actlawsociety

The Law Society of the Australian Capital Territory: Contract for Sale

Schedule

Land	The unexpired term of the Lease	Unit	UP No.	Block	Section	Division/District
		121	15592	15	3	Parkes
		and known as 121/44 Constitution Avenue Parkes ACT 2600				
Seller	Full name	Courtenay Jennifer Douglas				
	ACN/ABN					
	Address	Unit 121/44 Constitution Avenue, Parkes, ACT 2600				
Seller Solicitor	Firm	Elevated Legal Advisory				
	Email	jonathon@elevatedlegal.com.au				
	Phone	0437 693 862	Ref: Jonathon Bellato			
	DX/Address	PO Box 5327, Braddon ACT 2612				
Stakeholder	Name	Hive Property (ACT) Pty Ltd				
Seller Agent	Firm	Hive Property (ACT) Pty Ltd				
	Email	Michael@Hiveproperty.co				
	Phone	0419 888 627	Ref: Michael Morris			
	DX/Address	Level 1, 4 Campion Street, Deakin ACT 2600				
Restriction on Transfer	*Mark as applicable*	☒ Nil	☐ section 370	☐ section 280	☐ section 306	☐ section 351
Land Rent	*Mark one*	☒ Non-Land Rent Lease	☐ Land Rent Lease			
Occupancy	*Mark one*	☒ Vacant possession	☐ Subject to tenancy			
Breach of covenant or unit articles	Description *(Insert other breaches)*	As disclosed in the Contract				
Goods	Description	Fixed floor coverings, window treatments and light fittings as inspected				
Date for Registration of Units Plan		Not applicable				
Date for Completion		On or before 30 days from the Date of this Contract				
Electronic Transaction?		☐ No	☒ Yes, using Nominated ELN:	PEXA		
Land Tax to be adjusted?		☐ No	☐ Yes			
Residential Withholding Tax		New residential premises?	☒ No	☐ Yes		
		Potential residential land?	☒ No	☐ Yes		
		Buyer required to make a withholding payment?	☒ No	☐ Yes (insert details on p.3)		
Foreign Resident Withholding Tax		Relevant Price more than $750,000.00?	☐ No	☐ Yes		
		Clearance Certificates attached for all the Sellers?	☐ No	☐ Yes		

An agent may only complete the details in this black box and exchange this contract. See page 3 for more information.				
Buyer	Full name			
	ACN/ABN			
	Address			
Buyer Solicitor	Firm			
	Email			
	Phone		Ref	
	DX/Address			
Price	Price		(GST inclusive unless otherwise specified)	
	Less deposit		(10% of Price)	☐ Deposit by Instalments (clause 52 applies)
	Balance			
Date of this Contract				

Co-Ownership	*Mark one (show shares)*	☐ Joint tenants	☐ Tenants in common in the following shares:

Read This Before Signing: Before signing this Contract you should ensure that you understand your rights and obligations. You should read the important notes on page 3. You should get advice from your solicitor.

Seller signature	**Buyer signature**
Seller witness name and signature	Buyer witness name and signature

Seller Disclosure Documents

The following marked documents are attached and form part of this Contract. The Buyer acknowledges that by execution of this Contract the Buyer certifies in writing that the Buyer received the marked documents prior to entering into this Contract.

- ☐ Crown lease of the Land (including variations)
- ☒ Current certified extract from the land titles register showing all registered interests affecting the Property
- ☒ Deposited Plan for the Land
- ☒ Energy Efficiency Rating Statement
- ☐ Encumbrances shown on the land titles register (excluding any mortgage or other encumbrance to be discharged)
- ☐ If there is an encumbrance not shown on the land titles register — a statement about the encumbrance complying with the Civil Law (Sale of Residential Property) Regulations
- ☒ Lease Conveyancing Inquiry Documents for the Property
- ☐ Building Conveyancing Inquiry Document (except if:
  - the Property is a Class A Unit
  - the residence on the Property has not previously been occupied or sold as a dwelling; or
  - this Contract is an "off-the-plan purchase")
- ☐ Building and Compliance Inspection Report(s) (except if section 9(2)(a)(ii) or section 9(2)(a)(iii) of the Sale of Residential Property Act applies).
- ☐ Pest information (except if the property is a Class A Unit or is a residence that has never been occupied): Pest Inspection Report(s).
- ☒ Regulated Swimming Pool documentation required under section 9 (1)(ja) of the Sale of Residential Property Act (on and from 1 May 2024).

If the Property is off-the-plan:

- ☐ Proposed plan
- ☐ Inclusions list

If the Property is a Unit where the Units Plan is not registered:

- ☐ Inclusions list
- ☐ Disclosure Statement

If the Property is a Unit where the Units Plan is registered:

- ☒ Units Plan concerning the Property
- ☒ Current certified extract from the land titles register showing all registered interests affecting the Common Property
- ☒ Unit Title Certificate
- ☒ Registered variations to rules of the Owners Corporation
- ☐ (If the Unit is an Adaptable Housing Dwelling) drawings and plans demonstrating compliance with Australian Standard AS 4299-1995 (Adaptable Housing) as in force from time to time
- ☐ (If the Owners Corporation is a party to a Building Management Statement) Building Management Statement

If the Property is a Lot that is part of a Community Title Scheme:

- ☐ Section 67 Statement, as first or top sheet
- ☐ Community Title Master Plan
- ☐ Community Title Management Statement

If the Property is a Lot that will form part of a Community Title Scheme:

- ☐ Proposed Community Title Master Plan or sketch plan
- ☐ Proposed Community Title Management Statement

GST

- ☒ Not applicable
- ☐ Input taxed supply of residential premises
- ☐ Taxable supply (including new residential premises)
- ☐ GST-free supply of going concern
- ☐ Margin scheme applies

Tenancy

- ☐ Tenancy Agreement
- ☐ No written Tenancy Agreement exists

Invoices

- ☐ Building and Compliance Inspection Report
- ☐ Pest Inspection Report

Asbestos

- ☒ Asbestos Advice
- ☐ Current Asbestos Assessment Report

Damages for delay in Completion – applicable interest rate and legal costs and disbursements amount (see clause 22)

Interest rate if the defaulting party is the Seller	% per annum
Interest rate if the defaulting party is the Buyer	10% per annum
Amount to be applied towards legal costs and disbursements incurred by the party not at fault	$550 (GST inclusive)

Tenancy Summary

Premises		Expiry date	
Tenant name		Rent	
Commencement date		Rent review date	
Term		Rent review mechanism	

Managing Agent Details for Owners Corporation or Community Title Scheme (if no managing agent, secretary)

Name		Phone	
Address			

RW Amount

(residential withholding payment) — further details

The supplier will frequently be the Seller. However, sometimes further information will be required as to which entity is liable for GST (eg if the Seller is part of a GST group, where the GST representative has the GST liability). If more than one supplier, provide details for each supplier.

Supplier	Name			
	ABN		Phone	
	Business address			
	Email			
Residential Withholding Tax	Supplier's portion of the RW Amount:			$
	RW Percentage:			%
	RW Amount (ie the amount that the Buyer is required to pay to the ATO):			$
	Is any of the consideration not expressed as an amount in money?			☐ No ☐ Yes
	If 'Yes', the GST inclusive market value of the non-monetary consideration:			$
	Other details (including those required by regulation or the ATO forms):			

Cooling Off Period

(for residential property only)

1 The Buyer may rescind this Contract at any time before 5pm on the 5th Business Day after the day this Contract is made except if any circumstance in paragraph 2 applies.

2 There is no cooling off period if:

- the Buyer is a corporation; or
- the Property is sold by tender; or
- the Property is sold by auction; or
- before signing this Contract, the Buyer gives the Seller a certificate in the form required by the Sale of Residential Property Act signed by the Buyer Solicitor; or
- this Contract is made on the same day the Property was offered for sale by auction but passed in and the Buyer was recorded in the bidders record as a bidder or a person for whom a bidder was bidding.

3 A Buyer exercising the cooling off right by rescinding this Contract forfeits 0.25% of the Price. The Seller is entitled to recover the amount forfeited from the Deposit and the Buyer is entitled to a refund of any balance.

Unit 121 UP No. 15592
Block 14 Section 4 Parkes
Pt 144 Constitution Avenue Parkes ACT 2600

Warnings

1 The Lease may be affected by the *Residential Tenancies Act 1997* (ACT) or the *Leases (Commercial & Retail) Act 2001* (ACT).

2 If a consent to transfer is required by law, see clause 4 as to the obligations of the parties.

3 As some risks associated with the Property pass from the Seller to Buyer on the Date of this Contract, (except if the Property is a Unit) the Buyer should take out insurance on the Property on the Date of this Contract.

4 The Buyer will usually have to pay stamp duty on the purchase of the Land. The Buyer may incur penalties if the Buyer does not pay the stamp duty within the required time.

5 There are serious risks to a Buyer releasing the Deposit before Completion. The Buyer should take legal advice before agreeing to release the Deposit.

6 The Buyer should consider the application of the Territory Plan and other planning and heritage issues before signing this Contract.

7 If the Lease is a concessional lease then restrictions on transfer and other dealings may apply.

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Disputes

If there is a dispute, the Law Society encourages the use of informal procedures such as negotiation, independent expert appraisal or mediation to resolve the dispute.

Exchange of Contract

1 An Agent, authorised by the Seller, may:

- insert:
  - the name and address of, and contact details for, the Buyer;
  - the name and address of, and contact details for, the Buyer Solicitor;
  - the Price;
  - the Date of this Contract,
- insert in, or delete from, the Goods; and
- exchange this Contract.

2 An Agent must not otherwise insert, delete or amend this Contract.

3 **The Agent must not exchange this Contract unless expressly authorised by the Seller or (if a solicitor is acting for the Seller) by the Seller or the Seller Solicitor.**

The Seller agrees to sell and the Buyer agrees to buy the Property for the Price on these terms:

1. Definitions and interpretation

1.1 Definitions appear in the Schedule and as follows:

Affecting Interests means any mortgage, encumbrance, lease, lien, charge, notice, order, caveat, writ, or other interest;

Adaptable Housing Dwelling has the meaning in the Sale of Residential Property Act;

Agent has the meaning in the Sale of Residential Property Act;

ATO means the Australian Taxation Office, and includes the Commissioner for Taxation;

Balance of the Price means the Price less the Deposit;

Breach of Covenant means:

- a Development not approved under the Planning Act including a development for which design and siting approval has not been obtained;
- a breach of the Building and Development Provision;
- a breach of any obligation of the Seller in a registered restrictive covenant affecting the Lease;
- a breach of any other term of the Lease;
- a breach of the articles of the Owners Corporation (if the Property is a Unit); or
- an Unapproved Structure;

Building Act means the *Building Act 2004* (ACT);

Building and Development Provision has the meaning in the Planning Act;

Building Conveyancing Inquiry Document has the meaning in the Sale of Residential Property Act;

Building and Compliance Inspection Report has the meaning in the Sale of Residential Property Act;

Building Management Statement has the meaning in the Land Titles Act;

Business Day means any day other than a Saturday, Sunday, public holiday or bank holiday in the Australian Capital Territory;

Class A Unit has the meaning in the Sale of Residential Property Act;

Common Property for a Unit has the meaning in the Unit Titles Act;

Common Property for a Lot that forms part of a Community Title Scheme has the meaning in the Community Title Act;

Community Title Act means the *Community Title Act 2001* (ACT);

Community Title Body Corporate means the entity referred to as such in the Community Title Act;

Community Title Management Statement has the meaning in the Community Title Act;

Community Title Master Plan has the meaning in the Community Title Act;

Community Title Scheme has the meaning in the Community Title Act;

Completion means the time at which this Contract is completed and **Completed** has a corresponding meaning;

Compliance Certificate means a certificate issued for the Lease under section 296 of the *Planning and Development Act* 2007,Division 10.12.2 of the Planning Act or under section 28 of the *City Area Leases Act 1936* or under section 180 of the Land Act;

Covenant includes a restrictive covenant;

Unit 121 Unit No 5902
Block 15 Section 43 Barton
Constitution Avenue Parkes ACT
2600

Default Notice means a notice in accordance with clause 18.5 and clause;18.6

Default Rules has the meaning in the Unit Titles Management Act;

Deposit means the deposit forming part of the Price;

Developer in respect of a Lot has the meaning in the Community Title Act;

Developer Control Period has the meaning in the Unit Titles Management Act;

Development has the meaning in the Planning Act;

Development Statement has the meaning in the Unit Titles Act;

Disclosure Statement has the meaning in the Property Act;

Disclosure Update Notice has the meaning in section 260(2) of the Property Act;

Encumbrance has the meaning in the Sale of Residential Property Act but excludes a mortgage;

Energy Efficiency Rating Statement has the meaning in the Sale of Residential Property Act;

Excluded Change has the meaning in section 259A(4) of the Property Act;

General Fund Contribution has the meaning in section 78(1) of the Unit Titles Management Act;

GST has the meaning in the *A New Tax System (Goods and Services Tax) Act 1999* (Cth);

GST Rate means the prevailing rate of GST specified as a percentage;

Improvements means the buildings, structures and fixtures erected on and forming part of the Land;

Income includes the rents and profits derived from the Property;

Land Act means the *Land (Planning & Environment) Act 1991* (ACT);

Land Charges means rates, land rent, land tax and other taxes and outgoings of a periodic nature in respect of the Property;

Land Rent Act means the *Land Rent Act 2008* (ACT);

Land Rent Lease means a Lease that is subject to the Land Rent Act;

Land Titles Act means the *Land Titles Act 1925* (ACT);

Lease means the lease of the Land having the meaning in the Planning Act;

Lease Conveyancing Inquiry Document has the meaning in the Sale of Residential Property Act;

Legislation Act means the *Legislation Act 2001*;

Liability of the Owners Corporation means any actual or contingent liability of the Owners Corporation attributable to the Unit on a Unit Entitlement basis (other than normal operating expenses) or expenditure to be made by the Owners Corporation to fulfil its obligations under the Unit Titles Management Act;

Lot has the meaning in the Community Title Act;

Non-Land Rent Lease means a Lease that is not subject to the Land Rent Act;

Notice to Complete means a notice in accordance with clause 18.1 and clause 18.2 requiring a party to complete;

Owners Corporation means the Owners Corporation for the Unit constituted or to be constituted under the Unit Titles Management Act following registration of the Units Plan;

Pest Inspection Report has the meaning in the Sale of Residential Property Act;

Pest Treatment Certificate has the meaning in the Sale of Residential Property Act;

Planning Act means the *Planning Act 2023* (ACT);

Planning and Land Authority has the meaning in the Legislation Act;

Prescribed Building has the meaning in the Building Act;

Prescribed Terms has the meaning in the Residential Tenancies Act;

Property means the unexpired term of the Lease, the Improvements and the Goods, or (if the Land is a Unit) the unexpired term of the Unit Lease, the Improvements and the Goods;

Property Act means *Civil Law (Property) Act 2006* (ACT);

Required Documents has the meaning in the Sale of Residential Property Act and includes a Unit Title Certificate but excludes a copy of this Contract;

Rescission Notice has the meaning in the Sale of Residential Property Act;

Residential Tenancies Act means the *Residential Tenancies Act 1997* (ACT);

Sale of Residential Property Act means the *Civil Law (Sale of Residential Property) Act 2003* (ACT);

Unit Plan No. 4855
Block 15 Section 38 Molonglo
Constitution Avenue Forrest ACT
2603

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Section 56 Certificate means a certificate for a Lot issued under section 56 of the Community Title Act;

Section 67 Statement means a statement for a Lot complying with section 67(2)-(4) of the Community Title Act;

Service includes air, communication, drainage, electricity, garbage, gas, oil, radio, sewerage, telephone, television, or water service;

Staged Development has the meaning given by section 17(4) of the Unit Titles Act;

Tenancy Agreement includes a lease for any term and whether for residential purposes or otherwise;

Unapproved Structure has the meaning in the Sale of Residential Property Act;

Unit means the Unit referred to in the Schedule and which has the meaning in the Unit Titles Act;

Unit Entitlement for the Unit has the meaning in the Unit Titles Act;

Unit Title is the Lease together with the rights of the registered lessee of the Unit;

Unit Title Certificate means a certificate for the Unit issued under section 119 of the Unit Titles Management Act;

Unit Titles Act means the *Unit Titles Act 2001* (ACT);

Unit Titles Management Act means the *Unit Titles (Management) Act 2011* (ACT);

Units Plan means all the documents relating to the subdivision of the Land registered as the Units Plan for the Unit under the *Land Titles (Unit Titles) Act 1970;* and

Withholding Law means Subdivision 14 of Schedule 1 of the *Taxation Administration Act 1953* (Cth) and associated provisions.

1.2 In this Contract:

- a reference to the Seller or to the Buyer includes the executors, administrators and permitted assigns of any of them, if an individual, and the successors or permitted assigns of any of them, if a corporation;
- the singular includes the plural, and the plural includes the singular;
- a reference to a person includes a body corporate;
- a term not otherwise defined has the meaning in the Legislation Act; and
- a reference to an Act includes a reference to any subordinate legislation made under it or any Act which replaces it.

1.3 Headings are inserted for convenience only and are not part of this Contract.

1.4 If the time for something to be done or to happen is not a Business Day, the time is extended to the next Business Day, except in the case of clause 2.1.

1.5 A reference to "this Contract" extends to the Schedule, any annexure, additional clauses and attachments forming part of this Contract.

1.6 If there is more than one buyer or more than one seller the obligations which they undertake bind them jointly and individually.

1.7 Where the Buyer consists of more than one person, as between themselves, they agree to buy the Property in the specified manner of Co-ownership or if one alternative is not marked, as joint tenants.

1.8 Without limiting clause 13, the parties agree that for the purposes of the *Electronic Transactions Act 2001* (ACT) and the Electronic Transactions Act 1999 (Cth), this Contract may be signed and/or exchanged electronically.

2. Terms of payment

2.1 The Buyer must pay the Deposit on the Date of this Contract, to the Stakeholder or, if no Stakeholder is named, then to the Seller.

2.2 The Deposit becomes the Seller's property on Completion.

2.3 The Deposit may be paid by cheque or in cash (up to $3,000.00) but if it is not paid on time or, if it is paid by cheque which is not honoured on first presentation, the Buyer is in default.

2.4 If the Buyer is in default under clause 2.3, then immediately and without the notice otherwise necessary under clause 18, clause 19 applies.

2.5 On Completion the Buyer must give the Seller an authority directing the Stakeholder to account to the Seller for the Deposit.

2.6 On Completion the Buyer must pay to the Seller in Canberra the Balance of the Price by unendorsed bank cheque, or in cash (up to $200.00).

2.7 Any money payable to the Seller by the Buyer or the Stakeholder must be paid to the Seller or as the Seller Solicitor directs in writing and payment in accordance with that direction will be sufficient discharge to the person paying.

2.8 Completion must take place on the Date for Completion or as otherwise determined by this Contract and if not specified or determined, within a reasonable time.

Unit 121 UP No. 3202 Section 3 Reid Constitution Avenue Parkes ACT 2600

3. Title to the Lease

3.1 The Lease is or will before Completion be granted under the Planning Act.

3.2 The Lease is transferred subject to its provisions.

3.3 The title to the Lease is or will before Completion be registered under the Land Titles Act.

3.4 The title to the Lease must be transferred free from all Affecting Interests except as otherwise provided.

3.5 The Buyer cannot insist on any Affecting Interests being removed from the title to the Lease before Completion provided, on Completion, the Seller gives the Buyer any documents and registration fees necessary to remove the Affecting Interests.

4. Restrictions on transfer

4.1 The Lease is not subject to any restrictions on transfer other than any Restriction on Transfer.

4.2 If the Lease is subject to a Restriction on Transfer under the Planning Act due to non-compliance with the Building and Development Provision then this Contract is subject to the grant of the approval referred to in section 370 of the Planning Act. A Restriction on Transfer referring to "section 370" refers to this restriction.

4.3 If the Lease is a lease of the type referred to in section 279 of the Planning Act then this Contract is subject to the approval in accordance with the Planning Act. A Restriction on Transfer referring to "section 280" refers to this restriction.

4.3A If the Lease is subject to a Restriction on Transfer under section 306 of the Planning Act, then this Contract is subject to the grant of the approval mentioned in sections 306 and 307 of the Planning Act. A Restriction on Transfer referring to "section 306" refers to this restriction.

4.3B If the Lease is subject to a Restriction on Transfer under section 351 of the Planning Act, then this Contract is subject to the grant of the approval mentioned in section 351 of the Planning Act. A Restriction on Transfer referring to "section 351" refers to this restriction.

4.4 Immediately after the Date of this Contract the Seller must do everything reasonably necessary to remove the restriction or obtain the consent required. If requested in writing, the Buyer must join in any application of the Seller and must do everything reasonably necessary to enable the Seller to obtain the consent. The Seller must pay all associated fees in connection with the application.

4.5 If the consent referred to in clauses 4.2, 4.3, 4.3A or 4.3B is not granted by the Date for Completion then either party may rescind this Contract (provided that the party seeking to rescind is not then in default) and clause 21 applies.

5. Particulars of title and submission of transfer

5.1 Unless clause 5.3 applies the Seller need not provide particulars of title.

5.2 No later than 7 days before the Date for Completion, the Buyer must give the Seller a transfer of the Lease in the form prescribed by the Land Titles Act, to be returned by the Seller to the Buyer on Completion in registrable form.

5.3 If the Seller is not the registered proprietor of the Lease at the Date of this Contract, the Seller must give to the Buyer no later than 14 days before the Date for Completion a copy of the instrument and any other documents necessary to enable the Seller to be registered as proprietor.

6. Buyer rights and limitations

6.1 If the Buyer establishes before Completion that except as disclosed in this Contract there is any Unapproved Structure on the Property, then the Buyer may:

6.1.1 require the Seller to arrange for the Unapproved Structure to be approved before Completion; and

6.1.2 if the Unapproved Structure is not approved before Completion, rescind or complete and sue the Seller for damages.

6.2 If the Buyer establishes, immediately before Completion, that, except as disclosed in this Contract:

6.2.1 the Property is subject to an encumbrance other than the encumbrances shown on the title to the Lease; or

6.2.2 the Buyer is not entitled to vacant possession,

then the Buyer may either:

6.2.3 rescind; or

6.2.4 complete and sue the Seller for damages.

6.3 The Buyer is not entitled to make any requisitions on the title to the Property.

6.4 The Buyer cannot make a claim or objection or rescind or terminate in respect of:

6.4.1 a Service for the Property being a joint service or passing through another property, or any Service for another property passing through the Property;

6.4.2 a wall being or not being a party wall or the Property being affected by an

Unit 14 UP No. 1550
Block 15 Section 3 Parkes
4 Constitution Avenue Parkes ACT
2600

easement for support or not having the benefit of an easement for support;

6.4.3 any change in the Property due to fair wear and tear before Completion;

6.4.4 a promise, representation or statement about this Contract, the Property or the Lease, not made in this Contract;

6.4.5 any Breach of Covenant described in the Schedule or disclosed elsewhere in this Contract;

6.4.6 the ownership or location of any dividing fence;

6.4.7 the ownership of any fuel storage tank; and

6.4.8 anything disclosed in this Contract (except an Affecting Interest).

7. Seller warranties

7.1 The Seller warrants that at the Date of this Contract:

7.1.1 the Seller will be able to complete at Completion;

7.1.2 the Seller has no knowledge of any unsatisfied judgment, order or writ affecting the Property;

7.1.3 the Seller has no knowledge of any current or threatened claims, notices or proceedings that may lead to a judgment, order or writ affecting the Property; and

7.1.4 the Seller is not aware of any material change in the matters disclosed in the Required Documents.

7.2 The Seller warrants that on Completion:

7.2.1 the Seller will be or will be able to be the registered proprietor of the Lease and will own the rest of the Property free from any Affecting Interests;

7.2.2 the Seller will have the capacity to complete;

7.2.3 there will be no unsatisfied judgment, order or writ affecting the Property;

7.2.4 the Seller has no knowledge of any current or threatened claims, notices or proceedings that may lead to a judgment, order or writ affecting the Property;

7.2.5 the Seller is not aware of any encroachments by or upon the Property except as disclosed. This warranty does not extend to the location of any dividing fence;

7.2.6 there will be no Breach of Covenant except as disclosed in this Contract; and

7.2.7 unless disclosed in the Schedule or elsewhere in this Contract, the Lease is a Non-Land Rent Lease and not a Land Rent Lease.

7.3 The Seller gives no warranties as to the present state of repair of any of the Improvements or condition of the Land, except as required by law.

8. Adjustments

8.1 The Seller is entitled to the Income and is liable for all Land Charges up to and including Completion after which the Buyer will be entitled to the Income and liable for the Land Charges, provided the Seller will be liable for all land tax in respect of the Property if the 'Land Tax to be adjusted?' option on the Schedule is marked 'No'.

8.2 The parties must pay any adjustment of the Income and Land Charges calculated under clause 8.1 on Completion.

8.3 Any concessional Land Charges must be adjusted on the concessional amount of those Land Charges.

8.4 If any of the Land Charges have not been assessed on Completion, the Buyer will be entitled to retain in the Buyer Solicitor trust account from the Balance of the Price an amount sufficient to pay the Seller's proportion of those Land Charges.

8.5 Attached are copies of the relevant invoices for the cost of obtaining the Building and Compliance Inspection Report and Pest Inspection Report. The Buyer must pay to the Seller the cost of obtaining the Building and Compliance Inspection Report and the Pest Inspection Report as required by section 18 of the Sale of Residential Property Act on Completion.

9. Terms of possession

9.1 The Seller must give the Buyer vacant possession of the Property on Completion unless otherwise marked in the Schedule.

9.2 If the Property is sold subject to a tenancy, the Seller has:

9.2.1 attached to this Contract a copy of the signed Tenancy Agreement; or

9.2.2 completed the tenancy summary on page 2 of this Contract.

9.3 If the Property is sold subject to a tenancy:

9.3.1 the Seller warrants that except as disclosed in this Contract:

(a) if applicable, the rental bond has been provided in accordance with the Residential Tenancies Act;

(b) if applicable, the Seller has complied with the Residential Tenancies Act;

Unit 2 UP No 15855 Block 15 Section 3 Parkes ACT 2600 Application 1 of 1 Contract

(c) if applicable, the Seller has no notice of any application by the tenant for the release of the rental bond;

(d) no notices relating to the tenancy have been served on the Seller or any agent of the Seller or on the tenant other than as disclosed in this Contract and there are no outstanding claims or disputes with the tenant;

(e) there is no unremedied breach of the Tenancy Agreement by the tenant or the Seller; and

(f) if applicable, the Tenancy Agreement incorporates:

(i) the Prescribed Terms; and

(ii) any other terms approved by the Residential Tenancies Tribunal.

9.3.2 The Seller must hand to the Buyer on Completion:

(a) any written Tenancy Agreement to which this Contract is subject;

(b) a notice of attornment;

(c) if applicable, any notice required to be signed by the Seller to transfer the rental bond by the Office of Rental Bonds to the Buyer; and

(d) if applicable, any other notice required to be signed by the Seller under the Residential Tenancies Act.

9.3.3 The Buyer indemnifies the Seller in relation to any liability which the Seller incurs or to which the Seller is subject under the tenancy because of matters occurring after Completion.

10. Inspection and condition of Property

10.1 The Buyer may on reasonable notice to the Seller and at reasonable times inspect the Property before Completion.

10.2 The Seller must leave the Property clean and tidy on Completion.

11. Inspection of building file

11.1 The Seller must, if requested by the Buyer, give to the Buyer all authorities necessary to enable the Buyer (or Buyer's nominee) to inspect and obtain at the Buyer's expense, copies of:

11.1.1 any document in relation to the Land and Improvements held by any government or statutory authority; and

11.1.2 any notices issued by any authority in relation to the Land and Improvements.

12. Additional Seller obligations

12.1 Except for any Breach of Covenant disclosed in this Contract, the Seller must before Completion:

12.1.1 comply with any notice issued by any authority before the Date of this Contract which requires work to be done or money to be spent on or in relation to the Property or the Lease;

12.1.2 obtain approval for any Development conducted on the Land;

12.1.3 comply with the Lease to the extent to which the Seller is required to comply up to Completion;

12.1.4 comply with any obligations on the Seller in a registered restrictive covenant affecting the Lease; and

12.1.5 give the Buyer notice of any material change (other than fair wear and tear) the Seller becomes aware of in the matters disclosed in the Required Documents, since the date of each of the relevant Required Documents.

13. Electronic transaction

13.1 In this clause 13, the following words mean:

Adjustment Figures mean details of the adjustments to be made to the Price under this Contract;

Completion Time means the time of day on the Date for Completion when the Electronic Transaction is to be Completed;

Conveyancing Transaction has the meaning given in the Participation Rules;

Digitally Signed has the meaning given in the Participation Rules and **Digitally Sign** has a corresponding meaning;

Discharging Mortgagee means any discharging mortgagee, chargee, covenant chargee or caveator whose provision of a Digitally Signed discharge of mortgage, discharge of charge or withdrawal of caveat is required in order for unencumbered title to the Lease to be transferred to the Buyer;

ECNL means the *Electronic Conveyancing National Law (ACT) Act 2020* (ACT);

Effective Date means the date on which the Conveyancing Transaction is agreed to be an Electronic Transaction under clause 13.2.2 or, if clause 13.2.1 applies, the Date of this Contract;

Unit 21 UP No. 15550
12/44 Constitution Avenue Section 3 Parkes ACT 2600

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Electronic Document means a caveat, a Crown lease or an instrument as defined in the Land Titles Act which may be created and Digitally Signed in an Electronic Workspace;

Electronic Transaction means a Conveyancing Transaction to be conducted for the parties by their legal representatives as Subscribers using an ELN and in accordance with the ECNL and the Participation Rules;

Electronic Transfer means a transfer of the Lease under the Land Titles Act to be prepared and Digitally Signed in the Electronic Workspace established for the purposes of the parties' Conveyancing Transaction;

Electronic Workspace has the meaning given in the Participation Rules;

Electronically Tradeable means a land title dealing that can be lodged electronically;

ELN has the meaning given in the Participation Rules;

FRCGW Remittance means a remittance which the Buyer must make in accordance with the Withholding Law and clauses 51.4 to 51.8;

GSTRW Payment means a payment which the Buyer must make in accordance with the Withholding Law and clauses 53.5 to 53.9;

Incoming Mortgagee means any mortgagee who is to provide finance to the Buyer on the security of the Lease and to enable the Buyer to pay the whole or part of the price;

Land Registry has the meaning given in the Participation Rules;

Lodgment Case has the meaning given in the Participation Rules;

Mortgagee Details mean the details which a party to the Electronic Transaction must provide about any Discharging Mortgagee of the Land as at Completion;

Nominated ELN means the ELN specified in the Schedule;

Participation Rules mean the participation rules as determined by the ECNL;

Populate means to complete data fields in the Electronic Workspace;

Prescribed Requirement has the meaning given in the Participation Rules;

Subscribers has the meaning given in the Participation Rules; and

Title Data means the details of the title to the Lease made available to the Electronic Workspace by the Land Registry.

13.2 This Conveyancing Transaction is to be conducted as an Electronic Transaction and this Contract is amended as required if:

13.2.1 this Contract says that it is an Electronic Transaction; or

13.2.2 the parties otherwise agree that it is to be conducted as an Electronic Transaction.

13.3 However, this Conveyancing Transaction is not to be conducted as an Electronic Transaction:

13.3.1 if the title to the Lease is not Electronically Tradeable or the transfer of the Lease is not eligible be lodged electronically; or

13.3.2 if, at any time after the Effective Date, but at least 14 days before the Date for Completion, a party serves a notice on the other party stating a valid reason why it cannot be conducted as an Electronic Transaction.

13.4 If, because of clause 13.3.2, this Conveyancing Transaction is not to be conducted as an Electronic Transaction:

13.4.1 each party must:

(a) bear equally any disbursements or fees; and

(b) otherwise bear that party's own costs;

incurred because this Conveyancing Transaction was to be conducted as an Electronic Transaction; and

13.4.2 if a party has paid all of a disbursement or fee which by reason of this clause, is to be borne equally by the parties, that amount must be adjusted on Completion.

13.5 If this Conveyancing Transaction is to be conducted as an Electronic Transaction:

13.5.1 to the extent that any other provision of this Contract is inconsistent with this clause, the provisions of this clause prevail and this Contract is amended to give full effect to the Electronic Transaction;

13.5.2 without limiting clause 13.5.1, clause 5.2 does not apply;

13.5.3 the parties must conduct the Electronic Transaction:

(a) in accordance with the Participation Rules and the ECNL; and

(b) using the Nominated ELN, unless the parties otherwise agree;

13.5.4 a party must pay the fees and charges payable by that party to the ELN and the

Unit 121 UP No. 5550
Block 15 Section 3 Parkes
Constitution Avenue Parkes ACT
2600
121/44 Constitution Ave

Land Registry as a result of this transaction being an Electronic Transaction; and

13.5.5 a document which is an Electronic Document is served as soon as it is first Digitally Signed in the Electronic Workspace on behalf of the party required to serve it.

13.6 The Seller must within 7 days of the Effective Date:

13.6.1 create an Electronic Workspace;

13.6.2 Populate the Electronic Workspace with Title Data, the Date for Completion and, if applicable, Mortgagee Details; and

13.6.3 invite the Buyer and any Discharging Mortgagee to the Electronic Workspace.

13.7 If the Seller has not created an Electronic Workspace in accordance with clause 13.6, the Buyer may create an Electronic Workspace. If the Buyer creates the Electronic Workspace the Buyer must:

13.7.1 Populate the Electronic Workspace with Title Data;

13.7.2 create and Populate the Electronic Transfer;

13.7.3 Populate the Electronic Workspace with the Date for Completion and a nominated Completion Time; and

13.7.4 invite the Seller and any Incoming Mortgagee to join the Electronic Workspace.

13.8 Within 7 days of receiving an invitation from the Seller to join the Electronic Workspace, the Buyer must:

13.8.1 join the Electronic Workspace;

13.8.2 create and Populate the Electronic Transfer;

13.8.3 invite any Incoming Mortgagee to join the Electronic Workspace; and

13.8.4 Populate the Electronic Workspace with a nominated Completion Time.

13.9 If the Buyer has created the Electronic Workspace the Seller must within 7 days of being invited to the Electronic Workspace:

13.9.1 join the Electronic Workspace;

13.9.2 Populate the Electronic Workspace with Mortgagee Details, if applicable; and

13.9.3 invite any Discharging Mortgagee to join the Electronic Workspace.

13.10 To complete the financial settlement schedule in the Electronic Workspace:

13.10.1 the Seller must provide the Buyer with Adjustment Figures at least 2 Business Days before the Date for Completion;

13.10.2 the Buyer must confirm the Adjustment Figures at least 1 Business Day before the Date for Completion; and

13.10.3 if the Buyer must make a GSTRW Payment and / or an FRCGW Remittance, the Buyer must Populate the Electronic Workspace with the payment details for the GSTRW Payment or FRCGW Remittance payable to the ATO at least 2 Business Days before the Date for Completion.

13.11 Before Completion, the parties must ensure that:

13.11.1 all Electronic Documents which a party must Digitally Sign to complete the Electronic Transaction are Populated and Digitally Signed;

13.11.2 all certifications required by the ECNL are properly given; and

13.11.3 they do everything else in the Electronic Workspace which that party must do to enable the Electronic Transaction to proceed to Completion.

13.12 If Completion takes place in the Electronic Workspace:

13.12.1 payment electronically on Completion of the Balance of the Price in accordance with clause 2.6 is taken to be payment by a single unendorsed bank cheque; and

13.12.2 clauses 51.4.3, 51.4.4, 53.8 and 53.9 do not apply.

13.13 If the computer systems of any of the Land Registry, the ELN, the ATO or the Reserve Bank of Australia are inoperative for any reason at the Completion Time agreed by the parties, a failure to complete this Contract for that reason is not a default under this Contract on the part of either party.

13.14 If the computer systems of the Land Registry are inoperative for any reason at the Completion Time agreed by the parties, and the parties agree that financial settlement is to occur despite this, then on financial settlement occurring:

13.14.1 all Electronic Documents Digitally Signed by the Seller, any discharge of mortgage, withdrawal of caveat or other Electronic Document forming part of the Lodgment Case for the Electronic Transaction shall be taken to have been unconditionally and irrevocably delivered to the Buyer or

Unit 21 UP No. 15 DP Block 15 Section 3 Parkes Construction Avenue Parkes ACT 2600 02/04/24

the Buyer's mortgagee at the time of financial settlement; and

13.14.2 the Seller shall be taken to have no legal or equitable interest in the Property.

13.15 If the parties do not agree about the delivery before Completion of one or more documents or things that cannot be delivered through the Electronic Workspace, the party required to deliver the documents or things:

13.15.1 holds them on Completion in escrow for the benefit of the other party; and

13.15.2 must immediately after Completion deliver the documents or things to, or as directed by the party entitled to them.

14. Off the plan purchase and Compliance Certificate

14.1 If the Lease contains a Building and Development Provision which has not been complied with at the Date of this Contract, and clause 4.2 does not apply:

14.1.1 where the Seller is obliged to construct Improvements by Completion, before the Date for Completion, the Seller must at the Seller's expense complete the construction of the Improvements promptly and in a good and workmanlike manner substantially in accordance with the proposed plan, specifications and inclusions list attached; and

14.1.2 on or before Completion, the Seller must at the Seller's expense give to the Buyer evidence that a Compliance Certificate has been obtained.

15. Goods

15.1 The Seller gives no warranties as to the present state of repair of any of the Goods except as required by law.

15.2 The Goods are included in the Price.

15.3 The Seller warrants that the Goods are unencumbered and that the Seller has the right to sell them.

15.4 The Goods become the Buyer's property on Completion.

15.5 Except for fair wear and tear, the Seller must give the Goods to the Buyer on Completion in the same state of repair they are in at the Date of this Contract.

16. Errors and misdescriptions

16.1 If, before Completion, the Buyer becomes aware of an error in the description of the Property the Buyer may:

16.1.1 identify whether the error is material or not material, and ask the Seller to arrange for the error to be corrected before Completion; and

16.1.2 if the error is not corrected before Completion:

(a) for an error that is material — rescind this Contract, or complete this Contract and make a claim for compensation; and

(b) for an error that is not material — complete this Contract and make a claim for compensation.

16.2 This clause applies even if the Buyer did not take notice of or rely on anything in this Contract containing or giving rise to the error or misdescription.

16.3 The Buyer is not entitled to compensation to the extent the Buyer knew the true position before the Date of this Contract.

17. Compensation claims by Buyer

17.1 To make a claim for compensation (including a claim under clause 16) the Buyer must give notice to the Seller before Completion specifying the amount claimed and:

17.1.1 the Seller can rescind if in the case of a claim that is not a claim for delay:

(a) the total amount claimed exceeds 5% of the Price;

(b) the Seller gives notice to the Buyer of an intention to rescind; and

(c) the Buyer does not give notice to the Seller waiving the claim within 14 days after receiving the notice; and

17.1.2 if the Seller does not rescind under clause 17.1.1, the parties must complete and:

(a) the lesser of the total amount claimed and 5% of the Price must be paid out of the Price to, and held by, the Stakeholder until the claim is finalised or lapses;

(b) the amount held is to be invested by the Stakeholder (at the risk of the party who becomes entitled to it) with an Australian bank in an interest-bearing account at call in the name of

Unit 121 UP No 6992
Block 56 Section 121
121/44 Constitution Avenue Parkes ACT
2600

the Stakeholder in trust for the Seller and the Buyer;

(c) the claim must be finalised by an arbitrator appointed by the parties or, if an appointment is not made within 28 days of Completion, by an arbitrator appointed by the President of the Law Society of the Australian Capital Territory at the request of a party;

(d) the decision of the arbitrator is final and binding;

(e) the costs of the arbitration must be shared equally by the parties unless otherwise determined by the arbitrator. For clarity, the arbitrator has the power to award indemnity costs on a legal basis against either party;

(f) the Buyer is not entitled, in respect of the claim, to more than the total amount claimed and the costs of the Buyer;

(g) interest on the amount held, after deduction of all taxes and bank charges, Stakeholder administration fee and other similar charges and expenses, must be paid to the parties equally or as otherwise determined by the arbitrator; and

(h) the claim lapses if the parties do not appoint an arbitrator and neither party asks the President of the Law Society of the Australian Capital Territory to appoint an arbitrator within 90 days after Completion and the amount held by the Stakeholder must be paid immediately to the Seller without any further authority being necessary.

18. Notice to Complete and Default Notice

18.1 If Completion does not take place in accordance with clause 2.8, either party may, at any time after the Date for Completion, serve the other party a Notice to Complete.

18.2 A Notice to Complete must appoint a time during business hours and a date being not less than 14* days after service of the Notice to Complete (excluding the date of service) by which and a place in Canberra at which to complete this Contract.

18.3 At the time the Notice to Complete is served the party serving the Notice to Complete must:

18.3.1 not be in default; and

18.3.2 be ready willing and able to complete but for some default or omission of the other party.

18.4 Completion at the time date and place specified in the Notice to Complete is an essential term.

18.5 Where one party is in default (other than failing to complete) the other party may at any time after the default serve the party in default a Default Notice.

18.6 A Default Notice:

18.6.1 must specify the default;

18.6.2 must require the party served with the Default Notice to rectify the default within 7* days after service of the Default Notice (excluding the date of service), except in the case of a Default Notice for the purposes of clause 52.6, in which case the period specified in clause 52.6 will apply; and

18.6.3 cannot be used to require a party to complete this Contract.

18.7 At the time the Default Notice is served, the party serving the Default Notice must not be in default.

18.8 The time specified in a Default Notice to rectify the specified default is an essential term.

18.9 Clauses 19 or 20 will apply as appropriate where the party served does not comply with the Notice to Complete or the Default Notice which complies with this clause.

18.10 If the party serving a notice under this clause varies the time referred to in the notice at the request of the other party, the time agreed to in the variation remains an essential term. The consent to the variation must be in writing and be served on the other party.

18.11 The parties agree that the time referred to in clauses 18.2 and 18.6.2 is fair and reasonable.

19. Termination — Buyer default

19.1 If the Buyer does not comply with a Notice to Complete or a Default Notice or is otherwise in breach of an essential term then the Seller may by notice served on the Buyer terminate and may then keep, or recover and keep, the Deposit (except so much of it as exceeds 10% of the Price) and either:

19.1.1 sue the Buyer for breach; or

19.1.2 resell the Property and any deficiency arising on the resale and all expenses of and incidental to the resale or attempted resale and the Buyer's default are

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recoverable by the Seller from the Buyer as liquidated damages provided the Seller has entered into a contract for the resale of the Property within 12 months of termination.

19.2 In addition to any money kept or recovered under clause 19.1, the Seller may retain on termination any other money paid by the Buyer as security for any damages awarded to the Seller arising from the Buyer's default provided that proceedings for the recovery of damages are commenced within 12 months of termination.

20. Termination — Seller default

20.1 If the Seller does not comply with a Notice to Complete or a Default Notice or is otherwise in breach of an essential term the Buyer may by notice served on the Seller either:

20.1.1 terminate and seek damages; or

20.1.2 enforce without further notice any other rights and remedies available to the Buyer.

20.2 If the Buyer terminates, the Stakeholder is authorised to refund to the Buyer immediately any money paid on account of the Price.

21. Rescission

21.1 Unless section 15 of the Sale of Residential Property Act applies, if this Contract is rescinded, it is rescinded from the beginning, and unless the parties otherwise agree:

21.1.1 the Deposit and all other money paid by the Buyer must be refunded to the Buyer immediately without any further authority being necessary; and

21.1.2 neither party is liable to pay the other any amount for damages, costs or expenses.

22. Damages for delay in Completion

22.1 If Completion does not occur by the Date for Completion, due to the default of either party, the party who is at fault must pay the other party as liquidated damages on Completion:

22.1.1 if the defaulting party is the Seller, interest on the Price at the rate this Contract says on page 2, calculated on a daily basis from the date 7 days after the Date for Completion to Completion;

22.1.2 if the defaulting party is the Buyer, interest on the Price at the rate this Contract says on page 2, calculated on a daily basis from the date 7 days after the Date for Completion to Completion; and

22.1.3 the amount this Contract says on page 2 to be applied towards any legal costs and disbursements incurred by the party not at fault if Completion occurs later than 7 days after the Date for Completion.

22.2 Whether or not percentages are inserted in clauses 22.1.1 or 22.1.2 the party at fault must pay the amount specified in clause 22.1.3 in addition to any other damages to which the party not at fault is entitled both at law and under this Contract.

22.3 The parties agree that:

22.3.1 the amount of any damages payable under clause 22.1.1 or clause 22.1.2 to the party not in default is a genuine and honest pre-estimate of loss to that party for the delay in Completion, and

22.3.2 the damages must be paid on Completion.

23. Foreign Buyer

23.1 The Buyer warrants the Commonwealth Treasurer cannot prohibit and has not prohibited the transfer of the Lease under the *Foreign Acquisitions and Takeovers Act 1975* (Cth).

23.2 This clause is an essential term.

24. GST

24.1 If a party must pay the Price or provide any other consideration to another party under this Contract, GST is not to be added to the Price or amount, unless this Contract provides otherwise.

24.2 If the Price is stated in the Schedule to exclude GST and the sale of the Property is a taxable supply, the Buyer must pay to the Seller on Completion an amount equal to the GST payable by the Seller in relation to the supply.

24.3 If under this Contract a party (Relevant Party) must make an adjustment, pay an amount to another party (excluding the Price but including the Deposit if it is released or forfeited to the Seller) or pay an amount payable by or to a third party:

24.3.1 the Relevant Party must adjust or pay at that time any GST added to or included in the amount; but

24.3.2 if this Contract says this sale is a taxable supply, and payment would entitle the Relevant Party to claim an input tax credit, the adjustment or payment is to be worked out by deducting any input tax credit to which the party receiving the adjustment or payment is or was entitled multiplied by the GST Rate.

24.4 If this Contract says this sale is the supply of a going concern:

Unit 21 UP No. 1502 Block 15 Section 3 Parkes Constitution Ave Parkes ACT 2600

24.4.1 the parties agree the supply of the Property is the supply of a going concern;

24.4.2 the Seller must on Completion supply to the Buyer all of the things that are necessary for the continued operation of the enterprise;

24.4.3 the Seller must carry on the enterprise until Completion;

24.4.4 the Buyer warrants to the Seller that on Completion the Buyer will be registered or required to be registered; and

24.4.5 if for any reason (and despite clauses 24.1 and 24.4.1) the sale of the Property is not the supply of a going concern but is a taxable supply:

(a) the Buyer must pay to the Seller on demand the amount of any GST payable by the Seller in respect of the sale of the Property; and

(b) the Buyer indemnifies the Seller against any loss or expense incurred by the Seller in respect of that GST and any breach of clause 24.4.5(a).

24.5 If this Contract says the margin scheme applies:

24.5.1 the Seller warrants that it can use the margin scheme; and

24.5.2 the Buyer and Seller agree that the margin scheme is to apply,

in respect of the sale of the Property.

24.6 If this Contract says the sale is a taxable supply, does not say the margin scheme applies to the sale of the Property, and the sale is in fact not a taxable supply, then the Seller must pay the Buyer on Completion an amount of one-eleventh of the Price.

24.7 Unless the margin scheme applies the Seller must, on Completion, give the Buyer a tax invoice for any taxable supply by the Seller by or under this Contract.

25. Power of attorney

25.1 Any party who signs this Contract or any document in connection with it under a power of attorney must, on request and without cost, provide the other party with a true copy of the registered power of attorney.

26. Notices claims and authorities

26.1 Notices, claims and authorities required or authorised by this Contract must be in writing.

26.2 To serve a notice a party must:

26.2.1 leave it at; or

26.2.2 send it by a method of post requiring acknowledgment of receipt by the addressee to,

the address of the person to be served as stated in the Schedule or as notified by that person to the other as that person's address for service under this Contract; or

26.2.3 serve it on that party's solicitor in any of the above ways; or

26.2.4 deliver it to an appropriate place in the facilities of a document exchange system in which the recipient solicitor has receiving facilities (and in the latter case service is deemed effected on the Business Day following delivery); or

26.2.5 transmit it by email to a party's solicitor to the email address for that solicitor as stated in the Schedule or as notified by that solicitor to the other solicitor as the email address for service under this Contract.

26.3 A party's solicitor may give a notice, claim or authority on behalf of that party.

27. Unit title

27.1 The following clauses 28 to 39 inclusive apply if the Property is a Unit.

28. Definitions and interpretation

28.1 A reference in these clauses 28 to 39 inclusive to a section or Part is a reference to a section or Part of the Unit Titles Management Act.

28.2 For the purposes of a claim for compensation pursuant to clause 39, the provisions of clause 17 will apply provided that clause 17.1.1(c) is amended to read "the Buyer does not give notice to the Seller waiving the claim, or so much of it as exceeds 5% of the Price within 14 days after receiving the notice".

29. Title to the Unit

29.1 Clauses 3.1, 3.2 and 3.3 do not apply.

29.2 The Unit Title is or will before Completion be granted under the Planning Act and is or will before Completion be registered under the *Land Titles (Unit Titles) Act 1970* (ACT).

29.3 The Unit Title is transferred subject to the Units Plan under which the lease to the Unit is held.

30. Buyer rights limited

30.1 In addition to clause 6, the Buyer cannot make any requisition on title or make a claim for compensation in respect of any Breach of Covenant of the Unit Title, any breach of the

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lease of the Common Property or breach of rules of the Owners Corporation disclosed in this Contract.

31. Adjustment of contribution

31.1 Any adjustment under clause 8 must include an adjustment of the contributions to the Owners Corporation under section 78 and section 89 of the Unit Titles Management Act.

32. Inspection of Unit

32.1 For the purposes of clause 10.1 Property includes the Common Property.

33. Seller warranties

33.1 The Seller warrants that at the Date of this Contract:

33.1.1 to the Seller's knowledge, there are no unfunded latent or patent defects in the Common Property or Owners Corporation assets, other than the following:

(a) defects arising through fair wear and tear; and

(b) defects disclosed in this Contract;

33.1.2 the Owners Corporation records do not disclose any defects to which the warranty in clause 33.1.1 applies;

33.1.3 to the Seller's knowledge, there are no actual, contingent or expected unfunded liabilities of the Owners Corporation that are not part of the Owners Corporation's normal operating expenses, other than liabilities disclosed in this Contract;

33.1.4 the Owners Corporation records do not disclose any liabilities of the Owners Corporation to which the warranty in clause 33.1.3 applies;

33.1.5 the Seller or any occupier of the Unit has not committed any act or omission which may cause the Owners Corporation to incur any costs or perform any repairs;

33.1.6 there is no amount payable to the Owners Corporation by the Seller other than a contribution due under section 78 and section 89 of the Unit Titles Management Act; and

33.1.7 except for an unregistered Units Plan, the rules of the Owners Corporation are, as appropriate:

(a) as set out in Schedule 4 to the Unit Titles Management Act; or

(b) in respect of a corporation established under the *Unit Titles Act 1970 (repealed)* and that was in existence immediately prior to 30 March 2012, the articles in force immediately prior to 30 March 2012; or

(c) in respect of a corporation established under the Unit Titles Act and that was in existence immediately prior to 30 March 2012, the articles in force immediately prior to 30 March 2012;

except for any alterations to those rules registered under section 108.

33.2 For clauses 33.1.1 to 33.1.4 inclusive, a Seller is taken to have knowledge of a thing if the Seller has actual knowledge, or ought reasonably to have knowledge, of that thing.

33.3 The Seller warrants that at Completion to the Seller's knowledge, there are no circumstances (other than circumstances disclosed in this Contract) in relation to the affairs of the Owners Corporation likely to significantly prejudice the Buyer.

33.4 For the purposes of clause 7, Property includes the Common Property.

33.5 These warranties are in addition to those given in clause 7.

34. Damage or destruction before Completion

34.1 If the Unit is destroyed or substantially damaged before Completion not due to the fault of either party then either party may by notice to the other rescind and clause 21 applies.

34.2 For the purposes of clause 34.1, the Unit is deemed to be substantially damaged if though not destroyed is unfit for the use to which it was being put at the Date of this Contract or, if not being used at that time, for the purpose permitted by the Unit Title.

35. Notice to Owners Corporation

35.1 The parties must comply with the rules of the Owners Corporation in relation to notification of the sale and purchase of the Unit.

36. Unit Title Certificate

36.1 On Completion the Buyer must pay to the Seller the fee as determined by the Minister pursuant to section 119(7) of the Units Title Management Act for the Unit Title Certificate attached.

Uncontrolled when printed
Unit Titles (Management) Act 2011
Section 31 Fair Trading (Australian Consumer Law) Act 1992

37. Unregistered Units Plan

Warning: The following clauses 37, 38 and 39 do not encompass all obligations, rights and remedies under Part 2.9 of the Property Act for off the plan contracts.

37.1 This clause 37 applies if at the Date of this Contract, the Units Plan has not been registered.

37.2 The Seller must attach a copy of the proposed Units Plan or a sketch plan showing the location and dimensions of the Unit sufficient to enable the Buyer to determine the location and dimensions of the Unit in relation to other units and the Common Property in the proposed development.

37.3 If the Units Plan is not registered by the date specified in the Schedule, or elsewhere in this Contract, the Buyer may at any time after that date by notice served on the Seller require that the Units Plan be registered within 14 days of the service of the notice. If the Units Plan is not registered within the time limited by the notice the Buyer may at any time after expiry of the time in the notice rescind and clause 21 will apply.

37.4 If the Seller notifies the Buyer that the Units Plan is registered before rescission under this clause, the Buyer will not be entitled to rescind under this clause.

37.5 The Buyer cannot make any objection or requisition on title or claim for compensation in respect of:

37.5.1 any minor variations to the Unit between the plan attached, and the Units Plan registered by the Registrar General; or

37.5.2 any minor alterations required by an authority or the Registrar General in the number, size, location or Unit Entitlement of any other unit in the Units Plan or in or to the Common Property provided the proportion of the Unit Entitlement of the Unit to the other units in the Units Plan is not varied.

In this clause, a minor variation is any variation less than 5% to either the size or value of the Unit described in the plan attached.

37.6 After the Owners Corporation has been constituted under section 8, the Seller must cause the Owners Corporation to comply with the rules of the Owners Corporation and with Parts 2, 3, 4, 5 and 7 to the extent to which the Owners Corporation is required by law to comply with those provisions up to the Date for Completion.

37.7 The Seller must not permit the Owners Corporation to vary the rules of the Owners Corporation from those set out in Schedule 4 of the Unit Title Management Act.

37.8 If clause 37.1 applies, the Seller must give to the Buyer a Unit Title Certificate at the Buyer's expense at least 7 days before Completion.

37.9 The parties acknowledge that the following must form part of the Contract:

37.9.1 a Disclosure Statement for the Unit that complies with the requirements of section 260 of the Property Act; and

37.9.2 if a right to approve the keeping of animals during the Developer Control Period is reserved — details of the reservation, including the kind and number of animals.

37.10 The Seller warrants that the information disclosed in the Disclosure Statement, including information in any Disclosure Update Notice, is accurate.

38. Rescission of Contract

38.1 The Buyer may, by written notice given to the Seller, rescind this Contract if:

38.1.1 there would be a breach of a warranty provided in any of clauses 33.1.1, 33.1.2, 33.1.3, 33.1.4 or 33.3, were this Contract completed at the time it is rescinded; or

38.1.2 there would be a breach of a warranty provided in clause 37.10:

(a) were this Contract completed at the time it is rescinded; and

(b) the Buyer is significantly prejudiced by the breach,

and the breach does not relate to an amendment to the Development Statement that is an Excluded Change.

38.2 A notice must be given:

38.2.1 under clause 38.1.1:

(a) if this Contract is entered before the Units Plan for the Unit is registered — not later than 3 days before the Buyer is required to complete this Contract; or

(b) in any other case — not later than 14 days after the later of the following happens:

(i) the Date of this Contract; and

(ii) another period agreed between the Buyer and Seller ends; or

Unit 121 UP No 1559 Block 15 Section 5 Parkes Constitution Ave Parkes ACT 2600

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38.2.2 under clause 38.1.2 – at any time before the Buyer is required to complete this Contract.

38.3 If the Buyer rescinds this Contract, the Seller must repay any amount paid to the Seller towards the purchase of the Unit and otherwise the provisions of clause 21 will apply.

39. Claims for compensation

39.1 This clause 39 applies if, before Completion, the Buyer reasonably believes that, except as disclosed in this Contract, there would be a breach of a warranty established under any of clauses 33.1.1, 33.1.2, 33.1.3, 33.1.4, 33.3 or 37.10 were this Contract to be completed.

39.2 The Buyer may, by written notice given to the Seller:

39.2.1 tell the Seller:

(a) about the breach; and

(b) that the Buyer will complete this Contract; and

39.2.2 claim compensation for the breach.

39.3 A notice under clause 39.2 must be given:

39.3.1 if this Contract is entered before the Units Plan for the Unit is registered — not later than 3 days before the Buyer is required to complete this Contract; or

39.3.2 in any other case — not later than 14 days after the later of the following happens:

(a) the Buyer's copy of the Contract is received by the Buyer;

(b) another period agreed between the Buyer and Seller ends.

39.4 The Buyer may not claim compensation under this clause 39 only because of the breach of a warranty related to an amendment to the Development Statement that is an Excluded Change.

40. Community title

40.1 The following clauses 41 to 50 inclusive apply if the Property is, or will on Completion form, a Lot within a Community Title Scheme.

41. Definitions and interpretation

41.1 A reference in these clauses 40 to 50 inclusive to a section or Part is a reference to a section or Part of the Community Title Act.

42. Buyer rights limited

42.1 In addition to clause 6, the Buyer cannot make any requisition on title or make a claim for compensation in respect of any breach of the lease of the Common Property or breach of rules or by-laws of the Community Title Body Corporate disclosed in this Contract.

43. Adjustment of contribution

43.1 Any adjustment under clause 8 must include an adjustment of the contributions to the fund under section 45.

44. Inspection of property

44.1 For the purposes of clause 10.1 Property includes the Common Property.

45. Unregistered Community Title Scheme

45.1 This clause 45 applies if at the Date of this Contract, the Community Title Scheme has not registered.

45.2 The Seller must attach a copy of the proposed Community Title Master Plan, or a sketch plan showing the location and dimensions of the Lot sufficient to enable the Buyer to determine the location and dimensions of the Lot in relation to other lots and the Common Property in the proposed scheme.

45.3 The Seller must attach a copy of the proposed Community Title Management Statement.

45.4 The Buyer cannot make any objection or requisition on title or claim for compensation in respect of:

45.4.1 any minor variations to the Lot between the plan attached, and the registered Community Title Master Plan; or

45.4.2 any minor alterations required by an authority or the Registrar General in the number, size, location or entitlement of any other Lot in the Community Title Scheme or in or to the Common Property provided the proportion of the entitlement of the Lot to the other lots in the Community Title Scheme is not varied; or

45.4.3 any minor variations between the proposed Community Title Management Statement and the registered Community Title Management Statement.

In this clause, a minor variation is any variation less than 5% to either the size or value of the Lot described in the plan attached and referred to in the proposed Community Title Management Statement.

45.5 The Seller must not permit the Community Title Body Corporate to vary the by-laws of the

Unit Plan No 1744 Block 15 Section 26 Constitution Avenue Parkes ACT 2600

Community Title Scheme from those set out in Schedule 1 of the Community Title Act, unless otherwise disclosed in this Contract.

45.6 After the Community Title Body Corporate has been constituted under section 30, the Seller must cause the Community Title Body Corporate to comply with Part 8 to the extent to which the Community Title Body Corporate is required by law to comply with those provisions up to the Date for Completion.

46. Incomplete development of Community Title Scheme

46.1 This clause 46 applies if at the Date of this Contract, development of the Community Title Scheme has not completed.

46.2 Until the development of a Community Title Scheme is finished, the Developer warrants to the Buyer that the development will be carried out in accordance with the scheme.

46.3 Without limiting the damages recoverable for breach of the warranty in clause 46.2, the Buyer may recover damages for the loss of a reasonably expected capital appreciation of the Lot that would have resulted from completion of the development in accordance with the terms of the Community Title Scheme.

47. Incomplete development of Lot

47.1 This clause 47 applies if at the Date of this Contract, the Lot is to be developed or further developed in accordance with the Community Title Scheme. For clarity, this clause does not apply if an unconditional Compliance Certificate has issued before the Date of this Contract and the Seller gives to the Buyer evidence acceptable to the Registrar General that an unconditional Compliance Certificate has issued for the Lot, or if the Seller gives an unconditional Compliance Certificate to the Buyer on Completion.

47.2 The Buyer becomes bound to develop the Lot in accordance with the Community Title Scheme.

47.3 The Seller must give written notice of the proposed sale of the Lot to the Planning and Land Authority.

47.4 The Buyer must:

47.4.1 give to the Planning and Land Authority a written undertaking to develop the Lot in accordance with the Community Title Scheme (if a form is approved for an undertaking, the form must be used); and

47.4.2 give the Planning and Land Authority any security required by the Planning and Land Authority, within 28 days after notice of the transaction was given to the Planning and Land Authority, for the development of the Lot in accordance with the Community Title Scheme.

48. Required first or top sheet

48.1 The Seller must give to the Buyer, before the Buyer enters into this Contract, a Section 67 Statement.

48.2 The Section 67 Statement must:

48.2.1 state that the Lot is included in a Community Title Scheme that imposes obligations on the owner of the Lot;

48.2.2 state the name and address of:

(a) the body corporate of the scheme; or

(b) if it is the duty of the Community Title Body Corporate manager to act for the Community Title Body Corporate in supplying Section 56 Certificates — the manager;

48.2.3 state the amount of annual contributions currently fixed by the Community Title Body Corporate as payable by the owner of the Lot;

48.2.4 identify improvements on common property of the scheme for which the owner of the Lot is responsible;

48.2.5 be signed by the Seller or a person authorised by the Seller; and

48.2.6 be substantially complete.

48.3 The Seller must attach to this Contract, as a first or top sheet, a copy of the Section 67 Statement given to the Buyer under clause 48.1.

48.4 The Buyer may rescind this Contract if:

48.4.1 the Seller has not complied with clauses 48.1 and 48.3; and

48.4.2 Completion has not taken place.

49. Notice to Community Title Body Corporate

49.1 The parties must comply with the rules and by-laws of the Community Title Body Corporate in relation to notification of the sale and purchase of the Lot.

50. Section 56 Certificate

50.1 The Seller must give to the Buyer a Section 56 Certificate at least 7 days before Completion.

50.2 On Completion, the Buyer must pay to the Seller the fee charged for the Section 56 Certificate.

DRAFT UP No. 155 Section 3 Constitution Avenue Parkes ACT 2600 12/4/25

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51. Foreign Resident Withholding Tax

Warning: The questions in the Schedule regarding the Relevant Price and the Clearance Certificates are not binding, and are included to remind the parties of their obligations under the Withholding Law.

Warning: The following clauses 51.1 to 51.8 are subject to the Withholding Law, and do not encompass all obligations under the Withholding Law.

51.1 In this clause 51 the following words have the following meanings:

CGT Asset has the meaning in the *Income Tax Assessment Act 1997*;

Clearance Certificate means a certificate issued under section 14-220 of the Withholding Law that covers the date of Completion;

Relevant Percentage means the percentage amount stated in section 14-200(3)(a) and 14-205(4)(a) of the Withholding Law;

Relevant Price means the higher of:

- the Price (including GST); and
- the market value of the CGT Assets sold under this Contract;

as at the Date of this Contract;

Variation Certificate means a certificate issued under section 14-235 of the Withholding Law that covers the date of Completion;

Withholding Amount means, subject to clauses 51.6 and 51.7, the Relevant Percentage of the first element of the CGT Asset's cost base (for all CGT Assets sold under this Contract) as at the Date of this Contract; and

Withholding Law means Subdivision 14-D of Schedule 1 of the *Taxation Administration Act 1953* and associated provisions.

51.2 If the Relevant Price is less than the dollar amount stated in section 14-215(1)(a) of the Withholding Law as at the Date of this Contract, the parties acknowledge that there are no obligations under the Withholding Law.

51.3 If Clearance Certificates for all the Sellers are provided to the Buyer prior to Completion, the parties acknowledge that there are no obligations under the Withholding Law.

51.4 If neither clauses 51.2 or 51.3 apply, then:

51.4.1 the Seller must provide to the Buyer any information required to enable the Buyer to comply with clause 51.4.2(a), within 5 days of written request from the Buyer;

51.4.2 the Buyer must:

(a) lodge a purchaser payment notification form with the ATO; and

(b) give evidence of compliance with clause 51.4.2(a) to the Seller;

no later than 5 days before the Date for Completion;

51.4.3 the Seller irrevocably instructs the Buyer to draw as part of the Price, and the Buyer must draw and retain on Completion, an unendorsed bank cheque payable to the ATO for the Withholding Amount; and

51.4.4 the parties must both, on the date of Completion, attend the offices of an authorised collection agent of the ATO to deposit the bank cheque referred to in clause 51.4.3 in payment of the Withholding Amount following Completion.

51.5 If clause 51.4 applies and the parties do not comply with clause 51.4.4:

51.5.1 the Buyer indemnifies the Seller for any loss or damage resulting from the Buyer's delay in remitting and/or failure to remit the Withholding Amount to the ATO; and

51.5.2 the Buyer charges the Property (for the benefit of the Seller) with the Buyer's obligations under this clause 51.5.

51.6 Where the Seller gives the Buyer a Variation Certificate prior to Completion, the Withholding Amount is the amount stated in the Variation Certificate.

51.7 Where Clearance Certificates for some but not all of the Sellers are provided to the Buyer prior to Completion, then the Withholding Amount is reduced by the same percentage as the percentage ownership of the Property of the Sellers that are subject to a Clearance Certificate.

51.8 Where a Clearance Certificate is provided by a Seller to the Buyer, the Seller warrants to the Buyer that that Seller is the entity referred to in the Clearance Certificate and is the relevant taxpayer for capital gains tax payable on the sale of the CGT Assets sold under this Contract.

52. Deposit by Instalments

52.1 The following clauses 52.2 to 52.8 inclusive only apply if the 'Deposit by Instalments' option on the Schedule is selected.

52.2 Clauses 2.1, 2.2, 2.3 and 2.4 are deleted.

52.3 The Buyer must pay the Deposit to the Stakeholder. The Seller agrees to accept the payment of the Deposit in two instalments as follows:

Block 15 Section 3 Parkes ACT 2600 Avenue Constitution Ave UP No. 1559

52.3.1 5% of the Price by cheque on the Date of this Contract (**First Instalment**); and

52.3.2 the balance of the Deposit (if it has not already been paid) by unendorsed bank cheque on the Date for Completion (**Second Instalment**);

and in every respect time is of the essence for payment of the First Instalment in this clause 52.3.1.

52.4 The Deposit becomes the Seller's property on Completion or on the earlier termination of this Contract by the Seller for the Buyer's default.

52.5 If the First Instalment of the Deposit is:

52.5.1 not paid on time and in accordance with clause 52.3; or

52.5.2 paid by cheque and the cheque is not honoured on first presentation,

the Buyer is in default and the Seller may terminate this Contract immediately by written notice to the Buyer (without the notice otherwise necessary under clause 18) and clause 19 applies. If the Seller does not terminate this Contract in accordance with this clause 52.5, then this Contract remains on foot, subject to this clause 52.5, until either the Seller terminates the Contract pursuant to this clause 52.5, or waives the benefit of this clause 52.5 pursuant to clause 52.8.

52.6 If the Second Instalment of the Deposit is not paid on time in accordance with clause 52.3, then the Seller cannot immediately terminate the Contract for the Buyer's breach of an essential condition. The Seller must make timing of the payment of the Second Instalment an essential condition of the Contract by serving on the Buyer a Default Notice requiring the Buyer to pay the Second Instalment within 14* days after service of the Default Notice (excluding the date of service).

52.7 For clarity, the Buyer must pay the full Price to the Seller, on or before Completion.

52.8 These clauses 52.2 to 52.8 inclusive are for the benefit of the Seller. The Seller may at any time before this Contract is terminated notify the Buyer in writing that the benefit of these clauses 52.2 to 52.8 inclusive is waived.

53. Residential Withholding Tax

Warning: The following clauses 53.1 to 53.9 are subject to the Withholding Law, and do not encompass all obligations under the Withholding Law.

53.1 In this clause 53 the following words have the following meanings:

RW Amount means the amount which the Buyer must pay under section 14-250 of the Withholding Law;

RW Amount Information means the completed RW Amount details referred to on page 3 of this Contract; and

RW Percentage means the percentage amount stated in section 14-250(6), (8) and (9) of the Withholding Law, as applicable to the supply of the Property from the Seller to the Buyer.

53.2 The Seller must provide the Buyer with the RW Amount Information no later than 7 days after the Date of this Contract.

53.3 If the 'Buyer required to make a withholding payment?' option on the Schedule is selected 'no' or if no selection is made, the Seller warrants to the Buyer that the Buyer is not required to make a payment under section 14-250 in relation to the supply of the Property from the Seller to the Buyer.

53.4 The following clauses 53.5 to 53.9 inclusive only apply if the 'Buyer required to make a withholding payment?' option on the Schedule is selected 'yes'.

53.5 Subject to any adjustments to the Price that may arise after the date that the RW Amount Information is provided in accordance with clause 53.2 and which affect the RW Amount, the Seller warrants to the Buyer on the date that the RW Amount Information is provided to the Buyer that the Seller has provided the Buyer with the information required under section 14 255 of the Withholding Law in relation to the supply of the Property from the Seller to the Buyer, and that this information is true and correct to the Seller's knowledge.

53.6 The Buyer must provide the Seller with a copy of the 'GST property settlement withholding notification online form' confirmation email (or emails, if applicable) issued to the Buyer by the ATO no later than:

53.6.1 21 days after a written request from the Seller; or

53.6.2 7 days prior to the Date for Completion,

whichever is the earlier.

53.7 The Buyer must provide the Seller with evidence of submission by the Buyer to the ATO of the 'GST property settlement date confirmation online form', with such evidence to be provided prior to or on Completion.

Block 21 UP No 4050
Section 26 Parkes ACT
2600
Unit 21/44 Constitution Avenue

* Alter as necessary

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53.8 The Seller irrevocably instructs the Buyer to draw as part of the Price, and the Buyer must draw and retain on Completion, an unendorsed bank cheque payable to the ATO for the RW Amount.

53.9 In relation to the unendorsed bank cheque required by clause 53.8, the Buyer must:

53.9.1 forward the unendorsed bank cheque to the ATO immediately after Completion; and

53.9.2 provide the Seller with evidence of payment of the RW Amount to the ATO.

Unit 121 UP No. 15592
Block 15 Section 3 Parkes
121/44 Constitution Avenue Parkes ACT
2600

SPECIAL CONDITIONS

54. DEFINITIONS

In this contract:

(a) **Contract** means this Contract including the General Conditions, these Special Conditions and any Schedule, Appendix or Annexure;

(b) **FATA** means *Foreign Acquisitions and Takeovers Act 1975* (Cth)

(c) **Foreign Person** means:

i. a "foreign person" as defined in section 21A as the meaning is extended by section 4(6) of the FATA; or

ii. a "person to whom this section applies" within the meaning of section 26A as section 26A is affected by section 5A of the FATA.

(d) **General Conditions** General Conditions means the ACT Law Society Contract for Sale CS09-2021 or as updated by the Law Society from time to time.

(e) **Loss** includes any cost, liability, loss, fine, penalty, suit, claim, damage or proceeding.

(f) **Raise Issue** means any of (and any combination of) the following:

i. make any claim (for damages or otherwise);

ii. make any requisition;

iii. object;

iv. deduct, or seek to deduct, from any monies otherwise payable to the Seller;

v. retain, or seek to retain, any monies otherwise payable to the Seller;

vi. rescind this Contract;

vii. terminate this Contract;

viii. require works to be undertaken to the Building or Land;

ix. require any documents, certificates, approvals or similar; or

x. delay Completion.

55. GENERAL

(a) This Contract cannot be varied, except in in writing, which must be agreed to and executed by all parties.

(b) A right created by this Contract cannot be waived except in writing signed by the party entitled to that right. Delay by a party in exercising a right does not constitute a waiver of that right, nor will a waiver (either wholly or in part) by a party of a right operate as a subsequent waiver of the same right or any other right of that party.

(c) Each party must promptly execute all documents and do all things necessary or desirable to give full effect to the arrangements contained in this Contract.

(d) The laws applicable in the Australian Capital Territory govern this Contract, and the parties submit to the non-exclusive jurisdiction of the courts of the State or Territory and any courts competent to hear appeals from those courts.

(e) If a clause or part of a clause is unenforceable, voidable, invalid or illegal, it must be read down so as to be enforceable, valid and legal. If this is not possible, the clause (or where possible, the offending part) is taken to be severed from this Contract without affecting the enforceability, validity or legality of the remaining clauses (or parts of the clauses) which will continue in full force and effect. This clause has no effect if the severance alters the basic nature of this Contract or is contrary to public policy.

(f) A right or obligation of a party that can operate or have effect on or after the completion, expiration, termination or rescission of this Contract will not merge on the occurrence of that event but will remain in full force and effect.

(g) This Contract is properly executed if each party executes either this document or an identical document. In the latter case, this Contract takes effect when the separately executed documents are exchanged between the parties.

(h) To the extent that General Conditions are inconsistent with these special conditions, these special conditions override the General Conditions.

56. GENERAL CONDITION AMENDMENTS

To the extent as permitted by law the General Conditions are amended as follows:

(a) clause 22.1.1 is amended by inserting '0' before the '%' symbol;

(b) clause 22.1.2 is amended by inserting '10' before the '%' symbol;

(c) clause 26.2 is deleted and replaced with the following:

i. 26.2 To serve a notice a party must:

1. 26.2.1 leave it at; or
2. 26.2.2 send it by a method of post requiring acknowledgement of receipt by the addressee; or
3. 26.2.3 send it by facsimile or electronic mail; or
4. 26.2.4 by delivering to an appropriate place in the facilities of a document exchange system,

to the address of the person to be served as stated in the Schedule, or as notified by that person to the other as that person's address for service under this Contract, or to that party's solicitor.

(d) insert additional clause 26.4 as follows:

i. 26.4 A notice is given:

1. 26.4.1 if hand delivered, on the date of delivery;
2. 26.4.2 if sent by facsimile transmission, on the date that the sender's facsimile machine records that the facsimile has been successfully transmitted in its entirety;
3. 26.4.3 if sent by electronic mail, on the date the sender's electronic mail delivery system records that the electronic mail has been successfully transmitted in its entirety;
4. 26.4.4 sent by prepaid ordinary mail within Australia, on the date being 2 Business Days after the date of posting; or
5. 26.4.5 sent by prepaid express post International airmail between countries, on the date that is 7 Business Days after the date of posting.

57. CONDITION OF PROPERTY

(a) The Buyer warrants to the Seller that the Buyer is satisfied with the condition of the Property at the Date of this Contract including any legal and physical defects (latent or patent), infestations and dilapidation.

(b) The Buyer acknowledges that the Seller has disclosed any Unapproved Structures on the Land and that, unless otherwise provided in this Contract. The Buyer must not Raise Issue or require the Seller to obtain the relevant approvals for the Unapproved Structures.

(c) The Buyer acknowledges that the Seller makes no warranty as to the status of any contamination that may or may not be present on the Property including the soil, ground water or substrata. The Buyer relies on its own enquiries with regard to any contamination on the Property. The Buyer must not Raise Issue with regard to any contamination which may or may not be present on the Property.

(d) The Buyer must not Raise Issue due to any matter in relation to the Seller or the Property which was disclosed to the Buyer, or was reasonably capable of being found or discovered by the Buyer had the Buyer undertaken the usual enquiries, investigations and searches about the Property as would reasonably be expected of a prudent Buyer, in a proper and diligent manner.

(e) Notwithstanding any matter in clause 57(d) the Buyer may not Raise Issue in relation to any of the following matters:

i. any encroachment by or on the Property;

ii. any dispute regarding any dividing fence;

iii. requirements of an authority in relation to the Property;

iv. non-compliance of the Property with any law;

v. the existence or non-existence of any services or utilities to or through the Property.

58. KEYS

The Seller will provide the Buyer with keys necessary to gain access to the dwelling on the Land, as well as any other keys in possession of the Seller on Completion. The Buyer must not Raise Issue regarding any keys provided, or not provided, by the Seller on Completion.

59. ADJUSTMENTS

(a) If Completion does not occur on the Date for Completion due to the default of the Buyer, the Buyer acknowledges that Land Charges under General Condition 8.1 will be adjusted from the Date for Completion.

(b) The Buyer acknowledges that notwithstanding clause 59(a), the Seller will remain entitled to the Income up to the date of Completion.

60. SELLER AGENT

(a) The Buyer warrants that it was not introduced directly or indirectly to the Seller, or the Property, by any person other than the Seller Agent, or in circumstances that would give rise to any claim for commission or remuneration with respect to the sale of the Property by any other person.

(b) The Buyer indemnifies the Seller against any Loss arising from a breach of the warranty in clause 60(a).

61. ENTIRE AGREEMENT

The Buyer agrees that this Contract sets out the entire understanding between the parties concerning the subject matter of this Contract and that it supersedes any prior arrangement, contract or other agreement in relation to the subject matter of this Contract.

62. RELIANCE AND REPRESENTATIONS

The Buyer warrants to the Seller that it has entered into this Contract entirely own its own investigations and enquiries and does not rely on any representation by the Seller, Seller Solicitor or Seller Agent in relation to any matter in relation to the Property or this Contract.

63. FIRB APPROVAL

(a) The Buyer warrants to the Seller that it does not require any approvals under the Australian Governments foreign investment policy to acquire the Property ("**FIRB Approval**") and that the Treasurer cannot make an order under Part II of the FATA regarding the acquisition of the Property by the Buyer.

(b) The Buyer indemnifies the Seller against all liability or loss suffered or incurred by the Seller which arises directly or indirectly from a breach of any of the obligations of the Buyer under this clause 63.

64. DIRECTOR GUARANTEE AND INDEMNITY

If the Buyer is a corporation that is not listed on the Australian Stock Exchange or is a company limited by guarantee under the *Corporations Act 2001* (Cth), the Buyer acknowledges and confirms the following:

(a) each director of the Buyer must and will provide a signed personal guarantee in the form of the Guarantee and Indemnity attached as Annexure A on the Date of this Contract ('Guarantee'); and

(b) that each director of the Buyer has, on the Date of this Contract, properly executed the Guarantee attached to this Contract and agree to guarantee that corporation's performance of its obligations under this Contract.

(c) The Buyer acknowledges and agrees that this Clause 64 is an essential term of this Contract.

65. INSOLVENCY AND INCAPACITY

(a) If the Buyer is a corporation and:

i. petition is presented for the winding up of the Buyer and is not stayed, withdrawn or discharged within 21 days or a resolution is passed by the Buyer for its winding up;

ii. an administrator or controller (as defined in section 9 of the *Corporations Act 2001* (Cth)) is appointed over the whole or any part of the assets or undertakings of the Buyer;

iii. a liquidator is appointed in respect of the undertakings of the Buyer;

iv. becomes insolvent (as defined in section 9 of the *Corporations Act 2001* (Cth);

v. the Buyer enters any arrangement with its creditors in relation to the affairs of the Buyer,

then the Buyer will be deemed to be in default of this Contract and the Seller may terminate this Contract and General Condition 19 will apply.

(b) A notice of termination under this clause 65 will not take effect during any stay period, as the term is defined in Section 451(E)(2) of the *Corporations Act 2001* (Cth)

(c) If the Buyer is an individual and:

i. dies; or

ii. becomes incapable to manage their affairs due to unsoundness of mind,

then either party may rescind this Contract and General Condition 21 will apply.

ANNEXURE A: GUARANTEE AND INDEMNITY

In this Guarantee & Indemnity:

(a) Guarantor means each director of the Buyer as at the Date of this Contract.

(b) Any capitalised terms used in this Guarantee & Indemnity which are not defined have the corresponding meaning given to them in the Contract which this Guarantee & Indemnity forms an Annexure to.

(c) In consideration of the Seller entering the Contract with the Buyer at the request of each Guarantor, each Guarantor guarantees to the Seller the payment of all money payable by the Buyer under the Contract and the performance of all other obligations imposed on the Buyer under the Contract.

(d) Each Guarantor indemnifies the Seller against any Loss incurred by the Seller in connection with or arising from any breach or default by the Buyer of its obligations under the Contract.

(e) Each Guarantor must pay on demand any money due to the Seller under the Guarantee & Indemnity.

(f) Each Guarantor is jointly and severally liable with the Buyer to the Seller for the performance of the Buyer's obligations under the Contract and any damage incurred by the Seller due to the Buyer's failure to perform its obligations under the Contract.

(g) Each and every guarantee and indemnity provided under the terms of this Guarantee & Indemnity are continuing and binds each Guarantor despite:

i. the death, bankruptcy or liquidation of any Guarantor;

ii. the resignation of any Guarantor as a director of the Buyer;

iii. any waiver or extension of time granted from the Seller to the Buyer;

iv. the Contract being held invalid or incomplete for any reason;

v. Completion of the Contract; or

vi. improper execution by the Buyer to the Contract.

(h) Each Guarantor warrants that:

i. their obligations under this Guarantee & Indemnity are valid and binding;

ii. they are entering this Guarantee & Indemnity as an adult above the age of 18;

iii. are not acting in any capacity as a trustee; and

iv. have been given an opportunity to seek independent legal and financial advice before entering this Guarantee & Indemnity.

Executed by in the presence of:

Signature	Signature of Witness
Name of Guarantor (Please print)	Name of Witness (Please print)

ELEVATED
LEGAL ADVISORY

Swimming Pool Disclosure Statement

	Unit	UP No.	Block	Section	Division/District
Premises	121	15592	15	3	Parkes
	and known as 121/44 Constitution Avenue, Parkes ACT 2600				

The Owner discloses, to the best of the Owner's knowledge and belief and as accurately as the Owner has been able to find out:

When:	**Disclosure:**
The Owner purchased the Premises	2022
The Premises were built	07/10/2022
Building approval for the premises was granted (if the Premises were built by the current owner)	N/A
Construction of the pool was completed	07/10/2022
Any alterations to the pool were completed	N/A

Standing exemptions:	**Disclosure:**	
Does a standing exemption apply to the pool?	☐ Yes	☒ No
If yes, the following standing exemption applies and circumstances for the exception:	☐ a regulated swimming pool that is a demountable pool in place for not more than 3 consecutive days ☐ a regulated swimming pool built before 1 May 2023 that is a spa (wherever located) covered and secured by a lockable child-resistant structure (such as a door, lid, grille or mesh) that: (a) is of substantial construction and having no opening through which it is possible to pass a testing apparatus; and (b) is securely fastened by a device that is itself of substantial construction and has no opening through which it is possible to pass a testing apparatus. ☐ a regulated swimming pool built before 1 May 2023 that is a spa (**located on apartment balcony**) if the balcony is accessible only through self-closing and self-latching doors or windows. ☐ Other: _____	

Product	Title Details
Date/Time	05/09/2025 01:45PM
Customer Reference	
Order ID	20250905001182
Cost	$35.00

Volume 3014 **Folio** 588 **Edition** 2

AUSTRALIAN CAPITAL TERRITORY

TITLE SEARCH

LAND

Parkes Section 3 Block 15 on Deposited Plan 15556 with 261 units on Unit Plan 15592

Unit 121 (Class A) entitlement 23 of 10000, 3 subsidiaries

Lease commenced on 07/10/2022, terminating on 04/08/2117

Proprietor

COURTENAY JENNIFER DOUGLAS

UNIT 121, 44 CONSTUTION AVENUE, PARKES ACT 2600

REGISTERED ENCUMBRANCES AND INTERESTS

Original title is **Volume** N/A **Folio** N/A

Restrictions

Purpose Clause: Refer Units Plan

Easements

Subject To Easement In Units Plan

Registered Date	Dealing Number	Description
01/11/2022	3202378	Mortgage to COMMONWEALTH BANK OF AUSTRALIA (ACN: 123 123 124)

End of interests

This data (excluding administrative interests) is certified correct by the Registrar-General at 13:45:32 on 05/09/2025

Unregistered dealings have not been formally recorded in the register.

Product	Title Details
Date/Time	05/09/2025 12:15PM
Customer Reference	
Order ID	20250905000863
Cost	$35.00

Volume 3014 **Folio** 467 **Edition** 1

AUSTRALIAN CAPITAL TERRITORY

TITLE SEARCH

LAND

Parkes Section 3 Block 15 on Deposited Plan 15556 with 261 units on Unit Plan 15592

Lease commenced on 07/10/2022, terminating on 04/08/2117

COMMON PROPERTY

Proprietor

The Owners - Units Plan No 15,592

Civium Strata, 17-25 Townshend Street Phillip ACT 2606

REGISTERED ENCUMBRANCES AND INTERESTS

Original title is **Volume** N/A **Folio** N/A

Restrictions

Purpose Clause: Refer Units Plan

Easements

Subject To Easement In Units Plan

Registered Date	Dealing Number	Description
07/10/2022	3199042	Application to Note Special Resolution - Alternate Rules - Refer Instrument
21/12/2023	3286095	Application to Note Special Resolution - Refer Instrument
06/12/2024	3351555	Application to Note Special Resolution - Refer Instrument

End of interests

This data (excluding administrative interests) is certified correct by the Registrar-General at 12:15:55 on 05/09/2025

Unregistered dealings have not been formally recorded in the register.

ACT Government

Access Canberra.

3199042

LAND TITLES
ACCESS CANBERRA
Chief Minister, Treasury and Economic Development Directorate

SPECIAL RESOLUTION BY OWNERS CORPORATION

094 - SR

Land Titles Act 1925

LODGING PARTY DETAILS

Name	Email Address	Contact Telephone Number	Customer Reference Number
Clayton Utz	conveyancing@claytonutz.com	0262794080	80208942

TITLE AND LAND DETAILS

Volume & Folio	District/Division	Section	Block	UNITS PLAN NUMBER
3014:467	PARKES	3	15	15592

DETAILS OF RULES BEING REGISTERED	DATE MEETING HELD (must be registered within 3 months)
As per attached	07/10/2022

SUPPORTING DOCUMENTATION
(Please select appropriate item – Original signed copy must be supplied)

- ☐ Sealed copy of Minutes of Meeting
- ☐ Sealed copy of Resolution/Motion
- ☒ Sealed copy of Alternate Rules
- ☐ Other (specify) -

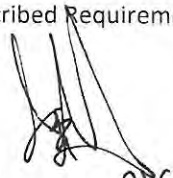
COMMON SEAL OF OWNERS CORPORATION
(Seal may be affixed)

CERTIFICATION **Delete the inapplicable*

Applicant

*The Certifier has taken reasonable steps to verify the identity of the Registered Proprietor/Managing Agent or his, her or its Administrator or attorney.
*The Certifier holds a properly completed Client Authorisation for the Conveyancing Transaction including this Registry Instrument or Document.
*The Certifier has retained the evidence to support this Registry Instrument or Document.
*The Certifier has taken reasonable steps to ensure that the Registry Instrument or Document is correct and compliant with relevant law and any Prescribed Requirement.

Signed By:



<Name of certifying party>
<Capacity of certifying party>

Alfonso del Rio
Legal Practitioner
Clayton Utz

for: *<Company name>*

on behalf of the Registered Proprietor/~~Managing Agent~~

OFFICE USE ONLY

Lodged by		Annexures/Attachments	~~Minutes/Resolution~~/Motion/Rules
Data entered by		Evidence Manager Appointed	Yes ☐
Registered by	LMT	Registration Date	07/10/2022

Alternative Rules
Units Plan No. 15592 - Block 15 Section 3 Parkes

As passed by the Owners Corporation on 7 October 2022 in accordance with the Unit Titles (Management) Act 2011 (ACT)

Schedule

Strata Manager: Civium Strata
Contact name: Shannon Rawlings
Contact information: T: 1300 724 256 E: clientservices@civiumstrata.com.au

Contents

1. Definitions and interpretation 1

1.1 Definitions 1
1.2 UTMA definitions 1

2. Matters affecting the applicability of Alternative Rules 1

2.1 Relationship with Default Rules 1
2.2 Authorisation by Owners Corporation 1

3. Payment of shared costs 2

3.1 Intention 2
3.2 Schedule of Costs Split 2
3.3 Amendments to Schedule of Costs Split 2
3.4 Fairness of contribution methods 2

4. Special privilege 3

4.1 Grant of special privilege 3
4.2 Recording the details of a special privilege 3
4.3 Maintenance of special privilege areas 3
4.4 General obligations 3

5. Waste 4

5.1 Shared waste room 4
5.2 Use of waste room by owners, occupiers and users 4
5.3 Disposal of waste 4

6. Commercial Units 4

6.1 Relationship to other rules 4
6.2 Signage and advertising 4
6.3 Commercial waste 4
6.4 Common Grease trap 5
6.5 Commercial Toilets 5
6.6 Commercial Kitchen Exhaust 6
6.7 Heritage Pavilion Unit - Unit 261 6

Annexure A - Default Rules 8

Annexure B - Schedule of Costs Split 11

Annexure C - Schedule of Special Privileges 12

Annexure D - Signage Plan 13

Annexure E - Commercial Toilets 14

Alternative Rules
Units Plan No. 15592 - Block 15 Section 3 Parkes

THE GRIFFIN PARKES

1. Definitions and interpretation

1.1 Definitions

In these Alternative Rules:

Alternative Rules means these alternative rules and excludes the Default Rules.

Commercial Toilets means the toilets located on the common property as shown on the plan at Annexure E.

Commercial Units means units 255-261.

Default Rules has the meaning given to that term in the UTMA, a copy of which is annexed to these Alternative Rules at Annexure A as at the time these Alternative Rules are passed by the Owners Corporation.

Executive Committee means the executive committee of the Units Plan.

Heritage Unit means unit 261 which, for the avoidance of doubt, is a Commercial Unit.

Owners Corporation means the owners corporation of the Units Plan.

Residential Units means units 1-254.

Schedule of Costs Split means the schedule at Annexure B of these Alternative Rules.

Schedule of Special Privileges means the schedule at Annexure C of these Alternative Rules.

Signage Plan means the document titled "Signage Intent Plan" at Annexure D of these Alternative Rules.

Units Plan means Units Plan No. 15592.

UTMA means the Unit Titles (Management) Act 2011.

1.2 UTMA definitions

Any word used in these Alternative Rules which is defined in the UTMA has the meaning given in the UTMA.

2. Matters affecting the applicability of Alternative Rules

2.1 Relationship with Default Rules

(a) The rules of the Owners Corporation are comprised of the Default Rules as supplemented to or amended to by these Alternative Rules.

(b) In the event that any of these Alternative Rules are inconsistent with the Default Rules, these Alternative Rules prevail to the extent of the inconsistency.

2.2 Authorisation by Owners Corporation

If an act or omission of an owner, occupier or user of a unit would constitute a breach of these Alternative Rules or the Default Rules, provided that:

(a) the Owners Corporation have authorised the relevant act or omission in accordance with the UTMA (including any special privileges in accordance with rule 4);

(b) the Owners Corporation have recorded the relevant authorisation in the minutes of a general meeting of the Owners Corporation; and

(c) any other applicable approvals under any other legislation have been obtained,

the act or omission is not a breach of these Alternative Rules or the Default Rules.

3. Payment of shared costs

3.1 Intention

The Owners Corporation acknowledges and agrees that:

(a) the Units Plan is a mixed use development consisting of a residential component and a commercial component; and

(b) the intention of this rule is to set out the principles in relation to which certain categories of costs are to be determined to be paid by a particular class of unit owners.

3.2 Schedule of Costs Split

(a) The Schedule of Costs Split is annexed to these Alternative Rules at Annexure B.

(b) To the extent that a particular item in the first column of the Schedule of Costs Split specifies a "Responsible Unit" in the second column, those "Responsible Units" must pay such any costs or expenses associated with that item as calculated in accordance with the methodology set out in the third column.

3.3 Amendments to Schedule of Costs Split

Any amendment to the Schedule of Costs Split must, in accordance with section 78 of the UTMA, be authorised by a special resolution of the Owners Corporation.

3.4 Fairness of contribution methods

The Owners Corporation acknowledges and agrees that the contribution method set out in these Alternative Rules are fair and have taken into account:

(a) the structure of the Units Plan;

(b) the nature of the buildings that are part of the units or common property of the Units Plan, including the features and character of the units and common property;

(c) the purposes for which units are used including the likely impact of that use on the common property; and

(d) the extent to which the method imposes a burden on a unit that is commensurate with the use of that unit.

4. Special privilege

4.1 Grant of special privilege

The Owners Corporation may, by way of special resolution and otherwise in accordance with the UTMA, grant a special privilege to an owner, occupier or user of a unit permitting the use of a part of the common property in a manner that is additional to, or restrictive of, the rights of other people who are not granted the special privilege to use the relevant part of the common property.

4.2 Recording the details of a special privilege

Any special privilege granted by the Owners Corporation must be recorded on the Schedule of Special Privileges and specify the following:

(a) the unit or units, the owner, occupier or user of which is to have the benefit of the special privilege;

(b) a description of the area of the common property in relation to which the special privilege applies; and

(c) the party who is responsible for cleaning, maintaining and repairing the area to which the special privilege applies and the type and frequency of cleaning, maintenance or repair to be undertaken.

4.3 Maintenance of special privilege areas

(a) The party specified in the Schedule of Special Privileges to clean, maintain and repair the area of the common property to which the special privilege applies must, at its own cost, undertake the type and frequency of clean, maintenance and repair specified in the Schedule of Special Privileges.

(b) If the party specified in the Schedule of Special Privileges to clean, maintain and repair the area of the common property to which the special privilege applies is not the Owners Corporation, nothing prevents that party and the Owners Corporation from entering into an agreement pursuant to section 29 of the UTMA for the Owners Corporation to undertake the relevant cleaning, maintenance and repair in consideration for an agreed cost to be paid by that party.

4.4 General obligations

In addition to the specified maintenance obligations, the following obligations apply to a party granted a special privilege in accordance with this rule 4.4:

(a) where there will be the consumption of any services or utilities on the area to which the special privilege applies, it must:

(i) ensure that the consumption of each service or utility is capable of being measured (whether by meters or otherwise); and

(ii) pay the consumption costs of any services or utilities which are consumed on the area to which the special privilege applies;

(b) it must obtain any relevant approval or consents which may be necessary from any authority in relation to its use of the area to which the special privilege applies; and

(c) it must otherwise comply with the requirements of all laws and authorities.

5. Waste

5.1 Shared waste room

The Units Plan has a shared waste room in which there will be dedicated waste receptacles for the Residential Units (**Residential Bins**) and the Commercial Units (**Commercial Bins**) respectively.

5.2 Use of waste room by owners, occupiers and users

The owner, occupier and user of each unit in the Units Plan acknowledge and agree that

(a) the Residential Bins are for the sole use of the Residential Units and under no circumstances may an owner, occupier and user of a Commercial Unit store any waste in, or otherwise use, any of the Residential Bins; and

(b) the Commercial Bins are for the sole use of the Commercial Units and under no circumstances may an owner, occupier and user of a Residential Unit store any waste in, or otherwise use, any of the Commercial Bins.

5.3 Disposal of waste

(a) The disposal of waste in Residential Bins will be the responsibility of the Owners Corporation.

(b) The disposal of waste in Commercial Bins will be the responsibility of the Commercial Units in accordance with rule 6.3.

6. Commercial Units

6.1 Relationship to other rules

In the event that this rule 6 is inconsistent with any of the Alternative Rules or the Default Rules, this rule 6 will prevail to the extent of the inconsistency.

6.2 Signage and advertising

(a) Subject to rule 6.2(c), an owner of a Commercial Unit may display (or permit to be displayed) signage or other advertising material within the insides and the boundaries of the relevant Commercial Unit which is visible from the outside of the Units Plan without the prior written authorisation of the Executive Committee.

(b) Subject to rule 6.2(c), and notwithstanding rule 6.2(a), any signage which is intended to be erected on the common property (including the exterior walls of the Units Plan or the exterior face of any windows of the relevant Commercial Unit) is an alteration and default rule 1.4 applies.

(c) All signage (whether internal or external to a Commercial Unit) must, in addition to any other requirements by authorities or law, comply with the Signage Plan.

6.3 Commercial waste

All owners, occupiers and users of a unit at the Units Plan acknowledge and agree that:

(a) the Commercial Units are, at its cost, solely responsible for arranging for the periodic collection of all waste generated by the Commercial Units that is placed in the Commercial Bins with an appropriately qualified contractor; and

(b) for the avoidance of doubt:

(i) the Owners Corporation will enter into any contracts in relation to the satisfaction of the obligations set out in rule 6.3(a);

(ii) the Owners Corporation will recover any costs under such contracts from the Commercial Units responsible for such costs in the manner and proportions specified in the Schedule of Costs Split; and

(iii) the reference in the Schedule of Costs Split to the periodic collection of waste and periodic cleaning of the commercial waste room is to be read in connection with the obligations in this rule 6.3.

6.4 Common grease trap

All owners, occupiers and users of a unit at the Units Plan acknowledge and agree that:

(a) there is a grease trap available for the use of units 255, 256 and 257;

(b) although each individual connection to the grease trap will not be metered, the actual usage of the grease trap by units 255, 256 and 257 will be determined by reference to the water usage as measured by the cold water meters for those units;

(c) the owners of units 255, 256 and 257 are, at its cost, solely responsible for the following:

(i) arranging for the periodic cleaning and maintaining of the grease trap and other related pipes and conduits; and

(ii) arranging for the periodic emptying of the grease trap with an appropriately qualified contractor;

(d) for the avoidance of doubt:

(i) the Owners Corporation will, if requested to do so, enter into any contracts in relation to the satisfaction of the obligations set out in rule 6.4(c);

(ii) the Owners Corporation will recover any costs under such contracts from units 255, 256 and 257 to the extent responsible for those costs in the manner and proportions specified in the Schedule of Costs Split;

(iii) the reference in the Schedule of Costs Split to the cleaning, maintaining and periodic emptying of grease traps is to be read in connection with the obligations in this rule 6.4; and

(iv) the Owners Corporation makes no representation or warranty as to the fitness or suitability of the grease trap for the particular use intended by units 255, 256 and 257.

6.5 Commercial Toilets

All owners, occupiers and users of a unit at the Units Plan acknowledge and agree that:

(a) the Commercial Toilets are designated for the exclusive use of units 255, 256, 257 and 258;

(b) a special privilege has been granted for the benefit of units 255, 256, 257 and 258 in accordance with rule 4 and as detailed in the Schedule of Costs Split for the Commercial Toilets;

(c) units 255, 256, 257 and 258 are, at its cost, solely responsible for the cost of cleaning, maintenance and repair of the Commercial Toilets (details of which are set out in the Schedule of Special Privileges);

(d) for the avoidance of doubt:

(i) the Owners Corporation will enter into any contracts in relation to the satisfaction of the obligations set out in rule 6.5(c);

(ii) the Owners Corporation will recover any costs under such contracts from units 255, 256, 257 and 258 responsible for such costs in the manner and proportions specified in the Schedule of Costs Split; and

(e) the reference in the Schedule of Costs Split to the cleaning, maintenance and repair of the Commercial Toilets is to be read in connection with the obligations in this rule 6.5.

6.6 Commercial Kitchen Exhaust

All owners, occupiers and users of a unit at the Units Plan acknowledge and agree that:

(a) there are separate kitchen exhaust systems (including risers, ducts and fans) on the common property which are designated for the exclusive use of units 255, 256 and 257 respectively;

(b) a special privilege has been granted for the benefit of units 255, 256 and 257 in accordance with rule 4 and as detailed in the Schedule of Costs Split;

(c) units 255, 256 and 257 are, at its cost, solely responsible for the cost of cleaning, maintenance and repair of the kitchen exhaust system which exclusively service the relevant unit (details of which are set out in the Schedule of Special Privileges);

(d) for the avoidance of doubt:

(i) the owner of units 255, 256 and 257 must enter into any contracts in relation to the satisfaction of the obligations set out in rule 6.6(c) as required;

(ii) the Owners Corporation is not required to clean, maintain or repair any of the kitchen exhaust system in relation to these units; and

(iii) the owner of units 255, 256 and 257 indemnifies the Owners Corporation to the extent of any loss incurred by the Owners Corporation as a result of the failure of the owner of these units to comply with its obligations under rule 6.6(c);

(e) the reference in the Schedule of Costs Split to the cleaning, maintenance and repair of the kitchen exhaust system is to be read in connection with the obligations in this rule 6.6.

6.7 Heritage Pavilion Unit - Unit 261

The owner of the Heritage Unit acknowledges and agrees that:

(a) the following documents have been prepared in relation to the Heritage Unit:

(i) West Portal Cafeteria - Heritage Management Plan dated 9 February 2022; and

(ii) the terms of the Crown Lease in relation to the West Portal Cafeteria (including those headed Cafeteria, Commonwealth Heritage Values, Heritage Management Plan and Heritage Register Listing ,

(the **Heritage Documents**);

(b) it has read, and is aware of the obligations contained in, the Heritage Documents;

(c) it is solely responsible for all costs and expenses in complying with the obligations contained in the Heritage Documents, which, for the avoidance of doubt, include long term maintenance obligations as set out in those documents;

(d) it indemnifies the Owners Corporation to the extent that the Owners Corporation incurs any loss as a result of the owner of the Heritage Unit failing to comply with its obligations under the Heritage Documents;

(e) if the Heritage Unit is serviced by a grease trap then the Heritage Unit is solely responsible for the following:

(i) arranging for the periodic cleaning and maintaining of the grease trap and other related pipes and conduits; and

(ii) arranging for the periodic emptying of the grease trap with an appropriately qualified contractor;

(f) it will not, other than as provided for in this paragraph, place, store or leave any goods or materials on the terrace adjoining Unit 261 (whether or not it is a subsidiary of that unit) except for tables, chairs and external shade structures in accordance with the Heritage Documents and any required approvals;

(g) all waste is to be placed in a suitable waste receptacle(s) and kept within the unit i.e. not stored in unit subsidiaries. Waste is to be transported directly from Unit 261 to the Commercial Waste Room bins by a path of travel external to the buildings i.e. waste is not to be transported through the basement or common areas within the buildings.

Alternative Rules
Units Plan No. 15592 - Block 15 Section 3 Parkes

Annexure A - Default Rules

(as provided in Schedule 1 of the Unit Titles (Management) Regulation 2011 as at 1 November 2020)

1.1 Definitions—default rules

(1) In these rules:

owner, occupier or user, of a unit, includes an invitee or licensee of an owner, occupier or user of a unit.

(2) A word or expression in these rules has the same meaning as in the Unit Titles (Management) Act 2011.

1.2 Payment of rates and taxes by unit owners

A unit owner must pay all rates, taxes and any other amount payable for the unit.

1.3 Repairs and maintenance

(1) A unit owner must ensure that the unit is in a state of good repair.

(2) A unit owner must carry out any work in relation to the unit, and do anything else in relation to the unit, that is required by a territory law.

1.4 Erections and alterations

(1) A unit owner may erect or alter any structure in or on the unit or the common property only—

(a) in accordance with the express permission of the owners corporation by special resolution; and

(b) in accordance with the requirements of any applicable territory law (for example, a law requiring development approval to be obtained for the erection or alteration).

(2) Permission may be given subject to conditions stated in the resolution.

(3) However, if the structure is sustainability infrastructure, the owners corporation's permission must not be unreasonably withheld.

Examples—permission not unreasonably withheld

- safety considerations
- structural considerations

Example—permission unreasonably withheld

external appearance of a unit or the units plan

1.5 Pets in units

(1) A unit owner or occupier (the pet owner) may keep an animal, or permit an animal to be kept, within the unit if—

(a) the total number of animals kept within the unit (other than birds in a cage or fish in an aquarium) is not more than 3; and

(b) the pet owner ensures that the animal is appropriately supervised when the animal is on the common property; and

(c) the pet owner keeps the animal secure so that it cannot escape the unit unsupervised; and

(d) the pet owner cleans any area of the units plan that is soiled by the animal; and

(e) the pet owner takes reasonable steps to ensure the animal does not cause a nuisance or a risk to health or safety.

(2) The pet owner must, within 14 days of the day the animal is first kept within the unit, tell the owners corporation, in writing, that the animal is being kept within the unit.

1.6 Assistance animals

The owners corporation may require a person who keeps an assistance animal to produce evidence that the animal is an assistance animal.

1.7 Use of common property

A unit owner must not use the common property, or permit it to be used, to interfere unreasonably with the use and enjoyment of the common property by an owner, occupier or user of another unit, other than in accordance with a special privilege rule.

1.8 Hazardous use of unit

A unit owner must not use the unit, or permit it to be used, to cause a hazard to an owner, occupier or user of another unit.

1.9 Use of unit—nuisance or annoyance

(1) A unit owner must not use the unit, or permit it to be used, in a way that causes a nuisance or substantial annoyance to an owner, occupier or user of another unit.

(2) This rule does not apply to a use of a unit if the executive committee has given an owner, occupier or user of the unit written permission for that use.

(3) Permission may be given subject to stated conditions.

(4) Permission may be withdrawn by special resolution of the owners corporation.

1.10 Noise

(1) A unit owner must not make, or permit to be made, such a noise within the unit as might (in the circumstances) be reasonably likely to cause substantial annoyance to an owner, occupier or user of another unit.

(2) This rule does not apply to the making of a noise if the executive committee has given the person responsible for making the noise written permission to do so.

(3) Permission may be given subject to stated conditions.

(4) Permission may be withdrawn by special resolution of the owners corporation.

1.11 Illegal use of unit

A unit owner must not use the unit, or permit it to be used, to contravene a law in force in the ACT.

1.12 What may an executive committee representative do?

(1) An executive committee representative may do any of the following in relation to a unit at all reasonable times:

(a) if the committee has reasonable grounds for suspecting that there is a breach of the Act or these rules in relation to a unit—inspect the unit to investigate the breach;

(b) carry out any maintenance required under the Act or these rules;

(c) do anything else the owners corporation is required to do under the Act or these rules.

(2) An executive committee representative may enter a unit and remain in the unit for as long as is necessary to do something mentioned in subrule (1).

(3) An executive committee representative is not authorised to do anything in relation to a unit mentioned in subrule (1) unless—

(a) the executive committee or the representative has given the owner, occupier or user of the unit reasonable notice of their intention to do the thing; or

(b) in an emergency, it is essential that it be done without notice.

(4) The executive committee may give a written authority to a person to represent the corporation under this rule.

executive committee representative means a person authorised, in writing, by the executive committee under rule 1.12(4).

Alternative Rules
Units Plan No. 15592 - Block 15 Section 3 Parkes

Annexure B - Schedule of Costs Split

<table>
<tr><th>Description of cost / expense</th><th>Responsible Units</th><th>Methodology of split between Responsible Units</th></tr>
<tr><td>Periodic collection of waste in commercial waste receptacles including service, maintenance and replacement of waste compactor (refer to rule 6.3)</td><td>Commercial Units (i.e. units 255-261)</td><td>
<table>
<tr><th>Commercial Unit</th><th>Percentage</th></tr>
<tr><td>255</td><td>22.50%</td></tr>
<tr><td>256</td><td>8.89%</td></tr>
<tr><td>257</td><td>8.53%</td></tr>
<tr><td>258</td><td>1.75%</td></tr>
<tr><td>259</td><td>1.60%</td></tr>
<tr><td>260</td><td>1.75%</td></tr>
<tr><td>261 (Heritage Unit)</td><td>54.98%</td></tr>
</table>
</td></tr>
<tr><td>Cleaning, maintaining and periodic emptying of common grease trap (refer to rule 6.4)</td><td>Units 255, 256 and 257 provided that the unit is actually connected to the grease trap</td><td>Based on proportion of water consumption as measured by cold water meter</td></tr>
<tr><td>Cleaning, maintaining and periodic emptying of unit 261 grease trap (refer to rule 6.7(e))</td><td>Unit 261</td><td>Unit 261 to pay all costs</td></tr>
<tr><td>Cleaning, maintenance and repair of Commercial Toilets (refer to rule 6.5)</td><td>Units 255, 256, 257 and 258</td><td>Based on proportion of unit entitlements of relevant commercial units</td></tr>
<tr><td>Cleaning, maintenance and repair of commercial kitchen exhaust system (including the rise, ducting and fans) (refer to rule 6.6)</td><td>Units 255, 256 and 257</td><td>Each unit to be responsible for the cleaning, maintenance and repair of the kitchen exhaust system which exclusively services that unit</td></tr>
</table>

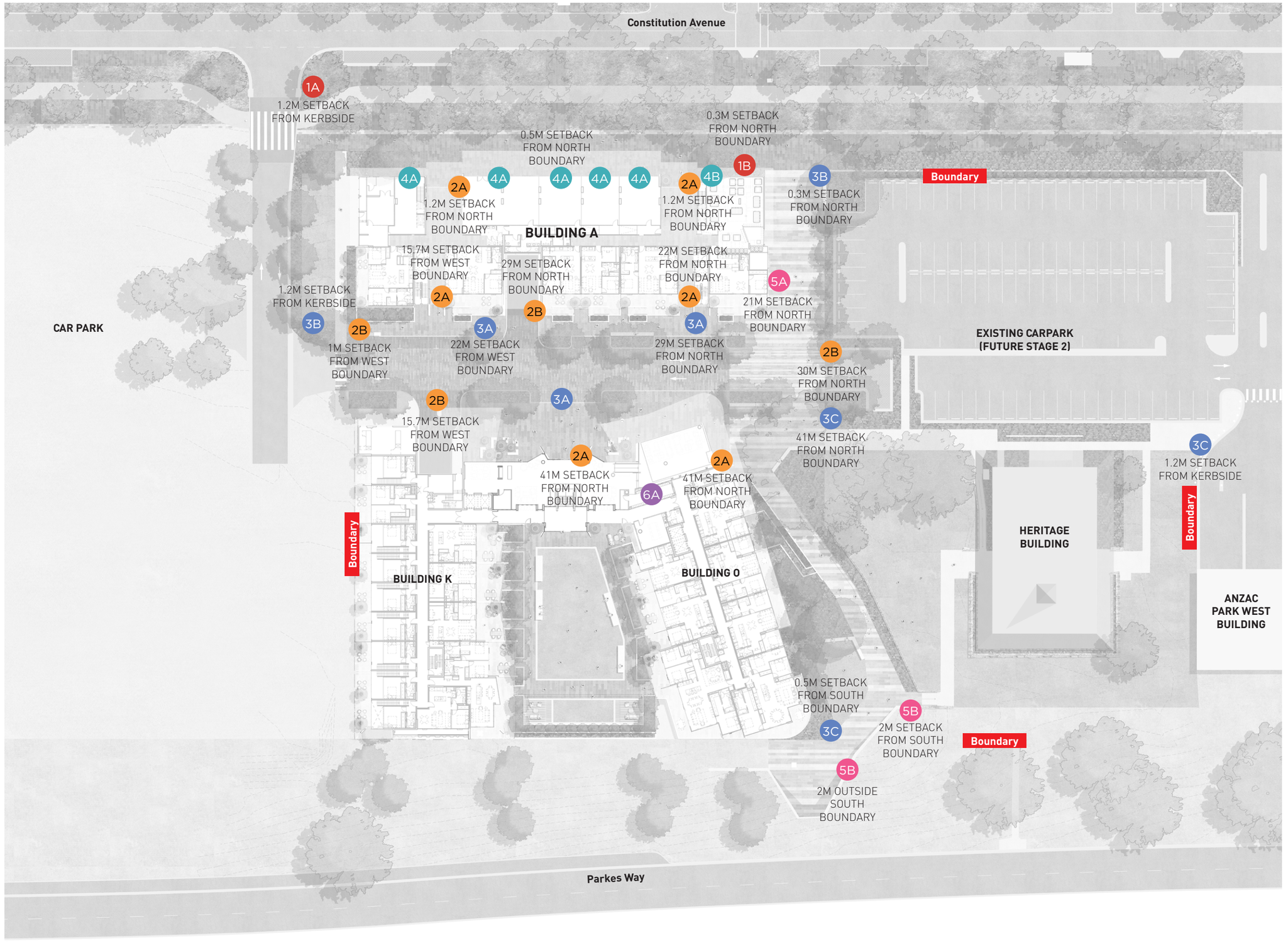
Annexure C - Schedule of Special Privileges

Unit	Special privilege	Maintenance and repair
Commercial Units (all)	Signage on common property (location and size of signs to be approved by Executive Committee prior to affixation or drilling into walls)	Periodic maintenance and repair of signage to be undertaken by relevant Commercial Unit owner
Commercial Units (Unit 255, 256, 257 and 258)	Exclusive use of Commercial Toilets for units 255, 256, 257 and 258 for owners, occupiers and users of units 255, 256, 257 and 258 (including customers, patrons and invitees)	Regular cleaning, maintenance and repair of Commercial Toilets for units 255, 256, 257 and 258 to be undertaken by owners of units 255, 256, 257 and 258 (refer to Annexure B)
Commercial Units (Unit 255, 256 and 257)	Exclusive use of kitchen exhaust system located on common property for units 255, 256 and 257 for owners, occupiers and users of units 255, 256 and 257	Regular cleaning, maintenance and repair of kitchen exhaust system (including the riser, ducting and fans) to be undertaken by units 255, 256 and 257 (refer to Annexure B)
Commercial Units (Unit 255, 256 and 257)	Exclusive use of the grease trap system located on common property for units 255, 256 and 257 for owners, occupiers and users of units 255, 256 and 257	Regular cleaning, maintenance and repair of grease trap to be undertaken by units 255, 256 and 257 (refer to Annexure B)
Heritage Unit (Unit 261)	Exclusive use of the grease trap system located on common property for unit 261	Regular cleaning, maintenance and repair of grease trap to be undertaken by unit 261 (refer to Annexure B)

Alternative Rules
Units Plan No. 15592 - Block 15 Section 3 Parkes

Annexure D - Signage Plan (4 sheets)

GROUND LEVEL - SIGNAGE INTENT PLAN



N

0 5 10 25 50M

DEVELOPMENT ENTRY SIGNAGE

- 1A Primary Development Entry Information Sign
- 1B Primary Development High Rise Building Sign

BUILDING ENTRY & DIRECTIONAL SIGNAGE

- 2A Building Entry Information Sign
- 2B Vehicle Directional Information Sign

GENERAL WAYFINDING SIGNAGE

- 3A Visitor Parking Information Sign
- 3B Primary General Wayfinding Information Sign
- 3C Secondary General Wayfinding Information Sign

COMMERCIAL TENANCY SIGNAGE

- 4A Tenancy Hamper Sign
- 4B Window Sign

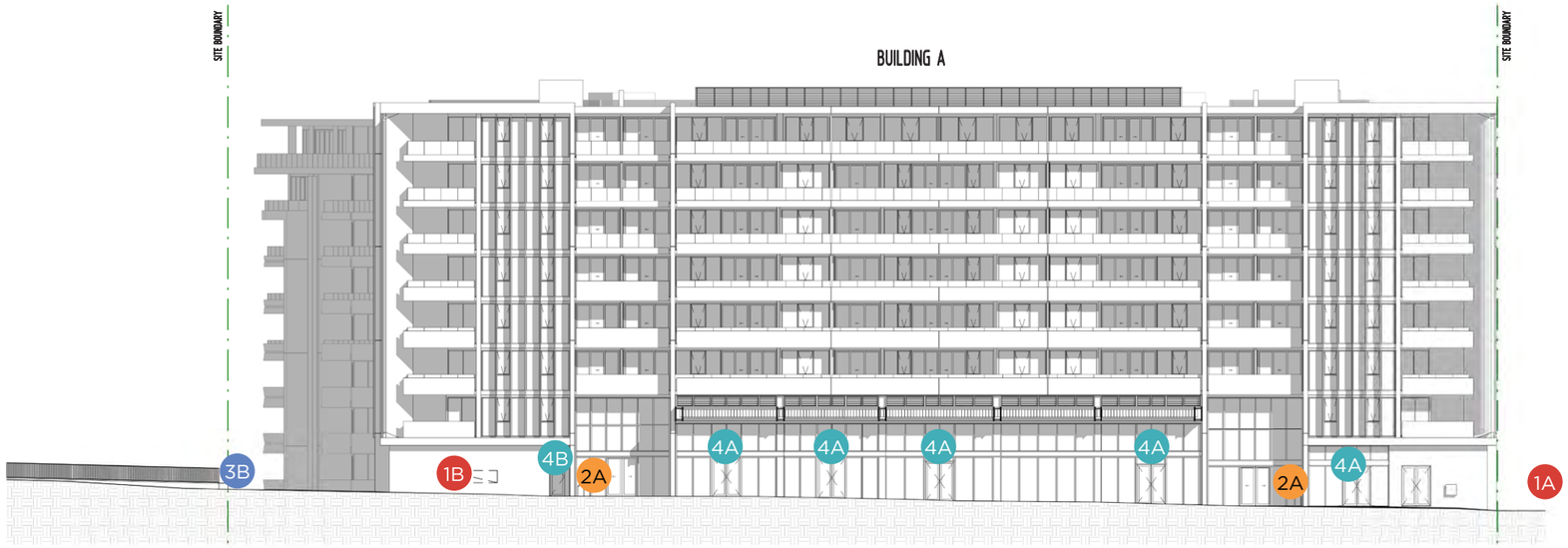
HERITAGE SIGNAGE

- 5A Feature Mural High Rise Building Sign
- 5B Plaque Information Sign

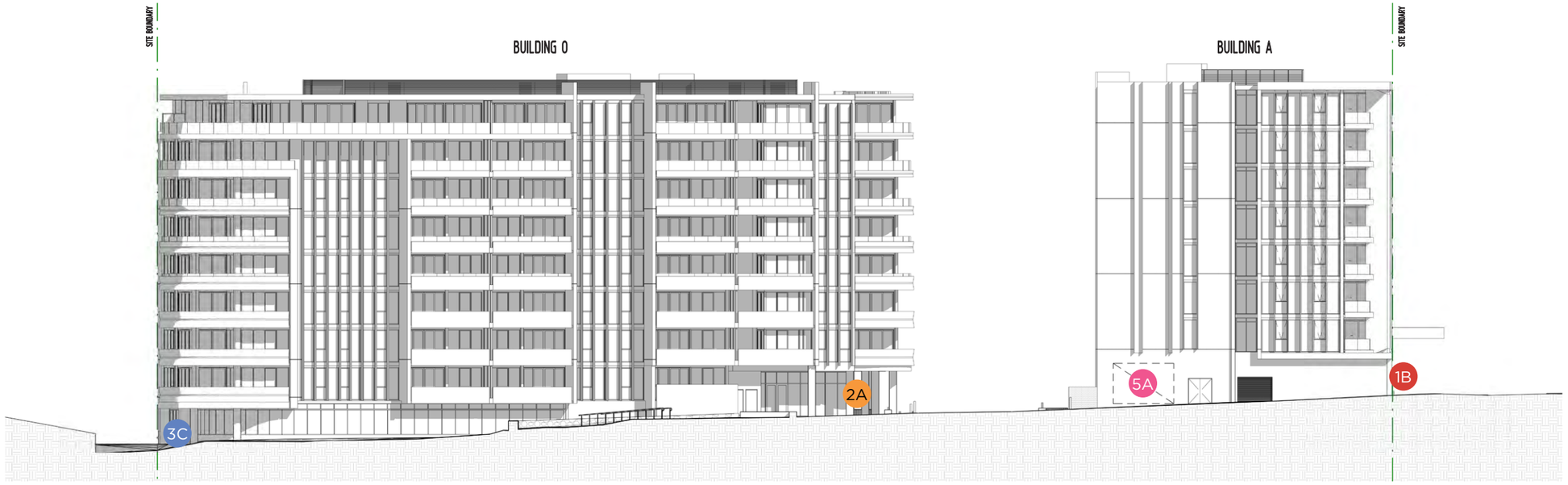
MAILBOXES

- 6A Resident's Mailboxes

SIGNAGE INTENT - OVERALL ELEVATIONS



1 OVERALL NORTH ELEVATION
SCALE 1 : 200



2 OVERALL EAST ELEVATION
SCALE 1 : 200

DEVELOPMENT ENTRY SIGNAGE

- 1A Primary Development Entry Information Sign
- 1B Primary Development High Rise Building Sign

BUILDING ENTRY & DIRECTIONAL SIGNAGE

- 2A Building Entry Information Sign
- 2B Vehicle Directional Information Sign

GENERAL WAYFINDING SIGNAGE

- 3A Visitor Parking Information Sign
- 3B Primary General Wayfinding Information Sign
- 3C Secondary General Wayfinding Information Sign

COMMERCIAL TENANCY SIGNAGE

- 4A Tenancy Hamper Sign
- 4B Window Sign

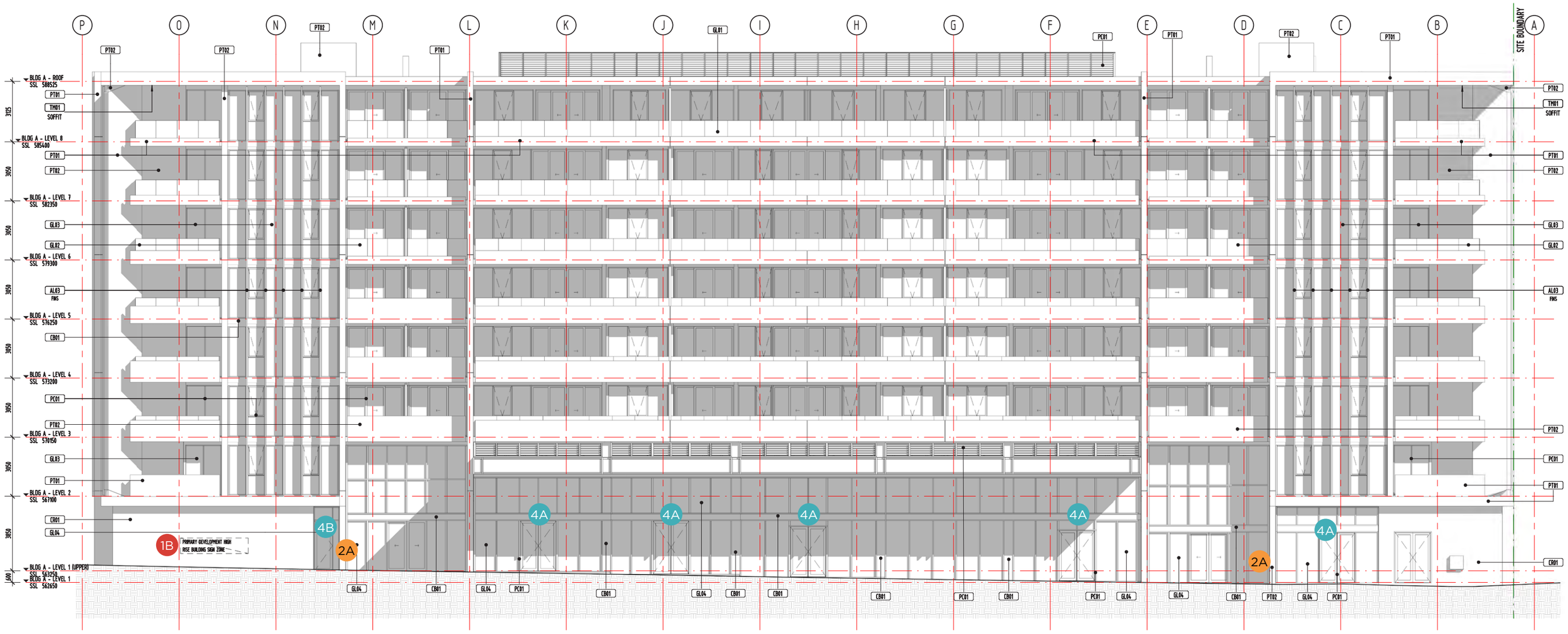
HERITAGE SIGNAGE

- 5A Feature Mural High Rise Building Sign
- 5B Plaque Information Sign

MAILBOXES

- 6A Resident's Mailboxes

BUILDING A - NORTH ELEVATION



DEVELOPMENT ENTRY SIGNAGE

- 1A Primary Development Entry Information Sign
- 1B Primary Development High Rise Building Sign

BUILDING ENTRY & DIRECTIONAL SIGNAGE

- 2A Building Entry Information Sign
- 2B Vehicle Directional Information Sign

GENERAL WAYFINDING SIGNAGE

- 3A Visitor Parking Information Sign
- 3B Primary General Wayfinding Information Sign
- 3C Secondary General Wayfinding Information Sign

COMMERCIAL TENANCY SIGNAGE

- 4A Tenancy Hamper Sign
- 4B Window Sign

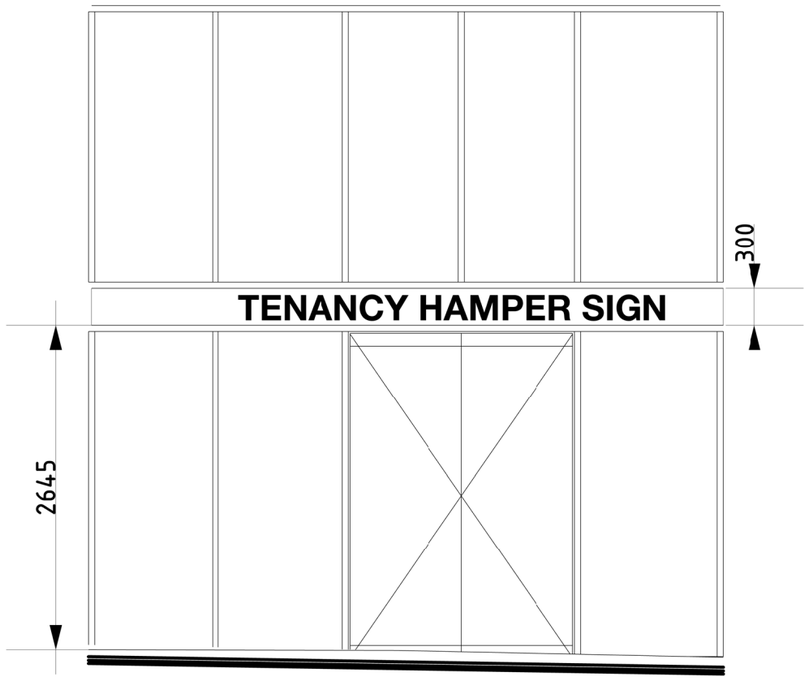
HERITAGE SIGNAGE

- 5A Feature Mural High Rise Building Sign
- 5B Plaque Information Sign

MAILBOXES

- 6A Resident's Mailboxes

SIGNAGE INTENT - TYPICAL DETAILS



COMMERCIAL TENANCY SIGNAGE

4A Tenancy Hamper Sign (Location as per Signage Intent Plan)

- Sign to meet requirements of *'Signage General Code'*
- Sign to be illuminated - light spill to be managed
- Wording to include:
    - Tenancy Logo / Information
- Materials:
    - TBC - colour to match Architectectural selections

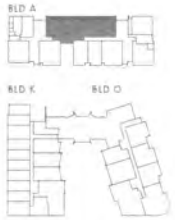
4B Tenancy Window SIgn (Location as per Signage Intent Plan)

- Sign to meet requirements of *'Signage General Code'*
- Maximum surface area of sign: 25% of the area of the glass panel or panels on which it is displayed

Annexure E - Commercial Toilets

THE
GRIFFIN
PARKES





Floor Plan

Commercial Back of House Access and Amenities

THEGRIFFINPARKES.COM.AU

ACT Government

Access Canberra.

SR$3286095 05/12/2023 10:35:20 Bui H

3286095

SPECIAL RESOLUTION BY OWNERS CORPORATION

SR

Land Titles Act 1925

LODGING PARTY DETAILS

Name	Email Address	Contact Telephone Number
Civium	administrators@civium.com.au	6162 0681

TITLE AND LAND DETAILS

Volume & Folio	District/Division	Section	Block	UNITS PLAN NUMBER
~~3014~~ : ~~183~~ 3019 : 967	PARKES	3	15	15592

DETAILS OF ARTICLE/S BEING AMENDED (Insert article number/s)

Alternative Rules

SUPPORTING DOCUMENTATION (Please tick appropriate item – Original signed copy must be supplied)	COMMON SEAL OF OWNERS CORPORATION (Seal must be affixed)
☑ Sealed copy of Minutes of Meeting ☑ Sealed copy of Resolution/Motion ☐ Other (specify) -	THE PROPRIETORS UNITS PLAN No. 15592 Common Seal

CERTIFICATION **Delete the inapplicable*

Applicant

~~*The Certifier has taken reasonable steps to verify the identity of the Registered Proprietor/Managing Agent or his, her or its~~ Administrator or attorney.

~~*The Certifier holds a properly completed Client Authorisation for the Conveyancing Transaction including this Registry Instrument or Document.~~

*The Certifier has retained the evidence to support this Registry Instrument or Document.

*The Certifier has taken reasonable steps to ensure that the Registry Instrument or Document is correct and compliant with relevant legislation and any Prescribed Requirement.

Signed By: Angelina Andersen

Kody Donnelly witnessed Strata associate

<Name of certifying party> ANGELINA BABETTE ANDERSEN

<Capacity of certifying party>

for: <Company name> Civium property Group

on behalf of the Registered Proprietor/Managing Agent

OFFICE USE ONLY			
Lodged by		Annexures/Attachments	Minutes/Resolution/Motion
Data entered by		Evidence Manager Appointed	Yes ☐
Registered by	PE	Registration Date	21/12/2023

VOI Category 2 Filed

civium

MINUTES OF THE ANNUAL GENERAL MEETING 2023

OWNERS UNIT PLAN - 15592

The Griffin
44 Constitution Avenue
PARKES ACT 2600

Held on :

Monday, 13 November 2023 05:00 PM

Held at :

City Hellenic Club – Poseidon Room
13 Moore Street Canberra ACT 2601

THE PROPRIETORS UNITS PLAN No. 15592 Common Seal

civium

MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS CORPORATION OF UNIT PLAN The Griffin 15592

Held Monday, 13 November 2023 5:00 PM at
City Hellenic Club – Poseidon Room
13 Moore Street Canberra ACT 2601

Present	**Alistair Cohen, Andrew McCray, Anne-Maree Campbell, Bridget Roginic, Damian Styles, David Nissen, David & Cheryl Bush, David Leslie & Patricia Berman, Douglas Stewart & Pi-Chin Kao, Eamon Byrnes, Heather Grainger, Henricus Tys, Jaimie MacQuillan & Sebastian Ward, Jamie Cottrell, Joyce Hung, Julie Chambers, Karina Turner, Katrina Gmach & Alistair Gilmour, Kenneth Khoo, Kimberley Chalmers, Lauren Kasparek, Lauren Hogan, Linc Thurecht & Alisa Lawrence, Margaret McComb, Maria Toohey, Michael Tarzia, Patricia McDonald, Phillip & Samantha Beattie, Reinaldo Pereira & Marcia Pereira, Robert & Danice Duffield, Ronald Richards & Caroline Richards, Rowan & Jenny Williams, Rowan John & Jenny Margaret Williams, Sandra Bauerle, Sarah Russell-Farnham, Shane & Leigh Byrne, Shona & Michael Stankiewicz, Skye Miller, Stephen Arnott, Stephen Richards & Clare Poprawski, Sumit Kundu, Sungmin Kim, Tavalea Nilon, Thomas Foster, Vanessa Ganley, Wenona Campbell, William Kerry & Christine Mummery, Rochelle Fox**
Civium Rep(s)	**Gareth Halverson (Civium Strata), Monique Bosma (Civium Strata)**
Proxies	**Maria Toohey for Heidi McLennan, John Gillies for Nicholas Gillies, Lauren Kasparek for Liam Jacob, Alistair Cohen for Kibris Investments Pty Ltd , Alistair Cohen for Margaret Crouch, Lauren Kasparek for Mr Michael D'Elboux, Alistair Cohen for Geraldine Clisby & Jeffery Bateson, Alistair Cohen for Li Li Holl, Lauren Kasparek for Ashleigh Simpson**
Apologies	**Pauleen & Brian Fell, Michelle Pereira**
Voting Papers	**Jane & Mark Bramley, Jacqueline Day & Jace Sargent, Caitlin Johnstone, Anthony Rochester & Lisa Williams**
Other Attendees	**None**
CFM	**Alex Boundy (Civium Facilities Management), Rahul Chamlagain (Civium Facilities Management), Zoe Swift (Civium Facilities Management)**
Chairperson	**Alistair Cohen**

THE PROPRIETORS UNITS PLAN No. 15592 Common Seal

Meeting Opened 5:30pm

Reduced Quorum Meeting

MOTION	Motion for consideration
	Proceedings of Meeting • Proxies and absentee votes were declared. • A reduced quorum meeting was declared. A Q&A session was held for 30 minutes before formally opening the meeting at 5:30pm. Enclosed is a copy of the Q&A's discussed. • It was noted that all unit owner's present are financial. • Alistair Cohen appointed Chairperson for the meeting, as existing EC Chairperson.
1	**Minutes (ORDINARY RESOLUTION)** **RESOLVED** that the minutes of the previous General Meeting of the Owners Corporation, held on 26/09/2023, be confirmed as a true and accurate account of the proceeding at that meeting. **Motion Carried**
2	**Insurance Renewal (ORDINARY RESOLUTION)** a) **RESOLVED** that the Owners Corporation's insurances be confirmed, as per the attached policy contained within the agenda; and b) **RESOLVED** that the Strata Managing Agent be authorised to obtain quotations prior to the current insurance policy expiry and presented to the Executive Committee for consideration. If advice from the Executive Committee is not received, the Managing Agent will proceed with the brokers recommendation. *Current Policy:* ***Insurer**: CHU Underwriting Agencies Pty Ltd* ***Building Sum Insured (BSI):** $106,050,000* ***Policy Expiry:** 06/06/2024* **Motion Carried**
3	**Insurance Valuation (ORDINARY RESOLUTION)** **RESOLVED** that the property of the Owners Corporation be re-valued for insurance purposes and that the Strata Managing Agent adjust the building sum insured in accordance with the valuation. **Motion Carried**
4	**Insurance Claims (ACKNOWLEDGEMENT)** The Owners Corporation noted there are no current open insurance claims. **Motion Acknowledged**

THE PROPRIETORS UNITS PLAN No. 15592 Common Seal

5	**Election of Executive Committee (ORDINARY RESOLUTION)** 1. **RESOLVED** that the number of members of the executive committee be determined at 7 persons, including: **LOT: OWNER NAME:** 29 Ronald Richards 41 Phillip Beattie 55 Alistair Cohen 97 Lauren Kasparek 103 Patricia McDonald 219 Sumit Kundu 229 Vanessa Ganley 2. **RESOLVED** that the Executive Committee will consider the adequacy of any current authorisations, delegations and appointments for the Executive Committee, any Sub-Committees and any Communication Officers at the first Executive Committee Meeting. **Motion Carried**
6	**Financial Statements and Accounting Records (ORDINARY RESOLUTION)** **RESOLVED** that the financial statement of accounts for the financial year ending 6/10/2023 be adopted. **Motion Carried**
7	**Appointment of Auditor (ORDINARY RESOLUTION)** **RESOLVED** that the Owners Corporation appoint an auditor to audit the financial accounts for the closing financial period of the Owners Corporation to the Australian Auditor Standards, and acknowledged the latest report which was enclosed within the meeting agenda. **Motion Carried**
8	**Financial Year Change (ORDINARY RESOLUTION)** **RESOLVED** that the Owners Corporation change the Financial Year of the complex from the period 07/10/2023 - 06/10/2024 to a new Financial Year period being 01/10/2023 - 30/09/2024. **Motion Carried**
9	**Maintenance Plan (ORDINARY RESOLUTION)** **RESOLVED** that the Owners Corporation obtain a Maintenance Plan for the continued maintenance of the common property and its assets. *NOTE: The Maintenance Plan outlines the routine maintenance essential for common property assets and provides a schedule and frequency of required maintenance. It directly correlates with the Sinking Fund Plan, specifying the lifespan of all assets and indicating when replacements will be necessary.* **Motion Carried**
10	**Maintenance Issues (ORDINARY RESOLUTION)** **RESOLVED** that the Owners Corporation consider any open or new Common Property Maintenance Issues as well as any maintenance contracts that may be due for renewal. • It was noted that there are no open common property maintenance issues. • Owners were reminded to promptly email Civium with any common property maintenance issues. • The executive committee has approved contracts for preventative maintenance.

THE PROPRIETORS UNITS PLAN No. 15592 Common Seal

	• Carpet cleaning and pool maintenance will be discussed by the incoming executive committee. • It was noted that window cleaning, for all inaccessible windows, is budgeted for two services per year. **Motion Carried**
11	**Fire Safety Review (ORDINARY RESOLUTION)** **RESOLVED** that the Owners Corporation review the provision and compliance of Common Property fire safety measures in accordance with the National Construction Codes (NCC) fire safety requirements. *NOTE: It was noted that any Owners with disability or accessibility issues should make themselves known to the Concierge/Building Management team so that it can be reflected on the FIP in case of an emergency.* **Motion Carried**
12	**Consideration of Physical Building Defects (ORDINARY RESOLUTION)** **RESOLVED** that the Owners Corporation considers any Common Property physical building structural defects. • Peak Consulting Defect Reports have been circulated to all Owners. • Civium and the executive committee are working with the builder to rectify the defects stipulated within these reports. • It was noted that the building defects stem from construction related-issues, whereas maintenance issues encompass general wear and tear, as well as servicing of assets. **Motion Carried**
13	**Access Control Upgrades (ORDINARY RESOLUTION)** **RESOLVED** that the Owners Corporation approve the installation of swipe access outside the lifts in the basement to deter unauthorised individuals from entering the basement and using the elevator to exit the building. This will act as a two-step authentication to the lifts, for an enhanced security measure. *NOTE: The quote from 'SPE' for the proposed works was provided for the purposes of budgeting, and it was noted that additional quotes will be obtained and considered by the executive committee.* **Motion Carried**
14	**Sinking Fund Plan Adoption (ORDINARY RESOLUTION)** **RESOLVED** that the Owners Corporation adopt the professional 15-Year Sinking Fund Plan, as arranged by the Managing Agent on instruction following the previous AGM. *NOTE: The Sinking Fund will be reviewed every 5 years.* **Motion Carried**
15	**Budget (ORDINARY RESOLUTION)** **RESOLVED** that contributions be determined by the Owners Corporation: a. To the Administrative Fund in accordance with Section 75 of the Unit Titles (Management) Act 2011 for the sum of: ***Total Expenditure*** $1,026,153.00 ex GST ***Total Administrative Fund Income*** $866,153.00 ex GST

THE PROPRIETORS UNITS PLAN No. 1502 Common Seal

b. To the Sinking Fund in accordance with Section 89 of the Unit Titles (Management) Act 2011 for the sum of:

Total Expenditure $724,388.00 ex GST
Total Sinking Fund Income $724,388.00 ex GST

c. To the Sinking Fund a Special Purpose Fund for Access Control Upgrade in accordance with Section 89 of the Unit Titles (Management) Act 2011 for the sum of:

Total Expenditure $49,871.00 ex GST
Total Sinking Fund Income $49,871.00 ex GST

d. That the Administrative and Sinking Fund contributions be paid in equal quarterly instalments with the instalments dates to be

1st instalment 01/01/2024
2nd instalment 01/03/2024
3rd instalment 01/05/2024
4th instalment 01/07/2024

e. That in accordance with Section 78 and 89 of the Unit Titles (Management) Act 2011, the Owners Corporation agrees to determine additional quarterly contributions at the agreed administrative and sinking fund rate, for the next financial year should they be deemed necessary prior to the next AGM being held.

NOTE: Taking into account the recently approved special levy, $160,000.00 ex GST has been deducted from the Admin Fund income. The levies will be payable every two months, due to timing discrepancies, and will return to a quarterly payment schedule in 2024-2025.

Secretarial Note: If any owner prefers to pay their levies in different installments, please contact levies@civium.com.au to coordinate a suitable payment plan.

Motion Carried

16 Amendment to Alternative Rule 6.5 (SPECIAL RESOLUTION)

RESOLVED by Special Resolution that the Owners Corporation amend Alternative Rule 6.5, and related areas of Annexure B and C, to include Unit 259 into the Commercial Toilet Special Privilege, as follows:

6.5 Commercial Toilets

All owners, occupiers and users of a unit at the Units Plan acknowledge and agree that:

(a) the Commercial Toilets are designated for the exclusive use of units 255, 256, 257, 258 and 259;

(b) a special privilege has been granted for the benefit of units 255, 256, 257, 258 and 259 in accordance with rule 4 and as detailed in the Schedule of Costs Split for the Commercial Toilets;

(c) units 255, 256, 257, 258 and 259 are, at its cost, solely responsible for the cost of cleaning, maintenance and repair of the Commercial Toilets (details of which are set out in the Schedule of Special Privileges);

(d) for the avoidance of doubt:

(i) the Owners Corporation will enter into any contracts in relation to the satisfaction of the obligations set out in rule 6.5(c);

(ii) the Owners Corporation will recover any costs under such contracts from units 255,

THE PROPRIETORS UNITS PLAN No. 15592 Common Seal

	256, 257, 258 and 259 responsible for such costs in the manner and proportions specified in the Schedule of Costs Split; and *(e) the reference in the Schedule of Costs Split to the cleaning, maintenance and repair of the Commercial Toilets is to be read in connection with the obligations in this rule 6.5.* **Motion Carried**

	General Business
	Update on the provision for additional electric vehicle chargers to be installed The Electric Vehicle initiative progressed through an Expression of Interest (EOI) process with owners interested in installing a charger that did not have one installed from construction as a variation of sale. The EOI garnered interest from 52 owners, leading to Civium's collaboration with SPE, the installer from the construction phase. The design phase is underway, proposing a system with an estimated cost of around $500k, which would be payable by the owners that opt in. The Griffin is at the upper limit of capability so any system installed will be a trickle-charge type, utilising grid resources. The idea of a communal charger has been discussed, however there are concerns about using visitor car spaces and the need for fast charger installations to avoid prolonged parking in these spaces. Budgeting considerations are imminent, and ongoing follow-ups will be conducted to relay updates to the executive committee.
	Update on the water leaks and repairs to resultant damage Regarding the water leaks in Building O, the issue was identified as faulty meters installed by Energy Trade, which have been replaced. The source of the leaks was pinpointed to a pipe conjunction in the union where it meets the hot water main, located in the hallway above the unit door. Damaged carpets in common areas have been replaced.
	Building security improvements A Sub-Committee has been established to focus on security matters. Owners are encouraged to share any concerns with Civium to be discussed by the Sub-Committee. Documentation is being developed to clarify responsibilities for security, including residents, the Owners Corporation and Civium. A community assessment by the police is scheduled, and a presentation for owners will be arranged shortly. Security measures are under review, including the repositioning and additional placement of cameras for improved visibility and evidentiary support for police. There was a suggestion to install an alarm system for the fire stair as an added deterrent.
	Best way of communicating with the Executive Committee Owners are encouraged to utilise CHub to communicate with the executive committee. The CHub side bar provides a direct link to communicate with each committee member. Owners can also contact Civium, who will liaise with the executive committee. While Facebook is available, this is not considered a formal communication channel.
	Installation of balcony blinds Approval has been sought from the National Capital Authority (NCA) for the installation of exterior blinds to balconies. A set of specifications, authorised by the NCA, will be proposed as part of the alternate rules to ensure conformity. In the interim, applications for the installation of exterior blinds must be send to Civium for executive committee approval.
	CHub Reminder It was noted that Owners should familiarise themselves with the functionality of the Online Owners Portal, Chub. There is now an Online Training Centre with instructional videos on how to use CHub to source information and make requests.

