkways were free of any hazardous condition that may contribute to slips, trips, falls or impacts. No hazards were apparent at the time of inspection. (Photo 1)</p> <p>Please note: Slip-resistance testing to AS / NZS 4663 was not conducted as a part of this inspection. Our observations regarding slip hazards are based upon our inspector's experience under the conditions prevailing during the inspection.</p> <p><b>Risk level:</b> <b>NH - No Hazard</b></p>		
35		<p><b>Location:</b> Internal walkways</p> <p><b>Action:</b> The internal walkways were free of any hazardous condition that may contribute to slips, trips, falls or impacts. No hazards were apparent at the time of inspection. (Photo 2)</p> <p>Please note: Slip-resistance testing to AS / NZS 4663 was not conducted as a part of this inspection. Our observations regarding slip hazards are based upon our inspector's experience under the conditions prevailing during the inspection.</p> <p><b>Risk level:</b> <b>NH - No Hazard</b></p>		


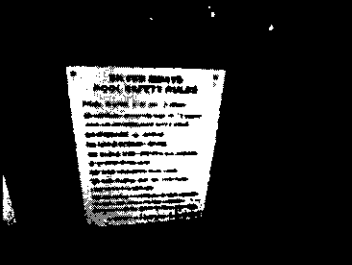

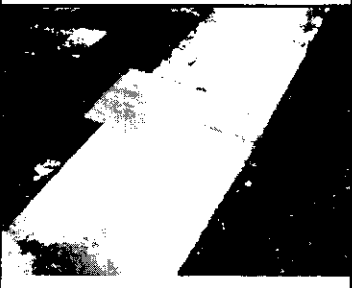


36		<p><b>Location:</b> Internal walkways</p> <p><b>Action:</b> The internal walkways were free of any hazardous condition that may contribute to slips, trips, falls or impacts. No hazards were apparent at the time of inspection. (Photo 3)</p> <p>Please note: Slip-resistance testing to AS / NZS 4663 was not conducted as a part of this inspection. Our observations regarding slip hazards are based upon our inspector's experience under the conditions prevailing during the inspection.</p> <p><b>Risk level:</b> NH - No Hazard</p>		
37		<p><b>Location:</b> Internal walkways</p> <p><b>Action:</b> The internal walkways were free of any hazardous condition that may contribute to slips, trips, falls or impacts. No hazards were apparent at the time of inspection. (Photo 4)</p> <p>Please note: Slip-resistance testing to AS / NZS 4663 was not conducted as a part of this inspection. Our observations regarding slip hazards are based upon our inspector's experience under the conditions prevailing during the inspection.</p> <p><b>Risk level:</b> NH - No Hazard</p>		
38		<p><b>Location:</b> Internal walkways</p> <p><b>Action:</b> The internal walkways were free of any hazardous condition that may contribute to slips, trips, falls or impacts. No hazards were apparent at the time of inspection. (Photo 5)</p> <p>Please note: Slip-resistance testing to AS / NZS 4663 was not conducted as a part of this inspection. Our observations regarding slip hazards are based upon our inspector's experience under the conditions prevailing during the inspection.</p> <p><b>Risk level:</b> NH - No Hazard</p>		







39		<p><b>Location:</b> Internal walkways</p> <p><b>Action:</b> The internal walkways were free of any hazardous condition that may contribute to slips, trips, falls or impacts. No hazards were apparent at the time of inspection. (Photo 6)</p> <p>Please note: Slip-resistance testing to AS / NZS 4663 was not conducted as a part of this inspection. Our observations regarding slip hazards are based upon our inspector's experience under the conditions prevailing during the inspection.</p> <p><b>Risk level:</b> <b>NH - No Hazard</b></p>		
40		<p><b>Location:</b> Internal walkways</p> <p><b>Action:</b> The internal walkways were free of any hazardous condition that may contribute to slips, trips, falls or impacts. No hazards were apparent at the time of inspection. (Photo 7)</p> <p>Please note: Slip-resistance testing to AS / NZS 4663 was not conducted as a part of this inspection. Our observations regarding slip hazards are based upon our inspector's experience under the conditions prevailing during the inspection.</p> <p><b>Risk level:</b> <b>NH - No Hazard</b></p>		
41		<p><b>Location:</b> Internal walkways</p> <p><b>Action:</b> The internal walkways were free of any hazardous condition that may contribute to slips, trips, falls or impacts. No hazards were apparent at the time of inspection. (Photo 8)</p> <p>Please note: Slip-resistance testing to AS / NZS 4663 was not conducted as a part of this inspection. Our observations regarding slip hazards are based upon our inspector's experience under the conditions prevailing during the inspection.</p> <p><b>Risk level:</b> <b>NH - No Hazard</b></p>		




42		<p><b>Location:</b> Internal walkways</p> <p><b>Action:</b> The internal walkways were free of any hazardous condition that may contribute to slips, trips, falls or impacts. No hazards were apparent at the time of inspection. (Photo 9)</p> <p>Please note: Slip-resistance testing to AS / NZS 4663 was not conducted as a part of this inspection. Our observations regarding slip hazards are based upon our inspector's experience under the conditions prevailing during the inspection.</p> <p><b>Risk level:</b> <b>NH - No Hazard</b></p>		
43		<p><b>Location:</b> Internal walkways</p> <p><b>Action:</b> The internal walkways were free of any hazardous condition that may contribute to slips, trips, falls or impacts. No hazards were apparent at the time of inspection. (Photo 10)</p> <p>Please note: Slip-resistance testing to AS / NZS 4663 was not conducted as a part of this inspection. Our observations regarding slip hazards are based upon our inspector's experience under the conditions prevailing during the inspection.</p> <p><b>Risk level:</b> <b>NH - No Hazard</b></p>		
44		<p><b>Location:</b> Internal walkways</p> <p><b>Action:</b> The internal walkways were free of any hazardous condition that may contribute to slips, trips, falls or impacts. No hazards were apparent at the time of inspection. (Photo 11)</p> <p>Please note: Slip-resistance testing to AS / NZS 4663 was not conducted as a part of this inspection. Our observations regarding slip hazards are based upon our inspector's experience under the conditions prevailing during the inspection.</p> <p><b>Risk level:</b> <b>NH - No Hazard</b></p>		




POOL			
45		<b>Location:</b> Swimming pool depth signage <b>Action:</b> Depth signs and depth markers were visible. No hazards were apparent at the time of inspection. (Photo 1)  <b>Risk level:</b> NH - No Hazard	
46		<b>Location:</b> Swimming pool depth signage <b>Action:</b> Depth signs and depth markers were visible. No hazards were apparent at the time of inspection. (Photo 2)  <b>Risk level:</b> NH - No Hazard	
47		<b>Location:</b> Spa depth marker <b>Action:</b> Depth signs and depth markers were visible. No hazards were apparent at the time of inspection. (Photo 3)  <b>Risk level:</b> NH - No Hazard	
48		<b>Location:</b> CPR signage <b>Action:</b> Emergency resuscitation signage with emergency phone number '000' was clearly visible. No hazards were apparent at the time of inspection.  <b>Risk level:</b> NH - No Hazard	
49		<b>Location:</b> Swimming pool concourse <b>Action:</b> The pavement surrounding the pool container was free of hazardous conditions that would contribute to slips, trips, falls or impacts. No hazards were apparent at the time of inspection. (Photo 1)  <b>Risk level:</b> NH - No Hazard	

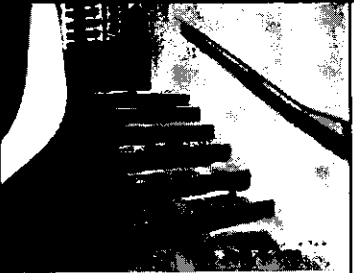


50		<p><b>Location:</b> Swimming pool concourse</p> <p><b>Action:</b> The pavement surrounding the pool container was free of hazardous conditions that would contribute to slips, trips, falls or impacts. No hazards were apparent at the time of inspection. (Photo 2)</p> <p><b>Risk level:</b> NH - No Hazard</p>		
51		<p><b>Location:</b> Swimming pool signage</p> <p><b>Action:</b> The pool area rules were displayed. No hazards were apparent at the time of inspection.</p> <p><b>Risk level:</b> NH - No Hazard</p>		
52		<p><b>Location:</b> Skimmer box</p> <p><b>Action:</b> The pool skimmer box cover was intact and firmly in place. No hazards were apparent at the time of inspection. (Photo 1)</p> <p><b>Risk level:</b> NH - No Hazard</p>		
53		<p><b>Location:</b> Skimmer box</p> <p><b>Action:</b> The pool skimmer box cover was intact and firmly in place. No hazards were apparent at the time of inspection. (Photo 2)</p> <p><b>Risk level:</b> NH - No Hazard</p>		

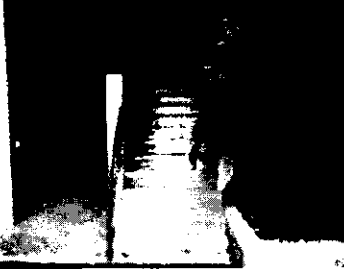




STAIRWAYS				
54	AS / NZS ISO 31000; BCA Vol 1 DP1	<b>Location:</b> All external stairways <b>Reference:</b> Highlight - Steps <b>Action:</b> We recommend that you highlight the leading and top edge of each tread in the external steps, to a width of approximately 50mm, <b>as soon as possible</b> . To fit with the appearance of the surrounding area, we recommend non-slip tiles / aluminium / rubber strips, strips in hazard yellow or a similar contrasting colour. The current situation represents a <b>tripping hazard</b> . (Photo 1)  <b>Risk level:</b> 3 - Minor	 	By whom: Handyman
55	AS / NZS ISO 31000; BCA Vol 1 DP1	<b>Location:</b> All external stairways <b>Reference:</b> Highlight - Steps <b>Action:</b> We recommend that you highlight the leading and top edge of each tread in the external steps, to a width of approximately 50mm, <b>as soon as possible</b> . To fit with the appearance of the surrounding area, we recommend non-slip tiles / aluminium / rubber strips, strips in hazard yellow or a similar contrasting colour. The current situation represents a <b>tripping hazard</b> . (Photo 2)  <b>Risk level:</b> 3 - Minor	 	By whom: Handyman
56		<b>Location:</b> External stairways <b>Action:</b> We have assumed that any stairways inspected are the original stairways that were passed by the authorities at the time of construction and therefore would have complied with the Building Codes of that time. For that reason we make no comment as to the structural legality of these stairs. (Photo 1)  Please note that the current building code requires stairs to have a non-slip finish or anti-slip strip on each tread for all new or renovated stairs.  <b>Risk level:</b> C - Comment	 	


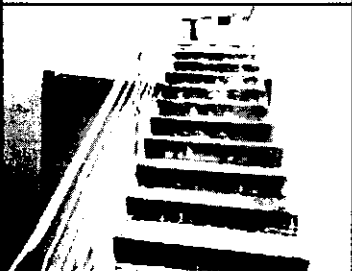

57		<p><b>Location:</b> External stairways</p> <p><b>Action:</b> We have assumed that any stairways inspected are the original stairways that were passed by the authorities at the time of construction and therefore would have complied with the Building Codes of that time. For that reason we make no comment as to the structural legality of these stairs. (Photo 2)</p> <p>Please note that the current building code requires stairs to have a non-slip finish or anti-slip strip on each tread for all new or renovated stairs.</p> <p><b>Risk level:</b> <b>C - Comment</b></p>		
58		<p><b>Location:</b> External stairways</p> <p><b>Action:</b> We have assumed that any stairways inspected are the original stairways that were passed by the authorities at the time of construction and therefore would have complied with the Building Codes of that time. For that reason we make no comment as to the structural legality of these stairs. (Photo 3)</p> <p>Please note that the current building code requires stairs to have a non-slip finish or anti-slip strip on each tread for all new or renovated stairs.</p> <p><b>Risk level:</b> <b>C - Comment</b></p>		
59		<p><b>Location:</b> External stairways</p> <p><b>Action:</b> We have assumed that any stairways inspected are the original stairways that were passed by the authorities at the time of construction and therefore would have complied with the Building Codes of that time. For that reason we make no comment as to the structural legality of these stairs. (Photo 4)</p> <p>Please note that the current building code requires stairs to have a non-slip finish or anti-slip strip on each tread for all new or renovated stairs.</p> <p><b>Risk level:</b> <b>C - Comment</b></p>		



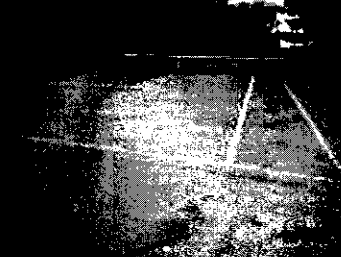
60		<p><b>Location:</b> External stairways</p> <p><b>Action:</b> We have assumed that any stairways inspected are the original stairways that were passed by the authorities at the time of construction and therefore would have complied with the Building Codes of that time. For that reason we make no comment as to the structural legality of these stairs. (Photo 5)</p> <p>Please note that the current building code requires stairs to have a non-slip finish or anti-slip strip on each tread for all new or renovated stairs.</p> <p><b>Risk level:</b> <b>C - Comment</b></p>		
61		<p><b>Location:</b> External stairways</p> <p><b>Action:</b> We have assumed that any stairways inspected are the original stairways that were passed by the authorities at the time of construction and therefore would have complied with the Building Codes of that time. For that reason we make no comment as to the structural legality of these stairs. (Photo 6)</p> <p>Please note that the current building code requires stairs to have a non-slip finish or anti-slip strip on each tread for all new or renovated stairs.</p> <p><b>Risk level:</b> <b>C - Comment</b></p>		
62		<p><b>Location:</b> External stairways</p> <p><b>Action:</b> We have assumed that any stairways inspected are the original stairways that were passed by the authorities at the time of construction and therefore would have complied with the Building Codes of that time. For that reason we make no comment as to the structural legality of these stairs. (Photo 7)</p> <p>Please note that the current building code requires stairs to have a non-slip finish or anti-slip strip on each tread for all new or renovated stairs.</p> <p><b>Risk level:</b> <b>C - Comment</b></p>		

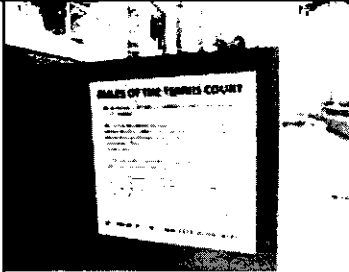
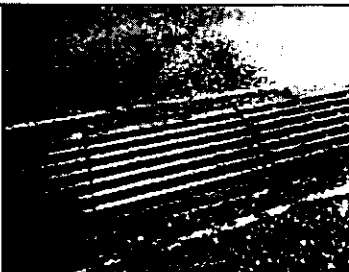

63		<p><b>Location:</b> External stairways</p> <p><b>Action:</b> We have assumed that any stairways inspected are the original stairways that were passed by the authorities at the time of construction and therefore would have complied with the Building Codes of that time. For that reason we make no comment as to the structural legality of these stairs. (Photo 8)</p> <p>Please note that the current building code requires stairs to have a non-slip finish or anti-slip strip on each tread for all new or renovated stairs.</p> <p><b>Risk level:</b> <b>C - Comment</b></p>		
64		<p><b>Location:</b> External stairways</p> <p><b>Action:</b> We have assumed that any stairways inspected are the original stairways that were passed by the authorities at the time of construction and therefore would have complied with the Building Codes of that time. For that reason we make no comment as to the structural legality of these stairs. (Photo 9)</p> <p>Please note that the current building code requires stairs to have a non-slip finish or anti-slip strip on each tread for all new or renovated stairs.</p> <p><b>Risk level:</b> <b>C - Comment</b></p>		
65		<p><b>Location:</b> External stairways</p> <p><b>Action:</b> We have assumed that any stairways inspected are the original stairways that were passed by the authorities at the time of construction and therefore would have complied with the Building Codes of that time. For that reason we make no comment as to the structural legality of these stairs. (Photo 10)</p> <p>Please note that the current building code requires stairs to have a non-slip finish or anti-slip strip on each tread for all new or renovated stairs.</p> <p><b>Risk level:</b> <b>C - Comment</b></p>		



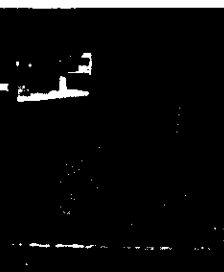
66		<p><b>Location:</b> External stairways</p> <p><b>Action:</b> We have assumed that any stairways inspected are the original stairways that were passed by the authorities at the time of construction and therefore would have complied with the Building Codes of that time. For that reason we make no comment as to the structural legality of these stairs. (Photo 11)</p> <p>Please note that the current building code requires stairs to have a non-slip finish or anti-slip strip on each tread for all new or renovated stairs.</p> <p><b>Risk level:</b> <b>C - Comment</b></p>		
67		<p><b>Location:</b> External stairways</p> <p><b>Action:</b> We have assumed that any stairways inspected are the original stairways that were passed by the authorities at the time of construction and therefore would have complied with the Building Codes of that time. For that reason we make no comment as to the structural legality of these stairs. (Photo 12)</p> <p>Please note that the current building code requires stairs to have a non-slip finish or anti-slip strip on each tread for all new or renovated stairs.</p> <p><b>Risk level:</b> <b>C - Comment</b></p>		
68		<p><b>Location:</b> External stairways</p> <p><b>Action:</b> We have assumed that any stairways inspected are the original stairways that were passed by the authorities at the time of construction and therefore would have complied with the Building Codes of that time. For that reason we make no comment as to the structural legality of these stairs. (Photo 13)</p> <p>Please note that the current building code requires stairs to have a non-slip finish or anti-slip strip on each tread for all new or renovated stairs.</p> <p><b>Risk level:</b> <b>C - Comment</b></p>		






69		<p><b>Location:</b> External stairways</p> <p><b>Action:</b> We have assumed that any stairways inspected are the original stairways that were passed by the authorities at the time of construction and therefore would have complied with the Building Codes of that time. For that reason we make no comment as to the structural legality of these stairs. (Photo 14)</p> <p>Please note that the current building code requires stairs to have a non-slip finish or anti-slip strip on each tread for all new or renovated stairs.</p> <p><b>Risk level:</b> <b>C - Comment</b></p>		
70		<p><b>Location:</b> External stairways</p> <p><b>Action:</b> We have assumed that any stairways inspected are the original stairways that were passed by the authorities at the time of construction and therefore would have complied with the Building Codes of that time. For that reason we make no comment as to the structural legality of these stairs. (Photo 15)</p> <p>Please note that the current building code requires stairs to have a non-slip finish or anti-slip strip on each tread for all new or renovated stairs.</p> <p><b>Risk level:</b> <b>C - Comment</b></p>		
71		<p><b>Location:</b> Internal stairways</p> <p><b>Action:</b> We have assumed that any stairways inspected are the original stairways that were passed by the authorities at the time of construction and therefore would have complied with the Building Codes of that time. For that reason, as we are unable to determine the structural safety of these stairs, we make no recommendations with regards to the structure of these stairs. (Photo 1)</p> <p>Please note that the current building code requires stairs to have a non-slip finish or anti-slip strip on each tread for all new or renovated stairs.</p> <p><b>Risk level:</b> <b>C - Comment</b></p>		

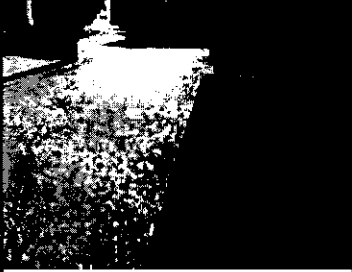


72		<p><b>Location:</b> Internal stairways</p> <p><b>Action:</b> We have assumed that any stairways inspected are the original stairways that were passed by the authorities at the time of construction and therefore would have complied with the Building Codes of that time. For that reason, as we are unable to determine the structural safety of these stairs, we make no recommendations with regards to the structure of these stairs. (Photo 2)</p> <p>Please note that the current building code requires stairs to have a non-slip finish or anti-slip strip on each tread for all new or renovated stairs.</p> <p><b>Risk level:</b> <b>C - Comment</b></p>		
73		<p><b>Location:</b> Internal stairways</p> <p><b>Action:</b> We have assumed that any stairways inspected are the original stairways that were passed by the authorities at the time of construction and therefore would have complied with the Building Codes of that time. For that reason, as we are unable to determine the structural safety of these stairs, we make no recommendations with regards to the structure of these stairs. (Photo 3)</p> <p>Please note that the current building code requires stairs to have a non-slip finish or anti-slip strip on each tread for all new or renovated stairs.</p> <p><b>Risk level:</b> <b>C - Comment</b></p>		
<b>TENNIS COURT</b>				
74		<p><b>Location:</b> Tennis court surface</p> <p><b>Action:</b> The surfaces of the tennis court were in good condition. No hazards were apparent at the time of inspection.</p> <p><b>Risk level:</b> <b>NH - No Hazard</b></p>		




75		<b>Location:</b> Tennis court rules <b>Action:</b> Rules of use were evident (e.g. opening hours, child supervision etc) at the tennis courts. No hazards were apparent at the time of inspection. <b>Risk level:</b> NH - No Hazard		
<b>VEHICLE ACCESSWAYS</b>				
76	AS / NZS ISO 31000; BCA Vol 1 DP1	<b>Location:</b> Driveway <b>Reference:</b> Grate - Reseat <b>Action:</b> We recommend that you reseat the drain grates in the driveway to be flush with the adjacent surface as soon as possible. <b>Risk level:</b> 3 - Minor		<b>By whom:</b> Handyman / Suitably Qualified Contractor
77		<b>Location:</b> Driveway <b>Action:</b> The vehicle access ways were free of hazardous conditions that may contribute to slips, trips, falls, impacts or vehicle related accidents. No hazards were apparent at the time of inspection. (Photo 1)  Please note: Slip-resistance testing to AS / NZS 4663 was not conducted as a part of this inspection. Our observations regarding slip hazards are based upon our inspector's experience under the conditions prevailing during the inspection. <b>Risk level:</b> NH - No Hazard		

78		<p><b>Location:</b> Driveway</p> <p><b>Action:</b> The vehicle access ways were free of hazardous conditions that may contribute to slips, trips, falls, impacts or vehicle related accidents. No hazards were apparent at the time of inspection. (Photo 2)</p> <p>Please note: Slip-resistance testing to AS / NZS 4663 was not conducted as a part of this inspection. Our observations regarding slip hazards are based upon our inspector's experience under the conditions prevailing during the inspection.</p> <p><b>Risk level:</b> <b>NH - No Hazard</b></p>		
79		<p><b>Location:</b> Driveway</p> <p><b>Action:</b> The vehicle access ways were free of hazardous conditions that may contribute to slips, trips, falls, impacts or vehicle related accidents. No hazards were apparent at the time of inspection. (Photo 3)</p> <p>Please note: Slip-resistance testing to AS / NZS 4663 was not conducted as a part of this inspection. Our observations regarding slip hazards are based upon our inspector's experience under the conditions prevailing during the inspection.</p> <p><b>Risk level:</b> <b>NH - No Hazard</b></p>		
80		<p><b>Location:</b> Driveway</p> <p><b>Action:</b> The vehicle access ways were free of hazardous conditions that may contribute to slips, trips, falls, impacts or vehicle related accidents. No hazards were apparent at the time of inspection. (Photo 4)</p> <p>Please note: Slip-resistance testing to AS / NZS 4663 was not conducted as a part of this inspection. Our observations regarding slip hazards are based upon our inspector's experience under the conditions prevailing during the inspection.</p> <p><b>Risk level:</b> <b>NH - No Hazard</b></p>		

81		<p><b>Location:</b> Driveway</p> <p><b>Action:</b> The vehicle access ways were free of hazardous conditions that may contribute to slips, trips, falls, impacts or vehicle related accidents. No hazards were apparent at the time of inspection. (Photo 5)</p> <p>Please note: Slip-resistance testing to AS / NZS 4663 was not conducted as a part of this inspection. Our observations regarding slip hazards are based upon our inspector's experience under the conditions prevailing during the inspection.</p> <p><b>Risk level:</b> <b>NH - No Hazard</b></p>		
82		<p><b>Location:</b> Driveway</p> <p><b>Action:</b> The vehicle access ways were free of hazardous conditions that may contribute to slips, trips, falls, impacts or vehicle related accidents. No hazards were apparent at the time of inspection. (Photo 6)</p> <p>Please note: Slip-resistance testing to AS / NZS 4663 was not conducted as a part of this inspection. Our observations regarding slip hazards are based upon our inspector's experience under the conditions prevailing during the inspection.</p> <p><b>Risk level:</b> <b>NH - No Hazard</b></p>		
83		<p><b>Location:</b> Driveway</p> <p><b>Action:</b> The vehicle access ways were free of hazardous conditions that may contribute to slips, trips, falls, impacts or vehicle related accidents. No hazards were apparent at the time of inspection. (Photo 7)</p> <p>Please note: Slip-resistance testing to AS / NZS 4663 was not conducted as a part of this inspection. Our observations regarding slip hazards are based upon our inspector's experience under the conditions prevailing during the inspection.</p> <p><b>Risk level:</b> <b>NH - No Hazard</b></p>		



84		<p><b>Location:</b> Driveway</p> <p><b>Action:</b> The vehicle access ways were free of hazardous conditions that may contribute to slips, trips, falls, impacts or vehicle related accidents. No hazards were apparent at the time of inspection. (Photo 8)</p> <p>Please note: Slip-resistance testing to AS / NZS 4663 was not conducted as a part of this inspection. Our observations regarding slip hazards are based upon our inspector's experience under the conditions prevailing during the inspection.</p> <p><b>Risk level:</b> <b>NH - No Hazard</b></p>		
85		<p><b>Location:</b> Driveway</p> <p><b>Action:</b> The vehicle access ways were free of hazardous conditions that may contribute to slips, trips, falls, impacts or vehicle related accidents. No hazards were apparent at the time of inspection. (Photo 9)</p> <p>Please note: Slip-resistance testing to AS / NZS 4663 was not conducted as a part of this inspection. Our observations regarding slip hazards are based upon our inspector's experience under the conditions prevailing during the inspection.</p> <p><b>Risk level:</b> <b>NH - No Hazard</b></p>		
86		<p><b>Location:</b> Driveway</p> <p><b>Action:</b> The vehicle access ways were free of hazardous conditions that may contribute to slips, trips, falls, impacts or vehicle related accidents. No hazards were apparent at the time of inspection. (Photo 10)</p> <p>Please note: Slip-resistance testing to AS / NZS 4663 was not conducted as a part of this inspection. Our observations regarding slip hazards are based upon our inspector's experience under the conditions prevailing during the inspection.</p> <p><b>Risk level:</b> <b>NH - No Hazard</b></p>		

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88		<p><b>Location:</b> Driveway</p> <p><b>Action:</b> The vehicle access ways were free of hazardous conditions that may contribute to slips, trips, falls, impacts or vehicle related accidents. No hazards were apparent at the time of inspection. (Photo 12)</p> <p>Please note: Slip-resistance testing to AS / NZS 4663 was not conducted as a part of this inspection. Our observations regarding slip hazards are based upon our inspector's experience under the conditions prevailing during the inspection.</p> <p><b>Risk level:</b> <b>NH - No Hazard</b></p>		
89		<p><b>Location:</b> Driveway</p> <p><b>Action:</b> The vehicle access ways were free of hazardous conditions that may contribute to slips, trips, falls, impacts or vehicle related accidents. No hazards were apparent at the time of inspection. (Photo 13)</p> <p>Please note: Slip-resistance testing to AS / NZS 4663 was not conducted as a part of this inspection. Our observations regarding slip hazards are based upon our inspector's experience under the conditions prevailing during the inspection.</p> <p><b>Risk level:</b> <b>NH - No Hazard</b></p>		

## Report Notes

### Electrical Safety

This report does not include a comprehensive inspection of electrical equipment. In order to maintain a safe environment, please ensure:

- The main switch is clearly identifiable.
- The main switch is readily accessible in terms of obstructions
- The switchboard area is clean and clear of obstructions or stored items that would represent a chemical, fire or other hazard.
- The switchboard/s are securely mounted and free of broken plugs, sockets, switches and frayed or defective leads.
- All electrical circuits on the switchboard are clearly identifiable.
- All community power circuits with socket outlets are protected by a Safety Switch (RCD).
- After installation, the community power Safety Switches (RCDs) are tested every 2 years by a qualified electrician and records of these checks are kept onsite.
- All community light circuits are protected by a safety switch (RCD) as soon as possible after the suitability of this control measure has been assessed by a qualified electrician.
- After installation, the community lighting Safety Switches (RCDs) are tested every 2 years by a qualified electrician and records of these checks are kept onsite.
- The switchboards are inspected and tested at least every 2 years by a qualified electrician and suitable records of the test and inspection date are kept on site.

### Additional Documentation

The following documents are available for download from the Solutions in Engineering website [www.solutionsinengineering.com](http://www.solutionsinengineering.com):

- A template Contractor **Safe Working Agreement**. It is recommended that this agreement be customised and signed before any contractor begins work on the property.
- A detailed information sheet on particular hazards involved with **working at heights**.
- An Implementation Plan to assist in organising the rectification of hazards identified.

### Legal Duties

The *Work Health and Safety Act 2011* requires that persons conducting a business or undertaking and persons in control of workplace premises identify and assess hazards, and implement control measures to minimise or eliminate risks to the health and safety of workers, self employed persons and members of the public. Control measures must be monitored for effectiveness on a regular basis.

The purpose of our report is to assist you in identifying and assessing hazards at your property, and to provide advice about suggested control measures. This report does not deal with the duties of a person conducting a business or undertaking (other than those that also accrue to a person in control of a workplace premises), and is not a work health and safety audit insofar as it does not include a review of manual handling, job task analysis, training, air space and lighting measurements, or a safety management system and policies and procedures for safe work.

Under Section 267 of the Act, a breach of the Act is not necessarily a valid basis for a civil cause of action. This report does not attempt to deal with all matters that might give rise to a civil cause of action, or any statutory cause of action other than those under the Act.

Furthermore, under common law negligence (which has been partly codified in the *Civil Liability* legislation) any person (including a body corporate) has the duty to take precautions against the risk of harms which are foreseeable, not insignificant and that a reasonable person would have taken precautions against. Whilst this report identifies risks which are foreseeable and not insignificant, the body corporate must choose to act on the recommendations in this report.

The Body Corporate's duties to maintain a safe working environment and identify risks on property are not supplanted or replaced by the existence of this report. This report aims to assist in the discharge of these obligations, not replace or take on the duty of them.

### Ongoing Safety

This report deals with hazards present and identified at the time of inspection. As such, it does not ensure an ongoing assessment, and does not supplant your duty to ensure the safety of the common property.

We recommend that you remain on the lookout for new and altered hazards on the subject property on a day-to-day basis. To assist you with this, we recommend implementing a system or procedure for reporting incidents, near-misses and suspected hazards as they arise. We also recommend that a safety inspection and report be undertaken at least every 12 months, in order to review the effectiveness of control measures, to identify new hazards, and to assess hazards that have changed over time.

#### **Nature of Inspection**

Our inspector has conducted a visual inspection of the subject property to prepare this report. Except where otherwise noted, this inspection did not involve physical testing using prescribed methods (for example, we did not conduct slip-resistance testing to AS/NZS 4663). This report therefore deals with hazards that were reasonably identifiable from a visual inspection and should be read subject to the following limitations.

Notably, potential chemical or biological hazards which are not obvious during a visual inspection are outside the scope of this report.

#### **Inspection Conducted Under Prevailing Conditions**

This inspection was conducted under the conditions prevailing at the time of the inspection, as described in the covering letter to this report. The safety of the property under conditions other than those prevailing at the time of inspection was not assessed. This report may not identify all risks to health and safety on the common property under all conditions. For example, this report may not identify slipping hazards under wet conditions if the slipping hazards were not evident at the time of inspection.

You should regularly monitor the common property for risks under differing conditions and take appropriate action to eliminate or control any additional risks identified. To assist with this, we recommend that a procedure for reporting accidents, near-misses and hazards is established.

Solutions in Engineering are able to provide Specific Issue Reports to address specific hazards arising under different conditions, at your request.

#### **Building Condition**

This report is based on the state of the subject property at the time of inspection, as was accessed. Changes will occur to the state of the property over time, and we recommend regular updates to incorporate these changes. If a major change occurs on the subject property, we suggest that an updated report is ordered immediately to identify and assess any new risks arising from the change.

We have not made any assessment as to the structural adequacy of any of the elements of the complex, or hazards arising from structural issues, unless otherwise noted. Where an opinion is noted, it in no way implies that a holistic undertaking of structural issues was assessed. Instead, it is a helpful opinion not be read in conjunction with the rest of the report. A qualified structural engineer must carry out such an assessment.

This report is a safety report dealing with the identification and assessment of hazards, not a construction compliance report. Unless otherwise noted, we have not assessed the compliance of the subject property at the time of construction. We have relied upon the fact that the relevant local authority has determined that the complex as constructed has met with all local and statutory building regulations and relevant building standards, by declaring the complex to be fit for habitation. A building certifier must carry out any assessment of compliance at the time of construction.

#### **Usage of Property**

The risk assessments conducted as a part of this report are based on the apparent usage of the property at the time of inspection. This report assumes that the existing use of the property will continue. If the usage of the property changes in a material way, we recommend that the report is updated to reflect the change.

#### **Subject Property Boundaries**

Our inspector has used their best efforts to determine which areas and elements lie on the subject property based on all the information available at the time of inspection. It is possible that this report may inadvertently include some items/issues relating to private or neighbouring property, or have excluded some areas of the common property. Please contact our office if you have any concerns about areas included in this report.

#### **Access Limitations**

The inspector has inspected the areas of the subject property detailed in the 'scope of report' that were safely accessible. Our inspector has determined which areas could be safely accessed based on a risk

assessment at the time of inspection. The following areas were not inspected and are not included in this report:

1. Ceiling spaces;
2. Electrical Switchboards.

### **Lighting**

This inspection was conducted during daylight hours and therefore the adequacy of lighting in darkness was not assessed. A light audit was not carried out as a part of this inspection.

### **Fire Safety**

This report does not deal with issues relating to Fire Safety, including the installation or maintenance of fire-fighting equipment, the provision and adequacy of any fire and evacuation plan or emergency response procedures, or the installation and adequacy of evacuation signage. Solutions in Fire can be engaged to conduct a Fire Safety Report that addresses these issues.

### **Electrical Installations and Equipment**

Our inspectors are not licensed electricians or electrical engineers. We have not carried out a thorough inspection of any electrical installations or equipment, including the main switchboard, as we are not qualified to do so. Please ensure that a suitably qualified electrical contractor carries out a thorough inspection of electrical installations at least every 2 years or as otherwise required. This inspection can be incorporated with the testing of Residual Current Devices, if installed.

### **Glass**

This report only addresses glass requiring obvious replacement; it does not cover the Building Code, Australian Standard and safety requirements of glass installed in the subject property.

### **Balustrade Assessment**

Wherever balustrades are installed on the subject property, our inspector will have conducted a visual inspection of two (2) typical balustrades only, subject to access restrictions (as outlined above). We have not inspected every balustrade on the property. This inspection will be carried out against current safety standards for balustrades. Further, this is simply a visual inspection. Comment may be made on general issues of safety, even if the balustrade is compliant. However, no ranking or recommendation will be given, as the balustrade will in most circumstances be assumed to have been compliant at time of construction.

If you require a further assessment of your balustrades, a balustrade safety report is available as a separate product.

