

January#2 2025 UP3566 Oracle Stage 2 Executive Committee Meeting Minutes

Date: Thursday 28/01/2025; Time: 6:00pm-7:45pm

Attendance: Caitlin Naidoo (Chair), Jim Cattlin (Treasurer), Eunice Blanchard, Shrivani Sehgal, Jessica Minichiello (Civium's Strata Manager), Kathryn Shaw-Breckell (observer)

Meeting opened by at 6:00pm by the Treasurer.

1. Report back on EC actions since the previous meeting

The Executive Committee consider many matters throughout the month. Summary of some of the key completed actions include:

- Boiler works and welding of the feedpipe for buildings E, F and G.
- Exploring gardening options.
- Budget considerations for 2025/26.
- Obtaining a quote for potential sports center cladding inspection.
- Approval of external window cleaning by Touchdown, to take place by rope access likely in February.
- The Executive Committee hope to hold the AGM in late March/early April (before the Easter/ANZAC long weekends).
- Prior to the AGM, the EC hopes to hold the cladding Special General Meeting in early March. This is being held as a separate meeting to allow time for questions etc. based on the fact the 2024 AGM ran overtime and had too much content for a single meeting. However, this is contingent on the potential loan information and legal advice being obtained in time for the briefing pack to be circulated in February.

2. Strata Manager's Report

The Strata Manager provided the following report:

- Jessica's information has been updated on posters in the foyers/lifts, and is the primary point of contact during business hours. For urgent contact on weekends or after 5pm, the after-hours number can be contacted.
- Jessica has followed up on cladding, fire safety measures and other matters.
- The Oracle's financial year ends 31 Jan. In the next two weeks, Jessica will work with the Treasurer and the Accounts department to draft a proposed Budget for the next AGM.

3. Review of any outstanding items

- Civium will book in the window cleaning, along with roof anchor point checks. Residents will be notified prior to cleaning taking place.
- The EC has approved various fire signage and measures, to ensure the safety of residents and guests, and to satisfy the insurance company. Signage will be put up in the coming weeks.

- The EC has requested insurance quotes through Civium, as our insurance is due for renewal in February.
- The Chair will meet separately with Civium to tidy up as many outstanding items as possible before the AGM, to enable a smooth handover to the new Executive Committee.

2. Chair's Report

As it has been a short time since the last meeting, a Chair's report will be delivered through the next meeting in February.

3. Treasurer's Report

The Treasure has progressed with budgeting and will provide an update during the next meeting in February. We are also awaiting the finalization of the audits for previous years as per the last meeting.

4. Cladding Project Update

The Executive Committee is still awaiting information about a potential loan from the loan provider. Civium will follow up with the project manager (T+AA). The Executive Committee intends to seek legal advice to ensure that the loan contract, building contract and Special General Meeting motions, as well as other financial arrangements (e.g. with Stage 1, if required), are set up correctly.

5. Other EC Decisions and Noted Escalations

- EC requests quotes for checking and, if necessary, resealing of the roof gutters from Civium.

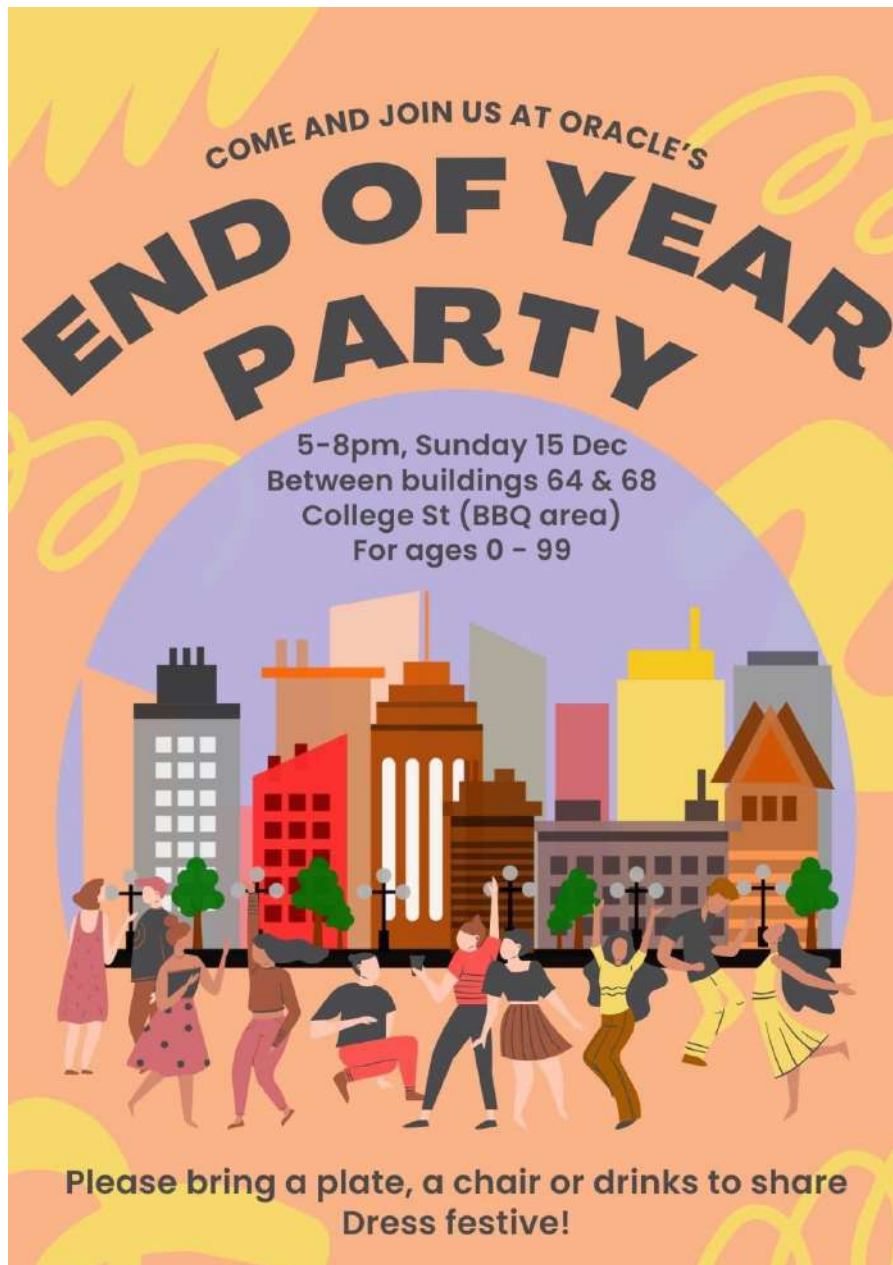
6. Any Other Business

Nil.

7. Proposed Date/Time of Next Meeting

EC next meeting scheduled for 6:30-8:00pm, Tuesday 11 February 2025.

Meeting closed at 7:25pm by the Chair.



December 2024 UP3566 Oracle Stage 2 Executive Committee Meeting Minutes

Date: Thursday 5/12/2024; Time: 6:00pm-8:15pm

Attendance: Caitlin Naidoo (Chair), Jim Cattlin (Treasurer), Eunice Blanchard, Jessica Minichiello (Civium's Acting Strata Manager), Kathryn Shaw-Breckell (observer) [Apologies: Wanli Ma, Shrivani Sehgal]

Meeting opened by at 6:00pm by the Chair.

1. Report back on EC actions since the previous meeting

The Executive Committee consider many matters throughout the month. Summary of some of the key completed actions include:

- Progressing the cladding project through the tender process onto the interview stage
- Booking in the basement cleaning for Mar 2025
- Repair of the sports center air-conditioning
- Jetting of the storm water drains, including removal of roots etc.

- Replanting and irrigation of the garden area outside/next to the pool
- Organising a FOGO pilot, to dispose of organic waste more thoughtfully. Planned to commence 24 March 2025. Residents will be invited to webinars and provided with organic waste disposal facilities to use in the lead up to the pilot (3-24 March).
- Ordering signage from ACT No Waste, to ensure better understanding and compliance with waste disposal requirements in general. This will hopefully also reduce dumping.
- Continued support of Connect Up, with an all-ages event held 1 December 2024, and an all-ages End of Year Party planned for 5-8pm, Sun 15 Dec, at Podium BBQ area of C&D. Join in!

2. Strata Manager's Report

The Strata Manager provided the following report:

- Approvals from the October and November EC meetings have been reviewed and outstanding work noted, to be undertaken in order of priority.
- Civium will prioritise reimbursing the building manager for recent purchases.
- The EC requests that Civium investigate which insurance policy the sports center falls under as well as what the smoke alarm/ fire station communication set-up is for the Sports Center.

3. Review of any outstanding items

- Solutions for pigeon issues will be explored during the cladding rectification, as roof access/scaffolding etc. will be in place, therefore saving the body corporate significant costs.
- Chair to ask Building Manager to please put up the Connect Up funded notice boards.
- Fire signage quotes were further explored by the Executive Committee. There are a few outstanding queries to resolve before a final decision is made and a work order issued.

4. Chair's Report

I personally would like to thank our hard-working and up-to-speed building manager, Bill, our interim strata manager, Jessica, and all of the Executive Committee (EC) and volunteers for their outstanding work this year. Your EC is made up of dedicated volunteers who try their hardest to represent your best interests as a group. A special mention to Jim for being our diligent Treasurer and to Kathryn for taking over the cladding project unexpectedly.

We're always looking for more help so it's not too late to volunteer, especially for the cladding project – contact Civium with your details to be passed on to us. You have both a financial and practical interest in ensuring this project goes smoothly, so the more help, the better.

The EC's focus now is wrapping up any works for end 2024 or early 2025, interviewing the cladding tender applicants, planning the cladding Special General Meeting for early 2025 and organizing the AGM (likely Mar/Apr 2025, after the cladding Special General Meeting).

I would strongly encourage all owners to consider joining the Executive Committee at the AGM, so that you have oversight of occurs at the Oracle and how your money is being spent etc. After 7 years on the EC, I will be "passing on the baton" as they say, to a new Chair in 2025 at the AGM and that could be you! No experience required, just a positive attitude. Please contact me through Civium if you are interested in taking up a role in 2025 and I'll be in touch in the new year to answer any questions you might have as best I can about being on the EC. It's an empowering way to be involved in decision making for your complex.

I hope to see some of you at our **End of Year Party**, combined with Connect Up and Stage 1 (5-8pm, Sun 15 Dec, Podium BBQ area of C&D, dress festive and bring a plate to share. BYO drinks, and optional BYO chair/picnic rug). Merry Christmas and happy holidays to you all, from Caitlin.

5. Treasurer's Report

Brief discussion about the financials but the most important item is having an audit done for 2023-24, as required by law. We need this before 31/1/25 because we have no confidence in the accuracy of the reports.

6. Cladding Project Update

The Oracle cladding replacement project tenders closed at 5pm on Friday, 29th November. Interviews have now been held. The Executive Committee will consider these and make a recommendation to owners to vote on at a Special General Meeting, likely in late February 2025. Once a tender has been accepted, the work will likely commence mid-2025, to be completed around mid-2026. Owners are strongly encouraged to attend the Special General Meeting.

It is important to commence rectification sooner than later, to keep construction costs low (as labour and materials increase over time due to inflation), for insurance and for fire safety.

Owners and residents should keep an eye open for future communication. While all care will be taken and disruption minimized to residents as much as possible, the project will have an impact on residents and owners. Please note that due to the location of the cladding near balconies, air conditioning units may be affected by the cladding rectification. As air conditioning units may have reached their life-span, owners may need to replace/restore their air conditioning units afterwards at their own cost.

7. Other EC Decisions and Noted Escalations

Approved by the EC: Quote QU-0934 from Pest Smart Management, T/as Hart Pest Management, for the ant nest near the pool (\$495)

8. Any Other Business

Nil.

9. Proposed Date/Time of Next Meeting

EC next meeting scheduled for 6:30-7:30pm, Tuesday 14 January 2025. (and then 6-8pm 28 Jan).

Meeting closed at 8:15pm by the Chair.

November 2024 UP3566 Oracle Stage 2 Executive Committee Meeting Minutes

Date: 12/11/2024; Time: 6:00pm-8:01pm

Attendance: Caitlin Naidoo (Chair), Jim Cattlin (Treasurer), Eunice Blanchard, Shrivani Sehgal, Jessica Minichiello (Civium's Acting Strata Manager), Angelina Anderson (Civium's support), Kathryn Shaw-Breckell (observer), Wanli Ma (observer) [Apologies: nil]

Meeting opened by at 6:00pm by the Chair.

1. Report back on EC actions since the previous meeting

The Executive Committee consider many matters throughout the month. Summary of some of the key completed actions include:

- Progressing the cladding project to the tender stage
- Installation of the new replacement podium level BBQs
- Finalising plans to clean the internal carparks
- Approving clean-up of the garden area next to the pool, with future plans to install hardy, drought resistant plants
- Meeting with the new interim strata manager
- Approving lighting replacement for fire safety
- Collaborating on "Connect-Up" BBQ fortnightly activities, funded by UC for 18-30 year olds.

2. Strata Manager's Report

The Strata Manager provided the following report:

- Jessica Minichiello will now be our interim Strata Manager with Civium, due to the departure of Jedd Estera. Angelina Anderson will also assist. Civium is recruiting new staff.
- The EC discussed Civium's structure. Jessica confirmed that the point of contact remains up3566@civium.com.au and that she or another team member will address Oracle Stage 2 matters accordingly, including delegate it to the appropriate Civium team for assistance and follow-up on outstanding items.
- The Treasurer asked about the financial reporting. Jessica confirmed she will send it out on a monthly basis to the Treasurer, first Tuesday of each month.
- Jessica will seek a quote for an audit on the 2023-2024 'Oracle F/Y'
- Civium has committed to sending correspondence out to all residents regarding Dec/Jan shutdown holiday arrangements, including dates and emergency contacts.
- Civium has committed to removing outdated notices and action items in C-Hub, as per the EC's request.
- The EC discussed pigeons at the Oracle Stage 2 with the strata manager. It was noted that some matters should be addressed by owners at the cost of owners (e.g. balconies), but that Civium should investigate if there are also common property elements to be addressed, and if costly, should this be budgeted for and voted on in the 2025 AGM. Any interaction with the cladding project should also be considered re timing.

- Civium has been contacted by the FOGO food waste program and will pass on any information on opportunities for Oracle participation to the EC.

3. Review of any outstanding items

- Litter Picking around buildings by cleaning company (M&M Rolfe Cleaning) to be quoted for 2 hours per week (Civium to follow up).
- Garage cleaning will occur on 4 & 5 March 2025, to allow notice and avoid holiday periods. A notice will be issued by Civium to all residents and a reminder again next year.
- The EC has requested that Civium provide laminated signs for Gymnasium/Pool center re house rules and closing time, for the information and enjoyment of all residents.
- Quote 6638 was approved for replacement of heat exchangers. Work order sent 12/11/24.
- The fire lighting work order has been approved and work is progressing.
- The fire doors (non-critical work) will be budgeted for in 2025/2026 Oracle F/Y
- Civium have been reminded to look into alternative secure pool gate options.

4. Chair's Report

Oracle Stage 2 has now had a change of strata manager. Jedd Estra has moved on from Civium and a new strata manager is being arranged/recruited by Civium's management. In the interim Jessica Minichiello will fill the role. Civium have stated that they remain committed to servicing the Oracle. The Chair has passed on outstanding issues to Jessica, via the EC's tracker, and will escalate outstanding items (via email, tracker and phone) to ensure work progresses despite these changes.

5. Treasurer's Report

Audit requested for 2023-24 financials and corrections to 2024-25 reports. Monthly financials and expenditure transaction reports sent to Treasurer by the first Tuesday following month end in time for monthly EC meeting.

6. Cladding Project Update

The Oracle cladding replacement project went out to tender (led by Townsend + Associates Architects (TAA)) on Friday 8th November, with a three-week tender period closing at 5pm on Friday, 29th November. Once a tender has been accepted, the work will likely commence mid-2025, and likely be completed mid-2026.

7. Other EC Decisions and Noted Escalations

Approved by the EC: Level Plumbing quote 185660 \$3352.80 - for jeter clean of pipe network on podiums.

8. Any Other Business

Nil.

9. Proposed Date/Time of Next Meeting

EC next meeting scheduled for 6pm, Thursday 5th December 2024.

Meeting closed at 8:01pm by the Chair.

September 2024 UP3566 Oracle Stage 2 Executive Committee Meeting Minutes

Date: 10/09/2024

Time: 6:30pm-8:30pm

Attendance: Caitlin Naidoo (Chair), Eunice Blanchard, Shrivani Sehgal, Kathryn Shaw-Breckell (observer)

Apologies: Jim Cattlin (Treasurer), Alex Muir.

Meeting opened by at 6:30pm by the Chair.

1. Report back on EC actions since the previous meeting

The Executive Committee consider many matters throughout the past month. Summary of some of the key completed actions include:

- The Gardener has been working on pruning etc. in the courtyards/podium areas (BBQ areas).
- A mini-upgrade has been arranged this Spring for the gardens too, to be completed in November.
- The Executive Committee has been looking at our irrigation systems, will organise an irrigation audit.

2. Review of any outstanding items

Outstanding items were reviewed.

The Executive Committee are awaiting confirmation from Civium around the scope of works included in garage wet-cleaning quotes before being able to approve. Residents will be provided with notice to please remove their cars from the internal carparks during the cleaning process (1-2 days).

The EC notes that our usual Strata Manager is on leave for two weeks. Civium is still contactable through the usual phone channels and via email.

2. Chair's Report

The Executive Committee, Building Manager and volunteers (Kathryn) have prepared an Induction Guide to assist owners and tenants when moving into the Oracle complex (see **attached**, you may wish to print/keep this for future reference and share with your tenants). An additional guide can be prepared to remind people of ongoing maintenance.

The House Rules are available in the Owner's Portal and should be provided to tenants by owners/property managers, along with the Induction Guide.

The Chair met with The University of Canberra's Connect Up pilot onsite – thanks to those who participated in the survey from Oracle. **If residents have ideas** for social things at Oracle, please send

your ideas through to Connect Up, or on C-Hub or via Civium. Keep your eyes open for upcoming social events and join the community fun at Oracle!

3. Treasurer's Report

The Treasurer is currently reviewing the accounts and will work with Civium's financial department. We are awaiting an audit of the Oracle financials. A Treasurer's report will be provided next month.

The expiring fixed deposits have been rolled-over for another 3 months.

4. Cladding Project Update

Townsend and Associates (TAA) are progressing with our project as planned. The Chair will reach out to them for a more detailed update, but as expected there are several administrative steps this year in the lead up to going out to tender.

5. Other EC Decisions and Noted Escalations

Executive Committee **approve fire maintenance Quote 17413**, for emergency lighting works, to be completed by O'Neil and Brown.

The Executive Committee **approve an irrigation audit** (Eunice has approval to organise with Civium).

6. Any Other Business

Residents are encouraged to keep the complex clean and dispose of rubbish thoughtfully. The EC is organising litter/rubbish picking around the complex.

A window in the Sports Centre broke and has been made-safe. It will be repaired.

7. Proposed Date/Time of Next Meeting

EC next meeting scheduled for 6:30pm, Tuesday 1 October 2024.

Meeting closed at 8:30pm by the Chair.

July 2024 UP3566 Oracle Stage 2

Executive Committee Meeting Minutes

Date: 09/07/2024 Time: 6:30pm-8:00pm

Attendance: Caitlin Naidoo (Chair), Jim Cattlin (Treasurer), Alex Muir, Eunice Blanchard, Shrivani Sehgal, Kathryn Shaw-Breckell (volunteer)

Apologies: Nil.

Meeting opened by at 6:30pm by the Chair.

1. Report back on EC actions since the previous meeting

The Executive Committee considered several matters throughout the month. Summary of some of the key actions include:

- Fox Mowing has attended to start their maintenance work. Owners and residents can make suggestions for gardening via C-Hub or Civium and the EC or Civium will pass this on to the Gardeners.
- Various pet applications.
- The EC has approved the Architectural & Consultant Fee Proposals for our cladding project manager (Townsend and Associates - TAA)

2. Review of any outstanding items

The EC discussed outstanding items including non-urgent fire maintenance related items.

The EC has reminded Civium to follow-up on quotes for the carpark cleaning.

2. Chair's Report

As the last meeting was fairly recent, the Chair has nothing else specific to report this month apart from the above.

3. Treasurer's Report

The Treasurer reported that he will have ongoing conversations with Civium regarding the categorization of expenses. Half of the cleaning budget has been spent, but the budget is currently balancing out in general. There are some outstanding questions which the Treasurer will put to Civium to ensure money is accounted for appropriately.

4. Cladding Project Update

The fee proposal for Townsend and Associates (TAA) has been approved. TAA has conducted their first site visit (4 July 2024), with our Building Manager. The Cladding lead, Alex, will follow up with TAA to check if there's any follow-up activities/decisions they need from the EC. Kathryn has also volunteered to participate in TAA meetings.

5. Other EC Decisions and Noted Escalations

- **Decision:** EC approves preventative plumbing maintenance work as per Quote no. 182244
- **Decision:** EC approves LEFD quote QU-0035/15426 for non-urgent fire maintenance (re fire doors)

6. Any Other Business

In the future, the EC will consider paying for litter picking of the grounds.

After the carparks receive a thorough annual clean, the EC will consider more regular basic sweeping of the carparks too (ongoing).

7. Proposed Date/Time of Next Meeting

EC next meeting scheduled for 6:30pm, Tuesday 6 Aug 2024. Meeting closed at 8:15pm by the Chair.

May 2024 UP3566 Oracle Stage 2 Executive Committee Meeting Minutes

Date: 07/05/2024

Time: 6:00pm-8:00pm

Attendance: Caitlin Naidoo, Alex Muir, Eunice Blanchard, Jim Cattlin, Shivani Sehgal, Jedd Estrera (Strata Manager), Kathryn Shaw-Breckell (observer)

Apologies: (volunteers Khial and Shefani were also invited to attend)

Meeting opened at 6:00pm.

1. Report back on EC actions since the previous meeting

The Executive Committee consider many matters throughout the month. Summary of some of the key completed actions include:

- EC approved 2 new replacement BBQs in the common area
- Plumbing work has successfully taken place in Plant Room E.

2. Strata Manager's Report (optional agenda item)

The Strata Manager provided the following report:

- As per the outcome of the AGM, the credit assessment has been completed with Lannock
- Civium is working through all raised maintenance items re the EC's spreadsheet
- Requests the new EC clarify spending approval processes preferred by this new EC (see decision below, later in meeting).

3. Review of any outstanding items

- **Decision:** The EC has endorsed Caitlin Naidoo to be the Chair of the Executive Committee.
- **Decision:** The EC has endorsed Jim Cattlin to be the Treasurer of the Executive Committee.
- **Decision:** The EC has endorsed Civium (Jedd Estra) to act in the role of Secretary of the Executive Committee.
- **Decision:** various job responsibilities have been distributed to EC members and volunteers. Strata Management and Building Management will receive a copy.
- **Decision:** The EC has approved pest control of Building C, level 6 by Hart Pest Control (due to specially reported problem). Larger scale spraying decision pending alternative quotes being received.
- **Decision:** Annual gardening maintenance quote approved (effective from 1 July). (QUOTE NO. 1097, Fox Mowing), for one visit per week (with any additional works to be negotiated separately). Contract for 12 months. Civium should please provide notice to the current gardening company, Marsupial.
- **Decision:** Unit 19 flooring request has been approved.

- Civium and the will continue to address other outstanding items.

4. Chair's Report

Thank you to the volunteers and EC members who have taken on tasks and roles. The Chair will follow up outstanding items before the next EC meeting, as will other EC members.

Last month the Chair attended a Belconnen Alliance of High-rise Apartments (BAHA) meeting where a number of issues were discussed, including our recent budget submissions for the ACT government and associated media reports. BAHA would also like to explore what insurance options are available for ACT high rise apartments, so has asked for Executive Committees to share information with each other through BAHA.

5. Treasurer's Report

The new Treasure will receive a hand-over from the old Treasurer and will follow up to ensure water has been charged correctly for the sports center.

6. Cladding Project Update

As per the outcome of the AGM, the credit assessment has been completed with Lannock. The loan account has now been opened. Draw-down statements can be issued. Alex will follow up next steps with Townsend and Associates, our cladding project manager.

7. Other EC Decisions and Noted Escalations

- **Decision:** EC spending approval process will be as follows:
 - expenses under \$5,000 can be approved unilaterally by either the Treasurer or the Chair;
 - the cladding lead, Alex Muir, can approve cladding related expenses under \$5,000 unilaterally (and can sign draw-downs);
 - expenses over \$5,000 need to be approved by the majority of the EC;
 - expenses under \$1,000 to current contractors (or for additional expenses on top of that already approved for a service/works) can be approved by Civium/Jedd Estra Strata Manager, but the Executive Committee must also be informed within 48 hours.

8. Any Other Business

Nil.

9. Proposed Date/Time of Next Meeting

EC next meeting scheduled for 6pm, Tuesday 4 June 2024.

Meeting closed at 8:10pm by the Chair.

April 2024 UP3566 Oracle Stage 2 Executive Committee Meeting Minutes

Date: 16/04/2024

Time: 6:00pm-8:10pm

Attendance: Caitlin Naidoo, Alex Muir, Eunice Blanchard, Jim Cattlin, Shivani Sehgal

Apologies: nil

Meeting opened by at 6:00pm

1. Report back on EC actions since the previous meeting

The Executive Committee consider many matters throughout the month. Summary of some of the key completed actions include:

- The AGM was held on 9 April 2024. The AGM Minutes are being reviewed and will be circulated through Civium shortly.
- Plumbing repairs were approved. Stata management will post further details on C-Hub and owners should ensure residents are informed of any water interruptions.
- Stage 1 has organised a hard rubbish collection for Oracle which is planned to run from 14 May 2024 until 21 May 2024 **TBC**, in a designated area of the car park. Most hard rubbish will be collected free of charge, however, a fee of approximately \$40 applies for mattresses and should be paid to strata management. Do not dump any gardening or household waste here or future collections may be refused. Hard rubbish only (e.g. furniture). Strata management will post further details on C-Hub.
- As per the AGM, we have now appointed a cladding project manager.

2. Appointment of roles for Executive Committee Members

The following people will fill the following roles:

- Chairperson: **TBC** (the EC requests Civium's advice)
- Treasurer: **TBC** (the EC requests Civium's advice)
- Secretary: Civium (role delegated to strata management, as per previous year)
- Building Manager primary contact: Eunice
- Cladding Project Manager primary contact: Alex
- BAHA primary contact: Caitlin

The Executive Committee also thanks Kathryn Shaw-Breckell for volunteering to assist with cladding, gardening and creating an induction pack. Assistance with a pool gate solution would also be appreciated. Also thank you to Khial Gilmartin for volunteering to assist with building security matters, plumbing and liaising with the building manager. Shefali Sehgal also volunteers to assist with matters throughout the year.

Other areas where help is required include researching insurance providers, liaising with BAHA for submissions regarding Belconnen developments, and researching EV charging options for the future. Other owners are still invited to volunteer (please feel free to nominate a preferred topic). If you would like to volunteer, please post on C-Hub and/or email up3566@civium.com.au

3. Chair's Report

Nil as Chair not yet appointed.

4. Treasurer's Report

Nil as Treasurer not yet appointed. Levy notices will be posted shortly. See AGM pack for budget – motion passed.

4. Cladding Project Update

Owners should refer to the 2024 AGM Minutes for motions regarding cladding and the preliminary loan. The first phase is a planning phase, being undertaken by our project manager, Townsend and Associate Architects (TAA). Regular updates will be provided throughout the year through C-Hub and/or Executive Committee Minutes and/or other appropriate forms of communication.

It is recommended that owners save money to go towards the cladding project later as this will allow owners more choice when it is time to begin the rectification process. At this stage, only the preliminary loan has been agreed to (for phase 1 investigations and planning). The option to pay for the later rectification directly, without a loan, remains. Also, the option of paying off loans earlier, to reduce the amount of interest incurred to reduce the overall cost to owners, also remains an option. However, owners should note that any decision will apply to all owners, not to specific individuals (i.e. any loan applies to the Owner's Corporation as a whole).

5. Review of any outstanding items

The new Executive Committee received a handover from the previous Executive Committee and will pass on a list of outstanding items to strata management for action.

6. Other EC Decisions and Noted Escalations

Application for alteration: Unit 74 has requested approval for a clothesline to be fixed to the external façade of the building. **DECISION:** The current Executive Committee does not approve, as changes to the exterior of the building are not encouraged for appearances (we encourage uniformity across the units) and to avoid any potential damage during or after works (e.g. cracks) to the external façade; and because there are alternative solutions e.g. temporary drying racks, ropes etc.

Owners and residents are reminded to please keep their units neat in appearance as per the House Rules.

The new Executive Committee reaffirms the advice of the previous Executive Committee that currently Electrical Vehicle charging is not allowed at Stage 2 Oracle, both outside and inside. This is due to safety concerns, in fairness to all owners and visitors, and because a load study has not been paid for to ensure EV charging can be supported. However, EV charging in Belconnen was raised directly by BAHA with the ACT Government earlier in the year, which is yet to identify suitable locations for charging stations around Belconnen.

The escalation from Unit 189 during the AGM is noted. The 2024 AGM Minutes also notes that the matter was raised. It is noted that the unit damage was fully repaired through an Owners Corporation's insurance claim. The new Executive Committee reaffirms the decision of previous Executive Committees and notes that the previous Executive Committees fulfilled their responsibilities on behalf of the Owner's Corporation, with the assistance of previous strata management companies. The new Executive Committee delegates communications regarding this matter to strata management (Civium). This matter has previously been discussed at Executive Committee meetings, with several Minutes noting "The Executive Committee consider(ed) many matters throughout the month", "discussed various complaints and escalations" etc. (but not specifying the Unit number or matter in detail). We reassure Unit 189 that the previous Executive

Committee did indeed speak with the Strata Manager, Jedd Estrera, and delegated communication to strata management regarding this matter (as well as for communicating with owners in general).

Generally, owners are responsible for their unit. Owners are encouraged to take out content insurance and landlord insurance, if applicable.

Owners can contact the Executive Committee through strata management, as strata management has been delegated the responsibility of directly communicating with owners. The first point of contact is the Strata Manager who will pass on items to EC for a decision if required.

7. Any Other Business

Owners are reminded that they and their tenants are NOT PERMITTED to remove signage put up by Strata Management or Building management. If you have an issue with signage, please raise it with Strata Management instead and they will either explain the need for the signage or remediate the signage if necessary.

Volunteers who assist the Executive Committee will be invited as optional attendees to future EC meetings, which usually occur monthly.

Eunice will progress with gardening maintenance and improvements, seeking Kathryn's assistance.

8. Proposed Date/Time of Next Meeting

EC next meeting scheduled for 6pm, Tuesday 7 May 2024 TBC.

Meeting closed at 8:10pm.



MINUTES OF THE ANNUAL GENERAL MEETING 2024

OWNERS CORPORATION - 3566

**Oracle C-D-E-F-G-
60-68 College Street, 80-84 Chandler Street
BELCONNEN ACT 2617**

Held on :

Tuesday, 09 April 2024 05:30 PM

Held at :

Google Meet joining info

Video call link: <https://meet.google.com/sbn-vyei-qot>

Or attend in-person at Civium office at 3 Lonsdale Street, Braddon.



MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS CORPORATION OF OWNERS CORPORATION Oracle C-D-E-F-G- 3566

Held Tuesday, 09 April 2024 5:30 PM at
Google Meet joining info
Video call link: <https://meet.google.com/sbn-vyei-qot>
Or attend in-person at Civium office at 3 Lonsdale Street, Braddon.

Present

I Brown (Lot 14)
A Jeffrey (Lot 33)
R Symonds (Lot 36)
G Kessler (Lot 49)
A Muir (Lot 57)
C Naidoo (Lot 73)
B Blades (Lot 74)
D Attwood (Lot 81)
A McArthur (Lot 86)
R Coles (Lot 93)
P Stavrinakis (Lot 96)
P De (Lot 143)
S Sehgal (Lot 145)
M Poh (Lot 149)
P Whitely (Lot 155)
E Wong (Lot 157)
L Lam (Lot 171)
C Evans (Lot 179)
E Blanchard (Lot 184)
H Dixon & M Gilmour (Lot 189)
Kate Dimech (Lot 196)
E Huttner & A Huttner (Lot 218)
R Bell (Lot 223)
K Loh (Lot 228)
M Cooley (Lot 248)
H Chau (Lot 249)
J Hamilton (Lot 264)
D and A Hunter (Lot 267)
A Waters (Lot 280)
J Chen (Lot 285)
J Bollard (Lot 318)
A Esslemont (Lot 140, Lot 319)
R Cattlin (Lot 323)

Civium Rep(s)

J Estrera (Civium Strata)

Proxies

Lot 165 Proxy to Lot 73/Chairperson for Ms Teresa Tu (Lot 165)

Lot 175 proxy to Lot 73/Chairperson for Janet Goodhew (Lot 175)
 Lot 217 Proxy to Lot 73/Chairperson for Owen Breckell & Kathryn Shaw-Breckell (Lot 217)
 Lot 224 proxy to Lot 73/Chairperson for Chloe Jane Shepherd (Lot 224)

Company Nominees	None
Apologies	A Tarrant (Lot 124), Mr Philip Craig Wolfe (Lot 176), Kate Dimech (Lot 196)
Voting Papers	A Shrestha (Lot 182)
Other Attendees	C Townsend of Townsend + Associates Architects, D Sandford of Townsend + Associates Architects, R Smyth of Lannock Strata Finance
CFM	None
Chairperson	C Naidoo

Reduced Quorum Meeting

MOTION	Motion for consideration
1	<p>Minutes (ORDINARY RESOLUTION)</p> <p>That the minutes of the previous General Meeting of the Owners Corporation, held on 11th of May 2023, be confirmed as a true and accurate account of the proceeding at that meeting.</p> <p style="text-align: right;">For : 23 Against : 0 Abstained : 2 Motion Carried</p>
2	<p>Insurance Valuation (ORDINARY RESOLUTION)</p> <p>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.</p> <p style="text-align: right;">For : 23 Against : 0 Abstained : 2 Motion Carried</p>
3	<p>Insurance Renewal (ORDINARY RESOLUTION)</p> <p>That the Owners Corporation resolves:</p> <p>a) that the Owners Corporation's insurances be confirmed, as per the attached policy contained within the agenda; and</p> <p>b) 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.</p> <p><i>Current Policy:</i></p> <p>Insurer: CHU</p>

	<p>Building Sum Insured (BSI): \$180,810,000.00</p> <p>Excess: Policy 1 Fire \$ 25,000 Policy 1 All Other Claims \$ 5,000</p> <p>Policy Expiry: 02/08/2024</p> <p style="text-align: right;">For : 25 Against : 0 Abstained : 0 Motion Carried</p>
4	<p>Insurance Claims (ACKNOWLEDGEMENT)</p> <p>That the Owners Corporation consider any open or new Insurance Claims.</p> <p><i>NOTE: There are no current open claims.</i></p> <p style="text-align: right;">Motion Acknowledged</p>
5	<p>Financial Statements and Accounting Records (ORDINARY RESOLUTION)</p> <p>That the financial statement of accounts for the financial year ending 31/01/2024 be adopted.</p> <p><i>NOTE: Any questions relating to the financial statements should be directed to our office PRIOR to the meeting. Questions directed at the meeting may not be able to be answered.</i></p> <p style="text-align: right;">For : 22 Against : 0 Abstained : 6 Motion Carried</p>
6	<p>Appointment of Auditor (ORDINARY RESOLUTION)</p> <p>That the Owners Corporation resolve to appoint an auditor 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.</p> <p style="text-align: right;">For : 26 Against : 0 Abstained : 1 Motion Carried</p>
7	<p>Maintenance Plan (ORDINARY RESOLUTION)</p> <p>That the Owners Corporation review the Maintenance Plan for the continued maintenance of the common property and its assets.</p> <p style="text-align: right;">For : 26 Against : 0 Abstained : 1 Motion Carried</p>
8	<p>Maintenance Issues (ACKNOWLEDGEMENT)</p> <p>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.</p> <p style="text-align: right;">Motion Acknowledged</p>
9	<p>Fire Safety Review (ORDINARY RESOLUTION)</p> <p>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.</p> <p style="text-align: right;">For : 25 Against : 0 Abstained : 2 Motion Carried</p>
10	<p>Consideration of Physical Building Defects (ACKNOWLEDGEMENT)</p> <p>That the Owners Corporation considers any Common Property physical building structural defects.</p>

NOTE: The Owners Corporation are reminded that the Owners Corporation may only consider defects associated with the Common Property or any defect which affects the building's Defined Parts. Any unit specific defects that are not Common Property is the responsibility of the unit owner to progress through the appropriate channels.

Motion Acknowledged

11

Budget (ORDINARY RESOLUTION)

1. 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 \$1,072,183.64 excl GST

Total Administrative Fund Income \$1,072,183.64 excl GST

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

Total Expenditure \$1,627,281.00 incl GST

Total Sinking Fund Income \$377,622.00 excl GST

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

1st instalment - 01/05/2024

2nd instalment - 01/07/2024

3rd instalment - 01/10/2024

4th instalment - 01/01/2025

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: Any questions relating to the budget should be directed to our office PRIOR to the meeting. Questions directed at the meeting may not be able to be answered.

For : 20 Against : 0 Abstained : 2 **Motion Carried**

12

Alternative Method and Process for Voting (ORDINARY RESOLUTION)

That the Owners Corporation authorises 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.

