



STRATA ASSIST QLD BODY CORPORATE SEARCH AGENTS

VENDORS IMPLIED WARRANTIES STATEMENT

In relation to the Contract for sale of lot(s) 5 in FOURTEEN Community Titles Scheme 43575

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

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

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

COMMUNITY MANAGEMENT STATEMENT

At the date of this Disclosure Statement the CMS Dated 13th March 2012 was the last registered CMS held by the Environment and Resources Management. The Seller discloses the following if known at the time of inspection: A new CMS has been approved by resolution but is not registered at the Titles Office or is there is an intention to approve a new CMS in the future:

No evidence sighted in records provided

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

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

MINUTES Of Meetings held in the last 12 months:

Copies of the following Meeting Minutes attached:

1. AGM dated 20th June 2018

REPORTS

Sighted Compliance Reports:

1. Sinking Fund Forecast dated 26th May 2014 - copy attached.
2. Asbestos report & register dated 4th September 2012
3. Initial Common Property safety report dated 17th July 2018 - copy attached.
4. Fire & Evacuation report dated 25th July 2018

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

Refer to attached Minutes of Meetings.

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

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

EXCEPTIONS TO WARRANTIES IN CLAUSE 7.4(3)

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

PROPOSED BODY CORPORATE RESOLUTIONS (Clause 8.4)

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

KNOWN DISPUTES



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

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

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

Nothing sighted in records provided.

This Report was prepared on 26th March 2019

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

Capacity of person signing

ACKNOWLEDGEMENT

The buyer acknowledges -

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

Signature of Buyer

Signature of Buyer(s)

Dated

Signature of Witness

Name

Dated

Disclaimer

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

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

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

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

Notes regarding Utilities

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

STRATA ASSIST QLD

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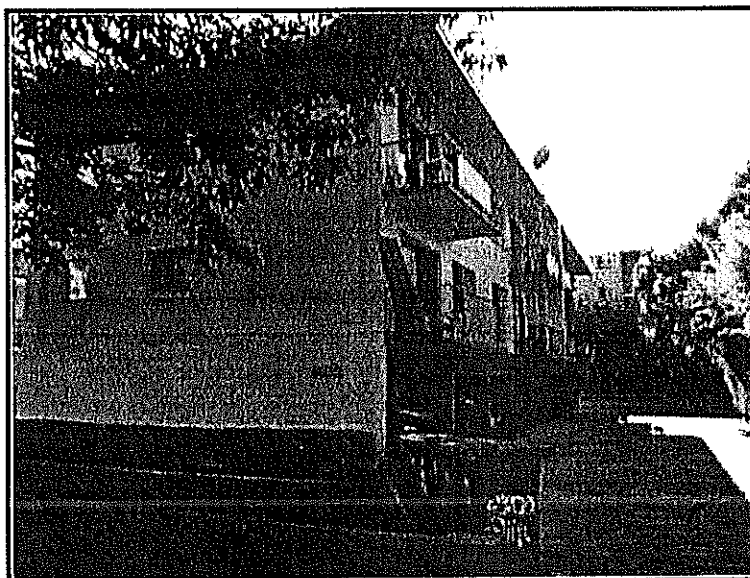
SINKING FUND FORECAST

FOURTEEN

14 O'Connell Street

West End QLD 4101

Community Titles Scheme 43575



Report details

Inspection date:	26/05/2014
Inspector:	Luke Frisina



26 May 2014

The Body Corporate Committee
Fourteen
14 O'Connell Street
West End QLD 4101

Dear Committee Members,

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

Based on our survey of your property, we have determined that the Body Corporate will need to increase its contributions in the short term to cover its forecast sinking fund expenses. We recommend that the levies initially be set at the level shown in this report. Once the short-term expenses have been paid for, we recommend that this report be updated to confirm that the levies can be reduced to the level shown in this report.

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

Key Report Data Levies Summary – First Financial Year

Levy Per Unit Entitlement (Total sinking fund levy divided by unit entitlements)	\$400.00
Total Unit Entitlements	8
Total Sinking Fund Levy	\$3,200.00

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

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

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

Yours sincerely,



The Team at Solutions in Engineering

Building Details & Report Inputs

Supplied information

Building Name	Fourteen
Building Address	14 O'Connell Street West End QLD 4101
Building Format Plan (formerly Building Unit Plan)	CTS 43575
Registered Plan Date/Year of Construction	2012
Number of Lot Entitlements	8
Number of Units	8
Estimated Starting Sinking Fund Balance	\$2,947
Starting date of Financial Year for Report	1/04/2014
GST Status	Not Registered for GST
Current Sinking Fund Levy per Lot Entitlement	\$400.00

Report assumptions & information

Assumed Interest Rate on invested funds (For funds over \$10,000)	3.35%
Company Taxation Rate	30.00%
Interest on Invested Funds - Based on Assumed Interest Rate minus Company Taxation Rate. Calculated only on sinking fund balances over \$10,000.	2.35%
Contingency Allowance - For minor and/or unforeseen expenses	8%
Assumed Rate of Inflation for Building Maintenance Costs - Based on average annual building cost increase between 2002 and 2012	3.10%
Forecast Period - Number of years the forecast looks out.	15 years

15 Year Levy Table

Year	Year To	Total Contribution	Contribution per Lot Entitlement	Quarterly Contribution
1	31/03/2015	3,200.00	400.00	100.00
2	31/03/2016	4,480.00	560.00	140.00
3	31/03/2017	6,272.00	784.00	196.00
4	31/03/2018	7,528.00	941.00	235.25
5	31/03/2019	9,032.00	1,129.00	282.25
6	31/03/2020	10,388.00	1,298.50	324.63
7	31/03/2021	10,710.03	1,338.75	334.69
8	31/03/2022	11,042.04	1,380.26	345.07
9	31/03/2023	11,384.34	1,423.04	355.76
10	31/03/2024	11,737.25	1,467.16	366.79
11	31/03/2025	9,000.00	1,125.00	281.25
12	31/03/2026	9,279.00	1,159.88	289.97
13	31/03/2027	9,566.65	1,195.83	298.96
14	31/03/2028	9,863.22	1,232.90	308.23
15	31/03/2029	10,168.98	1,271.12	317.78

15 Year Cash Flow Tracking Sheet

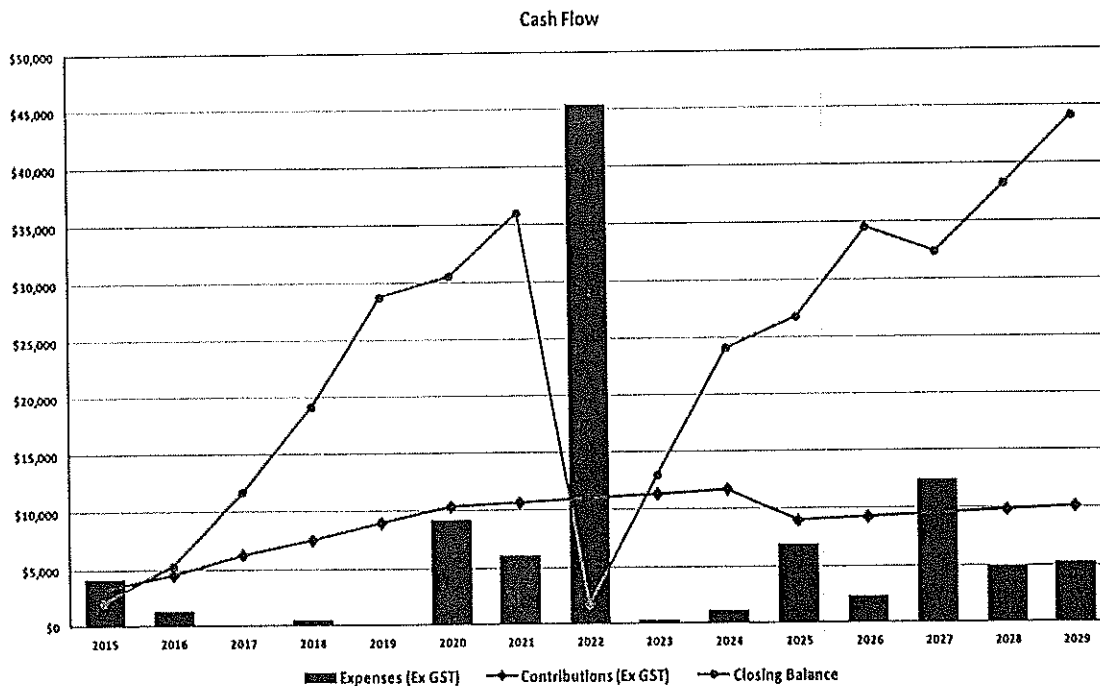
The table below shows the cash flow starting with the anticipated 'Opening Balance' at the start of the first financial year which you provided to us. We then add the 'Total Levy Contributions' for the year and any 'Interest' on balances greater than \$10,000. Any 'Anticipated Expenses' are then allowed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

Year	Year To	Opening Balance	Total Levy Contributions	Interest	Anticipated Expenses	Closing Balance
1	31/03/2015	2,947.00	3,200.00	0.00	4,091.00	2,056.00
2	31/03/2016	2,056.00	4,480.00	0.00	1,252.00	5,284.00
3	31/03/2017	5,284.00	6,272.00	197.87	0.00	11,753.87
4	31/03/2018	11,753.87	7,528.00	359.45	444.00	19,197.32
5	31/03/2019	19,197.32	9,032.00	557.26	0.00	28,786.58
6	31/03/2020	28,786.58	10,388.00	689.83	9,252.00	30,612.41
7	31/03/2021	30,612.41	10,710.03	773.95	6,067.00	36,029.39
8	31/03/2022	36,029.39	11,042.04	0.00	45,386.00	1,685.43
9	31/03/2023	1,685.43	11,384.34	170.73	225.00	13,015.50
10	31/03/2024	13,015.50	11,737.25	431.66	1,031.00	24,153.41
11	31/03/2025	24,153.41	9,000.00	592.46	6,885.00	26,860.87
12	31/03/2026	26,860.87	9,279.00	713.43	2,283.00	34,570.30
13	31/03/2027	34,570.30	9,566.65	778.37	12,463.00	32,452.32
14	31/03/2028	32,452.32	9,863.22	821.59	4,845.00	38,292.13
15	31/03/2029	38,292.13	10,168.98	957.55	5,260.00	44,158.66

Please note that all figures in this table are exclusive of GST

15 Year Cash Flow Graph

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



Anticipated Expenditures Table Year 1 - 15

This table shows when expenses will occur in the next 15 years. From left to right the columns are:-
 'Expenditure Items' - lists the different areas and items of expenditure.
 'Current Cost' - shows the current maintenance expenditure costs in today's dollars.
 'Year 1' to 'Year 15' - shows the costs in the year in which they occur including the 'Assumed Rate of Inflation' compounded annually until the cost is due.