THE PROPRIETORS UNITS PLAN No. 1559 Common Seal

There being no further business the chairperson declared the meeting closed at 7:00PM
Dated: 13 November 2023
Issued by Civium Property Group for and on behalf of the Owners Corporation.



NOTICE OF REDUCED QUORUM DECISIONS

Part A Details of reduced quorum decisions †

A1 The Owners—Units Plan No 15592

A2 General meeting

Date (or dates) of general meeting at which the reduced quorum decision or decisions were made 13/11/2023

A3 Reduced quorum decisions

[If there is insufficient space here, tick and attach details to the notice]

Date of decision	Full text of reduced quorum decision
13/11/2023	As attached

A4 Owners corporation declaration

The information in this notice has been recorded on the following date from details shown in the records of the owners corporation.

DATE: 16/11/2023
[Affix owners corporation seal in accordance with the corporation articles]



The Owners - Unit Plan
No 15592

† In this notice, **UTMA** means the *Unit Titles (Management) Act 2011*.

NOTICE OF REDUCED QUORUM DECISIONS

Part B General information

B1 What is a reduced quorum decision?

- A ***reduced quorum decision*** is a decision of a general meeting of the owners corporation made while a quorum (a ***reduced quorum***) smaller than a ***standard quorum*** was present.
- A ***standard quorum*** is those people entitled to vote (on the motion) in relation to not less than ½ the total number of units (see UTMA s 3.9 (1) (a), part 3.1, schedule 3).

There are 2 types of ***reduced quorum decision***, requiring different reduced quorums.

Reduced quorum decisions made at regularly-convened general meetings

- If, within ½ an hour after a motion arises for consideration at a general meeting that has been regularly convened, a ***standard quorum*** for the motion (see above) is not present a reduced quorum decision may be made if a ***reduced quorum*** (see next point) is then present for consideration of the motion (UTMA s 3.9 (2), part 3.1, schedule 3).
- At a regularly-convened general meeting, a ***reduced quorum*** means 2 or more people present at the meeting and entitled to vote on the motion (UTMA s 3.9 (2), part 3.1, schedule 3).
- A reduced quorum is also sufficient to make decisions on any later motions arising at the meeting. Any such later decisions made while only a reduced quorum was present are also reduced quorum decisions (UTMA s 3.9 (2), part 3.1, schedule 3).

Reduced quorum decisions—adjournment following quorum trouble

- If, within ½ an hour after a motion arises for consideration at a general meeting that has been regularly convened, neither a ***standard quorum*** for the motion (see above) nor a ***reduced quorum*** (see above) is present, the meeting is adjourned to the following week at the same place and time (UTMA s 3.9 (3), part 3.1, schedule 3). The meeting may also decide to adjourn even if a reduced quorum is present (UTMA s 3.9 (5), part 3.1, schedule 3).
- If, within ½ an hour after a motion arises for consideration at a general meeting convened following such an adjournment, a standard quorum for the motion is not present, a reduced quorum decision may be made if there is a ***reduced quorum*** made up by anyone then present and entitled to vote (even if that is only a single voter) (UTMA s 3.9 (6) (a), part 3.1, schedule 3).
- Such a reduced quorum (of anyone present and entitled to vote) is also sufficient to make decisions on any later motions arising at the meeting. Any such later decisions made while only a reduced quorum was present are also ***reduced quorum decisions*** (UTA s 3.9 (6) (a), part 3.1, schedule 3).

B2 When does a reduced quorum decision take effect?

- A reduced-quorum decision takes effect 28 days after the date of the decision (the decision's ***date of effect***) (UTMA s 3.11 (1), part 3.1, schedule 3).
- However, this does not apply if the decision is disallowed, confirmed by a standard quorum general meeting or revoked (see below) (UTMA s 3.11 (3) – (5), part 3.1, schedule 3)

B3 How may reduced quorum decisions be disallowed?

Reduced quorum decisions may be disallowed by petition (UTMA, s 3.11 (3), part 3.1, schedule 3). The petition must—

- state the resolution or resolutions to which it applies; and
- be signed by a majority of persons entitled to vote at a general meeting of the owners corporation (a person may sign whether or not he or she attended the meeting); and
- be given to the owners corporation before the decision's date of effect (see B2 above).

THE PROPRIETORS UNITS PLAN 1597 Common Seal

B4 How may reduced quorum decisions be confirmed?

- A reduced-quorum decision may be confirmed by a general meeting of the owners corporation held before the decision's date of effect (see B2 above).
- For the confirmation to be valid, a standard quorum must be present when the confirmation motion is considered at the later general meeting (see B1 above).
- If a decision is confirmed, it takes effect from the date of the later general meeting whether or not a petition is given to the owners (UTMA s 3.11 (4), part 3.1, schedule 3).

B5 How may reduced quorum decisions be revoked?

- A reduced-quorum decision may be revoked by a general meeting of the owners corporation held at any time, whether or not the decision has earlier been confirmed.
- A revocation is valid whether a standard quorum or a reduced quorum is present when the revocation motion is considered (see B1 above; UTMA s 3.11 (5), part 3.1, schedule 3).




THE PROPRIETORS
UNITS PLAN
No.
1559
Common Seal

Alternative Rules
Units Plan No. 15592 - Block 15 Section 3 Parkes

THE GRIFFIN PARKES

As passed by the Owners Corporation on 13 November 2023 in accordance with the Unit Titles (Management) Act 2011 (ACT)

Schedule

Strata Manager: Civium Strata Contact
Name: Monique Bosma
Contact information: T: 1300 724 256 E: clientservices@civiumstrata.com.au

Contents

1. Definitions and Interpretation 1
1.1 Definitions 1
1.2 UTMA definitions 1
2. Matters affecting the applicability of Alternative Rules 1
2.1 Relationship with Default Rules 1
2.2 Authorisation by Owners Corporation 1
3. Payment of shared costs 2
3.1 Intention 2
3.2 Schedule of Costs Split 2
3.3 Amendments to Schedule of Costs Split 2
3.4 Fairness of contribution methods 2
4. Special privilege 3
4.1 Grant of special privilege 3
4.2 Recording the details of a special privilege 3
4.3 Maintenance of special privilege areas 3
4.4 General obligations 3
5. Waste 4
5.1 Shared waste room 4
5.2 Use of waste room by owners, occupiers and users 4
5.3 Disposal of waste 4
6. Commercial Units 4
6.1 Relationship to other rules 4
6.2 Signage and advertising 4
6.3 Commercial waste 4
6.4 Common Grease trap 5
6.5 Commercial Toilets 5
6.6 Commercial Kitchen Exhaust 6
6.7 Heritage Pavilion Unit - Unit 261 6
Annexure A - Default Rules 8
Annexure B - Schedule of Costs Split 11
Annexure C - Schedule of Special Privileges 12
Annexure D - Signage Plan 13
Annexure E - Commercial Toilets 14

THE OWNERS OF STRATA UNITS PLAN No. 15592 Common Seal

1. Definitions and Interpretation

1.1 Definitions

In these Alternative Rules:

Alternative Rules means these alternative rules and excludes the Default Rules.

Commercial Toilets means the toilets located on the common property as shown on the planat Annexure E.

Commercial Units means units 255-261.

Default Rules has the meaning given to that term in the UTMA, a copy of which is annexed to these Alternative Rules at Annexure A as at the time these Alternative Rules are passed by the Owners Corporation.

Executive Committee means the executive committee of the Units Plan.

Heritage Unit means unit 261 which, for the avoidance of doubt, is a Commercial Unit.

Owners Corporation means the owners corporation of the Units Plan.

Residential Units means units 1-254.

Schedule of Costs Split means the schedule at Annexure B of these Alternative Rules.

Schedule of Special Privileges means the schedule at Annexure C of these Alternative Rules.

Signage Plan means the document titled "Signage Intent Plan" at Annexure D of these Alternative Rules.

Units Plan means Units Plan No. 15592.

UTMA means the Unit Titles (Management) Act 2011.

1.2 UTMA definitions

Any word used in these Alternative Rules which is defined in the UTMA has the meaning givenin the UTMA.

2. Matters affecting the applicability of Alternative Rules

2.1 Relationship with Default Rules

(a) The rules of the Owners Corporation are comprised of the Default Rules as supplemented to or amended to by these Alternative Rules.

(b) In the event that any of these Alternative Rules are inconsistent with the Default Rules, these Alternative Rules prevail to the extent of the inconsistency.

THE PROPRIETORS UNITS PLAN No. 15592 Common Seal

2.2 Authorisation by Owners Corporation

If an act or omission of an owner, occupier or user of a unit would constitute a breach of these Alternative Rules or the Default Rules, provided that:

(a) the Owners Corporation have authorised the relevant act or omission in accordance with the UTMA (including any special privileges in accordance with rule 4);

(b) the Owners Corporation have recorded the relevant authorisation in the minutes ofa general meeting of the Owners Corporation; and

(c) any other applicable approvals under any other legislation have been obtained,the

act or omission is not a breach of these Alternative Rules or the Default Rules.

3. Payment of shared costs

3.1 Intention

The Owners Corporation acknowledges and agrees that:

(a) the Units Plan is a mixed use development consisting of a residential componentand a commercial component; and

(b) the intention of this rule is to set out the principles in relation to which certain categories of costs are to be determined to be paid by a particular class of unit owners.

3.2 Schedule of Costs Split

(a) The Schedule of Costs Split is annexed to these Alternative Rules at Annexure B.

(b) To the extent that a particular item in the first column of the Schedule of Costs Split specifies a "Responsible Unit" in the second column, those "Responsible Units" must pay such any costs or expenses associated with that item as calculated in accordance with the methodology set out in the third column.

3.3 Amendments to Schedule of Costs Split

Any amendment to the Schedule of Costs Split must, in accordance with section 78 of the UTMA, be authorised by a special resolution of the Owners Corporation.

3.4 Fairness of contribution methods

The Owners Corporation acknowledges and agrees that the contribution method set out inthese Alternative Rules are fair and have taken into account:

(a) the structure of the Units Plan;

(b) the nature of the buildings that are part of the units or common property of the Units Plan, including the features and character of the units and common property;

the purposes for which units are used including the likely impact of that use on the common property; and

the extent to which the method imposes a burden on a unit that is commensurate with the use of that unit.

THE PROPRIETORS UNITS PLAN No. 15592

15

4. Special privilege

4.1 Grant of special privilege

The Owners Corporation may, by way of special resolution and otherwise in accordance with the UTMA, grant a special privilege to an owner, occupier or user of a unit permitting the use of a part of the common property in a manner that is additional to, or restrictive of, the rights ofother people who are not granted the special privilege to use the relevant part of the common property.

4.2 Recording the details of a special privilege

Any special privilege granted by the Owners Corporation must be recorded on the Schedule of Special Privileges and specify the following:

(a) the unit or units, the owner, occupier or user of which is to have the benefit of the special privilege;

(b) a description of the area of the common property in relation to which the special privilege applies; and

(c) the party who is responsible for cleaning, maintaining and repairing the area to which the special privilege applies and the type and frequency of cleaning, maintenance or repair to be undertaken.

4.3 Maintenance of special privilege areas

(a) The party specified in the Schedule of Special Privileges to clean, maintain and repair the area of the common property to which the special privilege applies must,at its own cost, undertake the type and frequency of clean, maintenance and repairspecified in the Schedule of Special Privileges.

(b) If the party specified in the Schedule of Special Privileges to clean, maintain and repair the area of the common property to which the special privilege applies is not the Owners Corporation, nothing prevents that party and the Owners Corporation from entering into an agreement pursuant to section 29 of the UTMA for the Owners Corporation to undertake the relevant cleaning, maintenance and repair in consideration for an agreed cost to be paid by that party.

4.4 General obligations

In addition to the specified maintenance obligations, the following obligations apply to a party granted a special privilege in accordance with this rule 4.4:

(a) where there will be the consumption of any services or utilities on the area to whichthe special privilege applies, it must:

(i) ensure that the consumption of each service or utility is capable of being measured (whether by meters or otherwise); and

(ii) pay the consumption costs of any services or utilities which are consumed on the area to which the special privilege applies;

(b) it must obtain any relevant approval or consents which may be necessary from any authority in relation to its use of the area to which the special privilege applies; and

(c) it must otherwise comply with the requirements of all laws and authorities.

THE PROPRIETORS UNITS PLAN No. 15592

16

5. Waste

5.1 Shared waste room

The Units Plan has a shared waste room in which there will be dedicated waste receptacles forthe Residential Units (**Residential Bins**) and the Commercial Units (**Commercial Bins**) respectively.

5.2 Use of waste room by owners, occupiers and users

The owner, occupier and user of each unit in the Units Plan acknowledge and agree that

(a) the Residential Bins are for the sole use of the Residential Units and under no circumstances may an owner, occupier and user of a Commercial Unit store any waste in, or otherwise use, any of the Residential Bins; and

(b) the Commercial Bins are for the sole use of the Commercial Units and under no circumstances may an owner, occupier and user of a Residential Unit store any waste in, or otherwise use, any of the Commercial Bins.

5.3 Disposal of waste

(a) The disposal of waste in Residential Bins will be the responsibility of the Owners Corporation.

(b) The disposal of waste in Commercial Bins will be the responsibility of the Commercial Units in accordance with rule 6.3.

6. Commercial Units

6.1 Relationship to other rules

In the event that this rule 6 is inconsistent with any of the Alternative Rules or the DefaultRules, this rule 6 will prevail to the extent of the inconsistency.

6.2 Signage and advertising

(a) Subject to rule 6.2(c), an owner of a Commercial Unit may display (or permit to be displayed) signage or other advertising material within the insides and the boundaries of the relevant Commercial Unit which is visible from the outside of theUnits Plan without the prior written authorisation of the Executive Committee.

(b) Subject to rule 6.2(c), and notwithstanding rule 6.2(a), any signage which is intended to be erected on the common property (including the exterior walls of theUnits Plan or the exterior face of any windows of the relevant Commercial Unit) is an alteration and default rule 1.4 applies.

(c) All signage (whether internal or external to a Commercial Unit) must, in addition toany other requirements by authorities or law, comply with the Signage Plan.

6.3 Commercial waste

All owners, occupiers and users of a unit at the Units Plan acknowledge and agree that:

(a) the Commercial Units are, at its cost, solely responsible for arranging for the periodic collection of all waste generated by the Commercial Units that is placed inthe Commercial Bins with an appropriately qualified contractor; and

THE PROPRIETORS UNITS PLAN No 15592 Common Seal

(b) for the avoidance of doubt:

(i) the Owners Corporation will enter into any contracts in relation to the satisfaction of the obligations set out in rule 6.3(a);

(ii) the Owners Corporation will recover any costs under such contracts fromthe Commercial Units responsible for such costs in the manner and proportions specified in the Schedule of Costs Split; and

(iii) the reference in the Schedule of Costs Split to the periodic collection of waste and periodic cleaning of the commercial waste room is to be readin connection with the obligations in this rule 6.3.

6.4 Common grease trap

All owners, occupiers and users of a unit at the Units Plan acknowledge and agree that:

(a) there is a grease trap available for the use of units 255, 256 and 257;

(b) although each individual connection to the grease trap will not be metered, the actual usage of the grease trap by units 255, 256 and 257 will be determined by reference to the water usage as measured by the cold water meters for those units;

(c) the owners of units 255, 256 and 257 are, at its cost, solely responsible for the following:

(i) arranging for the periodic cleaning and maintaining of the grease trap and other related pipes and conduits; and

(ii) arranging for the periodic emptying of the grease trap with an appropriately qualified contractor;

(d) for the avoidance of doubt:

(i) the Owners Corporation will, if requested to do so, enter into any contracts in relation to the satisfaction of the obligations set out in rule 6.4(c);

(ii) the Owners Corporation will recover any costs under such contracts from units 255, 256 and 257 to the extent responsible for those costs in the manner and proportions specified in the Schedule of Costs Split;

(iii) the reference in the Schedule of Costs Split to the cleaning, maintaining and periodic emptying of grease traps is to be read in connection with the obligations in this rule 6.4; and

(iv) the Owners Corporation makes no representation or warranty as to the fitness or suitability of the grease trap for the particular use intended byunits 255, 256 and 257.

6.5 Commercial Toilets

All owners, occupiers and users of a unit at the Units Plan acknowledge and agree that:

(a) the Commercial Toilets are designated for the exclusive use of units 255, 256, 257, 258 and 259;

THE PROPRIETORS UNITS PLAN NO 15592 Common Seal

(b) a special privilege has been granted for the benefit of units 255, 256, 257, 258 and 259 in accordance with rule 4 and as detailed in the Schedule of Costs Split for the Commercial Toilets;

(c) units 255, 256, 257, 258 and 259 are, at its cost, solely responsible for the cost of cleaning, maintenance and repair of the Commercial Toilets (details of which are set out in the Schedule of Special Privileges);

(d) for the avoidance of doubt:

(i) the Owners Corporation will enter into any contracts in relation to the satisfaction of the obligations set out in rule 6.5(c);

(ii) the Owners Corporation will recover any costs under such contracts from units 255, 256, 257, 258 and 259 responsible for such costs in the manner and proportions specified in the Schedule of Costs Split; and

(e) the reference in the Schedule of Costs Split to the cleaning, maintenance and repairof the Commercial Toilets is to be read in connection with the obligations in this rule6.5.

6.6 Commercial Kitchen Exhaust

All owners, occupiers and users of a unit at the Units Plan acknowledge and agree that:

(a) there are separate kitchen exhaust systems (including risers, ducts and fans) on the common property which are designated for the exclusive use of units 255, 256 and 257 respectively;

(b) a special privilege has been granted for the benefit of units 255, 256 and 257 in accordance with rule 4 and as detailed in the Schedule of Costs Split;

(c) units 255, 256 and 257 are, at its cost, solely responsible for the cost of cleaning, maintenance and repair of the kitchen exhaust system which exclusively service the relevant unit (details of which are set out in the Schedule of Special Privileges);

(d) for the avoidance of doubt:

(i) the owner of units 255, 256 and 257 must enter into any contracts in relation to the satisfaction of the obligations set out in rule 6.6(c) as required;

(ii) the Owners Corporation is not required to clean, maintain or repair anyof the kitchen exhaust system in relation to these units; and

(iii) the owner of units 255, 256 and 257 indemnifies the Owners Corporationto the extent of any loss incurred by the Owners Corporation as a result of the failure of the owner of these units to comply with its obligations under rule 6.6(c);

(e) the reference in the Schedule of Costs Split to the cleaning, maintenance and repairof the kitchen exhaust system is to be read in connection with the obligations in thisrule 6.6.

THE PROPRIETORS UNITS PLAN No. 15592 Common Seal

6.7 Heritage Pavilion Unit - Unit 261

The owner of the Heritage Unit acknowledges and agrees that:

(a) the following documents have been prepared in relation to the Heritage Unit:

(i) West Portal Cafeteria - Heritage Management Plan dated 9 February 2022; and

(ii) the terms of the Crown Lease in relation to the West Portal Cafeteria (including those headed Cafeteria, Commonwealth Heritage Values, Heritage Management Plan and Heritage Register Listing ,

(the **Heritage Documents**);

(b) it has read, and is aware of the obligations contained in, the Heritage Documents;

(c) it is solely responsible for all costs and expenses in complying with the obligations contained in the Heritage Documents, which, for the avoidance of doubt, include long term maintenance obligations as set out in those documents;

(d) it indemnifies the Owners Corporation to the extent that the Owners Corporation incurs any loss as a result of the owner of the Heritage Unit failing to comply with its obligations under the Heritage Documents;

(e) if the Heritage Unit is serviced by a grease trap then the Heritage Unit is solely responsible for the following:

(i) arranging for the periodic cleaning and maintaining of the grease trapand other related pipes and conduits; and

(ii) arranging for the periodic emptying of the grease trap with an appropriately qualified contractor;

(f) it will not, other than as provided for in this paragraph, place, store or leave any goods or materials on the terrace adjoining Unit 261 (whether or not it is a subsidiary of that unit) except for tables, chairs and external shade structures in accordance with the Heritage Documents and any required approvals;

(g) all waste is to be placed in a suitable waste receptacle(s) and kept within the unit i.e. not stored in unit subsidiaries. Waste is to be transported directly from Unit 261 to the Commercial Waste Room bins by a path of travel external to the buildings i.e.waste is not to be transported through the basement or common areas within the buildings.

THE PROPRIETORS UNITS PLAN No. 15592 Common Seal

Annexure A - Default Rules

(as provided in Schedule 1 of the Unit Titles (Management) Regulation 2011 as at 1 November 2020)

1.1 Definitions—default rules

(1) In these rules:

owner, occupier or user, of a unit, includes an invitee or licensee of an owner, occupier or user of a unit.

(2) A word or expression in these rules has the same meaning as in the Unit Titles (Management) Act 2011.

1.2 Payment of rates and taxes by unit owners

A unit owner must pay all rates, taxes and any other amount payable for the unit.

1.3 Repairs and maintenance

(1) A unit owner must ensure that the unit is in a state of good repair.

(2) A unit owner must carry out any work in relation to the unit, and do anything else in relation to the unit, that is required by a territory law.

1.4 Erections and alterations

(1) A unit owner may erect or alter any structure in or on the unit or the common property only—

(a) in accordance with the express permission of the executive committee; and

(b) in accordance with the requirements of any applicable territory law (for example, a law requiring development approval to be obtained for the erection or alteration).

(2) Permission may be given subject to conditions stated in the resolution.

(3) However, if the structure is sustainability infrastructure, the owners corporation's permission must not be unreasonably withheld.

Examples—permission not unreasonably withheld

- safety considerations
- structural considerations Example—

permission unreasonably withheld external appearance of a unit or the units plan

THE PROPRIETORS UNITS PLAN No. 15592 Common Seal

1.5 Pets in units

(1) A unit owner or occupier (the pet owner) may keep an animal, or permit an animalto be kept, within the unit if—

(a) the total number of animals kept within the unit (other than birds in a cage or fish in an aquarium) is not more than 3; and

(b) the pet owner ensures that the animal is appropriately supervised whenthe animal is on the common property; and

(c) the pet owner keeps the animal secure so that it cannot escape the unit unsupervised; and

(d) the pet owner cleans any area of the units plan that is soiled by the animal; and

(e) the pet owner takes reasonable steps to ensure the animal does not cause a nuisance or a risk to health or safety.

(2) The pet owner must, within 14 days of the day the animal is first kept within the unit,tell the owners corporation, in writing, that the animal is being kept within the unit.

1.6 Assistance animals

The owners corporation may require a person who keeps an assistance animal to produceevidence that the animal is an assistance animal.

1.7 Use of common property

A unit owner must not use the common property, or permit it to be used, to interfere unreasonably with the use and enjoyment of the common property by an owner, occupier or user of another unit, other than in accordance with a special privilege rule.

1.8 Hazardous use of unit

A unit owner must not use the unit, or permit it to be used, to cause a hazard to an owner,occupier or user of another unit.

1.9 Use of unit—nuisance or annoyance

(1) A unit owner must not use the unit, or permit it to be used, in a way that causes a nuisance or substantial annoyance to an owner, occupier or user of another unit.

(2) This rule does not apply to a use of a unit if the executive committee has given an owner, occupier or user of the unit written permission for that use.

(3) Permission may be given subject to stated conditions.

(4) Permission may be withdrawn by special resolution of the owners corporation.

1.10 Noise

A unit owner must not make, or permit to be made, such a noise within the unit as might (in the circumstances) be reasonably likely to cause substantial annoyance toan owner, occupier or user of another unit.

This rule does not apply to the making of a noise if the executive committee has given the person responsible for making the noise written permission to do so.

THE PROPRIETORS UNITS PLAN No. 15592 Seal

Annexure B - Schedule of Costs Split

<table>
<tr><th>Description of cost / expense</th><th>Responsible Units</th><th>Methodology of split between Responsible Units</th></tr>
<tr><td>Periodic collection of waste in commercial waste receptacles including service, maintenance and replacement of waste compactor (refer to rule 6.3)</td><td>Commercial Units (i.e. units 255-261)</td><td><table><tr><th>Commercial Unit</th><th>Percentage</th></tr><tr><td>255</td><td>22.50%</td></tr><tr><td>256</td><td>8.89%</td></tr><tr><td>257</td><td>8.53%</td></tr><tr><td>258</td><td>1.75%</td></tr><tr><td>259</td><td>1.60%</td></tr><tr><td>260</td><td>1.75%</td></tr><tr><td>261 (Heritage Unit)</td><td>54.98%</td></tr></table></td></tr>
<tr><td>Cleaning, maintaining and periodic emptying of common grease trap (refer to rule 6.4)</td><td>Units 255, 256 and 257 provided that the unit is actually connected to the grease trap</td><td>Based on proportion of water consumption as measured by cold water meter</td></tr>
<tr><td>Cleaning, maintaining and periodic emptying of unit 261 grease trap (refer to rule 6.7(e))</td><td>Unit 261</td><td>Unit 261 to pay all costs</td></tr>
<tr><td>Cleaning, maintenance and repair of Commercial Toilets (refer to rule 6.5)</td><td>Units 255, 256, 257, 258 and 259</td><td>Based on proportion of unit entitlements of relevant commercial units</td></tr>
<tr><td>Cleaning, maintenance and repair of commercial kitchen exhaust system (including the rise, ducting and fans) (refer to rule 6.6)</td><td>Units 255, 256 and 257</td><td>Each unit to be responsible for the cleaning, maintenance and repair of the kitchen exhaust system which exclusively services that unit</td></tr>
</table>



(3) Permission may be given subject to stated conditions.

(4) Permission may be withdrawn by special resolution of the owners corporation.

1.11 Illegal use of unit

A unit owner must not use the unit, or permit it to be used, to contravene a law in force in theACT.

1.12 What may an executive committee representative do?

(1) An executive committee representative may do any of the following in relation to aunit at all reasonable times:

(a) if the committee has reasonable grounds for suspecting that there is a breach of the Act or these rules in relation to a unit—inspect the unit to investigate the breach;

(b) carry out any maintenance required under the Act or these rules;

(c) do anything else the owners corporation is required to do under the Actor these rules.

(2) An executive committee representative may enter a unit and remain in the unit foras long as is necessary to do something mentioned in subrule (1).

(3) An executive committee representative is not authorised to do anything in relation toa unit mentioned in subrule (1) unless—

(a) the executive committee or the representative has given the owner, occupier or user of the unit reasonable notice of their intention to do the thing; or

(b) in an emergency, it is essential that it be done without notice.

(4) The executive committee may give a written authority to a person to represent the corporation under this rule.

executive committee representative means a person authorised, in writing, by the executive committee under rule 1.12(4).



THE GRIFFIN PARKES

Annexure D - Signage Plan (4 sheets)

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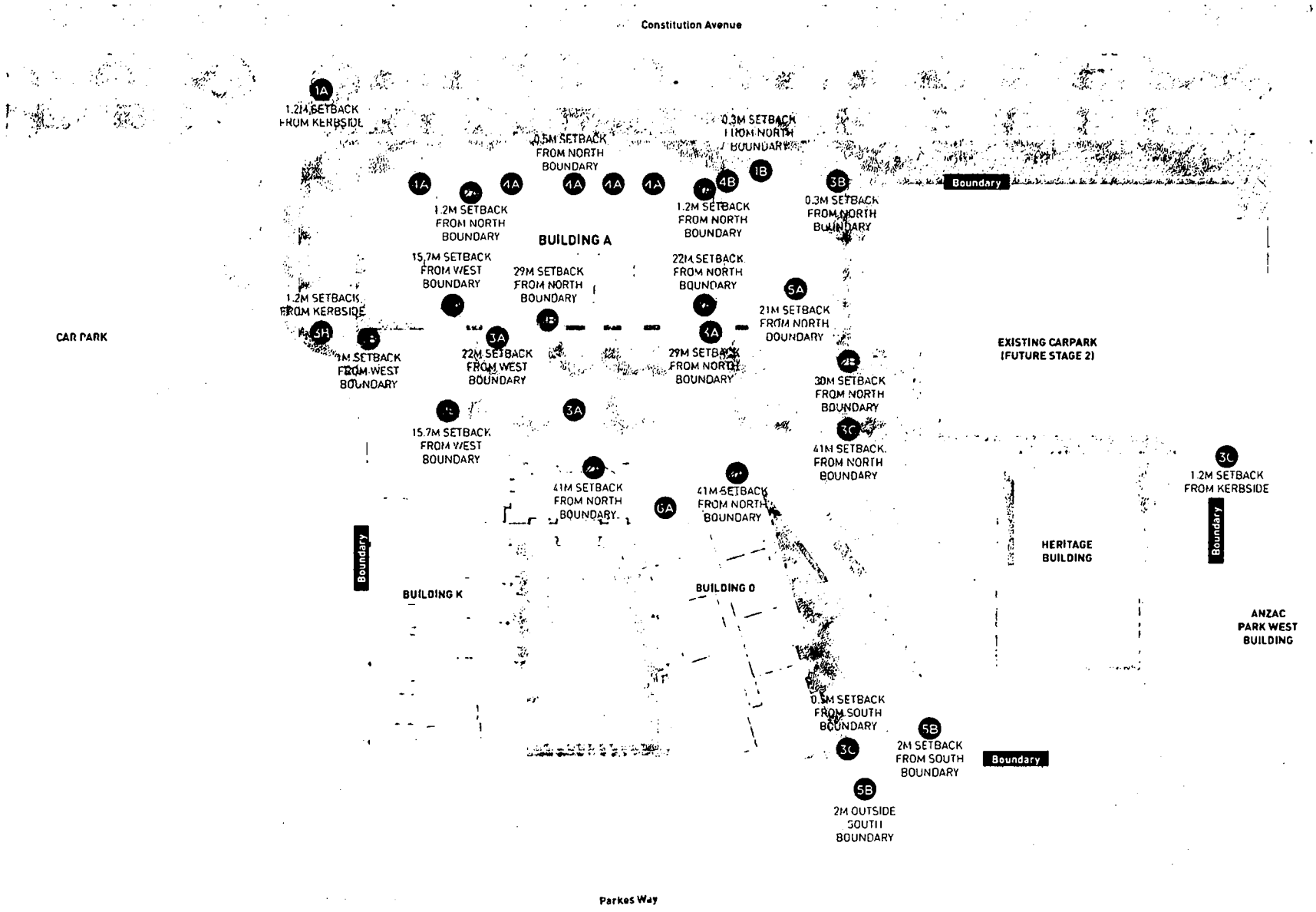
THE PROPRIETORS UNITS PLAN No. 15592 Common Seal

Annexure C - Schedule of Special Privileges

Unit	Special privilege	Maintenance and repair
Commercial Units (all)	Signage on common property (location and size of signs to be approved by Executive Committee prior to affixation or drilling into walls)	Periodic maintenance and repair of signage to be undertaken by relevant Commercial Unit owner
Commercial Units (Unit 255, 256, 257, 258 and 259)	Exclusive use of Commercial Toilets for units 255, 256, 257, 258 and 259 for owners, occupiers and users of units 255, 256, 257, 258, and 259 (including customers, patrons and invitees)	Regular cleaning, maintenance and repair of Commercial Toilets for units 255, 256, 257 258, and 259 to be undertaken by owners of units 255, 256, 257, 258, and 259 (refer to Annexure B)
Commercial Units (Unit 255, 256 and 257)	Exclusive use of kitchen exhaust system located on common property for units 255, 256 and 257 for owners, occupiers and users of units 255, 256 and 257	Regular cleaning, maintenance and repair of kitchen exhaust system (including the riser, ducting and fans) to be undertaken by units 255, 256 and 257 (refer to Annexure B)
Commercial Units (Unit 255, 256 and 257)	Exclusive use of the grease trap system located on common property for units 255, 256 and 257 for owners, occupiers and users of units 255, 256 and 257	Regular cleaning, maintenance and repair of grease trap to be undertaken by units 255, 256 and 257 (refer to Annexure B)
Heritage Unit (Unit 261)	Exclusive use of the grease trap system located on common property for unit 261	Regular cleaning, maintenance and repair of grease trap to be undertaken by unit 261 (refer to Annexure B)

THE PROPRIETORS UNITS PLAN No. 15592 Common Seal

GROUND LEVEL - SIGNAGE INTENT PLAN



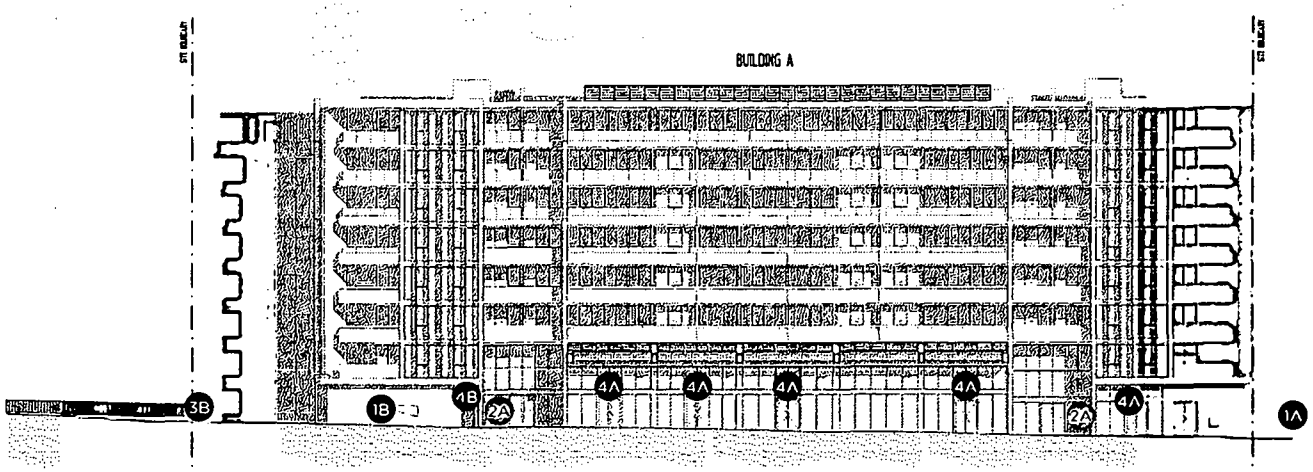
- **DEVELOPMENT ENTRY SIGNAGE**
  - 1A Primary Development Entry Information Sign
  - 1B Primary Development High Rise Building Sign
- **BUILDING ENTRY & DIRECTIONAL SIGNAGE**
  - 4A Building Entry Information Sign
  - 4B Vehicle Directional Information Sign
- **GENERAL WAYFINDING SIGNAGE**
  - 3A Visitor Parking Information Sign
  - 3B Primary General Wayfinding Information Sign
  - 3C Secondary General Wayfinding Information Sign
- **COMMERCIAL TENANCY SIGNAGE**
  - 1A Tenancy Hamper Sign
  - 4B Window Sign
- **HERITAGE SIGNAGE**
  - 5A Feature Mural High Rise Building Sign
  - 5B Plaque Information Sign
- **MAILBOXES**
  - 6A Resident's Mailboxes

THE OWNERS OF STRATA PLAN 1235 The Griffin Community

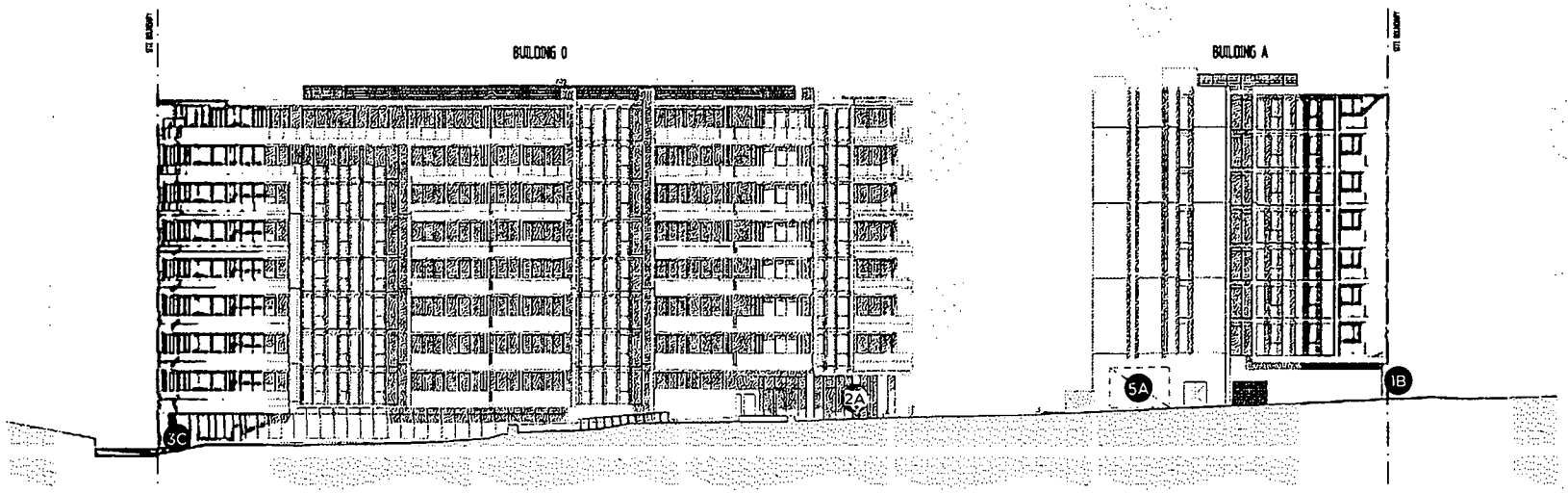
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SIGNAGE INTENT - OVERALL ELEVATIONS



1 OVERALL NORTH ELEVATION

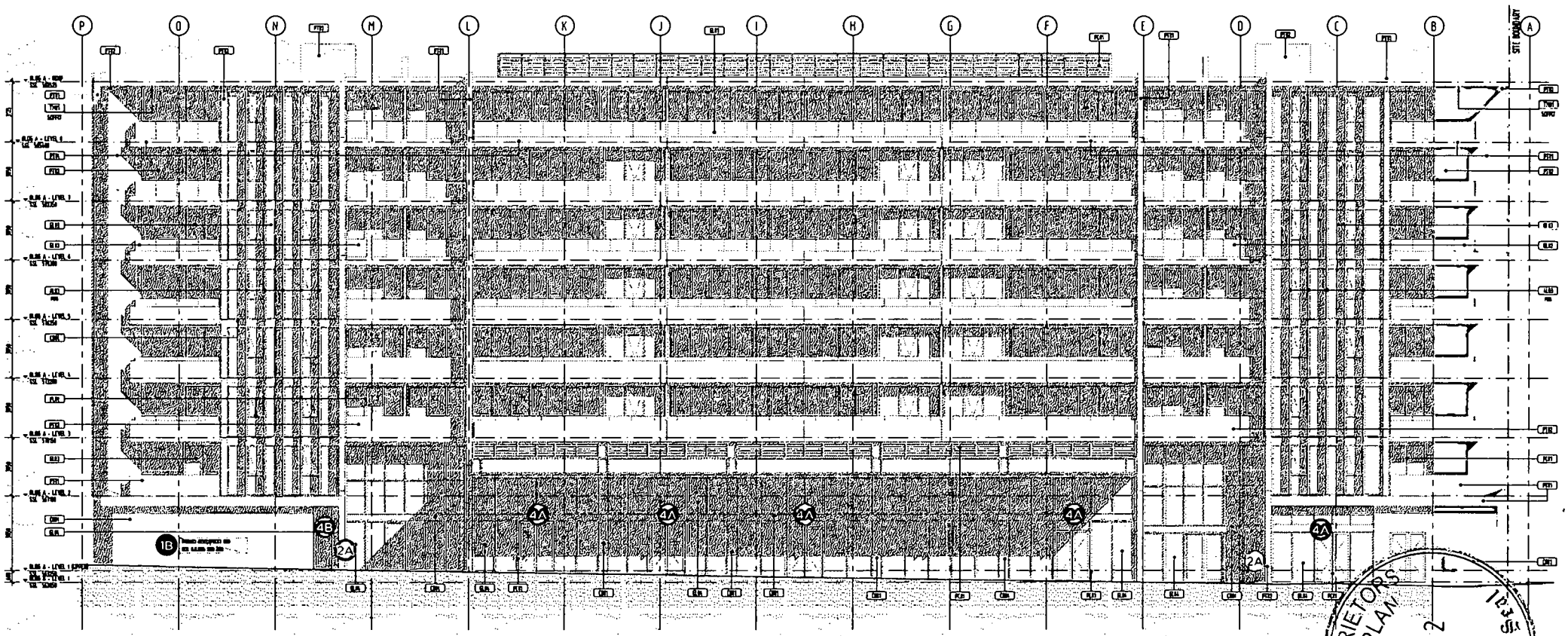


2 OVERALL EAST ELEVATION

THE PROPRIETORS STRATA PLAN No 15577
LOT 1

- **DEVELOPMENT ENTRY SIGNAGE**
  - 1A Primary Development Entry Information Sign
  - 1B Primary Development High Rise Building Sign
- **BUILDING ENTRY & DIRECTIONAL SIGNAGE**
  - 2A Building Entry Information Sign
  - 2B Vehicle Directional Information Sign
- **GENERAL WAYFINDING SIGNAGE**
  - 3A Visitor Parking Information Sign
  - 3B Primary General Wayfinding Information Sign
  - 3C Secondary General Wayfinding Information Sign
- **COMMERCIAL TENANCY SIGNAGE**
  - 4A Tenancy Hamper Sign
  - 4B Window Sign
- **HERITAGE SIGNAGE**
  - 5A Feature Mural High Rise Building Sign
  - 5B Plaque Information Sign
- **MAILBOXES**
  - 6A Resident's Mailboxes

BUILDING A - NORTH ELEVATION



THE PROPRIETORS STRATA PLAN No 15592

DEVELOPMENT ENTRY SIGNAGE

- 1A Primary Development Entry Information Sign
- 1B Primary Development High Rise Building Sign

BUILDING ENTRY & DIRECTIONAL SIGNAGE

- 2A Building Entry Information Sign
- 2B Vehicle Directional Information Sign

GENERAL WAYFINDING SIGNAGE

- 3A Visitor Parking Information Sign
- 3B Primary General Wayfinding Information Sign
- 3C Secondary General Wayfinding Information Sign

COMMERCIAL TENANCY SIGNAGE

- 4A Tenancy Hamper Sign
- 4B Window Sign

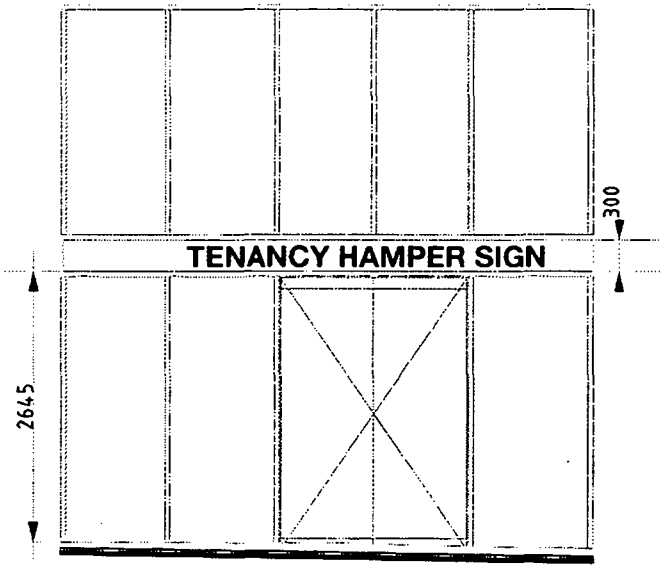
HERITAGE SIGNAGE

- 5A Feature Mural High Rise Building Sign
- 5B Plaque Information Sign

MAILBOXES

- 6A Resident's Mailboxes

SIGNAGE INTENT - TYPICAL DETAILS



COMMERCIAL TENANCY SIGNAGE

4A Tenancy Hamper Sign (Location as per Signage Intent Plan)

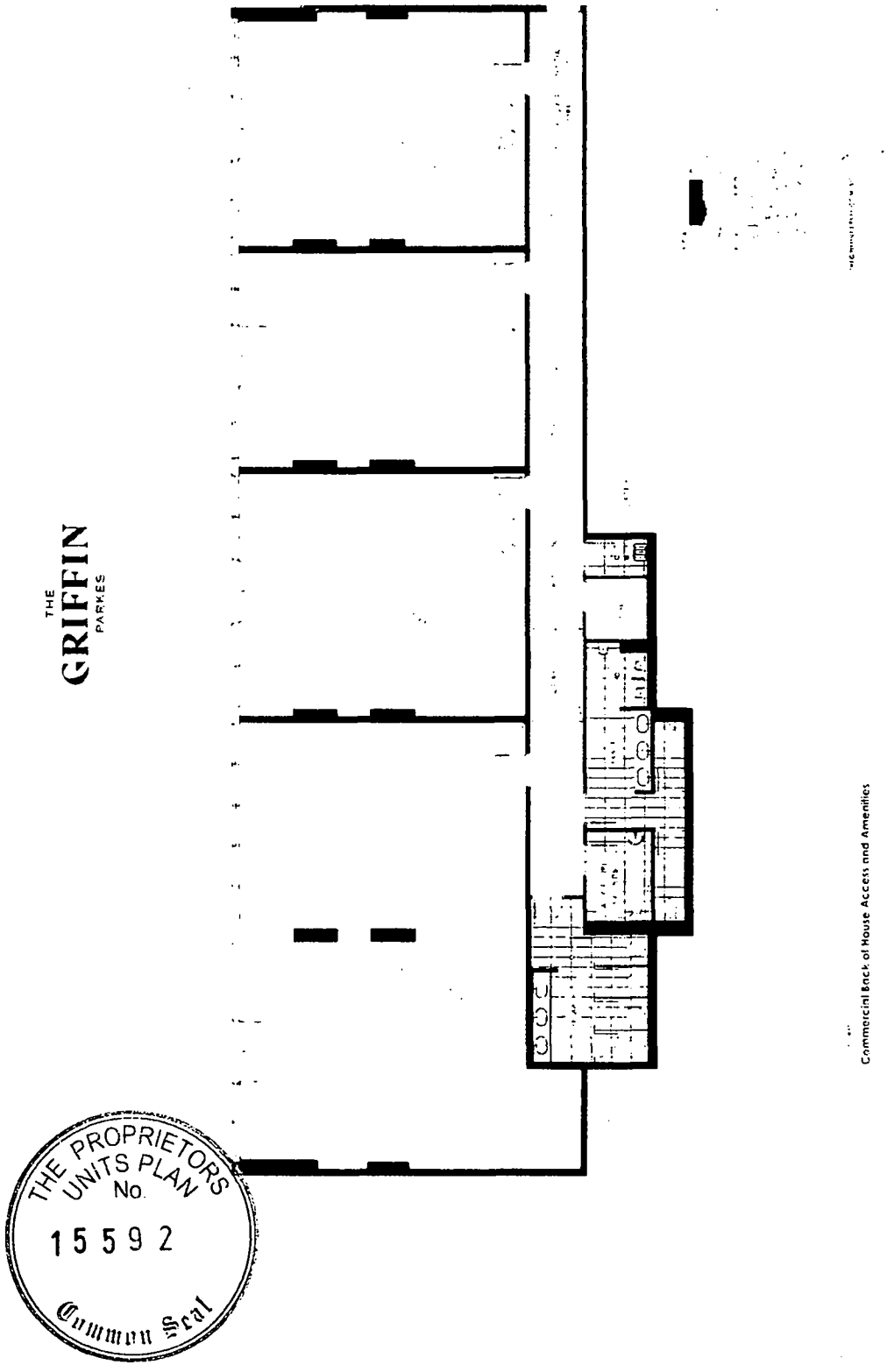
- Sign to meet requirements of *'Signage General Code'*
- Sign to be illuminated - light spill to be managed
- Wording to include:
  - Tenancy Logo / Information
- Materials:
  - TBC - colour to match Architectectural selections

4B Tenancy Window Sign (Location as per Signage Intent Plan)

- Sign to meet requirements of *'Signage General Code'*
- Maximum surface area of sign: 25% of the area of the glass panel or panels on which it is displayed

THE OWNERS OF STRATA PLAN No. 15592

Annexure E - Commercial Toilets



ACT Government

Access Canberra.

LAND TITLES
ACCESS CANBERRA
.orate

Chief SR$3351555 20/11/2024 12:11:37 Shre P.

SPECIAL 3351555 ION

094 - SR

Act 1925

LODGING PARTY DETAILS

Name	Email Address	Contact Telephone Number	Customer Reference Number
Civium	administrators@civium.com.au	(02) 6162 0681	

TITLE AND LAND DETAILS

Volume & Folio	District/Division	Section	Block	UNITS PLAN NUMBER
PS 3014/467 ~~3014/468~~	Parkes	3	15	15592

DETAILS OF RULES BEING REGISTERED	DATE MEETING HELD (must be registered within 3 months)
Alternative Rules	28/10/2024

SUPPORTING DOCUMENTATION
(Please select appropriate item – Original signed copy must be supplied)

- ☒ Sealed copy of Minutes of Meeting
- ☒ Sealed copy of Resolution/Motion
- ☒ Sealed copy of Alternate Rules
- ☐ Other (specify) -

COMMON SEAL OF OWNERS CORPORATION
(Seal may be affixed)

THE PROPRIETORS UNITS PLAN No. 15592 Common Seal

CERTIFICATION *Delete the inapplicable*

Applicant

~~*The Certifier has taken reasonable steps to verify the identity of the Registered Proprietor/Managing Agent or his, her or its Administrator or attorney.~~

~~*The Certifier holds a properly completed Client Authorisation for the Conveyancing Transaction including this Registry Instrument or Document.~~

*The Certifier has retained the evidence to support this Registry Instrument or Document.

*The Certifier has taken reasonable steps to ensure that the Registry Instrument or Document is correct and compliant with relevant law and any Prescribed Requirement.

Signed By: ANGELINA BABETTE ANDERSON Angelina Anderson

Witnessed By: Jane Asiata

<Name of certifying party> SENIOR STRATA

<Capacity of certifying party> MANAGER.

Name:
Strata Administrator

for: <Company name> Civium Property Group

on behalf of the Registered Proprietor/Managing Agent

OFFICE USE ONLY

Lodged by		Annexures/Attachments	Minutes/Resolution/Motion/Rules
Data entered by		Evidence Manager Appointed	Yes ☐
Registered by	LMT	Registration Date	06/12/2024

VOI category 3 sighted

ACT Government

Access Canberra.

LAND TITLES
ACCESS CANBERRA
Chief Minister, Treasury and Economic Development Directorate

ANNEXURE

Form 029 - ANN

Land Titles Act 1925

TITLE AND LAND DETAILS					
Volume & Folio	**District/Division**	**Section**	**Block**	**Unit**	**Consideration** (Only complete is if requesting transactions not be aggregated)
PS 3014 :467	Parkes	3	15		

ANNEXURE TO (insert dealing type)	**TOTAL NUMBER OF PAGES IN ANNEXURE**
094 - SR	42

PARTIES TO DOCUMENT (Please state all parties this annexure relates to/supports)	
The Proprietors of Units Plan 15592	Civium holdings

civium

MINUTES OF THE ANNUAL GENERAL MEETING 2024

OWNERS UNIT PLAN - 15592

The Griffin
44 Constitution Avenue
PARKES ACT 2600

Held on :

Monday, 28 October 2024 05:00 PM

Held at :

Civium Strata Canberra - Brindabella Room
3 Lonsdale St
Braddon ACT 2612

OR - https://events.teams.microsoft.com/event/0da8ddbe-cceb-481b-9dc1-0864200bbf7b@a44d7904-28c1-4b43-8cd2-583a9d9329de



civium

MINUTES OF THE ANNUAL GENERAL MEETING OF UNIT PLAN The Griffin 15592

Held Monday, 28 October 2024 5:00 PM at
Civium Strata Canberra - Brindabella Room
3 Lonsdale St
Braddon ACT 2612

OR - https://events.teams.microsoft.com/event/0da8ddbe-cceb-481b-9dc1-0864200bbf7b@a44d7904-28c1-4b43-8cd2-583a9d9329de



Present	Alisa Lawrence (Lot 150), Alistair Cohen (Lot 55), Andrew McCray (Lot 65), Anne-Maree Campbell (Lot 30), Anthony Rochester & Lisa Williams (Lot 52), Beverley Anne Clarke & Graham John Chalker (Lot 81), Caitlin Johnstone (Lot 152), Clifford Frederick & Carolyn Mary Elizabeth Cole (Lot 77), David & Cheryl Bush (Lot 53), David & Julianne Nissen (Lot 202), Dean Lewis & Vanessa Ganley (Lot 229), Edsel Valentine Sequeira & Shivani Roshni Pillay (Lot 15), Eris Fleming & Neil Fleming (Lot 231), Heather Grainger (Lot 64), Jaimie MacQuillan & Sebastian Ward (Lot 62), Jamie Cottrell & Mercy Diones (Lot 16), Janine McEwan (Lot 73), Jeffery Bateson & Geraldine Clisby (Lot 138), Julie Chambers & Eric Leape (Lot 253), Katrina Gmach & Alistair Gilmour (Lot 67), Kim Arthur (Lot 26), Lauren Kasparek (Lot 97), Louise Scrivener (Lot 190), Luke David Walsh (Lot 222), Margaret Alice Goydych (Lot 90), Margaret Crouch (Lot 76), Michael & Rachel Hetenyi (Lot 235), Michael Tarzia (Lot 211), Michelle Pereira (Lot 58), Mohammad Hasan & Faizah Khan (Lot 14), Nicholas Gillies (Lot 233), Patrick Conway & Christine Skipper-Conway (Lot 39), Phillip & Samantha Beattie (Lot 41), Qinyun Wu & Hanwei Zhu (Lot 96), Reinaldo Pereira & Marcia Pereira (Lot 148), Rohan Mcnell & Jacquelyn Phillips (Lot 220), Ronald Richards & Caroline Richards (Lot 29), Shane & Leigh Byrne (Lot 201), Shona & Michael Stanklewicz (Lot 3), Skye Miller (Lot 237), Stephen John Arnott (Lot 27), Stephen Richards & Clare Poprawski (Lot 173), Stripy Sock Property Pty Ltd trading as Stripy Sock Pty Ltd (Lot 259), Sungmin Kim (Lot 35), Tavalea Nilon (Lot 57), William Kerry & Christine Caryl Mummery (Lot 63), XOF Nominees Pty Ltd (Lot 240)
Civium Rep(s)	Gareth Halverson (Civium Strata), Monique Bosma (Civium Strata)
Proxies	Jeffery Bateson for Heidi McLennan (Lot 135), The Chairperson for Matthew Alexander & Anthony McEachran (Lot 210), Jeffery Bateson for XOF Nominees Pty Ltd (Lot 240)
Company Nominees	None
Apologies	None
Voting Papers	Jane & Mark Bramley (Lot 114)
Other Attendees	None
CFM	Alex Boundy (Civium Facilities Management), Olivia McKay (Civium Facilities Management)
Chairperson	Alistair Cohen
Meeting Opened	5:30pm
Reduced Quorum Meeting	

THE PROPRIETORS UNITS PLAN No. 15592 - Common Seal

MOTION	Motion for consideration
1	**Minutes (ORDINARY RESOLUTION)** **RESOLVED** that the minutes of the previous General Meeting of the Owners Corporation, held on 13/11/2023, be confirmed as a true and accurate account of the proceeding at that meeting, noting the following owners were also in attendance but not recorded in the minutes: Units 81, 190, and 253. **Motion Carried**
2	**Insurance Renewal (SPECIAL RESOLUTION)** a) **RESOLVED** that the Owners Corporation confirms current insurance cover as detailed in the attached policy within the agenda. b) **RESOLVED** that the Owners Corporation delegate authority to the Executive Committee to select the appropriate insurance policy and, if necessary, arrange premium funding for the policy. c) **RESOLVED** that the Owners Corporation authorises the Strata Managing Agent to obtain quotations for insurance cover prior to the expiry of the current policy. These quotations are to be presented to the Executive Committee for consideration. In the event that no advice or decision is provided by the Executive Committee, the Managing Agent is authorised to proceed with the recommendation provided by the insurance broker and, if necessary, arrange for premium funding of the policy. **Motion Carried**
3	**Insurance Claims (ACKNOWLEDGEMENT)** The Owners Corporation acknowledges the following open claims. 1. Claim CLM-5843 / CL02114928 - Liability Incident - Eastern side of Building A involving a non-resident, rising bollards shortly after waste collection. First Notice: DOL 28/8/24, September 2024 2. Claim CLM-5735 - Water Damage - Fire sprinkler damage during installation of blinds. First Notice: DOL 3/6/24, July 2024, Submitted: 26 September 2024 **Motion Acknowledged**
4	**Financial Statements and Accounting Records (ORDINARY RESOLUTION)** **RESOLVED** that the financial statement of accounts for the financial year ending 30/09/2024 be adopted. *NOTE: The gas utility covers pool heating, which operates year-round. In the first 18 months, the gas meter was not read, and bills were based on significantly underestimated usage. The current bills now reflect actual meter readings and have been budgeted accurately.* **Motion Carried**
5	**Appointment of Auditor (ORDINARY RESOLUTION)** **RESOLVED** that the Owners Corporation appoint Michael Faulkner & Associates to audit the financial accounts for the closing financial period of the Owners Corporation to the Australian Auditor Standards and review the latest report, if obtained. **Motion Carried**

THE PROPRIETORS UNITS PLAN No. 15592 - Common Seal

6	**Maintenance Plan (ORDINARY RESOLUTION)** **RESOLVED** that the Owners Corporation reviewed the Maintenance Plan for the continued maintenance of the common property and its assets. **Motion Carried**
7	**Maintenance Issues (ORDINARY RESOLUTION)** **RESOLVED** that the Owners Corporation considered any open or new Common Property Maintenance Issues as well as any maintenance contracts that may be due for renewal. **PPM Contracts:** *In the first quarter of 2025, many Planned Preventative Maintenance (PPM) contracts will come up for renewal.* **Cleaning & Gardening:** *The cleaning and gardening contracts, initially endorsed by the developer for 24-month terms, are currently on a month-to-month rollover. A tender process is underway, managed by Civium in collaboration with the Executive Committee and Subcommittee. Owners with concerns about cleaning are encouraged to report these, and a Cleaning Subcommittee can be established if needed.* **Reporting Maintenance:** *Owners were reminded that maintenance issues must be reported to be addressed. The most efficient way to submit a maintenance request is through the 'Make a Request' dropdown on C-Hub by selecting 'Maintenance Request,' which directs it to the Civium team. Alternatively, owners can speak with the concierge or email the Building/Strata Manager.* **Grout in Bathrooms:** *An owner raised concerns about grout in their bathroom. As grout maintenance is the owner's responsibility, they were advised to consult the Owner's Manual on C-Hub, where they can review the supplier/trade list to check if there is a warranty on workmanship and materials. Typically, this would come with a 12-month warranty.* **Skirting Boards:** *It was clarified that skirting boards separating within a unit are the owner's responsibility.* **Water Meters & Tempering Valves** *An owner inquired about the water meters servicing individual apartments, located in the ceiling cavity in the common hallway outside each unit. This cavity contains a water meter and a tempering valve, and the question was about the boundary between private property, common property, and the embedded network.* *The water meter and tempering valve are considered private property, as they service individual apartments. If a visible leak from the cavity risks damaging common property, Civium will arrange for a plumber (after giving the owner the option to use their own plumber), with costs then on-charged to the unit owner.* *Secretarial Note: Due to the indemnity form signed by the Owners Corporation to facilitate an insurance claim settlement, owners are unable to recover costs from Energy Trade for any failed assets.* **Motion Carried**

THE PROPRIETORS UNITS PLAN No. 15592 - Common Seal

8	**Fire Safety Review (ORDINARY RESOLUTION)** **RESOLVED** that the Owners Corporation review the provision and compliance of Common Property fire safety measures in accordance with the National Construction Codes (NCC) fire safety requirements. *NOTE: O'Neill & Brown Fire is contracted at The Griffin to conduct all mandatory fire inspections and services. After a tender process for ongoing fire services, the EC agreed to continue with O'Neill & Brown Fire, the incumbent contractor, based on the received quotes. This year, several items were identified as faults requiring repair or replacement, which has now been completed to ensure compliance.* *Civium recently conducted an audit of all unit entry doors to identify any modifications (e.g., peepholes, digital locks) that had been installed without EC approval. The purpose of this audit was to confirm that these modifications are compliant and do not compromise the integrity of the fire doors. This will further be signed off by O'Neill & Brown Fire during the annual fire door inspection.* *Owners are reminded that doormats are not permitted in the common hallway outside unit entry doors due to fire egress requirements and are to be stored inside the apartment.* *Civium will recirculate the schedule for monthly fire alarm testing to all owners.* **Motion Carried**
9	**Consideration of Physical Building Defects (ORDINARY RESOLUTION)** **RESOLVED** that the Owners Corporation considers any Common Property physical building structural defects. *NOTE: Before the 2023 AGM, a third-party consultant was engaged to prepare Defect Reports, available on C-Hub, to identify all common property defects. The EC reviewed the report with the builder, addressing various items–some minor and others more significant. These items have been worked on over the past year, and the EC is currently awaiting an updated report from the builder.* *The Chairperson noted that there are currently no known structural defects. A leak in B2, recently identified by Civium near the exterior garden beneath the pool, is being addressed. The on-site Civium team is coordinating with the builder, and steps have been put in place to resolve the issue.* **Motion Carried**



10	**Budget (ORDINARY RESOLUTION)** **RESOLVED:** a. To the Administrative Fund in accordance with Section 75 of the Unit Titles (Management) Act 2011 for the sum of: **Total Administrative Fund Income** $1,017,341.00 ex GST b. To the Sinking Fund in accordance with Section 89 of the Unit Titles (Management) Act 2011 for the sum of: **Total Sinking Fund Income** $250,545.00 ex GST c. That the Administrative and Sinking Fund contributions be paid in equal quarterly instalments with the instalments dates to be: ~~**1st instalment** 01/10/2024~~ Pre-issued **2nd instalment** 01/01/2025 **3rd instalment** 01/04/2025 **4th instalment** 01/07/2025 d. That in accordance with Section 78 and 89 of the Unit Titles (Management) Act 2011, the Owners Corporation agrees to determine additional quarterly contributions at the agreed administrative and sinking fund rate, for the next financial year should they be deemed necessary prior to the next AGM being held. *NOTE: The Treasurer, M. Tarzia, presented the Treasurer's Report included in the meeting agenda.* *It was noted that while this year's budget is actually lower than last year's, owners will notice an increase in quarterly installments. This is due to last year's levy income being reduced by $160,000 due to a special levy raised by owners prior to the AGM to address a timing shortfall. Essentially, owners paid a higher total amount over the year, but in different installments. Although the four installments were lower last year, the one-off special levy made the overall annual contributions higher.* **Motion Carried**
11	**Dissolve Special Purpose Fund (ORDINARY RESOLUTION)** **RESOLVED** that the Owners Corporation agrees to dissolve the Special Purpose Fund ($49,871.00 ex GST) associated with the Sinking Fund, which was approved for Access Control upgrades. Any remaining funds from this will be reallocated to the Sinking Fund for security improvements. **Motion Carried**
12	**Term Deposit (ORDINARY RESOLUTION)** **RESOLVED** the Owners Corporation grants the Executive Committee authority to open a term deposit/s for an amount of up to $200,000 over 12 months, from the Sinking Fund, with the Executive Committee authorised to decide on roll-over terms upon maturity **Motion Carried**

THE PROPRIETORS U.T.S. PLAN No. 15592 - Common Seal

13	**Election of Executive Committee (ORDINARY RESOLUTION)** 1. **RESOLVED** that the Owners Corporation resolves to appoint the 6 Owners that have submitted a nomination prior to the meeting, including: • Alistair Cohen • Vanessa Ganley • Julianne Nissen • Ronald Richards • Edsel Sequeira • Michael Tarzia 2 **RESOLVED** that the Owners Corporation delegates the appointment of Office Bearers, any Sub-Committees, Communication Officers, and Invoice Approvers to the Executive Committee, to be determined at the first EC meeting. **Motion Carried**
14	**Appointment of Strata Managing Agent (ORDINARY RESOLUTION)** **MOTION DEFERRED** That in accordance with Section 50 of the Unit Titles (Management) Act 2011 ("**Act**") that: 1. Civium Holdings Pty Ltd t/as Civium Property Group **("Agent")** be appointed as strata managing agent of Units Plan No.**15592;** 2. The Owners Corporation delegate to the Agent all of its functions (other than those prohibited by the Act); 3. The Owners Corporation execute a written agreement, ("**Agreement**"), to give effect to this appointment and delegation; 4. The delegation is to the subject to the conditions and limitations set out in the Agreement; and 5. Authority is given for the common seal of the Owners Corporation to be affixed to the Agreement by owners as determined at this meeting *NOTE: The Owners Corporation deferred this motion but noted the appointment of Civium for both Strata and Building Management for a three-year term in principle. A subcommittee was established during the meeting to further review and discuss the contracts with Civium. A Special General Meeting will be held after the 28-day reduced quorum period to formally approve the contracts.* **Motion Deferred**
15	**Appointment of Building Manager & Concierge (ORDINARY RESOLUTION)** **MOTION DEFERRED** That in accordance with Section 60 of the Unit Titles (Management) Act 2011 ("Act") that Civium Facilities Management be appointed as Building Manager & Concierge for Units Plan No.15592. *NOTE: The Owners Corporation deferred this motion but noted the appointment of Civium for both Strata and Building Management for a three-year term in principle. A subcommittee was established during the meeting to further review and discuss the contracts with Civium. A Special General Meeting will be held after the 28-day reduced quorum period to formally approve the contracts.* **Motion Deferred**

THE PROPRIETORS UNITS PLAN No. 15592 - Common Seal

16	**Alternative Rules (SPECIAL RESOLUTION)** **RESOLVED by Special Resolution** that in accordance with Section 108 of the Unit Titles (Management) Act 2011, the Owners Corporation approved the Alternative Rules. The Alternative Rules will be registered, with any costs associated with registration to be paid from the Administrative Fund. **Motion Carried**

THE PROPRIETORS UNIT S PLAN No. 15592 Common Seal

	General Business
	Subcommittee Update - Security The enclosed slideshow was presented by E. Leape from the Security Subcommittee. Below are summary notes from the presentation. In September, a survey was conducted to gather feedback, with follow-up action items planned based on the responses. Many residents participated, with the majority of responses coming from owners—primarily couples residing in one of the three buildings. No responses were received from Civium staff or commercial owners. Overall, the feedback indicated that 83% of respondents felt very comfortable and safe in the building, with no standout issues raised. In terms of hazards and concerns, the main critical issues noted were related to items that residents could not monitor directly. For instance, some feedback mentioned that security cameras had not captured images of individuals entering the property. Additionally, certain doors, including those facing the courtyard and in the library, were mistakenly referred to as exits. Communication efforts have been robust, with a lot of information relayed to owners through newsletters and C-Hub. The subcommittee's role is primarily advisory, with a focus on monitoring and making recommendations.
	Security Subcommittee Update - Gardening R. Richards from the Gardening Subcommittee provided an update for all owners, summarised below. Established in 2024, the Gardening Subcommittee has successfully organised three working bees. The Subcommittee's role is not to replace the gardeners but to serve as an advisory board to the EC, helping to improve the gardens. Earlier this year, The Griffin hosted a Floriade display. A vote was held at the meeting, with owners confirming their agreement to continue the initiative next year.
	Security Subcommittee Update - Social V. Ganley from the Social Subcommittee provided an update on recent and upcoming events, encouraging owners to register on the online platform for details on future activities. Past successful events included winter drinks and a wine appreciation afternoon. Upcoming Christmas Drinks are scheduled for December 1st, along with a Christmas tree in the foyer where non-perishable donations for local charities are encouraged. Monthly "Thank God It's Friday" drinks, book club meetings, trivia nights, walking groups, movie and restaurant outings, shows, and clothing drives are also planned. Owners are invited to share ideas, with an email address provided on flyers and regular updates included in The Griffin newsletters.

Electric Vehicle (EV) Charging

In summary, the community is progressing with EV expansion, with infrastructure that can be installed for the ability to house additional chargers. There is potential to implement a smart charging solution, theoretically allowing every car space to have a charger. The next step involves assessing the building's live electrical load, which requires a 7-day logging period to determine peak and low usage levels. This data will help design a system tailored to the building's energy demands, likely leading to a load-managed solution. Owners who installed chargers upon settlement have direct power supply from their meter to the charger, ensuring consistent energy draw. However, this setup cannot be replicated in every space.

If all owners used chargers, a km range, with a charging period, would need to be determined by the Owners Corporation (e.g. a 50 km range within an 8-hour period), and needs to be feasible based on available street power. Two proposals have been received: one from the current embedded electricity network provider and the other from an independent provider who will perform data logging. Both options align with initial Expressions of Interest (EOI) confirming EV feasibility, but the real question now is how to fund the system—whether through the OC or individual owners.

Broadly, there are two stages of cost considerations. First, core infrastructure would need to be designated as common property (CP) to ensure the system functions as a cohesive shared asset. While the OC would own this infrastructure, only owners who do not currently have EV charging would need to contribute financially. The second stage involves individual owners covering the cost to connect their unit to this core infrastructure. Estimated core infrastructure costs are approximately $200,000, translating to roughly $6,000 per interested owner, based on the 86 owners who expressed interest. Arguments support OC ownership of the infrastructure rather than end-users.

Given the rapid pace of technology advancements, the Owners Corporation aims to adopt a solution that won't quickly become outdated. The projected timeline suggests the project could be completed next year, though an SGM would be required to finalise decisions. An update will be emailed to owners, including those who previously submitted EOIs.

The option of common property chargers has also been considered, but current limitations in shared parking management, coupled with increasing congestion in the car park and UNSW area, present challenges. A potential shared charging setup in the basement was discussed with one owner, with an estimated cost of $100,000 for parking alone, plus infrastructure.

It remains unclear if UNSW will provide chargers in their parking facilities, and their current stages of development (1 and 2) do not include EV charging, with projections now pushed to 2032.

Heritage Building (Lot 261) Works

Approximately 3–4 months ago, there was a change in the builder overseeing the fit out of Lot 261. Construction is anticipated to begin by early December, with completion and an opening date targeted for April 2025.

While no official parking arrangements have been made, there is a lot of shared amenity and overlap. Communication between parties involved has recently improved, which will benefit the Owners Corporation. As soon as more details are confirmed, updates will be shared with the OC.

To clarify, Unit 261 is a heritage-listed unit that will operate as a restaurant. The Griffin has a unique relationship with this heritage unit, which has its own section within the building rules. Section 6.7 covers heritage guidelines, outlining that the OC is collectively liable for maintaining the heritage unit as an asset. The unit has been registered on the ACT Heritage Register.

There being no further business the chairperson declared the meeting closed at 07:38 pm
Dated: 28 October 2024
Issued by Civium Property Group for and on behalf of the Owners Corporation.



NOTICE OF REDUCED QUORUM DECISIONS

Part A Details of reduced quorum decisions †

A1 The Owners–Units Plan No 15592

A2 General meeting

Date (or dates) of general meeting at which the reduced quorum decision or decisions were made **28/10/2024**

A3 Reduced quorum decisions

[If there is insufficient space here, tick and attach details to the notice]

Date of decision	Full text of reduced quorum decision
28/10/2024	As attached

A4 Owners corporation declaration

The information in this notice has been recorded on the following date from details shown in the records of the owners corporation.

DATE: 14/11/2024
[Affix owners corporation seal in accordance with the corporation articles]

COMMON SEAL
The Owners - Unit Plan No 15592

† In this notice, **UTMA** means the *Unit Titles (Management) Act 2011.*

AF2012-112 made under the Unit Titles (Management) Act 2011, s 146
Unauthorised version prepared by ACT Parliamentary Counsel's Office

THE PROPRIETORS UNITS PLAN No. 15592 Common Seal

44 CONSTITUTION AVENUE, PARKES

UNIT PLAN 15592

THE GRIFFIN OWNERS CORPORATION RULES

Introduction

On behalf of the Owners Corporation (OC), The Griffin Executive Committee (EC) extends a very warm welcome to all new residents and owners. The Griffin resides within the Parliamentary Triangle and consists of 260 units, across three buildings that stand eight storeys high and contain commercial units.

House Rules:

The intention of the OC rules is that of specifying conditions, while providing mechanisms for owners to seek approval from the EC for exceptions. This supports the overarching values of general well-being of the residents in The Griffin and ensures that all residents enjoy a maximum of convenience, comfort and privacy.

The rules are intended to:

- Facilitate a safe, secure and harmonious community, based on cooperation and consideration for others;
- Minimise annoyance to others;
- Ensure The Griffin remains a prestigious property;
- Maintain the appearance of units;
- Maintain the external uniformity of design, and conformity with the materials originally used; and
- Provide appropriate guidelines for residents and their guests.

How we interpret the rules:

Safe, secure and harmonious community

All residents must adhere to safety requirements and directives as outlined in the OC rules. They must ensure that their behaviour and actions, in both units and common areas, provide a safe environment for those living and working in our complex.

To ensure a sense of community and general tidiness, all residents should assist in keeping the common property – gym, driveways, lawns, landscaped gardens, lifts, corridors and stairwells – clean and free from litter.

Security of all residents is a shared responsibility. Where common property is damaged or broken residents should report this to the Building Manager. Residents should apply vigilance to help ensure the communal common areas, basement areas, foyers and corridors of buildings are accessed and used only by residents and their bona fide guests. All doors should be kept closed after either entering or leaving the building. Lost key cards/fobs/remotes should be reported to the Building Manager as soon as possible in order to have them voided. Key cards, fobs, remotes and keys are the property of the owner, and tenants must return them to the owner/property manager at the end of the lease. Residents should not leave personal items in car parks or visible in their cars. Owners are responsible for ensuring visitors, tenants, or short terms renters adhere to these rules. All fobs/keys/remotes are stored in a secure location (e.g. not a lockbox fixed to the exterior of the building).

For amenity, safety, regulatory and public liability reasons, residents should not use common property areas such as corridors, stairwells and fire cupboards to store their personal possessions.

Shared responsibility for a safe living environment in the common areas is expected of residents. Driveways and basement areas can be hazardous for residents, especially those who are younger or older. Drivers and

pedestrians need to be alert, especially for blind spots around corners on the driveway and ramps. Drivers should drive slowly, safely and defensively.

Residents should be vigilant regarding fire safety. Any flammable objects could create a fire hazard for their unit and other units.

Residents are to keep residential car spaces clean and tidy to avoid attracting vermin. The visitor parking spaces are for visitors or guest of residents only.

Annoyance: noise, odours and nuisance

Noise: Residents should be aware that noise penetrates easily into other units, particularly when doors and windows are open. Residents therefore should not create any noise or nuisance in a unit or on common property likely to interfere with the peaceful enjoyment of other residents, especially between 10:00pm and 7:00am. Common sources of noise include music, television, loud voices, washing machines, dryers, and from slamming doors (both unit and fire doors), dragging furniture, disposal of rubbish, and loud revving of vehicle engines.

Odours: Odours such as those caused by smoking and cooking can easily permeate into other apartments. Residents should not open apartment doors adjoining corridors to assist in eliminating odours, steam or smoke when cooking. Residents' enjoyment and amenity is enhanced by a smoke free environment.

When cleaning balconies, windows and balustrades residents should not allow water and other cleaning agents to flow over the edge of balconies.

Prestigious Building

Aside from the common areas, residents can do their part to maintain their units so that other unit holders are not adversely affected in terms of hygiene, appearance or value. Unit owners should keep their units in a state of good repair.

External Appearance of units

While balconies are a unit owner's property they should not be used as storage areas where this can be seen from the ground or other units. Articles normally used on a balcony may be kept there; for example, outdoor furniture setting, barbecue, pot plants are acceptable. Clothes horses (that sit no higher than the handrail) and racks, where possible, should be placed on balconies only where they are not clearly visible from the ground or other units. Draping of rugs, mats, sheets, blankets, clothing, laundry, signs etc. over balcony railings is not allowed. Screens should not be attached or placed on the glass balustrades as these impact on the external appearance and prestige of the building, as well as the ability to keep glass surfaces clean.

Uniformity of design

Alterations or additions to a unit should be in keeping with the appearance and design of the complex. Concrete finishes should not be altered. Colour palettes for window treatments, blinds, curtains and other proposals should be consistent throughout the complex.

A detailed specification has been provided under section **7.6 Balconies** for the installation of external balcony blinds.

Appropriate guidelines

The attached rules set out the expectations and behaviours that will allow owners and occupiers to contribute to achieving expectations described above. Residents are expected to follow the rules, and appropriate action will be taken against breaches. Important issues are covered, such as rules pertaining to pets, motor vehicle parking, gym, rubbish disposal and other rules which contribute to the enjoyment of The Griffin for all residents.

THE PROPRIETORS UNITS PLAN No. 15592 - Common Seal

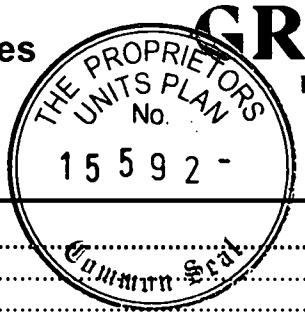
As passed by the Owners Corporation on 13 November 2023 in accordance with the Unit Titles (Management) Act 2011 (ACT)

Schedule

Strata Manager	Civium Strata
Contact Name	Monique Bosma
Contact Information	**T:** 1300 724 256 **E:** clientservices@civiumstrata.com.au



THE GRIFFIN PARKES



Contents

5

1. **Definitions and Interpretation** 5
   - 1.1 Definitions 5
   - 1.2 UTMA definitions 5
2. **Matters affecting the applicability of Alternative Rules** 5
   - 2.1 Relationship with Default Rules 5
   - 2.2 Authorisation by Owners Corporation 6
3. **Payment of shared costs** 6
   - 3.1 Intention 6
   - 3.2 Schedule of Costs Split 6
   - 3.3 Amendments to Schedule of Costs Split 6
   - 3.4 Fairness of contribution methods 6
4. **Special Privilege** 7
   - 4.1 Grant of special privilege 7
   - 4.2 Recording the details of a special privilege 7
   - 4.3 Maintenance of special privilege areas 7
   - 4.4 General obligations 7
5. **Waste** 8
   - 5.1 Shared waste room 8
   - 5.2 Use of waste room by owners, occupiers and users 8
   - 5.3 Disposal of waste 8
6. **Commercial Units** 8
   - 6.1 Relationship to other rules 8
   - 6.2 Signage and advertising 8
   - 6.3 Commercial waste 8
   - 6.4 Common grease trap 9
   - 6.5 Commercial Toilets 9
   - 6.6 Commercial Kitchen Exhaust 10
   - 6.7 Heritage Pavilion Unit - Unit 261 11
7. **Common Property** 12
   - 7.1 Relationship to other rules 12
   - 7.2 General 12
   - 7.3 Pool, Sauna, Steam Room and Gymnasium 12
   - 7.4 Security 12
   - 7.5 Behaviour of owners, occupiers and invitees 13
   - 7.6 Balconies 13
   - 7.7 Smoking 14
   - 7.8 Speed Limits & Parking 15
   - 7.9 Storage Cages 16
   - 7.10 Short Term Rentals 16
   - 7.11 Disposal of waste 16
8. **Moves In/Out of Unit** 17
   - 8.1 Notice 17
   - 8.2 Protection Materials 17
   - 8.3 Damage 17

Annexure A - Default Rules 18

Annexure B - Schedule of Costs Split 21

Annexure C - Schedule of Special Privileges 22

Annexure D - Signage Plan 23

Annexure E - Commercial Toilets 28

Annexure F – Parking Map 29

1. Definitions and Interpretation

1.1 Definitions

In these Alternative Rules:

Alternative Rules means these alternative rules and excludes the Default Rules.

Commercial Toilets means the toilets located on the common property as shown on the planat Annexure E.

Commercial Units means units 255-261.

Default Rules has the meaning given to that term in the UTMA, a copy of which is annexed tothese Alternative Rules at Annexure A as at the time these Alternative Rules are passed by the Owners Corporation.

Executive Committee means the executive committee of the Units Plan.

Heritage Unit means unit 261 which, for the avoidance of doubt, is a Commercial Unit.

Owners Corporation means the Owners Corporation of the Units Plan.

Residential Units means units 1-254.

Schedule of Costs Split means the schedule at Annexure B of these Alternative Rules.

Schedule of Special Privileges means the schedule at Annexure C of these Alternative Rules.

Signage Plan means the document titled "Signage Intent Plan" at Annexure D of these Alternative Rules.

Units Plan means Units Plan No. 15592.

UTMA means the Unit Titles (Management) Act 2011.

1.2 UTMA definitions

Any word used in these Alternative Rules which is defined in the UTMA has the meaning givenin the UTMA.

2. Matters affecting the applicability of Alternative Rules

2.1 Relationship with Default Rules

(a) The rules of the Owners Corporation are comprised of the Default Rules as supplemented to or amended to by these Alternative Rules.

(b) In the event that any of these Alternative Rules are inconsistent with the Default Rules, these Alternative Rules prevail to the extent of the inconsistency.

THE PROPRIETORS UNITS PLAN No. 15592 - Common Seal

2.2 Authorisation by Owners Corporation

If an act or omission of an owner, occupier or user of a unit would constitute a breach of these Alternative Rules or the Default Rules, provided that:

(a) the Owners Corporation have authorised the relevant act or omission in accordancewith the UTMA (including any special privileges in accordance with rule 4);

(b) the Owners Corporation have recorded the relevant authorisation in the minutes of a general meeting of the Owners Corporation; and

(c) any other applicable approvals under any other legislation have been obtained, the act or omission is not a breach of these Alternative Rules or the Default Rules.

THE PROPRIETORS UNITS PLAN No. 15592 - Common Seal

3. Payment of shared costs

3.1 Intention

The Owners Corporation acknowledges and agrees that:

(a) the Units Plan is a mixed-use development consisting of a residential component and a commercial component; and

(b) the intention of this rule is to set out the principles in relation to which certain categories of costs are to be determined to be paid by a particular class of unit owners.

3.2 Schedule of Costs Split

(a) The Schedule of Costs Split is annexed to these Alternative Rules at Annexure B.

(b) To the extent that a particular item in the first column of the Schedule of Costs Split specifies a "Responsible Unit" in the second column, those "Responsible Units" must pay such any costs or expenses associated with that item as calculated in accordance with the methodology set out in the third column.

3.3 Amendments to Schedule of Costs Split

Any amendment to the Schedule of Costs Split must, in accordance with section 78 of the UTMA, be authorised by a special resolution of the Owners Corporation.

3.4 Fairness of contribution methods

The Owners Corporation acknowledges and agrees that the contribution method set out in these Alternative Rules are fair and have taken into account:

(a) the structure of the Units Plan;

(b) the nature of the buildings that are part of the units or common property of the Units Plan, including the features and character of the units and common property;

(c) the purposes for which units are used including the likely impact of that use on the common property; and

(d) the extent to which the method imposes a burden on a unit that is commensurate with the use of that unit.

THE PROPRIETORS UNITS PLAN No. 15592 - Common Seal

4. Special Privilege

4.1 Grant of special privilege

The Owners Corporation may, by way of special resolution and otherwise in accordance with the UTMA, grant a special privilege to an owner, occupier or user of a unit permitting the use of a part of the common property in a manner that is additional to, or restrictive of, the rights ofother people who are not granted the special privilege to use the relevant part of the common property.

4.2 Recording the details of a special privilege

Any special privilege granted by the Owners Corporation must be recorded on the Schedule of Special Privileges and specify the following:

(a) the unit or units, the owner, occupier or user of which is to have the benefit of the special privilege;

(b) a description of the area of the common property in relation to which the special privilege applies; and

(c) the party who is responsible for cleaning, maintaining and repairing the area to which the special privilege applies and the type and frequency of cleaning, maintenance or repair to be undertaken.

4.3 Maintenance of special privilege areas

(a) The party specified in the Schedule of Special Privileges to clean, maintain and repair the area of the common property to which the special privilege applies must,at its own cost, undertake the type and frequency of clean, maintenance and repairspecified in the Schedule of Special Privileges.

(b) If the party specified in the Schedule of Special Privileges to clean, maintain and repair the area of the common property to which the special privilege applies is not the Owners Corporation, nothing prevents that party and the Owners Corporation from entering into an agreement pursuant to section 29 of the UTMA for the Owners Corporation to undertake the relevant cleaning, maintenance and repair in consideration for an agreed cost to be paid by that party.

4.4 General obligations

In addition to the specified maintenance obligations, the following obligations apply to a party granted a special privilege in accordance with this rule 4.4:

(a) where there will be the consumption of any services or utilities on the area to which the special privilege applies, it must:

  (i) ensure that the consumption of each service or utility is capable of being measured (whether by meters or otherwise); and

  (ii) pay the consumption costs of any services or utilities which are consumed on the area to which the special privilege applies;

(b) it must obtain any relevant approval or consents which may be necessary from any authority in relation to its use of the area to which the special privilege applies; and

(c) it must otherwise comply with the requirements of all laws and authorities.

THE GRIFFIN PARKES

THE PROPRIETORS UNITS PLAN No. 15592 - Common Seal

5. Waste

5.1 Shared waste room

The Units Plan has a shared waste rooms in which there are dedicated waste receptacles for the Residential Units (**Residential Bins**) and the Commercial Units (**Commercial Bins**) respectively.

5.2 Use of waste room by owners, occupiers and users

The owner, occupier and user of each unit in the Units Plan acknowledge and agree that

(a) the Residential Bins are for the sole use of the Residential Units and under no circumstances may an owner, occupier and user of a Commercial Unit store any waste in, or otherwise use, any of the Residential Bins; and

(b) the Commercial Bins are for the sole use of the Commercial Units and under no circumstances may an owner, occupier and user of a Residential Unit store any waste in, or otherwise use, any of the Commercial Bins.

5.3 Disposal of waste

(a) The disposal of waste in Residential Bins will be the responsibility of the Owners Corporation.

(b) The disposal of waste in Commercial Bins will be the responsibility of the Commercial Units in accordance with rule 6.3.

6. Commercial Units

6.1 Relationship to other rules

In the event that this rule 6 is inconsistent with any of the Alternative Rules or the Default Rules, this rule 6 will prevail to the extent of the inconsistency.

6.2 Signage and advertising

(a) Subject to rule 6.2(c), an owner of a Commercial Unit may display (or permit to be displayed) signage or other advertising material within the insides and the boundaries of the relevant Commercial Unit which is visible from the outside of the Units Plan without the prior written authorisation of the Executive Committee.

(b) Subject to rule 6.2(c), and notwithstanding rule 6.2(a), any signage which is intended to be erected on the common property (including the exterior walls of theUnits Plan or the exterior face of any windows of the relevant Commercial Unit) is an alteration and default rule 1.4 applies.

(c) All signage (whether internal or external to a Commercial Unit) must, in addition to any other requirements by authorities or law, comply with the Signage Plan.

6.3 Commercial waste

All owners, occupiers and users of a unit at the Units Plan acknowledge and agree that:

(a) the Commercial Units are, at its cost, solely responsible for arranging for the periodic collection of all waste generated by the Commercial Units that is placed in the Commercial Bins with an appropriately qualified contractor; and

(b) for the avoidance of doubt:

(i) the Owners Corporation will enter into any contracts in relation to the satisfaction of the obligations set out in rule 6.3(a);

(ii) the Owners Corporation will recover any costs under such contracts from the Commercial Units responsible for such costs in the manner and proportions specified in the Schedule of Costs Split; and

(iii) the reference in the Schedule of Costs Split to the periodic collection of waste and periodic cleaning of the commercial waste room is to be read in connection with the obligations in this rule 6.3.

6.4 Common grease trap

All owners, occupiers and users of a unit at the Units Plan acknowledge and agree that:

(a) there is a grease trap available for the use of units 255, 256 and 257;

(b) although each individual connection to the grease trap will not be metered, the actual usage of the grease trap by units 255, 256 and 257 will be determined by reference to the water usage as measured by the cold water meters for those units;

(c) the owners of units 255, 256 and 257 are, at its cost, solely responsible for the following:

(i) arranging for the periodic cleaning and maintaining of the grease trapand other related pipes and conduits; and

(ii) arranging for the periodic emptying of the grease trap with an appropriately qualified contractor;

(d) for the avoidance of doubt:

(i) the Owners Corporation will, if requested to do so, enter into any contracts in relation to the satisfaction of the obligations set out in rule6.4(c);

(ii) the Owners Corporation will recover any costs under such contracts from units 255, 256 and 257 to the extent responsible for those costs in the manner and proportions specified in the Schedule of Costs Split;

(iii) the reference in the Schedule of Costs Split to the cleaning, maintainingand periodic emptying of grease traps is to be read in connection with the obligations in this rule 6.4; and

(iv) the Owners Corporation makes no representation or warranty as to the fitness or suitability of the grease trap for the particular use intended by units 255, 256 and 257.

6.5 Commercial Toilets

All owners, occupiers and users of a unit at the Units Plan acknowledge and agree that:

(a) the Commercial Toilets are designated for the exclusive use of units 255, 256, 257, 258 and 259;

THE PROPRIETORS UNITS PLAN No. 15592 - Common Seal

(b) a special privilege has been granted for the benefit of units 255, 256, 257, 258 and 259 in accordance with rule 4 and as detailed in the Schedule of Costs Split for the Commercial Toilets;

(c) units 255, 256, 257, 258 and 259 are, at its cost, solely responsible for the cost of cleaning, maintenance and repair of the Commercial Toilets (details of which are set out in the Schedule of Special Privileges);

(d) for the avoidance of doubt:

(i) the Owners Corporation will enter into any contracts in relation to the satisfaction of the obligations set out in rule 6.5(c);

(ii) the Owners Corporation will recover any costs under such contracts from units 255, 256, 257, 258 and 259 responsible for such costs in the manner and proportions specified in the Schedule of Costs Split; and

(e) the reference in the Schedule of Costs Split to the cleaning, maintenance and repair of the Commercial Toilets is to be read in connection with the obligations in this rule6.5.

6.6 Commercial Kitchen Exhaust

All owners, occupiers and users of a unit at the Units Plan acknowledge and agree that:

(a) there are separate kitchen exhaust systems (including risers, ducts and fans) on the common property which are designated for the exclusive use of units 255, 256 and 257 respectively;

(b) a special privilege has been granted for the benefit of units 255, 256 and 257 in accordance with rule 4 and as detailed in the Schedule of Costs Split;

(c) units 255, 256 and 257 are, at its cost, solely responsible for the cost of cleaning, maintenance and repair of the kitchen exhaust system which exclusively service the relevant unit (details of which are set out in the Schedule of Special Privileges);

(d) for the avoidance of doubt:

(i) the owner of units 255, 256 and 257 must enter into any contracts in relation to the satisfaction of the obligations set out in rule 6.6(c) as required;

(ii) the Owners Corporation is not required to clean, maintain or repair anyof the kitchen exhaust system in relation to these units; and

(iii) the owner of units 255, 256 and 257 indemnifies the Owners Corporationto the extent of any loss incurred by the Owners Corporation as a result of the failure of the owner of these units to comply with its obligations under rule 6.6(c);

(e) the reference in the Schedule of Costs Split to the cleaning, maintenance and repairof the kitchen exhaust system is to be read in connection with the obligations in thisrule 6.6.

THE PROPRIETORS UNITS PLAN No. 15592 - Common Seal

6.7 Heritage Pavilion Unit - Unit 261

The owner of the Heritage Unit acknowledges and agrees that:

(a) the following documents have been prepared in relation to the Heritage Unit:

(i) West Portal Cafeteria - Heritage Management Plan dated 9 February 2022; and

(ii) the terms of the Crown Lease in relation to the West Portal Cafeteria (including those headed Cafeteria, Commonwealth Heritage Values, Heritage Management Plan and Heritage Register Listing,

(the **Heritage Documents**);

(b) it has read, and is aware of the obligations contained in, the Heritage Documents;

(c) it is solely responsible for all costs and expenses in complying with the obligations contained in the Heritage Documents, which, for the avoidance of doubt, include long term maintenance obligations as set out in those documents;

(d) it indemnifies the Owners Corporation to the extent that the Owners Corporation incurs any loss as a result of the owner of the Heritage Unit failing to comply with itsobligations under the Heritage Documents;

(e) if the Heritage Unit is serviced by a grease trap then the Heritage Unit is solely responsible for the following:

(i) arranging for the periodic cleaning and maintaining of the grease trap and other related pipes and conduits; and

(ii) arranging for the periodic emptying of the grease trap with an appropriately qualified contractor;

(f) it will not, other than as provided for in this paragraph, place, store or leave any goods or materials on the terrace adjoining Unit 261 (whether or not it is a subsidiary of that unit) except for tables, chairs and external shade structures inaccordance with the Heritage Documents and any required approvals;

(g) all waste is to be placed in a suitable waste receptacle(s) and kept within the unit i.e. not stored in unit subsidiaries. Waste is to be transported directly from Unit 261 to the Commercial Waste Room bins by a path of travel external to the buildings i.e.waste is not to be transported through the basement or common areas within the buildings.



7. Common Property

7.1 Relationship to other rules

In the event that this rule 7 is inconsistent with any of the Alternative Rules or the Default Rules, this rule 7 will prevail to the extent of the inconsistency.

7.2 General

(a) A unit owner or occupier of a unit must use all areas of common property in a safe manner and ensure that they comply with all ACT Health and Safety Legislative requirements when using the common area facilities.

(b) A unit owner or occupier of a unit must not obstruct lawful use of common property by any person except on a temporary and non-recurring basis.

(c) A unit owner or occupier of a unit must not use common property areas, including corridors, stairwells, basement common areas and fire cupboards, to store personal possessions, such as, but not limited to, door mats, shoes, shoe racks or shopping trolleys. As per building code, unit entry doors and fire exits must have an unobstructed width of 1 metre.

7.3 Pool, Sauna, Steam Room and Gymnasium

(a) Use of the pool, sauna, steam room and gymnasium area are open for 24-hour use, and is subject to rule Default Rules 1.7, 1.8, 1.9 and 1.10.

(b) Gym equipment must be wiped down after every use.

(c) Children must be supervised by a responsible adult when using the common area facilities.

(d) Noise is to be kept at a reasonable level, to ensure minimal disturbance to others.

(e) The following are not permitted within the pool, sauna, steam room and gymnasium.

(i) Throwing balls or any item that can be thrown (due to proximity to fire sprinklers)

(ii) No diving or jumping

(iii) No glass

(iv) Pets

THE PROPRIETORS UNITS PLAN No. 15592 - Common Seal

(f) Babies are to wear swim nappies when in the pool. It will be at the owner's cost if cleaning of the pool is required following any accidents within the pool.

(g) Residents are to leave the pool, sauna and steam room clean and tidy after use.

(h) Swimmers should be mindful of lap swimmers and allow free passage.

7.4 Security

(a) A unit owner is to ensure that all bona fide guests are to be accompanied by a resident in the use of common property facilities.

(b) A unit owner, occupier or user must take reasonable care to ensure that access to common areas is only available to bona fide occupiers of a unit, including by:

(i) reporting the loss of any security card or key or other security device, and

THE PROPRIETORS UNITS PLAN No. 15592 - Common Seal

(ii) ensuring that fire and security doors are locked or closed when they are not in use.

(iii) Ensuring no copies are made of security card or key or other security device.

(iv) A unit owner must pay for any additional or replacement security cards or keys or other security devices supplied by the Owners Corporation

(c) If a unit owner leases or licenses the unit, there must be included a requirement in the lease or license that the lessee or licensee must return any security cards or keys or other security devices to the Owners Corporation when they vacate the unit.

(d) The Owners Corporation may install and operate in the common property audio visual security cameras and other audio-visual surveillance or security equipment for the security of the building.

(e) A unit owner, occupier or user must not interfere with any security camera or surveillance or security equipment or do anything which may prejudice the security or safety of the building.

7.5 Behaviour of owners, occupiers and invitees

(a) A unit owner or occupier of a unit, or any invitee of an owner or occupier of a unit, when on common property must be adequately clothed and must not use language or behave in a manner likely to cause offence or embarrassment to the owner of occupier of another unit or to any person lawfully using common property.

(b) A unit owner or occupier of a unit must take all reasonable steps to ensure that invitees of the owner or occupiers –

(i) Do not behave in a manner likely to interfere with the peaceful enjoyment of the owner or occupier of another unit or any person lawfully using common property, and

(ii) (b) Without limiting paragraph (a), that invitees comply with clause (1).

7.6 Balconies

(a) A unit owner, occupier or user may erect a portable clotheshorse or rack, which is not designed to be permanently attached to a wall, on a balcony. Where possible, the clotheshorse or rack should:

(i) Be positioned in a location where it is not visible from the outside of the building or from other units.

(ii) No higher than the balustrade handrail.

(iii) Not be left on the balcony overnight (due to safety concerns, e.g. winds).

(b) A unit owner, occupier or user must not hang or display laundry, rugs, carpets, clothing, signage, or other items over the side of the balcony.

(c) A unit owner, occupier or user must not store possessions not usually situated on a balcony, such as:

(i) Erect a screen, awning, pergola or other item on the balcony, so they are visible from outside the building, or from other units.

(ii) Feed, or in any way attempt to attract birds to or near a balcony or any part of the common property.

(d) A unit owner, occupier or user must not:

(i) Use braziers, firepits, or any open fires on balconies

(ii) Drop or throw objects from balconies.

(e) A unit owner, occupier or user may be permitted to use gas BBQs and gas heaters where the manufacturer's ventilation requirements are met.

(f) Painting of the balcony areas, including the concrete divider panels, is not permitted.

(g) External blinds are permitted to be installed, following the alternation process and meeting the following criteria.

(i) **Blind System** - Any type of mesh blind system. The system must have a head-box (cassette) into which the blind rolls, which can be either 'open' or 'closed'. No additional balcony posts are to be installed (excluded on aesthetic grounds) but blinds with side channels only are permitted where structurally appropriate (e.g. on 'Juliet" balconies). The blinds may be cranked manually or via an electric motor.

THE PROPRIETORS UNITS PLAN No. 15592 - Common Seal

(ii) **Blind location** - To be attached to balcony ceiling, parallel to the windows/sliding doors, at any location but not outside the line of the balustrade glass (which would impact on common property and could raise structural issues), nor attached to the frames of windows and/or sliding doors (which could compromise waterproofing). Blinds (e.g. of the 'straight drop' type) located at the line of the balustrade glass could have two 'tie-down' locations, one at handrail level and attached to the glass and handrail supporting posts, and another at balcony floor level attached either to the supporting posts, to the concrete ledge to which the posts are fixed, or to the balcony tiles or the concrete floor below the tiles. Blinds close to the windows/sliding doors would have 'tie down' locations on the balcony tiles or the concrete floor below the tiles.

(iii) **Blind colours** - *Metal components*: cassette and bottom rail - Dulux Monument or, depending on the supplier, their equivalent to Dulux Monument *Mesh fabric*: Dulux Black or, depending on the supplier, their equivalent to Dulux Black.

(iv) **Fabric type** - Mesh with 3% 'openness', flame retardancy to comply with the Building Code of Australia General requirements.

(v) The above specifications allow external blinds to be sourced from a range of domestic suppliers including Apollo, BMac, Regency Knights, Verosol and Watson Blinds, all of whom have visited The Griffin site and assessed viability for installation of external blinds on site.

7.7 Smoking

A unit owner, occupier or user must not:

(a) Allow smoke from any cigarette, cigar or other product to enter another unit, including the balcony of that unit.

(b) A unit owner or occupier, and any invitee of the owner or occupier, must not smoke tobacco or any other substance on the common property, including vapes.

(c) An owner or occupier of a lot must ensure that smoke caused by the smoking of tobacco or any other substance by the owner or occupier, or any invitee of the owner or occupier, on the unit does not penetrate to the common property or any other unit.

7.8 Speed Limits & Parking

(a) **Speed Limits**

(i) Drive in accordance with posted speed signage.

(b) **Resident Car Spaces**

(i) Car spaces are designed for the parking of vehicles, motorbikes, and other forms of transport.

(ii) Residents must ensure the car park is used and maintained in a manner that protects the health, safety, and security of the building and its residents. Residents must be mindful when using their carpark to ensure it does not attract pests.

(iii) The Executive Committee may require residents to remove items stored in a carpark that poses a risk to health, safety, and security of the building and its residents.

(iv) Vehicles and items within car spaces must remain within the boundary and must not cause obstruction or nuisance to another unit owner or occupier.

(c) **Visitor vehicle spaces**

(i) A visitor or guest of a unit owner, occupier or user including visitors or guests of commercial units may use a visitor vehicle space on a short-term basis only.

(ii) Staff/employees of commercial units may not use visitor parking spaces.

(iii) The use of Visitor Parking is to be limited to 2-hours.

(iv) Visitor Parking spaces are shown in **Annexure F**.

THE PROPRIETORS UNITS PLAN No. 15592 - Common Seal

7.9 Storage Cages

The unit owner or occupier of a storage cage will:

(a) Not, except with the prior written approval of the Owners Corporation, use or store in the storage cage any inflammable chemical, liquid or gas, any explosive, corrosive agent or compound or toxic substance or other inflammable material.

(b) Be responsible for the repair of any damage caused to the storage cage, or any item of personal property stored within the storage cage.

(c) Ensure the storage cage is kept clean and free of any rubbish and vermin.

(d) Not store items beyond the boundaries of the storage cage, including on top of cages.

7.10 Short Term Rentals

A unit owner, occupier or user must:

(i) Register a unit which is being used for the purposes of a short-term rental arrangement with the Manager of the Owners Corporation.

(ii) Not affix lock boxes to any part of the common property or external structures.

7.11 Disposal of waste

(a) The Residential Bins are for the sole use of the Residential Units and under no circumstances may an owner, occupier and user of a Commercial Unit store any waste in, or otherwise use, any of the Residential Bins; and

(b) The Commercial Bins are for the sole use of the Commercial Units and under no circumstances may an owner, occupier and user of a Residential Unit store any waste in, or otherwise use, any of the Commercial Bins.

(c) A unit owner or occupier of a unit must not deposit or throw on the common property any rubbish, household items, dirt, dust or other material or discarded item except with the prior written approval of the Owners Corporation.

(d) An owner or occupier of a unit must not deposit in a toilet, or otherwise introduce or attempt to introduce into the plumbing system, any item that is not appropriate for any such disposal (for example, a disposable nappy).

(e) A unit owner or occupier must comply with all reasonable directions given by the Owners Corporation as to the disposal and storage of waste (including the cleaning up of spilled waste) on common property.

(f) The Owners Corporation may give directions for the purposes of this rule by posting signs on the common property with instructions on the handling of waste that are consistent with ACT Government requirements or giving notices in writing to owners or occupiers of units.

(g) Large items, including but not limited to, large cardboard boxes, household items, and furniture, is the responsibility of the unit owner or occupier of a unit to appropriately dispose of at a recycling centre or waste facility.

(h) In this rule –

(i) "bin" includes any receptacle for waste.

(ii) "waste" includes garbage and recyclable material.

THE PROPRIETORS UNITS PLAN No. 15592 - Common Seal

8. Moves In/Out of Unit

8.1 Notice

(a) A unit owner, occupier or user must provide the Manager of the Owners Corporation with three business days' notice of persons moving in or out of a unit or receiving electrical or large household goods, so that appropriate protection materials can be provided for common property.

(b) Moving times are restricted to 7.00am-5.00pm Monday to Friday; and Saturday and Sunday 8.00am-5.00pm only, unless approval is provided by the Manager of the Owners Corporation.

(c) A lift key to lock the doors into place can be arranged through the Manager of the Owners Corporation. Additional charges may be incurred by the unit owner, occupier or user should the key not be returned.

8.2 Protection Materials

(a) The Owners Corporation shall provide protection materials (such as internal coverings of lift interiors) for common property for use by removalists and persons moving in or out of a unit.

(b) Where protection materials are not in place prior to the move, charges will be sent to a unit owner, occupier or user to have them installed during the move.

(c) Unit owners, occupiers or users shall ensure that removalists and persons moving in or out of a unit utilise protection materials when moving possessions through the common property.

8.3 Damage

(a) Any damage caused to common property by the unit owner, occupier or user and removalists must be repaired at the unit owner's cost.

Examples:

- Damage to lifts, common areas, verges



Annexure A - Default Rules

(as provided in Schedule 1 of the Unit Titles (Management) Regulation 2011 as of 1 November 2020)

1.1 Definitions—default rules

(1) In these rules:

owner, occupier or user, of a unit, includes an invitee or licensee of an owner, occupier or user of a unit.

(2) A word or expression in these rules has the same meaning as in the Unit Titles (Management) Act 2011.

1.2 Payment of rates and taxes by unit owners

A unit owner must pay all rates, taxes and any other amount payable for the unit.

1.3 Repairs and maintenance

(1) A unit owner must ensure that the unit is in a state of good repair.

(2) A unit owner must carry out any work in relation to the unit, and do anything else in relation to the unit, that is required by a territory law.

1.4 Erections and alterations

(1) A unit owner may erect or alter any structure in or on the unit or the common property only—

(a) in accordance with the express permission of the executive committee; and

(b) in accordance with the requirements of any applicable territory law (for example, a law requiring development approval to be obtained for the erection or alteration).

(2) Permission may be given subject to conditions stated in the resolution.

(3) However, if the structure is sustainability infrastructure, the Owners Corporation's permission must not be unreasonably withheld.

Examples—permission not unreasonably withheld

- safety considerations
- structural considerations

Example—permission unreasonably withheld:

- external appearance of a unit or the units plan

THE PROPRIETORS UNITS PLAN No. 15592 - Common Seal

1.5 Pets in units

(1) A unit owner or occupier (the pet owner) may keep an animal, or permit an animalto be kept, within the unit if—

(a) the total number of animals kept within the unit (other than birds in acage or fish in an aquarium) is not more than 3; and

(b) the pet owner ensures that the animal is appropriately supervised whenthe animal is on the common property; and

(c) the pet owner keeps the animal secure so that it cannot escape the unit unsupervised; and

(d) the pet owner cleans any area of the units plan that is soiled by the animal; and

(e) the pet owner takes reasonable steps to ensure the animal does not cause a nuisance or a risk to health or safety.

THE PROPRIETORS UNITS PLAN No. 15592 - Common Seal

(2) The pet owner must, within 14 days of the day the animal is first kept within the unit,tell the Owners Corporation, in writing, that the animal is being kept within the unit.

1.6 Assistance animals

The Owners Corporation may require a person who keeps an assistance animal to produceevidence that the animal is an assistance animal.

1.7 Use of common property

A unit owner must not use the common property, or permit it to be used, to interfere unreasonably with the use and enjoyment of the common property by an owner, occupier oruser of another unit, other than in accordance with a special privilege rule.

1.8 Hazardous use of unit

A unit owner must not use the unit, or permit it to be used, to cause a hazard to an owner,occupier or user of another unit.

1.9 Use of unit—nuisance or annoyance

(1) A unit owner must not use the unit, or permit it to be used, in a way that causes a nuisance or substantial annoyance to an owner, occupier or user of another unit.

(2) This rule does not apply to a use of a unit if the executive committee has given an owner, occupier or user of the unit written permission for that use.

(3) Permission may be given subject to stated conditions.

(4) Permission may be withdrawn by special resolution of the Owners Corporation.

1.10 Noise

(1) A unit owner must not make, or permit to be made, such a noise within the unit as might (in the circumstances) be reasonably likely to cause substantial annoyance toan owner, occupier or user of another unit.

(2) This rule does not apply to the making of a noise if the executive committee hasgiven the person responsible for making the noise written permission to do so.

(3) Permission may be given subject to stated conditions.

(4) Permission may be withdrawn by special resolution of the Owners Corporation.

1.11 Illegal use of unit

A unit owner must not use the unit, or permit it to be used, to contravene a law in force in theACT.

1.12 What may an executive committee representative do?

(1) An executive committee representative may do any of the following in relation to aunit at all reasonable times:

(a) if the committee has reasonable grounds for suspecting that there is a breach of the Act or these rules in relation to a unit—inspect the unit to investigate the breach;

(b) carry out any maintenance required under the Act or these rules;

(c) do anything else the Owners Corporation is required to do under the Actor these rules.

(2) An executive committee representative may enter a unit and remain in the unit foras long as is necessary to do something mentioned in subrule (1).

(3) An executive committee representative is not authorised to do anything in relation toa unit mentioned in subrule (1) unless—

(a) the executive committee or the representative has given the owner, occupier or user of the unit reasonable notice of their intention to do thething; or

(b) in an emergency, it is essential that it be done without notice.

(4) The executive committee may give a written authority to a person to represent the corporation under this rule.

executive committee representative means a person authorised, in writing, by the executive committee under rule 1.12(4).

THE PROPRIETORS UNITS PLAN No. 15592 - Common Seal

Annexure B - Schedule of Costs Split

<table>
<tr><th>Description of cost / expense</th><th>Responsible Units</th><th>Methodology of split between Responsible Units</th></tr>
<tr><td>Periodic collection of waste in commercial waste receptacles including service, maintenance and replacement of waste compactor (refer to rule 6.3)</td><td>Commercial Units (i.e. units 255-261)</td><td><table><tr><th>Commercial Unit</th><th>Percentage</th></tr><tr><td>255</td><td>22.50%</td></tr><tr><td>256</td><td>8.89%</td></tr><tr><td>257</td><td>8.53%</td></tr><tr><td>258</td><td>1.75%</td></tr><tr><td>259</td><td>1.60%</td></tr><tr><td>260</td><td>1.75%</td></tr><tr><td>261 (Heritage Unit)</td><td>54.98%</td></tr></table></td></tr>
<tr><td>Cleaning, maintaining and periodic emptying of common grease trap (refer to rule 6.4)</td><td>Units 255, 256 and 257 provided that the unit is actually connected to the grease trap</td><td>Based on proportion of water consumption as measured by cold water meter</td></tr>
<tr><td>Cleaning, maintaining and periodic emptying of unit 261 grease trap (refer to rule 6.7(e))</td><td>Unit 261</td><td>Unit 261 to pay all costs</td></tr>
<tr><td>Cleaning, maintenance and repair of Commercial Toilets (refer to rule 6.5)</td><td>Units 255, 256, 257, 258 and 259</td><td>Based on proportion of unit entitlements of relevant commercial units</td></tr>
<tr><td>Cleaning, maintenance and repair of commercial kitchen exhaust system (including the rise, ducting and fans) (refer to rule 6.6)</td><td>Units 255, 256 and 257</td><td>Each unit to be responsible for the cleaning, maintenance and repair of the kitchen exhaust system which exclusively services that unit</td></tr>
</table>

THE PROPRIETORS UNITS PLAN No. 15592 - Common Seal

Annexure C - Schedule of Special Privileges

Unit	Special privilege	Maintenance and repair
Commercial Units (all)	Signage on common property (location and size of signs to be approved by Executive Committee prior to affixation or drilling into walls)	Periodic maintenance and repair of signage to be undertaken by relevant Commercial Unit owner
Commercial Units (Unit 255, 256, 257, 258 and 259)	Exclusive use of Commercial Toilets for units 255, 256, 257, 258 and 259 for owners, occupiers and users of units 255, 256, 257, 258, and 259 (including customers, patrons and invitees)	Regular cleaning, maintenance and repair of Commercial Toilets for units 255, 256, 257 258, and 259 to be undertaken by owners of units 255, 256, 257, 258, and 259 (refer to Annexure B)
Commercial Units (Unit 255, 256 and 257)	Exclusive use of kitchen exhaust system located on common property for units 255, 256 and 257 for owners, occupiers and users of units 255, 256 and 257	Regular cleaning, maintenance and repair of kitchen exhaust system (including the riser, ducting and fans) to be undertaken by units 255, 256 and 257 (refer to Annexure B)
Commercial Units (Unit 255, 256 and 257)	Exclusive use of the grease trap system located on common property for units 255, 256 and 257 for owners, occupiers and users of units 255, 256 and 257	Regular cleaning, maintenance and repair of grease trap to be undertaken by units 255, 256 and 257 (refer to Annexure B)
Heritage Unit (Unit 261)	Exclusive use of the grease trap system located on common property for unit 261	Regular cleaning, maintenance and repair of grease trap to be undertaken by unit 261 (refer to Annexure B)

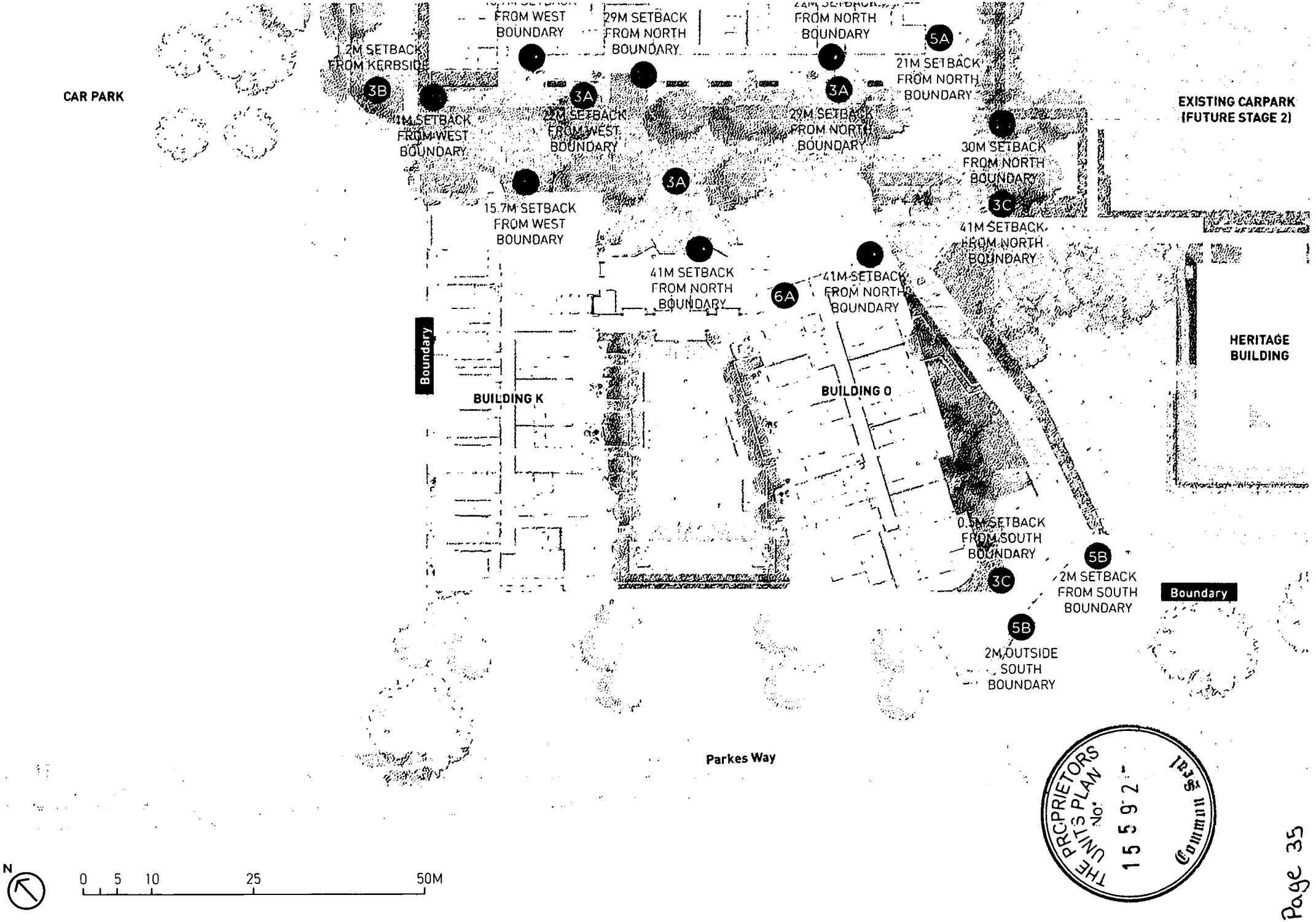


THE GRIFFIN PARKES

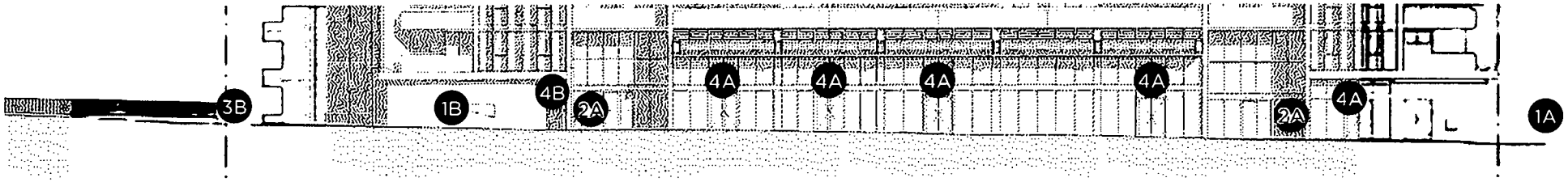
Annexure D - Signage Plan

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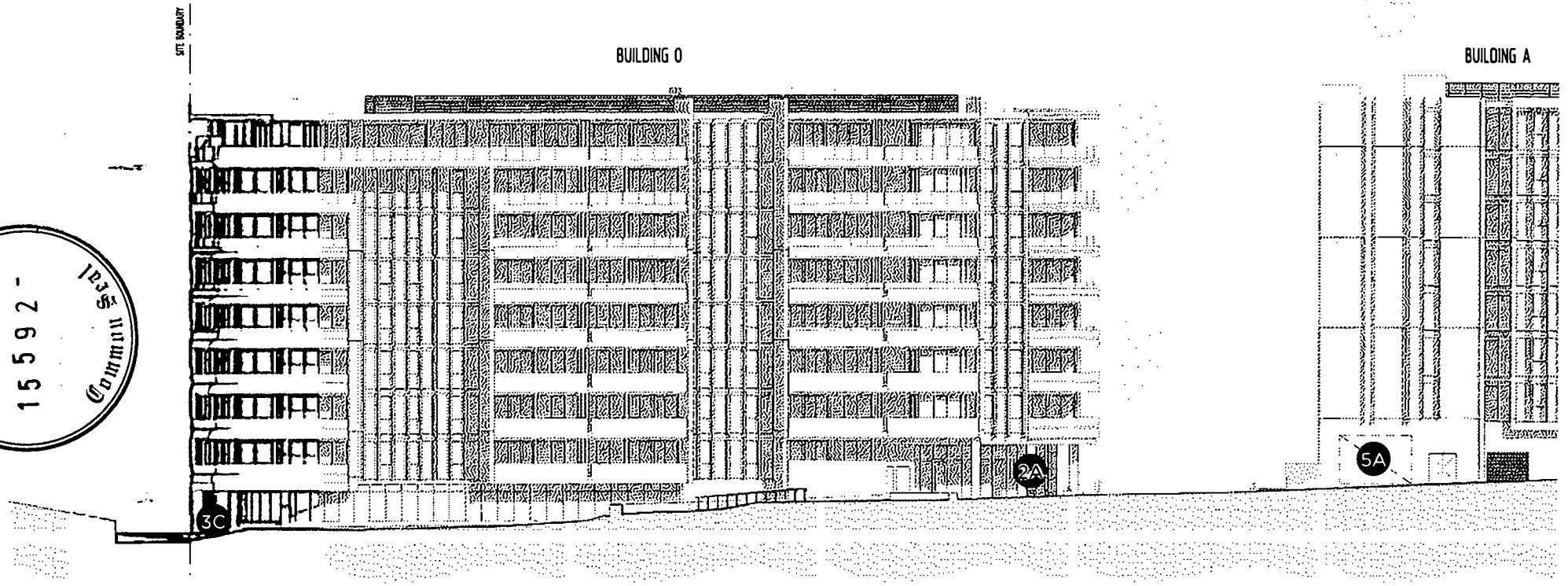
THE PROPRIETORS UNITS PLAN No. 15592 - Common Seal



THE PROPRIETORS STRATA PLAN No. 15592
1935
Council



1 OVERALL NORTH ELEVATION
SCALE 1:200



THE OWNERS STRATA PLAN No. 15592 - Strata Title Community

2 OVERALL EAST ELEVATION
SCALE 1:200

DEVELOPMENT ENTRY SIGNAGE

- 1A Primary Development Entry Information Sign
- 1B Primary Development High Rise Building Sign

BUILDING ENTRY & DIRECTIONAL SIGNAGE

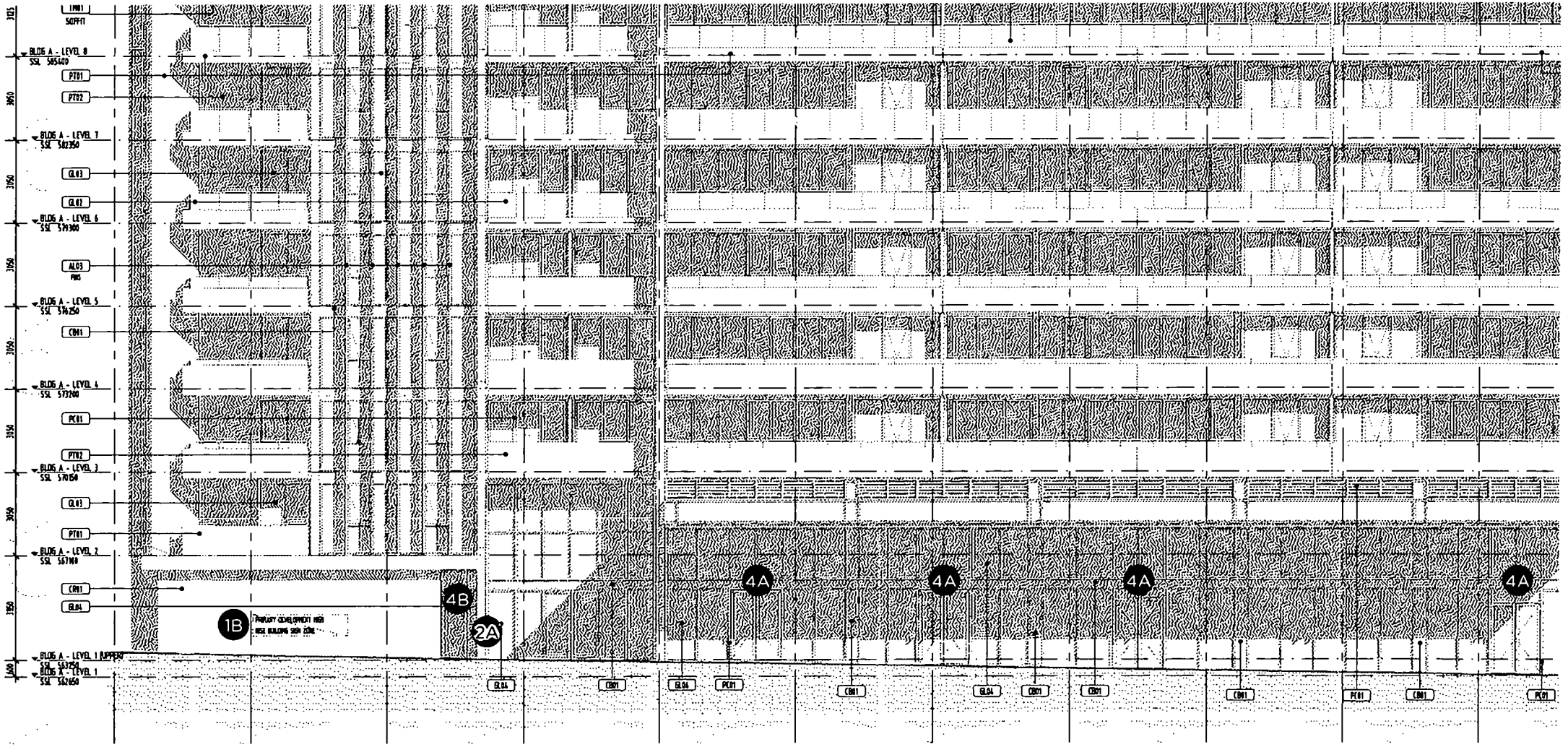
- 2A Building Entry Information Sign
- 2B Vehicle Directional Information Sign

GENERAL WAYFINDING SIGNAGE

- 3A Visitor Parking Information Sign
- 3B Primary General Wayfinding Information Sign
- 3C Secondary General Wayfinding Information Sign

COMMERCIAL TEN

- 4A Tenancy Hamper Sign
- 4B Window Sign



THE OWNERS PROPRIETORS PLAN No. 1559 92 - Common Seal

DEVELOPMENT ENTRY SIGNAGE

- 1A Primary Development Entry Information Sign
- 1B Primary Development High Rise Building Sign

BUILDING ENTRY & DIRECTIONAL SIGNAGE

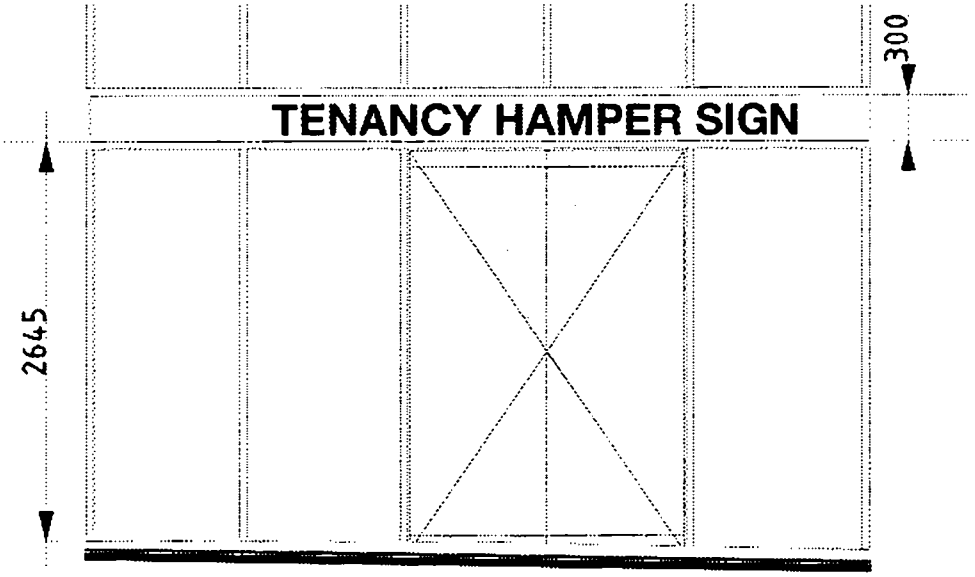
- 2A Building Entry Information Sign
- 2B Vehicle Directional Information Sign

GENERAL WAYFINDING SIGNAGE

- 3A Visitor Parking Information Sign
- 3B Primary General Wayfinding Information Sign
- 3C Secondary General Wayfinding Information Sign

COMMERCIAL TEN

- 4A Tenancy Hamper Sign
- 4B Window Sign



COMMERCIAL TENANCY SIGNAGE

4A Tenancy Hamper Sign (Location as per Signage Intent Plan)

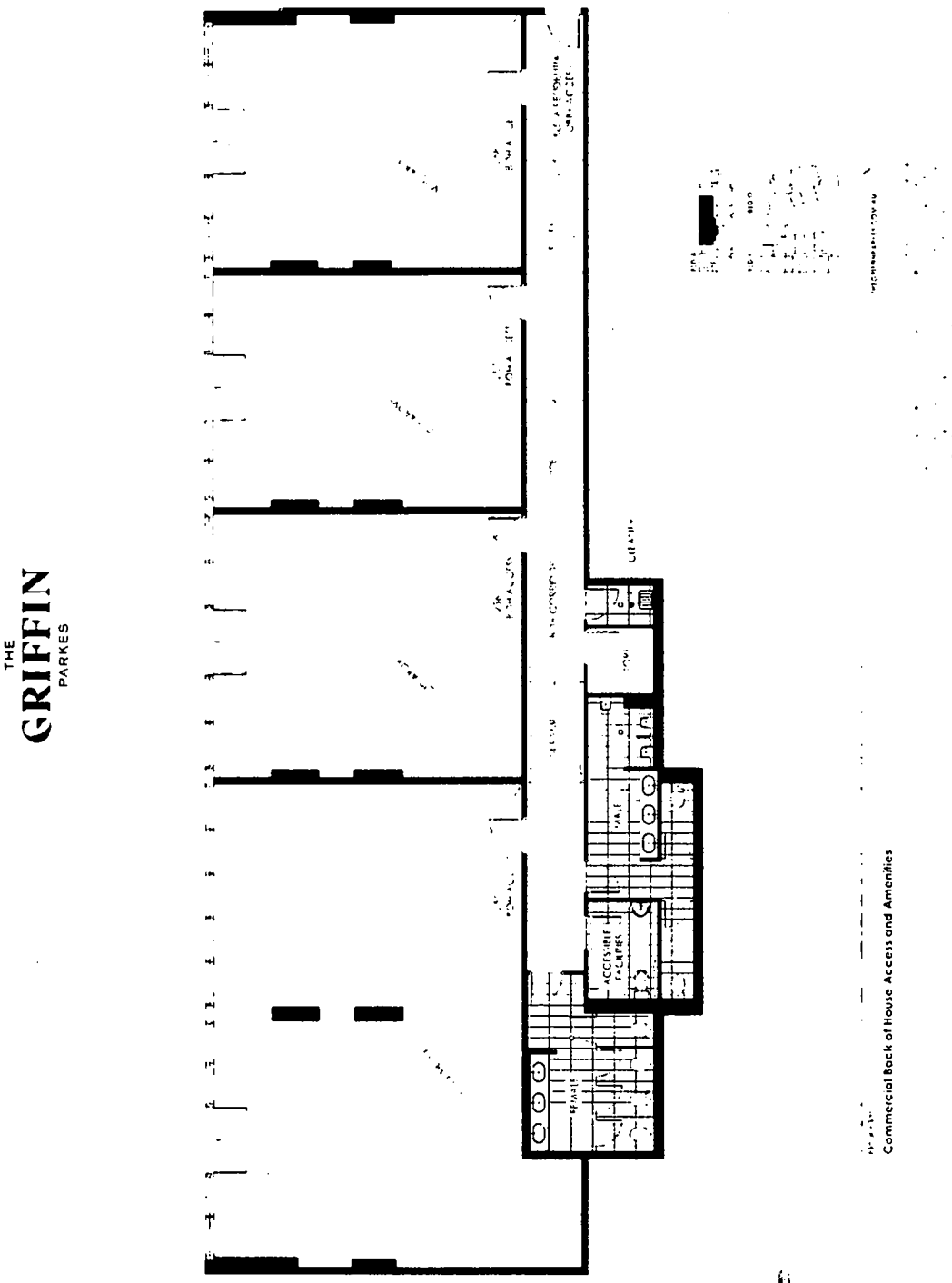
- Sign to meet requirements of *'Signage General Code'*
- Sign to be illuminated - light spill to be managed
- Wording to include:
  - Tenancy Logo / Information
- Materials:
  - TBC - colour to match Architectectural selections

4B Tenancy Window Sign (Location as per Signage Intent Plan)

- Sign to meet requirements of *'Signage General Code'*
- Maximum surface area of sign: 25% of the area of the glass panel or panels on which it is displayed

THE PROPRIETORS STRATA PLAN No. 15592 - Common Seal

Annexure E - Commercial Toilets



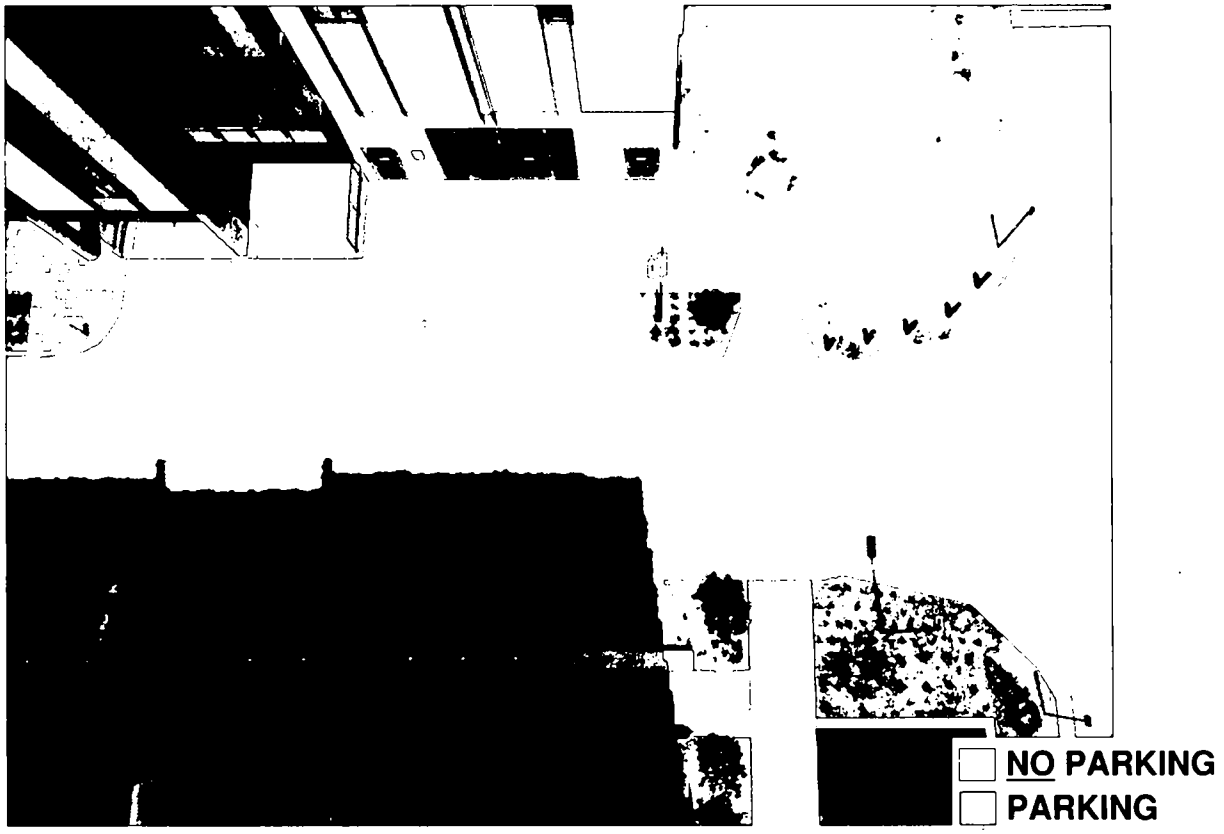
THE PROPRIETORS UNITS PLAN No. 15592 - Common Seal

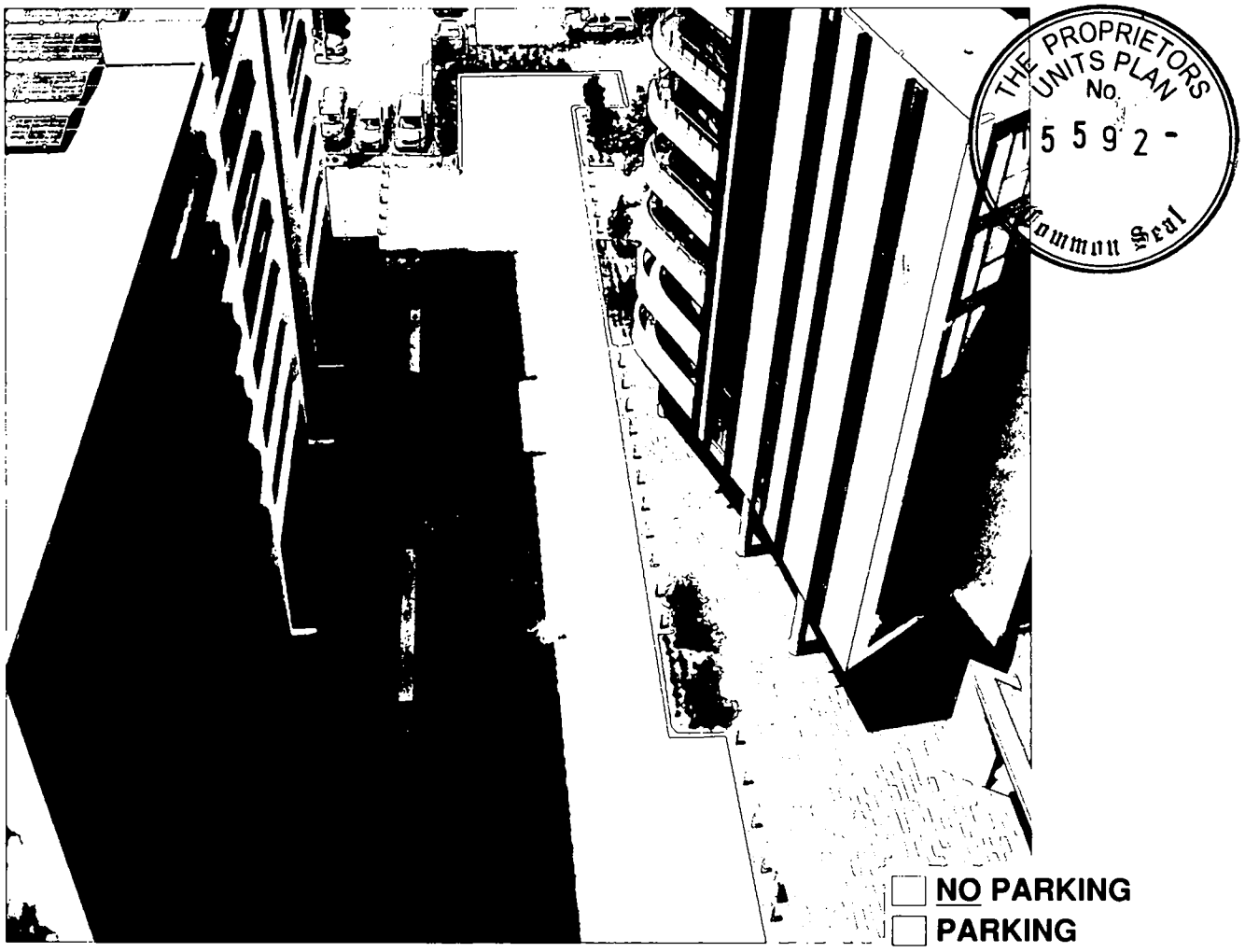
THE GRIFFIN PARKES

Annexure F – Parking Map



THE PROPRIETORS UNITS PLAN No. 15592 - Common Seal


NO PARKING
PARKING


THE PROPRIETORS
UNITS PLAN
No.
5592
Common Seal
NO PARKING
PARKING



THE PROPRIETORS UNITS PLAN No. 15592 - Common Seal

FORM: DP1

33

CONSTITUTION AVE

33

STROMLO

CONSTITUTION AVENUE

DIVISION OF REID

126°09' (22·50)

126°09' 83·05

(30·76)

216°09' 30·76

51·24

36°09' 51·24

126°09' (83·05)

126°09' 15·295

(7·70)

A2

126°09' 90·50

(11·125) 14·495

36°09' 3·425

7·845 126°09'

216°09'

55·745 126°09'

22·50 126°09'

100·02 36°09'

3

14

3

15

1·209ha

3

9

SEE DIAGRAMS A & B

E

8·895 216°07'50"

E2

48·475 216°07'50"

D

147·81 306°09'

TERRITORY LAND

TERRITORY LAND

PARKES WAY

DEPOSITED PLAN

15556/1

TITLE INFORMATION	
AMENDS	DP11639 & DP15481
X PLAN	X22518

PLAN OF

BLOCK 15
SECTION 3
BEING A CONSOLIDATION OF
BLOCKS 11 & 13

DIVISION : **PARKES**

DISTRICT : **CANBERRA CENTRAL**

AUSTRALIAN CAPITAL TERRITORY

SCALE 1 : 500

0 2 4 6 8 10 20 30 40 METRES

I, STEVEN BELJANSKI of CLARKE & DI PAULI a surveyor registered under the Surveyors Act 2007 hereby certify that the survey represented on this plan is accurate and has been made in accordance with Surveyors Practice Directions and was completed on 10/05/2022

Steven Beljanski

Surveyor's Ref: 13150_DP02_C 2/9/2022

I certify that this plan has been examined in accordance with the Districts Act 2002

2/9/2022

Surveyor-General of the ACT Date

LEGEND AND NOTES

Subject Boundary
Adjoining Boundary
Easement
District Boundary
Division Boundary
Contextual information
Structures major minor

(A) ACCESS TO BLOCKS 14 & 15 SECTION 3, IS FROM CONSTITUTION AVE VIA A ROAD RELATED AREA OVER TERRITORY LAND.
(A2) PROPOSED ACCESS EASEMENT 7·70 WIDE & VARIABLE WIDTH.
(D) PROPOSED DRAINAGE SERVICE EASEMENT 2·5 WIDE
(E) PROPOSED ELECTRIC SUPPLY SERVICE EASEMENT 2 WIDE
(E2) PROPOSED ELECTRIC SUPPLY SERVICE EASEMENT 3 WIDE

~~All Easements are 2·5 metres wide (except as otherwise shown)~~

Deposited in the office of the Registrar of Titles at Canberra
In the Australian Capital Territory at
4:20 pm, 09/09/2022

Approved

David Pryce
Registrar-General

Registrar of Titles

SHEET 1 OF 3 SHEETS

FORM: DP4

DEPOSITED PLAN

15556/2

TITLE INFORMATION

X PLAN X22518

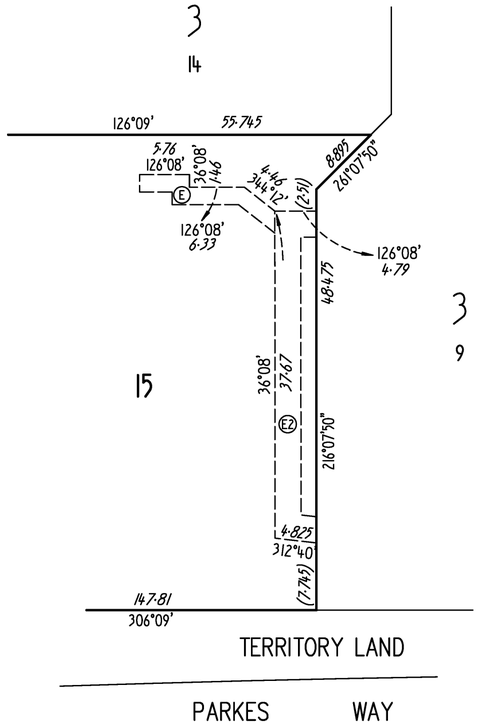


DIAGRAM A
1:500

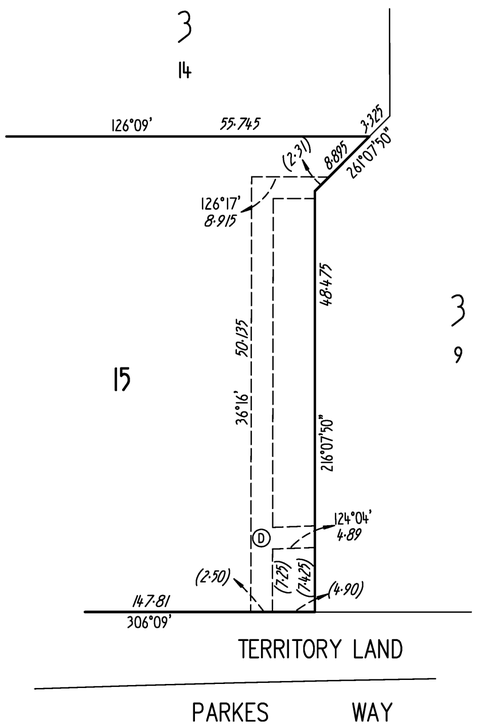
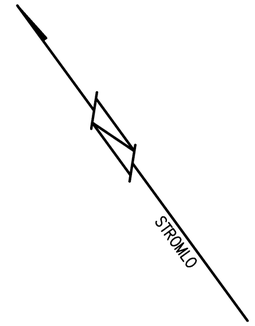


DIAGRAM B
1:500



Surveyor's Ref: 13150_DP02_C

FORM: DP3

33

CONSTITUTION AVE

33

STROMLO

CONSTITUTION AVENUE

45·72 WIDE

14·245 FD IN CONC UNDER BOX

13657 FD

127°35'50" 99·29 NTS DP11491

ME & DP11491
A–B 126°03'45" 432·36 NTS

DIVISION OF REID

305°36'20" 333·12 DP11639

A

B

137°20'10" 84·96 NTS DP11639

DP11639 221°02' 13·185

IN CONC PATH FD

IN CONC PATH FD

DP11491 193°45' 11·42

0·065 CONC SLAB

0·055 COLUMN

3·95* AWNING

AWNING

AWNING 3·915*

0·055* COLUMN

126°09' 83·05

CONC WALL* 0·46 GROUND 0·055 LEVEL 1

STONE RETW

126°09' 73·375

STONE WALL 0·23 * 0·25 DP11491

14·01 216°09' DP11491

IN CONC PATH FD

PF

193·35 NTS 301°03'50" DP15481

126°09' 128·245 NTS

14·00 216°09' DP11491

IN CONC PATH FD

126°09' 41·725 NTS

DP11343 28·38 216°09'10" NTS

PG

0·07 CONC SLAB

PG REPL

(21·68)

COLUMN 0·045

11 DP11639

8 STOREY CONCRETE AND METAL CLAD BUILDING 3 BASEMENTS

CONC SLAB 0·215

0·325

216°09' 30·78

IN CONC PATH FD

BOUNDARY MARK TOKEN IN BITUMEN FD

15·295 126°09'

3 14 DP15481

0·025 CONC WALL DP11491

0·02 CONC WALL DP11491

42·90 216°07'50"

3 9 DP11491

225°32' 0·015 FR DH&W IN PATH FD DP15481

0·96 METAL BOOTH DP11491

114·495 216°09'

0·985* 126°09' 0·975* 55·745

BOUNDARY MARK TOKEN IN BITUMEN FD

BK SCREEN WALL

3·325

IN GUTTER FD DP11491

8·885 216°07'50"

IN CONC PATH FD DP11491

1·01 CONC WALL DP11491

48·475

5 STOREY BK BUILDING

0·99 BLDG DP11491

216°07'50"

100·02 216°07'50"

TERRITORY LAND

ANZAC PARADE

BLDG 0·575

COLUMN 0·07

36°09' 100·02

LOBBY

TERRITORY LAND

11 DP11639

8 STOREY CONCRETE AND METAL CLAD BUILDING 3 BASEMENTS

PODIUM

3 15

13 DP15481

BRICK AND METAL BUILDING

8 STOREY CONCRETE AND METAL CLAD BUILDING 3 BASEMENTS

CONC SLAB 0·11

PG REPL

0·085 CONC SLAB

0·09 COLUMN

(36·805)

218°41' 0·10 FR DH&W IN CONC FD DP15481

DP11491 14·854 0°50'

0·035* CONC SLAB

0·055* COLUMN

0·055* COLUMN

0·055* CONC SLAB

CONC

RETW

(2·66)

147·81 306°09'

TERRITORY LAND

305°03'30" C219·915 A219·97 R2738·59 NTS

PF

136·885 306°09' NTS

PG

102°59'30" 20·995 DP11491

PG

PG

36°35' 0·99 FR GIP FD DP11491

6°49'40" 2·58 FR GIP FD DP7641

(306°15') (C106·22) (A106·225) NTS

DP11639 89°59'68" 0°51'10" NTS

DP11639 264·45 3°01'40"

108°09'40" 32·525 DP7641

49°53'40" 2·655 FR GIP FD DP7641

2782 FD

PARKES WAY

DEPOSITED PLAN

15556/3

SURVEY INFORMATION	
AMENDS	DP11639 & DP15481
X PLAN	X22518

PLAN OF BLOCK 15 SECTION 3 BEING A CONSOLIDATION OF BLOCKS 11 & 13

DIVISION : PARKES

DISTRICT : CANBERRA CENTRAL

AUSTRALIAN CAPITAL TERRITORY

SCALE 1 : 500

0 2 4 6 8 10 20 30 40 METRES

I, STEVEN BELJANSKI of CLARKE & DI PAULI a surveyor registered under the Surveyors Act 2007 hereby certify that the survey represented on this plan is accurate and has been made in accordance with Surveyors Practice Directions and was completed on 10/05/2022

Steven Beljanski

Surveyor's Ref: 13150_DP02_B 2/9/2022

I certify that this plan has been examined in accordance with the Surveyors Practice Directions and Surveyor–General Guideline No· 6·

2/9/2022

Surveyor–General of the ACT Date

LEGEND AND NOTES

DISTANCES TO BOUNDARY ARE AT GROUND LEVEL UNLESS NOTED OTHERWISE.