For : 20 Against : 0 Abstained : 0 **Motion Carried**

13

Election of Executive Committee (ORDINARY RESOLUTION)

The following owners were elected as Executive Committee members:

- Lot 57 - A Muir
- Lot 73 - C Naidoo
- Lot 145 - S Sehgal
- Lot 184 - E Blanchard
- Lot 323 - R Cattlin

		For : 22 Against : 0 Abstained : 0	Motion Carried
14	House Rules for UP3566 Oracle (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 'Alternate Rules', with any costs associated with registration to be paid from the Administrative Fund. A copy of the proposed Alternate Rules is attached to this agenda.	
		For : 20 Against : 1 Abstained : 0	Motion Carried
15	CCTV Policy and Request Form (ORDINARY RESOLUTION)	1. That the Owners - Units Plan 3566 RESOLVE by Ordinary Resolution accepts and adopts the CCTV Policy as presented, including any amendments agreed upon during the meeting.	
		<ul style="list-style-type: none"> The CCTV Request Form is approved for use by residents wishing to request for footage/photos. 	
		For : 19 Against : 0 Abstained : 1	Motion Carried
16	Cladding Project Special Purpose Fund (SPECIAL RESOLUTION)	That the Owners – Units Plan 3566 resolve by special resolution in accordance with Section 74(1) of the Unit Titles (Management) Act 2011, to establish a special purpose fund for the purpose of raising and expending monies to apply to replacing identified flammable cladding affixed to the common property and/or defined parts of Units Plan 3566, including potential ancillary costs; including not limited to, repairs to items that may be damaged or removed during the replacement process.	
		For : 30 Against : 0 Abstained : 1	Motion Carried
17	ACT Government Participation Deed (ORDINARY RESOLUTION)	That the Owners - Units Plan 3566 RESOLVE by Ordinary Resolution to enter into a Participation Deed with the ACT Government prior to entering into any funding agreement and drawdown on the loan application with Lannock Capital 2 Pty Ltd.	
		<p><i>Note:</i></p> <p><i>The ACT Government Participation Deed serves as a formal agreement between the ACT Government and the Owners Corporation of Units Plan 3566 that outlines the terms and conditions of the participation in the Private Building Cladding Scheme (the Scheme). The Scheme is part of the ACT Cladding Scheme Program and is administered by the Major Projects Canberra Directorate. It will provide financial support during the phase one of testing and assessment and concessional loans for phase two of rectification.</i></p>	
		For : 32 Against : 2 Abstained : 0	Motion Carried
18	Townsend & Associates Cladding Project Manager (ORDINARY RESOLUTION)	That the Owners - Units Plan 3566 RESOLVE by Ordinary Resolution that the Owners Corporation appoint Townsend & Associates Pty Ltd as their preferred Project Manager for the duration of the cladding remediation works.	
		For : 34 Against : 0 Abstained : 0	Motion Carried
19	Owners Corporation Seal be Affixed to the Preliminary Loan Contract (SPECIAL RESOLUTION)	That the Owners - Units Plan 3566 RESOLVE by Special Resolution that the Owners Corporation seal be affixed to the \$110,000.00 preliminary loan contract in the presence of any of the following:	
		<ul style="list-style-type: none"> At least two executive committee members, one of whom must be the 	

	<p>chairperson or secretary; or</p> <ul style="list-style-type: none"> • The Manager and one member of the executive committee; or • The Manager alone. <p style="text-align: right;">For : 30 Against : 1 Abstained : 2 Motion Carried</p>
20	<p>Enter Into Agreement (ORDINARY RESOLUTION)</p> <p>That the Owners - Units Plan 3566 RESOLVE by Ordinary Resolution to authorise the Executive Committee, acting on the recommendations of the Project Manager, to go to tender, consider, select and enter into an agreement with the preferred tenderer for the Project</p> <p style="text-align: right;">For : 31 Against : 0 Abstained : 2 Motion Carried</p>
21	<p>Loan Contract with Lannock Capital 2 Pty Ltd (SPECIAL RESOLUTION)</p> <p>That the Owners - Units Plan 3566 Resolve by Special Resolution to enter into and execute a loan contract with Lannock Capital 2 Pty Limited (ACN 153 391 283) to fund the owners corporation's obligations to contractors carrying out remedial and other works funded in conjunction with the ACT Private Buildings Cladding Scheme, together with associated costs.</p> <p style="text-align: right;">For : 30 Against : 3 Abstained : 1 Motion Carried</p>
22	<p>Acknowledgement Regarding Loan Term (ACKNOWLEDGEMENT)</p> <p>That the owners corporation acknowledges the following things:</p> <p>(a) A copy of the proposed loan contract, the terms and conditions and a prescribed notice, was tabled at the meeting;</p> <p>(b) The maximum amount of credit available under the loan contract is \$110,000.00;</p> <p>(c) Members of the owners corporation approve the raising of additional levies to ensure the Strata Corporation can perform its obligations in relation to each advance under the loan contract; and</p> <p>(d) A drawdown instruction may be signed by any of the following [strike out those that do not apply]:</p> <ul style="list-style-type: none"> • Any two members of the executive Committee; or • The Manager and one member of the Committee; or • The Manager alone. <p style="text-align: right;">Motion Acknowledged</p>
23	<p>New Motions - Drawdown Instructions Signatory</p> <p>A motion was raised on the floor that:</p> <p>Option 1 - The drawdown instructions may be signed by any of the following (as is):</p> <ul style="list-style-type: none"> • Any two members of the executive Committee; or • The Manager and one member of the Committee; or • The Manager alone. <p>Votes: Yes - 14 No - 0 Abstain - 0</p> <p>Option 2 - A committee member and the manager will need to sign for any cladding expenditure exceeding the amount of \$5000.</p> <p>Votes: Yes - 7 No - 0 Abstain - 0</p> <p>Option 3 - The drawn instructions may only be signed by any of the following:</p> <ul style="list-style-type: none"> • Any two members of the executive committee; or • The Manager and one member of the committee.

	<p>Votes: Yes - 12 No - 0 Abstain - 0</p> <p>Note: Despite the proposal of the new motion, option 1 remains as is, with no amendments or changes.</p> <p style="text-align: right;">For : 14 Against : 0 Abstained : 0 Motion Carried</p>
	<p>General Business</p> <ul style="list-style-type: none"> • Executive Committee General Email Address <p>An owner raised a concern regarding the lack of a general email address for the committee. The owner pointed out that this has caused difficulties in communication, leading to delays and sometimes missed communications from residents who wish to contact the committee directly.</p> <p>It has been suggested that the establishment of a general email address would improve transparency and efficiency, allowing residents to contact the committee directly with inquiries, complaints, and suggestions. The owner emphasized the importance of having a single point of contact that can be monitored by all committee members, ensuring that no communications are overlooked and that there is a record of all correspondence.</p> <ul style="list-style-type: none"> • Unit 189 Reimbursement Concerns <p>Unit 189 expressed concerns over the absence of clear documentation and established procedures for handling requests for reimbursement related to the loss of potential income due to maintenance activities.</p> <p>In response to these concerns, the strata manager acknowledged the need to clearer guidelines and more transparent process. The strata manager will gather all relevant correspondence and minutes from the previous years that pertain to maintenance and reimbursement issues. This documentation will be reviewed to better understand the historical context and to aid in establishing a more robust procedure going forward.</p> <p style="text-align: right;">Motion Open</p>

There being no further business the chairperson declared the meeting closed at 09:10 pm
Dated: 9 April 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 3566

A2 General meeting

Date (or dates) of general meeting at which the reduced quorum decision or decisions were made **09/04/2024**

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
09/04/2024	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: 17/04/2024

[Affix owners corporation seal in accordance with the corporation articles]



The Owners - Unit Plan
No 3566

† In this notice, **UTMA** means the *Unit Titles (Management) Act 2011*.

March 2024 UP3566 Oracle Stage 2 Executive Committee Meeting Minutes

Date: 5/03/2024

Time: 6:00pm-8:00pm

Attendance: Caitlin Naidoo (Chair), Alex Muir (Treasurer), Eunice Blanchard

Apologies: Jim Cattlin, Jedd Estra (Civium Strata Manager)

Meeting opened by the chair at 6:00pm

1. Report back on EC actions since the previous meeting

The Executive Committee consider many matters throughout the month. Summary of some of the key completed actions include:

- Preparing the AGM pack and Budget with Civium
- Selecting a preferred cladding project manager for the AGM which represents value for money, with appropriate experience
- Engaging with Civium on a number of approvals and quotes
- Plumbing works completed in February on the feedpipe, and quotes obtained for circulating pumps, as per expected building maintenance.
- Meeting with the building manager to hear of current items requiring action and following up on outstanding items.
- Exploring options for better induction packs so owners are more informed regarding unit maintenance etc.

2. Chair's Report

The Chair thanks Andrew Jamieson for his service on the Executive Committee and acknowledges his resignation from the EC due to personal circumstances. Thank you to all EC members for the past year. It's a great group of people with diversity of ideas and we'd love to grow it!

The Chair thanks everyone for their comments on the House Rules and various feedback on matters relating to the next budget for Stage 2 Oracle and Sports Center. Amendments have been made accordingly.

All owners are strongly encouraged to attend the AGM (scheduled for 5:30pm Tuesday 26 March 2024 – TBC very shortly). Virtual or in-person attendance options will be available.

This is the AGM where we discuss the cladding project and you'll have an opportunity to ask questions, so please arrive early to register so you don't miss out on the info session and Q&A before we officially go through the motions in the AGM agenda. The AGM pack you receive ahead of the meeting will contain a lot of great information to please read it before you attend.

Everyone should consider joining the Executive Committee (7 positions are available) – you can contribute towards important decisions about how your money is spent, cladding, insurance, strata management contracts, gardening, house rules, representation on the Belconnen High Rise group BAHA, the sports center etc. If you'd like to volunteer in an unofficial capacity (unlimited positions available) for any category, that's helpful too. For example, we can have a 'cladding working group' and an 'Oracle improvement working group'. Please come to the AGM to volunteer (or let Civium know of your interest if unable to attend). See the attachments A & B at the end of these Minutes for more detail.

The AGM will contain proxy forms as per usual if you are unable to attend on the night. Owners are also reminded that levies should be paid up to date to ensure you have voting rights at the AGM. Please check C-Hub and the AGM pack to see if you have any levies outstanding.

3. Treasurer's Report

The Treasurer reported that no major expenses out of the ordinary have occurred in recent weeks. The Treasurer has recently queried some invoices and Civium will seek clarity before the Executive Committee approves, or the new Executive Committee will consider after the AGM. The 2024 Budget has now been drafted and is ready for consideration at the AGM. It will be included in the pack ahead of the AGM.

4. Cladding Project Update

Executive Committee members will recommend a project manager at the upcoming AGM and they will provide information for the AGM pack. The proposed Project Manager is likely to come along to the AGM to answer any questions at the start of the AGM so please arrive early to allow for registration before we have a Q&A session (5:30pm Tuesday 26 March TBC)

For the AGM, Civium is also arranging a presentation regarding the ACT government loan scheme for cladding rectification so that owners understand the phased approach and can make informed decisions.

5. Review of any outstanding items

Outstanding unit matters, queries and invoices were discussed.

6. Other EC Decisions

Nil.

7. Any Other Business

Nil.

8. Proposed Date/Time of Next Meeting

This is the last EC meeting before the AGM, where a new EC will be selected. Thank you to the current EC for their service. We recommend the new EC meet soon after the AGM, at 6pm Tuesday 9 April 2024. AGM is currently scheduled for 5:30pm Tuesday 26 March 2024 and owners will be notified to confirm these arrangements shortly.

Meeting closed at 8:00pm by the Chair.

**Come Join the Executive Committee
and Volunteer to Make Your Complex Great**

Oracle Stage 2 is seeking people to join the Executive Committee (EC), as well as people to assist in a few key areas. Some of these don't need to be undertaken by EC members, so if you want to help improve things at Oracle, your efforts will be most welcome either way. At the moment we have not filled all 7 positions on the EC and not all current EC members are able to continue, so the Oracle needs you. No experience required (although would be welcome).

Executive Committee positions available include:

- Chair
- Treasurer
- Communications Officer
- Secretary
- General EC member

Here are some key areas you could get involved with:

Communications

This involves informing residents (both owners and tenants) of any upcoming major works/events, as well as rule reinforcement. Recent examples include the repainting of the corridors, hard rubbish collection, and the recent highlighting of not leaving keys/fobs in cars. Methods of communication might include signage around the complex, as well as posting on C-Hub, or the unofficial facebook page used by many residents.

This would be well suited to anyone who lives on site and wants to ensure all residents are kept up to date with important info.

Maintenance, Repairs and Gardening

This would involve liaising with our building manager Bill to identify larger maintenance/repair jobs, and investigating options for solving them. This might involve researching different contractors, and possibly obtaining quotes (Civium can help with this).

Liaising with the gardeners would also be ideal to ensure that owners' expectations are met, and that any additional improvements are quoted to obtain value for money.

This would be well suited to anyone who is practically minded and wants to ensure Oracle stays in good condition, without wasting money.

Cladding

The EC is in the process of rectifying cladding throughout the complex, and will appoint a project manager before the AGM. We have also gone through the approval process for a concessional loan under the territory government's scheme - whether or not rectification will be financed with a loan

will be discussed at the next AGM.

The cladding rectification is expected to take ~1 year of construction work, and it would be helpful to have someone acting as a liaison between the owners and the project manager, to ensure that the work goes smoothly, and has minimal disruption to residents. This would be best suited to someone who lives on site.

Insurance

Currently Civium organises our strata insurance (through a broker), and also puts in any insurance claims on behalf of the OC. The number of insurers available (as well as the renewal frequency) has been impacted by the upcoming cladding rectification work.

The EC believes that there is scope to look into the following items:

- Are there alternative strata insurance providers that can offer better policies/rates/renewal periods?
- Alterations to the current policy that might provide a better deal for Oracle
- Liaising with the Insurer & Civium to ensure cladding rectification is progressing
- Questioning/Investigation of refused claims

This would require the ability to communicate within business hours, and is best suited to someone who also wants to be a part of the EC

BAHA Liaison

BAHA is a group representing the interests of owners of high-rise apartments within the Belconnen Town Centre. They meet regularly to discuss issues affecting owners, such as security in Belconnen, town planning and facilities, and territory regulations concerning apartments. They also lobby the territory government, and organise meetings with officials and ministers.

Meetings are typically on weeknights at around 5pm, in one of the apartment buildings in the Belconnen Town Centre. This would be suited to anyone who lives locally and has an interest in not just Oracle but the Belconnen Town Centre.

Fire and Security

There is a role for someone who wants to help continually improve safety and security at Oracle. This would involve both implementing new initiatives (some upcoming examples are new fire signage, and a potential CCTV upgrade), as well as communication with residents about good safety and security protocols.

From https://www.parliament.act.gov.au/_data/assets/pdf_file/0010/1389250/Exhibit-07A-Unit-titles-management-in-the-ACT-What-you-need-to-know.pdf

Key roles and what they do

The chairperson:

- chairs meetings of the owners corporation and executive committee
- sets the agenda for general and executive meetings in consultation with the secretary and owners corporation manager (if there is one)
- talks with the secretary, treasurer and owners corporation manager (if there is one) about the exercise of their functions.

The secretary (on behalf of the executive committee):

- gives notice of meetings of the executive committee and general meetings
- prepares and sends executive committee members minutes of executive committee meetings
- prepares and sends members of the owners corporation minutes of general meetings
- keeps records of the owners corporation (other than financial records)
- gives notices required under legislation.

The secretary (on behalf of the owners corporation):

- gives certificates required under legislation
- prepares and answers correspondence.

The treasurer (on behalf of the owners corporation):

- gives each unit owner a determination of the general fund and sinking fund contributions
- pays all amounts the corporation receives into the corporation's account
- acknowledges receipt of, and accounts for, amounts paid to the corporation
- pays amounts the corporation spends out of the corporation's account as authorised by the executive committee.

The treasurer (on behalf of the executive committee):

- keeps the financial records
- provides financial reports which monitor the performance of the owners corporation
- prepares and certifies the annual financial statements.

Belconnen Alliance of High-rise Apartments (BAHA)

Please volunteer

Overview:

The Belconnen Alliance of High-rise Apartments (BAHA) was created to work with the ACT Government and relevant communities to highlight the special circumstances of high-density, high-rise apartments, and to realise the full range of social, economic and environmental benefits potentially available. It is comprised of the Executive Members of 9 apartment blocks – Altitude, Cirrus, Sentinel, Republic, Dusk, High Society, Wayfarer, Linq and Oracle Stage 1 and 2. This group represents in excess of 7,000 residents with Nightfall expected to join in the next few months.

Oracle Stage 2 is looking for a volunteer to participate in BAHA as our Executive Committee representative. You can make a difference to our community and protect our futures, including the value of our units and life in Belconnen town centre. Participation includes correspondence via email with BAHA members, attending meetings in person and contributing towards submissions to the ACT Government e.g. for new developments and BAHA/community issues.

Background/Context:

Urban densification and infill is seen as a vital component for the future of Canberra. Such densification is seen to have significant theoretical environmental and economic advantages over more “traditional” low density or typical suburban developments. When well designed and situated along major public transport arteries, high density developments can be highly energy efficient, reduce the relative need for private transport and improve social health and interaction.

However, high density and mixed commercial/residential High-rise buildings are relatively new for Canberra and the implications/ needs for high rise living precincts have not been fully understood resulting in many potential benefits being negated by some planning development decisions not being fully integrated with community needs.

While BAHA has no objection to the broad directions of the *Draft Belconnen District Planning Strategy* it is considered that there needs to be included a detailed analysis of high rise precinct living in Belconnen to ensure that our precinct is developed as *Sustainable Neighbourhood*.

BAHA has a growing base of residents that is able to assist the ACT Government in the ongoing planning and development of Belconnen

BAHA represents a significant percentage of the Belconnen Town residents’ opinions and also a considerable monetary input to public funds via rates and land tax. We would see it as useful and beneficial for the ACT Government Planning division to have a continuing conversation with BAHA regarding future planning and the services, amenity and healthy and pleasant environment in which residents reside.

February 2024 UP3566 Oracle Stage 2 Executive Committee Meeting Minutes

Date: 6/02/2024

Time: 6:00pm-9:00pm

Attendance: Caitlin Naidoo (Chair), Alex Muir (Treasurer), Eunice Blanchard, Jim Cattlin, Jedd Estra (Civium Strata Manager)

Apologies: Andrew Jamieson

Meeting opened by the chair at 6:00pm

1. Report back on EC actions since the previous meeting

The Executive Committee consider many matters throughout the month. Summary of some of the key completed actions include:

- Engaging with Civium on a number of approvals and quotes, including querying fire maintenance to better understand exactly what is required
- Multiple quotes for and approval of plumbing works to be held in Feb.
- Meeting with the gardeners and passing on feedback
- Meeting with the building manager to hear of current items requiring action
- Meeting with and reviewing proposals from potential cladding project managers
- Various C-Hub posts, seeking Owner comments and perspectives
- Upgrade of lift lighting
- BAHA participation, including representing the Oracle at a meeting with ACT Minister Tara Cheyne

2. Strata Manager's Report

The Strata Manager provided the following report:

- Several potential cladding project managers have submitted tenders/proposals for EC's consideration.
- AGM preparation is progressing.
- Our insurance has been renewed.
- Most complex matters have been resolved, particularly regarding insurance and any leaks. Outstanding matters will continue to be followed-up, but people can escalate if their issue is still outstanding and they are not sure where it is up to or next steps.
- The queries from the EC regarding the fire maintenance quote will be followed up on specifically. This is with Civium.
- Fob access requests (and any intercom issues) are being addressed directly with each owner, so residents should please continue to report any issues and feel free to follow-up if unsatisfied with timeliness.

AGM preparation:

- AGM date proposed for Tuesday 26 March.
- All owners are strongly encouraged to attend.
- AGM agenda pack goes out at least 21 days prior to the AGM. It will include a copy of the draft House Rules to be voted on.

Discussions:

- The EC and the Strata Manager discussed various complaints and escalations to ensure they are taken seriously and that any issues are resolved appropriately and/or prevented in the future.

3. Chair's Report

The Chair met with ACT Minister Tara Cheyne through the Belconnen High Rise representative group, BAHA. The Minister outlined the investment that has gone into our area, including the redevelopment of the Belconnen Markets, wetlands (being constructed near CISAC), extension of the Belconnen Arts Center, bike paths, new Access Canberra shopfront, regular upkeep of Margret Timpson Park, planned new half-pipe for the skate park and that the government is reviewing the volume of buses and better bus ways. Electric Vehicle charging is still being explored due to challenges with identifying appropriate locations/electricity supply. We also discussed security and policing, waste management including bulky/hard rubbish, abandoned car removal, green space and playgrounds, climate action and the transition to gas. The Minister has requested that people let her know what services people would like to see and where. In particular, ideas for how Emu Bank could be redeveloped or improved would be most welcome. You can also submit ideas through BAHA, particularly if you join the EC or an Oracle working group.

The Chair still encourages all owners to actively participate in shaping the community we live in and to keep an eye on proposed developments in our area, and to submit comments as they come up for community consultation. In addition or alternatively, you may wish to join the Executive Committee at the next AGM and attend BAHA yourself too.

The Chair has posted up a new set of draft House Rules for owners to comment on through C-Hub please.

The Chair and the Executive Committee are currently focused on preparing for the AGM and on the cladding project but will, of course, attend to other matters as they arise too.

All owners are strongly encouraged to attend the AGM (likely to be at the end February 2024, or soon after). Everyone should consider joining the Executive Committee (7 positions are available) – you can contribute towards important decisions about how your money is spent, cladding, insurance, strata management contracts, gardening, house rules, representation on the Belconnen High Rise group BAHA, the sports center etc. If you'd like to volunteer in an unofficial capacity (unlimited positions available) for any category, that's helpful too. For example, we can have a 'cladding working group' and an 'Oracle improvement working group'. Please come to the AGM to volunteer (or let Civium know of your interest if unable to attend).

4. Treasurer's Report

The Treasurer is focused on preparing the draft Budget for the AGM. Thank you to those who have provided comments on C-Hub and to Civium about the complex, as it helps us to plan for the year ahead.

A plumbing expense is planned for February to replace the feedpipe in Building C & D.

Our insurance will be renewed for a period of six months, expiring in August 2024.

If any owners are interested in how our money is spent and would like to be more involved in Treasury, please let Civium know and attend the AGM. No qualifications or experience are required- anyone willing is welcome. (However, those with professional skills would be greatly appreciated).

4. Cladding Project Update

Executive Committee members have met with several potential project managers and more are still wanting to provide tenders. The EC will review the proposals and select the best option to put forward at the AGM. Owners will vote on whether to take a loan to pay for the project manager at the AGM, and on various aspects of the cladding project. These motions will be available in the AGM pack which will be circulated before the AGM. Any questions should be sent to Civium promptly well in advance of the AGM to facilitate a timely response to your query either prior to or at the AGM.

Our current insurance company has advised that renewal of our insurance in August 2024 is likely to be contingent on further actions we take towards cladding remediation.

For the AGM, Civium is arranging a presentation regarding the ACT government loan scheme for cladding rectification so that owners understand the phased approach and can make informed decisions. If a project manager is put forward by the EC at the AGM as planned, they too will be invited to give a presentation.

5. Review of any outstanding items

The House Rules have uploaded to C-Hub for comment ahead of the revised version being included in the AGM pack. Owners should please respond on C-Hub.

6. Other EC Decisions

Nil.

7. Any Other Business

The Executive Committee discussed the upcoming AGM and building matters.

The EC also discussed reviewing induction procedures for new owners/residents, including Civium compiling an induction pack to assist in a smooth introduction into the Oracle community which makes them more aware of their responsibilities e.g. maintenance and following house rules, and where to go for help (Civium/Building Manager).

8. Proposed Date/Time of Next Meeting

EC next meeting scheduled for 6pm, Tuesday 5 March 2024.

AGM 5:30pm Tuesday 26 March 2024 TBC.

Meeting closed at 9:00pm by the Chair.

January 2024 UP3566 Oracle Stage 2 Executive Committee Meeting Minutes

Date: 16/01/2024

Time: 6:00pm-9:00pm

Attendance: Caitlin Naidoo (Chair), Alex Muir (Treasurer), Eunice Blanchard, Andrew Jamieson, Jedd Estra (Civium Strata Manager)

Apologies: Jim Cattlin

Meeting opened by the chair at 6:00pm

1. Report back on EC actions since the previous meeting

The Executive Committee consider many matters throughout the month. Summary of some of the key completed actions include:

- Ensuring resident safety through reminders about NO GLASS in the pool area
- Requesting quotes for plumbing work and repairs
- Asking questions relating to fire safety requirements
- Arranging on-site visits with potential cladding project managers
- Liaising with the gardeners

2. Strata Manager's Report

The Strata Manager provided the following report:

- Electricity contract is up for renewal – Civium will get quotes
- Intercom issues are being looked at for one unit.
 - Other units should report to Civium immediately if they have any intercom issues.
- Insurance renewal is due again in February. Civium has discussed fire safety requirements with the insurance company.
- Civium is following up the JLL contract and will continue to pursue the Building C roller door entry damage with the appropriate parties.
- Civium is preparing a policy in regards to the handling of video footage from surveillance cameras.

AGM preparation:

- AGM agenda pack goes out at least 21 days prior to the AGM.
- AGM date proposed for end February.
- Budget prep has commenced and will be ready by early February.
- Ideally a cladding project manager will be selected and available to present/answer questions at the AGM, so the timing of the AGM may be influenced by this.

Discussions:

- Shower sealing must be maintained appropriately - owner's responsibility to maintain/fix.
- Waterproofing membrane leaks x2 discussed. 3 Quotes being sought.
- Fire safety measures – the Executive Committee has asked several questions in regards to quotes received, as they appear to be more fulsome than required. Civium will provide responses and seek updated quotes which are more appropriately limited.
- Signage – the Executive Committee has suggested some additional signage around the complex including that surveillance cameras are in use, A3 laminated Sports Centre Rules, No Smoking, height of garage entrances.

3. Chair's Report

The Chair has reminded owners of the sports center rules, in particular that NO GLASS is allowed in the sports center/pool area, the spa cover should be hung and then replaced and that children should be supervised please. It is important we respect our common property and each other. Owners are responsible for the tenants and guests and should ensure the House Rules are adhered to (see C-Hub for a copy).

There was a change of gardening personal so the Chair has offered to do a walk-around with the new gardeners as not all previous requests and feedback were passed on clearly.

Owners should inform Civium, the Building Manager and post on C-hub if they have feedback about the common property around the complex. The Executive Committee is unable to address or budget for issues/concerns it is not aware owners have. The EC is always looking for volunteers to contribute towards identifying/researching solutions/quotes for matters raised. Please note that Civium is responsible for responding to C-Hub posts but the Executive Committee use it as a source of information from owners.

The Chair thanks the interim Building Manager who filled in while Bill was on leave during the festive season. Bill has now returned to work as normal.

The Chair thanks the Strata Manager for his efforts and that of the ACT Maintenance Team at Civium. The Chair has also escalated a complaint with Civium about lack of holiday coverage during the Strata Manager's leave period, and Civium's response times (particularly in regards to building access fobs).

All owners are strongly encouraged to attend the AGM (likely to be at the end February 2024, or soon after). Everyone should consider joining the Executive Committee (7 positions are available) – you can contribute towards important decisions about how your money is spent, cladding, insurance, strata management contracts, gardening, house rules, representation on the Belconnen High Rise group BAHA, the sports center etc. If you'd like to volunteer in an unofficial capacity (unlimited positions available) for any category, that's helpful too. For example, we can have a cladding working group and a complex improvement working group. Please come to the AGM to volunteer (or let Civium know of your interest if unable to attend).

4. Treasurer's Report

No expenses out of the ordinary were incurred over the December period. The Treasurer is waiting on the latest financial report from Civium to assist with preparing for the AGM. He has collated a list of specific additional items to be included in the budget regarding plumbing, gardening, replacement BBQs, and the Sports Centre renovations/maintenance.

There are no new financial updates regarding the cladding as a project manager has not yet been engaged and the owners have not yet voted on next steps (this would happen at the AGM, or in a special general meeting). Please refer to previous Minutes and the cladding project update below for more.

4. Cladding Project Update

Executive Committee members are meeting with potential project managers but some of those approached have been slow to respond or have not responded yet. If anyone is interested in assisting the Executive Committee with the cladding project, please let Civium know.

Background:

The cladding project is critical for ensuring the safety and compliance of our building with the latest fire safety standards and for our building's insurance requirements.

The need to replace the combustible cladding is partially driven by significant insurance considerations. Currently, our insurance premium remains high due to the presence of this cladding and we face the risk of not being able to secure insurance for our building in the future.

Our Strata Manager, working alongside the Committee, has been focused on selecting a highly qualified Project Manager to lead this vital project. This decision is paramount to ensuring that the project is executed successfully and meets all safety and regulatory requirements.

Civium will be providing regular updates as the project progresses. These updates will include key milestones, any changes in timeliness, and any actions that may be required from your end.

5. Review of any outstanding items

The House Rules have been drafted by the Executive Committee and Civium. Once the draft is finalised, it will be uploaded to C-Hub for comment ahead of the revised version being included in the AGM pack. In the meantime, if owners have particular suggestions for the House Rules, please let Civium know or post on C-Hub.

6. Other EC Decisions

Nil.

7. Any Other Business

We live in the growing community of Belconnen which most of us love. We can, as owners, try to influence the government to improve our local infrastructure.

The Executive Committee will, and suggests owners also, petition the ACT Government and your local MP to increase Electric vehicle (EV) charging stations in the ACT. At this stage, EV charging stations are quite expensive to establish on private property. EV charging is prohibited in our Oracle internal car parks as it may pose a fire hazard, is not fair to the rest of the residents due to accessibility and electricity is charged to the body corporate (rather than metered to the individual unit) in the car parks.

If you have other suggestions to improve Belconnen, consider pursuing them to make our community even better, and post on C-Hub so other owners can contribute towards to same goals too.

8. Proposed Date/Time of Next Meeting

6pm, Tuesday 6 February 2024.

Meeting closed at 9:00pm by the Chair.

December 2023 UP3566 Oracle Stage 2 Executive Committee Meeting Minutes

Date: 5/12/2023

Time: 6:00pm-8:00pm

Attendance: Caitlin Naidoo (Chair), Alex Muir (Treasurer), Eunice Blanchard, Andrew Jamieson, Jim Cattlin, Jedd Estra (Civium Strata Manager)

Apologies: nil

Meeting opened by the chair at 6:00pm

1. Report back on EC actions since the previous meeting

The Executive Committee consider many matters throughout the month. Summary of some of the key completed actions include:

- The 'once off' gardening uplift has mostly taken place, with new plants and mulch being laid around the garden and some additional weeding and pruning to go. Regular maintenance will continue weekly.
- Lift lights approved by Executive Committee and will be installed.

2. Strata Manager's Report

The Strata Manager has provided the following report:

- JLL contract is being followed up by Civium.
- Tempering valve was replaced in a unit with hot water issues at the owner's expense, as this is the owner's responsibility to maintain.
- Building E entry glass has been repaired and the company which allegedly caused the damage is being followed up.
- ACTEWAGL contract might be up for renewal. Civium is following up.
- Civium is progressing on the Building C roller door entry damage with the appropriate parties.

AGM preparation

- Civium will work with the Treasurer on budgeting, and will draft the agenda pack by mid Jan.
- Civium will work with the Treasurer and Executive Committee on cladding loan proposal for the AGM, potential special levy (into the sinking fund), project manager selection and other cladding planning.
- AGM agenda pack goes out at least 21 days prior to the AGM.
- AGM date tentatively 27 February 2024.

3. Chair's Report

The Chair has followed up on several matters with the building manager, Civium and the gardeners. The Building Manager will be on leave for three weeks in January, but another JLL building manager will fill in. The Chair has arranged a meeting with Stage 1 Chair for a general catch-up and for a walk-around the Sports Center to explore funding over the next years.

All owners are strongly encouraged to attend the AGM (tentatively 27 February 2024 - TBC).

4. Treasurer's Report

The Treasurer has approved small expenses but there hasn't been any major costs in the past month. Civium continue to send the breakdown of monthly expenses.

AGM budget paper preparation is planned for February, once the Oracle Stage 2 Financial Year ends 31 Jan 2024.

Civium to audit the Stage 1 charges for Stage 2 water bill and the sports center.

Motion: the Executive Committee delegates budget planning to the Treasurer, who will work with Civium. **Decision:** carried, and EC will review together before the AGM.

4. Cladding Project Update

A shortlist of project managers has been prepared and they are being approached by the Executive Committee through Civium ACT Maintenance Team. Some of the project managers have replied and requested building walk-arounds which will be facilitated by the Executive Committee/ Civium/ Building Manager.

Civium have provided the documentation for a credit assessment to ACT Cladding and Lannock Strata Finance, as requested.

5. Review of any outstanding items

The House Rules will continue to be drafted until the AGM papers are due. If owners have particular suggestions for the House Rules, please let Civium know so that this can be considered for inclusion.

6. Other EC Decisions

Nil.

7. Any Other Business

A development proposal next to the Oracle has been lodged - see <https://www.nca.gov.au/planning/public-consultations/block-11-section-44-belconnen-construction-mixed-use-residential>

8. Proposed Date/Time of Next Meeting

6pm, Tuesday 16 Jan 2024.

(Then 6pm Tuesday 6 February 2024)

Meeting closed at 8:00pm by the Chair.

October 2023 UP3566 Oracle Stage 2 Executive Committee Meeting Minutes

Date: 24/10/2023

Time: 6:03pm-8:10pm

Attendance: Caitlin Naidoo (Chair), Alex Muir (Treasurer), Eunice Blanchard, Andrew Jamieson, Jim Cattlin, Jedd Estra (Strata Manager)

Apologies: nil

Meeting opened by the chair at 6:03pm

1. Report back on EC actions since the previous meeting

The Executive Committee consider many matters throughout the month. Summary of some of the key completed actions include:

- The EC has connected with other local Executive Committees in the Belconnen area (joining BAHA) and liaised with Oracle Stage 1.
- Several quotes/work orders for maintenance/repairs were approved.
- Progress has been made regarding cladding (see below).

2. Strata Manager's Report

The Strata Manager attended today's EC meeting to provide updates and answer any questions.

C-Hub issues have been rectified and are now in testing.

The Strata Manager has created a tracking sheet for the EC, to monitor action items in addition to C-Hub EC functionality.

He also provided an updated copy of default house rules for the EC to work with. The Executive Committee will continue to draft updates for the House Rules, in line with security and fire hazards that owners should be mindful of.

The Strata manager has created a form to obtain resident's contact information to assist with future communications (as they do not have access to C-Hub).

The hard rubbish collection (see below) was discussed, along with cladding progress (see below), some payments due and maintenance/repairs to be done.

3. Chair's Report

More help would be appreciated on the EC. If anyone would like to join the EC, they are welcome to express their interest to Civium, and to come along to an EC meeting as an observer. EC members have to be voted in at the AGM or special general meeting, which is planned to be in the first quarter of 2024. Now is a great time to come see what it's like!

As per usual, this month the Chair met with the building manager who drew some maintenance/repair items to her attention. Work orders have been issued accordingly. She is arranging for the broader group of EC to meet with him to plan for the next months/year.

The Chair escalated outstanding matters to Civium's management and has given clear feedback on expected levels of service, prolonged C-Hub errors and other outstanding matters. These C-Hub issues have largely been resolved and are currently being tested before being announced to the owners as fully resolved. The Chair and Treasurer/EC will continue to follow-up any outstanding EC items with Civium but owners and residents are encouraged to follow up each of their matters directly with Civium too.

4. Treasurer's Report

The Treasurer is reviewing this year's expenditure and will be exploring the budget for the new year. The Treasurer will work with Civium to prepare for the next AGM (tentatively set for February 2024).

Civium will provide the EC with documentation for the updated insurance renewal, due soon.

Civium will provide the Treasurer with more information on our expenses and what is remaining in each category for this year's budget, specifically providing monthly financial reports comparing monthly/cumulative actual income/expenditure.

5. Cladding Project Update

The Executive Committee attended an information session regarding the concessional loan option. The EC has not yet selected a project manager but will review the list of ACT government approved project managers and make a selection this year.

Civium has been asked to provide documentation for the credit assessment for the loan application.

Any decision to enter into a loan and/or to raise special levies will be made through a special general meeting of owners, likely to be held in early 2024. Information will be provided in advance. The first meeting will only involve owners making a decision relating to the initial amount for the first phase (investigations, planning), not the larger amount for the cladding removal and replacement (second phase). This latter decision will be made separately after the Project Manager delivers their report from the first phase, at another special general meeting.

6. Annual Hard Rubbish Collection

Residents can start preparing. The collection will happen in November, but residents will be able to start leaving their Hard Rubbish at the pick-up point soon, over the period of a couple of weeks (TBA). The Hard Rubbish Collection pick-up point and timing are being confirmed by Civium and you will be notified.

Residents are reminded that they should hold onto their hard rubbish for now (or take it to the tip) and that dumping will not be tolerated. If you are Spring cleaning, please set aside your hard rubbish within your Unit, awaiting further details. Do NOT leave hard rubbish in bin rooms. Please report any dumping to Civium with unit owner details of the person responsible.

7. Gardening

Alex has explored the mini-uptift in more detail and will discuss start date and timeframes with the contractors. The quote is yet to be finalised so works have not commenced but will later this year.

8. Review of any outstanding items

The Strata Manager is following up any outstanding fire maintenance matters. Most fire maintenance has now been completed as recommended.

The mirror in Building C lift will be repaired next week. The damage caused by a unit owner's contractors to the glass entrance to Building E will also be repaired very soon. The non-urgent damage caused to the garage entrance of Building C will be repaired by the responsible party, but currently alternative quotes are being sought- all urgent repairs have been completed and the area made safe.

9. Other EC Decisions

Nil.

10. Any Other Business

Nil.

11. Proposed Date/Time of Next Meeting

6pm, Tuesday 7 November 2023.

(and then 6pm, Tuesday 5 December 2023).

Meeting closed at 8:10pm by the Chair.

October 2023 UP3566 Oracle Stage 2 Executive Committee Meeting Minutes

Date: 24/10/2023

Time: 6:03pm-8:10pm

Attendance: Caitlin Naidoo (Chair), Alex Muir (Treasurer), Eunice Blanchard, Andrew Jamieson, Jim Cattlin, Jedd Estra (Strata Manager)

Apologies: nil

Meeting opened by the chair at 6:03pm

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The hard rubbish collection (see below) was discussed, along with cladding progress (see below), some payments due and maintenance/repairs to be done.

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9. Other EC Decisions

Nil.

10. Any Other Business

Nil.

11. Proposed Date/Time of Next Meeting

6pm, Tuesday 7 November 2023.

(and then 6pm, Tuesday 5 December 2023).

Meeting closed at 8:10pm by the Chair.