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

Expenditure Item	Current Cost	Year 1 (2015)	Year 2 (2016)	Year 3 (2017)	Year 4 (2018)	Year 5 (2019)	Year 6 (2020)	Year 7 (2021)	Year 8 (2022)	Year 9 (2023)	Year 10 (2024)	Year 11 (2025)	Year 12 (2026)	Year 13 (2027)	Year 14 (2028)	Year 15 (2029)
1. Building exterior																
Repaint balcony ceilings	835.00	-	-	-	-	-	-	-	1,034	-	-	-	-	-	-	-
Repaint external stairway ceilings	407.00	-	-	-	-	-	-	-	504	-	-	-	-	-	-	-
Repaint external walkway overhang	1,327.00	-	-	-	-	-	-	-	1,643	-	-	-	-	-	-	-
Repaint external brick walls	9,517.00	-	-	-	-	-	-	-	11,784	-	-	-	-	-	-	-
Repaint cement sheeting (service panels)	180.00	-	-	-	-	-	-	-	223	-	-	-	-	-	-	-
Repaint columns / pillars	315.00	-	-	-	-	-	-	-	390	-	-	-	-	-	-	-
Repaint stairway stringers	719.00	-	-	-	-	-	-	-	890	-	-	-	-	-	-	-
Repaint eaves	1,626.00	-	-	-	-	-	-	-	2,013	-	-	-	-	-	-	-
Repaint fascia and barge capping	996.00	-	-	-	-	-	-	-	1,233	-	-	-	-	-	-	-
Repaint guttering	663.00	-	-	-	-	-	-	-	821	-	-	-	-	-	-	-
Inspect and repair guttering (total: 31 Lm) - 10%	126.00	-	-	-	-	-	-	151	-	-	-	-	-	-	-	193
Wash down guttering	171.00	-	-	-	-	-	-	-	212	-	-	-	-	-	-	-
Repaint downpipes	285.00	-	-	-	-	-	-	-	353	-	-	-	-	-	-	-
Inspect and repair downpipes (total: 14 Lm) - 10%	48.00	-	-	-	-	-	-	58	-	-	-	-	-	-	-	74
Repaint doors - both sides including architraves	668.00	-	-	-	-	-	-	-	827	-	-	-	-	-	-	-
Maintain / repair aluminium doors / windows	910.00	-	-	-	-	-	-	-	-	-	-	1,235	-	-	-	-
Repaint metal balustrades	12,041.00	-	-	-	-	-	-	-	14,910	-	-	-	-	-	-	-
Repaint solid balustrades	591.00	-	-	-	-	-	-	-	732	-	-	-	-	-	-	-
Inspect and repair balustrades (total: 122 Lm) - 10%	3,002.00	-	-	-	-	-	-	3,605	-	-	-	-	-	-	-	4,603
2. Roof																
Maintain / repair metal roof (total: 363 m2) - 10%	2,641.00	-	-	-	-	-	3,077	-	-	-	-	-	-	-	-	3,928
3. Access for work at heights																
Fire scissor lift for work at heights	2,568.00	-	-	-	-	-	-	-	3,180	-	-	-	-	-	-	-

Expenditure Item	Current Cost	Year 1 (2015)	Year 2 (2016)	Year 3 (2017)	Year 4 (2018)	Year 5 (2019)	Year 6 (2020)	Year 7 (2021)	Year 8 (2022)	Year 9 (2023)	Year 10 (2024)	Year 11 (2025)	Year 12 (2026)	Year 13 (2027)	Year 14 (2028)	Year 15 (2029)
4. Vehicle accessways																
Surface cleaning program	979.00	979	-	-	-	-	1,140	-	-	-	-	1,329	-	-	-	-
Maintain / repair concrete surface (total: 408 m2) - 10%	1,746.00	1,746	-	-	-	-	2,034	-	-	-	-	2,369	-	-	-	-
5. External walkways																
Surface cleaning program	382.00	382	-	-	-	-	445	-	-	-	-	518	-	-	-	-
Maintain / repair concrete surface (total: 159 m2) - 10%	681.00	681	-	-	-	-	793	-	-	-	-	924	-	-	-	-
Replace concrete step treads (total: 56 ea)	550.00	-	-	-	-	-	641	-	-	-	-	-	-	-	-	-
6. Fixtures and fittings																
Replace letterboxes	1,136.00	-	-	-	-	-	-	1,364	-	-	-	-	-	-	-	-
Maintain common light fittings - external	375.00	-	387	-	411	-	437	-	464	-	494	-	525	-	558	-
7. Building signage																
Replace community signage including building name	350.00	-	-	-	-	-	-	-	-	-	461	-	-	-	-	-
8. Fence maintenance																
Repair or replace chain wire fence (total: 20 Lm - rate 50%) - 100%	749.00	-	772	-	-	-	-	-	-	-	-	-	1,048	-	-	-
Repair or replace standard paling fence (total: 40 Lm - rate 50%) - 10%	163.00	-	-	-	-	-	-	-	-	208	-	-	-	-	-	-
9. Walls																
Repaint brick walls	655.00	-	-	-	-	-	-	-	811	-	-	-	-	-	-	-
Repair or replace brick walls (total: 17 m2 - rate 100%) - 10%	366.00	-	-	-	-	-	-	440	-	-	-	-	-	-	-	-
Repair or replace block walls (total: 21 m2 - rate 50%) - 10%	226.00	-	-	-	-	-	-	-	-	-	-	-	316	-	-	-
Repair block retaining walls (total: 15 m2 - rate 50%) - 10%	161.00	-	-	-	-	-	-	-	-	-	-	-	225	-	-	-
10. Plant - electrical																
Replace switchboard	8,000.00	-	-	-	-	-	-	-	-	-	-	-	-	11,540	-	-
Sub Total (Incl. GST)		3,788	1,159	0	411	0	8,567	5,618	42,024	208	955	6,375	2,114	11,540	4,486	4,870
Contingency Allowance (Incl.GST)		303	93	0	33	0	685	449	3,362	17	76	510	169	923	359	390
Total Expenses (Incl. GST)		4,091	1,252	0	444	0	9,252	6,067	45,386	225	1,031	6,885	2,283	12,463	4,845	5,260

Building Data List from the Property Inspection for Fourteen

This table has all the data collected by the building inspector while inspecting the complex. The columns from left to right are:-
 'Items' – identifies and describes the maintenance item
 'Qty' – lets you know the total quantity of that item
 'Unit' – is the unit rate used to measure the quantity
 'Rate' – is the cost of each unit in dollars
 'Value (\$)' – is the quantity (Qty) multiplied by the Rate (\$)
 'Next Due' - is the remaining life in years until an item needs money spent on it.
 'Total Life' - is the total life the item after it is replaced, repaired or repainted.
 'Comments' - details any useful explanatory notes for the item.

Items	Qty	Unit	Rate (\$)	Value (\$)	Next Due	Total Life	Comments
1. Building exterior							
Repaint balcony ceilings	39	m2	21.40	835	8	8	Ongoing painting program
Repaint external stairway ceilings	19	m2	21.40	407	8	8	Ongoing painting program
Repaint external walkway overhang	62	m2	21.40	1327	8	8	Ongoing painting program
Repaint external brick walls	412	m2	23.10	9517	8	8	Ongoing painting program
Repaint cement sheeting (service panels)	8	Lm	22.47	180	8	8	Ongoing painting program
Repaint columns / pillars	14	Lm	22.47	315	8	8	Ongoing painting program
Repaint stairway stringers	32	Lm	22.47	719	8	8	Ongoing painting program
Repaint eaves	80	Lm	20.33	1626	8	8	Ongoing painting program
Repaint fascia and barge capping	49	Lm	20.33	996	8	8	Ongoing painting program
Repaint guttering	31	Lm	21.40	663	8	16	Ongoing painting program
Inspect and repair guttering (total: 31 Lm) - 10%	3.1	Lm	40.66	126	7	8	Inspect and repair as required
Wash down guttering	31	Lm	5.50	171	8	0	Wash down within this paint cycle
Repaint downpipes	14	Lm	20.33	285	8	8	Ongoing painting program
Inspect and repair downpipes (total: 14 Lm) - 10%	1.4	Lm	34.24	48	7	8	Inspect and repair as required
Repaint doors - both sides including architraves	8	Ea	83.50	668	8	8	Ongoing painting program
Maintain / repair aluminium doors / windows	1	Item	909.50	910	11	20	Replace seals, mechanism repairs
Repaint metal balustrades	122	Lm	98.70	12041	8	16	Ongoing painting program
Repaint solid balustrades	24	m2	24.61	591	8	8	Ongoing painting program
Inspect and repair balustrades (total: 122 Lm) - 10%	12.2	Lm	246.10	3002	7	8	Repair as required
2. Roof							
Maintain / repair metal roof (total: 363 m2) - 10%	36.3	m2	72.76	2641	6	8	Repair as required
3. Access for work at heights							
Hire scissor lift for work at heights	2	Item	1284.00	2568	8	8	Quotation required
4. Vehicle accessways							
Surface cleaning program	408	m2	2.40	979	1	5	Ongoing cleaning program
Maintain / repair concrete surface (total: 408 m2) - 10%	40.8	m2	42.80	1746	1	5	Repair as required

Items	Qty	Unit	Rate (\$)	Value (\$)	NextDue	Total Life	Comments
5. External walkways							
Surface cleaning program	159	m2	2.40	382	1	5	Ongoing cleaning program
Maintain / repair concrete surface (total: 159 m2) - 10%	15.9	m2	42.80	681	1	5	Repair as required
Replace concrete step treads (total: 56 ea)	5	Ea	110.00	550	6	15	Replace as required
6. Fixtures and fittings							
Replace letterboxes	9	Ea	126.26	1136	7	30	Replace as required
Maintain common light fittings - external	1	Item	375.20	375	2	2	Ongoing maintenance allowance
7. Building signage							
Replace community signage including building name	1	Item	350.00	350	10	10	Quotation required
8. Fence maintenance							
Repair or replace chain wire fence (total: 20 Lm - rate 50%) - 100%	20	Lm	37.45	749	2	10	Repair or replace as required - shared boundary fence
Repair or replace standard paling fence (total: 40 Lm - rate 50%) - 10%	4	Lm	40.66	163	9	10	Repair or replace as required - shared boundary fence
9. Walls							
Repaint brick walls	34	m2	19.26	655	8	8	Ongoing painting program
Repair or replace brick walls (total: 17 m2 - rate 100%) - 10%	1.7	m2	215.00	366	7	12	Repair or replace as required
Repair or replace block walls (total: 21 m2 - rate 50%) - 10%	2.1	m2	107.50	226	12	12	Repair or replace as required - shared boundary wall
Repair block retaining walls (total: 15 m2 - rate 50%) - 10%	1.5	m2	107.00	161	12	15	Repair or replace as required - shared boundary wall
10. Plant - electrical							
Replace switchboard	1	Item	8000.00	8000	13	25	Replace as required

Inspector's Report for Fourteen

1. **IMPORTANT NOTES ABOUT PAINTING:** Painting a building serves two main purposes: improving the appearance of the building; and protecting the painted surface. From a maintenance point of view, this second purpose is more important. By sealing the surface, paint protects the building from damage caused by water, salt or air pollutants. Although most paints will hold their appearance for at least ten years, before cracking or peeling occurs, they become porous and lose their protective abilities well before this point. As such, we recommend that surfaces are repainted more frequently.

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

Washing or pressure cleaning a painted surface can significantly diminish its function as a protective coating. If the surface is not repainted after the timeframe recommended above it will become more vulnerable to water, salt and/or pollutants. The resulting damage can considerably increase the cost of surface preparation before future repainting and, in extreme cases lead to concrete cancer, requiring major repairs.

2. The amounts estimated for the painting of the property include, as far as possible, all external surfaces including those within lot boundaries. While the maintenance costs of some of these surfaces are technically the responsibility of the individual lot owners, it is usual for the Body Corporate to administer the painting of these areas to preserve the appearance of the building and to reduce overall costs for individual lot owners.
3. The painting cost estimates are as accurate as possible. However, due to privacy considerations, access restrictions to some areas and the varied nature of the property, it is recommended that the Body Corporate obtain quotes for painting work well in advance of when the work is to be carried out to allow for any shortfall or excess in funds.
4. The maintenance of fences between properties is regulated under the Neighbourhood Disputes Resolution Act 2011, which states that neighbours have equal responsibility for dividing fences. As such, we have applied a fifty percent rate to all maintenance work on these fences in this report.
5. For aesthetic and practical reasons, the entire maintenance costs for fences dividing the common property from individual lots have been attributed to the Body Corporate.
6. An allowance has been made in this report to assist with the maintenance of the retaining walls on the boundary of the property. The law regarding retaining walls dividing properties is not settled and therefore the responsibility for maintaining them varies, depending on a range of factors including who built the wall, whose property it is on and who benefits from its construction. For the purpose of this report we have presumed that the maintenance costs will be shared equally with neighbouring properties. As such, a fifty percent rate has been used for all maintenance work on these retaining walls in this report.
7. Cracks were noted at several locations in the driveway. All such areas should be monitored closely and in the event that any crack should lengthen or expand, we recommend that the Body Corporate commission a report from a structural engineer containing advice on the best course of action to remedy the problem.

8. Monies have been budgeted to assist with cleaning and maintenance of the driveway areas. Cleaning may be carried out using high pressure water or chemical wash. Care should be taken to meet relevant water saving and water use restrictions.
9. Trees should be lopped to below the fascia and gutter height and be kept clear of the building to prevent premature corrosion of the roof flashings, gutters and downpipes. Root systems should also be kept away from the building to prevent structural damage to the footings using root barriers. If these measures cannot prevent damage to the building or property, the Body Corporate may wish to consider removing problem trees.
10. Money allocated for scaffold can be used for other access equipment e.g. boomlift, cherrypicker.
11. A walkway maintenance program was included for repairs and maintenance to the external common area walkways & stairways.
12. The metal roof and flashings needs regular maintenance.
13. Our inspector noted that there was asbestos debris in the left backyard corner, this represents a safety risk.
14. Please note the structural cracking on the left front of building.
15. We recommend that the external pathways and driveway areas are repaired and high pressure cleaned as soon as possible.