REAR OF, BASEMENT WALLS, BEAMS, FOOTINGS & PILES ARE INACCESSIBLE, THUS NO RELATIONSHIP TO BOUNDARY IS NOTED.

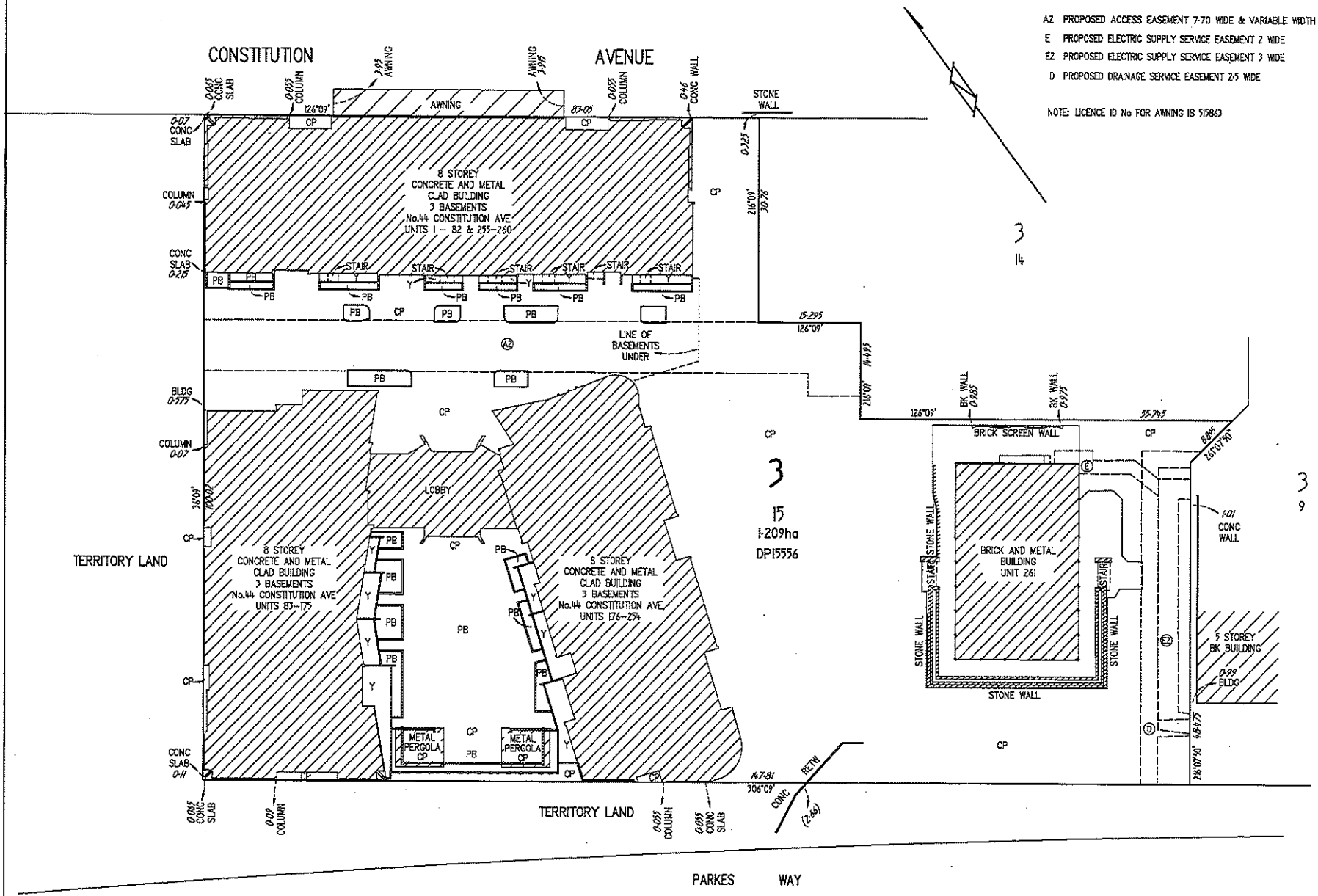
* DENOTES BY ME & DP15481

Orientation Datum Line A – B 126°03'45" 432·36 DP11491

~~All Easements are 2·5 metres wide (except as otherwise shown)~~

PLANS USED

DP11491, DP11639 & DP15481



Graphic bar scale - SCALE 1: 400

0 1 5 10 20 METRES

Form 1

Form 088 - SP

Units and Subsidiaries are subject to the provisions of Section 34 of the Unit Titles Act 2001, where applicable.

SURVEYORS DECLARATION

1. STEVEN BEJANSKI of CLARKE & DI PAULI Pty Ltd PO BOX 88 QUEANBEYAN NSW 2620

A surveyor registered under the *Surveyors Act 2007*, hereby certify that:

1. The survey represented by the diagrams on forms 1 and 3 of this plan are accurate and was completed on (Insert date) - 1/9/2022
2. The survey is in accordance with the following Acts:
   - *Unit Titles Act 2001*;
   - *Land Titles (Unit Titles) Act 1970*;
   - *Land Titles Act 1925*; and,
   - any other Regulation made under those Acts and in accordance with the *Surveyors Practice Directions*.

Steven Bejanski
Signature of Registered Surveyor

6/9/2022
Dated

Surveyor's Ref: 13150_UP01

CROSS OUT EITHER OF ITEM 3 OR 3(a)-3(c), WHICHEVER DOES NOT APPLY — 3(a)-(c) CANNOT APPLY IF AN ENCROACHMENT OCCURS OVER A ROAD OR PUBLIC PLACE UNLESS THE ENCROACHMENT IS AN ATTACHMENT AS DEFINED BY THE *UNIT TITLES ACT 2001*.

3. ~~Each building (including anything attached to it) or building in the course of erection on the parcel is wholly within the parcel.~~

OR

3 (a), (b), (c)
a) All units and unit subsidiaries shown in the diagrams are wholly within the parcel;
b) The diagram clearly indicates the existence, nature and extent of any encroachment by a building (including anything attached to it), beyond the boundaries of the parcel; and,
c) The diagrams clearly indicate the existence, nature and extent of any easement granted and registered, or to be granted and registered upon registration of this proposed plan, pertaining to the parcel.

17–23 TOWNSHEND ST PHILLIP ACT 2606
Address for Service of Notice

CIVIUM STRATA
Name of Manager / Owners Corporation

XUP 22528

LAND TITLES
ACCESS CANBERRA
Chief Minister, Treasury and Economic Development Directorate

Sheet No. 1 of 72

SITE PLAN

LAND DETAILS

Block
15

Section
3

Division
PARKES

Deposited Plan Number
15556

Volume/Folio
3014 : 183

Class of Units (A or B)
A

Campbell Real Con Ave Pty Limited by its attorney Alfonso del Rio pursuant to Power of Attorney registered number 014·6897.

Signature of Lessee

K Walker

Karen Walker
4 October 2022

Delegate of the
ACT Planning and Land Authority

APPROVED UNDER THE *UNIT TITLES ACT 2001*, AS THE UNITS PLAN FOR THE SUBDIVISION OF THE ABOVE MENTIONED PARCEL OF LAND

David Pryce
Registrar-General

07/10/2022

UNITS PLAN No.

15592

Form 2

ACT GOVERNMENT
Land Titles (Unit Titles) Act 1970
Registrar-General's Office

SUE
Form 078

SCHEDULE OF UNIT ENTITLEMENTS

1. LAND

District/Division	Section	Block
PARKES	3	15

Unit Plan No
15592

2. APPROVAL UNDER *UNIT TITLES ACT 2001*

COLUMN 1			COLUMN 2	
UNIT NO	UNIT ENTITLEMENT	UNIT SUBSIDIARIES	VOLUME	FOLIO
1	34	4	3014	468
2	22	3	3014	469
3	33	4	3014	470
4	22	3	3014	471
5	21	3	3014	472
6	33	3	3014	473
7	34	4	3014	474
8	34	4	3014	475
9	33	3	3014	476
10	21	3	3014	477
11	22	3	3014	478
12	21	3	3014	479
13	33	3	3014	480
14	35	4	3014	481
15	58	5	3014	482
16	46	5	3014	483
17	46	4	3014	484
18	46	5	3014	485
19	57	5	3014	486
20	34	4	3014	487
21	34	3	3014	488
22	22	3	3014	489
23	22	3	3014	490
24	22	3	3014	491
25	34	3	3014	492
Aggregate		See Sheet 12		

The Certificate of Title issued for each of the units into which the parcel of land has been subdivided is as shown in Column 2 above. The Certificate of Title for the common property is:

Volume	Folio
3014	467

.....
Signature of Lessee

Column 1 above is the schedule of unit entitlement approved for the subdivision.

Dated this day of 20

.....
Delegate of the Authority/Executive

David Pryce
Registrar-General

.....
Deputy Registrar-General

Form 2

ACT GOVERNMENT
Land Titles (Unit Titles) Act 1970
Registrar-General's Office

Sheet No 3 of 72 Sheet

SUE
Form 078

SCHEDULE OF UNIT ENTITLEMENTS

1. LAND

District/Division	Section	Block
PARKES	3	15

Unit Plan No
15592

2. APPROVAL UNDER *UNIT TITLES ACT 2001*

COLUMN 1			COLUMN 2	
UNIT NO	UNIT ENTITLEMENT	UNIT SUBSIDIARIES	VOLUME	FOLIO
26	35	4	3014	493
27	60	5	3014	494
28	46	5	3014	495
29	46	4	3014	496
30	46	5	3014	497
31	59	5	3014	498
32	35	4	3014	499
33	34	3	3014	500
34	22	3	3014	501
35	22	3	3014	502
36	22	3	3014	503
37	34	3	3014	504
38	36	4	3014	505
39	61	5	3014	506
40	47	5	3014	507
41	47	4	3014	508
42	47	5	3014	509
43	60	5	3014	510
44	35	4	3014	511
45	35	3	3014	512
46	22	3	3014	513
47	23	3	3014	514
48	22	3	3014	515
49	35	3	3014	516
50	36	4	3014	517
Aggregate		See Sheet 12		

The Certificate of Title issued for each of the units into which the parcel of land has been subdivided is as shown in Column 2 above. The Certificate of Title for the common property is:

Volume	Folio
3014	467

.....
Signature of Lessee

Column 1 above is the schedule of unit entitlement approved for the subdivision.

Dated this day of 20

.....
Delegate of the Authority/Executive

David Pryce
Registrar-General

.....
Deputy Registrar-General

Form 2

ACT GOVERNMENT
Land Titles (Unit Titles) Act 1970
Registrar-General's Office

SUE
Form 078

SCHEDULE OF UNIT ENTITLEMENTS

1. LAND

District/Division	Section	Block
PARKES	3	15

Unit Plan No
15592

2. APPROVAL UNDER *UNIT TITLES ACT 2001*

COLUMN 1			COLUMN 2	
UNIT NO	UNIT ENTITLEMENT	UNIT SUBSIDIARIES	VOLUME	FOLIO
51	62	5	3014	518
52	47	5	3014	519
53	47	4	3014	520
54	47	5	3014	521
55	62	5	3014	522
56	36	4	3014	523
57	35	4	3014	524
58	23	3	3014	525
59	23	3	3014	526
60	23	3	3014	527
61	35	4	3014	528
62	37	4	3014	529
63	64	5	3014	530
64	48	5	3014	531
65	48	4	3014	532
66	48	5	3014	533
67	62	6	3014	534
68	36	5	3014	535
69	36	4	3014	536
70	23	3	3014	537
71	23	3	3014	538
72	23	3	3014	539
73	36	4	3014	540
74	37	4	3014	541
75	65	3	3014	542
Aggregate		See Sheet 12		

The Certificate of Title issued for each of the units into which the parcel of land has been subdivided is as shown in Column 2 above. The Certificate of Title for the common property is:

Volume	Folio
3014	467

.....
Signature of Lessee

Column 1 above is the schedule of unit entitlement approved for the subdivision.

Dated this day of 20

.....
Delegate of the Authority/Executive

David Pryce
Registrar-General

.....
Deputy Registrar-General

Form 2

ACT GOVERNMENT
Land Titles (Unit Titles) Act 1970
Registrar-General's Office

Sheet No 5 of 72 Sheet

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Form 078

SCHEDULE OF UNIT ENTITLEMENTS

1. LAND

District/Division	Section	Block
PARKES	3	15

Unit Plan No
15592

2. APPROVAL UNDER *UNIT TITLES ACT 2001*

COLUMN 1			COLUMN 2	
UNIT NO	UNIT ENTITLEMENT	UNIT SUBSIDIARIES	VOLUME	FOLIO
76	74	3	3014	543
77	74	3	3014	544
78	64	5	3014	545
79	37	5	3014	546
80	36	4	3014	547
81	70	2	3014	548
82	36	4	3014	549
83	22	3	3014	550
84	23	3	3014	551
85	23	3	3014	552
86	23	3	3014	553
87	23	3	3014	554
88	23	3	3014	555
89	23	3	3014	556
90	31	4	3014	557
91	22	3	3014	558
92	23	3	3014	559
93	23	3	3014	560
94	23	3	3014	561
95	37	4	3014	562
96	21	3	3014	563
97	22	4	3014	564
98	22	4	3014	565
99	22	3	3014	566
100	36	4	3014	567
Aggregate		See Sheet 12		

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Volume	Folio
3014	467

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Signature of Lessee

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David Pryce
Registrar-General

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Deputy Registrar-General

Form 2

ACT GOVERNMENT
Land Titles (Unit Titles) Act 1970
Registrar-General's Office

Sheet No 6 of 72 Sheet

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Form 078

SCHEDULE OF UNIT ENTITLEMENTS

1. LAND

District/Division	Section	Block
PARKES	3	15

Unit Plan No
15592

2. APPROVAL UNDER *UNIT TITLES ACT 2001*

COLUMN 1			COLUMN 2	
UNIT NO	UNIT ENTITLEMENT	UNIT SUBSIDIARIES	VOLUME	FOLIO
101	21	3	3014	568
102	61	5	3014	569
103	35	4	3014	570
104	35	5	3014	571
105	22	3	3014	572
106	16	3	3014	573
107	38	3	3014	574
108	23	3	3014	575
109	22	3	3014	576
110	22	3	3014	577
111	22	3	3014	578
112	37	4	3014	579
113	21	3	3014	580
114	62	5	3014	581
115	35	4	3014	582
116	35	5	3014	583
117	23	3	3014	584
118	39	4	3014	585
119	39	4	3014	586
120	23	3	3014	587
121	23	3	3014	588
122	22	3	3014	589
123	22	3	3014	590
124	37	4	3014	591
125	21	3	3014	592
Aggregate		See Sheet 12		

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Volume	Folio
3014	467

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Signature of Lessee

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Deputy Registrar-General

Form 2

ACT GOVERNMENT
Land Titles (Unit Titles) Act 1970
Registrar-General's Office

Sheet No 7 of 72 Sheet

SUE
Form 078

SCHEDULE OF UNIT ENTITLEMENTS

1. LAND

District/Division	Section	Block
PARKES	3	15

Unit Plan No
15592

2. APPROVAL UNDER *UNIT TITLES ACT 2001*

COLUMN 1			COLUMN 2	
UNIT NO	UNIT ENTITLEMENT	UNIT SUBSIDIARIES	VOLUME	FOLIO
126	64	5	3014	593
127	36	4	3014	594
128	36	5	3014	595
129	23	3	3014	596
130	39	4	3014	597
131	39	4	3014	598
132	24	3	3014	599
133	23	3	3014	600
134	23	3	3014	601
135	23	3	3014	602
136	38	4	3014	603
137	22	3	3014	604
138	65	5	3014	605
139	36	4	3014	606
140	36	5	3014	607
141	23	3	3014	608
142	40	4	3014	609
143	40	4	3014	610
144	24	3	3014	611
145	23	3	3014	612
146	23	3	3014	613
147	23	3	3014	614
148	38	4	3014	615
149	22	3	3014	616
150	66	5	3014	617
Aggregate		See Sheet 12		

.....
Signature of Lessee

Column 1 above is the schedule of unit entitlement approved for the subdivision.

Dated this day of 20

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Delegate of the Authority/Executive

The Certificate of Title issued for each of the units into which the parcel of land has been subdivided is as shown in Column 2 above. The Certificate of Title for the common property is:

Volume	Folio
3014	467

David Pryce
Registrar-General

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Deputy Registrar-General

Form 2

ACT GOVERNMENT
Land Titles (Unit Titles) Act 1970
Registrar-General's Office

Sheet No 8 of 72 Sheet

SUE
Form 078

SCHEDULE OF UNIT ENTITLEMENTS

1. LAND

District/Division	Section	Block
PARKES	3	15

Unit Plan No
15592

2. APPROVAL UNDER *UNIT TITLES ACT 2001*

COLUMN 1			COLUMN 2	
UNIT NO	UNIT ENTITLEMENT	UNIT SUBSIDIARIES	VOLUME	FOLIO
151	37	4	3014	618
152	37	5	3014	619
153	23	3	3014	620
154	40	4	3014	621
155	40	4	3014	622
156	24	3	3014	623
157	23	3	3014	624
158	23	3	3014	625
159	23	3	3014	626
160	38	4	3014	627
161	22	3	3014	628
162	37	4	3014	629
163	37	5	3014	630
164	24	3	3014	631
165	41	4	3014	632
166	41	4	3014	633
167	24	3	3014	634
168	24	3	3014	635
169	23	3	3014	636
170	23	3	3014	637
171	86	2	3014	638
172	120	4	3014	639
173	86	3	3014	640
174	83	2	3014	641
175	91	3	3014	642
Aggregate		See Sheet 12		

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Volume	Folio
3014	467

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Signature of Lessee

Column 1 above is the schedule of unit entitlement approved for the subdivision.

Dated this day of 20

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Delegate of the Authority/Executive

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Registrar-General

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Deputy Registrar-General

Form 2

ACT GOVERNMENT
Land Titles (Unit Titles) Act 1970
Registrar-General's Office

Sheet No 9 of 72 Sheet

SUE
Form 078

SCHEDULE OF UNIT ENTITLEMENTS

1. LAND

District/Division	Section	Block
PARKES	3	15

Unit Plan No
15592

2. APPROVAL UNDER *UNIT TITLES ACT 2001*

COLUMN 1			COLUMN 2	
UNIT NO	UNIT ENTITLEMENT	UNIT SUBSIDIARIES	VOLUME	FOLIO
176	35	4	3014	643
177	35	4	3014	644
178	35	4	3014	645
179	59	4	3014	646
180	61	4	3014	647
181	35	4	3014	648
182	22	3	3014	649
183	22	3	3014	650
184	34	4	3014	651
185	38	4	3014	652
186	27	3	3014	653
187	35	4	3014	654
188	35	4	3014	655
189	35	4	3014	656
190	59	4	3014	657
191	61	4	3014	658
192	34	4	3014	659
193	22	3	3014	660
194	22	3	3014	661
195	34	4	3014	662
196	39	4	3014	663
197	28	3	3014	664
198	35	4	3014	665
199	35	4	3014	666
200	35	4	3014	667
Aggregate		See Sheet 12		

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Volume	Folio
3014	467

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Signature of Lessee

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Dated this day of 20

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David Pryce
Registrar-General

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Deputy Registrar-General

Form 2

ACT GOVERNMENT
Land Titles (Unit Titles) Act 1970
Registrar-General's Office

Sheet No 10 of 72 Sheet

SUE
Form 078

SCHEDULE OF UNIT ENTITLEMENTS

1. LAND

District/Division	Section	Block
PARKES	3	15

Unit Plan No
15592

2. APPROVAL UNDER *UNIT TITLES ACT 2001*

COLUMN 1			COLUMN 2	
UNIT NO	UNIT ENTITLEMENT	UNIT SUBSIDIARIES	VOLUME	FOLIO
201	60	4	3014	668
202	62	4	3014	669
203	35	4	3014	670
204	22	3	3014	671
205	23	3	3014	672
206	35	4	3014	673
207	39	4	3014	674
208	28	3	3014	675
209	36	4	3014	676
210	36	4	3014	677
211	36	4	3014	678
212	61	4	3014	679
213	64	4	3014	680
214	35	4	3014	681
215	23	3	3014	682
216	23	3	3014	683
217	35	4	3014	684
218	40	4	3014	685
219	29	4	3014	686
220	36	4	3014	687
221	36	4	3014	688
222	36	4	3014	689
223	62	4	3014	690
224	65	4	3014	691
225	36	4	3014	692
Aggregate		See Sheet 12		

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Volume	Folio
3014	467

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Signature of Lessee

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Dated this day of 20

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Delegate of the Authority/Executive

David Pryce
Registrar-General

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Deputy Registrar-General

Form 2

ACT GOVERNMENT
Land Titles (Unit Titles) Act 1970
Registrar-General's Office

Sheet No 11 of 72 Sheet

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Form 078

SCHEDULE OF UNIT ENTITLEMENTS

1. LAND

District/Division	Section	Block
PARKES	3	15

Unit Plan No
15592

2. APPROVAL UNDER *UNIT TITLES ACT 2001*

COLUMN 1			COLUMN 2	
UNIT NO	UNIT ENTITLEMENT	UNIT SUBSIDIARIES	VOLUME	FOLIO
226	23	3	3014	693
227	23	3	3014	694
228	36	4	3014	695
229	40	4	3014	696
230	29	3	3014	697
231	37	4	3014	698
232	37	4	3014	699
233	37	4	3014	700
234	64	4	3014	701
235	66	4	3014	702
236	36	4	3014	703
237	23	3	3014	704
238	23	3	3014	705
239	36	4	3014	706
240	41	4	3014	707
241	30	3	3014	708
242	37	4	3014	709
243	37	4	3014	710
244	37	4	3014	711
245	132	7	3014	712
246	37	4	3014	913
247	23	3	3014	714
248	24	4	3014	715
249	37	4	3014	716
250	93	3	3014	717
Aggregate		See Sheet 12		

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Volume	Folio
3014	467

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Signature of Lessee

Column 1 above is the schedule of unit entitlement approved for the subdivision.

Dated this day of 20

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David Pryce
Registrar-General

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Deputy Registrar-General

Form 2

ACT GOVERNMENT
Land Titles (Unit Titles) Act 1970
Registrar-General's Office

Sheet No 12 of 72 Sheet

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Form 078

SCHEDULE OF UNIT ENTITLEMENTS

1. LAND

District/Division	Section	Block
PARKES	3	15

Unit Plan No
15592

2. APPROVAL UNDER *UNIT TITLES ACT 2001*

COLUMN 1			COLUMN 2	
UNIT NO	UNIT ENTITLEMENT	UNIT SUBSIDIARIES	VOLUME	FOLIO
251	93	3	3014	718
252	108	2	3014	719
253	130	5	3014	720
254	24	4	3014	721
255	53	2	3014	722
256	29	2	3014	723
257	26	1	3014	724
258	27	1	3014	725
259	42	3	3014	726
260	57	3	3014	727
261	148	2	3014	728
Aggregate	10000	955		

The Certificate of Title issued for each of the units into which the parcel of land has been subdivided is as shown in Column 2 above. The Certificate of Title for the common property is:

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3014	467

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David Pryce
Registrar-General

.....
Deputy Registrar-General

UNIT IDENTIFIER				SUBSIDIARIES								SUB TOTAL
				YARD		BALCONY		CAR SPACE \ GARAGE		STORE		
UNIT No.	SHEET No.	FLOOR	STREET ADDRESS	SUB No.	SHEET No.	SUB No.	SHEET No.	SUB No.	SHEET No.	SUB No.	SHEET No.	
1	22	GROUND	44 CONSTITUTION AVE	S1	22			S2,S3	18,18	S4	18	4
2	22	GROUND	44 CONSTITUTION AVE	S1	22			S2	18	S3	18	3
3	22	GROUND	44 CONSTITUTION AVE	S1	22			S2,S3	18,18	S4	18	4
4	22	GROUND	44 CONSTITUTION AVE	S1	22			S2	18	S3	18	3
5	22	GROUND	44 CONSTITUTION AVE	S1	22			S2	16	S3	20	3
6	22	GROUND	44 CONSTITUTION AVE	S1	22			S2	16	S3	20	3
7	26	LEVEL 1	44 CONSTITUTION AVE			S1	26	S2,S3	16,16	S4	16	4
8	26	LEVEL 1	44 CONSTITUTION AVE			S1	26	S2,S3	18,18	S4	18	4
9	26	LEVEL 1	44 CONSTITUTION AVE			S1	26	S2	18	S3	18	3
10	26	LEVEL 1	44 CONSTITUTION AVE			S1	26	S2	18	S3	18	3
11	26	LEVEL 1	44 CONSTITUTION AVE			S1	26	S2	16	S3	16	3
12	26	LEVEL 1	44 CONSTITUTION AVE			S1	26	S2	16	S3	16	3
13	26	LEVEL 1	44 CONSTITUTION AVE			S1	26	S2	16	S3	20	3
14	29	LEVEL 2	44 CONSTITUTION AVE			S1	29	S2,S3	16,16	S4	20	4
15	29	LEVEL 2	44 CONSTITUTION AVE			S1,S2	29,29	S3,S4	18,18	S5	18	5
16	29	LEVEL 2	44 CONSTITUTION AVE			S1,S2	29,29	S3,S4	16,16	S5	20	5
17	29	LEVEL 2	44 CONSTITUTION AVE			S1	29	S2,S3	16,16	S4	20	4
18	29	LEVEL 2	44 CONSTITUTION AVE			S1,S2	29,29	S3,S4	18,18	S5	18	5
19	29	LEVEL 2	44 CONSTITUTION AVE			S1,S2	29,29	S3,S4	18,18	S5	16	5
20	29	LEVEL 2	44 CONSTITUTION AVE			S1	29	S2,S3	18,18	S4	18	4
21	29	LEVEL 2	44 CONSTITUTION AVE			S1	29	S2	16	S3	20	3
22	29	LEVEL 2	44 CONSTITUTION AVE			S1	29	S2	16	S3	20	3
23	29	LEVEL 2	44 CONSTITUTION AVE			S1	29	S2	16	S3	16	3
24	29	LEVEL 2	44 CONSTITUTION AVE			S1	29	S2	16	S3	16	3
25	29	LEVEL 2	44 CONSTITUTION AVE			S1	29	S2	16	S3	16	3
26	32	LEVEL 3	44 CONSTITUTION AVE			S1	32	S2,S3	16,16	S4	16	4
27	32	LEVEL 3	44 CONSTITUTION AVE			S1,S2	32,32	S3,S4	20,20	S5	20	5
28	32	LEVEL 3	44 CONSTITUTION AVE			S1,S2	32,32	S3,S4	16,16	S5	16	5
29	32	LEVEL 3	44 CONSTITUTION AVE			S1	32	S2,S3	18,18	S4	18	4
30	32	LEVEL 3	44 CONSTITUTION AVE			S1,S2	32,32	S3,S4	18,18	S5	18	5
31	32	LEVEL 3	44 CONSTITUTION AVE			S1,S2	32,32	S3,S4	18,16	S5	18	5
32	32	LEVEL 3	44 CONSTITUTION AVE			S1	32	S2,S3	18,18	S4	18	4
33	32	LEVEL 3	44 CONSTITUTION AVE			S1	32	S2	18	S3	18	3
34	32	LEVEL 3	44 CONSTITUTION AVE			S1	32	S2	18	S3	20	3
35	32	LEVEL 3	44 CONSTITUTION AVE			S1	32	S2	16	S3	20	3
36	32	LEVEL 3	44 CONSTITUTION AVE			S1	32	S2	16	S3	20	3
37	32	LEVEL 3	44 CONSTITUTION AVE			S1	32	S2	16	S3	18	3
38	35	LEVEL 4	44 CONSTITUTION AVE			S1	35	S2,S3	16,16	S4	16	4
39	35	LEVEL 4	44 CONSTITUTION AVE			S1,S2	35,35	S3,S4	20,20	S5	20	5
40	35	LEVEL 4	44 CONSTITUTION AVE			S1,S2	35,35	S3,S4	16,16	S5	16	5
41	35	LEVEL 4	44 CONSTITUTION AVE			S1	35	S2,S3	16,16	S4	16	4
42	35	LEVEL 4	44 CONSTITUTION AVE			S1,S2	35,35	S3,S4	18,18	S5	18	5
43	35	LEVEL 4	44 CONSTITUTION AVE			S1,S2	35,35	S3,S4	20,20	S5	20	5
44	35	LEVEL 4	44 CONSTITUTION AVE			S1	35	S2,S3	18,18	S4	18	4
45	35	LEVEL 4	44 CONSTITUTION AVE			S1	35	S2	18	S3	18	3
46	35	LEVEL 4	44 CONSTITUTION AVE			S1	35	S2	18	S3	18	3
47	35	LEVEL 4	44 CONSTITUTION AVE			S1	35	S2	16	S3	18	3
48	35	LEVEL 4	44 CONSTITUTION AVE			S1	35	S2	16	S3	18	3
49	35	LEVEL 4	44 CONSTITUTION AVE			S1	35	S2	16	S3	16	3
50	38	LEVEL 5	44 CONSTITUTION AVE			S1	38	S2,S3	16,16	S4	16	4
51	38	LEVEL 5	44 CONSTITUTION AVE			S1,S2	38,38	S3,S4	20,20	S5	20	5
52	38	LEVEL 5	44 CONSTITUTION AVE			S1,S2	38,38	S3,S4	16,16	S5	16	5
53	38	LEVEL 5	44 CONSTITUTION AVE			S1	38	S2,S3	16,16	S4	16	4

UNIT IDENTIFIER				SUBSIDIARIES								SUB TOTAL
				YARD		BALCONY		CAR SPACE \ GARAGE		STORE		
UNIT No.	SHEET No.	FLOOR	STREET ADDRESS	SUB No.	SHEET No.	SUB No.	SHEET No.	SUB No.	SHEET No.	SUB No.	SHEET No.	
54	38	LEVEL 5	44 CONSTITUTION AVE			S1,S2	38,38	S3,S4	18,18	S5	18	5
55	38	LEVEL 5	44 CONSTITUTION AVE			S1,S2	38,38	S3,S4	20,20	S5	20	5
56	38	LEVEL 5	44 CONSTITUTION AVE			S1	38	S2,S3	18,18	S4	18	4
57	38	LEVEL 5	44 CONSTITUTION AVE			S1	38	S2,S3	18,18	S4	18	4
58	38	LEVEL 5	44 CONSTITUTION AVE			S1	38	S2	16	S3	16	3
59	38	LEVEL 5	44 CONSTITUTION AVE			S1	38	S2	16	S3	16	3
60	38	LEVEL 5	44 CONSTITUTION AVE			S1	38	S2	16	S3	16	3
61	38	LEVEL 5	44 CONSTITUTION AVE			S1	38	S2,S3	16,16	S4	16	4
62	41	LEVEL 6	44 CONSTITUTION AVE			S1	41	S2,S3	18,18	S4	18	4
63	41	LEVEL 6	44 CONSTITUTION AVE			S1,S2	41,41	S3,S4	20,20	S5	20	5
64	41	LEVEL 6	44 CONSTITUTION AVE			S1,S2	41,41	S3,S4	18,18	S5	20	5
65	41	LEVEL 6	44 CONSTITUTION AVE			S1	41	S2,S3	16,16	S4	18	4
66	41	LEVEL 6	44 CONSTITUTION AVE			S1,S2	41,41	S3,S4	18,18	S5	18	5
67	41	LEVEL 6	44 CONSTITUTION AVE			S1,S2	41,41	S3,S4	18,18	S5,S6	18,18	6
68	41	LEVEL 6	44 CONSTITUTION AVE			S1	41	S2,S3	18,18	S4,S5	18,20	5
69	41	LEVEL 6	44 CONSTITUTION AVE			S1	41	S2,S3	18,18	S4	18	4
70	41	LEVEL 6	44 CONSTITUTION AVE			S1	41	S2	18	S3	18	3
71	41	LEVEL 6	44 CONSTITUTION AVE			S1	41	S2	18	S3	18	3
72	41	LEVEL 6	44 CONSTITUTION AVE			S1	41	S2	18	S3	16	3
73	41	LEVEL 6	44 CONSTITUTION AVE			S1	41	S2,S3	18,18	S4	18	4
74	44	LEVEL 7	44 CONSTITUTION AVE			S1	44	S2,S3	18,18	S4	18	4
75	44	LEVEL 7	44 CONSTITUTION AVE			S1,S2	44,44	S3	20			3
76	44	LEVEL 7	44 CONSTITUTION AVE			S1,S2	44,44	S3	20			3
77	44	LEVEL 7	44 CONSTITUTION AVE			S1,S2	44,44	S3	20			3
78	44	LEVEL 7	44 CONSTITUTION AVE			S1,S2	44,44	S3,S4	20,20	S5	20	5
79	44	LEVEL 7	44 CONSTITUTION AVE			S1	44	S2,S3	18,18	S4,S5	18,20	5
80	44	LEVEL 7	44 CONSTITUTION AVE			S1	44	S2,S3	18,18	S4	18	4
81	44	LEVEL 7	44 CONSTITUTION AVE			S1	44	S2	20			2
82	44	LEVEL 7	44 CONSTITUTION AVE			S1	44	S2,S3	18,18	S4	18	4
83	21,23	BSMT 1, GRND	44 CONSTITUTION AVE	S1	21			S2	19	S3	19	3
84	21,23	BSMT 1, GRND	44 CONSTITUTION AVE	S1	21			S2	19	S3	19	3
85	21,23	BSMT 1, GRND	44 CONSTITUTION AVE	S1	21			S2	19	S3	21	3
86	21,23	BSMT 1, GRND	44 CONSTITUTION AVE	S1	21			S2	19	S3	21	3
87	21,23	BSMT 1, GRND	44 CONSTITUTION AVE	S1	21			S2	19	S3	21	3
88	21,23	BSMT 1, GRND	44 CONSTITUTION AVE	S1	21			S2	19	S3	19	3
89	21,23	BSMT 1, GRND	44 CONSTITUTION AVE	S1	21			S2	17	S3	17	3
90	21,23	BSMT 1, GRND	44 CONSTITUTION AVE	S1	21			S2,S3	16,17	S4	17	4
91	21,23	BSMT 1, GRND	44 CONSTITUTION AVE	S1	21			S2	17	S3	17	3
92	23	GROUND	44 CONSTITUTION AVE	S1	23			S2	17	S3	17	3
93	23	GROUND	44 CONSTITUTION AVE	S1	23			S2	17	S3	17	3
94	23	GROUND	44 CONSTITUTION AVE	S1	23			S2	17	S3	17	3
95	23	GROUND	44 CONSTITUTION AVE	S1	23			S2,S3	19,19	S4	19	4
96	23	GROUND	44 CONSTITUTION AVE			S1	23	S2	16	S3	19	3
97	27	LEVEL 1	44 CONSTITUTION AVE			S1	27	S2,S3	16,20	S4	19	4
98	27	LEVEL 1	44 CONSTITUTION AVE			S1	27	S2	17	S3,S4	18,21	4
99	27	LEVEL 1	44 CONSTITUTION AVE			S1	27	S2	16	S3	20	3
100	27	LEVEL 1	44 CONSTITUTION AVE			S1	27	S2,S3	18,18	S4	18	4
101	27	LEVEL 1	44 CONSTITUTION AVE			S1	27	S2	17	S3	16	3
102	27	LEVEL 1	44 CONSTITUTION AVE			S1,S2	27,27	S3,S4	18,18	S5	18	5
103	27	LEVEL 1	44 CONSTITUTION AVE			S1	27	S2,S3	17,17	S4	17	4
104	27	LEVEL 1	44 CONSTITUTION AVE			S1,S2	27,27	S3,S4	17,17	S5	17	5
105	27	LEVEL 1	44 CONSTITUTION AVE			S1	27	S2	17	S3	16	3
106	27	LEVEL 1	44 CONSTITUTION AVE			S1	27	S2	17	S3	21	3

LAND TITLES
ACCESS CANBERRA
Chief Minister, Treasury and Economic Development Directorate

Sheet No. 13 of 72

FLOOR PLAN

Block
15

Section
3

Division
PARKES

FLOOR NUMBER
SUBSIDIARY INDEX

Form 3

Form 091 - FP

Graphic bar scale - SCALE 1: N/A

UNITS PLAN No.
15592

UNIT IDENTIFIER				SUBSIDIARIES								SUB TOTAL
				YARD		BALCONY		CAR SPACE \ GARAGE		STORE		
UNIT No.	SHEET No.	FLOOR	STREET ADDRESS	SUB No.	SHEET No.	SUB No.	SHEET No.	SUB No.	SHEET No.	SUB No.	SHEET No.	
107	27	LEVEL 1	44 CONSTITUTION AVE			S1	27	S2	16	S3	17	3
108	27	LEVEL 1	44 CONSTITUTION AVE			S1	27	S2	17	S3	21	3
109	30	LEVEL 2	44 CONSTITUTION AVE			S1	30	S2	17	S3	17	3
110	30	LEVEL 2	44 CONSTITUTION AVE			S1	30	S2	17	S3	17	3
111	30	LEVEL 2	44 CONSTITUTION AVE			S1	30	S2	17	S3	17	3
112	30	LEVEL 2	44 CONSTITUTION AVE			S1	30	S2,S3	18,18	S4	18	4
113	30	LEVEL 2	44 CONSTITUTION AVE			S1	30	S2	17	S3	17	3
114	30	LEVEL 2	44 CONSTITUTION AVE			S1,S2	30,30	S3,S4	18,18	S5	18	5
115	30	LEVEL 2	44 CONSTITUTION AVE			S1	30	S2,S3	17,17	S4	17	4
116	30	LEVEL 2	44 CONSTITUTION AVE			S1,S2	30,30	S3,S4	19,19	S5	19	5
117	30	LEVEL 2	44 CONSTITUTION AVE			S1	30	S2	17	S3	17	3
118	30	LEVEL 2	44 CONSTITUTION AVE			S1	30	S2,S3	17,17	S4	17	4
119	30	LEVEL 2	44 CONSTITUTION AVE			S1	30	S2,S3	16,16	S4	16	4
120	30	LEVEL 2	44 CONSTITUTION AVE			S1	30	S2	16	S3	20	3
121	33	LEVEL 3	44 CONSTITUTION AVE			S1	33	S2	16	S3	20	3
122	33	LEVEL 3	44 CONSTITUTION AVE			S1	33	S2	16	S3	16	3
123	33	LEVEL 3	44 CONSTITUTION AVE			S1	33	S2	16	S3	16	3
124	33	LEVEL 3	44 CONSTITUTION AVE			S1	33	S2,S3	19,19	S4	19	4
125	33	LEVEL 3	44 CONSTITUTION AVE			S1	33	S2	16	S3	16	3
126	33	LEVEL 3	44 CONSTITUTION AVE			S1,S2	33,33	S3,S4	19,19	S5	19	5
127	33	LEVEL 3	44 CONSTITUTION AVE			S1	33	S2,S3	18,18	S4	18	4
128	33	LEVEL 3	44 CONSTITUTION AVE			S1,S2	33,33	S3,S4	19,19	S5	19	5
129	33	LEVEL 3	44 CONSTITUTION AVE			S1	33	S2	17	S3	17	3
130	33	LEVEL 3	44 CONSTITUTION AVE			S1	33	S2,S3	17,17	S4	17	4
131	33	LEVEL 3	44 CONSTITUTION AVE			S1	33	S2,S3	17,17	S4	17	4
132	33	LEVEL 3	44 CONSTITUTION AVE			S1	33	S2	17	S3	21	3
133	36	LEVEL 4	44 CONSTITUTION AVE			S1	36	S2	17	S3	21	3
134	36	LEVEL 4	44 CONSTITUTION AVE			S1	36	S2	17	S3	19	3
135	36	LEVEL 4	44 CONSTITUTION AVE			S1	36	S2	17	S3	21	3
136	36	LEVEL 4	44 CONSTITUTION AVE			S1	36	S2,S3	19,19	S4	18	4
137	36	LEVEL 4	44 CONSTITUTION AVE			S1	36	S2	17	S3	21	3
138	36	LEVEL 4	44 CONSTITUTION AVE			S1,S2	36,36	S3,S4	19,19	S5	19	5
139	36	LEVEL 4	44 CONSTITUTION AVE			S1	36	S2,S3	19,19	S4	19	4
140	36	LEVEL 4	44 CONSTITUTION AVE			S1,S2	36,36	S3,S4	19,19	S5	19	5
141	36	LEVEL 4	44 CONSTITUTION AVE			S1	36	S2	17	S3	21	3
142	36	LEVEL 4	44 CONSTITUTION AVE			S1	36	S2,S3	17,17	S4	17	4
143	36	LEVEL 4	44 CONSTITUTION AVE			S1	36	S2,S3	18,18	S4	18	4
144	36	LEVEL 4	44 CONSTITUTION AVE			S1	36	S2	17	S3	21	3
145	39	LEVEL 5	44 CONSTITUTION AVE			S1	39	S2	17	S3	17	3
146	39	LEVEL 5	44 CONSTITUTION AVE			S1	39	S2	17	S3	18	3
147	39	LEVEL 5	44 CONSTITUTION AVE			S1	39	S2	17	S3	17	3
148	39	LEVEL 5	44 CONSTITUTION AVE			S1	39	S2,S3	19,19	S4	18	4
149	39	LEVEL 5	44 CONSTITUTION AVE			S1	39	S2	17	S3	17	3
150	39	LEVEL 5	44 CONSTITUTION AVE			S1,S2	39,39	S3,S4	19,19	S5	19	5
151	39	LEVEL 5	44 CONSTITUTION AVE			S1	39	S2,S3	19,19	S4	19	4
152	39	LEVEL 5	44 CONSTITUTION AVE			S1,S2	39,39	S3,S4	19,19	S5	19	5
153	39	LEVEL 5	44 CONSTITUTION AVE			S1	39	S2	19	S3	19	3
154	39	LEVEL 5	44 CONSTITUTION AVE			S1	39	S2,S3	19,19	S4	19	4
155	39	LEVEL 5	44 CONSTITUTION AVE			S1	39	S2,S3	19,19	S4	19	4
156	39	LEVEL 5	44 CONSTITUTION AVE			S1	39	S2	19	S3	19	3
157	42	LEVEL 6	44 CONSTITUTION AVE			S1	42	S2	19	S3	19	3
158	42	LEVEL 6	44 CONSTITUTION AVE			S1	42	S2	19	S3	19	3
159	42	LEVEL 6	44 CONSTITUTION AVE			S1	42	S2	19	S3	19	3

UNIT IDENTIFIER				SUBSIDIARIES								SUB TOTAL
				YARD		BALCONY		CAR SPACE \ GARAGE		STORE		
UNIT No.	SHEET No.	FLOOR	STREET ADDRESS	SUB No.	SHEET No.	SUB No.	SHEET No.	SUB No.	SHEET No.	SUB No.	SHEET No.	
160	42	LEVEL 6	44 CONSTITUTION AVE			S1	42	S2,S3	19,19	S4	19	4
161	42	LEVEL 6	44 CONSTITUTION AVE			S1	42	S2	19	S3	21	3
162	42	LEVEL 6	44 CONSTITUTION AVE			S1	42	S2,S3	19,19	S4	19	4
163	42	LEVEL 6	44 CONSTITUTION AVE			S1,S2	42,42	S3,S4	19,19	S5	19	5
164	42	LEVEL 6	44 CONSTITUTION AVE			S1	42	S2	18	S3	21	3
165	42	LEVEL 6	44 CONSTITUTION AVE			S1	42	S2,S3	18,18	S4	18	4
166	42	LEVEL 6	44 CONSTITUTION AVE			S1	42	S2,S3	18,18	S4	18	4
167	42	LEVEL 6	44 CONSTITUTION AVE			S1	42	S2	18	S3	21	3
168	45	LEVEL 7	44 CONSTITUTION AVE			S1	45	S2	18	S3	18	3
169	45	LEVEL 7	44 CONSTITUTION AVE			S1	45	S2	19	S3	21	3
170	45	LEVEL 7	44 CONSTITUTION AVE			S1	45	S2	19	S3	19	3
171	45	LEVEL 7	44 CONSTITUTION AVE			S1	45	S2	21			2
172	42,45	LEVEL 6 & LEVEL 7	44 CONSTITUTION AVE			S1,S2,S3	42,42,45	S4	21			4
173	45	LEVEL 7	44 CONSTITUTION AVE			S1,S2	45,45	S3	21			3
174	45	LEVEL 7	44 CONSTITUTION AVE			S1	45	S2	21			2
175	45	LEVEL 7	44 CONSTITUTION AVE			S1	45	S3,S2	21,21			3
176	24	GROUND	44 CONSTITUTION AVE			S1	24	S2,S3	19,19	S4	19	4
177	24	GROUND	44 CONSTITUTION AVE			S1	24	S2,S3	19,19	S4	19	4
178	24	GROUND	44 CONSTITUTION AVE			S1	24	S2,S3	19,19	S4	19	4
179	24	GROUND	44 CONSTITUTION AVE			S1	24	S2,S3	17,17	S4	17	4
180	24	GROUND	44 CONSTITUTION AVE	S1	24			S2,S3	17,17	S4	17	4
181	24	GROUND	44 CONSTITUTION AVE	S1	24			S2,S3	19,19	S4	19	4
182	24	GROUND	44 CONSTITUTION AVE	S1	24			S2	17	S3	17	3
183	28	LEVEL 1	44 CONSTITUTION AVE			S1	28	S2	19	S3	19	3
184	28	LEVEL 1	44 CONSTITUTION AVE			S1	28	S2,S3	17,17	S4	17	4
185	28	LEVEL 1	44 CONSTITUTION AVE			S1	28	S2,S3	17,17	S4	17	4
186	28	LEVEL 1	44 CONSTITUTION AVE			S1	28	S2	17	S3	17	3
187	28	LEVEL 1	44 CONSTITUTION AVE			S1	28	S2,S3	19,19	S4	19	4
188	28	LEVEL 1	44 CONSTITUTION AVE			S1	28	S2,S3	19,19	S4	19	4
189	28	LEVEL 1	44 CONSTITUTION AVE			S1	28	S2,S3	19,19	S4	19	4
190	28	LEVEL 1	44 CONSTITUTION AVE			S1	28	S2,S3	17,17	S4	17	4
191	28	LEVEL 1	44 CONSTITUTION AVE			S1	28	S2,S3	17,17	S4	17	4
192	28	LEVEL 1	44 CONSTITUTION AVE			S1	28	S2,S3	17,17	S4	17	4
193	28	LEVEL 1	44 CONSTITUTION AVE			S1	28	S2	19	S3	19	3
194	31	LEVEL 2	44 CONSTITUTION AVE			S1	31	S2	17	S3	17	3
195	31	LEVEL 2	44 CONSTITUTION AVE			S1	31	S2,S3	17,17	S4	17	4
196	31	LEVEL 2	44 CONSTITUTION AVE			S1	31	S2,S3	19,19	S4	18	4
197	31	LEVEL 2	44 CONSTITUTION AVE			S1	31	S2	17	S3	17	3
198	31	LEVEL 2	44 CONSTITUTION AVE			S1	31	S2,S3	17,17	S4	17	4
199	31	LEVEL 2	44 CONSTITUTION AVE			S1	31	S2,S3	17,17	S4	17	4
200	31	LEVEL 2	44 CONSTITUTION AVE			S1	31	S2,S3	19,19	S4	19	4
201	31	LEVEL 2	44 CONSTITUTION AVE			S1	31	S2,S3	19,19	S4	19	4
202	31	LEVEL 2	44 CONSTITUTION AVE			S1	31	S2,S3	18,19	S4	19	4
203	31	LEVEL 2	44 CONSTITUTION AVE			S1	31	S2,S3	17,17	S4	17	4
204	31	LEVEL 2	44 CONSTITUTION AVE			S1	31	S2	17	S3	17	3
205	34	LEVEL 3	44 CONSTITUTION AVE			S1	34	S2	17	S3	17	3
206	34	LEVEL 3	44 CONSTITUTION AVE			S1	34	S2,S3	17,17	S4	17	4
207	34	LEVEL 3	44 CONSTITUTION AVE			S1	34	S2,S3	19,19	S4	19	4
208	34	LEVEL 3	44 CONSTITUTION AVE			S1	34	S2	17	S3	17	3
209	34	LEVEL 3	44 CONSTITUTION AVE			S1	34	S2,S3	17,17	S4	17	4
210	34	LEVEL 3	44 CONSTITUTION AVE			S1	34	S2,S3	17,17	S4	17	4
211	34	LEVEL 3	44 CONSTITUTION AVE			S1	34	S2,S3	17,17	S4	19	4
212	34	LEVEL 3	44 CONSTITUTION AVE			S1	34	S2,S3	19,19	S4	19	4

LAND TITLES
ACCESS CANBERRA
Chief Minister, Treasury and Economic Development Directorate

Sheet No. 14 of 72

FLOOR PLAN

Block
15

Section
3

Division
PARKES

FLOOR NUMBER
SUBSIDIARY INDEX

Form 3

Form 091 - FP

Graphic bar scale - SCALE 1: N/A

UNITS PLAN No.
15592

UNIT IDENTIFIER				SUBSIDIARIES								SUB TOTAL
				YARD		BALCONY		CAR SPACE \ GARAGE		STORE		
UNIT No.	SHEET No.	FLOOR	STREET ADDRESS	SUB No.	SHEET No.	SUB No.	SHEET No.	SUB No.	SHEET No.	SUB No.	SHEET No.	
213	34	LEVEL 3	44 CONSTITUTION AVE			S1	34	S2,S3	19,19	S4	19	4
214	34	LEVEL 3	44 CONSTITUTION AVE			S1	34	S2,S3	17,17	S4	17	4
215	34	LEVEL 3	44 CONSTITUTION AVE			S1	34	S2	17	S3	17	3
216	37	LEVEL 4	44 CONSTITUTION AVE			S1	37	S2	17	S3	17	3
217	37	LEVEL 4	44 CONSTITUTION AVE			S1	37	S2,S3	17,17	S4	17	4
218	37	LEVEL 4	44 CONSTITUTION AVE			S1	37	S2,S3	19,19	S4	19	4
219	37	LEVEL 4	44 CONSTITUTION AVE			S1	37	S2,S3	17,17	S4	19	4
220	37	LEVEL 4	44 CONSTITUTION AVE			S1	37	S2,S3	19,19	S4	19	4
221	37	LEVEL 4	44 CONSTITUTION AVE			S1	37	S2,S3	19,19	S4	19	4
222	37	LEVEL 4	44 CONSTITUTION AVE			S1	37	S2,S3	19,19	S4	19	4
223	37	LEVEL 4	44 CONSTITUTION AVE			S1	37	S2,S3	19,19	S4	21	4
224	37	LEVEL 4	44 CONSTITUTION AVE			S1	37	S2,S3	19,19	S4	19	4
225	37	LEVEL 4	44 CONSTITUTION AVE			S1	37	S2,S3	17,17	S4	17	4
226	37	LEVEL 4	44 CONSTITUTION AVE			S1	37	S2	17	S3	20	3
227	40	LEVEL 5	44 CONSTITUTION AVE			S1	40	S2	17	S3	17	3
228	40	LEVEL 5	44 CONSTITUTION AVE			S1	40	S2,S3	17,17	S4	17	4
229	40	LEVEL 5	44 CONSTITUTION AVE			S1	40	S2,S3	19,19	S4	19	4
230	40	LEVEL 5	44 CONSTITUTION AVE			S1	40	S2	17	S3	17	3
231	40	LEVEL 5	44 CONSTITUTION AVE			S1	40	S2,S3	17,17	S4	17	4
232	40	LEVEL 5	44 CONSTITUTION AVE			S1	40	S2,S3	17,17	S4	17	4
233	40	LEVEL 5	44 CONSTITUTION AVE			S1	40	S2,S3	17,17	S4	17	4
234	40	LEVEL 5	44 CONSTITUTION AVE			S1	40	S2,S3	19,19	S4	19	4
235	40	LEVEL 5	44 CONSTITUTION AVE			S1	40	S2,S3	19,19	S4	19	4
236	40	LEVEL 5	44 CONSTITUTION AVE			S1	40	S2,S3	17,17	S4	17	4
237	40	LEVEL 5	44 CONSTITUTION AVE			S1	40	S2	19	S3	19	3
238	43	LEVEL 6	44 CONSTITUTION AVE			S1	43	S2	19	S3	17	3
239	43	LEVEL 6	44 CONSTITUTION AVE			S1	43	S2,S3	17,17	S4	17	4
240	43	LEVEL 6	44 CONSTITUTION AVE			S1	43	S2,S3	19,19	S4	18	4
241	43	LEVEL 6	44 CONSTITUTION AVE			S1	43	S2	17	S3	16	3
242	43	LEVEL 6	44 CONSTITUTION AVE			S1	43	S2,S3	17,17	S4	17	4
243	43	LEVEL 6	44 CONSTITUTION AVE			S1	43	S2,S3	17,17	S4	17	4
244	43	LEVEL 6	44 CONSTITUTION AVE			S1	43	S2,S3	19,19	S4	19	4
245	43	LEVEL 6	44 CONSTITUTION AVE			S1,S2	43,43	S3,S4,S5, S6	19,19,19, 19	S7	19	7
246	43	LEVEL 6	44 CONSTITUTION AVE			S1	43	S2,S3	19,19	S4	19	4
247	43	LEVEL 6	44 CONSTITUTION AVE			S1	43	S2	17	S3	17	3
248	46	LEVEL 7	44 CONSTITUTION AVE			S1	46	S2	19	S3,S4	19,20	4
249	46	LEVEL 7	44 CONSTITUTION AVE			S1	46	S2,S3	19,19	S4	19	4
250	46	LEVEL 7	44 CONSTITUTION AVE			S1,S2	46,46	S3	21			3
251	46	LEVEL 7	44 CONSTITUTION AVE			S1,S2	46,46	S3	21			3
252	46	LEVEL 7	44 CONSTITUTION AVE			S1	46	S2	21			2
253	46	LEVEL 7	44 CONSTITUTION AVE			S1,S2	46,46	S4,S3	19,21	S5	19	5
254	46	LEVEL 7	44 CONSTITUTION AVE			S1	46	S2	19	S3,S4	19,20	4
255	22	GROUND	44 CONSTITUTION AVE					S1,S2	18,18			2
256	22	GROUND	44 CONSTITUTION AVE					S1,S2	20,20			2
257	22	GROUND	44 CONSTITUTION AVE					S1	18			1
258	22	GROUND	44 CONSTITUTION AVE					S1	20			1
259	22,26	GROUND, LEVEL 1	44 CONSTITUTION AVE			S1	26	S2,S3	18,18			3
260	22,26	GROUND, LEVEL 1	44 CONSTITUTION AVE			S1	26	S2,S3	18,18			3
261	25	GROUND	44 CONSTITUTION AVE	S1	25			S2	17			2

LEGEND

ALL BUILDINGS ARE MULTI STOREY CONCRETE & BRICK

CLASS A UNIT BOUNDARIES & FLOOR AREAS ARE TO THE CENTRELINE OF WALLS, UNLESS NOTED OTHERWISE.
THE WALL CENTRELINE WAS ESTIMATED TO DETERMINE THE UNIT FLOOR AREA.
IN MULTI-STOREY UNITS, AREA OF THE STAIR VOID ON THE UPPER FLOOR IS INCLUDED IN THE UNIT AREA OF THAT UPPER FLOOR
THE FLOOR AREA IS SHOWN FOR THE PURPOSE OF THE UNITS PLAN ONLY & MUST NOT BE USED FOR ANY OTHER PURPOSE.
ALL AREAS ARE APPROXIMATE & MAY CONTAIN COLUMNS & SERVICE DUCTS, WHICH ARE COMMON PROPERTY.

ALN	DENOTES CAR SPACE SUBSIDIARIES ARE ALIGNED
B	DENOTES BALCONY
C	DENOTES CAR SPACE 2·40 WIDE, 5·40 LONG & ABOUT 13m² IN AREA, UNLESS SHOWN OTHERWISE.
CC	DENOTES CAR SPACE SUBSIDIARY BOUNDARY FROM CENTRE LINE OF COLUMN
CP	DENOTES COMMON PROPERTY
CR	DENOTES SUBSIDIARY BOUNDARY COMMENCES FROM CORNER OF METAL STORE ROOM
FC	DENOTES CAR SPACE SUBSIDIARY BOUNDARY FROM FACE OF COLUMN
G	DENOTES METAL GARAGE
MF	DENOTES METAL FENCE
PB	DENOTES PLANTER BOX (COMMON PROPERTY, UNLESS SHOWN OTHERWISE)
R	DENOTES METAL STORE ROOM ABOUT 2m² UNLESS NOTED OTHERWISE
UR	DENOTES UTILITIES ROOM (COMMON PROPERTY)
WR	DENOTES WASTE ROOM (COMMON PROPERTY)
'X' & 'Y'	DENOTES ALIGNMENT OF CAR SPACE SUBSIDIARIES BEING A STRAIGHT LINE THROUGH 'X' & 'Y'
Y	DENOTES YARD

YARD SUBSIDIARY BOUNDARIES ARE ALONG THE OUTSIDE FACE OF BUILDING WALLS & CENTRELINE OF DIVIDING FENCES, UNLESS SHOWN OTHERWISE

YARD SUBSIDIARIES ARE LIMITED IN DEPTH BY THEIR HARDSTAND UNLESS NOTED OTHERWISE.
YARD SUBSIDIARIES ARE LIMITED IN HEIGHT TO THE PROJECTION OF THE UNDERSIDE OF THE UNIT ABOVE.
OR TO 3m ABOVE THE YARD SUBSIDIARY'S UNIT, WHICHEVER IS LOWER, UNLESS NOTED OTHERWISE.

YARD SUBSIDIARY S26(1) IS LIMITED IN HEIGHT TO 15m ABOVE & IN DEPTH TO 3m BELOW UNIT 261 FLOOR SLAB.

BALCONIES ARE LIMITED IN HEIGHT TO THE PROJECTION OF THE UNDERSIDE OF THE ABOVE BALCONY, OR IF NO BALCONY TO THE THE PROJECTION OF THE UNDERSIDE OF THE UNIT, OR TO 3m ABOVE- WHICHEVER IS LOWER.

WHERE CAR SPACE SUBSIDIARY BOUNDARIES ABUT STRUCTURES, THE LONG BOUNDARIES ARE PARALLEL TO EACH OTHER, UNLESS SHOWN OTHERWISE.
WHERE CAR SPACE SUBSIDIARY BOUNDARIES DO NOT ABUT STRUCTURES, CAR SPACE SUBSIDIARY BOUNDARIES ARE PARALLEL AND PERPENDICULAR TO EACH OTHER.
THE DIMENSIONED WIDTH AT THE FRONT OF CAR SPACE SUBSIDIARY BOUNDARY IS THE SAME AS AT THE REAR UNLESS NOTED OTHERWISE.
WHERE A CAR SPACE SUBSIDIARY ABUTS A STORAGE ROOM, THE SIDE BOUNDARY OF THE CAR SPACE MAY NOT LINE UP WITH THE SIDE OF THE STORAGE ROOM BUT IS DEFINED BY DIMENSIONS FROM WALLS OR COLUMNS, UNLESS NOTED OTHERWISE

COLUMNS ARE COMMON PROPERTY, ARE SHOWN FOR INFORMATION ONLY AND
ARE NOT USED TO DEFINE SUBSIDIARY BOUNDARIES, UNLESS NOTED OTHERWISE.

LAND TITLES
ACCESS CANBERRA
Chief Minister, Treasury and Economic Development Directorate

Sheet No. 15 of 72

FLOOR PLAN

Block
15

Section
3

Division
PARKES

FLOOR NUMBER
SUBSIDIARY INDEX / LEGEND

Form 3

Form 091 - FP

Graphic bar scale - SCALE 1: N/A

UNITS PLAN No.
15592

CONSTITUTION AVENUE

TERRITORY LAND

LAND TITLES
ACCESS CANBERRA
Chief Minister, Treasury and Economic Development Directorate

Sheet No. 16 of 72

FLOOR PLAN

Block
15

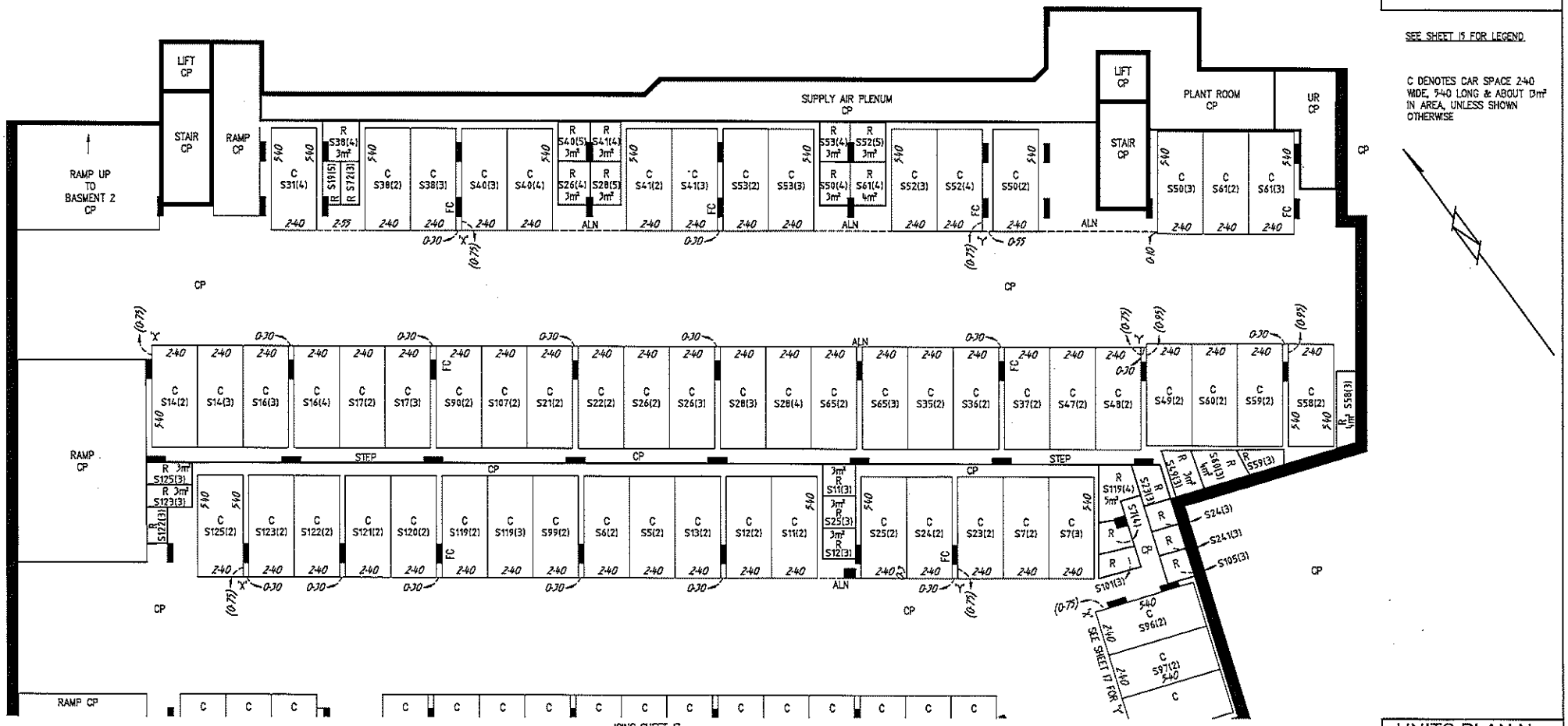
Section
3

Division
PARKES

FLOOR NUMBER
BASEMENT 3

SEE SHEET 15 FOR LEGEND

C DENOTES CAR SPACE 2·40 WIDE, 5·40 LONG & ABOUT 13m² IN AREA, UNLESS SHOWN OTHERWISE

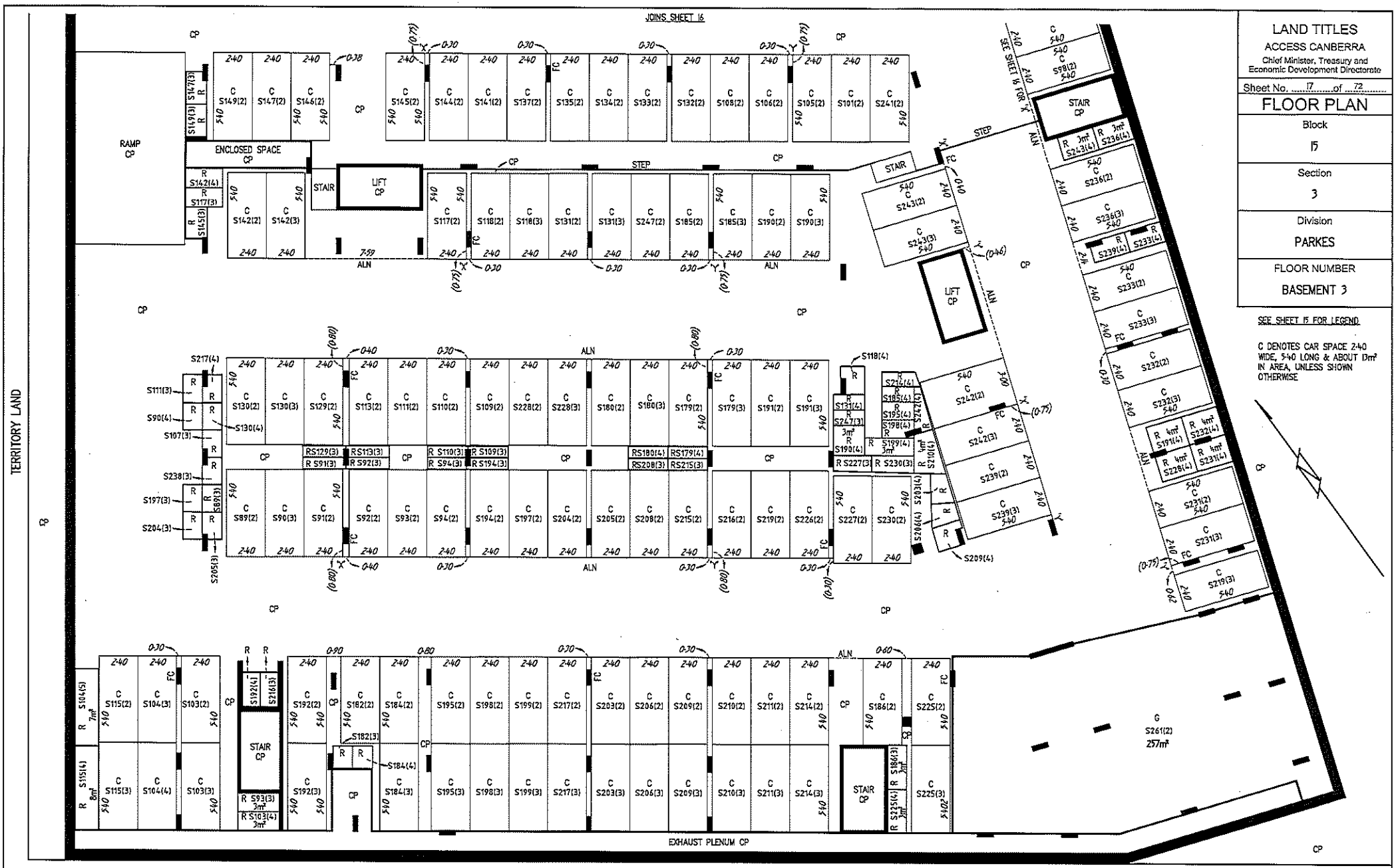


Form 3

Form 091 - FP

Graphic bar scale - SCALE 1: 150 0 1 2 3 4 5 10 15 METRES

UNITS PLAN No.
15592



LAND TITLES
ACCESS CANBERRA
Chief Minister, Treasury and Economic Development Directorate

Sheet No. 17 of 72

FLOOR PLAN

Block
15

Section
3

Division
PARKES

FLOOR NUMBER
BASEMENT 3

C DENOTES CAR SPACE 2.40 WIDE, 5.40 LONG & ABOUT 13m² IN AREA, UNLESS SHOWN OTHERWISE

Form 3

Form 091 - FP

Graphic bar scale - SCALE 1: 150 0 1 2 3 4 5 10 15 METRES

UNITS PLAN No.
15592



LAND TITLES
ACCESS CANBERRA
Chief Minister, Treasury and Economic Development Directorate

Sheet No. 18 of 72

FLOOR PLAN

Block
15

Section
3

Division
PARKES

FLOOR NUMBER
BASEMENT 2

SEE SHEET 15 FOR LEGEND

C DENOTES CAR SPACE 2·40 WIDE, 5·40 LONG & ABOUT 13m² IN AREA, UNLESS SHOWN OTHERWISE

Form 3

Form 091 - FP

Graphic bar scale - SCALE 1: 150 0 1 2 3 4 5 10 15 METRES

UNITS PLAN No.
15592



LAND TITLES
ACCESS CANBERRA
Chief Minister, Treasury and Economic Development Directorate

Sheet No. 19 of 72

FLOOR PLAN

Block
15

Section
3

Division
PARKES

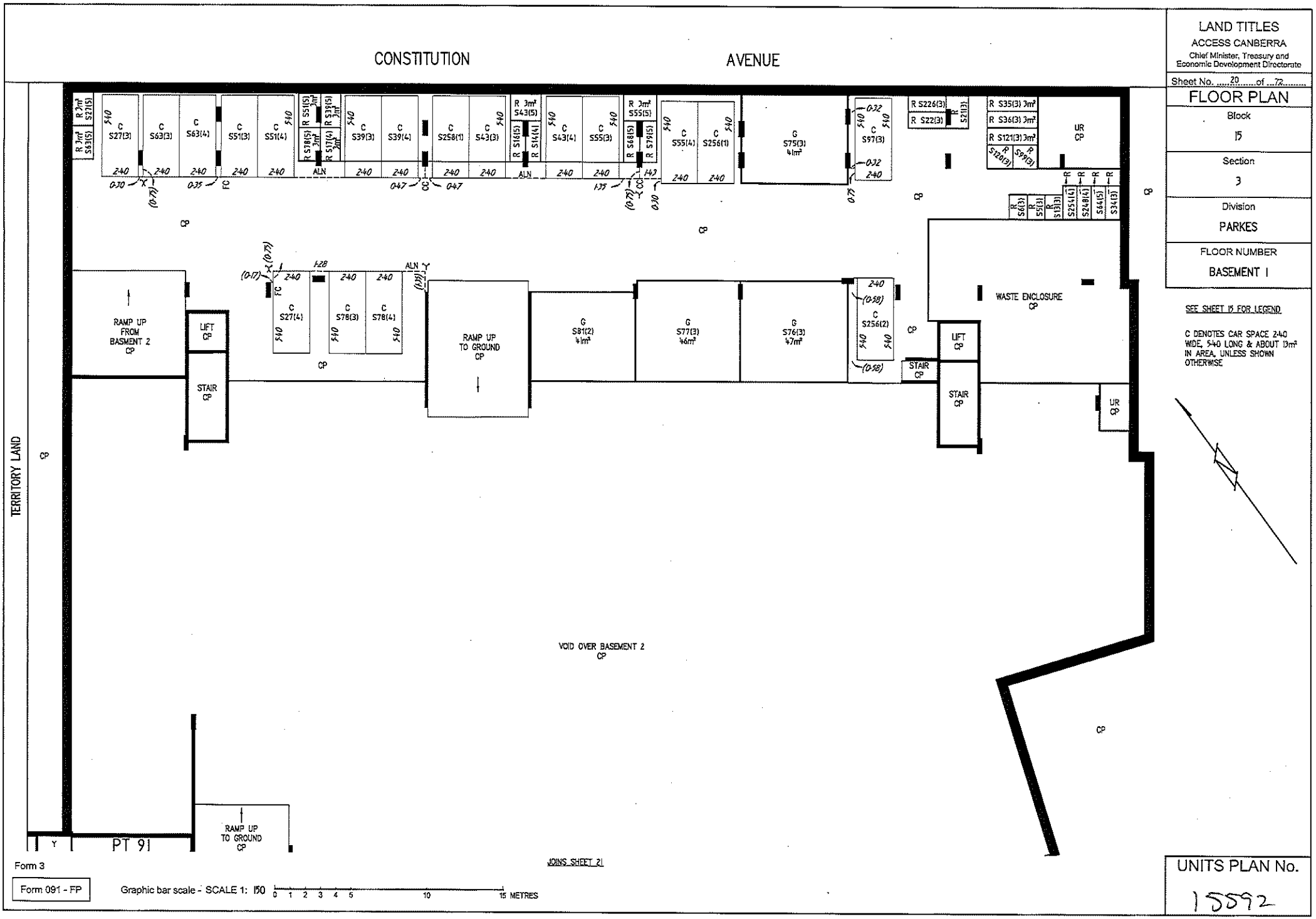
FLOOR NUMBER
BASEMENT 2

Form 3

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UNITS PLAN No.
15592



LAND TITLES
ACCESS CANBERRA
Chief Minister, Treasury and Economic Development Directorate

Sheet No. 20 of 72

FLOOR PLAN

Block: 15

Section: 3

Division: PARKES

FLOOR NUMBER: BASEMENT 1

SEE SHEET 15 FOR LEGEND

C DENOTES CAR SPACE 2.40 WIDE, 5.40 LONG & ABOUT 13m² IN AREA, UNLESS SHOWN OTHERWISE

Form 3

Form 091 - FP

Graphic bar scale - SCALE 1: 150 0 1 2 3 4 5 10 15 METRES

UNITS PLAN No.

15592



LAND TITLES
ACCESS CANBERRA
Chief Minister, Treasury and Economic Development Directorate

Sheet No. 21 of 72

FLOOR PLAN

Block
15

Section
3

Division
PARKES

FLOOR NUMBER
BASEMENT 1

SEE SHEET 15 FOR LEGEND

C DENOTES CAR SPACE 2·40 WIDE, 5·40 LONG & ABOUT 13m² IN AREA, UNLESS SHOWN OTHERWISE

Form 3

Form 091 - FP

Graphic bar scale - SCALE 1: 150 0 1 2 3 4 5 10 15 METRES

UNITS PLAN No.
15592

LAND TITLES
ACCESS CANBERRA
Chief Minister, Treasury and Economic Development Directorate

Sheet No. 22 of 72

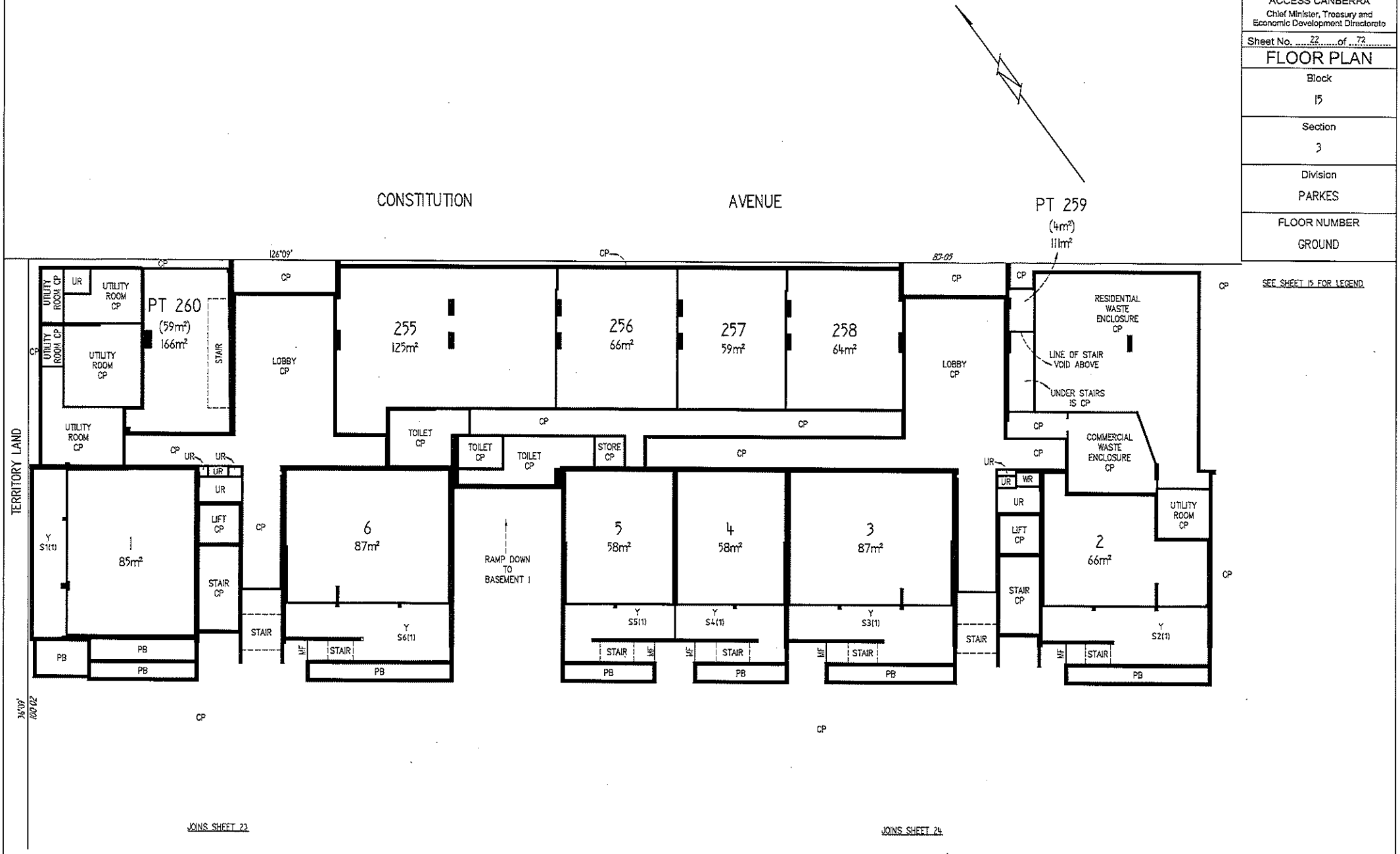
FLOOR PLAN

Block
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Section
3

Division
PARKES

FLOOR NUMBER
GROUND



SEE SHEET 15 FOR LEGEND

Form 3

Form 091 - FP

Graphic bar scale - SCALE 1: 150 0 1 2 3 4 5 10 15 METRES

UNITS PLAN No.
15592

LAND TITLES
ACCESS CANBERRA
Chief Minister, Treasury and Economic Development Directorate

Sheet No. 23 of 72

FLOOR PLAN

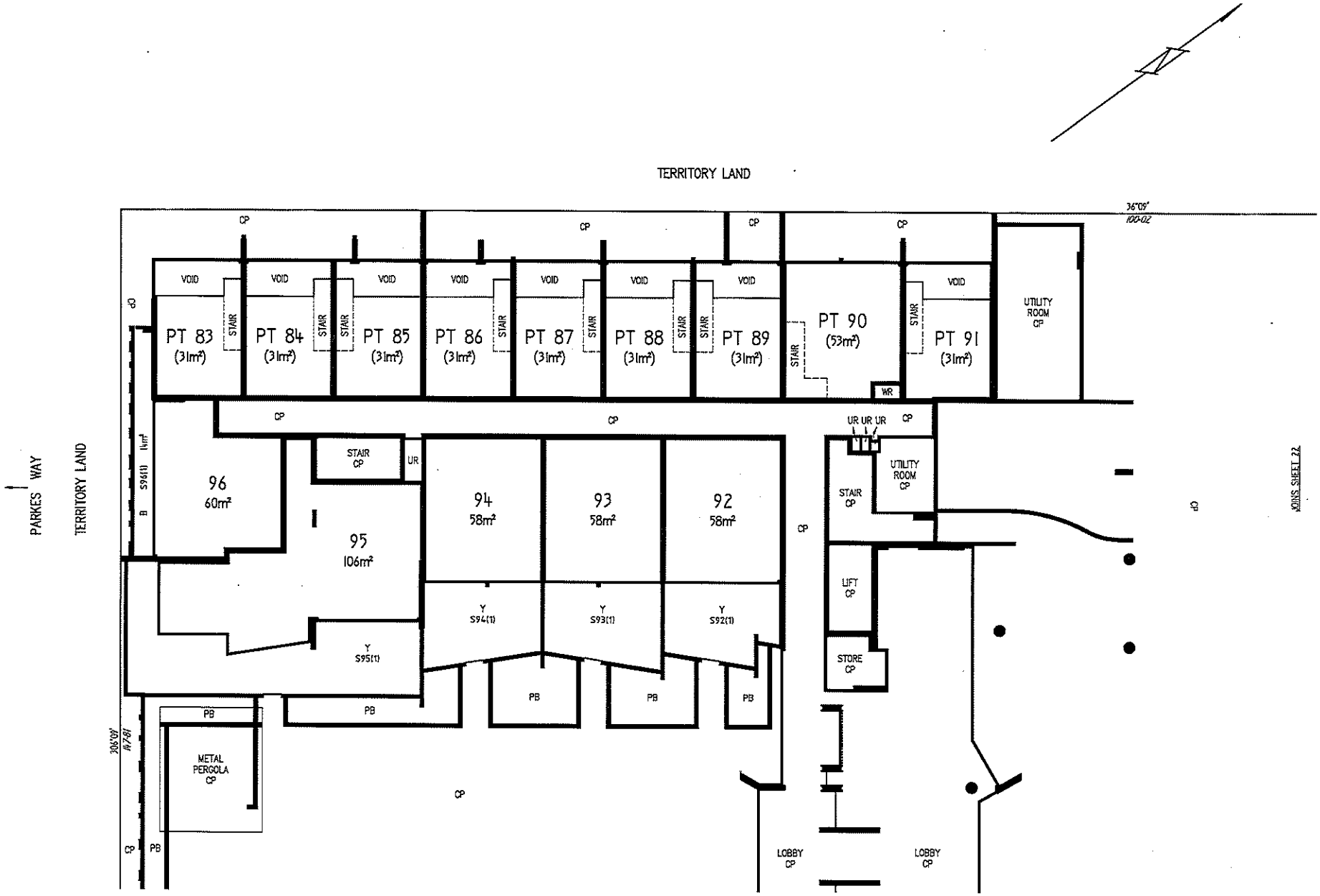
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Section
3

Division
PARKES

FLOOR NUMBER
GROUND

SEE SHEET 15 FOR LEGEND

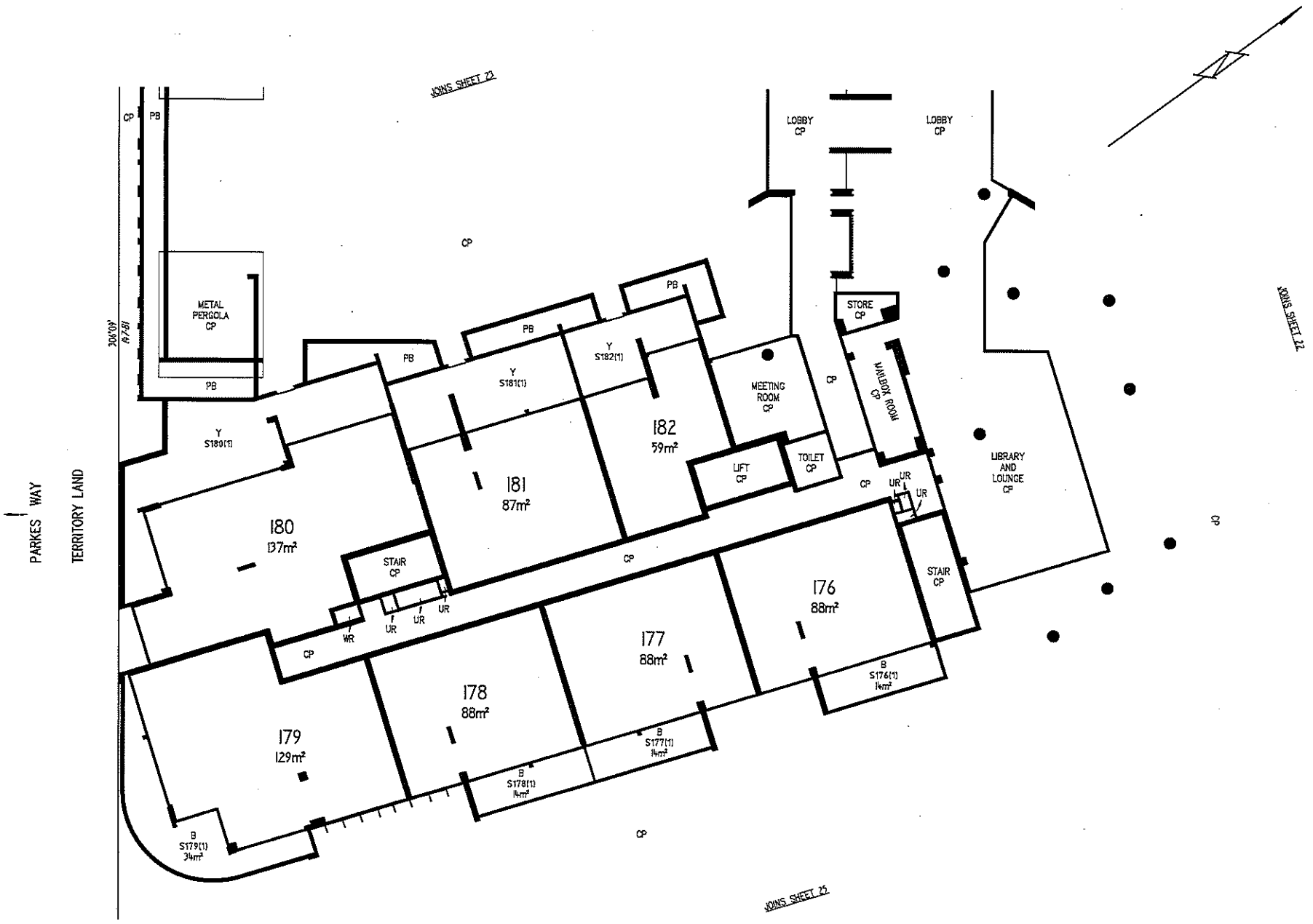


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UNITS PLAN No.
15592



LAND TITLES
ACCESS CANBERRA
Chief Minister, Treasury and Economic Development Directorate

Sheet No. 24 of 72

FLOOR PLAN

Block
15

Section
3

Division
PARKES

FLOOR NUMBER
GROUND

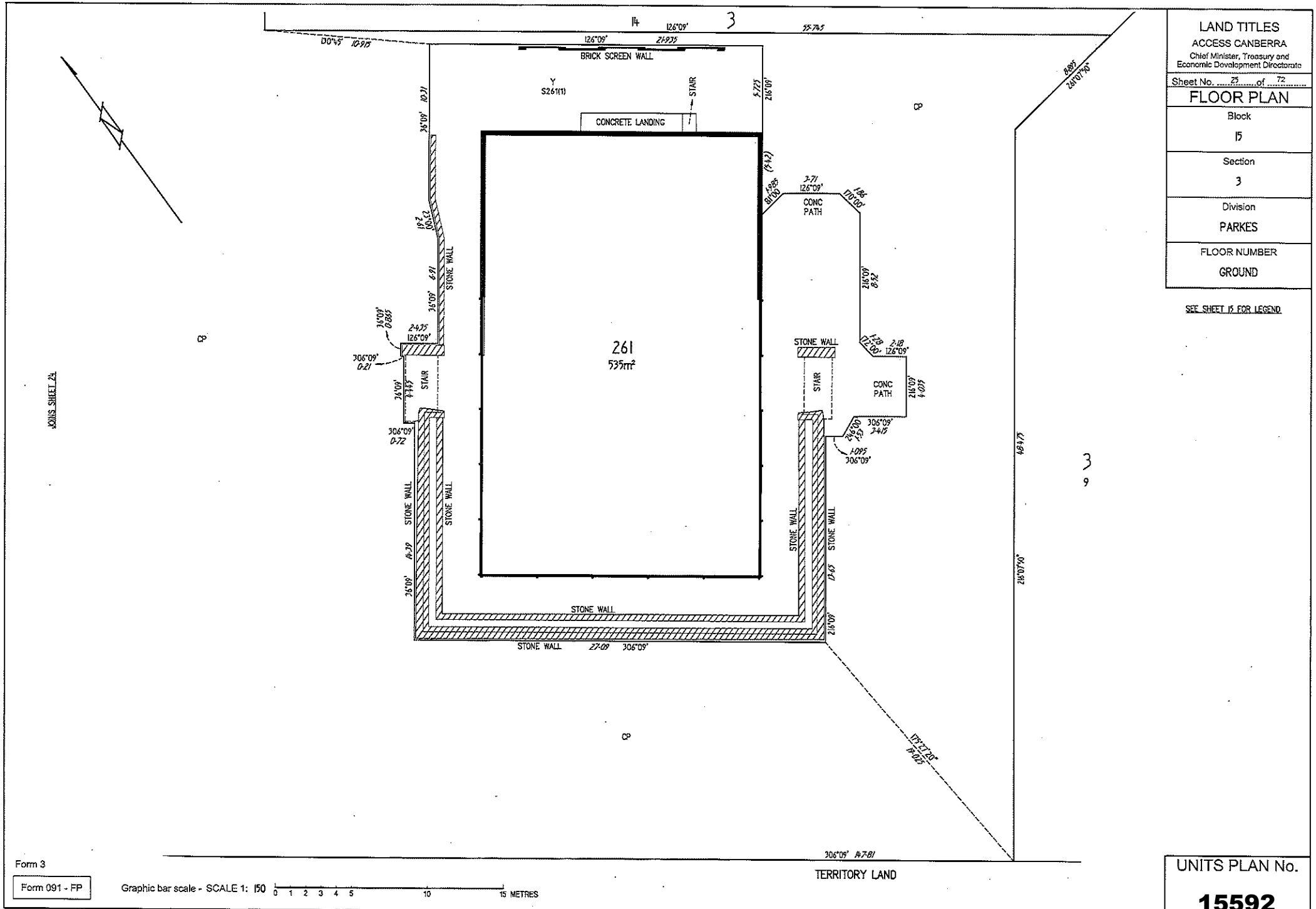
SEE SHEET 15 FOR LEGEND

Form 3

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UNITS PLAN No.
15592



LAND TITLES
ACCESS CANBERRA
Chief Minister, Treasury and Economic Development Directorate

Sheet No. 25 of 72

FLOOR PLAN

Block
15

Section
3

Division
PARKES

FLOOR NUMBER
GROUND

Form 3

Form 091 - FP

Graphic bar scale - SCALE 1: 150 0 1 2 3 4 5 10 15 METRES

UNITS PLAN No.
15592

LAND TITLES
ACCESS CANBERRA
Chief Minister, Treasury and Economic Development Directorate

Sheet No. 26 of 72

FLOOR PLAN

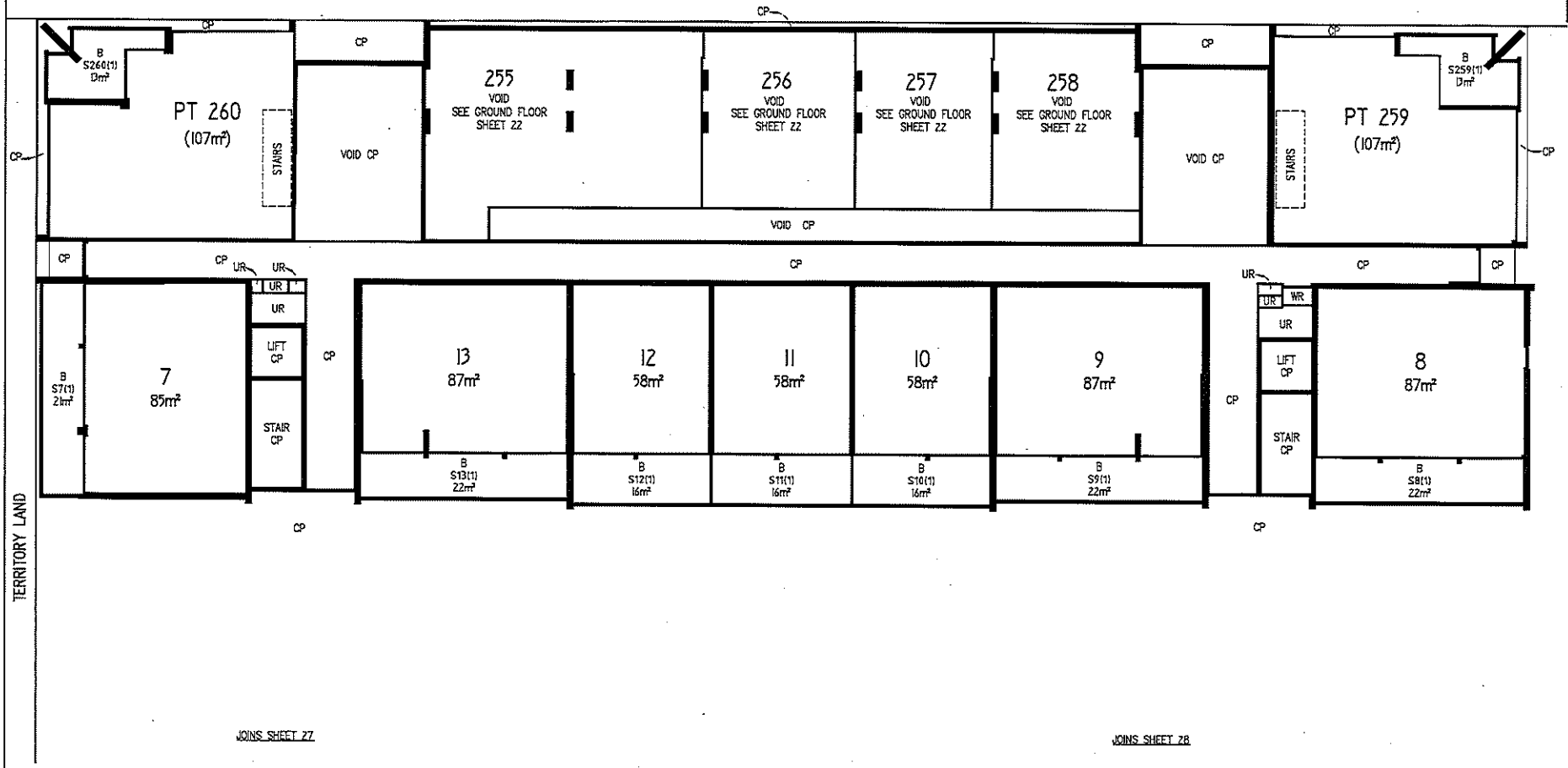
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Section
3

Division
PARKES

FLOOR NUMBER
LEVEL 1

SEE SHEET 15 FOR LEGEND



Form 3

Form 091 - FP

Graphic bar scale - SCALE 1: 150 0 1 2 3 4 5 10 15 METRES

UNITS PLAN No.

15592

LAND TITLES
ACCESS CANBERRA
Chief Minister, Treasury and Economic Development Directorate

Sheet No. 27 of 72

FLOOR PLAN

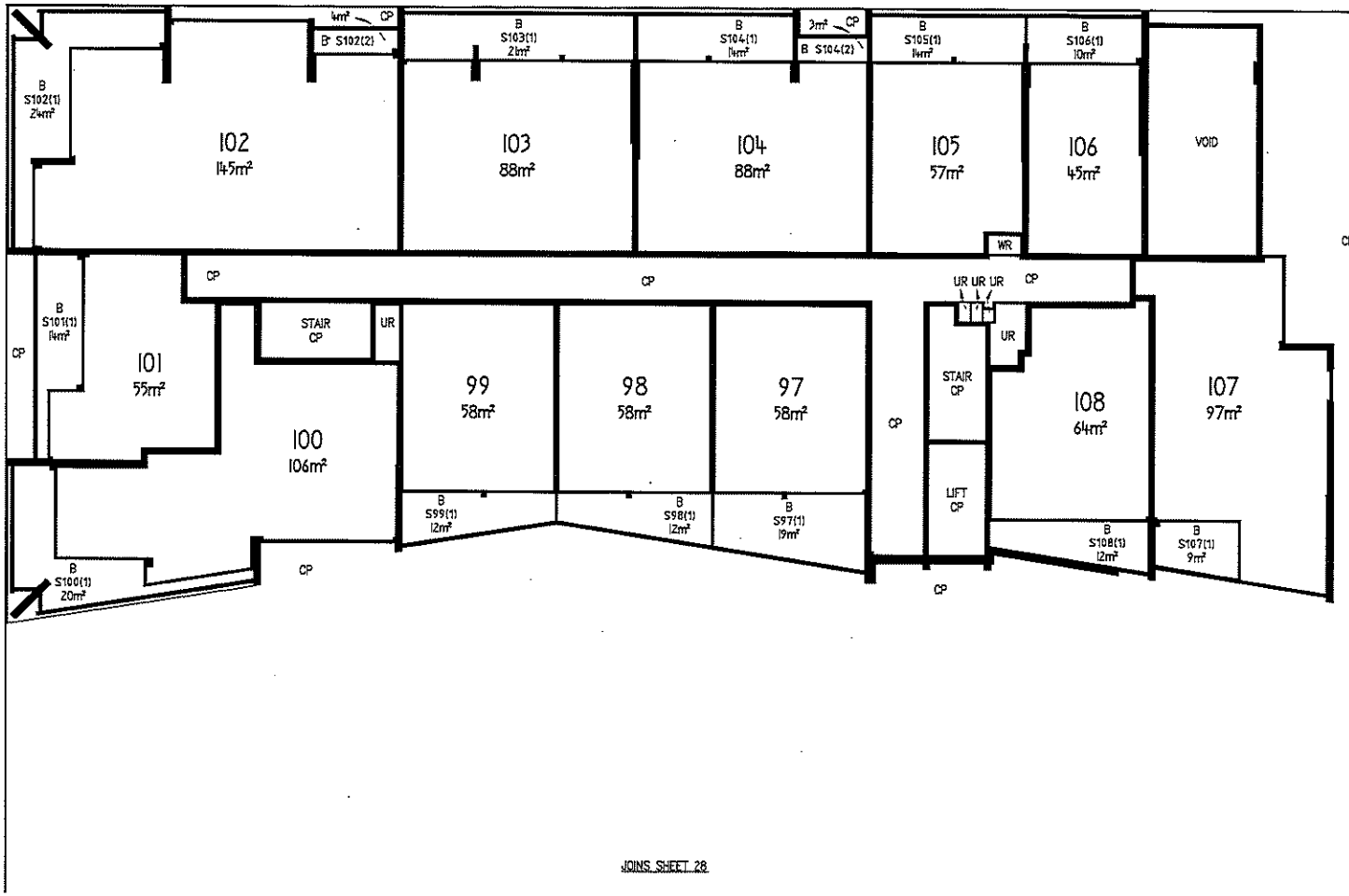
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Section
3

Division
PARKES

FLOOR NUMBER
LEVEL 1

SEE SHEET 15 FOR LEGEND



Form 3

Form 091 - FP

Graphic bar scale - SCALE 1: 150 0 1 2 3 4 5 10 15 METRES

UNITS PLAN No.

15592

LAND TITLES
ACCESS CANBERRA
Chief Minister, Treasury and Economic Development Directorate

Sheet No. 28 of 72

FLOOR PLAN

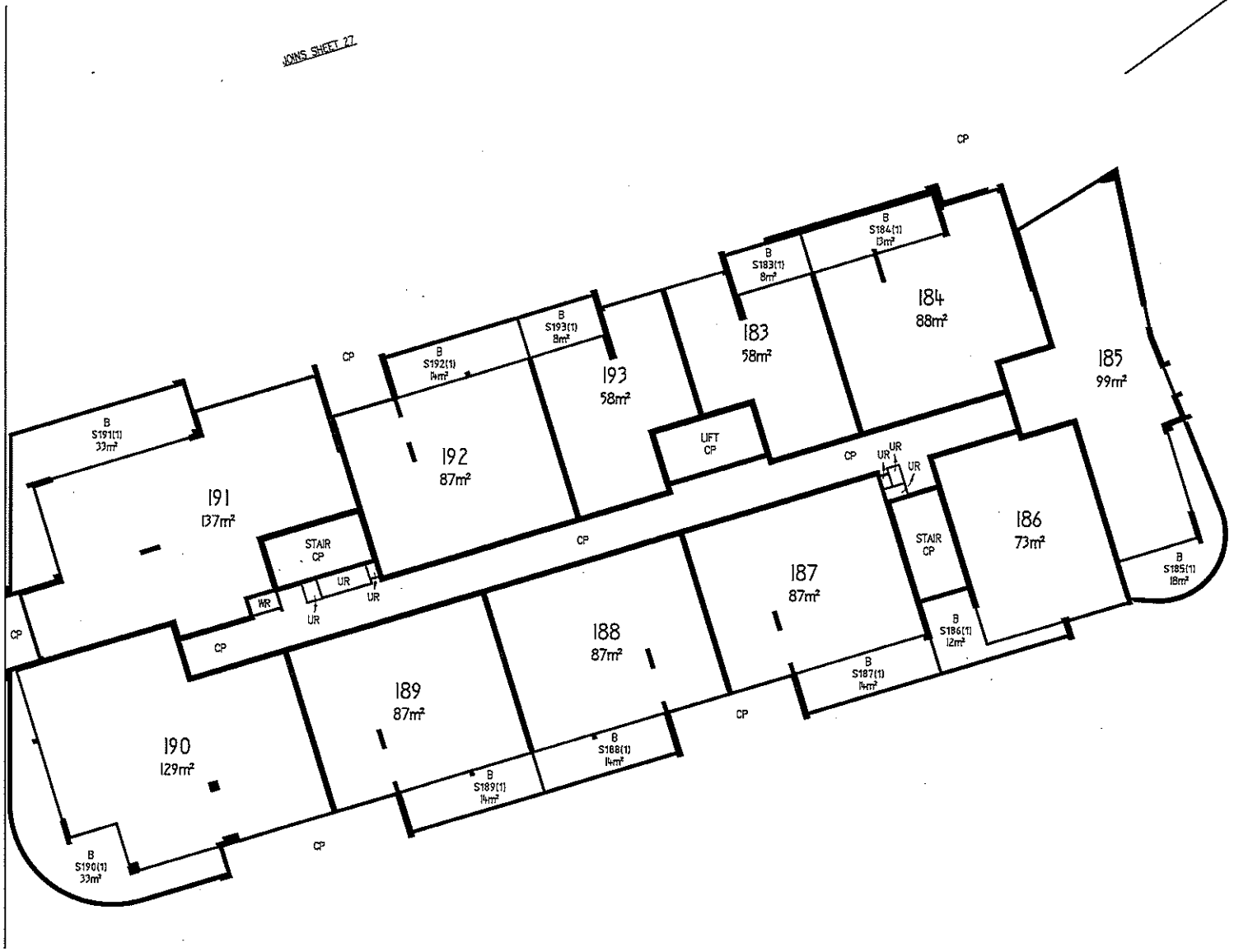
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Section
3

Division
PARKES

FLOOR NUMBER
LEVEL 1

SEE SHEET 15 FOR LEGEND



Form 3

Form 091 - FP

Graphic bar scale - SCALE 1: 150 0 1 2 3 4 5 10 15 METRES

UNITS PLAN No.

15592

LAND TITLES
ACCESS CANBERRA
Chief Minister, Treasury and Economic Development Directorate

Sheet No. 29 of 72

FLOOR PLAN

Block
15

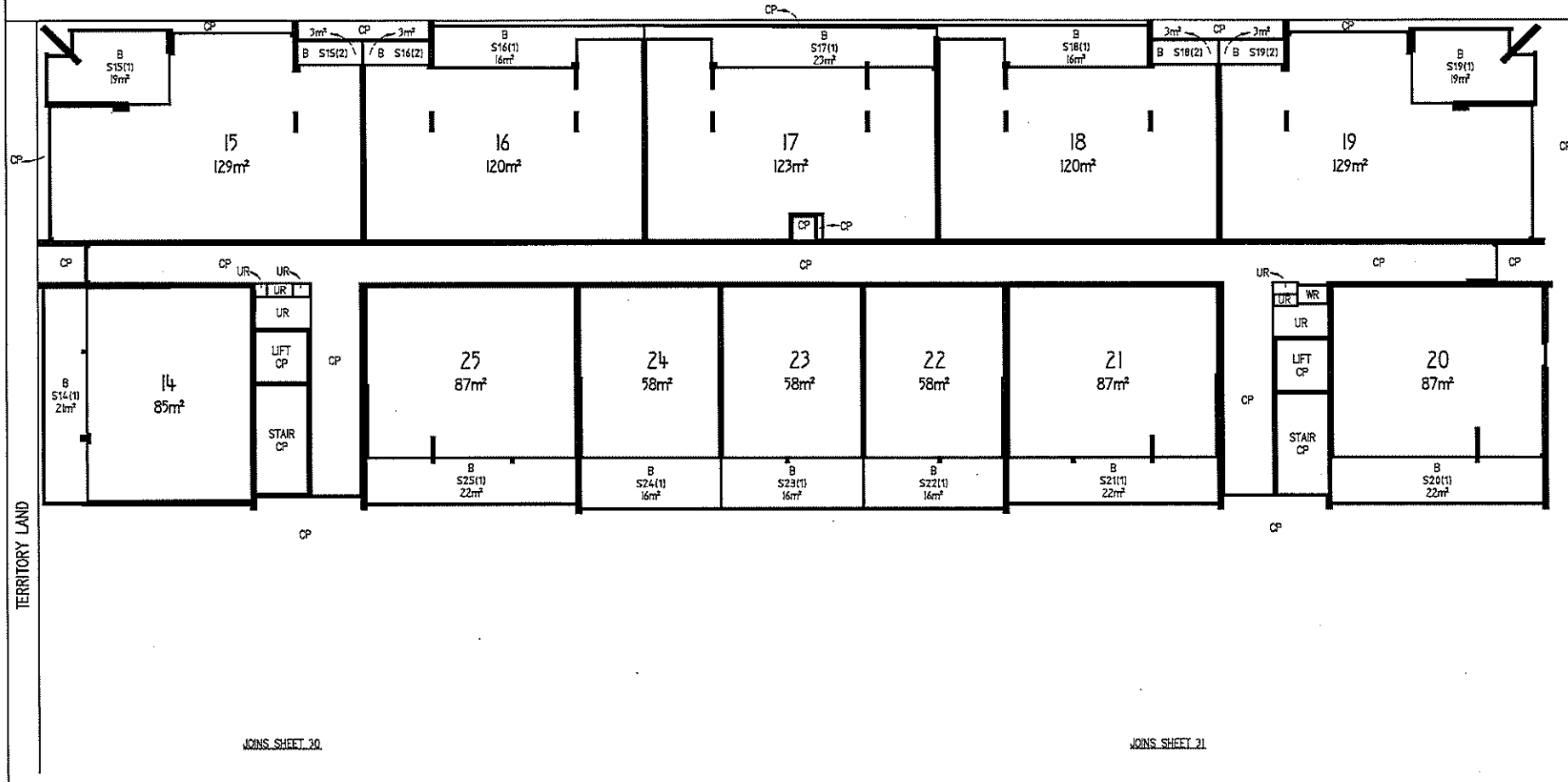
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Division
PARKES

FLOOR NUMBER
LEVEL 2

SEE SHEET 15 FOR LEGEND

CONSTITUTION AVENUE



TERRITORY LAND

JOINS SHEET 20

JOINS SHEET 21

Form 3

Form 091 - FP

Graphic bar scale - SCALE 1: 150 0 1 2 3 4 5 10 15 METRES

UNITS PLAN No.

15592

LAND TITLES
ACCESS CANBERRA
Chief Minister, Treasury and Economic Development Directorate

Sheet No. 30 of 72

FLOOR PLAN

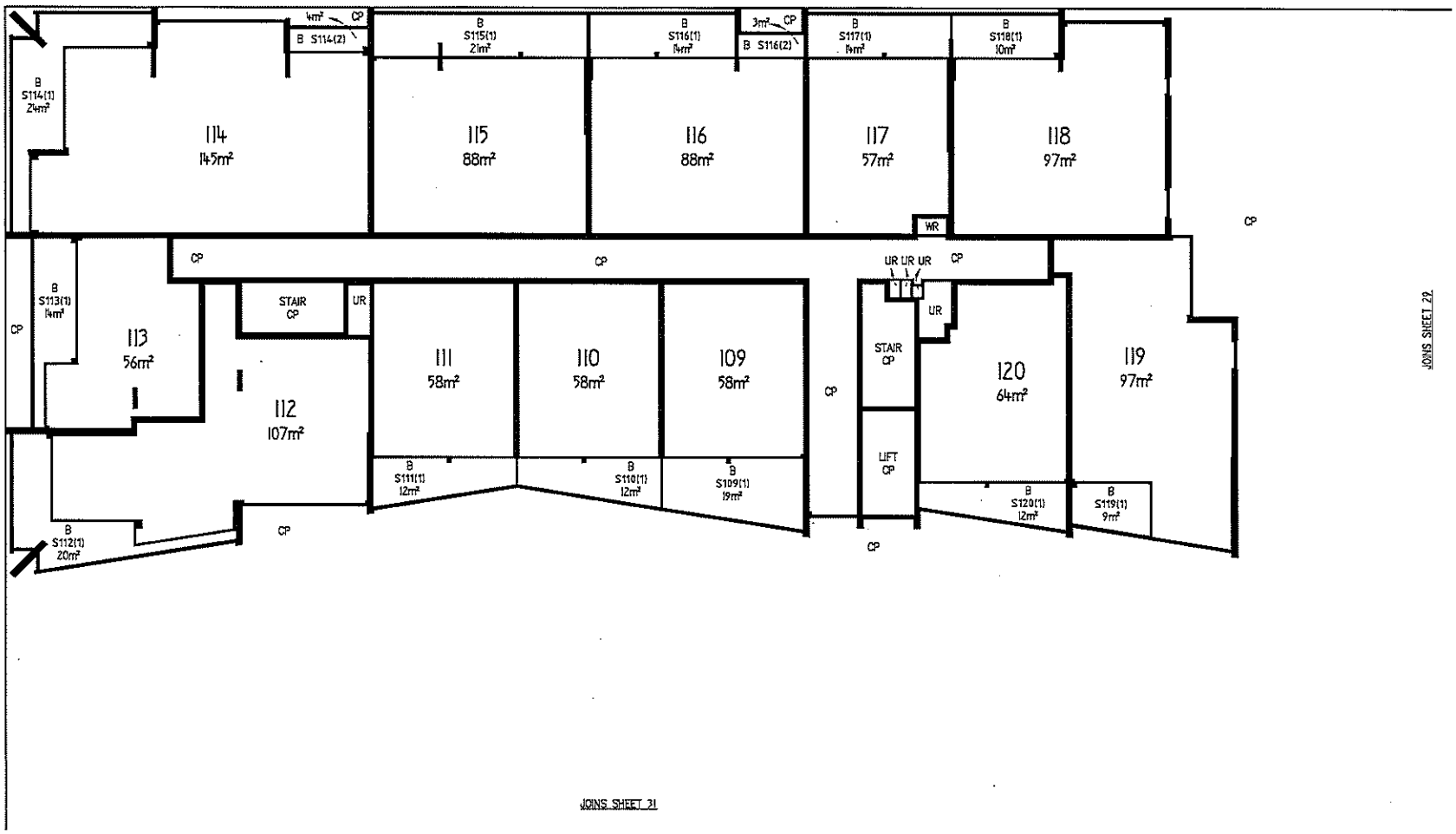
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Section
3

Division
PARKES

FLOOR NUMBER
LEVEL 2

SEE SHEET 15 FOR LEGEND



Form 3

Form 091 - FP

Graphic bar scale - SCALE 1: 150 0 1 2 3 4 5 10 15 METRES

UNITS PLAN No.

15592

LAND TITLES
ACCESS CANBERRA
Chief Minister, Treasury and Economic Development Directorate

Sheet No. 21 of 72

FLOOR PLAN

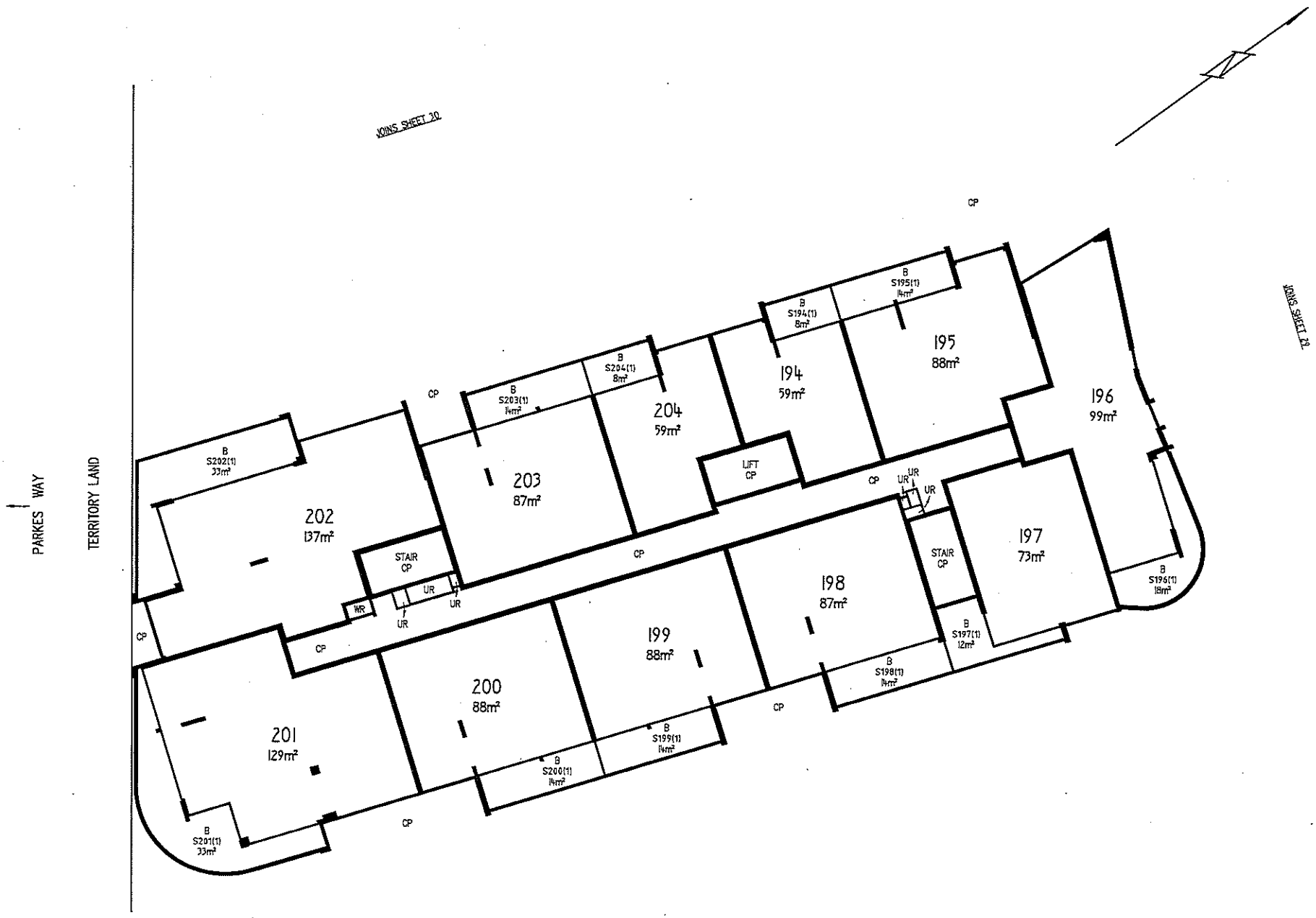
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Section
3

Division
PARKES

FLOOR NUMBER
LEVEL 2

SEE SHEET 16 FOR LEGEND



Form 3

Form 091 - FP

Graphic bar scale - SCALE 1: 150 0 1 2 3 4 5 10 15 METRES

UNITS PLAN No.

15592

LAND TITLES
ACCESS CANBERRA
Chief Minister, Treasury and Economic Development Directorate

Sheet No. 32 of 72

FLOOR PLAN

Block
15

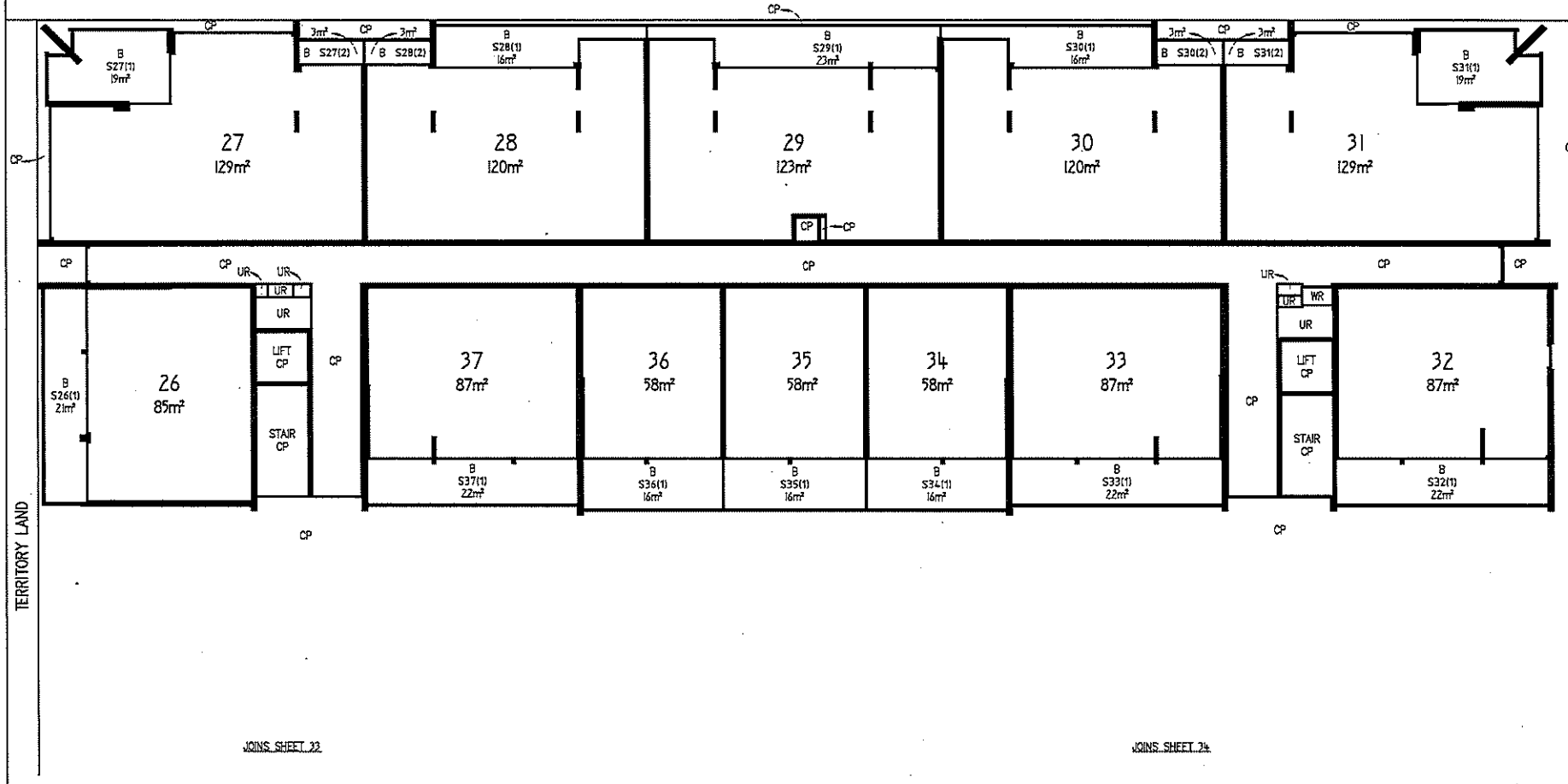
Section
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Division
PARKES

FLOOR NUMBER
LEVEL 3

SEE SHEET 15 FOR LEGEND

CONSTITUTION AVENUE



JOINS SHEET 33

JOINS SHEET 34

Form 3

Form 091 - FP

Graphic bar scale - SCALE 1: 150 0 1 2 3 4 5 10 15 METRES

UNITS PLAN No.

15592

LAND TITLES
ACCESS CANBERRA
Chief Minister, Treasury and Economic Development Directorate

Sheet No. 33 of 72

FLOOR PLAN

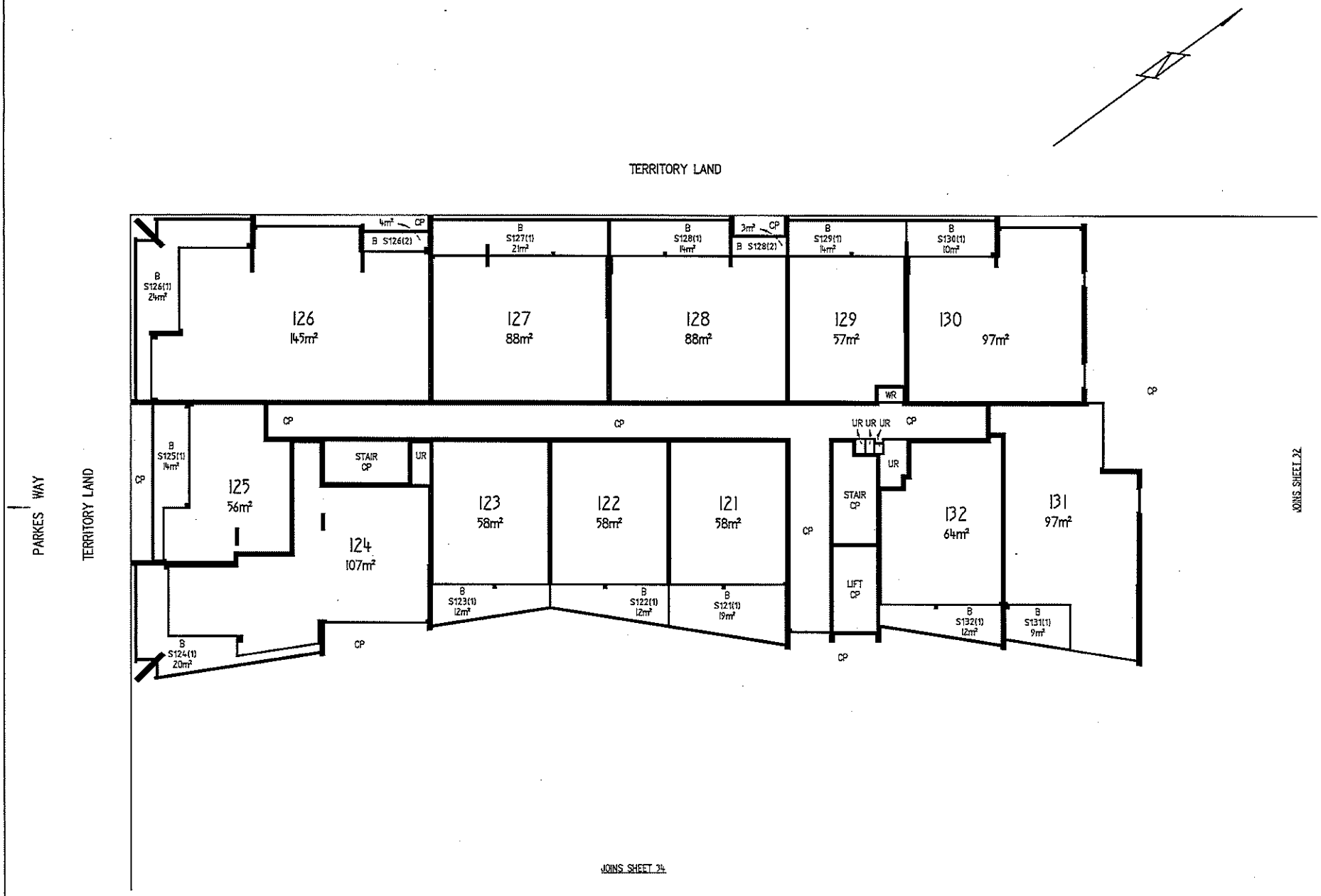
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Section
3

Division
PARKES

FLOOR NUMBER
LEVEL 3

SEE SHEET 15 FOR LEGEND



Form 3

Form 091 - FP

Graphic bar scale - SCALE 1: 150 0 1 2 3 4 5 10 15 METRES

UNITS PLAN No.

15592

LAND TITLES
ACCESS CANBERRA
Chief Minister, Treasury and Economic Development Directorate

Sheet No. 34 of 72

FLOOR PLAN

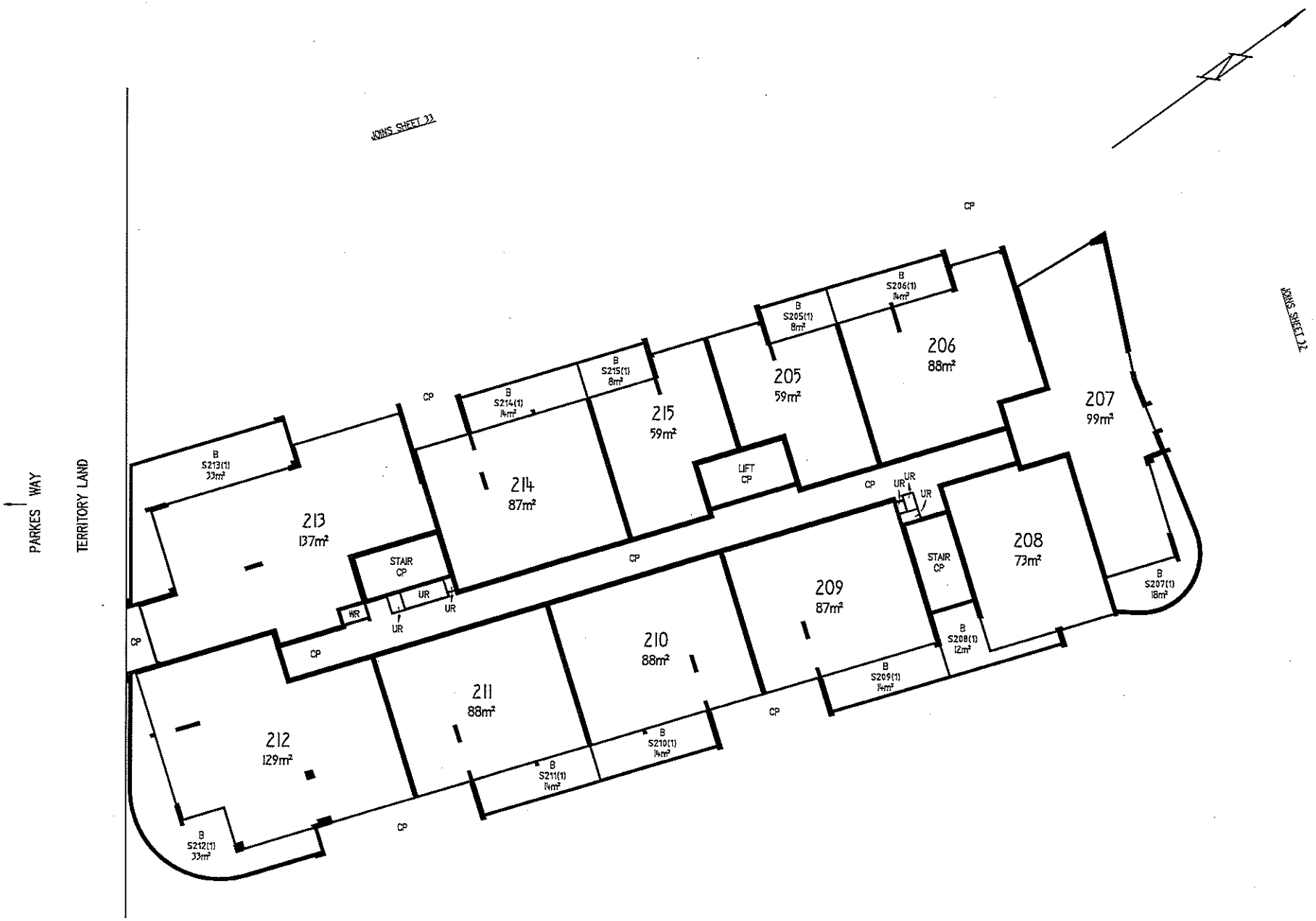
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Section
3

Division
PARKES

FLOOR NUMBER
LEVEL 3

SEE SHEET 15 FOR LEGEND



Form 3

Form 091 - FP

Graphic bar scale - SCALE 1: 150 0 1 2 3 4 5 10 15 METRES

UNITS PLAN No.

15592

LAND TITLES
ACCESS CANBERRA
Chief Minister, Treasury and Economic Development Directorate

Sheet No. 35 of 72

FLOOR PLAN

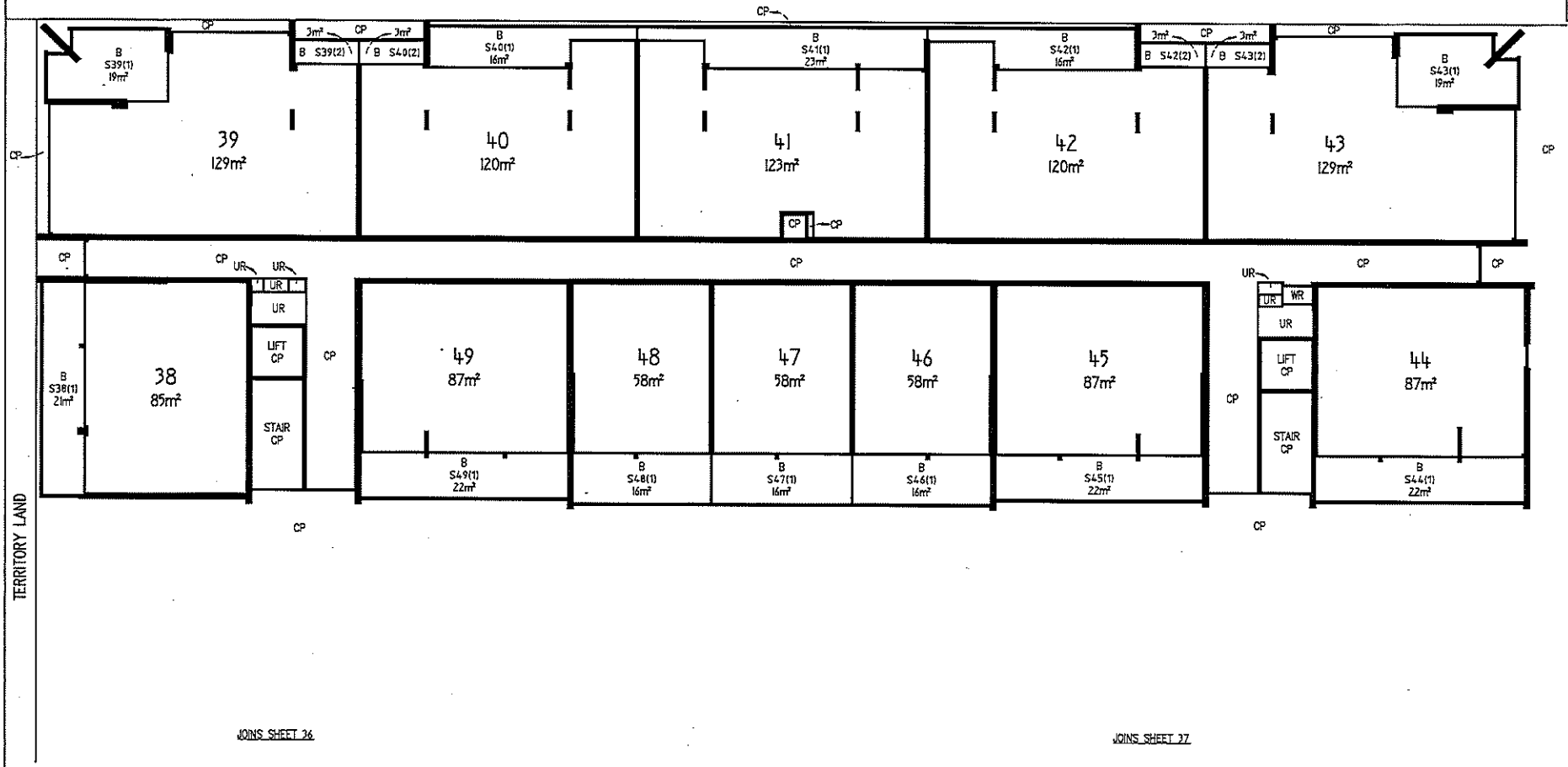
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Section
3

Division
PARKES

FLOOR NUMBER
LEVEL 4

CONSTITUTION AVENUE



SEE SHEET 15 FOR LEGEND

JOINS SHEET 36

JOINS SHEET 37

Form 3

Form 091 - FP

Graphic bar scale - SCALE 1: 150 0 1 2 3 4 5 10 15 METRES

UNITS PLAN No.

15592

LAND TITLES
ACCESS CANBERRA
Chief Minister, Treasury and Economic Development Directorate

Sheet No. 36 of 72

FLOOR PLAN

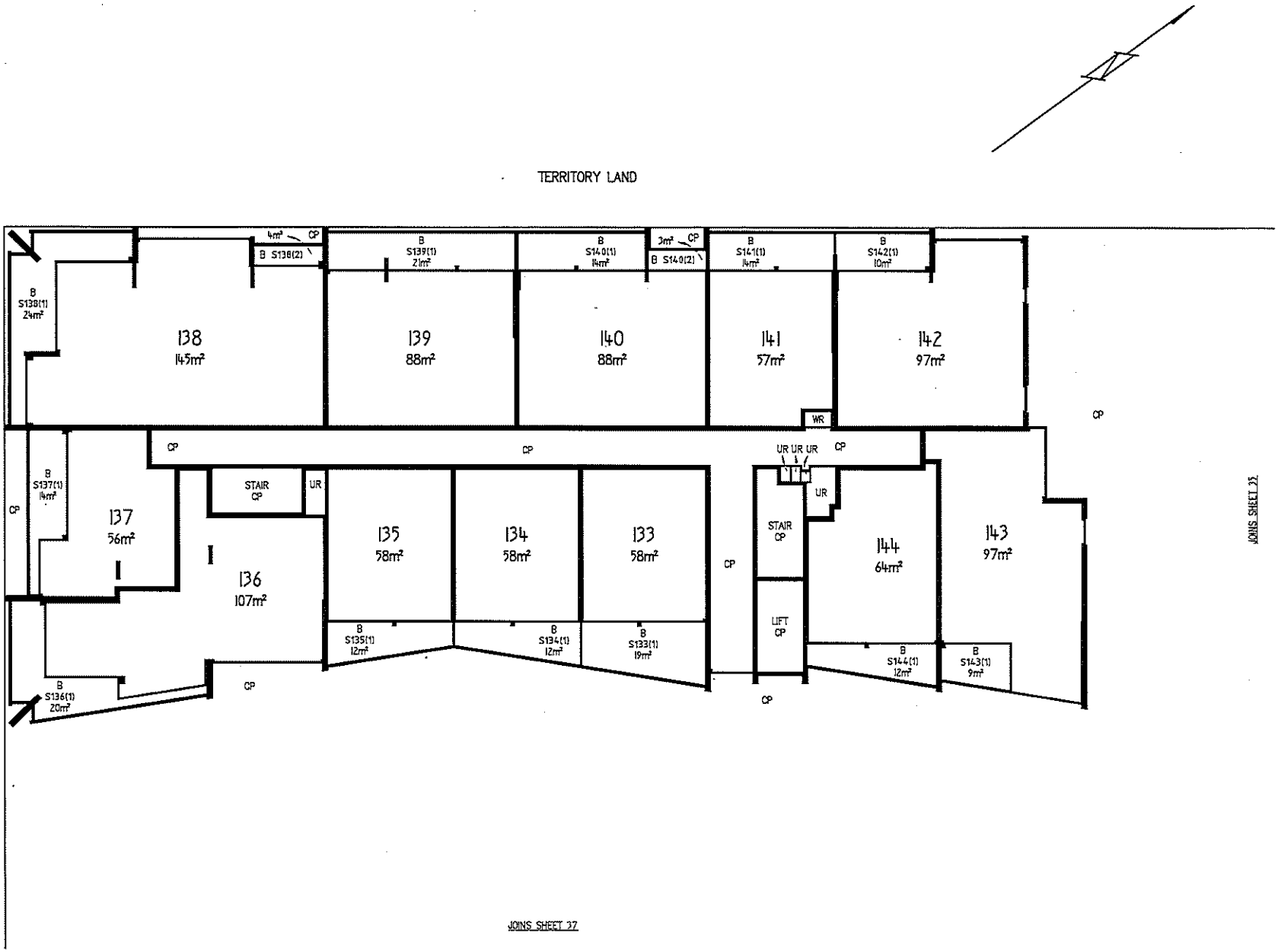
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Section
3

Division
PARKES

FLOOR NUMBER
LEVEL 4

SEE SHEET 15 FOR LEGEND



Form 3

Form 091 - FP

Graphic bar scale - SCALE 1: 150 0 1 2 3 4 5 10 15 METRES

UNITS PLAN No.