### **Balustrade Height Requirements**

A fall over a Balustrade represents one of the most severe risks which can occur on common property, often leading to brain damage or even death (see for example the case of *Toomey v Scolaro's Concrete Constructions Pty Ltd (in liq) & Ors (No 2)* [2001] VSC 279). Balustrades built under the Building Code of Australia since 1 July 1997 have a height requirement of 1000mm.

Although older buildings only have to comply with the requirements which existed at the time of construction, we will strongly recommend you consider replacing them with balustrades which meet modern standards. Particularly if your balustrades are below 865mm at any point, there is a good chance that your balustrades are not compliant with the requirements at the time of construction and need to be replaced.

### **Slip-Resistance of Surfaces**

No assessment of the slip-resistance or slipperiness of floor surfaces has been made in this report. Slip-resistance is affected by a wide range of factors, including the condition of the surface, the type of sole on footwear worn by a person, and the presence of any substances on the surface. As such, it is not possible to provide an assessment of the slip-resistance or slipperiness of surfaces without conducting tests in accordance with AS/NZS 4663:2004.

Our inspector may identify slip hazards based on their experience of the slipperiness of surfaces during the inspection; however we do not warrant that all surfaces are free from slipping hazards. You should monitor the floor surfaces under the full range of conditions and users.

If complaints have been received about the slipperiness of flooring or near misses have been reported, we recommend that an anti-slip treatment be applied to the flooring as soon as possible. You may also wish to examine a sample of the flooring and request the manufacturer to provide evidence as to meeting the above standard or engage a contractor to provide slip-resistance testing services.

**Pool Safety**

This report may include references to a pool area. However, this report is an advisory report only, and considers only the general safety issues within this area.

This report in **no way satisfies** the criteria for the issuing of a Pool Safety Certificate or Non-Conformity Notice and **does not give recommendations** on how to be compliant with pool fence regulations. A Pool Safety report can only be carried out by specially qualified staff, and is available for separate purchase. Please note a separate charging schedule applies.

This report makes no reference to safety considerations of the pool itself, such as condition and maintenance of the pool, water quality, or suction and drainage hazards. Such issues should be assessed by a qualified pool contractor only.

**Asbestos**

This report does not attempt to identify Asbestos hazards. All buildings built prior to 1 January 2004 have the risk of containing Asbestos. Buildings which contain Asbestos are required to manage their Asbestos risk by implementing control measures identifying, monitoring and controlling the Asbestos risk on their property.

An Asbestos Report is available as a separate product, contact Solutions in Engineering for assistance with managing your Asbestos hazards.

**GENERAL**

Ensure each contractor sights and signs the Contractor Safe Method Statement (refer Section 2 of this report) and provides the Body Corporate with proof of competence (eg Contractors license card) and insurance etc. Where bleaching agents are recommended for use, ensure that only environmentally friendly bleaching agents are used. As plans are not always available, assumptions are made as to what is common property, therefore this Report may exclude some items/issues relating to these parts of the common property.

This is a Safety Report and is intended to be a report with respect to your obligations under the Acts as identified in the report and certain common law obligations. We carry out an inspection of the readily accessible (by foot) areas only that are seen, to assist in the identification of site-specific physical hazards and we deliver a report that provides a method of minimising the risks associated with those hazards. We do not carry out an audit in compliance with the relevant safety legislation as this includes the incorporation of manual handling, job task analysis, training, air space and lighting measurements, asbestos analysis, chemical management, a safety management system and policies and procedures for safe work. We understand that you may have obligations under the common law or other statutes, but our report does not cover such matters. The recommendations above and this report in no way supplant your duty of care to minimise exposures that have the potential to cause property damage and/or injury. It must be understood that our observations are for the exclusive purpose of ensuring compliance with legislation and that we do not accept any responsibility for property damage and/or bodily injury whatsoever. 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. Note this Report is Confidential.

**Supply Terms and Conditions**

All services provided by Solutions in Engineering are supplied on the basis of our Supply Terms and Conditions and Product Descriptions which are available from our Office and from our website, [www.solutionsinengineering.com](http://www.solutionsinengineering.com). The following report notes do not limit the generality of those Terms and Conditions.



## Section 2

### Contractor's Safe Working Agreement

This statement provides details on how I/we, the Trade Contractor will manage the health and safety hazards associated with my/our work.

#### ASSESSING WORKPLACE HEALTH AND SAFETY RISK

The contractor agrees not to undertake any task without first assessing all Work Health and Safety Risks associated with the task. A full JSA (Job Safety Analysis) must be completed by the contractor before commencing any task. All work must be conducted in accordance with the *Work Health and Safety Act 2011* and associated regulations and Australian Standards.

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#### 1. TIDINESS

- Ensuring work progresses in a tidy manner, work areas are kept clear of excessive rubbish and work areas are left in a clean and tidy condition.
- Ensure that rubbish is disposed in an appropriate manner.

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#### 2. MATERIAL HANDLING AND STORAGE

- Ensuring materials and equipment are stored on site in a manner that does not cause injury or illness.
- Indicating where materials are to be delivered and stored (signs may be erected if appropriate), taking into account where materials are used and the order in which they are used.
- Not permitting smoking where flammable materials are stored.
- Ensure the manufacturer's requirements regarding handling and storage of materials are followed.

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#### 3. PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Ensuring PPE is used in accordance with the relevant codes of practice for the type or kind of work being engaged in, or in accordance with best-practice standards where no relevant code of practice exists.
- Providing and ensuring the use of items of personal protective equipment where it is not practicable (reasonable) to control risk of injury by other means.
- Ensuring helmets are worn when there is a risk of injury to the head, for example when working underneath other trades.
- Ensuring appropriate protective footwear is used.
- Ensuring that where hazards are created by particular activities, risks are controlled by ensuring the use of PPE, or by some other means.

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#### 4. HAZARDOUS SUBSTANCES/CHEMICALS

- Ensuring when using chemicals, the manufacturer's requirements are followed.
- Ensure all hazardous substances on site are correctly stored, labelled and have material safety data sheets (MSDS's). MSDS's should be provided by the supplier or manufacturer at purchase as well as on the purchaser's request.
- All hazardous substances are to be handled in compliance with Chapter 7 of the *Work Health and Safety Regulation 2011* and any other relevant document.

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#### 5. GUARDING ON TOOLS AND EQUIPMENT

- Ensuring guards are fitted and working effectively before tools and equipment are used.

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## 6. ELECTRICAL

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- Ensuring portable electrical equipment is of an industrial standard.
- Ensuring residual current devices are used with all electrical equipment.
- Ensuring power leads are located to minimise the risk of damage and are kept out of puddles, and plugs are kept dry.
- Ensuring extra protection for, or relocation of power leads occurs in areas of high traffic.
- Ensuring portable electrical equipment and power leads are maintained in a safe working condition.
- Ensuring double adaptors, 3-pin adaptors (piggy back), and lightly constructed domestic type appliances are not used for work purposes.

### **Electrical contractors please note:**

- Ensuring electrical installation is completed in accordance with AS/NZS 3000:2007 (SAA Wiring Rules), and are tested and connected in accordance with recognised procedures, using suitable testing equipment.
  - Ensuring all incomplete circuits are suitably terminated or isolated. Where there is likelihood of those circuits being inadvertently energised, they are tagged.
- 

## 7. MANUAL HANDLING

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- Encouraging and using good manual handling techniques. For example:-
    - When bending or fitting try to vary duties or change posture;
    - When bending to lift objects try to maintain an inclined back and bent knees to a semi-squat where your feet are stable on the ground and you assume a power lifter stance;
    - When lifting awkward and heavy items, use mechanical aids
  - Where this is not possible consider team lifting where people are trained.
  - Ensuring the principles detailed in the National Standard for Manual Tasks are followed as well as those set out in *Hazardous Manual Tasks Code of Practice 2011*.
- 

## 8. WORKING ABOVE 2 METRES

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- Where work is being conducted at a height greater than 2 metres from the surrounding ground level, then a contractor must comply with *Managing the Risk of Falls at Workplaces Code of Practice 2011*, in relation to controlling the risk of falls.
- 

## 9. WORKING PLATFORMS ON TRESTLE LADDERS AND ADJUSTABLE TRESTLES

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- Platforms (eg. scaffolding planks) on trestles provide a bigger, more stable surface to work from than a ladder rung.
  - Ensuring trestles are erected in accordance with suppliers' instructions, and good practice, as outlined in AS/NZS 1892.1-1996 and AS/NZS 1892.2-1996 for trestle ladders, and AS/NZS 1576.5-1995 for adjustable trestles.
  - Ensuring platforms are erected as near as reasonable to level, and are stepped rather than sloped, for example when working on gables.
  - Ensuring platforms are in good and sound condition.
  - Ensuring attention is given to placing trestles on a firm surface.
- 

## 10. WORKING PLATFORMS ON SCAFFOLDS

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- Ensuring scaffolds are satisfactorily erected and used. In particular, ensuring the scaffolds comply with relevant parts of the *Work Health and Safety Regulation 2011*, AS/NZS 1576-2010, and the *Formwork Code of Practice 2006*.
- Ensuring the scaffold is erected in accordance with supplier's instructions, is as near as reasonable to level, and is fully decked when being used.

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**11. LADDERS**

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- Ensuring ladders are of an industrial standard and comply with and are used in accordance with the requirements of the *Work Health and Safety Regulation 2011* and AS/NZS 1892.5-2000 – Portable ladders.
  - Ensuring attention is given to tying off ladders to the structure, where there is a likelihood of the latter becoming unstable.
  - Ensuring attention is given to base stability, particularly on soft or uneven soils.
  - Ensuring domestic type ladders are not used and ladders are in a sound working condition. For example, the slip resistant feet are fitted and maintained, rungs and stiles in good condition.
- 

**12. MAINTENANCE AND USE OF EQUIPMENT**

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- Ensuring equipment is adequately maintained and used in accordance with the manufacturer's instructions (for example, power tools).
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**13. LIGHTING**

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- Providing adequate temporary lighting if work is to be undertaken in areas where there is insufficient light to work safely.
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**14. ULTRA VIOLET LIGHT**

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- Encouraging employees to wear adequate clothing, or other protection to protect them from the effects of working in the sun.
- 

**15. WARNING SIGNS**

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- Warning signs may be required for some hazardous situations. Hazardous situations may include the use of power tools and where there is a risk of being struck by falling objects.
  - Ensuring warning signs are clearly visible to any persons who are approaching the area in which the hazardous situation exists.
- 

**16. LICENCES**

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- Ensuring appropriate licences and certificates of competency are held where required in the performance of any work (for example an explosive powered tool certificate).
- 

**17. FIRST AID**

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- Ensuring the provision of first aid, which is adequate for the types of injuries which may occur while performing work, in accordance with Section 42 of the *Work Health and Safety Regulation 2011*.
- 

**18. PROTRUSIONS**

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- Protrusions include protruding nails; tie-down bolts; reinforcing rods and mesh; bars; steel, copper and plastic tubing; metal flashings; post tensioning cables etc.
  - Ensuring any protrusions created, are removed, bent over or guarded to eliminate or reduce risk of injury, where they are a hazard.
-

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**19. HEALTH AND SAFETY INDUCTION**

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- Ensuring that employees who are unfamiliar with health and safety issues receive instructions on safe work procedures (JSAs) and practices.

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**20. OTHER PERSONS**

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- Ensuring that my/our work does not create health & safety risks for the other workers and the public.

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**21. TRAINING AND SKILL**

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- Ensuring that my/our employees are sufficiently trained and skilled to perform the work in a healthy and safe manner.

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**22. FIRE CONTROL**

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- Ensuring a fire extinguisher is supplied where flammable paints and/or liquids are used or stored.

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**23. STABILITY OF STRUCTURE DURING CONSTRUCTION**

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- De-stabilisation may be caused by: weather, wind, subsidence, construction loads, live loads, and the premature removal of temporary bracing or temporary propping.
- Ensuring any structure being built remains stable during the construction process.

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**24. TRENCHING AND EXCAVATION**

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- Ensuring that our work is supervised by a person who is competent and capable of assessing the risks associated with trenching work. This person should be knowledgeable on trenching, soil stability, appropriate shoring systems, and where possible should have experience of local soil conditions.
- Ensuring that trenches, which people have to enter, are shored where the soil is unstable or prone to collapse.
- Ensuring that trenches deeper than 1.5 metres, which people have to enter, are shored, unless a soil engineer confirms that the trench walls are stable without shoring.
- Ensuring that unattended excavations I/We have created are barricaded or covered where they present a hazard, and are filled as soon as practicable.
- Ensuring that where they present a hazard, unattended excavations are barricaded.
- Ensuring that the *Work Health and Safety Regulation 2011* and the Advisory Standard for Excavation are adhered to.

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**25. PLANT, CRANES AND MACHINES**

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- Ensuring the safety instructions of drivers or licensed operators of plant are followed.

**26. INSURANCE**

- Ensure that all necessary insurances are in place as required by legislation including workers compensation or personal accident insurance, public liability and professional indemnity. Please provide copy of certificate of currency for all insurances.

<b>CONTRACTOR INSURANCE DETAILS</b>				
	Policy No	Insurance Company	Commencement Date	Expiry Date
Public Liability				
Professional Indemnity				
Workers compensation/ Personal Accident				
Other				

**FOR USE BY THE CONTRACTOR:-**

<b>DETAILS OF WORK TO BE UNDERTAKEN</b>		
DATE	LOCATION	BRIEF DESCRIPTION OF WORK

\_\_\_\_\_  
Trade Contractor's Name

\_\_\_\_\_  
Name of Trade Contractor's Company

\_\_\_\_\_  
Signature

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Contractor's License Number (if applic.)

**NOTE TO CONTRACTORS**

**PLEASE ATTACH A COPY OF CERTIFICATES OF CURRENCY FOR WORKERS COMPENSATION, PROFESSIONAL INDEMNITY AND PUBLIC LIABILITY INSURANCE AND COPY OF ALL RELEVANT LICENSES.**

**Please note: It is advisable that a new agreement be signed by all contractors annually.**

### Section 3

## Safety Report Update Schedule

#### SAFETY REPORT UPDATE RECOMMENDATION

It is a requirement under the *Work Health & Safety Act 2011* and its associated regulations that control measures be put in place to minimise the risks of injury to workers, self employed persons and members of the public and further that these control measures be monitored for effectiveness on a regular basis. We strongly recommend that this Report be updated on an annual basis. Our recommendation is based upon recognising the need of each Owner, as a person who has control of a workplace, including the means of access to, or egress from that workplace, or plant or a substance at a workplace, to minimise the risk of injury to persons coming onto that workplace.

The purpose of updating this report is to assist the Body Corporate in identifying:

- Changes to the property which may create new risks;
- Changes to the property which may modify existing risks;
- The effectiveness of control measures implemented to control previously-identified risks; and
- The regular amendments to the legislative and non-legislative requirements we have identified as being relevant, including sections of *Work Health and Safety* and *Electrical Safety* legislation and Codes of Practice, relevant Building Codes, Australian Standards, Industry Guidelines, and trends which are designed to provide a "Best Practice" approach to the Risk Management process.

#### SCHEDULE FOR SAFETY REPORT UPDATES

The table below sets out a schedule for updating this Safety Report. It is important that the Body Corporate receive updated reports every 12 months, and as such reports should be ordered sufficiently far in advance to allow delivery within this timeframe. We recommend allowing at least five weeks for the delivery of reports under ordinary circumstances.

Date of Inspection	Details of Safety Officer
January 2020	Inspector: Greg Birnie
January 2021	
January 2022	

**FOLLOW UP ANNUAL SAFETY REPORT BOOKING SHEET**

**PROPERTY ADDRESS** Silver Quays  
Community Titles Scheme 4677  
30 O'Connell Street, Kangaroo Point QLD 4169

**MANAGEMENT COMPANY** Rubicon Body Corporate Services

**INSTRUCTIONS** 1. Carry out an Annual Safety Report.

**DATE OF FOLLOW-UP  
INSPECTION** January 2021

**AUTHORISATION  
PROCEED** TO SIGNED.....  
DATED.....

**AUTHORISED  
REPRESENTATIVE** Name: \_\_\_\_\_  
Phone number: \_\_\_\_\_

## Section 4 Implementation Plan

**Community Titles Scheme 4677  
30 O'Connell Street, Kangaroo Point QLD 4169**

For your convenience, items that have been identified during inspection have been sequentially ordered by risk level, and within each risk level items have been ordered by the person that is to address the associated item.

Item	Person(s) to address item	Proposed date to complete	Review date (if applicable)
<b>Hazards required to be rectified as soon as possible</b>			
<b>Location:</b> Rear right hand stairs <b>Reference:</b> Surface - Damaged Pavers <b>Action:</b> We recommend that you repair the damaged pavers. <b>Risk level:</b> 3 - Minor	Handyman		
<b>Location:</b> Adjacent to Unit 5 on riverbank <b>Reference:</b> Surface - Damaged Pavers <b>Action:</b> We recommend that you repair the damaged pavers and also remove the excess soil and loose gravel. <b>Risk level:</b> 3 - Minor	Handyman		
<b>Location:</b> Entry to Units 2-3, 4-5, 8-9 <b>Reference:</b> Surface - Sunken Pavers <b>Action:</b> We recommend that you re-lay the sunken pavers in the pathway along the entry to Units 2-3, 4-5, 8-9 to be flush with the adjacent surface <b>as soon as possible</b> as this represents a <b>tripping hazard</b> . <b>Risk level:</b> 3 - Minor	Handyman		



Item	Person(s) to address item	Proposed date to complete	Review date (if applicable)
<p><b>Location:</b> All external stairways</p> <p><b>Reference:</b> Highlight - Steps</p> <p><b>Action:</b> We recommend that you highlight the leading and top edge of each tread in the external steps, to a width of approximately 50mm, <b>as soon as possible</b>. To fit with the appearance of the surrounding area, we recommend non-slip tiles / aluminium / rubber strips, strips in hazard yellow or a similar contrasting colour. The current situation represents a <b>tripping hazard</b>. (Photo 1)</p> <p><b>Risk level:</b> 3 - Minor</p>	Handyman		
<p><b>Location:</b> All external stairways</p> <p><b>Reference:</b> Highlight - Steps</p> <p><b>Action:</b> We recommend that you highlight the leading and top edge of each tread in the external steps, to a width of approximately 50mm, <b>as soon as possible</b>. To fit with the appearance of the surrounding area, we recommend non-slip tiles / aluminium / rubber strips, strips in hazard yellow or a similar contrasting colour. The current situation represents a <b>tripping hazard</b>. (Photo 2)</p> <p><b>Risk level:</b> 3 - Minor</p>	Handyman		
<p><b>Location:</b> Driveway</p> <p><b>Reference:</b> Grate - Reseat</p> <p><b>Action:</b> We recommend that you reseat the drain grates in the driveway to be flush with the adjacent surface <b>as soon as possible</b>.</p> <p><b>Risk level:</b> 3 - Minor</p>	Handyman / Suitably Qualified Contractor		

The above table is designed to assist in addressing the issues raised in the "Detailed Inspection Report" in Section 1 of this report.

## Standard Procedures for Working at Heights

When workers or contractors are cleaning gutters, external windows, skylights or roofs, or painting the outside of a building they are often operating at heights where a fall could cause serious injury or death. High winds, rain and equipment failure may also increase the risk.

Assess the risk in your workplaces. To manage it, apply the hierarchy of controls.

### A) ELIMINATION

If workers or contractors can avoid working at heights, they should do so.

### B) SUBSTITUTION

Wherever possible use extensions on cleaning equipment to reach high areas.

### C) SEPARATION

Not a viable option

### D) REDESIGN

Consider using specialised equipment such as:

- scaffolding;
- suspended scaffolding;
- elevating work platforms;
- ladders;
- implement and document safe work practices in set-up, operating, and safe use of plant. For example:
  - get on or off at a safe place;
  - follow manufacturer's instructions;
  - know the emergency procedures, e.g. how to lower suspended scaffolding in the event of a power failure;
  - ensure that fixed anchoring points are capable of supporting the load.

### OTHER CONTROLS

These controls should only be adopted where it is not possible to adopt the control measures at A), B), C) and D) above. Administrative controls and personal protective equipment are less effective and require more frequent reviews of hazards, systems of work, equipment and training. The condition of the roof and surrounds will require inspection prior to commencement to ensure it is safe and structurally sufficient. That intermediate supports for static lines do not exceed 6.0-metre spacings unless specifically designed to do so.

### E) ADMINISTRATION

Make sure equipment conforms to Australian Standards. Look for the AS compliance plate. Ensure only trained and certified people operate equipment. Have equipment checked and maintained regularly.

### F) PERSONAL PROTECTION EQUIPMENT (PPE)


Consider all other control options first.

Provide safety devices (harness or belt) and train workers in their proper use ensure anchoring points are installed by an Engineer or other qualified person and ensure anchoring points are tested at least on once every 12 months by an Engineer who has the experience and competence to assess the integrity of a building or structure and anchorage point AS/NZS 1891.4-2000.

Working from roofs is a complex issue; the above should be read in conjunction with the Code of Practice: Safe Work on Roofs.

## Section 5 Property Profile

### SITE INFORMATION FOR WORKERS

Photo of building	Plan #	Address
	4677	30 O'Connell Street, Kangaroo Point QLD 4169
<b>Work Environment and Facilities Checklist</b>	✓/✗	<b>Comments</b>
Are there management employees or a representative on site?	✓	
Contact details/comment	N/A	
Is parking readily available to visiting workers?	✓	
Do all workers on all shifts have access to the facilities? Eg night cleaners or security personnel	✗	
Are the drinking water outlets accessible to workers?	✗	
Are the drinking water outlets separate from toilet and washing facilities?	N/A	
Are toilets clearly marked, and do they have lockable doors, adequate consumables, lighting and ventilation?	✗	
Are there appropriate procedures to ensure outdoor workers have access to clean drinking water, toilets, and emergency and first aid assistance?	✗	
Is there access to shelter for eating meals and taking breaks and for protection when weather conditions become unsafe for outdoor workers?	✗	
Is there a written emergency plan covering relevant emergency situations, with clear emergency procedures on site and accessible to all workers?		
Is there an Asbestos Register and Asbestos Management Plan on Site that is accessible to all workers?		
Are workers able to access the roof unaided?	✓	
Are there fittings installed on the property to meet working at heights safety requirements?		
Is there access to water for general maintenance purposes?	✓	
Is there access to electricity for general maintenance purposes?	✓	

## JOB SAFETY ANALYSIS WORK SHEET ELECTRICIAN

ACTIVITY	HAZARDS	RISK CONTROL MEASURES	RESPONSIBLE
Wiring repairs	Electrocution	Ensure complete lock out tag out isolation before commencing job. Provide sign at isolation point to advise of lock out.	Contractor
Trenching	Back injuries	Warm up prior to starting. Do not lift objects over 16kg per person. Use trolley to move heavy objects. Wear appropriate Personal Protective Equipment.	Contractor
Trenching	Cave in	Ensure trench is constructed in accordance with Regulations and that appropriate shoring is in place where required. Have at least one person on standby when working in trench.	Contractor
General/Clean up	Cuts / scratches	Wear appropriate personal protective clothing	Contractor
General Labour	Working at height. Electrical hazards	Do not use ladder over 2m high. Use cherry picker or scaffold. Establish perimeter around area that is no-go area. Ensure all tools are appropriately guarded and electrical appliances are protected by means of a residual current device. Ensure all extension leads are in a safe condition with plugs and connections. Ensure there are no electrical cables in the vicinity of area.	Contractor
Clean up	Insect bites / Broken glass / syringes / spiders	Wear appropriate foot and hand protection. Dispose of material in an appropriate manner.	Contractor
Using power tools	Noise /Vibration /Dust / Electrical hazards.	Wear appropriate personal protective equipment. Ensure all tools are appropriately guarded and electrical appliances are protected by means of a residual current device. Ensure all extension leads are in a safe condition with plugs and connections.	Contractor
Working outside	Sunburn	Sunhat / glasses / sunscreen / protective clothing.	Contractor
Using hand tools	Cuts / tears sprains etc.	Use tools in a manner that will not cause jamming or seizing. Wear appropriate PPE.	Contractor

**NOTE: It is recommended that every Contractor complete and sign the Solutions in Engineering "Contractors Safe Working Agreement"**

I have read the JSA Work Sheet and agree to comply with the guidelines as set out in the above mentioned documentation.

Contractor:.....

Signature:..... Date:.....

## JOB SAFETY ANALYSIS WORK SHEET FIRE SERVICES

ACTIVITY	HAZARDS	RISK CONTROL MEASURES	RESPONSIBLE
Using hand tools	Cuts / tears sprains etc.	Use tools in a manner that will not cause jamming or seizing. Wear appropriate PPE.	Contractor
Testing Equipment	False alarms	Ensure system is isolated before testing.	Contractor
Repairing / Recharging Equipment	Back injuries	Warm up prior to starting. Do not lift objects over 16kg per person. Use trolley to move heavy objects. Wear appropriate PPE.	Contractor
Repairing / Recharging Equipment	Chemical Hazards	Ensure chemicals are decanted in such a manner that there can be no pollution or spillage of chemicals away from the immediate area.	Contractor
Repairing / Recharging Equipment	Chemical Hazards	Ensure personnel using chemicals understand the hazards and those chemicals are stored appropriately. Ensure SDS's are available for all chemicals.	Contractor
Repairing / Recharging Equipment	Chemical Hazards	Ensure personnel using chemicals understand the hazards and wear appropriate PPE.	Contractor
Repairing / Recharging Equipment	Chemical Hazards to other persons	Ensure personnel using chemicals understand the hazards and establish a no-go area for other persons in the area. If other persons approach the area, immediately discontinue until persons have vacated.	Contractor
Repairing / Recharging Equipment	Chemical Hazards	Ensure chemicals are decanted in such a manner that there can be no pollution or spillage of chemicals away from the immediate area.	Contractor

**NOTE: It is recommended that every Contractor complete and sign the Solutions in Engineering "Contractors Safe Working Agreement"**

I have read the JSA Work Sheet and agree to comply with the guidelines as set out in the above mentioned documentation.

Contractor:.....

Signature:..... Date:.....

## JOB SAFETY ANALYSIS WORK SHEET GENERAL HANDY-MAN

ACTIVITY	HAZARDS	RISK CONTROL MEASURES	RESPONSIBLE
Gardening / Weeding	Back injuries	Warm up prior to starting. Do not lift objects over 16kg per person. Use trolley or wheelbarrow to move heavy objects. Wear knee pads when weeding.	Contractor
Gardening / Clean up	Cuts / scratches	Wear appropriate personal protective clothing.	Contractor
Gardening / Pruning	Working at height. Falling branches Electrical hazards	Do not use ladder over 2m high. Use cherry picker or scaffold. Check each branch for strength before resting ladder. Establish perimeter around area that is no-go area. Ensure there are no electrical cables in the vicinity of area.	Contractor
Gardening / Clean up	Insectbites / Broken glass / syringes / spiders	Wear appropriate foot and hand protection. Dispose of material in an appropriate manner.	Contractor
Using power tools	Noise / Vibration / Dust / Electrical hazards.	Wear appropriate personal protective equipment. Ensure all tools are appropriately guarded and electrical appliances are protected by means of a residual current device. Ensure all extension leads are in a safe condition with plugs and connections.	Contractor
Working outside	Sunburn	Sunhat / glasses / sunscreen / protective clothing.	Contractor
Gardening/Weeding	Back injuries	Warm up prior to starting. Do not lift objects over 16kg per person. Use trolley or wheelbarrow to move heavy objects. Wear knee pads when weeding.	Contractor
Gardening / Clean up	Cuts / scratches	Wear appropriate Personal Protective Clothing.	Contractor
Gardening / Pruning	Working at height. Falling branches Electrical hazards	Do not use ladder over 2m high. Use cherry picker or scaffold. Check each branch for strength before resting ladder. Establish perimeter around area that is no-go area. Ensure there are no electrical cables in the vicinity of area.	Contractor
Painting	Fumes / Dust	Ensure area is well ventilated and wear appropriate Personal Protective Equipment. Clean up after work.	Contractor
Painting	Pollution	Ensure paint is contained in area and that drop sheets are used whenever paint is opened or used.	Contractor
Painting	Hazardous / flammable materials	Ensure hazardous / flammable materials are stored in appropriate containers that are labelled and that Safety Data Sheets are available for each material stored.	Contractor

ACTIVITY	HAZARDS	RISK CONTROL MEASURES	RESPONSIBLE
Painting	Hazardous / Flammable Materials	Ensure hazardous / flammable materials are stored in appropriate locations and volumes do not exceed allowable amounts.	Contractor

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I have read the JSA Work Sheet and agree to comply with the guidelines as set out in the above mentioned documentation.

Contractor:.....

Signature:.....Date:.....

## JOB SAFETY ANALYSIS WORK SHEET INSURANCE INSPECTOR

ACTIVITY	HAZARDS	RISK CONTROL MEASURES	RESPONSIBLE
Inspecting premises	Insect bites / Broken glass / syringes / spiders	Wear appropriate foot and hand protection. Dispose of material in an appropriate manner.	Contractor
Inspecting premises	Cuts / scratches	Wear appropriate Personal Protective Clothing	Contractor
Inspecting premises	Working at height.	Do not use ladder over 2m high. Use cherry picker or scaffold if higher.	Contractor
Working outside	Sunburn	Sunhat/glasses/sunscreen/protective clothing.	Contractor
Inspecting premises	Slips / Trips / Falls	Wear appropriate non-slip footwear and inspect pool area for trip hazards before commencing.	Contractor
Inspecting premises	Slips / Trips / Falls	If night time ensure adequate lighting is provided or carried.	Contractor

**NOTE:** It is recommended that every Contractor complete and sign the Solutions in Engineering "Contractors Safe Working Agreement"

I have read the JSA Work Sheet and agree to comply with the guidelines as set out in the above mentioned documentation.

Contractor:.....

Signature:..... Date:.....



## JOB SAFETY ANALYSIS WORK SHEET LAWN MOWER / GARDENER

ACTIVITY	HAZARDS	RISK CONTROL MEASURES	RESPONSIBLE
Mowing	Cuts / lacerations	Do not attempt to remove grass or other objects while mower is running.	Contractor
Mowing	Eye / foot / hand injuries	Wear appropriate personal protective clothing.	Contractor
Mowing	Noise	Wear appropriate ear muffs.	Contractor
Mowing	Flying objects	Ensure area is clear of possible obstructions before commencing and ensure there are no other persons nearby when mowing.	Contractor
Gardening / Weeding	Back injuries	Warm up prior to starting. Do not lift objects over 16kg per person. Use trolley or wheelbarrow to move heavy objects. Wear knee pads when weeding.	Contractor
Gardening / Clean up	Cuts / scratches	Wear appropriate personal protective clothing.	Contractor
Gardening / Pruning	Working at height. Falling branches Electrical hazards	Do not use ladder over 2m high. Use cherry picker or scaffold. Check each branch for strength before resting ladder. Establish perimeter around area that is no-go area. Ensure there are no electrical cables in the vicinity of area.	Contractor
Gardening / Clean up	Insect bites / broken glass / syringes / spiders	Wear appropriate foot and hand protection. Dispose of material in an appropriate manner.	Contractor
Using power tools	Noise / Vibration / Dust / Electrical hazards.	Wear appropriate personal protective equipment. Ensure all tools are appropriately guarded and electrical appliances are protected by means of a residual current device. Ensure all extension leads are in a safe condition with plugs and connections.	Contractor
Working outside	Sunburn	Sunhat / glasses / sunscreen / protective clothing.	Contractor

**NOTE: It is recommended that every Contractor complete and sign the Solutions in Engineering "Contractors Safe Working Agreement"**

I have read the JSA Work Sheet and agree to comply with the guidelines as set out in the above mentioned documentation.

Contractor:.....

Signature:..... Date:.....

## JOB SAFETY ANALYSIS WORK SHEET PLUMBER

ACTIVITY	HAZARDS	RISK CONTROL MEASURES	RESPONSIBLE
Trenching	Back injuries	Warm up prior to starting. Do not lift objects over 16kg per person. Use trolley to move heavy objects. Wear appropriate Personal Protective Equipment.	Contractor
Trenching	Cave in	Ensure trench is constructed in accordance with Regulations and that appropriate shoring is in place where required. Have at least one person on standby when working in trench.	Contractor
General / Clean up	Cuts / scratches	Wear appropriate personal protective clothing.	Contractor
General Labour	Working at height. Electrical hazards	Do not use ladder over 2m high. Use cherry picker or scaffold. Establish perimeter around area that is no-go area. Ensure all tools are appropriately guarded and electrical appliances are protected by means of a residual current device. Ensure all extension leads are in a safe condition with plugs and connections. Ensure there are no electrical cables in the vicinity of area.	Contractor
Clean up	Insect bites / Broken glass / syringes / spiders	Wear appropriate foot and hand protection. Dispose of material in an appropriate manner.	Contractor
Using power tools	Noise / Vibration / Dust / Electrical hazards.	Wear appropriate personal protective equipment. Ensure all tools are appropriately guarded and electrical appliances are protected by means of a residual current device. Ensure all extension leads are in a safe condition with plugs and connections.	Contractor
Working outside	Sunburn	Sunhat / glasses / sunscreen / protective clothing.	Contractor
Joining pipes (PVC)	Fumes,	Work in a well ventilated area or wear appropriate fume mask.	Contractor
Using hand tools	Cuts/tears sprains etc.	Use tools in a manner that will not cause jamming or seizing. Wear appropriate PPE.	Contractor

**NOTE:** It is recommended that every Contractor complete and sign the Solutions in Engineering "Contractors Safe Working Agreement"

I have read the JSA Work Sheet and agree to comply with the guidelines as set out in the above mentioned documentation.

Contractor:.....

Signature:..... Date:.....

## JOB SAFETY ANALYSIS WORK SHEET SWIMMING POOL MAINTENANCE

ACTIVITY	HAZARDS	RISK CONTROL MEASURES	RESPONSIBLE
Pool Cleaning	Slips / Trips / Falls	Wear appropriate non-slip footwear and inspect pool area for trip hazards before commencing cleaning.	Contractor
Pool Cleaning	Drowning	Ensure all personnel can swim.	Contractor
Pool Cleaning	Back strain	Avoid sharp twisting movements and do not over reach when using skimmers etc.	Contractor
Pool Cleaning	Chemical Hazards	Ensure personnel using chemicals understand the hazards and those chemicals are stored appropriately. Do not mix Chlorine with other chemicals or fuels. Wear appropriate Personal Protective Equipment comprising chemical gloves that reach up to near the elbow and safety glasses with side shields to protect from chemical splashes.	Contractor
Pool Cleaning	Chemical Hazards	Ensure chemicals are decanted in such a manner that there can be no pollution or spillage of chemicals away from the immediate area.	Contractor
Pool Cleaning	Chemical Hazards/Poisoning	Ensure that after handling chemical, hands are washed thoroughly. Ensure SDS's are available for all chemicals used on site.	Contractor
Pool Cleaning	Sunburn	Sunhat / glasses / sunscreen / protective clothing.	Contractor
Pool Cleaning	Electrocution	Ensure all tools are appropriately guarded and electrical appliances are protected by means of a residual current device. Ensure all extension leads are in a safe condition with plugs and connections properly wired.	Contractor

**NOTE:** It is recommended that every Contractor complete and sign the Solutions in Engineering "Contractors Safe Working Agreement"

I have read the JSA Work Sheet and agree to comply with the guidelines as set out in the above mentioned documentation.

Contractor:.....

Signature:..... Date:.....