MINUTES OF THE STRATA COMMITTEE MEETING 2023

OWNERS CORPORATION - 3566

**Oracle C-D-E-F-G-
60-68 College Street, 80-84 Chandler Street
BELCONNEN ACT 2617**

Held on :

Thursday, 20 July 2023 03:00 PM

Held at :

To be held online via google meet

MINUTES OF THE STRATA COMMITTEE MEETING OF THE OWNERS CORPORATION OF OWNERS CORPORATION Oracle C-D-E-F-G- 3566

Held Thursday, 20 July 2023 3:00 PM at
To be held online via google meet

Present	Alexander Paul Muir (Lot 57), Eunice Anita Blanchard (Lot 184), Ms Caitlin Naidoo (Lot 73), Ms Helen Chau (Lot 249), Reginald James Walter Cattlin & Devika Cattlin (Lot 323)
Civium Rep(s)	Helena Pisano (Civium Strata), Julian Ortner Kemp (Civium Strata), Kody Donnelly (Civium Strata), Melinda Bullock (Civium Strata), Michael Campbell (Civium Strata)
Proxies	None
Company Nominees	None
Apologies	None
Voting Papers	None
Other Attendees	None
CFM	None
Chairperson	Ms Caitlin Naidoo
Levy Arrears	The following lots owed a Body Corporate debt and were ineligible to vote: None
Meeting Opened	3.00pm

A Quorum was reached

MOTION	Motion for consideration
1	ITEMS FOR DISCUSSION Interim Fire Safety Measures

The Insurance company has asked for an update on where the Interim Fire Safety measures are up to and if they have been implemented which were provided in the cost estimate for the cladding remediation by Vortex Fire.

The following 16 items were discussed

a) Key project stakeholders such as building owners, insurer and local fire services to be informed of the risk presented by the external combustible cladding
Civium advised that all owners have been advised of the combustible cladding via the recent AGM held in May 2023 in the Agenda pack and the minutes. The insurer was made aware in 2019 and an email at the time of the meeting was sent to ACT Fire & Rescue to advise of the cladding also. SM (Strata Manager) to follow up.

b) Confirm the buildings safety measures are fit for purpose and maintain regularly as per the annual fire safety statement.

Civium advised that they had been in contact with O'Neil & Brown (ONBFS) the contracted Fire Maintenance company for the complex and they have received the annual statement.

c) Ensure and confirm the fire detection and warning system is not isolated and appropriate measures are applied should the fire panel need to be isolated.

Civium advised the ONBFS have advised there are no current faults and these will be communicated via their maintenance visits. The Building Manager will also advise if there are any faults as he checks the Fire Panels regularly in his daily checks.

d) Incorporate an emergency evacuation plan in relation to a facade fire event.

Civium was only able to get one quote which was presented to the committee. The committee have asked for more clarification around this item and will make a decision based on this information when its been received.

e) Provide signage at the main entry and booster assembly to identify the type and location of combustible panels to inform the ACT Fire & Rescue of the hazard. The signage must identify the panels as ACP type and include a site plan, elevations and location of the ACP.

This item forms part of the item above and will be decided on when the additional information is received.

f) Inform the local ACT Fire & Rescue station and request a site inspection for familiarisation with the hazards.

An email at the time of the meeting was sent to ACT Fire & Rescue to advise of the cladding also. SM (Strata Manager) to follow up.

g) Inspect and maintain all required fire doors for their operation to self-close and not be obstructed or held open

Civium advised that this is part of the fire maintenance with ONBFS. The building Manager does daily check and will advise if anything requires attention to the SM.

h) Ensure all evacuation plans and diagrams are to be current and valid

The committee have asked for more clarification around this item and will make a decision based on this information when its received.

i) Maintain external cladding to be free from damage and to mitigate accumulation of combustibles.

Civium advised that an email was sent to the Building Manager to monitor and advise if there are any issues. This will also be added to the House Rules which will be presented at an General Meeting (GM) for owners to vote which then need to be registered with Access Canberra.

j) Engage with building occupants so they are aware of the emergency procedures in the building and the combustible cladding hazard.

This item will be addressed when the requested information is received about the Evacuation plans.

k) Limit the use of BBQ and heating items on the external balconies in proximity of the combustible cladding, until the cladding is replaced. The interim measure of limited use is to stop their use. Should BBQ's or heating items be used within 6 metres to the cladding, 9mm thick fibre cement sheet is to be installed over the cladding for the full height and extend the length of the balcony or at least 6 meters from the heat source. Civium have advised that this item will also be added to the House Rules which will be presented at an GM for owners to vote which then need to be registered with Access Canberra.

l) Evacuation paths are to be free from obstructions and combustible material. Civium advised that they have sent an email to the Building Manager to ensure that the paths are free from Obstructions and Combustible material on a daily basis

m) Ensure no combustible materials are stored adjacent to the external cladding. Civium has advised that the Building Manager will monitor this and will also be added into the House Rules

n) Hot works permits must be informed of the cladding risk and mitigation measures for cladding ignition must be undertaken. Civium advised that an email has been sent to contractors advising of the cladding and advised that if using hot/heating equipment that safety measures must be in place.

o) No smoking is permitted within 15 metres of the buildings cladding locations. Provide additional signage where required. Civium have advised that this item will also be added to the House Rules which will be presented at a GM for owners to vote which then need to be registered with Access Canberra. Additional signs will be put up in the coming weeks.

p) Reduce vegetation located immediately adjacent to the cladding. Remove dry or dead vegetation and ensure vegetation is watered and maintained regularly. Civium advised that they had sent an email to the contracted gardeners who had one of the team leaders do a walk around of the building and identified a couple of items that needed attention and provided a quote. This information will be sent to the committee to discuss and make a decision.

The Insurance Manager also asked for an update on where the cladding project was up to as this needed to be communicated to the insurer on a regular basis as they needed to know that the Owners Corporation is actively working on the Cladding Project for the insurance renewal. The SM advised that the committee or the lead committee member looking after the Cladding get in touch with Major Projects Access Canberra to arrange an information session with them to seek more clarification on what their next steps will be and what they need to do to move forward on the project.

Motion Open

There being no further business the chairperson declared the meeting closed at 04:25 pm
Dated: 20 July 2023
Issued by Civium Property Group for and on behalf of the Owners Corporation.

Unit Titles (Management) Act 2011 – Form 1

NOTICE OF REDUCED QUORUM DECISIONS

Part A Details of reduced quorum decisions[†]

A1 The Owners—Units Plan No 3566

A2 General meeting

Date (or dates) of general meeting at which the reduced quorum decision or decisions were made— 11th April 2023

Tick applicable box, or both boxes if applicable:

Regularly convened

The general meeting was regularly convened (not following any adjournment under UTMA s 3.9(3) or (6)(a), part 3.1, schedule 3).

Convened after adjournment

The general meeting was convened following an adjournment or adjournments (under UTMA s 3.9(3) or (6)(a), part 3.1, schedule 3).

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 th April 2023	See attached minutes

A4 Owners corporation declaration

The information in this notice has been recorded on the following date from details shown in the records of the owner's corporation.

11th April 2023

[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 owner's 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 owner's corporation (a person may sign whether or not he or she attended the meeting); and
- be given to the owner's 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 owner's 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 owner's 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 Annual General Meeting

3566 - Oracle C-D-E-F-G-

64-68 College Street

Date: On 11th May 2023 at 05:30 PM

Commencement: 6.00pm

Venue: Online via Zoom, ACT, 2612

AGENDA ITEMS AND MOTIONS AS DETERMINED BY THE OWNERS CORPORATION

MEETING FORMALITIES

Members Present:	Lot 49	Grace McIntosh Kessling
	Lot 57	Alexander Muir
	Lot 73	Caitlin Naidoo
	Lot 85	Scott & Rosemary Macarthur
	Lot 102	Andrew Jamieson
	Lot 116	Alexandra Digan
	Lot 124	Alisha Tarrant
	Lot 145	Suzanne & Ciaran O’Riordan
	Lot 149	Melvin Poh
	Lot 167	Jakob Rathouski
	Lot 184	Eunice Blanchard
	Lot 189	Hugh Dixon
	Lot 218	Eric & Agnes Huttner
	Lot 228	Kelvin Loh Loh
	Lot 230	Hugh & Sonia De Burg
	Lot 248	Mark & Michelle Cooley
	Lot 249	Helen Chau
	Lot 267	David & Anne Maree Hunter
	Lot 285	Jacky & Lie Chen
	Lot 291	Ye Wang
Online Votes:	Lot 295	Jan Rixon & Miles Petty
	Lot 323	Reginald Cattlin
	Lot 13	Hua Zhang & Lixin Sui
	Lot 17	Zoey Jagtenberg
	Lot 37	Cara Edith Johanson
	Lot 40	NJ & V Slack Pty Limited
	Lot 44	Patrick Grealy & Flordeliza Grealy
	Lot 45	Bethea Joyce Kerr
	Lot 64	Darren Doblinger & Penelope Doblinger
	Lot 78	Simon Watt & Cheryl Austin
	Lot 80	Robbie Ringland & Ali Herden
	Lot 81	Kiran Eddula
	Lot 86	Anthony McArthur & Jennifer McArthur
	Lot 90	James Sanday & Nancy Sanday
	Lot 96	Peter Stavrinakis
	Lot 103	Tyler Eric Dunn
	Lot 107	Alfred Whatmough & Bernadette Whatmough

Lot 111	Emma Lee Brown
Lot 112	Snezana Dimitrovska
Lot 118	Dragica Grujoska
Lot 119	David Edward Prichard
Lot 133	Aaron Hume & Jeremy Holley
Lot 137	Cody Robertson & Ms Bronwen Robertson
Lot 144	Edward Kang
Lot 156	Joel Swinton
Lot 157	Enrica Yuet Hei Wong & Kwong Kim Chung
Lot 158	Kamran Saleem
Lot 159	Alan Savage & Rita Savage
Lot 164	Jose Taminaya & Jean Taminaya
Lot 176	Philip Wolfe
Lot 179	Callum Evans
Lot 180	Janet McFarlane
Lot 182	Amarottam Shrestha
Lot 183	Pramod Adhikari
Lot 188	Yuan Yuan Liu
Lot 207	Vesna Stancic
Lot 223	Robin Bell
Lot 224	Chloe Shepherd
Lot 231	Geoffrey Coggins
Lot 247	Richard Vergara & Marilia Nakamura
Lot 250	Xun Ma
Lot 253	Glen Billett & Christine Bilett
Lot 262	Ann Holmes
Lot 269	Nguyet Hawkes
Lot 271	Azar Azarnoush & Seyed Saadatmand
Lot 277	Anthony Kite & Siobhan Kite
Lot 278	Jennifer Dockar
Lot 292	Graeme Quinn & Wendy Quinn
Lot 297	Manfred Kahl & Karan Day-Kahl
Lot 300	Hareh Purohit
Lot 326	Donovan Faget

Chairperson: Helen Chau was elected chairperson for this meeting.

Apologies: Nil

Proxy Votes: Nil

Quorum Status: A quorum of the Owners Corporation (OC) was not present, however the meeting proceeded on a reduced Quorum basis (as per Schedule 3.9 of the Unit Titles (Management) Act 2011) - See attached reduced quorum coversheet.

Representative: Clare Wilson & Melinda Bullock representing Independent Strata Management Pty Ltd.

1. PREVIOUS MINUTES

It was resolved that the Minutes of the previous Annual General Meeting held on the 8th of June 2022 be confirmed as a true and accurate record of the proceedings of the meeting.

Motion PASSED.

2. INSURANCE RENEWAL

It was resolved that the Owners Corporation of UP 3566 authorise the Managing Agent to renew and adjust the building insurance in consultation with the Executive Committee.

Motion PASSED.

Secretarial Note: The insurance company has asked for Fire Safety measures to be put in place in the interim until the cladding has been replaced.

It was also advised that there was only one insurer who is currently willing to insure the complex until the cladding has been replaced.

3. FINANCIAL STATEMENTS

It was resolved that the Owners Corporation of UP 3566 accept the audited financial statements as presented.

Motion FAILED.

Secretarial Note: Helen noticed a discrepancy in the Income & Expenditure Statement and the Proposed Budget. For this reason, the motion was failed, and a new set of financials will be sent out to the owners later when these have been reviewed and the necessary changes be made.

4. BUDGET DEBATE - ADMINISTRATIVE FUND

It was resolved that the Owners Corporation of UP3566 adopt the proposed Administrative Fund budget of \$1,088,135.25.

Motion PASSED.

Secretarial Note: The plumbing maintenance expenses had a significant increase due to the ongoing plumbing maintenance, the age of the building and some large maintenance issues in the last 12 months.

5. BUDGET DEBATE - SINKING FUND

It was resolved that the Owners Corporation of UP3566 adopt the proposed Sinking Fund budget of \$249,256.72, in accordance with the Sinking Fund Forecast.

Motion PASSED.

6. ADMINISTRATIVE AND SINKING FUND LEVY CONTRIBUTION

It was resolved that the Owners Corporation of UP3566 agree that the approved budget for the 12-month period starting 1st of February 2023 will be raised in accordance with the unit entitlements on a Quarterly basis, being 1/4/23, 1/7/23, 1/10/23, 1/1/24.

Motion PASSED.

Secretarial Note: As 1/4/23 has passed, the due date of first quarterly instalment will be adjusted (28 days after the AGM is held).

7. ELECTION OF COMMITTEE

It was resolved that the Owners Corporation of UP3566 agree to appoint 3 to 7 Owners to form the Executive Committee until the next Annual General Meeting.

Motion PASSED.

Caitlin Naidoo – Chairperson

Alexander Muir – Treasurer

Reginald Cattlin

Eunice Blanchard

Andrew Jamieson

Helen Chau – Cladding Project

The secretarial role has been handed to the Strata Manager

8. STRATA MANAGEMENT AGENCY AGREEMENT

It was resolved that the Owners Corporation of UP3566 enter the following arrangements:

- a. That Independent Strata Management be appointed as Managing Agent, for a period of three (3) years;
- b. The Owners Corporation delegate to the Agent all its functions (other than those prohibited by the Act);
- c. The Owners Corporation execute a written agreement to give effect to this appointment and delegation;
- d. The delegation is subject to the conditions and limitations set out in the Agreement;
- e. Authority is given for the Common Seal of the Owners Corporation to be affixed to the Agreement by owners as determined at this meeting;
- f. and empower two members of the Owners Corporation/Executive Committee as authorised signatories on behalf of the Owners Corporation to sign the Agency Agreement with Independent Strata Management Pty Ltd.

Motion PASSED.

Explanatory Notes: The current agreement was signed 1st of March 2022 and is due to expire 1st of March 2023. Section 50 of the Unit Titles (Management) Act 2011 and Section 100 of the Agents Act, requires a Strata Managing Agent to have a written agreement with its client. For reference a copy of the proposed Strata Management Agreement is attached.

1 Objection wished to be noted.

Secretarial Note: There was a discussion on the renewal of the Strata Management Agreement, questions were raised if the Executive Committee (EC) had investigated other options. Helen and Caitlin advised that two quotes were received from 2 other companies and IPG's offer was the most value for money one based on yearly average cost. It was also pointed out that the Oracle apartments is very complex due to the fact that both Stage 1 & 2 share the costs related to the Sports Centre under an individual Unit Plan and contribution are made via the levy payments collected from both Stages. If Stage 2 were to move to another company, it would likely delay the communication process due to multiple companies involved and possible additional administrative fees.

Helen advised that the new 3-year agreement is very competitive with annual increase of 3% only. It was also acknowledged that services have improved since Melinda has become the new Strata Manager with much better communication as well as the new email system.

9. GENERAL BUSINESS

Cladding Remediation Project

Helen provided an update for the Cladding Remediation Project and a summary of Cost Estimate that was in the Agenda Pack.

Buildings C & D have 100% combustible materials with high cladding risk whereas Buildings E, F & G have a moderate overall ranking with 31% combustible materials.

The ACT Government has suggested that all cladding be removed and replaced as it may become a requirement in the future years. To reduce the fire risk impact on cladding, Buildings E, F & G will require to install sprinklers within residential parts and undertake further improvement and assessment to meet the mitigation measures, which is also a high cost to the Owners Corporation.

Funding options were briefly discussed at the AGM, including a special levy and the use of the Concessional Loan from ACT Government.

Details of available funding options will be further discussed via General Meeting and information session/s will be held prior to the General Meeting. Representatives from ACT Cladding Program, Lannock Strata Finance, the Fire Department along with the Project Manager will be invited to the information session/s to provide more information for the consideration by the owners.

Helen has also asked if any owner is interested in assisting with the cladding project, she would appreciate any assistance available.

Gardening

A new EC member raised her concerns with the gardening and current gardeners. The EC members that have stayed on have advised that Stage 2 had a few changes in the gardeners in the last 12 months and that they were happy with the current gardener. The current 12-month contract will end in September 2023. This is also reflective in the budget which is something that the previous Treasurer is mindful of.

A scope of works will be sent to the Building Manager so that he can keep an eye on them and ensure they are sticking to the Scope of works within their contact.

Meeting closed: 7.26pm

Yours faithfully

Independent Strata Management Pty Limited

Melinda Bullock

Strata Manager for Independent Strata Management Ltd Pty

On behalf of Unit Plan 3566

Email: up3566@independent.com.au

Phone: 02 6209 1994

Minutes of an Executive Committee Meeting
UP 3566 – “Oracle 2”
60-68 College Street, 80-84 Chandler Street, Belconnen

Date: Wednesday, 1st March 2023 at 5:30 PM

Venue: Independent Strata, 91 Northbourne Avenue

AGENDA ITEMS FOR CONSIDERATION OF THE EXECUTIVE COMMITTEE

MEETING FORMALITIES

Members Present:	C. Naidoo	Unit 73
	C. Austin	Unit 78
	H. Hayne	Unit 241
	H. Chau	Unit 249
	R. Cattlin	Unit 323
	F. Rosin	Unit 14

Chairperson: H. Chau

Apologies: NIL

Proxy Votes: NIL

Quorum Status: A quorum of the Executive Committee (EC) was present.

Representative: M. Bullock & M. Field represented Independent Strata Management.

ITEMS OF DISCUSSION / GENERAL BUSINESS

Item	Discussion
Proposed Budget + AGM date.	The treasurer presented the complexes upcoming budget to the Committee. All budgetary items were discussed, and the committee agreed what was proposed. The Committee agreed to hold the next AGM when the acting Chairperson will return to Canberra in late April.
SMA - Independent Agreement renewal	It was noted that the current Strata Management Agreement expires end of March 2023. The acting chair proposed signing the proposed Agreement with Independent Strata for a period of 3 years. There were no objections from the rest of the committee and the SM said that this would be included as a motion at the AGM.
JLL - Facilities Management Agreement	The current Facilities Management Agreement with JLL was discussed as this was up for renewal. The Treasurer advised that the proposal was very reasonable with only a minimal increase. SM to arrange a meeting with JLL to confirm a couple of minor details.

Cladding	<p>The treasurer provided an update on the Cladding project. Comprehensive testing was completed a number of years ago and it was deemed to be combustible cladding.</p> <p>A Project manager was then engaged to oversee the first phase of the project – the completion of a comprehensive report, including obtaining a detailed cost estimate for the replacement of combustible cladding, to be submitted to the ACT Cladding Program team by late December 2022.</p> <p>The comprehensive report was completed and submitted by the deadline. It was confirmed that Buildings C & D have 100% combustible material, with a high risk-rating whereas, Buildings E, F & G, have 30% Combustible material, with a moderate-risk rating. ACT Government recommends the removal of moderate risk rating material, in case regulations may change in future years.</p> <p>EC to present costs at the AGM.</p>
Irrigation System	<p>It was advised that the Building Manager has been assisting on repairs to the irrigation system over the last few weeks and is already noticing a difference in the gardens. New growth is sprouting on the shrubs and trees.</p> <p>EC members who live onsite will monitor the current irrigation situation and report if they see any issues.</p>
Building C Entrance	<p>An update on these works was provided by the SM according to the latest progress advice by the Building Manager. The contractor had advised that the materials required to complete the works had been picked up and that they would return to the site tomorrow to finish the job prior to replacement of interior of the ceiling of the entry. Works required to fix other entrances are also in progress.</p>
Unit 78 Courtyard Remediation	<p>The costs of these works were discussed, and it was noted that the unit owner has paid the agreed amount after disputing their contribution to the costs. The cost sharing arrangement was agreed at an informal meeting held with the EC in October 2022 and the owner agreed to pay a fixed amount as their contribution towards the entire works due to fact that the previous owner installed artificial turf without seeking the permission from then EC at the time of installation. This matter is now closed.</p>
Block G Lift Mirror	<p>A quote for a glass mirror replacement was approved by the EC at the meeting.</p>

<p>EV Charging</p>	<p>It was noted that there are resident(s) within the complex who are charging their electric vehicle in the carparks by connecting to the common property power points. This unauthorised practice has potential safety hazards and concerns around additional electricity cost to the OC caused by the individual unit.</p> <p>It was agreed that a formal letter requesting the cease of using power points of common property for EV charging to be sent to the unit owner identified.</p> <p>It was also suggested that further investigation will be required regarding the EV Charging infrastructure and capabilities within Oracle Stage 2.</p>
<p>Fob reader at garage door</p>	<p>It was discussed that during February the Fob reader pole near the carpark entrance of Building E was damaged substantially.</p> <p>SM is currently organising quotes for the repairs/replacement, and these costs will be passed onto the resident who caused the damage.</p>
<p>Unit 212</p>	<p>The EC noted ongoing issues with Unit 212's bathroom remediations. Due to the location of impacted areas within the bathroom, contractors will have to come in through the common property hallway.</p> <p>SM to look further into Insurance for this matter.</p>

Yours faithfully,
Independent Strata Management Pty Ltd.

Melinda Bullock
Strata Manager for Independent Strata Management Ltd Pty
On behalf of Unit Plan 3566
Email: UP3566@independent.com.au
Phone: (02) 6209 1994

**Minutes of the Annual General Meeting
3566 - Oracle C-D-E-F-G
64-68 College Street**

Date: 08 Jun 2022 at 05:30 PM

Commencement: 06:00 PM

Venue: Level 2, Business Room 2, 91 Northbourne Avenue, Turner, ACT 2612

AGENDA ITEMS AND MOTIONS AS DETERMINED BY THE OWNERS CORPORATION

MEETING FORMALITIES

Members Present:

Lot 14	Franco Rosin
Lot 29	Courtney Therese Place
Lot 45	Bethea Joyce Kerr
Lot 57	Alexander Paul Muir
Lot 73	Ms Caitlin Naidoo
Lot 75	Irina Kulakova
Lot 78	Mr Simon Douglas Watt & Ms Cheryl Ann Austin
Lot 86	Anthony James McArthur & Jennifer Ann McArthur
Lot 107	Ellen Hancock
Lot 113	Mr Raymond Wilkinson & Ms Roslyn Anne Wilkinson
Lot 116	Ms Alexandra Majella Digan
Lot 125	Ms Nicole Pui Kee Wong
Lot 131	Abdul Kareem Azize
Lot 133	Mr Aaron Anderson Hume & Mr Jeremy Peter Holley
Lot 136	Ms Donna Michelle Reilly (non-financial)
Lot 145	Suzanne Kay O'Riordan & Ciaran Joseph O'Riordan
Lot 149	Mr Melvin Poh
Lot 156	Joel David Swinton
Lot 167	Jakob Josip Rathouski
Lot 174	Shefali Sehgal
Lot 180	Ms Janet McFarlane
Lot 182	Mr Amarottam Shrestha
Lot 189	Mr Hugh Christian Dixon & Ms Megan Therese Gilmour
Lot 190	Michelle Louise Cooke
Lot 194	Dharmendra Shah and Rabina Shrestha
Lot 223	Robin Bell
Lot 224	Chloe Jane Shepherd
Lot 228	Mr Kelvin Loh Loh
Lot 230	Ms Kelly Wu
Lot 231	Geoffrey Coggins
Lot 241	John William Hayne & Helen Hayne
Lot 243	Lesley Ann Margaret Mckinnon
Lot 247	Richard Anthony Vergara & Marilia Miyuki Nakamura
Lot 248	Mark Cooley & Michelle Ann Cooley
Lot 249	Helen Chau
Lot 250	Xun Ma
Lot 253	Glen Billett & Christine Bilett

Lot 256	Terry O'Reilly Pty Ltd
Lot 262	Ann Holmes
Lot 267	Ray White Property Management
Lot 271	Azar Azarnoush & Seyed Nariman Saadatmand
Lot 278	Ms Jennifer Anne Dockar
Lot 295	Jan Rixon & Miles Rostill Petty
Lot 297	Mr Manfred Kahl & Ms Karan Angel Day-Kahl
Lot 299	Christopher Weeks White
Lot 302	Hayley Ferreira
Lot 305	Gwangyoung NA
Lot 318	Mr Jeffrey Ronald Bollard & Mrs Cheryl Rose Bollard
Lot 319	Angus George Esslemont and Jiwen Liao
Lot 323	Reginald James Walter Cattlin & Devika Cattlin

Chairperson: Shefali Sehgal was elected chairperson for this meeting.

Apologies: Nil

Proxy Votes: Lot 107 Mr Alfred James Whatmough & Mrs Bernadette Therese Whatmough to Ellen Hancock

Quorum Status: A quorum of the Owners Corporation (OC) was not present, however the meeting proceeded on a reduced Quorum basis (as per Schedule 3.9 of the Unit Titles (Management) Act 2011) - See attached reduced quorum coversheet.

Representative: Charles Martin & Jack Mullane representing Independent Strata Management Pty Ltd.

Unit Titles (Management) Act 2011 – Form 1

NOTICE OF REDUCED QUORUM DECISIONS

Part A **Details of reduced quorum decisions[†]**

A1 **The Owners—Units Plan No 3566**

A2 **Annual General meeting**

Date (or dates) of Annual general meeting at which the reduced quorum decision or decisions were made— 8 June 2022

Tick applicable box, or both boxes if applicable:



Regularly convened

The general meeting was regularly convened (not following any adjournment under UTMA s 3.9(3) or (6)(a), part 3.1, schedule 3).



Convened after adjournment

The general meeting was convened following an adjournment or adjournments (under UTMA s 3.9(3) or (6)(a), part 3.1, schedule 3).

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
8 June 2022	(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.



9 June 2022

[†] 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 owner's 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 owner's corporation (a person may sign whether or not he or she attended the meeting); and
- be given to the owner's 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 owner's 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 owner's 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).

1. PREVIOUS MINUTES

It was resolved that the Minutes of the previous Annual General Meeting held on the 14th of April 2021 be confirmed as a true and accurate record of the proceedings of the meeting.

Motion CARRIED.

2. INSURANCE RENEWAL

It was resolved that the Owners Corporation of UP3566 authorise the Managing Agent to renew and adjust the building insurance in consultation with the Executive Committee.

Motion CARRIED.

Explanatory Notes:

That Owners Corporation holds insurance cover with CHU as per the enclosed Certificate of Currency, noting that the excess is \$2,500.00.

Insurance Excess

Pursuant to Section 100 of the Unit Titles (Management) Act, the Owners Corporation is responsible for all excess claims made on the insurance policy held by the Owners Corporation. Please note that we are unable to determine how many claims will be made on the policy, the budgeted amount has therefore been determined by the previous financial year claims.

Contents Insurance

Unit owners are responsible to take out their own contents (including carpet, all furnishings and fittings) and liability cover within their unit. The insurance cover held by the Owners Corporation only covers the building structure (including permanent fixtures) and common property.

Notes: The provided Certificate of Currency with the Annual General Meeting paperwork was in reference to the previous policy, an updated Certificate of Currency will be circulated to owners.

3. INSURANCE - VALUATION

The Owners Corporation of UP3566 last obtained an insurance valuation on the 10th of July 2012. An updated Insurance Valuation has been ordered by the Executive Committee.

NOTED by the meeting

Notes: A unit owner queried that the insurance valuation is dated to 2012 and if the current policy is based on this valuation. The Managing Agent stated that insurance companies conduct their own valuations when providing insurance policy, and as such the Building Sum Insured (BSI) is increased annually. The purpose of the insurance valuation is to re-assess the BSI to ensure an appropriate building value will be covered under the current insurance policy and/or at next insurance renewal on 2 November 2022.

4. FINANCIAL STATEMENTS

It was resolved that the Owners Corporation of UP3566 accept the financial statements as presented. **Motion CARRIED.**

Explanatory Notes:

All questions pertaining to the financial statements should be directed to Independent Strata Management's offices PRIOR to the meeting. This is to ensure that your strata manager has adequate time to investigate the query as questions directed at the meeting may be unanswerable.

Please note there are unaudited financials attached which have been amended to reflect correct attribution of funds spent to the budget line items allotted. Appropriate journal entries have been made and the expenditure reflects the accounts audited.

Notes: *The outgoing Treasurer provided an overview on UP3566 financial position (including General Fund and Sinking Fund) as at 31 January 2022 based on the financial statements presented. The outgoing Treasurer stated that the total actual spending was in line with the budget with some surplus carried down to 2022-23. Given the timing of the Annual General Meeting, there were some minor adjustments made on few expenditure allocations, which will be reflected in the 2022-23 financial statements.*

The outgoing Treasurer also reported that the Owners Corporation has a total equity of approx. \$1.586 Million as of 31 January 2022, which combined the balances of General Fund (\$217,037.67) and Sinking fund (\$1,359,466.09). It was highlighted that the Owners Corporation has maintained a healthy and positive financial position with the Sinking Fund currently sitting at roughly \$500,000 ahead of the Sinking Fund Forecast Plan recommendation as at 31 January 2022.

5. BUDGET DEBATE - ADMINISTRATIVE FUND

It was resolved that the Owners Corporation of UP3566 adopt the proposed Administrative Fund (General Fund) budget of \$921,465.95 (GST exclusive).

Motion CARRIED.

Notes: Some questions were received in relation to several expenditure and budget line items. Answers to the questions provided at the meeting are summarised in the table below:

Body Corporation Manager:	<i>The outgoing Executive Committee (EC) had previously tested the market for available strata managers, and found the current service provider's contract terms and conditions as the best value for money, especially having considered the operational complexity between Oracle Stage 1, Stage 2 and Sports Centre. As such, it was recommended to sign a one-year service agreement with the current service provider until further review will be undertaken by the incoming EC where required.</i>
Recreation Facilities	<i>This refers to the Expenses that are associated with the ongoing operation of Oracle Sports Centre, which is a shared facility between Oracle Stage 1 and Oracle Stage 2. Oracle Stage 2 contributes roughly 70% (336/474) of the operational costs.</i>
Facilities Manager	<i>This cost is associated to the Facility Management Services being provided by Johns Lang LaSalle (JLL), which is the company responsible for the Facilities Manager (Building Manager). The Facilities Manager is employed by JLL on a full-time basis under the current Facility Management Agreement.</i>
Minor Building Maintenance	<i>This is the line item budgeted for any ad-hoc maintenance and minor repairs within the common areas in the complex throughout the year where required.</i>
Fire Protection	<i>There are budget allocated for Fire Protection Services / Systems under both Administrative Fund and Sinking Fund. The Administrative Fund allocations are related to the regular inspection & maintenance services whereas the Sinking Fund allocations are related to the provisions for equipment replacement based on Sinking Fund Forecast Plan recommendation.</i>

6. BUDGET DEBATE - SINKING FUND

It was resolved that the Owners Corporation of UP3566 adopt the proposed Sinking Fund budget of \$309,506 (GST exclusive), in accordance with the Sinking Fund Forecast.

Motion CARRIED.

Notes: Information about the additional line items was also provided at the meeting in respond to queries relating to the Sinking Fund budget:

Intercom & Security System	<i>This line item has been added to the Sinking Fund budget for a potential upgrade to Buildings C & D intercom system, which may or may not be required pending the outcome of an investigation being undertaken.</i>
Interior finishes	<i>This line item has been budgeted for the purpose of internal wall painting on common areas, which was also planned in the previous year but the work did not proceed due to COVID. This year's proposed budget to undertake this work has increased to account for higher labour and material costs as anticipated.</i>
Plumbing Maintenance	<i>Costs related to Plumbing Maintenance include but not limited to any hot water system repairs, call-out service for replacement of faulty parts and/or sealing leaking pipes.</i>

7. ADMINISTRATIVE AND SINKING FUND LEVY CONTRIBUTION

It was resolved that the Owners Corporation of UP3566 agree on budgeted contributions of \$902,000 (GST inclusive) for Administrative Fund (General Fund) and \$259,506 (GST inclusive) for Sinking Fund for the 12-month period starting 1st of February 2022, which will be raised in accordance with the unit entitlements on a Quarterly basis, being 15/7/2022,15/8/2022,1/10/2022 and 1/1/2023.

Motion CARRIED.

Explanatory Notes: Due to the timing of the Annual General Meeting, the first two levy notices will need to be compressed in order to raise 4 levies over the financial period. Penalties for the first two levies will be disabled The first two levies will be raised as a special levy to the value of quarterly levies as derived by unit entitlements.

8. ELECTION OF COMMITTEE

That the Owners Corporation of UP3566 agree to appoint 3 to 7 Owners to form the Executive Committee until the next Annual General Meeting.

Motion CARRIED.

Explanatory Notes: Under Section 40 of the Unit Titles (Management) Act 2011, it is legislated that the Executive Committee has a Chair, Secretary and Treasurer for the 12-month period with the position of Chair having casting vote rights. These positions are elected at the first formal meeting of the Executive Committee following the Annual General Meeting.

Notes: *The Executive Committee for the coming 12-month period is as follows;*

- *Shefali Sehgal*
- *Caitlin Naidoo*
- *Helen Chau*
- *Cheryl Austin*
- *Helen Hayne*
- *Reginald James Cattlin*
- *Franco Rosin*

The Executive Committee (EC) stated to the meeting that observers of the Executive Committee are welcomed for the coming 12-month period. Observers will be able to attend EC meetings by invitation and assist EC members with conducting research around the Executive Committee business for the 12-month period ahead. Observers will not be permitted to provide direction or instruction to the Managing Agent related to Executive Committee business.

9. STRATA MANAGEMENT AGENCY AGREEMENT

That the Owners Corporation of UP3566 enter into the following arrangements:

Motion CARRIED.

- a. That Independent Strata Management be appointed as Managing Agent, for a period of one (1) year;
- b. The Owners Corporation delegate to the Agent all of its functions (other than those prohibited by the Act);
- c. The Owners Corporation execute a written agreement to give effect to this appointment and delegation;
- d. The delegation is subject to the conditions and limitations set out in the Agreement;
- e. Authority is given for the Common Seal of the Owners Corporation to be affixed to the Agreement by owners as determined at this meeting; and
- f. empower two members of the Owners Corporation/Executive Committee as authorised signatories on behalf of the Owners Corporation to sign the Agency Agreement with Independent Strata Management Pty Ltd.

Explanatory Notes:

The current agreement was signed on 1st of March 2021 and expired on 1st of March 2022.

Section 50 of the Unit Titles (Management) Act 2011 and Section 100 of the Agents Act, requires a Strata Managing Agent to have a written agreement with its client.

For reference a copy of the proposed Strata Management Agreement is attached.

10. GENERAL BUSINESS

Cladding	<p>A progress update was provided at the meeting on the initial investigation work undertaken in relation to the cladding risk assessment.</p> <p>In order to meet the requirements set by the ACT Government for its Private Buildings Cladding Scheme, the Owners Corporation has recently submitted an application seeking access to the grant being offered by the ACT Government.</p> <p>Under the Phase 1 of ACT Government's Cladding Scheme, Oracle complex is likely to be eligible for an offer of 50% rebate of Comprehensive Testing & Assessment Report (CTAR) costs up to \$20,000.</p> <p>In line with the guidance of the Scheme, the next step is that the Owners Corporation (OC) will require a Project Manager, who can facilitate investigation and reporting of the building conditions and risks in order to lodge a CTAR with ACT Government by no later than 20 December 2022.</p> <p>OC has received a Project Management proposal from one of the professional service providers from the Register of Potential Suppliers. The scope of investigation and reporting services include:</p> <ul style="list-style-type: none"> • Identification if the cladding is combustible and expert building assessment to understand the level of safety risk to residents by the presence of combustible cladding • Scope preparation to address the issues identified in the detailed building inspection • Recommendation to completely remediate or reduce (to an acceptable level) the risk the cladding poses while ensuring compliance with National Construction Code • Initial costing of the scoped work and assessment of time to complete the remediation work • Identification any interim fire safety measures that should be immediately implemented to the building • Preparation the CTAR in accordance with the requirements of the ACT Government program <p>The Owners Corporation is acting in line with ACT Government guidance while Oracle building is still appropriately insured. It is also noted that ACT Government is developing a Concessional Loan Scheme in the next stage.</p>
Gardening	<p>Due to the termination of gardening service with short notice by the previous contractor in November 2021, the Owners Corporation appointed a new contractor who is currently providing gardening service on month-to-month basis.</p> <p>The current servicing of the garden areas has been observed as not up to an acceptable standard and hours of attendance seem to be randomised and the agreed scope of works does not seem to be completed effectively.</p> <p>It has been suggested to re-assign the day of weekly attendance from Mondays to Thursdays. The Managing Agent will arrange a site visit with EC members to review the state of the gardens following a regular attendance by the gardeners to provide further feedback to the current contractor.</p>
Capital Works Plan	<p>Major Capital Works is referenced within the Sinking Fund Forecast Plan.</p> <ul style="list-style-type: none"> • External building repaint works are on hold until the cladding project is completed • Quotes for the building exterior cleaning including external windows will be sought. Costs can be covered by using some of the accumulated Sinking Fund balance <p>It has been reported that a few instances of graffiti found around the complex. The Managing Agent will capture the instances of graffiti during a site visit ahead of seeking quotes for removal.</p>

Meeting closed: 08:25 PM

Yours faithfully

Independent Strata Management Pty Limited

Charles Martin

Strata Manager for Independent Strata Management Ltd Pty

On behalf of Unit Plan 3566

Email: UP3566@Independent.com.au

Phone: 6209 1561

Minutes of the Executive Committee Meeting “Oracle Stage 2” UP 3566

Date & Time: Monday 14th Feb 2022 at 5:30PM

Venue: Via Zoom – Video Conference

AGENDA ITEMS AND MOTIONS AS DETERMINED BY THE OWNERS CORPORATION

MEETING FORMALITIES

Members Present: S Sehgal
C Austin
H Chau
C Naidoo
A Savage

Chairperson: S Sehgal

Apologies: NIL

Proxy Votes: NIL

Quorum Status: A quorum of the Executive Committee (EC) was present.