Report Notes

Sinking Fund Forecast (QLD)

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

139 Budgets

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

- the administrative fund budget
- the sinking fund budget

(3) The sinking fund budget must-

(a) allow for raising a reasonable capital amount both to provide for necessary and reasonable spending from the sinking fund for the financial year, and also to reserve an appropriate proportional share of amounts necessary to be accumulated to meet anticipated major expenses over at least the next nine years after the financial year, having regard to-

- (i) anticipated expenditure of a capital or non-recurrent nature; and
- (ii) the periodic replacement of items of a major capital nature; and
- (iii) other expenditure that should reasonably be met from capital, and

(b) fix the amount to be raised by way of contribution to cover the capital amount mentioned in paragraph (a).

THIS REPORT DEALS WITH THE SINKING FUND BUDGET.

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

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

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

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

Safety - The inspection does not cover safety issues.

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

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

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

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

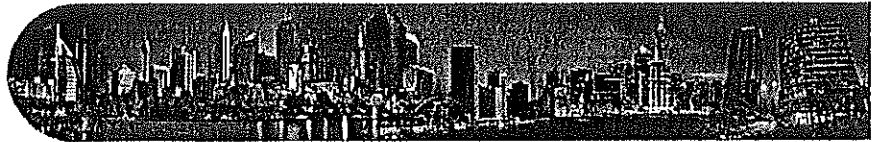
Ongoing Maintenance Programs - The lives of some items overall may have been extended indefinitely due to the use of an ongoing maintenance program. When there is any doubt in our minds about how and when an item may need replacement or maintenance, we give control to the Body Corporate. With allowances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

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

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

Supply terms and conditions - All services provided by Solutions in Engineering are supplied on the basis of Supply Terms and Conditions which are available from our Office and from our website www.solutionsinengineering.com

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



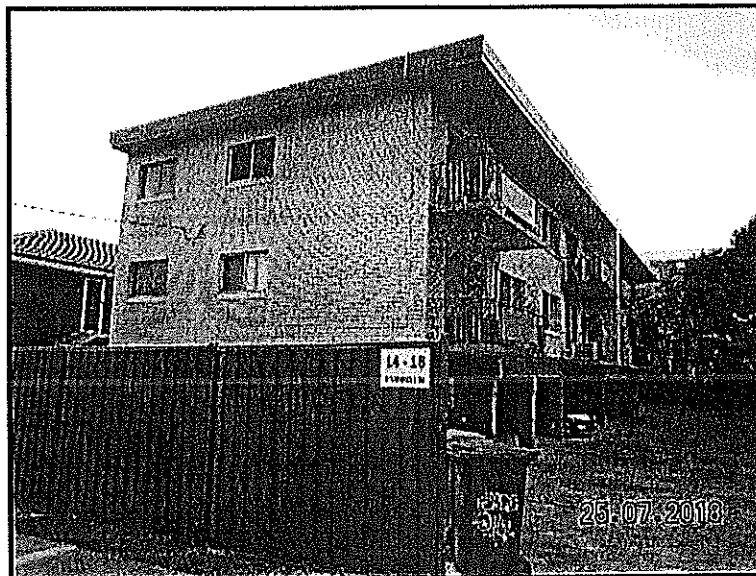
FIRE AND EVACUATION PLAN

For

The Body Corporate for
FOURTEEN

14 O'Connell Street
West End QLD 4101

Community Titles Scheme 43575



Complied By:

Date of inspection:	25/7/2018
Inspector name:	Philip Perry

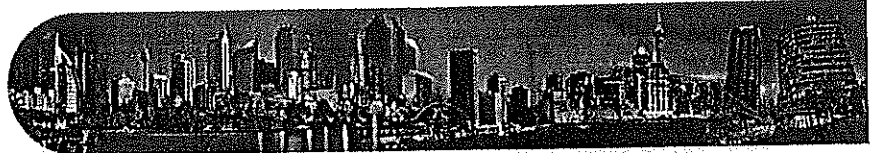


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RECORD OF REVIEW OF FIRE AND EVACUATION PLAN

This Fire and Evacuation Plan ('the Plan') must be reviewed at least annually or sooner if there is a change in circumstances which affects the Plan or its implementation. The date the plan was reviewed, and the details (name and position) of the person reviewing the plan should be listed in the table below.

DATE OF REVIEW	REVIEWED BY	POSITION/TITLE
15/05/2014	Scott Thomson	Fire Safety Inspector
28/06/2016	Scott Thomson	Fire Safety Inspector
20/07/2017	Philip Perry	Fire Safety Inspector
25/07/2018	Philip Perry	Fire Safety Inspector

EMERGENCY CONTACT NUMBERS

EMERGENCY CONTACT	PHONE NUMBER
Fire and Emergency Service Ambulance Police	000
National Security Hotline	1800 123 400
Poisons Information Line	131 126

RESPONSIBLE PERSON

Responsible Person's Name	
Phone number	
Email address	

FIRE MAINTENANCE CONTRACTORS

FIRE SAFETY INSTALLATIONS	FIRE MAINTENANCE CONTRACTORS	PHONE NUMBER

INTRODUCTION

The Body Corporate for Fourteen has legal obligations under the Work Health and Safety Act 2011 to ensure the health and safety of employees, workers, and anyone else who enters the common areas of the property. There are also specific obligations relating to fire safety under the Fire and Emergency Service Act 1990 and the Building Fire Safety Regulations 2008. This involves ensuring that fire safety installations, systems and procedures are properly maintained, that key personnel and workers are trained to ensure they are fully aware of their fire-safety responsibilities, and that evacuation exercises are conducted on a regular basis.

Fire is a significant risk in any building. This Fire and Evacuation Plan is primarily designed to provide information on how The Body Corporate for Fourteen manages fire risks, and how individuals may become informed about fire safety measures.

PROPERTY DETAILS

Building Name	Fourteen
Address	14 O'Connell Street West End QLD 4101
Phone Number	C/- Hartley's Body Corporate Management – 07 3379 7455
Email Address	C/- Hartley's Body Corporate Management - admin@hbcm.co

RESPONSIBLE PERSONS

Responsible Persons' Name	
Phone number	
Email address	
Date responsibilities commenced	

WHO IS RESPONSIBLE FOR DEVELOPING, CHANGING AND REVIEWING THIS PLAN?

Name	Solutions in Fire Pty Ltd.
Phone number	1300 136 036
Email address	enquiry@solutionsinfire.com

WHO IS RESPONSIBLE FOR TRAINING WORKERS ENGAGED ON THE SUBJECT PROPERTY?

Name	Phone number	Email address

Please see below for further details about giving General and First-Response Evacuation Instructions to workers.

EVACUATION COORDINATION PROCEDURES

Responsible Person

NAME	DATE THESE PROCEDURES COMMENCED
	30 July 2018

PROCEDURE

1. On discovering or being informed of a fire or emergency:

- Ensure that any person in immediate danger is moved to a safe location, if it is safe to do so.

2. Investigate the area for any signs of a fire or emergency:

- If a fire or an emergency is discovered, ensure that any person in immediate danger is moved to a safe location, if it is safe to do so, and notify the responsible persons coordinating the evacuation;

3. If an emergency is confirmed:

- Ensure that any person in immediate danger is moved to a safe location, if it is safe to do so;
- Control the evacuation of people using the designated exits;
 - i. It is important that you regulate the evacuation process, so as not to impede evacuation from any area directly affected by the fire or emergency;
 - ii. If the evacuation route is obstructed (for example, by fire or smoke), attempt to use an alternative evacuation route;
 - iii. If no safe alternative evacuation route exists, direct people to shelter in a safe location, preferably isolated from the fire or emergency by one or more doors;
- Ensure doors and windows are closed to minimise the spread of fire and smoke.
- Check that all people have been evacuated from your area;
- Proceed to the Assembly Area (on the footpath at the letterboxes);
- Report to responsible persons coordinating the evacuation, and advise them of any mobility-impaired person requiring assistance, any person who is refusing to evacuate, and any person who is unaccounted for;
- Follow the instructions of the responsible persons coordinating the evacuation and the Fire and Emergency Services when they arrive;
- Remain at the Assembly Area for the arrival of the emergency services and render assistance if required.

4. If a false alarm is confirmed:

- Ensure that any condition triggering the false alarm (for example, smoke from burnt toast) is resolved;
- Contact responsible persons coordinating the evacuation and inform them of the false alarm;
- Reassure any concerned persons that a false alarm has occurred.

PROCEDURE FOR CONTACTING EMERGENCY SERVICES

The Fire and Emergency Service should be contacted as early as possible during Step 1 of the Evacuation Coordination Procedure (above). The Fire and Emergency Service can be contacted on 000. You should tell the Operator:

- That there is a fire emergency (which is being investigated);
- Your name;
- The address of the building (14 O'Connell Street, West End QLD 4101)

MOBILITY-IMPAIRED PERSONS

Any mobility-impaired persons who are regularly in the building should be recorded in the Register below.

You must ensure that each mobility-impaired person has been evacuated, and inform the Fire and Emergency Services if any such person:

- Has not been evacuated (for example, if they are sheltering in a safe area); or
- Has not been accounted for.

CHECKING THAT ALL PEOPLE HAVE BEEN EVACUATED

Once the building has been evacuated, you must confirm that there are no people left inside. This can be done either by confirming with Wardens that all areas of the building have been checked, or by conducting a walk-through inspection of all areas of the building that are safe to inspect.

GENERAL OCCUPANTS

DATE THESE PROCEDURES COMMENCED: 30 July 2018

PROCEDURE

1. If possible, confirm whether there is an actual emergency and establish the scope of it.

If there is an actual emergency:

- Ensure that any person in immediate danger is moved to a safe location, if it is safe to do so;
- Calmly, alert people in the building. Do not shout "FIRE, FIRE, FIRE" as this may cause people to panic.
- Ensure that the emergency services have been contacted;
- Calmly evacuate the building, following all instructions from your responsible persons coordinating the evacuation;
- Proceed to the Assembly Area (on the footpath at the letterboxes);
- Report to your Responsible Person, and advise them of any mobility-impaired person requiring assistance, any person who is refusing to evacuate, and any person who is unaccounted for.
- Ensure doors are closed to minimise the spread of fire and smoke.
- Follow the instructions of the responsible persons coordinating the evacuation and the Fire and Emergency Services when they arrive.
- Remain at the Assembly Area for the arrival of the emergency services and render assistance if required.

2. If a false alarm is confirmed:

- Ensure that any condition triggering the false alarm (for example, smoke from burnt toast) is resolved, and reset the alarm;
- Reassure any concerned persons that a false alarm has occurred.

PROCEDURE FOR CONTACTING EMERGENCY SERVICES

The Fire and Emergency Services should be contacted as early as possible when an emergency has been confirmed.

The Fire and Emergency Services can be contacted on 000. You should tell the Operator:

- That there is a fire emergency (which is being investigated);
- Your name;
- The address of the building (14 O'Connell Street, West End QLD 4101)

MOBILITY-IMPAIRED PERSONS

Any mobility-impaired persons who are regularly in the building should be recorded in the Register.

You should render assistance to any mobility-impaired person, and inform your responsible persons coordinating the evacuation/ Warden or the Fire and Emergency Services if any such person:

- Has not been evacuated (for example, if they are sheltering in a safe area); or
- Has not been accounted for.

CHECKING THAT ALL PEOPLE HAVE BEEN EVACUATED

Once the building has been evacuated, if you are aware of any person who has not been evacuated, you must inform your responsible persons coordinating the evacuation/ Warden.

PERSONS REFUSING TO EVACUATE THE BUILDING

Sometimes a person will refuse to evacuate the building when an alarm sounds or when requested to evacuate.

If a person refuses to evacuate the building, they should be strongly persuaded to evacuate. If they still refuse, they should be left and their location should be reported immediately to the responsible persons coordinating the evacuation, who will advise the Fire and Emergency Services.

Physical force should NOT be used to remove someone who refuses to evacuate, as it poses a serious risk of injuring the person refusing to leave and/or the person attempting to force them to leave, which may result in both people requiring rescue.

UNCONSCIOUS PERSONS

If a person is found unconscious, one of two courses of action should be taken:

WHERE THE PERSON IS IN IMMINENT DANGER

Where an unconscious person is in imminent danger (for example, from fire or smoke), they should be moved to the nearest fire-safe area or compartment.

Do not move the person more than is necessary, as they may have injuries which you are not aware of, and excessive movement may cause them further harm.

When moving the unconscious person through doorways, the door should be closed behind you to isolate you from the danger area. If you are moving the unconscious person into an evacuation route or fire stairway, you should allow able-bodied people to evacuate first.

Someone (preferably a person with first aid training) should stay with the unconscious person. Their location **MUST** be reported to the responsible persons coordinating the evacuation.

WHERE THE PERSON IS NOT IN IMMINENT DANGER

Where an unconscious person is not in imminent danger, they should not be moved as they may have injuries which you are not aware of, and excessive movement may cause them further harm.

Someone (preferably a person with first aid training) should stay with the unconscious person.