## JOB SAFETY ANALYSIS WORK SHEET WORKING AT HEIGHTS, ROOF OR GUTTER WORK

ACTIVITY	HAZARDS	RISK CONTROL MEASURES	RESPONSIBLE
Repair roof / Gutters	Access difficulties, falling objects.	Use elevated work platform or cherry picker Establish no-go area around area of work. Tie tools to person or platform.	Contractor
Repair roof / Gutters	Cuts scratches abrasions	Wear appropriate personal protective equipment.	Contractor
Repair roof / Gutters	Sunburn	Wear sunhat, glasses, sunscreen and protective clothing.	Contractor
Repair roof / Gutters	Falling from platform	Ensure personnel using platform have been trained and are in possession of appropriate licences and insurance. Wear safety harness attached to platform. Provide scaffold around perimeter if required by Standards.	Contractor
Repair roof / Gutters	Falling objects and persons.	Use only licensed contractors who are appropriately trained and have all insurances and certificates.	Contractor.

**NOTE:** It is recommended that every Contractor complete and sign the Solutions in Engineering "Contractors Safe Working Agreement"

I have read the JSA Work Sheet and agree to comply with the guidelines as set out in the above mentioned documentation.

Contractor:.....

Signature:.....Date:.....

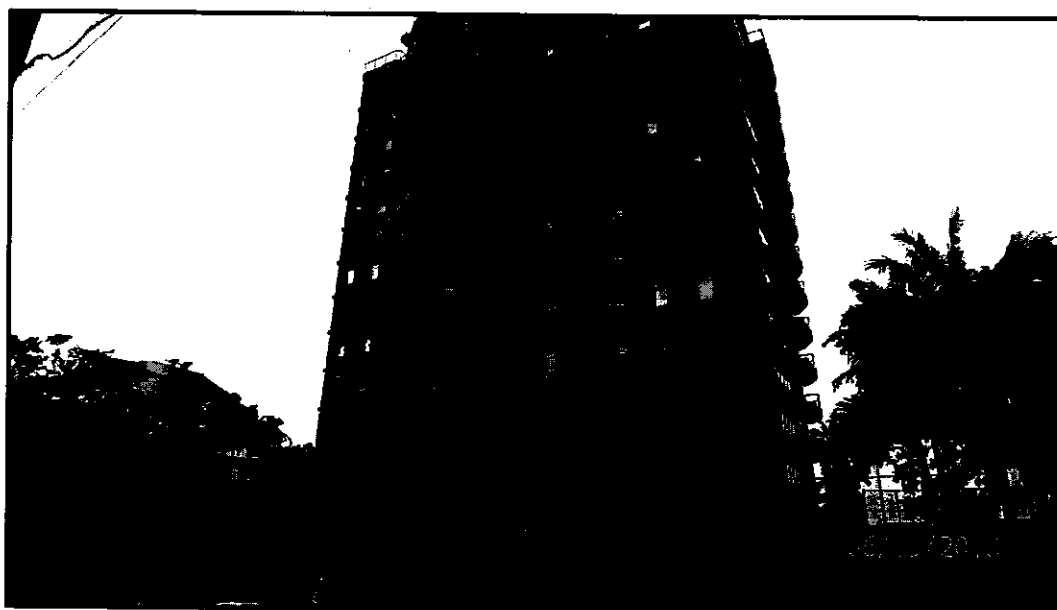
# SINKING FUND FORECAST

## SILVER QUAYS

30 O'Connell Street

Kangaroo Point QLD 4169

Community Titles Scheme 4677



### Report details

Inspection date:	6/09/2018
Inspector:	Michael Valdivia

21 September 2018

The Body Corporate Committee  
Silver Quays  
30 O'Connell Street  
Kangaroo Point QLD 4169

Dear Committee Members,

**Thank you for appointing our company to conduct your Sinking Fund Forecast.**

Based on our survey of your property, we have determined that the current contributions are higher than is necessary to cover the forecast sinking fund expenses. As such, the Body Corporate may reduce its levies to the levels shown in this report.

This forecast should be updated regularly to account for actual changes in construction and maintenance costs, unanticipated changes in the property's condition over time, changes in legal requirements and any discrepancies between the forecast and actual sinking fund balances. Regular updates also create peace of mind and assist the Body Corporate to manage the risk of litigation from individual owners (current and future) for breaches of its duty to maintain the common property by providing reasonable, up-to-date estimates of the cost of necessary maintenance work and repairs.

**Key Report Data Levies Summary – First Financial Year**

Levy Per Unit Entitlement (Total sinking fund levy divided by unit entitlements)	\$15.10
Total Unit Entitlements	10000
Total Sinking Fund Levy	\$150,972.00

The data used to arrive at the above figures (which includes GST) is in the attached report. It is designed for ease of reading. For your convenience here is your Report Index:

Report Index	Page No.
<b>Owners Report Summary</b>	<b>Section 1</b>
Building Details and Report Inputs Page	2
15 Year Cash Flow Tracking & Graph with New Levies	3
15 Year Cash Flow Tracking & Graph with Old Levies	4
<b>Report Detail</b>	<b>Section 2</b>
15 Year Anticipated Expenditure Table	5
Building Data List from Property Inspection	10
Inspector's Building Report & Building Specific Report Notes	14
Report Notes	16

All services provided by Solutions in Engineering are supplied on the basis of our 'Supply Terms and Conditions' which are available from our Office and from our website [www.solutionsinengineering.com](http://www.solutionsinengineering.com)

If you have any questions regarding your report or need our specialised services in Professional Safety Reports, Insurance Valuations, Maintenance Reports, Asbestos Audits or Balustrade Testing call us on 1300 136 036 or email [enquiry@solutionsinengineering.com](mailto:enquiry@solutionsinengineering.com).

Yours sincerely,



The Team at Solutions in Engineering

## Building Details & Report Inputs

### Supplied information

Building Name	Silver Quays
Building Address	30 O'Connell Street Kangaroo Point QLD 4169
Community Titles Scheme (CTS) No	4677
Plan Type	Community Titles Scheme
Registered Plan Date/Year of Construction	1990
Number of Lot Entitlements	10000
Number of Units	49
Estimated Starting Sinking Fund Balance	\$604,582
Starting date of Financial Year for Report	1/05/2019
GST Status	Registered for GST
Current Sinking Fund Levy per Lot Entitlement (Inc. GST)	\$27.60

### Report assumptions & information

Assumed Interest Rate on invested funds (For funds over \$10,000)	0.00%
Company Taxation Rate	30.00%
Interest on Invested Funds - Based on Assumed Interest Rate minus Company Taxation Rate. Calculated only on sinking fund balances over \$10,000.	0.00%
Contingency Allowance - For minor and/or unforeseen expenses	8%
Assumed Rate of Inflation for Building Maintenance Costs - Based on average annual building cost increase between 2002 and 2012	3.10%
Forecast Period - Number of years the forecast looks out.	15 years

### 15 Year Levy Table

Year	Year To dd/mm/yyyy	Total Contribution		Contribution per Lot Entitlement		Quarterly Contribution	
		Including GST	GST Component	Including GST	GST Component	Including GST	GST Component
1	30/04/2020	150,972.00	13,724.73	15.10	1.37	3.78	0.34
2	30/04/2021	155,652.13	14,150.19	15.57	1.42	3.89	0.35
3	30/04/2022	160,477.35	14,588.85	16.05	1.46	4.01	0.36
4	30/04/2023	165,452.14	15,041.10	16.55	1.50	4.14	0.38
5	30/04/2024	170,581.16	15,507.38	17.06	1.55	4.27	0.39
6	30/04/2025	175,869.18	15,988.11	17.59	1.60	4.40	0.40
7	30/04/2026	181,321.12	16,483.74	18.13	1.65	4.53	0.41
8	30/04/2027	186,942.07	16,994.73	18.69	1.70	4.67	0.42
9	30/04/2028	192,737.28	17,521.57	19.27	1.75	4.82	0.44
10	30/04/2029	198,712.14	18,064.74	19.87	1.81	4.97	0.45
11	30/04/2030	204,872.22	18,624.75	20.49	1.86	5.12	0.47
12	30/04/2031	211,223.25	19,202.11	21.12	1.92	5.28	0.48
13	30/04/2032	217,771.18	19,797.38	21.78	1.98	5.45	0.50
14	30/04/2033	224,522.09	20,411.10	22.45	2.04	5.61	0.51
15	30/04/2034	231,482.27	21,043.84	23.15	2.10	5.79	0.53

## 15 Year Cash Flow Tracking Sheet

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

$$\text{Opening Balance} + \text{Total Levy Contributions} + \text{Interest} - \text{Anticipated Expenses} = \text{Closing Balance}$$

Year	Year To	Opening Balance	Total Levy Contributions	Interest	Anticipated Expenses	Closing Balance
1	30/04/2020	604,582.00	137,247.27	0.00	638,181.82	103,647.45
2	30/04/2021	103,647.45	141,501.94	0.00	12,791.82	232,357.57
3	30/04/2022	232,357.57	145,888.50	0.00	10,905.45	367,340.62
4	30/04/2023	367,340.62	150,411.04	0.00	151,948.18	365,803.48
5	30/04/2024	365,803.48	155,073.78	0.00	41,583.64	479,293.62
6	30/04/2025	479,293.62	159,881.07	0.00	58,148.18	581,026.51
7	30/04/2026	581,026.51	164,837.38	0.00	194,987.27	550,876.62
8	30/04/2027	550,876.62	169,947.34	0.00	535,696.36	185,127.60
9	30/04/2028	185,127.60	175,215.71	0.00	7,470.91	352,872.40
10	30/04/2029	352,872.40	180,647.40	0.00	146,233.64	387,286.16
11	30/04/2030	387,286.16	186,247.47	0.00	0.00	573,533.63
12	30/04/2031	573,533.63	192,021.14	0.00	27,524.55	738,030.22
13	30/04/2032	738,030.22	197,973.80	0.00	129,540.91	806,463.11
14	30/04/2033	806,463.11	204,110.99	0.00	39,959.09	970,615.01
15	30/04/2034	970,615.01	210,438.43	0.00	161,062.73	1,019,990.71

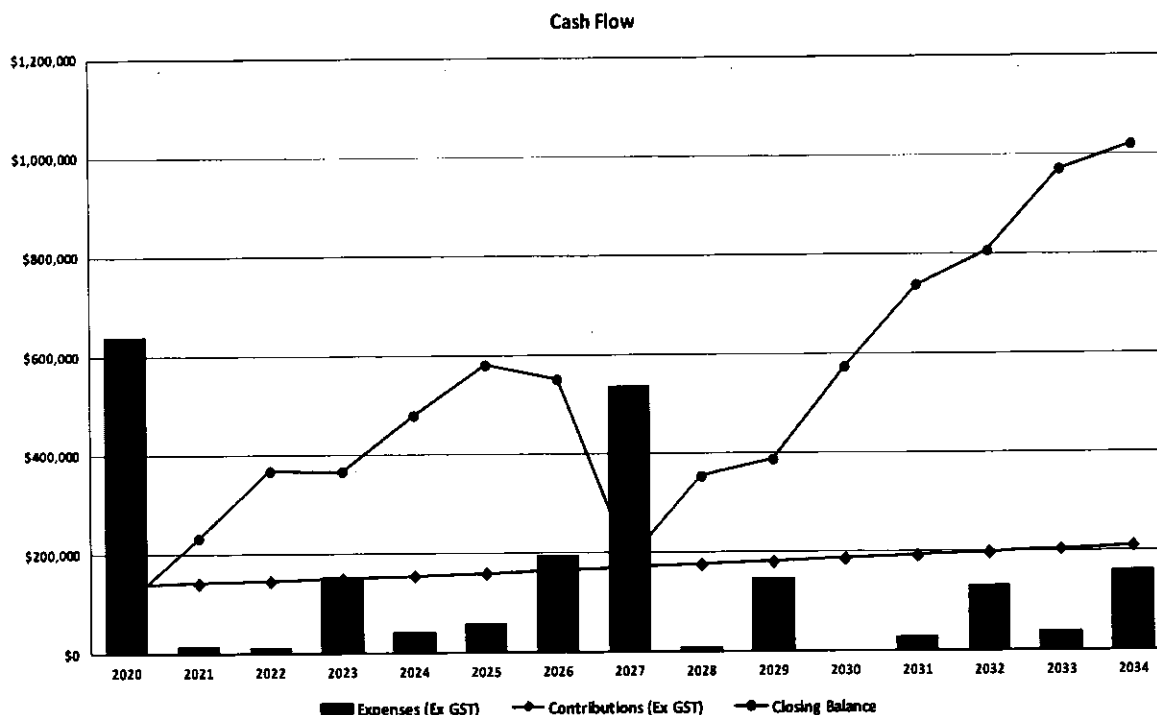
## 15 Year Cash Flow Graph

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

Contributions line - Total sinking fund contributions per year.

Expenses line - Total anticipated expenses in each year.

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





What will happen if you stay with your current levy amount?

The table and graph below use the same information as on the previous page except they show the cash flow for the scheme if you do not vary your current levy amount.

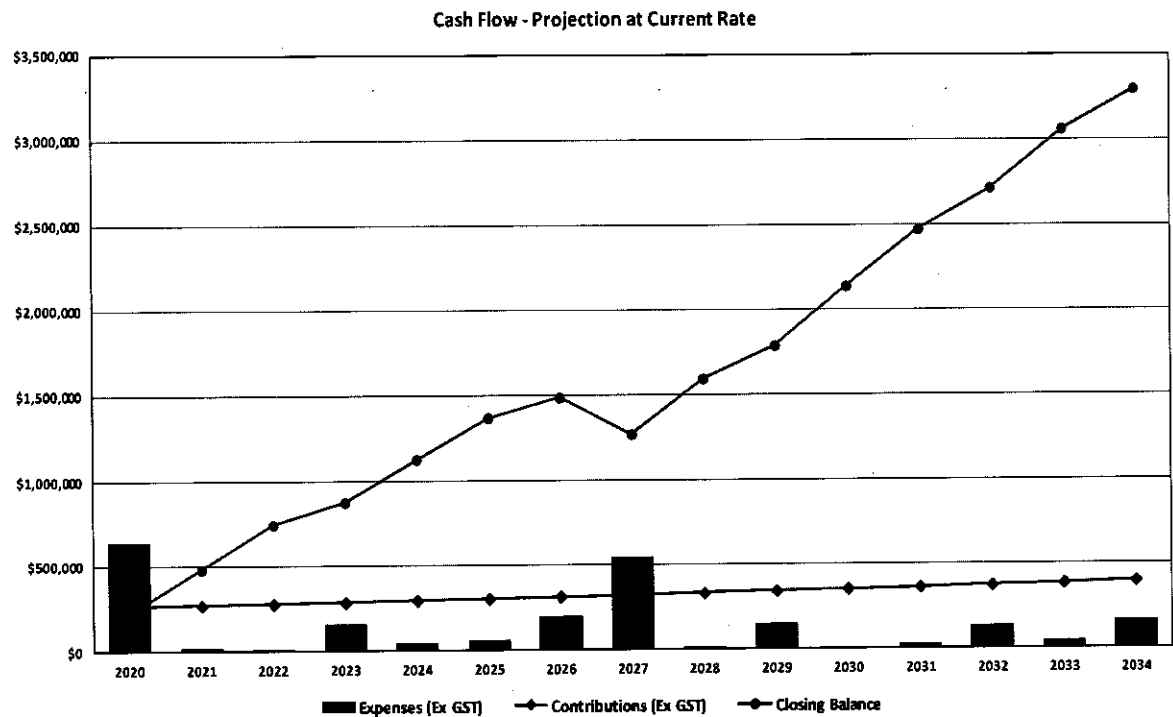
15 Year Cash Flow Tracking Sheet

The table below shows the cash flow for the entirety of the forecast. In summary:  
**Opening Balance + Total Levy Contributions + Interest – Anticipated Expenses = Closing Balance**

Year	Year To	Opening Balance	Total Levy Contributions	Interest	Anticipated Expenses	Closing Balance
1	30/04/2020	604,582.00	258,687.27	0.00	638,181.82	225,087.45
2	30/04/2021	225,087.45	266,706.58	0.00	12,791.82	479,002.21
3	30/04/2022	479,002.21	274,974.48	0.00	10,905.45	743,071.24
4	30/04/2023	743,071.24	283,498.69	0.00	151,948.18	874,621.75
5	30/04/2024	874,621.75	292,287.15	0.00	41,583.64	1,125,325.26
6	30/04/2025	1,125,325.26	301,348.05	0.00	58,148.18	1,368,525.13
7	30/04/2026	1,368,525.13	310,689.84	0.00	194,987.27	1,484,227.70
8	30/04/2027	1,484,227.70	320,321.23	0.00	535,696.36	1,268,852.57
9	30/04/2028	1,268,852.57	330,251.19	0.00	7,470.91	1,591,632.85
10	30/04/2029	1,591,632.85	340,488.98	0.00	146,233.64	1,785,888.19
11	30/04/2030	1,785,888.19	351,044.14	0.00	0.00	2,136,932.33
12	30/04/2031	2,136,932.33	361,926.51	0.00	27,524.55	2,471,334.29
13	30/04/2032	2,471,334.29	373,146.23	0.00	129,540.91	2,714,939.61
14	30/04/2033	2,714,939.61	384,713.76	0.00	39,959.09	3,059,694.28
15	30/04/2034	3,059,694.28	396,639.89	0.00	161,062.73	3,295,271.44

15 Year Cash Flow Graph

The graph below tracks the 'Contributions' (the amount collected in levies), the projected 'Closing balance' of the sinking fund and the likely 'Expenses' for each year of this forecast. The three lines in the graph are:  
Contributions line - Total sinking fund contributions per year.  
Expenses line – Total anticipated expenses in each year.  
Closing balance line – Shows the amount left in the fund bank account at the end of the year after all anticipated expenses have been allowed for.



Expenditure Item	Current Cost	Year 1 (2020)	Year 2 (2021)	Year 3 (2022)	Year 4 (2023)	Year 5 (2024)	Year 6 (2025)	Year 7 (2026)	Year 8 (2027)	Year 9 (2028)	Year 10 (2029)	Year 11 (2030)	Year 12 (2031)	Year 13 (2032)	Year 14 (2033)	Year 15 (2034)
<b>8. FIXTURES AND FITTINGS</b>																
Artwork replacement	3,000	-	-	-	3,288	-	-	-	-	-	-	-	-	-	4,462	-
Barbeque replacement	1,421	-	-	-	1,557	-	-	-	-	-	-	-	-	-	2,113	-
Letterbox replacement	4,450	-	-	-	-	-	-	-	-	-	-	-	-	6,419	-	-
Signage replacement	2,500	-	-	-	2,740	-	-	-	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)		0	0	0	7,585	0	0	0	0	0	0	0	0	6,419	6,575	0
<b>9. FENCING</b>																
Timber paling fence repair	9,296	-	-	-	-	-	-	-	11,511	-	-	-	-	-	-	-
Timber paling fence repairs (total: 181 lm - rate 50%)	1,534	-	-	-	-	-	1,787	-	-	-	-	-	-	-	-	-
Timber paling fence repairs (total: 126 lm - rate 100%)	2,131	-	-	-	-	-	2,482	-	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)		0	0	0	0	0	4,269	0	11,511	0	0	0	0	0	0	0
<b>10. WALLS</b>																
Block wall repair	13,933	-	-	-	-	-	-	-	17,253	-	-	-	-	-	-	-
Block wall repairs - retaining (total: 622 m2 - rate 100%)	12,209	-	-	-	-	-	14,222	-	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)		0	0	0	0	0	14,222	0	17,253	0	0	0	0	0	0	0
<b>11. LANDSCAPING</b>																
Garden mulching	2,500	-	-	-	2,740	-	-	-	-	3,192	-	-	-	-	3,718	-
Garden upgrade	10,000	-	-	-	10,959	-	-	-	-	-	-	-	-	-	14,872	-
Irrigation system repairs	2,500	-	-	-	2,740	-	-	-	-	3,192	-	-	-	-	3,718	-
Waterproofing membrane repairs - garden beds (total: 512 m2)	7,900	-	-	-	8,658	-	-	-	9,782	-	-	-	11,053	-	-	-
Waterproofing membrane replacement - garden beds	80,896	-	-	-	88,655	-	-	-	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)		0	0	0	113,752	0	0	0	9,782	6,384	0	0	11,053	0	22,308	0
<b>12. LIFT</b>																
Lift motor overhaul	54,745	-	-	-	-	-	-	-	-	-	72,056	-	-	-	-	-
Lift replacement	650,000	650,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Pump repairs - sump pump	603	-	-	-	-	681	-	-	-	-	794	-	-	-	-	925
Pump replacement - sump pump	5,645	-	-	-	-	6,378	-	-	-	-	-	-	-	-	-	8,655
Security access system maintenance	460	-	-	-	-	520	-	-	-	-	605	-	-	-	-	705
Sub Total (Incl. GST)		650,000	0	0	0	7,579	0	0	0	0	73,455	0	0	0	0	10,285
<b>13. REFUSE</b>																
Garbage chute repairs	767	-	-	815	-	-	-	-	-	-	-	-	-	1,106	-	-
Sub Total (Incl. GST)		0	0	815	0	0	0	0	0	0	0	0	0	1,106	0	0

### What will happen if you stay with your current levy amount?

The table and graph below use the same information as on the previous page except they show the cash flow for the scheme if you do not vary your current levy amount.

### 15 Year Cash Flow Tracking Sheet

The table below shows the cash flow for the entirety of the forecast. In summary:

**Opening Balance + Total Levy Contributions + Interest – Anticipated Expenses = Closing Balance**

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12	30/04/2031	2,136,932.33	361,926.51	0.00	27,524.55	2,471,334.29
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14	30/04/2033	2,714,939.61	384,713.76	0.00	39,959.09	3,059,694.28
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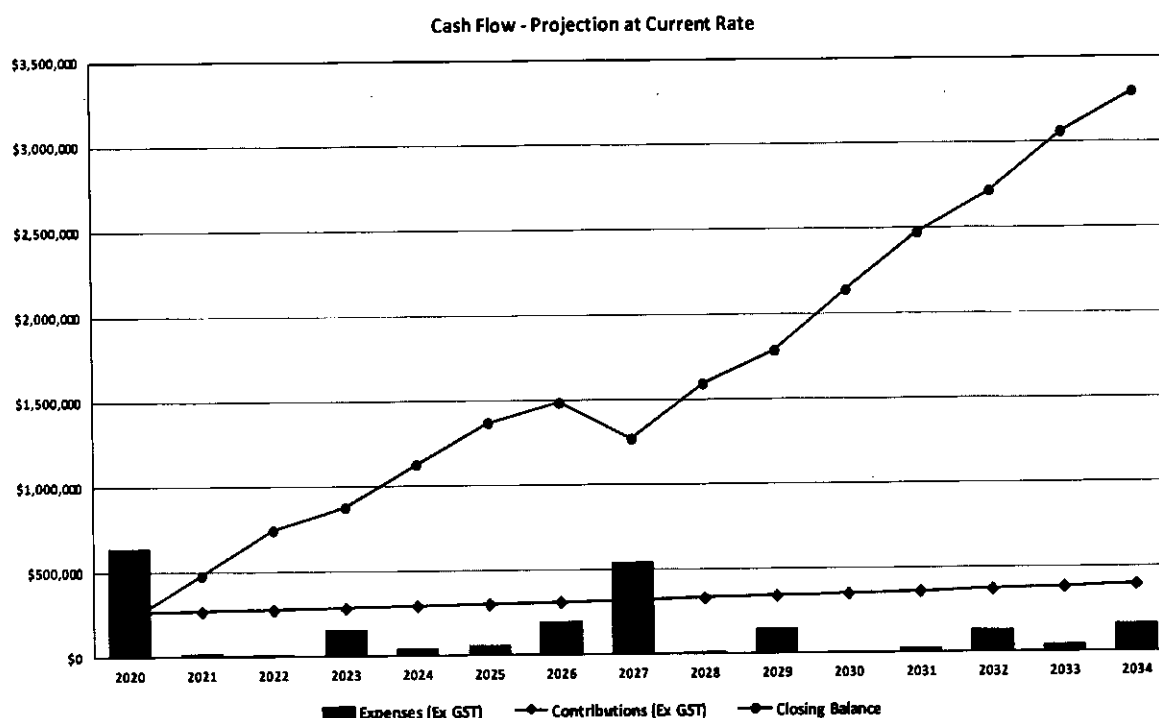
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## Anticipated Expenditures Table Year 1 - 15

This table shows when expenses will occur in the next 15 years. From left to right the columns are:-

'Expenditure Items' - lists the different areas and items of expenditure.

'Current Cost' - shows the current maintenance expenditure costs in today's dollars.

'Year 1' to 'Year 15' - shows the costs in the year in which they occur including the 'Assumed Rate of Inflation' compounded annually until the cost is due.

At the bottom on each column there are three lines. Firstly, a 'Grand Total (Inc. GST)' followed by a line calculating the 'Contingency Allowance (Inc. GST)' for unforeseen and minor expenses and finally 'Total Expenses (Inc. GST)' for that year. Please note: This page rounds figures to the nearest whole dollar.

Expenditure Item	Current Cost	Year 1 (2020)	Year 2 (2021)	Year 3 (2022)	Year 4 (2023)	Year 5 (2024)	Year 6 (2025)	Year 7 (2026)	Year 8 (2027)	Year 9 (2028)	Year 10 (2029)	Year 11 (2030)	Year 12 (2031)	Year 13 (2032)	Year 14 (2033)	Year 15 (2034)
<b>1. BUILDING EXTERIOR AND WALKWAYS</b>																
Ceiling repaint	41,264	-	-	-	-	-	-	-	51,095	-	-	-	-	-	-	-
Door repaint	1,769	-	-	-	-	-	-	-	2,190	-	-	-	-	-	-	-
Door replacement (total: 20)	1,565	-	-	-	-	-	-	1,880	-	-	-	-	-	-	-	-
Door repairs - metal frame (allowance per unit)	21,293	-	-	-	-	-	-	25,573	-	-	-	-	-	-	-	-
Downpipe repaint	4,274	-	-	-	-	-	-	-	5,292	-	-	-	-	-	-	-
Downpipe repairs (total: 208 lm)	683	-	-	-	-	-	-	-	846	-	-	-	-	-	-	-
Drainage grate replacement - metal (total: 5)	150	-	-	-	-	-	-	-	-	-	-	-	-	-	-	230
Floor - paving repairs (total: 190 m2)	16,733	-	-	-	-	18,906	-	-	-	-	22,024	-	-	-	-	25,656
Floor - paving replacement	403	-	-	-	-	-	-	-	-	-	-	-	-	-	-	618
Floor - tile repairs (total: 48 m2)	266	-	-	-	-	301	-	-	-	-	350	-	-	-	-	408
Floor - tile replacement	6,381	-	-	-	-	-	-	-	-	-	-	-	-	-	-	9,784
Guttering repaint	3,942	-	-	-	-	-	-	-	4,881	-	-	-	-	-	-	-
Guttering repairs (total: 176 lm)	782	-	-	-	-	-	-	-	968	-	-	-	-	-	-	-
Handrail and balustrade repaint - glazed / metal	15,254	-	-	-	-	-	-	-	18,888	-	-	-	-	-	-	-
Handrail and balustrade repairs - glazed / metal (total: 681 lm)	19,190	-	-	-	-	-	-	-	23,762	-	-	-	-	-	-	-
Handrail and balustrade repaint - metal	40,401	-	-	-	-	-	-	-	50,027	-	-	-	-	-	-	-
Handrail and balustrade repairs - metal (total: 448 lm)	12,699	-	-	-	-	-	-	-	15,725	-	-	-	-	-	-	-
Roller door repaint - storage	190	-	-	-	-	-	-	-	235	-	-	-	-	-	-	-
Roller door replacement - storage	1,541	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,363
Trim repaint	21,413	-	-	-	-	-	-	-	26,515	-	-	-	-	-	-	-
Wall repaint	109,203	-	-	-	-	-	-	-	135,221	-	-	-	-	-	-	-
Wall repairs (total: 5314 m2)	5,752	-	-	-	-	-	-	-	7,122	-	-	-	-	-	-	-
Window repairs - metal frame (allowance per unit)	9,188	-	-	-	-	-	-	11,035	-	-	-	-	-	-	-	-
<b>Sub Total (Incl. GST)</b>		0	0	0	0	19,207	0	38,488	342,767	0	22,374	0	0	0	0	39,059

Expenditure Item	Current Cost	Year 1 (2020)	Year 2 (2021)	Year 3 (2022)	Year 4 (2023)	Year 5 (2024)	Year 6 (2025)	Year 7 (2026)	Year 8 (2027)	Year 9 (2028)	Year 10 (2029)	Year 11 (2030)	Year 12 (2031)	Year 13 (2032)	Year 14 (2033)	Year 15 (2034)
<b>2. WORK AT HEIGHTS ACCESS</b>																
Elevated work platforms and site set up	60,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)		0	0	0	0	0	0	0	74,295	0	0	0	0	0	0	0
<b>3. ROOFING</b>																
Roof covering - tile repairs (total: 1677 m2)	8,630	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Roof covering - tile replacement	175,414	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Roof covering - tile ridge cap repairs (total: 362 lm)	2,948	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Waterproofing repairs (total: 320 m2)	2,731	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Waterproofing replacement	27,309	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)		0	0	0	32,921	0	13,487	0	3,382	0	0	0	3,821	-	0	0
<b>4. BUILDING INTERIOR AND WALKWAYS</b>																
Ceiling repaint	9,741	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Door repaint	13,975	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Door replacement (total: 158)	12,516	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Door repairs - automatic	274	-	282	-	-	-	-	-	-	-	-	-	-	-	-	-
Door replacement - automatic	2,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Floor - carpet repairs (total: 328 m2)	1,322	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Floor - carpet replacement	28,910	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Floor - tile repairs (total: 68 m2)	399	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Floor - tile replacement	9,039	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Floor - vinyl repairs (total: 60 m2)	226	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Floor - vinyl replacement	4,528	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Handrail repairs - metal (total: 136 lm)	2,645	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Wall repaint	7,521	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Wall repairs (total: 366 m2)	460	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Wall - wallpaper repairs (total: 60 m2)	460	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Wall - wallpaper replacement	7,485	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)		0	282	0	504	2,200	0	18,364	42,525	587	46,574	0	383	0	11,816	16,845

Expenditure Item	Current Cost	Year 1 (2020)	Year 2 (2021)	Year 3 (2022)	Year 4 (2023)	Year 5 (2024)	Year 6 (2025)	Year 7 (2026)	Year 8 (2027)	Year 9 (2028)	Year 10 (2029)	Year 11 (2030)	Year 12 (2031)	Year 13 (2032)	Year 14 (2033)	Year 15 (2034)
<b>5. DRIVEWAY</b>																
Drainage grate replacement - metal (total: 106)	1,503	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,305
Driveway - concrete repairs (total: 2210 m2)	2,879	-	-	-	-	3,253	-	-	-	-	3,789	-	-	-	-	4,414
Line marking repaint	2,014	-	-	-	-	2,276	-	-	-	-	2,651	-	-	-	-	3,088
Mirror - dome safety mirror replacement (total: 3)	467	-	-	-	-	-	-	-	-	-	-	-	-	-	-	716
Roller door repaint - single vehicle	4,931	-	-	-	-	-	-	-	6,106	-	-	-	-	-	-	-
Roller door replacement - single vehicle (total: 26)	4,623	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7,088
Roller door repaint - double vehicle	12,546	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Roller door replacement - double vehicle (total: 37)	8,747	-	-	-	-	-	-	-	15,535	-	-	-	-	-	-	13,412
Security gate replacement	8,074	-	-	-	-	-	-	-	-	-	-	-	-	-	-	12,380
Security gate motor replacement	4,575	-	-	-	-	5,169	-	-	-	-	-	-	-	-	-	7,015
Security roller door replacement	4,037	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6,190
Security roller door motor replacement	2,288	-	-	-	-	2,585	-	-	-	-	-	-	-	-	-	3,508
<b>Sub Total (Incl. GST)</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13,283</b>	<b>0</b>	<b>0</b>	<b>21,641</b>	<b>0</b>	<b>6,440</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>60,116</b>
<b>6. SWIMMING POOL</b>																
Blower replacement - spa	656	-	-	-	-	-	763	-	-	-	-	-	-	-	-	-
Chlorinator unit replacement	1,921	-	-	-	-	2,238	-	-	-	-	-	-	-	-	-	-
Coping repairs - paved (total: 46 lm)	75	-	-	-	-	85	-	-	-	-	99	-	-	-	-	115
Coping replacement - paved	3,353	-	-	-	-	-	-	-	15,669	-	-	-	-	-	-	5,141
Fencing and gate repaint	12,654	-	-	-	-	-	1,869	-	-	-	-	-	-	-	-	-
Fencing and gate repairs (total: 128 lm)	1,604	-	-	-	-	-	5,205	-	-	-	-	-	-	-	-	-
Filter replacement	4,468	-	-	-	-	-	3,478	-	-	-	-	-	-	-	-	-
Heater replacement	2,986	-	-	-	-	-	5,825	-	-	-	-	-	-	-	-	-
Pool cleaning	5,000	-	-	-	-	-	1,165	-	-	-	-	-	-	-	-	-
Pool furniture replacement	1,000	-	-	-	-	-	3,628	-	-	-	-	-	-	-	-	-
Pump replacement	3,114	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Surface finish replacement - tile	21,196	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Sub Total (Incl. GST)</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>85</b>	<b>24,171</b>	<b>0</b>	<b>15,669</b>	<b>0</b>	<b>99</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,256</b>
<b>7. TENNIS COURT</b>																
Chain link fence repaint	5,485	-	-	-	-	-	-	-	6,792	-	-	-	-	-	-	-
Chain link fence repairs (total: 92 lm)	706	-	-	-	-	-	822	-	-	-	-	-	-	-	-	-
Court net and post replacement	1,435	-	-	-	-	-	1,672	-	-	-	-	-	-	-	-	-
Court surface replacement - artificial turf	20,686	-	-	-	-	-	-	-	-	-	-	-	-	-	-	31,717
<b>Sub Total (Incl. GST)</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,494</b>	<b>0</b>	<b>6,792</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>31,717</b>