Representative: Jess Pirie representing Independent Strata Management Pty Ltd.

1. HOT WATER – BLOCK E

It was resolved Laser Plumbing would be appointed to investigate reported hot water issues affecting Block E as the issue is linked again to cross connected tempering valves.

2. UNIT 111

It was resolved to proceed with the balcony remediation quote for unit 111 and for the works to be undertaken within the next 3 months.

3. FIRE CONTRACTOR

It was resolved to appoint O’Neill & Brown fire as the Fire maintenance contractor for the Oracle Stage 2 development.

Dedicated Fire will be provided with appropriate notice to cease service.

4. MAINTENANCE AND UPKEEP

1. It was resolved to have a focus on maintenance and upkeep of the buildings appeal, the oncoming executive committee will be reviewing proposals for internal corridor patch and paint during the 2022 Financial Year.
2. It was resolved the at the time of façade maintenance (to address superficial cracking in render) the external of the building will be cleaned, not painted just yet. The building clean will also include window cleaning and pest spray.
3. It was resolved to explore options of energy efficiency initiatives through the 2022 financial year, this will involve discussion surrounding Solar Panels.

5. GENERAL BUSINESS

AGM preparation is underway, financials have been issued to Kelly + Partners for auditing purposes. The Audited financials will be presented with the AGM package – this is a mandatory requirement under the legislation. Strata Manager will work with Treasurer for budgeting purposes

All members were thanked for their attendance and contribution to the meeting.

Meeting closed: 6:55 PM

Yours faithfully

Independent Strata Management Pty Limited

Jess Pirie

Strata Manager for Independent Strata Management Ltd Pty

On behalf of Unit Plan 3566

Email: teamecho@independent.com.au

Phone: 6209 1994

**Minutes of the Annual General Meeting
3566 - Oracle C-D-E-F-G-
64-68 College Street**

Date: 14 Apr 2021

Commencement: 5:30 PM

Venue: Zoom Online and Ground floor Boardroom 91 Northbourne Avenue Turner, ACT, 2612

AGENDA ITEMS AND MOTIONS AS DETERMINED BY THE OWNERS CORPORATION

MEETING FORMALITIES

Members Present:	Lot 49	Robert Mercieca
	Lot 57	Alexander Muir
	Lot 73	Caitlin Naidoo
	Lot 78	Ms Cheryl Austin
	Lot 80	Owen Dive
	Lot 83	Stephanie Farnham
	Lot 101	Michael Prosper & Samantha Baldwin
	Lot 116	Ms Alexandra Digan
	Lot 123	Mr Grant Davies
	Lot 126	Bryce Ding
	Lot 132	Yixin Li
	Lot 145	Suzanne & Ciaran O’Riordan
	Lot 149	Mr Melvin Poh
	Lot 154	Renee Vercoe
	Lot 159	A Savage
	Lot 171	Leonie Lam
	Lot 174	Shefali Seghal
	Lot 210	Yuan Gao
	Lot 228	Kelvin Loh
	Lot 249	Ms Helen Chau
	Lot 267	David & Anne Hunter
	Lot 285	Jackson Chen
	Lot 294	Jan Rixon & Miles Petty
	Lot 309	Joseph & Julie Fenech
	Lot 318	Jeffrey & Cheryl Bollard

Chairperson: Ms Alexandra Digan was elected chairperson for this meeting.

Apologies: Lot 155 Pam Whitely

Online/Absentee Votes	Lot 10	Mr Ramanujam Chalam
	Lot 12	Mr George Tsekouras
	Lot 13	Hua Zhang & Lixin Sui
	Lot 15	Fiona Atkins
	Lot 36	Mr John Simons & Mrs Kate Simons
	Lot 40	NJ & V Slack Pty Limited
	Lot 43	Mr Andrew Wilson

Lot 54 & 64	Mr Darren & Mrs Penelope Doblinger
Lot 75	Irina Kulakov
Lot 79	Jade McGlashan
Lot 90	Mr James Sanday & Ms Nancy Sanday
Lot 124	Alisha Tarrant
Lot 128	Mr Soul Kim
Lot 131	Abdul Azize
Lot 137	Cody Robertson & Ms Bronwen Robertson
Lot 144	Edward Kang
Lot 147	Louise Le Quyen Hall
Lot 150	Mr Yung-Chang Su
Lot 155	Pamela Whitely
Lot 156	Joel Swinton
Lot 170	Ms Janet Te
Lot 176	Phillip Wolfe
Lot 180	Ms Janet McFarlane
Lot 182	Amarottam Shrestha
Lot 184	Eunice Blanchard
Lot 186	Shirley Walsh
Lot 190	Michelle Cooke
Lot 193	Deborah Pobjie
Lot 216	Dialecti Helios
Lot 223	Robin Bell
Lot 230	Ms Kelly Wu
Lot 232	Soo Peng Choo
Lot 243	Lesley Mckinnon
Lot 250	Kedi Zhang & Zenobia Li
Lot 262	Ann Holmes
Lot 277	Anthony Kite & Siobhan Kite
Lot 278	Ms Jennifer Anne Dockar
Lot 297	Mr Manfred Kahl & Ms Karan Day-Kahl
Lot 300	Haresh Purohit
Lot 326	Donovan Faget
Lot 330	Oscar Shen
Lot 335	Stephen & Samantha Ning

Quorum Status: A quorum of the Owners Corporation was not present, however the meeting proceeded on a reduced Quorum basis (as per Schedule 3.9 of the Unit Titles (Management) Act 2011) - See attached reduced quorum coversheet.

Representative: Jess Pirie & Nicole Robb representing Independent Strata Management Pty Ltd.

1. ALTERNATIVE VOTING MECHANISMS

That the owners corporation of 3566 agree to accept online pre-voting as a valid vote that will also count towards a quorum of the meeting as per Schedule 3, section 3.31A of the Unit Titles (Management) Act 2011.

Failed by Simple Majority

Motion Amendment

That the owners corporation of 3566 agree to accept online pre-voting as a valid vote, This will not count towards a quorum of the meeting as per Schedule 3, section 3.31A of the Unit Titles (Management) Act 2011.

Passed by Simple Majority

It was resolved that all owners present would accept the motion wording amendment to stipulate the pre voting does not count toward a quorum since legal advice surrounding this motion has been sought and confirmed.

2. PREVIOUS MINUTES

That the Minutes of the previous Annual General Meeting 1st of April 2020 be confirmed as a true and accurate record of the proceedings of the meeting.

Passed by Simple Majority

3. INSURANCE RENEWAL

That the Owners Corporation of UP 3566 authorise the Managing Agent to renew and adjust the building insurance in consultation with the Executive Committee.

Passed by Simple Majority

It was highlighted the insurance only seen a 12.3% increase was initially predicted at 30-40% which is highly favourable to the Owners Corporation for budgeting purposes.

Insurance Excess

Pursuant to Section 100 of the Unit Titles (Management) Act, the Owners Corporation is responsible for all excess claims made on the insurance policy held by the Owners Corporation. Please note that we are unable to determine how many claims will be made on the policy, the budgeted amount has therefore been determined by the previous financial year claims.

Contents Insurance

Unit owners are responsible to take out their own contents (including carpet, all furnishings and fittings) and liability cover within their unit. The insurance cover held by the Owners Corporation only covers the building structure (including permanent fixtures) and common property.

4. INSURANCE - VALUATION

That the Owners Corporation of UP 3566 authorise the Managing Agent to obtain an insurance valuation report.

Passed by Simple Majority

5. FINANCIAL STATEMENTS

That the Owners Corporation of UP 3566 accept the financial statements as presented.

Passed by Simple Majority

The Treasurer provided an in-depth overview to all owners present on the financial reports and spoke to the financial position of the Owners Corporation, the Treasurer highlighted that there is currently a surplus in the Administrative fund of approx. \$130k and highlighted that the owners corporation were sitting at \$500k ahead of the Sinking Fund Forecast recommendation as at 31st January 2021 and it would be encouraged to keep this surplus as there can often be unplanned expenditure. Overall, the complex finances are in a really positive place.

The Treasurer touched on the Sinking Fund budget explaining the expenditure and why there was expenditure against line items with no budget. This is due to unforeseen replacements toward plumbing maintenance equipment replacement, CCTV install and replacement to ramp up security on the building and Cube install attributed to lift maintenance.

An extended thank you to the Treasurer for her hard work and dedication to the Treasurers position held on the committee.

The Strata Manager advised there was a vast overspend in the Administrative fund on plumbing maintenance however, the tempering valve items which were to be invoiced directly to unit owners are \$3,000 away from being completely recovered which will reflect in 2021-2022 FY statements.

6. BUDGET DEBATE - ADMINISTRATIVE FUND

That the Owners Corporation of UP 3566 adopt the proposed Administrative Fund budget of \$1,019,050.52 (Incl. GST).

Passed by Simple Majority

The Treasurer provided an overview on the budget and identified that there is a 10% increase on the levies overall. It was noted that this is in line with budget increases.

7. BUDGET DEBATE - SINKING FUND

That the Owners Corporation of UP 3566 adopt the proposed Sinking Fund budget of \$192,166.00 (Incl. GST), in accordance with the sinking fund forecast.

Passed by Simple Majority

The Treasurer provided an overview on the budget and identified that there is a 10% increase on the levies overall. It was noted that this is in line with budget increases.

8. ADMINISTRATIVE AND SINKING FUND LEVY CONTRIBUTION

That the Owners Corporation of UP 3566 agree that the approved budget for the 12 month period starting 1st of February 2021 will be raised in accordance with the unit entitlements on a Quarterly basis, being 14 May 2021, 1 July 2021, 1 October 2021 and 1 January 2022.

Passed by Simple Majority

It was noted that the initial levy date has been pushed back to May given the meeting was held slightly later.

9. SINKING FUND FORECAST REPORT

That the Owners Corporation of UP 3566 give consent to obtain an updated Sinking Fund Forecast Report to be approved and accepted by the Executive Committee.

Passed by Simple Majority

The Treasurer spoke to the cladding issue at the complex and the idea of incorporating the replacement into the Sinking Fund Forecast to enable owners to make gradual contributions with the intention of offering owners reprieve in the event a special levy is required later. This is to be reviewed when a consultant is engaged to assess the complex and compile the report.

10. MAINTENANCE PLAN

The Owners Corporation of UP 3566 agree to authorise the managing agent, in conjunction with the executive committee to obtain a Maintenance Plan, to be approved and maintained by the Executive Committee.

Passed by Simple Majority

11. ELECTION OF COMMITTEE

That the Owners Corporation of UP 3566 agree to appoint 3 to 7 Owners to form the Executive Committee until the next Annual General Meeting.

Passed by Simple Majority

It was resolved (7) members be elected onto the Executive Committee until the next Annual General Meeting

Helen Chau	Alexandra Digan
Renee Vercoe	Caitlin Naidoo
Alan Savage	Cheryl Austin
Shefali Seghal	

It was agreed there would be a Sub Committee member to assist with the Executive Committee duties, however any person who joins the sub committee recognises they are not entitled to voting rights unless a member on the Executive Committee resigns and this person(s) is elected to take their place. The following owner has volunteered to be a part of the Sub Committee and it is encouraged more owners volunteer time in assistance. Noting someone with Legal experience would also be an asset at a later date.

Stephanie Farnham will be a part of the sub committee at this time.

A special thanks was extended to the Executive Committee of 2020-2021 to recognise their efforts surrounding the complex and the issues faced and dealt with throughout the year. It was mentioned by the Strata Manager that a position on the committee is a volunteer role and as lot of time has been invested by the past/present members with special thanks to the Chairperson & Treasurer for their enormous efforts throughout the year and quick action to issues presented.

12. STRATA MANAGEMENT AGENCY AGREEMENT

The current agreement was signed 8th of March 2018 and expired on 8th of March 2021. Independent Strata Management (ISM) is currently providing its service to the Owners Corporation of UP 3566 based on a month-to-month service agreement until a fixed term service agreement is to be signed.

Passed by Simple Majority

Section 50 of the Unit Titles (Management) Act 2011 and Section 100 of the Agents Act, requires a Strata Managing Agent to have a written agreement with its client. It is proposed that a special general meeting to be held by no later than 30 June 2021 for Unit Owners to vote on the appointment of the Strata Management Agency. The Executive Committee will work with ISM on obtaining at least three (3) quotations, including one from ISM to be provided to Unit Owners for consideration and voting at the special general meeting to be held.

13. GENERAL BUSINESS

Cladding

An overview of the cladding process and status was provided to all owners present. Highlighting that NRS are currently in the process of collating a proposal to present to the Committee which will then be passed on to all owners for their consideration. Once the proposal is received there will be further consideration to what financial options will be sought. It was noted that Stage 1 are also using NRS and the proposals will be made in conjunction with each other as the grounds are very mutual and joined.

It was also highlighted that the complex is has a proper Building insurance policy in place and a reasonable excess for fire claims.

There was a question surrounding the liability to the builder/developer to be pursued for the installation of cladding that no longer meets the BCA (Building Code Australia.) An explanation was given that at the time of construction, the material used for the coloured panel cladding was compliant with the BCA and the builder/developer cannot be held liable due to a change in material compliance.

As the buildings are appropriately insured and would be covered for any fire claims, noting that the cladding has been declared to the insurance company and the insurance company are aware that the Committee are in efforts to obtain a proposal for remediation.

The Strata Manager thanked all Owners in attendance for their time and contribution and the meeting closed at 7:03 PM

Yours faithfully

Independent Strata Management Pty Limited

Jess Pirie
Strata Manager for Independent Strata Management Ltd Pty
On behalf of Unit Plan 3566
Email: teamecho@independent.com.au
Phone: 02 6209 1994

MINUTES OF EXECUTIVE COMMITTEE MEETING

Date: Wednesday 5th May 2021
Time: 5:30pm
Location: Independent Office, Level 2 of 91 Northbourne Avenue, Turner ACT 2612

MEETING FORMALITIES

Members Present: A Digan, C Austin, C Naidoo, H Chau and S Sehgal
Guests Present: B Alman (Building Manager) and S Collard (Star Plumbing)
Apologies: R Vercoe and A Savage
Representative: Mrs J Pirie from Independent Strata Management.

OFFICE BEARERS

MOTION 1. That the Executive Committee of UP 3566 elect the position of Chairperson, Treasurer and Secretary and carry out their functions in accordance with the requirements of the Unit Titles (Management) Act 2011.

Chairperson: S Sehgal

Secretary: Strata Manager

Treasurer: H Chau

Communication Officer: C Austin

It was agreed that the Strata Manager will continue the weekly phone catch up with the Chairperson. It was also agreed that the Treasurer will be cc'd into all correspondence between Chair & Communications Officer regarding expenditure. Expenditure limit up to \$5,000 can be approved by Chairperson without seeking entire committee approval.

MINUTES AND DELEGATION

MOTION 2. That the Executive Committee of UP3566 acknowledge that the Strata Manager will, in this **FAILED** instance, record, prepare and distribute the Minutes of the Annual General Meeting and Executive Committee Meeting, however; moving forward, this role will be undertaken by the appointed Secretary of the Owners Corporation.

MOTION 3. That the Executive Committee of UP3566 agrees to delegate the functions of Secretary to the **CARRIED** Strata Manager.

GENERAL BUSINESS

Hot water

Simon Collard from Star Plumbing provided an update on their continue investigation on the current hot water situation. Simon advised the hot water flow is affected by the demand. Simon also suggested that adjusting the boiler temperature may also be effective to assist with rectifying the hot water issues.

While the delay of hot water flow by up to 2-3 minutes is advised as completely normal, owners/residents are strongly encouraged that they should report to the Strata Manager immediately for further investigation if they are experiencing water fluctuation issues.

It is noted that Tempering Valves do not have a lifelong expectancy so it is highly recommended to have them inspected every 5 years or so to check they are adjusted correctly and functioning as how they should. This can affect individual units and is an owner's responsibility to maintain or replace as required.

Building Manager Update

Bill from JLL discussed matters outstanding in relation to leaks within few units, Bill has been working in conjunction with contractors to identify and rectify leaks within the units of concern. There are two units which are pending investigation by a window specialist that has been approved by the committee to go ahead, these investigations will be carried out and the units concerned will be informed of the findings along with a solution for repair.

It was agreed that the Strata Manager will send through a template to the building manager for a monthly report to be prepared by the building manager for distribution to the Executive Committee (EC) via the Strata Manager for all items concerning the complex.

Service Contractor Audit

To be carried out once Managing Agent is selected at the upcoming Special General Meeting which will be held toward the end of June 2021.

Communication

It was resolved that at beginning of every month an EC update will be provided to the Communication Officer with all non-urgent matters arising, anything urgent is sent to the Communication Officer to disburse to the rest of EC for discussion or for their information. A trello board log in will be sent to the EC so there is 100% accessibility to all matters concerning Oracle Stage 2.

The meeting closed at 7:37pm and the Strata Manager thanked all members and guest present for their contribution and attendance.

Yours faithfully,

Jess Pirie

Team Leader & Strata Manager

Independent Property Group

EXECUTIVE COMMITTEE MEMBER RESPONSIBILITIES

The Owners Corporation (OC) elect's unit owners to form an Executive Committee (EC) by Ordinary Resolution. The EC must elect a minimum of three (3) and maximum of seven (7) members. If more than seven (7) members are to be elected, a Special Resolution is required (under Section 38 of the UTMA).

At the first EC meeting a Chairperson, Secretary and Treasurer must be elected. An EC member may also take on more than one role, in accordance with (under Section 40 of the UTMA).

The EC can delegate the function of Secretary and/or Treasurer to the Strata Manager by either EC/OC designation (under Section 58 of the UTMA). For example: the EC/OC can delegate functions at the AGM when the EC is appointed, or the EC can delegate functions at its first meeting after the AGM.

Chairperson functions:

- a. Chair General Meetings of the OC and EC Meetings.
- b. Set agenda for General Meetings and EC Meetings in consultation with Secretary and OC Manager.
- c. Liaise with Secretary, Treasurer and Strata Manager regarding the performance of their functions.
- d. The Chairperson may at any time leave a meeting or stand down for a special purpose. If this occurs, a temporary Chairperson must be elected.
- f. At a General Meeting and/or EC meeting, the Chairperson may vote for himself/herself and exercise a casting vote if the votes are equal (except for dual occupancy).

Secretary Functions:

- a. Provide notice of meetings (General Meetings and EC Meetings).
- b. Prepare and distribute Minutes of all meetings to Owners and EC Meetings to Committee members.
- c. Keep records of the OC – except financial records. *I.E: owner's details, Minutes, general information, plans, agreements, contracts, correspondence, etc.*
- d. Provide notices under the Act on behalf of the EC and OC. *I.E: Rule Infringement Notice.*
- e. Provide certificates under the Act (Section 119 Certificate).
- f. Prepare and answer correspondence.
- g. Provide administration support to EC and OC.

Treasurer Functions:

- a. Provide each owner a Notice of Contribution for Administrative funds (levy notice).
- b. Provide each owner a Notice of Contribution for Sinking funds (levy notice).
- c. Bank monies received into the OC bank account.
- d. If the OC does not hold a bank account, then receive, receipt and account for monies paid to the OC.
- e. Pay invoices received by the OC as authorised by the EC.
- f. Keep financial records and Minutes.
- g. Arrange audits of the financial records if required by OC.
- h. Provide to the EC financial reports to enable monitoring of the financial performance of the OC.

- i. Prepare and certify the annual financial statements.

Insurance Valuation Report

For

"Oracle"

64-68 College Street, Belconnen

Scheme Number: UP3566



COMPILED BY: QIA GROUP PTY LTD

Job Reference Number: 177014

22 July 2022

Professional Indemnity Insurance Policy Number 96 0968886 PLP

PO Box 1280,
Beenleigh QLD 4207

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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 **64-68 College Street, Belconnen.**

1.2 Property Address

The property is situated at **64-68 College Street, Belconnen.**

1.3 Description of Building

The property comprises three hundred and thirty six residential apartments in two eight storey and three seven storey buildings and with car accommodation provided as allocated spaces in a secure shared basement level garage area. Access to upper floors is by internal stairs & lobbies and a single passenger lift in each building. Common property includes a swimming pool, gym room, steam room & sauna, bbq area, driveway pavings, boundary walls & fences and site landscaping.

In accordance with the plans provided the date of registration of the scheme is 2010.

1.4 Client

The Owners Corporation "Oracle" .

1.5 Replacement Value

Recommended Insured Value: \$164,000,000 (Inc GST)

1.6 Inspector Details

Inspector Number

101

R.T. Haughney

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:

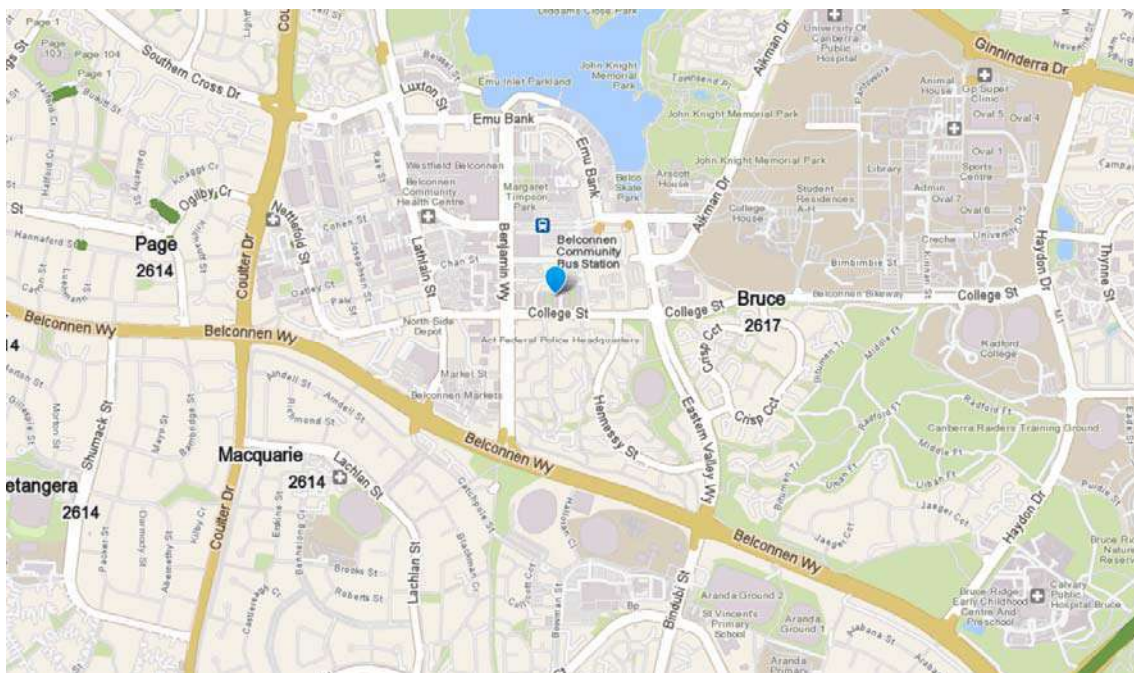
- Present Building Costs.
- Allowance for Cost Escalation during the lead time of planning, calling tenders, and fitout.
- Professional Fees.
- Removal of Debris.
- Cost Escalation in the likely time lapse between the anniversary date and the date of any happening.

NB

No allowance has been made for short term price escalations that may eventuate due to a declared catastrophe. Insurers will provide cover for these circumstances upon request, based on the sum insured recommended in this report.

2.6 Valuation	
Replacement Building and Improvements Cost:	\$127,500,000
Allowance for Cost Escalation:	
Design and Documentation:	9 Months
Calling Tenders and Appraisals:	3 Months
Construction Period and Fit-out:	12 Months
Calculated at 6% over the period	\$11,500,000
Progressive Subtotal:	\$139,000,000
Professional Fees:	\$11,000,000
Progressive Subtotal:	\$150,000,000
Removal of Debris:	\$5,100,000
Progressive Subtotal:	\$155,100,000
Cost Escalation:	\$8,900,000
Progressive Subtotal:	\$164,000,000
Recommended Insured Value:	\$164,000,000 (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 and upper floors.

3.4.1.2 WALL STRUCTURE

EXTERNAL WALL CONSTRUCTION: Masonry.

EXTERNAL WALL FINISHES: Painted.

3.4.1.3 ROOF STRUCTURE

ROOF CONSTRUCTION: Timber/steel framed low pitched.

ROOFING: Profiled steel sheet coverings.

3.4.1.4 DRIVEWAY STRUCTURE

DRIVEWAY CONSTRUCTION: Combination of bitumen & pavers.

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

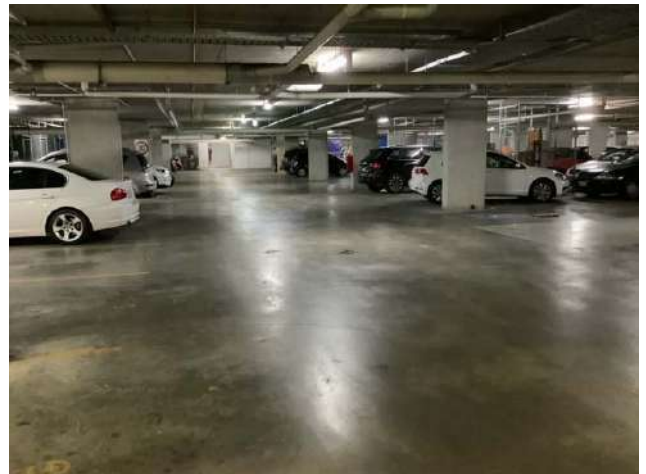
- This Inspection Report does not include the inspection and assessment of items or matters outside the stated purpose of the requested inspection and report. Other items or matters may be the subject of an Inspection Report which is adequately specified.
- The inspection only covered the Readily Accessible 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



Sinking Fund Plan

Oracle v2

64-68 College Street, Belconnen, ACT 2616

Scheme Number: 3566



COMPILED BY SIMON VINCENT

**On 30 March 2023 for the
15 Years Commencing: 1 February 2023
QIA Job Reference Number: 186793**

Professional Indemnity Insurance Policy Number 1411189338 PLP
© QIA Group Pty Ltd

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QIA Group Pty Ltd
ABN 27 116 106 453

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QIA Group Pty Ltd

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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

64-68 College Street, Belconnen, ACT 2616

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:	\$2.60
Number of Lot/Unit Entitlements:	100000
Opening Balance:	\$1,436,815.41
The proposed Sinking Fund Levy per entitlement (GST incl) is:	\$3.37

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.

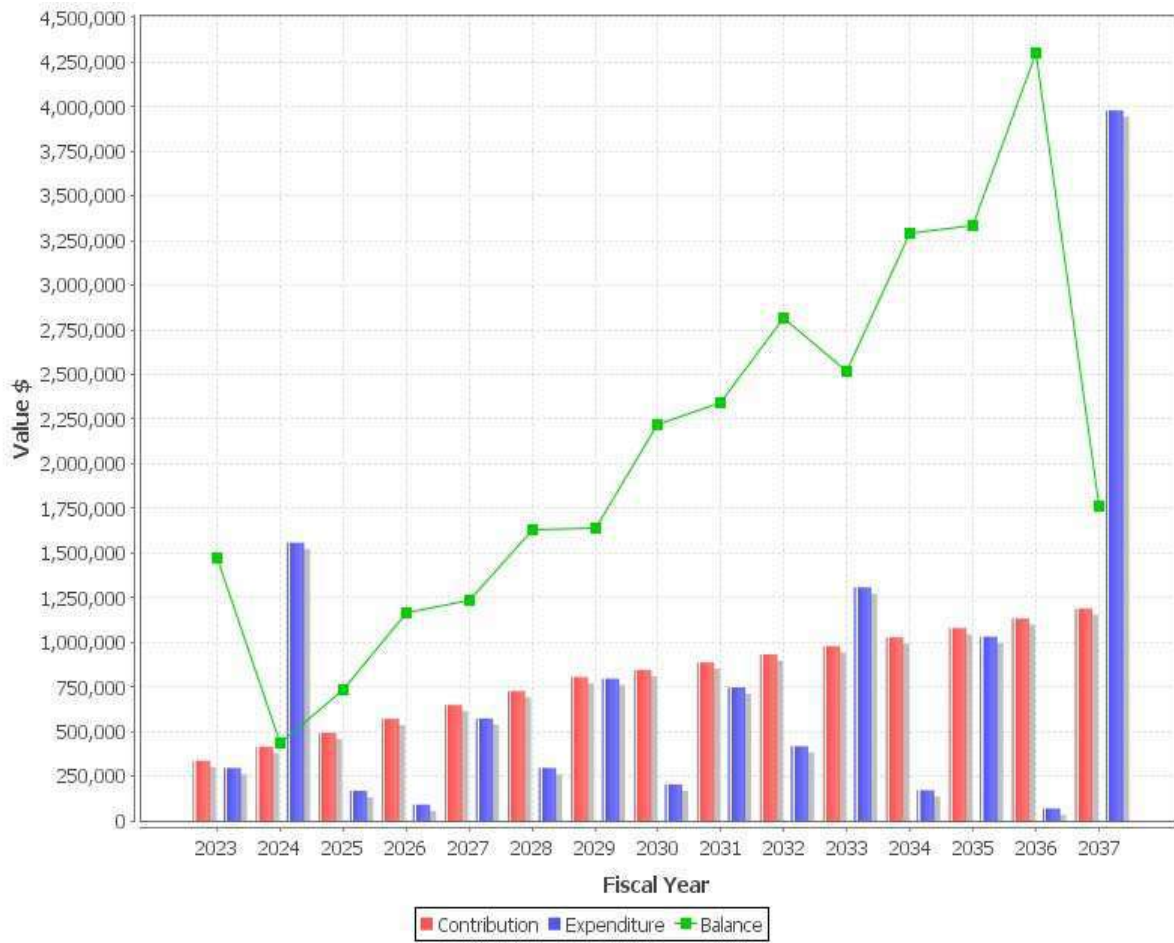
An allowance has been made for buildings Registered for Goods and Services Tax (GST) and GST has been applied to the levies and expenses proposed in this report – input tax credits have been accounted for and are shown in the **Financial Summary Table** in this report.

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	01/02/2023	\$1,436,815	\$306,770	\$30,677	\$337,447	\$3.07	\$0.31	\$3.37	\$26,981	\$296,786	\$1,473,780
2	01/02/2024	\$1,473,780	\$377,622	\$37,762	\$415,384	\$3.78	\$0.38	\$4.15	\$141,627	\$1,557,899	\$435,129
3	01/02/2025	\$435,129	\$448,474	\$44,847	\$493,321	\$4.48	\$0.45	\$4.93	\$15,289	\$168,183	\$730,709
4	01/02/2026	\$730,709	\$519,325	\$51,933	\$571,258	\$5.19	\$0.52	\$5.71	\$8,283	\$91,111	\$1,167,206
5	01/02/2027	\$1,167,206	\$590,177	\$59,018	\$649,195	\$5.90	\$0.59	\$6.49	\$52,086	\$572,943	\$1,236,526
6	01/02/2028	\$1,236,526	\$661,029	\$66,103	\$727,132	\$6.61	\$0.66	\$7.27	\$26,917	\$296,090	\$1,628,383
7	01/02/2029	\$1,628,383	\$731,881	\$73,188	\$805,069	\$7.32	\$0.73	\$8.05	\$72,421	\$796,636	\$1,636,050
8	01/02/2030	\$1,636,050	\$768,475	\$76,847	\$845,322	\$7.68	\$0.77	\$8.45	\$18,576	\$204,341	\$2,218,760
9	01/02/2031	\$2,218,760	\$806,899	\$80,690	\$887,589	\$8.07	\$0.81	\$8.88	\$67,954	\$747,491	\$2,346,121
10	01/02/2032	\$2,346,121	\$847,244	\$84,724	\$931,968	\$8.47	\$0.85	\$9.32	\$38,077	\$418,848	\$2,812,594
11	01/02/2033	\$2,812,594	\$889,606	\$88,961	\$978,566	\$8.90	\$0.89	\$9.79	\$118,868	\$1,307,551	\$2,513,517
12	01/02/2034	\$2,513,517	\$934,086	\$93,409	\$1,027,495	\$9.34	\$0.93	\$10.27	\$15,587	\$171,455	\$3,291,736
13	01/02/2035	\$3,291,736	\$980,790	\$98,079	\$1,078,869	\$9.81	\$0.98	\$10.79	\$93,837	\$1,032,203	\$3,334,160
14	01/02/2036	\$3,334,160	\$1,029,830	\$102,983	\$1,132,813	\$10.30	\$1.03	\$11.33	\$6,286	\$69,150	\$4,301,126
15	01/02/2037	\$4,301,126	\$1,081,321	\$108,132	\$1,189,454	\$10.81	\$1.08	\$11.89	\$361,730	\$3,979,035	\$1,765,143

SINKING FUND FORECAST MOVEMENT



SUMMARY OF ANNUAL FORECAST EXPENDITURE

February 2023	Expense Inc GST
SUPERSTRUCTURE	
- Provision to replace balustrade/handrail fixings	\$2,183
- Capital Replacement - General	\$16,800
DRIVEWAY	
- Maintain bitumen driveway (patchwork)	\$6,237
- Maintain pavers	\$3,812
- Maintain line marking 10% of total	\$2,610
EXTERNAL WORKS	
- Ongoing partial maintenance of pathways 2%	\$7,623
- Re-stain timber seating	\$9,702
FURNITURE & FITTINGS	
- Provision to replace door closers 10% of total	\$1,663
FIRE PROTECTION SYSTEMS	
- Install/Replace sensors/exit signage/emergency lighting	\$8,894
LOBBIES/STAIRWELL	
- Repaint all previously painted surfaces (as per Higgins quote)	\$237,263
<u>Total Forecast Expenditure for year - February 2023 (Inc GST):</u>	<u>\$296,786</u>
Includes GST amount of :	\$26,981
February 2024	Expense Inc GST
SUPERSTRUCTURE	
- Repaint building	\$914,414
- Repaint balcony ceilings	\$147,349
- Scaffold/access equip allowance	\$266,805

- Repaint door face	\$1,940
- Replace external door/frame 20% of total	\$970
- Repaint balustrade/handrail	\$23,649
- Repaint pergolas	\$3,881
- Replace planter box membrane	\$60,638
- Capital Replacement - General	\$17,640

BASEMENT

- Repaint walls/bollards	\$18,919
- Repaint door face	\$6,306
- Replace stormwater pumps	\$15,159

FENCING

- Repaint boundary walls/fencing	\$5,094
----------------------------------	---------

FURNITURE & FITTINGS

- Ongoing partial replacement of exterior lighting	\$1,583
- Provision to upgrade swipe/card readers	\$849
- Provision to upgrade security cameras & associated equipment	\$11,521

AMENITIES

- Repaint walls/ceilings	\$2,668
- Replace hand dryer	\$788

ROOF

- Repaint membrane	\$56,393
--------------------	----------

PLANT & EQUIPMENT

- Provision for ongoing replacement of hot water circulating pumps	\$1,334
--	---------

Total Forecast Expenditure for year - February 2024 (Inc GST): **\$1,557,899**

Includes GST amount of : **\$141,627**

February 2025	Expense Inc GST
SUPERSTRUCTURE	
- Provision to replace balustrade/handrail fixings	\$2,407
- Capital Replacement - General	\$18,522
BASEMENT	
- Replace exhaust/supply fans + variable speed controllers	\$32,089
- Provision for CO sensor replacement	\$4,202
DRIVEWAY	
- Maintain pavers	\$4,202
EXTERNAL WORKS	
- Replace synthetic grass	\$42,022
- Replace irrigation controller	\$2,801
FURNITURE & FITTINGS	
- Provision to replace door closers 10% of total	\$1,834
AMENITIES	
- Maintain fixtures/fittings	\$637
FIRE PROTECTION SYSTEMS	
- Provision to replace portable fire extinguishers	\$17,573
- Install/Replace sensors/exit signage/emergency lighting	\$9,805
PLANT & EQUIPMENT	
- Replace hot water system tanks	\$32,089
<u>Total Forecast Expenditure for year - February 2025 (Inc GST):</u>	<u>\$168,183</u>
Includes GST amount of :	\$15,289

February 2026		Expense Inc GST
SUPERSTRUCTURE		
- Replace external door/frame 20% of total		\$1,070
- Provision for partial podium slab membrane replacement		\$32,089
- Capital Replacement - General		\$19,448
SAUNA		
- Provision to replace sauna heater		\$4,279
BASEMENT		
- Maintain/repair main garage door running gear		\$4,011
DRIVEWAY		
- Maintain bitumen driveway (patchwork)		\$7,220
- Maintain line marking 10% of total		\$3,022
EXTERNAL WORKS		
- Ongoing partial maintenance of pathways 2%		\$8,825
FURNITURE & FITTINGS		
- Ongoing partial replacement of exterior lighting		\$1,745
LOBBIES/STAIRWELL		
- Maintain tiles 3% of total		\$7,932
PLANT & EQUIPMENT		
- Provision for ongoing replacement of hot water circulating pumps		\$1,471
<u>Total Forecast Expenditure for year - February 2026 (Inc GST):</u>		<u>\$91,111</u>
Includes GST amount of :		\$8,283
February 2027		Expense Inc GST
SUPERSTRUCTURE		
- Provision to replace balustrade/handrail fixings		\$2,653

- Capital Replacement - General	\$20,421
---------------------------------	----------

SAUNA

- Provision to upgrade sauna	\$18,953
------------------------------	----------

DRIVEWAY

- Maintain pavers	\$4,633
-------------------	---------

EXTERNAL WORKS

- Re-stain timber seating	\$11,793
---------------------------	----------

FURNITURE & FITTINGS

- Provision to upgrade swipe/card readers	\$983
---	-------

- Provision to upgrade intercom systems & associated equipment	\$142,258
--	-----------

- Provision to replace door closers 10% of total	\$2,022
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- Provision to replace BBQ's	\$8,423
------------------------------	---------

FIRE PROTECTION SYSTEMS

- Provision to upgrade Fire Panel & associated detection equipment	\$259,443
--	-----------

- Provision to replace fire hose reels	\$56,858
--	----------

- Install/Replace sensors/exit signage/emergency lighting	\$10,810
---	----------