Their location **MUST** be reported to the responsible persons coordinating the evacuation.

SECURING ENTRANCES TO THE BUILDING

In the event of an emergency, the responsible persons coordinating the evacuation should direct Wardens to secure the entrance to the building by ensuring other entrances are monitored to prevent people re-entering the building.

RE-ENTERING THE BUILDING

People should not re-enter the building once it has been evacuated. The responsible persons coordinating the evacuation and Wardens should ensure that all entrances are secured (see above).

The Fire and Emergency Services will advise the responsible persons coordinating the evacuation if and when the building is safe to re-enter, depending on the extent and type of the emergency and any damage to the building. The responsible persons coordinating the evacuation will then advise the occupants of the building.

MOVEMENT OF VEHICLES

The evacuation of vehicles from the building may be undertaken after the evacuation of personnel, subject to the consent of the responsible persons coordinating the evacuation and the Officer in Charge of Police.

The movement of vehicles in and out of the building during an emergency will vary according to the type and seriousness of the emergency. However, until the type of emergency is established, there will be no movement of vehicles in or out of the car park.

The responsible persons coordinating the evacuation will advise what movement of vehicles may be permitted.

OPERATING FIRE-FIGHTING EQUIPMENT

USING A FIRE EXTINGUISHER

Fire extinguishers can be used to fight fires using a four-step process, known as **PASS**:

1. Pull the pin from the fire extinguisher;
2. Aim the nozzle at the base of the fire;
3. Squeeze the levers;
4. Sweep the extinguisher back and forth across the base of the fire.

You should only attempt to use a fire extinguisher to fight a fire if you are trained and it is safe to do so. Also, fire extinguishers should only be used to fight small, uncomplicated fires.

Using a fire extinguisher on the wrong class of fire can make the situation worse and/or possibly endanger yourself and those around you.

Only attempt to fight a fire if you are trained to use fire-fighting equipment and you feel confident in doing so.

FIRE HOSE REELS

Fire Hose Reels are designed to be used for fires involving wood, paper and plastics.

It is dangerous to use a Fire Hose Reel on flammable liquid, electrical equipment, cooking oil and fat fires.

USING A FIRE HOSE REEL: MANUAL REEL

Fire Hose Reels are all very similar in operation.

Note: generally, a minimum of two people will be required to effectively run out the hose to the fire and to open doors etc.

This is the general procedure for their use:

- a. Ensure that the nozzle or jet is in the closed position;
- b. Turn on the main valve on the water supply to the hose reel (some hose reels will not allow the hose to be unwound until this is done);
- c. Pull the hose off the drum, in the direction of the fire;
- d. Ensure that you are positioned between the fire and a safe evacuation route;
- e. Open the nozzle or jet, and apply the water spray to the base of the fire in short, sweeping bursts;
 - 5.1. Keep out of the smoke or steam produced by the fire.

Warning: There is an unlimited supply of water to the hose reel. You should not continue fighting a fire if it increases in size, or for a long period of time. You must stay aware of your surroundings and conditions.

You should only attempt to use a fire hose reel to fight a fire if you are trained and it is safe to do so. Also, fire hose reels should only be used to fight small, uncomplicated fires.

Using a fire hose reel on the wrong class of fire can make the situation worse and/or possibly endanger yourself and those around you.

Only attempt to fight a fire if you are trained to use fire-fighting equipment and you feel confident in doing so.

USING A FIRE HOSE REEL: AUTOMATIC REEL

Fire Hose Reels are all very similar in operation.

Note: generally, a minimum of two people will be required to effectively run out the hose to the fire and to open doors etc.

This is the general procedure for their use:

- a. Ensure that the nozzle or jet is in the closed position;
- b. Pull the hose off the drum, in the direction of the fire. Once the hose has been extended several feet, the water supply will turn on automatically;
- c. Ensure that you are positioned between the fire and a safe evacuation route;
- d. Open the nozzle or jet, and apply the water spray to the base of the fire in short, sweeping bursts;
 - 4.1. Keep out of the smoke or steam produced by the fire.

Warning: There is an unlimited supply of water to the hose reel. You should not continue fighting a fire if it increases in size, or for a long period of time. You must stay aware of your surroundings and conditions.

You should only attempt to use a fire hose reel to fight a fire if you are trained and it is safe to do so. Also, fire hose reels should only be used to fight small, uncomplicated fires.

Using a fire hose reel on the wrong class of fire can make the situation worse and/or possibly endanger yourself and those around you.

Only attempt to fight a fire if you are trained to use fire-fighting equipment and you feel confident in doing so.

EVACUATION COORDINATION INSTRUCTIONS

Under the *Building Fire Safety Regulation 2008*, Evacuation Coordination Instructions ('the Instructions') must be given to the responsible persons for the building, as well as any person who has responsibilities under this Plan.

PEOPLE REQUIRING INSTRUCTIONS

Primary Responsible Person/s	
-------------------------------------	--

WHEN MUST THE INSTRUCTIONS BE GIVEN?

These Instructions must be given at least every 12 months, and more frequently under the following circumstances:

- If the responsible persons changes, the incoming person must receive the instructions within one month of commencing their duties;
- If the Evacuation Coordination Procedures change, all people with responsibilities must receive updated training within one month of the change; and
- If the building is being occupied in stages (such as in a staged development, where renovations are carried out, or where a part of the building is occupied after a major fit-out), responsible persons should receive updated training within two months of the part of the building being occupied.

HOW MUST THE INSTRUCTIONS BE GIVEN?

For this building, the occupier of the building (the body corporate) must ensure that the responsible persons are trained and given the instructions at least every 12 months. For this building, this can be accomplished by ensuring that each person who requires instructions:

- Reviews the Evacuation Coordination Procedures contained in this Plan; and
- Understands the training and Procedures.

ADDITIONAL REQUIREMENTS FOR HIGH OCCUPANCY BUILDINGS

For High Occupancy Buildings, the Evacuation Coordination Instructions must be given by:

- a. A registered training organisation (RTO); or
- b. By the FSA for the building or the FSA arranges to be given.

RECORD OF INSTRUCTIONS

The occupier must keep a record of each time the Evacuation Coordination Instructions were given to a person.

The table below sets out all of the information required to be kept.

DATE	NAME OF PERSON RECEIVING INSTRUCTIONS	NAME OF PERSON GIVING INSTRUCTIONS	BRIEF DESCRIPTION OF INSTRUCTIONS

GENERAL AND FIRST-RESPONSE EVACUATION INSTRUCTIONS

Under the *Building Fire Safety Regulation 2008*, General Evacuation Instructions (instructions on how to evacuate the building in an emergency) must be given to each person who works in the building at least every 12 months, and First-Response Evacuation Instructions (instructions on how to use fire-fighting equipment and manually operated alarms in the building) must be given to each person who works in the building at least every 2 years.

WHO MUST BE GIVEN INSTRUCTIONS?

Under s 31 of the Regulation, a worker must receive training if, during the previous 3 months, there have been at least 2 weeks in which the worker worked or resided in or visited the building for a total period, in each week, of at least 10 hours.

WHEN MUST INSTRUCTIONS BE GIVEN?

If a new person starts working in the building, he or she must be given the General Evacuation Instructions within two days of starting work, and must be given the First-Response Evacuation Instructions within one month.

If there is a material change in the location of a Fire Safety Reference Point (the items listed above) or the procedures for evacuating the building, every person must receive updated General Evacuation Instructions.

If there are changes in the operation of fire-fighting equipment in the building, every person must receive updated First-Response Evacuation Instructions.

All updated training must be given within one month of the change.

WHO IS RESPONSIBLE FOR GIVING THE INSTRUCTIONS?

The managing entity is responsible for ensuring that workers engaged on the behalf of the building (for example, any maintenance personnel or building managers) are trained.

Any workers engaged by the occupier of a unit are the responsibility of that occupier, if they meet the activity threshold (above).

A person should be appointed to ensure that this training is carried out (generally the responsible person).

WHAT MUST GENERAL EVACUATION INSTRUCTIONS COVER?

The General Evacuation Instructions are, essentially, an induction to the building and its fire-safety systems and procedures for new workers, and must cover:

- The location of each Evacuation Sign;
- The evacuation routes and exits from the building;
- Any intercommunication devices in the common areas of the building;
- The manually operated fire alarms (such as Break Glass Alarms) in the building;
- The fire-fighting equipment in the building;
- Each designated assembly area for the building;
- The route from each exit from the building to a designated assembly area; and
- The procedures for evacuating the building safely in the event of a fire or hazardous materials emergency (the Evacuation Coordination Procedures).

If a worker will only use part of the building, their General Evacuation Instructions should cover that part of the building, and any areas reasonably accessible from that part of the building (for example, a worker in a high-rise office tower who only works on one level would only receive instructions covering that level, as well as the common areas).

ADDITIONAL REQUIREMENTS FOR HIGH OCCUPANCY BUILDINGS

The First Response Evacuation Instructions must be given by:

- A registered training organisation (RTO); or
- By the FSA for the building or the FSA arranges to be given.

PROCEDURE FOR GIVING GENERAL AND FIRST-RESPONSE EVACUATION INSTRUCTIONS

When a new employee/worker (e.g. gardener) commences work in the building, and when an employee is due to receive updated instructions, the Responsible Person/s or a manager should give the new worker the General Evacuation Instructions for the building (see above).

If the building has fire-fighting equipment installed, you must either directly engage a Registered Training Organisation to deliver the First-Response Evacuation Instructions or contact your Fire Safety Adviser to organise the delivery of these instructions.

The details of this training should then be recorded in the following table:

RECORD OF GENERAL AND FIRST-RESPONSE INSTRUCTIONS

DATE	NAME AND SIGNATURE OF PERSON RECEIVING INSTRUCTIONS	NAME AND SIGNATURE OF PERSON GIVING INSTRUCTIONS	BRIEF DESCRIPTION OF INSTRUCTIONS
			General and First-Response Evacuation Instructions

EVACUATION PRACTICES

Every building must conduct an evacuation practice (also known as an evacuation exercise, evacuation drill or fire drill) at least every 12 months. The evacuation practice must involve 'an appropriate number of people', and must be conducted 'in an appropriate way'. Records of each exercise must be kept, so that any problems identified during the drill can be referred back to and rectified.

WHAT DOES 'AN APPROPRIATE NUMBER OF PEOPLE' AND 'IN AN APPROPRIATE WAY' MEAN?

The way that the regulations have been drafted allows buildings to conduct an evacuation practice with an 'appropriate number' of people. What an 'appropriate number' of people is will vary depending on the type of building. For example, in a hospital, it would not be appropriate to evacuate patients from an intensive care unit, and in a small residential building, some residents may be unable to attend the practice due to sickness or other commitments.

For your building, the body corporate and managing agent should contact all occupants and arrange the exercise at a time which is convenient for most of them. Arrangements should be made to have some occupants evacuate from different parts of the building (if necessary) to simulate the evacuation of the entire building.

RECORD KEEPING

The occupier must keep a record the details of each Evacuation Practice. The table below sets out all of the information required to be kept. Additional sheets may need to be attached if the space below is not sufficient.

Date	Time of practice start	Time of practice finish	Details of practice and any action required?	Name of person conducting practice
	am/pm	am/pm		
	am/pm	am/pm		
	am/pm	am/pm		
	am/pm	am/pm		
	am/pm	am/pm		
	am/pm	am/pm		
	am/pm	am/pm		

REQUIRED DOCUMENTS

EVACUATION SIGNS

Evacuation signs are not required for properties with a floor space of less than 300 m², and where the lots exit directly onto a place of safety. Where evacuation signs are required, a copy must be kept with the Fire and Evacuation Plan.

APPROVAL DOCUMENTS

Any relevant approval documents for the building must be included in this Plan.

For buildings built under the Deemed to Satisfy Provisions of the BCA from 1 July 1997 onwards, QFES requires the following:-

- Certificate of Classification; and
- A list of fire safety installations within the building.

For buildings built with Alternate Solutions from 1 July 1997 onwards: QFES requires the following:

- Certificate of Classification;
- A list of fire safety installations within the building; and
- The Fire Safety Management Procedures (Management in Use Documentation)
- Fire Engineering Report

For buildings built prior to 1 July 1997, QFES requires the following:

- Certificate of Classification or Certificate of Approval (If either of these are not available QFES will accept written documentation showing requests for copies of relevant approval documents from the relevant local government or building certifier); and
- A list of fire safety installations within the building.

FIRE SAFETY MANAGEMENT PROCEDURE ALTERNATIVE BUILDING SOLUTIONS

If any building work for the building involved an alternative solution, a 'Fire Safety Management Procedure' will have been provided as a condition of the occupation and use of the building.

This Procedure must be kept with this Plan.