15592

LAND TITLES
ACCESS CANBERRA
Chief Minister, Treasury and Economic Development Directorate

Sheet No. 37 of 72

FLOOR PLAN

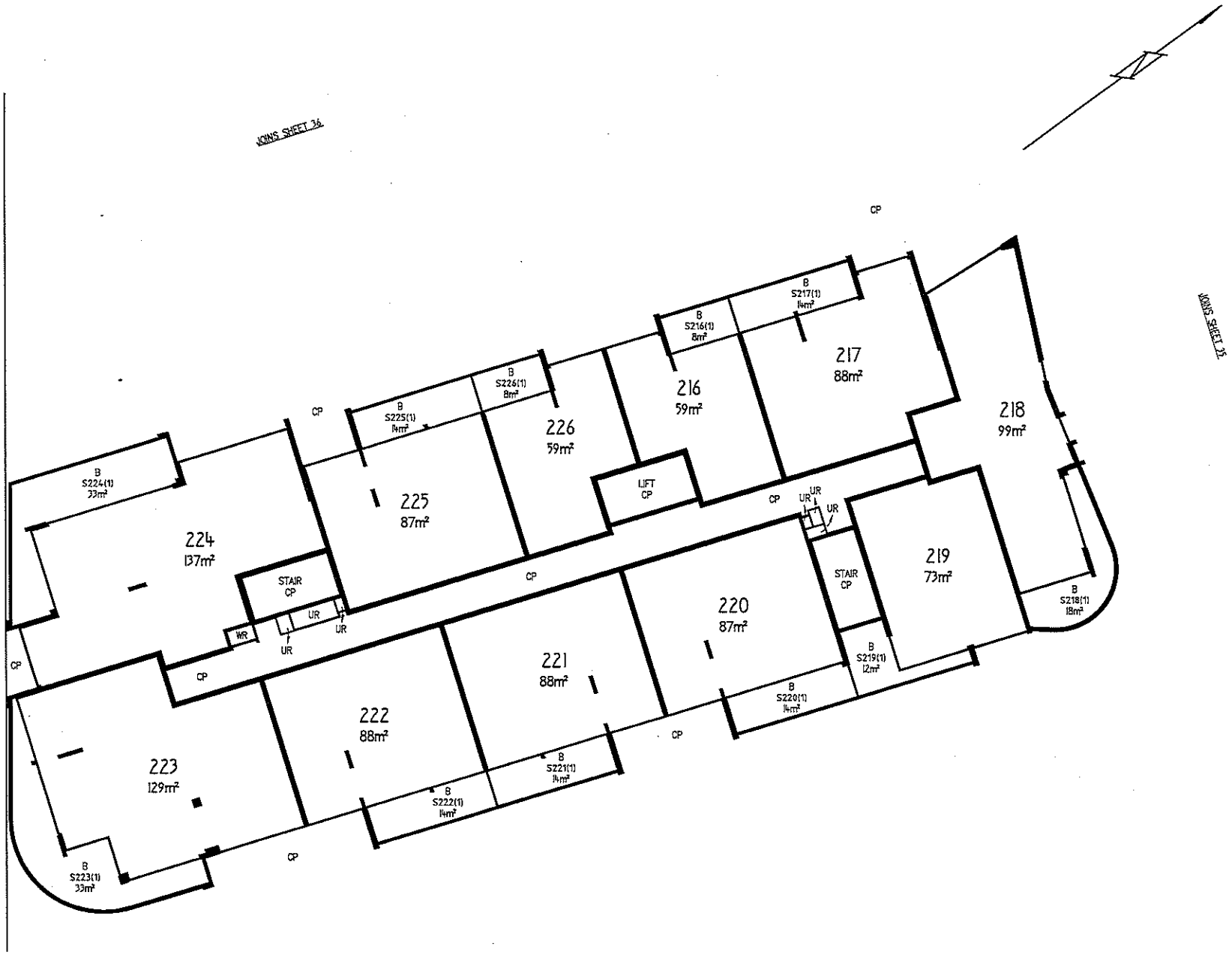
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Section
3

Division
PARKES

FLOOR NUMBER
LEVEL 4

SEE SHEET 15 FOR LEGEND



Form 3

Form 091 - FP

Graphic bar scale - SCALE 1: 150 0 1 2 3 4 5 10 15 METRES

UNITS PLAN No.

15592

LAND TITLES
ACCESS CANBERRA
Chief Minister, Treasury and Economic Development Directorate

Sheet No. 38 of 72

FLOOR PLAN

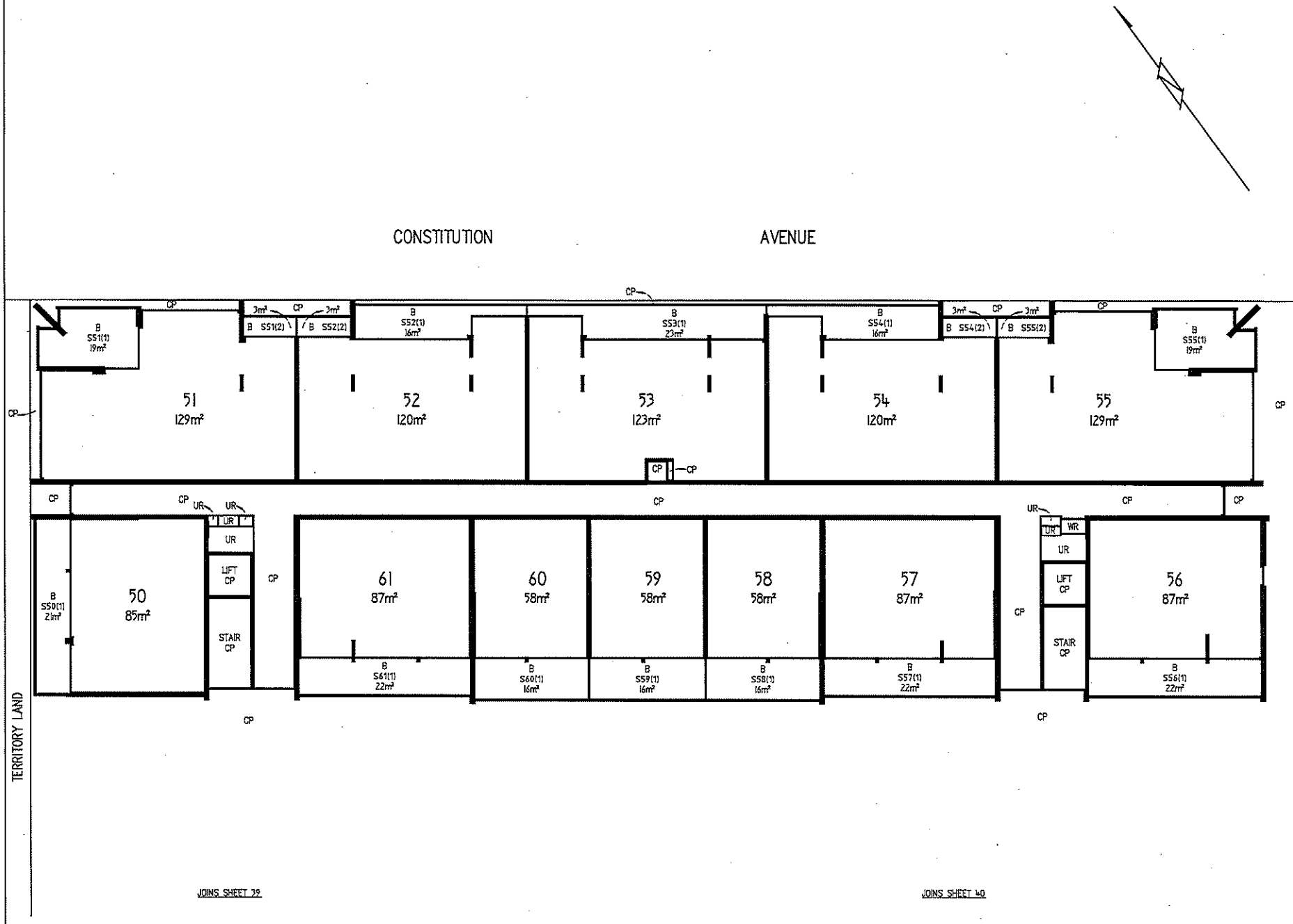
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Section
3

Division
PARKES

FLOOR NUMBER
LEVEL 5

SEE SHEET 15 FOR LEGEND



Form 3

Form 091 - FP

Graphic bar scale - SCALE 1: 150 0 1 2 3 4 5 10 15 METRES

UNITS PLAN No.

15592

LAND TITLES
ACCESS CANBERRA
Chief Minister, Treasury and Economic Development Directorate

Sheet No. 39 of 72

FLOOR PLAN

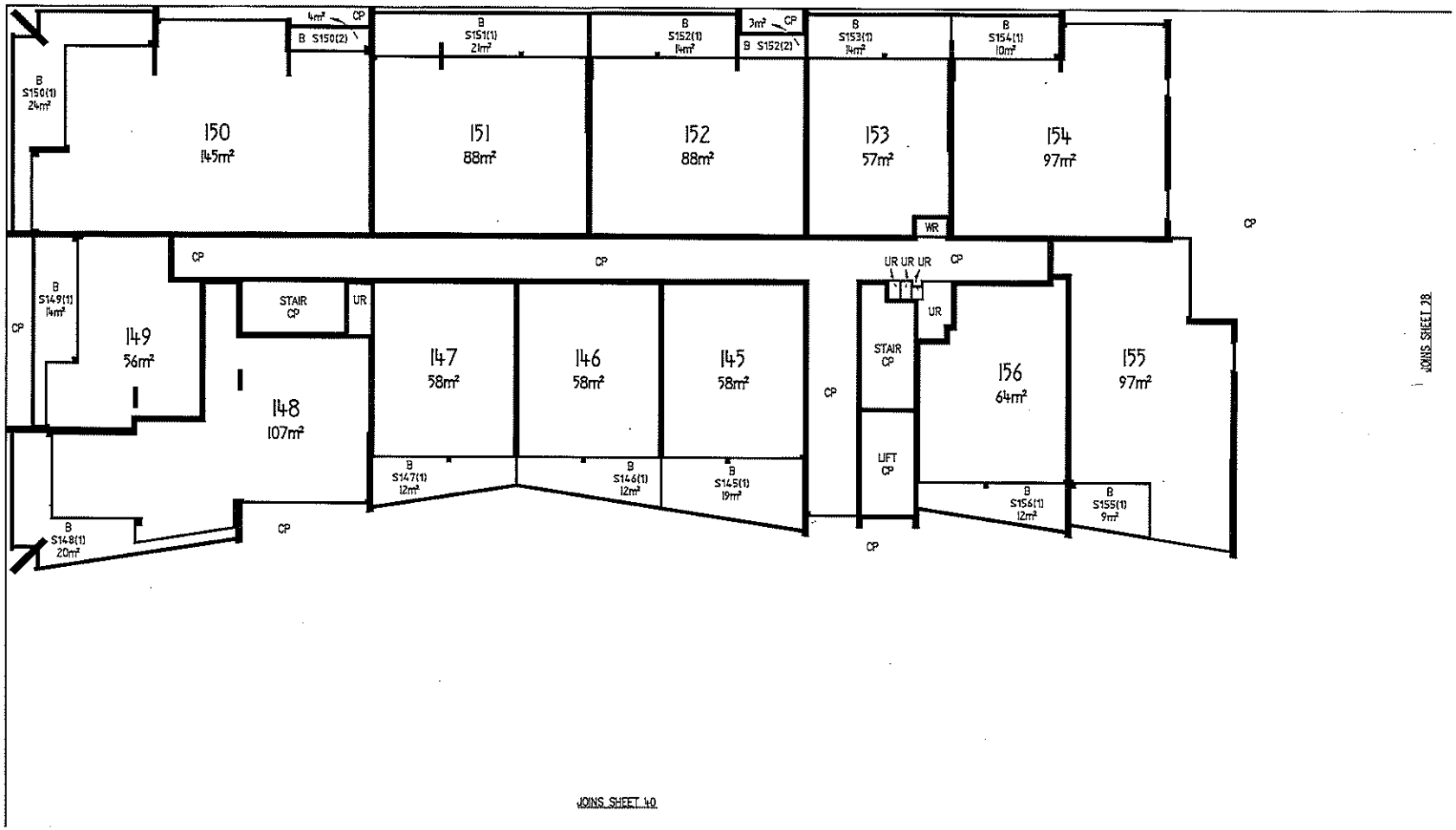
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Section
3

Division
PARKES

FLOOR NUMBER
LEVEL 5

SEE SHEET 15 FOR LEGEND



Form 3

Form 091 - FP

Graphic bar scale - SCALE 1: 150 0 1 2 3 4 5 10 15 METRES

UNITS PLAN No.

15592

LAND TITLES
ACCESS CANBERRA
Chief Minister, Treasury and Economic Development Directorate

Sheet No. 40 of 72

FLOOR PLAN

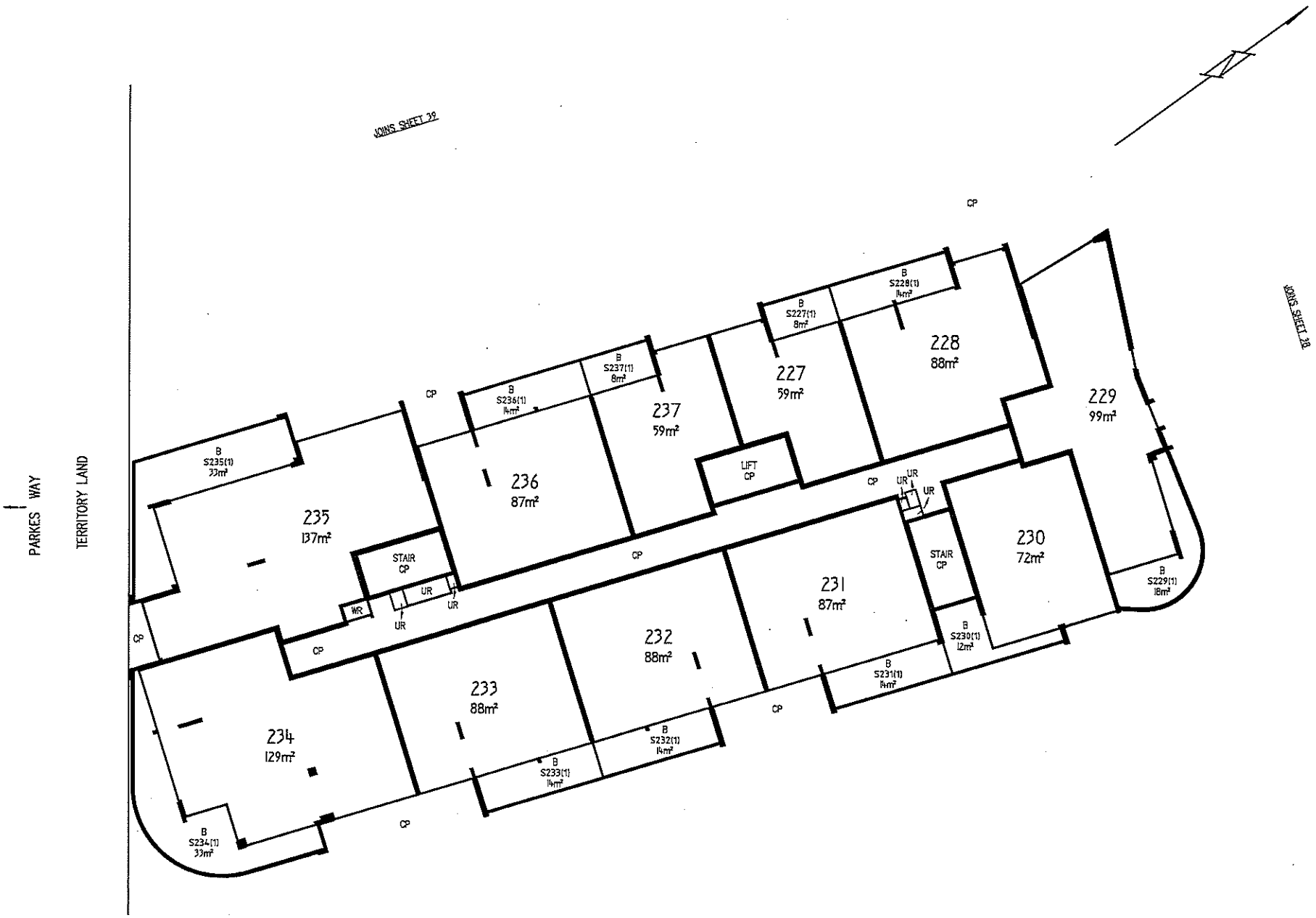
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Section
3

Division
PARKES

FLOOR NUMBER
LEVEL 5

SEE SHEET 15 FOR LEGEND



Form 3

Form 091 - FP

Graphic bar scale - SCALE 1: 150 0 1 2 3 4 5 10 15 METRES

UNITS PLAN No.

15592

LAND TITLES
ACCESS CANBERRA
Chief Minister, Treasury and Economic Development Directorate

Sheet No. 41 of 72

FLOOR PLAN

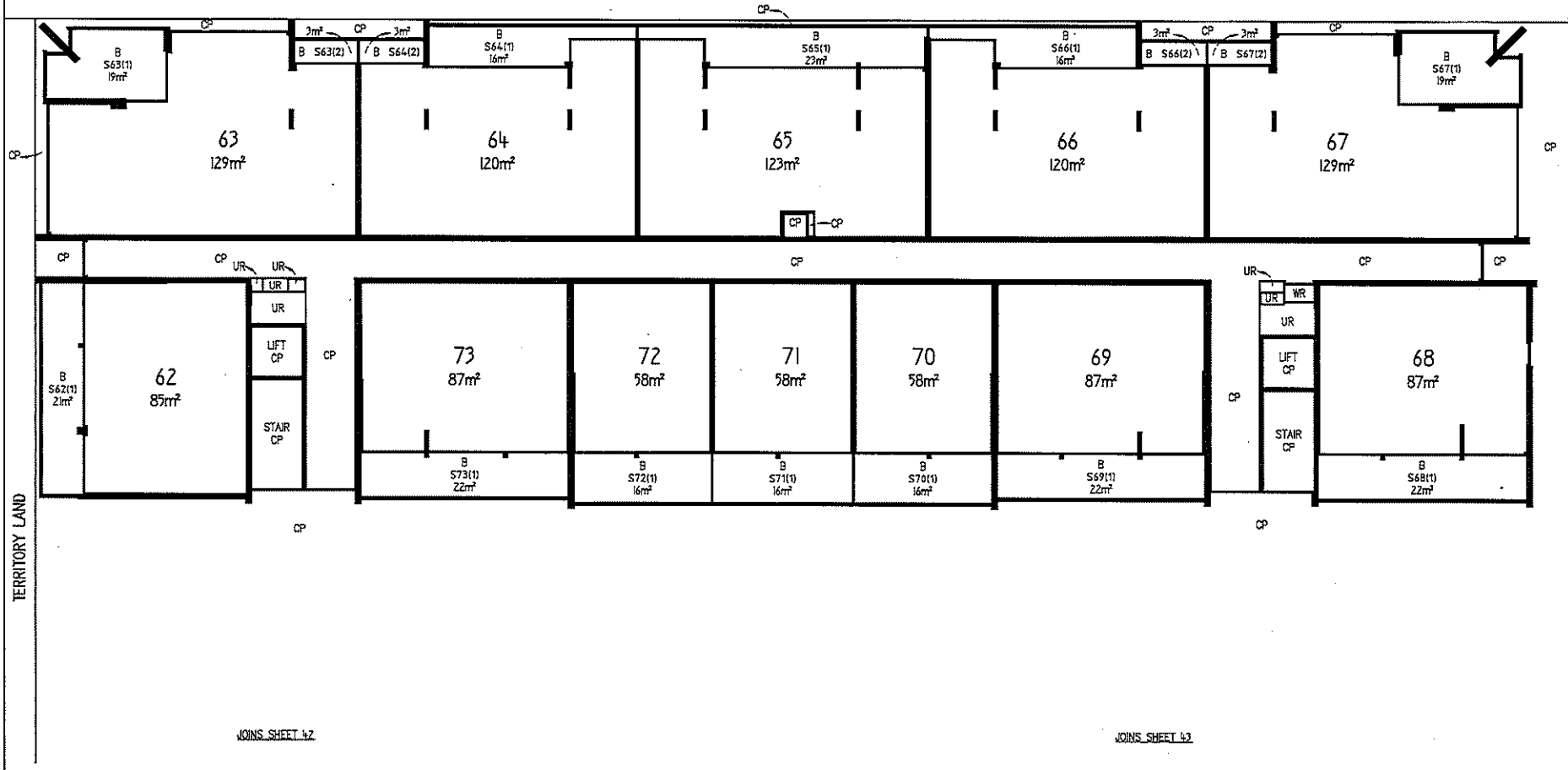
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Section
3

Division
PARKES

FLOOR NUMBER
LEVEL 6

CONSTITUTION AVENUE



SEE SHEET 15 FOR LEGEND

JOINS SHEET 42

JOINS SHEET 43

Form 3

Form 091 - FP

Graphic bar scale - SCALE 1: 150 0 1 2 3 4 5 10 15 METRES

UNITS PLAN No.

15592

LAND TITLES
ACCESS CANBERRA
Chief Minister, Treasury and Economic Development Directorate

Sheet No. 42 of 72

FLOOR PLAN

Block
15

Section
3

Division
PARKES

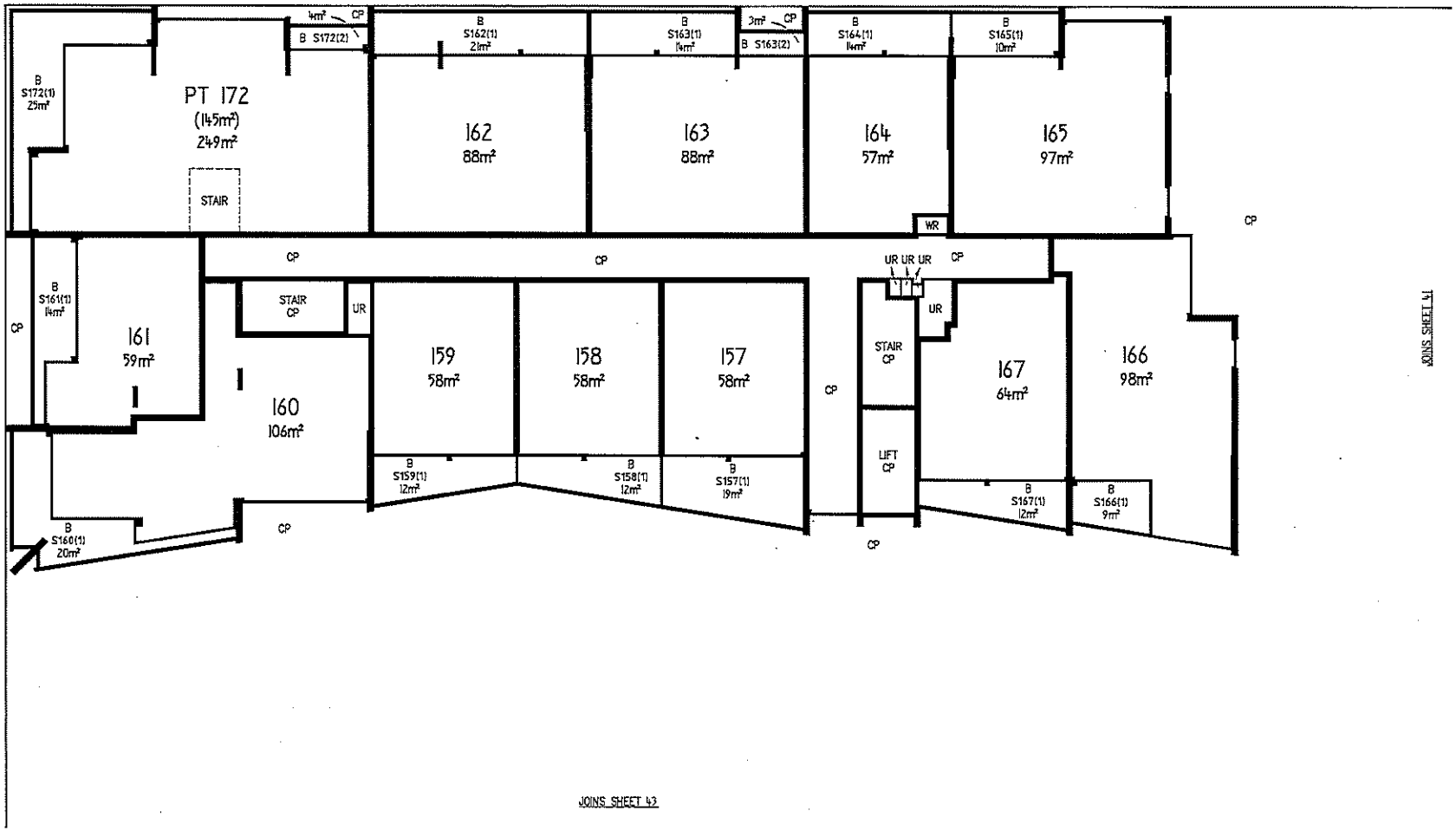
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LEVEL 6

SEE SHEET 15 FOR LEGEND

TERRITORY LAND

PARKES WAY

TERRITORY LAND



Form 3

Form 091 - FP

Graphic bar scale - SCALE 1: 150 0 1 2 3 4 5 10 15 METRES

UNITS PLAN No.

15592

LAND TITLES
ACCESS CANBERRA
Chief Minister, Treasury and Economic Development Directorate

Sheet No. 43 of 72

FLOOR PLAN

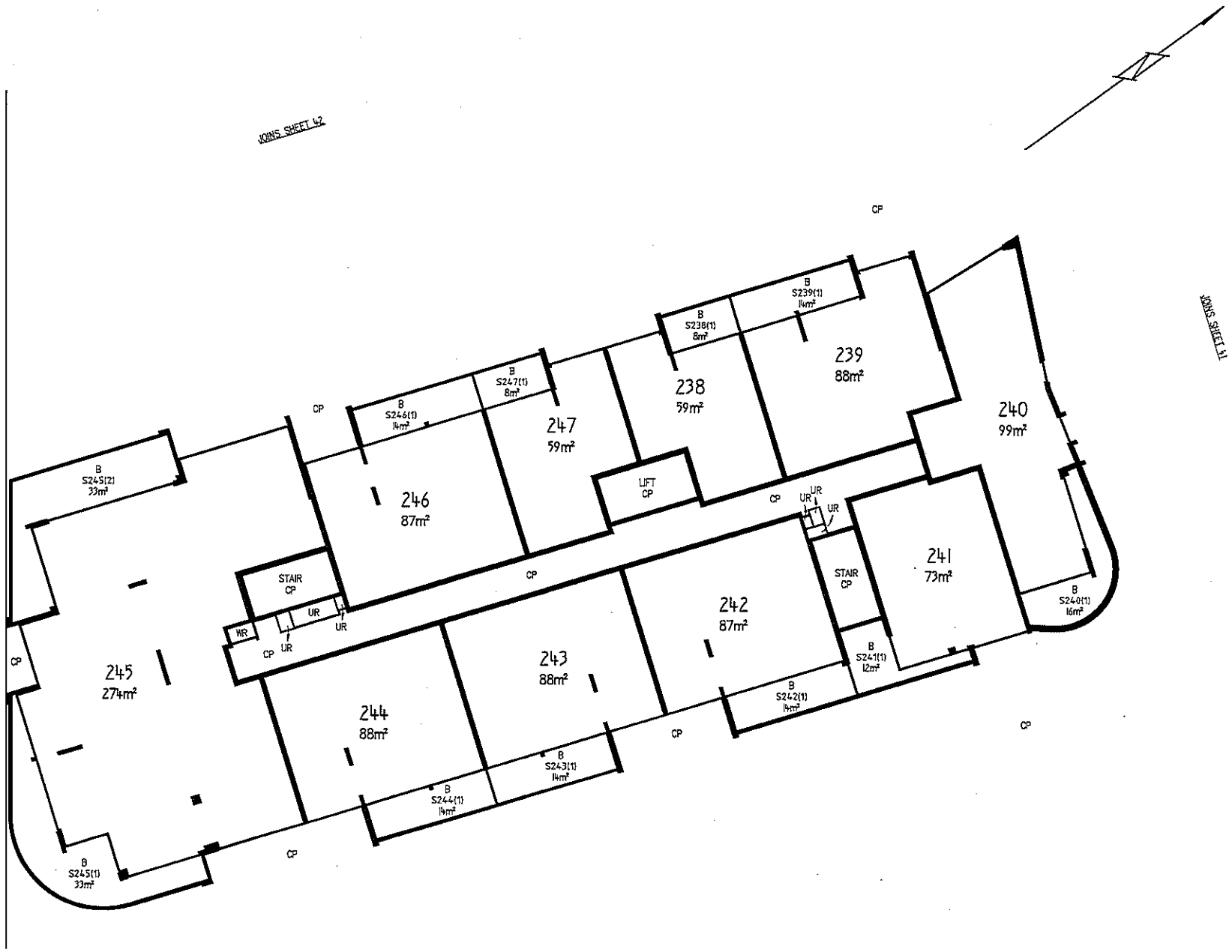
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Section
3

Division
PARKES

FLOOR NUMBER
LEVEL 6

SEE SHEET 15 FOR LEGEND



Form 3

Form 091 - FP

Graphic bar scale - SCALE 1: 150 0 1 2 3 4 5 10 15 METRES

UNITS PLAN No.

15592

LAND TITLES
ACCESS CANBERRA
Chief Minister, Treasury and Economic Development Directorate

Sheet No. 44 of 72

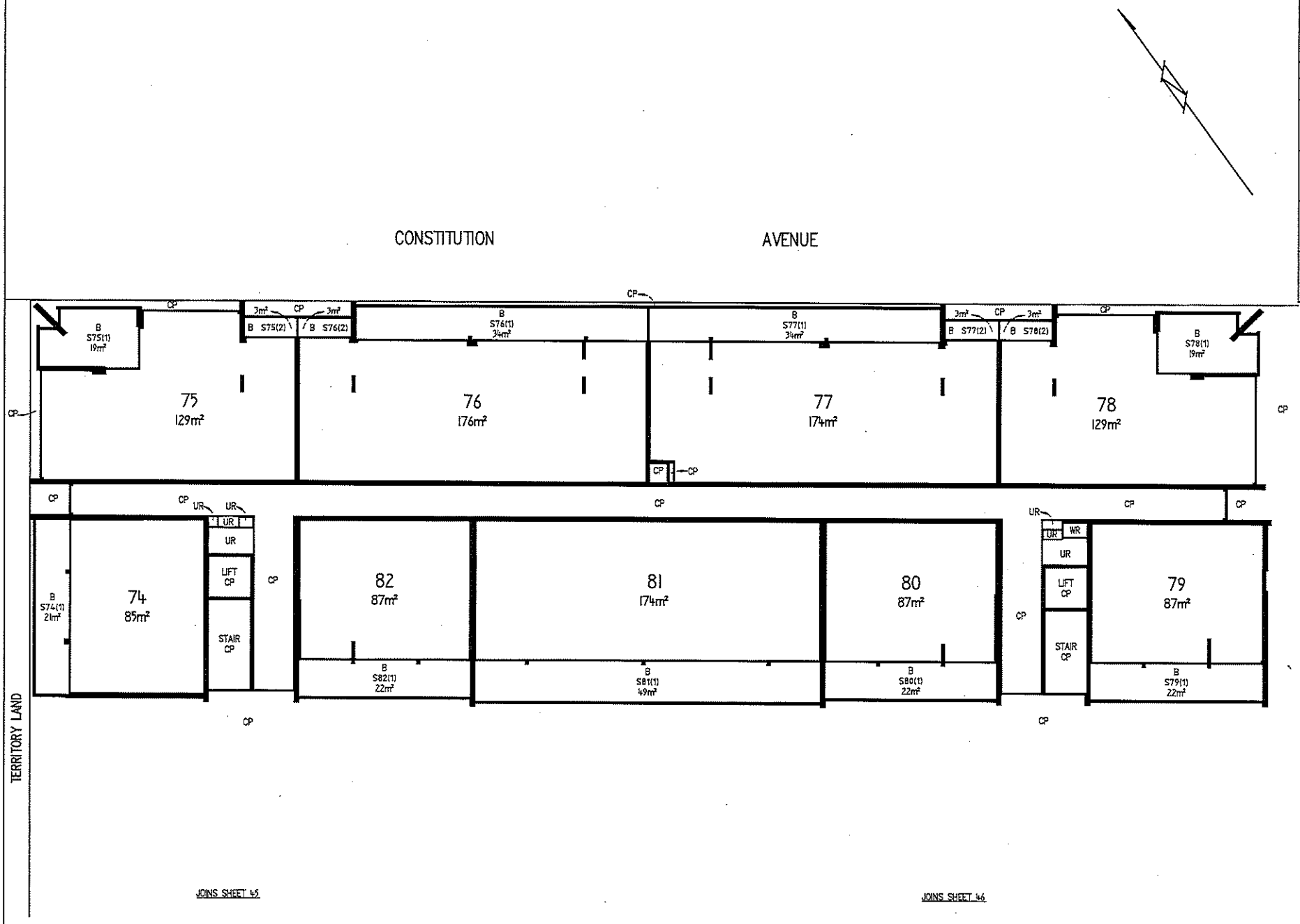
FLOOR PLAN

Block
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Section
3

Division
PARKES

FLOOR NUMBER
LEVEL 7



SEE SHEET 15 FOR LEGEND

Form 3

Form 091 - FP

Graphic bar scale - SCALE 1: 150 0 1 2 3 4 5 10 15 METRES

UNITS PLAN No.

15592

LAND TITLES
ACCESS CANBERRA
Chief Minister, Treasury and Economic Development Directorate

Sheet No. 45 of 72

FLOOR PLAN

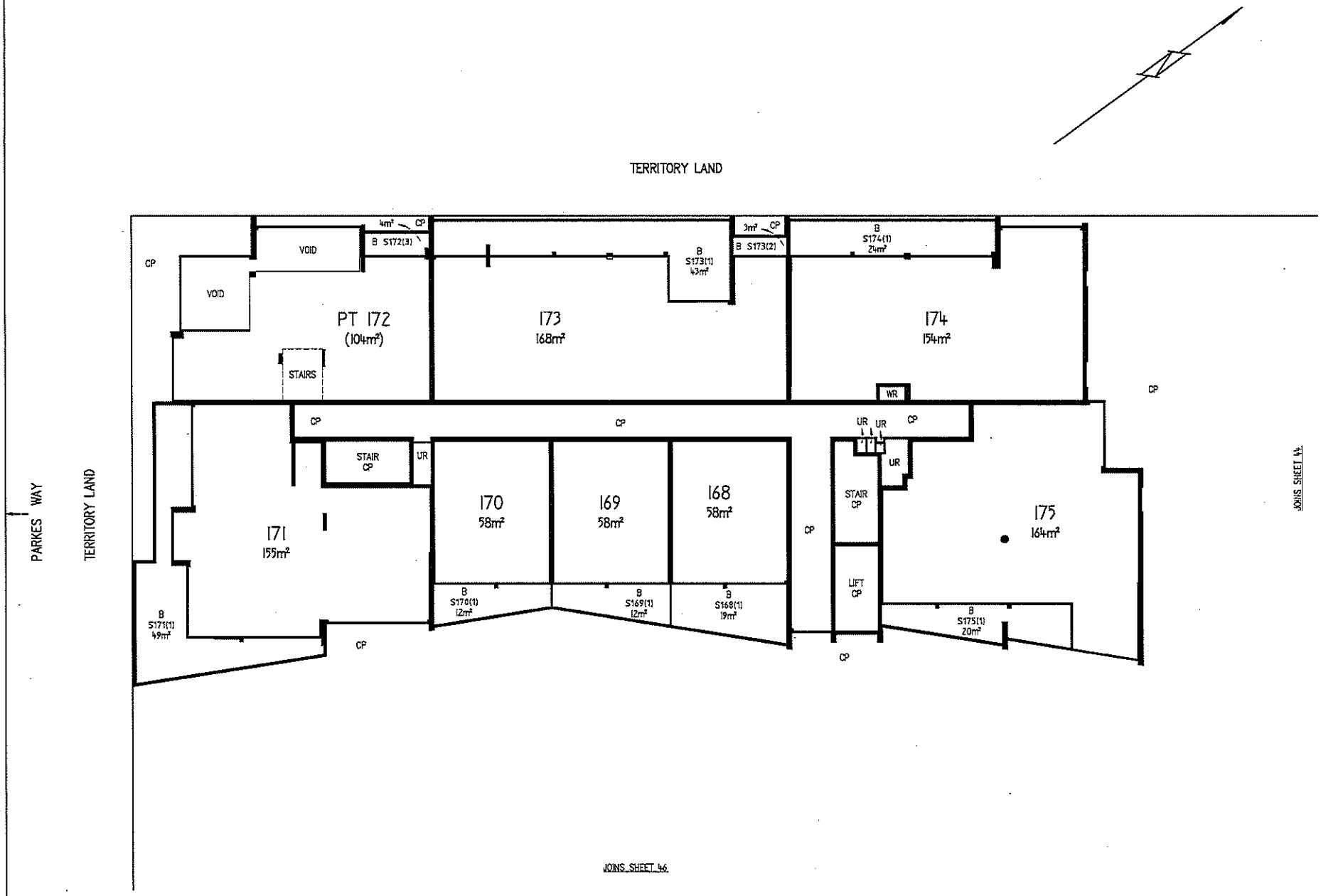
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Section
3

Division
PARKES

FLOOR NUMBER
LEVEL 7

SEE SHEET 15 FOR LEGEND



Form 3

Form 091 - FP

Graphic bar scale - SCALE 1: 150 0 1 2 3 4 5 10 15 METRES

UNITS PLAN No.
15592

LAND TITLES
ACCESS CANBERRA
Chief Minister, Treasury and Economic Development Directorate

Sheet No. 46 of 72

FLOOR PLAN

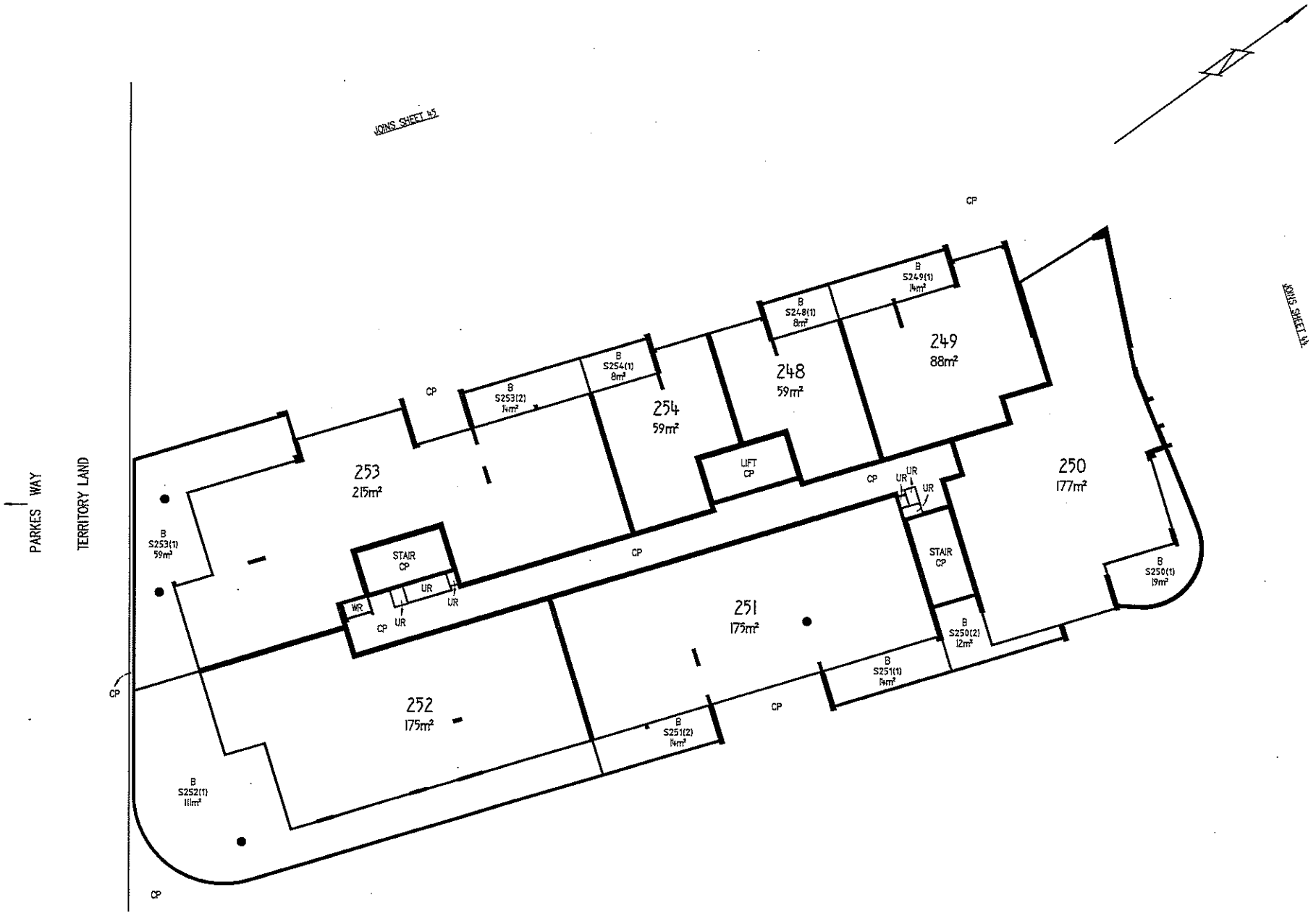
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Section
3

Division
PARKES

FLOOR NUMBER
LEVEL 7

SEE SHEET 15 FOR LEGEND



Form 3

Form 091 - FP

Graphic bar scale - SCALE 1: 150 0 1 2 3 4 5 10 15 METRES

UNITS PLAN No.

15592

Form 4

Land Titles (Units Titles) Act 1970

UNITS PLAN NO **15592**

Block 15 Section 3 Division of PARKES

SCHEDULE OF PROVISIONS COVENANTS AND CONDITIONS SUBJECT TO WHICH LEASES OF UNITS ARE HELD

TERM 1. The term of the lease of each of the units expires on the fourth day of August Two thousand one hundred and seventeen.

RENT 2. The rent reserved by and payable under the lease of each of the units is five cents per annum if and when demanded.

RESERVATION FOR SERVICES 3. That:

(a) the Authority, on behalf of the Commonwealth, grants over that part of the parcel of land identified as a 'proposed services easement' on the Deposited Plan a reservation ('Reservation') in favour of the relevant provider (referred to as the "service provider");

(b) the service provider may:

(i) provide, maintain and replace services supplied by that service provider through the parcel of land within the site of the Reservation; and

(ii) do anything reasonably necessary for that purpose, including without limitation:

(A) entering or passing through the parcel of land;

(B) taking anything on to the parcel of land; and

(C) carrying out work, including without limitation, constructing, placing, repairing or maintaining pipes, poles, wires, cables, conduits, structures and equipment;

(c) in exercising the powers in Clause 3(b), the service provider must take all reasonable steps to:

(i) ensure that the work carried out on the parcel of land causes as little disruption, inconvenience and damage as is practicable; and

(ii) ensure that the parcel of land is restored as soon as practicable to a condition that is similar to its condition before the work was carried out;

(d) Clause 3(c)(ii), does not require the service provider to restore:

(i) the parcel of land to a condition that would result in:

(A) an interference with:

(1) any service on or through the parcel of land; or

(2) access to any service on or through the parcel of land; or

(B) a contravention of a law of the Territory; or

(ii) any building or structure placed or constructed on any part of the parcel of land comprising the Reservation;

(e) the Lessee must not place or construct, nor permit to be placed or constructed, a building or structure or any part of a building or structure on any part of the parcel of land comprising the Reservation UNLESS written advice from the service provider is obtained;

(f) for the purposes of the Reservation, "services", includes, without limitation, communication services, the supply of water, gas, electricity and discharge or drainage of water, stormwater and sewerage; and

(g) nothing in this clause diminishes or affects any rights or powers of a service provider conferred under any statute, regulation or law.

4. Each Lessee of each of the Units Nos 1 - 261 inclusive covenants with the Planning and Land Authority ("the Authority") on behalf of the Commonwealth of Australia ("the Commonwealth") in respect of each Lessee's relevant unit as follows:

(a) to pay to the Authority at Canberra the rent hereinbefore reserved and any other moneys payable under the lease within one month of the date of any demand made by the Authority relating thereto and served on the Lessee;

(b) to pay to the Authority or any statutory authority his proportion that is equal to the proportion the unit entitlement bears to the aggregate unit entitlement of all the units of any amounts payable by the Owners Corporation to the Authority or a statutory authority (but which has not been paid by the Owners Corporation within the required time under the provisions of any law of the Territory applicable to the unit or common property) and without limiting the generality thereof under the provisions of the Planning and Development Act 2007 and the Unit Titles Act 2001;

PURPOSE (c) To use the premises for one or more of the following purposes:

(i) administrative use;
(ii) aquatic recreation facility;
(iii) bank;
(iv) bar;
(v) cafe;
(vi) car park;
(vii) club;
(viii) commercial accommodation (serviced apartments only);
(ix) consulting rooms;
(x) cooperative society;
(xi) cultural facility;
(xii) diplomatic mission;
(xiii) educational establishment;
(xiv) health centre;
(xv) hotel;
(xvi) indoor recreation facility;
(xvii) motel;
(xviii) office;
(xix) park;
(xx) personal service establishment;
(xxi) place of assembly;
(xxii) public utility;

(xxiii) residential;
(xxiv) restaurant;
(xxv) retail LIMITED TO the ground floor only;
(xxvi) road;
(xxvii) social/community facility; and
(xxviii) tourist facility;

AND ancillary uses LIMITED TO:

A. child care centre; and
B. retail

UNIT SUBSIDIARY (d) Not to use any unit subsidiary to that unit as a habitation;

CAFETERIA (e) That the Lessee must:

(i) maintain the Cafeteria in good repair and condition and must not demolish it; and

(ii) obtain all necessary approvals or authorisations required by law from the National Capital Authority or the Minister for the Environment for any works proposed to be undertaken to the Cafeteria;

COMMONWEALTH HERITAGE VALUES (f) That the Lessee must not take an action and ensure that no person takes an action that has, will have or is likely to have an adverse impact on the Commonwealth heritage values of the Cafeteria without the prior written consent of the Minister for the Environment;

HERITAGE MANAGEMENT PLAN (g)

(i) That the Lessee must:

(A) conserve and manage the Cafeteria in a proper, safe and sound standard of repair and condition;

(B) occupy, use and manage the Cafeteria in such a way as to protect and conserve the Commonwealth heritage values of the Cafeteria in accordance with the Heritage Management Plan;

(C) not contravene the Heritage Management Plan or permit another person to do, or omit to do, anything that, if it were done or omitted to be done would contravene the Heritage Management Plan;

(D) include in any sublease, license or other occupancy right granted in respect of the Cafeteria or any part of it, an obligation on the sublessee, licensee or occupier to comply with the Heritage Management Plan; and

(E) ensure that any person who occupies or uses the Cafeteria complies with, and does not take any action which is inconsistent with the Heritage Management Plan;

(ii) The Lessee and the Commonwealth acknowledge that a draft Heritage Management Plan was provided by the Lessee to the Department for its review on 10 February 2022 (**Draft HMP**). The Department provided advice to the Lessee that the Draft HMP did not meet the requirements for a Heritage Management Plan under the Environment Protection and Biodiversity Conservation Act 1999 (C'th):

(iii) That the Lessee must:

(A) promptly provide a Heritage Management Plan that meets the requirements of a Heritage Plan under the Environment Protection and Biodiversity Conservation Act 1999 (C'th) for the purposes of obtaining advice on the Heritage Management Plan by the Minister for the Environment as soon as reasonably practicable;

(B) promptly following the advice from the Minister for the Environment on the Heritage Management Plan, do all things necessary to satisfy the requirements in Part 15 Division 3A of the Environment Protection and Biodiversity Conservation Act 1999 (C'th) or the equivalent provisions in any substitute law (regardless of whether or not those provision apply to the Lessee) which, at the date of the commencement of the Lease, includes provisions relating to the management of the Cafeteria as a Commonwealth Heritage Place; and

(C) At least once in every five year period after the date of the finalisation of the Heritage Management Plan, carry out a review of,

and provide to the Department, an updated Heritage Management Plan to the satisfaction of the Department for approval by the Minister for the Environment which will:

i. assess whether the Heritage Management Plan is effective in protecting and conserving the Commonwealth heritage values of the Cafeteria; and

ii. make recommendations for the improved protection and conservation of the Commonwealth heritage values of the Cafeteria;

(iv) In carrying out the review of the Heritage Management Plan provided for in clause 4(g)(iii)(C), the Lessee must give notice inviting anyone to give the Lessee comments, within 20 business days, on the effectiveness of the then Heritage Management Pan in protecting and conserving the Commonwealth heritage values of the Cafeteria. That notice must comply with, and be given in a manner which would satisfy the notice requirements in section 341S of the Environment Protection and Biodiversity Conservation Act 1999 (C'th) or the equivalent provision in any substitute law (regardless of whether or not that section applies to the Lessee) which, at the date of commencement of this Lease, includes a requirement for the Lessee to publish the notice on the Internet and in a daily newspaper that circulates throughout Australia;

(v) In carrying out the review of the Heritage Management Plan provided for in clause 4(g)(iii)(C), the Lessee must:

(A) Consider any comments received in response to the notice referred to in clause 4(g)(iii)(C); and

(B) Make any amendment required by the Department to the Heritage Management Plan necessary to obtain the advice of the Minister for the Environment on the Heritage Management Plan;

HERITAGE REGISTER LISTING (h) That the Lessee must:

(i) as soon as practicable after the parcel of land becomes Territory land, make an application to list the Cafeteria on the heritage register maintained by the Territory; and

(ii) not object to any proposed listing of the Cafeteria on the Commonwealth Heritage List, the National Heritage List or the heritage register maintained by the Territory;

MEMORIALISATION (i) That the Lessee must ensure that Memorialisation is erected and maintained in a prominent public location of the Cafeteria;

INDEMNITY (j) That the Lessee must indemnify and keep indemnified the Commonwealth and Territory, their servants and agents against all actions claims suits or demands brought made or maintained against the Commonwealth or Territory by any body corporate, person or body of persons arising out of or as a consequence of works the Lessee is required or permitted to carry out under this Lease;

SERVICE AREAS (k) That the Lessee shall screen and keep screened all service areas to the satisfaction of the Authority and shall ensure that all plant and machinery contained within the unit is suitably screened from public view;

BUILDING SUBJECT TO APPROVAL (l) That the Lessee shall not without the previous approval in writing of the National Capital Authority, except where exempt by law, erect any building on the parcel or make any structural alterations to the unit;

REPAIR (m) That the Lessee shall at all times during the said term maintain repair and keep in repair the unit and any unit subsidiary to the satisfaction of the Authority excluding any defined parts under the provisions of the Unit Titles Act 2001;

FAILURE TO REPAIR (n) If and whenever the Lessee is in breach of the Lessee's obligations to maintain repair and keep in repair the unit and any unit subsidiary the Authority may by notice in writing to the Lessee specifying the repairs and maintenance needed require the Lessee to affect the necessary work in accordance with the notice. If the Authority is of the opinion that a building or some other improvement on the leased parcel is beyond reasonable repair the Authority may by notice in writing to the Lessee

require the Lessee to remove the building or improvement and may require the Lessee to construct a new building or improvement in place of that removed within the time specified in the notice. If the Lessee does not carry out the required work within the time specified by the Authority any person or persons duly authorised by the Authority with such equipment as is necessary may enter upon the leased parcel and carry out the necessary work and all costs and expenses incurred by the Authority in carrying out the work shall be paid by the Lessee to the Authority on demand and from the date of such demand until paid shall for all purposes of this lease be a debt due and payable to the Authority by the Lessee;

RIGHT OF INSPECTION

(o) To permit any person or persons authorised by the Authority to enter upon the unit or any unit subsidiary at all reasonable times and in any reasonable manner to inspect the unit;

RATES AND CHARGES

(p) To pay all rates charges and other statutory outgoings assessed levied or payable in respect of the unit as and when they are due for payment;

COMPLY WITH LAWS

(q) That the Lessee must, at its own cost, obtain and comply with any licence, permit, consent or registration required to carry on the purpose, and comply with all laws in connection with the purpose and the Lessee's use of the premises;

PRESERVATION OF TREES

(r) That the Lessee shall not, without the previous consent in writing of the Territory, remove any tree:

(i) that has been identified in a development approval for retention during the period allowed for construction of the building;

(ii) to which the Tree Protection Act 2005, applies;

MINERALS AND WATER

(s) All minerals on or in the unit and the right to the use, flow and control of ground water under the surface of the unit are reserved to the Territory.

5. The Commonwealth covenants with each of the Lessees of all the units as follows:

QUIET ENJOYMENT

That the Lessee paying the rent and all other money due and observing and performing the covenants and stipulations on the part of the Lessee to be observed and performed shall quietly enjoy the unit without interruption by the Authority or any

person lawfully claiming from or under or in trust for the Authority.

6. It is mutually covenanted and agreed by the Commonwealth and each of the Lessees of all the units as follows:

TERMINATION (a) That if:

(i) any rent or other moneys payable under this lease shall remain unpaid for three months next after the date appointed for payment thereof (whether such rent shall have been formally demanded or not); or

(ii) the said unit is at any time not used for a period of one year for the purpose for which this lease is granted; or

(iii) the Lessee shall fail to observe or perform any other of the covenants contained in this lease on the part of the Lessee to be observed or performed and shall have failed to remedy such breach within a period of six months from the date of service on the Lessee of a notice in writing from the Authority specifying the nature of such breach

the Authority on behalf of the Commonwealth may terminate this lease but without prejudice to any claim which the Authority or the Commonwealth may have against the Lessee in respect of any breach of the covenants on the part of the Lessee to be observed or performed;

NO COMPENSATION (b) That on the expiration, surrender or sooner determination of all or part of this Lease, the Lessee will not be entitled to receive any compensation from the Territory in respect of any buildings, erections, improvements or works upon or to the parcel of land;

ACCEPTANCE OF RENT (c) That acceptance of rent or other moneys by the Authority during or after any period referred to in Clause 6(a)(i), (ii) or (iii) shall not prevent or impede the exercise by the Authority of the powers conferred upon it by Clause 6(a);

FURTHER LEASE (d) That any extension of terms for all the leases shall be in accordance with the provisions of the Planning and Development Act 2007;

NOTICES (e) That any notice requirement demand consent or other communication to be given to or served upon the Lessee under this lease shall be deemed to have been duly given

or served if signed by or on behalf of the Authority and delivered to or sent in a prepaid letter addressed to the Lessee at the Unit or at the registered office or last known address of the Lessee or affixed in a conspicuous position on the Unit;

EXERCISE OF POWERS

(f) Any and every right, power or remedy conferred on the Commonwealth or Territory in this lease, by law or implied by law may be exercised on behalf of the Commonwealth or the Territory or as the case may be by:

(i) the Authority;

(ii) an authority or person for the time being authorised by the Authority or by law to exercise those powers or functions of the Commonwealth or Territory; or

(iii) an authority or person to whom the Authority has delegated all its powers or functions under the Planning and Development Act 2007.

7. In this schedule unless the contrary intention appears:

(a) "administrative use" means the use of any land, building or other structure for the purpose of a Court, House of Assembly, Territory Administration Centre, City Hall, Information Centre or other civic administration activities;

(b) "aquatic recreation facility" means a building or place used for a sporting, exercise, pastime or leisure activity, whether operated for gain or not which includes uses based on or adjacent to a water feature, such as a boat shed, boat landing facility, wharf, swimming facility and the like;

(c) "Authority" means the Planning and Land Authority established by section 10 of the Planning and Development Act 2007;

(d) "bank" means any premises used or intended for use for the purpose of carrying on the business of taking custody of money and includes a private trading or saving bank, but does not include a cooperative society as herein defined;

(e) "bar" means any premises or part of a premises primarily used or intended for use for the sale of alcoholic beverages and spirits to members of the public for consumption on the premises, subject to the issue of an on-license pursuant to the relevant legislation;

(f) "building" means any building or structure, constructed or partially constructed or to be constructed, as the context permits or requires, on or under the parcel of land, together with all fixtures, fittings, plant, amenities and appurtenances thereof and therein contained or thereon affixed or if the context so admits any part thereof owned by the Lessee;

(g) "business day" means a day that is not a Saturday, Sunday or public or bank holiday in the Territory;

(h) "café" means any premises used or intended for use for the preparation and sale to the public of food and non-alcoholic beverages for consumption on the premises or elsewhere and includes take-away food, fast food and snack bars and the like;

(i) "Cafeteria" means the:

(i) building existing on the parcel of land on 15 June 2018; and

(ii) associated curtilage;

each as described in the Heritage Management Plan;

(j) "car park" means a structure or an area other than part of a road which is allocated for the parking of motor vehicles;

(k) "child care centre" means a building or place, without provision for residential care, used for the purpose of supervising or caring for children of any age throughout a specified period of time in any one day which:

(i) caters for two or more children not related to the owner or operator of the child care centre;

(ii) may or may not include an educational function but not where this is a principle purpose; and

(iii) may or may not operate for the purpose of gain;

(l) "club" means a meeting place for persons associated, or for a body incorporated, for a social, sporting, athletic, literary, political or other like purpose, and includes premises in respect of which a club licence is held in

accordance with the provisions of the relevant liquor licensing regulations;

(m) "commercial accommodation" means a building or place used for use for the purpose of providing temporary accommodation and includes a hotel, motel, guest house, caravan park/camping ground, serviced apartment, serviced house and the like;

(n) "Commonwealth Heritage List" means the Commonwealth Heritage List maintained by the Minister for the Environment under the Environment Protection and Biodiversity Conservation Act 1999 (C'th);

(o) "Commonwealth heritage values" means the heritage values specified in:

(i) the citation for the Cafeteria in the Commonwealth Heritage List and the heritage register maintained by the Territory (if applicable); and

(ii) the Heritage Management Plan;

(p) "consulting rooms" means a building or place used for the provision of health care services (including dental, optical and veterinary services) to members of the public;

(q) "cooperative society" means a building, society or a credit union formed pursuant to the provisions of the relevant ACT legislation;

(r) "cultural facility" means a building or place used or intended for use for the purpose of cultural activities and may include a library, museum, theatre, concert hall, art gallery other than a gallery operated for the principal purpose of selling or trading in art works;

(s) "Department" means the Australian Department of Agriculture, Water and the Environment (or its successor Department) regardless of whether the land is or has become Territory land;

(t) "detailed Conditions of Planning, Design and Development" means the ANZAC Park East and West Detailed Conditions of Planning, Design and Development prepared by the National Capital Authority;

(u) "diplomatic mission" means any building, parts of buildings and the land ancillary thereto leased specifically for use for the purpose of an embassy, a high commission, a legation, or a consulate. This includes chanceries or diplomatic mission, and combined chanceries and residences;

(v) "educational establishment" means a building or place used for the purpose of tuition or training, whether or not for the purposes of gain, and includes:

(i) a school;

(ii) a tertiary institution, being a university, a college or advanced education teachers college, technical college or other specialist college providing formal education beyond secondary education; or

(iii) any other training or education centre including road safety education centres, adult education centres for continuing education, or sheltered workshops; and may include associated residential accommodation;

(w) "gross floor area" means the sum of the gross areas of the floor or floors of a building or buildings measured from the external faces of the exterior walls or from the centre lines of walls separating two buildings but excluding any areas used solely for elevator shafts or stairwells, fixed mechanical plant or car parking;

(x) "health centre" means a building or place used for the medical care (including diagnosis, preventative care and counselling) of out-patients only and may include medical or dental clinics, family planning clinics, first aid station or other professional or paramedical health care services;

(y) "Heritage Management Plan" means the Heritage Management Plan prepared for the Cafeteria that meets the requirements under the Environment Protection and Biodiversity Conservation Act 1999 (C'th) and in accordance with clause 4(g);

(z) "hotel" means a building or place in possession of a general licence in accordance with the provisions of the relevant liquor licencing laws, which provides accommodation for visitors and others;

(aa) "indoor recreation facility" means a recreation facility devoted to facilities and equipment for indoor recreation

purposes, including squash courts, indoor sports stadium, fitness centre, gymnasium and the like;

(bb) "Lessee" shall:

(i) where the Lessee consists of one person be deemed to include the Lessee and the executors administrators and assigns of the Lessee;

(ii) where the Lessee consists of two or more persons be deemed to include in the case of a tenancy in common the said persons and each of them and each of their executors administrators and assigns and in the case of a joint tenancy be deemed to include the said persons and each of them and each of their assigns and the executors administrators and assigns of the survivor of them; and

(iii) where the Lessee is a corporation be deemed to include such corporation its successors and assigns;

(cc) "memorialisation" means a permanent memorialisation and interpretive information noting the history of the Cafeteria and its role in the early development of Canberra;

(dd) "Minister" means the Minister for the time being administering the Planning and Development Act 2007 or any Statute or Ordinance substituted therefor;

(ee) "Minster for the Environment" means the Minister for the time being administering the Environment Protection and Biodiversity Conservation Act 1999 (C'th);

(ff) "motel" means a building or buildings used primarily for the temporary accommodation of persons travelling by motor vehicle where common facilities including meals are provided for persons accommodated in the motel or the public generally, and whether or not these facilities are licensed;

(gg) "National Capital Authority" means any body, whether incorporated or unincorporated which from time-to-time exercises substantially the same powers as the powers which are at the date of the commencement of the lease exercised by the National Capital Authority under the Australian Capital Territory (Planning and Land Management) Act 1988 (C'th);

(hh) "National Capital Plan" means the plan, from time to time, prepared by the National Capital Authority under Part III of the Australian Capital Territory (Planning and Land Management) Act 1988 (C'th);

(ii) "National Heritage List" has the meaning given to that term by the Environment Protection and Biodiversity Conservation Act 1999 (C'th);

(jj) "office" means any premises used for the purpose of administration (including commercial and public administration), and clerical, technical, professional or like business activities;

(kk) "park" means land open to the public which:

(i) has been or is intended to be ornamentally laid out or prepared;

(ii) is maintained so as to preserve or enhance its natural beauty including its flora and fauna and geological or physiographic features; and

(iii) has been or is intended to be prepared or maintained as a grassed area either with or without trees or shrubs,

and which is intended for use for open-air recreation; the term includes any facilities provided on such land for the enjoyment or convenience of the public being:

(A) kiosks of amphitheatres for bandstands or light refreshment booths;

(B) picnicking areas, public lookouts, routes for nature study or other trails, footways, cycle ways, equestrian trails;

(C) information and display areas for the promotion of such land;

(D) shelters and other conveniences;

(E) playgrounds;

(F) associated car parks; and

(G) cycle way;

but does not include any activity associated with a recreation facility or playing field other than the occasional taking part in a game, sport or form of athletics on an informal basis;

(ll) personal service establishment" means any premises used or intended for use for the purposes of barbering, skin care, non-professional health and/or body care, photography, and like activities, but does not include any premises used or intended for use for a purpose elsewhere herein specifically defined;

(mm) "place of assembly" means a building or place used for the following entertainment purpose:

(i) a trade fair or exhibition;

(ii) an auditorium or convention centre; and

(iii) reception rooms, including any premises not being part of a hotel, managed by a proprietor, and available for the use of parties on formal or ceremonious occasions, but not for unhosted use on general occasions for entertainment purposes;

(nn) "premises" means the land and any building or other improvements on the land;

(oo) "public utility" means the use of land for the following utility undertakings:

(i) headwork and network undertakings for the provision of sewerage and drainage services or the reticulation of water, electricity, or gas except for gas manufacture and storage;

(ii) communication facilities, including postal facilities, telecommunication facilities, television/radio broadcasting facilities, and air navigation communication facilities; and

(iii) municipal uses, including street cleaning depots, public toilets, parks and gardens depots, works depots and associated uses;

(pp) "residential" means the use of land for the primary purpose of providing shelter for human habitation together with such

outbuildings as are incidental to and ordinarily associated with the residential use of the land;

(qq) "restaurant" means a building or place used for the primary purpose of providing food for consumption on the premises whether or not the premises are licensed to sell liquor and whether or not entertainment is provided. The use includes tea rooms, cafés, bistros and the like;

(rr) "retail" means the selling of goods and providing personal services in any quantity and by any means other than by wholesale and includes retail shops, restaurants, drink establishments, drive-in facilities, bulky retailing, bulk landscape supplies, vehicle sales, service stations, retail plant nurseries and produce markets;

(ss) "road" means any way or street, whether in existence or under reserve, open to the public which is provided and maintained for the passage of vehicles, persons and animals and which may include footpaths, community paths, bus lay-bys, turning areas or traffic controls;

(tt) "serviced apartments" means establishments with five or more units which mostly comprise self-contained units at the same location, and which are available on a unit/apartment basis to the general public for a minimum of one night. The units should have full cooking facilities (i.e. hot plates and oven/microwave), refrigerator and bath/shower and toilet facilities; all bed linen and towels should be provided, and daily servicing (i.e. cleaning and bed making) must be available through the onsite management, although this service may not necessarily be used;

(uu) "social/community facility" means a building or place used by a public authority or a body of persons associated for the purpose of providing for the social welfare of the community which may include:

(i) meeting rooms, neighbourhood centres, recreation, child minding (including care and ancillary education), cultural activities, social functions and the like; and

(ii) a community club being a building or place used by persons sharing like interests, but not including a licensed club;

whether or not that building or place is used for another purpose including associated administration;

(vv) "Territory" means:

(i) when used in a geographical sense the Australian Capital Territory; and

(ii) when used in any other sense the body politic established by section 7 of the Australian Capital Territory (Self-Government) Act 1988 (C'th);

(ww) "Territory land" has the meaning given to that term by the Australian Capital Territory (Planning and Land Management) Act 1988 (C'th);

(xx) "Territory Plan" means the plan made under the Planning and Development Act 2007;

(yy) "tourist facility" means the use of land for the purpose of providing entertainment, recreation, cultural or similar facilities for use mainly by the general touring or holidaying public. This may include a restaurant, café, bar, service station, tourist accommodation (including motel) and the retail sale of crafts, souvenirs, antiques and the like;

(zz) "unit" means the parcel of land and the building and other improvements constructed or to be constructed on a part of the relevant parcel of land shown on the Units Plan as a unit;

(aaa) "unit subsidiaries" has the same meaning as in the Unit Titles Act 2001;

(bbb) "utility" has the meaning given to that term by the Utilities Act 2000;

(ccc) "words in the singular include the plural and vice versa;

(ddd) "words importing one gender include the other genders;

(eee) a reference in this lease to any statute or statutory provision shall include a reference to any statute or statutory provision that amends, extends, consolidates or replaces the statute or statutory provision and to any other regulation, instrument or other subordinate legislation made under the statute.

Dated this.....fourth..... day of .....October.....2022.

Karen Walker
a delegate of the Planning and Land Authority in exercising its functions

LESSEE: **CAMPBELL RESI CON AVE PTY LIMITED ACN 601 692 219**
by its attorney ALFONSO DEL RIO pursuant to Power of Attorney ACT Registration No. 0146897

Witness:

Amanda Leigh Noy

Form 5

Land Titles (Unit Titles) Act 1970

UNITS PLAN NO **15592**

Block 15 Section 3 Division of PARKES

SCHEDULE OF PROVISIONS COVENANTS AND CONDITIONS SUBJECT TO WHICH THE LEASE OF THE COMMON PROPERTY IS HELD

1. The term of the lease expires on the fourth day of August Two thousand one hundred and seventeen.

2. The rent reserved by and payable under the lease is five cents per annum if and when demanded.

3. That:

   (a) the Authority, on behalf of the Commonwealth, grants over that part of the parcel of land identified as a 'proposed services easement' on the Deposited Plan an reservation ('Reservation') in favour of the relevant provider (referred to as the "service provider");

   (b) the service provider may:

      (i) provide, maintain and replace services supplied by that service provider through the parcel of land within the site of the Reservation; and

      (ii) do anything reasonably necessary for that purpose, including without limitation:

         (A) entering or passing through the parcel of land;

         (B) taking anything on to the parcel of land; and

         (C) carrying out work, including without limitation, constructing, placing, repairing or maintaining pipes, poles, wires, cables, conduits, structures and equipment;

   (c) in exercising the powers in Clause 3(b), the service provider must take all reasonable steps to:

      (i) ensure that the work carried out on the parcel of land causes as little disruption, inconvenience and damage as is practicable; and

(ii) ensure that the land is restored as soon as practicable to a condition that is similar to its condition before the work was carried out;

(d) Clause 3(c)(ii), does not require the service provider to restore:

(i) the parcel of land to a condition that would result in:

(A) an interference with:

(1) any service on or through the parcel of land; or

(2) access to any service on or through the parcel of land; or

(B) a contravention of a law of the Territory; or

(ii) any building or structure placed or constructed on any part of the parcel of land comprising the Reservation;

(e) the Owners Corporation must not place or construct, nor permit to be placed or constructed, a building or structure or any part of a building or structure on any part of the parcel of land comprising the Reservation UNLESS written advice from the service provider is obtained;

(f) for the purposes of the Reservation, "services", includes, without limitation, communication services, the supply of water, gas, electricity and discharge or drainage of water, stormwater and sewerage; and

(g) nothing in this clause diminishes or affects any rights or powers of a service provider conferred under any statute, regulation or law.

4. The Owners - Units Plan No. **15592** ("the Owners Corporation") covenants with Planning and Land Authority ("the Authority") on behalf of the Commonwealth of Australia ("the Commonwealth") as follows:

(a) To pay to the Authority at Canberra the rent hereinbefore reserved within one month of the date of any demand made by the Authority relating thereto and served on the Owners Corporation;

(b) To use the common property for the purpose of carparking, landscaping, paving, lighting, storage areas, service areas, vehicular and pedestrian access and for any other purpose approved by the Owners Corporation PROVIDED THAT these uses are consistent with the permitted purposes of the units;

(c) Not to erect any building or make any structural alterations in any building or part of a building or other improvement on the common property without the previous approval in writing of the National Capital Authority, except where exempt by law;

(d) At all times during the term of the lease maintain repair and keep in repair to the satisfaction of the Authority all buildings parts of buildings landscaping and all other improvements on the common property and without limiting the generality thereof to maintain repair and keep in good working order the services situated in or on the land forming the common property;

(e) except where necessary for compliance with Clause 4(d) of this lease not to install any services or make any alterations in any of the services or any part of the services situated in or on the land forming the common property without the previous approval in writing of the Authority;

(f) If and whenever the Owners Corporation is in breach of the Owners Corporation's obligations to maintain repair and keep in repair the common property the Authority may by notice in writing to the Owners Corporation specifying the repairs and maintenance needed require the Owners Corporation to affect the necessary work in accordance with the notice. If the Authority is of the opinion that a building or some other improvement on the leased parcel is beyond reasonable repair the Authority may by notice in writing to the Owners Corporation require the Owners Corporation to remove the building or improvement and may require the Owners Corporation to construct a new building or improvement in place of that removed within the time specified in the notice. If the Owners Corporation does not carry out the required work within the time specified by the Authority any person or persons duly authorised by the Authority with such equipment as is necessary may enter upon the leased parcel and carry out the necessary work and all costs and expenses incurred by the Authority in carrying out the work shall be paid by the Owners Corporation to the Authority on demand and from the date of such demand until paid shall for all purposes of this lease be a debt due and payable to the Authority by the Owners Corporation;

(g) That the Owners Corporation must, at all times, maintain car parking on the parcel of land which complies with the requirements of the National Capital Plan and the Detailed Conditions of Planning, Design and Development;

(h) That the Owners Corporation must:

(i) Illuminate and keep illuminated at its own expense all public access areas on the parcel of land to the satisfaction of the Authority; and

(ii) obtain all necessary approvals or authorisations from the National Capital Authority for the illumination of the public access area on the parcel of land;

(i) That the Owners Corporation must not display or permit to be displayed on the premises any advertisement sign or hoarding without the prior written consent of the National Capital Authority;

(j) That the Owners Corporation must provide and maintain vehicular access on the parcel of land to the satisfaction of the Authority in accordance with plans and specifications prepared and previously submitted to and approved in writing by the National Capital Authority;

(k) That the Owners Corporation indemnify and keep indemnified the Commonwealth and Territory, their servants and agents against all actions claims suits or demands brought made or maintained against the Commonwealth or Territory by any body corporate, person or body of persons arising out of or as a consequence of works the Owners Corporation is required or permitted to carry out under this Lease;

(l) That the Owners Corporation shall:

(i) at all times permit all persons access across, over and along and by any reasonable means (including foot, and in respect of a road, by vehicle and in respect of a road or bike path, by bicycle or scooter) that part or parts of the parcel of land described as "proposed access easement 7.70 wide and variable width" on the deposited plan;

(ii) not:

i. place or construct, nor permit to be placed or constructed, a building or structure or any part of a building or structure on; or

ii. otherwise obstruct or permit to be obstructed access over, across or along;

any part of the parcel of land burdened by the easement or easement in this clause 4(l); and

(iii) at all times maintain those parts of the parcel of land in good repair and condition to the satisfaction of the Authority;

(m) That the Owners Corporation shall provide facilities on the parcel of land to a standard acceptable to the National Capital Authority to enable electrical and telephone cables and wires to be installed underground;

(n) That the Owners Corporation must provide and thereafter maintain paving and landscaping on the parcel of land to a standard acceptable to the Authority in accordance with plans and specifications prepared and previously submitted to and approved in writing by the National Capital Authority;

(o) That the Owners Corporation must, at its own cost, obtain and comply with any licence, permit, consent or registration required to carry on the purpose, and comply with all laws in connection with the purpose and the Owners Corporation use of the premises;

(p) To permit any person or persons authorised by the Authority to enter upon the common property at all reasonable times and in any reasonable manner and inspect the common property and buildings parts of buildings services parts of services and improvements situated in or on the parcel of land forming the common property;

(q) That the Owners Corporation shall screen and keep screened all service areas to the satisfaction of the Authority and shall ensure that all plant and machinery contained within the common property is suitably screened from public view;

(r) That the Owners Corporation shall not, without the previous consent in writing of the Territory, remove any tree:

(i) that has been identified in a development approval for retention during the period allowed for construction of the building;

(ii) to which the Tree Protection Act 2005, applies;

(s) All minerals on or in the common property and the right to the use, flow and control of ground water under the surface of the common property are reserved to the Territory.

5. It is mutually covenanted and agreed by the Commonwealth of Australia and the Owners Corporation as follows:

(a) That if the common property is at any time not used for a period of one year for the purpose for which this lease is granted the Authority on behalf of the Commonwealth may terminate this lease but without prejudice to any claim which the Authority or the Commonwealth may have against the Owners Corporation in respect of any breach of the covenants on the part of the Owners Corporation to be observed or performed;

(b) That on the expiration, surrender or sooner determination of all or part of this Lease, the Owners Corporation will not be entitled to receive any compensation from the Territory in respect of any buildings, erections, improvements or works upon or to the land;

(c) That any extension of terms for all the leases shall be in accordance with the provisions of the Planning and Development Act 2007;

(d) Any and every right, power or remedy conferred on the Commonwealth or Territory in this lease, by law or implied by law may be exercised on behalf of the Commonwealth or the Territory as the case may be by:

(i) the Authority;

(ii) an authority or person for the time being authorised by the Authority or by law to exercise those powers or functions of the Commonwealth or Territory; or

(iii) an authority or person to whom the Authority has delegated all its powers or functions under the Planning and Development Act 2007.

6. In this schedule unless the contrary intention appears:

(a) "Authority" means the Planning and Land Authority established by section 10 of the Planning and Development Act 2007;

(b) "building" means any building or structure, constructed or partially constructed or to be constructed, as the context permits or requires, on or under the parcel of land, together will all fixtures, fittings, plant, amenities and appurtenances thereof and therein contained or thereon affixed or if the context so admits any part thereof owned by the Owners Corporation;

(c) "gross floor area" means the sum of the gross areas of the floor or floors of a building measured from the external faces of the exterior walls or from the centre lines of walls separating two buildings but excluding any area used solely for elevator shafts or stairwells, fixed mechanical plant or car parking;

(d) "National Capital Authority" means a body, whether incorporated or unincorporated which from time-to-time exercises substantially the same powers as the powers which are at the date of the commencement of the lease exercised by the National Capital Authority under the Australian Capital Territory (Planning and Land Management) Act 1988 (C'th);

(e) "National Capital Plan" means the plan, from time to time, prepared by the National Capital Authority under Part III of the Australian Capital Territory (Planning and Land Management) Act 1988 (C'th);

(f) "owners corporation" means the body corporate under the name of 'The Owners - Units Plan No. **15592** ';

(g) "premises" means the parcel of land and any building or other improvements on the parcel of land;

(h) "services" means hydraulic mains stormwater drains sewer lines hydraulic fire mains and hydrants together with all necessary appurtenances;

(i) "Territory" means:

(i) when used in a geographical sense the Australian Capital Territory; and

(ii) when used in any other sense the body politic established by section 7 of the Australian Capital Territory (Self-Government) Act 1988 (C'th);

(j) "unit" means the parcel of land and the building and other improvements constructed or to be constructed on a part of the relevant parcel of land shown on the Units Plan as a unit;

(k) words in the singular include the plural and vice versa;

(l) words importing one gender include the other genders;

(m) a reference in this lease to any statute or statutory provision shall include a reference to any statute or statutory provision that amends, extends, consolidates or replaces the statute or statutory provision and to any other regulation, instrument or other subordinate legislation made under the statute.

Dated this.....fourth..... day of.....October.....2022.

Karen Walker
a delegate of the Planning and Land Authority in exercising its functions

LESSEE: **CAMPBELL RESI CON AVE PTY LIMITED ACN 601 692 219**
by its attorney ALFONSO DEL RIO pursuant to Power of Attorney ACT Registration No. 0146897

Witness:

Amanda Leigh Noy

ACCESS CANBERRA
LAND, PLANNING & BUILDING SERVICES
8 Darling Street
MITCHELL ACT 2911

PHONE: 62071923

LEASE CONVEYANCING ENQUIRY

Your response is sought to the following questions in relation to:

LAND: Please provide details of the land you are enquiring about.

Unit	121	Block	15	Section	3	Suburb	PARKES

Leased by the Australian Capital Territory on behalf of the Commonwealth under the Land (Planning and Environment) Act 1991, Planning & Development Act 2007 and Planning Act 2023.

	No	Yes
1. Have any notices been issued relating to the Crown Lease?	(X)	( )
2. Is the Lessor aware of any notice of a breach of the Crown Lease?	(X)	( )
3. Has a Certificate of Compliance been issued? (N/A ex-Government House) N/A	( )	( )

Certificate Number: Dated:

Please Note: There are no development covenants within the latest Crown Lease, therefore a Compliance Certificate is not applicable.

4. Has an application for Subdivision been received under the Unit Titles Act?	(see report)
5. Has the Property been nominated for provisional registration, provisionally registered or registered in accordance with provisions of the Heritage Act 2004?	(see report)
6. If an application has been determined, is the land subject to an Environmental Impact Statement under Chapter 8 of the Planning & Development Act 2007, or part 6.3 of the Planning Act 2023?	(see report)
7. Has a development application been received, or approval (applications lodged prior to 2 April 1992 will not be included)?	(see report)
8. Has an application been received or approved for Dual Occupancy? (applications lodged prior to 2 April 1992 will not be included)	(see report)
9. Has an Order been made in respect of the Land pursuant to Part 11.3 of the Planning & Development Act 2007 or Part 12.3 of the Planning Act 2023?	(see report)
10 Contaminated Land Search - Is there information recorded by Environment ACT regarding the contamination status of the land?	(see report)

Date: 08-SEP-25 14:15:35

Applicant's Name : Info Track
E-mail Address : actenquiries@infotrack.com.au
Client Reference : 20250652 - 172340130

ACCESS CANBERRA
LAND, PLANNING & BUILDING SERVICES
8 Darling Street
MITCHELL ACT 2911

PLANNING AND LEASE MANAGER (PaLM)
LEASE CONVEYANCING ENQUIRY REPORT

INFORMATION ABOUT THE PROPERTY

PARKES Section 3/Block 15/Unit 121 **Building Class: A**

Area(m2): 12,094.7
Unimproved Value: $29,900,000 **Year:** 2025
Subdivision Status: Application received under the Unit Titles Act.

Heritage Status: Nil.

Environment Assessment: The Land is not subject to an Environmental Impact Statement under Chapter 8 of the Planning & Development ACT 2007, or part 6.3a of the Planning Act 2023.

DEVELOPMENT APPLICATIONS ON THE PROPERTY (SINCE APRIL 1992)

No Applications Found.

DEVELOPMENT APPLICATIONS ON THE ADJACENT PROPERTIES (LAST 2 YEARS ONLY)

The information on development applications on adjacent blocks is to assist purchasers to be aware of possible nearby development activity. Please note however, it doesn't cover all development activity. Exempt activities can include but are not limited to, new residences, additions to residences, certain sheds, carports and pergolas etc. Information on exempt developments can be found at https://www.planning.act.gov.au/applications-and-assessments/development-applications/check-if-you-need-a-da

LAND USE POLICIES

To check the current land use policy in the suburb that you are buying a property in, please check the Territory Plan online at https://www.legislation.act.gov.au/ni/2023-540/

CONTAMINATED LAND SEARCH

Information is not recorded by the Environment Protection Authority regarding the contamination status of this land. However, this does not absolutely rule out the possibility of contamination and should not be interpreted as a warranty that there is no contamination. To be completely sure, independent tests should be arranged.

ASBESTOS SEARCH

ACT Government records indicate that asbestos (loose fill or otherwise) is not present on this land. However, the accuracy of this information is not guaranteed. If the property was built prior to 1 January 2004, you should make your own enquiries and obtain reports (from a licensed Asbestos Assessor) in relation to the presence of loose-fill asbestos insulation (and other forms of asbestos e.g. bonded asbestos) on the premises.

CAT CONTAINMENT AREAS

ACCESS CANBERRA
LAND, PLANNING & BUILDING SERVICES
8 Darling Street
MITCHELL ACT 2911

Cat containment has been extended across the ACT for cats born on or after 1 July 2022. Containment means keeping your cat on your premise 24 hours a day. This can include your house or apartment, enclosed area in a backyard or courtyard, a cat crate or leash.
Cats born before 1 July 2022 do not have to be contained unless the live in one of the 17 currently declared cat containment suburbs. All cats (regardless of age) located in the following suburbs must be contained to their premise 24 hours a day. However, cats can be walked on a leash and harness under effective control in all containment suburbs: BONNER, COOMBS, CRACE, DENMAN PROSPECT, FORDE, JACKA, LAWSON, MOLONGLO, MONCRIEFF, STRATHNAIRN, THE FAIR in north WATSON, THROSBY, WRIGHT, GUNGAHLIN TOWN CENTRE, MACNAMARA, TAYLOR and WHITLAM. More information on cat containment is available at https://www.cityservices.act.gov.au/pets-and-wildlife/domestic-animals/cats/cat-containment or by phoning Access Canberra on 13 22 81.

URBAN FOREST ACT 2023

The Urban Forest Act 2023 (or Tree Protection Act 2005 where applicable) protects individual trees of importance and urban forest areas that require particular protection. A Tree Register has been established and can be found on the Transport Canberra and City Services website https://www.cityservices.act.gov.au/trees-and-nature/trees/act_tree_register or for further information please call Access Canberra on 132281.

---- END OF REPORT ----

Unit Titles (Management) Act 2011

UNIT TITLE CERTIFICATE
SECTION 119

Units Plan No. **15592** Lot No. **121** Unit Number. **121**

Unit Owner/Eligible Person: **Douglas - sale**

Elevated Legal jonathon@elevatedlegal.com.au

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1. Committee Details

Vanessa Ganley
Alistair Cohen
Ronald Richards
Michael Tarzia
Edsel Sequeira
Julianne Nissen

c/- Civium Strata
ABN: 39 121 276 300
Locked Bag 8300
CANBERRA ACT 2601
1300 724 256

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2. Corporations Manager

The name and contact details of the corporations manager:

Civium Strata
ABN: 39 121 276 300
Locked Bag 8300
CANBERRA ACT 2601

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3. Records

The place where the corporation's records can be inspected and contact details:

Monique Bosma
Civium Strata
ABN: 39 121 276 300
Locked Bag 8300
CANBERRA ACT 2601
e: certificates@civium.com.au

Unit Titles (Management) Act 2011

UNIT TITLE CERTIFICATE
SECTION 119

Units Plan No. **15592** Lot No. **121** Unit Number. **121**

4. Insurance Policy Details

Type	Insurer	Policy No.	Coverage	Renewal Date	Premium/Excess
Building/Common Property	Chubb Insurance Co of Aust	04GS018525	$165,060,666.00	06/09/2026	$101,822.75 Excess: $5,000.00
Loss of Rent/Temp Accommodation			$15,907,500.00		
Public Liability			$20,000,000.00		
Voluntary Workers			$200,000.00		
Machinery Breakdown			$100,000.00		
Catastrophe			$25,006,691.00		
Government Audit Costs			$25,000.00		

5. Contributions

5.1 The period the contributions for the unit are for: **01/10/2024** - **30/09/2025**

5.2

Due Date	Details	Admin Fund	Sinking Fund	Amount Paid
01/10/2024	Standard Levy Contribution Schedule	$547.84	$144.10	$691.94
01/01/2025	Standard Levy Contribution Schedule	$675.34	$163.22	$838.56
01/04/2025	Standard Levy Contribution Schedule	$675.34	$163.22	$838.56
01/07/2025	Standard Levy Contribution Schedule	$675.34	$163.22	$838.56
	Paid to 30/9/2025			
			Admin Fund Contributions	**$2,573.86**
			Sinking Fund Contributions	**$633.76**
			Total Contributions	**$3,207.62**
			Amount (if any) outstanding	**$0.00**
			Interest (if any) on outstanding amount	**$0.00**
			Amount (if any) in credit	**$0.00**

BPAY DETAILS FOR SETTLEMENT
Biller Code: 96503
Ref:26957369762701399677

Total amount overdue **$0.00 + Interest**

*****Amounts overdue are calculated as at 08/09/2025.*****

Amounts due at any proposed settlement may vary as a result of additional contributions becoming due, interest penalties and other amounts charged to the lot which may include legal costs and utility or other charges. Please contact us for an update prior to settlement.

Unit Titles (Management) Act 2011

UNIT TITLE CERTIFICATE
SECTION 119

Units Plan No. **15592** Lot No. **121** Unit Number. **121**

5.3 The balance of the fund for the Owners Corporation as at the date of this certificate:

Admin Fund $431,732.55	**Sinking Fund $423,609.48**	**Total $855,342.03**

6. Additional Information

6.1. Developer Control Period
Developer control period expiry date: **N/A**

6.2. Details of any borrowings:
See Annexure

6.3. Details of installed sustainability infrastructure:
See Annexure

6.4. Summary of current service contracts:
Civium Holdings Pty Ltd - Managing Agent Agreement - 07/10/2024 - 06/10/2027

6.5. Application for Crown Lease extension:
Nil

6.6. Details of any ongoing Development Approval Conditions:
Nil

6.7. Details of any embedded network:
Provider:
Utility service:

All the information in this unit title certificate has been recorded on the following date from details shown in the books, records and other documents of the Owners Corporation:

Date: 08/09/2025 The Common Seal of The Owners – Units Plan No 15592	COMMON SEAL The Owners - Units Plan 15592
Was hereunto affixed in The presence of Signature:	

PLEASE ENSURE THAT YOU EMAIL ANY NOTICE OF ACQUISITION OR NOTICE OF DISPOSITION (Section 115 Certificate) TO clientservices@civium.com.au TO ENSURE NO CHARGES ARE APPLIED

Civium Strata
ABN: 39 121 276 300
Locked Bag 8300
CANBERRA ACT 2601
Ph: 1300 724 256
levies@civium.com.au
Principal: Doug O'Mara

TAX INVOICE

Date: 08/09/2025

UP **15592** - Lot No. **121** Unit Number. **121**

Preparation of S119 Certificate & Attachments	
UP 15592 Lot No. **121** Unit Number. **121**	$342.00
Invoice Total	$342.00
	(Includes $31.09 GST)

PAID

Civium Strata
Locked Bag 8300 CANBERRA ACT 2601 ABN: 39 121 276 300
Ph: 1300 724 256 Email: levies@civium.com.au
Printed: 08/09/2025 10:37 am User: Rebekah Morton

Asset Register
15592 The Griffin 44 Constitution Avenue

Description	Type	Acquisition Method	Date Acquired	Acquired From	Original Cost	Cost to Date	Market Value

Nil

Civium Strata
Locked Bag 8300 CANBERRA ACT 2601 ABN: 39 121 276 300
Ph: 1300 724 256 Email: levies@civium.com.au
Printed: 08/09/2025 10:37 am User: Rebekah Morton

Fund Proposals
15592 The Griffin 44 Constitution Avenue

Date Determined	Title	Particulars
Nil		

Civium Strata

Statement of Financial Affairs

Prepared for Owners of Unit Title 15592

"The Griffin"

44 Constitution Avenue PARKES ACT 2600

For the Financial Period 01/10/24 to 02/09/25

Balance Sheet - U/Plan 15592
"THE GRIFFIN"
44 CONSTITUTION AVENUE, PARKES, ACT 2600
For the Financial Period 01/10/2024 to 02/09/2025

	Administrative	Sinking	TOTAL THIS YEAR
Assets			
Cash At Bank			
The Proprietors of Units Plan 15592 *Macquarie Bank BSB: 182-266 Acc No: 269573697*	$436,408.12	$233,953.25	$670,361.37
THE OWNERS UNIT PLAN 15592 SECURE ACCOUNT *Macquarie Bank BSB: 182-266 Acc No: 275797991*	$0.00	$204,562.71	$204,562.71
Accounts Receivable	$5,821.64	$0.00	$5,821.64
Levies Receivable	$27,717.31	$4,065.74	$31,783.05
Receivable - Oncharged Invoices	$688.11	$0.00	$688.11
Total Assets	**$470,635.18**	**$442,581.70**	**$913,216.88**
Liabilities			
Accounts Payable	$1,146.00	$0.00	$1,146.00
BAS Clearing	$(6,470.24)	$6,469.04	$(1.20)
Paid in Advance	$8,650.98	$0.00	$8,650.98
Unidentified Deposits	$2,424.23	$0.00	$2,424.23
GST Clearing	$9,638.37	$7,113.09	$16,751.46
Total Liabilities	**$15,389.34**	**$13,582.13**	**$28,971.47**
Net Assets	**$455,245.84**	**$428,999.57**	**$884,245.41**
Owners Funds			
Opening Balance	$62,508.95	$197,500.29	$260,009.24
Net Income For The Period	$392,736.89	$231,499.28	$624,236.17
Total Owners Funds	**$455,245.84**	**$428,999.57**	**$884,245.41**

Income and Expenditure Statement - U/Plan 15592
"THE GRIFFIN"
44 CONSTITUTION AVENUE, PARKES, ACT 2600
For the Financial Period 01/10/2024 to 02/09/2025

Administrative Fund

	TOTAL THIS YEAR	This Year Budget	Last Year Actual
Income			
Interest on Overdues	$1,772.16	*$0.00*	*$1,574.22*
Keys Fobs & Access Swipes	$0.00	*$0.00*	*$376.37*
Levy Income	$1,017,334.31	*$1,017,341.00*	*$1,026,152.16*
Special Levy Income	$0.00	*$0.00*	*$17,227.42*
Trade Waste Levy	$0.00	*$0.00*	*$4,570.00*
Total Administrative Fund Income	**$1,019,106.47**	*$1,017,341.00*	*$1,049,900.17*
Expenses			
Arrears Recovery Costs	$249.10	*$0.00*	*$423.64*
Audit Fees	$1,000.00	*$950.00*	*$950.00*
Building Manager	$125,678.30	*$137,104.00*	*$150,000.00*
Building Repairs & Maintenance	$17,286.86	*$31,300.00*	*$31,845.98*
Civium Disbursements	$3,913.72	*$3,500.00*	*$2,464.73*
Cleaning	$111,129.95	*$168,000.00*	*$180,684.83*
Cleaning - Car Park	$2,300.00	*$4,750.00*	*$4,750.00*
Cleaning - Carpets	$4,862.50	*$9,000.00*	*$5,855.00*
Cleaning - Consumables	$3,155.02	*$2,500.00*	*$0.00*
Cleaning - Windows & Glazing	$34,075.00	*$40,900.00*	*$20,450.00*
Contingency	$0.00	*$45,000.00*	*$0.00*
Electrical Repairs & Maintenance	$10,231.00	*$11,100.00*	*$13,375.72*
Electricity - Utility	$49,366.82	*$84,000.00*	*$70,176.00*
Fire Alarm Monitoring	$0.00	*$2,090.00*	*$0.00*
Fire Protection - Contracted	$10,039.47	*$11,520.00*	*$10,961.54*
Fire Protection - Repairs/Replacements	$14,503.85	*$5,000.00*	*$12,014.50*
GST Administration	$454.56	*$0.00*	*$0.00*
Garage Door	$1,768.18	*$8,480.00*	*$4,941.81*
Garbage Chute Repairs & Maintenance	$9,663.70	*$8,378.00*	*$8,378.70*
Gardening Subcommittee	$339.94	*$5,000.00*	*$0.00*
Gardens & Grounds	$19,748.59	*$32,000.00*	*$35,721.44*
Gas - Utility	$16,129.22	*$60,000.00*	*$59,489.85*
Gymnasium Expenses	$1,120.36	*$5,960.00*	*$3,437.40*
HVAC	$3,805.00	*$6,000.00*	*$7,498.56*
Insurance Building	$0.00	*$115,099.00*	*$194,670.65*
Insurance Claims	$4,545.45	*$0.00*	*$0.00*
Insurance Valuation	$0.00	*$0.00*	*$1,758.27*
Legal expense	$272.73	*$2,000.00*	*$1,545.45*

Income and Expenditure Statement - U/Plan 15592
"THE GRIFFIN"
44 CONSTITUTION AVENUE, PARKES, ACT 2600
For the Financial Period 01/10/2024 to 02/09/2025

Administrative Fund

	TOTAL THIS YEAR	This Year Budget	Last Year Actual
Lift Maintenance Contract	$34,739.98	*$30,720.00*	*$39,359.55*
Lift Registration	$0.00	*$800.00*	*$0.00*
Lift Repairs	$0.00	*$15,000.00*	*$20,797.05*
Maintenance Schedule	$0.00	*$0.00*	*$2,890.91*
Management Fee	$73,218.30	*$79,875.00*	*$65,377.97*
Plumbing & Drainage	$9,626.51	*$15,000.00*	*$14,779.00*
Plumbing & Drainage - Repairs	$335.00	*$0.00*	*$0.00*
Pool Expenses	$9,516.84	*$10,000.00*	*$10,029.28*
Security Access System & Cards	$3,896.36	*$5,000.00*	*$3,180.17*
Security Guards	$0.00	*$1,500.00*	*$1,717.12*
Sundry Expenses	$4,083.24	*$1,500.00*	*$769.10*
Tax Agent Fees - BAS/GST	$370.00	*$340.00*	*$680.92*
Tax Agent Fees - Income Tax	$120.00	*$105.00*	*$105.00*
Taxation Reporting (Civium)	$120.00	*$0.00*	*$0.00*
Telephone	$836.02	*$870.00*	*$835.08*
Waste collection	$1,118.08	*$1,000.00*	*$1,404.32*
Water - Utility	$42,749.93	*$56,000.00*	*$49,884.64*
Total Administrative Fund Expenses	**$626,369.58**	*$1,017,341.00*	*$1,033,204.18*
Administrative Fund Surplus/Deficit	**$392,736.89**	*$0.00*	*$16,695.99*
Opening Balance for the period	**$62,508.95**	*$0.00*	*$45,812.96*
Closing Balance for the period	**$455,245.84**	*$0.00*	*$62,508.95*

Income and Expenditure Statement - U/Plan 15592
"THE GRIFFIN"
44 CONSTITUTION AVENUE, PARKES, ACT 2600
For the Financial Period 01/10/2024 to 02/09/2025

Sinking Fund

	TOTAL THIS YEAR	This Year Budget	Last Year Actual
Income			
Interest on Investment	$4,562.71	*$0.00*	*$0.00*
Interest on Overdues	$507.98	*$0.00*	*$346.22*
Levy Income	$250,501.55	*$250,545.00*	*$227,826.80*
Total Sinking Fund Income	**$255,572.24**	*$250,545.00*	*$228,173.02*
Expenses			
Sinking Fund Budget	$24,072.96	*$29,347.00*	*$30,672.73*
Total Sinking Fund Expenses	**$24,072.96**	*$29,347.00*	*$30,672.73*
Sinking Fund Surplus/Deficit	**$231,499.28**	*$221,198.00*	*$197,500.29*
Opening Balance for the period	**$197,500.29**	*$0.00*	*$0.00*
Fund Transfer (Sinking)	$0.00	*$0.00*	*$0.00*
Closing Balance for the period	**$428,999.57**	*$221,198.00*	*$197,500.29*

Chubb Insurance Australia Limited
ABN: 23 001 642 020 AFSL: 239687
Grosvenor Place
Level 38, 225 George Street
Sydney NSW 2000, Australia
O +61 2 9335 3200
www.chubb.com/au

Date Issued: 03 September 2024

Certificate of Currency

This Certificate of Currency confirms the following **Policy** is current at the date stated below. Please refer to **Policy** documents for full terms and conditions.

Certificate of Currency		
Named Insured:	UP 15592	
Indemnity to Others (Section 5, General Liability Insurance Only)	Not Applicable	
Policy Number:		
Insurance:	Residential Strata Insurance	
Wording	Chubb Strata Insurance ChubbSTRATA01PDS0224	
Period of Insurance:	From:	4.00pm on 06 September 2024, Local Standard Time
	To:	4.00pm on 06 September 2025, Local Standard Time
The Insurer:	Section 1	100.00% Chubb Insurance Australia Limited
	Section 2	100.00% Chubb Insurance Australia Limited
	Section 3	100.00% Chubb Insurance Australia Limited
	Section 4-10	100.00% Chubb Insurance Australia Limited
Insured Location	44 Constitution Avenue, Parkes ACT 2600	

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Limits of Liability		
Section 1: Property Damage Insurance	**Buildings** and **Common Property**	AUD 165,060,666
	Common Contents	AUD 1,650,606
	Catastrophe	AUD 25,006,691
Section 2: Machinery Breakdown Insurance	AUD 100,000	
Section 3: Consequential Loss Insurance	AUD 24,759,100	
Combined Section 1 - Property Damage Insurance and Section 3 - Consequential Loss Insurance Limit of Liability	AUD 216,477,063	
Section 4: Crime Insurance	AUD 30,000	
Section 5: General Liability Insurance	**Personal Injury**	AUD 20,000,000 in respect of any one **Occurrence**
	Property Damage	AUD 20,000,000 in respect of any one **Occurrence**
Section 6: Environmental Impairment Liability Insurance	AUD 250,000 in the aggregate **Period of Insurance**	
Section 7: Management Committee Liability Insurance	AUD 1,000,000 in the aggregate **Period of Insurance**	
Section 8: Audit Expenses Insurance	AUD 30,000	
Section 9: Appeal Expenses Insurance	AUD 150,000	
Section 10: Voluntary Workers Insurance	**Accident** each occurrence Limit	AUD 200,000
	Accident aggregate Limit	AUD 200,000 in the aggregate **Period of Insurance**

All the values on this Certificate of Currency are correct as at 03 September 2024 and may only be subject to change within the **Period of Insurance** by written agreement between the Insurer and the **Insured**.

The insurance afforded by the policies described in this Certificate is subject to all terms, exclusions and conditions of such policies.

This Certificate is furnished as a matter of information only and does not constitute an insurance contract upon which claims can be made. **Policy** terms and conditions incorporate provisions which may enable Insurers to cancel or vary the **Policy** on the happening of prescribed circumstances or events (i.e. non-payment of premium). Therefore, this confirmation of insurance is not to be construed as guaranteeing that the **Policy** will remain in force throughout the **Period of Insurance** as specified herein.

Signed:



Ryan Guha
Strata Underwriter (Hub)

Authorised Officer, Chubb Insurance Australia Limited
ABN 23 001 642 020 AFSL 239687

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MINUTES OF THE
EXECUTIVE COMMITTEE MEETING 2025

OWNERS UNIT PLAN - 15592

The Griffin
44 Constitution Avenue
PARKES ACT 2600

Held on :

Tuesday, 12 August 2025 05:00 PM

In person at

The Griffin - Meeting Room
44 Constitution Ave, Parkes

Virtually via Microsoft Teams

https://my.civiumstrata.com.au/meetings?z=39177

MINUTES OF THE EXECUTIVE COMMITTEE MEETING OF UNIT PLAN The Griffin 15592

Held Tuesday, 12 August 2025 5:00 PM at
The Griffin - Meeting Room
44 Constitution Ave, Parkes

Present	**Alistair Cohen (Lot 55), Edsel Sequeira (Lot 15), Julianne Nissen (Lot 202), Michael Tarzia (Lot 211), Ronald Richards (Lot 29), Vanessa Ganley (Lot 229)**
Civium Rep(s)	**Monique Bosma (Civium Strata)**
Proxies	**None**
Company Nominees	**None**
Apologies	**None**
Voting Papers	**None**
Other Attendees	**None**
CFM	**Scott Wallis (Civium Facilities Management)**
Chairperson	**Alistair Cohen**

Meeting Opened 5:00pm

A Quorum was reached

MOTION	Motion for consideration
1	**PROCEDURAL MATTERS** **1.1 Attendance & Apologies** - Noted **1.2 Declaration of Conflict of Interest** - Nil declared **1.3 Minutes of previous Executive Committee Meeting** - Approved **1.4 Ratification of matters agreed out of session** • Level 1 Projects – Structural Engineer

Approval to proceed with engaging a structural engineer at a cost of $500 to confirm whether the basement beam can be cored through.

- Mitchell's Glass – Unit 31 Window Replacement
  Approval to proceed with window replacement for Unit 31 by Mitchell's Glass, with the Owners Corporation cost share being $2,225 (including GST).

- Pool Area – Female Toilet Door Air Grill Installation
  Approval to proceed with installation of an air grill to the female toilet door in the pool area at a cost of $353.10 (including GST).

- Overdue Invoices – Payment Approval
  Approval to make payment for the following overdue invoices:

O'Neill & Brown Fire
Invoice Date: 14/11/2024
Description: Diesel fuel for pumps
Amount: $353.85

O'Neill & Brown Fire
Invoice Date: 28/02/2025
Description: Investigate pump power failure
Amount: $286.00

Mastergymtech
Invoice Date: 23/04/2024
Description: Repairs to leg press & bike machine
Amount: $475.75

Schindler
Invoice Date: 28/02/2025
Description: Lift maintenance contract (01.04.2025 – 30.06.2025)
Amount: $8,448.00

Schindler
Invoice Date: 29/02/2024
Description: Lift maintenance contract (01.04.2024 – 30.06.2024)
Amount: $8,448.00

Venture Plumbing
Invoice Date: 05/04/2025
Description: Downpipe installation to podium box gutter
Amount: $603.32

Maritex
Invoice Date: 14/02/2025
Description: Investigate tripping light circuits
Amount: $1,918.40

Inside Outside Facility Services
Invoice Date: 31/12/2024
Description: Towing of Bins & Bin Service
Amount: $517.00

Inside Outside Facility Services
Invoice Date: 07/01/2025
Description: Towing of Bins & Bin Service
Amount: $896.50

Inside Outside Facility Services
Invoice Date: 13/01/2025
Description: Towing of Bins

Amount: $203.50

Inside Outside Facility Services
Invoice Date: 18/01/2025
Description: Towing of Bins & Consumables
Amount: $409.75

Motion Carried

2 **ITEMS FOR DISCUSSION**

- **Financials**

- Treasurer Report (MT)
No report provided.

- Outstanding / On Hold Invoices

The following outstanding / on hold invoices were approved by the EC to be paid.

Veolia
Invoice Date: 30/06/2025
Description: Commercial Waste Collection – June 2025
Amount: $835.76

Oztime Technologies
Invoice Date: 14/05/2025
Description: Replacement of Pneumatic Bollard Control Board
Amount: $7,051.00

- Unit 171 Request for Reimbursement for plumbing investigations

The property manager for Unit 171 has been liaising directly with Chase under the assumption that a water leak may be defect. Chase has since confirmed that there are no faults with the waterproofing membrane and has instead advised that the roof drains may require cleaning.

To validate this, Civium referred the matter to Venture Plumbing. Venture Plumbing advised that the drains do not appear to be clogged and therefore do not believe this to be the cause of the leak. They recommended that flood testing be carried out to further investigate and confirm the source of the issue.

In the interim, the property manager requested reimbursement from the Owners Corporation for the costs they incurred during their own investigations, including the cost of repairs for the access holes made in the ceiling. Total cost being $2,576.75.

The EC did not approved the reimbrusement request, as the cause of the leak has not been identified. It was noted that Civium will liaise with Chase to further investigate.

- **Maintenance**

- Sub-Committee Update (MT)

No report provided.

- Unit 31 Window Replacement

The EC approved the quote from Mitchell's Glass out of session. It was noted that this contractor was selected based on their prior experience working at the complex, and not on price.

Should the owner wish to proceed with an alternative quote that exceeds the amount provided by Mitchell's Glass, the Owners Corporation will continue to contribute 50% of

Mitchell's Glass quote. Any additional costs beyond that amount will need to be covered by the unit owner.

- Broken Window - Between Levels 3 & 4 Building O

ABS Facade has provided some options on next steps for the window replacement.

-Option A: This option necessitates the removal of the three vertical fins to gain unobstructed access to the spandrel glass, allowing for a like-for-like replacement.

Option B: I can arrange for two smaller pieces of glass to be installed. This option does not affect the functionality of the system; it merely introduces an additional silicone joint. Furthermore, Option B does not require the removal of the vertical fins.

The EC approved Option A, being $8,440 + GST.

- Broken Mirror Lift 6 Building O

Completed.

- Timber Podium Staining

Quotes are in progress.

- Carpet Replacement Outside U229

A new work order has been issued to Morgans Group, as the previous contractor, Local Carpets, was unresponsive. Energy Locals has agreed to cover the cost of Morgans Group's services.

- Fire Door Inspection - Next Steps

O'Neill & Brown has advised that, due to a higher than expected success rate in gaining access to units, technicians ran out of time during the scheduled inspection nights and were unable to inspect all units.

Civium has been in communication with the contractor to request that they return to complete inspections of the remaining units at no additional cost to the Owners Corporation.

The contractor has confirmed that 75 units remain to be inspected. These will be scheduled over two nights. The EC has requested that Civium ask the contractor to provide time blocks for each floor in each building, so residents can be given a more specific timeframe for when they need to be home to provide access.

An update will now be communicated to residents, as this is new information received by Civium and the EC. The EC also requested that the communication include a reminder that providing access for essential works and inspections is part of community living, and that exact times may not always be possible. This is intended to help set realistic expectations for residents.

It was noted that the fire door inspection in previous years had been completed without requiring unit access, so fire door testing is not a new initiative at The Griffin.

Edsel has volunteered to be the on-site contact for O'Neill & Brown during the upcoming inspection nights to assist with resident communication, if needed.

Civium also noted that they have gone to market for fire services, which will be provided to the EC shortly.

- Waste Tow Hitches

Quotes are in progress.

- Water Ingress - Front Sliding Doors

Civium is following up with Level 1 Projects for their structural engineer report.

- Pneumatic Bollards

Additional works are required to fully restore the system. Oztime Technologies has provided a quote of $5,393 for these repairs.

As requested at the previous EC meeting, the option of replacing the entire bollard system was explored and is estimated to cost approximately $30,000 or more.

Oztime has indicated they are 95% confident that the quoted works will resolve the issue.

The EC has approved the quote.

- Air Grill in Pool Bathroom Doors

It was noted that the door still does not close properly with the current grill installed. The contractor, Ochre Trades, advised that when the hole was initially cut, prior to the grill being installed, the door closed without issue.

The EC has agreed for Ochre Trades to install a grill twice the size of the existing one as a test to determine whether this resolves the problem.

- **Security**

- Sub-Committee Update (AC)

No report provided.

- Update on Charter

No update provided.

- Security Camera Quotes

No update provided.

- **Gardening**

- Sub-Committee Update (RR)

Report attached.

Civium to follow up on the quote for the tap installation outside the meeting room.

- Garden Beds

Quotes are in progress.

- **Social Sub-Committee Update (VG)**

No report provided.

Although not part of the Social Sub-Committee's responsibilities, the EC agreed to proceed with a clean-up of the library, with donated items to be given to Lifeline.

- **Other Business**

- Insurance - Decide whether to stay with Oracle Group and EC manage insurance,

or switch to Honan Brokers, allowing Civium to manage insurance on behalf of the OC.

Following the renewal of the second insurance policy for The Griffin, the EC at the time opted to manage this independently by using an alternative Broker, Oracle Group. To date, this has been managed by Alistair.
Oracle Group, operates under the same model as Civium - 20% commission and a broker fee.

The EC agreed to proceed with Insurance through Civium, via Honan Brokers.

Noting the policy is due for renewal on 06/09/2025, Civium will provide a letter of authority to Honan urgently to commence the process.

- Outcome of Special General Meeting - Next Steps

In accordance with the reduced quorum period, all decisions made at the Special General Meeting will take effect from 04/09/2025 - 28 days following the meeting date.

Plumbing Equipment

- Civium will contact Venture Plumbing to confirm how valve maintenance can be incorporated into the planned preventative plumbing maintenance schedule.
- Civium will confirm the total number of units affected and calculate the reimbursement amounts for owners previously on-charged for valve replacements.

Lockbox Room

- Civium will issue an EOI to owners to gauge interest in installing lockboxes. Residents will also be encouraged not to store access devices in their basement storage cages as part of these comms.
- Work orders will be issued for the installation of a smart lock on the door and internal panels for mounting the lockboxes.

Term Deposit

- The EC has agreed to invest 90% of the current Sinking Fund balance into the existing term deposit.

Alternative Rules

- The approved rules will be registered with the Land Titles Office.

- Defined Roles for all EC Members, including Assisting in Disputed Invoices

The EC agreed that any oustanding on hold invoices will be presented to the EC at each meeting for their consideration.

- Intercom Repairs

It was noted that moving forward, any repairs to intercom systems within individual units will be the responsibility of the unit owner to arrange directly. While Civium has previously assisted by engaging contractors on behalf of owners, there have been instances of misunderstanding and miscommunication which have resulted in disputes over invoicing when costs were on-charged. As intercoms within individual units fall under the responsibility of the unit owner, all future repair requests should be managed independently.

- Defibrillator

	Civium will follow up on the replacement of the existing defibrillator. The EC agreed to purchase a second defibrillator, with the location to be confirmed. **Motion Carried**
3	**MATTERS FOR COMMITTEE APPROVAL** 3.1 The EC approved to pay the outstanding / on hold invoices from Veolia and Oztime Technologies. 3.2 The EC approved the cost from ABS Facade for $8,440 for the broken window replacement between Levels 3 & 4 Building O. 3.3 The EC approved the quote from Oztime Technologies for additional repairs to the pneumatic bollard system for $5,393. 3.4 The EC approved for Ochre Trades to install a grill twice the size of the existing one as a test to determine whether this resolves the problem on the female pool bathroom door. 3.5 The EC approved to move to Honan Brokers for Building Insurance. 3.6 The EC approved to purchase a second defibrillator, with the location to be confirmed. **Motion Carried**

There being no further business the chairperson declared the meeting closed at 06:30 pm
Dated: 12 August 2025
Issued by Civium Property Group for and on behalf of the Owners Corporation.

civium

MINUTES OF THE
SPECIAL GENERAL MEETING 2025

OWNERS UNIT PLAN - 15592

The Griffin
44 Constitution Avenue
PARKES ACT 2600

Held on :

Thursday, 07 August 2025 09:00 AM

In person at

Online via C-Hub Online Voting

MINUTES OF THE SPECIAL GENERAL MEETING OF UNIT PLAN 15592

Held Thursday, 07 August 2025 9:00 AM at
Online via C-Hub Online Voting

Present Alana Hammell (Lot 127), Alistair Cohen & Claire Hely (Lot 55), Andrew & Tiana Durston (Lot 191), Andrew McCray (Lot 65), Anna Louise & Rarm Nagalingam (Lot 242), Anne-Maree Campbell (Lot 30), Anthony Rochester & Lisa Williams (Lot 52), Benjamin Kreis (Lot 185), Bernard Steven Wonder & Rhonda Frances Treadwell (Lot 118), Beverley Anne Clarke & Graham John Chalker (Lot 81), Bradley Ricabo (Lot 195), Caitlin Johnstone (Lot 152), Catherine Wallis (Lot 196), Chloe Maric (Lot 157), Chris & Diana Miljak (Lot 230), Christine Susan Harvey (Lot 25), Chun Kiat Seow (Lot 34), Clifford Frederick & Carolyn Mary Elizabeth Cole (Lot 77), Colleen & Bruce Chapman (Lot 223), Damian Styles (Lot 4), David & Cheryl Bush (Lot 53), David & Julianne Nissen (Lot 202), David Michael Leslie & Patricia Anne Berman (Lot 252), Dean & Alison Halpin (Lot 28), Deryck & Martha Smith (Lot 243), Edsel Valentine Sequeira & Shivani Roshni Pillay (Lot 15), Glenn Davis (Lot 188), Hanwei Zhu (Lot 96), Harry Konstantinou (Lot 43), Heather Grainger (Lot 64), Heidi McLennan (Lot 135), Helen Green (Lot 139), Helena Kate Michael (Lot 197), Henricus Wilhelmus & Elaine Jean Tys (Lot 174), Jaimie MacQuillan & Sebastian Ward (Lot 62), James Stuart & Renee Denise Churches (Lot 136), Jamie Cottrell & Mercy Diones (Lot 16), Jane & Mark Bramley (Lot 114), Julie Chambers & Eric Leape (Lot 253), Karina Turner (Lot 89), Katrina Gmach & Alistair Gilmour (Lot 67), Kay Ward (Lot 236), Kibris Investments Pty Ltd (Lot 258), Kimberley Victoria Chalmers (Lot 88), Louise Schmidtchen (Lot 241), Louise Scrivener and Douglas Kirk (Lot 190), Luke David Walsh (Lot 222), Malcolm Thomson (Lot 172), Margaret Alice Goydych (Lot 90), Margaret Crouch (Lot 76), Margaret Staib (Lot 212), Michael & Rachel Hetenyi (Lot 235), Michael Banks (Lot 37), Mr Sergei Shekh (Lot 131), Parker Reeve (Lot 160), Pauleen & Brian Fell (Lot 209), Phillip & Samantha Beattie (Lot 41), Reinaldo Pereira & Marcia Pereira (Lot 148), Robert Edward Williams & Dale Suzanne Williams (Lot 219), Rohan Mcneil & Jacquelyn Phillips (Lot 220), Ronald Richards & Caroline Richards (Lot 29), Roslyn & Paul Humphreys (Lot 126), Samuel Christie (Lot 177), Sangay Trinley Linkins (Lot 248), Sean Wood & Kylie Wood (Lot 251), Shane & Leigh Byrne (Lot 201), Siobhan Davies (Lot 94), Stephen John Arnott (Lot 27), Stephen Richards & Clare Poprawski (Lot 173), Sungmin Kim (Lot 35), Tennille Leah Marsh (Lot 72), Thien & Nicholas Lim (Lot 149), William Kerry & Christine Caryl Mummery (Lot 63), XOF Nominees Pty Ltd (Lot 240)

10 votes were received from unfinancial owners and have been excluded from the total vote count.

Civium Rep(s) **Monique Bosma (Civium Strata)**

Chairperson **Alistair Cohen** *(The existing Chairperson was automatically appointed for the purpose of the meeting)*

Meeting Opened **9:00am**

Reduced Quorum Meeting

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MOTION	Motion for consideration
1	**Minutes (ORDINARY RESOLUTION)** **RESOLVED** that the minutes of the previous General Meeting of the Owners Corporation, held on 17/12/2024, be confirmed as a true and accurate account of the proceeding at that meeting. For : 49 Against : 0 Abstained : 16 **Motion Carried**
2	**Term Deposit (ORDINARY RESOLUTION)** **RESOLVED** that the Owners Corporation grants the Executive Committee authority to invest up to 90% of the Sinking Fund in term deposit/s, with the Executive Committee authorised to decide on roll-over terms upon maturity. For : 58 Against : 3 Abstained : 4 **Motion Carried**
3	**Transferring Responsibility of Water Tempering, Isolation & Reduction Valves (SPECIAL RESOLUTION)** **RESOLVED by Special Resolution** that the Owners Corporation adopt the 'Transferring Responsibility of Water Tempering, Isolation & Reduction Valves' paper (attached), transferring the responsibility for the tempering, isolation, and reduction valves from individual unit owners to the Owners Corporation. For : 59 Against : 2 Abstained : 3 **Motion Carried**
4	**Lockbox Room (ORDINARY RESOLUTION)** **RESOLVED** that the Owners Corporation agrees to repurpose the Australia Post room (located on Constitution Avenue) as a Lockbox Room and authorises the Executive Committee to approve relevant quotes for this project, including, but not limited to, the installation of a smart lock and minor refurbishments within the room to facilitate the installation of lockboxes. For : 52 Against : 9 Abstained : 4 **Motion Carried**
5	**Amendment to Alternative Rule - Short-Term Rentals (SPECIAL RESOLUTION)** **RESOLVED by Special Resolution** that in accordance with Section 108 of the Unit Titles (Management) Act 2011, the Owners Corporation agrees to endorse the registration of the below amended Alternative Rule 'Rule 7.10 Short-Term Rentals.' ***7.10 Short-Term Rentals*** *a) A short-term rental is defined by the Owners Corporation as the leasing of a property for a period of not more than 28 days.* *b) A unit owner must notify the Owners Corporation, via the Strata Managing Agent, of any property currently being used for the purposes of a short-term rental arrangement and must also provide notification prior to any future change in use.* For : 48 Against : 7 Abstained : 10 **Motion Carried**

6	**New Alternative Rule - Lockboxes & Combination Locks (SPECIAL RESOLUTION)** **RESOLVED by Special Resolution** that in accordance with Section 108 of the Unit Titles (Management) Act 2011, the Owners Corporation agrees to endorse the registration of the new Alternative Rule 'Rule 7.12 Lockboxes & Combination Locks' with any costs associated with registration to be paid from the Administrative Fund. ***7.12 Lockboxes & Combination Locks*** *A unit owner, occupier or user must:* *a) Not affix lock boxes to any part of the common property or external structure or be accessible by any area of common property. This extends to private property stored on common property, including but not limited to, bikes.* *b) Not install a combination lock on mailboxes or store any access devices within the mailbox.* For : 52 Against : 9 Abstained : 4 **Motion Carried**
7	**New Alternative Rule - CCTV Policy (SPECIAL RESOLUTION)** **RESOLVED by Special Resolution** that in accordance with Section 108 of the Unit Titles (Management) Act 2011, the Owners Corporation agrees to endorse the registration of the below new Alternative Rule 'Rule 9.1 CCTV Policy.' ***9.1 CCTV Policy*** *1. Retrieval of CCTV Footage* *(a) CCTV footage will only be viewed upon a request, either by the police or as approved by the Executive Committee.* *(b) All requests related to CCTV footage must be made in writing to the Strata Managing Agent, to obtain authorisation from the Executive Committee to release the CCTV footage.* *(c) Formal requests related to CCTV footage must include the following information in writing: name of person making the report; brief description of the incident or allegation; location of the incident; time and date of the incident.* *2. Viewing CCTV Footage* *(a) Two people are required to view any footage after a written request has been made and approved by the Executive Committee. This may be two Committee members, two employees from the Strata Managing Agent's organisation, or one Committee member and one person from the Strata Managing Agent's organisation.* *3. Costs* *Costs incurred by the Owners Corporation for the Managing Agent to review CCTV footage may be on-charged to the requesting party.* For : 58 Against : 3 Abstained : 4 **Motion Carried**

Meeting Closed: 09:30 am
Issued by Civium Property Group for and on behalf of the Owners Corporation.

NOTICE OF REDUCED QUORUM DECISIONS

Part A Details of reduced quorum decisions †

A1 The Owners—Units Plan No 15592

A2 General meeting

Date (or dates) of general meeting at which the reduced quorum decision or decisions were made **07/08/2025**

A3 Reduced quorum decisions

[If there is insufficient space here, tick and attach details to the notice]

Date of decision	Full text of reduced quorum decision
07/08/2025	As attached

A4 Owners corporation declaration

The information in this notice has been recorded on the following date from details shown in the records of the owners corporation.

DATE: 07/08/2025
[Affix owners corporation seal in accordance with the corporation articles]



† In this notice, **UTMA** means the *Unit Titles (Management) Act 2011*.

THE
GRIFFIN
CONSTITUTION AVENUE

Embedded Network and Equipment Ownership Change

Proposed Change:

We are seeking authority to transfer responsibility of the tempering, isolation and reduction valves from individual unit owners to the Owners Corporation (OC). This would mean that all associated plumbing equipment from the tempering valve to the meter would become the responsibility of the OC to repair and maintain. This change aims to streamline maintenance, ensure timely repairs and ultimately protect common property from water damage. The Executive Committee recommends that the OC approve this change.

Background Information:

The Griffin has an embedded network, which is a third party owned and maintained infrastructure for energy and water. The Griffin's embedded network is with Energy Trades, now trading as Energy Locals.

As per the agreement between Energy Trade and the OC (available on C-Hub under 'Contracts'), Schedule 2 (pg 14) outlines the equipment included within the embedded network, which includes the hot water meters for residential units. These are depreciating assets, which, over time (7 years), will become the property of the OC as per Schedule 3 (pg 16). Until such time, the embedded equipment remains owned by Energy Trade.

However, the OC has signed a Deed of Release (also available on C-Hub under 'Contracts') with Energy Trade, stating that Energy Trade will no longer take responsibility for leaks. This Deed of Release was signed in September 2024 and was conditional by Energy Trade for them to make reimbursement to the Owners Corporation of $8,470.50 ex GST for multiple expenses incurred by the OC as a result of leaks from the embedded network infrastructure.

Some of the leaks that have occurred have originated from the meter unions, which are housed within the meter and are part of the embedded network equipment. Conversely, tempering valves, which have also been the cause of some leaks, are located after the meters and remain the responsibility of the individual unit owner, as they do not form part of the embedded network equipment.

To date, when a leak has been identified, Civium would organise a plumber to attend and determine the cause. The plumber is then often instructed to proceed with repairs or replacements to mitigate further damage to common property, particularly carpets. If the leak is

associated with the tempering valve, the invoice has been on-charged to the respective unit owner.

Budget Considerations:

This transfer of responsibility has not been accounted for in the current budget. However, given the existing budget allocations and contingencies, we are confident that the transfer can occur now. Moving forward, we will recommend that future budgets include allocations for embedded network equipment under 'Plumbing & Drainage.'

Reimbursement to Owners:

If this proposal is approved, the Owners Corporation will reimburse unit owners who have previously paid for the replacement of the tempering valve an amount of $400 + GST, which reflects the average cost for replacing the valve. If the replacement was arranged independently a copy of the invoice will be required, as proof of works.

Insurance:

Below is the response from the Insurance Broker in relation to the proposed change.

"Not being able to provide legal advice, this seems to follow the theory that we discussed on the phone in that it transfers the ownership of this specific infrastructure to the OC and thereby transfers risk management and maintenance to the OC so that it can be managed and maintained in an attempt to reduce and/or remove future risks."

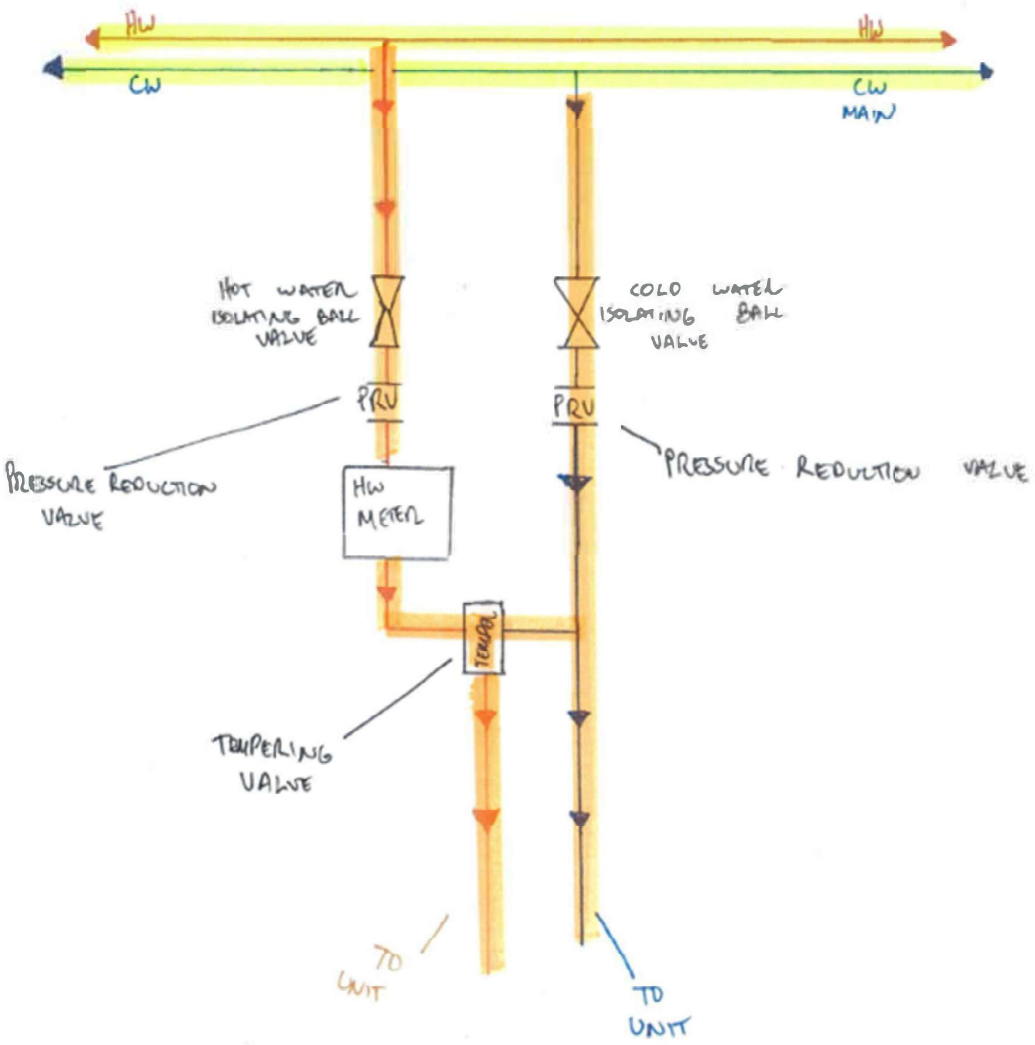
Conclusion:

By implementing this change, the OC eliminates any ambiguity regarding responsibility for leaks, reducing OC costs associated with failed recoveries and additional investigations. Additionally, these can be incorporated into the site's hydraulic planned preventative maintenance PPM to ensure proper servicing and maintenance, rather than relying on individual owners.

Attached are diagrams illustrating the current and proposed responsibility structures to provide owners with a clear visual comparison.

THE
GRIFFIN
CONSTITUTION AVENUE

Current Responsibility:

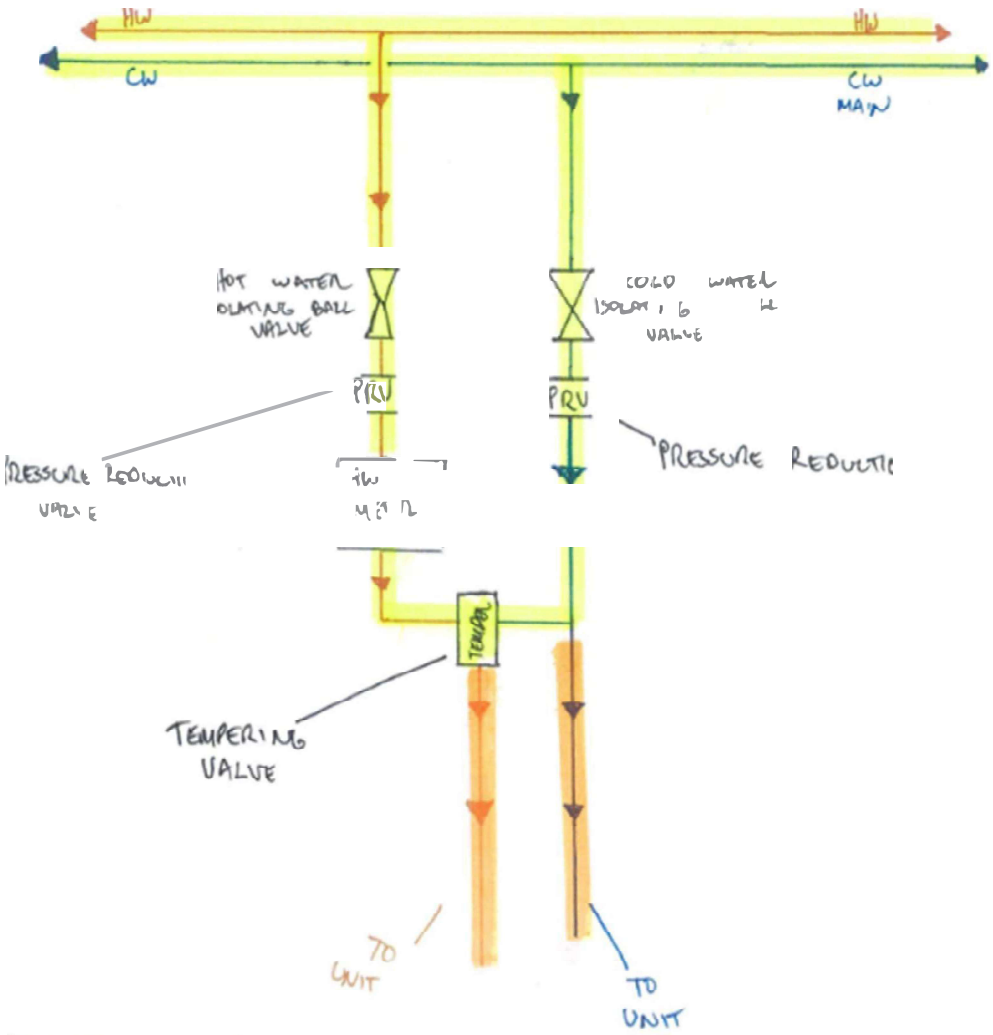


CURRENT OWNERS CORPORATION RESPONSIBILITY

CURRENT UNIT OWNERS RESPONSIBILITY

THE
GRIFFIN
CONSTITUTION AVENUE

Proposed ~~Responsibility:~~



MINUTES OF THE
EXECUTIVE COMMITTEE MEETING 2025

OWNERS UNIT PLAN - 15592

The Griffin
44 Constitution Avenue
PARKES ACT 2600

Held on :

Tuesday, 01 July 2025 05:00 PM

In person at

The Griffin - Meeting Room
44 Constitution Ave, Parkes

Virtually via Microsoft Teams

https://my.civiumstrata.com.au/meetings?z=38470

MINUTES OF THE EXECUTIVE COMMITTEE MEETING OF UNIT PLAN The Griffin 15592

Held Tuesday, 01 July 2025 5:00 PM at
The Griffin - Meeting Room
44 Constitution Ave, Parkes

Present	**Alistair Cohen (Lot 55), Edsel Sequeira (Lot 15), Julianne Nissen (Lot 202), Michael Tarzia (Lot 211), Ronald Richards (Lot 29), Vanessa Ganley (Lot 229)**
Civium Rep(s)	**Monique Bosma (Civium Strata)**
Proxies	**None**
Company Nominees	**None**
Apologies	**None**
Voting Papers	**None**
Other Attendees	**None**
CFM	**Alex Boundy (Civium Facilities Management)**
Chairperson	**Alistair Cohen**

Meeting Opened 5:00pm

A Quorum was reached

MOTION	Motion for consideration
1	**PROCEDURAL MATTERS** **1.1 Attendance & Apologies** - Noted **1.2 Declaration of Conflict of Interest** - Nil declared **1.3 Minutes of previous Executive Committee Meetin**g - Approved, with amendment to Motion 2 **-** Annual Fire Door Testing. *NOTE: The EC agreed to proceed with Civium's proposed process for reviewing and approving meeting minutes moving forward. A draft copy of the minutes will be circulated to the entire EC for feedback and input, with final approval to be provided by the Secretary.* **1.4 Ratification of matters agreed out of session** • Approval to proceed with quote from Shane's Glass for the replacement of broken glass on Constitution Ave for $1,080 + GST. • Rejection of the variation quote from ABS Facade for the spider spray and cleaning of loft windows for $1,600 + GST. *(It was noted that this was a one-off during the previous window clean).* **Motion Carried**
2	**ITEMS FOR DISCUSSION** • **Treasurer Report (MT)** MT is currently reviewing the accounts and has noted that the overall financial position is healthy, with the Sinking Fund tracking ahead of schedule. Discussions will soon commence regarding the proposed budget for the 2025/26 financial year. The levy issued on 1 July 2025 was the final instalment for the current financial year. • **Maintenance** **- Sub-Committee Update (MT)** A copy of the MSC/EC Summary is attached. **Item 1 - B1 Amenities doors** The bathroom doors are not closing properly due to wind pressure, and residents have raised privacy concerns - particularly in relation to the female bathroom/change room. The Building Manager will tighten and adjust the door closers. The installation of a privacy partition will be investigated. More broadly, it was suggested that advice be sought regarding the overall maintenance of the pool area. This includes assessing the condition of the space and exploring a painting program. It was also noted that the door frames in the pool area are peeling. **Item 2 - Concrete efflorescence/water ingress with evident rusting of reinforcing steel and paint degradation** This item has been inspected by the builder, who advised that the issue is being caused by dust getting behind the render, and proposed to have a painter attend to paint over the affected area. However, the EC has agreed not to proceed with this. The EC expressed concern that water ingress may be the underlying issue, which is causing leeching visible on the concrete surface. **Item 3 - Walter Burley Griffin historical sign Bldg. A East** Civium will seek confirmation from Integrity Signs if the sign is under warranty. **Item 4 - Rain ingress in Bldg. O L1 hall** This will be lodged with the builder for their urgent rectification. **- Window Cleaning (Variation Quote for Loft Windows)** This matter was resolved out of session, prior to the EC Meeting.

- Timber Podium Staining
In progress. Ochre Trades to confirm cost of the works.

- Broken Window (Between Levels 4 & 4 Building O)
In progress. ABS Facade has confirmed that the make safe is of a standard that it can remain as is for months.

- FIP Room (Break Glass Quote)
ACT Fire & Rescue raised a concern regarding the absence of a manual call point on the Fire Indicator Panel (FIP). This is not a defect, as a manual call point is installed adjacent to the concierge desk. No further action is required at this stage; however, the matter will be reviewed if additional complaints are received.

- Broken Mirror (Lift 6 Building O)
It was noted that the mirror may have been damaged during the installation or removal of the lift blankets. Civium Facilities Management (CFM) will ensure greater care is taken during this process moving forward. It was also noted that lift blankets must be removed promptly following a move.

The EC approved the quote from Shane's Glass for the mirror replacement at a cost of $970 + GST.

- Broken Glass (Constitution Ave)
This matter was resolved out of session, prior to the EC Meeting.

- Carpet Replacement (Outside Unit 229)
Energy Locals has confirmed they will cover the cost of the carpet replacement, as per Local Carpets quote.
Civium will continue to follow up with Local Carpets to confirm when the works are scheduled.

- Annual Fire Door Testing
The fire door testing has been scheduled for 23 & 24 July. A copy of the works notice will be placed under each unit's door as well as the lifts.

- Waste Tow Hitches
MT spoke with Fairy regarding the tow hitches. While there is no safety concern for the cleaners, their concern is operational, as they would prefer to tow all the bins at once by linking them in a line. Currently, some bins have no hitches at all, and other only have a hitch on one side. The existing hitches are designed to keep the wheels straight during towing. To create a longer bin train, hitches are needed on both sides of each bin.

Civium to obtain quotes to ensure each bin has a hitch on each side.

- Water Ingress - Front Sliding Doors
In progress. Level 1 Projects has undertaken initial investigations, and we are awaiting their report.

- Pneumatic Bollards
Civium to confirm with the developer what system was installed. It was noted that it may be more cost effective to replace the whole system.

- **Security**
- Sub-Committee Update (AC)
A copy of the SSC minutes is attached.

- Update on Charter
No further update.

- CCTV Policy

The EC approved the CCTV policy as an informal rule, noting that it will be presented to the Owners Corporation for adoption as an Alternative Rule at the next General Meeting.

Any owner requesting CCTV footage must submit a written request to Civium, including the reason for the request, as well as the date and timeframe of the incident. All requests will be referred to the EC for approval, noting that reviewing CCTV footage requires concierge time, which is an OC resource, and is being used for individual owner purposes.

- Security Camera Quotes
In progress.

- **Gardening**
  - Sub-Committee Update (RR)
  A copy of the GSC Summary is attached.

  - Focus Contract
  The EC approved to proceed with Focus for a 2 year period, with the option to extend a third year, at the EC's discretion.

  - Spraying of the Podium & Dog Waste on Podium
  Civium to follow up for the quote to install a tap outside the Meeting Room in the podium area, to facilitate cleaning of the artificial lawn.

  - Garden Beds (Curbing Options)
  RR noted the works cannot proceed until Spring, as concrete will not set properly in the current weather. It was agreed to seek 3 quotes for the full curb options around all the garden beds in the visitor parking area.

- **Social Sub-Committee Update (VG)**
  VG noted continued issues with Meeting Room bookings, as residents are not being provided the key prior to the booking. Civium noted this will be resolved by the end of the week.

- **Other Business**
  - Lockbox Proposal
  The EC approved the quote from Canberra Locksmiths for the supply and installation of a smart lock for the proposed lockbox room for $1,153.18 + GST, pending formal approval by the Owners Corporation at a General Meeting to repurpose the Australia Post room as a lockbox room.

  - Pool Rule Signs
  Completed.

  - Unit 2 Alterations Request (Pet Door)
  The owner rescinded the application.

  - Special General Meeting
  Civium will provide the EC with a revised copy of the proposed SGM agenda and motion wording for review.

  The EC agreed to hold the SGM via an online C-Hub vote, with a Q&A session to be facilitated by the EC on a weekend prior to the close of voting.

  - Unit 74 Alterations Request (Balcony Blind)
  The EC approved the alterations request.

  - Concierge Signing for Parcels
  It was noted that Civium is unable to sign for large parcels, as there is no secure storage available. The concierge will only sign for a parcel if the owner has provided prior written authorisation to Civium, explicitly granting permission to do

so.

- NCA Communication
The EC raised concerns about recent roadworks, particularly construction noises taking place in the early hours of the morning without prior notice. Civium will contact the NCA to request that advance notification be provided for all future works, so residents can be informed of any potential disturbances.

- Floriade Community Bulb Planting
The EC extended a thank you to everyone involved in the bulb planting on 21 June.

Motion Carried

3	**MATTERS FOR COMMITTEE APPROVAL** 3.1 The EC agreed to proceed with Civium's proposed process for reviewing and approving meeting minutes moving forward. A draft copy of the minutes will be circulated to the entire EC for feedback and input, with final approval to be provided by the Secretary. 3.2 The EC agreed to note proceed with the builder painting over the concrete efflorescence. 3.3 The EC approved the quote from Shane's Glass for the mirror replacement at a cost of $970 + GST. 3.4 The EC approved the CCTV policy as an informal rule, noting that it will be presented to the Owners Corporation for adoption as an Alternative Rule at the next General Meeting. *CCTV Policy* *1. Retrieval of CCTV Footage* *(a) CCTV footage will only be viewed upon a request, either by the police or as approved by the* *Executive Committee.* *(b) All requests related to CCTV footage must be made in writing to the Strata Managing Agent,* *to obtain authorisation from the Executive Committee to release the CCTV footage.* *(c) Formal requests related to CCTV footage must include the following information in writing:* *name of person making the report; brief description of the incident or allegation; location of the* *incident; time and date of the incident.* *2. Viewing CCTV Footage* *(a) Two people are required to view any footage after a written request has been made and* *approved by the Executive Committee. This may be two Committee members, two employees* *from the Strata Managing Agent's organisation, or one Committee member and one person from* *the Strata Managing Agent's organisation.* 3.5 The EC approved the quote from Canberra Locksmiths for the supply and installation of a smart lock for the proposed lockbox room for $1,153.18 + GST, pending formal approval by the Owners Corporation at a General Meeting to repurpose the Australia Post room as a lockbox room. 3.6 The EC approve Unit 74's Alterations Request for balcony blinds. 3.7 The EC approved to proceed with Focus for a 2 year period, with the option to extend a third year, at the EC's discretion. **Motion Carried**

There being no further business the chairperson declared the meeting closed at 06:55 pm
Dated: 1 July 2025
Issued by Civium Property Group for and on behalf of the Owners Corporation.



The Griffin Maintenance Sub-Committee : MSC/EC Summary

- **? items** concluded in last month
- **9 items remain** Open (in progress)(Safety)
- **2 items remain** Open (pending upstream work) (Asset Integrity)
- **13 items remain** prioritised for next wave with a further list ready for progressing (Safety/Asset integrity ref below – water ingress/damage)

SAFETY & HYGIENE ITEMS UPDATE JUNE 2025

Item 1- B1 Amenities doors.	Presented for Information - Amenities doors (particularly Female) require adjustment to maintain privacy.	June 2025

ASSET INTEGRITY ITEMS UPDATE JUNE 2025

Item 2 – concrete efflorescence/water ingress with evident rusting of reinforcing steel and paint degradation.	JUNE Re-presented for Information – identification of efflorescence in numerous areas plus additional potential spalling location. To be added to action review with CHASE.	June 2025

PERIODIC & COMPLIANCE ITEMS UPDATE JUNE 2025

Nil	*No items for EC consideration*	

ESSENTIAL PREVENTATIVE ITEMS UPDATE JUNE 2025

Item 3 – Walter Burley Griffin historical sign Bldg. A East	Presented for Alignment – signage degradation is accelerating: sign is estimated to be of significant monetary value and a mandated (NCA) feature of The Griffin. Seek alignment to quote repair and then present costs to decide on action (if any).	June 2025
Item 4 – rain ingress in Bldg. O L1 hall	Presented for Decision – reaffirm CHASE to rectify with priority.	June 2025

Supporting photographs of Items raised.

Item 2 – concrete efflorescence/water ingress with evident rusting of reinforcing steel and paint degradation

Efflorescence on Building superstructure (Bldg. O, Bldg. K, Main Foyer exterior)






NB: efflorescence was a consistent observation by PEAK Consulting in the Building Common Areas Survey Reports issued to the OC in August 2023. Evidence of efflorescence on Bldg. A and extensive occurrence across brickwork has already been attended to and rectified/cleaned. New sites (illustrated above) are not reported, excepting the polished concrete at the main foyer entrance (4th photo) which was reported in 2023.

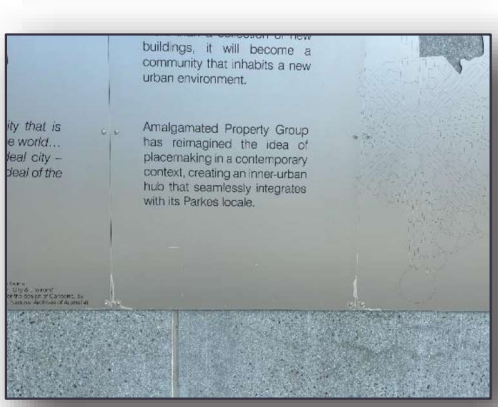
Original report May 2025



New location identified (outside meeting room)



Item 3 – Walter Burley Griffin historical sign






End Report

Griffin Executive Committee – 1 July 2025

Agendum Item 2 – Gardening Sub Committee Update

The Sub Committee had its monthly meeting on the 5th of June, and the matters covered included:

Floriade annuals and bulb planting.

The soil for planting was delivered and, thanks to Leigh and Shane, it was spread ready for planting. The annuals and the bulbs have been planted. As a bonus the OC will receive a $50 credit to defray water costs.