Expenditure Item	Current Cost	Year 1 (2020)	Year 2 (2021)	Year 3 (2022)	Year 4 (2023)	Year 5 (2024)	Year 6 (2025)	Year 7 (2026)	Year 8 (2027)	Year 9 (2028)	Year 10 (2029)	Year 11 (2030)	Year 12 (2031)	Year 13 (2032)	Year 14 (2033)	Year 15 (2034)
<b>8. FIXTURES AND FITTINGS</b>																
Artwork replacement	3,000	-	-	-	3,288	-	-	-	-	-	-	-	-	-	4,462	-
Barbecue replacement	1,421	-	-	-	1,557	-	-	-	-	-	-	-	-	-	2,113	-
Letterbox replacement	4,450	-	-	-	-	-	-	-	-	-	-	-	-	6,419	-	-
Signage replacement	2,500	-	-	-	2,740	-	-	-	-	-	-	-	-	-	-	-
<b>Sub Total (Incl. GST)</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>7,585</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,419</b>	<b>6,575</b>	<b>0</b>
<b>9. FENCING</b>																
Timber paling fence repaint	9,296	-	-	-	-	-	-	-	11,511	-	-	-	-	-	-	-
Timber paling fence repairs (total: 181 lm - rate 50%)	1,534	-	-	-	-	-	1,787	-	-	-	-	-	-	-	-	-
Timber paling fence repairs (total: 126 lm - rate 100%)	2,131	-	-	-	-	-	2,482	-	-	-	-	-	-	-	-	-
<b>Sub Total (Incl. GST)</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,269</b>	<b>0</b>	<b>11,511</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>10. WALLS</b>																
Block wall repaint	13,933	-	-	-	-	-	-	-	17,253	-	-	-	-	-	-	-
Block wall repairs - retaining (total: 622 m2 - rate 100%)	12,209	-	-	-	-	-	14,222	-	-	-	-	-	-	-	-	-
<b>Sub Total (Incl. GST)</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14,222</b>	<b>0</b>	<b>17,253</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>11. LANDSCAPING</b>																
Garden mulching	2,500	-	-	-	2,740	-	-	-	-	-	-	-	-	-	3,718	-
Garden upgrade	10,000	-	-	-	10,959	-	-	-	-	-	-	-	-	-	14,872	-
Irrigation system repairs	2,500	-	-	-	2,740	-	-	-	-	-	-	-	-	-	3,718	-
Waterproofing membrane repairs - garden beds (total: 512 m2)	7,900	-	-	-	8,658	-	-	-	9,782	-	-	-	11,053	-	-	-
Waterproofing membrane replacement - garden beds	80,896	-	-	-	88,655	-	-	-	-	-	-	-	-	-	-	-
<b>Sub Total (Incl. GST)</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>113,752</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9,782</b>	<b>6,384</b>	<b>0</b>	<b>0</b>	<b>11,053</b>	<b>0</b>	<b>22,308</b>	<b>0</b>
<b>12. LIFT</b>																
Lift motor overhaul	54,745	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Lift replacement	650,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Pump repairs - sump pump	603	-	-	-	681	-	-	-	-	-	-	-	-	-	-	-
Pump replacement - sump pump	5,645	-	-	-	6,378	-	-	-	-	-	-	-	-	-	-	-
Security access system maintenance	460	-	-	-	520	-	-	-	-	-	-	-	-	-	-	-
<b>Sub Total (Incl. GST)</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>7,579</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,285</b>
<b>13. REFUSE</b>																
Garbage chute repairs	767	-	-	815	-	-	-	-	-	-	-	-	-	1,106	-	-
<b>Sub Total (Incl. GST)</b>		<b>0</b>	<b>0</b>	<b>815</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,106</b>	<b>0</b>	<b>0</b>

Expenditure Item	Current Cost	Year 1 (2020)	Year 2 (2021)	Year 3 (2022)	Year 4 (2023)	Year 5 (2024)	Year 6 (2025)	Year 7 (2026)	Year 8 (2027)	Year 9 (2028)	Year 10 (2029)	Year 11 (2030)	Year 12 (2031)	Year 13 (2032)	Year 14 (2033)	Year 15 (2034)
<b>14. PLANT - ELECTRICAL</b>																
Generator replacement	48,950	-	-	-	-	-	-	-	-	-	-	-	-	70,608	-	-
Intercom replacement - audio speaker	482	-	-	512	-	-	-	-	-	-	-	-	-	695	-	-
Intercom replacement - button pad	953	-	-	1,013	-	-	-	-	-	-	-	-	-	1,375	-	-
Intercom replacement - per unit	2,748	-	-	2,921	-	-	-	-	-	-	-	-	-	3,964	-	-
Light fitting maintenance	500	-	-	531	-	-	582	-	-	638	-	-	700	-	-	767
Security surveillance camera replacement	5,000	-	-	5,315	-	-	-	-	-	-	-	-	-	7,212	-	-
Switchboard replacement	28,119	-	-	-	-	-	-	-	-	-	-	-	-	40,561	-	-
<b>Sub Total (Incl. GST)</b>		<b>0</b>	<b>0</b>	<b>10,292</b>	<b>0</b>	<b>0</b>	<b>582</b>	<b>0</b>	<b>0</b>	<b>638</b>	<b>0</b>	<b>0</b>	<b>700</b>	<b>124,415</b>	<b>0</b>	<b>767</b>
<b>15. PLANT - FIRE PREVENTION</b>																
Control panel replacement	9,042	-	-	-	-	-	-	10,860	-	-	-	-	-	-	-	-
Fire extinguisher replacement (total: 14)	543	-	-	-	-	-	-	652	-	-	-	-	-	-	-	-
Fire hose reel replacement (total: 18)	2,917	-	-	-	-	-	-	3,503	-	-	-	-	-	-	-	-
Fire hydrant replacement (total: 18)	5,232	-	-	-	-	-	-	6,284	-	-	-	-	-	-	-	-
Pump replacement - diesel	30,139	-	-	-	-	-	-	36,198	-	-	-	-	-	-	-	-
Pump replacement - hydrant booster	1,447	-	-	-	-	-	-	1,738	-	-	-	-	-	-	-	-
Sprinkler system valve maintenance	2,424	-	2,499	-	-	-	-	2,911	-	-	-	-	3,391	-	-	-
<b>Sub Total (Incl. GST)</b>		<b>0</b>	<b>2,499</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>62,146</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,391</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>16. PLANT - VENTILATION AND AIR-CONDITIONING</b>																
Cooling tower motor repairs	1,209	-	1,246	-	-	-	-	1,452	-	-	-	-	1,691	-	-	-
Cooling tower repairs	24,182	-	-	-	-	-	-	29,043	-	-	-	-	-	-	-	-
Ventilation repairs - roof mounted	14,442	-	-	-	-	-	-	17,345	-	-	-	-	-	-	-	-
<b>Sub Total (Incl. GST)</b>		<b>0</b>	<b>1,246</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>47,840</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,691</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>17. PLANT - WATER</b>																
Hot water system replacement	3,731	-	3,847	-	-	-	-	-	-	-	-	-	-	-	-	-
Plumbing maintenance	5,000	-	5,155	-	-	-	-	6,005	-	-	-	-	6,995	-	-	-
Pump replacement - jacking pump	16,608	-	-	-	-	-	-	19,947	-	-	-	-	-	-	-	-
Water tank replacement	4,836	-	-	-	-	-	-	5,808	-	-	-	-	-	-	-	-
<b>Sub Total (Incl. GST)</b>		<b>0</b>	<b>9,002</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>31,760</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,995</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Grand Total (Incl. GST)</b>		<b>650,000</b>	<b>13,029</b>	<b>11,107</b>	<b>154,762</b>	<b>42,354</b>	<b>59,225</b>	<b>198,598</b>	<b>545,617</b>	<b>7,609</b>	<b>148,942</b>	<b>0</b>	<b>28,034</b>	<b>131,940</b>	<b>40,699</b>	<b>164,045</b>
<b>Contingency Allowance (Incl. GST)</b>		<b>52,000</b>	<b>1,042</b>	<b>889</b>	<b>12,381</b>	<b>3,388</b>	<b>4,738</b>	<b>15,888</b>	<b>43,649</b>	<b>609</b>	<b>11,915</b>	<b>0</b>	<b>2,243</b>	<b>10,555</b>	<b>3,256</b>	<b>13,124</b>
<b>Grand Total Expenses (Incl. Contingency Allowance and GST)</b>		<b>702,000</b>	<b>14,071</b>	<b>11,996</b>	<b>167,143</b>	<b>45,742</b>	<b>63,963</b>	<b>214,486</b>	<b>589,266</b>	<b>8,218</b>	<b>160,857</b>	<b>0</b>	<b>30,277</b>	<b>142,495</b>	<b>43,955</b>	<b>177,169</b>



## Building Data List from the Property Inspection for Silver Quays

This table has all the data collected by the building inspector while inspecting the complex. The columns from left to right are:-

- 'Items' – identifies and describes the maintenance item  
 'Qty' – lets you know the total quantity of that item  
 'Unit' – is the unit rate used to measure the quantity  
 'Rate' – is the cost of each unit in dollars  
 'Value' – is the quantity (Qty) multiplied by the Rate (\$)  
 'Next Due' - is the remaining life in years until an item needs money spent on it.  
 'Total Life' - is the total life the item after it is replaced, repaired or repainted.  
 'Comments' – details any useful explanatory notes for the item.

Items	Qty	Unit	Rate (\$)	Value (\$)	Next Due	Total Life	Comments
<b>1. BUILDING EXTERIOR AND WALKWAYS</b>							
Ceiling repaint	2,008	m2	20.55	41,264.00	8	8	Repaint as required
Door repaint	20	ea	88.45	1,769.00	8	8	Repaint as required
Door replacement (total: 20)	2	ea	782.27	1,565.00	7	20	Replace as required
Door repairs - metal frame (allowance per unit)	49	ea	434.56	21,293.00	7	20	Repair as required
Downpipe repaint	208	lm	20.55	4,274.00	8	8	Repaint as required
Downpipe repairs (total: 208 lm)	20	lm	34.15	683.00	8	8	Repair as required
Drainage grate replacement - metal (total: 5)	1	ea	150.27	150.00	15	25	Replace as required
Floor - paving repairs (total: 190 m2)	190	m2	88.07	16,733.00	5	5	Repair as required
Floor - paving replacement	5	m2	80.68	403.00	15	25	Replace as required
Floor - tile repairs (total: 48 m2)	2	m2	132.93	266.00	5	5	Repair as required
Floor - tile replacement	48	m2	132.93	6,381.00	15	25	Replace as required
Guttering repaint	176	lm	22.40	3,942.00	8	16	Repaint as required
Guttering repairs (total: 176 lm)	18	lm	43.45	782.00	8	8	Repair as required
Handrail and balustrade repaint - glazed / metal	681	lm	22.40	15,254.00	8	16	Repaint as required
Handrail and balustrade repairs - glazed / metal (total: 681 lm)	68	lm	282.21	19,190.00	8	8	Repair as required
Handrail and balustrade repaint - metal	448	lm	90.18	40,401.00	8	16	Repaint as required
Handrail and balustrade repairs - metal (total: 448 lm)	45	lm	282.21	12,699.00	8	8	Repair as required
Roller door replacement - storage	1	ea	189.65	190.00	8	16	Repaint as required
Roller door replacement - storage	1	ea	1,540.85	1,541.00	15	30	Replace as required
Trim repaint	1,042	lm	20.55	21,413.00	8	8	Repaint as required
Wall repaint	5,314	m2	20.55	109,203.00	8	8	Repaint as required
Wall repairs (total: 5314 m2)	25	m2	230.06	5,752.00	8	8	Repair as required
Window repairs - metal frame (allowance per unit)	49	ea	187.50	9,188.00	7	20	Repair as required
<b>2. WORK AT HEIGHTS ACCESS</b>							
Elevated work platforms and site set up	1	Item	60,000.00	60,000.00	8	8	Quotation required

Items	Qty	Unit	Rate (\$)	Value (\$)	Next Due	Total Life	Comments
<b>3. ROOFING</b>							
Roof covering - tile repairs (total: 1677 m2)	165	m2	52.30	8,630.00	6	16	Repair as required
Roof covering - tile replacement	1,677	m2	104.60	175,414.00	22	48	Replace as required
Roof covering - tile ridge cap repairs (total: 362 lm)	36	lm	81.90	2,948.00	6	16	Repair as required
Waterproofing repairs (total: 320 m2)	32	m2	85.34	2,731.00	4	4	Repair as required
Waterproofing replacement	320	m2	85.34	27,309.00	4	16	Replace as required
<b>4. BUILDING INTERIOR AND WALKWAYS</b>							
Ceiling repaint	474	m2	20.55	9,741.00	8	8	Repaint as required
Door repaint	158	ea	88.45	13,975.00	8	8	Repaint as required
Door replacement (total: 158)	16	ea	782.27	12,516.00	7	20	Replace as required
Door repairs - automatic	1	ea	273.53	274.00	2	5	Repair as required
Door replacement - automatic	1	ea	2,500.00	2,500.00	7	20	Replace as required
Floor - carpet repairs (total: 328 m2)	15	m2	88.14	1,322.00	5	5	Repair as required
Floor - carpet replacement	328	m2	88.14	28,910.00	10	15	Replace as required
Floor - tile repairs (total: 68 m2)	3	m2	132.93	399.00	5	5	Repair as required
Floor - tile replacement	68	m2	132.93	9,039.00	15	25	Replace as required
Floor - vinyl repairs (total: 60 m2)	3	m2	75.46	226.00	5	5	Replace as required
Floor - vinyl replacement	60	m2	75.46	4,528.00	10	20	Replace as required
Floor - vinyl replacement	13	lm	203.48	2,645.00	8	8	Repair as required
Handrail repairs - metal (total: 136 lm)	366	m2	20.55	7,521.00	8	8	Repaint as required
Wall repaint	2	m2	230.06	460.00	8	8	Repair as required
Wall repairs (total: 366 m2)	6	m2	76.69	460.00	4	5	Repair as required
Wall - wallpaper repairs (total: 60 m2)	60	m2	124.75	7,485.00	14	25	Replace as required
Wall - wallpaper replacement							
<b>5. DRIVEWAY</b>							
Drainage grate replacement - metal (total: 106)	10	ea	150.27	1,503.00	15	25	Replace as required
Driveway - concrete repairs (total: 2210 m2)	22	m2	130.88	2,879.00	5	5	Repair as required
Line marking repaint	175	lm	11.51	2,014.00	5	5	Repaint as required
Mirror - dome safety mirror replacement (total: 3)	1	ea	466.52	467.00	15	20	Replace as required
Roller door repaint - single vehicle	26	ea	189.65	4,931.00	8	16	Repaint as required
Roller door replacement - single vehicle (total: 26)	3	ea	1,540.85	4,623.00	15	30	Replace as required
Roller door repaint - double vehicle	37	ea	339.09	12,546.00	8	16	Repaint as required
Roller door replacement - double vehicle (total: 37)	4	ea	2,186.81	8,747.00	15	30	Replace as required
Security gate replacement	2	ea	4,037.18	8,074.00	15	20	Replace as required
Security gate motor replacement	2	ea	2,287.74	4,575.00	5	10	Replace as required
Security roller door replacement	1	ea	4,037.18	4,037.00	15	20	Replace as required
Security roller door motor replacement	1	ea	2,287.74	2,288.00	5	10	Replace as required

Items	Qty	Unit	Rate (\$)	Value (\$)	Next Due	Total Life	Comments
<b>6. SWIMMING POOL</b>							
Blower replacement - spa	1	ea	654.92	655.00	6	10	Replace as required
Chlorinator unit replacement	1	ea	1,921.02	1,921.00	6	10	Replace as required
Coping repairs - paved (total: 46 lm)	2	lm	37.43	75.00	5	5	Repair as required
Coping replacement - paved	46	lm	72.90	3,353.00	15	25	Replace as required
Fencing and gate repair	128	lm	98.86	12,654.00	8	16	Repair as required
Fencing and gate repairs (total: 128 lm)	13	lm	123.36	1,604.00	6	10	Repair as required
Filter replacement	2	ea	2,233.91	4,468.00	6	10	Replace as required
Heater replacement	1	ea	2,986.40	2,986.00	6	15	Replace as required
Pool cleaning	1	Item	5,000.00	5,000.00	6	10	Clean as required
Pool furniture replacement	1	Item	1,000.00	1,000.00	6	10	Replace as required
Pump replacement	2	ea	1,556.92	3,114.00	6	10	Replace as required
Surface finish replacement - tile	140	m2	151.40	21,196.00	26	30	Replace as required
<b>7. TENNIS COURT</b>							
Chain link fence repaint	92	lm	59.62	5,485.00	8	8	Repaint as required
Chain link fence repairs (total: 92 lm)	9	lm	78.49	706.00	6	10	Repair as required
Court net and post replacement	1	ea	1,434.58	1,435.00	6	12	Replace as required
Court surface replacement - artificial turf	520	m2	39.78	20,686.00	15	15	Replace as required
<b>8. FIXTURES AND FITTINGS</b>							
Artwork replacement	1	Item	3,000.00	3,000.00	4	10	Replace as required
Barbeque replacement	1	ea	1,421.22	1,421.00	4	10	Replace as required
Letterbox replacement	50	ea	89.00	4,450.00	13	30	Replace as required
Signage replacement	1	Item	2,500.00	2,500.00	4	15	Replace as required
<b>9. FENCING</b>							
Timber paling fence repaint	307	lm	30.28	9,296.00	8	8	Repaint as required
Timber paling fence repairs (total: 181 lm - rate 50%)	36	lm	42.62	1,534.00	6	10	Repair as required - shared boundary fence
Timber paling fence repairs (total: 126 lm - rate 100%)	25	lm	85.22	2,131.00	6	10	Repair as required
<b>10. WALLS</b>							
Block wall repaint	622	m2	22.40	13,933.00	8	8	Repaint as required
Block wall repairs - retaining (total: 622 m2 - rate 100%)	60	m2	203.48	12,209.00	6	10	Repair as required
<b>11. LANDSCAPING</b>							
Garden mulching	1	Item	2,500.00	2,500.00	4	5	Mulch as required
Garden upgrade	1	Item	10,000.00	10,000.00	4	10	Upgrade as required
Irrigation system repairs	1	Item	2,500.00	2,500.00	4	5	Repair as required
Waterproofing membrane repairs - garden beds (total: 512 m2)	50	m2	158.00	7,900.00	4	4	Repair as required
Waterproofing membrane replacement - garden beds	512	m2	158.00	80,896.00	4	16	Replace as required

Items	Qty	Unit	Rate (\$)	Value (\$)	Next Due	Total Life	Comments
<b>12. LIFT</b>							
Lift motor overhaul	2	ea	27,372.64	54,745.00	10	10	This is an estimate only - lifts need to be individually inspected by a licensed contractor to provide an accurate quote.
Lift replacement	2	ea	325,000.00	650,000.00	1	30	Replace as required
Pump repairs - sump pump	2	ea	301.68	603.00	5	5	Repair as required
Pump replacement - sump pump	2	ea	2,822.74	5,645.00	5	10	Replace as required
Security access system maintenance	2	ea	230.06	460.00	5	5	Ongoing maintenance program
<b>13. REFUSE</b>							
Garbage chute repairs	1	Item	766.89	767.00	3	10	Repair as required
<b>14. PLANT - ELECTRICAL</b>							
Generator replacement	1	ea	48,950.00	48,950.00	13	25	Replace as required
Intercom replacement - audio speaker	2	ea	241.10	482.00	3	10	Replace as required
Intercom replacement - button pad	2	ea	476.62	953.00	3	10	Replace as required
Intercom replacement - per unit	49	ea	56.08	2,748.00	3	10	Replace as required
Light fitting maintenance	1	Item	500.00	500.00	3	3	Ongoing maintenance program
Security surveillance camera replacement	1	Item	5,000.00	5,000.00	3	10	Replace as required
Switchboard replacement	1	ea	28,119.07	28,119.00	13	40	Replace as required
<b>15. PLANT - FIRE PREVENTION</b>							
Control panel replacement	1	Item	9,041.61	9,042.00	7	15	Replace as required
Fire extinguisher replacement (total: 14)	3	ea	180.84	543.00	7	15	Replace as required
Fire hose reel replacement (total: 18)	4	ea	729.36	2,917.00	7	15	Replace as required
Fire hydrant replacement (total: 18)	4	ea	1,308.02	5,232.00	7	30	Replace as required
Pump replacement - diesel	1	ea	30,138.70	30,139.00	7	20	Replace as required
Pump replacement - hydrant booster	1	ea	1,446.66	1,447.00	7	30	Replace as required
Sprinkler system valve maintenance	1	Item	2,424.00	2,424.00	2	5	Ongoing maintenance program
<b>16. PLANT - VENTILATION AND AIR-CONDITIONING</b>							
Cooling tower motor repairs	2	ea	604.56	1,209.00	2	5	Repair as required
Cooling tower repairs	2	ea	12,091.20	24,182.00	7	10	Repair as required
Ventilation repairs - roof mounted	5	ea	2,888.39	14,442.00	7	10	Repair as required
<b>17. PLANT - WATER</b>							
Hot water system replacement	1	ea	3,730.84	3,731.00	2	15	Replace as required
Plumbing maintenance	1	Item	5,000.00	5,000.00	2	5	Ongoing maintenance program
Pump replacement - jacking pump	4	ea	4,152.06	16,608.00	7	10	Replace as required
Water tank replacement	2	ea	2,418.24	4,836.00	7	20	Replace as required

## Inspector's Report for Silver Quays

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1. We have recommended that the balance of the Sinking Fund be allowed to increase over the length of this report, leading to a significant balance in the later years. It is necessary to allow a larger balance over time to offset the effects of inflation construction materials and labour costs and to ensure that adequate funds are available to provide for major works, which frequently become necessary as the property ages but which cannot be reliably forecast this far in advance. Based on historical data and current trends, we anticipate that construction and maintenance costs will increase by fifty percent every fifteen years. This recommendation will be reviewed each time this report is updated in light of price levels and the state of the property at the time of each update.
2. Painting serves two main purposes; improving the appearance of the property, and protecting the painted surfaces. By sealing the surface, paint protects the property from damage caused by water, salt, or air pollutants. Although most paints will hold their appearance for at least ten years before cracking and/or peeling occurs, they become porous and lose their protective abilities well before this point. Therefore, we recommend that surfaces are repainted more frequently.

High-quality elastomeric paints, when properly applied, can achieve longer-lasting results. However, the higher cost of this paint, lower spread rates, and higher labour costs associated with this work tends to increase painting cost by approximately 50% and so has not been included in this forecast.

3. The measurements and estimated costs for painting of the property include all external surfaces identified by the inspector, including those within lot boundaries. While the maintenance costs of some of these surfaces are technically the responsibility of the individual lot owners, it is usual for the Body Corporate to administer the painting of these areas to preserve the appearance of the property and to reduce overall costs for individual lot owners.
4. The costs estimated for painting are as accurate as possible. However, due to privacy considerations, access restrictions to some areas, and the varied nature of the property, it is recommended that the Body Corporate obtain quotes for painting work well in advance of when the work is to be carried out to allow for any shortfall or excess in funds.
5. Actual painting quotations can vary to our estimates due to colour selection changes (i.e.: changing from light to dark or dark to light that may require multiple coats). Either an impact membrane or 3 coat system can add up to 15-20% to the painting per square metre rate.
6. The powder coated surfaces throughout the property have a lengthy maintenance-free period when new. After this period these surfaces may be repainted to maintain their appearance. It is important to note that powder coated surfaces will need to be prepared for painting, and that most paints will require an additive to ensure a high quality finish.
7. The powder coated surfaces throughout the property may be subject to a manufacturer's warranty. Therefore, the manufacturer's cleaning and maintenance recommendations should be followed to maximise the lifespan of the product.
8. The maintenance of fences between properties is regulated under the Neighbourhood Disputes (Dividing Fences and Trees) Act 2011, which states that neighbours have equal responsibility for dividing fences. As such, we have applied a fifty percent rate to all maintenance work on these fences and/or walls in this report.
9. For aesthetic and practical reasons, the entire maintenance costs for fences and/or walls dividing the common property from individual lots have been attributed to the Body Corporate.

10. Monies have been budgeted to assist with cleaning and maintenance of the driveway areas. Cleaning may be carried out using high pressure water or a chemical wash. Care should be taken to meet relevant water saving and water use restrictions.
11. Money allocated for elevated work platforms (EWP's) can be used for many types of access equipment including, but not limited to; scaffolding, boomlifts, cherry pickers, etc.
12. Tiled roofs require regular maintenance including repointing of ridge caps.
13. Money was allocated to the maintenance of driveway entry gates and the replacement of electric gate motors over time.
14. Monies have been budgeted to assist with cleaning and maintenance of the walkway areas. Cleaning may be carried out using high pressure water or a chemical wash. Care should be taken to meet relevant water saving and water use restrictions.
15. An allowance for plumbing and drainage maintenance was included in this report.
16. Monies were budgeted for the maintenance of the common area gardens and landscaping.
17. Maintenance and replacement costs of fire equipment was included in this report.
18. Lift maintenance costs have been included in this report.
19. We have made an allowance for the ongoing maintenance of tennis court and swimming pool.

## Report Notes

### Sinking Fund Forecast (QLD)

This forecast satisfies the current requirements of Section 152 of the Body Corporate and Community Management Act 1997 and the Body Corporate and Community Management (Standard Module) Regulation 2008. The Regulation states:-

#### 139 Budgets

(1) The body corporate must, by ordinary resolution, adopt 2 budgets for each financial year -

- the administrative fund budget
- the sinking fund budget

(3) The sinking fund budget must-

- (a) allow for raising a reasonable capital amount both to provide for necessary and reasonable spending from the sinking fund for the financial year, and also to reserve an appropriate proportional share of amounts necessary to be accumulated to meet anticipated major expenses over at least the next nine years after the financial year, having regard to-
  - (i) anticipated expenditure of a capital or non-recurrent nature; and
  - (ii) the periodic replacement of items of a major capital nature; and
  - (iii) other expenditure that should reasonably be met from capital, and
- (b) fix the amount to be raised by way of contribution to cover the capital amount mentioned in paragraph(a).

### THIS REPORT DEALS WITH THE SINKING FUND BUDGET.

**Figures used and updates** - The figures used in the forecast are typical for this type of building and normal usage. The Body Corporate has some discretion in the timing of most maintenance items. The purpose of this forecast is to ensure monies are available when required to cover foreseeable expenses.

**Contingency** - A contingency has been allowed for any unforeseen expenses. Please refer to the second page of the report.

**Interest, Taxation and Inflation** - The standard interest rate used by Solutions in Engineering is based on the Reserve Bank of Australia's (RBA) historical series for Cash Management and Online Savings Account interest rates for the past previous fifteen years. The company tax rate is applied to interest income unless Solutions in Engineering is advised that the Body Corporate is exempt from tax on external income. The standard inflation rate used by Solutions in Engineering is based upon the entire RBA historical series for Construction, Manufacturing and Property Services inflation, commencing March 1999. While historical figures are not an accurate predictor of specific future outcomes, over the life of this report (fifteen years), interest rates and inflation should approach long-term averages. Changes in economic conditions may affect the accuracy of these figures. This report should be updated at regular intervals to ensure that any such changes are taken into account.

**Administration Budget** - Items of a recurrent nature that are covered by the administration budget such as maintenance contract for lifts, fire protection equipment, air conditioners, cleaning and gardening are not included. Neither are items of a minor recurrent nature with varying life spans such as light bulbs and exit light battery packs.

**Safety** - The inspection does not cover safety issues.

**Lifts** - Due to the many types of lift contracts covering varying parts and aspects of lift maintenance, no allowance is made unless instructed by the Body Corporate Committee/Representative.

**Fire Maintenance** - We have assumed that the Fire Maintenance Contractor has covered the Fire Maintenance items; no allowance is made unless instructed by the Body Corporate Committee/Representative.

**Items with Indefinite Lives** - There is no allowance for replacement of items that, if properly maintained, should last indefinitely, (unless otherwise requested by the body corporate); for example: sanitary fittings and lift carriage interiors. This forecast deals only with estimating the timing of physical obsolescence.

**Improvements** - The Body Corporate may resolve to undertake improvements not related to normal maintenance. No allowance has been made for these items unless instructed.

**Defects** - No allowance has been made for correction of defects resulting from faulty construction except where nominated in the report. The inspectors report summarises only issues observed during our inspection and is not a structural report.

**Ongoing Maintenance Programs** - The lives of some items overall may have been extended indefinitely due to the use of an ongoing maintenance program. When there is any doubt in our minds about how and when an item may need replacement or maintenance, we give control to the Body Corporate. With allowances for ongoing maintenance programs, allow funds to be available for maintenance, gradual replacement or in some cases accumulation of funds for total replacement in the long term. The lives of some items can vary considerably, especially with issues such as:

- Usage.
- Accidental damage to floor tiles, which may or may not be still available or in stock.
- Fences can be maintained and replaced gradually or all at once.
- Metal and Aluminium Balustrades can last anywhere between 10 and 50 years, depending on the original quality, coatings (painting) and maintenance.
- Concrete driveways that have been cracked but are still perfectly sound and serviceable.
- Pumps and Fans can last indefinitely or wear out relatively quickly. This often depends on the quality of internal construction and finish.

**Updates** - The forecast is made with the best available data at this time. The forecast should be upgraded at regular intervals. We recommend a minimum of bi-annual updates.

**Supply terms and conditions** - All services provided by Solutions in Engineering are supplied on the basis of **Supply Terms and Conditions** which are available from our Office and from our website [www.solutionsinengineering.com](http://www.solutionsinengineering.com)

**Please read the information and the notes on the Inspector's report to gain the most from this report.**





**A D BODY CORPORATE  
MANAGERS & CONSULTANTS**

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22 May 2019

**MEMORANDUM TO OWNERS  
"SILVER QUAYS" CTS 4677**

Please find enclosed copy of the Committee Meeting Minutes held on 15 May 2019 for your records.

Yours faithfully

For and On Behalf of the Body Corporate

Marie Stevenson

Administration Department

**IMPORTANT REMINDER!**

***Have your circumstances or contact details changed?***

Maybe you have a new property manager, email address, mobile or other contact numbers, residential or postal address? To help us assist you better, remember to regularly update your details with us.

***Are you using your Stratamax Service?***

You can update your details online.

If you do not have a user ID and password email us at [reception@adbodycorp.com](mailto:reception@adbodycorp.com).

If you are having trouble logging in, contact Stratamax directly on (07) 5575 7422.

MINUTES OF THE COMMITTEE MEETING OF "SILVER QUAYS" CTS 4677 HELD ON 15th MAY 2019 AT 5.30PM IN THE COMMON ROOM, 30 O'CONNELL STREET, KANGAROO POINT.

**COMMENCEMENT:** The meeting commenced at 5.36 pm

**PRESENT:** **IN PERSON** -Mr. Kevin Haley (Chairman & Treasurer), Mr. Anthony Gerrard (Secretary) and Committee Members, M/s Helen Baker (see note) , M/s Caroline Dance(see note) M/s. Elizabeth Goopy, Mr. Don Townson and M/s Frances Byrne (see note)  
**NON VOTING MEMBERS** Mr. Cameron Thiele (AD Body Corporate Managers)(see note) Mr. Antony Cotter & M/s Melanie Cotter (Building managers)

**PROXIES:** Nil

**IN ATTENDANCE :** Nil

**APOLOGIES:** Nil

**CHAIRMAN:** Mr. K. Haley chaired the meeting.

**QUORUM:** The Chairman declared that a quorum was present.

**MINUTES:** Moved Kevin Haley Seconded Elizabeth Goopy  
 "That the Minutes of the Committee Meeting held on 17<sup>TH</sup> April 2019 be confirmed as a true account of the proceedings of that meeting"  
 For 5 Against 1 Abstain 0

**BUSINESS ARISING FROM THE COMMITTEE MEETING 17<sup>TH</sup> APRIL 2019**

- |                                       |                        |
|---------------------------------------|------------------------|
| (1) Request for pet approval          | Ongoing                |
| (2) Foyers refurbishment              | Refer General Business |
| (3) Lift modernisation                | Ongoing                |
| (4) Upgrade emergency lighting        | Ongoing                |
| (5) Upgrade lighting – 3 areas        | Ongoing                |
| (6) Safety switch breaker             | Awaiting replacement   |
| (7) Resurface tennis court            | Refer General Business |
| (8) Replacing main lobby door         | Refer General Business |
| (9) Connecting to electronic security | Refer General Business |
| (10) Repair of riverside walkway      | Ordered                |
| (11) Repairs pontoon                  | Refer general Business |
| (12) Fig tree maintenance             | Completed              |
| (13) Replace UPS Batteries            | Refer General Business |
| (14) Fire Service providers           | Refer General Business |

**FINANCIAL REPORT**

A Statement of Financial Position as at 15<sup>th</sup> May and Statement of Financial Performance for the period 1<sup>st</sup> May 2019 to 15<sup>th</sup> May 2019 was tabled.  
 The Chairman commented on the Financial Position at 15<sup>th</sup> May 2019

Cash at Bank	\$ 175810.20	
Investment Accounts	\$ 634178.00	
Levies in arrears	\$ 9975.60	
PAYG Instalments	\$ 4213.00	
Other	\$ 0.00	\$ 824176.80
GST Clearing a/c	\$ 10186.17	
Levies in advance (less discounts)	\$ 1256.77	
Creditors & Accrued & Other	\$ 3213.70	\$ 14656.64

**Net Assets      \$ 809520.16**

Administrative Fund Balance	\$	86837.02
Sinking Fund Balance	\$	722683.14

The Chairman/Treasurer presented Draft Financial Statements for the year ended 30<sup>th</sup> April 2019 (Unaudited). - the following extracts were highlighted

Net Assets at 30 <sup>th</sup> April 2019 comprising		
Administrative Fund balance	\$	27832.51
Sinking Fund balance		\$676151.47
Administrative Fund deficiency for the period	\$	15846.52
Sinking Fund surplus for the period	\$	71569.63

The Draft Financials were accepted subject to audit

**BUILDING MANAGER'S REPORT:**

The Building Manager's Report as attached was tabled. -

**CORRESPONDENCE –** The following correspondence was tabled:

Correspondence – Inward

21.04.19	Hynes Legal	Variation to Management Rights Arrangements, Deed of Variation & Motion for AGM
01.05.19	Fire Services Qld P/I	Quote for Routine Service of Fire Protection Systems and Equipment \$7680 p/a plus GST
02.05.19	Olympic Fire Services	Ditto \$8905.27 p/a plus GST
03.05.19	Floth Pty. Ltd	Specification for Lift Modernisation
22.04.19	Tracey James	Complaint re noise from Villa 1 on Easter Sunday
02.05.19	Tracey James	Complaint re Building Manager and noise Villa 1
04.05.19	Caroline Dance	Apology to Tracey James re noise Easter Sunday

Correspondence - Outwards-

05.05.19	Solutions IE	Query re recent Sinking Fund Forecast
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M/s Caroline Dance entered the meeting

**GENERAL BUSINESS -**

**(1) Requests for pet approval and Proposed Pet Agreement with owners/tenants**

Moved Elizabeth Goopy      Seconded Helen Baker  
"that the Committee adopt the document titled "Pet Agreement" as attached to these Minutes - such agreement to be agreed to and signed by owners or tenants (the occupiers) as a condition of an approval by the Body Corporate in terms of By Law 21 to bring or keep an animal on the Lot or common property. A member of the Committee at the time is hereby authorised to sign the Agreement under the seal of the Body Corporate on behalf of the Committee for Silver Quays"

For	7	Against	0	Abstain	0
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Mr. Cameron Thiele entered the meeting during the discussion

**(2) Basement Car Parks Lighting (2 Levels), Visitor Outside Car Parks & Pool Area, Front Entrance & Basement Lift Area**

Waiting for further information – decision deferred until next Committee meeting

**(3) Upgrade of Lighting – Main Foyer, Function Room and Passageway, 14 Levels**

Don Townson presented a summary of quotes received to date – costs expected to remain within the budgeted figure.  
Some samples of light fittings with sensors included were tabled  
Further information to come – decision deferred until the next Committee meeting

**(4) Safety switch breaker to comply with new Australian Standards**

Awaiting replacement circuit breaker

**(5) Replacing Main Lobby Door to Upper Car Parking**

Installation of a sliding door deferred to a future date

**(6) Sliding door to upper car park & Connecting to electronic security**

Refer Item 5 above

**(7) Pontoon repairs**

The Chairman advised that the Cash Flow Forecast for the coming year showed a very low cash balance after the first instalment on the lift modernisation was factored in.  
and that it would be advisable to defer some items.  
The major repairs to the pontoon could be deferred for some years if some lower cost repairs were carried out now. Decided to obtain quotes for these lower cost repairs

**(8) Refurbishment of Main Lobby and 14 Levels**

Samples of wallpaper and carpet for the refurbishment were made available for the meeting  
Decided that a display board of proposed refurbishment items be created for Inspection by owners - if possible for a function on this Friday night  
The display board to show alternative carpets for comment.