Solutions in Fire is not aware of any of alternative solutions for this building. This section is advisory.

OBLIGATIONS REGARDING THE FIRE AND EVACUATION PLAN (ADVISORY)

The Body Corporate has a range of obligations regarding this Fire and Evacuation Plan. These are set out, briefly, below.

PLAN TO BE KEPT IN WRITING

This Plan must be kept in a written form and in an electronic format in another premises.

ACCESSING THE PLAN

The Plan must be made available for inspection *in the building* during normal business hours (i.e. 9am to 5pm). The Plan can be in electronic or written form, and can be kept in the common areas of the property or inside a unit, provided that it is available for inspection on request.

CHANGING THE FIRE AND EVACUATION PLAN

This Plan must be changed as soon as possible, but no later than one month after a change in circumstances which affects the Plan's compliance or implementation.

For example, the plan would need to be changed if:

- A person ceased to be the responsible persons for the building;
- The building is refurbished; or
- There is a change in the use of the building.

Where a change is made to the plan, written notice must be given to each occupier of the building within one month of the change.

REVIEWING THE FIRE AND EVACUATION PLAN

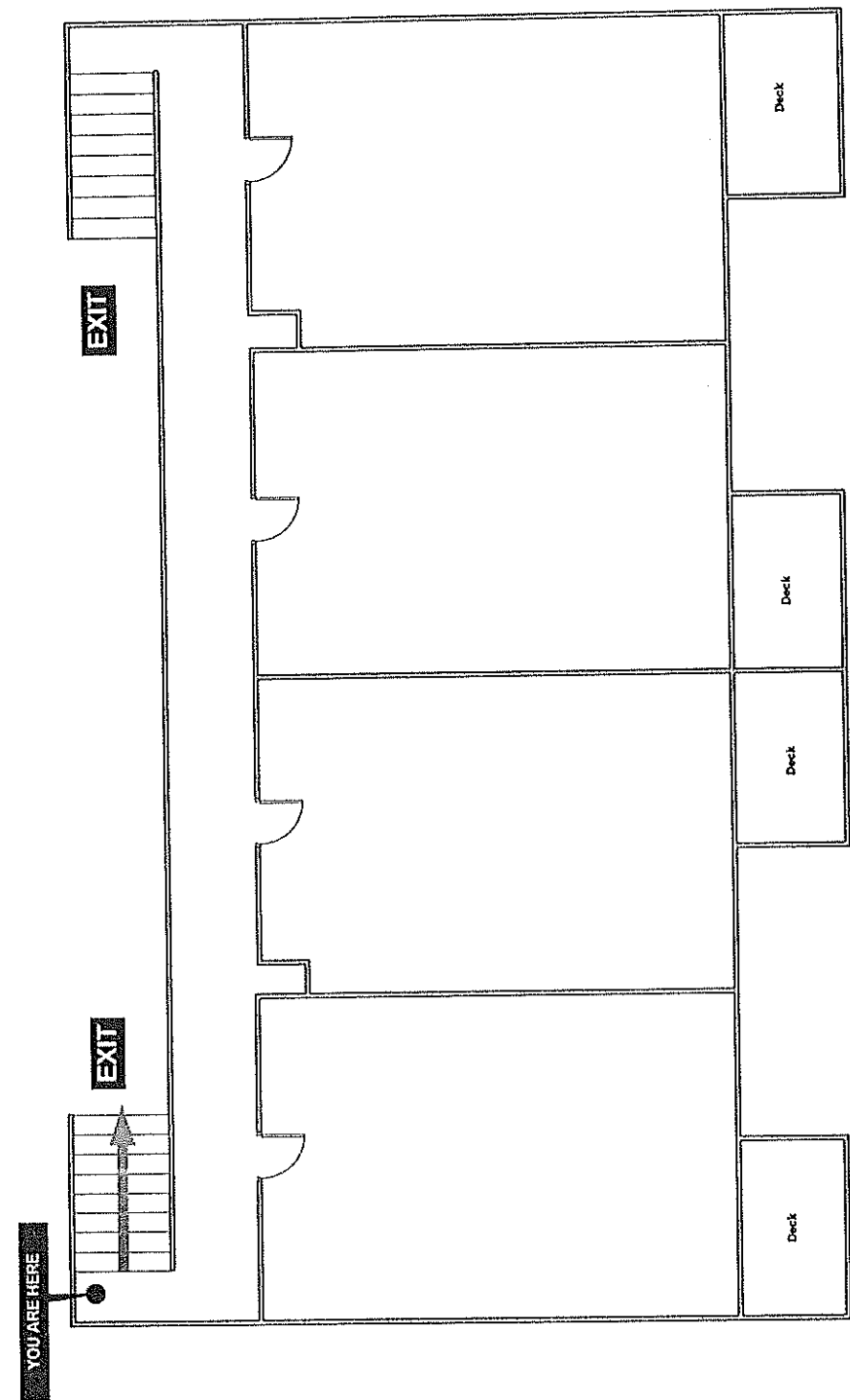
This Plan must be reviewed in its entirety at least every 12 months, to ensure that it remains accurate and compliant.

Changing details within the Plan, such as the identity of the responsible persons, is not a review of the Plan.

When the Plan is reviewed, the details must be logged in the Record of Review of Fire and Evacuation Plan form.

EVACUATION SIGN

FOURTEEN - 14 O'CONNELL STREET, WEST END QLD 4101
First Floor



SOLUTIONS IN FIRE

- Fire Training and Packages
- Fire Safety Audits (FSA's)
- Asbestos Audits
- Maintenance Plans
- Safety Reports
- Maintenance Reports
- Insurance Valuations
- Office Advice
- Fire Safety Audits
- Smoke and Heat Detector Installation
- Smoke and Heat Detector Maintenance
- Smoke and Heat Detector Testing
- Pool Certification

Ph: 1300 135 035
Web: www.solutionsinfire.com

EVACUATION PROCEDURES

- Follow all instructions given by the Evacuation Coordinator or Responsible Persons.
- Leave immediately by the nearest safe exit.
- Move quickly, but do not run.
- If possible, close all doors behind you.
- Report to the designated assembly area.
- Do not leave the designated assembly area until given the 'all clear' by the Evacuation Coordinator.
- If any injuries are sustained, notify the Evacuation Coordinator.
- Advise the Evacuation Coordinator immediately if you are aware of people trapped in the building.

SAFETY PRIORITIES

Remove people from the danger area.

Alert - raise an alarm. Advise Evacuation Coordinator / Management. Activate Break Glass Alarm. Dial 000.

Contain fire and smoke. Select and use correct extinguisher. Close doors and windows to contain fire / smoke.

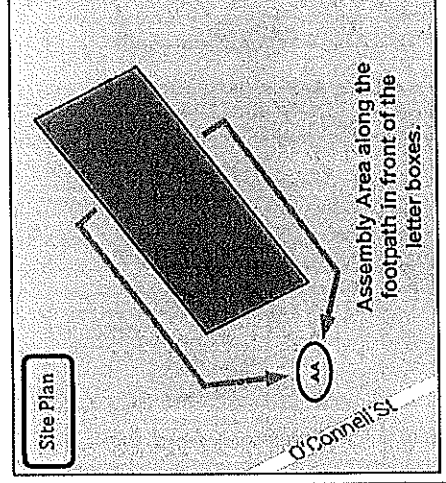
Evacuate. Use fire stairs / exits. Take others with you, proceed to main assembly area.

FIRE EXTINGUISHERS

Pull the trigger. Aim the nozzle. Squeeze the trigger. Sweep the base of the fire.

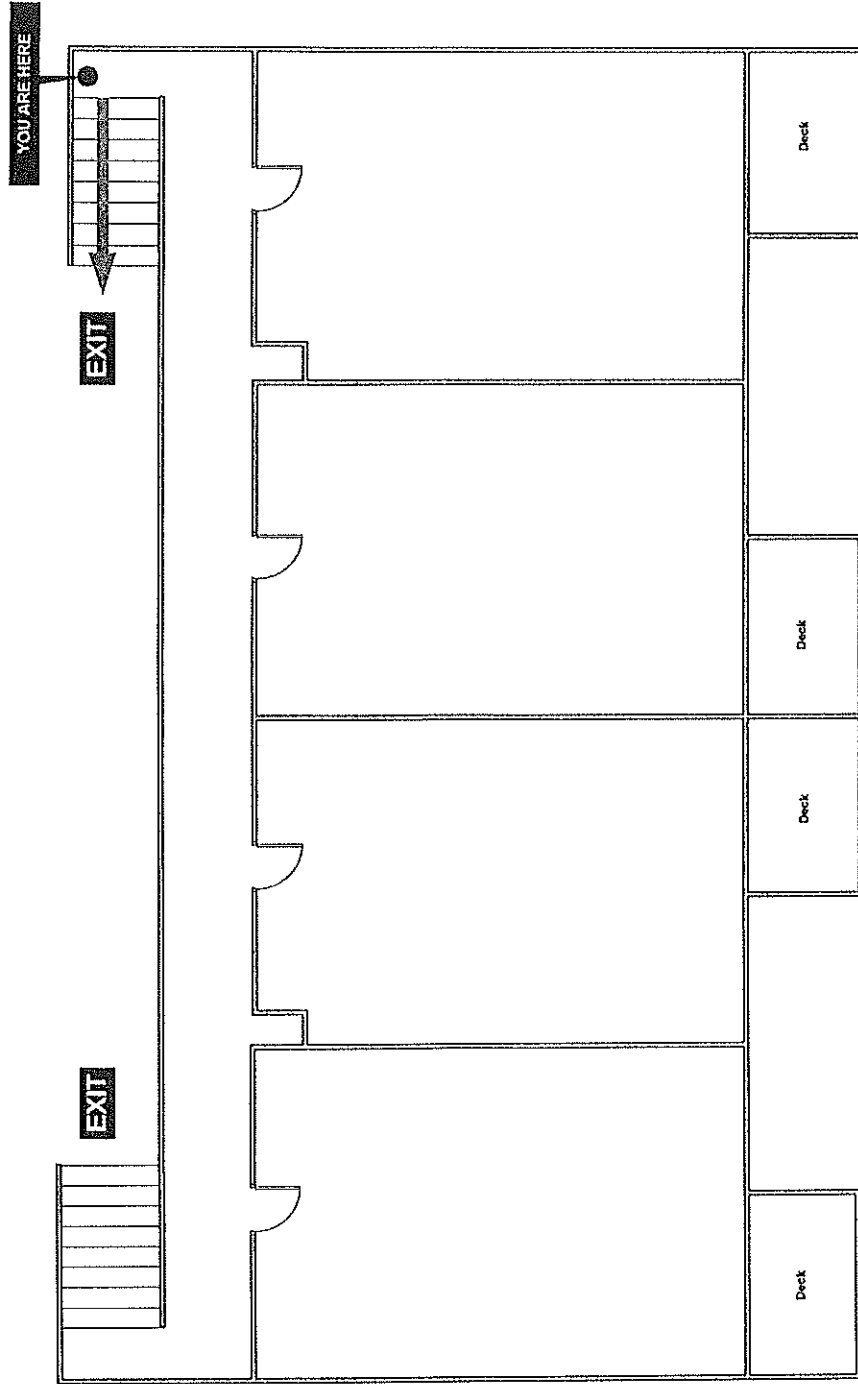
	Water	CO2	Water	CO2	Water	CO2	Water	CO2
	Wet	Wet	Wet	Wet	Wet	Wet	Wet	Wet
	Wet	Wet	Wet	Wet	Wet	Wet	Wet	Wet
A	Water	CO2	Water	CO2	Water	CO2	Water	CO2
B	Water	CO2	Water	CO2	Water	CO2	Water	CO2
C	Water	CO2	Water	CO2	Water	CO2	Water	CO2
E	Water	CO2	Water	CO2	Water	CO2	Water	CO2
F	Water	CO2	Water	CO2	Water	CO2	Water	CO2

☉ - Highly suitable ☉ - Suitable ☉ - Unideal suitability X - Not suitable



EVACUATION SIGN

FOURTEEN - 14 O'CONNELL STREET, WEST END QLD 4101
First Floor



SOLUTIONS IN FIRE
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Fire Training and Courses
 Fire Safety Audits (FSAAs)
 Fire Safety Assessments (FSAs)
 Maintenance Plans
 Safety Reports
 Maintenance Reports
 Insurance Valuations
 OH&S Advice
 Engineering Reports
 Smoking Plans / Forecasts
 Pool Certification

EVACUATION PROCEDURES

- Follow all instructions given by the Evacuation Coordinator or Responsible Person.
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Contain fire and smoke. Select and use correct extinguisher. Close doors and windows to contain fire / smoke.