Garden maintenance Contract

Under clause 4 of the contract with Focus Facilities Maintenance ACT Pty Ltd, *'the term of the contract will commence on 26th of February 2025 and remain in force and effect (subject to a probation period of three months) for two years with an option for an extension of one year, at the sole discretion of the Client. This Contract may be terminated by the Client for any reason by giving 30 days' notice in writing to the Contractor*. **Recommendation**: as the probation period is now over and given that the Gardening Sub-committee is satisfied with the work undertaken, we recommend the contract be extended as set out in clause 4.

Spraying of the Podium area

I will undertake the spraying of the podium now that the weather has finned up and I will contact Alister to pick up the equipment and chemicals. To make life a little easier I have asked Civium to obtain a quote to install a suitable tap in the meeting room so that I can access water more easily than carrying it up from the tap in the commercial bins area (it will also assist with watering plants in the Podium area). Civium is seeking a quote from Venture Plumbing.

Concrete Curbing

At the last EC meeting the Committee decided to proceed with the extruded concrete curbing (continuous cement edging) method with a profile of 75mm wide x 150mm for the garden beds between Building A and Buildings O & K to prevent vehicles running over the garden beds. I was tasked with obtaining quotations and I followed up with Concrete Makeovers Kerb King's Phil Page (0400 160 864). Phil advised that winter is not the right time to undertake this work and suggested I contact him at the end of August.

Looking at two options and based on my 'rough' measurements we have:

- Option 1 - where the curbing goes all around the garden beds (total cost of $5,500.00); or

- Option 2 -covering just the corners (one meter each side of the corner) of the garden beds at a cost of $1,500.00.

I will get back to the EC when I have firm quotes.

Regarding the curbing between Building O and the Pavilion the EC put this on hold until we received a response from the NCA re drainage works.

Ron Richards

20 June 2025

Griffin Security Sub-Committee Minutes

Thursday 19th June 2025
Griffin Meeting Room

Agenda Items:

1. Attendees & Apologies

- Meeting opened at 5.00pm
- Present - Eric Leape, Stephen Reynolds, Alistair Cohen
- Apologies - Cliff Cole (overseas)

2. Action arising from previous meeting held on 13 May 2025

i. SSC Charter not discussed at EC meeting. Will be held over for a future meeting
ii. Installing automated doors in foyer (near library) and Building A (south facing) – SCC to source estimated costs to supply and fit. Alistair to follow-up with EC (as substantial costs involved)
iii. Issue of putting Sub-Committee minutes and documents onto C-Hub is resolved – Minutes can now be made available as MS Teams SharePoint files on C-Hub - Cliff to check and upload necessary SSC documents
iv. A FOB/Key audit in Griffin will be conducted to determine and terminate unapproved FOBs/Keys - Issue was raised and approved by EC (Alistair to report in next meeting)

3. Discuss current issues / events impacting Griffin residents

i. Discussed the incident on 13 June. SSC commended EC actions including email notice to all residents, controlling resident chats online, and organising a group counselling session on 17 June for impacted residents.
ii. Discussed damage to door and break-in at U171 garage. Resident has now upgraded garage security to deter future incidents.
iii. Discussed Griffin software issues impacting all garage doors (causing random opening and partial closing) and strategies to upgrade security.

4. Review Draft Request for Quotation (RFQ) or extension of CCTV coverage around and within the Griffin and telecommunication booster units in carparks

i. Stephen presented draft RFQ and Attachment A, highlighting missing data (e.g. technical specifications, map showing current camera locations and sites for future cameras) – Alistair will access and generate a map of existing CCTV cameras and add proposed new camera locations.
ii. Discussed and marked-up site map of where cameras can be fitted and relevant site restrictions. Draft map now with Alistair (copy with Stephen)
iii. Plan of Griffin buildings to be produced for RFQ – Stephen to liaise with Alistair to prepare formal site map using ACT Government website (mapi.act.gov.au)

iv. Discussed software requirements, including audio & visual capabilities, search functions
v. The SSC is working on a scope for additional CCTV. Key questions for the EC and SSC to consider is the level of coverage wanting to achieve, what areas should be prioritised and what budget is to be allocated.
vi. Discussed installation of telco boosters in underground car park areas to ensure residents can call for help if injured or notify authorities in the event of illegal incidents. SCC to seek indicative pricing for EC (Stephen and Cliff to follow-up)
vii. Discussed the need for telco boosters to be ACMA approved – Alistair to contact Alex Bounty (Civium ACT Building Manager) to get approved list for inclusion in RFQ.
viii. Discussed the need to notify ACMA of intended use of any approved telco device before installation – Stephen to consider inclusion in RFQ

6. Finalise SSC communication and education activities across 2025

i. Agreed SSC would try to include useful information in each quarterly Griffin Newsletter (Eric to contact Monique Bosma to determine quarterly deadlines)
ii. Agreed that Annual Resident Survey would be distributed in October 2025, to monitor the sentiment and ideas of the Griffin residents and owners (Eric to action)
iii. Agreed that SSC would organise information sessions for Griffin residents (Eric to approach AFP for July/August seminar)
iv. Updated Schedule of SSC Events for 2025 tabled by Eric (see attached document)

7. Other Business

i. SCC sought a pre-approved budget to pay for speaker gifts, cost of annual survey, and small supply of materials needed to strengthen resident cages (that would be replaced by residents) – Discussed by not approved. Alistair will raise in future EC meeting
ii. Use of Australia Post Room (on front of Building A) for use by owners wishing to establish key vaults for Short Term Rental clients. Endorsed by SCC, this plan has now been approved by EC
iii. Discussed new Building Manager (Scott) and potential interaction with SSC
iv. Review of Civium CCTV policy documents required by SSC members before forwarding recommendations to EC – All SSC members to action asap
v. Discussed upcoming travel plans of SSC members and its impact on scheduling SSC activities
vi. Meeting closed at 6.00pm

Minutes drafted by Eric Leape on 22 June 2025. Finalised on 8 July 2025

MINUTES OF THE
EXECUTIVE COMMITTEE MEETING 2025

OWNERS UNIT PLAN - 15592

The Griffin
44 Constitution Avenue
PARKES ACT 2600

Held on :

Tuesday, 20 May 2025 05:00 PM

Held at :

The Griffin - Meeting Room
44 Constitution Ave, Parkes

MINUTES OF THE EXECUTIVE COMMITTEE MEETING OF UNIT PLAN The Griffin 15592

Held Tuesday, 20 May 2025 5:00 PM at
The Griffin - Meeting Room
44 Constitution Ave, Parkes

Present	**Alistair Cohen (Lot 55), Edsel Sequeira (Lot 15), Julianne Nissen (Lot 202), Michael Tarzia (Lot 211), Ronald Richards (Lot 29), Vanessa Ganley (Lot 229)**
Civium Rep(s)	**Monique Bosma (Civium Strata)**
Proxies	**None**
Company Nominees	**None**
Apologies	**None**
Voting Papers	**None**
Other Attendees	**None**
CFM	**Alex Boundy (Civium Facilities Management)**
Chairperson	**Alistair Cohen**

Meeting Opened 5:00pm

A Quorum was reached

MOTION	Motion for consideration
1	PROCEDURAL MATTERS **1.1 Attendance & Apologies** - Noted **1.2 Declaration of Conflict of Interest** - Nil declared **1.3 Minutes of previous Executive Committee Meeting** - Approved **1.4 Ratification of matters agreed out of session** • Approval to proceed with the quote from Canberra Locksmiths to replace 3 roof hatch barrels for $481.82 ex GST. **Motion Carried**
2	ITEMS FOR DISCUSSION • **Maintenance Sub-Committee Update (MT)** Minutes from the MSC Meeting held on 23/04/2025 are attached. MT presented the attached summary to the EC. **Item 1 – Tiling Trip hazards adjacent basement lift exists** It was suggested that the current trip hazards around all lift entrances be addressed. The EC suggested a strip around the edge with a slope with the aim to minimise any trip hazard. **Item 2 – Broken glass façade Building O** The broken glass in Building O to be addressed as a matter of urgency. *Secretarial Note: A temporary fix (make-safe) was completed on 21/05/2025. A work order is in progress for the glass replacement.* **Item 3 – Concrete spalling Building A driveway E stair upstand** This item to be raised with the builder as a defect. It was noted that all Peak Consulting Defect Reports are available on C-Hub under 'Reports' in the Library. **Item 4 – Heritage building lawn stormwater drain clean** Drain cleaning to be discussed with the NCA. • **Security Sub-Committee Update (AC)** Minutes from the SSC Meeting held on 13/05/2025 are attached. **Resident Security Engagement:** The SSC would like to arrange a visit from ACT Policing and local locksmiths to speak with residents about general home and building security. It was noted that there is a specific department within the AFP that provides this community service. The EC did not approve a pre-approved budget for SSC to pay for speaker gifts. **Security Initiatives:** The SSC is developing a list of proposed initiatives to enhance building security. **Purchase of Padlocks:** The EC did not approve the suggestion to buy padlocks if storage cages are broken into, as a temporary measure for the unit owner. It was noted that storage cages are a unit owner responsibility. **Lockbox Room:** The SSC endorses the idea of converting the Aus Post room into a Lockbox Room.

SSC Charter:
A draft charter for the SSC has been submitted to the EC for review.

CCTV Scope:
The SSC is working on a scope for additional CCTV. Key questions for the EC and SSC to consider is the level of coverage wanting to achieve, what areas should be prioritised and what budget is to be allocated.

- Gardening Sub-Committee Update (RR)

  Minutes from the GSC Meeting held on 20/05/2025 are attached.

  Bulb Planting
  The bulb planting is all set to proceed. Bulbs will be collected on 29th May, and a working bee is being organised to get them planted.

  Purchases
  A few items such as soil will need to be purchased. These will be charged to the allocated garden budget line.

  Transplanting of 3 Myrtles
  Currently being coordinated with the gardener. Due to the scale of the work, a landscaper will be engaged to complete the transplanting.

  Garden Bed Protection (Visitor Parking)
  Two options for curbing are being priced as longer-term solutions. The EC has agreed with the curbing approach with formal costs to be presented for approval.

  Water Runoff & Drainage
  A letter has been sent to the NCA regarding the blocked drain.

  Podium Grass
  'Urine Off' to be reapplied to the artificial grass on the podium area.

  GSC Charter
  The GSC is to finalise and submit their charter.

- Social Sub-Committee Update (VG)

  VG raised an issue regarding facilitating access to the meeting room for social events. It was agreed that there would be a reset with this process and community wide reminder outlining the process for organising keys to the meeting room.

  In relation to the discussion on keys, the EC agreed that any EC member may be issued a master key, should they wish to have one. This will be formally documented.

- Special General Meeting – Final review and approval of proposed paper and agenda

  Finalisation of the SGM is pending review of the cost associated with the Lockbox proposal.

- UNSW Updates

  A letter from the EC on behalf of the Owners Corporation, is currently being prepared by AC for submission to the NCA in response to the consultation period regarding the UNSW Campus – Stage 1.

- Lockbox Room

A digital option keypad is circa $7,000. Civium is currently awaiting a quote from Canberra Locksmith for an analogue option for the EC to consider.

- **Swipe Access to Meeting Room / Cool Room**

  It was agreed that this will not proceed as cost prohibitive.

- **Waste Tow Hitches**

  The MSC will further review the quotes provided and report back to the EC.

- **Water Ingress – Issues at front sliding doors**

  The EC reviewed the quote from Level 1 Projects to undertake initial investigations, including scanning the slab, as a prerequisite to providing a quote and remediation methodology. The quote of $814 incl GST was approved by the EC.

- **Annual Fire Door Testing**

  The EC approved the quote from O'Neill & Brown Fire for the annual fire door inspection and testing, at a cost of $4,680.50 ex GST.

  MT raised a potential conflict of interest regarding O'Neill & Brown Fire servicing equipment that they installed. The EC agreed to review this further. Civium clarified that the fire doors were not installed by O'Neill & Brown Fire.

- **New Gym Equipment**

  A request from a resident to purchase a step machine for the gym was discussed. This was not approved, as the current Sinking Fund Plan does not currently make provision for the purchase of new gym equipment. The EC requested that any future requests for new gym equipment be submitted to them to understand the demand.

  The possibility of installing a shelf to store free weights, which are often left on the gym floor by residents, was also discussed. Civium to obtain a quote.

  Civium to follow up on the gym's preventative maintenance (PPM) service, noting that GymQuip's quote was approved at the previous EC meeting. The next service is to be arranged as soon as possible and is to include repair of the machine that is currently broken.

- **Additional Noticeboards**

  ES suggested the installation of additional noticeboards in the gym/pool area to improve visibility of important notices. The EC approved the installation of a noticeboard in the corridor between the pool and gym area.

  Civium advised that O'Neill & Brown Fire are preparing a step-by-step instruction manual on how to activate the fire alarm, which will be displayed at the Fire Indicator Panel (FIP). A list of vulnerable persons (residents who require assistance during an evacuation) is also displayed at the FIP. Civium is obtaining a quote for the installation of a break glass unit.

- **Bollards**

  Oztime has submitted a quote for additional works required for the bollard repairs, totalling $5,393 ex GST. The EC agreed for Civium to engage an electrician to

determine whether they can quote on the works.

It was noted that, in order to provide a quote, the electrician will require the scope of works as outlined by Oztime. The EC agreed to provide the scope, excluding the price.

- Active Insurance Claims

  1. **Claim CLM-5843 / CL02114928 – Liability Incident** - Eastern side of Building A involving a non-resident, rising bollards shortly after waste collection.

  2. **Claim CLM-5735 - Water Damage** - Fire sprinkler damage during installation of blinds.

  The excess for Claim CLM-5735 was paid by the Owners Corporation, in accordance with Section 100A(b) of the Unit Titles (Management) Act. The insurer has the authority to determine liability and may recover costs, including the excess, from the responsible party. AC advised he believes the insurer is currently undergoing this process.

- Sustainable Apartments Pilot

  The Owners Corporation's submission in the Sustainable Apartments Pilot was unsuccessful.

- Commercial Units Update (Catbird request for Cameras)

  Catbird Café is considering applying for a liquor licence, which requires CCTV coverage of the public toilet area. The EC noted this requirement and confirmed their endorsement of the proposed CCTV scope, including coverage of this area.

- Building Manager Update (CFM Staff) & Reports

  The BM report will be provided to the EC by the end of the week.

  CFM will provide a weekly update summary via email to the EC moving forward.

  From 1st June, Scott Wallis will be the new permanent Building Manager for The Griffin.

- Meeting Room Key Incident & Standard Operating Procedures

  An update from Alex Boundy was provided to the EC prior to the meeting, confirming that all critical keys are secure and accounted for. While the keys in question (used for the AC controller boxes) are not classified as critical, it was acknowledged that they should not have been left unaccounted for. This was an isolated incident, and it was confirmed that the on-site team is aware of the correct procedures for key storage.

- Signage Update

  No update.

- Other Business

  - Signage in the visitor parking area needs to be reinstated.
  - Reports from Australia Post indicate that the concierge is no longer signing for parcels. This is to be investigated further, and an update will be provided to the EC.
  - A quote has been obtained from one contractor for the broken glass on

	Constitution Avenue. Civium to follow up with additional contractors before a decision can be made by the EC. - Quotes are currently being sourced for the broken mirror in the lift of Building O. Civium noted that three units had scheduled moves on the day of the damage and will contact those residents to determine responsibility. - No response has been received from Energy Locals regarding payment for carpet replacement outside Unit 229, due to damage caused by a leaking meter. Civium to follow up; however, if no response is received, the quote will proceed due to the presence of mould. **Motion Carried**
3	**MATTERS FOR COMMITTEE APPROVAL** 3.1 The EC approved the quote from Level 1 Projects to undertake initial investigations for $814 incl GST in relation to the front sliding doors water ingress. 3.2 The EC approved the quote from O'Neill & Brown Fire for the annual fire door inspection and testing for $4,680.50 ex GST. 3.3 The EC approved the purchase and installation of an additional noticeboard to be placed in the corridor between the pool and gym area. **Motion Carried**

There being no further business the chairperson declared the meeting closed at 06:33 pm
Dated: 20 May 2025
Issued by Civium Property Group for and on behalf of the Owners Corporation.

Minutes of the Maintenance Subcommittee Meeting
The Griffin, Parkes ACT 2600
Wednesday, 23 April 2025
5:15 PM – 6:40 PM

1. Welcome and apologies

Present:

- Michael Tarzia (Chair)
- Carolyn Cole
- Bruce Papps
- Shane Byrne

No apologies

2. Approval of previous minutes

Minutes for the meeting dated 28 March were confirmed.

3. Actions items from previous meetings

Action items were updated as follows:

- Michael still working on Sharepoint access for committee members and MSC email address
- Michael has discussed warranties with Civium (Alex Boundy) and Committee agreed that Bruce will follow this up with Alex and invite him to our next meeting
- Carolyn has drafted communication to Owners Corporation. Agreed that this will likely be included in the May newsletter.
- Loose pavers have been rectified.

4. Urgent/new maintenance issues

Shane brought the following maintenance issues to the Committee's attention:

1. Heritage building (unit 261) roof drains are likely blocked. Need to be cleared.
2. Drainage in lawn adjacent to heritage building appears to be blocked. Needs to be attended to.
3. Timberwork in podiums between Buildings O and K is cracking. Needs to be repaired.
4. A glass façade between floors on Building O is cracked. This needs urgent attention.
5. Trip hazard has been identified for raised tiled areas near lifts in basement carparks.
6. There are signs of concrete spallling adjacent to eastern stairs for rear entry to Building A. This should be notified to Chase as possible building defect.

Resolution: Committee agreed that items 2, 3, 4 and 6 would be included on MSC summary to the next EC meeting for discussion and approval of action. Shane will prepare and forward to Michael.

5. Update from April EC meeting

Michael updated the Committee on relevant discussions and resolutions from the EC meeting. It was noted that the EC is pleased with the Committee's progress so far and level of communication. Items of interest included upcoming key/fob audit and that equipment in gyms have not been serviced since September 2024. A new provider (Gymquip) has been identified

for ongoing maintenance. The EC approved a letter to the NCA relating to unblocking drains on NCA land.

Michael also noted that EC agreed that the MSC has authority to provide direction to Ochre for monthly maintenance visits.

The Committee thanked Michael for his update and continuing efforts in relation to maintenance issues.

6. Update on Maintenance List

Shane noted that there was not a lot to report on in relation to the Maintenance List but also stated that there are likely items on the list that are redundant or have been addressed in the past.

Resolution: Agreed that Michael would review the list with Shane Byrne to identify redundant items.

7. Report from Civium

Alex Boundy from Civium will be invited to the next meeting in May.

8. Warranties

As stated above, Bruce will follow up warranties management with Alex Boundy from Civium and determined next actions.

9. Action Items

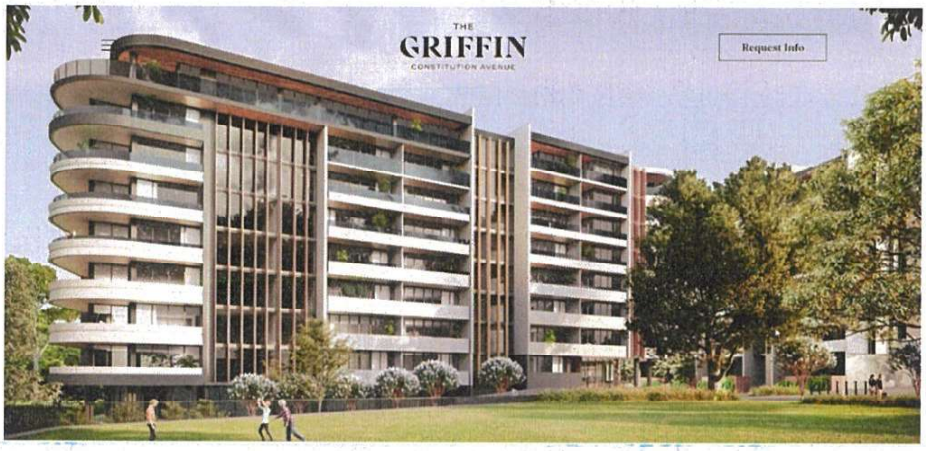
New actions items from this meeting are:

- **Bruce** to follow up warranties management with Alex Boundy and invite Alex to our May meeting
- **Michael & Shane** will review Maintenance List to identify redundant items.
- **Bruce** to send out 2025 meeting calendar to Committee members.

10. Meeting calendar for 2025

Committee adopted meeting calendar presented by Bruce for the remainder of 2025. Bruce will send out dates and times for future meetings to members.

Meeting closed at 6:40 PM.



The Griffin Maintenance Sub-Committee : MSC/EC Summary

- **7 items** concluded in last month (Safety)
- **9 items** Open (in progress)(Safety)
- **2 items** Open (pending upstream work) (Asset Integrity)
- **13 items** prioritised for next wave (Safety/Asset integrity ref below – water ingress/damage)

SAFETY & HYGIENE ITEMS UPDATE MAY 2025

Item 1 – Tiling Trip hazards adjacent basement lift exits	Presented For Alignment – pursue quotes via EC/Civium to rectify?	May 2025
Item 2 – Broken glass façade Bldg. O	Presented For Decision – cracked glass façade poses safety risk to residents/visitors. Promptly make safe and progress to full repair.	May 2025

ASSET INTEGRITY ITEMS UPDATE MAY 2025

Item 3 – Concrete spalling Bldg. A driveway E stair upstand.	Presented For Alignment – investigate potential Building Defect to be pursued with CHASE.	May 2025

PERIODIC & COMPLIANCE ITEMS UPDATE MAY 2025

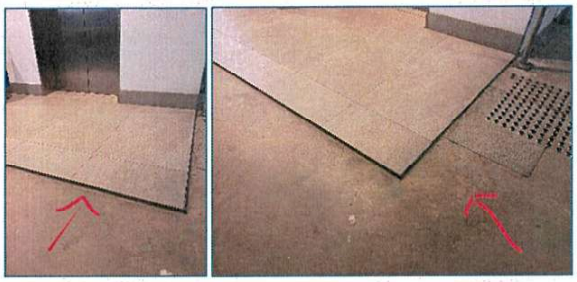
Nil	*No items for EC consideration*	

ESSENTIAL PREVENTATIVE ITEMS UPDATE MAY 2025

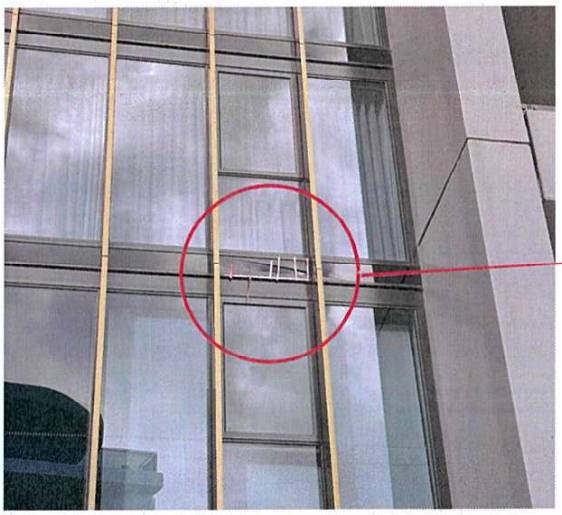
Item 4 – Heritage building lawn stormwater drain clean	Presented For Decision – remedial work to complement stormwater attenuation request to NCA (approved @EC mtg April 15)	May 2025

Supporting photographs of Items raised.

Item 1 – example at B2 Bldg. O Lift exit (identical to all basement lift exit areas)



Item 2 – glass pane cracked and unsecured Bldg. O Level 3/Level 4





Item 3 – concrete water ingress with evident rusting of reinforcing steel and paint degradation



Griffin Security Sub-Committee Meeting Minutes

Tuesday 13 May 2025 (9.30-10.30am)
Griffin Meeting Room

Agenda Items:

1. Attendees & Apologies

- Present - Eric Leape, Stephen Reynolds, Alistair Cohen, Charlie (Griffin Concierge)
- Apologies - Cliff Cole (overseas), Edzel Sequeira

2. Action arising from previous meeting held on 11 February 2025

- Discussed lack of progress on CCTV cameras for Griffin
- Discussed importance of telecom boosters for basement areas (for use in emergencies, reporting suspicious activity), Discussed installing automated doors in foyer (near library) and Building A (south facing)
- Discussed putting Sub-Committee minutes and documents onto C-Hub (Alistair to discuss with EC)

3. Review and finalise Charter for Security Sub-Committee (SSC)

- Final Draft Charter presented by Stephen
- Charter accepted by SSC and forwarded to EC (see attached document)

4. Review existing quotations for extension of CCTV coverage around and within the Griffin and revise scope of works

- Discussed CCTV requirements, lack of respondents and price differences in the two quotations received.
- Agreed to reproduce the CCTV blind spots and additional requirements onto a formal plan of Griffin buildings and environs (Alistair to produce)
- Agreed to include telecommunication boosters in Request for Quotation (RFQ) - (Charlie to action)
- Agreed to refine scope for quotations and redistribute new RFQ to initial respondents and other potential providers (Charlie to action)
- Agreed to present action to EC (Alistair to present at next meeting)

5. Discuss current issues impacting residents in Griffin property

- Discussed vandalism issues (especially glue in locks, damage in pool area and status of bollard repairs (eastern side of Building A)
- Discussed permanent opening of foyer doors for four hours (using Emergency button)
- Discussed irregular opening of residents' garage doors due to Civium software issues
- Discussed graffiti removal on Pavillion building (Unit 261)

6. Schedule SSC activities across 2025

- Agreed SSC would try to include useful information in each quarterly Griffin Newsletter (Eric to liaise with Olivia 'Liv' McKay)
- Agreed that Annual Resident Survey would be continued, to monitor the sentiment and ideas of the Griffin residents and owners (Eric to action)
- Agreed that SSC would organise information sessions for Griffin residents (Eric to action)
- Proposed Schedule of SSC Events for 2025 tabled by Eric (see attached document)

7. Other Business

- Update SSC email distribution list to include Stephen and Cliff - Agreed and actioned in the meeting by Alistair
- Discussed conducting a FOB/Key audit in Griffin as unknown number of 'unapproved FOBs - Agreed that issue would be raised to EC (Alistair to action)
- Discussed pre-approved budget for SSC to pay for speaker gifts, cost of annual survey, small supply of materials needed to strengthen resident cages (that would be replaced by residents) Alistair to action in next EC meeting
- Discussed use of Australia Post Box (on front of Building A) for use by owners wishing to establish key vaults for AirBNB clients
- Discussed new Building Manager (Scott) and potential interaction with SSC
- Discussed Civium CCTV policy documents - some SSC members not seen (postponed to next meeting)

Meeting closed at 10.31am

Executive Committee Meeting

20 May 2025

Garden Sub Committee Report

The following report is provided for the consideration of members.

The Griffin's annual bulb planting for Floriade - Update

Following the overwhelming vote at the last AGM to continue with the Griffin Floriade initiative, Leigh Burn has been busy organising this year's event.

The bulbs will be collected week beginning 29 May 2025, unfortunately Citywide haven't any available planter boxes for the GGG to use. Therefore, we propose to use the garden beds that were used last year plus large pots outside building O (with individual small pots of bulbs to be removed post flowering or to be given to Griffin residents). No new garden beds to be added adjacent to pool /Building

Some Items need to be purchased, viz:

a) Garden soil to replenish garden bed + for platers underneath large plane tree (to be coordinated with Focus)

b) Metal rings x2 for mass bulb planting under plane tree - $109 each @ Bunnings

c) Potting mix x4 for small pots

d) Roll of twine for garden stake protection around annuals/bulbs

Upcoming tasks:

- Leigh to coordinate soil amount / delivery with Matthew (Focus) plus purchase metal rings plus potting mix from Bunnings
- GGC will use the Griffin FB for anyone interested in planting annuals weekend of 31st May/1st June
- Louise will kindly create a beautiful flyer for The Griffin Bulb Planting that can be displayed in the lifts & emailed to the residents by Civium
- Regarding soil for Floriade planting, Mathew (Focus is happy to help and rough quote is around $300. Price may vary depending on soil or compost. We are aiming to clarify details and delivery conjunction with Leigh shortly.

The GGG has been approved a $5,000 budget line so we will be spending some of this for the Floriade exercise.

Transplanting the three Crepe Myrtles

Anthony has taken the running on this matter and Urban Treescapes (Design and Development Coord) have reviewed the request to transplant three Crepe Myrtles at 44 Constitution Av, Parkes and support the proposal provided the proponent addresses the following for tree protection on unleased land:

- Please ensure the transplanting is carried out by a qualified landscape contractor or arborist
- Please ensure the trees are kept well-watered and preferably have a maintenance period of 26 weeks to help establishment

Garden Bed protection

At the last EC meeting I submitted an options paper of proposed bollards and curbing to protect our garden beds from vehicle traffic and 'flood' damage. I heard back from Michael that he would prefer to wait until the NCA completed their drainage works. I believe that what we are proposing will not impact on the works and I seek the Committee's views.

Griffin Gardening Group (GGG) Minutes of our last meeting held 8 May 2025, 5.00pm in The Griffin Library

Attendance: Lou, Leigh and Ant

Apologies: Ron, Carol and Sandy

Items

1. *Approval of previous minutes.*

DECISION: The GGG minutes of 18 February 2025 were approved.

2. *Review actions from previous GGG meeting 18 Feb 25*
    - Lou to arrange an introductory meeting with Mat and the GGG. Meeting was arranged for Friday 28 Mar 25.
    - Leigh to inform the Maintenance Subcommittee that the GGG would like the concreter to lay a slab for metal bollards when they

come to fix the broken coping and to replace the boulder option with the existing silver bollards. It was noted that Ochre did not lay concrete foundations for the bollards.

- Lou to seek a quote for the additional kerbing. Completed and provided to Ron. GGG waiting to hear back from the EC.

3. Update from meeting with Focus

At the introductory meeting with Focus it was agreed that Lou would be the direct line of communication between Focus and the GGG to ensure our activities are coordinated and to share a rough work agenda (overall direction and planning initiatives) for 2025. Lou advised that Focus's plans for the next quarter are in line with their schedule after remedial works are completed. The EC's subcommittee requirements outlined in their April Minutes was noted and discussed further at item 8A below.

It was noted that Civium is uncertain why the irrigation controller is regularly powered off at the wall and whether they have followed up as per their commitment. None of the gardens receive water when the irrigation controller is turned off at the wall and Mat is unable to remotely control the system. Given the high risk to the maintenance of our gardens, it was decided to ensure the power to the irrigation controller was secured/ locked.

DECISION: Ant to follow up with Civium to add to the BM's weekly rounds to check that the irrigation controller unit has power.

DECISION: Ant to request the BM to ensure the power point to the irrigation controller is secured.

4. *Kerbing update*

Ron advised that he will take up the kerbing issue at the next EC meeting. It was noted that the EC submission was not in line with agreements made at the GGG site inspection 7 Mar 25.

DECISION: Ron to take up the kerbing issue at the next EC meeting.

5. Floriade community planting/planning

Leigh advised the GGG has been accepted to plant 2,000 bulbs and annuals each. Areas to be planted-out were proposed. Leigh suggested corten steel round planting boxes near the tunnel entrance and potting bulbs in the large white pots at the entrances to the lobby. Lou was concerned about Floriade assets on common property because of the risk of conflating private property with public space. Lou suggested planter boxes be sourced from ACT Govt and to seek NCA approval to site bulb planters on the paving near the tunnel entrance. As the EC has already approved the Floriade contract, it was agreed Lou would ponder planting locations. Leigh expected bulbs to arrive at the end of the month but as Ant & Lou are not around that

weekend, Leigh agreed to make a start on the plantings. Leigh agreed to advertise a working bee to residents scheduled for 14th/ 15th June.

DECISION: Leigh to contact ACT Govt about delivery of a planter box and seek NCA approval, otherwise to trial round planting boxes.

DECISION: Lou to ponder planting locations.

DECISION: Leigh to price planter box options.

DECISION: Leigh to promote a bulb-planting working bee sometime weekend 14th/ 15th June.

6. Update on transplanting crepe myrtles

Ant advised that Jordan (resident and professional landscaper) will move the three crepe myrtles in his own time when they aren't in leaf and he'll water them until we're ready to transplant them. Lou provided an earlier email update with advice from Focus.

DECISION: Ant to ensure the holes are still 400mm diameter and 400mm deep.

DECISION: Ron to purchase 3 x bags of black marvel compost from Bunnings prior to transplant.

DECISION: Ant to arrange to put a stopper between the crepe myrtles and Heritage Cafe and turn that irrigation line back on once crepe myrtles have been transplanted.

DECISION: Seasol to be used to water in trees to reduce transplant shock.

DECISION: Focus to prune crepe myrtles after transplant.

7. Plant protection in driveway parking bays

The EC apparently tasked the GGG in March with "taking charge of the garden beds and wheel stops"; contractors had advised that wheel stops were the most suitable solution; and Civium had received two quotes. The Griffin's new acting BM, Will advised the contractors suggested installing wheel stops but SUVs and trucks are likely to drive over these. Will requested to meet GGG tomorrow at 2pm and to be invited to future GGG meetings.

DECISION: Ant and Lou to meet with Will (a/BM) at 2pm 9 May 25 to clarify bollard/ wheel stop actions.

DECISION: Ant to seek a copy of the wheel stop quotes for GGG to discuss out of session.

8. Any other business

8A. Proposed Charter

The EC advised in their April minutes that the GGG was required to submit a Charter to the EC and provide reports at every EC meeting. Leigh noted that the last GGG report to the EC was written but not tabled. Leigh reinforced that the GGG report to the EC needs to be cc'd to the Strata Manager.

DECISION: Ant to seek a template for EC subcommittee reports and future meeting dates in order to comply with new EC reporting requirements.

DECISION: Ant to draft and circulate a GGG report for next EC meeting.

DECISION: Proposed GGG Charter is "*The GGG meets monthly with an emphasis on maintaining our beautiful garden assets & building a gardening community. The GGG is for like-minded residents to come together to build community, enjoy our lovely green space and to participate in working bees to support our contract gardeners. The GGG liaises with the garden contractor to direct on-site resources and seek preliminary quotes*".

DECISION: GGG to finalise draft Charter and Ron to then provide to EC.

8B. Watering of pots

Lou thought the Maintenance Subcommittee need to the identify structural issue with the irrigation to the large white pots near the concierge. Lou suggested the GGG rotate watering to avoid the burden falling on one person. Ant queried if water could be run from the lobby area to the pots to avoid the GGG having to hand water the pots forever.

DECISION: Lou to request Maintenance Subcommittee identify structural ie with the irrigation to the large white pots near the concierge.

DECISION: GGG to rotate taking turns watering the pots on a monthly basis.

Next meeting

To be held at **5.15pm Thursday 05 June 2025** in The Griffin Meeting Room.

Items carried over:

- Approve minutes of 8 May 25.
- Review actions from previous minutes.
- Leigh to provide Floriade update.
- Ant to provide update from meeting with BM (9 May 25) and bollards.
- Ron to provide update on kerbing.

- GGG Charter to be finalised.
- Set work agenda for 2025 in coordination with Focus's schedule.

Meeting closed 7pm.

Treasurer's Report

FROM 1 OCTOBER 2024 TO 30 APRIL 2025

18 May 2025

Executive Summary

We are now seven months into this financial year and operating at a substantial surplus, however, we anticipate some larger expenses in the second half of the year, such as insurance. It is still anticipated that this year will result in a budget surplus. This has been achieved by tendering and establishing new contracts, for cleaning in particular, and utility costs remaining low due a large credit for gas.

Admin Expenses

At the date of this Report, the total admin expenditure has been $378k. This is much lower than anticipated and a result of tendering for new contracts, especially cleaning.

As highlighted at the 2023-24 AGM, there are 4 cost categories which makes up 80% of the costs to the Owners Corporation which are - Stata, Cleaning, Insurance and Utilities.

Strata Costs: These are now aligned with the new Civium contract for Building Manager and Management Fees. A reconciliation has been processed, and I have requested supporting calculations. I will review these to ensure accuracy. Additionally, Civium's extra charges are under review, and I expect to complete this by year end.

Cleaning Costs: Since IOFS' departure in Febraury, they have continued to send through invoices via Civium for extra costs such as 'manually towing' rubbish bins due to the buggy being out of action and needing repairs. These invoices are dated in December and January. Civium has requested a reason for rejecting these invoices and I have provided to them. We have already paid an extra fee for 'bin service' each month.

Fairy continue to charge their contracted rate which will keep cleaning costs within budget. It has recently been identified by the EC that consumables are not separated between residential and commercial. This has always been the case and inherited from IOFS. To be addressed.

Insurance: is not due for renewal until September 2025.

Utilities: Water and electricity costs remain within budget at this stage. As previously reported in February, The Griffin was yet to receive a gas bill. Since then, Civium has followed up with our provider and discovered this is due to large credits on our account. I will continue to investigate this further with Civium to understand what this is for and how it can about.

Other matters that are of note at this stage;

1. **Repairs & Maintenance: I** am currently tracking a large number of maintenance items with the Maintenance Subcommittee. Addressing these items may see a surge in the repairs and maintenance costs into the year end but aiming to remain within budget.
2. **Window Cleaning –** as previously recommended, a tender for window cleaning was completed. The EC has elected to appoint new contractors who provided a substantially less price than the previous. The new contractors have completed their first clean as at the date of this report and to a satisfactory level.
3. **Basement Cleaning** has been recently completed and costs are expected to be invoiced in the next month within budget.

Sinking Fund

The Sinking Fund balance has grown to $415,755 as at 30 April 2025. This is net of an unplanned payment of $5k for the Filtration Upgrade of Pool Room AC in the Plantroom as agreed in a previous EC meeting. There is a further $6k upcoming cost recently approved by the EC for repair of the pneumatic bollards.

As agreed, $200k of the total balance is in a Term Deposit account earning interest. The approval for increasing this balance will be addressed at the next SGM.

Owner Positions

Most Unit Owners at The Griffin are paying on time or in advance, which makes cash flow management easier and is greatly appreciated. A small number of owners remain in arrears, and I continue to work with Civium to ensure timely follow-ups.

Recommendations

1. **Increase the Term Deposit investment** to be approved at the next SGM.
2. **Follow up with Civium on gas bill credits** to understand why this happened and avoid any future implications.



Michael Tarzia
Treasurer

civium

MINUTES OF THE
EXECUTIVE COMMITTEE MEETING 2025

OWNERS UNIT PLAN - 15592

The Griffin
44 Constitution Avenue
PARKES ACT 2600

Held on :

Tuesday, 15 April 2025 05:00 PM

Held at :

The Griffin - Meeting Room
44 Constitution Ave, Parkes

MINUTES OF THE EXECUTIVE COMMITTEE MEETING OF UNIT PLAN The Griffin 15592

Held Tuesday, 15 April 2025 5:00 PM at
The Griffin - Meeting Room
44 Constitution Ave, Parkes

Present	**Alistair Cohen (Lot 55), Edsel Sequeira (Lot 15), Julianne Nissen (Lot 202), Michael Tarzia (Lot 211)**
Civium Rep(s)	**Monique Bosma (Civium Strata)**
Proxies	**None**
Company Nominees	**None**
Apologies	**Vanessa Ganley (Lot 229), Ronald Richards (Lot 29)**
Voting Papers	**None**
Other Attendees	**None**
CFM	**Alex Boundy (Civium Facilities Management)**
Chairperson	**Alistair Cohen**

Meeting Opened 5:05pm

A Quorum was reached

MOTION	Motion for consideration
1	PROCEDURAL MATTERS **1.1 Attendance & Apologies** - Noted **1.2 Declaration of Conflict of Interest** - Nil declared **1.3 Minutes of previous Executive Committee Meeting** - Approved, noting that the quotes for the gym service, security cameras, and window cleaning were provided to the EC the same day of the meeting. **1.4 Ratification of matters agreed out of session** • Approval to proceed with GMH Electrical's quote of $3,949.00 (incl GST) for the replacement of the UV damaged hot water unit controller. **Motion Carried**
2	REPORTS **2.1 Strata & Building Manager Report** The enclosed Tracking Sheet was provided to the EC before the meeting (same day) and formed the basis of the Strata & Building Manager Report. • **Window Cleaning & Graffiti Removal** The EC discussed the variation quote from ABS Facade for $1000 + GST for additional works and graffiti removal. The quote was approved by the EC. Civium has advised that an urgent work order will be issued to a graffiti removal specialist for the removal of graffiti on Lot 261 and at the rear of Building O. The owner of Lot 261 has confirmed that the Owners Corporation can proceed with the cleaning immediately moving forward and on-charge the costs, in accordance with the building rules. • **Garden Beds & Wheel Stops** It was agreed at the last EC Meeting that the Gardening Sub Committee will take charge of this. Since then, R Richards has provided the EC with suggestions that require further discussion by the EC. Timber sleepers have been suggested as an alternative. Before proceeding, confirmation is required from the contractors as to why the current solution has been deemed the most viable. • **Paver Repairs** Paver replacements have been completed by Ochre. As a test, a like-for-like replacement was trialed to assess whether the solution holds. The pavers currently require additional support. A. Boundy to provide an update to the EC out of session. • **Fire Panel Instructions** It was noted that Civium has been requested to display instructions in the fire panel, which has not yet been completed. It was further noted that the information in the panel regarding residents with mobility restrictions in the event of an evacuation needs to be typed, printed and displayed as it is currentl ydisplayed hand written. Civium to action this urgently, and also do another call out to residents to confirm if any new residents need to be added to this list. • **Glass Door** A Boundy to review the information provided by SEM Windows and provide further advice to the EC out of session. • **Lockboxes** There was a proposal by the EC to introduce a lockbox amenity for residents on a user-pays basis. The suggested location is in the room behind the front lobby entrance, next to Unit 260. This room would be secured with a pin code lock. A Boundy will develop a proposal and present it to the EC at the next meeting.

Civium suggested that the lockbox & combination lock rule be separated into it's owner rule from the short term rentals rule.

- **Gym Services & Invoice**
  There was a discussion about the gym services invoice from September, during which no report was provided.
  The EC reviewed the 2 quotes provided in relation to the gym services. The EC approved the quote from GymQuip, noting that Civium will contact them to request the inclusion of consumables in the service quote.

- **New BM & Concierge Hours**
  Following the first month of the revised concierge service hours, some feedback EC members noted from other residents do not want the lose the concierge entirely. At the next meeting, data should be presented that compares concierge usage with the scope of work for the Building Manager. Although the manager now has longer hours, the EC noted communication gaps.

- **Warranties and Preventive Maintenance**
  Different trades are covered under varying manufacturer warranties. The main objective of the Planned Preventive Maintenance (PPM) program is to ensure these warranties remain valid. When the building was registered, all O&M (Operation & Maintenance) manuals were handed over. These should be organised by discipline and supplied to service contractors to structure their PPM schedules accordingly. All documentation must be stored in a centralised location. A Boundy to review this and ensure all documentation is provided to the EC and stored on C-Hub.

- **Embedded Network and Equipment Ownership Change**
  The EC further discussed the proposed paper, noting the Energy Locals' stance is that they will only be replacing leaking water meters with a different supplier. The EC agree to hold an SGM, pending the revision of the paper to include a reimbursement framework for owners that have paid for the replacement of this equipment. Civium was tasked with confirming the average cost for the replacement, to be incorporated into the paper for final review by the EC. Civium will commence drafting the SGM agenda, noting additional motion in relation to term deposits, and revision/additional rules to be included as well.

- **Ventilation Issues**
  Ventilation issues in the corridors were discussed. Civium to investigate further and provide advice out of session.

2.2 Chairperson Report

N/A

2.3 Treasurer Report

N/A - Noting the Financial Report for March was not yet provided. Civium noted the delay in providing the financials is due to the Civium accounts team completing adjustments, as per request.

2.4 Other Reports

It was reinforced that the EC representative on each Sub-Committee is the Chairperson. The Chairperson is the only Sub-Committee member authorised to liaise with Civium and direct on-site resources, such as seeking quotes.

Sub-Committees function as advisory bodies. Their role is to provide suggestions and feedback for the EC's consideration and decision-making. Sub-Committees do not have authority to make decisions independently. Each Sub-Committee is expected to present a report at every EC meeting, delivered by the Sub-Committee Chairperson.

	It was also noted that, currently, only the Maintenance Sub-Committee has a formal Charter in place. All other Sub-Committee Chairpersons are to prepare a Charter or Terms of Reference outlining the group's roles and responsibilities. These documents are to be presented to the EC for endorsement at the next EC meeting. The following confirms the current members & Chairperson of each Sub-Committee: • **Security Sub Committee** - Alistair (Chairperson), Eric, Cliff, Stephen • **Maintenance Sub Committee** - Michael (Chairperson), Shane, Carolyn, Bruce, Edsel *(It was agreed that the Maintenance Sub-Committee has the authority to give direction to Ochre each month for the handyman visits).* • **Gardening Sub Committee** - Ron (Chairperson), Leigh, Anthony, Bernard, Louise, Sandra • **Social Sub Committee** - Vanessa (Chairperson), Christine • **EV Working Group** - Disbanded **Other Business:** The EC approved the letter to the NCA regarding the request to unblock the drain located on NCA land and confirmed it may now be sent. The EC approved the letter to the NCA drafted by the Maintenance Sub Committee. Action is required on the pool signage, as previously approved at the last EC meeting. A Cohen to action. The EC will follow up with GMD regarding the impact damage insurance claim. Civium is to confirm whether the insurance claim contract has been executed. It was noted that a master remote held by the on-site team is capable of operating the enclosed private garages. Civium is to investigate this further and provide advice to the EC out of session. The EC considered a proposal to install a "Turn Headlights On" sign at the basement entrance. This proposal was not approved. It was also noted that the Sinking Fund Plan is not yet due for review. As per legislation, the Plan must be reviewed every five years. Civium will conduct a key audit, covering both owners/residents and contractors. It was noted that the NCA has been contacted regarding the removal of sandbags from the gardens. Pending the establishment of open dialogue with the NCA, Civium suggested discussing the possibility of additional cleaning during peak usage of the easement, particularly during major events such as Floriade and Skyfire. **Motion Carried**
3	MATTERS FOR COMMITTEE APPROVAL 3.1 The EC approved the variation quote from ABS Facades for window cleaning for $1,000 + GST 3.2 The EC approved the quote from GymQuip for the ongoing gym services. **Motion Carried**

There being no further business the chairperson declared the meeting closed at 07:00 pm
Dated: 15 April 2025
Issued by Civium Property Group for and on behalf of the Owners Corporation.

STRATA & BUILDING MANAGER
TRACKING SHEET

44 Constitution Ave, Parkes

Task	Description	Status
Lockable Toilet Roll Holders	There have been reports of a resident(s) stealing toilet paper from the communal gym/pool bathrooms. Civium obtained a quote for 10 lockable toilet roll holders at $1,200 + GST. While the quote was not approved, it will be considered in the future as a last resort if the issue persists. No further instances have occurred since the last EC meeting.	Closed
Roof Leak – Building A & O	The roof leak has now been resolved by Chase.	Completed
Fire Compliance Report	Following the report completed by the on-site team regarding fire compliance issues, all residents have been contacted, and all ahve now been resolved. This report will be conducted on an ongoing basis.	Completed
Quarterly Pool Scum Cleaning	Fairy Cleaning is now completing the quarterly scum cleaning of the pool, charging on a per hour basis.	Completed
Unit 171 – Cold Water Issue	Venture Plumbing has been investigating the issue of no cold water in Unit 171. The tempering valve for Unit 170 was replaced, and no further issues have been reported.	Completed
Window Cleaning	A work order was issued to ABS Facades for the scheduled 6 monthly window cleaning. ABS requested a site meeting with Civium and an EC representative, which took place last week with Charlie and Michael in attendance. Following the meeting, and based on discussions during the inspection, ABS Facades has submitted a variation quote for additional items raised. The variation totals $1,000 + GST.	Awaiting EC approval

Garden Beds	The EC has discussed potential measures to prevent vehicles from driving over the corner of the garden beds between Buildings A, O, and K in the visitor parking area. Following recommendations from contractors, wheel stops have been identified as the most suitable solution. Civium has received two quotes.	Awaiting EC instruction
Glass Door	One of the common area glass doors, located on Constitution Ave next to Unit 260, has shattered. Civium reached out to SEM Windows to have the door replaced under warranty; however, they have declined the warranty claim. We now require EC instructions on how to proceed. A few options for consideration are: - Engage an independent contractor to inspect the panel and assess if it can be claimed under warranty. - Accept SEM's quote for the replacement, priced at $1,520 + GST. - Reach out to ABS Facade or other contractors for quotes for the replacement.	Awaiting EC instruction
Revision of Lockbox Rule	A draft revision of the rule has been provided to the EC for review.	Awaiting EC instruction
Gym Service	Quotes from both Master GymTech and GymQuip have been submitted to the EC for review. It has been noted that the gym has not been serviced since September 2024.	Awaiting EC instruction
New BM and Concierge Hours	The first month trial has been completed. Awaiting EC instructions on how to proceed.	Awaiting EC instruction
Tow Hitches	Fairy Cleaning has advised the existing single bracket system is not safe or efficient for them to transport the bins. We have obtained a quote for the installation of 9 front hitches, 9 rear hitches and 37 wheel stop brackets, The quote is from Spacepac for $3,484 incl GST and delivery.	In progress

	Civium has requested an additional quote, however, this may take some time as tow hitches are a niche supply market. We first contacted Spacepac as we knew they had stock available. IOFS raised this during the first year, though there were no allocated funds for tow hitches so they bade so with what was there. Since Fairy Cleaning has now been enagged, they have raised the same concerns.	
Annual Fire Door Inspection	Quote request has been sent to the building fire contractor, ON&B.	In progress
Security Cameras	Out of the seven contractors approached for quotes, two have responded and submitted proposals. These quotes have been shared with both the Security Sub-Committee and the EC for review. We are currently awaiting feedback and recommendations from the Sub-Committee, which will then be presented to the EC for their consideration.	In progress
Hot Water Controllers	A work order has been issued to GMH Electrical, in line with the EC approval. The parts have been ordered, and the replacement will be carried out once they have arrived.	In progress
Building K Fan	Several units have reported vibrations coming through the roof. Upon inspection during a recent site visit, ROC advised that the existing fan is the source of the vibration and requires replacement. The current fan operates at a high RPM, which is not necessary for its function. ROC has recommended replacing it with a smaller fan, which should resolve the issue. A quote of $4,466.77 (incl. GST) has been provided for this work. Civium is currently seeking a second opinion from LJ Air, from whom we are yet to receive a response. We are exploring this option as we believe that installing a Variable Speed Drive (VSD) could reduce the fan's RPM and potentially offer a more cost-effective solution.	In progress

Water Ingress – Front Sliding Doors	Following investigations by Venture Plumbing, it was recommended that the strip drain be upgraded above the front sliding doors. Venture has since advised that a builder will need to be involved, as the slab requires inspection for potential penetration. Civium has connected Level 1 Projects with Venture to collaborate on preparing a quote for the works. We are currently awaiting the quote.	In progress
CCTV Policy	An example of a CCTV Policy, as used at other complexes, has been provided to the Executive Committee. Alistair will circulate the document to the Security Sub-Committee for review and feedback.	In progress
Pneumatic Bollard	OzTime attended site in April to carry out the approved repairs, including the replacement of the control board, which has now been completed. During the visit, they identified that the compressors are in poor condition and are struggling to maintain and build adequate air pressure. As a result, the compressors also require replacement, and testing could not be completed at the time. OzTime will be submitting a quote for the replacement of the compressors. The EC email has been included in all correspondence with OzTime regarding this matter.	In progress
Foyer Lights	A quote was previously provided to the EC for the replacement of failed LED drivers in the foyer lights, which had tripped the circuit. Civium confirmed with Maritex that the proposed drivers were fit for purpose prior to commencing work. While the works have been completed, the lights continue to trip. Maritex has advised that, due to the use of architectural lights by the developer, they are not confident in finding a fix and believe this will require a process of elimination. Alex Boundy will advise on an allowance to engage another electrician for an independent review. The invoice from Maritex remains on hold.	In progress

Basement Cleaning	Scheduled for 7th & 8th May.	In progress
Drain Installation	The NCA requires confirmation from the EC to proceed with the installation of a drain on the side of the property, as the area currently floods during heavy rain. Alistair to action this.	In progress
Bike Audit	The bike audit has been completed, and several bikes remain stored on-site in a store room before they can be disposed of.	In progress
UNSW Canberra City – Works Approval	UNSW attended site for a presentation to residents on 19th March. A summary from the presentation has been posted to C-Hub. Civium will continue to work with the EC on developments in reltion to the works.	In progress
AC Service	Notices have been issued with the schedule of AC service for those owners that opted in. The services commence on 28th May.	In progress
March Newsletter	In progress and will be completed by week's end.	In progress
Carpet in front of Unit 229	The carpet needs to be replaced due to water damage from a leak caused by the meter. The water meter has since been replaced by Energy Locals, and no further issues have been reported. Civium has contacted Energy Locals to request carpet replacement and is currently awaiting their response.	In progress

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MINUTES OF THE
EXECUTIVE COMMITTEE MEETING 2025

OWNERS UNIT PLAN - 15592

The Griffin
44 Constitution Avenue
PARKES ACT 2600

Held on :

Tuesday, 18 March 2025 05:00 PM

Held at :

The Griffin - Meeting Room
44 Constitution Ave, Parkes

MINUTES OF THE EXECUTIVE COMMITTEE MEETING OF UNIT PLAN The Griffin 15592

Held Tuesday, 18 March 2025 5:00 PM at
The Griffin - Meeting Room
44 Constitution Ave, Parkes

Present	**Alistair Cohen (Lot 55), Edsel Sequeira (Lot 15), Julianne Nissen (Lot 202), Michael Tarzia (Lot 211), Ronald Richards (Lot 29), Vanessa Ganley (Lot 229)**
Civium Rep(s)	**Monique Bosma (Civium Strata)**
Proxies	**None**
Company Nominees	**None**
Apologies	**None**
Voting Papers	**None**
Other Attendees	**None**
CFM	**Alex Boundy (Civium Facilities Management)**
Chairperson	**Alistair Cohen**

Meeting Opened 5:00pm

A Quorum was reached

MOTION	Motion for consideration
1	PROCEDURAL MATTERS **1.1 Attendance & Apologies** - Noted **1.2 Declaration of Conflict of Interest** - Nil declared **1.3 Minutes of previous Executive Committee Meeting** - Approved, with the addition that the EC approved for a submission to be made for the Sustainable Apartments Pilot. **1.4 Ratification of matters agreed out of session** • Approval to proceed with the quote from Oztime Technologies for $6,410 ex GST to replace the control board and repair the pneumatic bollards. • Retrospective approval for Unit 260's alteration request to replace their front door lock. **Motion Carried**

2	ITEMS FOR DISCUSSION **2.1 Building Management & Concierge Proposal** Following a review of the onsite services provided by Civium Facilities Management (CFM) at The Griffin, we have identified that the community requires a different approach in terms of the balance between Building Management and Concierge services. The review of the current scope of work has highlighted that the contracted hours are heavily weighted towards concierge services. As a result, key areas such as maintenance oversight, trade contractor monitoring, and timely reporting have been falling short. A revised scope of work/schedule has been proposed to the EC to better align resourcing with the building's current needs. A copy of the proposed schedule is attached to the minutes. Current vs. Proposed Hours Allocation: • Current: ◦ Concierge: 30 hours ◦ Building Management: 5 hours • Proposed: ◦ Concierge: 19 hours ◦ Building Management: 16 hours The EC approved the proposed change to the service delivery structure on a trial basis, which will be reviewed over the next month. The checklist outlined in the attachment will be completed to document the register of tasks delivered. This will be signed off and incorporated into the building management reports. A. Boundy noted that the goal is to establish a single main point of contact for the CFM team. This primary contact will be supported by a larger team but will provide continuity for owners, ensuring they have a consistent person to speak with. **2.2 Embedded Network and Equipment Ownership Change – Proposed Paper** The EC discussed the proposed paper prepared by Civium, which outlines a change in ownership and maintenance responsibility for the embedded network-associated equipment. Specifically, the proposal suggests transferring responsibility for the tempering valves from individual unit owners to the Owners Corporation. While the paper was agreed to in principle, with the intention of calling a Special General Meeting to consider it, further discussion is needed regarding the embedded network and potential upgrades by Energy Locals. It was noted that on the day of the meeting, Energy Locals contacted Civium to advise that they are exploring a solution using a different brand of meters to replace the existing hot water meters at The Griffin, which are leaking at an increasing rate. If the proposal is approved by the Owners Corporation, the EC also discussed the possibility of reimbursing unit owners for past expenses incurred for tempering valve replacements. **Motion Carried**
3	REPORTS **3.1 Strata & Building Manager Report**

Unit 127 – Alterations Approval

The EC discussed and approved the retrospective alteration request from Unit 127 for the installation of a new front door lock.

Gym Equipment PPM

A quote from Master Gymtech was provided to the EC before the meeting. The EC requested additional quotes for equipment maintenance. The current contract will continue on a month-to-month basis. Future quotes should include a buffer for proactive part replacements.

Unit 171 – Water Issue

Venture Plumbing has been investigating the issue of no cold water in Unit 171. The tempering valve for Unit 170 was replaced, and no further issues have been reported.

Security Cameras

A quote from Exact Electrical for new external security cameras was provided to the EC before the meeting. The EC requires more time to review the proposal, and the Security Subcommittee was requested to provide further explanation to the proposed scope. It was requested that internal cameras also be considered within the same quote. Additional quotes are needed, given the level of expenditure involved.

It was also noted that security cameras are passively monitored as needed. Civium will provide the EC with a suggested CCTV policy, which has been effectively used in other Civium-managed developments.

Stolen Parcels

An increase in parcel theft from the mailroom was noted. Civium suggested installing a security camera in the mailroom, which will be considered as part of the overall security camera scope of work.

Lockable Toilet Roll Holders

There have been reports of a resident(s) stealing toilet paper from the communal gym/pool bathrooms. Civium obtained a quote for 10 lockable toilet roll holders at $1,200 + GST. While the quote was not approved, it will be considered in the future as a last resort if the issue persists. The situation will continue to be monitored, with the suggestion of a security camera in the hallway.

Shattered Windows

Another instance of shattered internal glass occurred in Unit 57. Rahul has inspected the issue, and the owner has contacted the original installer for a make-safe and replacement under warranty. A similar incident occurred in Unit 225, where a make-safe has been completed, and replacement is pending. The original installer is Same Windows.

Window Cleaning

A quote from ABS Facades for window cleaning was provided to the EC before the meeting for $12,787.50 (incl. GST), which is almost half the cost of the current contractor, Touchdown. The scope of work, similar to Touchdown, excludes balustrades but includes spider spray and cleaning of inaccessible windows.

Subject to confirmation that cobweb removal is included, the EC approved the quote from ABS Facades, with cleaning to be scheduled for May 2025.

Communication with UNSW

The EC discussed communication with UNSW and agreed that all communication will be managed through Civium, which will relay matters to the EC for decision-making. Edsel proposed forming a subcommittee, but this was not approved by the wider EC. The matter will be reviewed at the next EC meeting, following UNSW's presentation.

AC Service

Civium is obtaining pricing from ROC Mechanical for the annual opt-in service for individual AC systems. The process will follow the same approach as last year once the cost per unit is confirmed.

March Newsletter

In progress.

Garden Bed Bollards

The EC discussed options to protect garden beds around visitor parking spaces, including bollards, concrete spheres, wheel stops, paver walls, and sleepers. Further consideration will be given, and quotes will be obtained.

3.2 Chairperson Report

Lockboxes on Common Property

There has been no progress in removing lockboxes from common property. Civium will follow up with the relevant unit owners to ensure their removal.

Civium will also explore the possibility of an electronic alternative, such as a door ringer, and present a proposal to the EC at the next meeting.

The EC discussed updating the rules regarding lockboxes. Civium will draft an initial revision and submit it to the EC for review.

Sustainable Apartments Pilot

A submissions has been made by the Owners Corporation for the Sustainable Apartments Pilot.

3.3 Treasurer Report

A copy of the Treasurer Report is attached to the minutes.

3.4 Other Reports

- **Security Sub Committee** - No report
- **Maintenance Sub Committee** - How maintenance requests will be presented for EC approval was discussed. Michael has sent an email to the EC outlining a proposal for streamlining this process, including having requests printed in hard copy presented at the EC Meeting. This process and forms were approved.

  Regarding painting works, the EC discussed structuring the project over a set period. A. Boundy will provide further details explaining the process.

	The Maintenance Subcommittee will coordinate with the building manager to oversee Ochre's scheduled tasks on a monthly basis. Improved communication will be established, including notifying the EC when Ochre is scheduled to attend, receiving reports from Ochre, and ensuring all invoices and photos are sent to the EC email address for review. • **Gardening Sub Committee -** Report attached • **Social Sub Committee** - Update to be provided in the upcoming newsletter • **EV Working Group** - No report **Additional Other Business** • It was noted that a unit still has items stored on top of their storage cage. Civium will follow up with the owner again, and if the items are not removed, the building manager will arrange for their removal, as the airspace is considered common property. • The proposal for new pool signage was approved. • Repairs to the bollards outside the waste room are expected to take place in early April. **Motion Carried**
4	MATTERS FOR COMMITTEE APPROVAL 4.1 The EC approved the changes to the service delivery structure for Building Management and Concierge services on a trial basis. 4.2 The EC approved the alterations request from Unit 127 for the installation of a new front door lock. 4.3 The EC approved the quote from ABS Facade for $12,787.50 (incl. GST) for window cleaning, subject to confirmation that cobweb removal is included in the scope. 4.4 The EC approved the pool signage proposal. **Motion Carried**

There being no further business the chairperson declared the meeting closed at 07:05 pm
Dated: 18 March 2025
Issued by Civium Property Group for and on behalf of the Owners Corporation.

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THE GRIFFIN
CONSTITUTION AVENUE

S.N	44 Constitution Ave	Mon	Tues	Wed	Thur	Fri	
	Morning Concierge Duties 7:30am - 9:30am 10 hours per week						
1	Greet all incoming/outgoing residents and guests						Daily
2	Process key, fob and remote orders for owners and property managers						Daily
3	Maintain front desk and security presence during working hours						Daily
4	First point of contact for Owners, Property managers and tenants for any building related query						Daily
5	Receive grocery deliveries on behalf of residents, store them in the fridge and advise the residents						Daily
6	Receive Parcels and other deliveries and store them in the mailroom according to labelled unit numbers in the shelf						Daily
7	Taxi Bookings						Daily
8	Monitor CHUB discussions groups, notices and communicate when required						Daily
9	Restaurant Recommendations and tourists information						Daily
10	Oversee cleaning for all common areas and report irregularities to the BM						Daily
11	Make sure all foyers are presentable						Daily
12	Respond to emails						Daily
13	Manage the visitor and basement parking area including monitoring, communication and place notices wherever required						Daily
14	First point of contact for all utilities, maintenance, ISP companies etc regarding access to rooms Cupboards and electrical panels						Daily
15	Dry cleaning collection from residents						Daily
16	Assist with move-ins move-outs and lift keys						As required
	Afternoon Concierge Duties 3:00pm - 6:00pm 9 Hours per week MON,WED,FRI Only						
1	Greet all incoming/outgoing residents and guests						MON,WED,FRI
2	Maintain front desk and security presence during working hours						MON,WED,FRI
3	Do a walkthrough in main common areas, collect any parcels left in the foyer						MON,WED,FRI
4	First point of contact for Owners, Property managers and tenants for any building related query						MON,WED,FRI
5	Oversee cleaning for all common areas and report irregularities to the BM						MON,WED,FRI
6	Make sure all foyers are presentable						MON,WED,FRI
7	Receive grocery deliveries on behalf of residents, store them in the fridge and advise the residents						MON,WED,FRI
8	Taxi Bookings						MON,WED,FRI
9	Receive Parcels and other deliveries and store them in the mailroom according to labelled unit numbers in the shelf						MON,WED,FRI
10	Assist BM and SM in building/admin tasks where required						MON,WED,FRI
11	Manage the visitor and basement parking area including monitoring, communication and place notices wherever required						MON,WED,FRI
12	Respond to emails						MON,WED,FRI
13	Do a security check before the end of the shift and make sure all doors are secured and closed						MON,WED,FRI
14	Dry cleaning deliveries						MON,WED,FRI
15	Assist with move-ins move-outs and lift keys						As required

	44 Constitution Ave	Mon	Tues	Wed	Thur	Fri	
	Building Manager Duties 9:30am to 11:30am MON,WED, FRI 6 hours per week 9:30am to 3pm THU,TUE 11 hours per week						
1	Check all fire doors and stairs for any congestion						Alternate days
2	Check all fire extinguishers, hose reels, sprinklers, hydrant for possible leakages						Alternate days
3	Check FIP for any status and alarm and report any irregularities to fire service provider						Daily
4	Check all electrical and dry fire cabinets for any irregularities						Alternate days
5	Check Fire Pump room system and check if there are any leakages						Alternate days
6	Check the pool pump room and exhaust						Daily
7	Check the pool filter and temperature to see if it is 27 degrees as required by EC						Daily
8	Check if the steam and sauna room are functioning						Daily
9	Service the Steamer						Once a week
10	Check the common area gas meter room, water meter room and electrical meter room for status report and irregularities						Alternate days
11	Check all basement levels during walkthrough to see if there are any leakages						Daily
12	Check all building corridors and make sure the carpet is clean, lights are working and the vents are working						Alternate days
13	Check each chute to see if there are any blockages						Daily
14	Check for wall marks in the corridors and common area and have then cleaned						Alternate days
15	Make Sure all signs area intact in all corridors						Alternate days
16	Make sure all common areas that incudes main foyer, building A foyers, podium, pool and gym are clean						Daily
17	Check if the basement driveway, pavement and stairs to building A are clean						Daily
18	Make sure the pavement, garden beds, and lawns are clean						Daily
19	Manage the irrigation system through hydrawise app according to weather requirement						As required
20	Communiacte with fire, electrical, mechanical, cleaning and other contractors for any related issues or maintainance work to be						As required
21	Raise work orders as required						As required
22	Get quotations for certain maintainance items and send to strata manager for EC approval						As required
23	Check the bin rooms to see if they are clean and the hoppers are rotated						Daily
24	Assist with move-ins move-outs and lift keys						As required
25	Manage fob programming and delivery						As required
26	Carry out required timely servicing (For e.g. yearly anchor point, basement cleaning, gym, greasetrap etc)						As required
27	Liaise and maintain a high level of communication with the body corporate Executive Committee, Senior Building Manager,						As required
28	Prepare and submit a building manager report to the Facilities Coordinator						Monthly
29	Assist the Facilities Manager in site-specific project management related tasks including commercial fitouts (e.g contractor						As required
30	Manage access control for contractors, client and CFM staff						As required
31	Inspect, analyse and report all defects for the building that comes under DLP						Weekly
32	Engage Pool Robot for 2 hours						Fortnightly
33	Communicate with the builder for any urgent defects to be attended						As required
34	Make sure all common areas are compliant according to building rules and report any non-compliancy to the strata manager						Alternate days

Treasurer's Report

FROM 1 OCTOBER 2024 TO 28 FEBRUARY 2025

16 March 2025

Fellow EC Members,

The purpose of this report is to update the Executive Committee at it's next scheduled meeting based on the current information available at the time.

We are now five months into this financial year, and the budget position remains strong. However, we anticipate some larger expenses in the second half of the year, such as insurance.

Admin Expenses

At the date of this Report, the total admin expenditure has been $289k. This $289k includes $15k identified expenses yet to be disbursed for Unit Title Rental Certificates.

As highlighted at the 2023-24 AGM, there are 4 cost categories which makes up 80% of the costs to the Owners Corporation which are - Stata, Cleaning, Insurance and Utilities.

Strata Costs: These are now aligned with the new Civium contract for Building Manager and Management Fees. A reconciliation has been processed, and I have requested supporting calculations. I will review these to ensure accuracy. Additionally, Civium's extra charges are under review, and I expect to complete this by year end.

Cleaning Costs: IOFS' last day at The Griffin was 23 February, and our new cleaners, Fairy Services, have commenced. Their contracted price is lower than IOFS' previous rates, keeping us within budget. The Building Manager now provides a signed checklist before payment approval. As cleaning is our second-largest expense after Strata Management, this cost-saving is a significant improvement. The Fairy Services contract includes a two-month probation period, and early indications suggest that the building is cleaner overall.

Insurance: is not due for renewal until September 2025.

Utilities: Water and electricity costs remain within budget. However, we are yet to receive a gas bill this financial year, which has previously led to large arrears bills. Civium was notified in January and should follow up urgently to avoid an unexpected expense later.

Other matters that are of note at this stage;

1. **Garbage Chute Repairs & Maintenance:** these costs are avoidable and I continue to monitor this issue closely. I urge residents to be considerate when using the refuse chutes and report instances of large objects being placed in chutes. If evidence is provided, we may be able to charge clearing costs directly to responsible individuals.

2. **Fire Protection Costs:** Current repair and replacement costs are double the budgeted amount. This requires investigation to determine whether it is a genuine cost increase or a coding error that needs correction.
3. **Expense Offsets:** Some expenses in the Expenditure Report are to be reimbursed to the Owners Corporation. Until now, tracking the net position of these has been difficult. Civium addressed this in January, and I expect clearer reporting from March 2025 onward.

Sinking Fund

The Sinking Fund balance has grown to $347,588.66 as of 28 February 2025. This is net of an unplanned payment of $5k for the Filtration Upgrade of Pool Room AC in the Plantroom as agreed in a previous EC meeting. There is a further $6k upcoming cost recently approved by the EC for repair of the pneumatic bollards.

As agreed, $200k of the total balance is in a Term Deposit account earning interest. I recommend increasing this deposit by an additional $100k to maximise returns, as there are no penalties for early withdrawal.

Owner Positions

Most Unit Owners at The Griffin are paying on time or in advance, which makes cash flow management easier and is greatly appreciated. A small number of owners remain in arrears, and I continue to work with Civium to ensure timely follow-ups.

Recommendations

1. **Increase the Term Deposit investment** by $100k to maximise interest earnings while keeping funds accessible if required.
2. **Send a reminder to residents** about garbage chute blockages, emphasising the financial impact and the possibility of direct cost recovery.
3. **Initiate a tender process for window cleaning** as no action has been taken since the last meeting. Our current budget only allows for one cleaning session this year.
4. **Follow up with Civium on outstanding gas bills** to avoid an unexpected lump-sum charge later in the year.



Michael Tarzia
Treasurer

Executive Committee Meeting – Tuesday 18 March 2025

Agendum Item – Reports: 3-4 Other Reports Gardening Sub-Committee

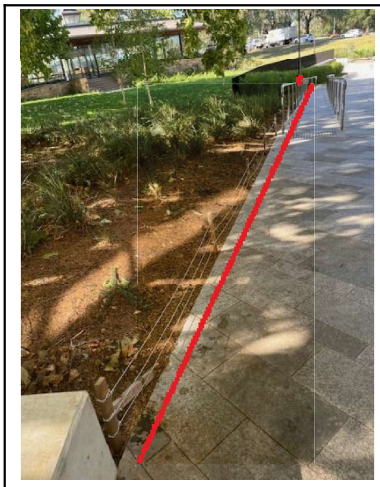
The new gardening maintenance contract was signed on 25 February 2025 and the new contractor has commenced work. Members of the Gardening Sub-C0mmittee [GCC] is scheduled to meet with Mathew from Focus to discuss the schedule of work and explore possible improvements including our watering system. Mowing will be undertaken the week.

The GCC is also exploring options to overcome the water running over the walkway and over the garden beds near the swimming pool area. Considerable damage has been done in the past rain events, and we propose extending the cement curbing (using the same profile as that which currently exists). The proposed areas are ***marked in red*** in the following four photos.

We are seeking quotations, for a total length of 46 meters. When we have firm costs we will submit a proposal to the Executive Committee.









Ron Richards

18 March 2025

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MINUTES OF THE
EXECUTIVE COMMITTEE MEETING 2025

OWNERS UNIT PLAN - 15592

The Griffin
44 Constitution Avenue
PARKES ACT 2600

Held on :

Tuesday, 18 February 2025 05:00 PM

Held at :

The Griffin - Meeting Room
44 Constitution Ave, Parkes

MINUTES OF THE EXECUTIVE COMMITTEE MEETING OF UNIT PLAN The Griffin 15592

Held Tuesday, 18 February 2025 5:00 PM at
The Griffin - Meeting Room
44 Constitution Ave, Parkes

Present	**Alistair Cohen (Lot 55), Julianne Nissen (Lot 202), Michael Tarzia (Lot 211), Ronald Richards (Lot 29), Vanessa Ganley (Lot 229)**
Civium Rep(s)	**Monique Bosma (Civium Strata)**
Proxies	**None**
Company Nominees	**None**
Apologies	**Edsel Sequeira (Lot 15)**
Voting Papers	**None**
Other Attendees	**None**
CFM	**Rahul Chamlagain (Civium Facilities Management)**
Chairperson	**Alistair Cohen**

Meeting Opened 5:07pm

A Quorum was reached

MOTION	Motion for consideration
1	PROCEDURAL MATTERS **1.1 Attendance & Apologies** - Noted **1.2 Declaration of Conflict of Interest** - Nil declared **1.3 Minutes of previous Executive Committee Meeting** - Approved **1.4 Ratification of matters agreed out of session** • Ochre Trades Service: Approved for monthly handyman services at $500 + GST per month. • Fairy Cleaning Services: Approved at $141,960 + GST per annum, covering both residential and commercial cleaning. • Focus Facilities Maintenance: Approved for gardening services at $16,029 + GST. • Unit 81 Alteration Request: Approved for the installation of external blinds. • Venture Plumbing: Approved at $700 + GST to investigate the cause of water ingress through the front doors of buildings on Constitution Ave. • Venture Plumbing: Approved at $4,629 + GST for various repairs following planned maintenance, including the replacement of the BPD and rectification of a leaking boss connector. • Maritex: Approved at $620 + GST to install a double GPO outlet in the service cupboard between the sauna and steam room. • ROC Mechanical: Approved at $4,466 + GST to replace the fan in front of Unit 250 on Level 8 of Building O due to damage caused by a worn motor bearing. **Endorsements:** • EV Working Group & Maintenance Sub-Committee Maintenance Sub-Committee Members: • Michael Tarzia • Shane Byrne • Brian Eldred • Carolyn Cole EV Working Group Members: • Edsel Sequeira • Alistair Cohen • Shane Byrne • Lou Scrivener • Bradley Ricabo **Motion Carried**
2	REPORTS

2.1 Building Manager Report

Quotes & Approvals

Civium discussed the various quotes sent to the EC prior to the meeting. Several of these were approved out of session and are outlined under Motion 1.4.

Additional Quotes discussed as follows:

- Sprinkler Flow Switch – The EC reviewed a quote from O'Neil & Brown Fire for $2,080 + GST to replace the sprinkler flow switches.
- Foyer Lights – The EC reviewed a quote from Maritex for $1,620 + GST to replace failed LED drivers for the foyer lights that tripped the circuit. Before approving this, Civium will:
    - Confirm that the proposed drivers are fit for 24/7 use.
    - Check with Maritex whether there is a larger issue with circuit tripping, given the multiple call-outs for electrical faults.
- Large Rocks in Garden Beds – The Gardening Subcommittee presented a proposal with pricing for large stones. The EC requested that Civium source additional quotes for comparison.
- The EC discussed a quote from Fairy for $2,300 + GST to clean the basement. Note: All pipes in the basement must be cleaned before the wet sweep can proceed.
- Civium will contact Fairy to:
    - Confirm the cost of quarterly pool scum cleaning.
    - Ensure that the cleaning checklist is completed before invoices are paid.
    - Provide a price list for consumables.

Water Meters & Tempering Valves

- The owner of Unit 171 reported that their cold water is not fully cold. A plumber attended and advised that the issue is caused by a tempering valve from another apartment on the same level.
- As discussed at the recent SGM, Civium is preparing a paper on water meters and associated equipment, outlining the process of transferring responsibility to the Owners Corporation. This paper is expected to be completed within two weeks and will be reviewed by the EC before presentation to all owners at a General Meeting.

Roof Leak – Buildings A & O

- A new roof leak was identified in Buildings A & O before Christmas. Civium arranged for Venture Plumbing to make the area safe, and waterproofers attended on 17/02 to complete repairs.

Drain Installation Request – NCA Approval

- The NCA requires confirmation from the EC to install a drain on the side of the property, as the area currently floods during heavy rain. A. Cohen will action this.

Footpath Cleaning

- The EC raised a question about who is responsible for cleaning the footpath near the handrail, which is on OC property.

- The EC will consider options for offsetting cleaning costs if the OC takes on this responsibility instead of the NCA.
- The Maintenance Committee will review the impact of events (e.g., drone shows, Floriade) on footpath cleanliness and consider appropriate actions.

2.2 Strata Manager Report

Fire Compliance Report
Emails have been sent to all units identified in the Building Manager's Fire Compliance Report regarding unapproved alterations to unit entry doors, door mats in common areas, and items stored on top of storage cages. Owners have been given 14 days (until 20/02/25) to rectify these non-compliances. Civium will conduct a follow-up report after this date to identify any remaining non-compliant units.

Bike Audit
The bike audit is currently in progress. Notices have been placed on bikes, and we have received some responses confirming ownership. However, several bikes remain unclaimed. Any bikes not identified by 21/02/25 will be subject to the Uncollected Goods Act 1996. If the bikes are valued at less than $500, they must be kept on-site for one month as uncollected goods before they can be disposed of if not claimed.

Security
A revision of the rules is required to clarify that lockboxes are not permitted on common property or any private property that is accessible or visible from common areas. Regardless, Civium will send an urgent security notice to all residents following a recent break-in at a nearby complex in Campbell.

UNSW Canberra City - Works Approval
Civium has contacted the General Manager of UNSW Canberra City to accept their offer of a presentation for owners regarding the Stage 1 design and to address any questions about the development. Civium is currently awaiting confirmation of the date, time, and location for this discussion.

Communication

Civium acknowledged that the EC is experiencing a high volume of email traffic. Given the size and nature of The Griffin, Civium noted a high level of correspondence is expected to ensure effective operations and management of the community.

To streamline communication, Civium proposed utilising the C-Hub poll voting option to formalise decisions, which will be trialed over the coming period and reviewed as needed. Additionally, A. Cohen suggested making use of the Committee discussion board on C-Hub to facilitate discussions and reduce email volume.

2.3 Chairperson Report

EV Sustainability Pilot

Submission due March 7th – referred to the EV Working Group for review.

Strata Management Inquiry – ACT Government

Submission due March 7th.

EC Email Auto-Responder

Discussion regarding setting up an auto-responder for the EC email address.

Signage Updates

- Pool Signage: Pending votes on proposed changes; to be discussed offline.
- Broken Signs: Two signs require replacement (Meeting Room & Rubbish Room) – cost $60 per sign.
- Pool Signs: Finalised out of session.
- No Parking Bollard Sticker: To be addressed.
- 10km/h Speed Signs: Already approved.

Facilities Maintenance

Spare Bucket in Facility Room: Needs replacement (already available on-site) – Rahul to action.

Mailbox & Storage of Access Devices

- Civium will confirm whether mailboxes are part of the unit subsidiary.
- Combination Locks: No combination locks should be installed on mailboxes.

2.4 Treasurer Report

Attached to the Minutes

Additional Notes

- Civium to follow up on outstanding gas bill.
- Invoices related to unblocking chutes to be reallocated to 'Garbage Chute Repairs & Maintenance'.
- A motion will be presented at the next General Meeting to allow the EC to invest an additional $100,000 into the term deposit.
- Civium to obtain a new quote for window cleaning.
- M. Tarzia has been in discussions with Ed from Civium (Head of Finance) regarding improved tracking of disbursements. Civium aims to provide a response within two weeks.

2.5 Other Reports

- **Security Sub Committee**

  Minutes from Security Sub Committee Meeting held on 11 February 2025:

1. Recap major achievements made by Subcommittee in 2024

- Discussed actions taken and achievements made for benefit of new committee members
- Agreed that Eric would send copies of earlier Security meeting minutes to all current members (including Rahul)

2. Identify tasks not completed (and action to be taken to resolve)

- Discussed progress of CCTV quotations (including telephone booster units in basement)

- Agreed that Eric would circulate map of CCTV camera blindspots to all committee members
- Agreed that Rahul would follow-up quotations before next EC meeting on Tuesday 18th February
- Agreed that Eric would update and circulate Griffin Security Action Plan (Oct2024)
- Agreed that Rahul would investigate cost to install electronic doors at Library entrance and two south-facing exits on Building A (which often fail to close due to internal AC pressure)
- Agreed that Cliff Cole would become our 'communication officer' and develop a Communication Strategy for Security Committee
- Discussed uploading Minutes of Security Meetings to C-Hub, for other subcommittee members, residents and owners to access. Cliff and Rahul to investigate and action
- Discussed and agreed that a standard report template (similar to other Griffin Committees) would help EC keep abreast of all issues. Cliff to liaise and report back
- Discussed the appointment of new Griffin handyman who will attend to small maintenance/security items (eg doors, maintenance, damage). He will be onsite one day per month, starting on Friday 16th February

3. Discuss current spate of thefts and criminal activity in Griffin property (and responses to them)

- Discussed incidents and actions taken. Agreed that other residents should be informed of risks in future communication releases (eg Griffin Newsletter)
- Agreed that Cliff would contact Civium (Monique and/or Olivia) to determine next edition release date of Newsletter

4. Determine Terms of Reference (ToR) for Security Committee

- Agreed Stephen will examine, discuss and prepare TOR for our committee, so that we do not duplicate the actions of newly formed Maintenance Committee

5. Plans for the Security Committee in 2025

- Discussed regular resident communication, security information sessions in library (eg AFP, Canberra Locksmiths), Griffin Newsletter articles; annual survey, etc)
- Agreed Cliff will draft annual calendar of proactive events, after reading updated Action Plan

6. Other business

- Discussed Rahul's appointment to Griffin for foreseeable future and what he can do in his acting role
- Discussed garage doors in Mezzanine Garage (B1) opening at random. Technicians attended Griffin last week and said that they could not fix problem

7. Next meeting - 9.30 - 10.30am on Tuesday 6 May 2025

- Discussed how Eric will be away from 17th February until 28th April 2025. All contact with the security committee will need to be with Stephen and Cliff
- Agreed that Cliff will continue to push to get Stephen and himself added to

securitycommittee@thegriffin.au email distribution group

- **Maintenance Sub Committee**

The Group first met on 7th February. Rahul was unable to attend; Liv McKay attended on behalf of Civium.

A Charter outlining the goals and responsibilities was created, with further discussions needed to define the scope of responsibilities.

Key points discussed:

- The subcommittee will not replace the Building Manager but will provide guidance and direction.
- Maintenance subcommittee to assist in defining tasks for the monthly handyman and setting the scope of work.
- A dedicated email address has been created to filter requests and provide advice to the Executive Committee

- **Gardening Sub Committee**

Focus Update:

- Civium has issued a Work Order to Focus Facilities management to undertake garden maintenance at the Griffin.
- The contract was finalised at the meeting with Ron arranging with Alistair and Mathew (Focus) for signatures.
- Mathew (Focus) has agreed to meet with the GGC to discuss the way forward (including potential projects for 2025.

Working Bee to tidy up the Podium is being planned for the near future.

Discussion regarding rocks/ bollards to prevent vehicles driving over the corner of garden beds between building A and O & K – there was a preference to use the same bollards that are already in place in that area – Building manager to seek quotes. There was discussion regarding whether this was a gardening or building maintenance issue – Ron thought it was a building issue rather than a garden matter – subject to further discussion.

- **Social Sub Committee**

Wine Tasting - 6th February: Well attended.

April Event: Currently in the planning stage.

Library Furniture: A reminder that this needs to be returned to its original placement if moved.

- **EV Working Group**

The EV Working Group has not yet met.

Motion Carried

3	MATTERS FOR COMMITTEE APPROVAL 3.1 The EC approved the quote from O'Neil & Brown Fire for $2,080 + GST to replace the sprinkler flow switches. 3.2 The EC approved the quote from Fairy for $2,300 + GST for basement cleaning. 3.3 The EC endorsed Stephen Richards and Cliff Cole as members of the Security Subcommittee. **Motion Carried**
4	OTHER BUSINESS 4.1 The EC acknowledged an owner's objection to the removal of a lockbox from a bike stored in the communal bike rack. The EC reaffirmed the importance of building security and maintained that lockboxes should not be stored in areas accessible by the general public. The EC will work with with the Owners Corporation to explore a solution, potentially an electronic alternative. 4.2 Civium will contact the owner of Unit 92 regarding an insurance claim. 4.3 The recovery insurance claim with GMD is to be followed up by the EC, noting the EC manages insurance matters directly. **Motion Carried**

There being no further business the chairperson declared the meeting closed at 07:00 pm
Dated: 18 February 2025
Issued by Civium Property Group for and on behalf of the Owners Corporation.

Treasurer's Report

FROM 1 OCTOBER 2024 TO 31 JANUARY 2025

18 February 2025

To EC Members,

The purpose of this report is to update the Executive Committee at it's next scheduled meeting based on the current information available at the time.

Admin Expenses

At the date of this Report, the total admin expenditure has been $245k.

As highlighted at the 2023-24 AGM, there are 4 cost categories which makes up 80% of the costs to the Owners Corporation which are - Stata, Cleaning, Insurance and Utilities.

Strata Costs are now as at the new Civium Contract costs for Building Manager and Management Fees. A reconciliation amount has been processed by Civium to align and I have requested these calculations to check. Note this does not consider Civium's additional charges.

Cleaning costs as mentioned in the last report, the cleaning costs have been increasing constantly and it is our biggest cost after strata. Civium have been previously requested to go out to tender for cleaning and, at the last EC meeting, it was agreed to cease the current Inside Outside Facility Services (IOFS) and proceed with a new contract with Fairy Cleaning Services. The proposal put forward by Fairy appears to be much lower than IOFS and will hopefully bring cleaning costs back within budget. Noting that there will be a probationary period for Fairy and it has been put forward that invoices will not be approved for payment unless the Building Manager signs off on a checklist created to ensure all services are completed.

Insurance is not due for renewal until September 2025.

Utilities water and electricity are being closely monitored but seem to be within budget. We are yet to receive a bill for gas to date. This issue has occurred previously then we received a large bill in arrears. Requires investigation.

Other matters that are of note at this stage;

1. With the removal of IOFS, the Gardening Sub-committee has selected a new gardening contractor at a lower cost than we are currently paying.
2. Garbage Chute Repairs & Maintenance- although the coding may need correction and currently understated. I believe this is on track to go over budget due to the constant requirement to unblock chutes.
3. Fire protection – repairs/replacements costs appear to have doubled the current set budget which requires investigation. This may be a coding error to be corrected to another GL code with the correct budget.

4. Some items in the Expenditure Report include items that are paid by the Owners Corporation to be offset by disbursements. I am unable to track the net position of these. I am currently working with Civium's Accounts Team to find a more suitable resolution.

Sinking Fund

The Sinking Fund balance continues to grow with the balance as at 31 January 2025 now sitting at $336,673. This is net of an unplanned payment of $5k for the Filtration Upgrade of Pool Room AC in the Plantroom as agreed in the previous EC meeting. As also previously agreed, $200k of the total balance now sits in a Term Deposit account accumulating interest. With no planned expenditure and the next quarter of levies falling due, I recommend that the Term Deposit is topped up with another $100k. These funds will still remain available if required and it has been confirmed that there are no break fees associated with breaking early.

Owner Positions

As at the date of this report, the total outstanding levies still owing is approx. $24k. I have been working closely with the Civium Team to address those individual units with large amounts that have been in arrears for some time. Thank you to all Owners that have been paying in full and on time.

Recommendations

1. Consider granting permission to increase the Sinking Fund Term Deposit by another $100k and permission to further increase in future.
2. Consider a reminder notice to all residents regarding garbage chute blockages and the costs associated in attempt to ease costs.
3. A tender for window cleaning is commenced **– no action since last meeting**
    a. We only have budget for 1 clean this year.
4. That the treatment of disbursements is corrected to be balance sheet accounts rather than the Income & Expenditure Report. This will allow for better tracking **– no action since last meeting**



Michael Tarzia
Treasurer

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MINUTES OF THE
SPECIAL GENERAL MEETING 2024

OWNERS UNIT PLAN - 15592

The Griffin
44 Constitution Avenue
PARKES ACT 2600

Held on :

Tuesday, 17 December 2024 05:00 PM

Held at :

The Griffin Library
44 Constitution Ave, PARKES ACT 2600

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MINUTES OF THE SPECIAL GENERAL MEETING OF UNIT PLAN The Griffin 15592

Held Tuesday, 17 December 2024 5:00 PM at
The Griffin Library
44 Constitution Ave, PARKES ACT 2600

Present	Alistair Cohen (Lot 55), Andrew Durston (Lot 191), Anne-Maree Campbell (Lot 30), Anthony Rochester & Lisa Williams (Lot 52), Beverley Anne Clarke & Graham John Chalker (Lot 81), Branko Acimovic (Lot 21), Caitlin Johnstone (Lot 152), Christine Susan Harvey (Lot 25), Clifford Frederick & Carolyn Mary Elizabeth Cole (Lot 77), Damian Styles (Lot 4), David & Cheryl Bush (Lot 53), David & Julianne Nissen (Lot 202), Deryck & Martha Smith (Lot 243), Eric Leape (Lot 253), Geraldine Clisby (Lot 138), Jaimie MacQuillan & Sebastian Ward (Lot 62), Jamie Cottrell & Mercy Diones (Lot 16), Kay Ward (Lot 236), Louise Scrivener (Lot 190), Luke David Walsh (Lot 222), Michael & Rachel Hetenyi (Lot 235), Michael Tarzia (Lot 211), Patricia Ann McDonald (Lot 74), Phillip Beattie (Lot 41), Rohan Mcneil & Jacquelyn Phillips (Lot 220), Rowan Williams (Lot 75), Sandra Bauerle (Lot 66), Shane Byrne (Lot 201), Shona & Michael Stankiewicz (Lot 3), Stephen John Arnott (Lot 27), Stephen Richards & Clare Poprawski (Lot 173), XOF Nominees Pty Ltd (Lot 240)
Civium Rep(s)	Gareth Halverson (Civium Strata), Monique Bosma (Civium Strata), Olivia McKay (Civium Strata)
Proxies	Alistair Cohen for Katrina Gmach & Alistair Gilmour (Lot 67)
Company Nominees	None
Apologies	Edsel Valentine Sequeira & Shivani Roshni Pillay (Lot 15)
Voting Papers	None
Other Attendees	None
CFM	None
Chairperson	Alistair Cohen
Meeting Opened	5:35pm

Reduced Quorum Meeting

MOTION	Motion for consideration
1	**Minutes (ORDINARY RESOLUTION)** **RESOLVED** that the minutes of the previous General Meeting of the Owners Corporation, held on 28/10/2024, be confirmed as a true and accurate account of the proceeding at that meeting, noting that Christine Harvey (Lot 25) was in attendance but was omitted from the minutes. **Motion Carried**
2	**Insurance Claims (ORDINARY RESOLUTION)** The Owners Corporation acknowledged the following open claims. 1. **Claim CLM-5843 / CL02114928 – Liability Incident** - Eastern side of Building A involving a non-resident, rising bollards shortly after waste collection. First Notice: DOL 28/8/24, September 2024 2. **Claim CLM-5735 - Water Damage** - Fire sprinkler damage during installation of blinds. First Notice: DOL 3/6/24, July 2024, Submitted: 26 September 2024 **Motion Carried**
3	**Maintenance Issues (ORDINARY RESOLUTION)** **RESOLVED** that the Owners Corporation consider any outstanding or new Common Property Maintenance Issues. No additional maintenance issues, beyond those already recorded by the Executive Committee and currently being addressed, were noted during the meeting. **Motion Carried**
4	**Appointment of Strata Managing Agent (ORDINARY RESOLUTION)** **RESOLVED** that in accordance with Section 50 of the Unit Titles (Management) Act 2011 ("**Act**"): 1. Civium Holdings Pty Ltd t/as Civium Property Group **("Agent")** be appointed as strata managing agent of Units Plan No.15592 for a 36 month term; 2. The Owners Corporation approves and authorises the execution of the agreement, included in the agenda papers, to give effect to this appointment. **Motion Carried**
5	**Appointment of Building Manager & Concierge (ORDINARY RESOLUTION)** **RESOLVED** that in accordance with Section 60 of the Unit Titles (Management) Act 2011 ("**Act**"): 1. Civium Facilities Management be appointed as Building Manager & Concierge for Units Plan No.15592 for a 36 month term; 2. The Owners Corporation approves and authorises the execution of the agreement, included in the agenda papers, to give effect to this appointment. **Motion Carried**

	General Business
	Water Meters & Associated Equipment The owners present at the meeting agreed that further consideration should be given to transferring responsibility for the water meters and associated infrastructure located in the manhole hatches in the corridor outside each unit's front entry door—currently the responsibility of individual unit owners—to the Owners Corporation. This is particularly relevant to preventative maintenance to mitigate leaks and damage to common property. Once all information has been obtained and further consideration given, a General Meeting will need to be held for the Owners Corporation to resolve this matter. As it currently stands, if a private plumbing asset leaks, the associated rectification costs are on-charged to the respective lot owner. Until a resolution is passed to change this, these costs will remain the owner's responsibility, including any resultant damage to common property. It was noted that the Executive Committee will seek clarification from the insurer to confirm whether this equipment is covered under the building insurance policy. ***(Secretarial Note):*** *The insurer will only cover costs for damage resulting from an insurable event. General maintenance and wear and tear are excluded under the building insurance policy.*
	Building Signage It was noted that the installation of 10km/h speed limit signs is pending Executive Committee approval. Trespassing and CCTV surveillance signage has been installed above the garage entrances. There was discussion regarding the installation of Private Property signs; however, no decision was made due to ambiguity surrounding the ownership of the easement area.
	Unit Title Rental Certificate Beginning January 9, 2025, landlords and their property manager must provide tenants with a **Unit Title Rental Certificate**, also known as a *Section 119 Rental Certificate*, before entering into any tenancy agreement. Landlords or property managers must request a Unit Title Rental Certificate from the relevant Strata Management firm to obtain it. The Strata Management firm is legally required to **issue the certificate within 14 days of receiving the request.** In cases where the necessary information is not immediately available, the Strata Management firm will have **up to six weeks** to prepare the certificate. A fee will be charged for issuing the certificate; this fee will be capped at **$332.00.** This certificate will be necessary for all new tenancy agreements, including renewing existing leases. Once issued, the Unit Title Rental Certificate will be valid for five years.

There being no further business the chairperson declared the meeting closed at 05:50 pm
Dated: 17 December 2024
Issued by Civium Property Group for and on behalf of the Owners Corporation.

NOTICE OF REDUCED QUORUM DECISIONS

Part A Details of reduced quorum decisions †

A1 The Owners–Units Plan No 15592

A2 General meeting

Date (or dates) of general meeting at which the reduced quorum decision or decisions were made **17/12/2024**

A3 Reduced quorum decisions

[If there is insufficient space here, tick and attach details to the notice]

Date of decision	Full text of reduced quorum decision
17/12/2024	As attached

A4 Owners corporation declaration

The information in this notice has been recorded on the following date from details shown in the records of the owners corporation.

DATE: 20/12/2024
[Affix owners corporation seal in accordance with the corporation articles]



† In this notice, **UTMA** means the *Unit Titles (Management) Act 2011*.

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MINUTES OF THE
EXECUTIVE COMMITTEE MEETING 2024

OWNERS UNIT PLAN - 15592

The Griffin
44 Constitution Avenue
PARKES ACT 2600

Held on :

Monday, 02 December 2024 05:00 PM

Held at :

The Griffin - Meeting Room
44 Constitution Ave, Parkes

MINUTES OF THE EXECUTIVE COMMITTEE MEETING OF UNIT PLAN The Griffin 15592

Held Monday, 02 December 2024 5:00 PM at
The Griffin - Meeting Room
44 Constitution Ave, Parkes

Present	**Alistair Cohen (Lot 55), Edsel Sequeira (Lot 15), Julianne Nissen (Lot 202), Michael Tarzia (Lot 211), Vanessa Ganley (Lot 229)**
Civium Rep(s)	**Monique Bosma (Civium Strata)**
Proxies	**None**
Company Nominees	**None**
Apologies	**Ronald Richards (Lot 29)**
Voting Papers	**None**
Other Attendees	**None**
CFM	**None**
Chairperson	**Alistair Cohen**

Meeting Opened 5:07pm

A Quorum was reached

MOTION	Motion for consideration
1	PROCEDURAL MATTERS **1.1 Attendance & Apologies** - Noted **1.2 Declaration of Conflict of Interest** - Nil declared **1.3 Minutes of previous Executive Committee Meeting** - Approved **1.4 Ratification of matters agreed out of session** • Approval to proceed with the quote from Touchdown for window cleaning at $23,595 (incl. GST), which includes a variation quote of $550 (incl. GST) for cleaning the higher windows in the 9 loft units. • Retrospective approval for unit entry door alterations following the audit, including Units 76, 251, 86, and 253. • Approval of Unit 126's alteration request for external blind installation, in line with NCA Guidelines. **Motion Carried**
2	OFFICE BEARERS a) **RESOLVED** that the Executive Committee appoint the following members to the Office Bearers positions: • **Chairperson**: Alistair Cohen • **Treasurer**: Michael Tarzia • **Secretary**: Julianne Nissen *All Office Bearers now hold a copy of the master key sets.* b) **RESOLVED** that the Office Bearers will work closely with the Strata Managing Agent to fulfil their duties and functions. c) **RESOLVED** that the Executive Committee appoint Edsel Sequeira as the Communications Officer. *Both Edsel & Alistair have access to the EC email domain*. d) **RESOLVED** that the following Sub-Committees continue / be established: • **Security Sub-Committee** - Alistair Cohen, • **Gardening Sub-Committee** - Ronald Richards, • **Social Sub-Committee** - Vanessa Ganley • **Maintenance Sub-Committee** - [Civium to prepare a draft scope for the Sub-Committee for the EC's review before sending an EOI to owners.] • **EV Working Group** - [Civium to send an EOI to Owners] **Motion Carried**
3	REPORTS **3.1 Strata Manager Report** **Fire Door Hardware:** ON&B has provided a list of approved fire door hardware that owners must choose from if they wish to install new door hardware or locks on their unit entry doors. The approved list is available on C-Hub. **Alternate Rules:** The Alternate Rules approved at the AGM have been lodged with Land Titles. Confirmation will be provided once registration is complete. It was noted that several lockboxes are currently on common property, which will be addressed under the new Rules.

Chute Cleaning: Chute cleaning is scheduled for this Wednesday 4th November from 8am. A C-Hub reminder will be posted prior, notifying residents that chutes will be inaccessible during the cleaning.

Unit 201 Alteration Request: Civium followed up the EC's vote to the alterations form for the installation of a power point in the parking space.

Sinking Fund Plan: Civium will begin reviewing the 2025 Sinking Fund Plan in the new year, including obtaining quotes for upcoming capital expenses. The only specified expense by October 2025 is the ongoing partial replacement of exterior lighting.

Smoke Drift and Cigarette Butts: Issues related to smoking, including smoke drift and cigarette butts being dropped from balconies, persist. A. Boundy (CFM) has received complaints from residents on weekends via phone. The EC noted broader issues with residents throwing items off balconies. It was suggested that Airbnb hosts keep a copy of the Rules within apartments to ensure guests are aware of key building Rules, particularly regarding smoking.

Ongoing Maintenance: Civium proposed engaging a handyman on a monthly retainer to handle routine small jobs bundled for completion once a month. This approach could save call-out fees and allow the EC, the incoming Maintenance Sub-Committee, and Civium to prepare a monthly scope of work. Items from the Maintenance Observations document submitted by an owner could also be included. Civium will obtain and send through a formal quote for the EC's consideration.

EV Next Steps: Alex has suggested establishing a Working Group to address EV-related initiatives. A meeting with the group will then be planned for early in the new year. The EOI for the Working Group will include a question to gauge owners' interest in involvement and their expectations regarding potential additional costs for EV.

To accurately assess the building's energy usage profile, a data logging service will be required. Although Evo Energy does not provide this service, it can be arranged through the embedded network's preferred provider (EVSE) at a cost of approximately $2,500.

Concierge: Olivia McKay is transitioning to the Civium strata team. Recruitment for a new concierge is underway, and the EC is welcome to participate in the process, including meeting potential candidates. In the interim, Building Managers are covering concierge.

Civium Holiday Shutdown: Civium and CFM will be closed from Friday, 19th December, and reopen on Monday, 6th January. There will be no concierge service during this period. CFM will maintain skeleton staff to conduct periodic building walkthroughs (at least once per week) and manage urgent matters during the shutdown. For emergencies, owners can contact Civium via the 1300 number. This information will be communicated via the newsletter and posted to C-Hub.
Secretarial Note: There will be no concierge services on the afternoon of Thursday 18th December, due to Civium Christmas Party.

Newsletter: The newsletter is being prepared, with the aim of being distributed within the next fortnight. The EC were requested to send through items to include within the newsletter.

Meter & Isolation Valve Responsibility: Civium proposes that the responsibility of the meters and isolation valves in the hatch outside each unit's door in the corridor be transferred, so they are covered by the Owners Corporation. Currently, these assets are the unit owner's responsibility. Civium will provide confirmation regarding the embedded network and any ownership issues with the transfer. The EC were open to this being considered further, and Civium will prepare a paper to be presented to the Owners Corporation at a future meeting.

3.2 Building Manager Report

N/A as Harley Brown was unable to attend the meeting.

3.3 Treasurer Report

Full Report attached to minutes.

3.4 Other Reports

Civium Contracts: Revised contracts for Civium Strata and Civium Facilities Management were distributed to the EC for review, following assessment by the Sub-Committee. The Sub-Committee recommends holding the Special General Meeting in person to facilitate discussion.

C-Hub Community Discussion: The EC acknowledged feedback from an owner regarding the decision to disable the community discussion feature on C-Hub.

Unit 81 Alteration Request: The owner has submitted a request to install external blinds. Civium will provide the owner with specifications that comply with NCA requirements to share with their supplier. Once revised, the alteration will be voted on out of session.

Cleaning & Gardening Services: The tender process for cleaning and gardening services is underway. Civium will send the quotes to the EC by the end of the week. The EC noted general dissatisfaction with the current contractor. Additionally, commercial unit owners, who use the shared toilets, are considering changing cleaning contractors. Civium will request quotes from contractors to include pricing for cleaning the commercial toilets as well.

Insurance Claim: An insurance claim related to a liability incident is currently open.

Garage Doors: Reports have been received of some garage doors opening and closing randomly. Civium will provide an update to the EC out of session.

Pool Filtration Quote: The EC reviewed a quote from ROC Mechanical for the filtration upgrade in the pool AC plantroom.

Building O Broken Window: Civium will provide an update out of session regarding the broken window in Building O.

Signage: The EC expressed their thanks to Lou for her assistance with upgrading building signage. They will also ask Lou to help obtain quotes for additional signage to identify Buildings O and K.

Building A Intercom: Civium will provide an update on repairs to the intercom at the end of Building A.

Tow Hitches for Bins: IOFS suggested installing tow hitches on the remaining recycling bins in the waste room to eliminate the need to use the lifts in Building A for transport. Civium will obtain a formal quote for EC consideration.

Additional Lift Signs: The EC discussed a request to install an additional snap frame for signage in the lifts.

Damaged Easement Sign: The EC reviewed a quote to replace the damaged easement sign but decided to ask a handyman to bend it back as an interim solution due to cost considerations.

Motion Carried

4	MATTERS FOR COMMITTEE APPROVAL **4.1** The EC, in principle, did not approve the Unit 201 Alterations Form as a holistic EV strategy needs to be established for the complex. The request does not align with the process for securing an EV charger at The Griffin. **4.2** The EC agreed in principle to open a term deposit of $200,000 for either a 3- or 6-month term, subject to confirmation of interest rates. Civium will confirm out of session if the Owners Corporation can bank with an institution other than Macquarie. **4.3** The EC endorsed the revised contracts for Civium Strata and Civium Facilities Management. A Special General Meeting will be held on 17th December 2024 in The Griffin Library. **4.4** The EC resolved to keep the community discussion function on C-Hub disabled. **4.5** The EC approved the quote from ROC Mechanical for the filtration upgrade of the pool AC plantroom for $5,435.41 (incl. GST), with the cost to be paid from the Sinking Fund. **4.6** The EC decided not to proceed with additional snap frames for extra signage in the lifts. **Motion Carried**
5	OTHER BUSINESS No further business was discussed. All general business is outlined in 'Other Reports - Motion 3.' **Motion Open**

There being no further business the chairperson declared the meeting closed at 07:20 pm
Dated: 2 December 2024
Issued by Civium Property Group for and on behalf of the Owners Corporation.

Treasurer's Report

FROM 1 OCTOBER 2024 TO 29 NOVEMBER 2024

30 November 2024

To EC Members,

The purpose of this report is to update the Executive Committee at it's next scheduled meeting based on the current information available at the time of writing.

At the time of writing this report, the month of November has not yet been completed and therefore is at estimate based on the information available. It is worth noting further that, the last reconciled date of the accounts reported by Civium via C-Hub is 30 September 2024.

Admin Expenses

At the date of this Report, the total expenditure has been $120k.

As highlighted at the 2023-24 AGM, there are 4 cost categories which makes up 80% of the costs to the Owners Corporation which are - Stata, Cleaning, Insurance and Utilities.

Strata Costs are currently charged as per the original contract as the contract renewal with Civium was not passed during the 2023-24 AGM. A sub-committee was formed to address Civium's proposal and will require SGM to pass. The budget was set at the Civium's '3 year rate'. The combination of Building Manager costs and the Management Fee under the current contract are slightly lower than what has been budgeted for. The result of the SGM will determine whether strata costs will remain within budget. Note this does not consider Civium's additional charges.

Cleaning costs as at this reporting period do not include invoices recently received from Inside Outside Facility Services which were placed on hold due to being much higher than expected. After querying these invoices (along with others), the invoices no longer appear on the C-Hub invoice approval system. I am not sure if this means they have been paid as the costs also don't seem to appear in the Expenditure Report as yet. This issue has been raised been raised on 29 November with Civium. It is also worth noting that the Commercial Units have reported that IOFS have missed scheduled cleaning of the commercial toilets and disputing charges disbursed to them. I am also noting additional charges from IOFS for additional services are quite high such as Sunday bin rotations and bin cleaning.

I also note to the EC that window cleaning costs paid is for window cleaning services at the end of last financial year, no window cleaning services have been performed to date. The total cost of windows cleaning services last performed are more than 50% of budget which only allows for one clean this financial year. This will need to be considered when engaging the next window cleaning service.

Insurance is not due for renewal until September 2025.

Utilities nothing of concern at this stage. Water seems to be high and will be monitored.

Other matters that are of note at this stage;

1. The Gardening Sub-committee is still in the process of tendering for a new gardening contractor (currently with IOFS).
2. Fire protection – repairs/replacements costs appear to have doubled the current set budget which requires investigation. This may be a coding error to be corrected to another GL code with the correct budget.
3. The Building Manager has put forward a quote for approval for filtration upgrade of the Pool AC Plantroom. The cost is approx. $5k but should save $600 per quarter on maintenance. If this goes ahead, future costs should be monitored to ensure.
4. Invoices are currently approved via C-Hub by myself and Alistair Cohen. It can be time consuming to approve invoices that require querying. A more efficient way of invoice approvals should be considered.
5. Some items in the Expenditure Report include items that are paid by the Owners Corporation to be offset by disbursements. I am unable to track the net position of these.

Sinking Fund

No expenditure from the Sinking Fund has been made to date. The Sinking Fund balance has grown to $274,878.27 as at the date of this report. Noting, again, that the accounts were last reconciled as at 30 September 2024 according to Civium C-Hub.

Recommendations

1. The EC reconsiders Item 9 of the Building Management Agreement which allows Civium to spend up to $1,000 (excluding GST) without authorisation.
2. Consider forming a sub-committee for managing building maintenance and repairs alongside our Building Manager.
3. The invoice approval procedure is reconsidered in conjunction with recommendation number 2.
4. The tender for cleaning is finalised as soon as possible with close attention to particulars that are driving costs up such as additional services/charges.
5. A tender for window cleaning is commenced.
6. That the treatment of disbursements is corrected to be balance sheet accounts rather than the Income & Expenditure Report. This will allow for better tracking.
7. The Term Deposit using Sinking Fund is opened as soon as possible as agreed at the 2023-24 AGM.



Michael Tarzia
Treasurer

MINUTES OF THE
ANNUAL GENERAL MEETING 2024

OWNERS UNIT PLAN - 15592

The Griffin
44 Constitution Avenue
PARKES ACT 2600

Held on :

Monday, 28 October 2024 05:00 PM

Held at :

Civium Strata Canberra - Brindabella Room
3 Lonsdale St
Braddon ACT 2612

OR - https://events.teams.microsoft.com/event/0da8ddbe-cceb-481b-9dc1-0864200bbf7b@a44d7904-28c1-4b43-8cd2-583a9d9329de

MINUTES OF THE ANNUAL GENERAL MEETING OF UNIT PLAN The Griffin 15592

Held Monday, 28 October 2024 5:00 PM at
Civium Strata Canberra - Brindabella Room
3 Lonsdale St
Braddon ACT 2612

OR - https://events.teams.microsoft.com/event/0da8ddbe-cceb-481b-9dc1-0864200bbf7b@a44d7904-28c1-4b43-8cd2-583a9d9329de

Present	Alisa Lawrence (Lot 150), Alistair Cohen (Lot 55), Andrew McCray (Lot 65), Anne-Maree Campbell (Lot 30), Anthony Rochester & Lisa Williams (Lot 52), Beverley Anne Clarke & Graham John Chalker (Lot 81), Caitlin Johnstone (Lot 152), Clifford Frederick & Carolyn Mary Elizabeth Cole (Lot 77), David & Cheryl Bush (Lot 53), David & Julianne Nissen (Lot 202), Dean Lewis & Vanessa Ganley (Lot 229), Edsel Valentine Sequeira & Shivani Roshni Pillay (Lot 15), Eris Fleming & Neil Fleming (Lot 231), Heather Grainger (Lot 64), Jaimie MacQuillan & Sebastian Ward (Lot 62), Jamie Cottrell & Mercy Diones (Lot 16), Janine McEwan (Lot 73), Jeffery Bateson & Geraldine Clisby (Lot 138), Julie Chambers & Eric Leape (Lot 253), Katrina Gmach & Alistair Gilmour (Lot 67), Kim Arthur (Lot 26), Lauren Kasparek (Lot 97), Louise Scrivener (Lot 190), Luke David Walsh (Lot 222), Margaret Alice Goydych (Lot 90), Margaret Crouch (Lot 76), Michael & Rachel Hetenyi (Lot 235), Michael Tarzia (Lot 211), Michelle Pereira (Lot 58), Mohammad Hasan & Faizah Khan (Lot 14), Nicholas Gillies (Lot 233), Patrick Conway & Christine Skipper-Conway (Lot 39), Phillip & Samantha Beattie (Lot 41), Qinyun Wu & Hanwei Zhu (Lot 96), Reinaldo Pereira & Marcia Pereira (Lot 148), Rohan Mcneil & Jacquelyn Phillips (Lot 220), Ronald Richards & Caroline Richards (Lot 29), Shane & Leigh Byrne (Lot 201), Shona & Michael Stankiewicz (Lot 3), Skye Miller (Lot 237), Stephen John Arnott (Lot 27), Stephen Richards & Clare Poprawski (Lot 173), Stripy Sock Property Pty Ltd trading as Stripy Sock Pty Ltd (Lot 259), Sungmin Kim (Lot 35), Tavalea Nilon (Lot 57), William Kerry & Christine Caryl Mummery (Lot 63), XOF Nominees Pty Ltd (Lot 240)
Civium Rep(s)	Gareth Halverson (Civium Strata), Monique Bosma (Civium Strata)
Proxies	Jeffery Bateson for Heidi McLennan (Lot 135), The Chairperson for Matthew Alexander & Anthony McEachran (Lot 210), Jeffery Bateson for XOF Nominees Pty Ltd (Lot 240)
Company Nominees	None
Apologies	None
Voting Papers	Jane & Mark Bramley (Lot 114)
Other Attendees	None
CFM	Alex Boundy (Civium Facilities Management), Olivia McKay (Civium Facilities Management)
Chairperson	Alistair Cohen
Meeting Opened	5:30pm

Reduced Quorum Meeting

MOTION	Motion for consideration
1	**Minutes (ORDINARY RESOLUTION)** **RESOLVED** that the minutes of the previous General Meeting of the Owners Corporation, held on 13/11/2023, be confirmed as a true and accurate account of the proceeding at that meeting, noting the following owners were also in attendance but not recorded in the minutes: Units 81, 190, and 253. **Motion Carried**
2	**Insurance Renewal (SPECIAL RESOLUTION)** a) **RESOLVED** that the Owners Corporation confirms current insurance cover as detailed in the attached policy within the agenda. b) **RESOLVED** that the Owners Corporation delegate authority to the Executive Committee to select the appropriate insurance policy and, if necessary, arrange premium funding for the policy. c) **RESOLVED** that the Owners Corporation authorises the Strata Managing Agent to obtain quotations for insurance cover prior to the expiry of the current policy. These quotations are to be presented to the Executive Committee for consideration. In the event that no advice or decision is provided by the Executive Committee, the Managing Agent is authorised to proceed with the recommendation provided by the insurance broker and, if necessary, arrange for premium funding of the policy. **Motion Carried**
3	**Insurance Claims (ACKNOWLEDGEMENT)** The Owners Corporation acknowledges the following open claims. 1. Claim CLM-5843 / CL02114928 - Liability Incident - Eastern side of Building A involving a non-resident, rising bollards shortly after waste collection. First Notice: DOL 28/8/24, September 2024 2. Claim CLM-5735 - Water Damage - Fire sprinkler damage during installation of blinds. First Notice: DOL 3/6/24, July 2024, Submitted: 26 September 2024 **Motion Acknowledged**
4	**Financial Statements and Accounting Records (ORDINARY RESOLUTION)** **RESOLVED** that the financial statement of accounts for the financial year ending 30/09/2024 be adopted. *NOTE: The gas utility covers pool heating, which operates year-round. In the first 18 months, the gas meter was not read, and bills were based on significantly underestimated usage. The current bills now reflect actual meter readings and have been budgeted accurately.* **Motion Carried**
5	**Appointment of Auditor (ORDINARY RESOLUTION)** **RESOLVED** that the Owners Corporation appoint Michael Faulkner & Associates to audit the financial accounts for the closing financial period of the Owners Corporation to the Australian Auditor Standards and review the latest report, if obtained. **Motion Carried**

6	**Maintenance Plan (ORDINARY RESOLUTION)** **RESOLVED** that the Owners Corporation reviewed the Maintenance Plan for the continued maintenance of the common property and its assets. **Motion Carried**
7	**Maintenance Issues (ORDINARY RESOLUTION)** **RESOLVED** that the Owners Corporation considered any open or new Common Property Maintenance Issues as well as any maintenance contracts that may be due for renewal. **PPM Contracts:** *In the first quarter of 2025, many Planned Preventative Maintenance (PPM) contracts will come up for renewal.* **Cleaning & Gardening:** *The cleaning and gardening contracts, initially endorsed by the developer for 24-month terms, are currently on a month-to-month rollover. A tender process is underway, managed by Civium in collaboration with the Executive Committee and Subcommittee. Owners with concerns about cleaning are encouraged to report these, and a Cleaning Subcommittee can be established if needed.* **Reporting Maintenance:** *Owners were reminded that maintenance issues must be reported to be addressed. The most efficient way to submit a maintenance request is through the 'Make a Request' dropdown on C-Hub by selecting 'Maintenance Request,' which directs it to the Civium team. Alternatively, owners can speak with the concierge or email the Building/Strata Manager.* **Grout in Bathrooms:** *An owner raised concerns about grout in their bathroom. As grout maintenance is the owner's responsibility, they were advised to consult the Owner's Manual on C-Hub, where they can review the supplier/trade list to check if there is a warranty on workmanship and materials. Typically, this would come with a 12-month warranty.* **Skirting Boards:** *It was clarified that skirting boards separating within a unit are the owner's responsibility.* **Water Meters & Tempering Valves** *An owner inquired about the water meters servicing individual apartments, located in the ceiling cavity in the common hallway outside each unit. This cavity contains a water meter and a tempering valve, and the question was about the boundary between private property, common property, and the embedded network.* *The water meter and tempering valve are considered private property, as they service individual apartments. If a visible leak from the cavity risks damaging common property, Civium will arrange for a plumber (after giving the owner the option to use their own plumber), with costs then on-charged to the unit owner.* *Secretarial Note: Due to the indemnity form signed by the Owners Corporation to facilitate an insurance claim settlement, owners are unable to recover costs from Energy Trade for any failed assets.* **Motion Carried**

8	**Fire Safety Review (ORDINARY RESOLUTION)** **RESOLVED** that the Owners Corporation review the provision and compliance of Common Property fire safety measures in accordance with the National Construction Codes (NCC) fire safety requirements. *NOTE: O'Neill & Brown Fire is contracted at The Griffin to conduct all mandatory fire inspections and services. After a tender process for ongoing fire services, the EC agreed to continue with O'Neill & Brown Fire, the incumbent contractor, based on the received quotes. This year, several items were identified as faults requiring repair or replacement, which has now been completed to ensure compliance.* *Civium recently conducted an audit of all unit entry doors to identify any modifications (e.g., peepholes, digital locks) that had been installed without EC approval. The purpose of this audit was to confirm that these modifications are compliant and do not compromise the integrity of the fire doors. This will further be signed off by O'Neill & Brown Fire during the annual fire door inspection.* *Owners are reminded that doormats are not permitted in the common hallway outside unit entry doors due to fire egress requirements and are to be stored inside the apartment.* *Civium will recirculate the schedule for monthly fire alarm testing to all owners.* **Motion Carried**
9	**Consideration of Physical Building Defects (ORDINARY RESOLUTION)** **RESOLVED** that the Owners Corporation considers any Common Property physical building structural defects. *NOTE: Before the 2023 AGM, a third-party consultant was engaged to prepare Defect Reports, available on C-Hub, to identify all common property defects. The EC reviewed the report with the builder, addressing various items—some minor and others more significant. These items have been worked on over the past year, and the EC is currently awaiting an updated report from the builder.* *The Chairperson noted that there are currently no known structural defects. A leak in B2, recently identified by Civium near the exterior garden beneath the pool, is being addressed. The on-site Civium team is coordinating with the builder, and steps have been put in place to resolve the issue.* **Motion Carried**

10	**Budget (ORDINARY RESOLUTION)** **RESOLVED:** a. To the Administrative Fund in accordance with Section 75 of the Unit Titles (Management) Act 2011 for the sum of: **Total Administrative Fund Income** $1,017,341.00 ex GST b. To the Sinking Fund in accordance with Section 89 of the Unit Titles (Management) Act 2011 for the sum of: **Total Sinking Fund Income** $250,545.00 ex GST c. That the Administrative and Sinking Fund contributions be paid in equal quarterly instalments with the instalments dates to be: ~~**1st instalment** 01/10/2024~~ Pre-issued **2nd instalment** 01/01/2025 **3rd instalment** 01/04/2025 **4th instalment** 01/07/2025 d. That in accordance with Section 78 and 89 of the Unit Titles (Management) Act 2011, the Owners Corporation agrees to determine additional quarterly contributions at the agreed administrative and sinking fund rate, for the next financial year should they be deemed necessary prior to the next AGM being held. *NOTE: The Treasurer, M. Tarzia, presented the Treasurer's Report included in the meeting agenda.* *It was noted that while this year's budget is actually lower than last year's, owners will notice an increase in quarterly installments. This is due to last year's levy income being reduced by $160,000 due to a special levy raised by owners prior to the AGM to address a timing shortfall. Essentially, owners paid a higher total amount over the year, but in different installments. Although the four installments were lower last year, the one-off special levy made the overall annual contributions higher.* **Motion Carried**
11	**Dissolve Special Purpose Fund (ORDINARY RESOLUTION)** **RESOLVED** that the Owners Corporation agrees to dissolve the Special Purpose Fund ($49,871.00 ex GST) associated with the Sinking Fund, which was approved for Access Control upgrades. Any remaining funds from this will be reallocated to the Sinking Fund for security improvements. **Motion Carried**
12	**Term Deposit (ORDINARY RESOLUTION)** **RESOLVED** the Owners Corporation grants the Executive Committee authority to open a term deposit/s for an amount of up to $200,000 over 12 months, from the Sinking Fund, with the Executive Committee authorised to decide on roll-over terms upon maturity **Motion Carried**

13	**Election of Executive Committee (ORDINARY RESOLUTION)** 1. **RESOLVED** that the Owners Corporation resolves to appoint the 6 Owners that have submitted a nomination prior to the meeting, including: • Alistair Cohen • Vanessa Ganley • Julianne Nissen • Ronald Richards • Edsel Sequeira • Michael Tarzia 2 **RESOLVED** that the Owners Corporation delegates the appointment of Office Bearers, any Sub-Committees, Communication Officers, and Invoice Approvers to the Executive Committee, to be determined at the first EC meeting. **Motion Carried**
14	**Appointment of Strata Managing Agent (ORDINARY RESOLUTION)** MOTION DEFERRED That in accordance with Section 50 of the Unit Titles (Management) Act 2011 ("**Act**") that: 1. Civium Holdings Pty Ltd t/as Civium Property Group **("Agent")** be appointed as strata managing agent of Units Plan No.**15592;** 2. The Owners Corporation delegate to the Agent all of its functions (other than those prohibited by the Act); 3. The Owners Corporation execute a written agreement, ("**Agreement**"), to give effect to this appointment and delegation; 4. The delegation is to the subject to the conditions and limitations set out in the Agreement; and 5. Authority is given for the common seal of the Owners Corporation to be affixed to the Agreement by owners as determined at this meeting *NOTE: The Owners Corporation deferred this motion but noted the appointment of Civium for both Strata and Building Management for a three-year term in principle. A subcommittee was established during the meeting to further review and discuss the contracts with Civium. A Special General Meeting will be held after the 28-day reduced quorum period to formally approve the contracts.* **Motion Deferred**
15	**Appointment of Building Manager & Concierge (ORDINARY RESOLUTION)** MOTION DEFERRED That in accordance with Section 60 of the Unit Titles (Management) Act 2011 ("Act") that Civium Facilities Management be appointed as Building Manager & Concierge for Units Plan No.15592. *NOTE: The Owners Corporation deferred this motion but noted the appointment of Civium for both Strata and Building Management for a three-year term in principle. A subcommittee was established during the meeting to further review and discuss the contracts with Civium. A Special General Meeting will be held after the 28-day reduced quorum period to formally approve the contracts.* **Motion Deferred**

16	**Alternative Rules (SPECIAL RESOLUTION)** **RESOLVED by Special Resolution** that in accordance with Section 108 of the Unit Titles (Management) Act 2011, the Owners Corporation approved the Alternative Rules. The Alternative Rules will be registered, with any costs associated with registration to be paid from the Administrative Fund. **Motion Carried**

	General Business
	Subcommittee Update - Security The enclosed slideshow was presented by E. Leape from the Security Subcommittee. Below are summary notes from the presentation. In September, a survey was conducted to gather feedback, with follow-up action items planned based on the responses. Many residents participated, with the majority of responses coming from owners—primarily couples residing in one of the three buildings. No responses were received from Civium staff or commercial owners. Overall, the feedback indicated that 83% of respondents felt very comfortable and safe in the building, with no standout issues raised. In terms of hazards and concerns, the main critical issues noted were related to items that residents could not monitor directly. For instance, some feedback mentioned that security cameras had not captured images of individuals entering the property. Additionally, certain doors, including those facing the courtyard and in the library, were mistakenly referred to as exits. Communication efforts have been robust, with a lot of information relayed to owners through newsletters and C-Hub. The subcommittee's role is primarily advisory, with a focus on monitoring and making recommendations.
	Security Subcommittee Update - Gardening R. Richards from the Gardening Subcommittee provided an update for all owners, summarised below. Established in 2024, the Gardening Subcommittee has successfully organised three working bees. The Subcommittee's role is not to replace the gardeners but to serve as an advisory board to the EC, helping to improve the gardens. Earlier this year, The Griffin hosted a Floriade display. A vote was held at the meeting, with owners confirming their agreement to continue the initiative next year.
	Security Subcommittee Update - Social V. Ganley from the Social Subcommittee provided an update on recent and upcoming events, encouraging owners to register on the online platform for details on future activities. Past successful events included winter drinks and a wine appreciation afternoon. Upcoming Christmas Drinks are scheduled for December 1st, along with a Christmas tree in the foyer where non-perishable donations for local charities are encouraged. Monthly "Thank God It's Friday" drinks, book club meetings, trivia nights, walking groups, movie and restaurant outings, shows, and clothing drives are also planned. Owners are invited to share ideas, with an email address provided on flyers and regular updates included in The Griffin newsletters.

	Electric Vehicle (EV) Charging In summary, the community is progressing with EV expansion, with infrastructure that can be installed for the ability to house additional chargers. There is potential to implement a smart charging solution, theoretically allowing every car space to have a charger. The next step involves assessing the building's live electrical load, which requires a 7-day logging period to determine peak and low usage levels. This data will help design a system tailored to the building's energy demands, likely leading to a load-managed solution. Owners who installed chargers upon settlement have direct power supply from their meter to the charger, ensuring consistent energy draw. However, this setup cannot be replicated in every space. If all owners used chargers, a km range, with a charging period, would need to be determined by the Owners Corporation (e.g. a 50 km range within an 8-hour period), and needs to be feasible based on available street power. Two proposals have been received: one from the current embedded electricity network provider and the other from an independent provider who will perform data logging. Both options align with initial Expressions of Interest (EOI) confirming EV feasibility, but the real question now is how to fund the system—whether through the OC or individual owners. Broadly, there are two stages of cost considerations. First, core infrastructure would need to be designated as common property (CP) to ensure the system functions as a cohesive shared asset. While the OC would own this infrastructure, only owners who do not currently have EV charging would need to contribute financially. The second stage involves individual owners covering the cost to connect their unit to this core infrastructure. Estimated core infrastructure costs are approximately $200,000, translating to roughly $6,000 per interested owner, based on the 86 owners who expressed interest. Arguments support OC ownership of the infrastructure rather than end-users. Given the rapid pace of technology advancements, the Owners Corporation aims to adopt a solution that won't quickly become outdated. The projected timeline suggests the project could be completed next year, though an SGM would be required to finalise decisions. An update will be emailed to owners, including those who previously submitted EOIs. The option of common property chargers has also been considered, but current limitations in shared parking management, coupled with increasing congestion in the car park and UNSW area, present challenges. A potential shared charging setup in the basement was discussed with one owner, with an estimated cost of $100,000 for parking alone, plus infrastructure. It remains unclear if UNSW will provide chargers in their parking facilities, and their current stages of development (1 and 2) do not include EV charging, with projections now pushed to 2032.
	Heritage Building (Lot 261) Works Approximately 3–4 months ago, there was a change in the builder overseeing the fit out of Lot 261. Construction is anticipated to begin by early December, with completion and an opening date targeted for April 2025. While no official parking arrangements have been made, there is a lot of shared amenity and overlap. Communication between parties involved has recently improved, which will benefit the Owners Corporation. As soon as more details are confirmed, updates will be shared with the OC. To clarify, Unit 261 is a heritage-listed unit that will operate as a restaurant. The Griffin has a unique relationship with this heritage unit, which has its own section within the building rules. Section 6.7 covers heritage guidelines, outlining that the OC is collectively liable for maintaining the heritage unit as an asset. The unit has been registered on the ACT Heritage Register.

There being no further business the chairperson declared the meeting closed at 07:38 pm
Dated: 28 October 2024
Issued by Civium Property Group for and on behalf of the Owners Corporation.

NOTICE OF REDUCED QUORUM DECISIONS

Part A Details of reduced quorum decisions †

A1 The Owners–Units Plan No 15592

A2 General meeting

Date (or dates) of general meeting at which the reduced quorum decision or decisions were made **28/10/2024**

A3 Reduced quorum decisions

[If there is insufficient space here, tick and attach details to the notice]

Date of decision	Full text of reduced quorum decision
28/10/2024	As attached

A4 Owners corporation declaration

The information in this notice has been recorded on the following date from details shown in the records of the owners corporation.

DATE: 14/11/2024
[Affix owners corporation seal in accordance with the corporation articles]



† In this notice, **UTMA** means the *Unit Titles (Management) Act 2011*.

AF2012-112 made under the Unit Titles (Management) Act 2011, s 146
Unauthorised version prepared by ACT Parliamentary Counsel's Office

NOTICE OF REDUCED QUORUM DECISIONS

Part B General information

B1 What is a reduced quorum decision?

- A ***reduced quorum decision*** is a decision of a general meeting of the owners corporation made while a quorum (a ***reduced quorum***) smaller than a ***standard quorum*** was present.
- A ***standard quorum*** is those people entitled to vote (on the motion) in relation to not less than ½ the total number of units (see UTMA s 3.9 (1) (a), part 3.1, schedule 3).

There are 2 types of ***reduced quorum decision***, requiring different reduced quorums.

Reduced quorum decisions made at regularly-convened general meetings

- If, within ½ an hour after a motion arises for consideration at a general meeting that has been regularly convened, a ***standard quorum*** for the motion (see above) is not present a reduced quorum decision may be made if a ***reduced quorum*** (see next point) is then present for consideration of the motion (UTMA s 3.9 (2), part 3.1, schedule 3).
- At a regularly-convened general meeting, a ***reduced quorum*** means 2 or more people present at the meeting and entitled to vote on the motion (UTMA s 3.9 (2), part 3.1, schedule 3).
- A reduced quorum is also sufficient to make decisions on any later motions arising at the meeting. Any such later decisions made while only a reduced quorum was present are also reduced quorum decisions (UTMA s 3.9 (2), part 3.1, schedule 3).

Reduced quorum decisions–adjournment following quorum trouble

- If, within ½ an hour after a motion arises for consideration at a general meeting that has been regularly convened, neither a ***standard quorum*** for the motion (see above) nor a ***reduced quorum*** (see above) is present, the meeting is adjourned to the following week at the same place and time (UTMA s 3.9 (3), part 3.1, schedule 3). The meeting may also decide to adjourn even if a reduced quorum is present (UTMA s 3.9 (5), part 3.1, schedule 3).
- If, within ½ an hour after a motion arises for consideration at a general meeting convened following such an adjournment, a standard quorum for the motion is not present, a reduced quorum decision may be made if there is a ***reduced quorum*** made up by anyone then present and entitled to vote (even if that is only a single voter) (UTMA s 3.9 (6) (a), part 3.1, schedule 3).
- Such a reduced quorum (of anyone present and entitled to vote) is also sufficient to make decisions on any later motions arising at the meeting. Any such later decisions made while only a reduced quorum was present are also ***reduced quorum decision***s (UTA s 3.9 (6) (a), part 3.1, schedule 3).

B2 When does a reduced quorum decision take effect?

- A reduced-quorum decision takes effect 28 days after the date of the decision (the decision's ***date of effec***t) (UTMA s 3.11 (1), part 3.1, schedule 3).
- However, this does not apply if the decision is disallowed, confirmed by a standard quorum general meeting or revoked (see below) (UTMA s 3.11 (3) – (5), part 3.1, schedule 3)

B3 How may reduced quorum decisions be disallowed?

Reduced quorum decisions may be disallowed by petition (UTMA, s 3.11 (3), part 3.1, schedule 3). The petition must–

- state the resolution or resolutions to which it applies; and
- be signed by a majority of persons entitled to vote at a general meeting of the owners corporation (a person may sign whether or not he or she attended the meeting); and

- be given to the owners corporation before the decision's date of effect (see B2 above).

B4 How may reduced quorum decisions be confirmed?

- A reduced-quorum decision may be confirmed by a general meeting of the owners corporation held before the decision's date of effect (see B2 above).
- For the confirmation to be valid, a standard quorum must be present when the confirmation motion is considered at the later general meeting (see B1 above).
- If a decision is confirmed, it takes effect from the date of the later general meeting whether or not a petition is given to the owners (UTMA s 3.11 (4), part 3.1, schedule 3).

B5 How may reduced quorum decisions be revoked?

- A reduced-quorum decision may be revoked by a general meeting of the owners corporation held at any time, whether or not the decision has earlier been confirmed.
- A revocation is valid whether a standard quorum or a reduced quorum is present when the revocation motion is considered (see B1 above; UTMA s 3.11 (5), part 3.1, schedule 3).