**(9) Replacement and modernisation of lifts**

A report on the progress of the lift modernisation project was presented –  
(a) Tender documents prepared by Floth Pty Ltd had been sent to lift suppliers  
(b) Three of these companies had inspected the premises to date  
(c) The four tenders should be received prior to the next Committee meeting

Moved	Helen Baker	Seconded	Elizabeth Goopey		
"That a Sub Committee comprising Kevin Haley, Don Townson and Melanie Cotter be authorised to oversee the receipt of tenders and other matters relating to this Lift modernisation project"					
For	7	Against	0	Abstain	0

**(10) Replace UPS Batteries – Main lobby door**

Moved	Frances Byrne	Seconded	Anthony Gerrard
"That the reduced quotation from Door Force to supply and install one ADIS UPS Battery into the sliding doors at the main entrance be accepted and the battery installed Reduced Quote (at a time convenient to Door Force) \$890.00 plus GST			

For 7 Against 0 Abstain 0

**(11) Routine Service of Fire Protection Systems and Equipment**

Two quotations had been received for Fire Protection Service – waiting for two others

Decision deferred to next Committee Meeting

**(12) Noise and Building Manager complaints**

(a) Complaint re building noise on Easter Sunday –

The owner of Villa 1 has apologised for any inconvenience caused and the matter was deemed closed

(b) The Building Manager explained her reasons for suggesting that the noise complaint be withdrawn – the explanation was accepted and, as an apology has been given by Villa 1, the matter was also deemed closed

**(13) Sinking Fund Forecast Variation**

The Chairman explained that he had contacted Solutions IE regarding some differences in the rate of Annual Contributions to the Sinking Fund as entered by them in the original forecast supplied and the actual rate contributed.

The forecast as presented in September has now been amended by them and the revised forecast has been accepted.

**(14) Annual general Meeting date**

Decided that the Annual General Meeting be held in the Function Room at 6.30 pm on Thursday 25<sup>th</sup> July

M/s Frances Byrne left the meeting

**(15) Review of proposed Administrative Budget for coming financial year**

The proposed Administrative Fund Budget for 2019/2020 shows a deficiency of \$6470, being deducted from a surplus of past years of \$27832.

The gross contributions for 2019/2020 are 1.28% higher than the previous year with the projected deficiency being absorbed by previous surpluses. – the estimated balance of \$21362 still in surplus at 30<sup>th</sup> April 2020

**(16) Review of Sinking Fund Estimates**

The proposed Sinking Fund Budget for 2019/2020 shows a revised deficiency of \$343454 after allowing for an increase in the Lobbies Refurbishment expenditure and deletion of the sliding door to the upper car park.

The proposed budget allows for a 50% payment on the Lift Modernisation (net \$300000) - this payment will depend on the tendered cost and the programmed delivery.

A Cash Flow Forecast for the next two years projects a much lower cash balance, probably during May to October 2020.

**(17) Determination of Contributions to Administrative and Sinking Funds for ensuing year**

The proposed Annual Budgets for the twelve months ended 30<sup>th</sup> April 2020 for the Administrative Fund and Sinking Fund was tabled and approved as follows :

**ADMINISTRATIVE FUND –**

Levies	(Gross)	\$316000
Insurance Levy	(Gross)	\$ 44500

Less 20% Discount if paid by the due date

Total Administrative Fund Income after discount & GST	\$262200
Expenditure (Net after GST)	\$268670

<b>Budgeted Deficiency</b>	<b>\$ 6470</b>
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**SINKING FUND**

Levies	(Gross)	\$276000
Interest		\$ 8000
Less 20% Discount if paid by the due date		

Total Sinking Fund Income after discount & GST	\$208728
Expenditure (Net after GST)	\$552182

<b>Budgeted Deficiency</b>	<b>\$343454</b>
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The projected balances in the funds at 30<sup>th</sup> April 2020 are :

Administrative Fund	\$ 21362
Sinking Fund	\$332698

**MOTION FOR CONSIDERATION AT THE AGM –  
PROPOSED BY THE COMMITTEE**

Levy period	\$ per lot entitlement		Due Date	
	Admin	Insurance	Sinking	
1.05.19 – 31.07.19	7.80	11.25	6.80	Pre Issued
1.08.19 – 31.10.19	7.80	11.25	6.80	Pre Issued
1.11.19 – 31.01.20	8.00	11.00	7.00	01.11.19
1.02.20 – 30.04.20	8.00	11.00	7.00	01.02.20
And that the first two levies of the new financial year be –				
1.05.20 – 31.07.20	8.00	11.00	7.00	01.05.20
1.08.20 – 31.10.20	8.00	11.00	7.00	01.08.20
Note – Admin & Sinking Fund Levies - calculated on Contribution Schedule				
Insurance Levies - calculated on Interest Schedule				
Subject to 20% Discount if paid by the due date				

(18) (a) Notices of Motions for forthcoming Annual General Meeting

**MOTIONS FOR CONSIDERATION AT THE AGM –  
PROPOSED BY THE COMMITTEE**

1. Replacement with LED Lighting as in Item 2 above
2. Appointment of Fire Services provider as in Item 11 above
3. Refurbishment of Lobbies etc as in Item 8 above
4. Modernisation of Lifts as in Item 9 above

**PROPOSED BY OTHER THAN THE COMMITTEE**

1. Appointment of Body Corporate Manager
  - (a) A D Body Corporate Managers and Consultants
  - (b) Rubicon BCS Pty Ltd
2. Appointment of Auditor
  - (a) Ryan Harvie McEnery
  - (b) Chad & Naylor
3. Variation to the Management Agreement & Letting Agreement

The Trustees for the Rettoc Trust have lodged a motion for inclusion in the agenda for the forthcoming Annual General Meeting seeking consent of the Body Corporate to a variation of its Management Agreement and Letting Agreement to create a further term of three (3) years in each agreement

The applicants stated that all legal costs in the matter will be paid by them. Decided that a legal firm be engaged to advise the Body Corporate on the proposed documents

The motion will be included in the agenda for the Annual General Meeting to consider this request.

Any additional motions proposed by the committee will be considered at the Committee Meeting for 26<sup>th</sup> June 2019

**(19) Appointment of Returning Officer – Secret Ballot re Deed of Variation to Management Agreement and Variation to Letting Agreement**

Decided that G O Freeman , Ashgrove (Public Accountant) be appointed as the Returning Officer for the secret ballot required as above

M/s Helen Baker left the meeting

**OTHER GENERAL BUSINESS**

**(20) Replacement of Pool Cleaner**

The Building Manager reported that the existing Pool Cleaner needed replacement.

G & S Pool Service supplied a quote for a choice of three cleaners, each of different quality,

Moved Caroline Dance Seconded Don Townson  
"That the committee investigate the qualities of the three pool cleaners quoted and to accept the most suitable pool cleaner, up to the quoted maximum cost of \$1900 incl GST"

For	5	Against	0	Abstain	0
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**ANY OTHER GENERAL BUSINESS**

Nil

**CONCLUSION :** The meeting concluded at 8.35 pm

**NEXT MEETINGS :** Committee 5.30 pm Wednesday 26<sup>th</sup> June 2019  
AGM 6.30 pm Thursday 25<sup>th</sup> July 2019

**CONFIRMED AS A TRUE AND ACCURATE RECORD**

**Chairman / / 2019**

## **Silver Quays** Kangaroo Point

### Managers Report 18th April - 15th May 19

- **Electrical Maintenance**, Gimpel have carried out all monthly electrical maintenance around the building. We are still waiting for the circuit breakers to arrive so that Gimpel can install.
- **Olympic fire**, All pumps, panels and extinguishers have had regular servicing and checks. Fire call out on 13th May, repair has been carried out.
- **Air conditioning**, Routine maintenance has been carried out
- **Lift Maintenance**, All regular servicing has been carried out. Lift breakdown over Easter, with someone stuck in the lift.
- **Unit 17 Balcony Water**,
- **Leak into 45**, this has resurfaced over Easter, Apollo have been back and have a cover for the pipe being installed this week. Hopefully this is all that will be required
- **Fig Tree**, branch removal was carried out as per permit from council along with weight reduction and lift. Extra planting has been required to replace some broken plants under the fig.
- **Drying Area**, the lines have been restrung as they had become brittle and were breaking.
- **Tennis Court**, the annual tennis court service is due, discussion over purposed court options.
- **Pool servicing**, fortnightly pool service carried out. Pool cleaner is still not working well, options being looked at to replace with computerised cleaner that runs on power. quote with committee for options available.





**A D BODY CORPORATE  
MANAGERS & CONSULTANTS**

A.B.N. 70 010 452 212

P: 07 3366 0600

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221 Waterworks Road, Ashgrove Qld 4060

PO Box 47, Ashgrove Qld 4060

28 June 2019

**MEMORANDUM TO OWNERS  
"SILVER QUAYS" CTS 4677**

Please find enclosed copy of the Committee Meeting Minutes held on 26 June 2019 for your records.

Yours faithfully

For and On Behalf of the Body Corporate

Marie Stevenson

Administration Department

**IMPORTANT REMINDER!**

***Have your circumstances or contact details changed?***

Maybe you have a new property manager, email address, mobile or other contact numbers, residential or postal address? To help us assist you better, remember to regularly update your details with us.

***Are you using your Stratamax Service?***

You can update your details online.

If you do not have a user ID and password email us at [reception@adbodycorp.com](mailto:reception@adbodycorp.com).

If you are having trouble logging in, contact Stratamax directly on (07) 5575 7422.

**MINUTES OF THE COMMITTEE MEETING OF "SILVER QUAYS" CTS 4677 HELD ON 26<sup>TH</sup> JUNE 2019 AT 5.30PM IN THE COMMON ROOM, 30 O'CONNELL STREET, KANGAROO POINT.**

**COMMENCEMENT:** The meeting commenced at 5.33 pm

**PRESENT:** **IN PERSON** -Mr. Kevin Haley (Chairman & Treasurer), Mr. Anthony Gerrard (Secretary) and Committee Members, M/s Helen Baker (see note), M/s Caroline Dance and Mr. Don Townson  
**NON VOTING MEMBERS** Mr. Cameron Thiele (AD Body Corporate Managers) Mr. Antony Cotter & M/s Melanie Cotter (Building managers)

**PROXIES:** M/s Elizabeth Goopy in favour of M/s Helen Baker

**IN ATTENDANCE :** Nil

**APOLOGIES:** M/s Elizabeth Goopy

**CHAIRMAN:** Mr. K. Haley chaired the meeting.

**QUORUM:** The Chairman declared that a quorum was present.

**MINUTES:** Moved Kevin Haley Seconded Don Townson  
"That the Minutes of the Committee Meeting held on 15<sup>th</sup> May 2019 be confirmed as a true account of the proceedings of that meeting"  
For 4 Against 2 Abstain 0

**ELECTION OF ORDINARY COMMITTEE MEMBER:**

The Chairman advised that two nominations had been received to fill the vacancy of an Ordinary Committee Member caused by M/s Frances Byrne ceasing to be eligible due to sale of her lot. -

The nominees were M/s Tracey James and M/s Lyn Denny

Moved Kevin Haley Seconded Caroline Dance  
That the election of the Ordinary Committee Member be decided at this Committee Meeting by voting  
(A) by a show of hands or  
(B) by a secret ballot  
Those in favour of (A) 4 , in favour of (B) 0 - Voting by show of hands  
For 4 Against 0 Abstain 0

After voting by show of hands , the Chairman declared that M/s Lyn Denny had been elected to fill the vacancy of Ordinary Committee Member , to take effect from the closure of this meeting

M/s Helen Baker entered the meeting

**BUSINESS ARISING FROM THE COMMITTEE MEETING 15<sup>th</sup> MAY 2019**

- |                                 |                        |
|---------------------------------|------------------------|
| (1) Request for pet approval    | Refer General Business |
| (2) Foyers refurbishment        | Refer General Business |
| (3) Lift modernisation          | Refer General Business |
| (4) Upgrade emergency lighting  | Ongoing                |
| (5) Upgrade lighting – 7 areas  | Refer General Business |
| (6) Safety switch breaker       | Awaiting replacement   |
| (7) Resurface tennis court      | Refer General Business |
| (8) Repair of riverside walkway | Repairs in progress    |
| (9) Repairs pontoon             | Refer general Business |
| (10) Replace UPS Batteries      | Completed              |
| (11) Fire Service providers     | Refer General Business |
| (12) Pool cleaner               | Purchased              |

## FINANCIAL REPORT

A Statement of Financial Position as at 26<sup>th</sup> June and Statement of Financial Performance for the period 1<sup>st</sup> May 2019 to 26<sup>th</sup> June 2019 was tabled.

The Chairman commented on the Financial Position at 26<sup>th</sup> June 2019

Cash at Bank	\$ 139661.56	
Investment Accounts	\$ 638610.59	
Levies in arrears	\$ 7.10	
PAYG Instalments	\$ 4213.00	
Other	\$ 0.00	\$ 782492.25
GST Clearing a/c	\$ (2436.31)	
Levies in advance (less discounts)	\$ 1256.77	
Creditors & Accrued & Other	\$ 0.00	\$ ( 1179.54)
Net Assets	\$ 783671.79	
Administrative Fund Balance	\$ 65444.25	
Sinking Fund Balance	\$ 718227.54	

The Chairman/Treasurer presented Audited Financial Statements for the year ended 30<sup>th</sup> April 2019

## BUILDING MANAGER'S REPORT:

The Building Manager's Report as attached was tabled. -

**CORRESPONDENCE –** The following correspondence was tabled:

### Correspondence – Inward

15.05.19 Cullen Electrical	Quotations for lighting options – Lobbies refurbishment
15.05.19 Gimpel Electrics	Quotations for lighting options – Lobbies refurbishment
15.05.19 Gimpel Electrics	Quotation for upgrade of porte cochere lighting
22.05.19 Herd Lawyers	Reply to request dated 20.05.19
24.05.19 Active Law	Advice on proposed extension of and variation to Management Agreement
21.05.19 Tracey James	Nomination for casual vacancy on Committee
25.05.19 Lynette Denny	Nomination for casual vacancy on Committee
05.06.19 Martin Neep	CV re nomination as Committee Member
28.05.19 Kone Elevators P/L	Tender for Lifts Modernisation
28.05.19 Thyssenkrupp Elevator Aust P/L	" " " "
28.05.19 Schindler Lifts Aust P/L	" " " "

### Correspondence - Outwards-

20.05.19 Herd Lawyers	Request for an opinion re proposed motions to the AGM where there is more than one motion dealing with the same subject
22.05.19 Active Law	Request for advice on proposed extension of and Variation to Management Agreement

## GENERAL BUSINESS -

- (1) **Requests for pet approval and Proposed Pet Agreement with owners/tenants**
  - (a) The owners of Villa 3 have been notified that the applications to bring and keep two specified dogs on their lot or common property has been approved by the Body Corporate Committee subject to their agreeing to a Deed specifying the guidelines for keeping a pet on the property.  
The signed deeds have been received and signed on behalf of the Body Corporate

(b) The tenants in Unit 49 are vacating the premises next week

(2) **Basement Car Parks Lighting (2 Levels), Visitor Outside Car Parks & Pool Area, Front Entrance & Basement Lift Area**

Moved Don Townson Seconded Caroline Dance

That the following motion be submitted by the Committee as an Ordinary Resolution at the Annual General Meeting set down for 25<sup>th</sup> July 2019 -

**"Replacement with LED Lighting –**

Ordinary Resolution – Proposed by the Committee

That the Body Corporate approve expenditure of up to \$16000 plus GST to upgrade to LED Lighting in following areas -

Basement Car Parks (2 levels) with motion sensors

Tower Visitor Car Parks (2 areas- North and South)

Pool area

Basement Lift Lobby area

Porte Cochere area

Payable ex Sinking Fund

*PLEASE SEE ATTACHED EXPLANATORY SCHEDULE*

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For inclusion under the Explanatory Section

The Committee has received indicative quotes to upgrade the existing lighting in the areas mentioned to LED lighting. At present, the lights shine continuously in the car park areas – the conversion to LED lighting (some with motion sensors) should significantly reduce the electricity costs in these areas "

(3) **Upgrade of Lighting – Main Foyer, Function Room and Passageway, 14 Levels**

After reviewing many samples of square and round LED light fitting with sensors, recommended that the SAL Gem S03701/LE TC – 30 watt with satin nickel deco trim and motion sensors be installed in the foyers refurbishment (A sample of this fitting has been installed in the function room)

(4) **Safety switch breaker to comply with new Australian Standards**

Awaiting replacement circuit breaker

(5) **Pontoon repairs**

The Chairman advised that a lower tendered price for the lift modernisation could now allow the pontoon to be repaired in this coming period.

Moved Caroline Dance Seconded Helen Baker

That the following motion be submitted by the Committee as an Ordinary Resolution at the Annual General Meeting set down for 25<sup>th</sup> July 2019 -

**Repairs to pontoon -**

That the Body Corporate agrees to repairs to the Silver Quays pontoon by sleeving two (2) piles and one of the following quotations be accepted -

(a) Bayside Pontoons Pty. Ltd. \$30274.00 including GST

(b) Bellingham Marine Australia Pty. Ltd.. \$43855.90 including GST

Payable ex Sinking Fund

The Committee has been advised that the two piles for the pontoon are suffering from concrete cancer and one pile at least is very close to exploding – the piles need to be sleeved to remedy the situation and a barge is necessary to do this. The expected life span of the original piles would be 20 to 30 years. It is recommended that the quotation of Bayside Pontoon Repairs Pty Ltd be accepted with the stainless steel brackets option ( these would almost certainly see out the life of the pontoon whilst the galvanized steel brackets would have a much shorter life )  
The 11 metre HPDE HOPE 5000 sleeves to the existing piles are expected to extend to below the river bed.

**(6) Amendment to Lobbies Refurbishment approvals**

The Chairman/Treasurer recommended that the Body Corporate approvals for the refurbishments be combined

Moved Don Townson Seconded Caroline Dance  
That the following motion be submitted by the Committee as an Ordinary Resolution at the Annual General Meeting set down for 25<sup>th</sup> July 2019 -

**"Amendment to Lobbies Refurbishment Approvals**

That the Body Corporate agrees to combine the expenditure approvals given in Motions 12 and 13 at the Annual General Meeting held on 24<sup>th</sup> July 2018 so that this approval for the whole project is now a total of \$185000 (including GST) instead of two individual amounts

**(7) Refurbishment of Main Lobby and Lobbies on 14 Levels**

Moved Don Townson Seconded Caroline Dance  
That the following motion be submitted by the Committee as an Ordinary Resolution at the Annual General Meeting set down for 25<sup>th</sup> July 2019 –

**"Refurbishment of Main Lobby and Lobbies on 14 Levels**

That the Body Corporate

(a) Approve the design of the refurbishment of the lobbies (referred to as "The Silver Quays Garden" design ) which has been available for inspection for some weeks

(b) Approve expenditure of an additional \$50000 including GST (Total thus \$235000 including GST )

(c) Approve the Committee's preferred quotations from various suppliers as listed totally \$221811.81

(d) Approve a contingency sum of \$13188.19 to cover any unforeseen costs to complete the project

All payable ex Sinking Fund

**SCHEDULE OF PREFERRED SUPPLIERS AND QUOTATIONS :**

		Excluding GST	
Main Lobby -			
Replacement LED Lighting	Cullens Electrical	\$	997.21
Remove & Install wallpaper	Nolan Finishes	\$	1705.00
Wallpaper -	London Art	\$	2046.00
Wallpaper-	Wallpaper Studio	\$	981.82
Painting walls, cornices etc	Nolan Finishes	\$	3159.00
Veles Hybrid Plank Flooring	JDC Flooring	\$	5400.00
Cushions		Est	\$ 545.46
Scones & Pendant	About Space	\$	923.63
Sideboard	Smith & Gray	\$	3600.00
Two sofas	King Furniture	\$	5195.45
			<b>\$24553.57</b>

14 Levels -			
Replacement LED Lighting (Sensors)	Cullen Electrical	\$ 12756.98	
Remove & Install wallpaper	Nolan Finishes	\$ 24710.00	
Wallpaper	London Art	\$ 6510.00	
Wallpaper- Asian lattice	London Art	\$ 16854.55	
Painting walls, cornices etc	Nolan Finishes	\$ 40042.00	
Carpet & installation	JDC Flooring	\$ 59750.00	\$160623.53
Consultants-			
Ozdendes Design		\$ 12720.00	
Lighting design	NormanDisneyYoung	\$ 3750.00	\$ 16470.00
TOTAL EXCLUDING GST			\$ 201647.10
		GST	\$ 20164.71
TOTAL INCLUDING GST			\$ 221811.81
Contingency sum			\$ 13188.19
TOTAL (INCLUDING GST AND CONTINGENCY)			\$ 235000.00

**(8) Replacement and modernisation of lifts**

The Chairman tabled tender prices received from three companies to carry out the modernisation of the two lifts at Silver Quays, based on specifications prepared by Floth Pty. Ltd.-

Kone Elevators Pty. Ltd.	\$504000 excl GST
ThyssenKrupp Elevator Aust. Pty. Ltd.	\$494300 excl GST
Schindler Lifts Aust. Pty. Ltd.	\$602000 excl GST

Otis Elevator Company Pty. Ltd. declined to tender

The tenders were evaluated in consultation with Floth Pty. Ltd and Kone was nominated as the preferred supplier. A final contract price of \$514000 has been received from Kone – this now includes a contingency sum of \$10000 in the cost to fit out the two passenger lifts.

Moved Antony Gerrard Seconded Caroline Dance  
That the following motion be submitted by the Committee as an Ordinary  
Resolution at the Annual General Meeting set down for the 25<sup>th</sup> July 2019

**"Modernisation of Lifts**

That the Body Corporate agrees to the modernisation of the two lifts at Silver Quays and that one of the following contractors be engaged to carry out the work at the maximum price quoted below –

- |     |                                       |                             |
|-----|---------------------------------------|-----------------------------|
| (a) | Kone Elevators Pty. Ltd.              | \$565400.00 (including GST) |
| (b) | ThyssenKrupp Elevator Aust. Pty. Ltd. | \$543730.00 (including GST) |
| (c) | Schindler Lifts Aust. Pty. Ltd.       | \$673200.00 (including GST) |

The Committee recommends that the quotation from Kone Elevatore Pty. Ltd. be accepted

The Silver Quays lifts are now 30 years old and have reached the end of their design life. The lifts are not at imminent risk of failure, but they are inefficient and spare parts are becoming scarce. The lift car interiors are very tired and the safety systems are now old technology.

The lift modernization works are extensive and include completely new equipment in the lift motor room on the roof (new motors and computerised controllers etc), new safety equipment, new lift trailing cables and importantly a major upgrade to the lift door operating equipment. The lifts will be upgraded to the current Statutory standards including for Persons with Disabilities. The interior to the lift passenger cars will be completely replaced with new interior finishes. A sum of \$25,000 per lift car has been included in the contract pricing. This allows for a high level of finish without being excessive. Whilst the tender price from ThyssenKrupp was lower than the Kone price, Kone is considered to be a Tier 1 Lift Contractor, including maintenance.

The ThyssenKrupp price is very competitive, but ThyssenKrupp are considered to be a

Tier 2 Lift Contractor. Kone has also included a range of new items that were not specified in the Floth tender specifications (e.g. new governors, new 3D door protection)- these are of considerable added value (to the order of \$15000 )and will enhance the level of modernisation

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Explanatory Schedule -

**SILVER QUAYS LIFTS MODERNISATION  
GENERAL INFORMATION SHEET**

1. Will the modernised lifts be faster or slower than the existing lifts ? *The modernised lifts will be the same speed as the existing lifts (1.8 metres/second vertically). This speed has served the building well over the years.*
2. Will the lift cars be larger inside ? *Generally no, the modernisation is limited to the existing lift car superstructure dimensions and the lift shaft dimensions. We may be able to gain a small amount of additional height but we are unlikely to gain any width. We are only modernising the lift car interior, we are not replacing the entire lift car.*
3. What will the modernised lift car interiors look like ? *We have not yet selected the interior finishes, but all of the existing internal finishes and stainless steel panels will be stripped out and replaced. There will be new solid ceilings with LED downlights. There will be one new Car Operating Panel (level buttons and the like), this will be lower than the existing due to compliance with Persons with Disabilities requirements. There will be audible/speech announcements when the lift arrives at each level (New Code requirement). We have included for \$25,000 to fitout each lift car. This cost will not be exceeded. The final interior finishes will be selected by the Committee in consultation with the company selected to perform the works. There is a large selection of finishes that will fall within our budget. It is likely that we will have a mirror in the top section of the rear panel because mirrors create a feeling of space within the lift car.*
4. What will be modernised in each lift lobby ? *The "lanterns" will be replaced with new up/down indicators, with new audible chimes. The lobby landing lift button plate will be replaced with a new style. We will maintain the lift car position indicators at the ground floor lobby (similar to the existing)*
5. Will the new lifts use less electrical energy ? *Yes the new lifts will be 50% more efficient than the existing. The new lifts will be "regenerative", which means that they actually generate energy when they move in the up direction. The lifts are not a major power consumer in SQ*
6. Will the new lifts be "smarter" ? *Yes the new lifts will more efficiently handle people movement, using the latest software. When not in use, one lift can be "parked" at a higher floor which should improve response times at the upper levels (but not dramatically)*
7. When are the works proposed to commence ? *From the date of order, assumed to be August 2019, the time for the delivery of the new equipment is 6 months. So the works are likely to commence in February/March 2020.*
8. How long will the lift modernisation work take to complete ? *The estimate is 10 weeks for each lift. We will therefore have only one lift in operation for a period of 20 weeks. This will require some cooperation by all building occupants. We will have in place a management strategy to ensure that the impacts are minimised, but there will be periods of inconvenience.*
9. Will the works be noisy, when will they work ? *We have negotiated flexible working hours, likely to be 8am to 4pm Monday to Friday only. The work will not require jack hammering or the like, but there will be quite a deal of drilling etc in the lift shafts and around the landing doors. When work is performed around the landing doors, protective screens will be placed around the openings for safety reasons.*
10. Will the works impact the Foyer and Lobby refurbishment ? *Generally no, this work will be completed prior to the commencement of the lift works on site. We will coordinate the new wall paper finishes around the new landing plates and new "lanterns" in due course.*
11. Will the security operate any differently ? *No the security will operate as it does now. Each security card will have access only to that person's level, and level 1. It is possible to program cards to access any combination of floors, by request. The ground floor always remains "off security", this is a Code requirement (and is required for visitors and the like in any event)*

**(9) Routine Service of Fire Protection Systems and Equipment**

One additional quotation for the scheduled fire management at Silver Quays over 12 months had been received –

Yes Fire Pty. Ltd. \$9247.66 including GST

Moved Caroline Dance Seconded Don Townson  
That the following motion be submitted by the Committee as an Ordinary Resolution at the Annual General Meeting set down for the 25<sup>th</sup> July 2019

**Appointment of Fire Services Provider –**

That the Body Corporate engage one of the following fire service providers to enter into a one year service agreement for maintaining the fire equipment on-site at the complex and that one of the following quotations be accepted –

(a) Fire Service Queensland - \$8448.00 including GST  
(12 Month Maintenance in accordance with Table 2,  
\$640 invoiced monthly)

OR

(b) Olympic Fire Services - \$8528.60 including GST  
(The quotation includes \$1267.20 (incl GST) for checking Fire Doors  
- this service is carried out by another contractor)  
This Service is not included in the other quotations

OR

(c) Yes Fire Pty Ltd - \$9247.66 including GST

The Committee recommends that the quotation from Olympic Fire Services be accepted

***Please see attached quotations and explanatory schedule***

---

**EXPLANATORY SCHEDULE -**

The Committee recommends the reappointment of Olympic Fire Services and the acceptance of their quotation as amended to \$ 8528.60 including GST.

The original quotation includes checking the Fire Doors etc \$ 1152 excluding GST – this service is carried out by a different contractor.

The other two quotations did not include this item.

Original Olynpic quotation \$9795. 80 incl GST Deduct \$ 1267.20 = \$ 8528.60

**(10) TENNIS COURT**

Decided that, due to budgetary restraints, that replacement of the tennis court surface be not included in this year's expenditure but should be provided in next year's budget

**(11) NOMINATION FOR COMMITTEE MEMBER –**

The following request from Mr. Martin Neep was tabled -

(a) To include a brief personal biography in hard copy with the voting papers for committee

(b) To provide a list of the email addresses of owners

Decided that (a) be not approved in this instance but that the incoming committee should recommend that, in future, a short personal biography be included with every nomination for committee positions ( these biographies then to be included in the AGM papers sent to all owners)

Decided that (b) be not provided – however a list of owners postal addresses is available from the body corporate roll of owners



**(12) RENOVATION VILLA 8 –**

The owners of Villa 8 have requested permission to carry out the following renovations :

- (a) Renovate the bathroom ensuite on the 3<sup>rd</sup> floor
- (b) Remove and replace the tiles on the outside patio 3<sup>rd</sup> floor

A report submitted by FSA Consulting Engineers states inter alia –

"The removal of this raised bathroom floor has no structural impact to the structural integrity of the existing suspended slab " and "We note that the floor waste and other plumbing within the raised bathroom floor should be assessed and any recommendations provided by a qualified plumber"

After assessing the above structural report, permission was given to carry out the requested alterations in accordance with the Silver Quays renovation guidelines.

**(13) POOL CLEANER AND TILE REPAIRS**

The Chairman tabled a letter from M/s Tracey James with observations on the working of the new pool cleaner and tiles falling off the side of the pool.

The concerns were noted for investigation and recommendations for improvements  
The dislodged tiles had been replaced.

**(14) INSURANCE RENEWAL**

Insurance renewal premium quotations have been received from three (3) insurers-

QUS (AIG)	\$35511.11 with many conditions
SCI (Allianz)	\$39448.65 (\$1000 excess)
CHU (QBE)	\$41984.46 (\$1000 excess)

Recommended that the insurance policy be renewed with SCI (Allianz) after comparing the premiums, excess, policy coverage and claims handling ability.

**(15) VARIATION TO THE MANAGEMENT & LETTING AGREEMENTS**

The lawyers engaged by the Body Corporate requested amendments to the proposed deed of variation and motion - these have been agreed to by the Building Manager.  
The Committee accepted these amendments.

An amended motion and amended deed of variation were tabled for inclusion in the agenda at the Annual General Meeting.

The Committee does not object to the amended motion being included in the AGM agenda.

**OTHER GENERAL BUSINESS**

Nil

**ANY OTHER GENERAL BUSINESS**

Nil

**CONCLUSION:** The meeting concluded at 7.55 pm

**NEXT MEETING:** AGM 6.30 pm Thursday 25<sup>th</sup> July 2019

**CONFIRMED AS A TRUE AND ACCURATE RECORD**

Chairman

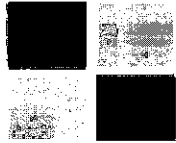
/ / 2019

## **Silver Quays**

Kangaroo Point

### Managers Report 15th May 19 - 26th June

- **Electrical Maintenance**, Gimpel have carried out all monthly electrical maintenance around the building. We are still waiting for the circuit breakers to arrive so that Gimpel can install.  
Light that is proposed for the foyer upgrade installed in function room.
- **Olympic fire**, All pumps, panels and extinguishers have had regular servicing and checks. Panel fault located and repaired. Annual stairwell pressure test due in July. Along with the 5 yearly panel test.
- **Air conditioning**, Routine maintenance has been carried out
- **Lift Maintenance**, All regular servicing has been carried out.
- **Unit 17 Balcony Water**, no further information
- **Leak into 45**, China mans hat has been installed on breather pipe and some pointing on roof tiles repaired, still monitoring.
- **Pool servicing**, fortnightly pool servicing carried out. Pool Cleaner approved at the May meeting has been installed. Trip hazard strip for cord installed and new power point installed to accommodate cleaner
- **Rubbish Shute**, The bi-annual clean has been carried out.
- **Pavers in front of Villa 6**, this work has now been starting, completion over the coming weeks.
- **Front door Batteries**, the backup batteries for the main front automatic door have been replaced as approved at the May meeting.
- **Annual Window clean**, this clean is scheduled for Wednesday 3rd July.



**A D BODY CORPORATE  
MANAGERS & CONSULTANTS**

A.B.N. 70 010 452 212

P: 07 3366 0600

F: 07 3366 0699

E: [reception@adbodycorp.com](mailto:reception@adbodycorp.com)

221 Waterworks Road, Ashgrove Qld 4060  
PO Box 49, Ashgrove Qld 4060

01 August 2019

**MEMORANDUM TO OWNERS  
"SILVER QUAYS" CTS 4677**

Enclosed is a copy of the Annual General Meeting Minutes held on 25 July 2019.

**Please note:** This meeting minute is a formal **reminder** of your levy contributions. Payment must be received by the due date stated in the minutes. Your **official** quarterly levy notices are sent out one month prior to your new levy period.

Yours faithfully  
For and On Behalf of the Body Corporate

*MStevenson*

Marie Stevenson  
Administration Department

**IMPORTANT REMINDER!**

***Have your circumstances or contact details changed?***

Maybe you have a new property manager, email address, mobile or other contact numbers, residential or postal address? To help us assist you better, remember to regularly update your details with us.

Minutes of the Annual General Meeting of the Owners of "SILVER QUAYS" CTS 4677 held on 25 July 2019 at 6:30 pm in Common Room, 30 O'Connell Street, Kangaroo Point Qld 4169.

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**COMMENCEMENT:** The meeting commenced at 6:30 pm.

**PRESENT IN PERSON:**

Lot 1 - Caroline Dance  
Lot 12 – Robert Smart  
Lot 13 & 22 – Don Townson  
Lot 14 & 37 – Robert & Helen Braithwaite  
Lot 17 & 16 – Helen Baker  
Lot 18 – Elizabeth Goopy  
Lot 19 - Julia Wootton  
Lot 20 – David & Bernadette Fox  
Lot 23 & 38 – Martin Neep  
Lot 26 – Lynette Denny  
Lot 27 – Han Holger  
Lot 28 – Dianne Linnane  
Lot 29 - Antony Gerrard  
Lot 30 – Diane Donovan  
Lot 32 – Tracey James  
Lot 34 – Wayne Neilsen  
Lot 43 – Brian Brialey  
Lot 45 – Ross & Leonie Jones  
Lot 46 & 25 – Kevin Haley  
Lot 48 – Cheryl Macnaught  
Lot 49 – Ronald Barclay

**LOTS REPRESENTED BY VOTING PAPER:**

Lot 2 – Jacqueline Preugschat  
Lot 3 - Fiona Wedderburn  
Lot 7 - Nicole Coles  
Lot 8 – David & Marilyn Dobbrick  
Lot 10 – Christine Denny  
Lot 11 - Melanie Cotter  
Lot 31 – Norbert Gaulton  
Lot 33 – Daryl Harrison & Barbara Napier  
Lot 41 – John Allpass  
Lot 44 – Jane Deery  
Lot 47 – Sylvia Macrae

**LOTS REPRESENTED BY PROXY OR COMPANY NOMINEE:**

Andrew Coles – Lot 7 by proxy in favor of Nicole Coles.  
Ada Chow – Lot 16 by proxy in favor of Helen Baker – Lot 17.  
Alan Graham – Lot 22 by proxy in favor of Don Townson – Lot 13.  
Hansjorg & Patricia Wagener – Lot 37 by proxy in favor of Helen Braithwaite – Lot 14.  
Nicholas Lagos – Lot 38 by proxy in favor of Martin Neep – Lot 23  
John Doherty – Lot 25 by proxy in favor of Kevin Haley – Lot 46.

**APOLOGIES:**

Apology was received from John Allpass – Lot 41.

**IN ATTENDANCE:**

Cameron Thiele & Sam Dee for A.D.B.C. Pty Ltd.

**CHAIRMAN OF THE MEETING:**

Kevin Haley chaired the meeting.