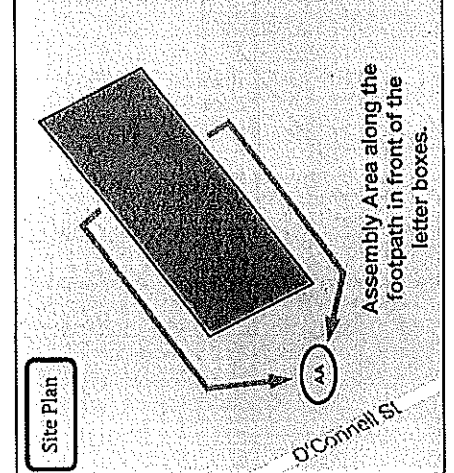
Evacuate. Use fire stairs / exits. Take others with you, proceed to main assembly area.

FIRE EXTINGUISHERS

Put the trigger. Aim the nozzle. Squeeze the trigger. Sweep the base of the fire.

	Water	CO ₂	FOAM	ABC	DRY	Gas	Other	Use
A Wood, paper, plastics, oil, grease	X	X	X	X	X	X	X	X
B Flammable liquids, gases	X	X	X	X	X	X	X	X
C Electrical equipment	X	X	X	X	X	X	X	X
F Cooking oil & fat	X	X	X	X	X	X	X	X

☉ - highly suitable ☉ - suitable ☉ - limited suitability X - not suitable



LEGEND

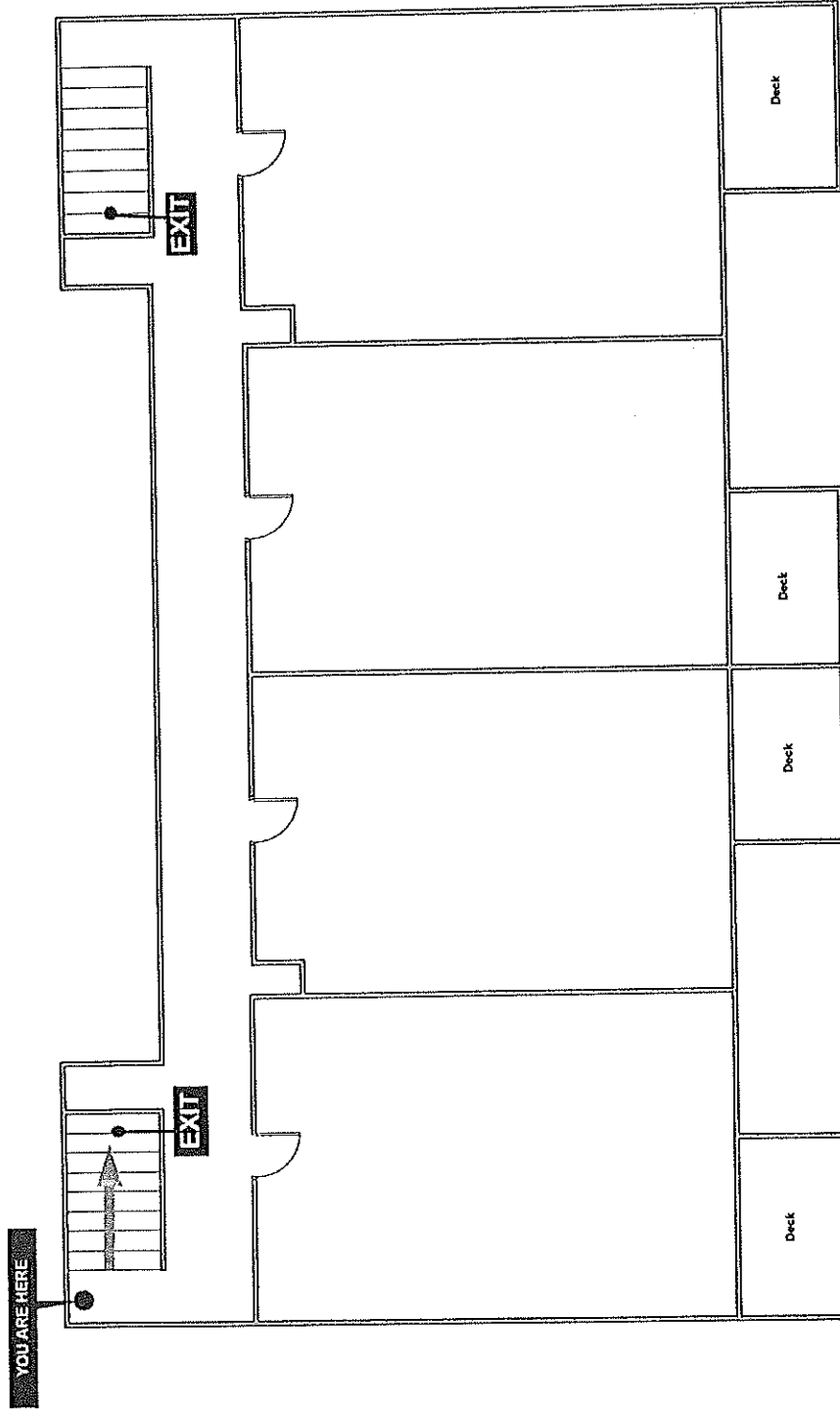
EXIT Exit

AA Assembly Area

Evacuation Route

EVACUATION SIGN

FOURTEEN - 14 O'CONNELL STREET, WEST END QLD 4101
Second Floor



SOLUTIONS IN FIRE
 Ph: 1300 155 036
 Web: www.solutionsinfireengineering.com

- Fire Training and Packages
- Fire Safety Audits (FSA's)
- Abilities Audits
- Maintenance Plans
- Safety Policy Reports
- Market Reports
- Insurance Valuations
- OHS Advice
- Engineering Reports
- Shoring Fund Plans / Forecasts
- Pool Certification

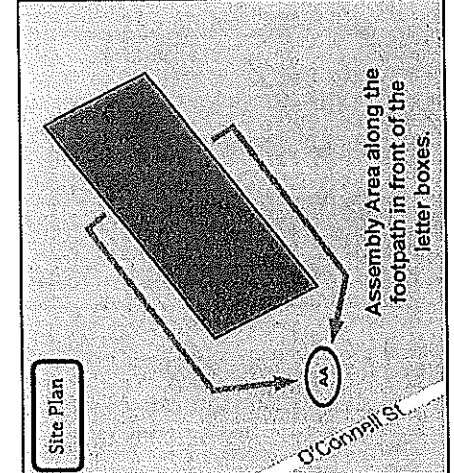
EVACUATION PROCEDURES
 Follow all instructions given by the Evacuation Coordinator or Responsible Persons.
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 Evacuate. Use fire stairs / exits. Take others with you, proceed to main assembly area.

FIRE EXTINGUISHERS
 Pull the trigger. Aim the nozzle. Squeeze the trigger. Sweep the base of the fire.

Letter	Water	CO2	FOAM	DRY CHEMICAL	WETTING AGENT	OTHER
A	Water	CO2	FOAM	DRY CHEMICAL	WETTING AGENT	OTHER
B	X	X	X	X	X	X
C	X	X	X	X	X	X
E	X	X	X	X	X	X
F	X	X	X	X	X	X

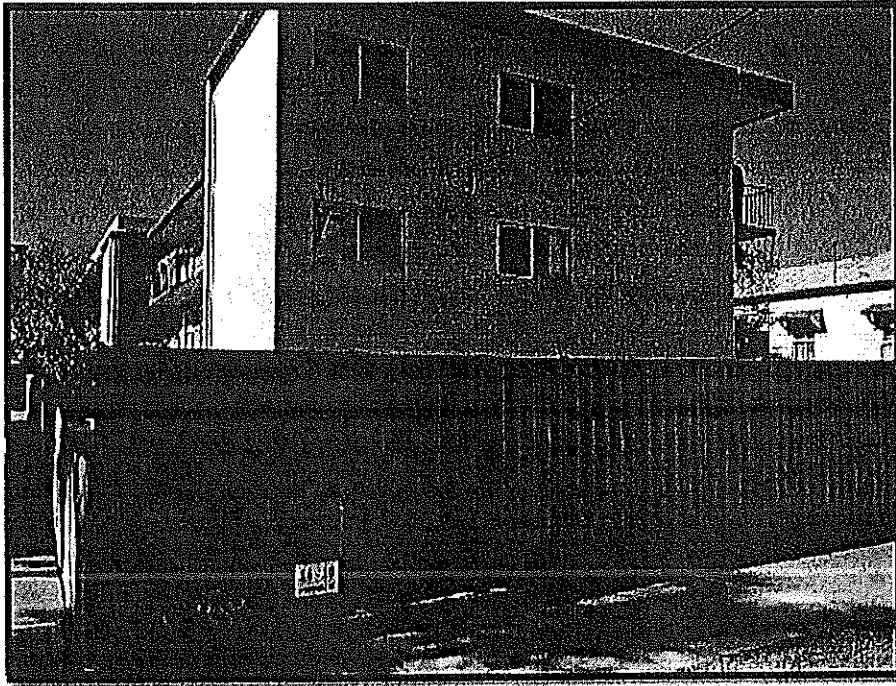
● Highly suitable ● Suitable ● Limited suitability X - Not suitable



LEGEND

- EXIT Exit
- AA Assembly Area
- Evacuation Route

**Initial Common Property Safety
Report
For
Fourteen
14 O'Connell Street, West End QLD 4101
Scheme Number: 43575**



COMPILED BY Craig Welsh

On 17 July 2018

QIA JOB Reference No. 132476

PROFESSIONAL INDEMNITY INSURANCE POLICY NUMBER 96 0968886 PLP
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REPORT CONTENTS

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REPORT OUTLINE

Section 1 – is a summary of the items identified in Section 2 of the report.

Section 2 – details the specific location and nature of any hazards that have been identified and provides recommendations as to appropriate remedial action.

Section 3 – provides information as to the basis and scope of the report.

Section 4 – is a statement of intent that should be signed by contractors/workers prior to them commencing work on behalf of the scheme.

SECTION 1 – SUMMARY OF RECOMMENDED ACTIONS

From Common Property Safety Inspection :

Item 1:

Please repair the boundary fencing small brick wall near entry as soon as possible as moderate deterioration is evident which represents a moderate Impact/cutting hazard.

Item 2:

Please ensure that the upper edge of the lip/s in the driveway area front right hand corner of building are ground back at approx. 25 degrees as soon as possible as they currently represent a moderate tripping hazard.

Item 3:

Please ensure that the upper edge of the lip/s in the driveway area opposite unit 2 & 3 garages are ground back at approx. 25 degrees as soon as possible as they currently represent a moderate tripping hazard.

Item 4:

Please ensure that the upper edge of the lip/s in the driveway area opposite unit 5 & 6 garages are ground back at approx. 25 degrees as soon as possible as they currently represent a moderate tripping hazard.

Item 5:

Please repair the driveway section opposite the 6th garage as soon as possible as the current situation represents a moderate tripping hazard.

Item 6:

We recommend RCD/s (safety switches) are installed to protect all common property power points and lighting circuits as soon as possible and said RCD/s are subsequently inspected and tested in accordance with AS 3760 at least every 2 years by a suitably qualified electrical contractor and with inspection records maintained onsite.

Item 7:

Once RCDs have been installed first garage, please ensure they are inspected and tested in accordance with AS 3760 at least every 2 years by a suitably qualified electrical contractor with inspection records maintained onsite.

Item 8:

While not a legislative requirement we recommend that a suitably qualified electrical contractor carry out a thorough visual inspection of the Main Switchboard every 2 years and records are present onsite.

Item 9:

Please repair the pathway near the front steps as soon as possible as it currently represents a moderate tripping hazard.

Item 10:

Please highlight with yellow non-slip road marking paint the leading edge of the lip/s in the concrete at the entry to the to the 3rd garage as soon as possible as the change in level is currently not readily discernible and may cause a person to trip and fall.

Item 11:

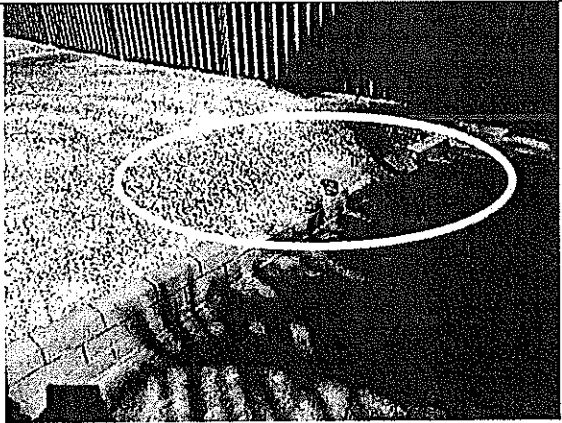
Please ensure that the upper edge of the lip/s in the pathway area in front of unit 6 & 7 garages are ground back at approx. 25 degrees as soon as possible as they currently represent a moderate tripping hazard.