Civium Strata
Approved Budget for Unit Title 15592

THE GRIFFIN, 44 Constitution Avenue PARKES

Prepared by Civium Strata (ABN 39 121 276 300)
Locked Bag 8300 CANBERRA ACT 2601 Ph 1300 724 256 Fax

Administrative Fund	Approved Budget (01/10/2024-30/09/2025)	Current Actual (01/10/2023-30/09/2024)	Current Budget (01/10/2023-30/09/2024)
Income			
Arrears Notice Charge - Revenue	$0.00	*$0.00*	*$0.00*
Interest on Overdues	$0.00	*$1,574.22*	*$0.00*
Keys Fobs & Access Swipes	$0.00	*$376.37*	*$0.00*
Levy Income	$1,017,341.00	*$1,026,152.16*	*$866,153.00*
Special Levy Income	$0.00	*$17,227.42*	*$0.00*
Trade Waste Levy	$0.00	*$4,570.00*	*$0.00*
Total Admin Fund Income	**$1,017,341.00**	*$1,049,900.17*	*$866,153.00*
Expense			
Accounting Service Provision	$0.00	*$0.00*	*$480.00*
Arrears Recovery Costs	$0.00	*$423.64*	*$0.00*
Audit Fees	$950.00	*$950.00*	*$950.00*
Banking Charges	$0.00	*$0.00*	*$480.00*
Building Manager	$137,104.00	*$150,000.00*	*$150,000.00*
Building Repairs & Maintenance	$31,300.00	*$31,845.98*	*$30,250.00*
Bundled Disbursements	$0.00	*$0.00*	*$21,167.00*
Civium Disbursements	$3,500.00	*$2,464.73*	*$0.00*
Cleaning	$168,000.00	*$180,684.83*	*$159,603.00*
Cleaning - Car Park	$4,750.00	*$4,750.00*	*$4,812.00*
Cleaning - Carpets	$9,000.00	*$5,855.00*	*$7,600.00*
Cleaning - Consumables	$2,500.00	*$0.00*	*$0.00*
Cleaning - Windows & Glazing	$40,900.00	*$20,450.00*	*$40,900.00*
Contingency	$45,000.00	*$0.00*	*$93,286.00*
Electrical Repairs & Maintenance	$11,100.00	*$13,375.72*	*$6,920.00*
Electricity - Utility	$84,000.00	*$70,176.00*	*$72,000.00*
Facilities Management (Civium)	$0.00	*$0.00*	*$0.00*
Fees & Permits	$0.00	*$0.00*	*$0.00*
Fire Alarm Monitoring	$2,090.00	*$0.00*	*$0.00*
Fire Protection - Contracted	$11,520.00	*$10,961.54*	*$11,514.00*
Fire Protection - Repairs/Replacements	$5,000.00	*$12,014.50*	*$2,000.00*
GST Administration	$0.00	*$0.00*	*$0.00*
Garage Door	$8,480.00	*$4,941.81*	*$13,480.00*
Garbage Chute Repairs & Maintenance	$8,378.00	*$8,378.70*	*$8,378.00*
Gardening Subcommittee	$5,000.00	*$0.00*	*$0.00*
Gardens & Grounds	$32,000.00	*$35,721.44*	*$28,007.00*
Gas - Utility	$60,000.00	*$59,489.85*	*$0.00*
Gymnasium Expenses	$5,960.00	*$3,437.40*	*$5,960.00*
HVAC	$6,000.00	*$7,498.56*	*$3,680.00*
Insurance Building	$115,099.00	*$194,670.65*	*$169,107.00*
Insurance Excess Fee	$0.00	*$0.00*	*$5,000.00*
Insurance Valuation	$0.00	*$1,758.27*	*$1,970.00*
Keys Fobs & Access Swipes	$0.00	*$0.00*	*$0.00*

Administrative Fund

	Approved Budget (01/10/2024-30/09/2025)	Current Actual (01/10/2023-30/09/2024)	Current Budget (01/10/2023-30/09/2024)
Keys and Locks	$0.00	*$0.00*	*$0.00*
Legal expense	$2,000.00	*$1,545.45*	*$0.00*
Lift Maintenance Contract	$30,720.00	*$39,359.55*	*$35,540.00*
Lift Registration	$800.00	*$0.00*	*$0.00*
Lift Repairs	$15,000.00	*$20,797.05*	*$3,000.00*
Maintenance Schedule	$0.00	*$2,890.91*	*$2,862.00*
Management Fee	$79,875.00	*$65,377.97*	*$64,973.00*
Plumbing & Drainage	$15,000.00	*$14,779.00*	*$8,770.00*
Pool Expenses	$10,000.00	*$10,029.28*	*$10,000.00*
Pump Repair and Maintenance	$0.00	*$0.00*	*$0.00*
Roller Door Maintenance	$0.00	*$0.00*	*$0.00*
Security Access System & Cards	$5,000.00	*$3,180.17*	*$6,300.00*
Security Guards	$1,500.00	*$1,717.12*	*$0.00*
Sinking Fund Forecast Report	$0.00	*$0.00*	*$0.00*
Sundry Expenses	$1,500.00	*$769.10*	*$0.00*
Tax Agent Fees - BAS/GST	$340.00	*$680.92*	*$218.00*
Tax Agent Fees - Income Tax	$105.00	*$105.00*	*$118.00*
Taxation Reporting (Civium)	$0.00	*$0.00*	*$0.00*
Telephone	$870.00	*$835.08*	*$828.00*
Trade Waste	$0.00	*$0.00*	*$0.00*
Waste collection	$1,000.00	*$1,404.32*	*$0.00*
Water - Utility	$56,000.00	*$49,884.64*	*$56,000.00*
Total Admin Fund Expense	**$1,017,341.00**	*$1,033,204.18*	*$1,026,153.00*
TOTAL ADMIN LEVY INCOME	**$1,017,341.00**	*$1,026,152.16*	*$866,153.00*
ADD: ADMIN GST	**$101,734.10**		*$86,615.30*
TOTAL ADMIN BUDGET	**$1,119,075.10**		*$952,768.30*

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Locked Bag 8300 CANBERRA ACT 2601 Ph 1300 724 256 Fax

Sinking Fund

	Approved Budget (01/10/2024-30/09/2025)	Current Actual (01/10/2023-30/09/2024)	Current Budget (01/10/2023-30/09/2024)
Income			
Interest on Overdues	$0.00	*$346.22*	*$0.00*
Levy Income	$250,545.00	*$227,826.80*	*$227,826.00*
Total Sinking Fund Income	**$250,545.00**	*$228,173.02*	*$227,826.00*
Expense			
Security System Replacement/Upgrade	$0.00	*$0.00*	*$49,871.00*
Sinking Fund Budget	$29,347.00	*$30,672.73*	*$23,061.60*
Total Sinking Fund Expense	**$29,347.00**	*$30,672.73*	*$72,932.60*
TOTAL SINKING LEVY INCOME	**$250,545.00**	*$227,826.80*	*$227,826.00*
ADD: SINKING GST	**$25,054.50**		*$22,782.60*
TOTAL SINKING BUDGET	**$275,599.50**		*$250,608.60*

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Locked Bag 8300 CANBERRA ACT 2601 Ph 1300 724 256 Fax

Budget Summary (01/10/2024-30/09/2025)

	Approved	1st Instalment 01/10/2024	2nd Instalment 01/01/2025	3rd Instalment 01/04/2025	4th Instalment 01/07/2025	TOTAL (01/10/2024-30/09/2025)
Administrative Fund	$1,119,075.10	$238,200.00	$293,625.45	$293,625.45	$293,625.45	$1,119,076.35
Sinking Fund	$275,599.50	$62,700.00	$70,966.60	$70,966.60	$70,966.60	$275,599.80
Contribution Schedule Total	$1,394,674.60	$300,900.00	$364,592.05	$364,592.05	$364,592.05	$1,394,676.15
Amount to Collect	**$1,394,674.60**	**$300,900.00**	**$364,592.05**	**$364,592.05**	**$364,592.05**	**$1,394,676.15**

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Levy Adjustment Summary (01/10/2024-30/09/2025)

Contribution Schedule **Aggregate Units of Entitlement (UOE) - 10000**

Due Date	Levy Period	Admin	Sinking	Total
01/10/2024	01/10/2024 - 31/12/2024	$23.82	$6.27	$30.09
01/01/2025	01/01/2025 - 31/03/2025	$29.36	$7.10	$36.46
01/04/2025	01/04/2025 - 30/06/2025	$29.36	$7.10	$36.46
01/07/2025	01/07/2025 - 30/09/2025	$29.36	$7.10	$36.46
Financial Year Total per Units of Entitlement		**$111.91**	**$27.56**	**$139.47**
Financial Year Aggregate		**$1,119,076.35**	**$275,599.80**	**$1,394,676.15**
Approved Budget Amount		**$1,119,075.10**	**$275,599.50**	**$1,394,674.60**
Next Year Pre Issue Aggregate		**$0.00**	**$0.00**	**$0.00**

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Locked Bag 8300 CANBERRA ACT 2601 Ph 1300 724 256 Fax

Owner Summary (01/10/2024-30/09/2025) - Contribution Schedule

UOE	Lot(s)	1st Instalment 01/10/2024	2nd Instalment 01/01/2025	3rd Instalment 01/04/2025	4th Instalment 01/07/2025	TOTAL (01/10/2024-30/09/2025)
34	1, 7, 8, 20, 21, 25, 33, 37, 184, 192, 195					
	Admin	$809.88	$998.33	$998.33	$998.33	$3,804.87
	Sinking	$213.18	$241.29	$241.29	$241.29	$937.05
	Owner Total	**$1,023.06**	**$1,239.62**	**$1,239.62**	**$1,239.62**	**$4,741.92**
22	2, 4, 11, 22, 23, 24, 34, 35, 36, 46, 48, 83, 91, 97, 98, 99, 105, 109, 110, 111, 122, 123, 137, 149, 161, 182, 183, 193, 194, 204					
	Admin	$524.04	$645.98	$645.98	$645.98	$2,461.98
	Sinking	$137.94	$156.13	$156.13	$156.13	$606.33
	Owner Total	**$661.98**	**$802.11**	**$802.11**	**$802.11**	**$3,068.31**
33	3, 6, 9, 13					
	Admin	$786.06	$968.96	$968.96	$968.96	$3,692.94
	Sinking	$206.91	$234.19	$234.19	$234.19	$909.48
	Owner Total	**$992.97**	**$1,203.15**	**$1,203.15**	**$1,203.15**	**$4,602.42**
21	5, 10, 12, 96, 101, 113, 125					
	Admin	$500.22	$616.61	$616.61	$616.61	$2,350.05
	Sinking	$131.67	$149.03	$149.03	$149.03	$578.76
	Owner Total	**$631.89**	**$765.64**	**$765.64**	**$765.64**	**$2,928.81**
35	14, 26, 32, 44, 45, 49, 57, 61, 103, 104, 115, 116, 176, 177, 178, 181, 187, 188, 189, 198, 199, 200, 203, 206, 214, 217					
	Admin	$833.70	$1,027.69	$1,027.69	$1,027.69	$3,916.77
	Sinking	$219.45	$248.38	$248.38	$248.38	$964.59
	Owner Total	**$1,053.15**	**$1,276.07**	**$1,276.07**	**$1,276.07**	**$4,881.36**

Owner Summary (01/10/2024-30/09/2025) - Contribution Schedule

UOE	Lot(s)	1st Instalment 01/10/2024	2nd Instalment 01/01/2025	3rd Instalment 01/04/2025	4th Instalment 01/07/2025	TOTAL (01/10/2024-30/09/2025)
58	15					
	Admin	$1,381.56	$1,703.03	$1,703.03	$1,703.03	$6,490.65
	Sinking	$363.66	$411.61	$411.61	$411.61	$1,598.49
	Owner Total	**$1,745.22**	**$2,114.64**	**$2,114.64**	**$2,114.64**	**$8,089.14**
46	16, 17, 18, 28, 29, 30					
	Admin	$1,095.72	$1,350.68	$1,350.68	$1,350.68	$5,147.76
	Sinking	$288.42	$326.45	$326.45	$326.45	$1,267.77
	Owner Total	**$1,384.14**	**$1,677.13**	**$1,677.13**	**$1,677.13**	**$6,415.53**
57	19, 260					
	Admin	$1,357.74	$1,673.66	$1,673.66	$1,673.66	$6,378.72
	Sinking	$357.39	$404.51	$404.51	$404.51	$1,570.92
	Owner Total	**$1,715.13**	**$2,078.17**	**$2,078.17**	**$2,078.17**	**$7,949.64**
60	27, 43, 201					
	Admin	$1,429.20	$1,761.75	$1,761.75	$1,761.75	$6,714.45
	Sinking	$376.20	$425.80	$425.80	$425.80	$1,653.60
	Owner Total	**$1,805.40**	**$2,187.55**	**$2,187.55**	**$2,187.55**	**$8,368.05**
59	31, 179, 190					
	Admin	$1,405.38	$1,732.39	$1,732.39	$1,732.39	$6,602.55
	Sinking	$369.93	$418.70	$418.70	$418.70	$1,626.03
	Owner Total	**$1,775.31**	**$2,151.09**	**$2,151.09**	**$2,151.09**	**$8,228.58**
36	38, 50, 56, 68, 69, 73, 80, 82, 100, 127, 128, 139, 140, 209, 210, 211, 220, 221, 222, 225, 228, 236, 239					
	Admin	$857.52	$1,057.05	$1,057.05	$1,057.05	$4,028.67
	Sinking	$225.72	$255.48	$255.48	$255.48	$992.16
	Owner Total	**$1,083.24**	**$1,312.53**	**$1,312.53**	**$1,312.53**	**$5,020.83**

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Locked Bag 8300 CANBERRA ACT 2601 Ph 1300 724 256 Fax

Owner Summary (01/10/2024-30/09/2025) - Contribution Schedule

UOE	Lot(s)	1st Instalment 01/10/2024	2nd Instalment 01/01/2025	3rd Instalment 01/04/2025	4th Instalment 01/07/2025	TOTAL (01/10/2024-30/09/2025)
61	39, 102, 180, 191, 212					
	Admin	$1,453.02	$1,791.11	$1,791.11	$1,791.11	$6,826.35
	Sinking	$382.47	$432.90	$432.90	$432.90	$1,681.17
	Owner Total	**$1,835.49**	**$2,224.01**	**$2,224.01**	**$2,224.01**	**$8,507.52**
47	40, 41, 42, 52, 53, 54					
	Admin	$1,119.54	$1,380.04	$1,380.04	$1,380.04	$5,259.66
	Sinking	$294.69	$333.54	$333.54	$333.54	$1,295.31
	Owner Total	**$1,414.23**	**$1,713.58**	**$1,713.58**	**$1,713.58**	**$6,554.97**
23	47, 58, 59, 60, 70, 71, 72, 84, 85, 86, 87, 88, 89, 92, 93, 94, 108, 117, 120, 121, 129, 133, 134, 135, 141, 145, 146, 147, 153, 157, 158, 159, 169, 170, 205, 215, 216, 226, 227, 237, 238, 247					
	Admin	$547.86	$675.34	$675.34	$675.34	$2,573.88
	Sinking	$144.21	$163.22	$163.22	$163.22	$633.87
	Owner Total	**$692.07**	**$838.56**	**$838.56**	**$838.56**	**$3,207.75**
62	51, 55, 67, 114, 202, 223					
	Admin	$1,476.84	$1,820.48	$1,820.48	$1,820.48	$6,938.28
	Sinking	$388.74	$439.99	$439.99	$439.99	$1,708.71
	Owner Total	**$1,865.58**	**$2,260.47**	**$2,260.47**	**$2,260.47**	**$8,646.99**
37	62, 74, 79, 95, 112, 124, 151, 152, 162, 163, 231, 232, 233, 242, 243, 244, 246, 249					
	Admin	$881.34	$1,086.41	$1,086.41	$1,086.41	$4,140.57
	Sinking	$231.99	$262.58	$262.58	$262.58	$1,019.73
	Owner Total	**$1,113.33**	**$1,348.99**	**$1,348.99**	**$1,348.99**	**$5,160.30**

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Locked Bag 8300 CANBERRA ACT 2601 Ph 1300 724 256 Fax

Owner Summary (01/10/2024-30/09/2025) - Contribution Schedule

UOE	Lot(s)	1st Instalment 01/10/2024	2nd Instalment 01/01/2025	3rd Instalment 01/04/2025	4th Instalment 01/07/2025	TOTAL (01/10/2024-30/09/2025)
64	63, 78, 126, 213, 234					
	Admin	$1,524.48	$1,879.20	$1,879.20	$1,879.20	$7,162.08
	Sinking	$401.28	$454.19	$454.19	$454.19	$1,763.85
	Owner Total	**$1,925.76**	**$2,333.39**	**$2,333.39**	**$2,333.39**	**$8,925.93**
48	64, 65, 66					
	Admin	$1,143.36	$1,409.40	$1,409.40	$1,409.40	$5,371.56
	Sinking	$300.96	$340.64	$340.64	$340.64	$1,322.88
	Owner Total	**$1,444.32**	**$1,750.04**	**$1,750.04**	**$1,750.04**	**$6,694.44**
65	75, 138, 224					
	Admin	$1,548.30	$1,908.56	$1,908.56	$1,908.56	$7,273.98
	Sinking	$407.55	$461.28	$461.28	$461.28	$1,791.39
	Owner Total	**$1,955.85**	**$2,369.84**	**$2,369.84**	**$2,369.84**	**$9,065.37**
74	76, 77					
	Admin	$1,762.68	$2,172.83	$2,172.83	$2,172.83	$8,281.17
	Sinking	$463.98	$525.15	$525.15	$525.15	$2,039.43
	Owner Total	**$2,226.66**	**$2,697.98**	**$2,697.98**	**$2,697.98**	**$10,320.60**
70	81					
	Admin	$1,667.40	$2,055.38	$2,055.38	$2,055.38	$7,833.54
	Sinking	$438.90	$496.77	$496.77	$496.77	$1,929.21
	Owner Total	**$2,106.30**	**$2,552.15**	**$2,552.15**	**$2,552.15**	**$9,762.75**
31	90					
	Admin	$738.42	$910.24	$910.24	$910.24	$3,469.14
	Sinking	$194.37	$220.00	$220.00	$220.00	$854.37
	Owner Total	**$932.79**	**$1,130.24**	**$1,130.24**	**$1,130.24**	**$4,323.51**

Prepared by Civium Strata (ABN 39 121 276 300)
Locked Bag 8300 CANBERRA ACT 2601 Ph 1300 724 256 Fax

Owner Summary (01/10/2024-30/09/2025) - Contribution Schedule

UOE	Lot(s)	1st Instalment 01/10/2024	2nd Instalment 01/01/2025	3rd Instalment 01/04/2025	4th Instalment 01/07/2025	TOTAL (01/10/2024-30/09/2025)
16	106					
	Admin	$381.12	$469.80	$469.80	$469.80	$1,790.52
	Sinking	$100.32	$113.55	$113.55	$113.55	$440.97
	Owner Total	**$481.44**	**$583.35**	**$583.35**	**$583.35**	**$2,231.49**
38	107, 136, 148, 160, 185					
	Admin	$905.16	$1,115.78	$1,115.78	$1,115.78	$4,252.50
	Sinking	$238.26	$269.67	$269.67	$269.67	$1,047.27
	Owner Total	**$1,143.42**	**$1,385.45**	**$1,385.45**	**$1,385.45**	**$5,299.77**
39	118, 119, 130, 131, 196, 207					
	Admin	$928.98	$1,145.14	$1,145.14	$1,145.14	$4,364.40
	Sinking	$244.53	$276.77	$276.77	$276.77	$1,074.84
	Owner Total	**$1,173.51**	**$1,421.91**	**$1,421.91**	**$1,421.91**	**$5,439.24**
24	132, 144, 156, 164, 167, 168, 248, 254					
	Admin	$571.68	$704.70	$704.70	$704.70	$2,685.78
	Sinking	$150.48	$170.32	$170.32	$170.32	$661.44
	Owner Total	**$722.16**	**$875.02**	**$875.02**	**$875.02**	**$3,347.22**
40	142, 143, 154, 155, 218, 229					
	Admin	$952.80	$1,174.50	$1,174.50	$1,174.50	$4,476.30
	Sinking	$250.80	$283.87	$283.87	$283.87	$1,102.41
	Owner Total	**$1,203.60**	**$1,458.37**	**$1,458.37**	**$1,458.37**	**$5,578.71**
66	150, 235					
	Admin	$1,572.12	$1,937.93	$1,937.93	$1,937.93	$7,385.91
	Sinking	$413.82	$468.38	$468.38	$468.38	$1,818.96
	Owner Total	**$1,985.94**	**$2,406.31**	**$2,406.31**	**$2,406.31**	**$9,204.87**

Owner Summary (01/10/2024-30/09/2025) - Contribution Schedule

UOE	Lot(s)	1st Instalment 01/10/2024	2nd Instalment 01/01/2025	3rd Instalment 01/04/2025	4th Instalment 01/07/2025	TOTAL (01/10/2024-30/09/2025)
41	165, 166, 240					
	Admin	$976.62	$1,203.86	$1,203.86	$1,203.86	$4,588.20
	Sinking	$257.07	$290.96	$290.96	$290.96	$1,129.95
	Owner Total	**$1,233.69**	**$1,494.82**	**$1,494.82**	**$1,494.82**	**$5,718.15**
86	171, 173					
	Admin	$2,048.52	$2,525.18	$2,525.18	$2,525.18	$9,624.06
	Sinking	$539.22	$610.31	$610.31	$610.31	$2,370.15
	Owner Total	**$2,587.74**	**$3,135.49**	**$3,135.49**	**$3,135.49**	**$11,994.21**
120	172					
	Admin	$2,858.40	$3,523.50	$3,523.50	$3,523.50	$13,428.90
	Sinking	$752.40	$851.60	$851.60	$851.60	$3,307.20
	Owner Total	**$3,610.80**	**$4,375.10**	**$4,375.10**	**$4,375.10**	**$16,736.10**
83	174					
	Admin	$1,977.06	$2,437.09	$2,437.09	$2,437.09	$9,288.33
	Sinking	$520.41	$589.02	$589.02	$589.02	$2,287.47
	Owner Total	**$2,497.47**	**$3,026.11**	**$3,026.11**	**$3,026.11**	**$11,575.80**
91	175					
	Admin	$2,167.62	$2,671.99	$2,671.99	$2,671.99	$10,183.59
	Sinking	$570.57	$645.80	$645.80	$645.80	$2,507.97
	Owner Total	**$2,738.19**	**$3,317.79**	**$3,317.79**	**$3,317.79**	**$12,691.56**
27	186, 258					
	Admin	$643.14	$792.79	$792.79	$792.79	$3,021.51
	Sinking	$169.29	$191.61	$191.61	$191.61	$744.12
	Owner Total	**$812.43**	**$984.40**	**$984.40**	**$984.40**	**$3,765.63**

Owner Summary (01/10/2024-30/09/2025) - Contribution Schedule

UOE	Lot(s)	1st Instalment 01/10/2024	2nd Instalment 01/01/2025	3rd Instalment 01/04/2025	4th Instalment 01/07/2025	TOTAL (01/10/2024-30/09/2025)
28	197, 208					
	Admin	$666.96	$822.15	$822.15	$822.15	$3,133.41
	Sinking	$175.56	$198.71	$198.71	$198.71	$771.69
	Owner Total	**$842.52**	**$1,020.86**	**$1,020.86**	**$1,020.86**	**$3,905.10**
29	219, 230, 256					
	Admin	$690.78	$851.51	$851.51	$851.51	$3,245.31
	Sinking	$181.83	$205.80	$205.80	$205.80	$799.23
	Owner Total	**$872.61**	**$1,057.31**	**$1,057.31**	**$1,057.31**	**$4,044.54**
30	241					
	Admin	$714.60	$880.88	$880.88	$880.88	$3,357.24
	Sinking	$188.10	$212.90	$212.90	$212.90	$826.80
	Owner Total	**$902.70**	**$1,093.78**	**$1,093.78**	**$1,093.78**	**$4,184.04**
132	245					
	Admin	$3,144.24	$3,875.85	$3,875.85	$3,875.85	$14,771.79
	Sinking	$827.64	$936.76	$936.76	$936.76	$3,637.92
	Owner Total	**$3,971.88**	**$4,812.61**	**$4,812.61**	**$4,812.61**	**$18,409.71**
93	250, 251					
	Admin	$2,215.26	$2,730.71	$2,730.71	$2,730.71	$10,407.39
	Sinking	$583.11	$659.99	$659.99	$659.99	$2,563.08
	Owner Total	**$2,798.37**	**$3,390.70**	**$3,390.70**	**$3,390.70**	**$12,970.47**
108	252					
	Admin	$2,572.56	$3,171.15	$3,171.15	$3,171.15	$12,086.01
	Sinking	$677.16	$766.44	$766.44	$766.44	$2,976.48
	Owner Total	**$3,249.72**	**$3,937.59**	**$3,937.59**	**$3,937.59**	**$15,062.49**

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Owner Summary (01/10/2024-30/09/2025) - Contribution Schedule

UOE	Lot(s)	1st Instalment 01/10/2024	2nd Instalment 01/01/2025	3rd Instalment 01/04/2025	4th Instalment 01/07/2025	TOTAL (01/10/2024-30/09/2025)
130	253					
	Admin	$3,096.60	$3,817.13	$3,817.13	$3,817.13	$14,547.99
	Sinking	$815.10	$922.56	$922.56	$922.56	$3,582.78
	Owner Total	**$3,911.70**	**$4,739.69**	**$4,739.69**	**$4,739.69**	**$18,130.77**
53	255					
	Admin	$1,262.46	$1,556.21	$1,556.21	$1,556.21	$5,931.09
	Sinking	$332.31	$376.12	$376.12	$376.12	$1,460.67
	Owner Total	**$1,594.77**	**$1,932.33**	**$1,932.33**	**$1,932.33**	**$7,391.76**
26	257					
	Admin	$619.32	$763.43	$763.43	$763.43	$2,909.61
	Sinking	$163.02	$184.51	$184.51	$184.51	$716.55
	Owner Total	**$782.34**	**$947.94**	**$947.94**	**$947.94**	**$3,626.16**
42	259					
	Admin	$1,000.44	$1,233.23	$1,233.23	$1,233.23	$4,700.13
	Sinking	$263.34	$298.06	$298.06	$298.06	$1,157.52
	Owner Total	**$1,263.78**	**$1,531.29**	**$1,531.29**	**$1,531.29**	**$5,857.65**
148	261					
	Admin	$3,525.36	$4,345.65	$4,345.65	$4,345.65	$16,562.31
	Sinking	$927.96	$1,050.30	$1,050.30	$1,050.30	$4,078.86
	Owner Total	**$4,453.32**	**$5,395.95**	**$5,395.95**	**$5,395.95**	**$20,641.17**

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Contribution Summary (01/10/2024-30/09/2025)

Lot(s)	Schedule	UOE	Admin Fund	Sinking	Annual Levy
1, 7, 8, 20, 21, 25, 33, 37, 184, 192, 195	Contribution Schedule	34	$3,804.87	$937.05	$0.00
	Owner Total		**$3,804.87**	**$937.05**	**$4,741.92**
2, 4, 11, 22, 23, 24, 34, 35, 36, 46, 48, 83, 91, 97, 98, 99, 105, 109, 110, 111, 122, 123, 137, 149, 161, 182, 183, 193, 194, 204	Contribution Schedule	22	$2,461.98	$606.33	$0.00
	Owner Total		**$2,461.98**	**$606.33**	**$3,068.31**
3, 6, 9, 13	Contribution Schedule	33	$3,692.94	$909.48	$0.00
	Owner Total		**$3,692.94**	**$909.48**	**$4,602.42**
5, 10, 12, 96, 101, 113, 125	Contribution Schedule	21	$2,350.05	$578.76	$0.00
	Owner Total		**$2,350.05**	**$578.76**	**$2,928.81**
14, 26, 32, 44, 45, 49, 57, 61, 103, 104, 115, 116, 176, 177, 178, 181, 187, 188, 189, 198, 199, 200, 203, 206, 214, 217	Contribution Schedule	35	$3,916.77	$964.59	$0.00
	Owner Total		**$3,916.77**	**$964.59**	**$4,881.36**
15	Contribution Schedule	58	$6,490.65	$1,598.49	$0.00
	Owner Total		**$6,490.65**	**$1,598.49**	**$8,089.14**
16, 17, 18, 28, 29, 30	Contribution Schedule	46	$5,147.76	$1,267.77	$0.00
	Owner Total		**$5,147.76**	**$1,267.77**	**$6,415.53**
19, 260	Contribution Schedule	57	$6,378.72	$1,570.92	$0.00
	Owner Total		**$6,378.72**	**$1,570.92**	**$7,949.64**
27, 43, 201	Contribution Schedule	60	$6,714.45	$1,653.60	$0.00
	Owner Total		**$6,714.45**	**$1,653.60**	**$8,368.05**
31, 179, 190	Contribution Schedule	59	$6,602.55	$1,626.03	$0.00
	Owner Total		**$6,602.55**	**$1,626.03**	**$8,228.58**
38, 50, 56, 68, 69, 73, 80, 82, 100, 127, 128, 139, 140, 209, 210, 211, 220, 221, 222, 225, 228, 236, 239	Contribution Schedule	36	$4,028.67	$992.16	$0.00
	Owner Total		**$4,028.67**	**$992.16**	**$5,020.83**

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Contribution Summary (01/10/2024-30/09/2025)

Lot(s)	Schedule	UOE	Admin Fund	Sinking	Annual Levy
39, 102, 180, 191, 212	Contribution Schedule	61	$6,826.35	$1,681.17	$0.00
	Owner Total		**$6,826.35**	**$1,681.17**	**$8,507.52**
40, 41, 42, 52, 53, 54	Contribution Schedule	47	$5,259.66	$1,295.31	$0.00
	Owner Total		**$5,259.66**	**$1,295.31**	**$6,554.97**
47, 58, 59, 60, 70, 71, 72, 84, 85, 86, 87, 88, 89, 92, 93, 94, 108, 117, 120, 121, 129, 133, 134, 135, 141, 145, 146, 147, 153, 157, 158, 159, 169, 170, 205, 215, 216, 226, 227, 237, 238, 247	Contribution Schedule	23	$2,573.88	$633.87	$0.00
	Owner Total		**$2,573.88**	**$633.87**	**$3,207.75**
51, 55, 67, 114, 202, 223	Contribution Schedule	62	$6,938.28	$1,708.71	$0.00
	Owner Total		**$6,938.28**	**$1,708.71**	**$8,646.99**
62, 74, 79, 95, 112, 124, 151, 152, 162, 163, 231, 232, 233, 242, 243, 244, 246, 249	Contribution Schedule	37	$4,140.57	$1,019.73	$0.00
	Owner Total		**$4,140.57**	**$1,019.73**	**$5,160.30**
63, 78, 126, 213, 234	Contribution Schedule	64	$7,162.08	$1,763.85	$0.00
	Owner Total		**$7,162.08**	**$1,763.85**	**$8,925.93**
64, 65, 66	Contribution Schedule	48	$5,371.56	$1,322.88	$0.00
	Owner Total		**$5,371.56**	**$1,322.88**	**$6,694.44**
75, 138, 224	Contribution Schedule	65	$7,273.98	$1,791.39	$0.00
	Owner Total		**$7,273.98**	**$1,791.39**	**$9,065.37**
76, 77	Contribution Schedule	74	$8,281.17	$2,039.43	$0.00
	Owner Total		**$8,281.17**	**$2,039.43**	**$10,320.60**
81	Contribution Schedule	70	$7,833.54	$1,929.21	$0.00
	Owner Total		**$7,833.54**	**$1,929.21**	**$9,762.75**
90	Contribution Schedule	31	$3,469.14	$854.37	$0.00
	Owner Total		**$3,469.14**	**$854.37**	**$4,323.51**

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Contribution Summary (01/10/2024-30/09/2025)

Lot(s)	Schedule	UOE	Admin Fund	Sinking	Annual Levy
106	Contribution Schedule	16	$1,790.52	$440.97	$0.00
	Owner Total		**$1,790.52**	**$440.97**	**$2,231.49**
107, 136, 148, 160, 185	Contribution Schedule	38	$4,252.50	$1,047.27	$0.00
	Owner Total		**$4,252.50**	**$1,047.27**	**$5,299.77**
118, 119, 130, 131, 196, 207	Contribution Schedule	39	$4,364.40	$1,074.84	$0.00
	Owner Total		**$4,364.40**	**$1,074.84**	**$5,439.24**
132, 144, 156, 164, 167, 168, 248, 254	Contribution Schedule	24	$2,685.78	$661.44	$0.00
	Owner Total		**$2,685.78**	**$661.44**	**$3,347.22**
142, 143, 154, 155, 218, 229	Contribution Schedule	40	$4,476.30	$1,102.41	$0.00
	Owner Total		**$4,476.30**	**$1,102.41**	**$5,578.71**
150, 235	Contribution Schedule	66	$7,385.91	$1,818.96	$0.00
	Owner Total		**$7,385.91**	**$1,818.96**	**$9,204.87**
165, 166, 240	Contribution Schedule	41	$4,588.20	$1,129.95	$0.00
	Owner Total		**$4,588.20**	**$1,129.95**	**$5,718.15**
171, 173	Contribution Schedule	86	$9,624.06	$2,370.15	$0.00
	Owner Total		**$9,624.06**	**$2,370.15**	**$11,994.21**
172	Contribution Schedule	120	$13,428.90	$3,307.20	$0.00
	Owner Total		**$13,428.90**	**$3,307.20**	**$16,736.10**
174	Contribution Schedule	83	$9,288.33	$2,287.47	$0.00
	Owner Total		**$9,288.33**	**$2,287.47**	**$11,575.80**
175	Contribution Schedule	91	$10,183.59	$2,507.97	$0.00
	Owner Total		**$10,183.59**	**$2,507.97**	**$12,691.56**
186, 258	Contribution Schedule	27	$3,021.51	$744.12	$0.00
	Owner Total		**$3,021.51**	**$744.12**	**$3,765.63**

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Contribution Summary (01/10/2024-30/09/2025)

Lot(s)	Schedule	UOE	Admin Fund	Sinking	Annual Levy
197, 208	Contribution Schedule	28	$3,133.41	$771.69	$0.00
	Owner Total		**$3,133.41**	**$771.69**	**$3,905.10**
219, 230, 256	Contribution Schedule	29	$3,245.31	$799.23	$0.00
	Owner Total		**$3,245.31**	**$799.23**	**$4,044.54**
241	Contribution Schedule	30	$3,357.24	$826.80	$0.00
	Owner Total		**$3,357.24**	**$826.80**	**$4,184.04**
245	Contribution Schedule	132	$14,771.79	$3,637.92	$0.00
	Owner Total		**$14,771.79**	**$3,637.92**	**$18,409.71**
250, 251	Contribution Schedule	93	$10,407.39	$2,563.08	$0.00
	Owner Total		**$10,407.39**	**$2,563.08**	**$12,970.47**
252	Contribution Schedule	108	$12,086.01	$2,976.48	$0.00
	Owner Total		**$12,086.01**	**$2,976.48**	**$15,062.49**
253	Contribution Schedule	130	$14,547.99	$3,582.78	$0.00
	Owner Total		**$14,547.99**	**$3,582.78**	**$18,130.77**
255	Contribution Schedule	53	$5,931.09	$1,460.67	$0.00
	Owner Total		**$5,931.09**	**$1,460.67**	**$7,391.76**
257	Contribution Schedule	26	$2,909.61	$716.55	$0.00
	Owner Total		**$2,909.61**	**$716.55**	**$3,626.16**
259	Contribution Schedule	42	$4,700.13	$1,157.52	$0.00
	Owner Total		**$4,700.13**	**$1,157.52**	**$5,857.65**
261	Contribution Schedule	148	$16,562.31	$4,078.86	$0.00
	Owner Total		**$16,562.31**	**$4,078.86**	**$20,641.17**
	Overall Total		**$1,119,076.35**	**$275,599.80**	**$1,394,676.15**

Contribution Summary (01/10/2024-30/09/2025)

Lot(s)	Schedule	UOE	Admin Fund	Sinking	Annual Levy

Schedule	UOE
Contribution Schedule	10000

44 CONSTITUTION AVENUE, PARKES

UNIT PLAN 15592

THE GRIFFIN OWNERS CORPORATION RULES

Introduction

On behalf of the Owners Corporation (OC), The Griffin Executive Committee (EC) extends a very warm welcome to all new residents and owners. The Griffin resides within the Parliamentary Triangle and consists of 260 units, across three buildings that stand eight storeys high and contain commercial units.

House Rules:

The intention of the OC rules is that of specifying conditions, while providing mechanisms for owners to seek approval from the EC for exceptions. This supports the overarching values of general well-being of the residents in The Griffin and ensures that all residents enjoy a maximum of convenience, comfort and privacy.

The rules are intended to:

- Facilitate a safe, secure and harmonious community, based on cooperation and consideration for others;
- Minimise annoyance to others;
- Ensure The Griffin remains a prestigious property;
- Maintain the appearance of units;
- Maintain the external uniformity of design, and conformity with the materials originally used; and
- Provide appropriate guidelines for residents and their guests.

How we interpret the rules:

Safe, secure and harmonious community

All residents must adhere to safety requirements and directives as outlined in the OC rules. They must ensure that their behaviour and actions, in both units and common areas, provide a safe environment for those living and working in our complex.

To ensure a sense of community and general tidiness, all residents should assist in keeping the common property – gym, driveways, lawns, landscaped gardens, lifts, corridors and stairwells – clean and free from litter.

Security of all residents is a shared responsibility. Where common property is damaged or broken residents should report this to the Building Manager. Residents should apply vigilance to help ensure the communal common areas, basement areas, foyers and corridors of buildings are accessed and used only by residents and their bona fide guests. All doors should be kept closed after either entering or leaving the building. Lost key cards/fobs/remotes should be reported to the Building Manager as soon as possible in order to have them voided. Key cards, fobs, remotes and keys are the property of the owner, and tenants must return them to the owner/property manager at the end of the lease. Residents should not leave personal items in car parks or visible in their cars. Owners are responsible for ensuring visitors, tenants, or short terms renters adhere to these rules. All fobs/keys/remotes are stored in a secure location (e.g. not a lockbox fixed to the exterior of the building).

For amenity, safety, regulatory and public liability reasons, residents should not use common property areas such as corridors, stairwells and fire cupboards to store their personal possessions.

Shared responsibility for a safe living environment in the common areas is expected of residents. Driveways and basement areas can be hazardous for residents, especially those who are younger or older. Drivers and

pedestrians need to be alert, especially for blind spots around corners on the driveway and ramps. Drivers should drive slowly, safely and defensively.

Residents should be vigilant regarding fire safety. Any flammable objects could create a fire hazard for their unit and other units.

Residents are to keep residential car spaces clean and tidy to avoid attracting vermin. The visitor parking spaces are for visitors or guest of residents only.

Annoyance: noise, odours and nuisance

Noise: Residents should be aware that noise penetrates easily into other units, particularly when doors and windows are open. Residents therefore should not create any noise or nuisance in a unit or on common property likely to interfere with the peaceful enjoyment of other residents, especially between 10:00pm and 7:00am. Common sources of noise include music, television, loud voices, washing machines, dryers, and from slamming doors (both unit and fire doors), dragging furniture, disposal of rubbish, and loud revving of vehicle engines.

Odours: Odours such as those caused by smoking and cooking can easily permeate into other apartments. Residents should not open apartment doors adjoining corridors to assist in eliminating odours, steam or smoke when cooking. Residents' enjoyment and amenity is enhanced by a smoke free environment.

When cleaning balconies, windows and balustrades residents should not allow water and other cleaning agents to flow over the edge of balconies.

Prestigious Building

Aside from the common areas, residents can do their part to maintain their units so that other unit holders are not adversely affected in terms of hygiene, appearance or value. Unit owners should keep their units in a state of good repair.

External Appearance of units

While balconies are a unit owner's property they should not be used as storage areas where this can be seen from the ground or other units. Articles normally used on a balcony may be kept there; for example, outdoor furniture setting, barbecue, pot plants are acceptable. Clothes horses (that sit no higher than the handrail) and racks, where possible, should be placed on balconies only where they are not clearly visible from the ground or other units. Draping of rugs, mats, sheets, blankets, clothing, laundry, signs etc. over balcony railings is not allowed. Screens should not be attached or placed on the glass balustrades as these impact on the external appearance and prestige of the building, as well as the ability to keep glass surfaces clean.

Uniformity of design

Alterations or additions to a unit should be in keeping with the appearance and design of the complex. Concrete finishes should not be altered. Colour palettes for window treatments, blinds, curtains and other proposals should be consistent throughout the complex.

A detailed specification has been provided under section **7.6 Balconies** for the installation of external balcony blinds.

Appropriate guidelines

The attached rules set out the expectations and behaviours that will allow owners and occupiers to contribute to achieving expectations described above. Residents are expected to follow the rules, and appropriate action will be taken against breaches. Important issues are covered, such as rules pertaining to pets, motor vehicle parking, gym, rubbish disposal and other rules which contribute to the enjoyment of The Griffin for all residents.

As passed by the Owners Corporation on 13 November 2023 in accordance with the Unit Titles (Management) Act 2011 (ACT)

Schedule

Strata Manager	Civium Strata
Contact Name	Monique Bosma
Contact Information	**T:** 1300 724 256 **E:** clientservices@civiumstrata.com.au

Contents

			5
1.	**Definitions and Interpretation**		**5**
	1.1	Definitions	5
	1.2	UTMA definitions	5
2.	**Matters affecting the applicability of Alternative Rules**		**5**
	2.1	Relationship with Default Rules	5
	2.2	Authorisation by Owners Corporation	6
3.	**Payment of shared costs**		**6**
	3.1	Intention	6
	3.2	Schedule of Costs Split	6
	3.3	Amendments to Schedule of Costs Split	6
	3.4	Fairness of contribution methods	6
4.	**Special Privilege**		**7**
	4.1	Grant of special privilege	7
	4.2	Recording the details of a special privilege	7
	4.3	Maintenance of special privilege areas	7
	4.4	General obligations	7
5.	**Waste**		**8**
	5.1	Shared waste room	8
	5.2	Use of waste room by owners, occupiers and users	8
	5.3	Disposal of waste	8
6.	**Commercial Units**		**8**
	6.1	Relationship to other rules	8
	6.2	Signage and advertising	8
	6.3	Commercial waste	8
	6.4	Common grease trap	9
	6.5	Commercial Toilets	9
	6.6	Commercial Kitchen Exhaust	10
	6.7	Heritage Pavilion Unit - Unit 261	11
7.	**Common Property**		**12**
	7.1	Relationship to other rules	12
	7.2	General	12
	7.3	Pool, Sauna, Steam Room and Gymnasium	12
	7.4	Security	12
	7.5	Behaviour of owners, occupiers and invitees	13
	7.6	Balconies	13
	7.7	Smoking	14
	7.8	Speed Limits & Parking	15
	7.9	Storage Cages	16
	7.10	Short Term Rentals	16
	7.11	Disposal of waste	16
8.	**Moves In/Out of Unit**		**17**
	8.1	Notice	17
	8.2	Protection Materials	17
	8.3	Damage	17
Annexure A - Default Rules			**18**
Annexure B - Schedule of Costs Split			**21**
Annexure C - Schedule of Special Privileges			**22**
Annexure D - Signage Plan			**23**
Annexure E - Commercial Toilets			**28**
Annexure F – Parking Map			**29**

1. Definitions and Interpretation

1.1 Definitions

In these Alternative Rules:

Alternative Rules means these alternative rules and excludes the Default Rules.

Commercial Toilets means the toilets located on the common property as shown on the planat Annexure E.

Commercial Units means units 255-261.

Default Rules has the meaning given to that term in the UTMA, a copy of which is annexed tothese Alternative Rules at Annexure A as at the time these Alternative Rules are passed by the Owners Corporation.

Executive Committee means the executive committee of the Units Plan.

Heritage Unit means unit 261 which, for the avoidance of doubt, is a Commercial Unit.

Owners Corporation means the Owners Corporation of the Units Plan.

Residential Units means units 1-254.

Schedule of Costs Split means the schedule at Annexure B of these Alternative Rules.

Schedule of Special Privileges means the schedule at Annexure C of these Alternative Rules.

Signage Plan means the document titled "Signage Intent Plan" at Annexure D of these Alternative Rules.

Units Plan means Units Plan No. 15592.

UTMA means the Unit Titles (Management) Act 2011.

1.2 UTMA definitions

Any word used in these Alternative Rules which is defined in the UTMA has the meaning givenin the UTMA.

2. Matters affecting the applicability of Alternative Rules

2.1 Relationship with Default Rules

(a) The rules of the Owners Corporation are comprised of the Default Rules as supplemented to or amended to by these Alternative Rules.

(b) In the event that any of these Alternative Rules are inconsistent with the Default Rules, these Alternative Rules prevail to the extent of the inconsistency.

2.2 Authorisation by Owners Corporation

If an act or omission of an owner, occupier or user of a unit would constitute a breach of these Alternative Rules or the Default Rules, provided that:

(a) the Owners Corporation have authorised the relevant act or omission in accordancewith the UTMA (including any special privileges in accordance with rule 4);

(b) the Owners Corporation have recorded the relevant authorisation in the minutes of a general meeting of the Owners Corporation; and

(c) any other applicable approvals under any other legislation have been obtained, the act or omission is not a breach of these Alternative Rules or the Default Rules.

3. Payment of shared costs

3.1 Intention

The Owners Corporation acknowledges and agrees that:

(a) the Units Plan is a mixed-use development consisting of a residential component and a commercial component; and

(b) the intention of this rule is to set out the principles in relation to which certain categories of costs are to be determined to be paid by a particular class of unit owners.

3.2 Schedule of Costs Split

(a) The Schedule of Costs Split is annexed to these Alternative Rules at Annexure B.

(b) To the extent that a particular item in the first column of the Schedule of Costs Split specifies a "Responsible Unit" in the second column, those "Responsible Units" must pay such any costs or expenses associated with that item as calculated in accordance with the methodology set out in the third column.

3.3 Amendments to Schedule of Costs Split

Any amendment to the Schedule of Costs Split must, in accordance with section 78 of the UTMA, be authorised by a special resolution of the Owners Corporation.

3.4 Fairness of contribution methods

The Owners Corporation acknowledges and agrees that the contribution method set out in these Alternative Rules are fair and have taken into account:

(a) the structure of the Units Plan;

(b) the nature of the buildings that are part of the units or common property of the Units Plan, including the features and character of the units and common property;

(c) the purposes for which units are used including the likely impact of that use on the common property; and

(d) the extent to which the method imposes a burden on a unit that is commensurate with the use of that unit.

4. Special Privilege

4.1 Grant of special privilege

The Owners Corporation may, by way of special resolution and otherwise in accordance with the UTMA, grant a special privilege to an owner, occupier or user of a unit permitting the use of a part of the common property in a manner that is additional to, or restrictive of, the rights ofother people who are not granted the special privilege to use the relevant part of the common property.

4.2 Recording the details of a special privilege

Any special privilege granted by the Owners Corporation must be recorded on the Schedule of Special Privileges and specify the following:

(a) the unit or units, the owner, occupier or user of which is to have the benefit of the special privilege;

(b) a description of the area of the common property in relation to which the special privilege applies; and

(c) the party who is responsible for cleaning, maintaining and repairing the area to which the special privilege applies and the type and frequency of cleaning, maintenance or repair to be undertaken.

4.3 Maintenance of special privilege areas

(a) The party specified in the Schedule of Special Privileges to clean, maintain and repair the area of the common property to which the special privilege applies must,at its own cost, undertake the type and frequency of clean, maintenance and repairspecified in the Schedule of Special Privileges.

(b) If the party specified in the Schedule of Special Privileges to clean, maintain and repair the area of the common property to which the special privilege applies is not the Owners Corporation, nothing prevents that party and the Owners Corporation from entering into an agreement pursuant to section 29 of the UTMA for the Owners Corporation to undertake the relevant cleaning, maintenance and repair in consideration for an agreed cost to be paid by that party.

4.4 General obligations

In addition to the specified maintenance obligations, the following obligations apply to a party granted a special privilege in accordance with this rule 4.4:

(a) where there will be the consumption of any services or utilities on the area to which the special privilege applies, it must:

  (i) ensure that the consumption of each service or utility is capable of being measured (whether by meters or otherwise); and

  (ii) pay the consumption costs of any services or utilities which are consumed on the area to which the special privilege applies;

(b) it must obtain any relevant approval or consents which may be necessary from any authority in relation to its use of the area to which the special privilege applies; and

(c) it must otherwise comply with the requirements of all laws and authorities.

5. Waste

5.1 Shared waste room

The Units Plan has a shared waste rooms in which there are dedicated waste receptacles for the Residential Units (**Residential Bins**) and the Commercial Units (**Commercial Bins**) respectively.

5.2 Use of waste room by owners, occupiers and users

The owner, occupier and user of each unit in the Units Plan acknowledge and agree that

(a) the Residential Bins are for the sole use of the Residential Units and under no circumstances may an owner, occupier and user of a Commercial Unit store any waste in, or otherwise use, any of the Residential Bins; and

(b) the Commercial Bins are for the sole use of the Commercial Units and under no circumstances may an owner, occupier and user of a Residential Unit store any waste in, or otherwise use, any of the Commercial Bins.

5.3 Disposal of waste

(a) The disposal of waste in Residential Bins will be the responsibility of the Owners Corporation.

(b) The disposal of waste in Commercial Bins will be the responsibility of the Commercial Units in accordance with rule 6.3.

6. Commercial Units

6.1 Relationship to other rules

In the event that this rule 6 is inconsistent with any of the Alternative Rules or the Default Rules, this rule 6 will prevail to the extent of the inconsistency.

6.2 Signage and advertising

(a) Subject to rule 6.2(c), an owner of a Commercial Unit may display (or permit to be displayed) signage or other advertising material within the insides and the boundaries of the relevant Commercial Unit which is visible from the outside of the Units Plan without the prior written authorisation of the Executive Committee.

(b) Subject to rule 6.2(c), and notwithstanding rule 6.2(a), any signage which is intended to be erected on the common property (including the exterior walls of theUnits Plan or the exterior face of any windows of the relevant Commercial Unit) is an alteration and default rule 1.4 applies.

(c) All signage (whether internal or external to a Commercial Unit) must, in addition to any other requirements by authorities or law, comply with the Signage Plan.

6.3 Commercial waste

All owners, occupiers and users of a unit at the Units Plan acknowledge and agree that:

(a) the Commercial Units are, at its cost, solely responsible for arranging for the periodic collection of all waste generated by the Commercial Units that is placed in the Commercial Bins with an appropriately qualified contractor; and

(b) for the avoidance of doubt:

(i) the Owners Corporation will enter into any contracts in relation to the satisfaction of the obligations set out in rule 6.3(a);

(ii) the Owners Corporation will recover any costs under such contracts from the Commercial Units responsible for such costs in the manner and proportions specified in the Schedule of Costs Split; and

(iii) the reference in the Schedule of Costs Split to the periodic collection of waste and periodic cleaning of the commercial waste room is to be read in connection with the obligations in this rule 6.3.

6.4 Common grease trap

All owners, occupiers and users of a unit at the Units Plan acknowledge and agree that:

(a) there is a grease trap available for the use of units 255, 256 and 257;

(b) although each individual connection to the grease trap will not be metered, the actual usage of the grease trap by units 255, 256 and 257 will be determined by reference to the water usage as measured by the cold water meters for those units;

(c) the owners of units 255, 256 and 257 are, at its cost, solely responsible for the following:

(i) arranging for the periodic cleaning and maintaining of the grease trapand other related pipes and conduits; and

(ii) arranging for the periodic emptying of the grease trap with an appropriately qualified contractor;

(d) for the avoidance of doubt:

(i) the Owners Corporation will, if requested to do so, enter into any contracts in relation to the satisfaction of the obligations set out in rule6.4(c);

(ii) the Owners Corporation will recover any costs under such contracts from units 255, 256 and 257 to the extent responsible for those costs in the manner and proportions specified in the Schedule of Costs Split;

(iii) the reference in the Schedule of Costs Split to the cleaning, maintainingand periodic emptying of grease traps is to be read in connection with the obligations in this rule 6.4; and

(iv) the Owners Corporation makes no representation or warranty as to the fitness or suitability of the grease trap for the particular use intended by units 255, 256 and 257.

6.5 Commercial Toilets

All owners, occupiers and users of a unit at the Units Plan acknowledge and agree that:

(a) the Commercial Toilets are designated for the exclusive use of units 255, 256, 257, 258 and 259;

(b) a special privilege has been granted for the benefit of units 255, 256, 257, 258 and 259 in accordance with rule 4 and as detailed in the Schedule of Costs Split for the Commercial Toilets;

(c) units 255, 256, 257, 258 and 259 are, at its cost, solely responsible for the cost of cleaning, maintenance and repair of the Commercial Toilets (details of which are set out in the Schedule of Special Privileges);

(d) for the avoidance of doubt:

(i) the Owners Corporation will enter into any contracts in relation to the satisfaction of the obligations set out in rule 6.5(c);

(ii) the Owners Corporation will recover any costs under such contracts from units 255, 256, 257, 258 and 259 responsible for such costs in the manner and proportions specified in the Schedule of Costs Split; and

(e) the reference in the Schedule of Costs Split to the cleaning, maintenance and repair of the Commercial Toilets is to be read in connection with the obligations in this rule6.5.

6.6 Commercial Kitchen Exhaust

All owners, occupiers and users of a unit at the Units Plan acknowledge and agree that:

(a) there are separate kitchen exhaust systems (including risers, ducts and fans) on the common property which are designated for the exclusive use of units 255, 256 and 257 respectively;

(b) a special privilege has been granted for the benefit of units 255, 256 and 257 in accordance with rule 4 and as detailed in the Schedule of Costs Split;

(c) units 255, 256 and 257 are, at its cost, solely responsible for the cost of cleaning, maintenance and repair of the kitchen exhaust system which exclusively service the relevant unit (details of which are set out in the Schedule of Special Privileges);

(d) for the avoidance of doubt:

(i) the owner of units 255, 256 and 257 must enter into any contracts in relation to the satisfaction of the obligations set out in rule 6.6(c) as required;

(ii) the Owners Corporation is not required to clean, maintain or repair anyof the kitchen exhaust system in relation to these units; and

(iii) the owner of units 255, 256 and 257 indemnifies the Owners Corporationto the extent of any loss incurred by the Owners Corporation as a result of the failure of the owner of these units to comply with its obligations under rule 6.6(c);

(e) the reference in the Schedule of Costs Split to the cleaning, maintenance and repairof the kitchen exhaust system is to be read in connection with the obligations in thisrule 6.6.

6.7 Heritage Pavilion Unit - Unit 261

The owner of the Heritage Unit acknowledges and agrees that:

(a) the following documents have been prepared in relation to the Heritage Unit:

(i) West Portal Cafeteria - Heritage Management Plan dated 9 February 2022; and

(ii) the terms of the Crown Lease in relation to the West Portal Cafeteria (including those headed Cafeteria, Commonwealth Heritage Values, Heritage Management Plan and Heritage Register Listing,

(the **Heritage Documents**);

(b) it has read, and is aware of the obligations contained in, the Heritage Documents;

(c) it is solely responsible for all costs and expenses in complying with the obligations contained in the Heritage Documents, which, for the avoidance of doubt, include long term maintenance obligations as set out in those documents;

(d) it indemnifies the Owners Corporation to the extent that the Owners Corporation incurs any loss as a result of the owner of the Heritage Unit failing to comply with itsobligations under the Heritage Documents;

(e) if the Heritage Unit is serviced by a grease trap then the Heritage Unit is solely responsible for the following:

(i) arranging for the periodic cleaning and maintaining of the grease trap and other related pipes and conduits; and

(ii) arranging for the periodic emptying of the grease trap with an appropriately qualified contractor;

(f) it will not, other than as provided for in this paragraph, place, store or leave any goods or materials on the terrace adjoining Unit 261 (whether or not it is a subsidiary of that unit) except for tables, chairs and external shade structures inaccordance with the Heritage Documents and any required approvals;

(g) all waste is to be placed in a suitable waste receptacle(s) and kept within the unit i.e. not stored in unit subsidiaries. Waste is to be transported directly from Unit 261 to the Commercial Waste Room bins by a path of travel external to the buildings i.e.waste is not to be transported through the basement or common areas within the buildings.

7. Common Property

7.1 Relationship to other rules

In the event that this rule 7 is inconsistent with any of the Alternative Rules or the Default Rules, this rule 7 will prevail to the extent of the inconsistency.

7.2 General

(a) A unit owner or occupier of a unit must use all areas of common property in a safe manner and ensure that they comply with all ACT Health and Safety Legislative requirements when using the common area facilities.

(b) A unit owner or occupier of a unit must not obstruct lawful use of common property by any person except on a temporary and non-recurring basis.

(c) A unit owner or occupier of a unit must not use common property areas, including corridors, stairwells, basement common areas and fire cupboards, to store personal possessions, such as, but not limited to, door mats, shoes, shoe racks or shopping trolleys. As per building code, unit entry doors and fire exits must have an unobstructed width of 1 metre.

7.3 Pool, Sauna, Steam Room and Gymnasium

(a) Use of the pool, sauna, steam room and gymnasium area are open for 24-hour use, and is subject to rule Default Rules 1.7, 1.8, 1.9 and 1.10.

(b) Gym equipment must be wiped down after every use.

(c) Children must be supervised by a responsible adult when using the common area facilities.

(d) Noise is to be kept at a reasonable level, to ensure minimal disturbance to others.

(e) The following are not permitted within the pool, sauna, steam room and gymnasium.

(i) Throwing balls or any item that can be thrown (due to proximity to fire sprinklers)

(ii) No diving or jumping

(iii) No glass

(iv) Pets

(f) Babies are to wear swim nappies when in the pool. It will be at the owner's cost if cleaning of the pool is required following any accidents within the pool.

(g) Residents are to leave the pool, sauna and steam room clean and tidy after use.

(h) Swimmers should be mindful of lap swimmers and allow free passage.

7.4 Security

(a) A unit owner is to ensure that all bona fide guests are to be accompanied by a resident in the use of common property facilities.

(b) A unit owner, occupier or user must take reasonable care to ensure that access to common areas is only available to bona fide occupiers of a unit, including by:

(i) reporting the loss of any security card or key or other security device, and

(ii) ensuring that fire and security doors are locked or closed when they are not in use.

(iii) Ensuring no copies are made of security card or key or other security device.

(iv) A unit owner must pay for any additional or replacement security cards or keys or other security devices supplied by the Owners Corporation

(c) If a unit owner leases or licenses the unit, there must be included a requirement in the lease or license that the lessee or licensee must return any security cards or keys or other security devices to the Owners Corporation when they vacate the unit.

(d) The Owners Corporation may install and operate in the common property audio visual security cameras and other audio-visual surveillance or security equipment for the security of the building.

(e) A unit owner, occupier or user must not interfere with any security camera or surveillance or security equipment or do anything which may prejudice the security or safety of the building.

7.5 Behaviour of owners, occupiers and invitees

(a) A unit owner or occupier of a unit, or any invitee of an owner or occupier of a unit, when on common property must be adequately clothed and must not use language or behave in a manner likely to cause offence or embarrassment to the owner of occupier of another unit or to any person lawfully using common property.

(b) A unit owner or occupier of a unit must take all reasonable steps to ensure that invitees of the owner or occupiers –

(i) Do not behave in a manner likely to interfere with the peaceful enjoyment of the owner or occupier of another unit or any person lawfully using common property, and

(ii) (b) Without limiting paragraph (a), that invitees comply with clause (1).

7.6 Balconies

(a) A unit owner, occupier or user may erect a portable clotheshorse or rack, which is not designed to be permanently attached to a wall, on a balcony. Where possible, the clotheshorse or rack should:

(i) Be positioned in a location where it is not visible from the outside of the building or from other units.

(ii) No higher than the balustrade handrail.

(iii) Not be left on the balcony overnight (due to safety concerns, e.g. winds).

(b) A unit owner, occupier or user must not hang or display laundry, rugs, carpets, clothing, signage, or other items over the side of the balcony.

(c) A unit owner, occupier or user must not store possessions not usually situated on a balcony, such as:

(i) Erect a screen, awning, pergola or other item on the balcony, so they are visible from outside the building, or from other units.

(ii) Feed, or in any way attempt to attract birds to or near a balcony or any part of the common property.

(d) A unit owner, occupier or user must not:

(i) Use braziers, firepits, or any open fires on balconies

(ii) Drop or throw objects from balconies.

(e) A unit owner, occupier or user may be permitted to use gas BBQs and gas heaters where the manufacturer's ventilation requirements are met.

(f) Painting of the balcony areas, including the concrete divider panels, is not permitted.

(g) External blinds are permitted to be installed, following the alternation process and meeting the following criteria.

(i) **Blind System -** Any type of mesh blind system. The system must have a head-box (cassette) into which the blind rolls, which can be either 'open' or 'closed'. No additional balcony posts are to be installed (excluded on aesthetic grounds) but blinds with side channels only are permitted where structurally appropriate (e.g. on 'Juliet" balconies). The blinds may be cranked manually or via an electric motor.

(ii) **Blind location -** To be attached to balcony ceiling, parallel to the windows/sliding doors, at any location but not outside the line of the balustrade glass (which would impact on common property and could raise structural issues), nor attached to the frames of windows and/or sliding doors (which could compromise waterproofing). Blinds (e.g. of the 'straight drop' type) located at the line of the balustrade glass could have two 'tie-down' locations, one at handrail level and attached to the glass and handrail supporting posts, and another at balcony floor level attached either to the supporting posts, to the concrete ledge to which the posts are fixed, or to the balcony tiles or the concrete floor below the tiles. Blinds close to the windows/sliding doors would have 'tie down' locations on the balcony tiles or the concrete floor below the tiles.

(iii) **Blind colours -** *Metal components*: cassette and bottom rail - Dulux Monument or, depending on the supplier, their equivalent to Dulux Monument *Mesh fabric*: Dulux Black or, depending on the supplier, their equivalent to Dulux Black.

(iv) **Fabric type -** Mesh with 3% 'openness', flame retardancy to comply with the Building Code of Australia General requirements.

(v) The above specifications allow external blinds to be sourced from a range of domestic suppliers including Apollo, BMac, Regency Knights, Verosol and Watson Blinds, all of whom have visited The Griffin site and assessed viability for installation of external blinds on site.

7.7 Smoking

A unit owner, occupier or user must not:

(a) Allow smoke from any cigarette, cigar or other product to enter another unit, including the balcony of that unit.

(b) A unit owner or occupier, and any invitee of the owner or occupier, must not smoke tobacco or any other substance on the common property, including vapes.

(c) An owner or occupier of a lot must ensure that smoke caused by the smoking of tobacco or any other substance by the owner or occupier, or any invitee of the owner or occupier, on the unit does not penetrate to the common property or any other unit.

7.8 Speed Limits & Parking

(a) **Speed Limits**

(i) Drive in accordance with posted speed signage.

(b) **Resident Car Spaces**

(i) Car spaces are designed for the parking of vehicles, motorbikes, and other forms of transport.

(ii) Residents must ensure the car park is used and maintained in a manner that protects the health, safety, and security of the building and its residents. Residents must be mindful when using their carpark to ensure it does not attract pests.

(iii) The Executive Committee may require residents to remove items stored in a carpark that poses a risk to health, safety, and security of the building and its residents.

(iv) Vehicles and items within car spaces must remain within the boundary and must not cause obstruction or nuisance to another unit owner or occupier.

(c) **Visitor vehicle spaces**

(i) A visitor or guest of a unit owner, occupier or user including visitors or guests of commercial units may use a visitor vehicle space on a short-term basis only.

(ii) Staff/employees of commercial units may not use visitor parking spaces.

(iii) The use of Visitor Parking is to be limited to 2-hours.

(iv) Visitor Parking spaces are shown in **Annexure F**.

7.9 Storage Cages

The unit owner or occupier of a storage cage will:

(a) Not, except with the prior written approval of the Owners Corporation, use or store in the storage cage any inflammable chemical, liquid or gas, any explosive, corrosive agent or compound or toxic substance or other inflammable material.

(b) Be responsible for the repair of any damage caused to the storage cage, or any item of personal property stored within the storage cage.

(c) Ensure the storage cage is kept clean and free of any rubbish and vermin.

(d) Not store items beyond the boundaries of the storage cage, including on top of cages.

7.10 Short Term Rentals

A unit owner, occupier or user must:

(i) Register a unit which is being used for the purposes of a short-term rental arrangement with the Manager of the Owners Corporation.

(ii) Not affix lock boxes to any part of the common property or external structures.

7.11 Disposal of waste

(a) The Residential Bins are for the sole use of the Residential Units and under no circumstances may an owner, occupier and user of a Commercial Unit store any waste in, or otherwise use, any of the Residential Bins; and

(b) The Commercial Bins are for the sole use of the Commercial Units and under no circumstances may an owner, occupier and user of a Residential Unit store any waste in, or otherwise use, any of the Commercial Bins.

(c) A unit owner or occupier of a unit must not deposit or throw on the common property any rubbish, household items, dirt, dust or other material or discarded item except with the prior written approval of the Owners Corporation.

(d) An owner or occupier of a unit must not deposit in a toilet, or otherwise introduce or attempt to introduce into the plumbing system, any item that is not appropriate for any such disposal (for example, a disposable nappy).

(e) A unit owner or occupier must comply with all reasonable directions given by the Owners Corporation as to the disposal and storage of waste (including the cleaning up of spilled waste) on common property.

(f) The Owners Corporation may give directions for the purposes of this rule by posting signs on the common property with instructions on the handling of waste that are consistent with ACT Government requirements or giving notices in writing to owners or occupiers of units.

(g) Large items, including but not limited to, large cardboard boxes, household items, and furniture, is the responsibility of the unit owner or occupier of a unit to appropriately dispose of at a recycling centre or waste facility.

(h) In this rule –

(i) "bin" includes any receptacle for waste.

(ii) "waste" includes garbage and recyclable material.

8. Moves In/Out of Unit

8.1 Notice

(a) A unit owner, occupier or user must provide the Manager of the Owners Corporation with three business days' notice of persons moving in or out of a unit or receiving electrical or large household goods, so that appropriate protection materials can be provided for common property.

(b) Moving times are restricted to 7.00am-5.00pm Monday to Friday; and Saturday and Sunday 8.00am-5.00pm only, unless approval is provided by the Manager of the Owners Corporation.

(c) A lift key to lock the doors into place can be arranged through the Manager of the Owners Corporation. Additional charges may be incurred by the unit owner, occupier or user should the key not be returned.

8.2 Protection Materials

(a) The Owners Corporation shall provide protection materials (such as internal coverings of lift interiors) for common property for use by removalists and persons moving in or out of a unit.

(b) Where protection materials are not in place prior to the move, charges will be sent to a unit owner, occupier or user to have them installed during the move.

(c) Unit owners, occupiers or users shall ensure that removalists and persons moving in or out of a unit utilise protection materials when moving possessions through the common property.

8.3 Damage

(a) Any damage caused to common property by the unit owner, occupier or user and removalists must be repaired at the unit owner's cost.

Examples:

- Damage to lifts, common areas, verges

Annexure A - Default Rules

(as provided in Schedule 1 of the Unit Titles (Management) Regulation 2011 as of 1 November 2020)

1.1 Definitions—default rules

(1) In these rules:

owner, occupier or user, of a unit, includes an invitee or licensee of an owner, occupier or user of a unit.

(2) A word or expression in these rules has the same meaning as in the Unit Titles (Management) Act 2011.

1.2 Payment of rates and taxes by unit owners

A unit owner must pay all rates, taxes and any other amount payable for the unit.

1.3 Repairs and maintenance

(1) A unit owner must ensure that the unit is in a state of good repair.

(2) A unit owner must carry out any work in relation to the unit, and do anything else in relation to the unit, that is required by a territory law.

1.4 Erections and alterations

(1) A unit owner may erect or alter any structure in or on the unit or the common property only—

(a) in accordance with the express permission of the executive committee; and

(b) in accordance with the requirements of any applicable territory law (for example, a law requiring development approval to be obtained for the erection or alteration).

(2) Permission may be given subject to conditions stated in the resolution.

(3) However, if the structure is sustainability infrastructure, the Owners Corporation's permission must not be unreasonably withheld.

Examples—permission not unreasonably withheld

- safety considerations
- structural considerations

Example—permission unreasonably withheld:

- external appearance of a unit or the units plan

1.5 Pets in units

(1) A unit owner or occupier (the pet owner) may keep an animal, or permit an animalto be kept, within the unit if—

(a) the total number of animals kept within the unit (other than birds in acage or fish in an aquarium) is not more than 3; and

(b) the pet owner ensures that the animal is appropriately supervised whenthe animal is on the common property; and

(c) the pet owner keeps the animal secure so that it cannot escape the unit unsupervised; and

(d) the pet owner cleans any area of the units plan that is soiled by the animal; and

(e) the pet owner takes reasonable steps to ensure the animal does not cause a nuisance or a risk to health or safety.

(2) The pet owner must, within 14 days of the day the animal is first kept within the unit,tell the Owners Corporation, in writing, that the animal is being kept within the unit.

1.6 Assistance animals

The Owners Corporation may require a person who keeps an assistance animal to produceevidence that the animal is an assistance animal.

1.7 Use of common property

A unit owner must not use the common property, or permit it to be used, to interfere unreasonably with the use and enjoyment of the common property by an owner, occupier oruser of another unit, other than in accordance with a special privilege rule.

1.8 Hazardous use of unit

A unit owner must not use the unit, or permit it to be used, to cause a hazard to an owner,occupier or user of another unit.

1.9 Use of unit—nuisance or annoyance

(1) A unit owner must not use the unit, or permit it to be used, in a way that causes a nuisance or substantial annoyance to an owner, occupier or user of another unit.

(2) This rule does not apply to a use of a unit if the executive committee has given an owner, occupier or user of the unit written permission for that use.

(3) Permission may be given subject to stated conditions.

(4) Permission may be withdrawn by special resolution of the Owners Corporation.

1.10 Noise

(1) A unit owner must not make, or permit to be made, such a noise within the unit as might (in the circumstances) be reasonably likely to cause substantial annoyance toan owner, occupier or user of another unit.

(2) This rule does not apply to the making of a noise if the executive committee hasgiven the person responsible for making the noise written permission to do so.

(3) Permission may be given subject to stated conditions.

(4) Permission may be withdrawn by special resolution of the Owners Corporation.

1.11 Illegal use of unit

A unit owner must not use the unit, or permit it to be used, to contravene a law in force in theACT.

1.12 What may an executive committee representative do?

(1) An executive committee representative may do any of the following in relation to aunit at all reasonable times:

(a) if the committee has reasonable grounds for suspecting that there is a breach of the Act or these rules in relation to a unit—inspect the unit to investigate the breach;

(b) carry out any maintenance required under the Act or these rules;

(c) do anything else the Owners Corporation is required to do under the Actor these rules.

(2) An executive committee representative may enter a unit and remain in the unit foras long as is necessary to do something mentioned in subrule (1).

(3) An executive committee representative is not authorised to do anything in relation toa unit mentioned in subrule (1) unless—

(a) the executive committee or the representative has given the owner, occupier or user of the unit reasonable notice of their intention to do thething; or

(b) in an emergency, it is essential that it be done without notice.

(4) The executive committee may give a written authority to a person to represent the corporation under this rule.

executive committee representative means a person authorised, in writing, by the executive committee under rule 1.12(4).

Annexure B - Schedule of Costs Split

<table>
<tr><th>Description of cost / expense</th><th>Responsible Units</th><th>Methodology of split between Responsible Units</th></tr>
<tr><td>Periodic collection of waste in commercial waste receptacles including service, maintenance and replacement of waste compactor (refer to rule 6.3)</td><td>Commercial Units (i.e. units 255-261)</td><td><table><tr><th>Commercial Unit</th><th>Percentage</th></tr><tr><td>255</td><td>22.50%</td></tr><tr><td>256</td><td>8.89%</td></tr><tr><td>257</td><td>8.53%</td></tr><tr><td>258</td><td>1.75%</td></tr><tr><td>259</td><td>1.60%</td></tr><tr><td>260</td><td>1.75%</td></tr><tr><td>261 (Heritage Unit)</td><td>54.98%</td></tr></table></td></tr>
<tr><td>Cleaning, maintaining and periodic emptying of common grease trap (refer to rule 6.4)</td><td>Units 255, 256 and 257 provided that the unit is actually connected to the grease trap</td><td>Based on proportion of water consumption as measured by cold water meter</td></tr>
<tr><td>Cleaning, maintaining and periodic emptying of unit 261 grease trap (refer to rule 6.7(e))</td><td>Unit 261</td><td>Unit 261 to pay all costs</td></tr>
<tr><td>Cleaning, maintenance and repair of Commercial Toilets (refer to rule 6.5)</td><td>Units 255, 256, 257, 258 and 259</td><td>Based on proportion of unit entitlements of relevant commercial units</td></tr>
<tr><td>Cleaning, maintenance and repair of commercial kitchen exhaust system (including the rise, ducting and fans) (refer to rule 6.6)</td><td>Units 255, 256 and 257</td><td>Each unit to be responsible for the cleaning, maintenance and repair of the kitchen exhaust system which exclusively services that unit</td></tr>
</table>

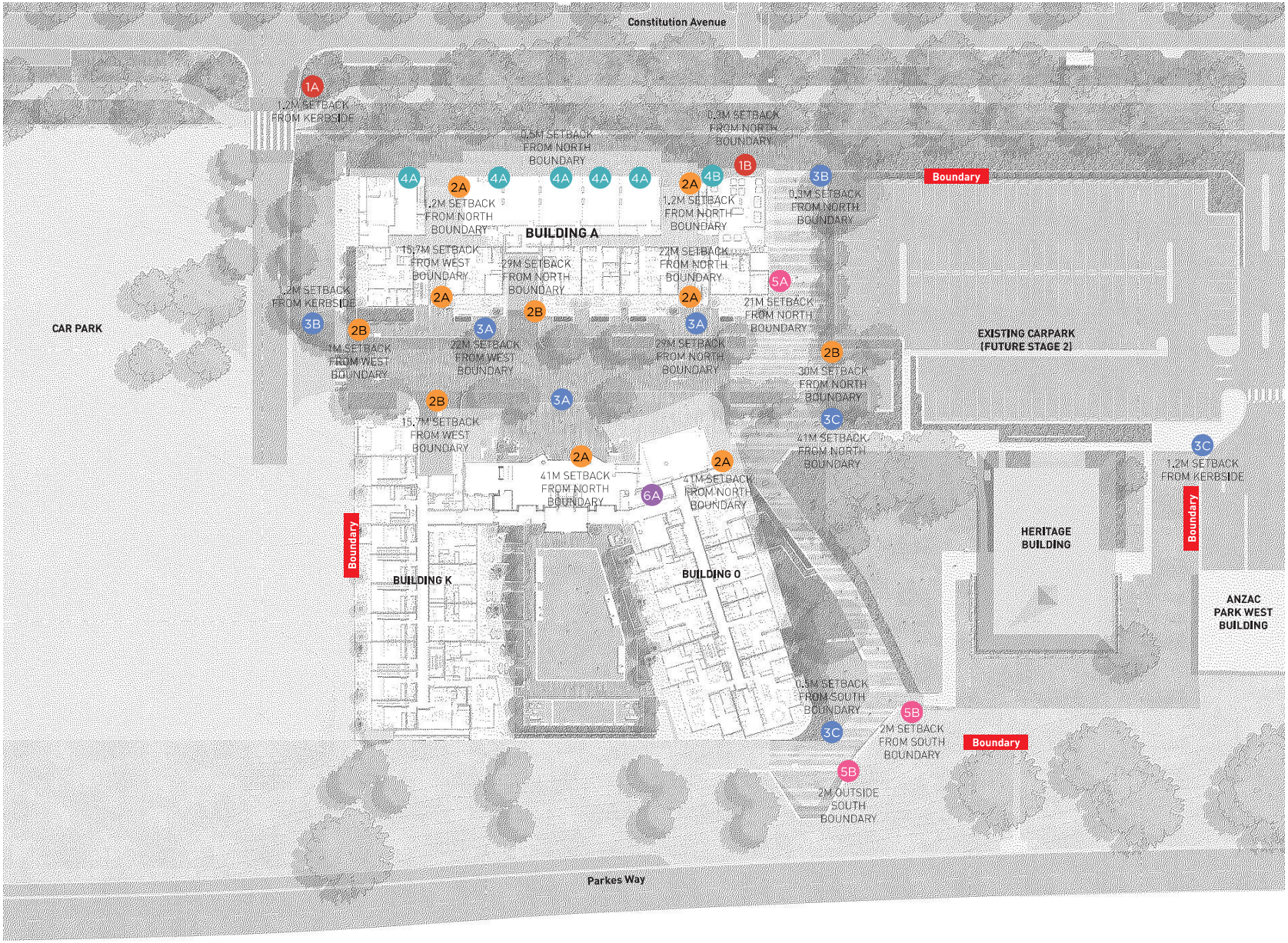
Annexure C - Schedule of Special Privileges

Unit	Special privilege	Maintenance and repair
Commercial Units (all)	Signage on common property (location and size of signs to be approved by Executive Committee prior to affixation or drilling into walls)	Periodic maintenance and repair of signage to be undertaken by relevant Commercial Unit owner
Commercial Units (Unit 255, 256, 257, 258 and 259)	Exclusive use of Commercial Toilets for units 255, 256, 257, 258 and 259 for owners, occupiers and users of units 255, 256, 257, 258, and 259 (including customers, patrons and invitees)	Regular cleaning, maintenance and repair of Commercial Toilets for units 255, 256, 257 258, and 259 to be undertaken by owners of units 255, 256, 257, 258, and 259 (refer to Annexure B)
Commercial Units (Unit 255, 256 and 257)	Exclusive use of kitchen exhaust system located on common property for units 255, 256 and 257 for owners, occupiers and users of units 255, 256 and 257	Regular cleaning, maintenance and repair of kitchen exhaust system (including the riser, ducting and fans) to be undertaken by units 255, 256 and 257 (refer to Annexure B)
Commercial Units (Unit 255, 256 and 257)	Exclusive use of the grease trap system located on common property for units 255, 256 and 257 for owners, occupiers and users of units 255, 256 and 257	Regular cleaning, maintenance and repair of grease trap to be undertaken by units 255, 256 and 257 (refer to Annexure B)
Heritage Unit (Unit 261)	Exclusive use of the grease trap system located on common property for unit 261	Regular cleaning, maintenance and repair of grease trap to be undertaken by unit 261 (refer to Annexure B)

Annexure D - Signage Plan

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GROUND LEVEL - SIGNAGE INTENT PLAN



DEVELOPMENT ENTRY SIGNAGE

- 1A Primary Development Entry Information Sign
- 1B Primary Development High Rise Building Sign

BUILDING ENTRY & DIRECTIONAL SIGNAGE

- 2A Building Entry Information Sign
- 2B Vehicle Directional Information Sign

GENERAL WAYFINDING SIGNAGE

- 3A Visitor Parking Information Sign
- 3B Primary General Wayfinding Information Sign
- 3C Secondary General Wayfinding Information Sign

COMMERCIAL TENANCY SIGNAGE

- 4A Tenancy Hamper Sign
- 4B Window Sign

HERITAGE SIGNAGE

- 5A Feature Mural High Rise Building Sign
- 5B Plaque Information Sign

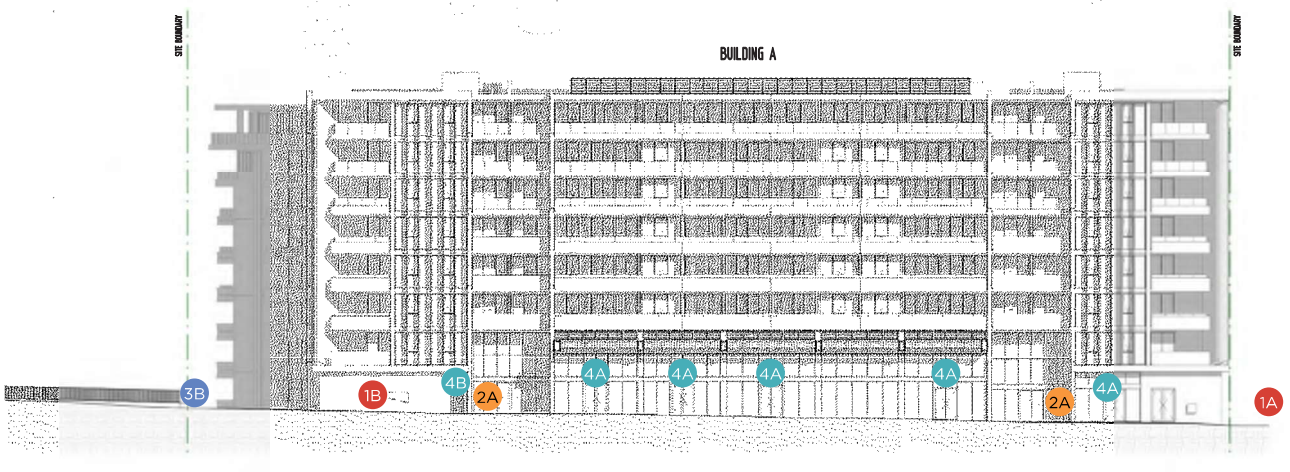
MAILBOXES

- 6A Resident's Mailboxes

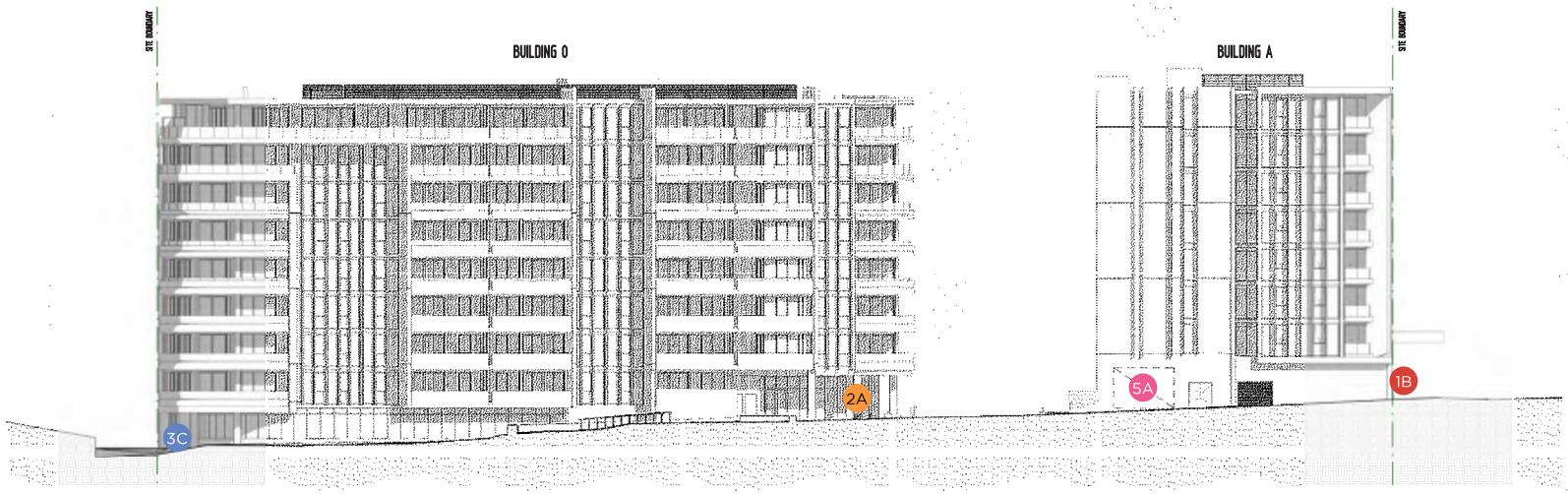
N

0 5 10 25 50M

SIGNAGE INTENT - OVERALL ELEVATIONS



1 OVERALL NORTH ELEVATION
SCALE 1 : 200



2 OVERALL EAST ELEVATION
SCALE 1 : 200

DEVELOPMENT ENTRY SIGNAGE

- 1A Primary Development Entry Information Sign
- 1B Primary Development High Rise Building Sign

BUILDING ENTRY & DIRECTIONAL SIGNAGE

- 2A Building Entry Information Sign
- 2B Vehicle Directional Information Sign

GENERAL WAYFINDING SIGNAGE

- 3A Visitor Parking Information Sign
- 3B Primary General Wayfinding Information Sign
- 3C Secondary General Wayfinding Information Sign

COMMERCIAL TENANCY SIGNAGE

- 4A Tenancy Hamper Sign
- 4B Window Sign

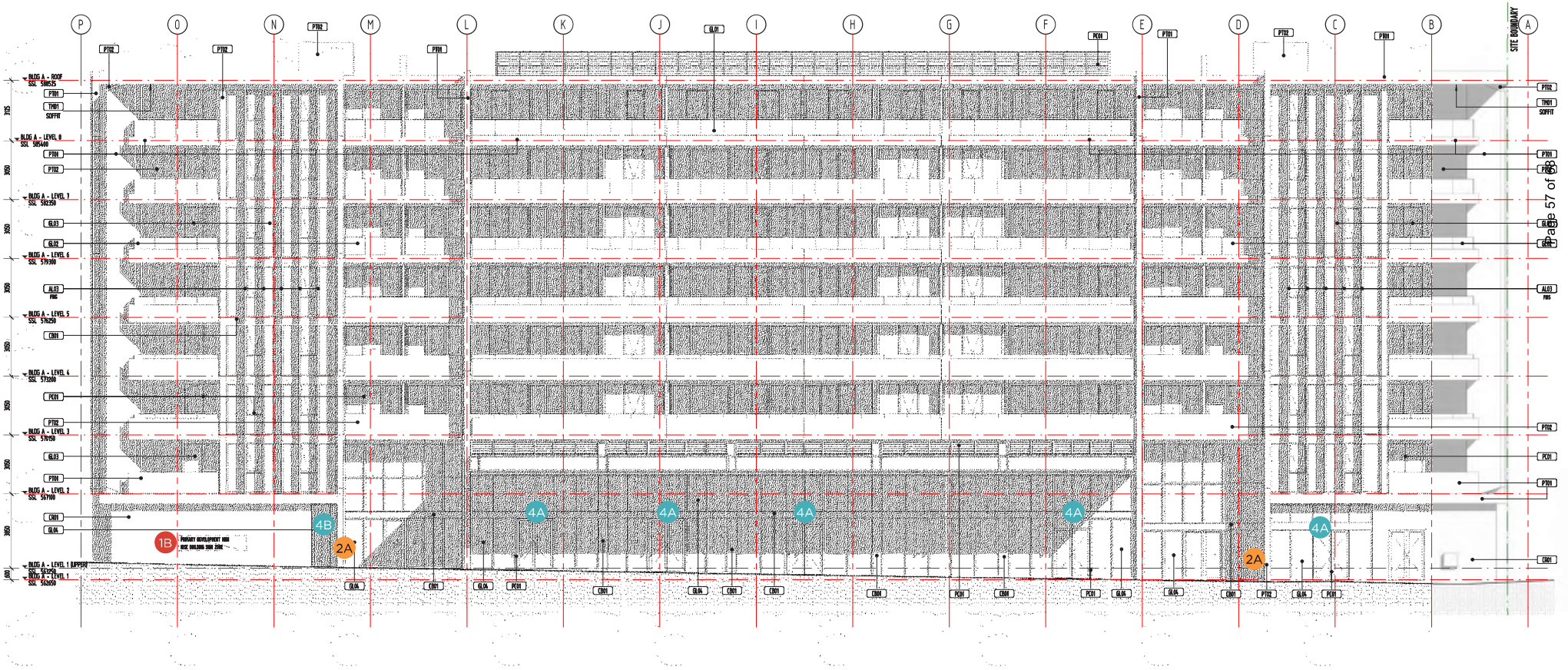
HERITAGE SIGNAGE

- 5A Feature Mural High Rise Building Sign
- 5B Plaque Information Sign

MAILBOXES

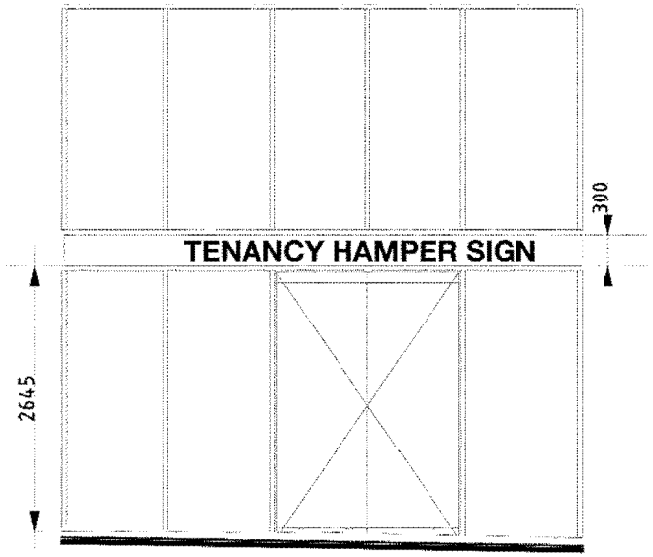
- 6A Resident's Mailboxes

BUILDING A - NORTH ELEVATION



- DEVELOPMENT ENTRY SIGNAGE
  - 1A Primary Development Entry Information Sign
  - 1B Primary Development High Rise Building Sign
- BUILDING ENTRY & DIRECTIONAL SIGNAGE
  - 2A Building Entry Information Sign
  - 2B Vehicle Directional Information Sign
- GENERAL WAYFINDING SIGNAGE
  - 3A Visitor Parking Information Sign
  - 3B Primary General Wayfinding Information Sign
  - 3C Secondary General Wayfinding Information Sign
- COMMERCIAL TENANCY SIGNAGE
  - 4A Tenancy Hamper Sign
  - 4B Window Sign
- HERITAGE SIGNAGE
  - 5A Feature Mural High Rise Building Sign
  - 5B Plaque Information Sign
- MAILBOXES
  - 6A Resident's Mailboxes

SIGNAGE INTENT - TYPICAL DETAILS



COMMERCIAL TENANCY SIGNAGE

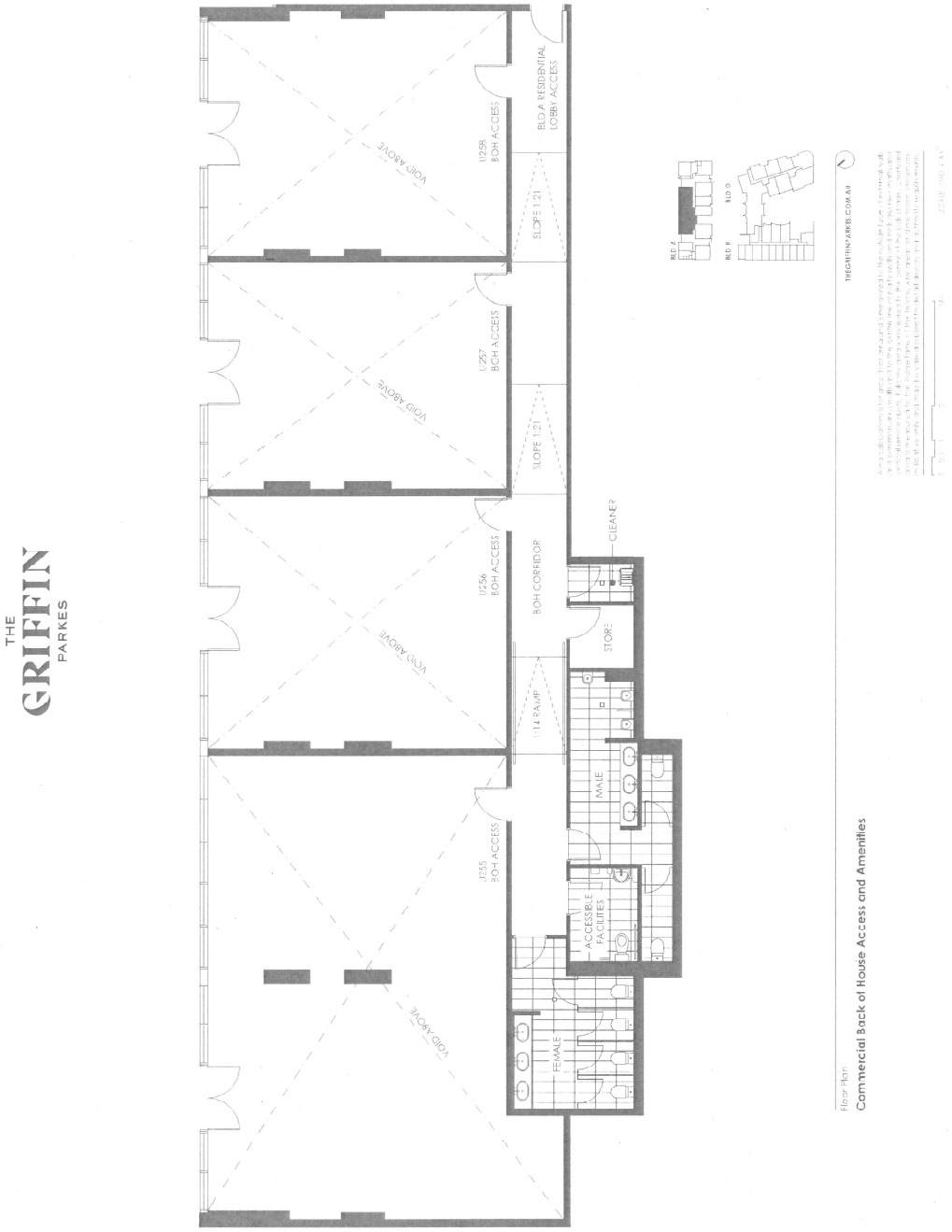
4A Tenancy Hamper Sign (Location as per Signage Intent Plan)

- Sign to meet requirements of *'Signage General Code'*
- Sign to be illuminated - light spill to be managed
- Wording to include:
  - Tenancy Logo / Information
- Materials:
  - TBC - colour to match Architectectural selections

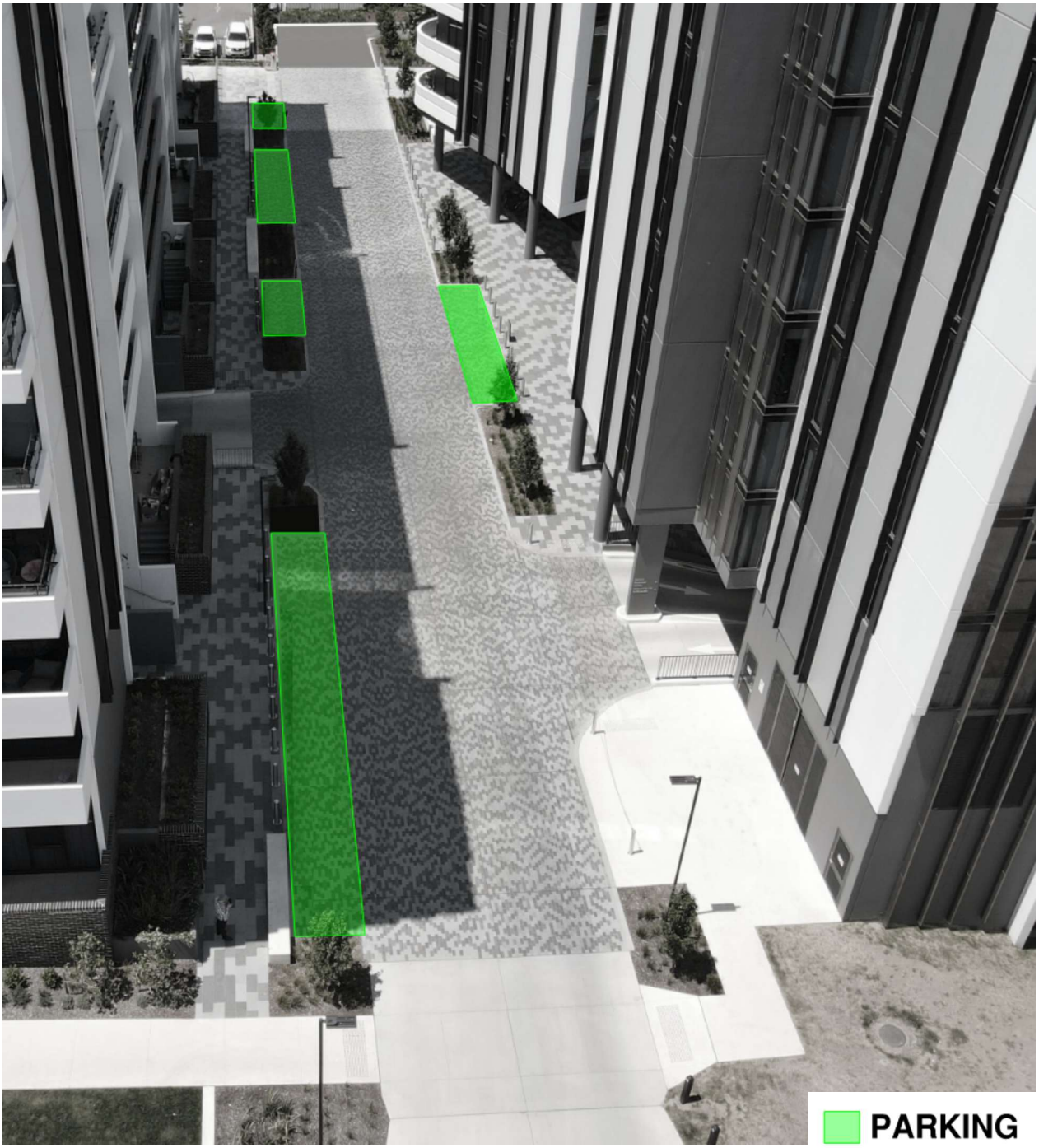
4B Tenancy Window SIgn (Location as per Signage Intent Plan)

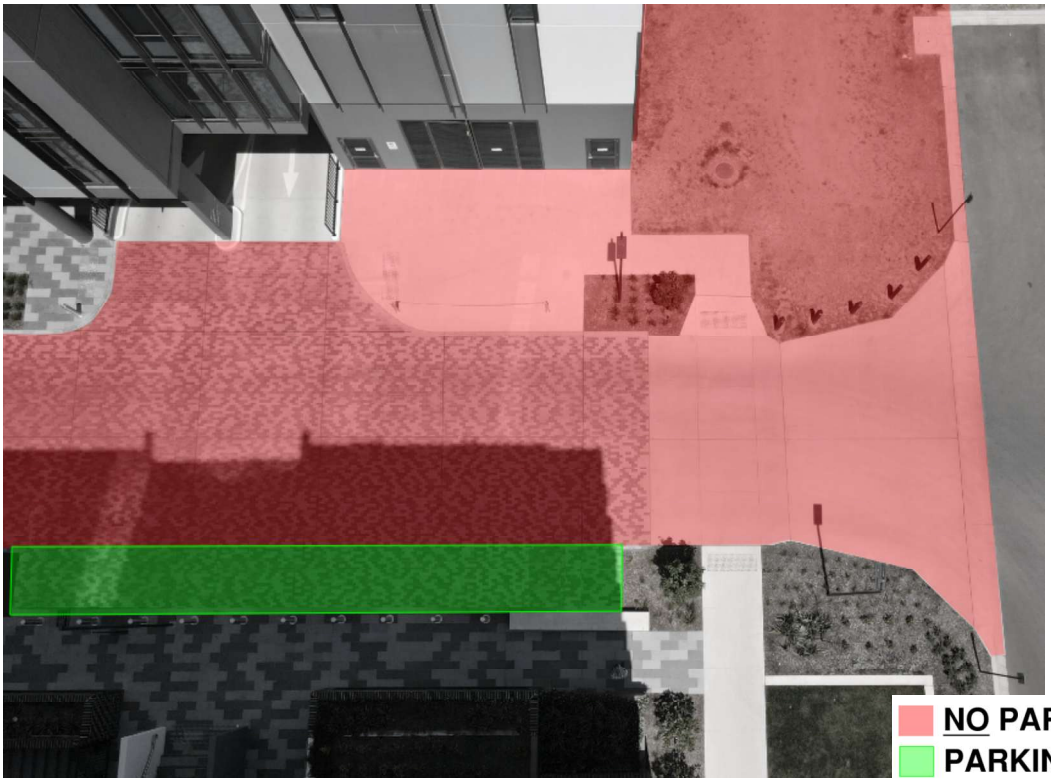
- Sign to meet requirements of *'Signage General Code'*
- Maximum surface area of sign: 25% of the area of the glass panel or panels on which it is displayed

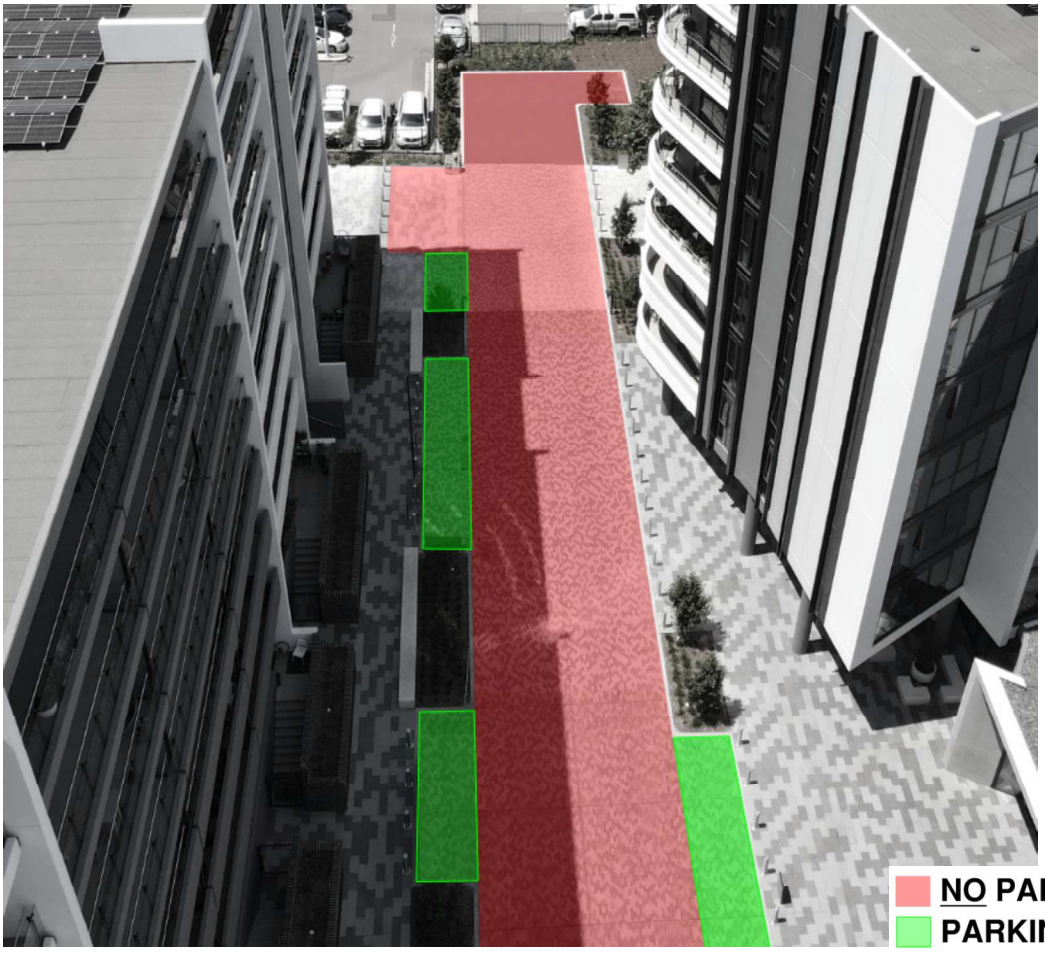
Annexure E - Commercial Toilets



Annexure F – Parking Map




NO PARKING
PARKING


NO PARKING
PARKING


NO PARKING
PARKING

THE GRIFFIN
CONSTITUTION AVENUE

Security in the Griffin Survey

September 2024

Results, Actions and Recommendations

THE GRIFFIN
CONSTITUTION AVENUE

How safe to you feel living in the Griffin?

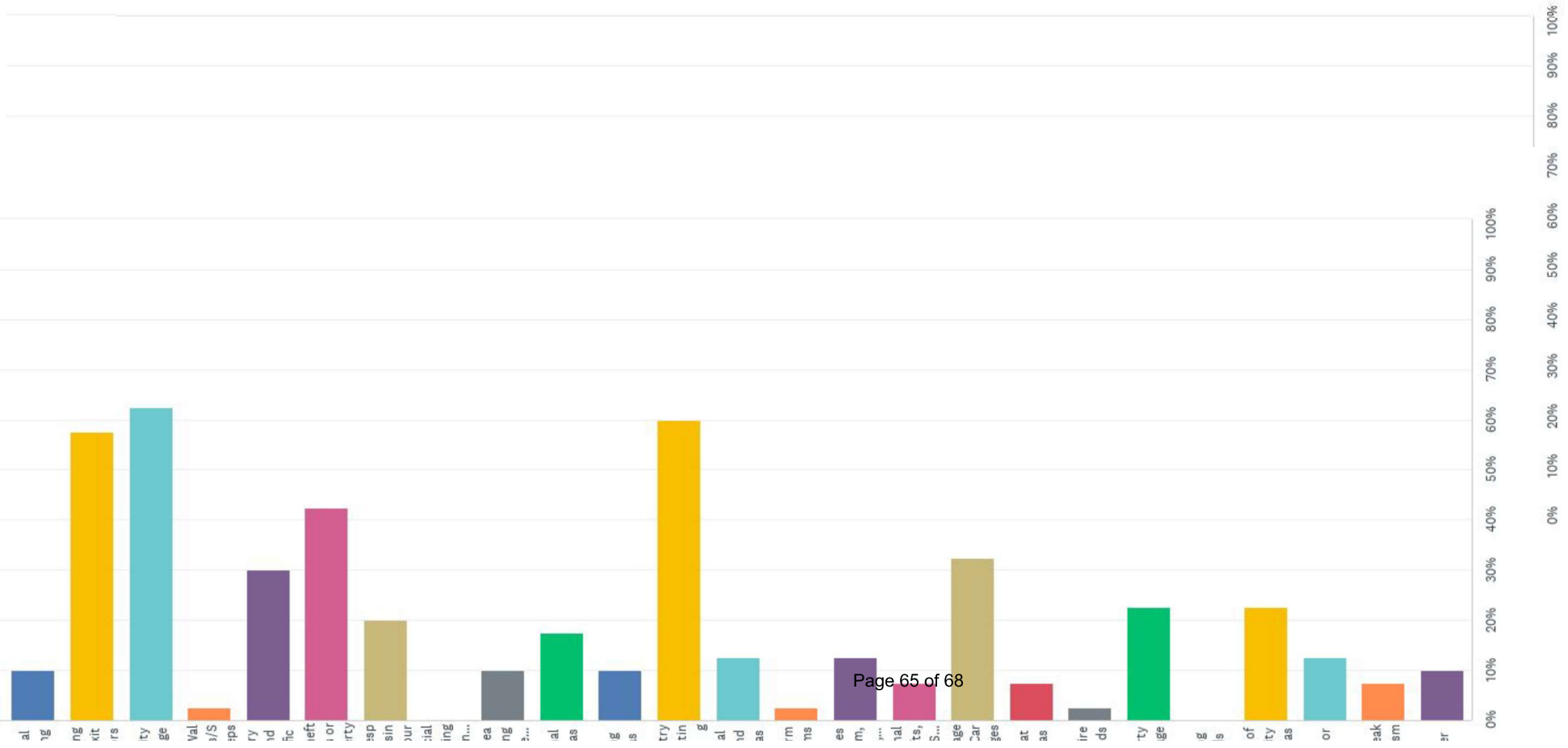
Average rating was 8.3 (83%)

98% rated between 7 – 10

where 10 represents completely safe

THE GRIFFIN
CONSTITUTION AVENUE

Hazards and Concerns



THE GRIFFIN
CONSTITUTION AVENUE

Top Concerns

1. Coverage of Security Cameras
2. Building Access/Exit Doors
3. Garage Door Entries
4. Vandalism & Theft
5. Pedestrian Traffic through Griffin Grounds

THE GRIFFIN
CONSTITUTION AVENUE

Recommendations

1. Secure quotations for additional video cameras
2. Stronger closing exit door mechanisms
3. Faster closing garage doors
4. Vehicle stickers for Griffin residents
5. Increased security signage around complex
6. Promote security to residents regularly

Security Sub-Committee Action

THE GRIFFIN
CONSTITUTION AVENUE

- Recommendations to EC where funds and approvals are needed
- Liaise with Harley Brown, to support rapid resolution
- Committee to list issues for action and track progress
- Report regularly in the Griffin Newsletter

For follow-up or direct contact:

securitycommittee@thegriffin.au

MINUTES OF THE
EXECUTIVE COMMITTEE MEETING 2024

OWNERS UNIT PLAN - 15592

The Griffin
44 Constitution Avenue
PARKES ACT 2600

Held on :

Monday, 02 September 2024 05:00 PM

Held at :

The Griffin - Meeting Room
44 Constitution Ave, Parkes

Or

Online Meeting Link - meet.google.com/mpj-xedm-sjw

MINUTES OF THE EXECUTIVE COMMITTEE MEETING OF UNIT PLAN The Griffin 15592

Held Monday, 02 September 2024 5:00 PM at
The Griffin - Meeting Room
44 Constitution Ave, Parkes

Or

Online Meeting Link - meet.google.com/mpj-xedm-sjw

Present	**Alistair Cohen (Lot 55), Lauren Kasparek (Lot 97), Michael Tarzia (Lot 211), Patricia McDonald (Lot 103), Philip Blackwell (Lot 259), Ronald Richards (Lot 29), Vanessa Ganley (Lot 229)**
Civium Rep(s)	**Monique Bosma (Civium Strata)**
Proxies	**None**
Company Nominees	**None**
Apologies	**None**
Voting Papers	**None**
Other Attendees	**None**
CFM	**None**
Chairperson	**Alistair Cohen**

Meeting Opened 5:00pm

A Quorum was reached

MOTION	Motion for consideration
1	PROCEDURAL MATTERS **1.1 Attendance & Apologies** - Noted **1.2 Declaration of Conflict of Interest** - Nil declared **1.3 Minutes of previous Executive Committee Meeting** - Approved **1.4 Ratification of matters agreed out of session** • Approval to proceed with the proposal from Energy Locals. • Approval to proceed with the quote from Venture Plumbing to replace leaking joints on the stormwater lines in M3. • Approval to issue a third rule infringement notice to Unit 101. • Approval for Unit 79's alterations request to install timber flooring. • Approval to endorse Michael for the EC vacancy and Treasurer position. • Approval to proceed with the O'Neil & Brown quotes for fire defects. **Motion Carried**
2	AGM PREPARATION The Executive Committee discussed and reviewed the draft AGM agenda agenda and draft budget. Civium will prepare a revised draft of the AGM agenda and budget, and circulate to the EC for approval. It was agreed that a Microsoft Teams link will be provided for the AGM for owners that cannot attend in person. **Motion Carried**
3	REPORTS **3.1 Building Manager Report** N/A **3.2 Strata Manager Report** Civium requested instructions from the EC on how to proceed with the execution of Energy Locals' contract. An audit is currently underway, identifying unauthorised alterations to unit entry doors. As part of this audit, nine units have been identified and contacted by Civium. These owners have been asked to complete an Erections & Alterations Form and provide confirmation from the building's fire contractor that the installation is fire compliant, to seek retrospective approval from the Executive Committee. All responses from owners are being consolidated and will be sent to the Committee. Any alterations to a unit entry door that compromises the fire rating will require replacement to ensure compliance, with the total cost being the responsibility of the respective unit owner. The upcoming insurance renewal was discussed. Civium suggested that in future, the Committee leverage their internal insurance team to test the market and manage insurance matters. Civium can negotiate broker fees and commissions, which could result in significant savings for the Owners Corporation. It was also noted that since the Committee currently manages insurance independently from Civium, all insurance matters—including claims, renewals, and other insurance related matters —need to be handled by the Committee. The Committee confirmed that they would like A. Boundy from Civium Facilities Management to organise a meeting to discuss electric vehicles. Lithium batteries can

also be discussed in this meeting.

Civium has also requested items from the Committee for the September newsletter. Articles from both the gardening & social committees will be included.

The Committee advised the invoice for cleaning of graffiti needs to be on-charged to Unit 261.

Civium to source a quote for a full review of tempering valves.

3.3 Chairperson Report

A. Cohen recommended that The Griffin Owners Corporation join the Owners Corporation Network (OCN).

The Committee discussed having a trial period where the waste rooms are left open for residents to dispose of rubbish.

An update on the bike audit was requested and will be provided out of session. The question was raised regarding whether it poses a security risk to have a key to the building publicly accessible on public property (e.g., lockboxes for Airbnbs).

A unit owner has proposed submitting a request to ACT Roads to install signage permitting a U-turn for eastbound traffic at the Constitution Ave traffic lights in front of Building A. The EC endorses this request, and A. Cohen is happy to work with the owner to draft an email to ACT Roads.

The EC discussed the common property thoroughfare to ANZAC Park West, specifically the option of cordoning off the area for the duration of construction. It was suggested to relocate the portaloo to block off this area.

3.4 Treasurer Report

N/A

3.5 Other Reports

- **Gardening Subcommittee**

It has been a busy few months for the GGG. The 800 bulbs & 800 annuals gifted by The Floriade Community are beginning to flower. We thank the Griffin residents who kindly donated their time to help plant them.

The GGG has another working bee scheduled for this coming Saturday the 7th to attend to The Podium & bulb/annual garden beds - the two green bins purchased for the GGG will be utilised for the green waste.

The GGG had also planned a tidying activity along the Griffin Legacy Walk near the Heritage Café for the September working bee but a site inspection identified health and safety issues, so the GGG has suspended our activity in this area.

The GGG was very pleased to see the soil and mulch top up along the driveway gardens to both address health and safety issues and to nourish our gardens. We were disappointed that the contractors commenced work on an unapproved quote (to replenish plants throughout the complex particularly as the irrigation system is still not fully functional). Additionally, the plantings occurred before winter when roots go dormant, and the GGG missed an opportunity to have a Spring planting activity with residents, but we are grateful that the EC and Harley were able to negotiate a good price, and the works have positively enhanced the gardens.

We reached out to University of NSW (UNSW) Canberra City who generously shared

their plans to landscape and plant out the boundary on The Griffin's western side to create a green corridor before their major works begin. This will require the transplanting of the 3 x Crepe Myrtles in this area.

The GGG would like to have increased visibility of the Heritage Café's landscaping plans to:

- Assist with planning to integrate all our gardens in the complex.
- Be aware of planned works to avoid the loss of viable plants and irrigation as occurred when the electricity substation demolished plants and irrigation near the Defence offices.

The GGG would also like to see the port-a-loo relocated from Lawn 3A to enable residents to start to enjoy Spring picnics under the London Plane tree.

The GGG will continue to develop ideas to address the issues where our gardens are unfortunately being impacted by:

- Foot traffic, construction near & around Heritage building East/North/West gardens;
- Cars parking in driveway on newly replenished garden beds;
- Cars parking and compacting the soil near the 3 x crepe myrtle trees west or Building K and 3 x ornamental pear trees west of Building A;
- Pets and cigarette butts impacting garden hygiene

Recommendations

1. EC approve a Budget line item for the GGG of $5000 with an initial release of $1000 to assist with purchase of additional equipment to support maintenance of gardens & upcoming activities.
2. EC to provide the GGG with information re landscaping of gardens around Heritage building re. potential costs, alignment with Griffin gardens & ongoing management for future budget planning.
3. EC to address health and safety issues along northern garden adjacent to Defence carpark due to irrigation pipe exposure & potential damage, further destruction of plants & pedestrian safety risk.
4. EC approve the group distribution email named GGG@thegriffin.au
5. EC to liaise with residents of Building K about the relocation of Crepe Myrtle trees x3 adjacent to Building K. Location to be determined by GGG & Griffin BM
6. EC request the port-a-loo be relocated away from The Griffin's picnic area.
7. EC to liaise with GGG regarding input into any Inside/Outside contract renewal.
8. EC/Civium to remind Griffin Residents & Commercial businesses/staff to respect our beautiful garden by keeping pets away from the gardens & disposing of cigarette waste appropriately via regular notices.

- **Social Subcommittee**

  'Thank God It's Friday' drinks are occurring on 6th September.
  The Griffin Christmas Party is scheduled for 1st December. Further information to be included within the newsletter.
  The Book Club is full.
  The wine appreciation group is in progress; the first event will be in November.

- **Security Subcommittee**

27 August Security Sub-committee meeting minutes.

Attendence: Shane Byrne, Eric Leape, Alistair Cohen

- **Actions Completed:**

AGREED we should move the spare keys from the lobby to a more secure location**. Completd**

DISCUSSED Visitor car parks are being abused on a regular basis. This will get worse once construction starts next door and all commercial units are established**. Noted – no action**

DISCUSSED the importance of public lighting on the public thoroughfare to Commonwealth Park & Unit 261**. Noted – no action**

AGREED we should not use the security budget for basement swipes and instead should look to redirect those funds for security purposes if possible**. Noted – action as follows**

- **Priority Actions allocated, not completed:**

AGREED rectify all defective/misconfigured locks in fire exits irrespective of outstanding defect status**. SB/HB to review status**

DISCUSSED options for what we could use instead:

Before spending any funds, survey the existing grounds and conduct a formal security risk assessment **EL (by A.G.M. date tbc)**

Before spending any funds, survey existing residents via a questionnaire to identify existing risks and hazards and their suggestions to remediate **EL (by A.G.M. date tbc)**

- **Funds could be allocated to:**

Additional Cameras in the basements, fire exits,

Automatic Number Plate Readers

Mobile Phone repeaters in the basement (as there is no coverage down there, and public wifi will complicate matters).

- **Actions allocated, not completed:**

DISCUSSED creating Standard Operating Procedures for residents to know who to contact in an Emergency**. SB**

DISCUSSED basement storage as a concern for theft and fire:

Suggestion: public awareness campaign discouraging the storing of unsecured valuables & spare keys**. SB/HB**

Suggestion: public awareness campaign encouraging residents to permanently mark items stored in the basement**. SB/HB**

- **New items of note from the meeting**

DISCUSSED blind spots of CCTV system considering Sunday 25th break-in and theft incidents. *Refer attached digital plan*.

Suggestion: ahead of outcomes from surveys consider “blind” camera deterrent**. EL**

DISCUSSED Impact of UNSW ownership of Griffin's entry driveway (and the future vehicular entry-only access from Parkes Way)

	DISCUSSED Security and safety impact of people parking in CIT dirt car park, then walking through Griffin easement (between Building and Buildings O&K) and over Griffin gardens - suggestions were discussed to pave garden area near Pavillion and/or to install signage on Private Property areas **DISCUSSED** - Cost of upgrading electrical facilities to allow additional EV charging outlets in Griffin garages - **referred to EC** **DISCUSSED** - Develop Griffin car stickers that can be fitted to windscreens of residents' vehicles (to enable local residents to identify legitimate vehicles entering garages and to facilitate faster scanning of video footage of cars if/when we have incidents) • **Rules Subcommittee** The EC reviewed the draft rules prepared by the Rules Subcommittee. After some further amendments, the draft rules will be sent to all owners for review before the AGM agenda is issued. **Motion Carried**
4	**MATTERS FOR COMMITTEE APPROVAL** 4.1 The EC agreed to undertake the same process as last year for the EC nominations and General Business questions/topics. Civium will send an email to all owners to seek expressions of interest for EC nominations and General Business items. 4.2 The EC agreed to join the OCN with the annual membership of $547. 4.3 The EC agreed to grant residents free access to the bin rooms on a trial basis until the next EC meeting, unless misuse of the bins occurs. **Motion Carried**
5	**OTHER BUSINESS** N/A. **Motion Carried**

There being no further business the chairperson declared the meeting closed at 06:40 pm
Dated: 2 September 2024
Issued by Civium Property Group for and on behalf of the Owners Corporation.

MINUTES OF THE
EXECUTIVE COMMITTEE MEETING 2024

OWNERS UNIT PLAN - 15592

The Griffin
44 Constitution Avenue
PARKES ACT 2600

Held on :

Monday, 29 July 2024 05:00 PM

Held at :

The Griffin - Meeting Room 44 Constitution Ave, Parkes

Or

Online Meeting Link - meet.google.com/vbf-kahj-dut

MINUTES OF THE EXECUTIVE COMMITTEE MEETING OF UNIT PLAN The Griffin 15592

Held Monday, 29 July 2024 5:00 PM at
The Griffin - Meeting Room 44 Constitution Ave, Parkes

Or

Online Meeting Link - meet.google.com/vbf-kahj-dut

Present	**Alistair Cohen (Lot 55), Lauren Kasparek (Lot 97), Patricia McDonald (Lot 103), Philip Blackwell (Lot 259), Ronald Richards (Lot 29), Vanessa Ganley (Lot 229)**
Civium Rep(s)	**Monique Bosma (Civium Strata)**
Proxies	**None**
Company Nominees	**None**
Apologies	**None**
Voting Papers	**None**
Other Attendees	**None**
CFM	**Olivia McKay (Civium Facilities Management)**
Chairperson	**Alistair Cohen**

Meeting Opened 5:00pm

A Quorum was reached

MOTION	Motion for consideration
1	PROCEDURAL MATTERS **1.1 Attendance & Apologies** - Noted **1.2 Declaration of Conflict of Interest** - Nil declared **1.3 Minutes of previous Executive Committee Meeting** - Approved **1.4 Ratification of matters agreed out of session** • Unit 101 Second Rule Infringement Notice • Approval to reimburse A Cohen $2,000 for legal expenses incurred for PPO application, under Section 47 of the Unit Titles Management Act **Motion Carried**
2	REPORTS **2.1 Building Manager Report** The EC discussed the quote from Signworks for line marking to have the bitumen hatched and signed with "No Parking," as well as the installation of bollards outside the building's electrical transformer to deter parking. The NCA has confirmed that the Owners Corporation can proceed with the line marking without their approval. Civium will submit a request to Access Canberra via Fix My Street to see if they can monitor parking along the easement. Additional signage in relation to parking has been deferred until discussions are had with Access Canberra. The EC discussed the quarterly cleaning and disinfecting of the artificial grass in the podium area, particularly due to pet use. The quote for the installation of a dog waste bin was discussed, and the EC agreed not to proceed at this point in time. Civium will send the report completed on unapproved alterations to unit entry doors to the EC and will directly liaise with the respective owners to seek retrospective approval for these alterations. It was noted that any damage caused to common property, particularly if the installation has compromised the fire integrity of the unit entry doors, will be the responsibility of the unit owner to cover the door replacement costs. The EC discussed the quote for installing pet safe rodent baiting stations and the quarterly replenishment of these stations. It was noted that the contractor will provide reports following each service, which will identify areas of high and low rodent activity. It was noted that the quote for the preventative maintenance of the boiler system has not yet been sent to the EC but will be distributed out of session. The EC discussed the quotes from O'Neil & Brown Fire for rectifying fire faults and agreed that Civium will obtain a comparative quote for the repairs. **2.2 Strata Manager Report** The EC discussed an Alterations Application from Unit 201 to install a power point in their parking space for charging an electric vehicle. At this stage, the EC agreed to propose further research by a Sub Committee to consider a holistic approach to EV charging for the building. A. Boundy from Civium Facilities Management will provide guidance and information to the EC on this matter. The EC discussed the noise complaint received from an owner regarding the cafe. The EC agreed that no further action will be taken, and Civium will provide a response to the owner.

It was noted that Energy Locals has provided a proposal for ongoing energy supply to the building. The EC agreed that Civium will seek comparative proposals for their consideration.

The recent notice regarding noise and parking will be posted to C-Hub.

It was also noted that the vacant position on the EC remains unfilled. The EC agreed that Civium will contact all owners to seek expressions of interest for the Treasurer position until the AGM, at which time the EC will be re-nominated.

2.3 Chairperson Report

The EC discussed the quote for a pool cleaner robot, which had previously been put on hold pending a better understanding of the financial position.

Civium had previously completed a report on all signage (paper/laminated signage) within The Griffin. It was agreed that there is an owner that will assist the EC by providing input on suggested signage. Once the input is received and reviewed by the EC, quotes will be obtained to replace all current signage.

2.4 Treasurer Report

It was noted that monthly insurance payments are not reflected within the Insurance Building GL Code in the financials. Civium will investigate this and report back to the EC.

Civium will circulate the recent cash flow forecast to all EC members for their review.

Feedback received included a request to add projected expenditure and total debt & total positive balances related to owner levies to the C-Hub financial report page.

2.5 Other Reports

- **Gardening Subcommittee**

  Tulip bulbs have been planted and are beginning to sprout.

- **Social Subcommittee**

  The Christmas in July event was a success.

  Sign-up sheets for the upcoming wine appreciation tasting and book club have been displayed. A QR code for signing up for regular updates is posted on the mailroom notice boards.

  The Social Subcommittee's items, such as paper cups and plates, will be stored in the meeting room cupboards.

  The monthly social drinks are scheduled for two weeks from now.

- **Security Subcommittee**

  The Security Subcommittee met in 17th June 2024. Minutes below:

- **AGREED** we should move the spare keys from the lobby to a more secure location.
- **AGREED** rectify all defective/misconfigured locks in fire exits irrespective of outstanding defect status.
- **DISCUSSED** Visitor car parks are being abused on a regular basis. This will get

	worse once construction starts next door and all commercial units are established. • **DISCUSSED** the importance of public lighting on the public thoroughfare to Commonwealth Park & Unit 261. • **DISCUSSED** creating Standard Operating Procedures for residents to know who to contact in an Emergency, • **AGREED** we should not use the security budget for basement swipes and instead should look to redirect those funds for security purposes if possible. • **DISCUSSED** options for what we could use instead: ◦ Before spending any funds, survey the existing grounds and conduct a formal security risk assessment ◦ Before spending any funds, survey existing residents via a questionnaire to identify existing risks and hazards and their suggestions to remediate ◦ Funds could be allocated to: ▪ Additional Cameras in the basements, fire exits, ▪ Automatic Number Plate Readers ▪ Mobile Phone repeaters in the basement (as there is no coverage down there, and public wifi will complicate matters). • **DISCUSSED** basement storage as a concern for theft and fire: ◦ **Suggestion:** public awareness campaign <u>discouraging</u> the storing of unsecured valuables & spare keys. ◦ **Suggestion:** public awareness campaign encouraging residents to permanently mark items stored in the basement • **Rules Subcommittee** The final draft of the proposed rules will be circulated to the EC for review. **Motion Carried**
3	MATTERS FOR COMMITTEE APPROVAL 3.1 The EC approved quote 65854 from SignWorks for $5,577.00 for line marking and the installation of three bollards, with the exclusion of the line marking along the side of Building K & O. The EC agreed to include No Smoking signs in front of the commercial lots. 3.2 The EC approved a Rule Infringement Notice to Unit 21 for Rule 1.7. 3.3 The EC agreed that A. Cohen and R. Richards will handle the quarterly cleaning of the artificial grass in the podium area. Any costs associated with purchasing cleaning products will be reimbursed by the Owners Corporation. 3.4 The EC approved quote 25121 from A1 Pest Control for $995 the installation of pet safe rodent baiting stations, and quarterly replenishment of the stations for $395 per service. 3.5 The EC approved quote 2919 from Pristine Pools for the purchase of a pool robot for $3,799.00 in principle, noting the quote is expired and may need to be revised. **Motion Carried**

4	OTHER BUSINESS • A reminder will be sent to all residents regarding fire evacuation procedures, including a request for those with mobility issues to notify Civium. • The EC agreed to disable the community discussion feature on C-Hub due to ongoing breaches of the moderation policy. • Civium will send a reminder to owners to use Civium as their primary point of contact for all matters. The EC email address should only be used as a point of escalation if necessary, as the EC members are volunteers and may not always respond quickly. • Civium will also notify residents that if they lose their keys, fobs, or remotes, they should immediately inform Civium to ensure they can be deactivated. Civium will request a copy of the key register from Canberra Locksmiths. • The next EC meeting is scheduled for 2 September 2024 to review AGM documents. In the meantime, Civium will begin preparing a draft agenda and budget. **Motion Carried**

There being no further business the chairperson declared the meeting closed at 06:45 pm
Dated: 29 July 2024
Issued by Civium Property Group for and on behalf of the Owners Corporation.

civium

MINUTES OF THE

EXECUTIVE COMMITTEE MEETING 2024

OWNERS UNIT PLAN - 15592

The Griffin

44 Constitution Avenue
PARKES ACT 2600

Held on :

Monday, 13 May 2024 05:00 PM

Held at :

The Griffin - Meeting Room
44 Constitution Ave,
Parkes

civium

MINUTES OF THE EXECUTIVE COMMITTEE

MEETING OF UNIT PLAN The Griffin 15592

Held Monday, 13 May 2024 5:00 PM
at The Griffin - Meeting Room
44 Constitution Ave, Parkes

Present	**Alistair Cohen, Lauren Kasparek, Patricia McDonald, Philip Blackwell, Ronald Richards, Sumit Kundu, Vanessa Ganley**
Civium Rep(s)	**Monique Bosma (Civium Strata)**
Proxies	**None**
Company Nominees	**None**
Apologies	**None**
Voting Papers	**None**
Other Attendees	**Shane & Leigh Byrne (During Gardening Subcommittee Report)**
CFM	**Harley Brown (Civium Facilities Management)**
Chairperson	**Alistair Cohen**

Meeting Opened 5:00pm

A Quorum was reached

MOTION	Motion for consideration
1	**PROCEDURAL MATTERS** **1.1 Attendance & Apologies** - Noted **1.2 Declaration of Conflict of Interest** - Nil declared **1.3 Minutes of previous Executive Committee Meeting** - Approved **1.4 Ratification of matters agreed out of session** • Unit 101 Rule Infringement Notice • Endorsement of Philip Blackwell to the Executive Committee **Motion Carried**
2	**REPORTS** **2.1 Building Manager Report** Consolidated in the attached Report. **2.2 Strata Manager Report** Consolidated in the attached Report. **2.3 Chairperson Report** Consolidated in the attached Report. **2.4 Treasurer Report** S Kundu to provide an outgoing report to the EC prior to resignation from the EC. The purchase of additional garage door springs is to be relocated to Administrative Fund. **2.5 Other Reports** • **Gardening Subcommittee -** Report attached. • **Social Subcommittee** - Report attached. • **Security Subcommittee** - Nil updates. • **Rules Subcommittee** - Initial draft of the Rules has been completed and the next steps are in progress. **Motion Acknowledged**

3	**MATTERS FOR COMMITTEE APPROVAL** 3.1 The EC agreed to proceed with quote HZ167661 from ACT Doorland to: • To supply and deliver one complete spare curtain to be left on site - $7,315 • To upgrade Roller Shutter to Direct Drive Springless model for increased service life - $1,122 3.2 The EC agreed that Alistair Cohen will assume the position of Treasurer starting on May 21, 2024, while the committee discusses the vacancy and how it will be filled. 3.3 The EC agreed that the 'Garden Club' can acquire two green bins at $50 per bin with Civium arranging acquisition. **Motion Carried**
4	**OTHER BUSINESS** No other business noted. **Motion Open**

There being no further business the chairperson declared the meeting closed a 06:50pm
Dated: 13 May 2024
Issued by Civium Property Group for and on behalf of the Owners Corporation.

THE GRIFFIN
CONSTITUTION AVENUE

STRATA & BUILDING REPORT

44 Constitution Ave, Parkes

Task	Description	Status
Tailgating / Junk Mail	Email sent to the EC regarding tailgating into the building as a resident had recently raised concerns about members of the public following residents into the building to put junk mail in letterboxes. The EC agreed that this was extremely difficult to control and police, and agreed at this stage, ongoing security reminders will be sent to residents.	Closed
Screens in Foyers	'Habitat Channel' has offered to attend site and provide a proposal for TV/screens in the foyer area and mailroom. The EC agreed to not proceed with this, noting the TVs would have advertisements on them. It was agreed that when funds permit, the OC could look into purchasing their own screens for communication. However, the EC agreed communications via C-Hub, lift notices, etc are working well.	Closed
Potential Car wash bay	Proposal of the turn around bay doubling as a car wash bay to be discussed by the EC. Venture Plumbing has advised the cost will be in the vicinity of $20,000. The EC agreed to close this item.	Closed
External lights	The lights have been reset and are now operating as intended. Harley will continue to monitor these. They may have tripped due to water ingress in the fitting, but if it happens again Harley will isolate the issue so that the building security isn't compromised.	Completed

Task	Description	Status
Trade waste leak	This has been rectified and the bill will be on-charged to the cafe.	Completed
Sauna Lights	Rectified by Harley. These are oven lights and Harley has spares kept on site for when they need to be replaced in the future.	Completed
Level 4 Building O Refuse doors	Rectified by Harley.	Completed
B3 Common Power	Has been isolated as some residents were charging their cars using common property power.	Completed
Warranty Claim on Dyson Airblade in commercial toilets	New unit installed and working.	Completed
Warranty Claim on Downlights in Lobby	New lights have been installed under warranty and an extra one was also delivered as a spare. There were a few light strips in front of the stairs in the foyer that Harley re-anchored into the ceiling.	Completed
Trip Hazard in Foyer	Civium has sent suggested solutions to the EC. Harley suggests the best option is 15mm polished steel angle to increase the depth perception and maintain the aesthetic of the stone slab. The EC agreed with this approach.	Completed
Standard Signage for Lifts	Requested that all lift notices have a reminder regarding the move in/out process.	Completed
Concrete debris in Unit 41 carapace	Civium has sent the Owner an email. Harley has chipped away the excess concrete with his tools. Concrete that is falling is left over slurry from the form work.	Completed

Task	Description	Status
Bug Zapper in Bin Rooms	Installed in the waste room for building A where the trade waste storage is. Alistair Cohen confirmed the zapper currently in the waste room belongs to him, and Civium are to organise one.	In Progress
Replacement Garage Door Springs / Door	Quote obtained from ACT Doorland to replace the garage door and sent to EC. The EC approved the quote from ACT Doorland, and agreed for ACT Doorland to undertake the quarterly service of the door moving forward, opposed to Capital Doorworks. Purchase to be paid from the Sinking Fund.	In Progress
Vacancy on the EC and Treasurer position (as of 21st May)	The EC will discuss the upcoming vacancy on the EC out of session. Alistair will assume Treasurer position in the interim.	In Progress
Deed of Release - Energy Trade	Energy Trade has provided a Deed of Release to reimburse the OC $8,470.50 ex GST. Civium to have further discussions with Chase and Energy Trade, particularly noting what will happen if the same incident occurs again.	In Progress
Adding Readers in Basement Lift	As agreed at the AGM quotes sent to EC, and Civium has followed up with the EC on several occasions. Civium will send a reminder email to the Security subcommittee to review the quotes and provide a recommendation to the EC.	Awaiting EC Instruction
Garden backfill/upkeep	Quotes obtained and shared with the Gardening subcommittee. Darren from IOFS has met with the committee and has done an extensive walk around.	Awaiting EC Instruction

Task	Description	Status
	The first quote from IOFS is currently being reviewed by the Gardening subcommittee. The quote is to backfill the garden beds within the driveway, as they have sunk.	
Security Cameras	Civium suggests the security committee explore additional security cameras around the exterior of the building. Current camera positions do not capture a lot and having additional cameras will act as a deterrent as well. There have been issues with stolen goods such as packages and bikes. To be discussed by the Security subcommittee.	Awaiting EC Instruction
Linemarking	Quote requested from Signworks to have the bitumen hatched and signed with no parking in the yellow line marking paint. Civium is currently in contact with the NCA to seek their approval.	In Progress
Bin Tow Hitches	4 x sets have been ordered. To ensure more bins are in circulation.	In Progress
Bin Compactors	Harley to commission/follow up if not working.	In Progress
GPO Covers	Harley to do count up and obtain a quote from POPES Electrical to supply and save install costs for the OC.	In Progress
Basement Cleaning	W/O issued to IOFS. Currently waiting on a date, noting 2-3 weeks notice will be required to notify residents. IOFS currently have a backlog, which is causing the delay.	In Progress
Update on Rules	In progress with the Rule Subcommittee.	In Progress

Task	Description	Status
June Newsletter	Draft has commenced.	In Progress
Air Con Service	Currently waiting on a full report. It has been confirmed that there are 6 units that are defective as the units are non serviceable, and another 3 have separate issues which are being resolved between the unit owners and ROC.	In Progress
Gas Bill - Energy Australia	Civium is working with Energy Australia to ascertain what happened with the high gas bill. The bill notes the meter reading was an estimate, and Harley has confirmed the meter is actually higher than what is on the bill. The bill may be so high due to the ambient temperature set at 20 degrees.	In Progress
Management of Parking	Quote requested for signage from Ochre Trades.	In Progress
Unit 101 Rule Infringement Notice	Rule Infringement Notice has been issued. Monique to send a notice to all Owners regarding modifications to doors (and process for seeking approval for renovations as a reminder) Harley to do a building walk through to confirm other breaches and unauthorised installations.	In Progress
Investigate Why Steam Room is Malfunctioning	Condensation issues, potential to add an exhaust fan to fun on a 15 min timer after use to. Civium to seek quotes.	In Progress
Building O Noise Transmission	Civium is currently investigating further.	In Progress
Water ingress at the podium entry and next to the lift shaft on level 1	This has now been repaired. We believe the issue has been resolved but will not be able to confirm until heavy rainfall. Once we know the repairs have rectified the leaks, we will begin the repair process of the restaurant damage. Ongoing rectification being completed by Chase.	In Progress

Task	Description	Status
Building A Level 8 Cracking	Precast contractors and engineers will attend to begin repairs roughly in a month. This will also include level 7 on the eastern side of the building. This is not a structural issue, as deemed by the engineers and is purely cosmetic. Harley is currently in conversation with traffic control as the road will need to be closed to facilitate these works.	In Progress
Dog Waste Bin	Quote received from supplier and will be sent to the EC for review.	In Progress
Barrel change for cold room storage and commercial corridor	Currently working with Canberra Locksmiths, and trying to have it repaired as a defect.	In Progress
Leak in Gym	Suspected to be coming from the AC unit, potentially a drainage issue. Chase is aware and is scheduling repairs.	In Progress
Pool Skirting Tile	Building settlement has caused some tiles in the area to become uneven. Works scheduled for 21/05/24. The pool, sauna and steam room will be closed for several days to facilitate the works. Notice has been sent to all residents.	In Progress
Previous leak into MSB from fire system	Harley to double check the repairs are compliant.	In Progress
Pest Control	Rodents have been seen in the foyer of Building A and the fire pump room. Waiting on quotes for petsafe bait stations and preventative maintenance.	In Progress
Bollards	Quotes to install more bollards outside of the building's electrical transformer to deter parking.	In Progress
Podium Fake Grass	Requested a quote from IOFS for quarterly cleans and to disinfect the area.	In Progress

Task	Description	Status
Peak Consulting Defect Report	Civium to organise the final defect report.	In Progress
Water for gardening committee	Currently no accessible tap for the committee to access water. Civium has asked Venture Plumbing to quote the install of a tap outside the waste room as this seems to be the cheapest/most sensible area. The tap will be installed within the gardening shed within the waste room for ease of access to the gardening committee.	In Progress
Bin collection	The current arrangement with the bins allows them to linger and the smell travels into units for the eastern side of building A. Civium will ask Veolia what can be done regarding this as they will not enter the waste room to collect bins. Civium will speak to the NCA regarding potential shelter for the smell traveling up the building.	In Progress
Bins	3 x waste bins were supplied and are not compliant due to the design and location of collection. Civium's New Business department to see if there are any new developments able to purchase these.	In Progress
PPM Tracking Sheet	Harley to organise PPM tracking sheet with schedules trades etc	In Progress

Gardening Subcommittee Report

The EC noted that the ‘Garden Club’ held a successful working bee followed by drinks on 20 April.

The EC agreed that the ‘Garden Club’ can acquire two green bins at $50 per bin with Civium arranging acquisition.

The EC noted the proposed arrangements between the gardening contractors and the ‘Gardening Club’ and ***noted and agreed*** that areas needing attention are:

- Soil regeneration and nutrient supplementation for plants in garden beds;
- Driveway garden beds all need loose mulch replenishment to prevent a tripping hazard;

The EC agreed that the priority was to fix the irrigation system, and, to this end, the gardening contractor has undertaken to provide a quotation for rectification work which will be submitted for EC approval. The Griffin Building Manager (Harley) is coordinating the identification of irrigation issues with contract gardeners.

The EC noted and agreed that the ‘Garden Club’:

- Submitting an application to Floriade for planter boxes that could be placed on the Constitution Avenue forecourt (as approved and managed by the NCA/Floriade groups annually within the NCA managed precinct for Floriade) and planted with bulbs donated for the purpose.
- Lodging a formal request with The UNSW Development group (who will liaise between NCA/ACT Gov who in combination own/control the car park space until such time as UNSW take ownership through future stage expansion of the land) to begin green planning of West Bldg K.
- Removing or relocating the dead Fern Tree's Sth Bldg O;
- Removing of dead plants in garden bed(s) East Bldg O (drowned by excess water from the irrigation leaks); and
- Removing of the dead ornamental pear West Bldg A (with view to replacement).

Social Subcommittee
Report

We have six wonderful volunteers for the Social subcommittee.

Actions for the EC on 13 May from the April Sub-Committee

meeting:

- ➔ Check with EC if there is a budget line item to potentially subsidise some social events. Result: Yes, events might be raised with the EC and some contingency funding might be available.
- ➔ Check with EC on charity aspects of the Griffin 'Social Club' (gold coin donations, food
  and clothing drives etc). Result: Not raised due to time.
- ➔ Agreement that Winter Drinks "Christmas in July" theme should be out first event. Result: Agreed.

Communications:

We discussed using email & mailbox drop, CHub, Newsletter, Flyers and an 'opt-in' email marketing platform. Result: EC agreement

Kimberley is more than happy to manage the marketing for all events.She has confirmed that there is an email marketing platform, with many features, that is free for the first 500 subscribers. It's a platform she familiar with and could have up and running relatively quickly once we have the all clear to proceed. Result: EC Agreement

Potential Events/Social Groups the Sub-Committee

discussed Events:

- ➔ Seasonal drinks
- ➔ Wine Tastings (in-house & external)
- ➔ Trivia Nights
- ➔ Movie and/or restaurant outings
- ➔ Live Shows - Sydney and Canberra options
- ➔ Lake events - including Griffin teams for fund-raising such as Relay for life etc.

Groups:

- ➔ Book Group
- ➔ Games Group/s (eg. Bridge, Marjong)
- ➔ Walking Group
- ➔ Wine Appreciation Group

We will advertise for volunteers to run some of the social groups shortly. We already have some sub-committee members who have put their hand up to coordinate specific

events/groups.

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MINUTES OF THE

EXECUTIVE COMMITTEE MEETING 2024

OWNERS UNIT PLAN - 15592

The Griffin

44 Constitution Avenue
PARKES ACT 2600

Held on :

Thursday, 22 February 2024 05:00 PM

Held at :

The Griffin - Meeting Room
44 Constitution Ave,
Parkes

MINUTES OF THE EXECUTIVE COMMITTEE MEETING OF THE OWNERS CORPORATION OF UNIT PLAN The Griffin 15592

Held Thursday, 22 February 2024 5:00 PM at
The Griffin - Meeting Room 44 Constitution Ave, Parkes

Present	**Alistair Cohen, Lauren Kasparek, Patricia McDonald, Ronald Richards, Sumit Kundu, Vanessa Ganley**
Civium Rep(s)	**Monique Bosma (Civium Strata)**
Proxies	**None**
Company Nominees	**None**
Apologies	**Phillip Beattie**
Voting Papers	**None**
Other Attendees	**None**
CFM	**Alex Boundy (Civium Facilities Management), Rahul Chamlagain (Civium Facilities Management)**
Chairperson	**Alistair Cohen**

Meeting Opened 5:00pm

A Quorum was reached

MOTION	Motion for consideration
1	**PROCEDURAL MATTERS** **1.1** Attendance & Apologies - **Noted** **1.2** Declaration of Conflict of Interest - **Nil declared** **1.3** Minutes of previous Executive Committee Meeting-**Approved** **1.4** Ratification of matters agreed out of session: • Approved to arrange for a handyman to adjust the rear manual doors of Building A to securely close. • Approval to endorse the insurance policy based on the new building sum insured. • Approval to proceed with Quote 15459 from ON&B for fire defect repairs, totaling $11,176.00. • Alteration request from Unit 43 & 83 for the installation of a smart lock on the unit entry door, confirmed as compliant by ON&B. • Decision to shift to a bi-monthly frequency for EC Meetings. • Approval to proceed with Quote 1316 from Shane's Glass for the broken mirror in Building A West lift, amounting to $1,265. **Motion Carried**

2	**REPORTS** **2.1 Chairperson Report** Complaints were received about odors and bugs near the bins, especially on the side of Building A. A suggestion was made to install bug zappers to prevent bugs from entering the chutes and the building. It was also noted that ACT Wheelie Bins will undertake bin cleaning. Rahul to follow up on bin rotation again (Chase are on the correspondence) Civium to confirm scope of TCCS / Veolia / Commercial bins needs to be clarified Noise complaints from Building A's roof, potentially related to commercial exhaust, were reported. Civium will investigate further to identify the source of the noise. Special levies from commercial units for toilet and waste cleaning were reallocated to offset the respective expenditures within the financial statement. Some contracts are missing from the C-Hub Library which Civium will upload. The Rules Sub Committee will be promptly reestablished, with community consultation in the coming weeks. Drafted rules will be reviewed by the EC before voting at a General Meeting. **2.2 Treasurer Report** M Bosma and S Kundu met to explore day-to-day account options with interest earning potential. S Kundu further discussed possibilities with Civium's Head of Finance, considering setting up a Sinking Fund in a term deposit with an interest rate between 4-4.5%. S Kundu to submit a proposal and further information to the EC for discussion. The Treasurer and Chairperson will have read-only access to the Owners Corporation bank statement through Macquarie Bank. The financial statement shows Special Levy Income totaling $20,779.97, attributed to special levies for commercial unit cleaning and waste collection. The overall Levy Income of $376,538.03 encompasses all levy income for the reporting period, including budgeted and special levies, to be confirmed out of session. S Kundu acknowledged financials are tracking well against the budget. S Kundu aims to review Inside Outside Facility Services, with attention to payment terms. It was noted that the next levies fall due on 1 March 2024.

2.3 Building Manager Report

Civium suggested the installation of tow hitches on Owners Corporation bins ($330 each) to facilitate easy movement, with plans to increase the number of bins picked up at once from 6 to 9. Sunday bin rotation services might be discontinued after the implementation of the rotating system.

The faulty compactor is being addressed by Civium, with follow-up by JD MacDonald and additional investigation by Alex.

Pending EC approval, GPO Covers are still awaiting confirmation, with Civium seeking a quote from Maritex.

A final reminder will be sent to Owners regarding the bulk air conditioning service, emphasising the importance of opting in and highlighting potential restrictions in coordinating one-time access to external units on the roof.

Chase resolved the stormwater overflow issue by resealing, preventing flooding in affected areas.

Pool services, including the consideration of a pool robot, were temporarily put on hold to monitor financials for a few months to see how the contingency is tracking. It was noted that Total Pools recently conducted a thorough cleaning of the pool.

The steam room was reported malfunctioning and will be investigated by Civium, suspecting potential tampering by residents.

Civium will respond to queries on C-Hub regarding recent spider spray to windows, clarifying that the spray was applied only to the non-accessible windows that were cleaned. Owners are responsible for cleaning and pest control on accessible windows, including balconies.

2.4 Strata Manager Report

A letter has been issued to NCA concerning stormwater infrastructure, but as of now, no response has been received.

The Griffin Booking System is now operational, enabling owners to reserve the library and meeting room.

Civium is currently in the process of organising a bulky waste collection scheduled for 10th April, with 12 residents signed up. A basement clean will be scheduled after the bulky waste collection.

Civium has arranged EC Training noting a few Griffin EC Members are attending; a webinar will be created for those not attending in person and the session will be available on Civium's Training Centre.

M Bosma suggested creating standard signs for lifts, to be rotated when there are no important updates or building works to be communicated. Suggestions for standard lift notices included general community living etiquette reminder, fire safety in high rise buildings, security reminders, move in process, etc.

A QR Code for Gym Equipment maintenance will be operational next week.

Civium will commence drafting the March edition of the newsletter.

M Bosma noted if there is a homeless person found on common areas, the only action that can be be taken by the Owners Corporation is contacting the police who will move them along.

M Bosma requested an update from the Committee regarding the lift fob readers for the basement, that was approved at the AGM. It was noted the Security Sub Committee will meet to review the comparative quotes that were obtained.

2.5 Other Reports

Gardening Sub Committee:

The Gardening Sub Committee met and discussed how the group could improve and maintain The Griffin gardens. The group suggested the following:

- Working with building manager/ contract gardeners to identify areas of concern;
- Assisting with any additional planting, garden bed maintenance (particularly if storms cause debris around the building, reporting faults with sprinklers as an example)
- Liaise with NCA , ACT Govt & UNSW to establish relationships which will hopefully benefit the surrounding landscape around The Griffin;
- Contact other local garden groups (such as those in Campbell 5) to help establish our group & information regarding Floriade bulb/planting which The Griffin community may enjoy . Friends of Floriade groups are given large numbers of bulbs & seedlings to beautify their apartment complexes as a part of the event.
- One resident also thought a herb/ vegetable garden would be nice too for our community to be able to access.
- We plan to chat to The Building Manager & contract gardeners .

The Sub Committee applied to the Committee for a small contribution from the Griffin Budget to buy some garden tools and seek access to the room near where the bins are placed for collection.

Motion Acknowledged

3	**MATTERS FOR COMMITTEE APPROVAL** 3.1 The Committee approved funding of $200 to the Gardening Sub Committee to purchase garden tools The Committee also approved for two representatives of the Sub Committee, Ron Richards & Leigh Byrne, to have access to the room where the bins are placed for collection, to store the garden tools. **Motion Carried**

4	**OTHER BUSINESS** • P McDonald will temporarily hold A Cohen's master set of building keys. • Confirmed the fob audit has been completed and the final report was provided to the Security Sub Committee. • The newsletter will include a reminder to residents that fobs are not to be provided to non-residents for the purpose of using the building's amenities. • The newsletter is to note that C-hub has two factor authentification • The following Owners were endorsed to join the Sub Committees: Security Sub Committee - Leigh Byrne, Eric Leape, Shane Burne, Lauren Kasparek, Brandt Robinson Gardening Sub Committee - Anthony Rochester, Bernard Wonder **Motion Carried**

There being no further business the chairperson declared the meeting closed at 6:15PM
Dated: 22 February 2024
Issued by Civium Property Group for and on behalf of the Owners Corporation.

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MINUTES OF THE
EXECUTIVE COMMITTEE MEETING 2023

OWNERS UNIT PLAN - 15592

The Griffin
44 Constitution Avenue
PARKES ACT 2600

Held on :

Wednesday, 13 December 2023 05:00 PM

Held at :

The Griffin - Meeting Room
44 Constitution Ave, Parkes

MINUTES OF THE EXECUTIVE COMMITTEE MEETING OF THE OWNERS CORPORATION OF UNIT PLAN The Griffin 15592

Held Wednesday, 13 December 2023 5:00 PM at
The Griffin - Meeting Room 44 Constitution Ave, Parkes

Present	**Alistair Cohen, Lauren Kasparek, Patricia McDonald, Phillip Beattie, Ronald Richards, Sumit Kundu, Vanessa Ganley**
Civium Rep(s)	**Monique Bosma (Civium Strata)**
Proxies	**None**
Company Nominees	**None**
Apologies	**None**
Voting Papers	**None**
Other Attendees	**None**
CFM	**Rahul Chamlagain (Civium Facilities Management)**
Chairperson	**Alistair Cohen**
Meeting Opened	5:05pm

It was unanimously agreed by all Committee members at the meeting that the meeting will be voice recorded to facilitate accurate minute taking.