**QUORUM:**

The Chairperson of the meeting declared that a quorum was represented.

**MOTIONS:**

Motion No.	Motion	Vote																											
1	<b>Confirmation of Last General Meeting Minutes</b> Ordinary Resolution – Proposed by the Committee <b>THAT</b> the minutes of the Annual General Meeting held on 24 July 2018 as recorded in the Body Corporate minute book be confirmed as a true and accurate account of the proceedings at that meeting.	Carried 16 Yes 2 No 19 Abstain																											
2 Statutory Motion	<b>Financial Statements</b> Ordinary Resolution – Proposed by the Committee <b>THAT</b> the audited Statement of Accounts for the Administration and Sinking Funds for the year ending 30 April 2019 attached to the agenda be approved.	Carried 27 Yes 2 No 8 Abstain																											
3 Statutory Motion	<b>Administrative Fund Levies</b> Ordinary Resolution – Proposed by the Committee <b>THAT</b> the Administration Fund Budget totalling <b>\$316,000.00</b> be accepted and that the contributions are hereby determined at the rate of <b>\$31.60</b> gross per unit of entitlement for the 12 months ending 30 April 2020 to be issued by instalments as follows: <table> <tr> <th>Levy Period</th><th>Amount Per Lot Entitlement</th><th>Due Date</th></tr> <tr> <td>01/05/2019 – 31/07/2019</td><td>\$7.80</td><td>Pre-issued</td></tr> <tr> <td>01/08/2019 – 31/10/2019</td><td>\$7.80</td><td>Pre-approved</td></tr> <tr> <td>01/11/2019 – 31/01/2020</td><td>\$8.00</td><td>01/11/2019</td></tr> <tr> <td>01/02/2020 – 30/04/2020</td><td>\$8.00</td><td>01/02/2020</td></tr> <tr> <td><b>TOTAL:</b></td><td><b>\$31.60</b></td><td></td></tr> </table> <b>AND FURTHER THAT</b> the first levies of the new financial year be issued as follows: <table> <tr> <th>Levy Period</th><th>Amount Per Lot Entitlement</th><th>Due Date</th></tr> <tr> <td>01/05/2020 – 31/07/2020</td><td>\$8.00</td><td>01/05/2020</td></tr> <tr> <td>01/08/2020 – 31/10/2020</td><td>\$8.00</td><td>01/08/2020</td></tr> </table> Subject to 20% discount if payable by the due date.	Levy Period	Amount Per Lot Entitlement	Due Date	01/05/2019 – 31/07/2019	\$7.80	Pre-issued	01/08/2019 – 31/10/2019	\$7.80	Pre-approved	01/11/2019 – 31/01/2020	\$8.00	01/11/2019	01/02/2020 – 30/04/2020	\$8.00	01/02/2020	<b>TOTAL:</b>	<b>\$31.60</b>		Levy Period	Amount Per Lot Entitlement	Due Date	01/05/2020 – 31/07/2020	\$8.00	01/05/2020	01/08/2020 – 31/10/2020	\$8.00	01/08/2020	Carried 37 Yes 0 No 0 Abstain
Levy Period	Amount Per Lot Entitlement	Due Date																											
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01/05/2020 – 31/07/2020	\$8.00	01/05/2020																											
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Motion No.	Motion	Vote																											
4  Statutory Motion	<p><b>Sinking Fund Levies</b> Ordinary Resolution – Proposed by the Committee <b>THAT</b> the Sinking Fund Budget totalling <b>\$276,000.00</b> be accepted and that the contributions are hereby determined at the rate of <b>\$27.60</b> gross per unit of entitlement for the 12 months ending 30 April 2020 to be issued by instalments as follows:</p> <table> <tr> <th>Levy Period</th><th>Amount Per Lot Entitlement</th><th>Due Date</th></tr> <tr> <td>01/05/2019 – 31/07/2019</td><td>\$6.80</td><td>Pre-issued</td></tr> <tr> <td>01/08/2019 – 31/10/2019</td><td>\$6.80</td><td>Pre-approved</td></tr> <tr> <td>01/11/2019 – 31/01/2020</td><td>\$7.00</td><td>01/11/2019</td></tr> <tr> <td>01/02/2020 – 30/04/2020</td><td>\$7.00</td><td>01/02/2020</td></tr> <tr> <td><b>TOTAL:</b></td><td><b>\$27.60</b></td><td></td></tr> </table> <p><b>AND FURTHER THAT</b> the first levies of the new financial year be issued as follows:</p> <table> <tr> <th>Levy Period</th><th>Amount Per Lot Entitlement</th><th>Due Date</th></tr> <tr> <td>01/05/2020 – 31/07/2020</td><td>\$7.00</td><td>01/05/2020</td></tr> <tr> <td>01/08/2020 – 31/10/2020</td><td>\$7.00</td><td>01/08/2020</td></tr> </table> <p><i>Subject to 20% discount if payable by the due date.</i></p>	Levy Period	Amount Per Lot Entitlement	Due Date	01/05/2019 – 31/07/2019	\$6.80	Pre-issued	01/08/2019 – 31/10/2019	\$6.80	Pre-approved	01/11/2019 – 31/01/2020	\$7.00	01/11/2019	01/02/2020 – 30/04/2020	\$7.00	01/02/2020	<b>TOTAL:</b>	<b>\$27.60</b>		Levy Period	Amount Per Lot Entitlement	Due Date	01/05/2020 – 31/07/2020	\$7.00	01/05/2020	01/08/2020 – 31/10/2020	\$7.00	01/08/2020	<p>Carried</p> <p>36 Yes 0 No 0 Abstain</p>
Levy Period	Amount Per Lot Entitlement	Due Date																											
01/05/2019 – 31/07/2019	\$6.80	Pre-issued																											
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01/05/2020 – 31/07/2020	\$7.00	01/05/2020																											
01/08/2020 – 31/10/2020	\$7.00	01/08/2020																											
5  Statutory Motion	<p><b>Insurance Levies</b> Ordinary Resolution – Proposed by the Committee <b>THAT</b> the Insurance Levies totalling <b>\$44,500.00</b> be accepted and that the contributions are hereby determined at the rate of <b>\$44.50</b> gross per unit of interest lot entitlement for the 12 months ending 30 April 2020 to be issued by instalments as follows:</p> <table> <tr> <th>Levy Period</th><th>Amount Per Lot Entitlement</th><th>Due Date</th></tr> <tr> <td>01/05/2019 – 31/07/2019</td><td>\$11.00</td><td>Pre-issued</td></tr> <tr> <td>01/08/2019 – 31/10/2019</td><td>\$11.00</td><td>Pre-approved</td></tr> <tr> <td>01/11/2019 – 31/01/2020</td><td>\$11.25</td><td>01/11/2019</td></tr> <tr> <td>01/02/2020 – 30/04/2020</td><td>\$11.25</td><td>01/02/2020</td></tr> <tr> <td><b>TOTAL:</b></td><td><b>\$44.50</b></td><td></td></tr> </table> <p><b>AND FURTHER THAT</b> the first levies of the new financial year be issued as follows:</p> <table> <tr> <th>Levy Period</th><th>Amount Per Lot Entitlement</th><th>Due Date</th></tr> <tr> <td>01/05/2020 – 31/07/2020</td><td>\$11.00</td><td>01/05/2020</td></tr> <tr> <td>01/08/2020 – 31/10/2020</td><td>\$11.00</td><td>01/08/2020</td></tr> </table> <p><i>Subject to 20% discount if payable by the due date.</i></p>	Levy Period	Amount Per Lot Entitlement	Due Date	01/05/2019 – 31/07/2019	\$11.00	Pre-issued	01/08/2019 – 31/10/2019	\$11.00	Pre-approved	01/11/2019 – 31/01/2020	\$11.25	01/11/2019	01/02/2020 – 30/04/2020	\$11.25	01/02/2020	<b>TOTAL:</b>	<b>\$44.50</b>		Levy Period	Amount Per Lot Entitlement	Due Date	01/05/2020 – 31/07/2020	\$11.00	01/05/2020	01/08/2020 – 31/10/2020	\$11.00	01/08/2020	<p>Carried</p> <p>36 Yes 0 No 1 Abstain</p>
Levy Period	Amount Per Lot Entitlement	Due Date																											
01/05/2019 – 31/07/2019	\$11.00	Pre-issued																											
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01/05/2020 – 31/07/2020	\$11.00	01/05/2020																											
01/08/2020 – 31/10/2020	\$11.00	01/08/2020																											

Motion No.	Motion	Vote
<p>6</p> <p>Statutory Motion</p>	<p><b>Confirmation Of Insurance</b>  Ordinary Resolution – Proposed by the Committee  <b>THAT</b> the insurance details set out below be confirmed.</p> <p>Policy Number: QRSC16003823  Underwriter: Strata Community Insurance  Current To: 01 August 2020  Building: \$51,522,000.00  Public Liability: \$20,000,000.00  Common Area Contents: \$515,220.00  Office Bearers Liability: \$5,000,000.00  Voluntary Workers: \$200,000.00 / \$2,000 (Capital / Weekly Benefit)  Machinery Breakdown: \$100,000.00  Fidelity Guarantee: \$100,000.00  Loss of Rent: \$7,728,300.00  Building Catastrophe: \$15,456,600.00  Lot Fixture &amp; Fitting: \$300,000.00 (Per Lot)  Government Audit Cost: \$25,000.00  Appeal Expense: \$100,000.00  Legal Defence Expense: \$50,000.00 \$1,000 (Legal Defence Expenses &amp; 10% Contribution)</p> <p>Claims Excess &amp; Other Conditions:  \$1000 (Claims)  NO FLOOD COVER  \$1,000 (Machinery Breakdown)  Total Premium: 39,448.65</p> <p><b>AND FURTHER THAT</b> A.D.B.C. Pty Ltd obtained quotes for the Committee to approve prior to renew a policy when it falls due.</p> <p>Alternative Quotations obtained:  1. QUS(AIG) - \$35,511.11 with \$1,000.00 Basic Excess and other conditions  2. CHU(QBE) - \$41,984.46 with 1,000.00 Basic Excess  3. Longitude – Sum insured is above their capacity to quote  4. SUU(CGU) – Declined – Claims history  5. CHUBB – Declined – Claims history</p> <p>Valuation Amount: \$51,522,000.00  Date of Last valuation: 04 September 2018</p>	<p>Carried</p> <p>33 Yes  3 No  1 Abstain</p>

Motion No.	Motion	Vote
7  Motion with Alternatives	<p><b>Appointment of Body Corporate Manager</b> Ordinary Resolution Without Proxies</p> <p><i>NOTE: This is a motion with alternatives and a voter may vote either—</i>  <i>(a) for the motion, by voting for the motion and for 1 of the alternatives listed under the motion; or</i>  <i>(b) against the motion.</i></p> <p><i>The Voter should vote yes", "no" or "abstain" for the motion and if they vote "Yes" the voter should select <u>ONE</u> any of the Alternatives</i></p> <p><b>THAT</b> the body corporate appoint a Body Corporate Manager.</p> <p><b>Please vote "YES" for one of the following 6 Alternatives.</b></p> <p><b>Alternative A - Owner's Motion:</b> (Proposed by Kevin Haley Owner of Lot 46 with enclosures.)  <b>Option 1</b>  <b>THAT</b> the Body Corporate for "SILVER QUAYS" CTS 4677 hereby appoints A.D.B.C. Pty Ltd by instrument in writing as Body Corporate Manager and delegates to A.D.B.C. Pty Ltd all of its powers, authorities, duties and functions provided in the attached agreement for a period of <b>three(3) years</b> commencing <b>1 August 2019</b> at a fee of <b>\$7,840.00per annum</b> (exclusive of GST) payable quarterly in advance (\$160 per lot), rate locked for 3 years – no increase (see Section D of Agreement) and fixed disbursements for agreed additional included services(as outlined in the Agreement) of \$4,655.00per annum (exclusive of GST) paid quarterly in advance.</p> <p style="text-align: center;"><b><u>OR</u></b></p> <p><b>Alternative B - Owner's Motion:</b> (Proposed by Kevin Haley Owner of Lot 46 with enclosures.)  <b>Option 2</b>  <b>THAT</b> the Body Corporate for "SILVER QUAYS" CTS 4677 hereby appoints A.D.B.C. Pty Ltd by instrument in writing as Body Corporate Manager and delegates to A.D.B.C. Pty Ltd all of its powers, authorities, duties and functions provided in the attached agreement for a period of <b>three(3) years</b> commencing <b>1 August 2019</b> at a fee of <b>\$5,880.00per annum</b> (exclusive of GST) payable quarterly in advance (\$120 per lot), rate locked for 3 years – no increase (see Section D of Agreement) and fixed disbursements for agreed additional included services(as outlined in the Agreement) of \$2,695.00per annum (exclusive of GST) paid quarterly in advance.</p> <p style="text-align: center;"><b><u>OR</u></b></p> <p><b>Alternative C - Owner's Motion:</b> (Proposed by Kevin Haley Owner of Lot 46 with enclosures.)  <b>Option 3</b>  <b>THAT</b> the Body Corporate for "SILVER QUAYS" CTS 4677 hereby appoints A.D.B.C. Pty Ltd by instrument in writing as Body Corporate Manager</p>	<p>No 3 Abstain</p> <p>Lost Alternative A Option 1 13 Yes</p> <p><b><u>OR</u></b></p> <p>Lost Alternative B Option 2 0 Yes</p> <p><b><u>OR</u></b></p> <p>Lost Alternative C Option 3 0 Yes</p>



	<p>and delegates to A.D.B.C. Pty Ltd all of its powers, authorities, duties and functions provided in the attached agreement for a period of <b>one(1) year</b> commencing <b>1 August 2019</b> at a fee of <b>\$6,370.00 per annum</b> (exclusive of GST) payable quarterly in advance (\$160 per lot), and fixed disbursements for agreed additional included services (as outlined in the Agreement) of \$2,940.00 per annum (exclusive of GST) paid quarterly in advance.</p> <p style="text-align: center;"><u><b>OR</b></u></p> <p><b>Alternative D - Owner's Motion:</b> (Proposed by Kevin Haley Owner of Lot 46 with enclosures.)</p> <p><b>Option 4</b></p> <p><b>THAT</b> the Body Corporate for "SILVER QUAYS" CTS 4677 hereby appoints A.D.B.C. Pty Ltd by instrument in writing as Body Corporate Manager and delegates to A.D.B.C. Pty Ltd all of its powers, authorities, duties and functions provided in the attached agreement for a period of <b>one(1) year</b> commencing <b>1 August 2019</b> at a fee of <b>\$8,330.00 per annum</b> (exclusive of GST) payable quarterly in advance (\$170 per lot), and fixed disbursements for agreed additional included services (as outlined in the Agreement) of \$4,900.00 per annum (exclusive of GST) paid quarterly in advance.</p> <p style="text-align: center;"><u><b>OR</b></u></p> <p><b>Alternative E - Owner's Motion:</b> (Proposed by Helen Baker, Owner of Lot 17)</p> <p><b>Option 1</b></p> <p><b>THAT</b> the body corporate of Silver Quays CTS 4677 (the Body Corporate) resolves to appoint RUBICON BCS Pty Ltd trading as RUBICON Body Corporate Services (RUBICON) as its body corporate manager for a term of <b>one(1) year</b> commencing on the <b>1 August 2019</b>, upon the terms set out in the proposed body corporate management agreement (the Agreement) included with the notice of meeting, at the professional management fee of <b>\$5,880.00 per annum</b> (exclusive of GST), and fixed disbursements for agreed additional included services (as outlined in the Agreement) of \$2,940.00 per annum (exclusive of GST), and the body corporate resolves to execute the Agreement under its common seal; and further that, if appointed:</p> <ol style="list-style-type: none"> <li>a. RUBICON be authorised to establish a new bank account in the name of the Body Corporate and that all funds from the existing bank account be transferred into the new account. The signatories for the new bank account to be Richard Meek and Darren Taylor;</li> <li>a. Richard Meek or Darren Taylor be appointed as the Public Officer of the Body Corporate for the purpose of the lodgement of annual taxation returns and quarterly Business Activity Statements (if applicable) of the Body Corporate and authorises Richard Meek or Darren Taylor to sign all such returns or statements on behalf of the Body Corporate;</li> <li>b. The address for service of notices to the Body Corporate be changed to C/- RUBICON Body Corporate Services, Level 9, 300 Ann Street, Brisbane QLD 4000, and RUBICON be authorised to prepare the required change of address notification, sign the same as Body Corporate Manager, and to lodge this with the Registrar of Titles for recording; and</li> <li>c. The common seal of the Body Corporate be placed in the custody of RUBICON under the provisions of the Body Corporate and Community</li> </ol>	<p style="text-align: center;"><u><b>OR</b></u></p> <p>Lost Alternative D Option 4 0 Yes</p> <p style="text-align: center;"><u><b>OR</b></u></p> <p>Lost Alternative E Option 1 0 Yes</p>
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	<p>Management Regulation Module currently applying to the scheme, and that the Body Corporate Manager be given the authority to affix the seal and sign on behalf of the body corporate all Government documents, Disclosure Statements, and Information Certificates.</p> <p style="text-align: center;"><u>OR</u></p> <p><b>Alternative F - Owner's Motion:</b> (Proposed by Helen Baker, Owner of Lot 17 ) Option 2</p> <p><b>THAT</b> the body corporate of Silver Quays CTS 4677 (the Body Corporate) resolves to appoint RUBICON BCS Pty Ltd trading as RUBICON Body Corporate Services (RUBICON) as its body corporate manager for a term of one (1) year commencing on the 1 August 2019, upon the terms set out in the proposed body corporate management agreement (the Agreement) included with the notice of meeting, at the professional management fee of \$7,840.00 per annum (exclusive of GST), and fixed disbursements for agreed additional included services (as outlined in the Agreement) of \$4,900.00 per annum (exclusive of GST), and the body corporate resolves to execute the Agreement under its common seal; and further that, if appointed:</p> <ol style="list-style-type: none"> <li>a. RUBICON be authorised to establish a new bank account in the name of the Body Corporate and that all funds from the existing bank account be transferred into the new account. The signatories for the new bank account to be Richard Meek and Darren Taylor;</li> <li>a. Richard Meek or Darren Taylor be appointed as the Public Officer of the Body Corporate for the purpose of the lodgement of annual taxation returns and quarterly Business Activity Statements (if applicable) of the Body Corporate and authorises Richard Meek or Darren Taylor to sign such returns or statements on behalf of the Body Corporate;</li> <li>b. The address for service of notices to the Body Corporate be changed to C/- RUBICON Body Corporate Services, Level 9, 300 Ann Street, Brisbane QLD 4000, and RUBICON be authorised to prepare the required change of address notification, sign the same as Body Corporate Manager, and to lodge this with the Registrar of Titles for recording; and</li> <li>c. The common seal of the Body Corporate be placed in the custody of RUBICON under the provisions of the Body Corporate and Community Management Regulation Module currently applying to the scheme, and that the Body Corporate Manager be given the authority to affix the seal and sign on behalf of the body corporate all Government documents, Disclosure Statements, and Information Certificates.</li> </ol>	<p style="text-align: center;"><u>OR</u></p> <p style="text-align: center;">CARRIED</p> <p>Alternative F Option 2 16 Yes</p>
<p>8 Statutory Motion</p>	<p><b>Non-Audit</b> Special Resolution – Proposed by the Committee <b>THAT</b> the statement of accounts for the period beginning 01 May 2019 and ending 30 April 2020 of the Body Corporate shall not be audited.</p> <p><i>Note: If you want the statement of accounts to be audited, vote "NO" If you do not want the statement of accounts to be audited, vote "YES"</i></p>	<p>Lost</p> <p>1 Yes 34 No 2 Abstain</p>

Motion No.	Motion	Vote
<p>9</p> <p>Motion with Alternatives</p>	<p><b>Appointment of Auditor Ordinary Resolution</b></p> <p><i>NOTE: This is a motion with alternatives and a voter may vote either—</i></p> <p>(a) <i>for the motion, by voting for the motion and for 1 of the alternatives listed under the motion; or</i></p> <p>(b) <i>against the motion.</i></p> <p><i>The Voter should vote yes", "no" or "abstain" for the motion and if they vote "Yes" the voter should select <u>ONE</u> only of the Alternatives</i></p> <p><b>THAT</b> the Body Corporate appoints one of the following auditor to audit the books and accounts of the Body Corporate for the period beginning 01 May 2019 and ending 30 April 2020.</p> <p><b>Alternative A - Owner's Motion:</b> (Proposed by Kevin Haley Owner of Lot 46 with enclosures.) That the Body Corporate of Silver Quays CTS 4677 reappoint Ryan Harvie and McEnery, Chartered Accountants of Toowong Q to audit the Financial Accounts of "Silver Quays" for the financial year ending 30th April 2020 at a fee to be included in this motion and attached to the Agenda of the Annual General Meeting.</p> <p>a. Ryan Harvie McEnery - \$900.00 plus GST</p> <p>OR</p> <p><b>Alternative B – Owner's Motion:</b> (Proposed by Helen Baker, Owner of Lot 17 ) That the Body Corporate for Silver Quays appoint C &amp; N Audit Services, Chartered Accountants, to audit the Body Corporate's Statement of Accounts for the financial year beginning 01 May 2019 and ending 30 April 2020.</p> <p>b. C &amp; N Audit Services - \$735.00 plus GST</p> <p>Last audit was done for 30 April 2019 financial year-end.</p>	<p>0 No 1 Abstain</p> <p>a. Lost 15 Yes</p> <p>OR</p> <p>b. Carried 20 Yes</p>
<p>10</p>	<p><b>Workplace Health &amp; Safety</b> Ordinary Resolution – Proposed by the Committee <b>THAT</b> the Body Corporate engages Solutions in Engineering to compile Workplace Health &amp; Safety Report for the amount of <b>\$898.00</b>.</p> <p>Last WPH&amp;S Report: 6 September 2018 by Solutions in Engineering.</p>	<p>Carried</p> <p>35 Yes 0 No 2 Abstain</p>

Motion No.	Motion	Vote
11	<p><b>Replacement with LED Lighting</b>  Ordinary Resolution – Proposed by the Committee  “That the Body Corporate approve expenditure of up to \$16000 plus GST to upgrade to LED Lighting in following areas -  Basement Car Parks (2 levels) with motion sensors  Tower Visitor Car Parks (2 areas- North and South)  Pool area  Basement Lift Lobby area  Porte Cochere area</p> <p>Payable out of existing Sinking Fund.</p>	<p>Carried</p> <p>35 Yes  0 No  0 Abstain</p>
12  Motion with Alternatives	<p><b>Appointment of Fire Services Provider</b>  Ordinary Resolution – Proposed by the Committee  That the Body Corporate engage one of the following fire service providers to enter into a one year service agreement for maintaining the fire equipment on-site at the complex and that one of the following quotations be accepted –</p> <p>a. Fire Service Queensland - \$8,448.00 including GST  <i>(12 Month Maintenance in accordance with Table 2  \$704.00 invoiced monthly)</i></p> <p style="text-align: center;"><u><b>OR</b></u></p> <p>b. Olympic Fire Services - \$8,528.60 (including GST)  <i>(The quotation includes \$1267.20 (incl GST) for checking Fire Doors  - this service is carried out by another contractor)  This Service is not included in the other quotations</i></p> <p style="text-align: center;"><u><b>OR</b></u></p> <p>c. Yes Fire - \$9,247.66 (including GST)  <i>The Committee recommends that the quotation from Olympic Fire Services be accepted</i></p>	<p>0 No  0 Abstain</p> <p>a. Lost  7 Yes</p> <p style="text-align: center;"><u><b>OR</b></u></p> <p>b. Carried  27 Yes</p> <p style="text-align: center;"><u><b>OR</b></u></p> <p>c. Lost  0 Yes</p>
13	<p><b>Refurbishment of Main Lobby</b>  Ordinary Resolution – Proposed by the Committee  That the Body Corporate agrees to combine the expenditure approvals given in Motion 12 and 13 at the Annual General Meeting held on 24th July 2018 so that this approval for the whole projects is now a total of \$185,000 (including GST) instead of two individual amounts.</p>	<p>Ruled Out  Of Order</p>

Motion No.	Motion	Vote																																																																																																														
14	<p><b>Refurbishment of Main Lobby and Lobbies on 14 Levels</b> Ordinary Resolution – Proposed by Committee That the Body Corporate</p> <p>(a) Approve the design of the refurbishment of the lobbies (referred to as “The Silver Quays Garden” design ) which has been available for inspection for some weeks</p> <p>(b) Approve expenditure of an additional \$50000 including GST (Total thus including GST )</p> <p>(c) Approve the Committee’s preferred quotations from various suppliers as listed totally \$221811.81</p> <p>(d) Approve a contingency sum of \$13188.19 to cover any unforeseen costs to complete the project</p> <p>All payable out of existing Sinking Fund.</p> <p><b>SCHEDULE OF PREFERRED SUPPLIERS AND QUOTATIONS :</b></p> <p>Main Lobby - Excluding GST</p> <table><tr><td>Replacemant LED Lighting</td><td>Cullens Electrical</td><td>\$</td><td>997.21</td><td></td></tr><tr><td>Remove &amp; Install wallpaper</td><td>Nolan Finishes</td><td>\$</td><td>1705.00</td><td></td></tr><tr><td>Wallpaper -</td><td>London Art</td><td>\$</td><td>2046.00</td><td></td></tr><tr><td>Wallpaper-</td><td>Wallpaper Studio</td><td>\$</td><td>981.82</td><td></td></tr><tr><td>Painting walls, cornices etc</td><td>Nolan Finishes</td><td>\$</td><td>3159.00</td><td></td></tr><tr><td>Veles Hybrid Plank Flooring</td><td>JDC Flooring</td><td>\$</td><td>5400.00</td><td></td></tr><tr><td>Cushions</td><td>Est</td><td>\$</td><td>545.46</td><td></td></tr><tr><td>Scones &amp; Pendant</td><td>About Space</td><td>\$</td><td>923.63</td><td></td></tr><tr><td>Sideboard</td><td>Smith &amp; Gray</td><td>\$</td><td>3600.00</td><td></td></tr><tr><td>Two sofas</td><td>King Furniture</td><td>\$</td><td>5195.45</td><td>\$24553.57</td></tr></table> <p>14 Levels –</p> <table><tr><td>Replacement LED Lighting (Sensors)</td><td>Cullen Electrical</td><td>\$</td><td>12756.98</td><td></td></tr><tr><td>Remove &amp; Install wallpaper</td><td>Nolan Finishes</td><td>\$</td><td>24710.00</td><td></td></tr><tr><td>Wallpaper</td><td>London Art</td><td>\$</td><td>6510.00</td><td></td></tr><tr><td>Wallpaper- Asian lattice</td><td>London Art</td><td>\$</td><td>16854.55</td><td></td></tr><tr><td>Painting walls, cornices etc</td><td>Nolan Finishes</td><td>\$</td><td>40042.00</td><td></td></tr><tr><td>Carpet &amp; installation</td><td>JDC Flooring</td><td>\$</td><td>59750.00</td><td>\$160623.53</td></tr><tr><td>Consultants-</td><td></td><td></td><td></td><td></td></tr><tr><td>Ozdendes Design</td><td></td><td>\$</td><td>12720.00</td><td></td></tr><tr><td>Lighting design</td><td>NormanDisneyYoung</td><td>\$</td><td>3750.00</td><td>\$ 16470.00</td></tr><tr><td></td><td>TOTAL EXCLUDING GST</td><td></td><td></td><td>\$201647.10</td></tr><tr><td></td><td></td><td>GST</td><td></td><td>\$ 20164.71</td></tr><tr><td></td><td>TOTAL INCLUDING GST</td><td></td><td></td><td>\$221811.81</td></tr></table> <p>Contingency sum \$ 13188.19</p> <p>TOTAL (INCLUDING GST AND CONTINGENY) <u>\$235000.00</u></p>	Replacemant LED Lighting	Cullens Electrical	\$	997.21		Remove & Install wallpaper	Nolan Finishes	\$	1705.00		Wallpaper -	London Art	\$	2046.00		Wallpaper-	Wallpaper Studio	\$	981.82		Painting walls, cornices etc	Nolan Finishes	\$	3159.00		Veles Hybrid Plank Flooring	JDC Flooring	\$	5400.00		Cushions	Est	\$	545.46		Scones & Pendant	About Space	\$	923.63		Sideboard	Smith & Gray	\$	3600.00		Two sofas	King Furniture	\$	5195.45	\$24553.57	Replacement LED Lighting (Sensors)	Cullen Electrical	\$	12756.98		Remove & Install wallpaper	Nolan Finishes	\$	24710.00		Wallpaper	London Art	\$	6510.00		Wallpaper- Asian lattice	London Art	\$	16854.55		Painting walls, cornices etc	Nolan Finishes	\$	40042.00		Carpet & installation	JDC Flooring	\$	59750.00	\$160623.53	Consultants-					Ozdendes Design		\$	12720.00		Lighting design	NormanDisneyYoung	\$	3750.00	\$ 16470.00		TOTAL EXCLUDING GST			\$201647.10			GST		\$ 20164.71		TOTAL INCLUDING GST			\$221811.81	Ruled Out Of Order
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Motion No.	Motion	Vote
<p>15</p> <p>Motion with Alternatives</p>	<p><b>Modernisations of Lifts</b>  Ordinary Resolution – Proposed by the Committee  That the Body Corporate agrees to the modernisation of the two lifts at Silver Quays and that one of the following contractors be engaged to carry out the work at the maximum price quoted below –</p> <p>(a) KONE Elevators PTY. LTD \$565400.00 (INCLUDING GST)</p> <p style="text-align: center;"><u><b>OR</b></u></p> <p>(b) Thyssenkrupp Elevator AUST PTY LTD \$543730.00 (INCLUDING GST)</p> <p style="text-align: center;"><u><b>OR</b></u></p> <p>(c) Schindler Lifts AUST PTY LTD \$673200.00 (INCLUDING GST)</p> <p>The Committee recommends that the quotation from Kone Elevators Pty. Ltd. be accepted</p> <p>The Silver Quays lifts are now 30 years old and have reached the end of their design life. The lifts are not at imminent risk of failure, but they are inefficient and spare parts are becoming scarce. The lift car interiors are very tired and the safety systems are now old technology.</p> <p>The lift modernization works are extensive and include completely new equipment in the lift motor room on the roof (new motors and computerized controllers etc), new safety equipment, new lift trailing cables and importantly a major upgrade to the lift door operating equipment. The lifts will be upgraded to the current Statutory standards including for Persons with Disabilities. The interior to the lift passenger cars will be completely replaced with new interior finishes. A sum of \$25,000 per lift car has been included in the contract pricing. This allows for a high level of finish without being excessive. Whilst the tender price from ThyssenKrupp was lower than the Kone price, Kone is considered to be a Tier 1 Lift Contractor, including maintenance. The ThyssenKrupp price is very competitive, but ThyssenKrupp are considered to be a Tier 2 Lift Contractor. Kone has also included a range of new items that were not specified in the floth tender specifications (e.g. new governors, new 3D Door protection) – these are of considerable added value (to the order of \$15000) and will enhance the level of modernization.</p>	<p>Ruled Out Of Order</p>

Motion No.	Motion	Vote
16	<p><b>Repairs to Pontoon</b>  Ordinary Resolution – Proposed by Committee  That the Body Corporate agrees to repairs to the Silver Quays Pontoon by sleeving two (2) piles and that one of the following quotations be accepted</p> <p><b>(a) Bayside Pontoon Repairs Pty Ltd - \$30,274.00 including GST</b></p> <p style="text-align: center;">OR</p> <p><b>(b) Bellingham Marine Australia Pty Ltd - \$43,855.90 including GST</b></p> <p>Payable out of existing Sinking Fund.</p> <p>The Committee has been advised that the two piles for the pontoon are suffering from concrete cancer and one pile at least is very close to exploding – the piles need to be sleeved to remedy the situation and a barge is necessary to do this.  The expected life span of the original piles would be 20 to 30 years.</p> <p>It is recommended that the quotation of Bayside Pontoon Repairs Pty Ltd be accepted with the stainless steel brackets option ( these would almost certainly see out the life of the pontoon whilst the galvanized steel brackets would have a much shorter life )  The 11 metre HPDE HOPE 5000 sleeves to the existing piles are expected to extend below the river bed.</p>	<p>1 No  0 Abstain</p> <p><b>a. Carried  34 Yes</b></p> <p>OR</p> <p><b>b. Lost  0 Yes</b></p>
17  <b>Secret Ballot</b>	<p><b>Variation to the Management Agreement &amp; Letting Agreement</b>  Ordinary Resolution without the use of proxies –Proposed by Tony &amp; Melanie Cotter, Owner of Lot 11  That the Body Corporate, subject to the legal and administrative costs incurred by the Body Corporate in regards to the variations the subject of this motion being paid by Antony Phillip Cotter and Melanie Jane Cotter, by ordinary resolution, secret ballot and acknowledging the circulation with this motion of the BCCM Form 20 without the use of proxies consent to a variation of the Management Agreement and Letting Agreement both dated 31 July 2007 (the <b>Agreements</b>) between the Body Corporate and Donovan Management Rights Pty Ltd ACN 099 826 070 as assigned to Antony Phillip Cotter and Melanie Jane Cotter as trustees for The Rettoc Trust (the <b>Manager and Letting Agent</b>) as set out in the Deed of Variation including to:</p> <p>create a further option term of 3 years from 1 July 2026 to 30 June 2029 in the Agreements; and</p> <p>vary the rights of the Body Corporate to terminate the Agreement if a financier is acting in the place of the Manager and Letting Agent, but not otherwise;</p> <p>and that the Body Corporate enter into and sign under seal the Deed of Variation attached to this agenda (with such changes as may be required by a party or their advisors and then agreed to by the other parties).</p>	<p><b>Withdrawn  Subject to  Legal Advice</b></p>

**ELECTION OF OFFICE BEARERS & COMMITTEE:**

Chairperson: Don Townson

Secretary: Caroline Dance

Treasurer: Kevin Haley

Committee: John Allpass Not Declared  
Caroline Dance  
Lynette Denny  
Antony Gerrard  
Elizabeth Goopy  
Kevin Haley  
Robert Smart  
Martin Neep

**CONCLUSION:** The meeting concluded at 10:00 pm.

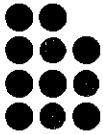
**CONFIRMED AS A TRUE AND ACCURATE RECORD**

Chairperson \_\_\_\_\_ Date \_\_\_\_\_



**COPY**

STAO 5/9/19.



**RUBICON**  
BODY CORPORATE SERVICES

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**Minutes of the Committee Meeting of the Body Corporate for Silver Quays CTS 4677 held on Tuesday 27 August 2019 at 1:00pm, Common Room, 30 O'Connell Street, Kangaroo Point Qld 4169.**

**PRESENT IN PERSON:** Don Townson, Chairperson; Kevin Haley, Treasurer; Caroline Dance, Secretary.

**PROXIES:** Nil. **APOLOGIES:** Nil.

**IN ATTENDANCE:** Christine Partridge and Richard Meek representing the body corporate manager, RUBICON Body Corporate Services; Melanie Cotter representing the Building Manager Silver Quays Pty Ltd; Bob & Helen Braithwaite, Owners of Unit 14; Martin Neep, Owner of Unit 23; Lynette Denny, Owner of Unit 26; Bevan Thompson, Owner of Unit 30; Ross Daley, Owner of Unit 45, Ron Barclay, Owner of Unit 49.

**CHAIRPERSON OF MEETING:** Don Townson, Chairperson, chaired the meeting.

**QUORUM:** At the scheduled time of the meeting, it was declared that a quorum of committee voting members were present and the meeting opened at 1:00pm.