ROOF

- Maintain metal roof fixings/flashings	\$21,059
---	----------

PLANT & EQUIPMENT

- Replace bin lifters	\$12,635
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<u>Total Forecast Expenditure for year - February 2027 (Inc GST):</u>	<u>\$572,943</u>
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Includes GST amount of :	\$52,086
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February 2028

Expense Inc GST

SUPERSTRUCTURE

- Replace external door/frame 20% of total	\$1,179
--	---------

- Capital Replacement - General	\$21,442
---------------------------------	----------

EXTERNAL WORKS

- Maintain common pipework	\$5,307
----------------------------	---------

FURNITURE & FITTINGS

- Provision to replace mail boxes in 15 years (partial accrual)	\$17,439
---	----------

- Ongoing partial replacement of exterior lighting	\$1,924
--	---------

AMENITIES

- Maintain tiles 5% of total	\$2,182
------------------------------	---------

FIRE PROTECTION SYSTEMS

- Replace sprinkler pumps	\$5,896
---------------------------	---------

PLANT & EQUIPMENT

- Refurbish lift interiors	\$125,299
----------------------------	-----------

- Provision for ongoing replacement of hot water circulating pumps	\$1,622
--	---------

- Replace RAYPAK hot water heaters	\$60,143
------------------------------------	----------

- Provision to replace Comms, Bin, Hot water, Electrical switchboard rooms exhaust fans	\$53,657
---	----------

<u>Total Forecast Expenditure for year - February 2028 (Inc GST):</u>	<u>\$296,090</u>
---	------------------

Includes GST amount of :	\$26,917
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February 2029	Expense Inc GST
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SUPERSTRUCTURE

- Provision to replace balustrade/handrail fixings	\$2,925
--	---------

- Provision to replace pergolas in 13 years (partial accrual)	\$11,237
---	----------

- Capital Replacement - General	\$22,514
---------------------------------	----------

BASEMENT

- Provision to replace main garage doors in 13 years (partial accrual)	\$6,640
--	---------

DRIVEWAY

- Maintain bitumen driveway (patchwork)	\$8,358
- Maintain pavers	\$5,108
- Maintain line marking 10% of total	\$3,498

EXTERNAL WORKS

- Ongoing partial maintenance of pathways 2%	\$10,216
--	----------

FURNITURE & FITTINGS

- Provision to replace door closers 10% of total	\$2,229
--	---------

FIRE PROTECTION SYSTEMS

- Install/Replace sensors/exit signage/emergency lighting	\$11,918
---	----------

ROOF

- Provision for partial balcony membrane replacement	\$154,781
--	-----------

PLANT & EQUIPMENT

- Provision for mechanical upgrade of lifts in 15 years (partial accrual)	\$557,212
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Total Forecast Expenditure for year - February 2029 (Inc
GST): \$796,636

Includes GST amount of : \$72,421

February 2030	Expense Inc GST
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SUPERSTRUCTURE

- Replace external door/frame 20% of total	\$1,300
- Provision for partial podium slab membrane replacement	\$39,005
- Provision to replace individual roller door motors	\$10,401
- Capital Replacement - General	\$23,639

BASEMENT

- Replace main garage door motors	\$10,401
-----------------------------------	----------

FURNITURE & FITTINGS

- Ongoing partial replacement of exterior lighting	\$2,121
- Replace traffic mirrors	\$1,950
- Provision to upgrade swipe/card readers	\$1,138

AMENITIES

- Maintain fixtures/fittings	\$813
- Maintain shower waterproofing	\$16,252
- Provision to replace toilet and basin	\$10,726

FIRE PROTECTION SYSTEMS

- Provision to replace portable fire extinguishers	\$22,428
- Replace stairwell pressurisation fan motors	\$42,905

LOBBIES/STAIRWELL

- Maintain tiles 3% of total	\$9,642
------------------------------	---------

PLANT & EQUIPMENT

- Provision for ongoing replacement of hot water circulating pumps	\$1,788
- Replace town water supply pumps + controller	\$8,776
- Replace town water supply pressure vessel	\$1,056

Total Forecast Expenditure for year - February 2030 (Inc GST): **\$204,341**

Includes GST amount of : **\$18,576**

February 2031

Expense
Inc GST

SUPERSTRUCTURE

- Provision to replace balustrade/handrail fixings	\$3,225
- Provision to replace individual roller doors in 18 years (partial accrual)	\$3,413
- Capital Replacement - General	\$24,821

DRIVEWAY

- Maintain pavers	\$5,631
- Maintain concrete driveway 20% of total	\$3,584

EXTERNAL WORKS

- Re-stain timber seating	\$14,334
- Provision to replace timber seating in 9 years	\$22,525

FURNITURE & FITTINGS

- Provision to replace mail boxes in 15 years (partial accrual)	\$20,187
- Provision to upgrade security cameras & associated equipment	\$16,211
- Provision to replace door closers 10% of total	\$2,457

AMENITIES

- Maintain tiles 5% of total	\$2,526
- Replace hand dryer	\$1,109

FIRE PROTECTION SYSTEMS

- Install/Replace sensors/exit signage/emergency lighting	\$13,140
---	----------

PLANT & EQUIPMENT

- Provision for mechanical upgrade of lifts in 15 years (partial accrual)	\$614,326
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Total Forecast Expenditure for year - February 2031 (Inc GST): \$747,491

Includes GST amount of : \$67,954

February 2032

Expense
Inc GST

SUPERSTRUCTURE

- Replace external door/frame 20% of total	\$1,433
- Provision to replace pergolas in 13 years (partial accrual)	\$13,008
- Capital Replacement - General	\$26,062

BASEMENT

- Provision to replace main garage doors in 13 years (partial accrual)	\$7,687
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DRIVEWAY

- Maintain bitumen driveway (patchwork)	\$9,676
- Maintain line marking 10% of total	\$4,049

EXTERNAL WORKS

- Ongoing partial maintenance of pathways 2%	\$11,826
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FURNITURE & FITTINGS

- Ongoing partial replacement of exterior lighting	\$2,338
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LOBBIES/STAIRWELL

- Replace carpet/floor covering	\$292,419
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ROOF

- Provision to replace guttering in 22 years (partial accrual)	\$21,501
- Maintain metal roof fixings/flashings	\$26,877

PLANT & EQUIPMENT

- Provision for ongoing replacement of hot water circulating pumps	\$1,971
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<u>Total Forecast Expenditure for year - February 2032 (Inc GST):</u>	<u>\$418,848</u>
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Includes GST amount of :	\$38,077
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February 2033

Expense Inc GST

SUPERSTRUCTURE

- Provision to replace balustrade/handrail fixings	\$3,556
- Capital Replacement - General	\$27,366

DRIVEWAY

- Maintain pavers	\$6,209
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FURNITURE & FITTINGS

- Provision to upgrade swipe/card readers \$1,317
- Provision to replace door closers 10% of total \$2,709

FIRE PROTECTION SYSTEMS

- Install/Replace sensors/exit signage/emergency lighting \$14,487

LOBBIES/STAIRWELL

- Repaint all previously painted surfaces (as per Higgins quote) \$386,476

ROOF

- Provision for partial balcony membrane replacement \$188,137

PLANT & EQUIPMENT

- Provision for mechanical upgrade of lifts in 15 years (partial accrual) \$677,294

Total Forecast Expenditure for year - February 2033 (Inc GST): \$1,307,551

Includes GST amount of : \$118,868

February 2034

Expense
Inc GST

SUPERSTRUCTURE

- Provision for partial podium slab membrane replacement \$47,411
- Provision to replace individual roller doors in 18 years (partial accrual) \$3,951
- Capital Replacement - General \$28,734

SAUNA

- Provision to replace sauna heater \$6,321
- Upgrade steam generator \$19,754

EXTERNAL WORKS

- Maintain common pipework \$7,112

FENCING

- Provision to replace colorbond slat fencing in 30 years (partial accrual) \$15,408

FURNITURE & FITTINGS

- Provision to replace mail boxes in 15 years (partial accrual) \$23,369
- Ongoing partial replacement of exterior lighting \$2,578

AMENITIES

- Maintain tiles 5% of total \$2,924

LOBBIES/STAIRWELL

- Maintain tiles 3% of total \$11,719

PLANT & EQUIPMENT

- Provision for ongoing replacement of hot water circulating pumps \$2,173

Total Forecast Expenditure for year - February 2034 (Inc GST): \$171,455

Includes GST amount of : \$15,587

February 2035

Expense
Inc GST

SUPERSTRUCTURE

- Provision to replace balustrade/handrail fixings \$3,920
- Provision to replace pergolas in 13 years (partial accrual) \$15,059
- Capital Replacement - General \$30,170

BASEMENT

- Maintain ventilation ducting 10% of total \$9,147
- Provision to replace main garage doors in 13 years (partial accrual) \$8,898
- Maintain/repair main garage door running gear \$6,223

DRIVEWAY

- Maintain bitumen driveway (patchwork) \$11,201

- Maintain pavers \$6,845
- Maintain line marking 10% of total \$4,688

EXTERNAL WORKS

- Ongoing partial maintenance of pathways 2% \$13,690
- Re-stain timber seating \$17,423

FURNITURE & FITTINGS

- Provision to replace door closers 10% of total \$2,987

AMENITIES

- Maintain fixtures/fittings \$1,037

FIRE PROTECTION SYSTEMS

- Provision to replace portable fire extinguishers \$28,624
- Install/Replace sensors/exit signage/emergency lighting \$15,971
- Overhaul stair pressurisation fan/drum \$107,859

PLANT & EQUIPMENT

- Provision for mechanical upgrade of lifts in 15 years (partial accrual) \$746,717
- Provision to replace Comms, Bin, Hot water, Electrical switchboard rooms ventilation ducting 20% of total \$1,742

Total Forecast Expenditure for year - February 2035 (Inc GST): \$1,032,203

Includes GST amount of : \$93,837

February 2036	Expense Inc GST
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SUPERSTRUCTURE

- Capital Replacement - General \$31,679

DRIVEWAY

- Maintain concrete driveway 20% of total \$4,574

FURNITURE & FITTINGS

- Ongoing partial replacement of exterior lighting \$2,842

- Provision to upgrade swipe/card readers	\$1,525
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ROOF

- Provision to replace guttering in 22 years (partial accrual)	\$26,135
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PLANT & EQUIPMENT

- Provision for ongoing replacement of hot water circulating pumps	\$2,396
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<u>Total Forecast Expenditure for year - February 2036 (Inc GST):</u>	<u>\$69,150</u>
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Includes GST amount of :	\$6,286
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February 2037

Expense Inc GST

SUPERSTRUCTURE

- Repaint building	\$1,724,263
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- Repaint balcony ceilings	\$277,849
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- Scaffold/access equip allowance	\$503,101
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- Repaint door face	\$3,659
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- Provision to replace balustrade/handrail fixings	\$4,322
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- Replace planter box membrane	\$114,341
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- Provision to replace individual roller doors in 18 years (partial accrual)	\$4,574
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- Capital Replacement - General	\$33,263
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BASEMENT

- Repaint walls/bollards	\$35,674
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- Repaint door face	\$11,891
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DRIVEWAY

- Maintain pavers	\$7,547
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FENCING

- Repaint boundary walls/fencing	\$9,605
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FURNITURE & FITTINGS

- Provision to replace mail boxes in 15 years (partial accrual)	\$27,053
- Provision to replace door closers 10% of total	\$3,293

AMENITIES

- Repaint walls/ceilings	\$5,031
- Maintain tiles 5% of total	\$3,384

FIRE PROTECTION SYSTEMS

- Install/Replace sensors/exit signage/emergency lighting	\$17,609
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ROOF

- Maintain metal roof fixings/flashings	\$34,302
- Repaint membrane	\$106,337
- Provision for partial balcony membrane replacement	\$228,682

PLANT & EQUIPMENT

- Provision for mechanical upgrade of lifts in 15 years (partial accrual)	\$823,256
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<u>Total Forecast Expenditure for year - February 2037 (Inc GST):</u>	<u>\$3,979,035</u>
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Includes GST amount of :	\$361,730
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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 building	\$754,000	2024	13		914414													1724263
- Repaint balcony ceilings	\$121,500	2024	13		147349													277849
- Scaffold/access equip allowance	\$220,000	2024	13		266805													503101
- Repaint door face	\$1,600	2024	13		1940													3659
- Replace external door/frame 20% of total	\$800	2024	2		970		1070		1179		1300		1433					
- Provision to replace balustrade/handrail fixings	\$1,890	2023	2	2183		2407		2653		2925		3225		3556		3920		4322
- Repaint balustrade/handrail	\$19,500	2024	15		23649													
- Repaint pergolas	\$3,200	2024	0		3881													
- Provision to replace pergolas in 13 years (partial accrual)	\$7,260	2029	3							11237			13008			15059		
- Provision for partial podium slab membrane replacement	\$24,000	2026	4				32089				39005				47411			
- Replace planter box membrane	\$50,000	2024	13		60638													114341
- Provision to replace individual roller doors in 18 years (partial accrual)	\$2,000	2031	3									3413				3951		4574
- Provision to replace individual roller door motors	\$6,400	2030	10								10401							
- Capital Replacement - General	\$14,546	2023	0	16800	17640	18522	19448	20421	21442	22514	23639	24821	26062	27366	28734	30170	31679	33263
SAUNA																		
- Provision to upgrade sauna	\$13,500	2027	17					18953										
- Provision to replace sauna heater	\$3,200	2026	8				4279								6321			
- Upgrade steam generator	\$10,000	2034	12												19754			

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 exhaust/supply fans + variable speed controllers	\$25,200	2025	15			32089												
- Provision for CO sensor replacement	\$3,300	2025	15			4202												
- Repaint walls/bollards	\$15,600	2024	13		18919													35674
- Maintain ventilation ducting 10% of total	\$4,410	2035	3													9147		
- Repaint door face	\$5,200	2024	13		6306													11891
- Provision to replace main garage doors in 13 years (partial accrual)	\$4,290	2029	3							6640			7687			8898		
- Maintain/repair main garage door running gear	\$3,000	2026	9				4011									6223		
- Replace main garage door motors	\$6,400	2030	10								10401							
- Replace stormwater pumps	\$12,500	2024	14		15159													
DRIVEWAY																		
- Maintain bitumen driveway (patchwork)	\$5,400	2023	3	6237			7220			8358			9676			11201		
- Maintain pavers	\$3,300	2023	2	3812		4202		4633		5108		5631		6209		6845		7547
- Maintain concrete driveway 20% of total	\$2,100	2031	5									3584					4574	
- Maintain line marking 10% of total	\$2,260	2023	3	2610			3022			3498			4049			4688		
EXTERNAL WORKS																		
- Maintain common pipework	\$3,600	2028	6						5307						7112			
- Ongoing partial maintenance of pathways 2%	\$6,600	2023	3	7623			8825			10216			11826			13690		
- Replace synthetic grass	\$33,000	2025	15			42022												
- Replace irrigation controller	\$2,200	2025	15			2801												
- Re-stain timber seating	\$8,400	2023	4	9702				11793				14334				17423		
- Provision to replace timber seating in 9 years	\$13,200	2031	21									22525						

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
FENCING																		
- Provision to replace colorbond slat fencing in 30 years (partial accrual)	\$7,800	2034	6												15408			
- Repaint boundary walls/fencing	\$4,200	2024	13		5094													9605
FURNITURE & FITTINGS																		
- Provision to replace mail boxes in 15 years (partial accrual)	\$11,830	2028	3						17439			20187			23369			27053
- Ongoing partial replacement of exterior lighting	\$1,305	2024	2		1583		1745		1924		2121		2338		2578		2842	
- Replace traffic mirrors	\$1,200	2030	20								1950							
- Provision to upgrade swipe/card readers	\$700	2024	3		849			983			1138			1317			1525	
- Provision to upgrade security cameras & associated equipment	\$9,500	2024	7		11521							16211						
- Provision to upgrade intercom systems & associated equipment	\$101,330	2027	17					142258										
- Provision to replace door closers 10% of total	\$1,440	2023	2	1663		1834		2022		2229		2457		2709		2987		3293
- Provision to replace BBQ's	\$6,000	2027	17					8423										
AMENITIES																		
- Maintain fixtures/fittings	\$500	2025	5			637					813					1037		
- Maintain shower waterproofing	\$10,000	2030	20								16252							
- Repaint walls/ceilings	\$2,200	2024	13		2668													5031
- Maintain tiles 5% of total	\$1,480	2028	3						2182			2526			2924			3384
- Replace hand dryer	\$650	2024	7		788							1109						
- Provision to replace toilet and basin	\$6,600	2030	20								10726							
FIRE PROTECTION SYSTEMS																		
- Provision to upgrade Fire Panel & associated detection equipment	\$184,800	2027	17					259443										

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 replace fire hose reels	\$40,500	2027	17					56858										
- Provision to replace portable fire extinguishers	\$13,800	2025	5			17573					22428					28624		
- Install/Replace sensors/exit signage/emergency lighting	\$7,700	2023	2	8894		9805		10810		11918		13140		14487		15971		17609
- Replace sprinkler pumps	\$4,000	2028	18						5896									
- Replace stairwell pressurisation fan motors	\$26,400	2030	20								42905							
- Overhaul stair pressurisation fan/drum	\$52,000	2035	25													107859		
LOBBIES/STAIRWELL																		
- Repaint all previously painted surfaces (as per Higgins quote)	\$205,422	2023	10	237263										386476				
- Replace carpet/floor covering	\$163,200	2032	12										292419					
- Maintain tiles 3% of total	\$5,932	2026	4				7932				9642				11719			
ROOF																		
- Provision to replace guttering in 22 years (partial accrual)	\$12,000	2032	4										21501				26135	
- Maintain metal roof fixings/flashings	\$15,000	2027	5					21059					26877					34302
- Repaint membrane	\$46,500	2024	13		56393													106337
- Provision for partial balcony membrane replacement	\$100,000	2029	4							154781				188137				228682
PLANT & EQUIPMENT																		
- Refurbish lift interiors	\$85,000	2028	18						125299									
- Provision for mechanical upgrade of lifts in 15 years (partial accrual)	\$360,000	2029	2							557212		614326		677294		746717		823256
- Replace hot water system tanks	\$25,200	2025	15			32089												
- Provision for ongoing replacement of hot water circulating pumps	\$1,100	2024	2		1334		1471		1622		1788		1971		2173		2396	

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 RAYPAK hot water heaters	\$40,800	2028	18						60143									
- Replace town water supply pumps + controller	\$5,400	2030	20								8776							
- Replace town water supply pressure vessel	\$650	2030	10								1056							
- Provision to replace Comms, Bin, Hot water, Electrical switchboard rooms exhaust fans	\$36,400	2028	18						53657									
- Provision to replace Comms, Bin, Hot water, Electrical switchboard rooms ventilation	\$840	2035	3												1742			
- Replace bin lifters	\$9,000	2027	17					12635										
Total				296786	1557899	168183	91111	572943	296090	796636	204341	747491	418848	1307551	171455	1032203	69150	3979035
Includes GST amount of				26981	141627	15289	8283	52086	26917	72421	18576	67954	38077	118868	15587	93837	6286	361730

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 building	\$754,000	2024	13	446056	914414	97345	199556	306879	419567	537890	662129	792580	929554	1073376	1224390	1382954	1549446	1724263
- Repaint balcony ceilings	\$121,500	2024	13	71878	147349	15686	32157	49451	67609	86676	106696	127717	149789	172965	197299	222850	249679	277849
- Scaffold/access equip allowance	\$220,000	2024	13	130149	266805	28403	58226	89540	122420	156944	193194	231257	271223	313187	357249	403515	452093	503101
- Repaint door face	\$1,600	2024	13	946	1940	207	423	651	890	1141	1405	1682	1973	2278	2598	2935	3288	3659
- Replace external door/frame 20% of total	\$800	2024	2	473	970	522	1070	575	1179	634	1300	699	1433	0	0	0	0	0
- Provision to replace balustrade/handrail fixings	\$1,890	2023	2	2183	1174	2407	1294	2653	1427	2925	1573	3225	1735	3556	1912	3920	2108	4322
- Repaint balustrade/handrail	\$19,500	2024	15	11536	23649	2506	5138	7901	10802	13849	17047	20406	23932	27635	31523	35606	39892	44393
- Repaint pergolas	\$3,200	2024	0	1893	3881	0	0	0	0	0	0	0	0	0	0	0	0	0
- Provision to replace pergolas in 13 years (partial accrual)	\$7,260	2029	3	1380	2829	4351	5949	7626	9387	11237	4126	8459	13008	4777	9793	15059	0	0
- Provision for partial podium slab membrane replacement	\$24,000	2026	4	7445	15262	23470	32089	9050	18552	28529	39005	11000	22550	34677	47411	13370	27409	42150
- Replace planter box membrane	\$50,000	2024	13	29580	60638	6455	13233	20350	27823	35669	43908	52558	61641	71179	81193	91708	102748	114341
- Provision to replace individual roller doors in 18 years (partial accrual)	\$2,000	2031	3	310	635	976	1334	1710	2105	2520	2956	3413	1253	2569	3951	1451	2974	4574
- Provision to replace individual roller door motors	\$6,400	2030	10	1089	2233	3434	4695	6019	7409	8868	10401	1347	2761	4246	5806	7443	9162	10967
- Capital Replacement - General	\$14,546	2023	0	16800	17640	18522	19448	20421	21442	22514	23639	24821	26062	27366	28734	30170	31679	33263

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
SAUNA																		
- Provision to upgrade sauna	\$13,500	2027	17	3430	7032	10813	14784	18953	1681	3446	5300	7246	9289	11435	13687	16053	18537	21145
- Provision to replace sauna heater	\$3,200	2026	8	993	2035	3130	4279	662	1357	2087	2853	3658	4503	5390	6321	978	2005	3083
- Upgrade steam generator	\$10,000	2034	12	1241	2544	3912	5349	6858	8442	10105	11851	13685	15610	17631	19754	2229	4569	7026
BASEMENT																		
- Replace exhaust/supply fans + variable speed controllers	\$25,200	2025	15	10179	20867	32089	3091	6338	9746	13325	17082	21028	25171	29521	34089	38884	43920	49208
- Provision for CO sensor replacement	\$3,300	2025	15	1333	2732	4202	405	830	1276	1745	2237	2753	3296	3865	4464	5092	5751	6443
- Repaint walls/bollards	\$15,600	2024	13	9229	18919	2014	4129	6349	8681	11129	13699	16398	19232	22208	25332	28613	32057	35674
- Maintain ventilation ducting 10% of total	\$4,410	2035	3	516	1059	1628	2226	2853	3513	4205	4931	5694	6495	7336	8220	9147	3359	6885
- Repaint door face	\$5,200	2024	13	3076	6306	671	1376	2116	2893	3709	4566	5466	6410	7402	8444	9537	10685	11891
- Provision to replace main garage doors in 13 years (partial accrual)	\$4,290	2029	3	816	1672	2571	3515	4506	5547	6640	2438	4999	7687	2823	5786	8898	0	0
- Maintain/repair main garage door running gear	\$3,000	2026	9	931	1908	2934	4011	564	1157	1779	2432	3118	3839	4595	5389	6223	875	1795
- Replace main garage door motors	\$6,400	2030	10	1089	2233	3434	4695	6019	7409	8868	10401	1347	2761	4246	5806	7443	9162	10967
- Replace stormwater pumps	\$12,500	2024	14	7395	15159	1685	3453	5311	7261	9308	11458	13716	16086	18575	21188	23932	26813	29839
DRIVEWAY																		
- Maintain bitumen driveway (patchwork)	\$5,400	2023	3	6237	2290	4695	7220	2651	5435	8358	3069	6292	9676	3553	7284	11201	4113	8431
- Maintain pavers	\$3,300	2023	2	3812	2050	4202	2260	4633	2492	5108	2747	5631	3029	6209	3339	6845	3681	7547
- Maintain concrete driveway 20% of total	\$2,100	2031	5	325	666	1025	1401	1796	2211	2646	3104	3584	828	1697	2610	3568	4574	1056

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 line marking 10% of total	\$2,260	2023	3	2610	959	1965	3022	1110	2275	3498	1284	2633	4049	1487	3049	4688	1721	3528
EXTERNAL WORKS																		
- Maintain common pipework	\$3,600	2028	6	780	1599	2460	3363	4311	5307	1046	2143	3296	4507	5778	7112	1401	2872	4417
- Ongoing partial maintenance of pathways 2%	\$6,600	2023	3	7623	2799	5739	8825	3241	6643	10216	3751	7690	11826	4343	8902	13690	5027	10305
- Replace synthetic grass	\$33,000	2025	15	13330	27326	42022	4048	8299	12763	17449	22370	27537	32963	38659	44641	50921	57516	64440
- Replace irrigation controller	\$2,200	2025	15	889	1821	2801	270	553	851	1163	1491	1836	2197	2577	2976	3394	3834	4295
- Re-stain timber seating	\$8,400	2023	4	9702	2736	5609	8626	11793	3326	6818	10484	14334	4042	8287	12743	17423	4913	10072
- Provision to replace timber seating in 9 years	\$13,200	2031	21	2043	4188	6440	8805	11288	13895	16632	19507	22525	1757	3602	5538	7572	9708	11950
FENCING																		
- Provision to replace colorbond slat fencing in 30 years (partial accrual)	\$7,800	2034	6	968	1984	3052	4172	5349	6584	7882	9244	10674	12176	13752	15408	3036	6223	9570
- Repaint boundary walls/fencing	\$4,200	2024	13	2485	5094	542	1112	1709	2337	2996	3688	4415	5178	5979	6820	7704	8631	9605
FURNITURE & FITTINGS																		
- Provision to replace mail boxes in 15 years (partial accrual)	\$11,830	2028	3	2564	5256	8082	11050	14167	17439	6403	13127	20187	7413	15196	23369	8581	17592	27053
- Ongoing partial replacement of exterior lighting	\$1,305	2024	2	772	1583	851	1745	939	1924	1035	2121	1140	2338	1258	2578	1386	2842	1528
- Replace traffic mirrors	\$1,200	2030	20	204	419	644	880	1128	1389	1663	1950	156	321	493	674	864	1064	1274
- Provision to upgrade swipe/card readers	\$700	2024	3	414	849	312	639	983	361	740	1138	418	856	1317	484	992	1525	0

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 security cameras & associated equipment	\$9,500	2024	7	5620	11521	1991	4082	6277	8582	11002	13543	16211	2802	5743	8832	12075	15480	19056
- Provision to upgrade intercom systems & associated equipment	\$101,330	2027	17	25745	52777	81161	110965	142258	12618	25867	39779	54386	69723	85827	102737	120492	139135	158709
- Provision to replace door closers 10% of total	\$1,440	2023	2	1663	895	1834	986	2022	1087	2229	1199	2457	1321	2709	1457	2987	1606	3293
- Provision to replace BBQ's	\$6,000	2027	17	1524	3125	4806	6570	8423	747	1532	2355	3220	4128	5082	6083	7134	8238	9397
AMENITIES																		
- Maintain fixtures/fittings	\$500	2025	5	202	414	637	147	302	464	634	813	188	385	592	809	1037	239	491
- Maintain shower waterproofing	\$10,000	2030	20	1702	3489	5365	7336	9404	11576	13857	16252	1304	2673	4111	5621	7206	8870	10618
- Repaint walls/ceilings	\$2,200	2024	13	1301	2668	284	582	895	1224	1569	1932	2313	2712	3132	3572	4035	4521	5031
- Maintain tiles 5% of total	\$1,480	2028	3	321	658	1011	1383	1773	2182	801	1643	2526	928	1901	2924	1073	2201	3384
- Replace hand dryer	\$650	2024	7	384	788	136	279	429	587	753	926	1109	192	393	604	826	1059	1303
- Provision to replace toilet and basin	\$6,600	2030	20	1123	2303	3541	4841	6207	7640	9145	10726	861	1764	2713	3710	4756	5854	7008
FIRE PROTECTION SYSTEMS																		
- Provision to upgrade Fire Panel & associated detection equipment	\$184,800	2027	17	46953	96253	148018	202372	259443	23012	47175	72546	99186	127158	156528	187367	219748	253747	289447
- Provision to replace fire hose reels	\$40,500	2027	17	10290	21094	32439	44351	56858	5043	10339	15899	21737	27867	34304	41062	48158	55610	63433
- Provision to replace portable fire extinguishers	\$13,800	2025	5	5574	11427	17573	4059	8321	12796	17494	22428	5180	10619	16331	22327	28624	6611	13553
- Install/Replace sensors/exit signage/emergency lighting	\$7,700	2023	2	8894	4783	9805	5273	10810	5814	11918	6410	13140	7067	14487	7791	15971	8590	17609
- Replace sprinkler pumps	\$4,000	2028	18	867	1777	2733	3736	4790	5896	504	1034	1590	2174	2787	3431	4107	4816	5561

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 stairwell pressurisation fan motors	\$26,400	2030	20	4493	9211	14164	19366	24827	30562	36583	42905	3443	7058	10853	14839	19024	23418	28031
- Overhaul stair pressurisation fan/drum	\$52,000	2035	25	6089	12483	19196	26245	33647	41419	49579	58147	67144	76590	86509	96924	107859	7653	15688
LOBBIES/STAIRWELL																		
- Repaint all previously painted surfaces (as per Higgins quote)	\$205,422	2023	10	237263	30727	62990	96866	132436	169784	209000	250176	293412	338809	386476	50050	102603	157784	215723
- Replace carpet/floor covering	\$163,200	2032	12	23249	47660	73291	100205	128463	158135	189291	222004	256353	292419	32992	67634	104008	142201	182303
- Maintain tiles 3% of total	\$5,932	2026	4	1840	3773	5802	7932	2237	4586	7052	9642	2719	5574	8571	11719	3305	6775	10418
ROOF																		
- Provision to replace guttering in 22 years (partial accrual)	\$12,000	2032	4	1709	3504	5389	7368	9446	11627	13918	16324	18849	21501	6064	12430	19116	26135	7370
- Maintain metal roof fixings/flashings	\$15,000	2027	5	3811	7813	12015	16427	21059	4864	9971	15334	20965	26877	6208	12726	19570	26756	34302
- Repaint membrane	\$46,500	2024	13	27509	56393	6003	12307	18926	25875	33172	40834	48879	57327	66196	75509	85288	95556	106337
- Provision for partial balcony membrane replacement	\$100,000	2029	4	19010	38971	59930	81936	105043	129306	154781	43650	89483	137607	188137	53057	108767	167262	228682
PLANT & EQUIPMENT																		
- Refurbish lift interiors	\$85,000	2028	18	18421	37763	58073	79397	101788	125299	10719	21974	33791	46199	59228	72908	87273	102355	118192
- Provision for mechanical upgrade of lifts in 15 years (partial accrual)	\$360,000	2029	2	68437	140295	215747	294971	378156	465500	557212	299671	614326	330387	677294	364252	746717	401588	823256
- Replace hot water system tanks	\$25,200	2025	15	10179	20867	32089	3091	6338	9746	13325	17082	21028	25171	29521	34089	38884	43920	49208
- Provision for ongoing replacement of hot water circulating pumps	\$1,100	2024	2	651	1334	718	1471	791	1622	872	1788	961	1971	1060	2173	1169	2396	1288

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 RAYPAK hot water heaters	\$40,800	2028	18	8842	18126	27875	38110	48858	60143	5145	10547	16220	22176	28429	34996	41891	49130	56732
- Replace town water supply pumps + controller	\$5,400	2030	20	919	1884	2897	3961	5078	6251	7483	8776	704	1444	2220	3035	3891	4790	5734
- Replace town water supply pressure vessel	\$650	2030	10	111	227	349	477	611	752	900	1056	137	280	431	589	756	930	1113
- Provision to replace Comms, Bin, Hot water, Electrical switchboard rooms exhaust fans	\$36,400	2028	18	7889	16171	24869	34000	43589	53657	4590	9410	14470	19784	25363	31222	37373	43832	50613
- Provision to replace Comms, Bin, Hot water, Electrical switchboard rooms ventilation	\$840	2035	3	98	202	310	424	543	669	801	939	1084	1237	1397	1565	1742	639	1311
- Replace bin lifters	\$9,000	2027	17	2287	4688	7209	9856	12635	1121	2297	3533	4830	6193	7623	9125	10702	12357	14096
TOTAL ACCRUALS				1074887	711668	1135875	1633623	1677874	1958903	1744269	2374781	2497337	2991719	2640686	3473581	3497242	4526950	1701163

* **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.

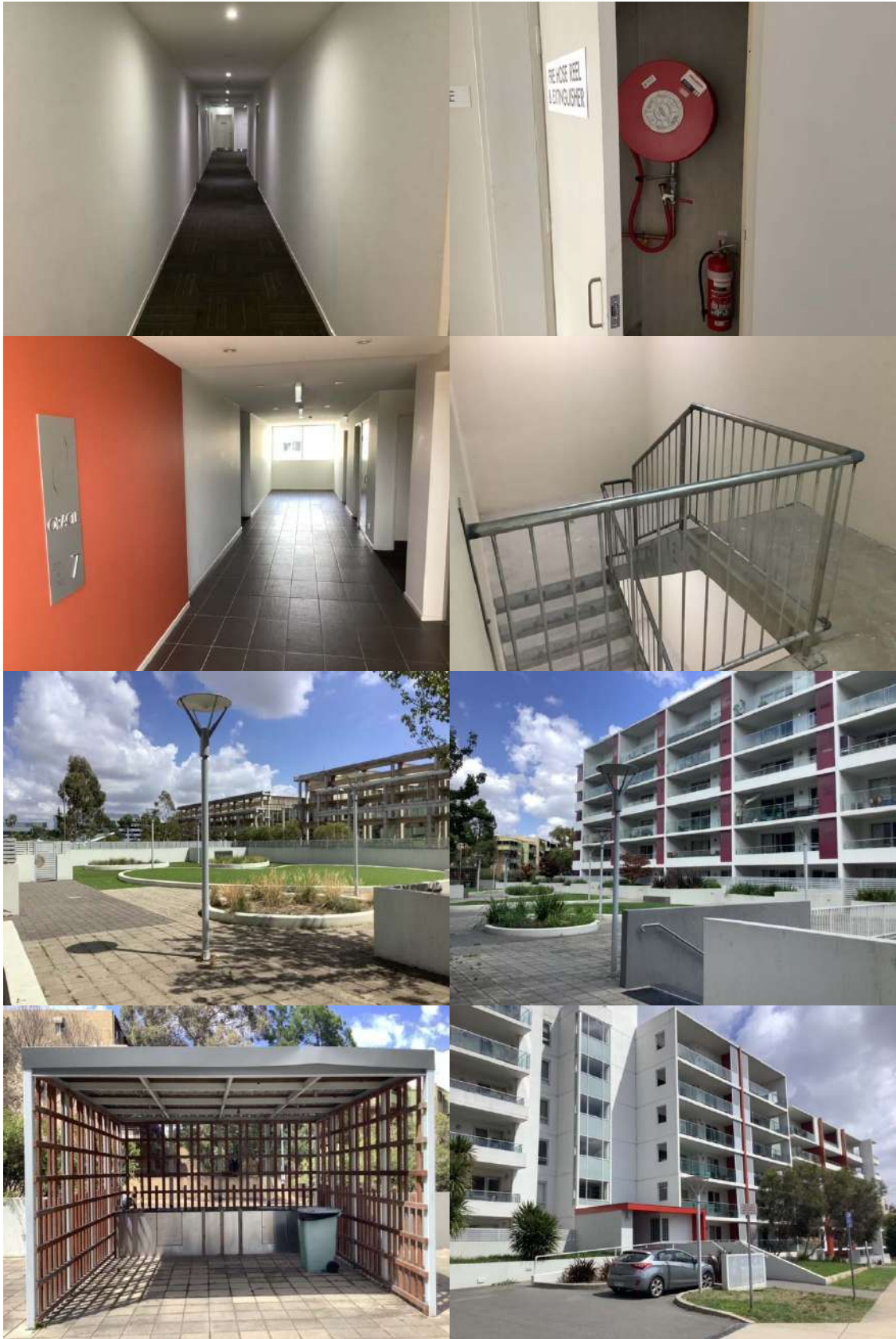
This Sinking Fund plan is not a building dilapidation report, building diagnostic report, warranty inspection, defects report, engineering report or structural assessment of the building. Where information in respect of any of these items at time of ordering, it has been incorporated into the report 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.

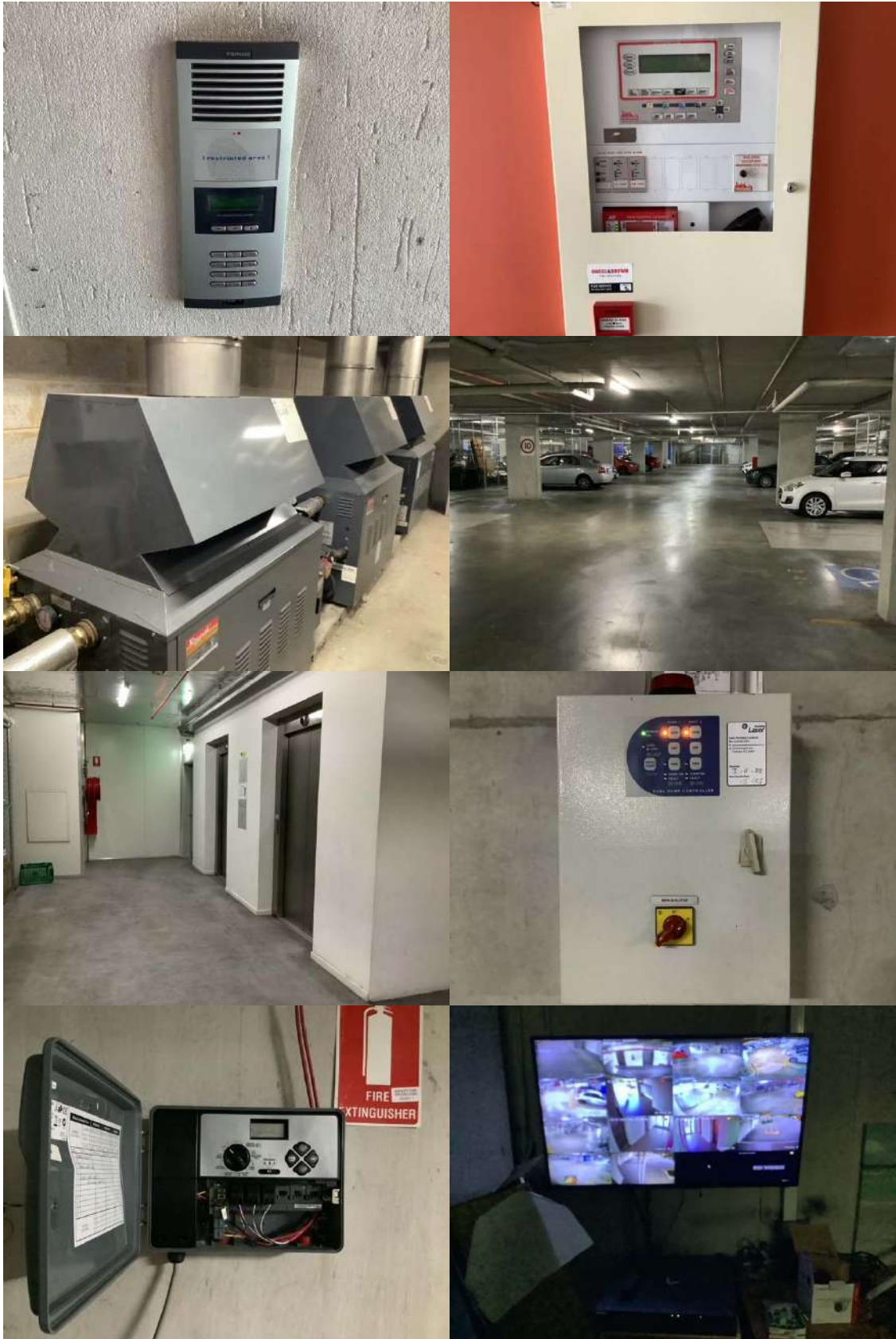
The inspector did not identify and assess safety hazards and did not carry out a risk assessment relating to any hazards upon the common property as part of this report. The report is not an Asbestos report and no assessment was made of asbestos products. The report is not Pool Safety or Window Safety report and no assessment was made as to the compliance or otherwise of any pool barrier or common property windows.