Item 12:

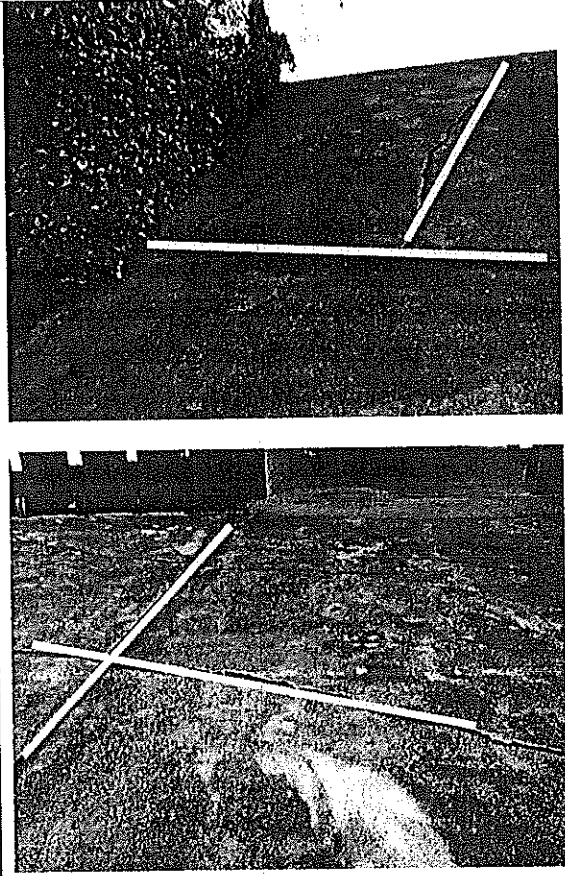
Please ensure that the upper edge of the lip/s in the pathway area at the 2nd garage leading to the front steps are ground back at approx. 25 degrees as soon as possible as they currently represent a moderate tripping hazard.


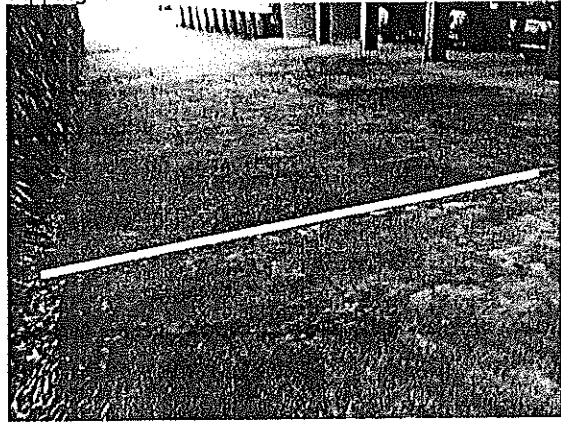
SECTION 2 – COMMON PROPERTY INSPECTION DETAILS

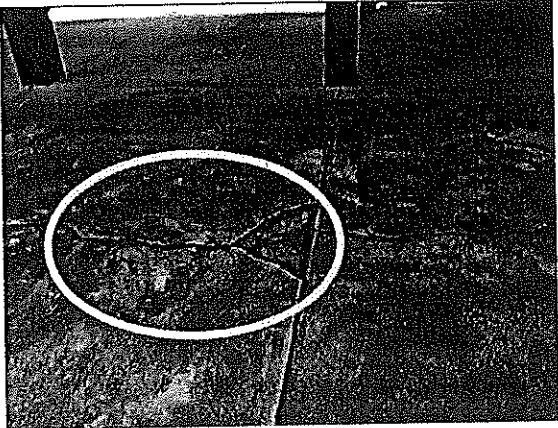
BALCONIES	Satisfactory	Severity	Recommended control measure
<i>Height and baluster spacing's and configuration</i>	<i>Yes</i>		No hazards apparent at time of inspection. We have relied upon building approvals and presumed balcony railings were consistent with code requirements at the time of the building's construction. Our observations relate to a visual assessment of the railings from the external common areas. If any substantial change to the railings is undertaken then these modified railings must conform to the Building Code of Australia and all relevant Building regulations current at the time of said change.
<i>Falling objects</i>	<i>Yes</i>		No hazards apparent at time of inspection. Unsecured pot plants and other items were not kept on top of balcony railings.
<i>Visual defects or deterioration</i>	<i>Yes</i>		No hazards apparent at time of inspection. No significant deterioration of balcony railings, balusters or anchor points was visible with respect to the balconies that were visually inspected from the fully accessible common property areas.

BOUNDARY FENCING	Satisfactory	Severity	Recommended control measure
<i>Condition Satisfactory</i>	<i>No</i>	Moderate	 <p>Item 1: Please repair the boundary fencing small brick wall near entry as soon as possible as moderate deterioration is evident which represents a moderate impact/cutting hazard.</p>

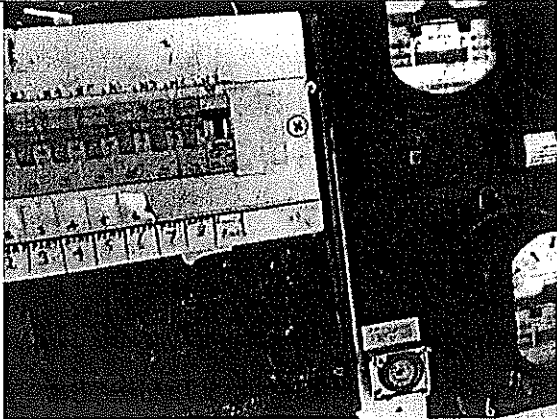
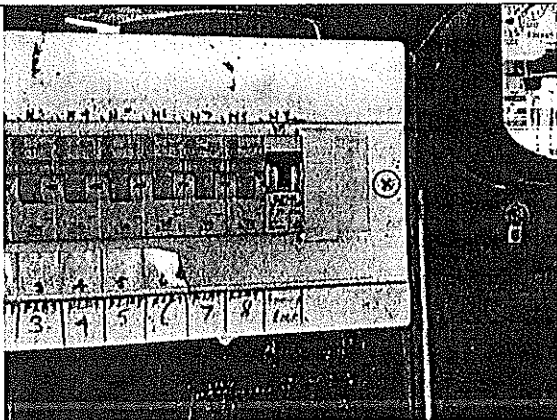
<i>Thoroughfare</i>	<i>Yes</i>		No hazards apparent at time of inspection. The Common property was adequately fenced so as to prevent non-residents from using it as a thoroughfare.
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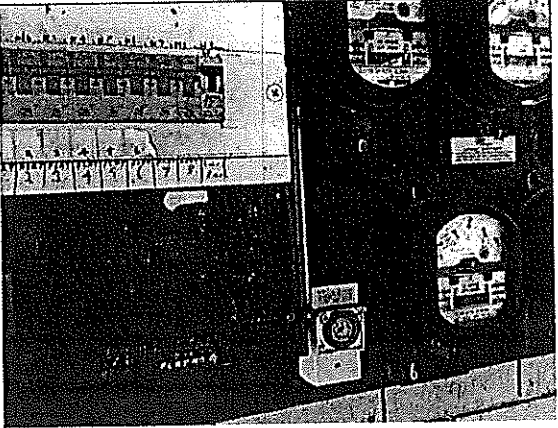
DRIVEWAY ACCESSWAYS	Satisfactory	Severity	Recommended control measure
<i>Visibility</i>	<i>Yes</i>		No hazards apparent at time of inspection. Common property driveway entry and exit points allowed for clear visibility for traffic.
<i>Surface Variation</i>	<i>No</i>	Moderate	 <p>Item 2: Please ensure that the upper edge of the lip/s in the driveway area front right hand corner of building are ground back at approx. 25 degrees as soon as possible as they currently represent a moderate tripping hazard.</p>

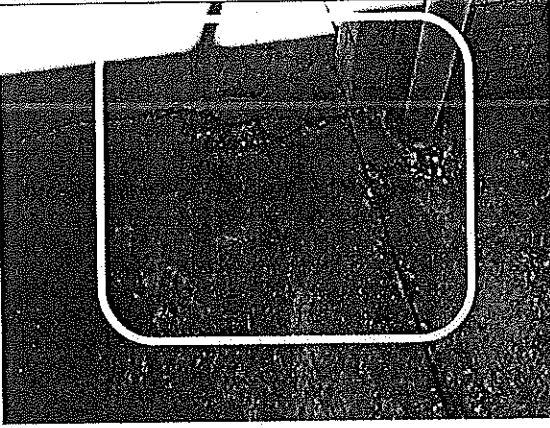
			 <p>Item 3: Please ensure that the upper edge of the lip/s in the driveway area opposite unit 2 & 3 garages are ground back at approx. 25 degrees as soon as possible as they currently represent a moderate tripping hazard.</p>  <p>Item 4: Please ensure that the upper edge of the lip/s in the driveway area opposite unit 5 & 6 garages are ground back at approx. 25 degrees as soon as possible as they currently represent a moderate tripping hazard.</p>
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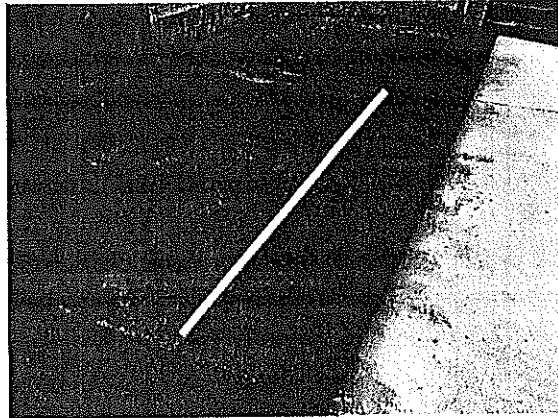
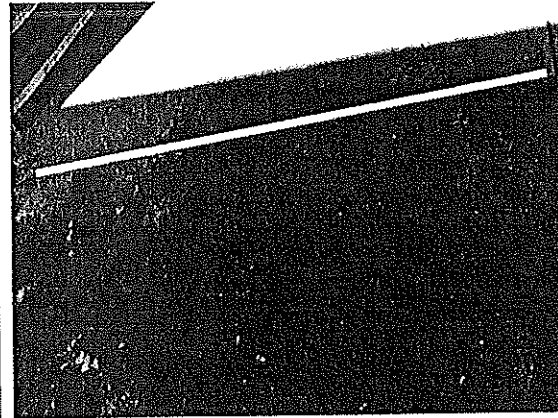
			 <p>Item 5: Please repair the driveway section opposite the 6th garage as soon as possible as the current situation represents a moderate tripping hazard.</p>
Surface Contamination	Yes		No hazards apparent at time of inspection. The driveway surfaces showed no signs of hazardous deterioration or contamination.
Obstructions	Yes		No hazards apparent. Vegetation is well trimmed and driveways were not obstructed.

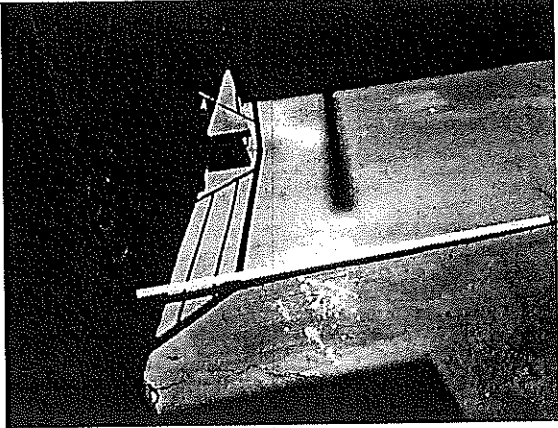
ELECTRICAL	Satisfactory	Severity	Recommended control measure
Unobstructed Access	Yes		No hazards apparent at time of inspection. There were no obstructions blocking access to the Main Switchboard.
Main Switchboard	Yes		No hazards apparent at time of inspection. A visual inspection of the Main Switchboard revealed there were no obvious signs of broken plugs, sockets or switches, and no obvious signs of frayed or defective leads, or exposed live electrical equipment. The main switchboard appears to be secured with all circuits clearly identified and no obvious signs of rust.