MOTION	Motion for consideration
1	**MINUTES** **RESOLVED** that the minutes of the previous Executive Committee Meeting of the Owners Corporation, held on 16/10/23, be confirmed as a true and accurate account of the proceeding at that meeting. **Motion Carried**

2	**OFFICE BEARERS** a) **RESOLVED** that the Executive Committee appoint the following members to the Office Bearers positions: • Chairperson: Alistair Cohen • Treasurer: Sumit Kundu • Secretary: Lauren Kasparek b) **RESOLVED** that the Office Bearers will work closely with the Strata Managing Agent to fulfill their duties and functions. M Bosma and S Kundu are to discuss the Treasurer's roles and responsibilities out of session and report back to the EC on the agreed process. A Cohen and S Kundu were appointed as external approvers for all invoices. Civium plans to introduce a two-step invoice approval system in the upcoming year. Under this new process, the Strata Manager, in collaboration with the Building Manager, will initially verify the invoice for accuracy, including GL coding and streamlined descriptions. Following this initial review, the invoice will then be forwarded to an external approver for final approval. c) It was noted that the appointment of a Communications Officer must be resolved at a General Meeting. A Cohen has created an email domain for the EC and explained the functions of Hub Spot. It was agreed that the Officer Bearers will hold individual accounts, and other EC members will share an account. In the new year, it will be necessary to establish clear expectations within the community regarding the EC email. Whilst this provides the option for owners to directly communicate with the committee, emails related to Strata and Building Management should still be directed to Civium for action. The EC email is monitored by the Committee only, being a group of volunteers, and responses may take several days. d) **RESOLVED** that the following Sub-Committees be established: Security Sub-Committee - Alistair Cohen, Brandt Robinson, Shane Byrne. Gardening Sub-Committee - Ronald Richards, Caroline Richards, Leigh Byrne, Geraldine Clisby. Social Sub-Committee - Vanessa Ganley Rules Sub-Committee - Alistair Cohen, Lauren Kasparek, Ronald Richards. It was noted that whilst a Sub-Committee cannot make decisions, they can propose and recommend initiatives to the EC for consideration. Sub-committees should conduct regular meetings, and the EC liaison within the Sub-committee will provide updates during EC Meetings. The EC invites any other Owner/s that wish to join any of the above-mentioned Sub-committees to contact ec@thegriffin.au. **Motion Carried**

3	**FINANCIAL STATEMENTS** **RESOLVED** that the Executive Committee accept the Financial Report attached for period 01/10/2023 - 01/12/2023, noting the following: • Civium is to advise Schindler that they are only to attend the site when instructed by Civium, or Civium's After Hours Service, and are not to attend the site if contacted by a resident, except in the event of entrapment. • Civium is to provide clarification regarding the Loan From Lannock under Liabilities. **Motion Carried**
4	**ITEMS FOR DISCUSSION** • **Ratification of matters agreed out of session** The following items that were agreed to out of session were ratified: - JCA tender evaluation report - Provide a master key to Chase • **Action Items from AGM** **- Carpet Cleaning** The EC agreed to organise a common area carpet cleaning in the early new year, noting the contractor be requested to pay particular attention to high-traffic areas. It was noted the common area carpet cleaning will be completed on a 6-month basis. **- Pool Maintenance** R Chamlagain is currently in the process of obtaining quotes to change the pool maintenance contractor. It has been observed that the current contractor has not responded to the requests to clean the build-up of dirt/marks, as reported during the AGM. It was noted that R Chamlagain sets the air conditioning temperature in the pool area, which is currently 22 degrees, and increases to 27 degrees in cooler months. The pool temperature is permanently set at 27 degrees. **- Access Control Upgrades** R Chamlagain is currently in the process of obtaining additional quotes for the access control upgrades. It was noted that rather than having separate swipe access for each lift, there is a shared access applicable to both lifts. **- Installation of Balcony Blinds** It was agreed that the NCA approval obtained will be circulated to all Owners to inform them of the approved framework. The EC agreed that the pelmet colour is Monument, as approved by the NCA. Civium advised that each application will need to be approved in writing by the Committee. • **Bulk Servicing of Air-Conditioners** ROC Mechanical has provided a quote of $253 per unit for the servicing of air-conditioning units. It was noted that each unit owner will be responsible for this cost and will need to opt into the service. Civium will aid in coordinating a bulk service in the early new year. • **Meeting Room & Library Bookings** The EC agreed to the meeting room and library booking process and following conditions: - You can make bookings from 8:00 am to 8:00 pm. - Bookings are for two-hour slots, and you can reserve consecutive slots if needed. - After your booking, photos of the room must be emailed

to griffin@civium.com.au.
- If any damage occurs to the room or its furnishings, you are responsible for covering the full repair or replacement costs.
- On the day of your booking, arrange a time with the concierge to pick up the meeting room key, and promptly return it to the concierge when you're done.
- Proposed New EC Meeting Agenda

The booking system will be live in the early new year via civium.com.au/thegriffin.

- **Proposed New EC Meeting Agenda**

  The Committee agreed to trial the new EC Meeting agenda for the next meeting. This meeting format will focus of reports from the Chairperson, Treasurer, Building Manager & Strata Manager.

- **Committee Communications & Issue Management Register**

  The EC discussed Committee communications and the implementation of the issue management register which will be an internal tool for the Committee to track all matters.

- **Brainstorming 2024**

  - Newsletter to be issued quarterly in March, June, September, December
  - Installation of GPO covers to basement PowerPoints - Rahul to confirm the exact product quoted
  - Signage in lifts has arrived and will be installed shortly
  - Resident access to refuse rooms
  - Numbers and line marking in car spaces
  - Residents storing items in car spaces
  - Bulky waste collection
  - Market test for strata and facilities management
  - Parking signage
  - Committee Training - Owners Corporation Network
  - BBQ under pergola in podium area
  - Free weight rack in the gym
  - Storage room in the gym
  - QR code in gym
  - Swipe access in and out of door to podium area

Motion Carried

	General Business
	Sanitary Bins **RESOLVED** that sanitary bins be placed within all communal toilets at The Griffin.

There being no further business the chairperson declared the meeting closed at 06:45 pm
Dated: 13 December 2023
Issued by Civium Property Group for and on behalf of the Owners Corporation.

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MINUTES OF THE
ANNUAL GENERAL MEETING 2023

OWNERS UNIT PLAN - 15592

The Griffin
44 Constitution Avenue
PARKES ACT 2600

Held on :

Monday, 13 November 2023 05:00 PM

Held at :

City Hellenic Club – Poseidon Room
13 Moore Street Canberra ACT 2601

MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS CORPORATION OF UNIT PLAN The Griffin 15592

Held Monday, 13 November 2023 5:00 PM at
City Hellenic Club – Poseidon Room
13 Moore Street Canberra ACT 2601

Present	**Alistair Cohen, Andrew McCray, Anne-Maree Campbell, Bridget Roginic, Damian Styles, David Nissen, David & Cheryl Bush, David Leslie & Patricia Berman, Douglas Stewart & Pi-Chin Kao, Eamon Byrnes, Heather Grainger, Henricus Tys, Jaimie MacQuillan & Sebastian Ward, Jamie Cottrell, Joyce Hung, Julie Chambers, Karina Turner, Katrina Gmach & Alistair Gilmour, Kenneth Khoo, Kimberley Chalmers, Lauren Kasparek, Lauren Hogan, Linc Thurecht & Alisa Lawrence, Margaret McComb, Maria Toohey, Michael Tarzia, Patricia McDonald, Phillip & Samantha Beattie, Reinaldo Pereira & Marcia Pereira, Robert & Danice Duffield, Ronald Richards & Caroline Richards, Rowan & Jenny Williams, Rowan John & Jenny Margaret Williams, Sandra Bauerle, Sarah Russell-Farnham, Shane & Leigh Byrne, Shona & Michael Stankiewicz, Skye Miller, Stephen Arnott, Stephen Richards & Clare Poprawski, Sumit Kundu, Sungmin Kim, Tavalea Nilon, Thomas Foster, Vanessa Ganley, Wenona Campbell, William Kerry & Christine Mummery, Rochelle Fox**
Civium Rep(s)	**Gareth Halverson (Civium Strata), Monique Bosma (Civium Strata)**
Proxies	**Maria Toohey for Heidi McLennan, John Gillies for Nicholas Gillies, Lauren Kasparek for Liam Jacob, Alistair Cohen for Kibris Investments Pty Ltd , Alistair Cohen for Margaret Crouch, Lauren Kasparek for Mr Michael D'Elboux, Alistair Cohen for Geraldine Clisby & Jeffery Bateson, Alistair Cohen for Li Li Holl, Lauren Kasparek for Ashleigh Simpson**
Apologies	**Pauleen & Brian Fell, Michelle Pereira**
Voting Papers	**Jane & Mark Bramley, Jacqueline Day & Jace Sargent, Caitlin Johnstone, Anthony Rochester & Lisa Williams**
Other Attendees	**None**
CFM	**Alex Boundy (Civium Facilities Management), Rahul Chamlagain (Civium Facilities Management), Zoe Swift (Civium Facilities Management)**
Chairperson	**Alistair Cohen**

Meeting Opened 5:30pm

Reduced Quorum Meeting

MOTION	Motion for consideration
	Proceedings of Meeting • Proxies and absentee votes were declared. • A reduced quorum meeting was declared. A Q&A session was held for 30 minutes before formally opening the meeting at 5:30pm. Enclosed is a copy of the Q&A's discussed. • It was noted that all unit owner's present are financial. • Alistair Cohen appointed Chairperson for the meeting, as existing EC Chairperson.
1	**Minutes (ORDINARY RESOLUTION)** **RESOLVED** that the minutes of the previous General Meeting of the Owners Corporation, held on 26/09/2023, be confirmed as a true and accurate account of the proceeding at that meeting. **Motion Carried**
2	**Insurance Renewal (ORDINARY RESOLUTION)** a) **RESOLVED** that the Owners Corporation's insurances be confirmed, as per the attached policy contained within the agenda; and b) **RESOLVED** that the Strata Managing Agent be authorised to obtain quotations prior to the current insurance policy expiry and presented to the Executive Committee for consideration. If advice from the Executive Committee is not received, the Managing Agent will proceed with the brokers recommendation. *Current Policy:* ***Insurer**: CHU Underwriting Agencies Pty Ltd* ***Building Sum Insured (BSI):** $106,050,000* ***Policy Expiry:** 06/06/2024* **Motion Carried**
3	**Insurance Valuation (ORDINARY RESOLUTION)** **RESOLVED** that the property of the Owners Corporation be re-valued for insurance purposes and that the Strata Managing Agent adjust the building sum insured in accordance with the valuation. **Motion Carried**
4	**Insurance Claims (ACKNOWLEDGEMENT)** The Owners Corporation noted there are no current open insurance claims. **Motion Acknowledged**

5	**Election of Executive Committee (ORDINARY RESOLUTION)** 1. **RESOLVED** that the number of members of the executive committee be determined at 7 persons, including: **LOT: OWNER NAME:** 29 Ronald Richards 41 Phillip Beattie 55 Alistair Cohen 97 Lauren Kasparek 103 Patricia McDonald 219 Sumit Kundu 229 Vanessa Ganley 2. **RESOLVED** that the Executive Committee will consider the adequacy of any current authorisations, delegations and appointments for the Executive Committee, any Sub-Committees and any Communication Officers at the first Executive Committee Meeting. **Motion Carried**
6	**Financial Statements and Accounting Records (ORDINARY RESOLUTION)** **RESOLVED** that the financial statement of accounts for the financial year ending 6/10/2023 be adopted. **Motion Carried**
7	**Appointment of Auditor (ORDINARY RESOLUTION)** **RESOLVED** that the Owners Corporation appoint an auditor to audit the financial accounts for the closing financial period of the Owners Corporation to the Australian Auditor Standards, and acknowledged the latest report which was enclosed within the meeting agenda. **Motion Carried**
8	**Financial Year Change (ORDINARY RESOLUTION)** **RESOLVED** that the Owners Corporation change the Financial Year of the complex from the period 07/10/2023 - 06/10/2024 to a new Financial Year period being 01/10/2023 - 30/09/2024. **Motion Carried**
9	**Maintenance Plan (ORDINARY RESOLUTION)** **RESOLVED** that the Owners Corporation obtain a Maintenance Plan for the continued maintenance of the common property and its assets. *NOTE: The Maintenance Plan outlines the routine maintenance essential for common property assets and provides a schedule and frequency of required maintenance. It directly correlates with the Sinking Fund Plan, specifying the lifespan of all assets and indicating when replacements will be necessary.* **Motion Carried**
10	**Maintenance Issues (ORDINARY RESOLUTION)** **RESOLVED** that the Owners Corporation consider any open or new Common Property Maintenance Issues as well as any maintenance contracts that may be due for renewal. • It was noted that there are no open common property maintenance issues. • Owners were reminded to promptly email Civium with any common property maintenance issues. • The executive committee has approved contracts for preventative maintenance.

	• Carpet cleaning and pool maintenance will be discussed by the incoming executive committee. • It was noted that window cleaning, for all inaccessible windows, is budgeted for two services per year. **Motion Carried**
11	**Fire Safety Review (ORDINARY RESOLUTION)** **RESOLVED** that the Owners Corporation review the provision and compliance of Common Property fire safety measures in accordance with the National Construction Codes (NCC) fire safety requirements. *NOTE: It was noted that any Owners with disability or accessibility issues should make themselves known to the Concierge/Building Management team so that it can be reflected on the FIP in case of an emergency.* **Motion Carried**
12	**Consideration of Physical Building Defects (ORDINARY RESOLUTION)** **RESOLVED** that the Owners Corporation considers any Common Property physical building structural defects. • Peak Consulting Defect Reports have been circulated to all Owners. • Civium and the executive committee are working with the builder to rectify the defects stipulated within these reports. • It was noted that the building defects stem from construction related-issues, whereas maintenance issues encompass general wear and tear, as well as servicing of assets. **Motion Carried**
13	**Access Control Upgrades (ORDINARY RESOLUTION)** **RESOLVED** that the Owners Corporation approve the installation of swipe access outside the lifts in the basement to deter unauthorised individuals from entering the basement and using the elevator to exit the building. This will act as a two-step authentication to the lifts, for an enhanced security measure. *NOTE: The quote from 'SPE' for the proposed works was provided for the purposes of budgeting, and it was noted that additional quotes will be obtained and considered by the executive committee.* **Motion Carried**
14	**Sinking Fund Plan Adoption (ORDINARY RESOLUTION)** **RESOLVED** that the Owners Corporation adopt the professional 15-Year Sinking Fund Plan, as arranged by the Managing Agent on instruction following the previous AGM. *NOTE: The Sinking Fund will be reviewed every 5 years.* **Motion Carried**
15	**Budget (ORDINARY RESOLUTION)** **RESOLVED** that contributions be determined by the Owners Corporation: a. To the Administrative Fund in accordance with Section 75 of the Unit Titles (Management) Act 2011 for the sum of: ***Total Expenditure*** $1,026,153.00 ex GST ***Total Administrative Fund Income*** $866,153.00 ex GST

	b. To the Sinking Fund in accordance with Section 89 of the Unit Titles (Management) Act 2011 for the sum of: ***Total Expenditure*** $23,061.60 ex GST ***Total Sinking Fund Income*** $177,955.00 ex GST c. To the Sinking Fund a Special Purpose Fund for Access Control Upgrade in accordance with Section 89 of the Unit Titles (Management) Act 2011 for the sum of: ***Total Expenditure*** $49,871.00 ex GST ***Total Sinking Fund Income*** $49,871.00 ex GST d. That the Administrative and Sinking Fund contributions be paid in equal quarterly instalments with the instalments dates to be **1st instalment** 01/01/2024 **2nd instalment** 01/03/2024 **3rd instalment** 01/05/2024 **4th instalment** 01/07/2024 e. That in accordance with Section 78 and 89 of the Unit Titles (Management) Act 2011, the Owners Corporation agrees to determine additional quarterly contributions at the agreed administrative and sinking fund rate, for the next financial year should they be deemed necessary prior to the next AGM being held. *NOTE: Taking into account the recently approved special levy, $160,000.00 ex GST has been deducted from the Admin Fund income. The levies will be payable every two months, due to timing discrepancies, and will return to a quarterly payment schedule in 2024-2025.* *Secretarial Note: If any owner prefers to pay their levies in different installments, please contact levies@civium.com.au to coordinate a suitable payment plan.* **Motion Carried**
16	**Amendment to Alternative Rule 6.5 (SPECIAL RESOLUTION)** **RESOLVED by Special Resolution** that the Owners Corporation amend Alternative Rule 6.5, and related areas of Annexure B and C, to include Unit 259 into the Commercial Toilet Special Privilege, as follows: ***6.5 Commercial Toilets*** *All owners, occupiers and users of a unit at the Units Plan acknowledge and agree that:* *(a) the Commercial Toilets are designated for the exclusive use of units 255, 256, 257, 258 and 259;* *(b) a special privilege has been granted for the benefit of units 255, 256, 257, 258 and 259 in accordance with rule 4 and as detailed in the Schedule of Costs Split for the Commercial Toilets;* *(c) units 255, 256, 257, 258 and 259 are, at its cost, solely responsible for the cost of cleaning, maintenance and repair of the Commercial Toilets (details of which are set out in the Schedule of Special Privileges);* *(d) for the avoidance of doubt:* *(i) the Owners Corporation will enter into any contracts in relation to the satisfaction of the obligations set out in rule 6.5(c);* *(ii) the Owners Corporation will recover any costs under such contracts from units 255,*

	256, 257, 258 and 259 responsible for such costs in the manner and proportions specified in the Schedule of Costs Split; and *(e) the reference in the Schedule of Costs Split to the cleaning, maintenance and repair of the Commercial Toilets is to be read in connection with the obligations in this rule 6.5.* **Motion Carried**

	General Business
	Update on the provision for additional electric vehicle chargers to be installed The Electric Vehicle initiative progressed through an Expression of Interest (EOI) process with owners interested in installing a charger that did not have one installed from construction as a variation of sale. The EOI garnered interest from 52 owners, leading to Civium's collaboration with SPE, the installer from the construction phase. The design phase is underway, proposing a system with an estimated cost of around $500k, which would be payable by the owners that opt in. The Griffin is at the upper limit of capability so any system installed will be a trickle-charge type, utilising grid resources. The idea of a communal charger has been discussed, however there are concerns about using visitor car spaces and the need for fast charger installations to avoid prolonged parking in these spaces. Budgeting considerations are imminent, and ongoing follow-ups will be conducted to relay updates to the executive committee.
	Update on the water leaks and repairs to resultant damage Regarding the water leaks in Building O, the issue was identified as faulty meters installed by Energy Trade, which have been replaced. The source of the leaks was pinpointed to a pipe conjunction in the union where it meets the hot water main, located in the hallway above the unit door. Damaged carpets in common areas have been replaced.
	Building security improvements A Sub-Committee has been established to focus on security matters. Owners are encouraged to share any concerns with Civium to be discussed by the Sub-Committee. Documentation is being developed to clarify responsibilities for security, including residents, the Owners Corporation and Civium. A community assessment by the police is scheduled, and a presentation for owners will be arranged shortly. Security measures are under review, including the repositioning and additional placement of cameras for improved visibility and evidentiary support for police. There was a suggestion to install an alarm system for the fire stair as an added deterrent.
	Best way of communicating with the Executive Committee Owners are encouraged to utilise CHub to communicate with the executive committee. The CHub side bar provides a direct link to communicate with each committee member. Owners can also contact Civium, who will liaise with the executive committee. While Facebook is available, this is not considered a formal communication channel.
	Installation of balcony blinds Approval has been sought from the National Capital Authority (NCA) for the installation of exterior blinds to balconies. A set of specifications, authorised by the NCA, will be proposed as part of the alternate rules to ensure conformity. In the interim, applications for the installation of exterior blinds must be send to Civium for executive committee approval.
	CHub Reminder It was noted that Owners should familiarise themselves with the functionality of the Online Owners Portal, Chub. There is now an Online Training Centre with instructional videos on how to use CHub to source information and make requests.

There being no further business the chairperson declared the meeting closed at 7:00PM
Dated: 13 November 2023
Issued by Civium Property Group for and on behalf of the Owners Corporation.

NOTICE OF REDUCED QUORUM DECISIONS

Part A Details of reduced quorum decisions †

A1 The Owners—Units Plan No 15592

A2 General meeting

Date (or dates) of general meeting at which the reduced quorum decision or decisions were made — 13/11/2023

A3 Reduced quorum decisions

[If there is insufficient space here, tick and attach details to the notice]

Date of decision	Full text of reduced quorum decision
13/11/2023	As attached

A4 Owners corporation declaration

The information in this notice has been recorded on the following date from details shown in the records of the owners corporation.

DATE: 16/11/2023
[Affix owners corporation seal in accordance with the corporation articles]



The Owners - Unit Plan No 15592

† In this notice, **UTMA** means the *Unit Titles (Management) Act 2011*.

NOTICE OF REDUCED QUORUM DECISIONS

Part B General information

B1 What is a reduced quorum decision?

- A ***reduced quorum decision*** is a decision of a general meeting of the owners corporation made while a quorum (a ***reduced quorum***) smaller than a ***standard quorum*** was present.
- A ***standard quorum*** is those people entitled to vote (on the motion) in relation to not less than ½ the total number of units (see UTMA s 3.9 (1) (a), part 3.1, schedule 3).

There are 2 types of ***reduced quorum decision***, requiring different reduced quorums.

Reduced quorum decisions made at regularly-convened general meetings

- If, within ½ an hour after a motion arises for consideration at a general meeting that has been regularly convened, a ***standard quorum*** for the motion (see above) is not present a reduced quorum decision may be made if a ***reduced quorum*** (see next point) is then present for consideration of the motion (UTMA s 3.9 (2), part 3.1, schedule 3).
- At a regularly-convened general meeting, a ***reduced quorum*** means 2 or more people present at the meeting and entitled to vote on the motion (UTMA s 3.9 (2), part 3.1, schedule 3).
- A reduced quorum is also sufficient to make decisions on any later motions arising at the meeting. Any such later decisions made while only a reduced quorum was present are also reduced quorum decisions (UTMA s 3.9 (2), part 3.1, schedule 3).

Reduced quorum decisions—adjournment following quorum trouble

- If, within ½ an hour after a motion arises for consideration at a general meeting that has been regularly convened, neither a ***standard quorum*** for the motion (see above) nor a ***reduced quorum*** (see above) is present, the meeting is adjourned to the following week at the same place and time (UTMA s 3.9 (3), part 3.1, schedule 3). The meeting may also decide to adjourn even if a reduced quorum is present (UTMA s 3.9 (5), part 3.1, schedule 3).
- If, within ½ an hour after a motion arises for consideration at a general meeting convened following such an adjournment, a standard quorum for the motion is not present, a reduced quorum decision may be made if there is a ***reduced quorum*** made up by anyone then present and entitled to vote (even if that is only a single voter) (UTMA s 3.9 (6) (a), part 3.1, schedule 3).
- Such a reduced quorum (of anyone present and entitled to vote) is also sufficient to make decisions on any later motions arising at the meeting. Any such later decisions made while only a reduced quorum was present are also ***reduced quorum decisions*** (UTA s 3.9 (6) (a), part 3.1, schedule 3).

B2 When does a reduced quorum decision take effect?

- A reduced-quorum decision takes effect 28 days after the date of the decision (the decision's ***date of effect***) (UTMA s 3.11 (1), part 3.1, schedule 3).
- However, this does not apply if the decision is disallowed, confirmed by a standard quorum general meeting or revoked (see below) (UTMA s 3.11 (3) – (5), part 3.1, schedule 3)

B3 How may reduced quorum decisions be disallowed?

Reduced quorum decisions may be disallowed by petition (UTMA, s 3.11 (3), part 3.1, schedule 3). The petition must—

- state the resolution or resolutions to which it applies; and
- be signed by a majority of persons entitled to vote at a general meeting of the owners corporation (a person may sign whether or not he or she attended the meeting); and
- be given to the owners corporation before the decision's date of effect (see B2 above).

B4 How may reduced quorum decisions be confirmed?

- A reduced-quorum decision may be confirmed by a general meeting of the owners corporation held before the decision's date of effect (see B2 above).
- For the confirmation to be valid, a standard quorum must be present when the confirmation motion is considered at the later general meeting (see B1 above).
- If a decision is confirmed, it takes effect from the date of the later general meeting whether or not a petition is given to the owners (UTMA s 3.11 (4), part 3.1, schedule 3).

B5 How may reduced quorum decisions be revoked?

- A reduced-quorum decision may be revoked by a general meeting of the owners corporation held at any time, whether or not the decision has earlier been confirmed.
- A revocation is valid whether a standard quorum or a reduced quorum is present when the revocation motion is considered (see B1 above; UTMA s 3.11 (5), part 3.1, schedule 3).

MINUTES OF THE
EXECUTIVE COMMITTEE MEETING 2023

OWNERS UNIT PLAN - 15592

The Griffin
44 Constitution Avenue
PARKES ACT 2600

Held on :

Monday, 16 October 2023 05:00 PM

Held at :

The Griffin - Meeting Room
44 Constitution Avenue, Parkes ACT 2600

MINUTES OF THE EXECUTIVE COMMITTEE MEETING OF THE OWNERS CORPORATION OF UNIT PLAN The Griffin 15592

Held Monday, 16 October 2023 5:00 PM at
The Griffin - Meeting Room
44 Constitution Avenue, Parkes ACT 2600

Present	**Alistair Cohen, Lauren Kasparek, Michelle Pereira, Phillip Beattie, Ronald Richards, Stephen Arnott, Sumit Kundu, Vanessa Ganley**
Civium Rep(s)	**Gareth Halverson (Civium Strata), Monique Bosma (Civium Strata)**
Proxies	**None**
Company Nominees	**None**
Apologies	**Patricia McDonald, Michael Hetenyi**
Voting Papers	**None**
Other Attendees	**None**
CFM	**Barry Taylor (Civium Facilities Management), Zoe Swift (Civium Facilities Management)**
Chairperson	**Alistair Cohen**
Meeting Opened	5:05pm
Quorum Meeting	

MOTION	Motion for consideration
	Proceedings of Meeting It was unanimously agreed by all Committee members at the meeting that the meeting will be voice recorded to facilitate accurate minute taking.

1	**MINUTES** **RESOLVED** that the minutes of the previous Executive Committee Meeting of the Owners Corporation, held on 27/09/23, be confirmed as a true and accurate account of the proceeding at that meeting. **Motion Carried**
2	**ITEMS FOR DISCUSSION** • **Update on defects** Civium has again had a discussion with Chase regarding this invoice for the lift repairs conducted at the start of this year. Chase has maintained their original position, and are referring to the Hydraulic report that they procured immediately after the flooding event, as evidence as to why they should not be held accountable. The EC agreed they are not paying the invoice and will continue the dispute with Chase. It was agreed that Civium will compile a list of defects highlighted in the Peak Consulting reports, particularly those related to safety, security, and structural issues, to be addressed as a top priority. Waste compactor to be repaired in October and any charge to be passed onto Chase (as it is due to the bins being in the wrong location). • **Review of Sinking Fund Report** Civium is to go back to QIA Group and see if the annual contributions to the fund can be amended to better align with the expenditure. Particularly relevant to contributions made in the first 3-5 years where expenditure is lower. The EC agreed that they are satisfied with the current report and plan to present it as the default option for adoption at the upcoming AGM. • **Update from Rules Sub-Committee** The Rules Sub-Committee propose one rule amendment to be presented at the AGM for immediate consideration, which involves modifying Alternative Rule 6.5 to incorporate Unit 259 into the commercial toilet special privilege. The Rules Sub-Committee is actively assessing the Rules and a Special General Meeting will be held to review and vote on proposed changes to the rules. • **Elevator Signage** Civium will explore options for premium-quality snap frames for use in the elevators to enhance communication with residents. Additionally, Civium will explore a A3 snap frame in the mailroom for communication purposes and will suggest a location to the EC. • **Review of proposed budget** Civium will modify the levy installments to align them with the financial year to prevent any gaps. Minor revisions have been identified in the initial budget proposal, and a revised draft will be shared with the EC before sending out the AGM documents.

	It was noted that there were prior conversations regarding the deduction of the $160,000 special levy amount from the proposed budget. Civium will recirculate the PPM proposals, and EC members are requested to cast their votes by COB Wednesday, October 18th. • **Review of AGM papers** The EC agreed to include a separate motion at the AGM to resolve the quote for access control upgrades. The Sinking Fund Plan and Defect Reports are to be emailed separately to all Owners, rather than enclosed within the agenda. A revised draft agenda will be shared with the EC before sending out to all Owners. **Motion Carried**

	General Business
	Owner Details The EC approved the Security Sub-Committee's suggestion to modify the information released to the community, which includes removing owner's unit numbers from meeting minutes and only unit numbers should be included in other reports, such as Arrear Reports. **Real Estate Signage** Civium to discuss rationalising signage with LJ Hooker.

There being no further business the chairperson declared the meeting closed at 7:00PM
Dated: 16 October 2023
Issued by Civium Property Group for and on behalf of the Owners Corporation.

civium

MINUTES OF THE
EXECUTIVE COMMITTEE MEETING 2023

OWNERS UNIT PLAN - 15592

The Griffin
44 Constitution Avenue
PARKES ACT 2600

Held on :

Wednesday, 27 September 2023 05:00 PM

Held at :

The Griffin - Meeting Room
44 Constitution Avenue, Parkes ACT 2600

MINUTES OF THE EXECUTIVE COMMITTEE MEETING OF THE OWNERS CORPORATION OF UNIT PLAN The Griffin 15592

Held Wednesday, 27 September 2023 5:00 PM at
The Griffin - Meeting Room 44 Constitution Avenue, Parkes ACT 2600

Present	**Alistair Cohen (Lot 55), Ivan Naspe (Lot 95), Lauren Kasparek (Lot 97), Michael Hetenyi (Lot 235), Michelle Pereira (Lot 58), Patricia McDonald (Lot 103), Phillip Beattie (Lot 41), Ronald Richards (Lot 29), Sumit Kundu (Lot 219), Vanessa Ganley (Lot 229)**
Civium Rep(s)	**Monique Bosma (Civium Strata)**
Proxies	**None**
Company Nominees	**None**
Apologies	**None**
Voting Papers	**None**
Other Attendees	**None**
CFM	**Rahul Chamlagain (Civium Facilities Management), Zoe Swift (Civium Facilities Management)**
Chairperson	**Alistair Cohen**

Meeting Opened 5:00pm

Reduced Quorum Meeting

MOTION	Motion for consideration
1	**MINUTES** **RESOLVED** that the minutes of the previous Executive Committee Meeting of the Owners Corporation, held on 23/08/23, be confirmed as a true and accurate account of the proceeding at that meeting, with the following amendments: • Michelle Pereira was not in attendance. • It was noted at the meeting that Ivan Naspe had secured a buyer for the surplus bins. Civium informed the Executive Committee that they had buyers for these bins. *Secretarial Note: Civium are able to sell the bins to new developments as they register.* **Motion Carried**
2	**FINANCIAL STATEMENTS** That the Executive Committee review and accept the Financial Report attached for period 07/10/2022 - 01/09/2023. *NOTES:* *- This motion was deferred, taking into consideration that there are multiple line items for which reimbursement is being sought. An accurate Financial Statement will be provided at the end of the financial year.* *- A breakdown of Civium's fees is to be provided to the Committee.* *- Civium to provide an Arrear's Report to the Committee.* *- Civium to confirm if the "Levy Income" on the Income & Expenditure Statement considers any arrears.* **Motion Deferred**
3	**OFFICE BEARERS** (a) **RESOLVED** that the Executive Committee ratify the following appointments to office bearers: • Lauren Kasparek - Secretary • Phillip Beattie - Treasurer (b) **RESOLVED** that the Executive Committee appoint Sumit Kundu from Unit 219 to fill the vacant position on the Committee. **Motion Carried**

4	IN PROGRESS ITEMS • **Elephant Feet Barricade** *There is no need for additional action at this point. However, a reminder will be included in the newsletter regarding the disposal of bulky waste. If residents have items that are suitable for the bins but cannot fit into the waste chutes, they can coordinate access to the bin rooms with the concierge during their operational hours.* • **Signs for the Garbage Chute** *Completed.* • **Washing on Balconies** *In review with the Rule Review Sub-Committee.* • **EV Charging** *Civium to provide an update outside of the meeting, however, waiting in proposal from Occupant.* • **Rule Review** *In progress.* • **End of DLP** *- Civium will conduct a final defect report before October 6, 2023, and this report will be forwarded to the Committee.* *- Proposals for Preventative Maintenance have been distributed to the Committee for their review regarding assets that are no longer covered by the Defects Liability Period (DLP).* *- The Committee approved the proposal from JCA Lift Consultants to inspect the lifts and tender the maintenance agreement, prior to the end of the DLP.* • **Peak Consulting Report** *Civium to provide an update outside of the meeting.* • **Window Cleaning & Spider Spray Quotes** *The Committee is reviewing the quotations for the window cleaning and spider spray, noting the Committee agreed to proceed with the service twice a year. The cost for this service will be incorporated in the year 2 budget.* • **GPO Locks in Common Areas** *Civium is to request a quotation from a contractor that recently installed GPO covers and locks at another building. The installation of locked GPO covers to power points in the basement is to prevent residents from using common property power for personal use. The common property powers points should only be used by authorised tradespeople working on common property.* • **Storage Cage Repairs** *A quotation has been requested from the original installers of the storage cages, with no response. It was agreed that the repairs will be deferred to the Security Sub-Committee.* **Motion Carried**

5 ITEMS FOR DISCUSSION

- **Water Leaks & Defects**

  - Confirmation has been received that the faulty meters have been repaired and there should be no further leaks.
  - Repairs to the damaged carpets in Building O have commenced. The carpet in level 3 and 6 corridors on the northern end have been removed and will be replaced once the floor has passed a moisture test.
  - Invoices associated with the leaks have been forwarded to Energy Trade.

- **Insurance**

  The Committee is waiting to receive the Certificate of Currency from the Broker.

- **Outcome of Poll Vote for Special Levy**

  The special levy has been approved via the poll vote special general meeting. The levy notice will be issued to owners, with a cover letter requesting prompt payment, on 28/09/23.

- **Communication with Residents**

  - Civium to confirm prices for A4 signage frames to install in the lifts. The frames would be used to communicate important updates, work notices, reminders, etc, to residents.
  - Civium recommended increasing the newsletter's frequency to coincide with each Executive Committee Meeting, aiming to maintain consistent and transparent communication with all owners and residents.
  - The Committee proposed hosting social events every six months, which owners and residents can attend. The upcoming event will be a Christmas gathering.

- **Safety Sub-Committee**

  Internal discussions have commenced and ACT Policing has been organised to attend the development and provide a presentation on safety and security. Civium to include this within the newsletter.

- **Schindler Invoice**

  The invoice from Schindler has been forwarded to Chase and an update will be provided to the Committee once a response is received.

- **Garage Door Spare Parts**

  - It was agreed that the garage doors will commence servicing on a monthly basis for the basement entry and quarterly for the garbage enclosures.
  - Civium recommends the Owners Corporation keep spare parts for the garage door on site due to an 8-week lead time for springs imported from Germany, which also incurs a $1,000 shipping cost. It is recommended to have a minimum of two sets of springs readily available on site in the event they need to be replaced.
  - Civium will explore the possibility of alternative heavy-duty springs for use.

- **AGM Preparation**

  - Civium is to circulate a request for Owners to submit questions for discuss at the AGM under General Business. The frequently asked questions that are appropriate for the AGM forum will be included under General Business to help structure this part of the meeting. Depending on the volume of questions received, Civium may also distribute an FAQ document before the AGM.

	- The Committee is to review Alistair's recent email regarding the Sinking Fund Plan. *- Civium is in the process of preparing a second-year budget for review by the Committee and presentation at the AGM.* *- The AGM is scheduled for Monday, 13 November 2023 at the Hellenic Club in the City.* *- The EC will next meet on Monday, 16 October 2023 to review the AGM papers, before distributing to all owners.* *- Civium proposed to adjust the financial year and levy instalment due dates at the AGM to ensure there are no financial gaps.* **Motion Carried**

	General Business
	• Civium to confirm if it is a legislative requirement to include owner's unit numbers in meeting minutes. • Civium to undertake a key and fob audit, for both residents/owners and tradespeople (noting this was requested at the last EC Meeting). • Civium to investigate why some Committee members continue to receive correspondence via post, despite their preferred correspondence method selected as email. It was noted that when Civium sends letters to all residents, it is automatically posted to each unit to ensure it is received by tenants. Civium IT Team is currently working on updating this to ensure owner occupier's that prefer email do not receive any letters in the post. • It was suggested that the Meeting Room should be on a separate key, as it is currently on the master key. It should be on a separate key in case it is lost.

There being no further business the chairperson declared the meeting closed at 06:40 pm
Dated: 27 September 2023
Issued by Civium Property Group for and on behalf of the Owners Corporation.

civium

MINUTES OF THE
SPECIAL GENERAL MEETING 2023

OWNERS UNIT PLAN - 15592

The Griffin
44 Constitution Avenue
PARKES ACT 2600

Held on :

Tuesday, 26 September 2023 09:00 AM

Held at :

Electronic Meeting via C-Hub Poll Vote

civium

MINUTES OF THE SPECIAL GENERAL MEETING OF THE OWNERS CORPORATION OF UNIT PLAN The Griffin 15592

Held Tuesday, 26 September 2023 9:00 AM at
Electronic Meeting via C-Hub Poll Vote

Present	Adam Marsden (Lot 46), Alan Ng & Sze Ting Irene Lau (Lot 18), Alana Angeli (Lot 116), Alex Campion (Lot 44), Alison Harriden (Lot 178), Alistair Cohen (Lot 55), Allan & Jody Robertson (Lot 51), Alvaro Rosas & Skye Miller (Lot 237), Amanda Ma (Lot 93), Andrew & Tiana Durston (Lot 191), Andrew McCray (Lot 65), Andrew Metcalf (Lot 48), Anna Louise & Rarm Nagalingam (Lot 242), Anthony Carl Jones (Lot 115), Anthony Rochester & Lisa Williams (Lot 52), Ashleigh Simpson (Lot 112), Belltay Pty Ltd trading as Belltay Pty Ltd ATF Bellchambers Investment Trust (Lot 198), Benjamin Cordingley (Lot 69), Benjamin Kreis (Lot 185), Bernard Steven Wonder & Rhonda Frances Treadwell (Lot 118), Beverley Anne Clarke & Graham John Chalker (Lot 81), Brett & Elyse MacDonald (Lot 100), Brian Eldred (Lot 130), Caitlin Johnstone (Lot 152), Caleb Michael James Boucher & Samuel Sheel Eckert (Lot 50), Carolyn Ann Milland (Lot 158), Catherine Wallis (Lot 196), Charles Paul Dane (Lot 6), Chloe Maric (Lot 157), Chris & Diana Miljak (Lot 230), Chun Kiat Seow (Lot 34), Colleen & Bruce Chapman (Lot 223), Courtenay Jennifer Douglas (Lot 121), Damian Styles (Lot 4), David & Cheryl Bush (Lot 53), David & Julianne Nissen (Lot 202), David Adams & Kerryn Macaulay (Lot 165), David Michael Leslie & Patricia Anne Berman (Lot 252), David Schmidtchen (Lot 166), De Yi Wu (Lot 123), Dean & Alison Halpin (Lot 28), Dean Lewis & Vanessa Ganley (Lot 229), Deryck & Martha Smith (Lot 243), Douglas Stewart & Pi-Chin Kao (Lot 225), Eamon Brian Byrnes (Lot 147), Element O'Mara Investments Pty Limited ACN 606 962 305 as trustee for Element O'Mara Trust ABN 66 307 231 032 (Lot 248), Erryn Janet & Matthew Robert Taylor (Lot 212), Frasers Are Super Pty Ltd (Lot 260), Glenn Davis (Lot 188), Glenn McCormack & Katherine Perry (Lot 155), Goldalley Pty Ltd as trustee for Goldalley Asset Trust (Lot 134), Harry Konstantinou (Lot 43), Heather Grainger (Lot 64), Heidi McLennan (Lot 135), Helen Green (Lot 139), Henricus Wilhelmus & Elaine Jean Tys (Lot 174), HKON Holdings Pty Limited ATD HKON Trust (Lot 83), Hugh & Deborah McKenzie (Lot 181), Inna Morton (Lot 101), Jacqueline Day & Jace Sargent (Lot 141), Jahali Properties Pty Ltd (Lot 254), Jaimie MacQuillan & Sebastian Ward (Lot 62), James & Melissa Koroday (Lot 22), James Anthony Gorman (Lot 207), James Stuart & Renee Denise Churches (Lot 136), Jamie Cottrell & Mercy Diones (Lot 16), Jane & Mark Bramley (Lot 114), Janine McEwan (Lot 73), Jarrod & Jesinda Elliott (Lot 256), Jasmine Phimphravichith & Fermin Timpoc (Lot 156), Jeffery Bateson & Geraldine Clisby (Lot 138), John & Gail Quiros (Lot 5), Joseph McDonogh (Lot 205), Julie Chambers (Lot 77), Julie Ogden (Lot 234), Karina Turner (Lot 89), Katherine Fraser (Lot 175), Katrina Gmach & Alistair Gilmour (Lot 67), Kay Ward (Lot 236), Kibris Investments Pty Ltd (Lot 258), Kimberley Victoria Chalmers (Lot 88), Lai Jin & Yiyu Liu (Lot 80),

	Lauren Kasparek (Lot 97), Lauren Meredith & Lee Rettie (Lot 71), Liam Jacob (Lot 247), Linc Thurecht & Alisa Lawrence (Lot 150), Louise Schmidtchen (Lot 241), Louise Scrivener and Douglas Kirk (Lot 190), Malcolm & Patricia Scott (Lot 102), Margaret Crouch (Lot 76), Margaret Helen McComb (Lot 31), Maria Toohey (Lot 143), Mark Richard Heath (Lot 105), Mary Geronimo (Lot 221), Matthew Alexander & Anthony McEachran (Lot 210), Max Gustaf King (Lot 129), Michael & Rachel Hetenyi (Lot 235), Michael & Tracey Cawley (Lot 140), Michael Gentleman (Lot 82), Mohammad Hasan & Faizah Khan (Lot 14), Mr Andrew Baker (Lot 214), Mr George Anousas & Ms Ekavi Georgousopoulou (Lot 12), Mr Panayotis Geou (Lot 36), Mr Sergei Shekh (Lot 131), Ms. Nicole Curato (Lot 59), Nicholas Gillies (Lot 233), Nicolas Alexander Geou & Emily Caitlin Rose (Lot 2), Nicolas Roe (Lot 200), Parker Reeve (Lot 160), Patricia McDonald (Lot 103), Patrick Bellgard (Lot 192), Patrick Conway & Christine Skipper-Conway (Lot 39), Pauleen & Brian Fell (Lot 209), Peter & Janice Keogh (Lot 180), Philip Heydenrych (Lot 186), Phillip & Samantha Beattie (Lot 41), Qinyun Wu & Hanwei Zhu (Lot 96), Reinaldo Pereira & Marcia Pereira (Lot 148), Renai Helen & Daniel Peter Gibson (Lot 10), Rhiannon Cooper (Lot 125), Robert & Danice Duffield (Lot 250), Rohan Mcneil & Jacquelyn Phillips (Lot 220), Roslyn & Paul Humphreys (Lot 126), Samuel Christie (Lot 177), Sandra Bauerle (Lot 66), Sarah Russell-Farnham (Lot 20), Scott Ballard & Natalie Rayner (Lot 246), Sean Wood & Kylie Wood (Lot 251), Shane & Leigh Byrne (Lot 201), Shona & Michael Stankiewicz (Lot 3), Shreehari Family Investment Pty Ltd ACN 661 785 342 ATF Shreehari Trust (Lot 255), Siwen Dong (Lot 215), Songxian Wen (Lot 239), Stephen John Arnott (Lot 27), Stephen Richards & Clare Poprawski (Lot 173), Stephen Robinson (Lot 168), Stephen Vincent Allen (Lot 182), Stripy Sock Property Pty Ltd trading as Stripy Sock Pty Ltd (Lot 259), Sumit Kumar Kundu (Lot 219), Sungmin Kim (Lot 35), Thomas Foster (Lot 222), Timothy & Danielle Ryan (Lot 213), Todd St John Wills (Lot 172), Vincent Tang & Rebekah Sawkins (Lot 218), Wenona Campbell (Lot 23), William Kerry & Christine Caryl Mummery (Lot 63), XOF Nominees Pty Ltd (Lot 240), Xuchao Zhang (Lot 7), Yves & Tanya Naspe (Lot 95)
Civium Rep(s)	Monique Bosma (Civium Strata)
Proxies	None
Company Nominees	None
Apologies	None
Voting Papers	None
Other Attendees	None
CFM	None
Chairperson	Alistair Cohen
Meeting Opened	9:00am

A Quorum was reached

MOTION	Motion for consideration
1	**Minutes (ORDINARY RESOLUTION)** **RESOLVED** that the minutes of the previous General Meeting of the Owners Corporation, held on 14/12/2022, be confirmed as a true and accurate account of the proceeding at that meeting. **Motion Carried**
2	**Special Levy (ORDINARY RESOLUTION)** **RESOLVED** that pursuant to section 74 of the Unit Titles Management Act 2011, the Owners Corporation approve special levy for the purposes of additional funds to cover costs for the period until the next levy instalment. SPECIAL LEVY DETAILS: **Amount**: $160,000.00 ex GST **Fund**: Administration Fund **Due date**: One (1) instalment due 27/11/2023 *NOTE: The Special Levy amount will be determined based on each unit owner's UOE (Units of Entitlement).* **Motion Carried**

There being no further business the chairperson declared the meeting closed at 09:30 am
Dated: 26 September 2023
Issued by Civium Property Group for and on behalf of the Owners Corporation.

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MINUTES OF THE
EXECUTIVE COMMITTEE MEETING 2023

OWNERS UNIT PLAN - 15592

The Griffin
44 Constitution Avenue
PARKES ACT 2600

Held on :

Wednesday, 23 August 2023 05:00 PM

Held at :

44 Constitution Avenue Parkes ACT

MINUTES OF THE EXECUTIVE COMMITTEE MEETING OF THE OWNERS CORPORATION OF UNIT PLAN The Griffin 15592

Held Wednesday, 23 August 2023 5:00 PM at
44 Constitution Avenue Parkes ACT

Present	**Alistair Cohen (Lot 55), Ivan Naspe (Lot 95), Lauren Kasparek (Lot 97), Matthew Fraser (Lot 260), Michelle Pereira (Lot 58), Patricia McDonald (Lot 103), Ronald Richards (Lot 29), Vanessa Ganley (Lot 229)**
Civium Rep(s)	**Dayle Russell (Civium Strata), Gareth Halverson (Civium Strata)**
Proxies	**None**
Company Nominees	**None**
Apologies	**Mishy Hetenyi (Lot 235), Stephen John Arnott (Lot 27), Phillip Beattie (Lot 41), Michelle Pereira (Lot 58)**
Voting Papers	**None**
Other Attendees	**None**
CFM	**Alex Boundy (Civium Facilities Management), Barry Taylor (Civium Facilities Management), Rahul Chamlagain (Civium Facilities Management)**
Chairperson	**Alistair Cohen**
Levy Arrears	The following lots owed a Body Corporate debt and were ineligible to vote: None

Reduced Quorum Meeting

MOTION	Motion for consideration
1	MINUTES That the minutes of the previous Strata Committee Meeting held 24/07/2023 of the Owners Corporation be confirmed as a true and accurate account of the proceeding at that meeting. **Motion Carried**
2	IN PROGRESS ITEMS **Tables and chairs for meeting room** Chairs have arrived and the tables are expected to arrive in September **Changes to Concierge** Letter of offer was issued and accepted, They will shadow Rahul for 4 weeks while they get to know the role and building. Zoe will be assisting and will give the sign off once they are competent. This will begin Monday 28th August, with the new split shifts beginning 18th September. EC noted their job is strongly to implement benefits for all owners and are actively discussing ways for the concierge service to reflect this A quote is being retrieved from Ochre to have a rail installed in the cupboard behind the concierge desk for laundry services for residents. **Entry railing for pool** Railings have been installed but the earthing still needs to be completed. Railing can still safely be used by residents Contractors are yet to attend, noted Alex would follow up so it was completed as soon as possible. **Window cleaning & pest spray** We received quotes but will need to be budgeted in the next financial year. It was noted this could not be addressed at this stage. **Motion Carried**
3	ITEMS FOR DISCUSSION **Budget update** Gareth received a cash flow update and will provide a further update following this meeting. It was noted there were items he wished to follow up before presenting this to the EC. It was noted some items may fall under DLP, these are being reviewed. A full summary will be presented to the EC. **Security** It was resolved that a sub-committee would be formed for additional management of security at The Griffin. Elected sub-committee members are Ivan, Phil, Michelle, Alistair & Brant. It was noted if

other owners were interested they may reach out to the EC.

The recent break in was discussed at length, noting 10% of owners were affected.

The EC resolved that they would support residents wishing to bring forward requests to conduct alterations to secure their storage cages further

Rahul will arrange a quote to reconfigure the swipe access from basement level

BM to get quote for access swipes outside each basement elevator.

Note: BM to follow up on lift service times, noted it is currently occurring in peak times and causing inconvenience to residents.

MA to obtain quotes and proposal for tv displays by the lifts. This will allow more communication between residents and management and allow in time updates.

Waste management

It was discussed that their are currently 2000L Bins that Veoila will not service, despite being sold to the complex. MA were not aware these would not be serviced.

Civium are working towards on-selling these bins to another development, this would result in funds returned The Griffin.

Discussion continue with Chase regarding the bin chutes being on the wrong sides, noted the signs have already been changed and residents may continue using bins as current.

It was noted the compactor was damaged when first used due to the incorrect 1100L bin being used. Rahul will test the compactor with alternative bins that are of same size, but different shape, to ensure it can be used safely.

Civium to re-instate the recycling compactors immediately and address this defect with Chase/APG.

Further discussion will be had regarding the potential to change the access and use of commercial bin rooms. It was noted the smaller commercial room can be accessed via the foyer and may be beneficial to reprogram so residents can dispose of larger items. The larger bin room can then be used by commercial tenants via a pin code or swipe access.

Note: The EC noted they would like more transparency from Civium regarding actions being taken behind the scenes, this was discussed following the issue of bins sold to the complex that can not be serviced.

Insurance Renewal

Matthew and Alistair would meet with Helena, the head of the Civium insurance team to discuss the insurance renewal.

The EC are retrieving quotes independently, following the 2.7% increase presented by Civium.

Note: The EC requested further advice about moving the financial year. MA to follow up on tax lodgement.

Civium service remediation

Civium staff left the room. The Executive Committee discussed a range of issues with the standard of service Civium was providing the Griffin, and the measures underway to seek to work with Civium to remediate these service issues. Meeting concluded.

Motion Carried

There being no further business the chairperson declared the meeting closed at 06:30 pm
Dated: 23 August 2023
Issued by Civium Property Group for and on behalf of the Owners Corporation.

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MINUTES OF THE
EXECUTIVE COMMITTEE MEETING 2023

OWNERS UNIT PLAN - 15592

The Griffin
44 Constitution Avenue
PARKES ACT 2600

Held on :

Monday, 24 July 2023 05:00 PM

Held at :

1 and One Consulting - Boardroom
260/44 Constitution Ave, Parkes ACT 2600

MINUTES OF THE EXECUTIVE COMMITTEE MEETING OF THE OWNERS CORPORATION OF UNIT PLAN The Griffin 15592

Held Monday, 24 July 2023 5:00 PM at
1 and One Consulting - Boardroom
260/44 Constitution Ave, Parkes ACT 2600

Present	**Alistair Cohen (Lot 55), Lauren Kasparek (Lot 97), Matthew Fraser (Lot 175, Lot 260), Michael Hetenyi (Lot 235), Michelle Pereira (Lot 58), Patricia McDonald (Lot 103), Ronald Richards (Lot 29), Vanessa Ganley (Lot 229), Yves Naspe (Lot 95)**
Civium Rep(s)	**Dayle Russell (Civium Strata)**
Proxies	**None**
Company Nominees	**None**
Apologies	**Stephen John Arnott (Lot 27), Phillip Beattie (Lot 41)**
Voting Papers	**None**
Other Attendees	**None**
CFM	**Alex Boundy (Civium Facilities Management), Rahul Chamlagain (Civium Facilities Management)**
Chairperson	**Alistair Cohen**
Levy Arrears	The following lots owed a Body Corporate debt and were ineligible to vote: None
Meeting Opened	5:00pm

Reduced Quorum Meeting

MOTION	Motion for consideration
1	**MINUTES** That the minutes of the previous Strata Committee Meeting of the Owners Corporation be confirmed as a true and accurate account of the proceeding at that meeting. For : 0 Against : 0 Abstained : 0 **Motion Carried**
2	**IN PROGRESS ITEMS** **Quote requests have been sent for Window clean & Pest Spray** EC will review and action once the third quote is received. EC will investigate costs for a 6 monthly window clean. **Installation of bollards** Has been completed. EC discussed restoring the grass area and will likely obtain seeds at a low cost to complete this. **Entry railing to pool** EC to review the finalized quote once received. It was noted the railing will require to be earthed into the structure. The EC did explore alternative options to make the best decision. Noting they want to provide adequate access for all residents. **Changes to concierge service** Alex is still in the process of recruitment and will update EC when a shortlist is compiled to date not suitable candidates have applied, Civium to present to EC a further detailed proposal of concierge services and what this will offer for residents. . **Civium's work on EV charging** Alex Noted we received approximately 52 units interested in EV charging at The Griffin. This number and car park locations of the 52 units has been provided to the electrical contractor so they begin budgeting costs which Civium can communicate to the EC and 52 owners **6 monthly basement cleaning** Proposal for ongoing cleaning following the recent completed clean. Alex spoke about purchasing their own hard surface cleaning ride on machine and the long term cost savings in doing so allowing for increased frequency of cleans without the additional out of scope charges for plant delivery etc In addition the EC would like to explore if there is a similar option to assist in the external clean of the building For : 0 Against : 0 Abstained : 0 **Motion Carried**
3	**ITEMS FOR DISCUSSION** **Chute Services 3 year proposal for Chute cleaning** Discussed the proposal that was sent out by Rahul, this will lock in the price for 3 years. Civium to obtain additional proposal for 6 monthly chute clean for EC to decide. **Elephant Feet Barricading and waste room access.** Include in the newsletter to remind residents not to put glass bottles down the chutes and make use of the provided glass bins in the basement. EC discussed allowing access to the rooms for all residents. To confirm after EC inspect bin rooms.

Change of rules if terms now agreed by Commercial Units

A poll vote will be held online to resolve the change of rules to allow additional commercial units use of the commercial toilets.

Chase defects/Independent building inspector

No update on independent building report

Sinking Fund Report progress

Received, Civium to get address updated with QIA (incorrect suburb). Readdress sauna and steam room maintenance, gym room. Civium to investigate QIA's inspection. Noted that the Owners Corporation have time before they are required to endorse the report at the next AGM.

Meet & Greet

The recent meet and greet went really well with a good turn out of residents. EC to schedule another for early December prior to everyone on holidays.

External Shade Blinds proposal endorsed

Resolved

Meeting Room Operations

EC to action and obtain furniture, hoping for 2 tables and 14 chairs.

Quote for swipe access to the Cold Storage Room

EC to discuss later when concierge service is live and can make a better assessment of how this can be the most beneficial to residents.

Resident donation of a grand piano

Note this was not going ahead

Pets in common areas

Discussed that there have still been issues of residents allowing their pets to use the artificial grass for toileting, as well as not cleaning up appropriately. The EC will investigate having signs designed and then installed as a friendly reminder in these areas. EC to investigate further should the issue continue as they strongly condemn this.

Next EC meeting was agreed to be held

Wednesday 23rd August

For : 0 Against : 0 Abstained : 0 **Motion Carried**

There being no further business the chairperson declared the meeting closed at 06:30 pm
Dated: 24 July 2023
Issued by Civium Property Group for and on behalf of the Owners Corporation.

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MINUTES OF THE
EXECUTIVE COMMITTEE MEETING 2023

OWNERS UNIT PLAN - 15592

The Griffin
44 Constitution Avenue
PARKES ACT 2600

Held on :

Tuesday, 02 May 2023 05:00 PM

Held at :

1 and One Consulting - Boardroom
260/44 Constitution Ave, Parkes ACT 2600

MINUTES OF THE EXECUTIVE COMMITTEE MEETING OF THE OWNERS CORPORATION OF UNIT PLAN The Griffin 15592

Held Tuesday, 02 May 2023 5:00 PM at
1 and One Consulting - Boardroom
260/44 Constitution Ave, Parkes ACT 2600

Present	**Alistair Cohen (Lot 55), Ivan Naspe (Lot 95), Lauren Kasparek (Lot 97), Matthew Fraser (Lot 175, Lot 260), Michelle Pereira (Lot 58), Patricia McDonald (Lot 103), Phillip Beattie (Lot 41), Ronald Richards (Lot 29), Vanessa Ganley (Lot 229)**
Civium Rep(s)	**Monique Bosma (Civium Strata)**
Proxies	**None**
Company Nominees	**None**
Apologies	**Stephen John Arnott (Lot 27)**
Voting Papers	**None**
Other Attendees	**None**
CFM	**Alex Boundy (Civium Facilities Management)**
Chairperson	**Alistair Cohen**
Levy Arrears	The following lots owed a Body Corporate debt and were ineligible to vote: None
Meeting Opened	5:00pm

A Quorum was reached

MOTION	Motion for consideration
1	MINUTES RESOLVED that the minutes of the previous Executive Committee Meeting of the Owners Corporation, held on 15/03/2023, be confirmed as a true and accurate account of the proceeding at that meeting. **Motion Carried**
2	IN PROGRESS ITEMS • **Common property defects** A Boundy advised Chase has suggested an Independent Defect Report be completed, noting Chase has offered to contribute half the cost of the report. Chase has offered to attend the next EC Meeting to explain what the strategy is. • **Dogs urinating on common property** It was noted that a Rule Infringement Notice was issued to Unit 86 for the breach of Rule 1.5. No other breaches have been reported to Civium. • **Common area cleaning** The EC noted an improvement in the common area cleaning. • **House Rules** The Sub-Committee will discuss further and report back to the EC. • **Meeting Room Operation** The Sub-Committee will submit a proposal to the EC. • **Civium After Hours Line and Emergency Access** Nil comments. • **Standard Operating procedures for The Griffin** Nil comments. **Motion Carried**
3	ITEMS FOR DISCUSSION 1. **Remodeling Concierge Service / Facilities Management** CFM are proposing an adjustment to services currently delivered to The Griffin, being: - Concierge 7:30-10:30 - Building manager walk through 10:30-11:30 - Concierge15:00-18:00 There is no additional cost associated with this change. The Owners Corporation will lose an hour of service, however this covers the additional operational costs of having multiple staff service the complex. A copy of the Building Management and Concierge activities, inclusive of the frequencies in which they are carried out, will be circulated to the EC for further review out of session.

1. **CXM operation (how Civium issues quote requests & work orders)**

   A Boundy explained the process of how quote requests and work orders are issued by Civium to contractors.

   It was noted that the entire procurement process is handled by the Maintenance Managers and there is zero commercial in confidence material shared between contractors.

2. **Pool handrail options**

   A contractor is attending on 04/05/2023 to provide a quote for the supply and installation of pool handrails. It was noted that 5 contractors were issued with a quote request, with only 2 contractors able to provide a quote. It was agreed that the EC will make a decision once the second quote has been received.

3. **Update on commercial units & shop fronts**

   It was noted that The Griffin has reached its maximum permissible Ground Floor Area (GFA), meaning access to installation of mezzanine level as apart of commercial fit outs will not be possible.

   No new applications for fit outs have been received.

4. **Waste Management Plan & resident access to refuse rooms**

   The EC agreed to swap the bins and install new temporary waste chute signs for a short term solution until the defect is rectified by Chase. Civium will circulate a notice to all residents, ensuring at least one week notice is provided to residents regarding the change.

5. **Bike Storage**

   No further action is being taken at this point, as current options are not suitable.

6. **Car parking enforcement (bollard proposal)**

   It was noted that the EC are currently waiting on approval from ACT Government for the bollard installation.

7. **Dogs Barking in the Complex**

   It was noted that there are currently 38 pets registered at The Griffin.

   Civium will send a reminder to all residents regarding pet registrations and also the approval process for renovations. Residents are to be reminded to report any breaches, including dogs barking, via the appropriate channels to Civium.

Motion Carried

There being no further business the chairperson declared the meeting closed at 06:30 pm
Dated: 2 May 2023
Issued by Civium Property Group for and on behalf of the Owners Corporation.

civium

MINUTES OF THE
EXECUTIVE COMMITTEE MEETING 2023

OWNERS UNIT PLAN - 15592

The Griffin
44 Constitution Avenue
PARKES ACT 2600

Held on :

Wednesday, 15 March 2023 05:00 PM

Held at :

1 and One Consulting - Boardroom
260/44 Constitution Ave, Parkes ACT 2600

(Entry via ground floor Building A)

MINUTES OF THE EXECUTIVE COMMITTEE MEETING OF THE OWNERS CORPORATION OF UNIT PLAN The Griffin 15592

Held Wednesday, 15 March 2023 5:00 PM at
1 and One Consulting - Boardroom
260/44 Constitution Ave, Parkes ACT 2600

(Entry via ground floor Building A)

Present	**Alistair Cohen (Lot 55), Ivan Naspe (Lot 95), Lauren Kasparek (Lot 97), Matthew Fraser (Lot 175, Lot 260), Michael Hetenyi (Lot 235), Patricia McDonald (Lot 103), Phillip Beattie (Lot 41), Ronald Richards (Lot 29), Stephen John Arnott (Lot 27)**
Civium Rep(s)	**Monique Bosma (Civium Strata)**
Proxies	**None**
Company Nominees	**None**
Apologies	**Vanessa Ganley (Lot 229), Michelle Pereira (Lot 58)**
Voting Papers	**None**
Other Attendees	**None**
CFM	**Alex Boundy (Civium Facilities Management)**
Chairperson	**Alistair Cohen**
Levy Arrears	The following lots owed a Body Corporate debt and were ineligible to vote: None
Meeting Opened	5:00pm

A Quorum was reached

MOTION	Motion for consideration
1	**MINUTES** **RESOLVED** that the minutes of the previous Executive Committee Meeting of the Owners Corporation, held on 7th February 2023, be confirmed as a true and accurate account of the proceeding at that meeting. *NOTE: It was noted that the Treasurer will provide monthly updates to the wider Committee. It was also noted that the financial report is accessible via Committee Reports on C-Hub.* **Motion Carried**
2	**IN PROGRESS & COMPLETED ITEMS** The following updates were provided on the in progress and completed items: • It was noted the defibrillator and DRABC swimming signs have been installed outside the pool area next to the changeroom. Civium are to confirm the location of the defibrillator and signs are compliant and determine if additional signage is required. • It was noted that there is some minor damage, including surface scratches, that have been caused by move-ins. It suggested by Civium that a quotation be obtained for buffing of the lifts as a recurring service (potentially annually). • It was noted that Rahul is changing swipe access for residents to allow access to all basements and common areas from lifts, on an as-requested basis. • It was noted that 'No Parking' signs have been installed outside the substation. Illegal parking is being monitored by the on-site team and appropriate action is taken by the Strata Manager. • It was noted that swipe access has been installed for the parcel room and accessible to all residents. **Motion Carried**
3	**ITEMS FOR DISCUSSION** 1. **Update on Commercial Units & Shop Fronts** - Lot 260 (1 and One Consulting, Solution Spaces and Coffee): This tenancy has commenced trading. Solution Coffee is open 7 days a week, Solution Spaces is a flexible meeting and event hire business, and 1 and One Consulting is a government focused consulting business. - Lot 256 (hairdresser) has practical completion with operation estimated to commence from May. It was noted that the fit out is different to the plans, which Alex Boundy will investigate. - Lot 255 (cafe) has not yet provided plans. - Lot 259 has not yet provided plans. 2. **Waste room access/management** - It was noted that Civium will re do the signage for the waste chutes. - It was noted that Civium will obtain pricing for barricading around the chute elephant feet to ensure access by residents is permissible to the waste rooms. The doors will need to be programed in a way that ensures the doors automatically shut after a specified time (suggested 2 minutes). - Civium is to instruct Inside Outside Facility Services to set up the commercial bin facility and commence cleaning in the commercial toilets. 3. **Bike storage / Storage in basement** A proposal was put forth to the Committee to install bike racks/hooks on the shotcrete walls on Level M2 beside the main switchboard room and in B3 South West. It was noted there is space for approximately 30 hooks and the Committee will need to determine how these will be allocated. It was suggested that the bike

storage operate on a user pay system, whereby the spaces are offered to residents to rent on an annual basis, by way of first in best dressed.

The on site team is to mark up the proposed locations of the bike hooks and a proposal will be put forth to the Committee at the next meeting.

4. **Rules Enforcement Progress**

It was noted that the Strata Manager is following the Rule enforcement process. When a Rule is breached and reported to the Strata Manager, either by the on site team or an owner, a reminder notice is issued to the resident. Repeat offenders will be reported to the Committee for instruction to issue a Rule Infringement Notice, noting this incurs a $99 fee to the unit owner.

5. **Special General Meeting via C-Hub Rescinding & Replacing Motion 16 of the Inaugural General Meeting**

It was resolved that Civium are to contact Clayton Utz to seek advice regarding Motion 16 of the Inaugural General Meeting, including confirmation on the intent of the resolution of no washing permitted on balconies. The Committee will then make the decision if a Special General Meeting is required to rescind and replace the motion.

In the interim, a reminder will be sent to all residents regarding the current resolution of no washing to be stored on balconies. Civium is also to seek confirmation on Juliet balconies.

6. **Car parking enforcement**

It was noted that the on site team has reported a number of vehicles seen illegally parked and letters have been issued to the residents. This will continue to be monitored by the on site team for further action, if necessary. It was noted that the on site team will closely monitor tradespeople who are inappropriately parking on the development.

It was noted that the grounds adjacent to the North West corner of Building K is not common property and is Territory land. The Owners Corporation cannot enforce illegal parking on this area, however, the on site team report the illegal parking to the **ACT Government** inspectors and rangers.

1. **EV Charging**

It was resolved that Civium will obtain further information regarding expanding on the current infrastructure and communal charger options, which will be proposed at the next Committee meeting.

2. **Resident requests to install balcony sun protection**

It was noted that the Committee endorse owners to obtain specifications for the proposed balcony sun protection. The Committee will then review the proposals and consider approving a standard colour, material, style and size that all owners must conform to should they wish to install balcony sun protection. This is to ensure uniformity and aesthesis is maintained across the development. It was noted that the approved specifications should be included within the Rules.

Motion Carried

4	**GENERAL BUSINESS & CONSIDERATION OF PROPOSALS** The following items were raised as General Business: • Consideration of engagement of a handyman on a monthly retainer to undertake minor and odd jobs. • It was noted that the door handle to the library has broken. The CCTV has been reviewed and Civium have confirmation on the resident responsible for the damage. Repairs to the handle are being arranged and will be charged to the owner's levies. It was noted that Committee Members are to consider future agenda items and propose these via email. **Motion Carried**
5	**NEXT MEETING** The following dates for upcoming Committee meetings was approved, noting these are subject to change if required. • **April 2023** - Wednesday, 26th April 2023 • **May 2023** - Monday, 22nd May 2023 • **June 2023** - Monday, 19th June 2023 • **July 2023** - Monday, 17th July 2023 • **August 2023** - Monday, 21st August 2023 • **September 2023** - Monday, 18th September 2023 It was noted that Monique Bosma (Strata Manager) will be on leave in July and August 2023, with her last day being Friday 8th July and returning on Monday 4th September. During this time, Dayle Russell will be acting as Strata Manager. Dayle will start being copied into all correspondence to ensure she is familiar with the building and there is zero disruption to the management of The Griffin. It was also noted that Alex Boundy (Civium Facilities Management) will be on leave during September and October 2023. **Motion Carried**

There being no further business the chairperson declared the meeting closed at 6:50pm
Dated: 15 March 2023
Issued by Civium Property Group for and on behalf of the Owners Corporation.

THE GRIFFIN
CONSTITUTION AVENUE

EC Meeting Backlog

Please raise new items via a request on C-Hub

Status	Raised	Task	Notes/Justification	Outcome
In Progress	1/23	Chase defects		Ongoing, managed elsewhere.
In Progress	1/23	Dogs Urinating on common property	Reports from residents observing the issue	Communique to all residents, consideration by rules sub-committee
In Progress	2/23	Remodeling Concierge Service / Facilities Management	there is an expectation for a proper concierge service to commence ASAP. This includes physical presence at the desk, set hours of operations, ancillary services (eg: dry cleaning, taxi's etc), daily processes to ensure the complex is running smoothly.	*Alex to look at models to ensure the Civium resourcing model can deliver the above services*
In Progress	2/23	Standard Operating procedures for The Griffin	there is an expectation that the common areas and buildings are maintained and run in the correct fashion, with attention on a daily and weekly basis. This includes management of sub-contractors. This again is an ASAP requirement	Alex to share a first draft of standard operating procedures for the Griffin, for input by EC, with the aim of refining between now and the 1 year AGM
In Progress	2/23	Cleaning Standard to be looked after and manage sub contractors	IOFS Director was on site today (14/02) and has advised that he will keep monitoring the work uplift the cleaning standard to the best of his ability	Alex to advise on how to best manage this with the sub-contractor
In Progress	2/23	Entry railing into pool	Residents with mobility issues are finding it difficult to enter pool without a rail at the stairs	Already submitted request for quote but still waiting for quotes from two more handrail manufacturers
In Progress	1/23	House Rules	Setup subcomittee - survey on C-Hub?	Sub-committee established.
In Progress	1/23	Meeting Room Operation	The meeting room has no tables/chairs, nor any booking/access mechanism.	Subcommittee established. To report back to EC with options/considerations.
In Progress	1/23	Civium After Hours Line and Emergency Access	Alex to discuss changes, and contingencies.	Civium to update at next meeting
Next Meeting	1/23	Update on Commercial Units & Shop Fronts	Update from Civium & EC members.	Unit 256 commercial Fitout approved.
Next Meeting	7/2/23	Waste room access/management	Chute blockage issues remain, suggest further signage for residents	
Next Meeting	7/2/23	Bike storage	Feasibility of common area bike storage within the basement.	

THE GRIFFIN
CONSTITUTION AVENUE

EC Meeting Backlog

Please raise new items via a request on C-Hub

Status	Raised	Task	Notes/Justification	Outcome
Next Meeting	2/3/23	Rules Enforcement Progress	Units contacted, alleged breach, reactions.	
Next Meeting	3/3/23	SGM via C-Hub Recinding & Replacing Motion 16 of the Inaugural General Meeting	This should be codified as a rule if it has the support of the Owners Corporation.	
Next Meeting	10/1/23	Car parking enforcement	Options, feasibility	
Next Meeting	10/1/23	EV Charging	Create a long-term EV Charging strategy, as ACT has a 2025 ban on ICE. As a stop-gap, can/should we engage a third party for an EV parking bay(s) in existing visitor parking? Alex also to present existing pack discussed at First AGM.	
Next Meeting	6/3/23	Resident requests to install balcony sun protection		
Completed	2/23	Common Areas Move-in damage	Should we have a general tidy up of damaged walls/paint now most residents have moved in	Apologies, but this has been included in the same work order as the defib, resuscation sign, clock, no parking sign and other general maintaince to Brian to complete in one go
Completed	1/23	Future Items for Discussion	This spreadsheet as a brainstorming & collaboration tool?	Spreadsheet created - to be distributed with minutes, and made editable to EC members.
Completed	1/23	All residents - all swipes, all common areas	Accessibility issues with residents, access to mail delivered to the wrong building.	The building has received full programming rights so the fobs can be reprogrammed on case by case basis
Completed	1/23	"No parking" sign installed in front of substation	Noted fire issues with current parking	Brian Advised that current "No Parking" sign is perfect as two bigger signs might affect the influence of the high voltage signs on the door
Completed	1/23	Quote - Swipe installation for Parcel Room	Quotes sought for swipe access to mail room.	Completed

THE GRIFFIN
CONSTITUTION AVENUE

EC Meeting Backlog

Please raise new items via a request on C-Hub

Status	Raised	Task	Notes/Justification	Outcome
Completed	1/23	Gym defibrillator & DRABC Swimming Sign	Requests from residents & committee members.	Completed
Completed	1/23	Committee Communications	Email is for formal decision making, C-Hub has a "committee discussion board" for general discussion.	Agreed
Completed	1/23	Pool Temperature	23.5C air temp, 27C water temp.	Temperature issues resolved, energy usage to be monitored.
Completed	1/23	Building A Lift Repairs	Damaged during flooding.	Repairs authorised, work completed.
Completed	1/23	Method of Communication with Residents		All residents encouraged to access C-Hub, letters distributed & non-owners can register.
Completed	10/1/23	Building Manager/Concierge use of common property facilities	Where simple issues arise on common property, these would be easily detected by our facilities management team if they were able to use the common property areas. For instance, pool temperature, gym equipment issues.	EC has no issues with Rahul using common property facilities outside work hours.
Completed	1/23	Application for basement bike cabinet	Request from Unit 136 to install a bike storage cabinet in their carpark.	Not approved for fire safety requirements. Civium to contact owner.
Completed	1/23	Requests to fit lockboxes to common property	Multiple units requested lockboxes to common property	Not approved
Proposed	10/1/23	Carpark carwashing tap	Investigate the feasability of installing a tap in the emergency bay for the expicit use of washing cars. In an emergency, the car can easily be moved. Signage will contribute to avoiding parked cars in this area generally.	
Proposed	2/23	Community Gardening Group	Request from the Facebook group to establish a Gardening Group. To be considered alongside existing gardening contract.	
Proposed	2/23	Traffic management on Constitution Ave	U-Turn access on Constitution Ave for eastbound traffic at the lights into driveway.	
Proposed	2/23	Resident suggestion box to EC	Currently via Monique - can we lower this effort via automation	
Proposed	2/23	Lift signage/noticeboards		

THE GRIFFIN
CONSTITUTION AVENUE

UP15592 EC Agenda Status Board

Please raise new items via a request on C-Hub

Proposed	Next Meeting	In Progress	Resolved
Carpark carwashing tap	Update on Commercial Units & Shop Fronts	Chase defects	Common Areas Move-in damage
Community Gardening Group	Waste room access/management	Dogs Urinating on common property	Future Items for Discussion
Traffic management on Constitution Ave	Bike storage	Remodeling Concierge Service / Facilities Management	All residents - all swipes, all common areas
Resident suggestion box to EC	Rules Enforcement Progress	Standard Operating procedures for The Griffin	"No parking" sign installed in front of substation
Lift signage/noticeboards	SGM via C-Hub Recinding & Replacing Motion 16 of the Inaugural General Meeting	Cleaning Standard to be looked after and manage sub contractors	Quote - Swipe installation for Parcel Room
	Car parking enforcement	Entry railing into pool	Gym defibrillator & DRABC Swimming Sign
	EV Charging	House Rules	Committee Communications
	Resident requests to install balcony sun protection	Meeting Room Operation	Pool Temperature
		Civium After Hours Line and Emergency Access	Building A Lift Repairs
			Method of Communication with Residents
			Building Manager/Concierge use of common property facilities
			Application for basement bike cabinet
			Requests to fit lockboxes to common property

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MINUTES OF THE
EXECUTIVE COMMITTEE MEETING 2023

OWNERS UNIT PLAN - 15592

The Griffin
44 Constitution Avenue
PARKES ACT 2600

Held on :

Tuesday, 07 February 2023 05:00 PM

Held at :

The Griffin - Meeting Room
44 Constitution Avenue, Parkes ACT 2600

MINUTES OF THE EXECUTIVE COMMITTEE MEETING OF THE OWNERS CORPORATION OF UNIT PLAN The Griffin 15592

Held Tuesday, 07 February 2023 5:00 PM at
The Griffin - Meeting Room 44 Constitution Avenue, Parkes ACT 2600

Present	**Alistair Cohen (Lot 55), Lauren Kasparek (Lot 97), Matthew Fraser (Lot 175, 260), Michelle Pereira (Lot 58), Phillip Beattie (Lot 41), Ronald Richards(Lot 29), Stephen John Arnott (Lot 27), Vanessa Ganley (Lot 229)**
Civium Rep(s)	**Alex Boundy (Civium Facilities Management), Monique Bosma (Civium Strata), RahulChamlagain (Civium Facilities Management)**
Proxies	**None**
Company Nominees	**None**
Apologies	**Patricia McDonald (Lot 103), Michael Hetenyi (Lot 235), Yves Naspe (Lot 95)**
Voting Papers	**None**
Other Attendees	**None**
Chairperson	**Alistair Cohen**
Levy Arrears	The following lots owed a Body Corporate debt and were ineligible to vote: None
Meeting Opened	5:00pm

MOTION	Motion for consideration
1	**MINUTES** **RESOLVED** that the minutes of the last meeting of the Executive Committee, held on 19th January 2023, be adopted as a true and accurate account of the proceedings of that meeting, with the amendment to 'Street Lights' noting it was raised by a participant of the meeting that they would contact the Department of Defence via individual channels regarding lessening the impact of the APW floodlights on the side of eastern side of Building O. EC noted that matters concerning requests to alter the exterior lighting of Government facilities were for individuals to pursue, and not matters to be dealt with by the EC. **Motion Carried**
2	**ITEMS FOR DISCUSSION** • **Update on Commercial Units & Shop Fronts** *It was noted that the application for unit 256's commercial fit out has been approved.* *It was noted that commercial residents are required to provide at least 1-2 weeks notice before fit outs commence to ensure neighbouring units are notified.* *It was noted that there is a Territory driven design brief regarding commercial signage, which will be circulated to the Executive Committee.* • **Civium After Hours Line and Emergency Access** *The Civium after hours line is being reviewed internally. Civium Management is aware of the issues concerning the after hours service delivery and are implementing appropriate measures to rectify this as soon as possible.* *Civium will workshop options for the Executive Committee to consider regarding emergency after hours access.* • **Meeting Room Operation** *It was noted that a sub-committee be formed to consider the meeting room operation. The sub-committee consists of Vanessa Ganley and Lauren Kasparek, with the invite to be extended to the Committee Members that were not in attendance of this meeting. The sub-committee will present ideas to the wider Committee at forthcoming Committee Meetings.* • **Pool Temperature** *It was noted that the pool temperature has been resolved, being 25 degrees air temperature and 27 degrees pool temperature. It was noted that there have been nil complaints since adjusting the pool temperature.* *It was noted that the Committee have no issue with Rahul using the common property facilities outside of contracted work orders.* • **House Rules** *It was noted that a sub-committee be formed to review the current rules. The sub-committee consists of Alistair Cohen, Matthew Fraser, Lauren Kasparek, and Ronald Richards, with the invite to be extended to the Committee Members that were not in attendance of this meeting.* *It was resolved that Civium will send a reminder to all owners, residents, and property managers regarding the current rules, with an emphasis on storage of items, parking on common property, keeping of pets, and alterations and erections. This will be supported by direct communication with residents who are*

	breaking rules, including reminder letters, door knocking and issuing Rule Infringement Notices, incurring an administrative fee. *It was noted that Civium will seek advice regarding how to enforce the resolution in the Inaugural Minutes regarding hanging of washing.* *Civium advised that rules need to be enforced, as written, and that any desired changes must be made at a General Meeting of the Owners Corporation. It was noted that all owners were privy to these rules when deciding to purchase into The Griffin, and as such, it is expected that these rules are to be enforced as is.* • **Committee Communications** *It was noted email will be the formal way of communications by the Committee. The Committee is encouraged to use the "Committee Discussion Board" on C-Hub for general discussions.* • **Method of Communication with Residents** *It was noted that a letter was sent to all Owners, Tenants, and Property Managers regarding C-Hub, noting that non-Owners can also register for the portal via Civium.* • **Future Items for Discussion** *It was noted that recycling and waste room access, and bike storage will be discussed at the next meeting.* *Alistair and Matthew have prepared an "EC Meeting Backlog" with a status board on agenda items. This will be attached to each EC Meeting Minutes for visibility to all owners.* **Motion Carried**
3	**GENERAL BUSINESS** • It was noted that the application from unit 138 to install a storage cabinet for bike storage is not approved as any cage installed within the basement must be perforated to ensure fire compliance. Civium is to contact the owner of unit 138. • The EC requested that Civium review and present possible options for communal bike storage in the basement areas, for consideration. • The EC noted that access to recycling bins for all residents was working, although the bins required more regular emptying as they were becoming full. Civium will look into increasing the rotation and collection cycle and advise. The EC also requested that Civium review and present options for better waste management facilities in the basement, including access for all residents to large general waste bins, and better recycling facilities. **Motion Carried**
4	**NEXT MEETING** **RESOLVED** that the next Executive Committee Meeting be held on **Wednesday, 15th March 2023 5:00PM - 6:30PM.** **Motion Carried**

There being no further business the chairperson declared the meeting closed at 06:30 pm
Dated: 7 February 2023
Issued by Civium Property Group for and on behalf of the Owners Corporation.

THE GRIFFIN
CONSTITUTION AVENUE

EC Meeting Backlog

Please raise new items via a request on C-Hub

Status	Raised	Task	Notes/Justification	Outcome
In Progress	1/23	Gym defibrillator & DRABC Swimming Sign	Requests from residents & committee members.	Ordered from Rojo Emergency. Have raised work order for Brain to install it along with other handyman work
In Progress	1/23	All residents - all swipes, all common areas	Accessibility issues with residents, access to mail delivered to the wrong building.	Quote submitted for approval
In Progress	1/23	Chase defects		Ongoing, managed elsewhere.
In Progress	1/23	Quote - Swipe installation for Parcel Room	Quotes sought for swipe access to mail room.	Work Order raised for SPE
In Progress	1/23	Dogs Urinating on common property	Reports from residents observing the issue	Communique to all residents, consideration by rules sub-committee
In Progress	1/23	House Rules	Setup subcomittee - survey on C-Hub?	Sub-committee established.
In Progress	1/23	Future Items for Discussion	This spreadsheet as a brainstorming & collaboration tool?	Spreadsheet created - to be distributed with minutes, and made editable to EC members.
Next Meeting	1/23	Update on Commercial Units & Shop Fronts	Update from Civium & EC members.	Unit 256 commercial Fitout approved.
Next Meeting	1/23	Civium After Hours Line and Emergency Access	Alex to discuss changes, and contingencies.	Civium to update at next meeting
Next Meeting	1/23	Meeting Room Operation	The meeting room has no tables/chairs, nor any booking/access mechanism.	Subcommittee established. To report back to EC with options/considerations.
Next Meeting	7/2/23	Waste room access/management	Chute blockage issues remain, residents	
Next Meeting	7/2/23	Bike storage	Feasibility of common area bike storage within the basement.	
Next Meeting	10/1/23	Car parking enforcement	Options, feasibility	

THE GRIFFIN
CONSTITUTION AVENUE

EC Meeting Backlog

Please raise new items via a request on C-Hub

Status	Raised	Task	Notes/Justification	Outcome
Next Meeting	10/1/23	Carpark carwashing tap	Investigate the feasability of installing a tap in the emergency bay for the expicit use of washing cars. In an emergency, the car can easily be moved. Signage will contribute to avoiding parked cars in this area generally.	
Proposed	10/1/23	EV Charging	Create a long-term EV Charging strategy. Should we engage a third party for an EV parking bay(s) in existing visitor parking?	
Completed	1/23	Committee Communications	Email is for formal decision making, C-Hub has a "committee discussion board" for general discussion.	Agreed
Completed	1/23	Pool Temperature	23.5C air temp, 27C water temp.	Temperature issues resolved, energy usage to be monitored.
Completed	1/23	Building A Lift Repairs	Damaged during flooding.	Repairs authorised, work completed.
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Completed	10/1/23	Building Manager/Concierge use of common property facilities	Where simple issues arise on common property, these would be easily detected by our facilities management team if they were able to use the common property areas. For instance, pool temperature, gym equipment issues.	EC has no issues with Rahul using common property facilities outside work hours.
Completed	1/23	Application for basement bike cabinet	Request from Unit 136 to install a bike storage cabinet in their carpark.	Not approved for fire safety requirements. Civium to contact owner.
Completed	1/23	Requests to fit lockboxes to common property	Multiple units requested lockboxes to common property	Not approved
In Progress	1/23	"No parking" sign installed in front of substation	Noted fire issues with current parking	Rahul getting 2XBigger signs
Proposed	2/23	Community Gardening Group	Request from the Facebook group to establish a Gardening Group. To be considered alongside existing gardening contract.	
Proposed	2/23	Traffic management on Constitution Ave	U-Turn access on Constitution Ave for eastbound traffic at the lights into driveway.	
Proposed	2/23	Resident suggestion box to EC	Currently via Monique - can we lower this effort via automation	

THE GRIFFIN
CONSTITUTION AVENUE

EC Meeting Backlog

Please raise new items via a request on C-Hub

Status	Raised	Task	Notes/Justification	Outcome
Proposed	2/23	Common Areas Move-in damage	Should we have a general tidy up of damaged walls/paint now most residents have moved in	Apologies, but this has been included in the same work order as the defib, resuscation sign, clock, no parking sign and other general maintaince to Brian to complete in one go
Proposed	2/23	Entry railing into pool	Residents with mobility issues are finding it difficult to enter pool without a rail at the stairs	Rahul Currently chasing quotation with Total Pool
In Progress	2/23	Remodeling Concierge Service / Facilities Management	there is an expectation for a proper concierge service to commence ASAP. This includes physical presence at the desk, set hours of operations, ancillary services (eg: dry cleaning, taxi's etc), daily processes to ensure the complex is running smoothly.	Alex to look at models to ensure the Civium resourcing model can deliver the above services
In Progress	2/23	Standard Operating procedures for The Griffin	there is an expectation that the common areas and buildings are maintained and run in the correct fashion, with attention on a daily and weekly basis. This includes management of sub-contractors. This again is an ASAP requirement	Alex to share a first draft of standard operating procedures for the Griffin, for input by EC, with the aim of refining between now and the 1 year AGM
In Progress	2/23	Cleaning Standard to be looked after and manage sub contractors	IOFS Director was on site today (14/02) and has advised that he will keep monitoring the work uplift the cleaning standard to the best of his ability	Alex to advise on how to best manage this with the sub-contractor

THE GRIFFIN
CONSTITUTION AVENUE

UP15592 EC Agenda Status Board

Please raise new items via a request on C-Hub

Proposed	Next Meeting	In Progress	Resolved
EV Charging	Update on Commercial Units & Shop Fronts	Gym defibrillator & DRABC Swimming Sign	Committee Communications
Community Gardening Group	Civium After Hours Line and Emergency Access	All residents - all swipes, all common areas	Pool Temperature
Traffic management on Constitution Ave	Meeting Room Operation	Chase defects	Building A Lift Repairs
Resident suggestion box to EC	Waste room access/management	Quote - Swipe installation for Parcel Room	Method of Communication with Residents
Common Areas Move-in damage	Bike storage	Dogs Urinating on common property	Building Manager/Concierge use of common property facilities
Lift signage/noticeboards	Car parking enforcement	House Rules	Application for basement bike cabinet
Entry railing into pool	Carpark carwashing tap	Future Items for Discussion	Requests to fit lockboxes to common property
		"No parking" sign installed in front of substation	
		Remodeling Concierge Service / Facilities Management	
		Standard Operating procedures for The Griffin	
		Cleaning Standard to be looked after and manage sub contractors	

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MINUTES OF THE
EXECUTIVE COMMITTEE MEETING 2023

OWNERS UNIT PLAN - 15592

The Griffin
44 Constitution Avenue
PARKES ACT 2600

Held on :

Thursday, 19 January 2023 05:00 PM

Held at :

The Griffin - Meeting Room
44 Constitution Avenue, Parkes ACT 2600

MINUTES OF THE EXECUTIVE COMMITTEE MEETING OF THE OWNERS CORPORATION OF UNIT PLAN The Griffin 15592

Held Thursday, 19 January 2023 5:00 PM at
The Griffin - Meeting Room
44 Constitution Avenue, Parkes ACT 2600

Present	**Alistair Cohen (Lot 55), Lauren Kasparek (Lot 97), Matthew Fraser (Lot 175, 260), Michael Hetenyi (Lot 235), Michelle Pereira (Lot 58), Patricia McDonald (Lot 103), Phillip Beattie (Lot 41), Ronald Richards (Lot 29), Stephen John Arnott (Lot 27), Vanessa Ganley (Lot 229), Yves Naspe (Lot 95)**
Civium Rep(s)	**Monique Bosma (Civium Strata), Alex Boundy (Civium Facilities Management), Rahul Chamlagain (Civium Facilities Management)**
Other Attendees (Observers)	**Claire Hely (Lot 55), Brandt Robinson (Lot 97), Louise Scrivener (Lot 190)**
Chairperson	**Monique Bosma**
Levy Arrears	The following lots owed a Body Corporate debt and were ineligible to vote: None
Meeting Opened	5:00pm

A Quorum was reached

Nil conflicts of interest were declared

MOTION	Motion for consideration
1	**Role of Executive Committee & Codes of Conduct** The Executive Committee acknowledge their roles and functions and the Code of Conduct. **Motion Acknowledged**
2	**Office Bearers** **RESOLVED** that the Executive Committee appoint the following members to the Office Bearers positions: • Chairperson: Alistair Cohen • Treasurer: Matthew Fraser • Secretary: Matthew Fraser **RESOLVED** that the Office Bearers will work closely with the Strata Managing Agent to fulfil their duties and functions. **Motion Carried**
3	**Financials & Arrears** **RESOLVED** that the Executive Committee accept the Financial Report for period 07/10/2022 - 01/01/2023. **Motion Carried**
4	**Items for Discussion** • **Update of Common Property Defects** *- It was noted that the Building Management Team is currently liaising with Chase Builders on common property defects. A defect report will be made available to the Executive Committee shortly, which will confirm the status and estimated completion date for each defect noted by the Building Management Team.* *- It was noted a lift in Building A is not operational and a lift in Building O works intermittently.* *- It was noted there are nails in the basement and fire stairs that are protruding from the concrete.* *- It was noted the hole in the wall outside the lift in Building A is being repaired on 20/01/23.* *- The installation of additional lights on the main foyer steps was discussed and it was noted that the Building Management Team will consider options that take both safety and aesthetics into consideration to put forth to the Committee (it was noted this is not a defect).* *- The Committee approved the quote from Master Gym Tech to install rubber mats to put under the treadmills for $596.64 (it was noted this is not a defect).* • **Storm water Issues** *It was noted that Chase Builders are awaiting advice from the Hydraulic Engineer. The report will be provided to the Committee and an out of session decision will be made regarding the lift repair.* • **Street Lights** *- It was noted that requests have been made to reduce or redirect the light pollution from the common areas. It was noted that warranties may be voided should the lights be adjusted. The Committee agreed that no further action will*

be taken at this stage.

- **Installation of Lockboxes**

  - It was noted that the Committee does not approve the installation of lockboxes to common property.

- **Car Parking & Resident Access to Basements**

  - It was noted that residents are parking in the emergency and visitor parking. The Strata Managing Agent advised this is in breach of the rules and the standard process for rule breaches is to send an initial reminder, followed by a Rule Infringement Notice if the breach is not remedied. If the owner of the vehicle is unknown, the notice can be placed on the vehicle.
  - It was requested that "No Parking" signs are installed in front of the substation doors.
  - The Committee approved fob access for all residents to the common areas, including all levels of the basement. It was noted that residents will not have access to residential levels other than their own. This will be actioned on a case-by-case basis after the Building Management Team receives the programming handover from SPE.

- **Swipe Installation for Parcel Room**

  - It was noted that the Building Management Team will seek multiple quotes to install a swipe/fob access to the parcel room.

- **Cleanliness of Common Areas**

  - It was noted that the Strata Managing Agent provide a copy of the cleaner's scope of work to the Committee for review.
  - It was requested that quotes be obtained to install a defibrillator in between the gym rooms and a resuscitation sign in the pool area.
  - It was requested that a clock be installed in the pool area.

- **Update on Commercial Units & Shop Front -** *DEFERRED*

- **Civium After Hours Line and Emergency Access -** *DEFERRED*

- **Meeting Room Operation -** *DEFERRED*

- **Pool Temperature -** *DEFERRED*

- **House Rules -** *DEFERRED*

- **Committee Communications -** *DEFERRED*

- **Method of Communication with Residents -** *DEFERRED*

- **Future items for discussion –** *DEFERRED*

Motion Carried

5	**General Business** That any items of a general nature be discussed and noted down as part of the minutes of this meeting. **Motion Deferred**
6	**Next Meeting** **RESOLVED** the next Executive Committee Meeting be held on Tuesday 7th January 2023 at 5:00pm. **Motion Carried**

There being no further business the chairperson declared the meeting closed at 6:35pm
Dated: 19 January 2023
Issued by Civium Property Group for and on behalf of the Owners Corporation.

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MINUTES OF THE
FIRST ANNUAL GENERAL MEETING 2022

OWNERS UNIT PLAN - 15592

The Griffin
44 Constitution Avenue
PARKES ACT 2600

Held on:

Wednesday, 14 December 2022 05:30 PM

Held at :

Hellenic Club – Poseidon Room
13 Moore Street
Canberra ACT 2601

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MINUTES OF THE FIRST ANNUAL GENERAL MEETING OF THE OWNERS CORPORATION OF UNIT PLAN The Griffin 15592

Held Wednesday, 14 December 2022 5:30 PM at
Hellenic Club - Poseidon Room
13 Moore Street
Canberra ACT 2601

Present	**Alana Angeli (Lot 116), Alison Harriden (Lot 178), Alistair Cohen & Claire Hely (Lot 55), Allan & Jody Robertson (Lot 51), Alvaro Rosas & Skye Miller(Lot 237), Amanda Ma (Lot 93), Andrew McCray (Lot 65), Anne-Maree Campbell (Lot 30), Anthony Rochester & Lisa Williams (Lot 52), Benjamin Kreis (Lot 185), Bradley Ricabo (Lot 195), Bridget Roginic (Lot 108), CaitlinJohnstone (Lot 152), Campbell Resi Con Ave Pty Ltd (ACN 601 692 219) (Lot 260), Christine Caryl Mummery (Lot 63), Damian Styles (Lot 4), David (Lot 202), David Bush (Lot 53), David Michael Leslie & Patricia Anne Berman (Lot 252), David Schmidtchen (Lot 166), Deryck & Martha Smith (Lot 243), Erryn Janet & Matthew Robert Taylor (Lot 212), Georgina Psaltis(Lot 117), Glenn Davis (Lot 188), Heather Grainger (Lot 64), Heidi McLennan (Lot 135), Helen Green (Lot 139), Henricus Wilhelmus (Lot 174),Isabela Bertoni (Lot 60), Ivan (Lot 95), Jaimie MacQuillan (Lot 62), Jamie Cottrell & Mercy Diones (Lot 16), Janine McEwan (Lot 73), Jeffery Bateson& Geraldine Clisby (Lot 138), Julie Ogden (Lot 234), Karina Turner (Lot 89),Katrina Gmach & Alistair Gilmour (Lot 67), Kay Ward (Lot 236), Keith Woodman (Lot 179), Kenneth Khoo (Lot 224), Kim Arthur (Lot 26), Kimberley Victoria Chalmers (Lot 88), Lauren Kasparek (Lot 97), Leo & Emily Phan Holdings Pty Lt as Trustee for Leo & Emily Phan Holding Family Trust (Lot 183, Lot 187), Linc Thurecht & Alisa Lawrence (Lot 150), Louise Schmidtchen (Lot 241), Louise Scrivener and Douglas Kirk (Lot 190), Margaret Alice Goydych (Lot 90), Margaret Crouch (Lot 164, Lot 76), Mary Geronimo (Lot 221), Matthew Fraser (Lot 175, Lot 260), Michelle Pereira (Lot 58), Mohammad Hasan & Faizah Khan (Lot 14), Mr Andrew Baker (Lot 214), Mr Siv Wong (Lot 245), Ms Li Li Hou (Lot 133), Nicholas Gillies (Lot 233), Parker Reeve (Lot 160), Patricia McDonald (Lot 103), Patrick Bellgard (Lot 192), Peter & Janice Keogh (Lot 180), Phillip & Samantha Beattie (Lot 41), Reinaldo Pereira & Marcia Pereira (Lot 148), Robert Duffield (Lot 250), Rohan Mcneil & Jacquelyn Phillips (Lot 220), Ronald Richards & Caroline Richards (Lot 29), Shona & Michael Stankiewicz (Lot 3), Stephen John Arnott (Lot 27), Stephen Richards & Clare Poprawski (Lot 173), Sungmin Kim (Lot 35), Tavalea Nilon (Lot 57), Tehliah Grace Dundas (Lot 87), Thomas Foster (Lot 222), Zachary Griffith (Lot 176)**
Civium Rep(s)	**Ms Monique Bosma (Civium Strata), Mr Gareth Halverson (Civium Strata), Mr Alex Boundy (Civium Facilities Management), Mr Rahul Chamlagain (Civium Facilities Management), Ms Zoe Swift (Civium Facilities Management)**
Other	**Mr Jamie Walker (Inside Outside Facility Services), Ms Sinead Steele (Energy Trade)**
Proxies	**Mary Spulak for Brian Eldred (Lot 130), Geri Clisby & Jeff Bateson for James Stuart Churches & Renee Denise Wood (Lot 136), Matthew Fraserfor Katherine Fraser (Lot 175)**
Voting Papers	**Dean Lewis & Vanessa Ganley (Lot 229)**
Chairperson	**Matthew Fraser**
Meeting Opened	5:30pm

Reduced Quorum Meeting

MOTION	Motion for consideration
1	**Presentation of Inaugural Minutes (ORDINARY RESOLUTION)** **RESOLVED** that in accordance with Schedule 3 Section 3.4 of the Unit Titles (Management) Act 2011, the Inaugural Minutes were presented and acknowledged at the first Annual General Meeting of the Owners Corporation. **Motion Carried**
2	**Insurance Renewal (ORDINARY RESOLUTION)** **RESOLVED** a) that the Owners Corporation's insurances be confirmed, as per the attached policy contained within the agenda; and b) the Strata Managing Agent be authorised to obtain three quotations (where possible) prior to the current insurance policy expiry and presented to the Executive Committee for consideration. If advice from the Executive Committee is not received, the Managing Agent will proceed with the current Insurer. **Motion Carried**
3	**Review of Financials & Budget (ACKNOWLEDGEMENT)** **RESOLVED** that in accordance with Schedule 2 Part 2.2 of the Unit Titles (Management) Act 2011, that the Financial Statement for the period 07/10/2022 to 01/11/2022 and Year 1 and 2 Budgets be acknowledged. The below instalment dates are for the Levy Period 07/10/2022 to 06/10/2023. **1st instalment** - 07/10/2022 **2nd instalment** - 07/01/2023 **3rd instalment** - 07/04/2023 **4th instalment** - 07/07/2023 *NOTE: It was noted that the Year 1 Budget is an educated estimate and the first 12 months will enable the Owners Corporation to determine the actual running costs for the Owners Corporation to function effectively. The Owners Corporation was reminded that this may result in increases to the Year 2 Budget, which will be considered by the Owners Corporation at the next AGM.* **Motion Carried**
4	**Appointment of Auditor (ORDINARY RESOLUTION)** **RESOLVED** that the Owners Corporation to appoint an auditor to audit the books and records of the Owners Corporation at the end of the financial year, to be presented at the next Annual General Meeting. *NOTE: The Strata Managing Agent will provide quotes to the Executive Committee for the Audit.* **Motion Carried**

5	**Sinking Fund Plan (ORDINARY RESOLUTION)** **RESOLVED** that the Owners Corporation obtain a professional 10-year Sinking Fund Plan. *NOTE: It was noted that the Owners Corporation's bank account is split into an Administrative Fund and Sinking Fund. The Administrative Fund is used for day-to-day expenses whereas the Sinking Fund is for major capital expenses. As per legislation, it is a requirement to obtain a Sinking Fund Plan (which must be reviewed every 5 years) which calculates the amount of funds that need to be raised each year in order to meet the predicted capital expenses.* *The Strata Managing Agent will provide quotes to the Executive Committee for the Sinking Fund Plan to be prepared.* **Motion Carried**
6	**Consideration of Physical Building Defects (ORDINARY RESOLUTION)** **RESOLVED** that the Owners Corporation consider Common Property building defects and rectification in accordance with the statutory warranty periods. *NOTE: The Owners Corporation were reminded of the correct process to lodge defects. Defects within individual units are to be lodged by the unit owner directly to the builder and defects on common property can be lodged via the Building Manager or Strata Manager.* *Defects should be lodged in writing, with supporting photos, if possible.* *The statutory warranty period operates for six years after the date of completion for structural defects and two years after the date of completion for non-structural defects.* **Motion Carried**
7	**Endorsement and Confirmation of Rules (SPECIAL RESOLUTION)** **RESOLVED** by Special Resolution that the Owners Corporation endorse the Alternative Rules for Unit Plan 15592. *NOTE: It was noted that changes or additions can be made to the Rules can be put forth for approval at a future General Meeting of the Owners Corporation.* For : 80 Against : 0 **Motion Carried**

8	**Election of Executive Committee (SPECIAL RESOLUTION)** **RESOLVED** by Special Resolution that the number of members of the executive committee be determined at 11 persons, including: **LOT: OWNER NAME:** 27 Stephen Arnott 29 Ronald Richards 41 Phillip Beattie 55 Alistair Cohen 58 Michelle Pereira 95 Ivan Napse 97 Lauren Kasparek 103 Patricia McDonald 229 Vanessa Ganley 235 Michael Hetenyi 260 Matthew Fraser For : 80 Against : 0 **Motion Carried**
9	**Authorisations, Delegations and Appointments (ACKNOWLEDGEMENT)** **RESOLVED** that the Owners Corporation acknowledge the adequacy of any current authorisations, delegations and appointments for the Executive Committee**.** *NOTE: It was noted that the appointment of office bearers (Chairperson, Treasurer and Secretary) will be made at the first Executive Committee Meeting and that the Executive Committee can form Sub-Committees and Working Groups.* **Motion Carried**
10	**Alternative Method and Process for Voting (ORDINARY RESOLUTION)** **RESOLVED** that General Meetings & Executive Committee Meetings may be held in accordance with Section 10 of the Unit Titles (Management) Regulations 2011 which allows voting at the meeting using a digital means, such as a teleconference, videoconference, email, or any other electronic means including pre-meeting electronic voting**.** **Motion Carried**

	General Business
	What does it take to run a building like The Griffin and what is the composition of the team? It was noted that there is a large team to support the management of The Griffin, including: • ***Rahul Chamlagain (Concierge & Building Manager) -*** Rahul manages the day-to-dayoperations at The Griffin and acts as a conduit between all relevant stakeholders. • ***Barry Taylor (Senior Building Manager) -*** Barry is a contingency should Rahul be unavailable and this extends to supporting Rahul by way of training and development and provides assistance on large building management items. • ***Alex Boundy (General Manager for Civium Facilities Management) -*** Alex oversees the Building Management at The Griffin and will work closely with the Executive Committee on high level items.

	Who do residents contact in relation to building issues outside of the concierge hours? It was noted that residents are to contact Civium's after-hours number (1300 724 256) outside of the concierge and business hours. It was also noted that where practical, it is best practice to follow this up with an email to either your Building Manager or Strata Manager.
	Is the Owners Corporation responsible for the commercial units at The Griffin and what is the current status of each unit? It was noted that the Owners Corporation is responsible for the commercial units at The Griffin. All commercial units are believed to be sold and to date Civium has received two commercial fit out applications for the incoming Executive Committee to consider.
	What is the status of electric vehicle charging? It was noted that allocations for electric vehicle chargers provided from construction have beenexhausted. Further charging capability via communal charger or larger scale trickle charge systems in private carparks will be explored by the incoming Executive Committee as it has been noted that Civium has received interest for furtherinstallation by owners that were unsuccessful in the initial allocation.
	Does the complex have capacity for solar panel installation on roof tops and is this something the Owners Corporation might investigate? It was noted that solar panels are currently installed on Building A and if the Owners Corporation were to install further solar panels, or a larger system on Building A, this could be invested by the incoming Executive Committee. It was further noted that the Executive Committee may wish to form an Energy Sub-Committee to investigate solar options, along with electric vehicle charging.
	What is the process for undertaking renovations in my unit? It was noted that any renovations that involve erecting or altering any structure on the unit or common property, require approval by the Executive Committee. Owners are to contact the Strata Manager to obtain an Alterations Form, which should be filled out with as much information as possible, which is then submitted to the Executive Committee for consideration.
	How is waste being managed at The Griffin and will there be green waste and compost available? It was noted that bin collections for both general waste and recycling occur each Tuesday and Friday. Residents have access to the bins through the waste chutes only, as per design. It was noted that as part of the move in process, residents were permitted to access the waste rooms to dispose of large cardboard, though unfortunately this service was taken advantage of by the minority, and therefore access to the waste rooms is now restricted. Larger items need to be disposed of at a waste depot, or access to the waste room can be organised through the concierge. It was noted that alternate solutions will be considered and investigated by the incoming Executive Committee. It was further noted that The Griffin is experiencing frequent blockages of the waste chutes, and unblocked the chutes has to-date cost the Owners Corporation approximately $8,000. *Secretarial Note: Capital Scraps offers residents at The Griffin to participate in a food scrap collection service. Further information regarding this service can be found on the C-Hub notice board.*
	What is the benefit of Energy Trade and having an embedded network to individual Owners? Ms Sinead Steele from Energy Trade noted the following key points: • All customers have access to Energy Trade's price matching policy • Any queries regarding billing can be answers via Energy Trade's Contact Centre • Monthly billing for account holders

There being no further business the chairperson declared the meeting closed at 07:10 pm
Dated: 14 December 2022
Issued by Civium Property Group for and on behalf of the Owners Corporation.

NOTICE OF REDUCED QUORUM DECISIONS

Part A Details of reduced quorum decisions †

A1 The Owners—Units Plan No 15592

A2 General meeting

Date (or dates) of general meeting at which the reduced quorum decision or decisions were made **14/12/2022**

A3 Reduced quorum decisions

[If there is insufficient space here, tick and attach details to the notice]

Date of decision	Full text of reduced quorum decision
14/12/2022	As attached

A4 Owners corporation declaration

The information in this notice has been recorded on the following date from details shown in the records of the owners corporation.

DATE: 15/12/2022
[Affix owners corporation seal in accordance with the corporation articles]



† In this notice, **UTMA** means the *Unit Titles (Management) Act 2011*.

NOTICE OF REDUCED QUORUM DECISIONS

Part B General information

B1 What is a reduced quorum decision?

- A ***reduced quorum decision*** is a decision of a general meeting of the owners corporation made while a quorum (a ***reduced quorum***) smaller than a ***standard quorum*** was present.
- A ***standard quorum*** is those people entitled to vote (on the motion) in relation to not less than ½ the total number of units (see UTMA s 3.9 (1) (a), part 3.1, schedule 3).

There are 2 types of ***reduced quorum decision***, requiring different reduced quorums.

Reduced quorum decisions made at regularly-convened general meetings

- If, within ½ an hour after a motion arises for consideration at a general meeting that has been regularly convened, a ***standard quorum*** for the motion (see above) is not present a reduced quorum decision may be made if a ***reduced quorum*** (see next point) is then present for consideration of the motion (UTMA s 3.9 (2), part 3.1, schedule 3).
- At a regularly-convened general meeting, a ***reduced quorum*** means 2 or more people present at the meeting and entitled to vote on the motion (UTMA s 3.9 (2), part 3.1, schedule 3).
- A reduced quorum is also sufficient to make decisions on any later motions arising at the meeting. Any such later decisions made while only a reduced quorum was present are also reduced quorum decisions (UTMA s 3.9 (2), part 3.1, schedule 3).

Reduced quorum decisions—adjournment following quorum trouble

- If, within ½ an hour after a motion arises for consideration at a general meeting that has been regularly convened, neither a ***standard quorum*** for the motion (see above) nor a ***reduced quorum*** (see above) is present, the meeting is adjourned to the following week at the same place and time (UTMA s 3.9 (3), part 3.1, schedule 3). The meeting may also decide to adjourn even if a reduced quorum is present (UTMA s 3.9 (5), part 3.1, schedule 3).
- If, within ½ an hour after a motion arises for consideration at a general meeting convened following such an adjournment, a standard quorum for the motion is not present, a reduced quorum decision may be made if there is a ***reduced quorum*** made up by anyone then present and entitled to vote (even if that is only a single voter) (UTMA s 3.9 (6) (a), part 3.1, schedule 3).
- Such a reduced quorum (of anyone present and entitled to vote) is also sufficient to make decisions on any later motions arising at the meeting. Any such later decisions made while only a reduced quorum was present are also ***reduced quorum decision***s (UTA s 3.9 (6) (a), part 3.1, schedule 3).

B2 When does a reduced quorum decision take effect?

- A reduced-quorum decision takes effect 28 days after the date of the decision (the decision's ***date of effec***t) (UTMA s 3.11 (1), part 3.1, schedule 3).
- However, this does not apply if the decision is disallowed, confirmed by a standard quorum general meeting or revoked (see below) (UTMA s 3.11 (3) - (5), part 3.1, schedule 3)

B3 How may reduced quorum decisions be disallowed?

Reduced quorum decisions may be disallowed by petition (UTMA, s 3.11 (3), part 3.1, schedule 3). The petition must—

- state the resolution or resolutions to which it applies; and
- be signed by a majority of persons entitled to vote at a general meeting of the owners corporation (a person may sign whether or not he or she attended the meeting); and

- be given to the owners corporation before the decision's date of effect (see B2 above).

B4 How may reduced quorum decisions be confirmed?

- A reduced-quorum decision may be confirmed by a general meeting of the owners corporation held before the decision's date of effect (see B2 above).
- For the confirmation to be valid, a standard quorum must be present when the confirmation motion is considered at the later general meeting (see B1 above).
- If a decision is confirmed, it takes effect from the date of the later general meeting whether or not a petition is given to the owners (UTMA s 3.11 (4), part 3.1, schedule 3).

B5 How may reduced quorum decisions be revoked?

- A reduced-quorum decision may be revoked by a general meeting of the owners corporation held at any time, whether or not the decision has earlier been confirmed.
- A revocation is valid whether a standard quorum or a reduced quorum is present when the revocation motion is considered (see B1 above; UTMA s 3.11 (5), part 3.1, schedule 3).

Sinking Fund Plan

The Griffin v7
44 Constitution Avenue, Parks, ACT 2600
Scheme Number: 15592



COMPILED BY CRAIG WELSH

On 26 October 2023 for the
15 Years Commencing: 1 October 2023
QIA Job Reference Number: 191391

Professional Indemnity Insurance Policy Number 1411189338 PLP
© QIA Group Pty Ltd

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setting the standard...

QIA Group Pty Ltd

REPORT TABLE OF CONTENTS

INTRODUCTION ..... - 3 -
LOCATION ..... - 3 -
REPORT SUMMARY ..... - 3 -
METHODOLOGY ..... - 4 -
FINANCIAL SUMMARY ..... - 6 -
SINKING FUND FORECAST MOVEMENT ..... - 7 -
SUMMARY OF ANNUAL FORECAST EXPENDITURE ..... - 8 -
ITEMISED EXPENDITURE BY YEAR ..... - 22 -
ITEMISED ACCRUALS BY YEAR ..... - 29 -
REPORT INFORMATION ..... **Error! Bookmark not defined.**
AREAS NOT INSPECTED ..... **Error! Bookmark not defined.**

INTRODUCTION

We have estimated that the Sinking Fund Levies as proposed in this report will be adequate to accumulate sufficient funds to meet anticipated long term costs, with essentially only an adjustment for inflation being required.

LOCATION

44 Constitution Avenue, Parks, ACT 2600

REPORT SUMMARY

We have estimated that the Sinking Fund Levies as proposed in this report will be adequate to accumulate sufficient funds to meet anticipated long term costs, with essentially only an adjustment for inflation being required.

We recommend that the Sinking Fund Report be regularly updated to ensure that an accurate assessment of how the scheme land, building and facilities are aging and to incorporate into the Report any major changes brought about by legislation, or pricing.

The Sinking Fund Levy per entitlement already set (GST incl) is:	$0.00
Number of Lot/Unit Entitlements:	10000
Opening Balance:	$0.00
The proposed Sinking Fund Levy per entitlement (GST incl) is:	$19.57

METHODOLOGY

The nominal forecast period of this report is 15 years and the costs anticipated during each of the years are detailed line by line on a yearly basis. The nominal time frame of the Report is to a large extent driven by the fact that many elements in a building's structure have a life beyond 15 years. Therefore an amount has been taken up for each item that would require replacement or substantial repair outside of the 15 year forecast period to account for these anticipated expenses. The basis for the accrual of these funds is that Owners use or consume the common property during their period of ownership and so are responsible for funding their eventual replacement. The manner in which the land, buildings and facilities actually age cannot be accurately determined without regular inspections which take into account the size, location and use of the scheme.

The report will generally categorise costs as follows:

1. Costs that occur in a predictable timeframe, in one tranche or as one project and within the 15 years forecast – a typical example of this kind of cost may be external painting or external door replacement. These items are generally described as straight costs e.g. repaint building or replace door.
2. Costs that occur in a predictable timeframe, in several tranches within the 15 years forecast – a typical example of this kind of cost may be boundary fence replacement, light fitting replacements or tree removal/lopping. These costs are generally described as an ongoing or partial replacement or provision cost.
3. Costs that occur in a predictable timeframe in one tranche or multiple tranches but will be outside the 15 years forecast – a typical example of this would be driveway resurfacing, gutter or downpipe replacements. These costs will only appear as annual accruals in the **Itemised Accruals by Year** section of the report, or may appear as a “partial” provision if there is a need for some allowance in the duration of the report.
4. Costs that are not predictable and may occur in one tranche or multiple tranches – a typical example of this cost is a burst water pipe. These costs are generally shown in the report as a repairs and replacement cost or an allowance.

The levy income has been determined by forecasting the expenditure requirement to replace or renew assets or finishes that have an effective life and making an allowance for items that do not have a finite lifespan. The levy income is initially increased each year by a variable inflationary factor to smooth the effects of major cost fluctuations given the initial fund balance and income.

No allowance has been made for interest receivable on the Sinking Fund Account, possible bank charges or tax obligations arising from bank interest.

Future replacement costs have been calculated by assessing the current replacement cost for each item to a standard the same or better than the original. These anticipated costs are increased each year at a rate of 5.0% per annum, this rate is reflective of building price indices which are historically higher than the general inflation rate. A contingency of 10.0% per annum has been applied to anticipated costs and it is applied to each individual cost in the year the cost (e.g. painting) is expected to occur (e.g. 2035), the contingency rate is not an annual compounding cost.

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

We have included a line item called Capital Replacement – General which is a yearly provision for unforeseen and/or unknown capital costs and expenses. This provision will allow Owners to expend funds on items which are not specifically allowed for, without the need to call an Extraordinary General Meeting to raise a special levy to pay for those otherwise unspecified items.

If the amounts provided for are not expended in any one year they will be accumulated to meet expenditures in future years although it has been our experience that some form of capital expenditure occurs every year and not all of it is accounted for via the specific line items in our report.

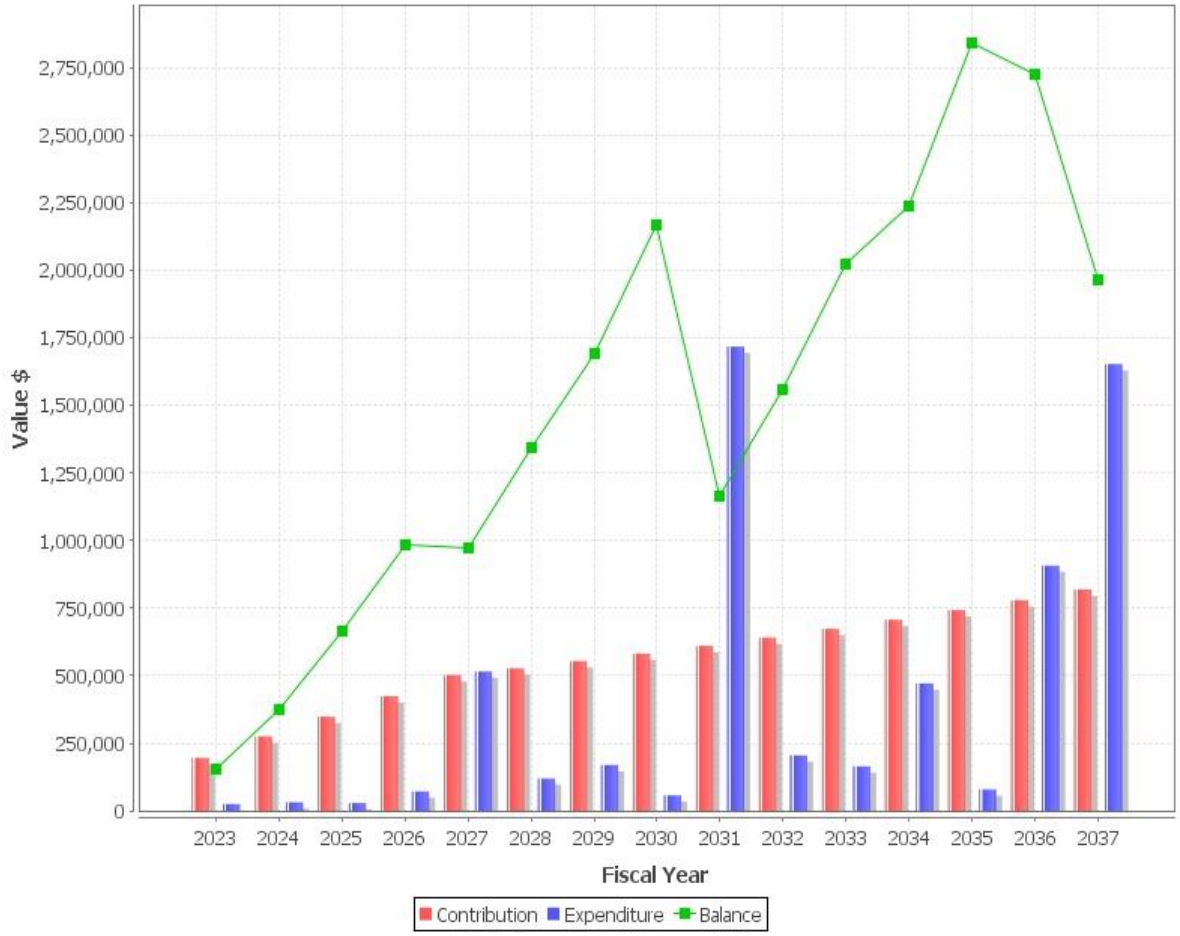
An allowance has been made for buildings Registered for Goods and Services Tax (GST) and GST has been applied to the levies and expenses proposed in this report – input tax credits have been accounted for and are shown in the ***Financial Summary Table*** in this report.

This report assumes that all plant and equipment will be maintained under comprehensive maintenance agreements. Expenditure incurred for maintenance agreements is taken to be covered within the Administrative Fund Budget, as are any smaller items that would be considered routine replacement items.

SINKING FUND FINANCIAL SUMMARY

Year		Opening Balance	Income							Expenses	Closing Balance
Report Year	Fiscal From	Beginning of Year	Contribution Total P.A. Ex GST	GST	Contribution Total P.A. Incl GST	Contribution per Entitlement Ex GST	GST	Contribution per Entitlement Inc GST	Input Tax Credits	Est Expenditure (Inc GST)	Closing Balance (End of Year)
1	01/10/2023	$0	$177,955	$17,795	$195,750	$17.80	$1.78	$19.57	$2,329	$25,624	$154,660
2	01/10/2024	$154,660	$250,545	$25,055	$275,600	$25.05	$2.51	$27.56	$2,914	$32,059	$376,061
3	01/10/2025	$376,061	$316,564	$31,656	$348,220	$31.66	$3.17	$34.82	$2,668	$29,347	$665,946
4	01/10/2026	$665,946	$385,786	$38,579	$424,365	$38.58	$3.86	$42.44	$6,532	$71,847	$986,417
5	01/10/2027	$986,417	$456,927	$45,693	$502,620	$45.69	$4.57	$50.26	$46,909	$516,000	$974,253
6	01/10/2028	$974,253	$479,774	$47,977	$527,751	$47.98	$4.80	$52.78	$10,905	$119,959	$1,344,973
7	01/10/2029	$1,344,973	$503,762	$50,376	$554,139	$50.38	$5.04	$55.41	$15,434	$169,770	$1,694,399
8	01/10/2030	$1,694,399	$528,950	$52,895	$581,845	$52.90	$5.29	$58.18	$5,218	$57,396	$2,171,171
9	01/10/2031	$2,171,171	$555,398	$55,540	$610,938	$55.54	$5.55	$61.09	$156,177	$1,717,949	$1,164,797
10	01/10/2032	$1,164,797	$583,168	$58,317	$641,485	$58.32	$5.83	$64.15	$18,637	$205,004	$1,561,597
11	01/10/2033	$1,561,597	$612,326	$61,233	$673,559	$61.23	$6.12	$67.36	$14,985	$164,832	$2,024,076
12	01/10/2034	$2,024,076	$642,943	$64,294	$707,237	$64.29	$6.43	$70.72	$42,882	$471,706	$2,238,195
13	01/10/2035	$2,238,195	$675,090	$67,509	$742,599	$67.51	$6.75	$74.26	$7,162	$78,781	$2,841,666
14	01/10/2036	$2,841,666	$708,844	$70,884	$779,729	$70.88	$7.09	$77.97	$82,528	$907,810	$2,725,228
15	01/10/2037	$2,725,228	$744,286	$74,429	$818,715	$74.43	$7.44	$81.87	$150,296	$1,653,260	$1,966,551

SINKING FUND FORECAST MOVEMENT



SUMMARY OF ANNUAL FORECAST EXPENDITURE

October 2023	Expense Inc GST
SUPERSTRUCTURE	
- Capital Replacement - General	$25,624
Total Forecast Expenditure for year - October 2023 (Inc GST):	$25,624
Includes GST amount of :	$2,329

October 2024	Expense Inc GST
SUPERSTRUCTURE	
- Capital Replacement - General	$26,905
SWIMMING POOL	
- Maintain pool concourse	$2,729
PLANT & EQUIPMENT	
- Maintain/service cart	$2,426
Total Forecast Expenditure for year - October 2024 (Inc GST):	$32,059
Includes GST amount of :	$2,914

October 2025	Expense Inc GST
SUPERSTRUCTURE	
- Capital Replacement - General	$28,250
FURNITURE & FITTINGS	
- Ongoing partial replacement of exterior lighting	$1,097
Total Forecast Expenditure for year - October 2025 (Inc GST):	$29,347
Includes GST amount of :	$2,668

October 2026	Expense Inc GST
SUPERSTRUCTURE	
- Restain awning/balcony ceiling	$28,747
- Capital Replacement - General	$29,663
EXTERNAL WORKS	
- Restain pergola	$4,680
- Restain posts	$2,674
AMENITIES	
- Maintain fixtures/fittings	$401
SWIMMING POOL	
- Maintain pool concourse	$3,008
PLANT & EQUIPMENT	
- Maintain/service cart	$2,674
Total Forecast Expenditure for year - October 2026 (Inc GST):	$71,847
Includes GST amount of :	$6,532

October 2027	Expense Inc GST
SUPERSTRUCTURE	
Planned Capital Works upgrades	$421,173
- Capital Replacement - General	$31,146
DRIVEWAYS, PATHWAYS & PARKING	
- Maintain bitumen driveway (patchwork)	$913
ENTRY FOYER	
- Touch up paintwork/panelling	$4,212
- Replace furniture/prints	$8,423

FURNITURE & FITTINGS	
- Install/Replace sensors/exits/emergency lighting/sensors 5% of total	$35,589
FIRE PROTECTION SYSTEMS	
- Provision to replace portable fire extinguishers 33% of total	$14,545
Total Forecast Expenditure for year - October 2027 (Inc GST):	$516,000
Includes GST amount of :	$46,909
October 2028	Expense Inc GST
SUPERSTRUCTURE	
- Replace window fixtures and fittings	$32,318
- Capital Replacement - General	$32,703
BASEMENT	
- Maintain/repair main garage door running gear	$1,284
EXTERNAL WORKS	
- Maintain common pipework	$13,851
FURNITURE & FITTINGS	
- Provision to replace outdoor/indoor furniture	$5,454
- Ongoing partial replacement of exterior lighting	$1,270
SWIMMING POOL	
- Replace pool pumps	$5,528
- Replace water chlorinator	$6,103
- Maintain pool concourse	$3,317
PLANT & EQUIPMENT	
- Replace defibrillator	$3,243
- Maintain/service cart	$2,948

GYM	
- Provision to replace gym equipment	$11,940
Total Forecast Expenditure for year - October 2028 (Inc GST):	$119,959
Includes GST amount of :	$10,905
October 2029	Expense Inc GST
SUPERSTRUCTURE	
- Replace single door motors	$8,172
- Maintain balcony/patio floor tiles	$79,196
- Capital Replacement - General	$34,338
BASEMENT	
- Provision for CO sensors replacement	$6,810
- Replace main garage door motors	$4,086
FENCE	
- Maintain masonry fencing	$2,538
FURNITURE & FITTINGS	
- Provision to upgrade swipe readers	$7,429
- Provision to upgrade security cameras & peripherals 20% of total	$5,746
- Provision to replace door closers 10% of total	$6,067
AMENITIES	
- Maintain floor tiles	$12,406
LOBBIES	
- Maintain floor tiles/vinyl	$2,980
Total Forecast Expenditure for year - October 2029 (Inc GST):	$169,770
Includes GST amount of :	$15,434

October 2030	Expense Inc GST
SUPERSTRUCTURE	
- Provision to replace balustrade/handrail fixings	$13,947
- Capital Replacement - General	$36,055
AMENITIES	
- Maintain fixtures/fittings	$488
SWIMMING POOL	
- Maintain pool concourse	$3,657
PLANT & EQUIPMENT	
- Maintain/service cart	$3,250
Total Forecast Expenditure for year - October 2030 (Inc GST):	$57,396
Includes GST amount of :	$5,218

October 2031	Expense Inc GST
SUPERSTRUCTURE	
- Repaint buildings	$526,870
- Repaint balcony/patio ceilings	$175,893
- Repaint soffits	$2,773
- Scaffold/access equip allowance	$131,397
- Repaint door faces	$2,150
- Repaint balustrade	$43,003
- Repaint posts/columns	$1,529
- Restain awning/balcony ceiling	$36,689
- Capital Replacement - General	$37,858
BASEMENT	
- Repaint door faces	$3,072

- Repaint columns	$102,388
- Repaint bollards	$3,225
ENTRY FOYER	
- Repaint walls	$19,966
- Repaint ceiling	$24,829
- Repaint door faces	$2,457
EXTERNAL WORKS	
- Restain pergola	$5,973
- Restain posts	$3,413
FURNITURE & FITTINGS	
- Ongoing partial replacement of exterior lighting	$1,470
- Replace keypads	$1,706
AMENITIES	
- Repaint ceiling	$5,034
FIRE PROTECTION SYSTEMS	
- Provision to replace fire hose reels	$9,215
LOBBIES	
- Repaint walls	$309,296
- Repaint ceiling	$125,852
- Repaint door faces	$84,316
STAIRWELL	
- Repaint door faces	$12,867
SWIMMING POOL	
- Repaint ceiling	$10,452
PLANT & EQUIPMENT	
- Replace/maintain waste hoppers	$20,478

RECREATION AREA	
- Repaint walls	$1,237
- Repaint ceiling	$1,195
GYM	
- Repaint walls	$3,242
- Repaint ceiling	$8,106
Total Forecast Expenditure for year - October 2031 (Inc GST):	$1,717,949
Includes GST amount of :	$156,177
October 2032	Expense Inc GST
SUPERSTRUCTURE	
- Capital Replacement - General	$39,751
BASEMENT	
- Maintain ventilation ducting	$3,010
DRIVEWAYS, PATHWAYS & PARKING	
- Maintain bitumen driveway (patchwork)	$1,165
- Maintain pathways 3% of total	$10,909
- Replace traffic mirrors 25% of total	$1,881
ENTRY FOYER	
- Touch up paintwork/panelling	$5,375
- Replace furniture/prints	$10,751
FURNITURE & FITTINGS	
- Install/Replace sensors/exits/emergency lighting/sensors 5% of total	$45,422
AMENITIES	
- Replace hand dryers	$5,017

FIRE PROTECTION SYSTEMS	
- Provision to replace portable fire extinguishers 33% of total	$18,563
SWIMMING POOL	
- Maintain pool concourse	$4,032
- Sauna re-fit all wood	$10,751
PLANT & EQUIPMENT	
- Maintain/replace bin press	$12,542
- Maintain/service cart	$3,584
- Replace/Maintain bin crushes	$32,252
Total Forecast Expenditure for year - October 2032 (Inc GST):	$205,004
Includes GST amount of :	$18,637
October 2033	Expense Inc GST
SUPERSTRUCTURE	
- Capital Replacement - General	$41,738
DRIVEWAYS, PATHWAYS & PARKING	
- Maintain driveway 3% of total	$9,087
ENTRY FOYER	
- Maintain tiles	$8,099
- Replace carpet	$25,963
FURNITURE & FITTINGS	
- Provision to upgrade security cameras & peripherals 20% of total	$6,985
LANDSCAPING	
- Replace irrigation controller	$941
AMENITIES	
- Provision to replace shower mixer set	$3,528

ROOF	
- Provision partial balcony membrane replacement	$50,882
- Provision to maintain roof fixtures and flashings	$11,288
RECREATION AREA	
- Replace carpet/floor covering recreation area	$6,321
Total Forecast Expenditure for year - October 2033 (Inc GST):	$164,832
Includes GST amount of :	$14,985
October 2034	Expense Inc GST
SUPERSTRUCTURE	
- Replace window fixtures and fittings	$43,310
- Capital Replacement - General	$43,825
BASEMENT	
- Repaint line marking	$21,187
- Maintain/repair main garage door running gear	$1,721
FURNITURE & FITTINGS	
- Provision to replace outdoor/indoor furniture	$7,309
- Ongoing partial replacement of exterior lighting	$1,701
AMENITIES	
- Maintain fixtures/fittings	$593
- Replace extraction fans 33% of total	$6,845
LOBBIES	
- Replace carpet	$230,771
SWIMMING POOL	
- Replace sauna/steam room heaters	$5,926
- Maintain pool concourse	$4,445

PLANT & EQUIPMENT	
- Replace hot water tanks	$14,816
- Provision to replace instant hot water heaters 33% of total	$13,005
- Replace circulating pumps	$6,914
- Replace defibrillator	$4,346
- Maintain/service cart	$3,951
GYM	
- Replace gym rubber floor	$45,040
- Provision to replace gym equipment	$16,001
Total Forecast Expenditure for year - October 2034 (Inc GST):	$471,706
Includes GST amount of :	$42,882
October 2035	Expense Inc GST
SUPERSTRUCTURE	
- Capital Replacement - General	$46,016
EXTERNAL WORKS	
- Maintain common pipework	$19,489
ROOF	
- Install/Replace TV aerial	$2,074
SWIMMING POOL	
- Replace pool filters	$11,201
Total Forecast Expenditure for year - October 2035 (Inc GST):	$78,781
Includes GST amount of :	$7,162
October 2036	Expense Inc GST
SUPERSTRUCTURE	
- Replace/maintain podium slab membrane waterproofing	$49,276

- Restain awning/balcony ceiling	$46,825
- Maintain balcony/patio floor tiles	$111,437
- Capital Replacement - General	$48,317
BASEMENT	
- Replace/maintain variable speed drives 50% of total	$17,423
- Provision for CO sensors replacement	$9,583
- Replace stormwater pumps	$12,022
- Provision to replace wheel stops	$10,345
EXTERNAL WORKS	
- Restain pergola	$7,623
- Restain posts	$4,356
- Replace artificial grass	$32,342
FENCE	
- Maintain masonry fencing	$3,572
FURNITURE & FITTINGS	
- Maintain signage	$5,445
- Provision to replace door closers 10% of total	$8,537
AMENITIES	
- Maintain floor tiles	$17,456
FIRE PROTECTION SYSTEMS	
- Overhaul hydrant/sprinkler booster pumps and controllers 50% of total	$17,423
- Provision to upgrade Fire Panel & associated detection equipment	$312,641
- Replace jacking pump	$4,683
- Provision to replace pressure vessel	$1,035
LOBBIES	
- Maintain floor tiles/vinyl	$4,193

ROOF	
- Replace/maintain rooftop waterproof	$129,351
- Replace/maintain rooftop exhaust fans 33% of total	$10,062
SWIMMING POOL	
- Replace pool pumps	$8,167
- Replace water chlorinator	$9,017
- Maintain pool concourse	$4,900
- Replace exhaust fans	$6,534
PLANT & EQUIPMENT	
- Replace sewer pumps	$10,890
- Maintain/service cart	$4,356
Total Forecast Expenditure for year - October 2036 (Inc GST):	$907,810
Includes GST amount of :	$82,528
October 2037	Expense Inc GST
SUPERSTRUCTURE	
- Provision to replace single garage doors in 30 years partial accrual	$5,431
- Replace single door motors	$12,074
- Capital Replacement - General	$50,733
BASEMENT	
- Replace exhaust/supply/inline fans over 25 years partial accrual	$50,939
- Replace individual garage doors in 30 years partial accrual	$25,092
- Provision to replace main garage doors in 30 years partial accrual	$3,636
- Replace main garage door motors	$6,037

DRIVEWAYS, PATHWAYS & PARKING	
- Maintain bitumen driveway (patchwork)	$1,486
- Replace bollards in 20 years partial accrual	$8,004
- Replace traffic mirrors 25% of total	$2,401
ENTRY FOYER	
- Touch up paintwork/panelling	$6,860
- Provision to upgrade automatic door/intercom	$16,465
- Replace furniture/prints	$13,721
FENCE	
- Provision to replace metal slat fencing in 30 years partial accrual	$4,088
- Replace pedestrian gates incl rooftop in 30 years partial accrual	$13,155
- Replace pedestrian gates in rooftop	$5,540
FURNITURE & FITTINGS	
- Provision to replace mail boxes in 20 years partial accrual	$43,936
- Install/Replace sensors/exits/emergency lighting/sensors 5% of total	$57,971
- Ongoing partial replacement of exterior lighting	$1,970
Provision to replace intercom system in 20 years	$89,529
- Provision to upgrade swipe readers	$10,977
- Provision to upgrade security cameras & peripherals 20% of total	$8,490
- Provision to upgrade intercom systems	$8,290
AMENITIES	
- Provision to replace toilets in 20 year partial accual	$6,586
FIRE PROTECTION SYSTEMS	
- Provision to replace portable fire extinguishers 33% of total	$23,691

LOBBIES	
- Replace carpet	$267,146
ROOF	
- Replace/maintain solar panels and inverter	$104,279
PLANT & EQUIPMENT	
- Refurbish lift interior in 25 years partial accrual	$22,640
- Allowance for mechanical upgrade of lift in 30 years partial accrual	$679,186
- Maintain AC package units and pipework	$80,039
RECREATION AREA	
- Future joinery replacement partial accrual	$22,868
Total Forecast Expenditure for year - October 2037 (Inc GST):	$1,653,260
Includes GST amount of :	$150,296

ITEMISED EXPENDITURE BY YEAR

Item	Current Cost	Year 1st Applied	Remain Life/ Next Interval	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037
SUPERSTRUCTURE																		
- Repaint buildings	$308,750	2031	10									526870						
- Repaint balcony/patio ceilings	$103,075	2031	10									175893						
- Replace window fixtures and fittings	$21,924	2028	6						32318						43310			
- Repaint soffits	$1,625	2031	10									2773						
- Scaffold/access equip allowance	$77,000	2031	10									131397						
- Repaint door faces	$1,260	2031	10									2150						
- Provision to replace balustrade/handrail fixings	$8,582	2030	8								13947							
- Repaint balustrade	$25,200	2031	10									43003						
- Repaint posts/columns	$896	2031	10									1529						
- Replace/maintain podium slab membrane waterproofing	$22,625	2036	8														49276	
- Provision to replace single garage doors in 30 years partial accrual	$2,375	2037	5															5431
- Replace single door motors	$5,280	2029	8							8172								12074
- Restain awning/balcony ceiling	$21,500	2026	5				28747					36689					46825	
- Maintain balcony/patio floor tiles	$51,166	2029	7							79196							111437	
Planned Capital Works upgrades	$300,000	2027	0					421173										
- Capital Replacement - General	$22,185	2023	1	25624	26905	28250	29663	31146	32703	34338	36055	37858	39751	41738	43825	46016	48317	50733
BASEMENT																		
- Replace/maintain variable speed drives 50% of total	$8,000	2036	7														17423	
- Replace exhaust/supply/inline fans over 25 years partial accrual	$22,275	2037	5															50939

Item	Current Cost	Year 1st Applied	Remain Life/ Next Interval	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037
- Repaint line marking	$10,725	2034	8												21187			
- Provision for CO sensors replacement	$4,400	2029	7							6810							9583	
- Replace individual garage doors in 30 years partial accrual	$10,972	2037	15															25092
- Maintain ventilation ducting	$1,680	2032	10										3010					
- Repaint door faces	$1,800	2031	10									3072						
- Provision to replace main garage doors in 30 years partial accrual	$1,590	2037	15															3636
- Maintain/repair main garage door running gear	$871	2028	6						1284						1721			
- Replace main garage door motors	$2,640	2029	8							4086								6037
- Repaint columns	$60,000	2031	10									102388						
- Replace stormwater pumps	$5,520	2036	7														12022	
- Repaint bollards	$1,890	2031	10									3225						
- Provision to replace wheel stops	$4,750	2036	15														10345	
DRIVEWAYS, PATHWAYS & PARKING																		
- Maintain bitumen driveway (patchwork)	$650	2027	5					913					1165					1486
- Maintain pathways 3% of total	$6,088	2032	11										10909					
- Maintain driveway 3% of total	$4,830	2033	12											9087				
- Replace bollards in 20 years partial accrual	$3,500	2037	5															8004
- Replace traffic mirrors 25% of total	$1,050	2032	5										1881					2401
ENTRY FOYER																		
- Repaint walls	$11,700	2031	10									19966						
- Repaint ceiling	$14,550	2031	10									24829						
- Maintain tiles	$4,305	2033	7											8099				
- Touch up paintwork/panelling	$3,000	2027	5					4212					5375					6860
- Replace carpet	$13,800	2033	12											25963				

Item	Current Cost	Year 1st Applied	Remain Life/ Next Interval	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037
- Provision to upgrade automatic door/intercom	$7,200	2037	5															16465
- Repaint door faces	$1,440	2031	10									2457						
- Replace furniture/prints	$6,000	2027	5					8423					10751					13721
EXTERNAL WORKS																		
- Maintain common pipework	$9,396	2028	7						13851							19489		
- Restain pergola	$3,500	2026	5				4680					5973					7623	
- Restain posts	$2,000	2026	5				2674					3413					4356	
- Replace artificial grass	$14,850	2036	15														32342	
FENCE																		
- Provision to replace metal slat fencing in 30 years partial accrual	$1,788	2037	5															4088
- Replace pedestrian gates incl rooftop in 30 years partial accrual	$5,752	2037	5															13155
- Replace pedestrian gates in rooftop	$2,422	2037	15															5540
- Maintain masonry fencing	$1,640	2029	7							2538							3572	
FURNITURE & FITTINGS																		
- Provision to replace outdoor/indoor furniture	$3,700	2028	6						5454						7309			
- Maintain signage	$2,500	2036	15														5445	
- Provision to replace mail boxes in 20 years partial accrual	$19,212	2037	5															43936
- Install/Replace sensors/exits/emergency lighting/sensors 5% of total	$25,350	2027	5					35589					45422					57971
- Ongoing partial replacement of exterior lighting	$861	2025	3			1097			1270			1470			1701			1970
Provision to replace intercom system in 20 years	$39,150	2037	5															89529
- Provision to upgrade swipe readers	$4,800	2029	8							7429								10977
- Provision to upgrade security cameras & peripherals 20% of total	$3,712	2029	4							5746				6985				8490

Item	Current Cost	Year 1st Applied	Remain Life/ Next Interval	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037
- Provision to upgrade intercom systems	$3,625	2037	5															8290
- Provision to replace door closers 10% of total	$3,920	2029	7							6067							8537	
- Replace keypads	$1,000	2031	9									1706						
LANDSCAPING																		
- Replace irrigation controller	$500	2033	12											941				
AMENITIES																		
- Replace hand dryers	$2,800	2032	10										5017					
- Maintain fixtures/fittings	$300	2026	4				401				488				593			
- Replace extraction fans 33% of total	$3,465	2034	6												6845			
- Maintain floor tiles	$8,015	2029	7							12406							17456	
- Provision to replace shower mixer set	$1,875	2033	12											3528				
- Repaint ceiling	$2,950	2031	10									5034						
- Provision to replace toilets in 20 year partial accual	$2,880	2037	5															6586
FIRE PROTECTION SYSTEMS																		
- Overhaul hydrant/sprinkler booster pumps and controllers 50% of total	$8,000	2036	7														17423	
- Provision to upgrade Fire Panel & associated detection equipment	$143,550	2036	14														312641	
- Provision to replace fire hose reels	$5,400	2031	9									9215						
- Provision to replace portable fire extinguishers 33% of total	$10,360	2027	5					14545					18563					23691
- Replace jacking pump	$2,150	2036	15														4683	
- Provision to replace pressure vessel	$475	2036	15														1035	

Item	Current Cost	Year 1st Applied	Remain Life/ Next Interval	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037
LOBBIES																		
- Repaint walls	$181,250	2031	10									309296						
- Repaint ceiling	$73,750	2031	10									125852						
- Replace carpet	$116,820	2034	3												230771			267146
- Repaint door faces	$49,410	2031	10									84316						
- Maintain floor tiles/vinyl	$1,925	2029	7							2980							4193	
ROOF																		
- Replace/maintain rooftop waterproof	$59,392	2036	5														129351	
- Provision partial balcony membrane replacement	$27,045	2033	7											50882				
- Install/Replace TV aerial	$1,000	2035	14													2074		
- Provision to maintain roof fixtures and flashings	$6,000	2033	12											11288				
- Replace/maintain solar panels and inverter	$45,600	2037	15															104279
- Replace/maintain rooftop exhaust fans 33% of total	$4,620	2036	7														10062	
STAIRWELL																		
- Repaint door faces	$7,540	2031	10									12867						
SWIMMING POOL																		
- Replace pool pumps	$3,750	2028	8						5528								8167	
- Replace water chlorinator	$4,140	2028	8						6103								9017	
- Replace pool filters	$5,400	2035	14													11201		
- Replace sauna/steam room heaters	$3,000	2034	5												5926			
- Maintain pool concourse	$2,250	2024	2		2729		3008		3317		3657		4032		4445		4900	
- Repaint ceiling	$6,125	2031	10									10452						
- Sauna re-fit all wood	$6,000	2032	10										10751					
- Replace exhaust fans	$3,000	2036	14														6534	

Item	Current Cost	Year 1st Applied	Remain Life/ Next Interval	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037
PLANT & EQUIPMENT																		
- Refurbish lift interior in 25 years partial accrual	$9,900	2037	5															22640
- Allowance for mechanical upgrade of lift in 30 years partial accrual	$297,000	2037	5															679186
- Maintain AC package units and pipework	$35,000	2037	10															80039
- Replace hot water tanks	$7,500	2034	12												14816			
- Replace sewer pumps	$5,000	2036	14														10890	
- Provision to replace instant hot water heaters 33% of total	$6,584	2034	6												13005			
- Replace circulating pumps	$3,500	2034	12												6914			
- Maintain/replace bin press	$7,000	2032	10										12542					
- Replace defibrillator	$2,200	2028	6						3243						4346			
- Replace/maintain waste hoppers	$12,000	2031	9									20478						
- Maintain/service cart	$2,000	2024	2		2426		2674		2948		3250		3584		3951		4356	
- Replace/Maintain bin crushes	$18,000	2032	10										32252					
RECREATION AREA																		
- Replace carpet/floor covering recreation area	$3,360	2033	12											6321				
- Repaint walls	$725	2031	10									1237						
- Future joinery replacement partial accrual	$10,000	2037	5															22868
- Repaint ceiling	$700	2031	10									1195						
GYM																		
- Repaint walls	$1,900	2031	10									3242						
- Repaint ceiling	$4,750	2031	10									8106						
- Replace gym rubber floor	$22,800	2034	12												45040			
- Provision to replace gym equipment	$8,100	2028	6						11940						16001			

Item	Current Cost	Year 1st Applied	Remain Life/ Next Interval	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037
Total				25624	32059	29347	71847	516000	119959	169770	57396	1717949	205004	164832	471706	78781	907810	1653260
Includes GST amount of				2329	2914	2668	6532	46909	10905	15434	5218	156177	18637	14985	42882	7162	82528	150296