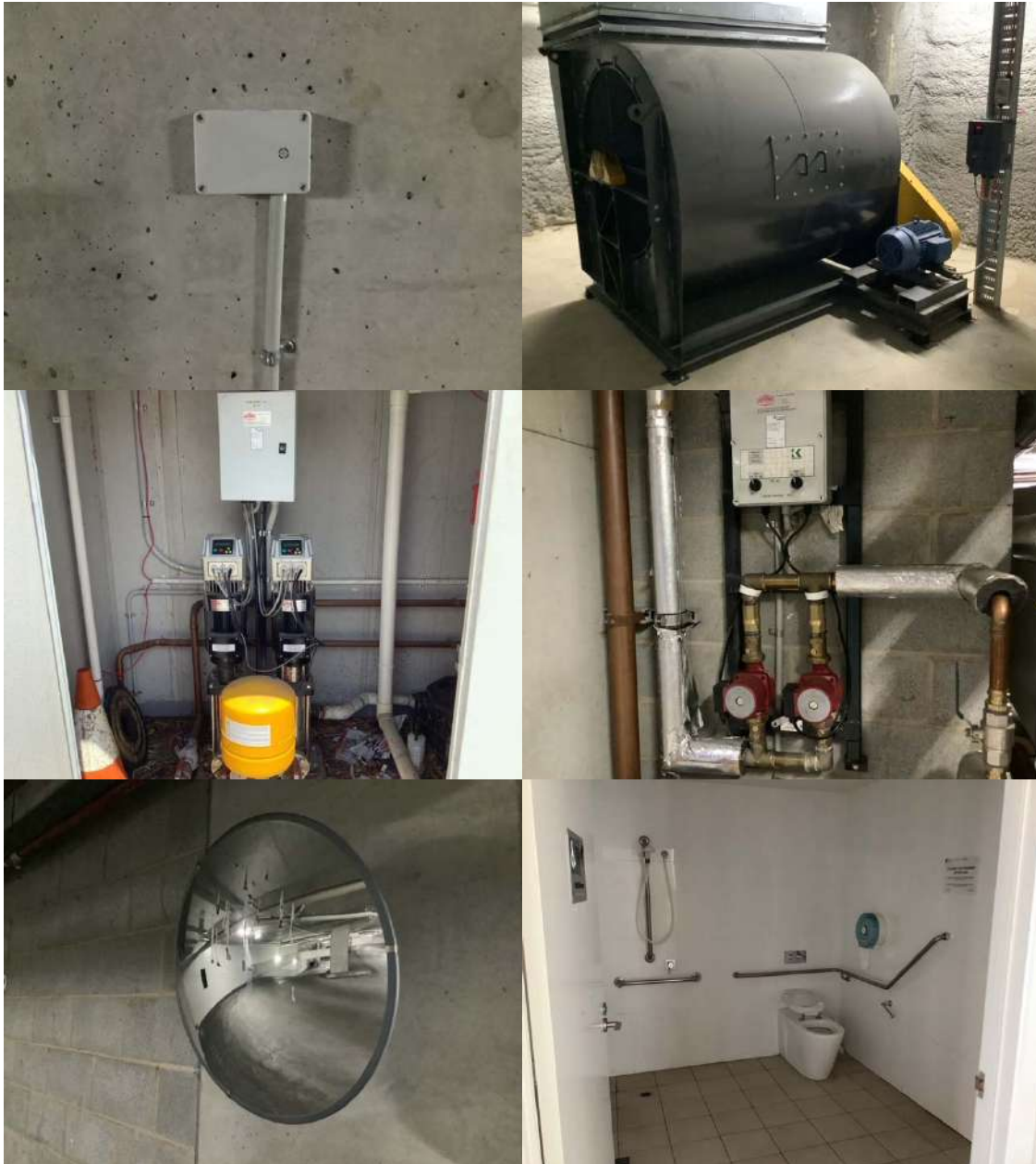
AREAS NOT INSPECTED

- 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.











Comprehensive Testing & Assessment Report

Oracle Stage 2 ACT Cladding Program

Checklist of CTAR Requirements



Below is a checklist of information which must form part of the Comprehensive Testing and Assessment Report (CTAR) as set forth in the Guidelines for Comprehensive Testing and Assessment Report provided by the ACT Government Cladding Program.

This checklist is based on the guidelines made available to Owners Corporations on the ACT Government website.

Please follow link below for the guidelines: https://www.act.gov.au/__data/assets/pdf_file/0007/1847680/What-Must-Be-in-a-Comprehensive-Testing-and-Assessment-Report.pdf

CTAR Requirements	Provided	Refer to
Information on whether the façade is combustible cladding and the type of cladding that has been used	✓	Annexure 2
Detail the level of fire safety risk to the residents of the building as a result of the cladding	✓	Annexure 2
Explain whether remediation building works need to be undertaken to reduce the risk to residents and detail what the recommended building works are	✓	Annexure 2
Provide an itemised and detailed cost estimate of the cost of these remediation works, and	✓	Annexure 1
Detail any fire safety measures that should be taken in the interim until the remediation work is completed	✓	Annexure 2

Revision: 0
Date: 6th December 2022



Contents

1. Executive Summary
2. Project Description
3. Type & Combustibility of Cladding Used
4. Level of Fire Safety Risk
5. Remediation Building Works
6. Cost of Remediation Works
7. Interim Fire Safety Measures

Annexure 1 – WTP - Cladding Replacement Budget Estimate

Annexure 2 – Vortex Fire - Cladding Testing & Assessment

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1. Executive Summary



Introduction

Icon Project Management has been engaged as the Registered Supplier of the ACT Cladding Program for the preparation of a Comprehensive Testing & Assessment Report (CTAR) on behalf of "The Owners – Unit Plan No. 3566 of Oracle Stage 2 (The Owners)".

In addition to Icon Project Management, the following Consultants have been appointed by The Owners Corporation for the preparation of supporting documentation required for the purpose of this report:

- WT Partnership – Preparation of the Cost Estimate
- Vortex Fire – Updated Fire Engineer Cladding Testing & Assessment Report

It is to be noted that The Owners had previously appointed Ignis (now merged with Vortex Fire) and Sedgwick for the preparation of the Fire Engineer Cladding Testing & Assessment Report.

However, the said Report does not fully address the latest requirement of the CTAR. Furthermore, Sedgwick is not listed as a Registered Supplier under the ACT Cladding Program. As such, we have excluded these report from the present document and have referenced the latest Cladding Testing and Assessment Report issued by Vortex Fire only.

Cladding Testing & Assessment

This Report, including the WTP's and Vortex Fire's Report, generally contains the following the information to assist the Owners Corporation in making a risk-based decision regarding the combustible cladding on their building and to satisfy the requirements of the CTAR as set forth by the ACT Cladding Program:

- Include information as to whether the façade is combustible cladding and the type of cladding that has been used;
- Detail the level of fire safety risk to the residents of the building as a result of the cladding;
- Explain whether remediation building works need to be undertaken to reduce the risk to residents and detail what the recommended building works are;
- Provide an itemised and detailed cost estimate of the cost of these remediation works; and
- Detail any fire safety measures that should be taken in the interim until the remediation work is completed.

Outcome Summary

The result of the cladding testing found that the following percentage of polyethylene, which is a combustible material, in the samples ID and building referenced below:

- 100% Polyethylene: Sample ID 122536, 122537, 122538 and 122541
- 31% Polyethylene: Sample ID 122534 and 122535

The report also informs on the fire safety risk and mitigation measure to be adopted in the interim of the cladding being replaced, where required.

2. Project Description



Background

The Private Buildings Cladding Scheme supports Owners Corporations of eligible buildings to contract with professional service providers who can test and assess the façade on their buildings. It is a requirement of the scheme that testing and assessment process is undertaken and reported through a Comprehensive Testing and Assessment Report (the Report) which provides the Owners Corporation with sufficient information to understand the risk posed by the combustible cladding and what they should do to reduce this risk.

The Report will also be used by the ACT Government to develop a concessional loan scheme to assist the Owners Corporation with the costs of remediating the combustible cladding on their buildings. It will also help ACT Fire and Rescue plan for potential fire emergencies.

The following consultants have been engaged to undertake the necessary assessments to provide accurate information for the CTAR:

- WT Partnership has been engaged to provide an itemised and detailed cost estimate for the façade remediation and fire safety solution for Blocks C – G at Oracle, Belconnen. The detailed cost estimate is in Annexure 1.
- CETEC and Sedgwick were previously appointed by Ignis Solutions (now merged with Vortex Fire) to conduct onsite sampling and laboratory analysis of the suspicious cladding material identified on the subject building at an initial site inspection. Ignis Solutions provided a preliminary assessment based on the results of the laboratory analysis of the combustible cladding material.

However, as mentioned previously, Sedgwick report have been excluded from the present document as it is not listed as a Registered Supplier under the ACT Cladding Program.

- Vortex Fire (a Registered Supplier under the ACT Cladding Program) has been engaged to undertake an updated assessment of the building's external cladding compliance to assist with establishing a Comprehensive Testing and Assessment Report (CTAR) in accordance with the Requirements of the ACT Cladding Program.

2.1 Site Specifics

The site specifics are summarised as follows:

Site Address	College St, Belconnen ACT 2617
Lot/DP	Unit Plan (UP) 3566
Local Government Area	ACT State Government
Zoning	R1

2.2 Project Description

The site, highlighted green in Figure 1, is located at College Street Belconnen and is legally described as Unit Plan No. 3566 of Oracle Stage 2. The site relates to above ground residential (Class 2) building over a carpark (Class 7a). There are four-unit blocks contained within Unit Plan 3566.

There are two additional apartments within the same development that occupy an adjacent unit plan (UP 3395) and is legally described as Unit Plan No. 3395 of Oracle Stage 1. This site is highlighted yellow in Figure 1.

Across the six-unit blocks, it is the four blocks forming part of Unit Plan 3566 which are relevant to this project scope.



Figure 1: Oracle Apartments, Stage 1 and Stage 2

3. Type & Combustibility of Cladding Used



3.1 Type & Combustibility of Cladding Used

Sedgwick building consultancy undertook onsite sampling and laboratory analysis of the cladding material at Oracle Apartments Stage 1 and Stage 2, Belconnen, to determine the cladding’s composition and flammability potential. It has been identified.

Further to testing of the samples taken, it was identified that Aluminium Composite Cladding is present on several locations including above entry & exits and continuous over the exterior wall of all buildings. It is to be noted that this report relates to Oracle Apartments Stage 2 only.

The following samples were collected and analysed:

Sample ID	Sample Type	Location of Sample
122534	ACP	Stage 2 – 80 Chandler St – Silver panel on North/East side of the building
122535	ACP	Stage 2 – 60 College St – Purple panel on North/East side of the building
122536	ACP	Stage 2 – 64 College St – Green panel on North/East Side of the building
122537	ACP	Stage 2 – 68 College St – Blue panel on North/East side of the building
122538	ACP	Stage 1 – 72 College St – Grey/Silver panel on North/East side of the building
122541	ACP	Stage 1 – 57 College St, Grey/Silver panel on South/West side of the building

The cladding material on the building has been reviewed by Sedgwick and tested by CETEK. The building façade material was cut into portions and each portion was subjected to scientific analysis via multiple laboratory methods.

The results are summarised as follows:

- Sample ID 122536, 122537, 122538 and 122541 contains 100% Polyethylene which is a combustible material. The location of these samples are outlined in the **red box** under Figure 2.
- Sample ID 122534 and 122535 contains 31% of Polyethylene which is a combustible material. The locations of these samples are outlined in the **blue box** under Figure 2.

Sample ID 122534, 122535, 122536 and 122537 are the only samples relevant to Oracle Apartments Stage 2 and considered further in this report.

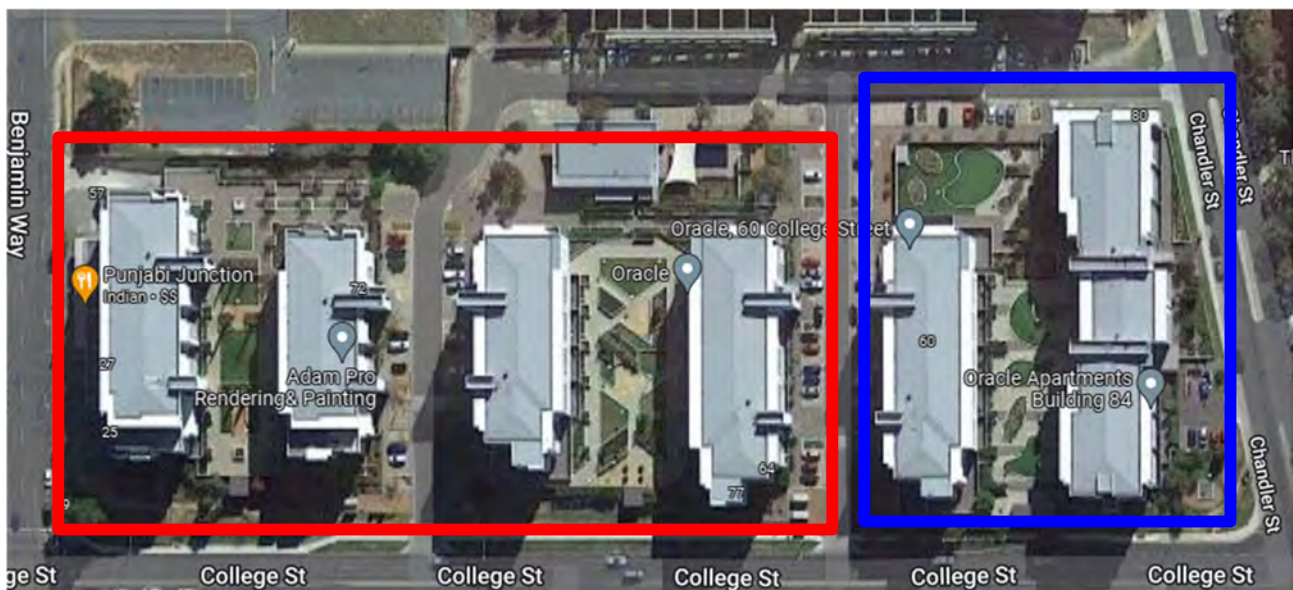


Figure 2: Oracle Apartments, Stage 1 and Stage 2



4. Level of Fire Safety Risk

4.1 Fire Safety Risk

To determine the level of fire safety risk to the residents of the building, a risk analysis must be conducted to evaluate the risk and make informed decisions on whether areas of risk require treatment and what the most appropriate mitigation methods will be.

Compliance

The cladding being a polyethylene core increases the external fire spread hazard and risk should the cladding be exposed to a fire start. Based on the type of cladding core, the cladding used on the building does not satisfy the Deemed-to-Satisfy provision of the Building Code of Australia (BCA) Specification C1.1 Clause 2.4 as the cladding will present a risk of undue fire spread. This applies to the 31% polymer core material as no evidence of mitigating fire spread has been reviewed. In addition, under the BCA 2019 Amendment 1, the cladding does not satisfy the requirements of non-combustibility.

Risk Assessment

The overall risk rating for the cladding is determined based on the building risk, ignition sources risk and the consequence level.

Vortex Fire has divided the cladding into three elements (please refer to Table 11, 12 and 13 in Annexure 2) and the risk assessment of each element is summarised below.

4.1.1 Cladding Element 1 – 100% Polyethylene - External Wall Above Exits

The overall risk rating for this element is considered high due to the following factors:

- The material of the cladding is 100% Polyethylene. The material has the potential to be exposed to an external fire source or an uncontrolled internal fire source due to no sprinklers being installed internally;
- The fire spread hazard and fire spread consequence is deemed high based on the type of cladding and extent of installation;
- The cladding is located above an entry & exit point from the lobby. Should the fire impact the cladding, the exit for residents will be obstructed by the fire and cladding installation;
- The cladding installation is located above the residential lobby in which the building's Fire Indicator Panel is located. The Fire Indicator Panel can be utilised by fire services for intervention. Should the combustible cladding be impacted by fire, the fire service would not have the ability to access the Fire Indicator Panel.

4.1.2 Cladding Element 2 – 100% Polyethylene - External Wall

The overall risk rating for this element is considered high due to the following factors:

- The material of the cladding is 100% Polyethylene. The material has the potential to be exposed to an external fire source;
- The fire spread hazard and fire spread consequence is deemed high based on the installation being over multiple storeys;
- The cladding is located near an exit or path of egress. Should the fire impact the cladding, exits can be obstructed from falling debris and flaming;
- The extent and height of the installation presents an external fire fighting challenge for the fire services and re-entry to the building. As the cladding is located externally, it can impact on adjacent openings resulting in re-entry and requirement for the fire service to evacuate multiple units over multiple levels.



4.1.3 Cladding Element 3 – 31% Polyethylene - Cladding Installed on Building and Over Exits

The overall risk rating for this element is considered moderate due to the following factors:

- The material of the cladding is 31% Polyethylene. The material has the potential to be exposed to an external fire source or an uncontrolled internal fire source;
- The fire spread hazard and fire spread consequence is deemed moderate given the extent of installation and the low Polyethylene content;
- The cladding is located above an entry and exit point from the lobby. The low Polyethylene content is likely to mitigate large impact outside the main fire event. Should the fire impact the cladding, the extent of impact is considered moderate based on the low Polyethylene content;
- The extent and height of the installation presents an external fire fighting challenge for the fire services and re-entry to the building. As the cladding is located externally, it can impact on adjacent openings resulting in re-entry and requirement for the fire service to evacuate multiple units over multiple levels.

5. Remediation Building Works



5.1 Recommended Remediation Building Works

It is recommended that the following mitigation measure be adopted.

5.1.1 Fire Safety Measures for 100% Polyethylene

Remove all 100% Polyethylene combustible cladding located over the building and replace the cladding with a non-combustible material as determined by AS 1530.1 – 1994.

Where a combustible replacement cladding is proposed, it is recommended that this is reviewed and endorsed by a professional fire safety engineer registered with Engineers Australia.

5.1.2 Fire Safety Measures for 31% Polyethylene

Remove 31% Polyethylene combustible cladding located over the building, unless a full-scale testing to AS 5113 is conducted to achieve a full pass.

Following a full pass to AS 5113, a fire engineering assessment will be required in accordance with CV3 of the BCA along with the installation of sprinklers throughout the building with double duty capacity.

If the above testing and installation of sprinklers is not an option, it is recommended to replace the cladding with a non-combustible material as determined by AS 1530.1 – 1994. Where a combustible replacement cladding is proposed, it is recommended that this is reviewed and endorsed by a professional fire safety engineer registered with Engineers Australia.

6. Cost of Remediation Works



6.1 Detailed Cost Estimate

WT Partnership has prepared a report (please refer to Annexure 1) which includes a Budget Estimate for the façade remediation and fire safety solution for Blocks C, D, E, F, & G at Oracle Apartments, Belconnen.

Budget Estimate (excl GST)	Block C	Block D	Block E	Block F & G
Base Cost / Trade Items	\$ 531,050	\$ 531,050	\$ 531,050	\$ 531,050
Builder's Preliminaries & Supervision	\$ 79,658	\$ 73,696	\$ 60,304	\$ 120,973
Builder's Overheads & Margin	\$ 45,803	\$ 42,375	\$ 34,675	\$ 69,559
Subtotal	\$ 656,511	\$ 607,376	\$ 497,003	\$ 997,017
Consultant Costs	\$ 177,826	\$ 175,369	\$ 169,850	\$ 194,851
Authority Fees	\$ 10,616	\$ 10,046	\$ 8,765	\$ 14,565
Construction Contingency	\$ 156,830	\$ 147,284	\$ 125,729	\$ 222,157
Subtotal	\$ 1,001,782	\$ 940,074	\$ 801,348	\$ 1,428,590
Escalation Contingency	\$ 84,943	\$ 124,536	\$ 146,705	\$ 324,054
<i>Works to be carried out in</i>	<i>Oct 2023</i>	<i>Oct 2024</i>	<i>Oct 2025</i>	<i>Oct 2026</i>
Total (incl. Escalation Contingency)	\$ 1,086,724	\$ 1,064,611	\$ 948,053	\$ 1,752,645
Grand Total (All Blocks)	\$ 4,852,033			

The following exclusions and assumptions have been made for the above Budget Estimate:

- Aluminium Composite Panel (ACP) is proposed to be replaced with Solid Aluminium panels in cassette fixing product. Rate of proposed replacement cladding is based on the "Velcore panel system".
- Existing sub-framing, sarking and insulation are proposed to be retained for the installation of new cladding system. To allowance has been made for replacement.
- Contingency has been calculated based on a probabilistic risk analysis to calculate contingency using a process of risk modelling to assess the quantitative / financial (both inherent and contingency) risks of the project. Estimation is based on the expectation that the total cost will not be exceeded 80% of the time.
- Escalation has been allowed based on the assumption that works will commence in October 2023 and be completed in October 2026.
- Isolation/ disconnection of existing building services (including disconnection of the incoming main services) is excluded from the cost estimate and is not expected to be required.

7. Interim Fire Safety Measures



7.1 Interim Fire Safety Measures

Vortex Fire (please refer to Annexure 2) has identified and outlined the following interim fire safety measures to maintain and improve the level of fire safety while a risk treatment strategy is implemented:

- a) Key project stakeholders such as building owners, insurer and local fire services to be informed of the risk presented by the external combustible cladding.
- b) Confirm the buildings fire safety measures are fit for purpose and maintained regularly as per the annual fire safety statement.
- c) Ensure and confirm the fire detection and warning system is not isolated and appropriate measures are applied should the fire panel need to be isolated.
- d) Incorporate an emergency evacuation plan in relation to a façade fire event.
- e) Provide signage at the main entry and booster assembly to identify the type and location of combustible panels to inform the ACT Fire & Rescue of the hazard. The signage must identify the panels as ACP type and include a site plan, elevations and location of the ACP.
- f) Inform the local ACT Fire & Rescue station and request a site inspection for familiarisation with the hazards.
- g) Inspect and maintain all required fire doors for their operation to self-close and not be obstructed or held open.
- h) Ensure all evacuation plans and diagrams are to be current and valid.
- i) Maintain external cladding to be free from damage and to mitigate accumulation of combustibles.
- j) Engage with building occupants so they are aware of the emergency procedures in the building and the combustible cladding hazard.
- k) Limit the use of BBQ and heating items on external balconies in proximity of the combustible cladding, until the cladding is replaced. The interim measure of limited use is to stop their use. Should BBQ's or heating items be used within 6 metres to the cladding, 9mm thick fibre cement sheet is to be installed over the cladding for the full height and extend the length of the balcony or at least 6 metres from the heat source.
- l) Evacuation paths are to be free from obstructions and combustible material.
- m) Ensure no combustible materials are stored adjacent to the external cladding.
- n) Hot work permits must be informed of the cladding risk and mitigation measures for cladding ignition must be undertaken.
- o) No smoking is permitted within 15 metres of the building's cladding locations. Provide additional signage where required.
- p) Reduce vegetation located immediately adjacent to the cladding. Remove dry or dead vegetation and ensure vegetation is watered and maintained regularly.



Annexure 1

**WTP – Cladding
Replacement Budget
Estiamte**



21 November 2022

Icon Project Management

Kevin Pillay: KPillay@iconpm.com.au

Dear Kevin

**ORACLE APARTMENTS, BELCONNEN
BUDGET ESTIMATE NO.1 - NON-COMPLIANT CLADDING REPLACEMENT**

We are pleased to confirm our Budget Estimate No. 1 for the cladding replacement for the above project.

Please do not hesitate to contact us to discuss any aspect which requires clarification or amendment to the assumed scope of works on our part.

Yours Faithfully

JAMES OSENTON
WTP Australia
National Director

WT REF: PR-017130 - Oracle cladding replacement



ORACLE APARTMENTS, BELCONNEN
BUDGET ESTIMATE NO.1 - NON-COMPLIANT CLADDING

21 November 2022

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- APPENDIX B: Block D Cladding
- APPENDIX C: Block E Cladding
- APPENDIX D: Block F&G Cladding
- APPENDIX E: Risk model



1 DOCUMENTATION

1.1 QUALITY ASSURANCE

	INITIALS	DATE
DRAFT PREPARED BY	YR	13/10/2022
REVIEWED BY	JO	13/10/2022
APPROVED BY	JO	21 November 2022

This report is dated 21 November 2022.

1.2 DOCUMENTATION

This estimate is based on the following documentation:

- Cladding Testing and Assessment Report provided by Ignis Solutions
- Existing architectural drawings provided by IconPM
- Site visit on 10/10/2022

2 ESTIMATE SUMMARY

This report has been prepared at the request of IconPM and provides a Budget Estimate for the façade remediation and fire safety solution for blocks C - G at Oracle, Belconnen

APPENDIX A: Block C Cladding		\$ (EXCL GST)
BASE COST		
Removal Works		51,290
Re-installation & Cladding Works		267,600
Ancillary Works		143,640
Access Equipment		68,520
	Estimated Trade Cost (Excl GST)	531,050
Builder's Preliminaries & Supervision		79,658
Builder's Overheads & Margin		45,803
	Estimated Construction Cost including On Cost (EXCL GST)	656,511
Consultant Costs		177,826
Authority fees		10,616
Construction Contingency		156,830
	Estimated Construction Cost including On Cost (EXCL GST & Escalation)	1,001,782
Escalation Contingency (Works to be carried out in October 2023)		84,943
	ESTIMATED TOTAL PROJECT COST (EXCL GST)	1,086,724

APPENDIX B: Block D Cladding		\$ (EXCL GST)
BASE COST		
Removal Works		46,345
Re-installation & Cladding Works		241,800
Ancillary Works		139,800
Access Equipment		63,360
	Estimated Trade Cost (Excl GST)	491,305
Builder's Preliminaries & Supervision		73,696
Builder's Overheads & Margin		42,375
	Estimated Construction Cost including On Cost (EXCL GST)	607,376
Consultant Costs		175,369
Authority fees		10,046
Construction Contingency		147,284
	ESTIMATED TOTAL PROJECT COST (EXCL GST)	940,074
Escalation Contingency (Works to be carried out in October 2024)		124,536

ESTIMATED TOTAL PROJECT COST (EXCL GST)	1,064,611
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APPENDIX C: Block E Cladding	\$ (EXCL GST)
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<u>BASE COST</u>	
Removal Works	36,685
Re-installation & Cladding Works	191,400
Ancillary Works	120,660
Access Equipment	53,280
Estimated Trade Cost (Excl GST)	402,025
Builder's Preliminaries & Supervision	60,304
Builder's Overheads & Margin	34,675
Estimated Construction Cost including On Cost (EXCL GST)	497,003
Consultant Costs	169,850
Authority fees	8,765
Construction Contingency	125,729
ESTIMATED TOTAL PROJECT COST (EXCL GST)	801,348
Escalation Contingency (Works to be carried out in October 2025)	146,705
ESTIMATED TOTAL PROJECT COST (EXCL GST)	948,053

APPENDIX D: Block F&G Cladding	\$ (EXCL GST)
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<u>BASE COST</u>	
Removal Works	96,485
Re-installation & Cladding Works	503,400
Ancillary Works	83,420
Access Equipment	123,180
Estimated Trade Cost (Excl GST)	806,485
Builder's Preliminaries & Supervision	120,973
Builder's Overheads & Margin	69,559
Estimated Construction Cost including On Cost (EXCL GST)	997,017
Consultant Costs	194,851
Authority fees	14,565
Construction Contingency	222,157
ESTIMATED TOTAL PROJECT COST (EXCL GST)	1,428,590
Escalation Contingency (Works to be carried out in October 2026)	324,054
ESTIMATED TOTAL PROJECT COST (EXCL GST)	1,752,645

The above costs are to be treated as preliminary for the purposes of this Budget Estimate and are to be verified during further Design and Construction phases.

3 INTRODUCTION

3.1 PROJECT DEFINITION

The project comprises the removal and replacement of deemed non-compliant combustible cladding at Oracle, Belconnen to Blocks C, D, E, F & G

The identified replacement cladding has been noted as ACP cladding and is proposed to be replaced with a non-combustible alternative. For the purpose of this Budget Estimate we have assumed the replacement of ACP cladding to solid aluminium panels in cassette fixing

Our estimate includes costs for the construction scope prescribed within the reports and associated drawings issued to WT by the Executive Committee only and does not include additional costs for ancillary items outside our area of expertise (i.e. loss of rent, relocation costs, etc.) More detailed information regarding included scope, exclusions and assumptions is included within Section 4 of this report.

Use of probabilistic risk analysis to calculate contingency using a process of risk modeling to assess the quantitative / financial (both inherent and contingency) risks of the project.

The cost estimate is at a P80 level, which means that the cost of the project is not expected to exceed the estimate 80% of the time. Any uncertainties remaining are captured in the contingency allowances.

3.2 METHODOLOGY

The methodology used for the preparation of this report is as follows:

- Site inspection/Google maps detailed review of the building and surrounds in order to better understand the physical conditions.
- Review of all issued documents including photos and drawings with markup for the project, which provides an overview of the various remediation options available.
- High-level measurement of the indicative quantities of work required for the project.
- We note that due to the limited level of design, the quantity measurement will be considered indicative as the extent of the façade remediation is not, as yet, accurately defined
- Pricing of indicative quantities
- The ACT Government specified the requirement that the estimate be completed to a "P80" standard. A probabilistic risk assessment has been undertaken for this project to meet the strict definition of a "P80" standard estimate.
- The ACT Government have specified the requirement of recycling of cladding is required within their scheme. We have allowed for recycling of the removed panels based on EcoLoop Panel Recycling costs.

4 SPECIFIC EXCLUSIONS AND ASSUMPTIONS

The estimate is based on a replacement façade cladding material assuming a solid aluminium panel in cassette fixing product. Alternative façade materials and systems can vary in price considerably as can the detailing associated with different products.

The following items are specifically excluded from the estimates:

General Exclusions

- Decanting costs and temporary accommodation
- Rental dispensation
- Loss of income/rental for investors and retail tenancy owners and operators
- Costs associated with accessing neighbouring properties to carry out the works
- Works to façade areas not defined in the scope/drawing mark ups by the Façade Engineers
- Additional surveys and future audits
- Rectification of any building defects uncovered during the façade re mediation works
- Rectification or upgrades of existing building structural elements and floorplan layouts including exit paths
- We note proposed cladding replacement changes may affect the thermal and/or acoustic performance of the overall façade system - as such, any costs associated with testing and remedying performance requirements of thermal and/or acoustic treatments are also excluded
- Removal and replacement of existing doors, windows, screens and the like within the façade for cladding replacement beyond allowances specifically identified within the estimate
- New framing - assumed existing stud/frames have sufficient capacity to have new façade cladding affixed
- Replacement or new light fittings, rainwater disposal systems and other building services affixed to façade (temporary removal and re-installation included where required)
- Repairing of substrate steel framing to reclad area if deemed required (Steel framing condition is unconfirmed in Facade report)
- Internal making good works - no allowance included for replacement of finishes, full repainting of the spaces or any other alterations
- Making good to landscape areas disturbed by rectification works
- Any works associated with building upgrades or repairs to allow compliance with current building standards outside the items and scope specifically noted in this estimate
- Removal or replacement of internal linings and finishes beyond allowances specifically included in this estimate
- Working with or removal of asbestos and other hazardous materials
- Fire sprinklers reconfiguration or reinstatement
- Extension of fire services / reconfiguration
- Connection or upgrade to water-mains (including static water storage tanks) for wet fire-protection services
- Isolation/ disconnection of existing building services
- Upgrade, extension or reconfiguration to building services or incoming external services beyond allowances in the estimate

- Upgrade, alterations or diversion of overhead power cables, tram-line cables or the like, adjacent or in close proximity to the building
- Costs associated with changes to building warranties
- Costs associated with Town Planning requirements
- Costs associated with coordination with any other concurrent works
- Daily removal and set-up of plant
- Staging of the works
- Work out of normal working hours
- Future Cost escalation in prices beyond those specifically included within the estimate
- Price fluctuations and any other market implications (including FOREX)
- We have not taken into account the impact of the COVID 19 pandemic and accordingly have excluded any implications in relation to costs, programme, supply shortages, performance of parties due to shortages of labour and the inability to travel due to global and national travel restrictions etc
- Legal fees
- GST

The following assumptions have been made in the preparation of the estimate:

- Assume works will be tendered on a competitive basis to suitably qualified contractors
- Assume Works will be undertaken with unhindered access and that apartments or commercial spaces will be vacated as required to enable such
- Assume Works will be carried out during normal working hours
- Assume main access to the façade works is via boom lift and abseiling methodology
- Assume Contractor's plant and equipment including access method can remain in place throughout duration of construction period. Daily removal and set-up of plant etc. is excluded from this estimate
- It is assumed existing sprinkler heads damaged during construction are repaired at the Contractors risk including all associated damage and draining and recharging of the sprinkler system
- Assume no custom panel sizes required and standard panel sizes can be used
- Assume panel removal and re-installation works will be carried out simultaneously
- Assume any items requiring temporary removal can be stored on site. No off site storage has been allowed for
- It has been assumed no corrosion treatments would be required to existing frames/subframes
- Assume any items requiring temporary removal can be stored on site. No off site storage has been allowed for
- It is advised that the extent of corrosion treatments is limited to the allowance included within this report, noting the extent is provisional pending further investigation and scoping.

The following clarifications have been made in the preparation of this estimate:

- While the defect rectification and latent condition works is provisional, the pricing is conditional on these works occurring concurrently with the main panel replacement works.

5 CONCLUSION / DISCLAIMER

We highlight that due to the preliminary nature of the documentation, our Estimate should be viewed as indicative only based on the documentation listed in Section 1.

Where WT has not been provided with sufficient information, we have made assumptions and allowances which will require detailed review once the design is developed.

The estimate has been prepared expressly for IconPM for the purpose of preparing a Budget Estimate and is not to be used for any other purpose or distributed to any third party.