**1. Confirmation of minutes - Procedural motion**

*That the Committee confirm the minutes of the committee meeting held on Wednesday 26 June 2019 as a true and accurate record of the meeting.*

**This motion was carried, all in favour.**

**2. Confirmation of motions voted on outside of committee meeting (per VOC resolutions):**

The Chairperson informed those present there are nil VOC resolutions to confirm since the last committee meeting.

**3. Financials**

- a) Review and confirmation of handover Financial Statements & Handover to current date Financial Statements: The BCM tabled the financial statements of AD Body Corporate as at handover date 5 August 2019 and tabled the financial statements of Rubicon BCS, for review. The BCM informed those present that the revenue and expenditure as at 5 August 2019 has been loaded into Strataware along with the levy balances. The BCM advised that the final checks and balances, being the tax liabilities, will be entered into the system in the very near future.
- b) Arrears & Debt Recovery Action, if any: The BCM informed the meeting that there are nil aged debtors to report and balances at present are on a few lots as a result of transaction fees due to the payment method prior to handover.
- c) Term deposit instructions: The Chairperson confirmed that BCCM Form 2's have been provided to the Committee by the BCM for three term deposits. These forms will permit the term deposit to be transferred to the Rubicon banking portfolio from the AD Body corporate profile and will permit the directors of Rubicon to administer the accounts.

*That the Committee for Silver Quays CTS 4677 authorised the Chairperson and the Treasurer to sign three BCCM Form 2 (one for each investment account) transferring authority from the AD Body Corporate to Rubicon BCS portfolio and that Rubicon BCS be given authority to affix the body corporate seal.*

**This motion was carried, all in favour**



#### 4. Repair and Maintenance items

- a) **Building Manager's Report:** The BM tabled her Managers Report for the period 27 June – 27 August 2019 which is included at the end of these minutes. In addition, the following was discussed:
- **Circuit breaker:** The circuit breakers are yet to arrive and be installed. The meeting discussed that should they take much longer, the Committee will need to consider conducting this work themselves as there are only two and there will be minimal cost.
- b) **Additional Repairs and Maintenance Items, if any:** Nil, other matters will be discussed in general business.

#### 5. Correspondence in / out since last committee meeting

The Chairperson tabled the following incoming correspondence, providing explanations were necessary.

- Thursday July 04, 2019 re: NBN including Silver Quays NBN site design drawing package. The Chairperson advised the NBN contractors have been on-site and have provided the installation plans which were signed off by the Committee on 29 July 2019. The plans have been published to the MyCommunity Portal and will be viewable when the registrations are sent to all owners.
- Monday July 15, 2019 Melanie Cotter (Lot 11) email to the Committee re: request for minor renovation approval, no structural alternations. The Chairperson confirmed that approval was given and Melanie confirmed the works are largely completed.
- Friday July 12, 2019 Email from Melanie Cotter to the Committee suggesting that we apply to the BCC for line marking at our driveway entries for safety reasons. The Chairperson related his recommendation for the Committee to apply to council for yellow lines to be painted outside the driveway to prevent parking close to the driveway.

*That the Committee make an application to the Brisbane City Council to paint yellow lines outside the driveway and assess other areas that may benefit from line-marking in order to prevent parking obstructed view or access.*

#### **This motion was carried, all in favour**

Additionally, the Treasurer proposed for the Committee to consider the installation of speed bumps and the BM will get quotes for the Committee's future consideration.

- Saturday Jul 13, 2019 Tracey James email to AD Body Corporate re: further pool tiles falling off. The Chairperson informed the meeting and the BM confirmed that the pool tiles have been repaired and while some look like they are missing or falling off, this is not the case. There is one pool tile missing at the bottom of the pool and the pool contractor is aware and will repair in the warmer months.
- Sunday July 14, 2019 Tracey James email to AD Body Corporate re: nomination for casual position on the Committee. The Chairperson read out this email to the meeting. It was discussed at the meeting that the Committee have the authority to appoint an eligible person to fill a casual vacancy, with or without formal nominations.
- Sunday July 14, 2019 Tracey James email to AD Body Corporate re: Managers Unit suggestion. The Chairperson read this email to the meeting and the relevant section of the management agreement. The Chairperson confirmed there is no requirement for the manager to live in Unit 11 and a response will be provided to Tracey James by the Secretary outlining the contractual term relevant to this query.
- Wednesday July 17, 2019 email from Bob and Helen Braithwaite re: missing mail. The Chairperson informed the meeting that on August 4, 2019 he wrote to the BM and was advised that the footage was not available. The Chairperson informed the meeting that Dianne Donovan Lot 30 has reported the matter to the police and therefore the Committee will not discuss this matter.

It was disclosed to the meeting that the CCTV recording is on a loop and is only available for a limited amount of time. The Committee took it on notice that investigations should occur about upgrading the system to permit footage to be retained for up to 30 days and develop a protocol about access to the footage by owners.

- July 31, 2019 letter from Hynes Legal re: the non-declaration of the voting on the Extension to the Managers Agreement motion at the AGM. The Chairperson informed the meeting that this issue is the subject of discussions between the body corporate lawyers and the BM's lawyers and will not be discussed today.
- Tuesday 23<sup>rd</sup> July 2019 Olympic Fire non-critical defects report received via email and dated 16<sup>th</sup> April 2019 (Cost to rectify is \$1,427.80 including GST).

*That the Committee approve Olympic Fire Services to undertake the works outlined in Quote Number 44793 (attached to these minutes) at a cost of \$1,427.80 and that the BM to inform Olympic Services to undertake the works.*

**This motion was carried, all in favour**

- Friday August 02, 2019 Rubicon forward of email from Bob and Helen Braithwaite re: the CCTV footage.
- Tuesday August 06, 2019 Geoff Freeman email to Chairman re: Returning Officers Report for the Secret Ballots held at the AGM.
- Thursday August 08, 2019 Dianne Donovan Lot 30 letter to the Committee re: legal advice in relation to the Building Managers Extension. The Chairperson confirmed this is now the subject of a motion included in the requisitioned EGM and will be dealt with at the EGM.
- Thursday August 08, 2019 Christine Partridge (Rubicon) email re: signed and executed agreement.
- Thursday August 08, 2019 Julia Wootton (Lot 19) email to the Committee re: request for renovation approval, no structural alternations. The Chairperson confirmed this was approved by the Committee.
- Tuesday August 13, 2019 EGM Requisition Notice signed by 14 Lot owners (Lots 17, 18, 14, 16, 20, 23, 24, 27, 28, 30, 31, 32, 34, 38). The Chairperson confirmed this notice is a valid notice, based on legal advice, and the meeting will be called and held as soon as practically possible. Those present were advised that the Committee met with the lawyers last week who are considering this notice, and the AGM issues, and will provide advice and recommendations to the committee hopefully by Thursday morning in order for the respective motions to be listed on the same EGM agenda and voting paper to correct those matters from the AGM.
- Wednesday August 23, 2019 Letter from Brian Brialey Lot 43 re: support for the EGM Requisition.
- Wednesday August 23, 2019 email from Tracey James re: the Committee Meeting and request to attend.
- Friday August 23, 2019 Letter from Dianne Linnane and Barry Muller Lot 28 in relation to the validity of the Committee Meeting and other issues.
- Friday August 23, 2019 email from Norbert Gaulton Lot 31 re: 10 various items. The Chairperson informed the meeting that some of the matters raised by Norbert will be addressed in this meeting and a response will be provided directly.
- Friday August 23, 2019 email from Martin Neep to Rubicon and the Body Corporate Secretary re Martin Neep attendance at the Committee Meeting and corrections to the AGM Minutes (corrections to the AGM Minutes cannot be considered at the Committee Meeting).
- Sunday August 25, 2019 letter from Dianne Donovan Lot re: police report lodged August Monday August 12, 2019 re missing mail.
- Monday August 26, 2019 email from Martin Neep to Rubicon re: the makeup of the Committee.

The Chairperson tabled the following outgoing correspondence, providing explanations were necessary.

- July 16, 2019 Tony Gerrard (Secretary) acknowledgement to Tracy James regarding the receipt of Tracey's 3 emails listed above in Inward Correspondence.
- July 19, 2019 email from Antony Gerrard (Secretary) to Bob and Helen Braithwaite re: missing mail
- July 26, 2019 Don Townson (Chairman) email to AD Body Corporate for request for details for transition to Rubicon.
- July 29, 2019 Don Townson (Chairman) email to Visionstream (NBN )with signed Authority to Undertake the associated NBN works at Silver Quays. The Chairperson informed the meeting there is no specific date

on the installation of NBN but it has been indicated it will be done before Christmas. The infrastructure will be installed in the store room in the lift basement in the lift lobby.

- July 30, 2019 Caroline Dance (Secretary) email to Diane Donovan re: request for information re Ordinary Committee Member Vote.
- Sunday August 04, 2019 Don Townson (Chairman) email to Building Manager re: request for CCTV footage from the 15 July 2019.
- Wednesday August 23, 2019 email Rubicon response to Tracey James email of August 23, 2015 refer Inwards Correspondence.

#### **6. Action items arising from or since last committee meeting**

- Appointment of Body Corporate Manager – refer AGM Minutes Motion 7 - Rubicon Administration Agreement has been actioned - signed and dated 31st July 2019 – for the sum of \$7,840.00 excluding GST (per annum) plus disbursements.
- Appointment of Fire Services Provider – refer AGM Minutes Motion 12 - Renewal of the Olympic Fire Contract has been actioned - refer Olympic Fire quotation 47197 dated 1st May 2019. Items included total \$8,528.60 including GST. Fire door item excluded. The Chairperson requested the BM informed Olympic of this decision. The Chairperson advised that one of Lot 31's queries was why the Olympic Quote didn't include the fire doors and the Chairperson informed the meeting that this is done with a Fire Door Contractor as it is cheaper than using Olympic Fire Services.
- One Macquarie Bank term deposit was closed on 22nd July 2019 and the funds (\$57,945.24 including Interest \$7,945.24) were paid into the current account.
- Appointment of Auditor – refer AGM Minutes Motion 9 – C&N Audit Services, Chartered Accountants, to be appointed for the financial year beginning 1st May 2019 and ending on 30th April 2020.
- Workplace Health and Safety – refer AGM Minutes Motion 10 – Solutions in Engineering to be engaged to compile a Workplace Health and Safety Report for the sum of \$898.00 - last report was 6th September 2018. The Chairperson informed the meeting that the quote has been reviewed and requested the BCM issue a Work Order to Solutions in Engineering to have this work done.
- Safety switch breaker to comply with new Australian Standards – awaiting replacement circuit breaker.
- Nomination for Committee Members – Incoming Committee to consider a recommendation that a short personal biography be included with every future nomination for Committee positions. This issue was discussed and the BCM raised some practical issues. Taking note of this, the Committee undertook to review this issue prior to the next nominations' invitation being issued.
- Transfer signatories for the Investment Accounts (Paperwork received from Rubicon).
- Consideration of allegations of missing mail by the Braithwaite's Lot 14.
- Pontoon Repairs: order to be placed with Bayside Pontoon Repairs Pty Ltd for the sum of \$30,274.00 including GST as per their quotation dated 10th January 2019 – refer AGM Minutes. The Chairperson informed the meeting that the repairs will last 6 to 10 years before any further works are needed.
- Lighting replacements with LED (refer AGM Minutes Motion 11): scope of work to be finalised and competitive quotations to be called (AGM approval to \$16,000.00 plus GST), generally to the basements, tower visitor car parks, port cochere, pool area; payable out of the Sinking Fund. The Chairperson advised the Committee will now review the quotes as they may limit the number of lights in the common areas and then once finalised, the quotes will be submitted to the next committee meeting.

#### **7. General Business**

Business arising from the AGM (held July 25, 2019) including:

The Chairperson again advised the meeting that most of these items are subject to legal advice and will not be discussed today.

- Preparation of the EGM Agenda including consideration of the EGM Requisition Notice received 13- 08- 19. The Chairperson confirmed this is a valid requisition notice and the meeting will be called. Noting the

other matters currently in consideration by the lawyers, the calling of the meeting may happen a little beyond the 14 days after receipt of the notice, but there is all intention to hold it within the 6 weeks.

- Legal advice re the Committee vote not having been declared – refer AGM Minutes – ongoing. Subject to legal advice that to date has only been verbal and once written advice is received, it will be implemented.
- General and Legal advice regarding AGM Motions 13, 14, 15 which were ruled Out of Order – re AGM Minutes – ongoing. Subject to legal advice.
- Returning Officers report subsequently received – legal advice ongoing.
- Legal advice in relation to Motion 17 re Managers Agreement “Withdrawn subject to legal advice” refer AGM Minutes – ongoing discussions between lawyers and will not be discussed today.
- The BCM asked the Committee if the Returning Officer had returned the secret ballot papers, envelopes, etc. confirming that the report had been received but no other documentation. The Chairperson advised they have the envelopes only.

*That the Committee authorise the Chairperson to make a written request for the Returning Office, Geoff Freeman, to return all secret ballot documentation to the Body Corporate asap.*

**This motion was carried, all in favour**

The Owner of Unit 49 Ron Barclay requested to speak and the request was granted. The Owner asked the Committee that if the legal advice once obtained would be disclosed to the owners. The BCM informed the meeting that subject to any legal professional privilege, the legal advice can be obtained by owners upon written request and there will be consideration given to distributing the legal advice with the EGM papers so owners have all the information necessary to vote.

An Owner of Unit 14 requested to speak and the request was granted. The Owner asked the Committee why the request for the footage was not acted upon immediately or looked at earlier. The Chairperson confirmed that this was a good question but unfortunately there is no answer to this. The Owner expressed comment about corruption and the discussion ended.

**Next Committee Meeting:** TBA

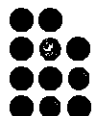
The Chairperson asked if there were any further general business items. With no further business, the meeting closed at 1:58pm.

**SECRETARY:** Caroline Dance, C/- Rubicon BCS, PO Box 3062, TARRAGINDI QLD 4121

## **Silver Quays** Kangaroo Point

### Managers Report 27th June to 27th August

- **Olympic fire**, All pumps, panels and extinguishers have had regular servicing and checks. stairwell pressure test carried out . Along with the 5 yearly panel test, heat sensors and speaker testing.
- **Air conditioning**, Routine maintenance has been carried out
- **Lift Maintenance**, All regular servicing has been carried out. Issue with Lift two has been fixed with second hand parts being found and used.
- **Unit 17 Balcony Water**, no further information
- **Leak into 45**, Chinamans hat has not fixed the problem, Apollo are coming back to look at other options.
- **Pool servicing**, fortnightly pool servicing carried out. New Pool Cleaner installed is working amazing and pool appears much cleaner.
- **Pavers in front of Villa 6**, work now complete
- **Annual Window clean**, was carried out on July 3rd
- **Electrical Maintenance**, Gimpel have carried out all monthly electrical maintenance around the building. We are still waiting for the circuit breakers to arrive so that Gimpel can install.
- **Balcony Glass**, a glass panel smashed on level 9 Friday 10th August. Glass solutions were called in to make the balcony safe and measure to replace the glass.
- **Camera over Garage**, the camera over the garage was replaced as it had burnt out.
- **Security Computer**, the computer in the office that records all swipe access to the building stopped working, Chubb have taken it away and are seeing if they can get it working, if not they will arrange a replacement with the programs all loaded.



**RUBICON**  
BODY CORPORATE SERVICES

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STAD 3/10/19.

**Minutes of the Extraordinary General Meeting of the Body Corporate for Silver Quays CTS 4677 held on Thursday 26 September 2019 at 6:00 pm in the Common Room, 30 O'Connell Street, Kangaroo Point, QLD 4169.**

**Present and Voting from Floor:** Lots 4 O'Halloran & 49 Bruce Barclay as Company Nominee for Ronaldbar, Gilwarny & Roselew Pty Ltd as Trustee.

**Present and Voting by Voting Paper:** Lots 1 Dance; 11 Cotter; 12 Smart; 13 Townson; 14 Braithwaite; 16 Chow; 18 Goopy; 19 Wootton; 20 Fox; 23 Neep; 24 Jones; 28 Muller & Linnane; 29 Gerard; 31 Gaulton; 34 Neilsen; 45 Jones; 46 Haley; 48 Macnaught.

**Voting By Voting Paper:** Lots 2 Preugschat; 3 Wedderburn; 5 Lam; 6 Kruger; 7 Coles; 8 Dobbrick; 9 Shih; 10 Denny; 15 Ozorio; 17 Baker; 21 Gibson; 22 Graham; 25 Doherty; 26 Denny; 27 Hirle; 30 Thompson and Donovan; 32 James; 33 Napier; 36 Ricci; 37 Wagener; 38 Lagos; 39 Lee; 40 KU Voss as Company Nominee for Tradewinds International Pty Ltd; 41 Allpass; 43 Brialey; 44 Deery; 47 Macrae.

**Proxies:** Caroline Dance for Lot 5; Louise Kruger for Lot 6; Kevin Haley for Lot 25; Dianne Linnane for Lot 28; Martin Neep for Lot 28 (exercised upon Dianne Linnane leaving the meeting); Martin Neep for Lot 30; Brett Dawes for Lot 32; Don Townson for Lot 41; Don Townson for Lot 44.

**Apologies:** Lot 30 Thompson and Donovan; Lot 26 Lynette Denny.

**In attendance:** Christine Partridge and Richard Meek (representing RUBICON Body Corporate Services)

**Chairperson of Meeting:** The Chairperson, Don Townson, chaired the meeting.

**Quorum for General Meeting:** The chairperson noted that with 47 of the 49 owners represented, a quorum of voters was present and the meeting proceeded to consider motions on the Meeting Agenda.

**Resolutions at the Extraordinary General Meeting held on 26 September 2019 as follows:**

**1. CONFIRMATION OF MINUTES OF PREVIOUS GENERAL MEETING (ordinary resolution)**

Resolved that the Minutes of the Annual General Meeting held on 25 July 2019 previously forwarded to Owners, be confirmed as a full and accurate record of that Meeting and its proceedings.

<b>Resolved that motion 1 be passed:</b>	<b>Yes</b>	<b>17</b>	<b>No</b>	<b>11</b>	<b>Abstain</b>	<b>19</b>
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**2. REFURBISHMENT OF MAIN LOBBY AND LOBBIES ON 14 LEVELS (special resolution)**

That the Body Corporate approve the design of the refurbishment of the lobbies (referred to as "The Silver Quays Garden" design) which has been available for inspection for some time at a total cost of \$235,000 including GST and all payable out of existing Sinking Fund.

<b>Motion 2 was NOT passed:</b>	<b>Yes</b>	<b>23</b>	<b>No</b>	<b>18</b>	<b>Abstain</b>	<b>6</b>
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(Note: on the basis that a special resolution cannot have more than 25% of lots voting against the motion, this motion failed.)

**3. MODERNISATION OF LIFTS (*special resolution*)**

That the Body Corporate agrees to the modernisation of the two lifts at Silver Quays and that one of the following contractors be engaged to carry out the work at the price quoted below and that all costs be met from existing sinking fund monies.

Motion 3 was NOT passed:	Yes	29	No	16	Abstain	2
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(Note: on the basis that a special resolution cannot have more than 25% of lots voting against the motion, this motion failed.)

(On the basis of the motion 3 not being passed the alternatives were not considered.)

**4. REMOVAL OF DON TOWNSON AS CHAIRPERSON OF BODY CORPORATE COMMITTEE FOR SILVER QUAYS CTS 4677 (*ordinary resolution*)**

"That Don Townson be removed as Chairperson of Body Corporate Committee for Silver Quays CTS 4677"

Motion 4 was NOT passed:	Yes	17	No	28	Abstain	2
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**5. REMOVAL OF CAROLINE DANCE AS SECRETARY OF SILVER QUAYS CTS 4677 (*ordinary resolution*)**

That Caroline Dance be removed as Secretary of "Silver Quays" CTS 4677.

Motion 5 was NOT passed:	Yes	18	No	28	Abstain	1
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**6. REMOVAL OF KEVIN HALEY AS TREASURER OF SILVER QUAYS CTS 4677 (*ordinary resolution*)**

"That Kevin Haley be removed as Treasurer of "Silver Quays" CTS 4677".

Motion 6 was NOT passed:	Yes	18	No	28	Abstain	1
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**7. CALL FOR NOMINATIONS FOR BODY CORPORATE COMMITTEE OF SILVER QUAYS CTS 4677**

"That Rubicon BCS Pty Ltd trading as Rubicon Body Corporate Services, the body corporate manager of "Silver Quays" CTS 4677, call for nominations for the positions of Chairperson, Secretary, Treasurer and Committee Members of the "Silver Quays" CTS 4677 Body Corporate Committee in compliance with all legislative requirements."

*The Chairperson advised the meeting that according to legal advice obtained, if any or all of motions 4, 5 or 6 fail; then the Chair must rule motions 7, 8 and 9 out of order on the basis that those motions, if passed, would conflict with a motion already voted on at the meeting.*

The Chairperson gave those persons present, and entitled to vote, the opportunity to reverse his ruling by passing an ordinary resolution disagreeing with his ruling. No owners present sought to propose a procedural motion disagreeing with the Chairperson's ruling.

Motion 7 was RULED OUT OF ORDER
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## 8. CONDUCTING OF ELECTION OF BODY CORPORATE COMMITTEE OF "SILVER QUAYS CTS 4677"

"That Rubicon BCS Pty Ltd trading as Rubicon Body Corporate Services, the body corporate manager of "Silver Quays" CTS 4677 having received the nominations for the positions of Chairperson, Secretary, Treasurer and Committee Members of the "Silver Quays" CTS 4677 Body Corporate Committee conduct elections for each of those positions in compliance with all legislative requirements."

*The Chairperson advised the meeting that according to legal advice obtained, if any or all of motions 4, 5 or 6 fail; then the Chair must rule motions 7, 8 and 9 out of order on the basis that those motions, if passed, would conflict with a motion already voted on at the meeting.*

The Chairperson gave those persons present, and entitled to vote, the opportunity to reverse his ruling by passing an ordinary resolution disagreeing with his ruling. No owners present sought to propose a procedural motion disagreeing with the Chairperson's ruling.

**Motion 8 was RULED OUT OF ORDER**

## 9. NOTIFICATION OF ELECTION RESULTS

"That Rubicon BCS Pty Ltd trading as Rubicon Body Corporate Services, the body corporate manager of "Silver Quays" CTS 4677, having conducted elections for the positions of Chairperson, Secretary, Treasurer and Committee Members of the "Silver Quays" CTS 4677 Body Corporate Committee notify all owners of lots in "Silver Quays" CTS 4677 of the results of these elections.

*The Chairperson advised the meeting that according to legal advice obtained, if any or all of motions 4, 5 or 6 fail; then the Chair must rule motions 7, 8 and 9 out of order on the basis that those motions, if passed, would conflict with a motion already voted on at the meeting.*

The Chairperson gave those persons present, and entitled to vote, the opportunity to reverse his ruling by passing an ordinary resolution disagreeing with his ruling. No owners present sought to propose a procedural motion disagreeing with the Chairperson's ruling.

**Motion 9 was RULED OUT OF ORDER**

## 10. NOTIFICATION OF ELECTION RESULTS

"That in the event that Melanie and Tony Cotter request a future top-up of the term of their management rights under the Management Agreement dated 31<sup>st</sup> July 2007 (the Management Agreement) and/or their rights under the Letting Agreement dated 31<sup>st</sup> July 2007 (the Letting Agreement) and/or they seek a Gallery Vie clause to be inserted in the abovementioned agreements, that request not be considered by a general meeting of owners of "Silver Quays" CTS 4677 until:

- (a) Comprehensive legal advice is received in relation to the request; and
- (b) That legal advice is made available to owners at the time notice of any general meeting of owners of "Silver Quays" CTS 4677 is sent out to owners,

*The Chairperson advised the meeting that according to legal advice obtained, he must rule Motion 10 Out of Order under section 81 of the regulation, on the basis that motion 10, if passed, would conflict with the Act and Module as the Cotters are owners of a lot in the Scheme. Accordingly, they have a statutory right to include a motion or motions in a general meeting agenda asking the owners to resolve to vary the management agreements.*

The Chairperson gave those persons present, and entitled to vote, the opportunity to reverse his ruling by passing an ordinary resolution disagreeing with his ruling. No owners present sought to propose a procedural motion disagreeing with the Chairperson's ruling.

**Motion 10 was RULED OUT OF ORDER**

**11. PROVISION OF COMPREHENSIVE LEGAL ADVICE BEFORE CONSIDERING ANY FUTURE "TOP-UP" OR "GALLERY VIE" REQUEST BY MELANIE AND TONY COTTER**

"THAT the Secretary of "Silver Quays" CTS 4677 is authorised to engage Bugden Allen Lawyers to give the legal advice referred to in Motion 7 and for that purpose to accept the attached fee proposal from Bugden Allen Lawyers."

**Motion 11 was NOT passed:    Yes    19                      No    26                      Abstain    2**

**12. ESTABLISHMENT OF A SUB-COMMITTEE TO OBTAIN THREE CONCEPT DESIGNS FOR REFURBISHMENT AND TO CONSULT WIDELY WITH OWNERS CONCERNING THOSE DESIGNS**

"That a Sub-Committee comprising Dianne Linnane (Lot 00028), Tracey James (Lot 00032) and David Fox (Lot 00020) and a nominee from the Committee of the Body Corporate of "Silver Quays" CTS 4677 (once the Committee is duly elected) be established to:

- (i) obtain concept designs from three (3) separate designers/decorators for the refurbishment of the Main Lobby and the Lobbies on 14 Levels of "Silver Quays" CTS 4677; and
- (ii) the existing quote from Ozdendes Design is to be included in those three (3) concept designs should the designer/decorator wish to be included; and
- (iii) to consult widely with owners of Silver Quays about those concept designs; and
- (iv) following extensive consultation with owners to propose a refurbishment concept to the owners of Silver Quays via a Special Resolution at an Extraordinary General Meeting of "Silver Quays" CTS 4677 together with costings."

*The Chairperson advised the meeting that according to legal advice obtained, he must rule Motion 12 Out of Order under section 81 of the regulation, on the basis that motion 12, if passed, would conflict with the Act and Module as the motion contemplates (in sub paragraph (iv)) the sub-committee proposing a motion to propose a refurbishment concept. Neither the Act nor the Module recognises the concept of sub-committees. The motion, if passed, conflicts with the Act and /or the Module as a sub-committee is not empowered to include a motion in a general meeting agenda, which sub paragraph (iv) contemplates.*

The Chairperson gave those persons present, and entitled to vote, the opportunity to reverse his ruling by passing an ordinary resolution disagreeing with his ruling. No owners present sought to propose a procedural motion disagreeing with the Chairperson's ruling.

**Motion 12 was RULED OUT OF ORDER**

**13. EXPENDITURE ON RENOVATIONS UNDERTAKEN BY THE "SILVER QUAYS" CTS 4677  
COMMITTEE PURSUANT TO 2018 ANNUAL GENERAL MEETING INVALID RESOLUTION**

"That Kevin Haley, the 2018-19 former Chairperson and 2018-29 former Treasurer of "Silver Quays" CTS 4677, detail any expenditure made by the Body Corporate Committee for "Silver Quays" CTS 4677 on the refurbishment of the Lobbies on 14 Levels of "Silver Quays" CTS 4677 to the next Extraordinary General Meeting of "Silver Quays" CTS 4677 for ratification, or otherwise, of that expenditure by the general meeting of owners of "Silver Quays" CTS 4677. The details to be provided to owners shall include the quotes obtained by the Committee for each element of expenditure, if the expenditure has been undertaken, and/or the dates of any contracts entered into to expend monies and the dates of expenditure and/or dates of entering into contracts."

*The Chairperson advised the meeting that according to legal advice obtained, this motion must be ruled out of order because the motion, if passed, compels the body corporate, to undertake a certain act or task. A motion, if passed, cannot compel an individual member of the body corporate to do anything, as **motion 13** seeks to do.*

The Chairperson gave those persons present, and entitled to vote, the opportunity to reverse his ruling by passing an ordinary resolution disagreeing with his ruling. No owners present sought to propose a procedural motion disagreeing with the Chairperson's ruling.

<b>Motion 13 was RULED OUT OF ORDER</b>
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**CLOSE OF MEETING:** The Chairperson closed the meeting at 6.22pm.

**SECRETARY'S CONTACT DETAILS:** Caroline Dance, C/- RUBICON, PO Box 3062, TARRAGINDI QLD 4121



# ACTIVE LAW

DELIVERING SOLUTIONS

Author: Mark Mellick  
Email: Mark.Mellick@activelaw.com.au  
Our ref: MJM:VP:104434

29 August 2019

The Committee  
Body Corporate for Silver Quays CTS 4677  
C/- Rubicon Body Corporate Services  
Attn: Christine Partridge

By Email: christine@rubiconbcs.com.au

Dear Committee

**RE: ADVICE RE REQUESTED EGM – Matter no. 104434**

---

I thank the Body Corporate for retaining me to advise it in regard to the Notice of Requested Extraordinary Meeting ("Notice") received by the Secretary on 13 August 2019.

The Notice is said to be a notice served under section 67 of the Standard Module, that being the Regulation Module governing the Scheme.

Relevantly, section 67 (1) of the Standard Module ("Module") provides an EGM must be called if a notice asking for an EGM to consider and decide motions proposed in the notice is:

- (a) Signed for and on behalf of owners of at least 25% of all of the lots included in the community titles scheme; and
- (b) Given to the secretary or, in the secretary's absence, the chairperson.

I am instructed the signatories to the Notice are all owners in the scheme and that the number of owners who have signed the Notice is greater than 25% of the number of owners of lots in the scheme.

Given my instructions, it appears as though the requirements in (a) and (b) above have been satisfied such that an EGM must be called by the Secretary within 14 days of 13 August 2019 and must be held within 6 weeks after 13 August 2019.

In the event the EGM is not called within 14 days of the Notice being given, then the owners of lots who signed the Notice may ask a committee member other than the Secretary to call an EGM. That EGM must be called with 14 days of that second request.

The motions to be included in the agenda of the Requested EGM are those included in the Notice.

The question to now be considered is – are any of the motions in the Notice required to be ruled out of order by the person chairing the requested EGM.

Under section 81(1)(a) of the Module, the person chairing the meeting **must** rule a motion "out of order" where the motion, if carried, would -

- (i) conflict with the Act, the Module, the by-laws, or a motion already voted on at the meeting; or
- (ii) be unlawful or unenforceable for another reason.

The important point to be made about section 81(1) is that it is a **mandatory obligation** to rule the motion out of order. It is not a discretion which vests in the person chairing the meeting. The Chairperson though **must** when ruling a motion out of order –

- (a) give reasons for the ruling; **and**
- (b) state how the ruling may be reversed, that is to say, the chairperson must advise the meeting that the persons present and entitled to vote may reverse an “out of order” ruling by passing an ordinary resolution disagreeing with the chairperson’s ruling.

It is also important to ensure the reasons for ruling a motion out of order are recorded in the meeting minutes.

If the submitter of the motion (or any owner for that matter) takes issue with an “out of order” ruling which stands (that is one not reversed at the meeting), then the offended person may lodge an application in the Commissioner’s Office seeking an order from an Adjudicator that the motion ought not have been ruled out of order.

If the Adjudicator agrees the motion should not have been ruled out of order, the Adjudicator will usually make an order that the Body Corporate convene and hold an extraordinary general meeting (“EGM”) within a specified time and that the motion be included on an EGM agenda.

### **Motions in Notice**

#### **Motions 1, 2 and 3.**

There is no basis to rule these motions out of order.

Section 33(2)(f) of the Module relevantly provides a committee members position becomes vacant if the member is removed from office by ordinary resolution of the Body Corporate.

The removal of any member would in my view be effective from the close of the meeting.

It is relevant to note that under section 37 of the Module, where a member is removed from office under section 33(2)(f) the Body Corporate may at that same general meeting appoint a person who is eligible to be a member of the committee to fill the vacancy. There is no need in these circumstances for the Body Corporate to conduct an election.

My view is that upon each of motions 1, 2 and 3 being declared, and in the event the motion passes, the Chair could call for nominations from the floor under section 37.

#### **Motions 4, 5 and 6**

If any or all of motions 1, 2 or 3 fail; then **the Chair must rule motions 4, 5 and 6 out of order on the basis that those motions, if passed, would conflict with a motion already voted on at the meeting.**

If any of motions 1, 2 or 3 passes, but the vacancy created as a result is filled under section 37, then, **the Chair must rule motions 4 out of order on the basis they are unenforceable as some of the positions motion 4 requires nominations to be called for will not be vacant. Motions 5 and 6 therefore become unenforceable as their enforceability is contingent on motion 4.**

If all of motions 1, 2 and 3 pass and the vacancies created as a result are not filled under section 37, then motions 4, 5 and 6 must in our view be **ruled out of order** as their subject matter is an unlawful delegation of the Body Corporate’s power and as such the motions, if carried, would be unlawful. It is the Body Corporate, not the body corporate manager, that calls for committee nominations (motion 4), conducts elections (motion 5) and declares the result of elections (motion 6).

#### **Motion 7**

Motion 7 is required to be **ruled out of order.**

The motion, if passed, would conflict with the Act and Module as the Cotters are owners of a lot in the Scheme. Accordingly, they have a statutory right to include a motion or motions in a general meeting agenda asking the owners to resolve to vary the management agreements.

Motion 8

There is no basis to rule this motion out of order.

Motion 9

Motion 9 is required to be ruled out of order.

The motion contemplates (in sub paragraph (iv)) the sub – committee proposing a motion to propose a refurbishment concept. Neither the Act nor the Module recognises the concept of sub – committees. The motion, if passed, conflicts with the Act and /or the Module as a sub – committee is not empowered to include a motion in a general meeting agenda, which sub paragraph (iv) contemplates.

Motion 10

Motion 10 is required to be ruled out of order.

A motion, if passed, compels the body corporate, to undertake a certain act or task. A motion, if passed, cannot compel an individual member of the body corporate to do anything, as motion 10 seeks to do.

Yours faithfully  
**ACTIVE LAW**



Mark Mellick  
*Legal Practitioner Director*

**COPY**

STAO 6/12/19



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**Minutes of the Committee Meeting of the Body Corporate for Silver Quays CTS 4677 held on Wednesday 4 December 2019 at 6:00pm, Common Room, 30 O'Connell Street, Kangaroo Point Qld 4169.**

**PRESENT IN PERSON:** Don Townson, Chairperson; Kevin Haley, Treasurer; Caroline Dance, Secretary.

**PROXIES:** Nil. **APOLOGIES:** Nil. **IN ATTENDANCE:** Christine Partridge representing the body corporate manager, RUBICON Body Corporate Services; Tony & Melanie Cotter representing the Building Manager, The Rettoc Trust; Ada Chow, Owner of Unit 16; Elizabeth & Brian Goopy, Owner of Unit 18; Martin Neep, Owner of Unit 23; Norbert Gaulton, Owner of Unit 31; Tracey James, Owner of Unit 32, Ross Jones, Owner of Unit 45.

**CHAIRPERSON OF MEETING:** Don Townson, Chairperson, chaired the meeting.

**QUORUM:** At the scheduled time of the meeting, it was declared that a quorum of committee voting members were present and the meeting opened at 6.00pm.

**1. Confirmation of minutes - Procedural motion**

*That the Committee confirm the minutes of the committee meeting held on Tuesday 26 August 2019 as a true and accurate record of the meeting.*

**This motion was carried, all in favour.**

**2. Confirmation of motions voted on outside of committee meeting (per VOC resolutions):**

The Chairperson informed those present there are nil VOC resolutions to confirm since the last committee meeting.