ITEMISED ACCRUALS BY YEAR

Item	Current Cost	Year 1st applied	Remain Life/ Next Interval	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037
SUPERSTRUCTURE																		
- Repaint buildings	$308,750	2031	10	47782	97953	150632	205946	264025	325008	389040	456274	**526870**	68232	139876	215101	294089	377025	464108
- Repaint balcony/patio ceilings	$103,075	2031	10	15952	32701	50288	68754	88143	108502	129879	152325	**175893**	22779	46697	71811	98180	125868	154940
- Replace window fixtures and fittings	$21,924	2028	6	4751	9740	14979	20479	26254	**32318**	6367	13053	20073	27444	35183	**43310**	8533	17492	26899
- Repaint soffits	$1,625	2031	10	251	516	793	1084	1390	1711	2048	2401	**2773**	359	736	1132	1548	1984	2442
- Scaffold/access equip allowance	$77,000	2031	10	11916	24429	37566	51361	65846	81054	97023	113791	**131397**	17016	34884	53644	73343	94027	115744
- Repaint door faces	$1,260	2031	10	195	400	615	840	1077	1326	1588	1862	**2150**	278	571	878	1200	1538	1894
- Provision to replace balustrade/handrail fixings	$8,582	2030	8	1461	2994	4604	6295	8070	9935	11892	**13947**	2158	4424	6803	9301	11924	14678	17570
- Repaint balustrade	$25,200	2031	10	3900	7995	12295	16809	21550	26527	31753	37241	**43003**	5569	11417	17556	24003	30773	37880
- Repaint posts/columns	$896	2031	10	139	284	437	598	766	943	1129	1324	**1529**	198	406	624	853	1094	1347
- Replace/maintain podium slab membrane waterproofing	$22,625	2036	8	2514	5154	7926	10837	13893	17102	20471	24009	27724	31624	35720	40020	44535	**49276**	7624
- Provision to replace single garage doors in 30 years partial accrual	$2,375	2037	5	252	516	793	1085	1391	1712	2049	2403	2775	3166	3576	4006	4458	4933	**5431**
- Replace single door motors	$5,280	2029	8	1004	2058	3164	4326	5546	6827	**8172**	1264	2592	3986	5450	6987	8600	10295	**12074**
- Restain awning/balcony ceiling	$21,500	2026	5	6670	13673	21026	**28747**	6640	13612	20932	28618	**36689**	8474	17372	26715	36525	**46825**	10815
- Maintain balcony/patio floor tiles	$51,166	2029	7	9727	19940	30664	41924	53747	66161	**79196**	13687	28058	43147	58991	75628	93096	**111437**	19259
Planned Capital Works upgrades	$300,000	2027	0	76222	156254	240289	328525	**421173**	0	0	0	0	0	0	0	0	0	0
- Capital Replacement - General	$22,185	2023	1	**25624**	**26905**	**28250**	**29663**	**31146**	**32703**	**34338**	**36055**	**37858**	**39751**	**41738**	**43825**	**46016**	**48317**	**50733**

Item	Current Cost	Year 1st applied	Remain Life/ Next Interval	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037
BASEMENT																		
- Replace/maintain variable speed drives 50% of total	$8,000	2036	7	889	1822	2803	3832	4912	6047	7238	8489	9803	11182	12630	14150	15747	**17423**	3011
- Replace exhaust/supply/inline fans over 25 years partial accrual	$22,275	2037	5	2361	4839	7442	10175	13044	16057	19220	22542	26030	29692	33537	37574	41814	46265	**50939**
- Repaint line marking	$10,725	2034	8	1331	2729	4196	5737	7355	9054	10838	12711	14677	16742	18910	**21187**	3278	6720	10334
- Provision for CO sensors replacement	$4,400	2029	7	836	1715	2637	3605	4622	5689	**6810**	1177	2413	3710	5073	6504	8006	**9583**	1656
- Replace individual garage doors in 30 years partial accrual	$10,972	2037	15	1163	2384	3666	5012	6425	7909	9468	11104	12822	14626	16520	18509	20597	22790	**25092**
- Maintain ventilation ducting	$1,680	2032	10	239	491	754	1031	1322	1628	1948	2285	2639	**3010**	390	799	1229	1680	2154
- Repaint door faces	$1,800	2031	10	279	571	878	1201	1539	1895	2268	2660	**3072**	398	815	1254	1714	2198	2706
- Provision to replace main garage doors in 30 years partial accrual	$1,590	2037	15	169	345	531	726	931	1146	1372	1609	1858	2119	2394	2682	2985	3302	**3636**
- Maintain/repair main garage door running gear	$871	2028	6	189	387	595	814	1043	**1284**	253	519	798	1091	1398	**1721**	339	695	1069
- Replace main garage door motors	$2,640	2029	8	502	1029	1582	2163	2773	3413	**4086**	632	1296	1993	2725	3493	4300	5147	**6037**
- Repaint columns	$60,000	2031	10	9286	19035	29273	40022	51309	63160	75603	88669	**102388**	13260	27182	41801	57151	73268	90191
- Replace stormwater pumps	$5,520	2036	7	613	1257	1934	2644	3389	4172	4994	5858	6764	7715	8715	9764	10865	**12022**	2078
- Repaint bollards	$1,890	2031	10	292	600	922	1261	1616	1989	2381	2793	**3225**	418	856	1317	1800	2308	2841
- Provision to replace wheel stops	$4,750	2036	15	528	1082	1664	2275	2917	3590	4298	5040	5820	6639	7499	8402	9350	**10345**	997
DRIVEWAYS, PATHWAYS &																		
- Maintain bitumen driveway (patchwork)	$650	2027	5	165	339	521	712	**913**	211	432	665	909	**1165**	269	551	848	1159	**1486**
- Maintain pathways 3% of total	$6,088	2032	11	867	1778	2734	3738	4792	5899	7062	8282	9564	**10909**	1313	2692	4140	5661	7257

Item	Current Cost	Year 1st applied	Remain Life/ Next Interval	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037
- Maintain driveway 3% of total	$4,830	2033	12	640	1311	2016	2757	3534	4351	5208	6108	7053	8045	**9087**	1025	2102	3232	4419
- Replace bollards in 20 years partial accrual	$3,500	2037	5	371	760	1169	1599	2050	2523	3020	3542	4090	4665	5270	5904	6570	7270	**8004**
- Replace traffic mirrors 25% of total	$1,050	2032	5	150	307	471	645	826	1017	1218	1428	1649	**1881**	435	891	1370	1873	**2401**
ENTRY FOYER																		
- Repaint walls	$11,700	2031	10	1811	3712	5708	7804	10005	12316	14743	17291	**19966**	2586	5301	8151	11144	14287	17587
- Repaint ceiling	$14,550	2031	10	2252	4616	7099	9705	12442	15316	18334	21502	**24829**	3215	6592	10137	13859	17767	21871
- Maintain tiles	$4,305	2033	7	570	1169	1797	2457	3150	3878	4642	5444	6286	7170	**8099**	1400	2869	4412	6033
- Touch up paintwork/panelling	$3,000	2027	5	762	1563	2403	3285	**4212**	973	1994	3067	4193	**5375**	1241	2545	3914	5351	**6860**
- Replace carpet	$13,800	2033	12	1828	3746	5761	7877	10098	12431	14880	17451	20151	22986	**25963**	2929	6005	9234	12625
- Provision to upgrade automatic door/intercom	$7,200	2037	5	763	1564	2405	3289	4216	5190	6213	7286	8414	9597	10840	12145	13515	14954	**16465**
- Repaint door faces	$1,440	2031	10	223	457	702	960	1231	1516	1814	2128	**2457**	318	652	1003	1371	1758	2164
- Replace furniture/prints	$6,000	2027	5	1524	3125	4806	6570	**8423**	1946	3989	6134	8386	**10751**	2483	5090	7828	10703	**13721**
EXTERNAL WORKS																		
- Maintain common pipework	$9,396	2028	7	2036	4174	6420	8777	11252	**13851**	2394	4907	7546	10317	13226	16281	**19489**	3368	6904
- Restain pergola	$3,500	2026	5	1086	2226	3423	**4680**	1081	2216	3408	4659	**5973**	1380	2828	4349	5946	**7623**	1761
- Restain posts	$2,000	2026	5	620	1272	1956	**2674**	618	1266	1947	2662	**3413**	788	1616	2485	3398	**4356**	1006
- Replace artificial grass	$14,850	2036	15	1650	3383	5202	7113	9118	11225	13436	15758	18196	20756	23444	26267	29230	**32342**	3116
FENCE																		
- Provision to replace metal slat fencing in 30 years partial accrual	$1,788	2037	5	189	388	597	817	1047	1289	1542	1809	2089	2383	2691	3015	3356	3713	**4088**
- Replace pedestrian gates incl rooftop in 30 years partial accrual	$5,752	2037	5	610	1250	1922	2628	3369	4147	4964	5821	6722	7668	8661	9704	10798	11948	**13155**

Item	Current Cost	Year 1st applied	Remain Life/ Next Interval	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037
- Replace pedestrian gates in rooftop	$2,422	2037	15	257	526	809	1107	1419	1746	2090	2452	2831	3229	3647	4087	4548	5032	**5540**
- Maintain masonry fencing	$1,640	2029	7	312	639	983	1344	1722	2120	**2538**	439	899	1383	1891	2424	2984	**3572**	617
FURNITURE & FITTINGS																		
- Provision to replace outdoor/indoor furniture	$3,700	2028	6	802	1644	2528	3456	4431	**5454**	1075	2203	3388	4631	5938	**7309**	1440	2952	4539
- Maintain signage	$2,500	2036	15	278	570	876	1197	1535	1890	2262	2653	3063	3494	3947	4422	4921	**5445**	525
- Provision to replace mail boxes in 20 years partial accrual	$19,212	2037	5	2036	4174	6419	8776	11251	13849	16578	19443	22451	25610	28926	32409	36065	39905	**43936**
- Install/Replace sensors/exits/emergency lighting/sensors 5% of total	$25,350	2027	5	6441	13203	20304	27760	**35589**	8220	16851	25914	35430	**45422**	10491	21507	33074	45219	**57971**
- Ongoing partial replacement of exterior lighting	$861	2025	3	348	713	**1097**	403	826	**1270**	466	956	**1470**	540	1106	**1701**	625	1281	**1970**
Provision to replace intercom system in 20 years	$39,150	2037	5	4149	8505	13080	17883	22926	28221	33781	39619	45749	52185	58944	66040	73491	81314	**89529**
- Provision to upgrade swipe readers	$4,800	2029	8	912	1870	2876	3933	5042	6206	**7429**	1150	2357	3624	4955	6352	7819	9359	**10977**
- Provision to upgrade security cameras & peripherals 20% of total	$3,712	2029	4	706	1447	2225	3042	3900	4800	**5746**	1621	3322	5109	**6985**	1970	4038	6210	**8490**
- Provision to upgrade intercom systems	$3,625	2037	5	384	788	1211	1656	2123	2613	3128	3669	4236	4832	5458	6115	6805	7529	**8290**
- Provision to replace door closers 10% of total	$3,920	2029	7	745	1528	2349	3212	4117	5068	**6067**	1049	2149	3305	4519	5794	7132	**8537**	1475
- Replace keypads	$1,000	2031	9	155	317	488	667	855	1052	1260	1477	**1706**	240	492	756	1034	1326	1632
LANDSCAPING																		
- Replace irrigation controller	$500	2033	12	66	136	209	285	366	451	539	632	730	833	**941**	106	218	335	457

Item	Current Cost	Year 1st applied	Remain Life/ Next Interval	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037
AMENITIES																		
- Replace hand dryers	$2,800	2032	10	399	818	1257	1719	2204	2713	3248	3809	4398	**5017**	650	1332	2048	2800	3590
- Maintain fixtures/fittings	$300	2026	4	93	191	293	**401**	113	232	357	**488**	138	282	434	**593**	167	342	527
- Replace extraction fans 33% of total	$3,465	2034	6	430	882	1356	1854	2376	2925	3501	4106	4742	5409	6109	**6845**	1348	2764	4251
- Maintain floor tiles	$8,015	2029	7	1524	3124	4803	6567	8419	10364	**12406**	2144	4395	6759	9241	11847	14583	**17456**	3017
- Provision to replace shower mixer set	$1,875	2033	12	248	509	783	1070	1372	1689	2022	2371	2738	3123	**3528**	398	816	1255	1715
- Repaint ceiling	$2,950	2031	10	457	936	1439	1968	2523	3105	3717	4359	**5034**	652	1336	2055	2810	3602	4434
- Provision to replace toilets in 20 year partial accual	$2,880	2037	5	305	626	962	1315	1686	2076	2485	2914	3365	3839	4336	4858	5406	5982	**6586**
- Provision to replace basin in 20 years	$3,825	2042	20	338	692	1064	1455	1865	2296	2749	3224	3723	4246	4796	5374	5980	6616	7285
FIRE PROTECTION SYSTEMS																		
- Overhaul hydrant/sprinkler booster pumps and controllers 50% of total	$8,000	2036	7	889	1822	2803	3832	4912	6047	7238	8489	9803	11182	12630	14150	15747	**17423**	3011
- Provision to upgrade Fire Panel & associated detection equipment	$143,550	2036	14	15952	32702	50289	68756	88146	108505	129883	152329	175898	200645	226629	253913	282561	**312641**	31584
- Provision to replace fire hose reels	$5,400	2031	9	836	1713	2635	3602	4618	5684	6804	7980	**9215**	1296	2658	4087	5588	7164	8818
- Provision to replace portable fire extinguishers 33% of total	$10,360	2027	5	2632	5396	8298	11345	**14545**	3359	6887	10591	14480	**18563**	4287	8789	13516	18480	**23691**
- Replace jacking pump	$2,150	2036	15	239	490	753	1030	1320	1625	1945	2282	2635	3005	3395	3803	4232	**4683**	451
- Provision to replace pressure vessel	$475	2036	15	53	108	166	228	292	359	430	504	582	664	750	841	935	**1035**	100
LOBBIES																		
- Repaint walls	$181,250	2031	10	28050	57503	88428	120899	154994	190794	228384	267853	**309296**	40055	82113	126274	172643	221330	272452
- Repaint ceiling	$73,750	2031	10	11414	23398	35981	49194	63067	77634	92929	108989	**125852**	16298	33412	51381	70248	90059	110860
- Replace carpet	$116,820	2034	3	14498	29721	45706	62489	80112	98616	118045	138446	159866	182358	205974	**230771**	84741	173719	**267146**

Item	Current Cost	Year 1st applied	Remain Life/ Next Interval	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037
- Repaint door faces	$49,410	2031	10	7647	15676	24106	32958	42252	52012	62259	73018	**84316**	10919	22384	34423	47063	60336	74272
- Maintain floor tiles/vinyl	$1,925	2029	7	366	750	1154	1578	2022	2490	**2980**	515	1056	1623	2220	2846	3503	**4193**	725
ROOF																		
- Provision to replace guttering/down pipes in 30 years	$1,350	2052	30	97	198	305	416	534	657	787	922	1065	1215	1372	1538	1711	1893	2084
- Replace/maintain rooftop waterproof	$59,392	2036	5	6600	13530	20807	28447	36469	44893	53737	63024	72775	83014	93765	105053	116906	**129351**	29877
- Provision partial balcony membrane replacement	$27,045	2033	7	3582	7342	11291	15437	19790	24361	29161	34200	39492	45048	**50882**	8793	18026	27721	37901
- Install/Replace TV aerial	$1,000	2035	14	117	240	369	505	647	796	953	1118	1291	1473	1663	1864	**2074**	210	429
- Provision to maintain roof fixtures and flashings	$6,000	2033	12	795	1629	2505	3425	4390	5404	6469	7587	8761	9994	**11288**	1274	2611	4015	5489
- Replace/maintain roof hatches in 30 years	$4,500	2052	30	322	660	1015	1388	1779	2190	2622	3075	3551	4050	4575	5125	5703	6311	6948
- Replace/maintain solar panels and inverter	$45,600	2037	15	4833	9907	15235	20829	26703	32870	39346	46146	53286	60783	68655	76920	85598	94711	**104279**
- Replace/maintain rooftop exhaust fans 33% of total	$4,620	2036	7	513	1052	1619	2213	2837	3492	4180	4903	5661	6458	7294	8172	9094	**10062**	1739
STAIRWELL																		
- Repaint door faces	$7,540	2031	10	1167	2392	3679	5030	6448	7937	9501	11143	**12867**	1666	3416	5253	7182	9207	11334
SWIMMING POOL																		
- Replace pool pumps	$3,750	2028	8	813	1666	2562	3503	4491	**5528**	855	1753	2696	3686	4726	5817	6964	**8167**	1264
- Replace water chlorinator	$4,140	2028	8	897	1839	2829	3867	4958	**6103**	944	1936	2977	4070	5218	6423	7688	**9017**	1395
- Replace pool filters	$5,400	2035	14	632	1296	1994	2726	3494	4301	5149	6038	6973	7954	8984	10065	**11201**	1132	2320

Item	Current Cost	Year 1st applied	Remain Life/ Next Interval	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037
- Provision to refurbish pool surface	$37,720	2047	25	2944	6035	9281	12689	16267	20024	23970	28112	32462	37029	41824	46859	52146	57697	63526
- Replace sauna/steam room heaters	$3,000	2034	5	372	763	1174	1605	2057	2532	3031	3555	4105	4683	5289	**5926**	1369	2806	4315
- Maintain pool concourse	$2,250	2024	2	1331	**2729**	1467	**3008**	1618	**3317**	1784	**3657**	1967	**4032**	2168	**4445**	2390	**4900**	2635
- Repaint ceiling	$6,125	2031	10	948	1943	2988	4086	5238	6447	7718	9052	**10452**	1354	2775	4267	5834	7479	9207
- Replace person hoist	$10,000	2042	20	883	1809	2783	3804	4877	6004	7187	8429	9733	11102	12540	14049	15635	17299	19047
- Sauna re-fit all wood	$6,000	2032	10	855	1752	2695	3684	4723	5814	6959	8162	9425	**10751**	1392	2854	4389	6001	7693
- Replace exhaust fans	$3,000	2036	14	333	683	1051	1437	1842	2268	2714	3184	3676	4193	4736	5307	5905	**6534**	660
PLANT & EQUIPMENT																		
- Refurbish lift interior in 25 years partial accrual	$9,900	2037	5	1049	2151	3308	4522	5797	7136	8543	10019	11569	13197	14906	16700	18584	20563	**22640**
- Allowance for mechanical upgrade of lift in 30 years partial accrual	$297,000	2037	5	31475	64524	99225	135661	173919	214090	256270	300559	347061	395890	447159	500992	557517	616868	**679186**
- Maintain AC package units and pipework	$35,000	2037	10	3709	7604	11693	15987	20496	25230	30200	35419	40900	46654	52696	59040	65701	72695	**80039**
- Replace hot water tanks	$7,500	2034	12	931	1908	2934	4012	5143	6331	7579	8889	10264	11708	13224	**14816**	1672	3427	5270
- Replace sewer pumps	$5,000	2036	14	556	1139	1752	2395	3070	3779	4524	5306	6127	6989	7894	8844	9842	**10890**	1100
- Provision to replace instant hot water heaters 33% of total	$6,584	2034	6	817	1675	2576	3522	4515	5557	6652	7802	9009	10277	11608	**13005**	2562	5252	8077
- Replace circulating pumps	$3,500	2034	12	434	890	1369	1872	2400	2955	3537	4148	4790	5464	6171	**6914**	780	1599	2459
- Maintain/replace bin press	$7,000	2032	10	997	2044	3144	4298	5510	6783	8119	9522	10995	**12542**	1624	3330	5120	7001	8975
- Replace defibrillator	$2,200	2028	6	477	977	1503	2055	2634	**3243**	639	1310	2014	2754	3531	**4346**	856	1755	2699
- Replace/maintain waste hoppers	$12,000	2031	9	1857	3807	5855	8005	10262	12632	15121	17734	**20478**	2881	5906	9082	12418	15920	19597
- Replace floor cleaner in 20 years	$18,000	2042	20	1589	3257	5009	6848	8779	10807	12936	15172	17519	19984	22572	25289	28142	31138	34284
- Maintain/service cart	$2,000	2024	2	1183	**2426**	1304	**2674**	1438	**2948**	1585	**3250**	1748	**3584**	1927	**3951**	2125	**4356**	2342

Item	Current Cost	Year 1st applied	Remain Life/ Next Interval	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037
- Replace water tanks in 20 years	$4,000	2042	20	353	724	1113	1522	1951	2401	2875	3371	3893	4441	5016	5620	6254	6919	7618
- Replace/Maintain bin crushes	$18,000	2032	10	2564	5257	8084	11052	14169	17441	20878	24486	28274	**32252**	4177	8562	13167	18002	23079
RECREATION AREA																		
- Replace carpet/floor covering recreation area	$3,360	2033	12	445	912	1403	1918	2459	3026	3623	4249	4906	5596	**6321**	713	1462	2248	3074
- Repaint walls	$725	2031	10	112	230	354	484	620	763	913	1071	**1237**	160	328	505	690	885	1089
- Future joinery replacement partial accrual	$10,000	2037	5	1060	2172	3341	4568	5856	7208	8629	10120	11685	13329	15056	16868	18771	20770	**22868**
- Repaint ceiling	$700	2031	10	108	222	342	467	599	737	882	1035	**1195**	155	317	488	667	855	1052
GYM																		
- Repaint walls	$1,900	2031	10	294	603	927	1267	1625	2000	2394	2808	**3242**	420	861	1323	1809	2320	2855
- Repaint ceiling	$4,750	2031	10	735	1507	2318	3169	4062	5000	5985	7020	**8106**	1050	2152	3309	4524	5800	7140
- Replace gym rubber floor	$22,800	2034	12	2830	5801	8920	12196	15636	19247	23039	27021	31201	35591	40200	**45040**	5082	10417	16020
- Provision to replace gym equipment	$8,100	2028	6	1755	3599	5534	7566	9700	**11940**	2352	4822	7416	10139	12999	**16001**	3152	6462	9938
TOTAL ACCRUALS				**406855**	**828889**	**1276350**	**1705151**	**1712972**	**2045753**	**2350547**	**2791706**	**1597239**	**1923976**	**2317572**	**2434867**	**3036502**	**2843059**	**1963170**

*** Bold blue items listed above are expense items that occur in that year.**

REPORT INFORMATION

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

Every endeavour has been undertaken to accurately compile a budget for the maintenance, repair, renewal or replacement of the items of a non-routine nature that have been identified in this report. However as there is no definitive scope of works for maintenance, repair, renewal or replacement of the items contained in this report it is expected that if said items were put to tender, the quotations received would vary significantly dependent upon the timing and scope of works to that will be undertaken. For this reason it is recommended that several quotations are sourced as far in advance of any anticipated work as possible.

The installation date, present condition and estimated life of each item is determined at the time of the site inspection from a visual inspection, the age of the building (where this information is provided) and any other relevant information provided by the Owners at the time of inspection. This information is then communicated in the report by way of nominated total life cycle in comparison with expected remaining life. The life cycles of each of the items will vary depending upon where the building is located, for example buildings near a salt environment tend to have a lesser life cycle and a higher maintenance requirement.

This Sinking Fund plan is not a building dilapidation report, building diagnostic report, warranty inspection, defects report, engineering report or structural assessment of the building. Where information in respect of any of these items at time of ordering, it has been incorporated into the report wherever possible. We recommend that a periodic survey be carried out by qualified building contractors to assess the building condition, if required. The inspection of the common property of the scheme is a cursory visual inspection only limited to those areas of the common property that are fully accessible and visible to the inspector from floor or ground level at the time of inspection. The primary purpose of the inspection is to determine the materials used in the construction of the building that need to be maintained, estimate the quantities of same, identify the plant and equipment in the common areas of the building and make a recommendation as to the timing of the repairs and replacements identified for restorative purposes only. The inspection did not include breaking apart, dismantling, removing or moving any element of the building and items located on the common property.

The report does not and cannot make comment upon: defects that may have been concealed; the assessment of which may rely on certain weather conditions and the presence or absence of timber pests. The report will allow for ordinary inclusion, but does not consider or make recommendations as to the specific condition of specialist items and equipment such as gas fittings and supply systems; heritage listing conditions or requirements; fire protection fittings and systems; HVAC fittings and systems site drainage; electrical or data systems or wiring, building plumbing systems including sewerage, potable and stormwater pipe work and fittings; security concerns; detection and identification of illegal building work; and the durability of exposed finishes.

The inspector did not identify and assess safety hazards and did not carry out a risk assessment relating to any hazards upon the common property as part of this report. The report is not an Asbestos report and no assessment was made of asbestos products. The report is not Pool Safety or Window Safety report and no assessment was made as to the compliance or otherwise of any pool barrier or common property windows.

AREAS NOT INSPECTED

- Part or parts of the common property building interior that were not readily accessible
- Part or parts of the building exterior were not readily accessible
- Part or parts of the roof exterior that were not readily visible from ground or floor level or obstructed at the time of inspection because of exceeding height, vegetation or neighbouring buildings.
- Part or parts of the Common Property plant and equipment where specialised knowledge or equipment is required to carry out the inspection, particularly in respect of its' operation.
- Part or parts of the retaining walls, fencing where not readily accessible or inaccessible or obstructed at the time of inspection because of on alignment, vegetation.

Insurance Valuation Report

For

The Griffin v2

44 Constitution Avenue Parkes ACT 2600

Scheme Number: 15592



COMPILED BY: QIA GROUP PTY LTD

Job Reference Number: 197523

29 November 2023

Professional Indemnity Insurance Policy Number 1411189338 PLP

PO Box 1280,
Beenleigh QLD 4207

P 1300 309 201
F 1300 369 190
E info@qiagroup.com.au
W www.qiagroup.com.au

QIA Group Pty Ltd
ABN 27 116 106 453

setting the standard...

QIA Group Pty Ltd

REPORT CONTENTS

SECTION 1 – INSURANCE VALUATION SUMMARY 3

1.1 PURPOSE OF REPORT 3
1.2 PROPERTY ADDRESS 3
1.3 DESCRIPTION OF BUILDING 3
1.4 CLIENT 3
1.5 REPLACEMENT VALUE 3
1.6 INSPECTOR DETAILS 3

SECTION 2 – INSURANCE VALUATION REPORT 4

2.1 RECOMMENDED INSURED VALUE 4
2.2 LOSS OF REVENUE 4
2.3 CURRENT TRENDS 4
2.4 PERIODIC REVIEWS 4
2.5 ELEMENTS USED IN THE CALCULATED VALUE OF THE BUILDING REPLACEMENT 4
2.6 VALUATION 5
2.7 SITE LOCATION MAP 5

SECTION 3 – REPORTING PROCESS AND CONTENT 6

3.1 SITE FACTORS 6
3.2 ADDITIONS & IMPROVEMENTS 6
3.3 MAINTENANCE 6
3.4 SUMMARY OF CONSTRUCTION 6
3.5 AREAS NOT INSPECTED - TYPICAL 6
3.6 SCOPE 6
3.7 EXCLUSIONS 7

SECTION 4 – SITE PHOTOGRAPHS 8

SECTION 1 – INSURANCE VALUATION SUMMARY

1.1 Purpose of Report

We have been instructed by the Body Corporate to provide a building replacement valuation report that outlines the replacement/reinstatement costs of the building/s and associated common property improvement and body corporate assets situated at **44 Constitution Avenue Parkes ACT 2600.**

1.2 Property Address

The property is situated at **44 Constitution Avenue Parkes ACT 2600.**

1.3 Description of Building

The property comprises 260 residential units in three eight-story buildings, each with allocated car spaces in three basement levels. Additionally, there is one commercial lot located in a single-story building. Access to the upper floors is by internal stairs & lifts. Common property includes driveway, entrance area, swimming pool, GYM, sauna, library, waste room, boundary walls & fences and site landscaping. In accordance with the plans provided the date of registration of the scheme is 2022.

1.4 Client

The Proprietors The Griffin.

1.5 Replacement Value

Recommended Insured Value:	**$ 165,060,000 (Inc GST)**

1.6 Inspector Details

Inspector Number	**101**

Signed for and on behalf of QIA Group Pty Ltd

SECTION 2 – INSURANCE VALUATION REPORT

2.1 Recommended Insured Value

The Recommended Insured Value represents the replacement/reinstatement costs associated with the reconstruction of building/s having regard for the functional use and useable area of the original building/s, common areas and body corporate assets. The Recommended Insured Value also estimates the costs associated with conformance to regulations and bylaws in force at the time of reconstruction.

2.2 Loss of Revenue

The Insurance Valuation represents building costs only and excludes loss of revenue.

2.3 Current Trends

Recent inflationary trends in the cost of building have shown building cost indices rising at a rate substantially in excess of official CPI figures. It is expected that this increase will continue in the short term on the back of construction activity following COVID-19.

2.4 Periodic Reviews

It is recommended that periodic reviews of the insurance valuation are undertaken to ensure inflationary and legislative factors and any improvements to common property or assets purchases are taken up in the Insurance Valuation, particularly in times of rapidly increasing prices.

2.5 Elements used in the Calculated Value of the Building Replacement

The calculated value of the building comprises of several elements:

- Present Building Costs.
- Allowance for Cost Escalation during the lead time of planning, calling tenders, and fitout.
- Professional Fees.
- Removal of Debris.
- Cost Escalation in the likely time lapse between the anniversary date and the date of any happening.

2.6 Valuation

Replacement Building and Improvements Cost:		$ 115,580,000
Allowance for Cost Escalation:		
Design and Documentation:	9 Months	
Calling Tenders and Appraisals:	3 Months	
Construction Period and Fit-out:	24 Months	
Calculated at 8% over the period		$ 18,495,000
Progressive Subtotal:		$ 134,075,000
Professional Fees:		$ 13,405,000
Progressive Subtotal:		$ 147,480,000
Removal of Debris:		$ 5,780,000
Progressive Subtotal:		$ 153,260,000
Cost Escalation for Insurance Policy lapse Period:		$ 11,800,000
Progressive Subtotal:		$ 165,060,000
Recommended Insured Value:		**$ 165,060,000 (Inc GST)**

2.7 Site Location Map



SECTION 3 – REPORTING PROCESS AND CONTENT

3.1 SITE FACTORS

The building is sited on, what appears to be a reasonably well drained block of land. Easy pedestrian and vehicular access was available.

3.2 ADDITIONS & IMPROVEMENTS

There appears to have been no improvement to the original construction.

3.3 MAINTENANCE

Generally, the building appears to have been reasonably well maintained.

3.4 SUMMARY OF CONSTRUCTION

3.4.1 Primary Method of Construction

3.4.1.1 FLOOR STRUCTURE

FLOOR CONSTRUCTION: Reinforced concrete ground floor and upper floors.

3.4.1.2 WALL STRUCTURE

EXTERNAL WALL CONSTRUCTION: Concrete panel for residential buildings and masonry for commercial building.

EXTERNAL WALL FINISHES: Colourbond and painted for residential buildings and face brick for commercial building.

3.4.1.3 ROOF STRUCTURE

ROOF CONSTRUCTION: Timber/Steel framed pitched and Reinforced concrete.
ROOFING: Concrete tiles, Cliplock and Membrane.

3.4.1.4 DRIVEWAY STRUCTURE

DRIVEWAY CONSTRUCTION: Bitumen and paver.

3.5 AREAS NOT INSPECTED - TYPICAL

- Part or parts of the building interior that were not readily accessible.
- Part or parts of the building exterior that were not readily accessible
- Part or parts of the roof exterior that were not readily accessible or inaccessible or obstructed at the time of inspection because of exceeding height.
- Part or parts of the retaining walls, fencing were not readily accessible or inaccessible or obstructed at the time of inspection as a result of alignment of the common property land, buildings or vegetation.

3.6 SCOPE

- This Inspection Report does not include the inspection and assessment of items or matters outside the stated purpose of the requested inspection and report. Other items or matters may be the subject of an Inspection Report which is adequately specified.
- The inspection only covered the Readily Accessible Areas of the subject property. The inspection did not include areas which were inaccessible, not readily accessible or obstructed at the time of inspection. Obstructions are defined as any condition or physical limitation which inhibits or prevents inspection of the property.
- The report is designed to be published only by the Strata Manager to unit owners and the respective insurance company.
- The report does not carry the right of other publication, with the exception of the above, without written consent of QIA Group Pty Ltd.
- This report is not an engineering survey of improvements or status of the building and its contents.
- This report is only for insurance replacement purposes, and not an evaluation of the market value of the property.
- Structural or ground improvements to exclusive use areas are the responsibility of the owners and should be insured by the relevant owner.

3.7 EXCLUSIONS

An Insurance Valuation Report does not cover or deal with:

- Any 'minor fault or defect'
- Solving or providing costs for any rectification or repair work;
- The structural design or adequacy of any element of construction;
- Detection of wood destroying insects such as termites and wood borers;
- Any services including building, engineering (electronic), fire and smoke detection or mechanical;
- A review of occupational, health or safety issues such as asbestos content, or the provision of safety glass or swimming pool fencing;
- Whether the building complies with the provisions of any building Act, code, regulation(s) or by-laws; and
- Whether the ground on which the building rests has been filled, is liable to subside, is subject to landslip, earthquakes or tidal inundation, or if it is flood prone.

SECTION 4 – SITE PHOTOGRAPHS

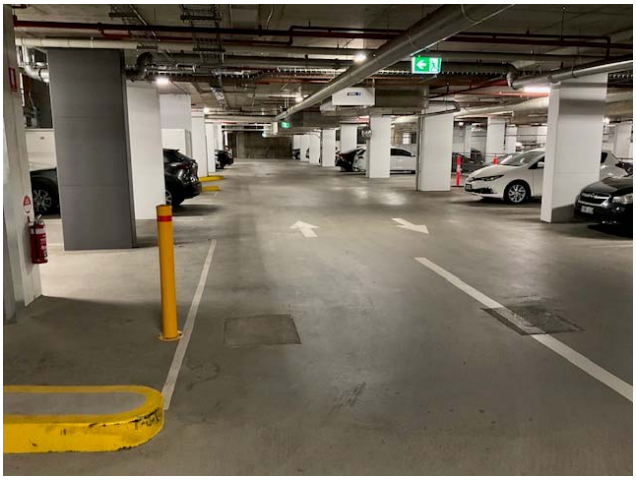












civium

Civium Holdings Pty Ltd
ABN 14 564 265 264

RE: SWIMMING POOL DISCLOSURE

UNIT PLAN NO. 15592
The Griffin
44 Constitution Avenue
PARKES

To Whom It May Concern,

Due to the absence of specific records indicating the precise date of construction of the swimming pool, we are unable to provide the exact construction date. Consequently, we have elected to use the date of registration of the building's unit plan as a reasonable approximation for the pool's construction date.

For the purposes of this disclosure, the construction date of the swimming pool will be deemed to coincide with the registration date of the building's unit plan, which is documented as 07/10/2022.

Furthermore, we have no knowledge of any modifications to the swimming pool or spa since the date of registration.

Sincerely,

Civium Strata

ACT PROPERTY INSPECTIONS

121/44 Constitution Avenue,
Parkes ACT 2600

Report prepared: Monday, November 24th 2025

Energy Efficiency Rating
Insurance Certificates
Tax Invoice

Energy Efficiency Report



FirstRate Report

HOUSE
ENERGY RATING

YOUR HOUSE ENERGY RATING IS: ★★★★★★ **6 STARS**
in Climate: 24

SCORE: 44 POINTS

Name:	Douglas	**Ref No:**	66775
House Title:	Unit 121 Block 15 Section 3 PARKES	**Date:**	24-11-2025
Address:	121/44 Constitution Avenue, Parkes ACT 2600		

ACT HOUSE ENERGY RATING SCHEME

44 Points 6.0 Stars

Robert Lowe - 20111129

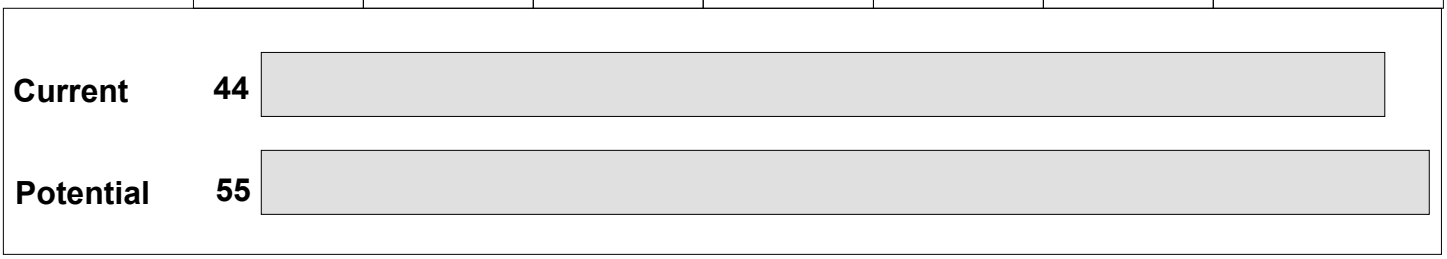
Building Assessor - Class A (Energy Efficiency)

This rating only applies to the floor plan, construction details, orientation and climate as submitted and included in the attached Rating Summary. Changes to any of these could affect the rating.

IMPROVING YOUR RATING

The table below shows the current rating of your house and its potential for improvement.

	POOR		AVERAGE		GOOD		V. GOOD
Star Rating	**0 Star**	★	★★	★★★	★★★★	★★★★★	★★★★★★
Point Score	**-71**	**-70 -46**	**-45 -26**	**-25 -11**	**-10 4**	**5 16**	**17**



Incorporating these design options will add the additional points required to achieve the potential rating shown in the table Each point represents about a 1% change in energy efficiency. This list is only a guide to the range of options that could be used.

Design options		**Additional points**
Change curtain to	Heavy Drapes & Pelmets	11

ORIENTATION

Orientation is one of the key factors which influences energy efficiency. This dwelling will achieve different scores and star ratings for different orientations.

Current Rating	**44**	★★★★★★

Largest windows in the dwelling;

Direction : South East

Area : 16 m²

The table below shows the total score for the dwelling when these windows face the direction indicated.

Note that obstructions overshadowing windows have been removed from all windows in these ratings to allow better comparisons to be made between orientations.

ORIENTATION	POINT SCORE	STAR RATING
1. South East	**47**	★★★★★★
2. South	**43**	★★★★★★
3. South West	**44**	★★★★★★
4. West	**47**	★★★★★★
5. North West	**54**	★★★★★★
6. North	**54**	★★★★★★
7. North East	**57**	★★★★★★
8. East	**51**	★★★★★★

FirstRate Mode
Climate: 24

RATING SUMMARY for: **Unit 121 Block 15 Section 3 PARKES, 121/44 Constitution Avenue, Parkes ACT 2600**

Assessor's Name:

Net Conditioned Floor Area: **57.2 m²**

Feature						Points		
						Winter	Summer	Total
CEILING						**15**	**0**	**15**
Surface Area:	120	Insulation:	-105					
WALL						**13**	**-2**	**11**
Surface Area:	6	Insulation:	5	Mass:	-1			
FLOOR						**21**	**-5**	**16**
Surface Area:	17	Insulation:	-5	Mass:	3			
AIR LEAKAGE (Percentage of score shown for each element)						**8**	**0**	**8**
Fire Place	0 %	Vented Skylights	0 %					
Fixed Vents	0 %	Windows	44 %					
Exhaust Fans	39 %	Doors	0 %					
Down Lights	0 %	Gaps (around frames)	17 %					
DESIGN FEATURES						**0**	**0**	**0**
Cross Ventilation	0							
ROOF GLAZING						**0**	**0**	**0**
Winter Gain	0	Winter Loss	0					
WINDOWS						**-32**	**-2**	**-33**

Window Direction	Area		Point Scores			
	m2	%NCFA	Winter* Loss	Winter Gain	Summer Gain	Total
SE	16	28%	-39	7	-2	-33
Total	16	28%	-39	7	-2	-33

* Air movement over glazing can significantly increase winter heat losses. SEAV recommends heating/cooling duct outlets be positioned to avoid air movement across glass or use deflectors to direct air away from glass.

The contribution of heavyweight materials to the window score is -1 points				Winter	Summer	Total
RATING	★★★★★★	**SCORE**		**25**	**-9**	**44***

*** includes 28 points from Area Adjustment**

Detailed House Data

House Details

ClientName	Douglas
HouseTitle	Unit 121 Block 15 Section 3 PARKES
StreetAddress	121/44 Constitution Avenue, Parkes ACT
Postcode	2600
FileCreated	24-11-2025

Climate Details

State	
Town	Canberra
Postcode	2600
Zone	24

Floor Details

ID	Construction	Sub Floor	Upper	Shared	Foil	Carpet	Ins RValue	Area
1	Suspended Slab	Enclosed	No	Yes	No	Carp	R0.0	12.0m²
2	Suspended Slab	Enclosed	No	Yes	No	Tiles	R0.0	6.0m²
3	Suspended Slab	Enclosed	No	Yes	No	Float Timb	R0.0	40.0m²

Wall Details

ID	Construction	Shared	Ins RValue	Length	Height
1	Framed: FC Sheet Clad	Yes	R0.0	8.5m	2.6m
2	Weatherboard	Yes	R0.0	15.4m	2.6m
3	Framed: Metal Clad	No	R2.0	6.9m	2.6m

Ceiling Details

ID	Construction	Shared	Foil	Ins RValue	Area
1	Flat - Framed	Yes	No	R0.0	58.0m²

Window Details

ID	Dir	Height	Width	Utility	Glass	Frame	Curtain	Blind	Fixed & Adj Eave	Fixed Eave	Head to Eave
1	SE	2.4m	3.6m	No	DG	ALIMPR	HB	No	3.0m	3.0m	0.1m
2	SE	2.4m	3.0m	No	DG	ALIMPR	HB	No	3.0m	3.0m	0.1m

Window Shading Details

ID	Dir	Height	Width	Obst Height	Obst Dist	Obst Width	Obst Offset	LShape Left Fin	LShape Left Off	LShape Right Fin	LShape Right Off
1	SE	2.4m	3.6m	30.0m	30.0m	25.6m	-11.0m	4.0m	0.0m	3.0m	3.0m
2	SE	2.4m	3.0m	30.0m	30.0m	25.6m	-11.0m	4.0m	3.6m	3.0m	0.0m

Zoning Details

Is there Cross Flow Ventilation ?	Average

Air Leakage Details

Location	Suburban
Is there More than One Storey ?	No
Is the Entry open to the Living Area ?	No
Area of Heavyweight Mass	0m²
Area of Lightweight Mass	0m²

	Sealed	UnSealed
Chimneys	0	0
Vents	0	0
Fans	2	0
Downlights	0	0
Skylights	0	0
Utility Doors	1	0
External Doors	0	0

Unflued Gas Heaters	0
Percentage of Windows Sealed	98%
Windows - Average Gap	Small
External Doors - Average Gap	Small
Gaps & Cracks Sealed	Yes

ACT PROPERTY INSPECTIONS

Insurance Certificates & Tax Invoice



Pest Controllers Combined Liability Certificate of Currency

The Policy below is current until 4.00pm on the expiry date shown below

INSURED:	ACT Property Inspections Pty Ltd
BUSINESS DESCRIPTION:	General Pest & Weed Control Timber Pest Inspections Termite Barrier Installations Pre-Purchase House Pest Inspections Building Inspections (Non Pest Related) Energy Efficiency Ratings Compliance Reports
POLICY REFERENCE:	09A349653PLB
PERIOD OF INSURANCE:	From: 4.00pm on 30/03/2025 To: 4.00pm on 30/03/2026
POLICY CLASS:	Pest Controllers Combined Liability
SUMS INSURED:	**Section 1: General Public & Products Liability** **$20,000,000** Our maximum liability in respect of any claim or series of claims for Personal Injury, Property Damage or Advertising Liability caused by or arising out of any one occurrence; and **$20,000,000** Our total aggregate liability during any one period of insurance for all claims arising out of Your Product **Section 2: Professional Indemnity** **$5,000,000** Our maximum liability in respect of any Claim or any series of Claims inclusive of costs and expenses. **$10,000,000** Our total aggregate liability for all Claims inclusive of costs and expenses.

This Certificate of Currency is subject to the Policy Documentation to be read in conjunction with the Definitions, Conditions and Exclusions in the Pest Controllers Combined Liability Insurance Policy.

Date Issued: 28 March 2025

TAX INVOICE

Courtenay Douglas
121/44 Constitution Ave
PARKES ACT 2600
AUSTRALIA

Invoice Date
19 Nov 2025

Invoice Number
INV-66775

ABN
33 600 397 466

ACT Property Inspections
(02) 6232 4540
Unit 1, 33 Altree Ct
PHILLIP ACT 2606
ABN: 33 600 397 466

Description	Quantity	Unit Price	GST	Amount AUD
ACTPLA - EER ESDD Lodgement Fee (no GST)	1.00	41.91	GST Free	41.91
Energy Efficiency Report	1.00	348.26	10%	348.26
			Subtotal	390.17
			TOTAL GST 10%	34.83
			TOTAL AUD	**425.00**

Due Date: 1 Dec 2025
Payment Terms: 7 Day Account

Please pay within the payment terms to avoid an admin fee. Note: all bank/legal fees incurred in obtaining payment will be the customer's responsibility

Direct Deposit
BSB: 012084
Account Number: 194679655
Account Name: ACT Property Inspections Pty Ltd
Please reference your name and invoice number

Cheques - please make payable to ACT Property Inspections Pty Ltd

View and pay online now



Pool Owner Guidance Material

The ACT Government is committed to avoiding preventable deaths and serious injuries from fatal and non-fatal drownings in home swimming pools and spas in the ACT.

New rules aim to protect the public by making sure that home swimming pools and spas in the ACT have a safety barrier that is compliant with modern safety standards and that they are maintained.

This document outlines the obligations for people who own a property with a *regulated swimming pool* for the period 1 May 2024 to 30 April 2028.

Regulated swimming pools

The new rules apply to regulated swimming pools, which are home swimming pools or spas that are:

- capable of containing water to a depth greater than 30cm; and
- associated with a residential building such as a house, unit, townhouse or block of apartments.

This includes in-ground and above-ground pools, temporary and permanent pools, wading pools, demountable pools, portable pools, kids' pools and spas.

If your inflatable pool can be deflated and inflated and does not have a filtration system you are not covered by the scheme. If any part of the pool requires assembly other than inflation (i.e. has a frame), or if the pool uses or comes with a filtration system, it is a demountable pool and therefore covered by the scheme.

Scheme commencement and transition period

The scheme commences on 1 May 2024, with a four-year transition period for homeowners to have a compliant safety barrier for their regulated swimming pool or obtain an exemption.

Compliant safety barrier

From 1 May 2028, it will be an offence to have a regulated swimming pool that does not have a safety barrier which meets the prescribed safety standards unless an exemption applies.

For pools built, altered or installed before 1 May 2023, the safety standards are:

- the current version of the Building Code of Australia (NCC 2022); and
- two Australian Standards which are Part 1 and Part 2 of Australian Standards for Swimming pool safety.
  - Part 1 (AS 1926.1 – 2012) relates to safety barriers for swimming pools
  - Part 2 (AS 1926.2 – 2007) is about the location of safety barriers

The Building Code and these two Australian Standards are the current safety standards which stop young people accessing pools and lessen the risk of drowning.

The changes that need to be made to swimming pool and spa safety barriers to make them compliant with the prescribed safety standards will depend on the type of safety barrier that is currently in place and the location of the swimming pool or spa in relation to other buildings, structures and boundary fences on the property. Information about what changes you may need to make can be found in the factsheets on the Home Swimming Pool Safety Reforms webpage on the ACT Government planning website.

Pools built, altered or installed on or after 1 May 2023 must meet:

- the Building Code of Australia as adopted in the ACT at the time the swimming pool or spa is built or altered; and
- the Australian Standards called up by the Building Code at the time the swimming pool or spa is built or altered.

Exemptions

Under the scheme, there are some circumstances where a pool is not required to comply with the prescribed safety standards and the owner of the premises does not need to apply for an exemption.

Date of pool construction	Before 1 May 2023	On or after 1 May 2023
A demountable pool that will not be in place for more than three consecutive days	Yes	Yes
A spa which is covered and secured by a lockable child-resistant structure (such as a door, lid, grille or mesh) that meets the prescribed requirements	Yes	A lockable child-resistant structure will be permitted if it satisfies the prescribed safety standard
A spa that is located on the balcony of an apartment where self-closing and self-latching doors and/or windows restricts access	Yes	A spa located on a balcony must comply with the prescribed safety standard

There are also circumstances where homeowners or owners corporations can apply for an exemption from compliance if the pool is unable to have a safety barrier compliant with the prescribed safety standards.

Date of pool construction	Before 1 May 2013	Between 1 May 2013 and 30 April 2023	On or after 1 May 2023
A swimming pool area is unable to physically accommodate a safety barrier compliant with the prescribed safety standard	Yes	No	No
Compliance with the prescribed safety standard would be reasonably likely to require approval to remove a protected tree	Yes	No	No
Compliance would have a significant adverse effect on the heritage significance of a place or object registered under the *Heritage Act 2005*	Yes	No	No
Compliance would prevent a person with a disability from accessing the swimming pool	Yes	Yes	No
Documented plans to remove and not replace the swimming pool within 24 months	Yes	Yes	No

Offences and penalties apply for failing to notify of a change of circumstances that affects a ground on which an exemption was granted, and for failing to comply with a condition of an exemption.

Compliance certificates

Pools built, altered or installed before 1 May 2013 will need to obtain a compliance certificate before 1 May 2028 and lodge it with Government within 30 days of issue. Compliance certificates obtained during the transition period will be valid until 1 May 2032.

Pools built, altered or installed on or after 1 May 2013 are not required to obtain a compliance certificate by 1 May 2028 or lodge it with Government. This does not prevent a compliance certificate being obtained before then.

Offences and penalties may apply for failing to meet these obligations.

Maintaining safety around home swimming pools and spas

From 1 May 2024, all owners of a property with a swimming pool or spa are required to maintain their swimming pool or spa safety barriers as an effective and safe child-resistant barrier. All residents of a property with a swimming pool or spa must ensure that all doors, gates and covers providing access to the swimming pool or spa are kept securely closed when not in use. Offences and penalties may apply for failing to meet these obligations.

More information

For more information on the reforms and what they mean for you and your pool, including disclosure obligations on sale or lease of your property, visit the **Home Swimming Pool Safety Reform**s webpage on the ACT Government planning website: **https://www.planning.act.gov.au/projects-priorities/home-swimming-pool-safety-reforms**

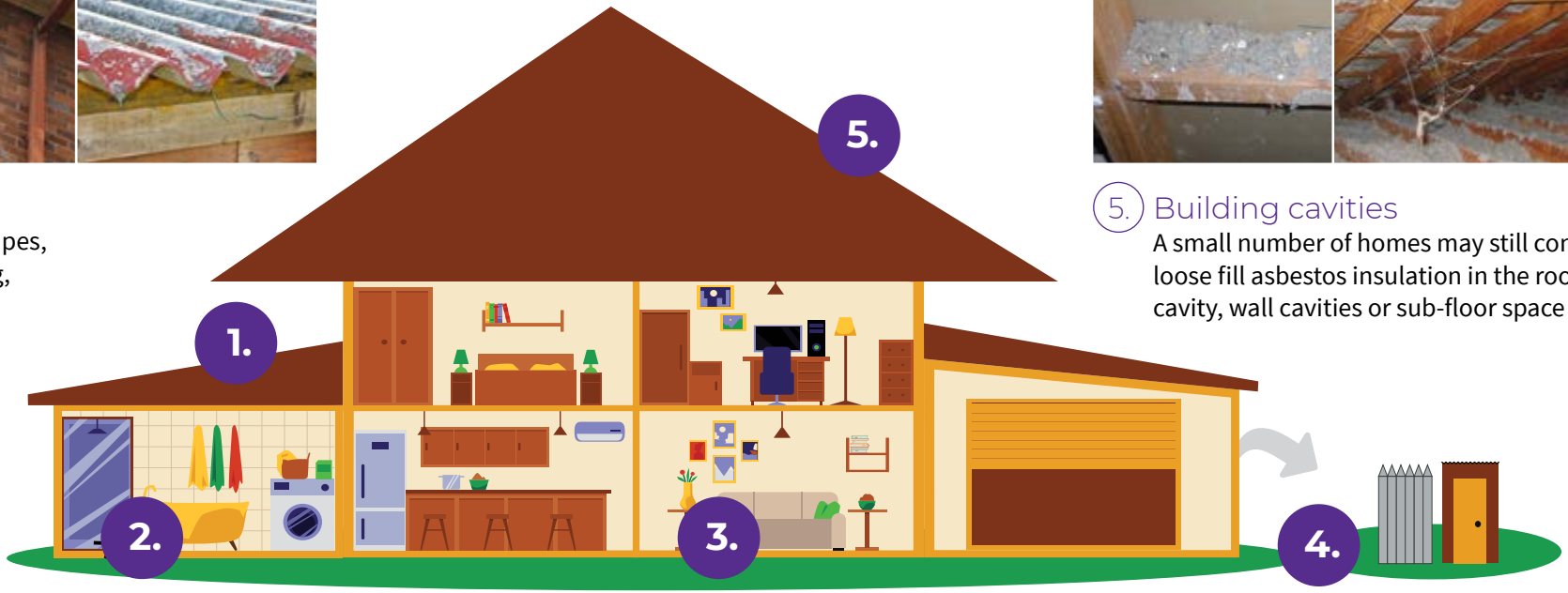
If a home was built before 1990
it may contain dangerous asbestos material

ACT Government

Identify where asbestos materials might be. Five common places are:



1. Exterior
roof sheeting, gutters, downpipes, ridge capping, eaves, cladding, electrical switchboards





5. Building cavities
A small number of homes may still contain loose fill asbestos insulation in the roof cavity, wall cavities or sub-floor space



2. Wet areas - bathroom, laundry and kitchen
wall and ceiling panels, vinyl floor tiles, backing for wall tiles and splashbacks, hot water pipe insulation



3. Internal areas
wall and ceiling panels, carpet underlay, textured paints, insulation in domestic heaters



4. Backyard
fences, sheds, garages, carports, dog kennels, buried or dumped waste, letterboxes, swimming pools

If a home was built before 1990
it may contain dangerous asbestos material

ACT Government

Assess the risk

A licensed asbestos assessor can help identify asbestos in your home and its condition.

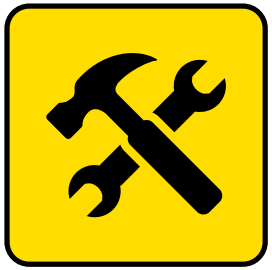
Asbestos materials become dangerous when:



Broken or in poor condition



Damaged accidentally



Disturbed during renovation or repairs



Loose fill asbestos insulation

Manage asbestos safely

- Monitor the condition of asbestos in your home
- Inform tradespeople of locations of asbestos in your home
- Avoid disturbing or damaging asbestos if working on your home
- Engage a licensed asbestos removalist to remove asbestos

If you suspect your home contains loose fill asbestos insulation, contact Access Canberra.

For more information, visit www.worksafe.act.gov.au or call Access Canberra contact centre – 13 22 81
If you need interpreting help, telephone the Translating and Interpreting Service on 131 450

*Advice based on the Asbestos Safety and Eradication Agency's residential asbestos disclosure research.

Chubb Insurance Australia Limited
ABN: 23 001 642 020 AFSL: 239687
Grosvenor Place
Level 38, 225 George Street
Sydney NSW 2000, Australia
O +61 2 9335 3200
www.chubb.com/au

Date Issued: 08 September 2025

Certificate of Currency

This Certificate of Currency confirms the following **Policy** is current at the date stated below. Please refer to **Policy** documents for full terms and conditions.

Certificate of Currency		
Named Insured:	UP 15592	
Indemnity to Others (Section 5, General Liability Insurance Only)	Not Applicable	
Policy Number:	04GS018525	
Insurance:	Residential Strata Insurance	
Wording	Chubb Strata Insurance ChubbSTRATA01PDS0224	
Period of Insurance:	From:	4.00pm on 06 September 2025, Local Standard Time
	To:	4.00pm on 06 September 2026, Local Standard Time
The Insurer:	Section 1	100.00% Chubb Insurance Australia Limited
	Section 2	100.00% Chubb Insurance Australia Limited
	Section 3	100.00% Chubb Insurance Australia Limited
	Section 4-10	100.00% Chubb Insurance Australia Limited
Insured Location	44 Constitution Avenue, Parkes ACT 2600	

Chubb Strata Insurance Certificate of Currency, Australia. Published 09/2023. ©2023 Chubb Insurance Australia Limited.
Chubb®, its logos, and Chubb. Insured.SM are protected trademarks of Chubb.

Limits of Liability		
Section 1: Property Damage Insurance	**Buildings** and **Common Property**	AUD 165,060,666
	Common Contents	AUD 1,650,607
	Catastrophe	AUD 25,006,691
Section 2: Machinery Breakdown Insurance	AUD 100,000	
Section 3: Consequential Loss Insurance	AUD 24,759,100	
Combined Section 1 - Property Damage Insurance and Section 3 - Consequential Loss Insurance Limit of Liability	AUD 216,477,063	
Section 4: Crime Insurance	AUD 30,000	
Section 5: General Liability Insurance	**Personal Injury**	AUD 20,000,000 in respect of any one **Occurrence**
	Property Damage	AUD 20,000,000 in respect of any one **Occurrence**
Section 6: Environmental Impairment Liability Insurance	AUD 250,000 in the aggregate **Period of Insurance**	
Section 7: Management Committee Liability Insurance	AUD 1,000,000 in the aggregate **Period of Insurance**	
Section 8: Audit Expenses Insurance	AUD 30,000	
Section 9: Appeal Expenses Insurance	AUD 150,000	
Section 10: Voluntary Workers Insurance	**Accident** each occurrence Limit	AUD 200,000
	Accident aggregate Limit	AUD 200,000 in the aggregate **Period of Insurance**

All the values on this Certificate of Currency are correct as at 08 September 2025 and may only be subject to change within the **Period of Insurance** by written agreement between the Insurer and the **Insured**.

The insurance afforded by the policies described in this Certificate is subject to all terms, exclusions and conditions of such policies.

This Certificate is furnished as a matter of information only and does not constitute an insurance contract upon which claims can be made. **Policy** terms and conditions incorporate provisions which may enable Insurers to cancel or vary the **Policy** on the happening of prescribed circumstances or events (i.e. non-payment of premium). Therefore, this confirmation of insurance is not to be construed as guaranteeing that the **Policy** will remain in force throughout the **Period of Insurance** as specified herein.

Signed:



Ayman Farid
Strata Underwriter VIC/TAS

Authorised Officer, Chubb Insurance Australia Limited
ABN 23 001 642 020 AFSL 239687

MINUTES OF THE
ANNUAL GENERAL MEETING 2025

OWNERS UNIT PLAN - 15592

The Griffin
44 Constitution Avenue
PARKES ACT 2600

Held on :

Tuesday, 11 November 2025 05:00 PM

In person at

The Griffin Library
44 Constitution Ave, Parkes

MINUTES OF THE ANNUAL GENERAL MEETING OF UNIT PLAN The Griffin 15592

Held Tuesday, 11 November 2025 5:00 PM at
The Griffin Library 44 Constitution Ave, Parkes

Present	**Adele Merryn Gregory and Samuel John Gregory (Lot 42), Alistair Cohen (Lot 55), Amanda Ma (Lot 93), Anne-Maree Campbell (Lot 30), Anthony Rochester & Lisa Williams (Lot 52), Bernard Steven Wonder & Rhonda Frances Treadwell (Lot 118), Beverley Anne Clarke & Graham John Chalker (Lot 81), Bradley Ricabo (Lot 195), Bronwyn & Anthony Boyling (Lot 17), Clifford Frederick & Carolyn Mary Elizabeth Cole (Lot 77), Colleen & Bruce Chapman (Lot 223), David & Julianne Nissen (Lot 202), Dr Kevin J. Chambers Pty Ltd (Lot 246), Eamon Brian Byrnes (Lot 147), Edsel Valentine Sequeira & Shivani Roshni Pillay (Lot 15), Eris Fleming & Neil Fleming (Lot 231), Garey Campbell (Lot 97), Glenn Davis (Lot 188), Heather Grainger (Lot 64), Henricus Wilhelmus & Elaine Jean Tys (Lot 174), Jaimie MacQuillan & Sebastian Ward (Lot 62), Jamie Cottrell & Mercy Diones (Lot 16), Jeffery Bateson & Geraldine Clisby (Lot 138), Julie Chambers & Eric Leape (Lot 253), Julie Ogden (Lot 234), Lauren Maree Hogan (Lot 154), Leigh Byrne (Lot 201), Linc Thurecht & Alisa Lawrence (Lot 150), Louise Scrivener and Douglas Kirk (Lot 190), Luke David Walsh (Lot 222), Malcolm & Patricia Scott (Lot 102), Margaret Crouch (Lot 76), Margaret Helen McComb (Lot 31), Michael Banks (Lot 37), Michael Hetenyi (Lot 235), Michael Tarzia (Lot 211), Mr Andrew Baker (Lot 214), Patricia Ann McDonald (Lot 74), Raymond William Pitkin & Barbara Fay Pitkin (Lot 103), Ronald Richards & Caroline Richards (Lot 29), Sandra Bauerle (Lot 66), Sarah Russell-Farnham (Lot 20), Stephen Richards & Clare Poprawski (Lot 173), TCB Assets Pty Ltd (Lot 92), Wenona Campbell (Lot 23), XOF Nominees Pty Ltd (Lot 240)**
Civium Rep(s)	**Monique Bosma (Civium Strata), Monique Bosma (Civium Strata), Olivia McKay (Civium Strata)**
Proxies	**Alistair Cohen for Heidi McLennan (Lot 135), Heather Grainger for William Kerry & Christine Caryl Mummery (Lot 63), Cliff Cole for Andrew & Carolyn Papps (Lot 78)**
Company Nominees	**None**
Apologies	**None**
Voting Papers	**Helena Kate Michael (Lot 197), Sungmin Kim (Lot 35), Patrick Conway & Christine Skipper-Conway (Lot 39), David & Cheryl Bush (Lot 53)**
Other Attendees	**None**

CFM	**Alex Boundy (Civium Facilities Management), Scott Wallis (Civium Facilities Management), Scott Wallis (Civium Facilities Management)**
Chairperson	**Alistair Cohen**

Meeting Opened 5:00pm

Reduced Quorum Meeting

MOTION	Motion for consideration
	Proceedings of Meeting During the initial 30 minute reduced quorum period, representatives from UNSW Canberra delivered a presentation on **UNSW Canberra City Stage 1**. A copy of the presentation is attached to these meeting minutes. **Key points from the presentation:** • UNSW has had a presence in Canberra for 55 years and is now focused on expanding and strengthening its footprint in the city. • Stage 1 is the first of four stages in a master plan spanning over 15+ years, which will eventually include knock-down and rebuild projects. • Two new buildings will be constructed, totalling approximately 2,000 sqm of gross floor area, along with a service road connecting to the existing road near The Griffin. • A new roundabout will be built at Parkes Way, allowing access to the university car park and The Griffin. Part of the car park will be reserved for future development, with no confirmed timeframe. The master plan is available on the UNSW website for reference. • Immediate works include additional geotechnical testing before excavation and dust monitoring as part of works approval, which was introduced following feedback from The Griffin residents. • Several car park driveways along Constitution Avenue will close. Public entry near the bus stop and traffic lights will remain open, while the entry near The Griffin will close for public use and be reserved for construction traffic. • Parkes Way access from the dirt car park will be unavailable during internal road construction, which is expected to last approximately 2.5 years. • The lower car park, identified as a major dust source, will be fenced off, and concrete pavement will be installed to reduce dust and sediment. Permanent site fencing, predominantly Colorbond, will be erected. UNSW is obligated under works approval to maintain a clean site, including painting over graffiti promptly. • A traffic management plan will outline signage for road closures and truck movements. Initially, trucks will enter via Constitution Avenue near the pedestrian crossing and bus stop, later transitioning to Parkes Way once improvements are complete. UNSW aims to minimise truck activity near Constitution Avenue. • Road levels will be raised to address flooding issues. Approximately 300 car park spaces will remain during construction, representing a 50% reduction. • No designated contractor or trade parking will be provided. Former CIT parking is now available for public use to offset spaces lost to development. Measures will be implemented to prevent tradespeople from using The Griffin visitor parking, including toolbox talks and inductions. • Standard ACT construction hours apply: 7:00am to 6:00pm, Monday to Saturday. Saturday work will only occur if necessary. • Environmental and safety measures include a Remediation Action Plan and Construction Management Plan approved by the EPA. Independent auditors and hygienists will oversee compliance. • Air monitoring devices will be installed around the site perimeter to confirm no airborne contamination. UNSW will publish dust monitoring results monthly, along with updates on upcoming works. • The site contains bonded asbestos fragments. High-level controls are in place for asbestos management, including strict supervision and EPA oversight. • Dust monitoring will occur at ground level, supported by water suppression during high-risk activities. Work schedules will be adjusted based on weather conditions to minimise airborne dust. • Communication will include details of dust analysis and mitigation strategies. **Motion Acknowledged**

1	**Minutes (ORDINARY RESOLUTION)** **RESOLVED** that the minutes of the previous General Meeting of the Owners Corporation, held on 07/08/25, be confirmed as a true and accurate account of the proceeding at that meeting. **Motion Carried**
2	**Insurance Valuation (ORDINARY RESOLUTION)** **RESOLVED** that the property of the Owners Corporation be re-valued for insurance purposes and that the Strata Managing Agent adjust the building sum insured in accordance with the valuation. **Motion Carried**
3	**Insurance Renewal (SPECIAL RESOLUTION)** **RESOLVED** that the Owners Corporation: a. Confirms the Owners Corporation's current insurance cover as detailed in the attached policy within the agenda. b. Delegates authority to the Executive Committee to select the appropriate insurance policy and, if necessary, arrange premium funding for the policy. c. Authorises the Strata Managing Agent to obtain quotations for insurance cover prior to the expiry of the current policy. These quotations are to be presented to the Executive Committee for consideration. In the event that no advice or decision is provided by the Executive Committee, the Managing Agent is authorised to proceed with the recommendation provided by the insurance broker and, if necessary, arrange for premium funding of the policy. **Current Policy Details:** **Insurer:** Chubb Insurance Australia Limited **Building Sum Insured (BSI):** $165,060,666 **Excess:** $5,000 **Policy Expiry:** 06/09/2026 **Motion Carried**
4	**Insurance Claims (ACKNOWLEDGEMENT)** **RESOLVED** that the Owners Corporation acknowledges the below open claim: • Claim CLM-5843 / CL02114928 – Liability Incident involving a non-resident. **Motion Acknowledged**
5	**Election of Executive Committee (ORDINARY RESOLUTION)** 1. **RESOLVED** that the Owners Corporation resolves to appoint the follow **seven (7)** owners to the Executive Committee: • Alistair Cohen • Anthony Boyling • Bruce Papps • Carolyn Cole • Christine Harvey • Edsel Sequeira • Ronald Richards 2 **RESOLVED** that the Owners Corporation delegates the appointment of Office Bearers, any Sub-Committees, Communication Officers, and Invoice Approvers to the Executive Committee, to be determined at the first EC meeting. **Motion Carried**

6	**Financial Statements and Accounting Records (ORDINARY RESOLUTION)** **RESOLVED** that the financial statement of accounts for the financial year ending 30/09/2025 be adopted. **Motion Carried**
7	**Appointment of Auditor (ORDINARY RESOLUTION)** **RESOLVED** that the Owners Corporation appoint an auditor to audit the financial accounts for the closing financial period of the Owners Corporation to the Australian Auditor Standards and reviewed the latest report. It was agreed that a different auditor, rather than the one engaged in previous years, will be appointed for the 2025/26 financial year. **Motion Carried**
8	**Maintenance Plan (ORDINARY RESOLUTION)** **RESOLVED** that the Owners Corporation reviewed the Maintenance Plan for the continued maintenance of the common property and its assets. **Motion Carried**
9	**Maintenance Issues (ORDINARY RESOLUTION)** **RESOLVED** that the Owners Corporation considered open anf new Common Property Maintenance Issues as well as any maintenance contracts that may be due for renewal. **Motion Carried**
10	**Fire Safety Review (ORDINARY RESOLUTION)** **RESOLVED** that the Owners Corporation reviewed the provision and compliance of Common Property fire safety measures in accordance with the National Construction Codes (NCC) fire safety requirements. • Feedback in relation to the recent fire door testing has been provided to the contractor. • It was highlighted that sprinkler heads in apartments can trigger fire alarms and cause substantial water damage. Similarly, activating a fire hydrant will also trigger alarms and drain the diesel tanks. • The building does not currently have a formalised fire warden structure, as it is viewed as residential. Known egress points exist, but the incoming EC may wish to explore the development of an Emergency Management Plan (EMP). **Motion Carried**
11	**Consideration of Physical Building Defects (ORDINARY RESOLUTION)** **RESOLVED** that the Owners Corporation considered any Common Property physical building structural defects. **Motion Carried**

12	**Remediation to Front Entrance Areas (ORDINARY RESOLUTION)** **RESOLVED** that the Owners Corporation authorise the Executive Committee to approve a quote for remediation works to both foyer entrances of Building A. *NOTE: Currently, when it rains, the slope and flow of the paving directs water toward the building, resulting in water ingress. A provision of up to $70,000 has been allocated in the Administrative Budget under Building Repairs & Maintenance to fund these rectification works. It was noted that any amount exceeding the budgeted $70,000 will be absorbed by the surplus and contingency within the Administrative Fund.* *The Executive Committee had not considered obtaining legal advice regarding this matter to assist in determining whether it constitutes a building defect. However, this may be something the incoming Executive Committee wishes to consider. The primary short-term concern is that the remedial works need to be undertaken promptly to prevent property damage and mitigate WHS risks during periods of heavy rain.* **Motion Carried**
13	**Budget (ORDINARY RESOLUTION)** 1. **RESOLVED** that contributions be determined: a. To the Administrative Fund in accordance with Section 75 of the Unit Titles (Management) Act 2011 for the sum of: **Total Expenditure** $1,103,836.00 ex GST **Total Administrative Fund Income** $951,323.41 ex GST b. To the Sinking Fund in accordance with Section 89 of the Unit Titles (Management) Act 2011 for the sum of: **Total Expenditure** $76,550.00 ex GST **Total Sinking Fund Income** $316,564.00 ex GST 2. **RESOLVED** that the Administrative and Sinking Fund contributions be paid in quarterly instalments with the instalments dates to be ~~**1st instalment** 12/10/2025~~ Pre-issued **2nd instalment** 01/01/2026 **3rd instalment** 01/04/2026 **4th instalment** 01/07/2026 3. **RESOLVED** that in accordance with Section 78 and 89 of the Unit Titles (Management) Act 2011, the Owners Corporation agrees to determine additional quarterly contributions at the agreed administrative and sinking fund rate, for the next financial year should they be deemed necessary prior to the next AGM being held. **Motion Carried**

	General Business
	• It was requested that the incoming EC consider new signage to entrances so residents and visitors can easily identify which entrance is which. • Pavers outside a commercial lot requires regular upkeep and cleaning. Food scraps and general dirt create an untidy appearance, especially in high-traffic areas at the front of the building. Civium to discuss this matter directly with the commercial lot owner, however it was noted the area in question is not common property. • An owner raised concerns in relation to bikes riding fast downhill on the easement. The incoming EC was requested to consider signage. • An owner raised concerns that following the break-ins occurred in the garage and storage cages about a month ago there was no follow up report provided. It was clarified that an update was provided in the most recent newsletter. ACT Police attended recently to provide a presentation to residents and recommended strengthening storage containers and securing items to deter opportunists. • CCTV project is progressing. An RFQ process is underway after limited response to the initial EOI. Specifications have been developed, including repeater telecommunications identification. • It was noted that external glass balustrades are not included in the window cleaning, however, owners wishing to have their balustrades included can contact Civium would be assist in facilitating this through the contractor, at the owner's cost. • Illegal parking in visitor spaces continues, with vehicles staying well beyond the two-hour limit. • Motorbikes in Building A are parked in non-designated spaces. Civium confirmed they can commence the abandoned goods process. • The new lockbox room is expected to be operational shortly. Civium will contact the owners who requested a space in the room shortly. It was noted that Owners are responsible for installing their individual lockboxes in their allocated space. • Upcoming events include bulky waste collection, chute cleaning, and carpet cleaning. • A bike audit will be completed shortly. • A fob audit will be conducted in the new year.

There being no further business the chairperson declared the meeting closed at 07:05 pm
Dated: 11 November 2025
Issued by Civium Property Group for and on behalf of the Owners Corporation.

NOTICE OF REDUCED QUORUM DECISIONS

Part A Details of reduced quorum decisions †

A1 The Owners—Units Plan No 15592

A2 General meeting

Date (or dates) of general meeting at which the reduced quorum decision or decisions were made **11/11/2025**

A3 Reduced quorum decisions

[If there is insufficient space here, tick and attach details to the notice]

Date of decision	Full text of reduced quorum decision
11/11/2025	As attached

A4 Owners corporation declaration

The information in this notice has been recorded on the following date from details shown in the records of the owners corporation.

DATE: 19/11/2025
[Affix owners corporation seal in accordance with the corporation articles]



† In this notice, **UTMA** means the *Unit Titles (Management) Act 2011*.

NOTICE OF REDUCED QUORUM DECISIONS

Part B General information

B1 What is a reduced quorum decision?

- A ***reduced quorum decision*** is a decision of a general meeting of the owners corporation made while a quorum (a ***reduced quorum***) smaller than a ***standard quorum*** was present.
- A ***standard quorum*** is those people entitled to vote (on the motion) in relation to not less than ½ the total number of units (see UTMA s 3.9 (1) (a), part 3.1, schedule 3).

There are 2 types of ***reduced quorum decision***, requiring different reduced quorums.

Reduced quorum decisions made at regularly-convened general meetings

- If, within ½ an hour after a motion arises for consideration at a general meeting that has been regularly convened, a ***standard quorum*** for the motion (see above) is not present a reduced quorum decision may be made if a ***reduced quorum*** (see next point) is then present for consideration of the motion (UTMA s 3.9 (2), part 3.1, schedule 3).
- At a regularly-convened general meeting, a ***reduced quorum*** means 2 or more people present at the meeting and entitled to vote on the motion (UTMA s 3.9 (2), part 3.1, schedule 3).
- A reduced quorum is also sufficient to make decisions on any later motions arising at the meeting. Any such later decisions made while only a reduced quorum was present are also reduced quorum decisions (UTMA s 3.9 (2), part 3.1, schedule 3).

Reduced quorum decisions—adjournment following quorum trouble

- If, within ½ an hour after a motion arises for consideration at a general meeting that has been regularly convened, neither a ***standard quorum*** for the motion (see above) nor a ***reduced quorum*** (see above) is present, the meeting is adjourned to the following week at the same place and time (UTMA s 3.9 (3), part 3.1, schedule 3). The meeting may also decide to adjourn even if a reduced quorum is present (UTMA s 3.9 (5), part 3.1, schedule 3).
- If, within ½ an hour after a motion arises for consideration at a general meeting convened following such an adjournment, a standard quorum for the motion is not present, a reduced quorum decision may be made if there is a ***reduced quorum*** made up by anyone then present and entitled to vote (even if that is only a single voter) (UTMA s 3.9 (6) (a), part 3.1, schedule 3).
- Such a reduced quorum (of anyone present and entitled to vote) is also sufficient to make decisions on any later motions arising at the meeting. Any such later decisions made while only a reduced quorum was present are also ***reduced quorum decision***s (UTA s 3.9 (6) (a), part 3.1, schedule 3).

B2 When does a reduced quorum decision take effect?

- A reduced-quorum decision takes effect 28 days after the date of the decision (the decision's ***date of effec***t) (UTMA s 3.11 (1), part 3.1, schedule 3).
- However, this does not apply if the decision is disallowed, confirmed by a standard quorum general meeting or revoked (see below) (UTMA s 3.11 (3) – (5), part 3.1, schedule 3)

B3 How may reduced quorum decisions be disallowed?

Reduced quorum decisions may be disallowed by petition (UTMA, s 3.11 (3), part 3.1, schedule 3). The petition must—

- state the resolution or resolutions to which it applies; and
- be signed by a majority of persons entitled to vote at a general meeting of the owners corporation (a person may sign whether or not he or she attended the meeting); and

- be given to the owners corporation before the decision's date of effect (see B2 above).

B4 How may reduced quorum decisions be confirmed?

- A reduced-quorum decision may be confirmed by a general meeting of the owners corporation held before the decision's date of effect (see B2 above).
- For the confirmation to be valid, a standard quorum must be present when the confirmation motion is considered at the later general meeting (see B1 above).
- If a decision is confirmed, it takes effect from the date of the later general meeting whether or not a petition is given to the owners (UTMA s 3.11 (4), part 3.1, schedule 3).

B5 How may reduced quorum decisions be revoked?

- A reduced-quorum decision may be revoked by a general meeting of the owners corporation held at any time, whether or not the decision has earlier been confirmed.
- A revocation is valid whether a standard quorum or a reduced quorum is present when the revocation motion is considered (see B1 above; UTMA s 3.11 (5), part 3.1, schedule 3).

Canberra City Campus



Program Update

11 November 2025

Content

1. Stage 1 UNSW Canberra City

2. Stage 1 Development
    - Construction timeline
    - Traffic management plan
    - Construction hours
    - Remediation and Management of contamination
    - Dust suppression
    - Parking
    - Communication

3. Questions

UNSW CANBERRA

UNSW Canberra City Project Team Members

Canberra City Precinct

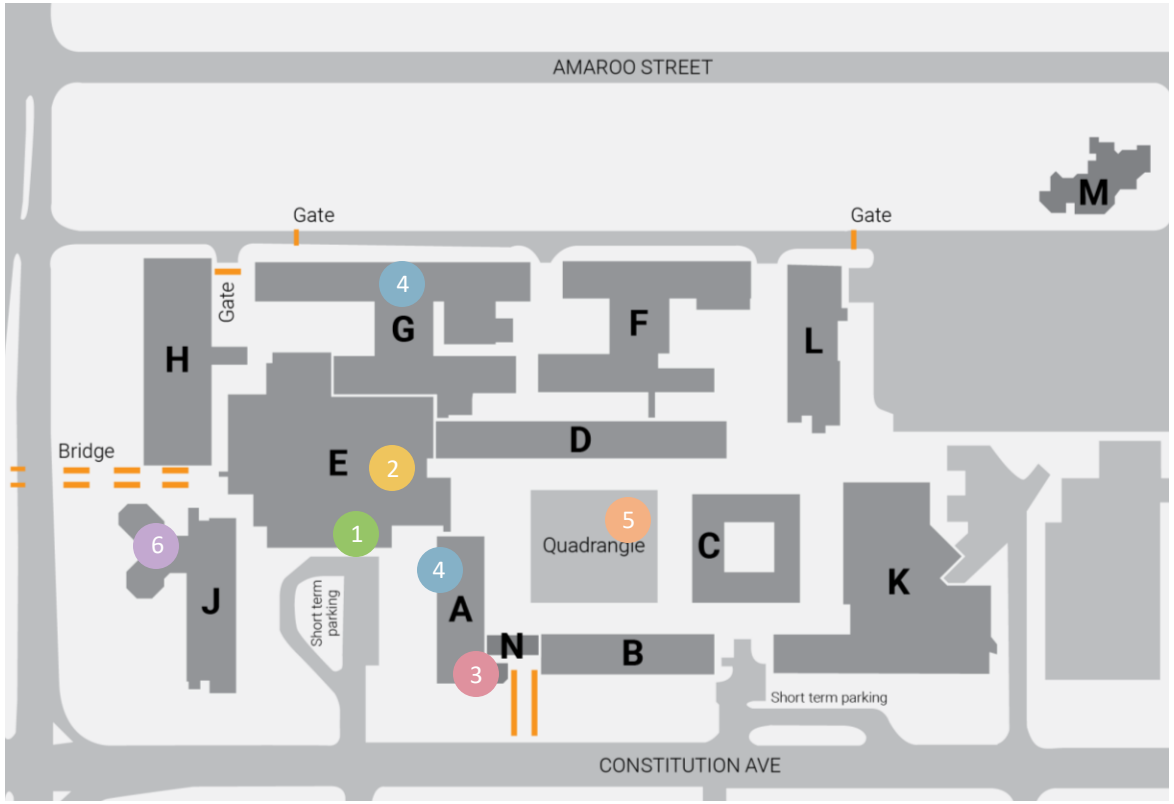
- Rose Mackay Project Manager

Estate Management

- Jamie Pinkerton Development Manager
- Stephanie Eyles Development Engagement and Comms Manager

"A new UNSW campus, strategically located in the national capital that builds on the defence relationship to drive growth, stimulate innovation and demonstrate enduring leadership."

- 55+ year presence in Canberra
- 1000+ staff based in Canberra
- 14 research partners and 350 industry staff hosted at Launch
- ~100 short courses per year, and first in person UG program commenced in 2025
- Recently launched the "Progress for All" strategy, that outlines the vision for the next 10 years



UNSW at a glance

Top 20 Worldwide
Ranked 3rd university in Australia and 19th globally.
QS World University Rankings 2025

1st in Australia
for research excellence and impact.
unsw.to/reputation

Leading Innovation
Australia's most entrepreneurial university
Highest number of startups founded by alumni

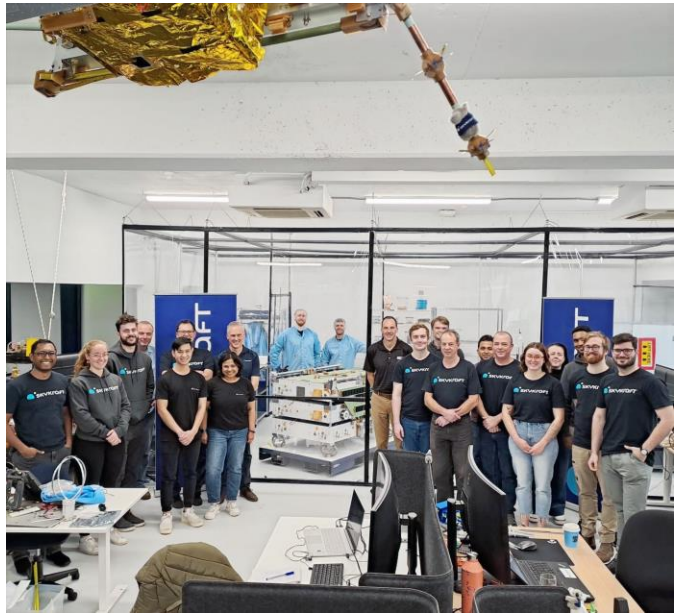
UNSW CANBERRA

LAUNCH

A collaborative innovation space bringing together academia, industry and government to increase capability in defence and security.

Priorities

1. **Innovation Transfer**
   Scaling innovation for impact
2. **Placemaking**
   Creating a central and connected environment that inspires innovation
3. **Curation**
   Forging meaning connections between UNSW, industry and government



UNSW spin-off Skykraft with Block III satellites in Building J.



A. Prof Matt Doolan's advanced manufacturing research lab.

Launch at a glance

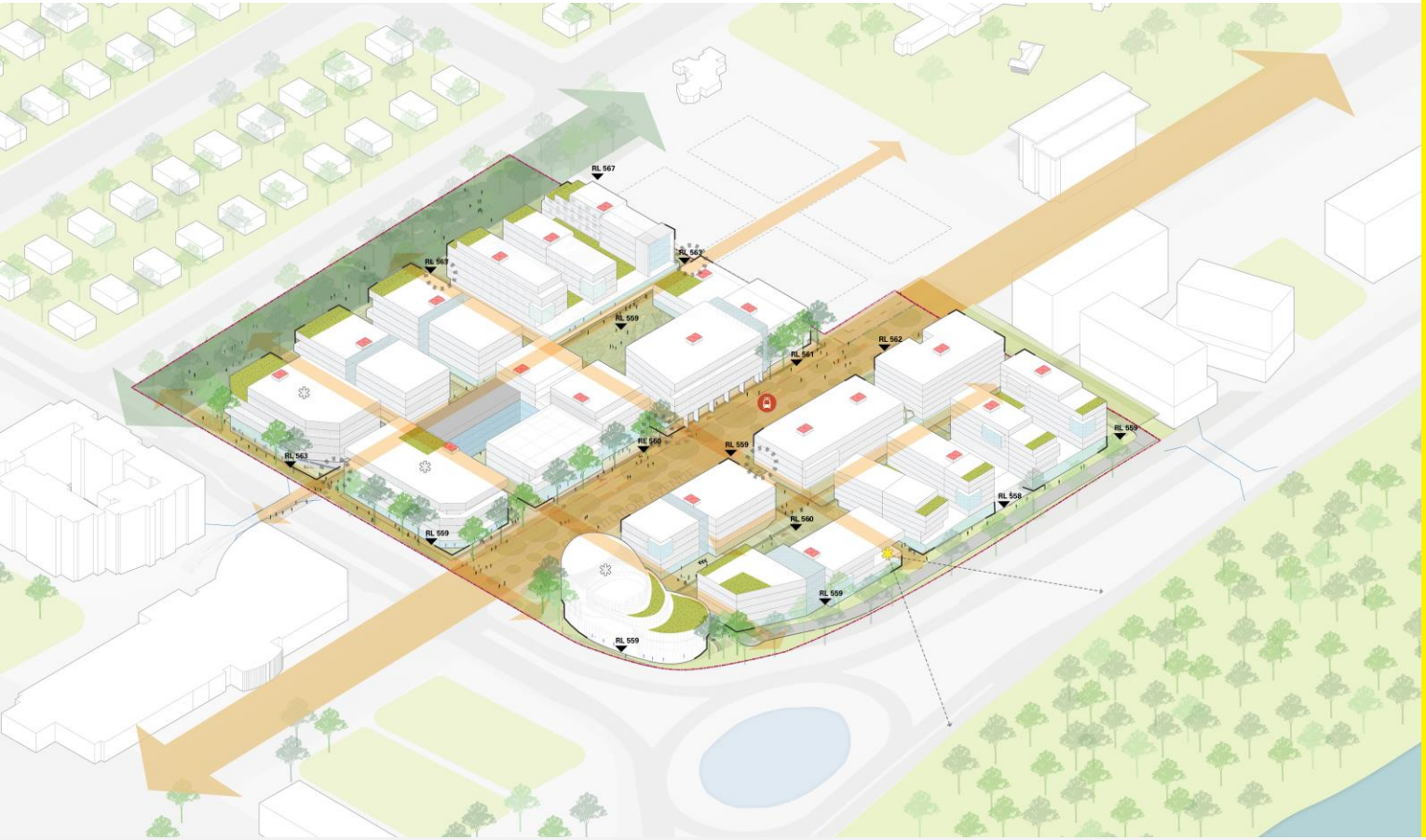
400 industry staff working within UNSW buildings

~$200 million capital raised by Launch companies

24 collaborators from defence and security industry

3,900 sqm of innovation space across two sites

UNSW Canberra City Master Plan



Campus design guidelines

1. A unifying gesture connected to its context
2. A lively precinct which enhances the broader neighbourhood
3. A campus which is comfortable throughout the seasons
4. A complete campus which allows for flexibility and variety while ensuring a cohesive sense of place

I MoU with ACT Government (Dec. '17)

II Precinct Deed Executed (Mar. '20)

III Master Plan development

IV Master Plan approved (Apr. '23)

V Stage 1 design development

V Stage 1 authority approval

Formal consultation



UNSW CANBERRA

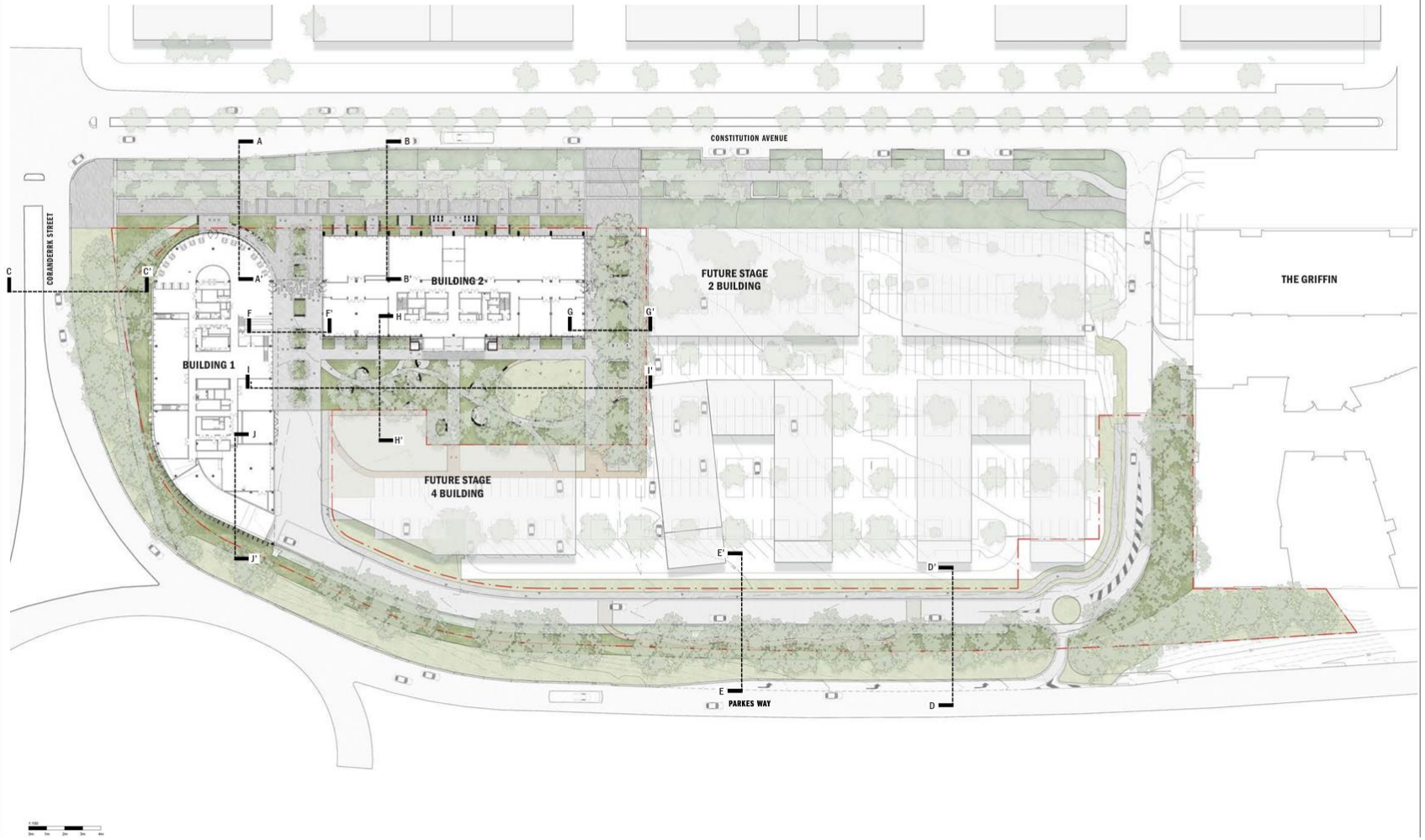


UNSW CANBERRA



UNSW CANBERRA

SITE PLAN


CONSTITUTION AVENUE
CORANDERRK STREET
BUILDING 1
BUILDING 2
FUTURE STAGE
2 BUILDING
FUTURE STAGE
4 BUILDING
THE GRIFFIN
PARKES WAY
A
A'
B
B'
C
C'
D
D'
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E'
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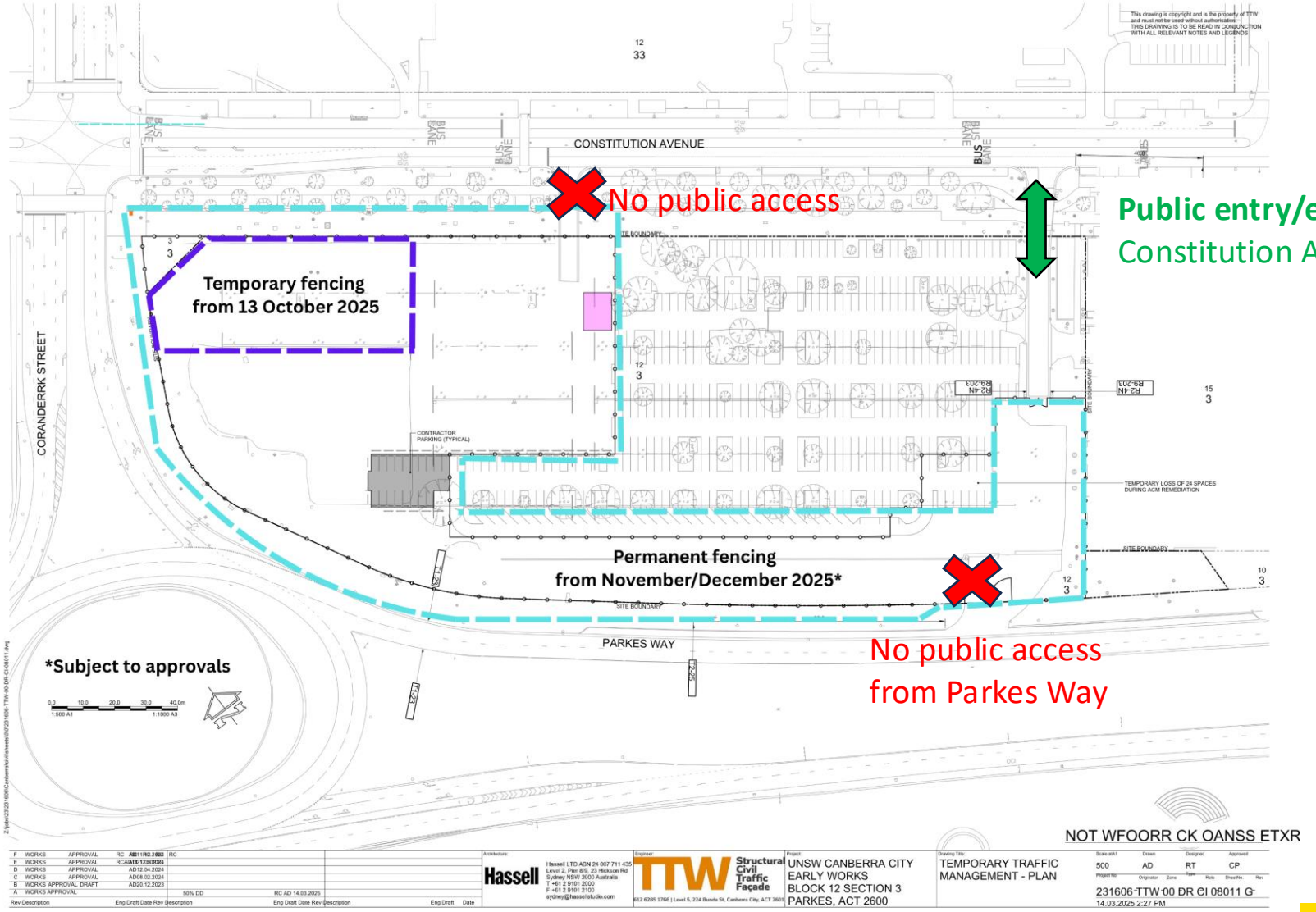
Stage 1 Planned Site Activities

Activity	Actual / Target Date
Temporary fencing installed	14 October 2025
Dust Monitoring installed	17 October 2025
Permanent site fencing installed and site establishment *	November 2025
Site clearing & bulk excavation *	Late November 2025
Remediation Works Completed / Main Works Commence	July 2026
Main Works Completed	June 2028

*subject to approvals

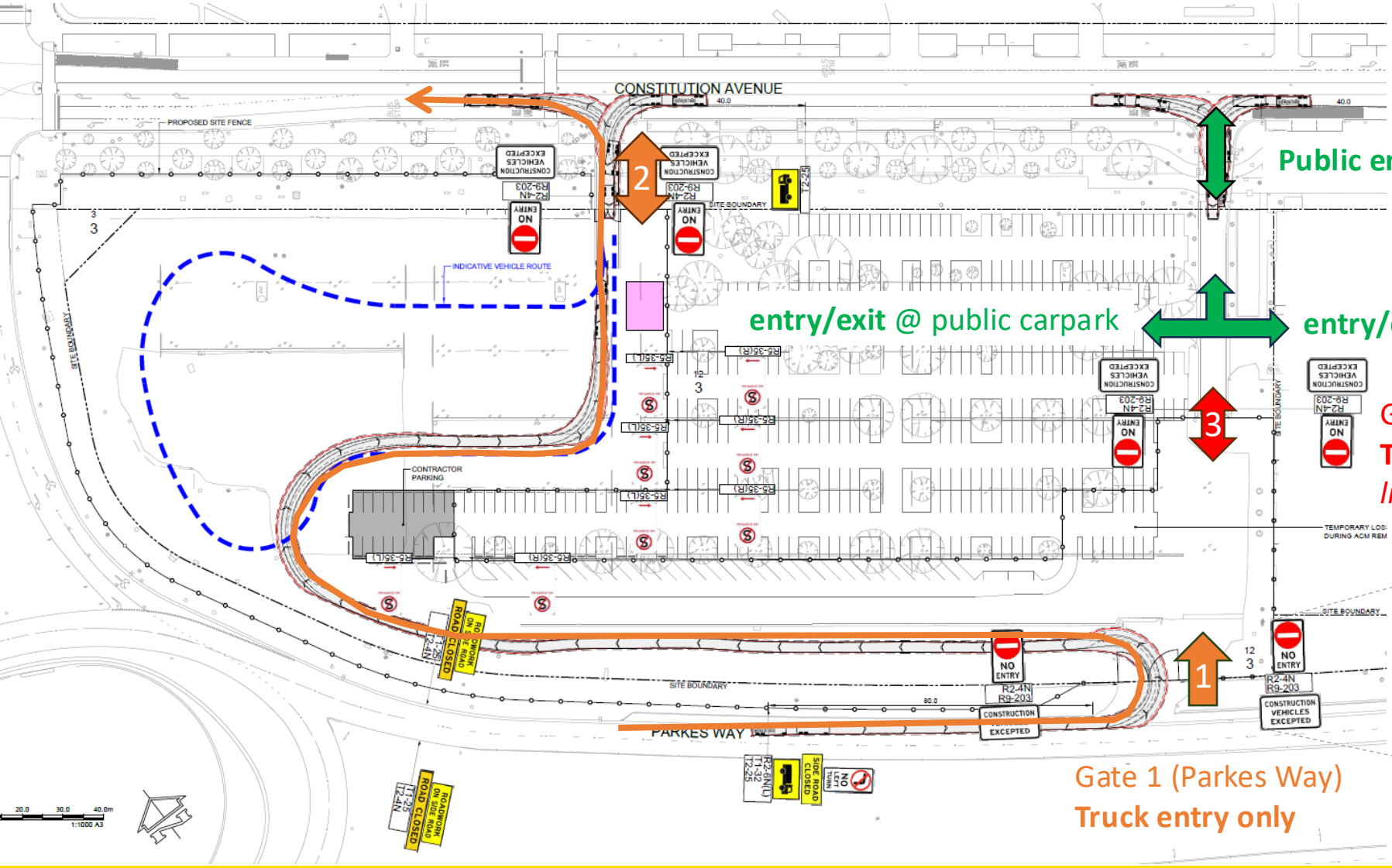
UNSW CANBERRA

Staged gravel carpark closure



Temporary Traffic Management Plan

Gate 2 (Constitution Ave West)
Truck entry / exit



Public entry/exit @ Constitution Ave

entry/exit @ public carpark

entry/exit @ Griffin Apartments

Gate 3 (Constitution Ave East)
Truck entry/exit
limited use



Gate 1 (Parkes Way)
Truck entry only

Construction Hours



Permitted site hours are from Monday to Saturday 7am – 6pm

Note: Saturdays are reserved for occasional use

Remediation Works & Management of Contamination



Image 1: Air Monitoring outside Building K of The Griffin

- Remediation Action Plan (RAP)
- Air Monitoring
- Construction Environmental Management Plan

Dust Suppression

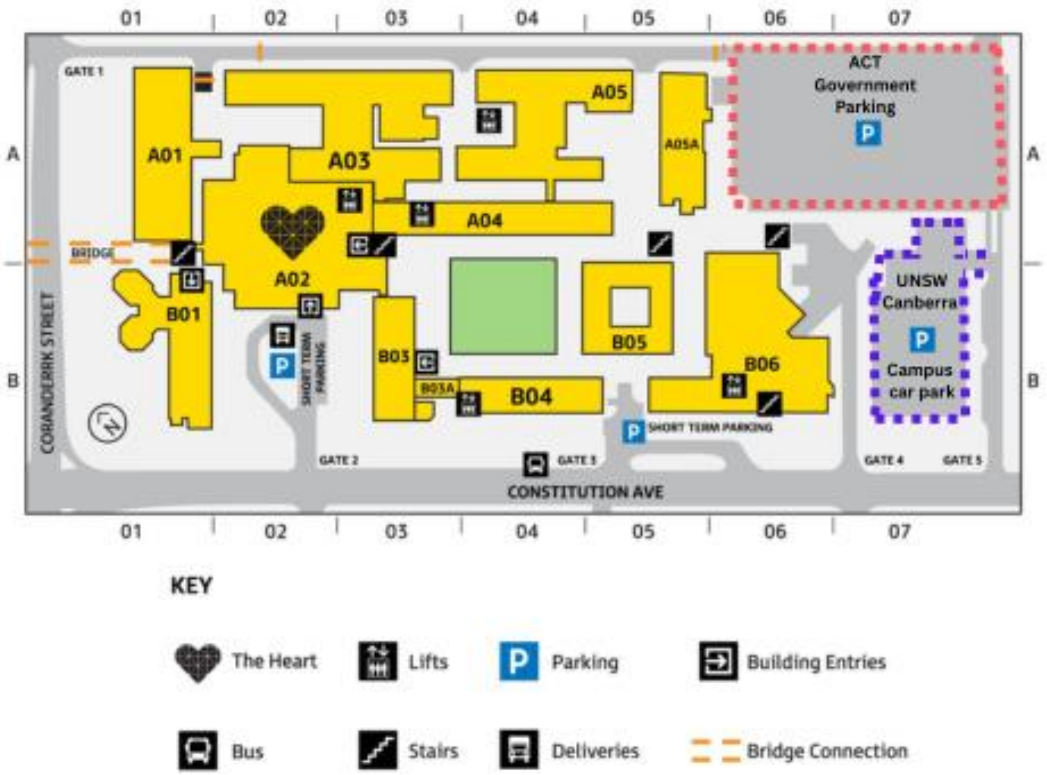


- Covering of loads in accordance with legislative requirements
- Water suppression
- Stockpile covering
- Weather monitoring

Parking



Image 2: UNSW Canberra Campus car park

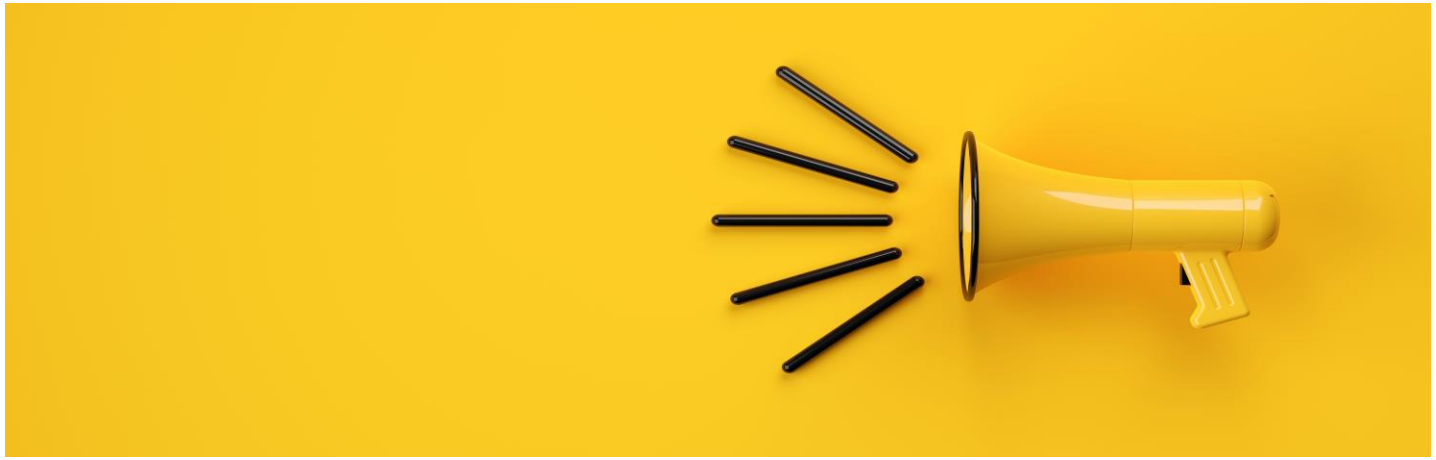


Additional available car parking along Constitution Avenue

- ACT Government Parking – 209 spaces*
- UNSW Canberra Campus parking – 99 spaces

* As at Dec 2025

Communication



- UNSW Canberra City will share regular construction timeline updates via Civium.

Feedback/Questions?



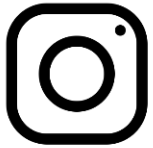
Visit the UNSW Canberra City website:

https://www.unsw.edu.au/canberra/about-us/our-campuses/city



Email development questions to the Canberra City Project Team:

enquiries.cbr@unsw.edu.au



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UNSW CANBERRA



UNSW CANBERRA

Civium Strata
Approved Budget for Unit Title 15592

THE GRIFFIN, 44 Constitution Avenue PARKES

Prepared by Civium Strata (ABN 39 121 276 300)
Locked Bag 8300 CANBERRA ACT 2601 Ph 1300 724 256 Fax

Administrative Fund	Approved Budget (01/10/2025-30/09/2026)	Current Actual (01/10/2024-30/09/2025)	Current Budget (01/10/2024-30/09/2025)
Income			
Interest on Overdues	$0.00	*$1,832.46*	*$0.00*
Levy Income	$951,323.41	*$1,017,334.31*	*$1,017,341.00*
Total Admin Fund Income	**$951,323.41**	*$1,019,166.77*	*$1,017,341.00*
Expense			
Arrears Recovery Costs	$0.00	*$284.55*	*$0.00*
Audit Fees	$1,000.00	*$1,000.00*	*$950.00*
Building Manager	$139,845.00	*$137,103.60*	*$137,104.00*
Building Repairs & Maintenance	$100,000.00	*$18,801.02*	*$31,300.00*
Civium Disbursements	$5,500.00	*$3,716.46*	*$3,500.00*
Cleaning	$145,000.00	*$144,950.55*	*$168,000.00*
Cleaning - Car Park	$4,600.00	*$2,300.00*	*$4,750.00*
Cleaning - Carpets	$6,400.00	*$4,862.50*	*$9,000.00*
Cleaning - Consumables	$3,500.00	*$3,759.96*	*$2,500.00*
Cleaning - Windows & Glazing	$39,000.00	*$34,075.00*	*$40,900.00*
Contingency	$50,000.00	*$0.00*	*$45,000.00*
Electrical Repairs & Maintenance	$12,000.00	*$11,491.00*	*$11,100.00*
Electricity - Utility	$75,000.00	*$65,211.08*	*$84,000.00*
Fire Alarm Monitoring	$2,090.00	*$2,090.04*	*$2,090.00*
Fire Doors	$10,000.00	*$0.00*	*$0.00*
Fire Protection - Contracted	$12,000.00	*$12,016.13*	*$11,520.00*
Fire Protection - Repairs/Replacements	$10,000.00	*$16,093.85*	*$5,000.00*
GST Administration	$0.00	*$568.20*	*$0.00*
Garage Door	$3,500.00	*$1,768.18*	*$8,480.00*
Garbage Chute Repairs & Maintenance	$10,000.00	*$9,663.70*	*$8,378.00*
Gardening Subcommittee	$1,000.00	*$825.31*	*$5,000.00*
Gardens & Grounds	$37,000.00	*$22,499.49*	*$32,000.00*
Gas - Utility	$54,000.00	*$16,129.22*	*$60,000.00*
Gymnasium Expenses	$3,500.00	*$1,120.36*	*$5,960.00*
HVAC	$6,000.00	*$5,106.82*	*$6,000.00*
Insurance Building	$117,000.00	*$106,913.89*	*$115,099.00*
Insurance Claims	$10,000.00	*$4,545.45*	*$0.00*
Insurance Valuation	$2,042.00	*$0.00*	*$0.00*
Legal expense	$2,000.00	*$272.73*	*$2,000.00*
Lift Maintenance Contract	$39,500.00	*$34,739.98*	*$30,720.00*
Lift Registration	$800.00	*$0.00*	*$800.00*
Lift Repairs	$10,000.00	*$0.00*	*$15,000.00*
Management Fee	$89,619.00	*$79,874.51*	*$79,875.00*
Plumbing & Drainage	$20,000.00	*$11,727.65*	*$15,000.00*
Pool Expenses	$13,000.00	*$13,281.96*	*$10,000.00*
Security Access System & Cards	$5,000.00	*$3,925.45*	*$5,000.00*
Security Guards	$0.00	*$0.00*	*$1,500.00*

Administrative Fund	Approved Budget (01/10/2025-30/09/2026)	Current Actual (01/10/2024-30/09/2025)	Current Budget (01/10/2024-30/09/2025)
Sundry Expenses	$2,000.00	*$6,978.24*	*$1,500.00*
Tax Agent Fees - BAS/GST	$370.00	*$370.00*	*$340.00*
Tax Agent Fees - Income Tax	$120.00	*$120.00*	*$105.00*
Taxation Reporting (Civium)	$0.00	*$120.00*	*$0.00*
Telephone	$950.00	*$913.29*	*$870.00*
Waste collection	$500.00	*$(419.77)*	*$1,000.00*
Water - Utility	$60,000.00	*$56,119.37*	*$56,000.00*
Total Admin Fund Expense	**$1,103,836.00**	*$834,919.77*	*$1,017,341.00*
TOTAL ADMIN LEVY INCOME	**$951,323.41**	*$1,017,334.31*	*$1,017,341.00*
ADD: ADMIN GST	**$95,132.34**		*$101,734.10*
TOTAL ADMIN BUDGET	**$1,046,455.75**		*$1,119,075.10*

Sinking Fund

	Approved Budget (01/10/2025-30/09/2026)	Current Actual (01/10/2024-30/09/2025)	Current Budget (01/10/2024-30/09/2025)
Income			
Interest on Investment	$0.00	*$6,655.98*	*$0.00*
Interest on Overdues	$0.00	*$522.55*	*$0.00*
Levy Income	$316,564.00	*$250,501.55*	*$250,545.00*
Total Sinking Fund Income	**$316,564.00**	*$257,680.08*	*$250,545.00*
Expense			
Security System Replacement/Upgrade	$49,871.00	*$0.00*	*$0.00*
Sinking Fund Budget	$26,679.00	*$29,465.96*	*$29,347.00*
Total Sinking Fund Expense	**$76,550.00**	*$29,465.96*	*$29,347.00*
TOTAL SINKING LEVY INCOME	**$316,564.00**	*$250,501.55*	*$250,545.00*
ADD: SINKING GST	**$31,656.40**		*$25,054.50*
TOTAL SINKING BUDGET	**$348,220.40**		*$275,599.50*

Prepared by Civium Strata (ABN 39 121 276 300)
Locked Bag 8300 CANBERRA ACT 2601 Ph 1300 724 256 Fax

Budget Summary (01/10/2025-30/09/2026)

	Approved	1st Instalment 12/10/2025	2nd Instalment 01/01/2026	3rd Instalment 01/04/2026	4th Instalment 01/07/2026	TOTAL (01/10/2025-30/09/2026)
Administrative Fund	$1,046,455.75	$293,625.62	$250,943.47	$250,943.47	$250,943.47	$1,046,456.03
Sinking Fund	$348,220.40	$70,966.62	$92,417.74	$92,417.74	$92,417.74	$348,219.84
Contribution Schedule Total	$1,394,676.15	$364,592.24	$343,361.21	$343,361.21	$343,361.21	$1,394,675.87
Amount to Collect	**$1,394,676.15**	**$364,592.24**	**$343,361.21**	**$343,361.21**	**$343,361.21**	**$1,394,675.87**

Levy Adjustment Summary (01/10/2025-30/09/2026)

Contribution Schedule

Aggregate Units of Entitlement (UOE) - 10000

Due Date	Levy Period	Admin	Sinking	Total
12/10/2025	01/10/2025 - 31/12/2025	$29.36	$7.10	$36.46
01/01/2026	01/01/2026 - 31/03/2026	$25.09	$9.24	$34.34
01/04/2026	01/04/2026 - 30/06/2026	$25.09	$9.24	$34.34
01/07/2026	01/07/2026 - 30/09/2026	$25.09	$9.24	$34.34
Financial Year Total per Units of Entitlement		**$104.65**	**$34.82**	**$139.47**
Financial Year Aggregate		**$1,046,456.03**	**$348,219.84**	**$1,394,675.87**
Approved Budget Amount		**$1,046,455.75**	**$348,220.40**	**$1,394,676.15**
Next Year Pre Issue Aggregate		**$0.00**	**$0.00**	**$0.00**

Prepared by Civium Strata (ABN 39 121 276 300)
Locked Bag 8300 CANBERRA ACT 2601 Ph 1300 724 256 Fax

Owner Summary (01/10/2025-30/09/2026) - Contribution Schedule

UOE	Lot(s)	1st Instalment 12/10/2025	2nd Instalment 01/01/2026	3rd Instalment 01/04/2026	4th Instalment 01/07/2026	TOTAL (01/10/2025-30/09/2026)
34	1, 7, 8, 20, 21, 25, 33, 37, 184, 192, 195					
	Admin	$998.33	$853.21	$853.21	$853.21	$3,557.96
	Sinking	$241.29	$314.22	$314.22	$314.22	$1,183.95
	Owner Total	**$1,239.62**	**$1,167.43**	**$1,167.43**	**$1,167.43**	**$4,741.91**
22	2, 4, 11, 22, 23, 24, 34, 35, 36, 46, 48, 83, 91, 97, 98, 99, 105, 109, 110, 111, 122, 123, 137, 149, 161, 182, 183, 193, 194, 204					
	Admin	$645.98	$552.08	$552.08	$552.08	$2,302.22
	Sinking	$156.13	$203.32	$203.32	$203.32	$766.09
	Owner Total	**$802.11**	**$755.40**	**$755.40**	**$755.40**	**$3,068.31**
33	3, 6, 9, 13					
	Admin	$968.96	$828.11	$828.11	$828.11	$3,453.29
	Sinking	$234.19	$304.98	$304.98	$304.98	$1,149.13
	Owner Total	**$1,203.15**	**$1,133.09**	**$1,133.09**	**$1,133.09**	**$4,602.42**
21	5, 10, 12, 96, 101, 113, 125					
	Admin	$616.61	$526.98	$526.98	$526.98	$2,197.55
	Sinking	$149.03	$194.08	$194.08	$194.08	$731.27
	Owner Total	**$765.64**	**$721.06**	**$721.06**	**$721.06**	**$2,928.82**
35	14, 26, 32, 44, 45, 49, 57, 61, 103, 104, 115, 116, 176, 177, 178, 181, 187, 188, 189, 198, 199, 200, 203, 206, 214, 217					
	Admin	$1,027.69	$878.30	$878.30	$878.30	$3,662.59
	Sinking	$248.38	$323.46	$323.46	$323.46	$1,218.76
	Owner Total	**$1,276.07**	**$1,201.76**	**$1,201.76**	**$1,201.76**	**$4,881.35**

Owner Summary (01/10/2025-30/09/2026) - Contribution Schedule

UOE	Lot(s)	1st Instalment 12/10/2025	2nd Instalment 01/01/2026	3rd Instalment 01/04/2026	4th Instalment 01/07/2026	TOTAL (01/10/2025-30/09/2026)
58	15					
	Admin	$1,703.03	$1,455.47	$1,455.47	$1,455.47	$6,069.44
	Sinking	$411.61	$536.02	$536.02	$536.02	$2,019.67
	Owner Total	**$2,114.64**	**$1,991.49**	**$1,991.49**	**$1,991.49**	**$8,089.11**
46	16, 17, 18, 28, 29, 30					
	Admin	$1,350.68	$1,154.34	$1,154.34	$1,154.34	$4,813.70
	Sinking	$326.45	$425.12	$425.12	$425.12	$1,601.81
	Owner Total	**$1,677.13**	**$1,579.46**	**$1,579.46**	**$1,579.46**	**$6,415.51**
57	19, 260					
	Admin	$1,673.67	$1,430.38	$1,430.38	$1,430.38	$5,964.81
	Sinking	$404.51	$526.78	$526.78	$526.78	$1,984.85
	Owner Total	**$2,078.18**	**$1,957.16**	**$1,957.16**	**$1,957.16**	**$7,949.66**
60	27, 43, 201					
	Admin	$1,761.75	$1,505.66	$1,505.66	$1,505.66	$6,278.73
	Sinking	$425.80	$554.51	$554.51	$554.51	$2,089.33
	Owner Total	**$2,187.55**	**$2,060.17**	**$2,060.17**	**$2,060.17**	**$8,368.06**
59	31, 179, 190					
	Admin	$1,732.39	$1,480.57	$1,480.57	$1,480.57	$6,174.10
	Sinking	$418.70	$545.27	$545.27	$545.27	$2,054.51
	Owner Total	**$2,151.09**	**$2,025.84**	**$2,025.84**	**$2,025.84**	**$8,228.61**
36	38, 50, 56, 68, 69, 73, 80, 82, 100, 127, 128, 139, 140, 209, 210, 211, 220, 221, 222, 225, 228, 236, 239					
	Admin	$1,057.05	$903.40	$903.40	$903.40	$3,767.25
	Sinking	$255.48	$332.70	$332.70	$332.70	$1,253.58
	Owner Total	**$1,312.53**	**$1,236.10**	**$1,236.10**	**$1,236.10**	**$5,020.83**

Owner Summary (01/10/2025-30/09/2026) - Contribution Schedule

UOE	Lot(s)	1st Instalment 12/10/2025	2nd Instalment 01/01/2026	3rd Instalment 01/04/2026	4th Instalment 01/07/2026	TOTAL (01/10/2025-30/09/2026)
61	39, 102, 180, 191, 212					
	Admin	$1,791.12	$1,530.75	$1,530.75	$1,530.75	$6,383.37
	Sinking	$432.90	$563.75	$563.75	$563.75	$2,124.15
	Owner Total	**$2,224.02**	**$2,094.50**	**$2,094.50**	**$2,094.50**	**$8,507.52**
47	40, 41, 42, 52, 53, 54					
	Admin	$1,380.04	$1,179.43	$1,179.43	$1,179.43	$4,918.33
	Sinking	$333.54	$434.36	$434.36	$434.36	$1,636.62
	Owner Total	**$1,713.58**	**$1,613.79**	**$1,613.79**	**$1,613.79**	**$6,554.95**
23	47, 58, 59, 60, 70, 71, 72, 84, 85, 86, 87, 88, 89, 92, 93, 94, 108, 117, 120, 121, 129, 133, 134, 135, 141, 145, 146, 147, 153, 157, 158, 159, 169, 170, 205, 215, 216, 226, 227, 237, 238, 247					
	Admin	$675.34	$577.17	$577.17	$577.17	$2,406.85
	Sinking	$163.22	$212.56	$212.56	$212.56	$800.90
	Owner Total	**$838.56**	**$789.73**	**$789.73**	**$789.73**	**$3,207.75**
62	51, 55, 67, 114, 202, 223					
	Admin	$1,820.48	$1,555.85	$1,555.85	$1,555.85	$6,488.03
	Sinking	$439.99	$572.99	$572.99	$572.99	$2,158.96
	Owner Total	**$2,260.47**	**$2,128.84**	**$2,128.84**	**$2,128.84**	**$8,646.99**
37	62, 74, 79, 95, 112, 124, 151, 152, 162, 163, 231, 232, 233, 242, 243, 244, 246, 249					
	Admin	$1,086.41	$928.49	$928.49	$928.49	$3,871.88
	Sinking	$262.58	$341.95	$341.95	$341.95	$1,288.43
	Owner Total	**$1,348.99**	**$1,270.44**	**$1,270.44**	**$1,270.44**	**$5,160.31**

Owner Summary (01/10/2025-30/09/2026) - Contribution Schedule

UOE	Lot(s)	1st Instalment 12/10/2025	2nd Instalment 01/01/2026	3rd Instalment 01/04/2026	4th Instalment 01/07/2026	TOTAL (01/10/2025-30/09/2026)
64	63, 78, 126, 213, 234					
	Admin	$1,879.20	$1,606.04	$1,606.04	$1,606.04	$6,697.32
	Sinking	$454.19	$591.47	$591.47	$591.47	$2,228.60
	Owner Total	**$2,333.39**	**$2,197.51**	**$2,197.51**	**$2,197.51**	**$8,925.92**
48	64, 65, 66					
	Admin	$1,409.40	$1,204.53	$1,204.53	$1,204.53	$5,022.99
	Sinking	$340.64	$443.61	$443.61	$443.61	$1,671.47
	Owner Total	**$1,750.04**	**$1,648.14**	**$1,648.14**	**$1,648.14**	**$6,694.46**
65	75, 138, 224					
	Admin	$1,908.57	$1,631.13	$1,631.13	$1,631.13	$6,801.96
	Sinking	$461.28	$600.72	$600.72	$600.72	$2,263.44
	Owner Total	**$2,369.85**	**$2,231.85**	**$2,231.85**	**$2,231.85**	**$9,065.40**
74	76, 77					
	Admin	$2,172.83	$1,856.98	$1,856.98	$1,856.98	$7,743.77
	Sinking	$525.15	$683.89	$683.89	$683.89	$2,576.82
	Owner Total	**$2,697.98**	**$2,540.87**	**$2,540.87**	**$2,540.87**	**$10,320.59**
70	81					
	Admin	$2,055.38	$1,756.60	$1,756.60	$1,756.60	$7,325.18
	Sinking	$496.77	$646.93	$646.93	$646.93	$2,437.56
	Owner Total	**$2,552.15**	**$2,403.53**	**$2,403.53**	**$2,403.53**	**$9,762.74**
31	90					
	Admin	$910.24	$777.92	$777.92	$777.92	$3,244.00
	Sinking	$220.00	$286.50	$286.50	$286.50	$1,079.50
	Owner Total	**$1,130.24**	**$1,064.42**	**$1,064.42**	**$1,064.42**	**$4,323.50**

Owner Summary (01/10/2025-30/09/2026) - Contribution Schedule

UOE	Lot(s)	1st Instalment 12/10/2025	2nd Instalment 01/01/2026	3rd Instalment 01/04/2026	4th Instalment 01/07/2026	TOTAL (01/10/2025-30/09/2026)
16	106					
	Admin	$469.80	$401.51	$401.51	$401.51	$1,674.33
	Sinking	$113.55	$147.87	$147.87	$147.87	$557.16
	Owner Total	**$583.35**	**$549.38**	**$549.38**	**$549.38**	**$2,231.49**
38	107, 136, 148, 160, 185					
	Admin	$1,115.78	$953.58	$953.58	$953.58	$3,976.52
	Sinking	$269.67	$351.19	$351.19	$351.19	$1,323.24
	Owner Total	**$1,385.45**	**$1,304.77**	**$1,304.77**	**$1,304.77**	**$5,299.76**
39	118, 119, 130, 131, 196, 207					
	Admin	$1,145.14	$978.68	$978.68	$978.68	$4,081.18
	Sinking	$276.77	$360.43	$360.43	$360.43	$1,358.06
	Owner Total	**$1,421.91**	**$1,339.11**	**$1,339.11**	**$1,339.11**	**$5,439.24**
24	132, 144, 156, 164, 167, 168, 248, 254					
	Admin	$704.70	$602.26	$602.26	$602.26	$2,511.48
	Sinking	$170.32	$221.80	$221.80	$221.80	$835.72
	Owner Total	**$875.02**	**$824.06**	**$824.06**	**$824.06**	**$3,347.20**
40	142, 143, 154, 155, 218, 229					
	Admin	$1,174.50	$1,003.77	$1,003.77	$1,003.77	$4,185.81
	Sinking	$283.87	$369.67	$369.67	$369.67	$1,392.88
	Owner Total	**$1,458.37**	**$1,373.44**	**$1,373.44**	**$1,373.44**	**$5,578.69**
66	150, 235					
	Admin	$1,937.93	$1,656.23	$1,656.23	$1,656.23	$6,906.62
	Sinking	$468.38	$609.96	$609.96	$609.96	$2,298.26
	Owner Total	**$2,406.31**	**$2,266.19**	**$2,266.19**	**$2,266.19**	**$9,204.88**

Owner Summary (01/10/2025-30/09/2026) - Contribution Schedule

UOE	Lot(s)	1st Instalment 12/10/2025	2nd Instalment 01/01/2026	3rd Instalment 01/04/2026	4th Instalment 01/07/2026	TOTAL (01/10/2025-30/09/2026)
41	165, 166, 240					
	Admin	$1,203.86	$1,028.87	$1,028.87	$1,028.87	$4,290.47
	Sinking	$290.96	$378.91	$378.91	$378.91	$1,427.69
	Owner Total	**$1,494.82**	**$1,407.78**	**$1,407.78**	**$1,407.78**	**$5,718.16**
86	171, 173					
	Admin	$2,525.18	$2,158.11	$2,158.11	$2,158.11	$8,999.51
	Sinking	$610.31	$794.79	$794.79	$794.79	$2,994.68
	Owner Total	**$3,135.49**	**$2,952.90**	**$2,952.90**	**$2,952.90**	**$11,994.19**
120	172					
	Admin	$3,523.51	$3,011.32	$3,011.32	$3,011.32	$12,557.47
	Sinking	$851.60	$1,109.02	$1,109.02	$1,109.02	$4,178.66
	Owner Total	**$4,375.11**	**$4,120.34**	**$4,120.34**	**$4,120.34**	**$16,736.13**
83	174					
	Admin	$2,437.09	$2,082.83	$2,082.83	$2,082.83	$8,685.58
	Sinking	$589.02	$767.07	$767.07	$767.07	$2,890.23
	Owner Total	**$3,026.11**	**$2,849.90**	**$2,849.90**	**$2,849.90**	**$11,575.81**
91	175					
	Admin	$2,671.99	$2,283.58	$2,283.58	$2,283.58	$9,522.73
	Sinking	$645.80	$841.00	$841.00	$841.00	$3,168.80
	Owner Total	**$3,317.79**	**$3,124.58**	**$3,124.58**	**$3,124.58**	**$12,691.53**
27	186, 258					
	Admin	$792.79	$677.55	$677.55	$677.55	$2,825.44
	Sinking	$191.61	$249.53	$249.53	$249.53	$940.20
	Owner Total	**$984.40**	**$927.08**	**$927.08**	**$927.08**	**$3,765.64**

Owner Summary (01/10/2025-30/09/2026) - Contribution Schedule

UOE	Lot(s)	1st Instalment 12/10/2025	2nd Instalment 01/01/2026	3rd Instalment 01/04/2026	4th Instalment 01/07/2026	TOTAL (01/10/2025-30/09/2026)
28	197, 208					
	Admin	$822.15	$702.64	$702.64	$702.64	$2,930.07
	Sinking	$198.71	$258.77	$258.77	$258.77	$975.02
	Owner Total	**$1,020.86**	**$961.41**	**$961.41**	**$961.41**	**$3,905.09**
29	219, 230, 256					
	Admin	$851.51	$727.74	$727.74	$727.74	$3,034.73
	Sinking	$205.80	$268.01	$268.01	$268.01	$1,009.83
	Owner Total	**$1,057.31**	**$995.75**	**$995.75**	**$995.75**	**$4,044.56**
30	241					
	Admin	$880.88	$752.83	$752.83	$752.83	$3,139.37
	Sinking	$212.90	$277.25	$277.25	$277.25	$1,044.65
	Owner Total	**$1,093.78**	**$1,030.08**	**$1,030.08**	**$1,030.08**	**$4,184.02**
132	245					
	Admin	$3,875.86	$3,312.45	$3,312.45	$3,312.45	$13,813.21
	Sinking	$936.76	$1,219.92	$1,219.92	$1,219.92	$4,596.52
	Owner Total	**$4,812.62**	**$4,532.37**	**$4,532.37**	**$4,532.37**	**$18,409.73**
93	250, 251					
	Admin	$2,730.72	$2,333.77	$2,333.77	$2,333.77	$9,732.03
	Sinking	$659.99	$859.49	$859.49	$859.49	$3,238.46
	Owner Total	**$3,390.71**	**$3,193.26**	**$3,193.26**	**$3,193.26**	**$12,970.49**
108	252					
	Admin	$3,171.16	$2,710.19	$2,710.19	$2,710.19	$11,301.73
	Sinking	$766.44	$998.11	$998.11	$998.11	$3,760.77
	Owner Total	**$3,937.60**	**$3,708.30**	**$3,708.30**	**$3,708.30**	**$15,062.50**

Owner Summary (01/10/2025-30/09/2026) - Contribution Schedule

UOE	Lot(s)	1st Instalment 12/10/2025	2nd Instalment 01/01/2026	3rd Instalment 01/04/2026	4th Instalment 01/07/2026	TOTAL (01/10/2025-30/09/2026)
130	253					
	Admin	$3,817.13	$3,262.26	$3,262.26	$3,262.26	$13,603.91
	Sinking	$922.57	$1,201.43	$1,201.43	$1,201.43	$4,526.86
	Owner Total	**$4,739.70**	**$4,463.69**	**$4,463.69**	**$4,463.69**	**$18,130.77**
53	255					
	Admin	$1,556.22	$1,330.00	$1,330.00	$1,330.00	$5,546.22
	Sinking	$376.12	$489.82	$489.82	$489.82	$1,845.58
	Owner Total	**$1,932.34**	**$1,819.82**	**$1,819.82**	**$1,819.82**	**$7,391.80**
26	257					
	Admin	$763.43	$652.45	$652.45	$652.45	$2,720.78
	Sinking	$184.51	$240.29	$240.29	$240.29	$905.38
	Owner Total	**$947.94**	**$892.74**	**$892.74**	**$892.74**	**$3,626.16**
42	259					
	Admin	$1,233.23	$1,053.96	$1,053.96	$1,053.96	$4,395.11
	Sinking	$298.06	$388.16	$388.16	$388.16	$1,462.54
	Owner Total	**$1,531.29**	**$1,442.12**	**$1,442.12**	**$1,442.12**	**$5,857.65**
148	261					
	Admin	$4,345.66	$3,713.96	$3,713.96	$3,713.96	$15,487.54
	Sinking	$1,050.31	$1,367.79	$1,367.79	$1,367.79	$5,153.68
	Owner Total	**$5,395.97**	**$5,081.75**	**$5,081.75**	**$5,081.75**	**$20,641.22**

Prepared by Civium Strata (ABN 39 121 276 300)
Locked Bag 8300 CANBERRA ACT 2601 Ph 1300 724 256 Fax

Contribution Summary (01/10/2025-30/09/2026)

Lot(s)	Schedule	UOE	Admin Fund	Sinking	Annual Levy
1, 7, 8, 20, 21, 25, 33, 37, 184, 192, 195	Contribution Schedule	34	$3,557.96	$1,183.95	$0.00
	Owner Total		**$3,557.96**	**$1,183.95**	**$4,741.91**
2, 4, 11, 22, 23, 24, 34, 35, 36, 46, 48, 83, 91, 97, 98, 99, 105, 109, 110, 111, 122, 123, 137, 149, 161, 182, 183, 193, 194, 204	Contribution Schedule	22	$2,302.22	$766.09	$0.00
	Owner Total		**$2,302.22**	**$766.09**	**$3,068.31**
3, 6, 9, 13	Contribution Schedule	33	$3,453.29	$1,149.13	$0.00
	Owner Total		**$3,453.29**	**$1,149.13**	**$4,602.42**
5, 10, 12, 96, 101, 113, 125	Contribution Schedule	21	$2,197.55	$731.27	$0.00
	Owner Total		**$2,197.55**	**$731.27**	**$2,928.82**
14, 26, 32, 44, 45, 49, 57, 61, 103, 104, 115, 116, 176, 177, 178, 181, 187, 188, 189, 198, 199, 200, 203, 206, 214, 217	Contribution Schedule	35	$3,662.59	$1,218.76	$0.00
	Owner Total		**$3,662.59**	**$1,218.76**	**$4,881.35**
15	Contribution Schedule	58	$6,069.44	$2,019.67	$0.00
	Owner Total		**$6,069.44**	**$2,019.67**	**$8,089.11**
16, 17, 18, 28, 29, 30	Contribution Schedule	46	$4,813.70	$1,601.81	$0.00
	Owner Total		**$4,813.70**	**$1,601.81**	**$6,415.51**
19, 260	Contribution Schedule	57	$5,964.81	$1,984.85	$0.00
	Owner Total		**$5,964.81**	**$1,984.85**	**$7,949.66**
27, 43, 201	Contribution Schedule	60	$6,278.73	$2,089.33	$0.00
	Owner Total		**$6,278.73**	**$2,089.33**	**$8,368.06**
31, 179, 190	Contribution Schedule	59	$6,174.10	$2,054.51	$0.00
	Owner Total		**$6,174.10**	**$2,054.51**	**$8,228.61**
38, 50, 56, 68, 69, 73, 80, 82, 100, 127, 128, 139, 140, 209, 210, 211, 220, 221, 222, 225, 228, 236, 239	Contribution Schedule	36	$3,767.25	$1,253.58	$0.00
	Owner Total		**$3,767.25**	**$1,253.58**	**$5,020.83**

Contribution Summary (01/10/2025-30/09/2026)

Lot(s)	Schedule	UOE	Admin Fund	Sinking	Annual Levy
39, 102, 180, 191, 212	Contribution Schedule	61	$6,383.37	$2,124.15	$0.00
	Owner Total		**$6,383.37**	**$2,124.15**	**$8,507.52**
40, 41, 42, 52, 53, 54	Contribution Schedule	47	$4,918.33	$1,636.62	$0.00
	Owner Total		**$4,918.33**	**$1,636.62**	**$6,554.95**
47, 58, 59, 60, 70, 71, 72, 84, 85, 86, 87, 88, 89, 92, 93, 94, 108, 117, 120, 121, 129, 133, 134, 135, 141, 145, 146, 147, 153, 157, 158, 159, 169, 170, 205, 215, 216, 226, 227, 237, 238, 247	Contribution Schedule	23	$2,406.85	$800.90	$0.00
	Owner Total		**$2,406.85**	**$800.90**	**$3,207.75**
51, 55, 67, 114, 202, 223	Contribution Schedule	62	$6,488.03	$2,158.96	$0.00
	Owner Total		**$6,488.03**	**$2,158.96**	**$8,646.99**
62, 74, 79, 95, 112, 124, 151, 152, 162, 163, 231, 232, 233, 242, 243, 244, 246, 249	Contribution Schedule	37	$3,871.88	$1,288.43	$0.00
	Owner Total		**$3,871.88**	**$1,288.43**	**$5,160.31**
63, 78, 126, 213, 234	Contribution Schedule	64	$6,697.32	$2,228.60	$0.00
	Owner Total		**$6,697.32**	**$2,228.60**	**$8,925.92**
64, 65, 66	Contribution Schedule	48	$5,022.99	$1,671.47	$0.00
	Owner Total		**$5,022.99**	**$1,671.47**	**$6,694.46**
75, 138, 224	Contribution Schedule	65	$6,801.96	$2,263.44	$0.00
	Owner Total		**$6,801.96**	**$2,263.44**	**$9,065.40**
76, 77	Contribution Schedule	74	$7,743.77	$2,576.82	$0.00
	Owner Total		**$7,743.77**	**$2,576.82**	**$10,320.59**
81	Contribution Schedule	70	$7,325.18	$2,437.56	$0.00
	Owner Total		**$7,325.18**	**$2,437.56**	**$9,762.74**
90	Contribution Schedule	31	$3,244.00	$1,079.50	$0.00
	Owner Total		**$3,244.00**	**$1,079.50**	**$4,323.50**

Contribution Summary (01/10/2025-30/09/2026)

Lot(s)	Schedule	UOE	Admin Fund	Sinking	Annual Levy
106	Contribution Schedule	16	$1,674.33	$557.16	$0.00
	Owner Total		**$1,674.33**	**$557.16**	**$2,231.49**
107, 136, 148, 160, 185	Contribution Schedule	38	$3,976.52	$1,323.24	$0.00
	Owner Total		**$3,976.52**	**$1,323.24**	**$5,299.76**
118, 119, 130, 131, 196, 207	Contribution Schedule	39	$4,081.18	$1,358.06	$0.00
	Owner Total		**$4,081.18**	**$1,358.06**	**$5,439.24**
132, 144, 156, 164, 167, 168, 248, 254	Contribution Schedule	24	$2,511.48	$835.72	$0.00
	Owner Total		**$2,511.48**	**$835.72**	**$3,347.20**
142, 143, 154, 155, 218, 229	Contribution Schedule	40	$4,185.81	$1,392.88	$0.00
	Owner Total		**$4,185.81**	**$1,392.88**	**$5,578.69**
150, 235	Contribution Schedule	66	$6,906.62	$2,298.26	$0.00
	Owner Total		**$6,906.62**	**$2,298.26**	**$9,204.88**
165, 166, 240	Contribution Schedule	41	$4,290.47	$1,427.69	$0.00
	Owner Total		**$4,290.47**	**$1,427.69**	**$5,718.16**
171, 173	Contribution Schedule	86	$8,999.51	$2,994.68	$0.00
	Owner Total		**$8,999.51**	**$2,994.68**	**$11,994.19**
172	Contribution Schedule	120	$12,557.47	$4,178.66	$0.00
	Owner Total		**$12,557.47**	**$4,178.66**	**$16,736.13**
174	Contribution Schedule	83	$8,685.58	$2,890.23	$0.00
	Owner Total		**$8,685.58**	**$2,890.23**	**$11,575.81**
175	Contribution Schedule	91	$9,522.73	$3,168.80	$0.00
	Owner Total		**$9,522.73**	**$3,168.80**	**$12,691.53**
186, 258	Contribution Schedule	27	$2,825.44	$940.20	$0.00
	Owner Total		**$2,825.44**	**$940.20**	**$3,765.64**

Contribution Summary (01/10/2025-30/09/2026)

Lot(s)	Schedule	UOE	Admin Fund	Sinking	Annual Levy
197, 208	Contribution Schedule	28	$2,930.07	$975.02	$0.00
	Owner Total		**$2,930.07**	**$975.02**	**$3,905.09**
219, 230, 256	Contribution Schedule	29	$3,034.73	$1,009.83	$0.00
	Owner Total		**$3,034.73**	**$1,009.83**	**$4,044.56**
241	Contribution Schedule	30	$3,139.37	$1,044.65	$0.00
	Owner Total		**$3,139.37**	**$1,044.65**	**$4,184.02**
245	Contribution Schedule	132	$13,813.21	$4,596.52	$0.00
	Owner Total		**$13,813.21**	**$4,596.52**	**$18,409.73**
250, 251	Contribution Schedule	93	$9,732.03	$3,238.46	$0.00
	Owner Total		**$9,732.03**	**$3,238.46**	**$12,970.49**
252	Contribution Schedule	108	$11,301.73	$3,760.77	$0.00
	Owner Total		**$11,301.73**	**$3,760.77**	**$15,062.50**
253	Contribution Schedule	130	$13,603.91	$4,526.86	$0.00
	Owner Total		**$13,603.91**	**$4,526.86**	**$18,130.77**
255	Contribution Schedule	53	$5,546.22	$1,845.58	$0.00
	Owner Total		**$5,546.22**	**$1,845.58**	**$7,391.80**
257	Contribution Schedule	26	$2,720.78	$905.38	$0.00
	Owner Total		**$2,720.78**	**$905.38**	**$3,626.16**
259	Contribution Schedule	42	$4,395.11	$1,462.54	$0.00
	Owner Total		**$4,395.11**	**$1,462.54**	**$5,857.65**
261	Contribution Schedule	148	$15,487.54	$5,153.68	$0.00
	Owner Total		**$15,487.54**	**$5,153.68**	**$20,641.22**
	Overall Total		**$1,046,456.03**	**$348,219.84**	**$1,394,675.87**

Contribution Summary (01/10/2025-30/09/2026)

Lot(s)	Schedule	UOE	Admin Fund	Sinking	Annual Levy

Schedule	UOE
Contribution Schedule	10000

Canberra

civium

ABN: 39 121 276 300
Locked Bag 8300
CANBERRA ACT 2601
Ph: 1300 724 256
levies@civium.com.au
Principal: Doug O'Mara

Courtenay Jennifer Douglas
121/44 Constitution Avenue
PARKES ACT 2600

Date of Notice 17/11/2025

NOTICE OF CONTRIBUTIONS
Unit Titles Management Act 2011

Levy Assessment for the period (from 01/10/2025 to 30/09/2026)

Notice is hereby given that the Owners Corporation of Units Plan 15592 have determined contributions for the period shown.
Total contributions for all units are-

Units Plan 15592 Lot 121,
PARKES ACT 2600

	Total (GST Inc
Administrative Fund	$1,046,455.75
Sinking Fund	$348,220.40
Total	**$1,394,676.15**

The below table shows the contributions for your unit, calculated in accordance with the unit entitlement. Each contribution is due as per the dates in the table

Interest is charged at per annum on overdue amounts.

This notice is for information purposes only. Invoices are issued for each instalment.

Contributions for lot 121-

Instalment Due Date	Admin	Sinking	Total	
15/10/2025	$675.34	$163.22	$838.56	
01/01/2026	$577.17	$212.56	$789.73	
01/04/2026	$577.17	$212.56	$789.73	
01/07/2026	$577.17	$212.56	$789.73	
Total (Excl Preissued)	**$2,406.85**	**$800.90**	**$3,207.75**	
Includes GST	$218.80	$72.80	$291.60	

Civium Strata
Locked Bag 8300 CANBERRA ACT 2601 ABN: 39 121 276 300
Ph: 1300 724 256 Email: levies@civium.com.au

OWNER LEDGER from 01/07/25 to 01/12/25
Contribution Schedule

U/Plan: 15592 **Units:** 261 **Lots:** 261
Building Address: 44 Constitution Avenue
:
Suburb: PARKES **State:** ACT **Post Code:** 2600
Building Name: The Griffin
GST?: Yes **ABN:** 51 720 234 510
Manager: Monique Bosma

Lot 121 Unit 121 Courtenay Jennifer Douglas

Date	Ref	Details	Debit	Credit	Balance	
01/07/25		**Opening Balance**	**$0.00**	**$838.56**	**$838.56**	**CR**
01/07/25	4049	Standard Levy Contribution Schedule From: 01/07/2025 To: 30/09/2025	$838.56	$0.00	$0.00	DR
15/10/25	5138	Standard Levy Contribution Schedule From: 01/10/2025 To: 31/12/2025	$838.56	$0.00	$838.56	DR
18/11/25	6149	Arrears SMS	$5.00	$0.00	$843.56	DR
18/11/25	6806	Receipt; Standard Levy Contribution Schedule for 01/10/2025 to 31/12/2025 Levy Ref# 5138	$0.00	$838.56	$5.00	DR
19/11/25	6817	Receipt; Standard Levy Contribution Schedule for 01/10/2025 to 31/12/2025 Levy Ref# 5138	$0.00	$0.00	$5.00	DR
		Interest Paid	*$0.00*	*$7.81*		
19/11/25	6818	Receipt; Arrears SMS Levy Ref# 6149	$0.00	$4.70	$0.30	DR
		Closing Balance	**$1,682.12**	**$1,681.82**	**$0.30**	**DR**
		Interest Due	**$0.00**		**$0.00**	
		Total Balance	**$1,682.12**	**$1,681.82**	**$0.30**	**DR**