APPENDIX A: Block C Cladding

CLADDING REPLACEMENT



CLADDING REPLACEMENT

Estimate Summary 21 November 2022

REF.	DESCRIPTION	QUANTITY	UNIT	RATE	TOTAL
	<u>BUDGET ESTIMATE - CLADDING REPLACEMENT</u>				
	ESTIMATE CRITERIA				0
	EXCLUSIONS, ASSUMPTIONS				0
	<u>BASE COST</u>				
1/A	Removal Works	446	m2	115	51,290
1/B	Re-installation & Cladding Works	446	m2	600	267,600
1/C	Ancillary Works	446	m2	322	143,640
1/D	Access Equipment	446	m2	154	68,520
1/E	Estimated Trade Cost (Excl GST)	446	m2	1,191	531,050
1/F	Builder's Preliminaries & Supervision	15.0	%		79,658
1/G	Builder's Overheads & Margin	7.5	%		45,803
1/H	Estimated Construction Cost including On Cost (EXCL GST)	446	m2	1,472	656,511
	Consultant Costs				177,826
	Authority fees				10,616
	Construction Contingency - P80 level				156,830
1/J	Estimated Construction Cost including On Cost (EXCL GST & Escalation)	446	m2	2,246	1,001,782
	Escalation Contingency (Works to be carried out in October 2023)				84,943
1/K	ESTIMATED TOTAL PROJECT COST (EXCL GST)	446	m2	2,437	1,086,724
	Total Cost				1,086,724

CLADDING REPLACEMENT



CLADDING REPLACEMENT

Estimate Details 21 November 2022

REF.	DESCRIPTION	QUANTITY	UNIT	RATE	TOTAL
	<u>ESTIMATE CRITERIA</u>				
	<u>CLADDING REPLACEMENT AREA</u>				
	This cost estimate is based on the following areas;				
2/A	ACP Cladding - Oracle Apartments, Belconnen, ACT	446	m2		
2/B	Total replacement area	446	m2		
	Total - ESTIMATE CRITERIA				0
	<u>EXCLUSIONS, ASSUMPTIONS</u>				
	<u>EXCLUSIONS</u>				
	Decanting costs and temporary accommodation				
	Rental dispensation				
	Loss of income/rental for investors and retail tenancy owners and operators				
	Costs associated with accessing neighbouring properties to carry out the works				
	Works to façade areas not defined in the scope/drawing mark ups by the Façade Engineers				
	Additional surveys and future audits				
	Rectification of any building defects uncovered during the façade re mediation works				
	Rectification or upgrades of existing building structural elements and floorplan layouts including exit paths				
	We note proposed cladding replacement changes may affect the thermal and/or acoustic performance of the overall façade system - as such, any costs associated with testing and remedying performance requirements of thermal and/or acoustic treatments are also excluded				
	Removal and replacement of existing doors, windows, screens and the like within the façade for cladding replacement beyond allowances specifically identified within the estimate				
	New framing - assumed existing stud/frames have sufficient capacity to have new façade cladding affixed				
	Replacement or new light fittings, rainwater disposal systems and other building services affixed to façade (temporary removal and re-installation included where required)				
	Repairing of substrate steel framing to reclad area if deemed required (Steel framing condition is unconfirmed in Façade report)				
	Internal making good works - no allowance included for replacement of finishes, full repainting of the spaces or any other alterations				
	Making good to landscape areas disturbed by rectification works				

CLADDING REPLACEMENT



CLADDING REPLACEMENT

Estimate Details 21 November 2022

REF.	DESCRIPTION	QUANTITY	UNIT	RATE	TOTAL
	<p><u>EXCLUSIONS, ASSUMPTIONS</u></p> <p>Any works associated with building upgrades or repairs to allow compliance with current building standards outside the items and scope specifically noted in this estimate</p> <p>Removal or replacement of internal linings and finishes beyond allowances specifically included in this estimate</p> <p>Working with or removal of asbestos and other hazardous materials</p> <p>Fire sprinklers reconfiguration or reinstatement</p> <p>Extension of fire services / reconfiguration</p> <p>Connection or upgrade to water-mains (including static water storage tanks) for wet fire-protection services</p> <p>Isolation/ disconnection of existing building services</p> <p>Upgrade, extension or reconfiguration to building services or incoming external services beyond allowances in the estimate</p> <p>Upgrade, alterations or diversion of overhead power cables, tram-line cables or the like, adjacent or in close proximity to the building</p> <p>Costs associated with changes to building warranties</p> <p>Costs associated with Town Planning requirements</p> <p>Costs associated with coordination with any other concurrent works</p> <p>Daily removal and set-up of plant</p> <p>Staging of the works</p> <p>Work out of normal working hours</p> <p>Future Cost escalation in prices beyond those included within the estimate</p> <p>Price fluctuations and any other market implications (including FOREX)</p> <p>We have not taken into account the impact of the COVID 19 pandemic and accordingly have excluded any implications in relation to costs, programme, supply shortages, performance of parties due to shortages of labour and the inability to travel due to global and national travel restrictions etc</p> <p>Legal fees</p> <p>GST</p> <p><u>The following assumptions have been made in the preparation of the estimate:</u></p> <p>Assume Works will be tendered on a competitive basis to suitably qualified contractors</p>				(continued)

CLADDING REPLACEMENT



CLADDING REPLACEMENT

Estimate Details 21 November 2022

REF.	DESCRIPTION	QUANTITY	UNIT	RATE	TOTAL
	<u>EXCLUSIONS, ASSUMPTIONS</u>				<i>(continued)</i>
	<p>Assume Works will be undertaken with unhindered access and that apartments or commercial spaces will be vacated as required to enable such</p> <p>Assume Works will be carried out during normal working hours</p> <p>Assume main access to the façade works is by a variety of methods</p> <p>Assume Contractor's plant and equipment including access method can remain in place throughout duration of construction period. Daily removal and set-up of plant etc. is excluded from this estimate</p> <p>It is assumed existing sprinkler heads damaged during construction are repaired at the Contractors risk including all associated damage and draining and recharging of the sprinkler system</p> <p>Assume no custom panel sizes required and standard panel sizes can be used</p> <p>Assume panel removal and re-installation works will be carried out simultaneously</p> <p>Assume any items requiring temporary removal can be stored on site. No off site storage has been allowed for</p> <p>It has been assumed no corrosion treatments would be required to existing frames/subframes</p> <p>Assume any items requiring temporary removal can be stored on site. No off site storage has been allowed for</p> <p>It is advised that the extent of corrosion treatments is limited to the allowance included within this report, noting the extent is provisional pending further investigation and scoping.</p>				
	Total - EXCLUSIONS, ASSUMPTIONS				0
	<u>REMOVAL WORKS</u>				
	<u>To external walls / soffits / awnings / blade walls/ etc</u>				
4/A	Careful removal of existing 100% polyethylene cladding lining only, aiming to avoid damage to internal framing / wall linings	446	m2	80	35,680
	<u>Recycling of cladding</u>				
4/B	Allowance for recycling of cladding (based on EcoLoop Panel Recycling)	446	m2	35.00	15,610
	Total - Removal Works				51,290
	<u>RE-INSTALLATION & CLADDING WORKS</u>				
	<u>Temporary Works</u>				
4/C	Protect and make good to existing impacted external stud wall frame during cladding rectification works - assume not required - Excluded		Note		

CLADDING REPLACEMENT



CLADDING REPLACEMENT

Estimate Details 21 November 2022

REF.	DESCRIPTION	QUANTITY	UNIT	RATE	TOTAL
	<u>RE-INSTALLATION & CLADDING WORKS</u>				<i>(continued)</i>
5/A	Allowance for miscellaneous protection items and associated minor works	446	m2	35	15,610
	<u>To external walls</u>				
5/B	Top hat framing including fixings	446	m2		Excluded
5/C	Non-combustible sarking	446	m2		Excluded
5/D	Non-combustible insulation	446	m2		Excluded
5/E	Non-combustible panels	446	m2	500	223,000
5/F	Allowances for sundries excluding framing	1	item	22,300	22,300
	<u>Making good</u>				
5/G	Allowance for making good works and tying in to existing construction (assumed)	446	m2	15	6,690
	Total - Re-installation & Cladding Works				267,600
	<u>ANCILLARY WORKS</u>				
	<u>Ground level fencing</u>				
5/H	Remove and set aside existing metal rail fencing to ground level to enable cladding replacement works	3	no	240.00	720
5/J	Allowance to adjust length of existing metal rail fencing to ground level to suit new cladding thickness	3	no	640.00	1,920
5/K	Reinstall and reconnect metal rail fencing to ground level including making good to surrounding areas affected by works	3	no	240.00	720
	<u>Upper level fencing</u>				
5/L	Remove and set aside existing metal rail fencing to upper level balconies to enable cladding replacement works	50	no	240.00	12,000
5/M	Allowance to adjust length of existing metal rail fencing to upper level balconies to suit new cladding thickness	50	no	800.00	40,000
5/N	Reinstall and reconnect metal rail fencing to upper level balconies including making good to surrounding areas affected by works	50	no	240.00	12,000
	<u>Apartment AC Units</u>				
5/P	Disconnect and uninstall air conditioning units and associated mechanical services to enable cladding replacement works	50	no	360.00	18,000
5/Q	Reinstall and reconnect air conditioning units and associated mechanical services	50	no	480.00	24,000
5/R	Testing & commissioning	50	no	240.00	12,000
	<u>Glazed balustrade panels</u>				
5/S	Remove existing portion of glazed balustrade and framing to enable cladding replacement works	6	no	240.00	1,440
5/T	Allowance for fall protection	6	no	250.00	1,500

CLADDING REPLACEMENT



CLADDING REPLACEMENT

Estimate Details 21 November 2022

REF.	DESCRIPTION	QUANTITY	UNIT	RATE	TOTAL
	<u>ANCILLARY WORKS</u>				<i>(continued)</i>
6/A	Allowance for new portion of glazed balustrade and framing to suit new cladding thickness	6	no	2,000.00	12,000
	<u>Louvred panel at ground level</u>				
6/B	Remove existing louvred panel to ground level to enable cladding replacement works	1	no	240.00	240
6/C	Allowance for new louvred panels to ground level to side new cladding thickness	1	no	3,600.00	3,600
	<u>General</u>				
6/D	Allowance to disconnect and set aside for reuse small electrical fixtures such as wall or ceiling mounted light fixtures, CCTV cameras, fob touch panels and the like to allow cladding replacement works; assumed	1	Item	1,750	1,750
6/E	Allowance to reinstall and reconnect small electrical fixtures such as wall or ceiling mounted light fixtures, CCTV cameras, fob touch panels and the like to allow cladding replacement works	1	Item	1,750	1,750
	Total - Ancillary Works				143,640
	<u>ACCESS EQUIPMENT</u>				
6/F	Scaffolding access - erect and dismantle / hire	446	m2	120.00	53,520
6/G	Allowance for additional scaffolding, hoarding, equipment to work around coverings and awnings	1	item	7,500.00	7,500
6/H	Pedestrian / traffic management	1	item	7,500.00	7,500
	Total - Access Equipment				68,520
	<u>CONSULTANT COSTS</u>				
6/J	Consultant costs - fire engineer / architect / structural engineer etc	5.0	%	656,510.57	32,826
6/K	Project Manager / Superintendent - To prepare / run procurement process / reviews during construction	12	mths	10,000.00	120,000
6/L	Certifier	1	item	25,000.00	25,000
	Total - Consultant Costs				177,826
	<u>AUTHORITY FEES</u>				
6/M	Building Approval fee	1	item	3,000.00	3,000
6/N	Building & Training levy	1.16	%	656,510.57	7,616
	Total - Authority fees				10,616
	<u>ESCALATION CONTINGENCY (WORKS TO BE CARRIED OUT IN OCTOBER 2023)</u>				
	Unescalation total			1,001,781.62	
6/P	2022 (Oct to Dec)	2.50	%	1,001,781.62	25,045

CLADDING REPLACEMENT



CLADDING REPLACEMENT

Estimate Details 21 November 2022

REF.	DESCRIPTION	QUANTITY	UNIT	RATE	TOTAL
	ESCALATION CONTINGENCY (WORKS TO BE CARRIED OUT IN OCTOBER 2023)				<i>(continued)</i>
7/A	2023 (Jan - Oct)	5.83	%	1,026,826.16	59,898
	Total - Escalation Contingency (Works to be carried out in October 2023)				84,943



APPENDIX B: Block D Cladding

CLADDING REPLACEMENT



CLADDING REPLACEMENT

Estimate Summary 21 November 2022

REF.	DESCRIPTION	QUANTITY	UNIT	RATE	TOTAL
	<u>BUDGET ESTIMATE - CLADDING REPLACEMENT</u>				
	ESTIMATE CRITERIA				0
	EXCLUSIONS, ASSUMPTIONS				0
	<u>BASE COST</u>				
8/B	Removal Works	403	m2	115	46,345
8/C	Re-installation & Cladding Works	403	m2	600	241,800
8/D	Ancillary Works	403	m2	347	139,800
8/E	Access Equipment	403	m2	157	63,360
8/F	Estimated Trade Cost (Excl GST)	403	m2	1,219	491,305
8/G	Builder's Preliminaries & Supervision	15.0	%		73,696
8/H	Builder's Overheads & Margin	7.5	%		42,375
8/J	Estimated Construction Cost including On Cost (EXCL GST)	403	m2	1,507	607,376
	Consultant Costs				175,369
	Authority fees				10,046
	Construction Contingency - P80 level				147,284
8/K	ESTIMATED TOTAL PROJECT COST (EXCL GST)	403	m2	2,333	940,074
	Escalation Contingency (Works to be carried out in October 2024)				124,536
8/L	ESTIMATED TOTAL PROJECT COST (EXCL GST)	403	m2	2,642	1,064,610
	Total Cost				1,064,610

CLADDING REPLACEMENT



CLADDING REPLACEMENT

Estimate Details 21 November 2022

REF.	DESCRIPTION	QUANTITY	UNIT	RATE	TOTAL
	<u>ESTIMATE CRITERIA</u>				
	<u>CLADDING REPLACEMENT AREA</u>				
	This cost estimate is based on the following areas;				
9/A	ACP Cladding - Oracle Apartments, Belconnen, ACT	403	m2		
9/B	Total replacement area	403	m2		
	Total - ESTIMATE CRITERIA				0
	<u>EXCLUSIONS, ASSUMPTIONS</u>				
	<u>EXCLUSIONS</u>				
	Decanting costs and temporary accommodation				
	Rental dispensation				
	Loss of income/rental for investors and retail tenancy owners and operators				
	Costs associated with accessing neighbouring properties to carry out the works				
	Works to façade areas not defined in the scope/drawing mark ups by the Façade Engineers				
	Additional surveys and future audits				
	Rectification of any building defects uncovered during the façade re mediation works				
	Rectification or upgrades of existing building structural elements and floorplan layouts including exit paths				
	We note proposed cladding replacement changes may affect the thermal and/or acoustic performance of the overall façade system - as such, any costs associated with testing and remedying performance requirements of thermal and/or acoustic treatments are also excluded				
	Removal and replacement of existing doors, windows, screens and the like within the façade for cladding replacement beyond allowances specifically identified within the estimate				
	New framing - assumed existing stud/frames have sufficient capacity to have new façade cladding affixed				
	Replacement or new light fittings, rainwater disposal systems and other building services affixed to façade (temporary removal and re-installation included where required)				
	Repairing of substrate steel framing to reclad area if deemed required (Steel framing condition is unconfirmed in Façade report)				
	Internal making good works - no allowance included for replacement of finishes, full repainting of the spaces or any other alterations				
	Making good to landscape areas disturbed by rectification works				

CLADDING REPLACEMENT



CLADDING REPLACEMENT

Estimate Details 21 November 2022

REF.	DESCRIPTION	QUANTITY	UNIT	RATE	TOTAL
	<p><u>EXCLUSIONS, ASSUMPTIONS</u></p> <p>Any works associated with building upgrades or repairs to allow compliance with current building standards outside the items and scope specifically noted in this estimate</p> <p>Removal or replacement of internal linings and finishes beyond allowances specifically included in this estimate</p> <p>Working with or removal of asbestos and other hazardous materials</p> <p>Fire sprinklers reconfiguration or reinstatement</p> <p>Extension of fire services / reconfiguration</p> <p>Connection or upgrade to water-mains (including static water storage tanks) for wet fire-protection services</p> <p>Isolation/ disconnection of existing building services</p> <p>Upgrade, extension or reconfiguration to building services or incoming external services beyond allowances in the estimate</p> <p>Upgrade, alterations or diversion of overhead power cables, tram-line cables or the like, adjacent or in close proximity to the building</p> <p>Costs associated with changes to building warranties</p> <p>Costs associated with Town Planning requirements</p> <p>Costs associated with coordination with any other concurrent works</p> <p>Daily removal and set-up of plant</p> <p>Staging of the works</p> <p>Work out of normal working hours</p> <p>Future Cost escalation in prices beyond those included within the estimate</p> <p>Price fluctuations and any other market implications (including FOREX)</p> <p>We have not taken into account the impact of the COVID 19 pandemic and accordingly have excluded any implications in relation to costs, programme, supply shortages, performance of parties due to shortages of labour and the inability to travel due to global and national travel restrictions etc</p> <p>Legal fees</p> <p>GST</p> <p><u>The following assumptions have been made in the preparation of the estimate:</u></p> <p>Assume Works will be tendered on a competitive basis to suitably qualified contractors</p>				<i>(continued)</i>

CLADDING REPLACEMENT



CLADDING REPLACEMENT

Estimate Details 21 November 2022

REF.	DESCRIPTION	QUANTITY	UNIT	RATE	TOTAL
	<u>EXCLUSIONS, ASSUMPTIONS</u>				<i>(continued)</i>
	<p>Assume Works will be undertaken with unhindered access and that apartments or commercial spaces will be vacated as required to enable such</p> <p>Assume Works will be carried out during normal working hours</p> <p>Assume main access to the façade works is by a variety of methods</p> <p>Assume Contractor's plant and equipment including access method can remain in place throughout duration of construction period. Daily removal and set-up of plant etc. is excluded from this estimate</p> <p>It is assumed existing sprinkler heads damaged during construction are repaired at the Contractors risk including all associated damage and draining and recharging of the sprinkler system</p> <p>Assume no custom panel sizes required and standard panel sizes can be used</p> <p>Assume panel removal and re-installation works will be carried out simultaneously</p> <p>Assume any items requiring temporary removal can be stored on site. No off site storage has been allowed for</p> <p>It has been assumed no corrosion treatments would be required to existing frames/subframes</p> <p>Assume any items requiring temporary removal can be stored on site. No off site storage has been allowed for</p> <p>It is advised that the extent of corrosion treatments is limited to the allowance included within this report, noting the extent is provisional pending further investigation and scoping.</p>				
	Total - EXCLUSIONS, ASSUMPTIONS				0
	<u>REMOVAL WORKS</u>				
	<u>To external walls / soffits / awnings / blade walls/ etc</u>				
11/A	Careful removal of existing 100% polyethylene cladding lining only, aiming to avoid damage to internal framing / wall linings	403	m2	80	32,240
	<u>Recycling of cladding</u>				
11/B	Allowance for recycling of cladding (based on EcoLoop Panel Recycling)	403	m2	35.00	14,105
	Total - Removal Works				46,345
	<u>RE-INSTALLATION & CLADDING WORKS</u>				
	<u>Temporary Works</u>				
11/C	Protect and make good to existing impacted external stud wall frame during cladding rectification works - assume not required - Excluded		Note		

CLADDING REPLACEMENT



CLADDING REPLACEMENT

Estimate Details 21 November 2022

REF.	DESCRIPTION	QUANTITY	UNIT	RATE	TOTAL
	<u>RE-INSTALLATION & CLADDING WORKS</u>				<i>(continued)</i>
12/A	Allowance for miscellaneous protection items and associated minor works	403	m2	35	14,105
	<u>To external walls</u>				
12/B	Top hat framing including fixings	403	m2		Excluded
12/C	Non-combustible sarking	403	m2		Excluded
12/D	Non-combustible insulation	403	m2		Excluded
12/E	Non-combustible panels	403	m2	500	201,500
12/F	Allowances for sundries excluding framing	1	item	20,150	20,150
	<u>Making good</u>				
12/G	Allowance for making good works and tying in to existing construction (assumed)	403	m2	15	6,045
	Total - Re-installation & Cladding Works				241,800
	<u>ANCILLARY WORKS</u>				
	<u>Ground level fencing</u>				
12/H	Remove and set aside existing metal rail fencing to ground level to enable cladding replacement works	3	no	240.00	720
12/J	Allowance to adjust length of existing metal rail fencing to ground level to suit new cladding thickness	3	no	640.00	1,920
12/K	Reinstall and reconnect metal rail fencing to ground level including making good to surrounding areas affected by works	3	no	240.00	720
	<u>Upper level fencing</u>				
12/L	Remove and set aside existing metal rail fencing to upper level balconies to enable cladding replacement works	50	no	240.00	12,000
12/M	Allowance to adjust length of existing metal rail fencing to upper level balconies to suit new cladding thickness	50	no	800.00	40,000
12/N	Reinstall and reconnect metal rail fencing to upper level balconies including making good to surrounding areas affected by works	50	no	240.00	12,000
	<u>Apartment AC Units</u>				
12/P	Disconnect and uninstall air conditioning units and associated mechanical services to enable cladding replacement works	50	no	360.00	18,000
12/Q	Reinstall and reconnect air conditioning units and associated mechanical services	50	no	480.00	24,000
12/R	Testing & commissioning	50	no	240.00	12,000
	<u>Glazed balustrade panels</u>				
12/S	Remove existing portion of glazed balustrade and framing to enable cladding replacement works	6	no	240.00	1,440
12/T	Allowance for fall protection	6	no	250.00	1,500

CLADDING REPLACEMENT



CLADDING REPLACEMENT

Estimate Details 21 November 2022

REF.	DESCRIPTION	QUANTITY	UNIT	RATE	TOTAL
	<u>ANCILLARY WORKS</u>				<i>(continued)</i>
13/A	Allowance for new portion of glazed balustrade and framing to suit new cladding thickness	6	no	2,000.00	12,000
	<u>General</u>				
13/B	Allowance to disconnect and set aside for reuse small electrical fixtures such as wall or ceiling mounted light fixtures, CCTV cameras, fob touch panels and the like to allow cladding replacement works; assumed	1	Item	1,750	1,750
13/C	Allowance to reinstall and reconnect small electrical fixtures such as wall or ceiling mounted light fixtures, CCTV cameras, fob touch panels and the like to allow cladding replacement works	1	Item	1,750	1,750
	Total - Ancillary Works				139,800
	<u>ACCESS EQUIPMENT</u>				
13/D	Scaffolding access - erect and dismantle / hire	403	m2	120.00	48,360
13/E	Allowance for additional scaffolding, hoarding, equipment to work around coverings and awnings	1	item	7,500.00	7,500
13/F	Pedestrian / traffic management	1	item	7,500.00	7,500
	Total - Access Equipment				63,360
	<u>CONSULTANT COSTS</u>				
13/G	Consultant costs - fire engineer / architect / structural engineer etc	5.0	%	607,375.81	30,369
13/H	Project Manager / Superintendent - To prepare / run procurement process / reviews during construction	12	mths	10,000.00	120,000
13/J	Certifier	1	item	25,000.00	25,000
	Total - Consultant Costs				175,369
	<u>AUTHORITY FEES</u>				
13/K	Building Approval fee	1	item	3,000.00	3,000
13/L	Building & Training levy	1.16	%	607,375.81	7,046
	Total - Authority fees				10,046
	<u>ESCALATION CONTINGENCY (WORKS TO BE CARRIED OUT IN OCTOBER 2024)</u>				
	Unescalation total			940,074.16	
13/M	2022 (Oct to Dec)	2.50	%	940,074.16	23,502
13/N	2023 (Jan - Dec)	7.00	%	963,576.01	67,450
13/P	2024 (Jan - Oct)	3.33	%	1,007,524.48	33,584
	Total - Escalation Contingency (Works to be carried out in October 2024)				124,536



APPENDIX C: Block E Cladding

CLADDING REPLACEMENT



CLADDING REPLACEMENT

Estimate Summary 21 November 2022

REF.	DESCRIPTION	QUANTITY	UNIT	RATE	TOTAL
	<u>BUDGET ESTIMATE - CLADDING REPLACEMENT</u>				
	ESTIMATE CRITERIA				0
	EXCLUSIONS, ASSUMPTIONS				0
	<u>BASE COST</u>				
14/A	Removal Works	319	m2	115	36,685
14/B	Re-installation & Cladding Works	319	m2	600	191,400
14/C	Ancillary Works	319	m2	378	120,660
14/D	Access Equipment	319	m2	167	53,280
14/E	Estimated Trade Cost (Excl GST)	319	m2	1,260	402,025
14/F	Builder's Preliminaries & Supervision	15.0	%		60,304
14/G	Builder's Overheads & Margin	7.5	%		34,675
14/H	Estimated Construction Cost including On Cost (EXCL GST)	319	m2	1,558	497,003
	Consultant Costs				169,850
	Authority fees				8,765
	Construction Contingency - P80 level				125,729
14/J	ESTIMATED TOTAL PROJECT COST (EXCL GST)	319	m2	2,512	801,348
	Escalation Contingency (Works to be carried out in October 2025)				146,705
14/K	ESTIMATED TOTAL PROJECT COST (EXCL GST)	319	m2	2,972	948,053
	Total Cost				948,053

CLADDING REPLACEMENT



CLADDING REPLACEMENT

Estimate Details 21 November 2022

REF.	DESCRIPTION	QUANTITY	UNIT	RATE	TOTAL
	<u>ESTIMATE CRITERIA</u>				
	<u>CLADDING REPLACEMENT AREA</u>				
	This cost estimate is based on the following areas;				
15/A	ACP Cladding - Oracle Apartments, Belconnen, ACT	319	m2		
15/B	Total replacement area	319	m2		
	Total - ESTIMATE CRITERIA				0
	<u>EXCLUSIONS, ASSUMPTIONS</u>				
	<u>EXCLUSIONS</u>				
	Decanting costs and temporary accommodation				
	Rental dispensation				
	Loss of income/rental for investors and retail tenancy owners and operators				
	Costs associated with accessing neighbouring properties to carry out the works				
	Works to façade areas not defined in the scope/drawing mark ups by the Façade Engineers				
	Additional surveys and future audits				
	Rectification of any building defects uncovered during the façade re mediation works				
	Rectification or upgrades of existing building structural elements and floorplan layouts including exit paths				
	We note proposed cladding replacement changes may affect the thermal and/or acoustic performance of the overall façade system - as such, any costs associated with testing and remedying performance requirements of thermal and/or acoustic treatments are also excluded				
	Removal and replacement of existing doors, windows, screens and the like within the façade for cladding replacement beyond allowances specifically identified within the estimate				
	New framing - assumed existing stud/frames have sufficient capacity to have new façade cladding affixed				
	Replacement or new light fittings, rainwater disposal systems and other building services affixed to façade (temporary removal and re-installation included where required)				
	Repairing of substrate steel framing to reclad area if deemed required (Steel framing condition is unconfirmed in Façade report)				
	Internal making good works - no allowance included for replacement of finishes, full repainting of the spaces or any other alterations				
	Making good to landscape areas disturbed by rectification works				

CLADDING REPLACEMENT



CLADDING REPLACEMENT

Estimate Details 21 November 2022

REF.	DESCRIPTION	QUANTITY	UNIT	RATE	TOTAL
	<p><u>EXCLUSIONS, ASSUMPTIONS</u></p> <p>Any works associated with building upgrades or repairs to allow compliance with current building standards outside the items and scope specifically noted in this estimate</p> <p>Removal or replacement of internal linings and finishes beyond allowances specifically included in this estimate</p> <p>Working with or removal of asbestos and other hazardous materials</p> <p>Fire sprinklers reconfiguration or reinstatement</p> <p>Extension of fire services / reconfiguration</p> <p>Connection or upgrade to water-mains (including static water storage tanks) for wet fire-protection services</p> <p>Isolation/ disconnection of existing building services</p> <p>Upgrade, extension or reconfiguration to building services or incoming external services beyond allowances in the estimate</p> <p>Upgrade, alterations or diversion of overhead power cables, tram-line cables or the like, adjacent or in close proximity to the building</p> <p>Costs associated with changes to building warranties</p> <p>Costs associated with Town Planning requirements</p> <p>Costs associated with coordination with any other concurrent works</p> <p>Daily removal and set-up of plant</p> <p>Staging of the works</p> <p>Work out of normal working hours</p> <p>Future Cost escalation in prices beyond those included within the estimate</p> <p>Price fluctuations and any other market implications (including FOREX)</p> <p>We have not taken into account the impact of the COVID 19 pandemic and accordingly have excluded any implications in relation to costs, programme, supply shortages, performance of parties due to shortages of labour and the inability to travel due to global and national travel restrictions etc</p> <p>Legal fees</p> <p>GST</p> <p><u>The following assumptions have been made in the preparation of the estimate:</u></p> <p>Assume Works will be tendered on a competitive basis to suitably qualified contractors</p>				(continued)

CLADDING REPLACEMENT



CLADDING REPLACEMENT

Estimate Details 21 November 2022

REF.	DESCRIPTION	QUANTITY	UNIT	RATE	TOTAL
	<u>EXCLUSIONS, ASSUMPTIONS</u>				<i>(continued)</i>
	<p>Assume Works will be undertaken with unhindered access and that apartments or commercial spaces will be vacated as required to enable such</p> <p>Assume Works will be carried out during normal working hours</p> <p>Assume main access to the façade works is by a variety of methods</p> <p>Assume Contractor's plant and equipment including access method can remain in place throughout duration of construction period. Daily removal and set-up of plant etc. is excluded from this estimate</p> <p>It is assumed existing sprinkler heads damaged during construction are repaired at the Contractors risk including all associated damage and draining and recharging of the sprinkler system</p> <p>Assume no custom panel sizes required and standard panel sizes can be used</p> <p>Assume panel removal and re-installation works will be carried out simultaneously</p> <p>Assume any items requiring temporary removal can be stored on site. No off site storage has been allowed for</p> <p>It has been assumed no corrosion treatments would be required to existing frames/subframes</p> <p>Assume any items requiring temporary removal can be stored on site. No off site storage has been allowed for</p> <p>It is advised that the extent of corrosion treatments is limited to the allowance included within this report, noting the extent is provisional pending further investigation and scoping.</p>				
	Total - EXCLUSIONS, ASSUMPTIONS				0
	<u>REMOVAL WORKS</u>				
	<u>To external walls / soffits / awnings / blade walls/ etc</u>				
17/A	Careful removal of existing 100% polyethylene cladding lining only, aiming to avoid damage to internal framing / wall linings	319	m2	80	25,520
	<u>Recycling of cladding</u>				
17/B	Allowance for recycling of cladding (based on EcoLoop Panel Recycling)	319	m2	35.00	11,165
	Total - Removal Works				36,685
	<u>RE-INSTALLATION & CLADDING WORKS</u>				
	<u>Temporary Works</u>				
17/C	Protect and make good to existing impacted external stud wall frame during cladding rectification works - assume not required - Excluded		Note		

CLADDING REPLACEMENT



CLADDING REPLACEMENT

Estimate Details 21 November 2022

REF.	DESCRIPTION	QUANTITY	UNIT	RATE	TOTAL
	<u>RE-INSTALLATION & CLADDING WORKS</u>				<i>(continued)</i>
18/A	Allowance for miscellaneous protection items and associated minor works	319	m2	35	11,165
	<u>To external walls</u>				
18/B	Top hat framing including fixings	319	m2		Excluded
18/C	Non-combustible sarking	319	m2		Excluded
18/D	Non-combustible insulation	319	m2		Excluded
18/E	Non-combustible panels	319	m2	500	159,500
18/F	Allowances for sundries excluding framing	1	item	15,950	15,950
	<u>Making good</u>				
18/G	Allowance for making good works and tying in to existing construction (assumed)	319	m2	15	4,785
	Total - Re-installation & Cladding Works				191,400
	<u>ANCILLARY WORKS</u>				
	<u>Ground level fencing</u>				
18/H	Remove and set aside existing metal rail fencing to ground level to enable cladding replacement works	3	no	240.00	720
18/J	Allowance to adjust length of existing metal rail fencing to ground level to suit new cladding thickness	3	no	640.00	1,920
18/K	Reinstall and reconnect metal rail fencing to ground level including making good to surrounding areas affected by works	3	no	240.00	720
	<u>Upper level fencing</u>				
18/L	Remove and set aside existing metal rail fencing to upper level balconies to enable cladding replacement works	44	no	240.00	10,560
18/M	Allowance to adjust length of existing metal rail fencing to upper level balconies to suit new cladding thickness	44	no	800.00	35,200
18/N	Reinstall and reconnect metal rail fencing to upper level balconies including making good to surrounding areas affected by works	44	no	240.00	10,560
	<u>Apartment AC Units</u>				
18/P	Disconnect and uninstall air conditioning units and associated mechanical services to enable cladding replacement works	44	no	360.00	15,840
18/Q	Reinstall and reconnect air conditioning units and associated mechanical services	44	no	480.00	21,120
18/R	Testing & commissioning	44	no	240.00	10,560
	<u>Glazed balustrade panels</u>				
18/S	Remove existing portion of glazed balustrade and framing to enable cladding replacement works	4	no	240.00	960
18/T	Allowance for fall protection	4	no	250.00	1,000

CLADDING REPLACEMENT



CLADDING REPLACEMENT

Estimate Details 21 November 2022

REF.	DESCRIPTION	QUANTITY	UNIT	RATE	TOTAL
	<u>ANCILLARY WORKS</u>				<i>(continued)</i>
19/A	Allowance for new portion of glazed balustrade and framing to suit new cladding thickness	4	no	2,000.00	8,000
	<u>General</u>				
19/B	Allowance to disconnect and set aside for reuse small electrical fixtures such as wall or ceiling mounted light fixtures, CCTV cameras, fob touch panels and the like to allow cladding replacement works; assumed	1	Item	1,750	1,750
19/C	Allowance to reinstall and reconnect small electrical fixtures such as wall or ceiling mounted light fixtures, CCTV cameras, fob touch panels and the like to allow cladding replacement works	1	Item	1,750	1,750
	Total - Ancillary Works				120,660
	<u>ACCESS EQUIPMENT</u>				
19/D	Scaffolding access - erect and dismantle / hire	319	m2	120.00	38,280
19/E	Allowance for additional scaffolding, hoarding, equipment to work around coverings and awnings	1	item	7,500.00	7,500
19/F	Pedestrian / traffic management	1	item	7,500.00	7,500
	Total - Access Equipment				53,280
	<u>CONSULTANT COSTS</u>				
19/G	Consultant costs - fire engineer / architect / structural engineer etc	5.0	%	497,003.41	24,850
19/H	Project Manager / Superintendent - To prepare / run procurement process / reviews during construction	12	mths	10,000.00	120,000
19/J	Certifier	1	item	25,000.00	25,000
	Total - Consultant Costs				169,850
	<u>AUTHORITY FEES</u>				
19/K	Building Approval fee	1	item	3,000.00	3,000
19/L	Building & Training levy	1.16	%	497,003.41	5,765
	Total - Authority fees				8,765
	<u>ESCALATION CONTINGENCY (WORKS TO BE CARRIED OUT IN OCTOBER 2025)</u>				
	Unescalation total			801,347.82	
19/M	2022 (Oct to Dec)	2.50	%	801,347.82	20,034
19/N	2023 (Jan - Dec)	7.00	%	821,381.52	57,497
19/P	2024 (Jan - Dec)	4.00	%	858,844.53	34,354
19/Q	2025 (Jan - Oct)	4.17	%	835,701.60	34,821
	Total - Escalation Contingency (Works to be carried out in October 2025)				146,705



APPENDIX D: Block F&G Cladding

CLADDING REPLACEMENT



CLADDING REPLACEMENT

Estimate Summary 21 November 2022

REF.	DESCRIPTION	QUANTITY	UNIT	RATE	TOTAL
	<u>BUDGET ESTIMATE - CLADDING REPLACEMENT</u>				
	ESTIMATE CRITERIA				0
	EXCLUSIONS, ASSUMPTIONS				0
	<u>BASE COST</u>				
20/A	Removal Works	839	m2	115	96,485
20/B	Re-installation & Cladding Works	839	m2	600	503,400
20/C	Ancillary Works	839	m2	99	83,420
20/D	Access Equipment	839	m2	147	123,180
20/E	Estimated Trade Cost (Excl GST)	839	m2	961	806,485
20/F	Builder's Preliminaries & Supervision	15.0	%		120,973
20/G	Builder's Overheads & Margin	7.5	%		69,559
20/H	Estimated Construction Cost including On Cost (EXCL GST)	839	m2	1,188	997,017
	Consultant Costs				194,851
	Authority fees				14,565
	Construction Contingency				222,157
20/J	ESTIMATED TOTAL PROJECT COST (EXCL GST)	839	m2	1,703	1,428,590
	Escalation Contingency (Works to be carried out in October 2026)				324,054
20/K	ESTIMATED TOTAL PROJECT COST (EXCL GST)	839	m2	2,089	1,752,645
	Total Cost				1,752,645

CLADDING REPLACEMENT



CLADDING REPLACEMENT

Estimate Details 21 November 2022

REF.	DESCRIPTION	QUANTITY	UNIT	RATE	TOTAL
	<u>ESTIMATE CRITERIA</u>				
	<u>CLADDING REPLACEMENT AREA</u>				
	This cost estimate is based on the following areas;				
21/A	ACP Cladding - Oracle Apartments, Belconnen, ACT	839	m2		
21/B	Total replacement area	839	m2		
	Total - ESTIMATE CRITERIA				0
	<u>EXCLUSIONS, ASSUMPTIONS</u>				
	<u>EXCLUSIONS</u>				
	Decanting costs and temporary accommodation				
	Rental dispensation				
	Loss of income/rental for investors and retail tenancy owners and operators				
	Costs associated with accessing neighbouring properties to carry out the works				
	Works to façade areas not defined in the scope/drawing mark ups by the Façade Engineers				
	Additional surveys and future audits				
	Rectification of any building defects uncovered during the façade re mediation works				
	Rectification or upgrades of existing building structural elements and floorplan layouts including exit paths				
	We note proposed cladding replacement changes may affect the thermal and/or acoustic performance of the overall façade system - as such, any costs associated with testing and remedying performance requirements of thermal and/or acoustic treatments are also excluded				
	Removal and replacement of existing doors, windows, screens and the like within the façade for cladding replacement beyond allowances specifically identified within the estimate				
	New framing - assumed existing stud/frames have sufficient capacity to have new façade cladding affixed				
	Replacement or new light fittings, rainwater disposal systems and other building services affixed to façade (temporary removal and re-installation included where required)				
	Repairing of substrate steel framing to reclad area if deemed required (Steel framing condition is unconfirmed in Façade report)				
	Internal making good works - no allowance included for replacement of finishes, full repainting of the spaces or any other alterations				
	Making good to landscape areas disturbed by rectification works				

CLADDING REPLACEMENT



CLADDING REPLACEMENT

Estimate Details 21 November 2022

REF.	DESCRIPTION	QUANTITY	UNIT	RATE	TOTAL
	<p><u>EXCLUSIONS, ASSUMPTIONS</u></p> <p>Any works associated with building upgrades or repairs to allow compliance with current building standards outside the items and scope specifically noted in this estimate</p> <p>Removal or replacement of internal linings and finishes beyond allowances specifically included in this estimate</p> <p>Working with or removal of asbestos and other hazardous materials</p> <p>Fire sprinklers reconfiguration or reinstatement</p> <p>Extension of fire services / reconfiguration</p> <p>Connection or upgrade to water-mains (including static water storage tanks) for wet fire-protection services</p> <p>Isolation/ disconnection of existing building services</p> <p>Upgrade, extension or reconfiguration to building services or incoming external services beyond allowances in the estimate</p> <p>Upgrade, alterations or diversion of overhead power cables, tram-line cables or the like, adjacent or in close proximity to the building</p> <p>Costs associated with changes to building warranties</p> <p>Costs associated with Town Planning requirements</p> <p>Costs associated with coordination with any other concurrent works</p> <p>Daily removal and set-up of plant</p> <p>Staging of the works</p> <p>Work out of normal working hours</p> <p>Future Cost escalation in prices beyond those included within the estimate</p> <p>Price fluctuations and any other market implications (including FOREX)</p> <p>We have not taken into account the impact of the COVID 19 pandemic and accordingly have excluded any implications in relation to costs, programme, supply shortages, performance of parties due to shortages of labour and the inability to travel due to global and national travel restrictions etc</p> <p>Legal fees</p> <p>GST</p> <p><u>The following assumptions have been made in the preparation of the estimate:</u></p> <p>Assume Works will be tendered on a competitive basis to suitably qualified contractors</p>				<i>(continued)</i>