**3. Financials**

- a) Year-to-Date Financial Statements: The BCM tabled the financial statements for the period 1 May 2019 to 30 November 2019. *The Committee RESOLVED that the Year to Date Financial Statements reflecting Net Assets of \$852,697.36 were confirmed.*

**This motion was carried, all in favour.**

- b) Arrears & Debt Recovery Action, if any: The Chairperson confirmed the Aged Debtors Report provided by the BCM shows one owner \$0.80 in arrears and advised no action required.

- c) Term deposit instructions: There are currently two investments as noted on the Financial Statements.

- o Term Deposit 6 \$120,000.00 maturing 29 January 2020.
- o Term Deposit 7 \$200,000.00 maturing 30 March 2020.

*RESOLVED that the Committee for Silver Quays CTS 4677 instructs the Body Corporate Manager to invest \$420,000.00 for 9 months (TD 8).*

**This motion was carried, all in favour**

#### 4. Repairs and Maintenance:

a) **Building Manager's Report:** The BM tabled the Managers Report for the period 27 August – 4 December 2019 which is included at the end of these minutes of which the following was discussed:

- **Unit 17 Balcony Water & Leak into 45:** The BM advised there is no further developments on this until it rains.
- **Tennis court:** The BM advised the tennis court net and strap were replaced in September however the strap has broken. This will be repaired under warranty.  
It was noted that the sand was last spread around March and due to the wind, it will likely need to be done again around March, dependent on rain and the windy weather.
- **Irrigation:** The BM informed those present that due to pending water restrictions it is likely the irrigation may be switched off by March next year. The irrigation contractor advised that it should still be turned on about once a month to ensure the system functions when required.

b) **Additional Repairs and Maintenance Items, if any:** Nil, other matters will be discussed in general business.

#### 5. Correspondence in / out since last committee meeting:

The Chairperson referred to the correspondence register provided by the Secretary prior to the meeting and the BCM tabled the register. The Secretary advised that since the last Committee Meeting the Committee have received 78 incoming correspondence and there have been 25 outgoing correspondence; a huge increase from past years.

*The Committee RESOLVED to note the incoming and outgoing correspondence register and instructed the BCM to attach a copy to the minutes and informed those present that correspondence of significance will be addressed later in this meeting.*

**This motion was carried, all in favour.**

#### 6. Action items arising from or since last committee meeting:

*The Committee RESOLVED to provide the following update on action items arising from the last committee meeting:*

- Pet Application for Unit 43 (one cat) approved;
- Renovation application for Unit 31 approved;
- Term deposit - \$420,000 will be placed for 9 months;
- The long awaited circuit breakers did not arrive from the supplier to replace the nationally recalled circuit breakers, so the circuit breakers were replaced last month to remove the ongoing risk;
- Pool cover to new pool cleaner cable. Alternatives to the installed cover were investigated. The current cover is a suitable WH&S solution. As the pool cleaner and its cable may periodically require removal for maintenance, installing same under the pavers is not practical and would be quite costly;
- An order has been placed with Solutions in Engineering for the Annual Safety Report;

**This motion was carried, all in favour.**



## 7. General Business:

### • Communications Policies

There has been a massive increase in correspondence being received by the Committee, the Body Corporate Manager and the Building Manager from owners of Silver Quays, over the last 6 months. In any normal period between Committee Meetings, the Committee would expect to receive 3 or 4 pieces of correspondence from Owners. In the last period alone, we have received OVER 50 pieces of inwards correspondence from a small number of owners:

- Elizabeth and Brian Goopy – 9
- Bob and Helen Braithwaite – 8
- Tracey James – 7
- Dianne Linnane – 6
- Norbert Gaulton – 6
- Helen Baker – 5
- Martin Neep – 5
- Ada Chow – 5

The Committee are volunteers and nearly all of their time is being consumed reacting to what the Committee believes is often unnecessary, at times aggressive, and at times completely ridiculous correspondence.

It is therefore timely to bring By-law 13 to the attention of all owners. By-law 13 states as follows:

### **13 Communications**

**13.1 Owners and Occupiers must only communicate and interact with the Body Corporate and other Owners and Occupiers in a reasonable manner and not in any way which may (including, but not limited to) be:**

- (a) on annoyance;
- (b) a nuisance;
- (c) threatening or intimidating;
- (d) defamatory; or
- (e) anti-social.

Some of the correspondence being received since the 2019 AGM is of concern in that not all is in compliance with By-law 13.

*Therefore, in addition to By-law 13, the Body Corporate Committee RESOLVES to authorise the implementation of two communication policies, as drafted by the Committee, and tabled at this meeting, which will be attached to the minutes of this meeting for the information of all owners.*

**This motion was carried, all in favour.**

### • Olympic Fire rectification quotation dated 15/11/2019

The Committee has assessed this quotation. Following an inspection of the fire pump room by the Chairperson with Olympic Fire on December 03, 2019 (in part to query some items on the Olympic quotation), it has been agreed that the works as quoted are required. Total Cost is \$6,007.10 including GST. Some of this work forms part of our Statutory obligations, some is purely for wear and tear and due to corrosion.

*The Committee RESOLVED to accept the quotation from Olympic Fire dated 15/11/2019 for \$6,007.10.*

**This motion was carried, all in favour.**

- **Traditional Silver Quays Christmas Party**

The Committee informed those present that the Traditional Silver Quays Christmas Party will be held at 6pm on Sunday December 15<sup>th</sup> 2019.

- **EGM Lifts Modernisation**

The Lift Modernisation Motion proposed by the Committee as a Special Resolution at the EGM held on 26<sup>th</sup> September 2019 was defeated by a minority vote YES 29 NO 16 Abstain 2. The Committee was quite shocked with this result. Not a single objection nor in fact any negative correspondence in relation to the proposed Lift Modernisation has ever been received by the Committee. The Committee considers this project is so important for Silver Quays that the Committee subsequently sought legal advice in relation to whether the motion should actually have been proposed as an Ordinary Resolution, rather than a Special Resolution. We have subsequently received legal advice that very strongly supports this Committee opinion.

*That the Committee for Silver Quays CTS 4677 (the Body Corporate) authorises that:*

- *the Body Corporate convene and hold an extraordinary general meeting on Wednesday 29 January 2020 at 6pm; and*
- *approves the inclusion of the statutory motion to confirm the minutes of the Extraordinary General Meeting held on 26 September 2019; and*
- *approves the submission of a motion with alternatives for the "Lift Replacement and to enter into a Building Contract" as an Ordinary Resolution as per the legal advice obtained from Active Law; and that the **two alternatives** be Kone Elevators Pty Ltd and Thyssenkrupp Elevator Australia Pty Ltd; and*
- *the committee is specifically authorised to instruct the body corporate manager in all aspects of the EGM, including but not limited to those matters outlined above.*

**This motion was carried, all in favour.**

At the request of the Treasurer, the Chairperson noted that a third option was received from Schindler, as per previous motions considered, but Schindler was not contacted to verify pricing for the EGM on the basis that this option is \$100,000 more expensive than the two alternatives. A fourth company was also approached (Otis) but they did not submit a tender. Only two proposals are required for the Ordinary Resolution.

- **Lobby Refurbishment**

Following the defeat of the Lobby Refurbishment Motion (Special Resolution) at the EGM held on 26<sup>th</sup> September 2019 (by a minority vote of YES 23 NO 18 Abstain 6) to refurbish and to upgrade the main foyer and the typical floor foyers, the Committee provides the following information in relation to all expenditure to this date. All of the expenditure was approved at previous Committee meetings throughout 2018 and 2019 including:

- Interior Designer Fees (Ozdendes) over 2 years \$ 13,992.00 including GST;
- Lighting Consultant (Norman Disney and Young) Fees \$ 4,125.00 including GST;
- Kings lounge (two sofas) purchased late 2018 \$ 5,715.00 including GST.

*The Committee RESOLVED that the Kings lounge sofas, which are in storage, will now be placed into the Ground Floor Main Foyer.*

**This motion was carried, all in favour.**

The BM informed the meeting they will arrange for the old furniture to be collected and disposed of.

- **Pool Heat Pump repair**

Following an increase in noise from the pool heat pump, the Chairperson and the BM assessed the heat pump condition with the pump maintenance contractor. The heat pump is 10 years old but only runs between September and May. The contractor demonstrated that the pump compressor was failing and had become noisy, so the entire heat pump was immediately turned off. Two quotes were obtained (although this is not required), the lower quote of \$4,095.96 from Keys Electrical was selected over the Sourlis quote of \$4,901.32. The compressor was replaced with a new compressor on 29-11-19. The system is now running again.

*The Committee ratified the decision to accept the quote from Keys Electrical for \$4,095.96.*

**This motion was carried, all in favour.**

*Note:* This heat pump was previously serviced in September 2019, the compressor has failed since that time. The Chairperson sought feedback from the BM as to whether there have been any noise issues since and as it has not been turned on very often due to the heat noise hasn't been an issue but will be monitored. The BM noted there will be an increase in electricity costs due to the pool pump but this has been the norm over the past 10 years.

- **Pontoon Repairs**

Bayside Pontoons is waiting for their barge to become available, at which time these works will be completed, as approved at the AGM. These repairs to the pile sleeves and brackets will further extend the life of the existing pontoon, which the Committee has been assured has a number of years life remaining.

The Committee also revisited the cost to replace the actual pontoon, following a request from Norbert Gaulton. A new pontoon would cost approximately \$20,000, the removal and disposal of the old pontoon approximately \$7,000 and with sundries this would be a total estimate of \$30,000. This work is not budgeted.

- **NBN Status**

We have received advice from Visionstream (NBN rollout Contractor) that the NBN installation at Silver Quays is complete, but that the NBN in our area will not "go live" for some months until all associated NBN work in our area is completed. When we are notified that this has occurred, we will advise Owners, who will then have between 12 and 18 months to change their telephone and internet services over to an NBN retailer. This is not optional and will be the responsibility of each owner.

Owners should be aware that there have been numerous questionable marketing campaigns by various organisations in relation to NBN connections. Owners have the right to choose any NBN retailer/provider, and do not have to remain with their current provider eg Telstra, Optus, TPG, etc.

The NBN selected and provided solution will utilise the existing copper cabling to each Lot. Any owner who seeks to obtain a solution other than the NBN provided solution to Silver Quays should seek independent advice. The Chairperson noted there are other alternatives that could be investigated by owners independently and at the cost of individual owners.

- **Foxtel Cable System shutdown**

Whilst we have not been formally advised when the Foxtel cable network will be shutdown, it is public knowledge that this is likely to be approximately 12 to 15 months after the NBN changeover. Some owners may be receiving Pay TV and/or internet services over this cable network. There may be an option for Silver Quays to upgrade our Free to Air TV antennae service to a Foxtel Pay TV compatible system. This system is cabled to all Lots. The options will be investigated in 2020.

- **Lift Security Failure November 2019**

The lift security interface failed on Wednesday November 13, 2019 and Chubb attended on Friday Nov 15. Chubb reset the interface but were not confident that this would be reliable. The interface failed again on Sunday November 17, Chubb were instructed Monday November, 18 to obtain a new replacement interface. This arrived from interstate at Chubb late Friday November, 22 and was successfully installed on Monday November, 25. The system would appear to now be working satisfactorily.

Owners should be aware as follows:

Lift interface failures have occurred previously, during which owners would have been "none the wiser". These have generally been of 24 to 48 hour duration, not requiring major equipment replacement.

It has been the Committee's practice to not publicise this type of secondary security issue. There are a number of good reasons for this, including:

- The fewer people who are aware that there is an issue, the better;
- The only way that anyone can discover same is by accidentally selecting the wrong floor button in the lift;
- The lift security is a secondary system, and does not form a part of the important building perimeter security;
- Owners should at all times keep their unit doors locked, it being very poor practice to not do so, both from a personal safety and security perspective (the Committee has no control over what Owners choose to do in relation);
- Owners should at all times be cognisant of people exiting the lift on their floor to avoid the "follow in" risk that can occur with or without functioning lift security;
- Owners should always be cognisant around the main lobby doors and the car park entry as this is where the real risk of an offender entering occurs;
- The security record at Silver Quays has been excellent over a very long period of time. In fact the Committee has can find no record of a break in through any owner's unit front door;
- The likelihood of an offender entering the building in the rare situation where the lift security is not functioning is extremely remote
- All floors are also accessible via the locked fire stairs. The fire stairs are only audibly alarmed at the ground floor. The lift security alone does not therefore guarantee that a determined intruder will not find a way onto any floor;
- It is noted that most break-ins occur through the balconies where doors have been left unlocked. The Committee reminds owners to ensure they lock their balcony doors at all times, even when home, to prevent the opportunity for break-ins.

*The Committee RESOLVED that whilst we have received some requests from Owners to be notified in the event of a lift security failure, this is not the current Committee practice and the Committee does not intend to change this practice.*

**This motion was carried, all in favour.**

- **Origin Energy Electricity Contract Renewal**

Our current Origin contract ends on 30/03/2020. The Committee will investigate options for the calling of competitive rates during January/February 2020. The Chairperson requested the Treasurer pass on an email from the ballot company so the tender process can be considered earlier this time to give sufficient time for the process to be completed.

- **Cleaning of the Garage Roller doors**

An Owner has suggested that we clean the internal garage doors which are dusty. If this was to proceed the Committee believe that the cleaning should be deferred until after the current extremely dry and dusty period. To be further considered in 2020.

- **LED Lighting Upgrade**

It is intended that the works that were approved at the AGM to upgrade the majority of the house lighting to LED will be actioned in the first half of 2020.

The replacement of the typical floor lobby lighting with LED lighting will also be considered, the Committee does have two quotes for this work. This did not form a part of the AGM approved sum for the LED lighting upgrade as this cost was included in the lobby Refurbishments budget (\$17,000). This may involve an initial trial on one floor to test the functionality of the motion sensors, to ensure that the functionality is as expected, before taking the upgrade further. The pricing for each is around \$150 - \$170 plus labour for install and so it would be cost effective to trial one floor and allow owners to view the LED lighting with motion sensors.

- **Noise Issues**

There has been a small number of complaints relating to noise over the past few months. It is also concern to the committee the aggressive actions taken by those who feel others are being too noisy. All owners are requested to be very conscious of their neighbours in relation to noise but also to address these situations with appropriate behaviour.

- **Door handle request**

An Owner has requested whether they could replace their circular door handle with a lever style. This is allowable, at the owner's cost. These door handles are not otherwise scheduled for replacement. The type that must be used so that it is compatible with the master keying system is as per the attachment to these minutes that was tabled at the meeting. This particular handle is compatible with the master key system and must be fitted by John Barnes & Co (Qld) Pty Ltd. *The Committee RESOLVED that Norbert Gaultan can install the lever style door handle, at his cost, to his front door, as per these conditions.*

**This motion was carried, all in favour.**

- **Variation to the Management Agreement and the Letting Agreement**

This is currently undergoing Adjudication and will not be discussed at this meeting.

- **Notice Board offer – Ada Chow**

Ada Chow sent a request to install a notice board on the ground floor at the entry to the garages for the community to advertise matters that may be of interest to residents, i.e. sale of property, etc. The owner offered to purchase the notice board. *It was RESOLVED by the Committee that should be this be approved, the Body Corporate will purchase the notice board but thanked Ada for the offer.*

**This motion was carried, all in favour.**

The Chairperson and Ada Chow will make a time to discuss the proposal and location of the board in more detail over the next couple of days.

- **Further Actions noted for 2020**

*The Committee RESOLVED that the following action items will be attended to in the year 2020:*

1. Letter to BCC re yellow lines at our car park exits;
2. CCTV system upgrade, extend recording duration, secure recordings;
3. Unit 40 repaint due to water damage - to now be arranged by the Building Manager;
4. Eastern garden between the pool gate and the tennis court – refurbishment cost to be investigated in 2020 for further consideration, these works are not budgeted;
5. Organise carpet cleaning now that the lobby refurbishment project is not proceeding in the short term.

**This motion was carried, all in favour.**

- **Expense allocations**

The Treasurer informed the BCM that some of the allocations of expenses need to be corrected, specifically some allocations for electrical works, and acknowledged this is simply due to not being aware of the history of these budgeted items. The BCM requested the Treasurer outline the items that require allocation and make contact with RUBICON to discuss for action.

- **Scheme walk-around**

The BM asked if the Chairperson would like to commence a walk around the complex at 3-4month intervals to determine any items that require attention and to gather information for budgeting purposes. The Chairperson agreed that the Committee and the building managers, will commence this in January 2020.

**Next Committee Meeting:** TBA

The Chairperson asked if there were any further general business items. With no further business, the meeting closed at 6:51pm.

**SECRETARY:** Caroline Dance, C/- Rubicon BCS, PO Box 3062, TARRAGINDI QLD 4121



**RUBICON**  
BODY CORPORATE SERVICES

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**Minutes of the Extraordinary General Meeting of the Body Corporate for Silver Quays CTS 4677 held on Wednesday 29 January 2020 at 6:00pm in the Common Room, 30 O'Connell Street, Kangaroo Point, QLD 4169.**

**Present and Voting from Floor:** Lots 22 Graham; 29 Gerrard; 32 James & 41 Allpass.

**Present and Voting by Voting Paper:** Lots 6 Kruger; 10 Denny; 11 Cotter; 12 Smart; 13 Townson; 18 Goopy; 20 Fox; 23 Neep; 26 Denny; 27 Hirle; 30 Thompson & Donovan; 31 Gaulton; 34 Neilson; 45 Jones & 46 Haley.

**Voting By Voting Paper:** Lots 1 Dance; 2 Preugschat; 3 Wedderburn; 7 Coles; 8 Dobbrick; 17 Baker; 24 Jones; 25 Doherty; 28 Muller & Linnane; 33 Napier; 43 Brialey; 47 Macrae; 48 Macnaught; 49 Ronald Barclay as Company Nominee for Ronaldbar, Gilwarney & Roselew Pty Ltd as Trustee. **Proxies:** Nil. **Apologies:** Lots 1 Dance & 17 Baker. **In attendance:** Christine Partridge (representing RUBICON Body Corporate Services)

**Chairperson of Meeting:** The Chairperson, Don Townson, chaired the meeting.

**Quorum for General Meeting:** The chairperson noted that with 33 of the 49 owners represented, a quorum of voters was present and the meeting proceeded to consider motions on the Meeting Agenda.

**Resolutions at the Extraordinary General Meeting held on 29 January 2020 were as follows:**

**1. CONFIRMATION OF MINUTES OF PREVIOUS GENERAL MEETING**

Resolved that the Minutes of the Annual General Meeting held on 26 September 2019 previously forwarded to Owners, be confirmed as a full and accurate record of that Meeting and its proceedings subject to a note regarding the inaccuracies being recorded.

Resolved that motion 1 be carried:	<b>Yes</b>	<b>22</b>	<b>No</b>	<b>0</b>	<b>Abstain</b>	<b>10</b>
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**2. MOTION FOR LIFT REPLACEMENT AND TO ENTER INTO BUILDING CONTRACT**

Resolved that the Body Corporate:

- To carry out the Lift Modernisation Works for both lifts at the Scheme, as per the attached project submissions, to be paid for by monies allocated and held in the Sinking Fund; and
- To expend funds to carry out the Lift Modernisation Works in an amount not greater than the total amount noted respectively in alternative one or alternative two below; and
- To enter into a building contract (in a form satisfactory to the Committee) for the Adjusted Contract Sum with one of the following two contractors as approved by the Body Corporate.

Resolved that motion 2 be carried:	<b>Yes</b>	<b>31</b>	<b>No</b>	<b>2</b>	<b>Abstain</b>	<b>0</b>
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And the Body Corporate further resolved to appoint alternative one (1) **KONE Elevators PTY LTD:**

Adjusted Contract Sum: \$ 565,400.00 (GST inc);

Contingency Amount \$ 27,500.00 (GST inc);

**TOTAL: \$ 592,900.00 (GST inc).**

<b>For alternative 1 (KONE Elevators Pty Ltd):</b>	<b>30</b>
<b>For alternative 2 (THYSSENKRUPP Elevators AUST Pty Ltd):</b>	<b>1</b>

**CLOSE OF MEETING:** There being no further business, the meeting closed at 6:12 pm.

**SECRETARY'S CONTACT DETAILS:** Caroline Dance, C/- RUBICON, PO Box 3062, TARRAGINDI QLD 4121

Owner of Unit 41 thanked the Chairperson and the Committee for their work to date acknowledging the time and effort it took to get to this point and achieve a successful outcome. Owner of Unit 26 seconded the vote of thanks.





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**Resolutions passed by voting Outside of Committee Meeting**  
**Body Corporate for Silver Quays CTS 4677**  
**Date: 21 February 2020**

[Pursuant to s.54 (Body Corporate and Community Management (Standard Module) Regulation 2008 (Qld))]

Minutes of a meeting of the Committee of the Body Corporate for Silver Quays CTS 4677 not decided at a formal meeting of the committee but by service of notice in accordance with section 54 of the *Body Corporate and Community Management (Standard Module) Regulation 2008 (Qld)*. The resolution(s) described below was distributed on 20 February 2020 via email to the following committee members for voting Outside of Committee Meeting:

Don Townson (Chairperson)
Caroline Dance (Secretary)
Kevin Haley (Treasurer)

Voting on the motions were received from the following committee members: Townson, Dance & Haley.

**1. Origin Electricity Contract Offer**

RESOLVED that the Body Corporate for Silver Quays CTS 4677 accept the Origin Electricity Contract offer for a period of three (3) years, commencing on 01/04/2020 and that two (2) members of the Committee are authorised to execute the agreement under the common seal on behalf of the body corporate.

RESOLVED that Motion 1 BE CARRIED: YES:3 NO: 0 ABSTAIN: 0

Date: 21 February 2020

RUBICON Body Corporate Services  
for the Secretary, Caroline Dance, Silver Quays CTS 4677

**Owners please note:** these materials are provided for INFORMATION only (notice to Owners); not for voting by owners. Notice is given in accordance with the *Body Corporate and Community Management (Standard Module) Regulation 2008*.



**RUBICON**  
BODY CORPORATE SERVICES

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## **Resolutions passed by voting Outside of Committee Meeting Body Corporate for Silver Quays CTS 4677**

**Date: 15 April 2020**

[Pursuant to s.54 (Body Corporate and Community Management (Standard Module) Regulation 2008 (Qld))]

Minutes of a meeting of the Committee of the Body Corporate for Silver Quays CTS 4677 not decided at a formal meeting of the committee but by service of notice in accordance with section 54 of the *Body Corporate and Community Management (Standard Module) Regulation 2008 (Qld)*. The resolution(s) described below was distributed on 9 April 2020 via email to the following committee members for voting Outside of Committee Meeting:

Don Townson (Chairperson)
---------------------------

Caroline Dance (Secretary)
----------------------------

Kevin Haley (Treasurer)
-------------------------

Voting on the motions were received from the following committee members: Townson, Dance & Haley.

### **1. Communication from Owners**

RESOLVED That the Body Corporate Committee for Silver Quays CTS 4677 confirms that while it is under no obligation to respond to any or all Owner correspondence, nor is the Committee required to respond within a specific timeframe, that the Committee have endeavoured to respond within a reasonable time frame up until this time and the Committee Body Corporate Committee for Silver Quays CTS 4677 RESOLVE this will now cease for the majority of the correspondence being received and responses will only be provided to any reasonable or urgent correspondence from an owner.

RESOLVED that Motion 1 BE CARRIED: YES:3 NO: 0 ABSTAIN: 0

### **2. Adjudicator's Order 1186-2019 / Motion 17 Variation to the Management Agreement & Letting Agreement**

RESOLVED That the Body Corporate Committee for Silver Quays CTS 4677 acknowledge the Adjudicator's Order that Motion 17 of the 2019 Annual General Meeting has been deemed passed and that the Committee will now implement the motion which requires the Body Corporate to enter into and sign under seal the Deed of Variation that was attached to the agenda of the 2019 Annual General Meeting.

RESOLVED that Motion 2 BE CARRIED: YES:3 NO: 0 ABSTAIN: 0

### **3. Lobby Lighting**

RESOLVED That the Body Corporate Committee for Silver Quays CTS 46777 authorise Cullen Electrical to proceed with the works as quoted.

RESOLVED that Motion 3 BE CARRIED: YES:3 NO: 0 ABSTAIN: 0

#### **4. Tree Removal**

RESOLVED That the Body Corporate Committee for Silver Quays CTS 4677 accepts the quote from All Suburbs Tree Lopping for the amount of \$9,940.00 including GST to remove the trees in front of Villas 2, 8 & 9.

RESOLVED that Motion 4 BE CARRIED: YES:3 NO: 0 ABSTAIN: 0

#### **5. Body Corporate Legal Costs related to the exercise of option by Rettoc Trust**

RESOLVED That the Body Corporate Committee for Silver Quays CTS 4677 has considered the legal advice from Active Law and has agreed that in this instance the Body Corporate will pay for the Body Corporate's legal costs (approximately \$900.00).

RESOLVED that Motion 5 BE CARRIED: YES:3 NO: 0 ABSTAIN: 0

#### **6. Acknowledgement of exercise of option**

RESOLVED That the Committee acknowledge the exercise of the options contained in the Management Agreement and the Letting Agreement and enter into and sign under seal the Deed of Extension submitted by the lawyers for Antony Phillip Cotter and Melanie Jane Cotter as trustees for The Rettoc Trust.

*Explanatory note*

*This motion and deed simply acknowledge the exercise by the resident manager of an existing option contained in the management rights agreements. It is not the creation of any further term and can be approved by the committee.*

RESOLVED that Motion 6 BE CARRIED: YES:3 NO: 0 ABSTAIN: 0

#### **7. Quotes for time and motion study**

RESOLVED That the Body Corporate Committee for Silver Quays CTS 4677 agree to obtain a minimum of two (2) quotes from specialists who deal in time and motion studies and will submit a motion with alternatives to the 2020 Annual General Meeting for the approval of owners.

RESOLVED that Motion 7 BE CARRIED: YES:3 NO: 0 ABSTAIN: 0

#### **8. Lift 2 Carpet Replacement**

RESOLVED That the Body Corporate Committee for Silver Quays CTS 4677 approve the Andersens quote for \$650 to replace the carpet in Lift 2.

RESOLVED that Motion 8 BE CARRIED: YES:3 NO: 0 ABSTAIN: 0

#### **9. Carpet Stretching / Cleaning**

RESOLVED That the Body Corporate Committee for Silver Quays CTS 4677 approve the quote for carpet stretching & cleaning of \$400 of particular floors yet to be determined by the floor by floor inspection.

RESOLVED that Motion 9 BE CARRIED: YES:3 NO: 0 ABSTAIN: 0

**10. Response to Tracey James**

RESOLVED That the Body Corporate Committee for Silver Quays CTS 4677 resolves to approve the written response to Tracey James.

**RESOLVED that Motion 10 BE CARRIED: YES:2 NO: 0 ABSTAIN: 1 (Dance)**

Date: 15 April 2020

RUBICON Body Corporate Services  
for the Secretary, Caroline Dance, Silver Quays CTS 4677

*Owners please note: these materials are provided for INFORMATION only (notice to Owners); not for voting by owners. Notice is given in accordance with the Body Corporate and Community Management (Standard Module) Regulation 2008.*

A pool safety certificate is required in Queensland when selling or leasing a property with a regulated pool.  
This form is to be used for the purposes of sections 246AA and 246AK of the *Building Act 1975*.

1. Pool safety certificate number

Certificate number: PSC0037219

2. Location of the swimming pool

Lot/s on plan details are usually shown on the title documents and rates notices

Street address:

44 O'CONNELL ST

KANGAROO POINT QLD

Postcode

4

1

6

9

Lot and plan details:

9999/BUP/5204

Local government area:

BRISBANE CITY

3. Exemptions or alternative solutions for the swimming pool (if known and applicable)

If it is known that an exemption or alternative solution is applicable to the swimming pool please state this. This will help provide pool owners with a concise and practical explanation of the exemption or alternative solution. It will also help to ensure the ongoing use of the pool and any future modifications do not compromise compliance with the pool safety standard.

No disability exemption applies; No impracticality exemption applies

No alternative solution applies

4. Shared pool or non-shared pool

Shared pool



Non-shared pool



5. Pool safety certificate validity

Effective date:

2

8

/

1

0

/

2

0

1

9

Expiry date:

2

8

/

1

0

/

2

0

2

0

6. Certification

This certificate states that the pool safety inspector has inspected the regulated pool and is satisfied that the pool is a complying pool under the *Building Act 1975*.

I certify that I have inspected the swimming pool and I am reasonably satisfied that, under the *Building Act 1975*, the pool is a complying pool.

Name:

ROBERT MARTEL

Pool safety inspector  
licence number:

PS101297

Signature:

Other important information that could help save a young child's life

It is the pool owner's responsibility to ensure that the pool (including the barriers for the pool) is properly maintained at all times to comply with the pool safety standard under the *Building Act 1975*. Gates and doors giving access to the pool must always be kept securely closed while they are not in use. High penalties apply for non-compliance. It is essential that parents and carers carefully supervise young children around swimming pools at all times. Parents should also consider beginning swimming lessons for their young children from an early age. Please visit [www.qbcc.qld.gov.au/home-building-owners/pool-safety](http://www.qbcc.qld.gov.au/home-building-owners/pool-safety) for further information about swimming pool safety. This pool safety certificate does not certify that a building development approval has been given for the pool or the barriers for the pool. You can contact your local government to ensure this approval is in place.

Privacy statement

The Queensland Building and Construction Commission is collecting personal information as required under the *Building Act 1975*. This information may be stored by the QBCC, and will be used for administration, compliance, statistical research and evaluation of pool safety laws. Your personal information will be disclosed to other government agencies, local government authorities and third parties for purposes relating to administering and monitoring compliance with the *Building Act 1975*. Personal information will otherwise only be disclosed to third parties with your consent or unless authorised or required by law.

RTI: The information collected on this form will be retained as required by the *Public Records Act 2002* and other relevant Acts and regulations, and is subject to the Right to Information regime established by the *Right to Information Act 2009*.

This is a public document and the information in this form will be made available to the public.

# CURRENT TITLE SEARCH

## NATURAL RESOURCES, MINES AND ENERGY, QUEENSLAND

Request No: 33934576

Search Date: 19/05/2020 15:53

**Title Reference: 18125243**

Date Created: 03/04/1991

Previous Title: 18030057

### REGISTERED OWNER

Dealing No: 710531298 26/04/2007

HELEN LEE BAKER

### ESTATE AND LAND

Estate in Fee Simple

LOT 17 BUILDING UNIT PLAN 10880  
Local Government: BRISBANE CITY  
COMMUNITY MANAGEMENT STATEMENT 4677

### EASEMENTS, ENCUMBRANCES AND INTERESTS

1. Rights and interests reserved to the Crown by  
Deed of Grant No. 19551004 (ESA 40)  
Deed of Grant No. 19551173 (ESA 42)  
Deed of Grant No. 19551174 (ESA 43)

**ADMINISTRATIVE ADVICES - NIL**

**UNREGISTERED DEALINGS - NIL**

\*\* End of Current Title Search \*\*

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Requested By: D-ENQ CITEC CONFIRM

# Why Kangaroo Point Real Estate

Our unparalleled experience means we know exactly what it takes to ensure the most effective sale for your property.



**Kangaroo  
Point**



**Soren Andersen** - Here at Kangaroo Point Real Estate, we are committed to excellence in service and results. It is therefore with great pleasure that we present to you, Soren Andersen.

Soren is a specialist in all aspects of residential sales with knowledge of all property trends and developments.

With years of marketing and negotiating experience, excellent communication and planning skills, Soren has quickly become a leading sales professional in the industry with a proven record and many happy clients behind him.

As a highly motivated and positive individual, Soren constantly strives towards success and results. The importance he places on delivering only the best in every instance has significantly contributed to the excellent rapport and working relationship that he has developed among many of his past clients.

I'm all about giving my clients the edge and the results they want in a highly competitive market.

Tenacity, perseverance and exceptional negotiation skills are well balanced by my specialised local knowledge, insight and integrity.

Be with an agent you can trust, the results you want will follow.

When you entrust your needs with Soren, you can be assured that they will be met with nothing less than the best of professional care and service, with unsurpassed dedication in helping you achieve your goals.

Soren's energy, drive and focus are on delivering results.

**FOR ALL YOUR INNER CITY REAL  
ESTATE NEEDS — CALL SOREN**

# Why Kangaroo Point Real Estate

**Our unparalleled experience means we know exactly what it takes to ensure the most effective sale for your property.**

**Kangaroo Point Real Estate's** focus is towards the sale of property within Kangaroo Point and adjoining suburbs, namely the inner city of Brisbane.

We have an exclusive office location in the heart of the Kangaroo Point Peninsula, which allows us to centrally service suburbs ranging from New Farm, CBD, East Brisbane, Woolloongabba and South Brisbane.

A fundamental element of the service we offer has been the experience gained by Peter Willert and passed onto our staff. You cannot ask for much more experience then witnessing the revolution of Kangaroo Point and the inner city from a sleepy town to a bustling metropolis.

Many of our staff reside in the area and we therefore pride ourselves on being up-to-date with current events and future developments. We also have formed relationships with many of the residents and landlords. This very notion sets us apart from other local agents and especially our outside competitors who do not have this contact base or knowledge.



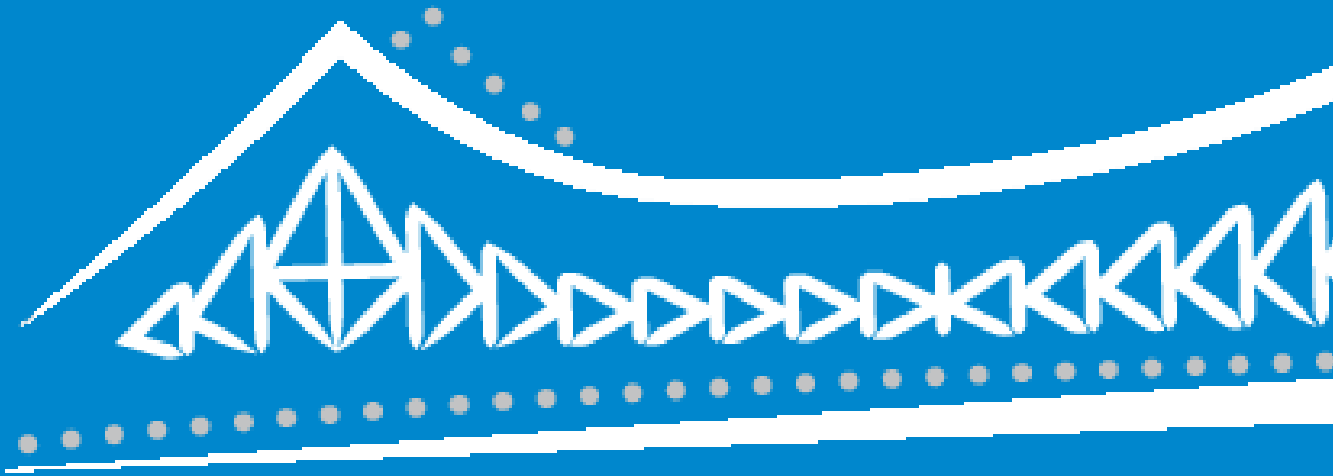
KANGAROO POINT  
REAL ESTATE



Kangaroo Point Real Estate Pty Ltd  
Trading as

**Kangaroo Point Real Estate**

180 Main Street  
Kangaroo Point QLD 4169  
Phone 07 3320 1003  
Fax 07 3320 1001  
Web [www.kpre.com.au](http://www.kpre.com.au)



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