CLADDING REPLACEMENT



CLADDING REPLACEMENT

Estimate Details 21 November 2022

REF.	DESCRIPTION	QUANTITY	UNIT	RATE	TOTAL
	<u>EXCLUSIONS, ASSUMPTIONS</u>				<i>(continued)</i>
	<p>Assume Works will be undertaken with unhindered access and that apartments or commercial spaces will be vacated as required to enable such</p> <p>Assume Works will be carried out during normal working hours</p> <p>Assume main access to the façade works is by a variety of methods</p> <p>Assume Contractor's plant and equipment including access method can remain in place throughout duration of construction period. Daily removal and set-up of plant etc. is excluded from this estimate</p> <p>It is assumed existing sprinkler heads damaged during construction are repaired at the Contractors risk including all associated damage and draining and recharging of the sprinkler system</p> <p>Assume no custom panel sizes required and standard panel sizes can be used</p> <p>Assume panel removal and re-installation works will be carried out simultaneously</p> <p>Assume any items requiring temporary removal can be stored on site. No off site storage has been allowed for</p> <p>It has been assumed no corrosion treatments would be required to existing frames/subframes</p> <p>Assume any items requiring temporary removal can be stored on site. No off site storage has been allowed for</p> <p>It is advised that the extent of corrosion treatments is limited to the allowance included within this report, noting the extent is provisional pending further investigation and scoping.</p>				
	Total - EXCLUSIONS, ASSUMPTIONS				0
	<u>REMOVAL WORKS</u>				
	<u>To external walls / soffits / awnings / blade walls/ etc</u>				
23/A	Careful removal of existing 100% polyethylene cladding lining only, aiming to avoid damage to internal framing / wall linings	839	m2	80	67,120
	<u>Recycling of cladding</u>				
23/B	Allowance for recycling of cladding (based on EcoLoop Panel Recycling)	839	m2	35.00	29,365
	Total - Removal Works				96,485
	<u>RE-INSTALLATION & CLADDING WORKS</u>				
	<u>Temporary Works</u>				
23/C	Protect and make good to existing impacted external stud wall frame during cladding rectification works - assume not required - Excluded		Note		

CLADDING REPLACEMENT



CLADDING REPLACEMENT

Estimate Details 21 November 2022

REF.	DESCRIPTION	QUANTITY	UNIT	RATE	TOTAL
	<u>RE-INSTALLATION & CLADDING WORKS</u>				<i>(continued)</i>
24/A	Allowance for miscellaneous protection items and associated minor works	839	m2	35	29,365
	<u>To external walls</u>				
24/B	Top hat framing including fixings	839	m2		Excluded
24/C	Non-combustible sarking	839	m2		Excluded
24/D	Non-combustible insulation	839	m2		Excluded
24/E	Non-combustible panels	839	m2	500	419,500
24/F	Allowances for sundries excluding framing	1	item	41,950	41,950
	<u>Making good</u>				
24/G	Allowance for making good works and tying in to existing construction (assumed)	839	m2	15	12,585
	Total - Re-installation & Cladding Works				503,400
	<u>ANCILLARY WORKS</u>				
	<u>Ground level fencing</u>				
24/H	Remove and set aside existing metal rail fencing to ground level to enable cladding replacement works	5	no	240.00	1,200
24/J	Allowance to adjust length of existing metal rail fencing to ground level to suit new cladding thickness	5	no	640.00	3,200
24/K	Reinstall and reconnect metal rail fencing to ground level including making good to surrounding areas affected by works	5	no	240.00	1,200
	<u>Apartment AC Units</u>				
24/L	Disconnect and uninstall air conditioning units and associated mechanical services to enable cladding replacement works	25	no	360.00	9,000
24/M	Reinstall and reconnect air conditioning units and associated mechanical services	25	no	480.00	12,000
24/N	Testing & commissioning	25	no	240.00	6,000
	<u>Glazed balustrade panels</u>				
24/P	Remove existing portion of glazed balustrade and framing to enable cladding replacement works	18	no	240.00	4,320
24/Q	Allowance for fall protection	18	no	250.00	4,500
24/R	Allowance for new portion of glazed balustrade and framing to suit new cladding thickness	18	no	2,000.00	36,000
	<u>General</u>				
24/S	Allowance to disconnect and set aside for reuse small electrical fixtures such as wall or ceiling mounted light fixtures, CCTV cameras, fob touch panels and the like to allow cladding replacement works; assumed	1	Item	3,000	3,000

CLADDING REPLACEMENT



CLADDING REPLACEMENT

Estimate Details 21 November 2022

REF.	DESCRIPTION	QUANTITY	UNIT	RATE	TOTAL
	<u>ANCILLARY WORKS</u>				<i>(continued)</i>
25/A	Allowance to reinstall and reconnect small electrical fixtures such as wall or ceiling mounted light fixtures, CCTV cameras, fob touch panels and the like to allow cladding replacement works	1	Item	3,000	3,000
	Total - Ancillary Works				83,420
	<u>ACCESS EQUIPMENT</u>				
25/B	Scaffolding access - erect and dismantle / hire	839	m2	120.00	100,680
25/C	Allowance for additional scaffolding, hoarding, equipment to work around coverings and awnings	1	item	7,500.00	7,500
25/D	Pedestrian / traffic management	1	item	7,500.00	7,500
25/E	Allowance for fall protection for cladding to roof level	1	item	7,500.00	7,500
	Total - Access Equipment				123,180
	<u>CONSULTANT COSTS</u>				
25/F	Consultant costs - fire engineer / architect / structural engineer etc	5.0	%	997,017.09	49,851
25/G	Project Manager / Superintendent - To prepare / run procurement process / reviews during construction	12	mths	10,000.00	120,000
25/H	Certifier	1	item	25,000.00	25,000
	Total - Consultant Costs				194,851
	<u>AUTHORITY FEES</u>				
25/J	Building Approval fee	1	item	3,000.00	3,000
25/K	Building & Training levy	1.16	%	997,017.09	11,565
	Total - Authority fees				14,565
	<u>ESCALATION CONTINGENCY (WORKS TO BE CARRIED OUT IN OCTOBER 2026)</u>				
	Unescalation total			1,428,590.34	
25/L	2022 (Oct to Dec)	2.50	%	1,428,590.34	35,715
25/M	2023 (Jan - Dec)	7.00	%	1,464,305.10	102,501
25/N	2024 (Jan - Dec)	4.00	%	1,531,091.70	61,244
25/P	2025 (Jan - Dec)	5.00	%	1,489,834.01	74,492
25/Q	2026 (Jan - Oct)	3.33	%	1,503,082.04	50,103
	Total - Escalation Contingency (Works to be carried out in October 2026)				324,054



APPENDIX E: Risk model



RISK MODEL REPORT

PR-17130

Oracle Apartments

Cladding replacement

Probabilistic Cost Estimate

Client:

Icon Project Management

Version: 21 November 2022

Oracle Apartments

Cladding replacement

Probabilistic Cost Estimate

Version: 21 November 2022



METHODOLOGY

The risk provision outlined in the estimate has been calculated using a probabilistic cost estimating approach for the works to produce a Risk Model that is generally in accordance with State Government, Federal Government, and Industry guidelines.

Our risk modelling methodology includes the following:

The risk register was reviewed to determine if the events were CAPEX or OPEX in nature, with only CAPEX risks and opportunities included in the risk model. The CAPEX events were then evaluated to determine if they were Inherent (probability of 100%) or Contingent (probability <100%).

We estimated the cost of each CAPEX contingent risk and opportunity, should that risk or opportunity eventuate, and then allocated an appropriate frequency distribution and probability.

We reviewed the risks and opportunities for events that could be both risks and opportunities and then incorporated these events into a multi-state risk table to capture the range of potential states (scenarios) and allocating probabilities for each

We reviewed the uncertainty in the base estimate with the project team and allocated +/-% ranges to each element of the

The risk model was then run through Palisade @Risk 8 Modelling Software using Latin Hypercube sampling, Mersenne Twister generator, random initial seed and at least 10,000 iterations in a single simulation from which the required probabilistic estimate values were extracted.

The P50 probabilistic estimate value refers to a confidence level in the probabilistic estimate value not being exceeded. The P50 value indicates there is a 50% probability of the project being delivered for less than the probabilistic estimate value and a 50% probability of being delivered for more than the probabilistic estimate value.

The information contained in the different sections of Risk Model is the opinion of the project team and relevant project stakeholders and has been based on the best information available at the time of conducting the risk model simulations and calculating the probabilistic estimate values. This information in this Risk Model is therefore a 'snap-shot' in time and should be reviewed and updated on a regular basis to ensure it is based on the most current information.

Oracle Apartments

Cladding replacement

Probabilistic Cost Estimate

Version: 21 November 2022



RISK MODEL SIMULATION DETAILS

Software	Palisade @Risk Version 8.2.0 (Build 172) Professional
Simulation date & time	Monday, 21 November 2022
Number of Simulations	1
Number of Iterations	10000
Seed used in simulation	1264381309
Sampling Type	Latin Hypercube
Generator	Mersenne Twister

Oracle Apartments

Cladding replacement

Probabilistic Cost Estimate

Version: 21 November 2022



SUMMARY

ESTIMATE

Total Base Cost 3,428,000

PROBABILISTIC ESTIMATES & CONTINGENCY

P-value	Probabilistic Estimate Value (\$)	Contingency Value (\$)	Contingency Value (%)
P50	3,770,000	342,000	10.0%
P60	3,860,000	432,000	12.6%
P80	4,080,000	652,000	19.0%
P90	4,300,000	872,000	25.4%

Oracle Apartments

Cladding replacement

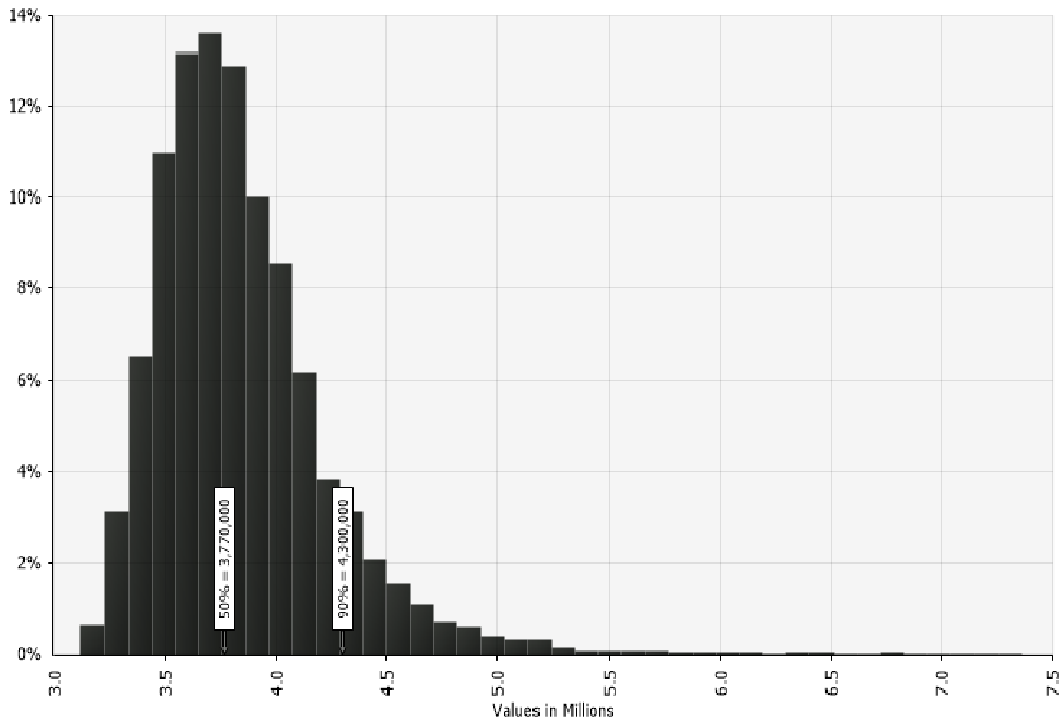
Probabilistic Cost Estimate

Version: 21 November 2022

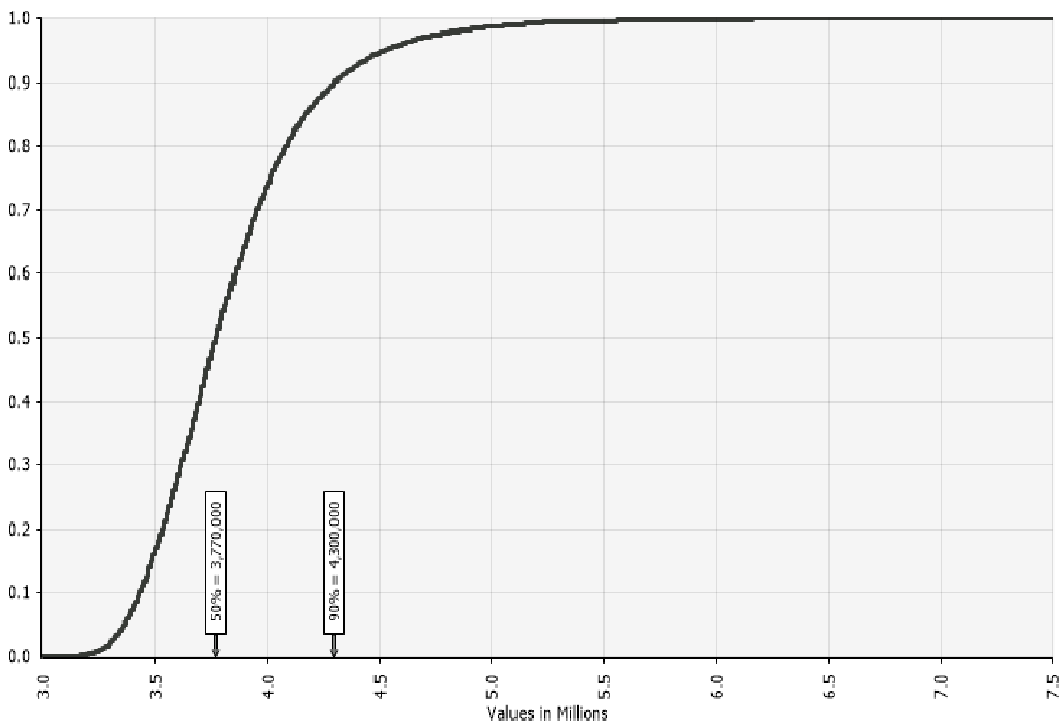


GRAPHS

Graph 1 - Bar Chart



Graph 2 - Line Chart





Annexure 2

**Vortex Fire – Cladding
Testing & Assessment
Report**

VORTEX FIRE

CLADDING TESTING AND ASSESSMENT REPORT

ORACLE APARTMENTS
STAGE 1
57 BENJAMIN WAY
BELCONNEN ACT
STAGE 2
64-72 COLLEGE STREET
BELCONNEN ACT

PREPARED FOR:
THE EXECUTIVE COMMITTEE
UNIT PLAN 3395 AND UNIT PLAN 3566

ISSUED 30 November 2022
REFERENCE: VFC-220173-01R I01 R00 D01

DOCUMENT REVISION HISTORY

JOB NUMBER: VFC-21087

DOCUMENT REF: VFD-21087-01R

REVISION	DATE	PURPOSE	WRITTEN BY	REVIEWED BY	AUTHORISED BY
I01 R00 D01	30.11.2022	ISSUED TO CLIENT	BHB	BR	BHB

Reviewed by

Bradley Robson

GIEAust MSFS
Senior Project Engineer
BEng (ANU)

Authorised by

Benjamin Hughes-Brown | FIEAust CPEng NER APEC Engineer IntPE(Aus)

Chartered Professional Engineer
CPEng, NER (Fire Safety / Mech) 2590091, RPEQ 11498, BDC-1875, PRE0000303, DEP0000317, PE0001872
MFireSafety (UWS), BEng (UTS), GradDipBushFire (UWS), DipEngPrac (UTS), DipEng (CIT)

Disclaimer

The information contained in this document is provided for the sole use of the recipient and no reliance should be placed on the information by any other person. In the event that the information is disclosed or furnished to any other person, the Vortex Fire Safety Consultancy accepts no liability for any loss or damage incurred by that person whatsoever as a result of using the information.

Vortex Fire Safety Consultancy

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CONDITIONS AND LIMITATIONS

The report does not provide guidance in respect of areas, which are used for bulk storage, processing of flammable liquids, explosive materials, multiple fire ignitions or sabotage of existing fire safety systems.

Apart from where noted in the specific sections of this report, we have not verified information provided by external parties and assume that the remainder of the building will comply with the DtS provisions of the NCC Volume 1 – BCA.

Any application of the content of this report should be made taking into full account the following items:

1. observations of the building fire safety systems and fire hazards listed in this report have been based on examination of documentation made available by the design team.
2. any change in the information referenced including building design as detailed in this report to suit future re-organisation or planning will require further evaluation to confirm compliance with the intent of the design objectives.
3. the data, methodologies, calculations and conclusions documented within this report specifically relate to the building and must not be used for any other purpose.
4. specifically, the report does not consider property damage; e.g. building and contents damage caused by fire, potential increased insurance liability and loss of business continuity.
5. this report considers a single point of fire as a source of ignition.
6. the design complies with the current DtS provisions of the BCA except for the specific performance solutions identified within this report.
7. figures provided within the report are indicative only. Full and appropriate detail is expected to be provided within discipline specific engineering specifications and associated detail design drawings by others.
8. all of the fire safety systems are assumed to be designed, installed and operate in accordance with the appropriate Australian Standards, other design codes, legislation and regulations relevant to the project unless specifically stated otherwise.
9. for a satisfactory level of fire safety to be achieved, regular testing and maintenance of all fire safety systems and measures, including management-in-use systems, is essential and is assumed in the conclusion of this evaluation.

Potential risks of incendiary are limited in the scope of engineering design. Conventional building design can only provide limited protection against malicious attack; for example, large scale incendiary and multiple ignition sources can potentially overwhelm some fire safety systems.

Strategies such as security, housekeeping and other management procedures may be more effective than additional fire protection in addressing arson events.

This report is applicable to the Project only. It does not consider property damage to the building.

A number of issues within the NCC Volume 1 – BCA are interpretive in nature. Where these issues are encountered, interpretations are made that are consistent with standard industry practice.

This report is prepared in good faith and with due care for information purposes only, and should not be relied upon as providing any warranty or guarantee. In particular, attention is drawn to the nature of the inspection and investigations undertaken and the limitations these impose in determining with accuracy the state of the building, its services or equipment and life safety.

Vortex Fire's involvement in the Project is limited to the role outlined in the 'Scope of Service' of the Quote. This report reflects that role. Any reliance on, or use of, this report for purposes outside the scope of service is at the user's own risk.

Vortex Fire shall not be held liable for any loss or damage resulting from any defect of the building or its services or equipment or for any non compliance of the building or its services or equipment with any legislative or operational requirement, whether or not such defect or non-compliance is referred to or reported upon in this report, unless such defect or non-compliance should have been apparent to a competent engineer undertaking the evaluation of the type undertaken for the purpose of preparation of this report.

Vortex Fire has carefully reviewed and applied to the best of our ability the requirements of local Legislation, the NCC and the Australian Fire Engineering Guidelines.

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Part

1

executive summary

VORTEX FIRE

1 EXECUTIVE SUMMARY

The purpose of this assessment is to establish a Comprehensive Testing and Assessment Report (CTAR) in accordance with the Requirements of the ACT Cladding Program. The CTAR is to include the following items:

- Façade assessment to identify the extent of cladding
- Testing of the cladding combustibility
- Fire safety risk assessment
- Advice in the extent and scope of remediation works to reduce the risk to an appropriate level
- Advice in relation to the interim fire safety measures that are to be implemented.

This assessment relates to the external combustible cladding installed on the existing building, being the Oracle Apartments Stage 1 and 2 located at 57 Benjamin Way and 64-72 College Street, Belconnen. This is not a fire safety engineering performance solution. This report assists the owners of the building to quantify the potential fire and life safety hazards associated with the subject building and the mitigation measures required. This report does not directly address business continuity, property protection or fire service intervention. These items are identified for other parties to consider.

Oracle Apartments Stage 1 and 2 located at 57 Benjamin Way and 64-72 College Street, Belconnen, is an existing multi-storey storey building of mixed use. This includes Residential (Class 2) over a Carpark (Class 7a). An image of the building is provided below. The building has roads around the perimeter with a central podium area with pedestrian access.

Figure 1:

ORACLE APARTMENTS



The buildings highlighted in red have 100% Polyethylene Cladding. The buildings highlighted in blue have 31% Polyethylene Cladding.

Figure 2:

ORACLE APARTMENTS



VORTEX FIRE

The ACT does not currently have legislation in relation to cladding safety. Other States in Australia have set a maximum limit of 30% polymer content for the cladding core. Outside of legislation, compliance in accordance with the requirements of the Building Code of Australia where the requirement to mitigate the spread of fire is to be maintained will be observed.

The cladding has been identified over a number areas of the building. This has been broken down into two general areas of risk.

- 1 Above entry/exit
- 2 Continuous over exterior wall

Figure 3:

ORACLE APARTMENTS CLADDING OVER EXITS



Figure 4:

ORACLE APARTMENTS CLADDING CONTINUOUS OVER EXTERIOR WALL



Sampling of the cladding was undertaken on 23 May 2019 from the ten cladding points throughout the building. Testing was completed by CETEC, to determine the plastic content. The results of the test are below.

VORTEX FIRE

Figure 5:

SAMPLE LOCATION POINTS

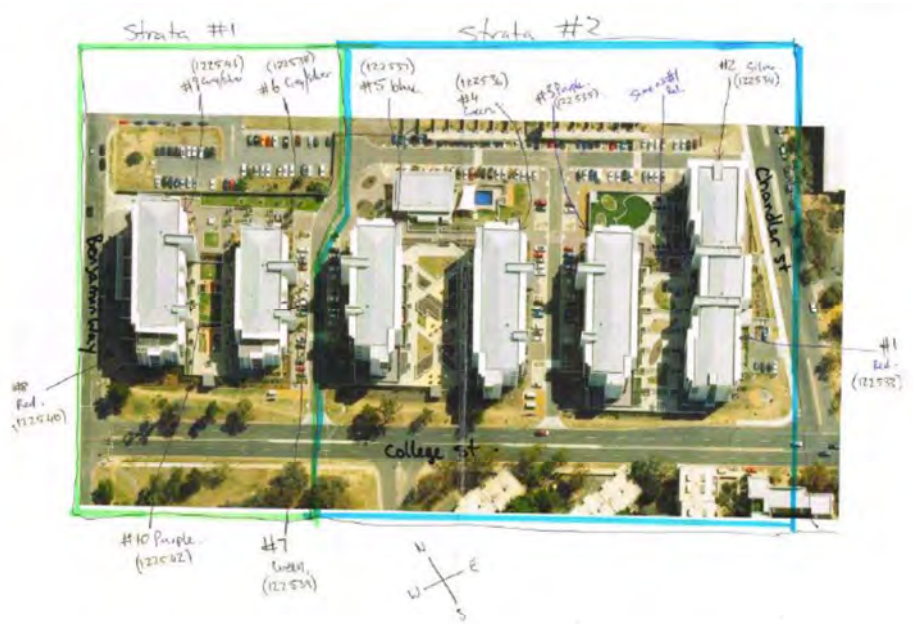


Figure 6:

SAMPLE RESULTS

Sample ID	Sample Type	Location Sample Was Taken	Was Sample Analysed	Identified Polymer and Additive (Filler)	Fuel Contributor	Dripping Risk	Smoke Generated	Combustible Material Content (% w/w)	Corrected Inert Filler Content (% w/w)	Insurance Council of Australia Category
122533	ACP	Strata #2 - 84 Chandler St, red panel on building (South/East Side)	No	N/A – Sample not Analysed						
122534	ACP	Strata #2 - 80 Chandler St, silver panel on building (North/East Side)	Yes	Ethylene-Vinyl Acetate with Alumina Trihydrate	Partially Flammable	N/A	Yes	31%	69%	A
122535	ACP	Strata #2 - 60 College St, purple panel on building (North/East Side)	Yes	Ethylene-Vinyl Acetate with Alumina Trihydrate	Partially Flammable	N/A	Yes	31%	69%	A
122536	ACP	Strata #2 - 64 College St, green panel on building (North/East Side)	Yes	Polyethylene with No Filler Identified	Yes	Dripping	Yes	99%	1%	A
122537	ACP	Strata #2 - 68 College St, blue panel on building (North/East Side)	Yes	Polyethylene with No Filler Identified	Yes	Dripping	Yes	100%	0%	A
122538	ACP	Strata #1 - 72 College St, grey/silver panel on building (North/East Side)	Yes	Polyethylene with No Filler Identified	Yes	Dripping	Yes	98%	2%	A
122539	ACP	Strata #1 - 72 College St, green panel on building (East Side)	No	N/A – Sample not Analysed						
122540	ACP	Strata #1 - 57 College St, red panel on building (South/West Side)	No	N/A – Sample not Analysed						
122541	ACP	Strata #1 - 57 College St, grey/silver panel on building (South/West Side)	Yes	Polyethylene with No Filler Identified	Yes	Dripping	Yes	98%	2%	A
122542	ACP	Strata #1 - 57 College St, purple panel on building (East Side)	No	N/A – Sample not Analysed						

VORTEX FIRE

Table 1:

RISK EVALUATION AND RECOMMENDATIONS | LOCATION ABOVE ENTRY | ELEMENT 1

Cladding Element	Cladding Type	Risk	Evaluation
Cladding element 1 Located above exits	ACP core 100% PE Category A PE Core Cladding	High	A risk treatment strategy is to be developed and applied for the cladding installation. It is recommended that cladding be removed.
Interim Measures To Be Implemented			Risk Ranking after Interim Measures
<ul style="list-style-type: none"> • Confirm the buildings fire safety measures are fit for purpose and maintained. i.e annual fire safety statement. • Ensure and confirm the fire detection and warning system is not isolated and appropriate measures are applied should the panel need to be isolated. • Include an emergency evacuation plan in relation to a façade fire event. • Provide signage at hydrant booster assembly identifying combustible cladding on the building. • Inspect and maintain all required fire doors for their operation to self close and not be obstructed or help open. • Evacuation plans and diagrams are to be current and valid. • Maintain external cladding to be free from damage and to mitigate accumulation of combustibles. • Engage with building occupants such that they are aware of the emergency procedures in the building and the combustible cladding hazard. • Evacuation paths are to be free from obstructions and combustible material. • Ensure no combustible materials are stored adjacent to the external cladding. • Hot work permits must be informed of the cladding risk and mitigation measures for cladding ignition must be undertaken. • No smoking is to permitted within 15m of the building. Provide additional signage if required. • Reduce vegetation located immediately adjacent to the cladding. Remove if dry or dead. Ensure vegetation is watered and maintained regularly. 			High
Proposed mitigation measures			Risk ranking after mitigation measures
<ul style="list-style-type: none"> • Remove polyethylene cladding. • Install non-combustible cladding. 			Low

VORTEX FIRE

Table 2:

RISK EVALUATION AND RECOMMENDATIONS | LOCATION ON EXTERNAL WALL | ELEMENT 2

Cladding Element	Cladding Type	Risk	Evaluation
Cladding element 2 External wall	ACP core 100% PE Category A PE Core Cladding	High	A risk treatment strategy is to be developed and applied for the cladding installation. It is recommended that cladding be removed.
Interim Measures To Be Implemented			Risk Ranking after Interim Measures
<ul style="list-style-type: none"> • Confirm the buildings fire safety measures are fit for purpose and maintained. i.e annual fire safety statement. • Ensure and confirm the fire detection and warning system is not isolated and appropriate measures are applied should the panel need to be isolated. • Include an emergency evacuation plan in relation to a façade fire event. • Provide signage at hydrant booster assembly identifying combustible cladding on the building. • Inspect and maintain all required fire doors for their operation to self close and not be obstructed or help open. • Evacuation plans and diagrams are to be current and valid. • Maintain external cladding to be free from damage and to mitigate accumulation of combustibles. • Engage with building occupants such that they are aware of the emergency procedures in the building and the combustible cladding hazard. • Evacuation paths are to be free from obstructions and combustible material. • Ensure no combustible materials are stored adjacent to the external cladding. • Hot work permits must be informed of the cladding risk and mitigation measures for cladding ignition must be undertaken. • No smoking is to permitted within 15m of the building. Provide additional signage if required. • Reduce vegetation located immediately adjacent to the cladding. Remove if dry or dead. Ensure vegetation is watered and maintained regularly. 			High
Proposed mitigation measures			Risk ranking after mitigation measures
<ul style="list-style-type: none"> • Remove polyethylene cladding. • Install non-combustible cladding. 			Low

Table 3:

RISK EVALUATION AND RECOMMENDATIONS | LOCATION ON UPPER LEVEL APARTMENTS AND COMMERCIAL | ELEMENT 3

Cladding Element	Cladding Type	Risk	Evaluation
Cladding element 3 Above Exits and continuous over building	ACP core 31% PE Category A mineral Core Cladding	Moderate	A risk treatment strategy is to be developed and applied for the cladding installation. It is recommended that cladding be either tested to achieve a full pass with AS 5113 or be removed.
Interim Measures To Be Implemented			Risk Ranking after Interim Measures
<ul style="list-style-type: none"> • Confirm the buildings fire safety measures are fit for purpose and maintained. i.e annual fire safety statement. • Ensure and confirm the fire detection and warning system is not isolated and appropriate measures are applied should the panel need to be isolated. • Include an emergency evacuation plan in relation to a façade fire event. • Provide signage at hydrant booster assembly identifying combustible cladding on the building. • Inspect and maintain all required fire doors for their operation to self close and not be obstructed or help open. • Evacuation plans and diagrams are to be current and valid. • Maintain external cladding to be free from damage and to mitigate accumulation of combustibles. • Engage with building occupants such that they are aware of the emergency procedures in the building and the combustible cladding hazard. • Evacuation paths are to be free from obstructions and combustible material. • Ensure no combustible materials are stored adjacent to the external cladding. • Hot work permits must be informed of the cladding risk and mitigation measures for cladding ignition must be undertaken. • No smoking is to permitted within 15m of the building. Provide additional signage if required. • Reduce vegetation located immediately adjacent to the cladding. Remove if dry or dead. Ensure vegetation is watered and maintained regularly. 			Moderate
Proposed mitigation measures			Risk ranking after mitigation measures
<ul style="list-style-type: none"> • Remove cladding. • Install non-combustible cladding. • Keep mineral core cladding with full pass on AS 5113 test 			Low

A risk assessment of the combustible cladding identified on the building has been undertaken. The following conclusions and recommendations are provided:

- An audit of the building has identified external combustible cladding elements which do not comply with the current requirements of the NCC.
- The combustible ACP cladding elements identified with a core comprising 100% PE and 31% PE mineral mix.

- A qualitative risk assessment of the external combustible cladding elements identified on the building has been undertaken. The risk assessment has identified cladding elements which have been ranked as a high risk for 100% PE and moderate for the 31% mineral mix. It is essential that a risk treatment strategy is developed and implemented for these elements in consultation with the relevant stakeholders.
- It is recommended that key project stakeholders such as building owners, insurer and local fire service are be informed of the risk presented by the external combustible cladding.
- Interim fire safety measures have been identified to maintain and improve the level of fire safety while a risk treatment strategy is implemented.
- It is our opinion that the fire safety risk associated with the combustible cladding installed on the subject building can be reduced so that it represents an acceptable risk to occupant life safety. This is subject to implementation of the mitigation measures specified in this report being applied.
- Vortex Fire provides no warranty that this report will satisfy future legislation or changes to the building code. Any future change in building code or legislation that would impact this evaluation may be require further evaluation or be subject to further remediation.

Part

2

façade assessment

VORTEX FIRE

2 FAÇADE MATERIAL AND TESTING

2.1 Introduction

The cladding has been identified over a number areas of the building. This has been broken down into two general areas of risk.

- 1 Above entry/exit
- 2 Continuous over exterior wall

The following figure identifies the locations in which the cladding is typically installed over the various building.

Figure 7:

ORACLE APARTMENTS CLADDING OVER EXITS



Figure 8:

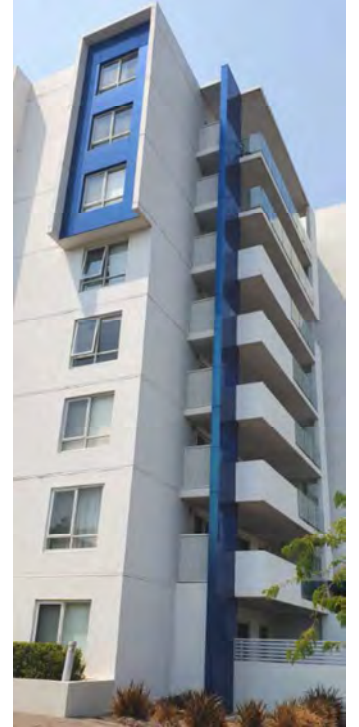
ORACLE APARTMENTS CLADDING CONTINUOUS OVER EXTERIOR WALL



VORTEX FIRE

Figure 9:

ORACLE APARTMENTS CLADDING CONTINUOUS OVER EXTERIOR WALL



Part

3

façade material and testing

VORTEX FIRE

3 FAÇADE MATERIAL AND TESTING

3.1 Introduction

The aluminium composite cladding installed on the building in a number of locations. These include:

- 1 Above entry/exit
- 2 Continuous over exterior wall

The installation over the entry and exit area is on a steel sub frame. The installation is over a lightweight framing system.

3.2 Cladding and testing

Cladding samples were taken from multiple points of the building and subject to testing to determine the plastic content.

The cladding was taken from above the buildings residential entrance lobby, on the upper level of the commercial part of the building on Wentworth Avenue as well as the blue cladding which is continuous over multiple storeys of the building.

Figure 10:

SAMPLE LOCATION POINTS

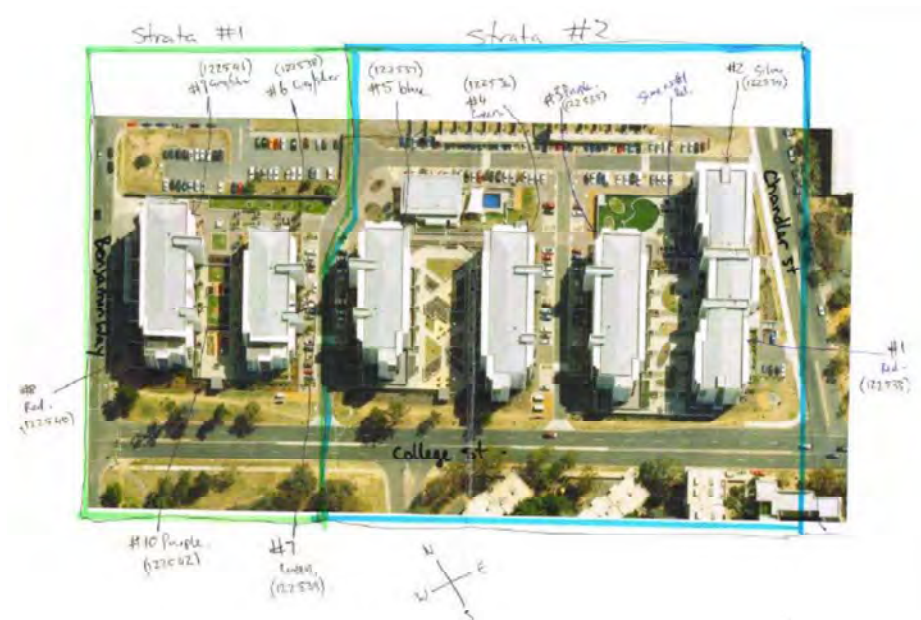


Figure 11:

SAMPLE RESULTS

Sample ID	Sample Type	Location Sample Was Taken	Was Sample Analysed	Identified Polymer and Additive (Filler)	Fuel Contributor	Dripping Risk	Smoke Generated	Combustible Material Content (% w/w)	Corrected Inert Filler Content (% w/w)	Insurance Council of Australia Category
122533	ACP	Strata #2 - 84 Chandler St, red panel on building (South/East Side)	No	N/A – Sample not Analysed						
122534	ACP	Strata #2 - 80 Chandler St, silver panel on building (North/East Side)	Yes	Ethylene-Vinyl Acetate with Alumina Trihydrate	Partially Flammable	N/A	Yes	31%	69%	A
122535	ACP	Strata #2 - 60 College St, purple panel on building (North/East Side)	Yes	Ethylene-Vinyl Acetate with Alumina Trihydrate	Partially Flammable	N/A	Yes	31%	69%	A
122536	ACP	Strata #2 - 64 College St, green panel on building (North/East Side)	Yes	Polyethylene with No Filler Identified	Yes	Dripping	Yes	99%	1%	A

VORTEX FIRE

122537	ACP	Strata #2 - 68 College St, blue panel on building (North/East Side)	Yes	Polyethylene with No Filler Identified	Yes	Dripping	Yes	100%	0%	A
122538	ACP	Strata #1 - 72 College St, grey/silver panel on building (North/East Side)	Yes	Polyethylene with No Filler Identified	Yes	Dripping	Yes	98%	2%	A
122539	ACP	Strata #1 - 72 College St, green panel on building (East Side)	No	N/A – Sample not Analysed						
122540	ACP	Strata #1 - 57 College St, red panel on building (South/West Side)	No	N/A – Sample not Analysed						
122541	ACP	Strata #1 - 57 College St, grey/silver panel on building (South/West Side)	Yes	Polyethylene with No Filler Identified	Yes	Dripping	Yes	98%	2%	A
122542	ACP	Strata #1 - 57 College St, purple panel on building (East Side)	No	N/A – Sample not Analysed						

3.3 Summary

In accordance with the test criteria, this presents as a pure plastic based material and as such is considered 100% polyethylene core material for parts of the building and a mineral mix for other parts. The following figure outlines the location of the different cladding types.

Figure 12:

ORACLE APARTMENTS



Part

4

fire safety risk assessment

4.1 Introduction

The following risk assessment framework is used and aligned with the Society of Fire Safety Risk Assessment process. Risk is a function of the likelihood of a fire hazard and the consequence of that fire hazard occurring. The process of risk assessment is to identify the hazard(s) and then assess the likelihood and consequences of the hazard occurring.