<p>Community Circuits</p>	<p>No</p>	<p>Moderate</p>	 <p>Item 6: We recommend RCD/s (safety switches) are installed to protect all common property power points and lighting circuits as soon as possible and said RCD/s are subsequently inspected and tested in accordance with AS 3760 at least every 2 years by a suitably qualified electrical contractor and with inspection records maintained onsite.</p>
<p>RCD Testing</p>	<p>No</p>	<p>Moderate</p>	 <p>Item 7: Once RCDs have been installed first garage, please ensure they are inspected and tested in accordance with AS 3760 at least every 2 years by a suitably qualified electrical contractor with inspection records maintained onsite.</p>

<p>Fixed Electrical Installation Inspections</p>	<p>No</p>	<p>Moderate</p>	 <p>Item 8: While not a legislative requirement we recommend that a suitably qualified electrical contractor carry out a thorough visual inspection of the Main Switchboard every 2 years and records are present onsite.</p>
<p>Overhead Powerlines</p>	<p>Yes</p>		<p>No hazards apparent at time of inspection. There were no tree branches within approximately 2 metres of the power lines that were overhanging them.</p>

EXTERNAL PEDESTRIAN ACCESSWAYS	Satisfactory	Severity	Recommended control measure
<p>Pathway Surface Variations (trip)</p>	<p>No</p>	<p>Moderate</p>	 <p>Item 9: Please repair the pathway near the front steps as soon as possible as it currently represents a moderate tripping hazard.</p>

			 <p>Item 10: Please highlight with yellow non-slip road marking paint the leading edge of the lip/s in the concrete at the entry to the to the 3rd garage as soon as possible as the change in level is currently not readily discernible and may cause a person to trip and fall.</p>   <p>Item 11: Please ensure that the upper edge of the lip/s in the pathway area in front of unit 6 & 7 garages are ground back at approx. 25 degrees as soon as possible as they currently represent a moderate tripping hazard.</p>
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			 <p>Item 12: Please ensure that the upper edge of the lip/s in the pathway area at the 2nd garage leading to the front steps are ground back at approx. 25 degrees as soon as possible as they currently represent a moderate tripping hazard.</p>
Pathway Surface Variations (changes in level)	Yes		No hazards apparent at time of inspection. No hazardous changes in level such as unmarked steps were observed along the common property pathways.
Pathway Surface Contamination Levels	Yes		No hazards apparent at time of inspection. No hazardous contamination was evident at the time of inspection.
Access/Egress	Yes		No hazards apparent at time of inspection. Stairways were clear of any hazardous obstructions.

SECTION 3 – REPORT PROCESS AND CONTENT

REPORT BASIS

The basis of this report is an inspection of the **common property** areas of the scheme external to each Lot. This report is not an all encompassing report dealing with the scheme common areas from every aspect. It is a reasonable attempt to identify any obvious and significant workplace health and safety issues upon common property areas of the scheme external to each Lot. This report is not a certificate of compliance with respect to any Act, Regulation, Ordinance or By-law. The report is not a structural or building defects report and should you require any advice of a structural nature we recommend that a structural engineer or suitably qualified building professional be engaged.

The inspection of the common property of the scheme is a visual inspection only limited to those areas of the common property that are fully accessible and visible to the inspector at the time of inspection. The inspection did not include breaking apart, dismantling, removing or moving any element of the building and items located on the common property or the inspection of common areas only accessible from within a Lot. This report is not a pool safety inspection report as per the swimming pool safety standard or AS1926.1, a pool safety inspector will need to be separately engaged to carry out such a report.

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; the presence or absence of timber pests; gas fittings; heritage concerns; fire protection; site drainage; security concerns; detection and identification of illegal building work; durability of exposed finishes; the roof space and under floor space.

The inspector will identify and assess safety hazards relating to the static condition of the common property and then recommend remedial action or the introduction of a suitable control measure. This report is not an Asbestos Audit and no assessment of potential asbestos materials is made.

The Safety Report commissioned by the client was non-destructive and non-intrusive in nature. This type of commission limits or restricts access to the building structure, some surfaces and materials.

The survey undertaken was limited to those common areas external to each lot and available for access at the time of the inspection of the premises. Only the common areas accessible to the surveyors at the time of the inspection are included in this Safety Report. Unless specifically noted, the survey did not cover exterior ground surfaces and sub-surfaces (e.g. Infill soil) or materials other than normal building fabric.

This Safety Report, although extensive, is not intended for and must not be used as a specification or method statement for any future remedial works or the identification of any building defects.

Before any rectification works are commenced, the contractor(s) carrying out the work must fully acquaint themselves with the extent of the common property and any hazards identified in order to determine the risks to be controlled/managed.

This report is based on the information obtained by QIA Group Pty Ltd at the time of common area inspection. QIA Group Pty Ltd will not update this report, nor take into account any event(s) occurring after the date of the inspection that its assessment was conducted.

Access to common areas may also be prevented or restricted by equipment that is in operation or where to obtain access contravenes a relevant statutory requirement or code of practice (e.g. electrical switchboards). Consequently, while all reasonable care and attention was taken in compiling this report no guarantee to its completeness can be given.

QIA Group Pty Ltd has taken all care to ensure that this report includes the most accurate information available.

- (a) All implied conditions, warranties and rights are excluded from the services offered, except for those which cannot be excluded by virtue of law. Where any condition, warranty or right is implied by law and cannot be excluded, we limit our liability for breach of, or other act contrary to, that implied condition, warranty or right:
- (i) In connection with the supply of goods, to one or more of the following (as we may determine):
 - (A) replacement of the goods or supply of equivalent goods;
 - (B) repair of the goods;
 - (C) payment of the cost of replacing the goods, or of acquiring equivalent goods; or
 - (D) payment of the cost of having the goods repaired;
 - (ii) In connection with the supply of services, to one of the following (as we may determine):
 - (A) supplying of the services again; or
 - (B) payment of the cost of having the services supplied again; and
 - (iii) otherwise to the extent permitted by law.
- (b) Subject to clause (a), and despite any implication arising from report provided, we are not, and will not be, liable to you in contract, in tort (including negligence), under any statute (to the extent permitted by law), or otherwise for, or in respect of, any indirect or consequential loss or damage.

Subject to clause (a) and despite any implications arising from the report provided, our total and aggregate liability in contract, in torts (including negligence), under statute (to the extent permitted by law), or otherwise for, or in respect of, any direct loss or damage arising out of any breach or other act or omission in connection with any Services, will not exceed the fees for those particular Services.

BUILDING APPROVALS

The inspector will rely on any and all building inspections and approvals given by the relevant authority in relation to the construction and completion of the scheme buildings and land.

SLIPPERY SURFACES

The Inspector will not carry out a comprehensive quantitative assessment of the slip co-efficient of the common property walkway and driveway areas as specific testing equipment is required to provide an accurate measurement of slipperiness. A qualitative assessment will be carried out based on an empirical assessment of the walkway and stairway surfaces accessed by the inspector on the day of inspection.

LIGHTING

The inspector did not measure the amount of light emitted by the common property lighting. The inspector will, however advise as to any visible defect in light fittings and where possible advise as to whether lights do not work as required. The inspector will also comment upon areas that may require lighting in order to enable safe movement along common property stairs and pathways.

BALCONY RAILINGS

A detailed inspection and assessment of the structural adequacy of balcony railings was not carried out as part of this report as it is not possible to make a reliable, quantitative measurement of a railings load bearing capacity without utilising specialised equipment. The inspector will note visible signs of significant corrosion or deterioration to balcony railings where said deterioration is clearly visible from fully accessible areas of the common property.

FIRE FIGHTING MEASURES

No assessment as to the adequacy of fire fighting equipment and installations is undertaken by the inspector. The inspector will not and is not qualified to comment upon the condition of any fire fighting equipment or installations upon the common property of the scheme.

SECTION 5 – RISK PRIORITY CHART

The risk priority chart below provides a matrix as to the severity of each hazard identified in this report and prioritises the risk associated with same.

LIKELIHOOD How likely is it to happen?	CONSEQUENCES: How severely could it hurt someone?		
	Death, permanent disablement	Serious bodily injury or medical treatment	Minor medical treatment or first aid
VERY LIKELY Could happen frequently	MAJOR	MAJOR	MODERATE
LIKELY Could happen occasionally	MAJOR	MODERATE	MODERATE
UNLIKELY Could happen, but rare	MODERATE	MODERATE	MINOR

The risk rating in the chart below provides guidance as to how promptly action needs to be taken in respect to the risk associated with each hazard that is identified in this report.

RISK RATING	ACTION
Major	Do something about these risks immediately
Moderate	Do something about these risks as soon as possible
Minor	These risks may not need immediate attention

**MINUTES
ANNUAL GENERAL MEETING**

Body Corporate for **FOURTEEN** Community Titles Scheme 43575

HELD AT: Hartley's Body Corporate Management, Level 2, 298 Oxley Road, GRACEVILLE
DATE OF MEETING: 20/06/2018
TIME OF MEETING: 04:00 pm
PRESENT IN PERSON: Lot 1 C Hough
Lot 4 K Lund (By Teleconference)
Lot 7 J & S Mienert
PROXY TABLED: Lot 5 D Meertens to Lot 1 C Hough
VOTING PAPERS SUBMITTED: Lot 2 M Taylor
APOLOGIES: Nil
COMPANY NOMINEE: Nil
QUORUM: YES the Chairperson declared the meeting open at 4:00 PM
CHAIRPERSON: Liz Meredith at the request of the Meeting
ATTENDANCE BY INVITATION: Liz Meredith representing Hartley's Body Corporate Management.

MOTIONS CONSIDERED:

Motion	1.	Confirmation of Minutes		ORDINARY RESOLUTION	STATUTORY MOTION
		PROPOSED BY	The Committee	LOT NO:	N/A

That the minutes of the Adjourned Annual General Meeting held on 22/06/17 as distributed to all lot owners and recorded in the Body Corporate Minute File are a true and accurate record of the proceedings of that meeting.

CARRIED

YES	NO	ABSTAIN
5	-	-

Motion	2.	Statement of Accounts		ORDINARY RESOLUTION	STATUTORY MOTION
		PROPOSED BY	The Committee	LOT NO:	N/A

That the attached Statements of Financial Position and Financial performance for the financial period ended 31/03/2018 be accepted.

CARRIED

YES	NO	ABSTAIN
5	-	-

Motion	3.	Audit		SPECIAL RESOLUTION	STATUTORY MOTION
		PROPOSED BY	The Committee	LOT NO:	N/A

That the Body Corporate statement of accounts for the financial year 01/04/2018 to 31/03/2019 not be audited.
*NOTE: If you want the accounts to be audited, vote No. If you do not want the accounts to be audited, vote Yes.
Refer to Explanatory Schedule For More Information*

CARRIED

YES	NO	ABSTAIN
4	1	-

Motion	4.	Auditor		ORDINARY RESOLUTION	STATUTORY MOTION
		PROPOSED BY	The Committee	LOT NO:	N/A

That Kelly + Partners Chartered Accountants, who holds the required qualifications under the Body Corporate and Community Management Act 1997, is appointed to audit the books and accounts for the financial year.

Motion Ruled Out Of Order As Motion 3 Was Carried

Motion	5.	Administration Fund Budget & Contributions		ORDINARY RESOLUTION	STATUTORY MOTION
		PROPOSED BY	The Committee	LOT NO:	N/A

That the Administrative Fund Budget for the financial year ending 31/03/2019 totalling \$5,397.56 be adopted and that contributions shall be levied on each individual lot based on \$674.69 per annum per unit of contribution entitlement as outlined below.

NOTE: Please see Page 6 of the attached Proposed Budget for the breakdown of individual units of entitlement.

Levy Period	Per Unit Entitlement	Due Date
01/04/18 – 30/06/18	\$139.50	Pre Issued 01/04/18
01/07/18 – 30/09/18	\$178.40	01/07/18
01/10/18 – 31/12/18	\$178.40	01/10/18
01/01/19 – 31/03/19	\$178.40	01/01/19

That the committee shall be authorised to issue an interim levy for the first levy period of the following financial year.

01/04/19 – 30/06/19	\$178.40	Next Pre-Issue 01/04/19
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Refer to Explanatory Schedule For More Information

CARRIED

YES	NO	ABSTAIN
5	-	-

Motion	6.	Insurance Levy Contributions		ORDINARY RESOLUTION	STATUTORY MOTION
		PROPOSED BY	The Committee	LOT NO:	N/A

That the Insurance budget for the financial year ending 31/03/2019 totalling \$4,532.37 be adopted and that contributions shall be levied on each individual lot based on \$588.55 per annum per interest schedule lot entitlement of each lot as outlined below.

NOTE: Please see Page 6 of the attached Proposed Budget for the breakdown of individual units of interest entitlement.

Levy Period	Per Unit Entitlement	Due Date
01/04/18 – 30/06/18	\$130.98	Pre Issued 01/04/18
01/07/18 – 30/09/18	\$145.19	01/07/18
01/10/18 – 31/12/18	\$145.19	01/10/18
01/01/19 – 31/03/19	\$145.19	01/01/19

That the committee shall be authorised to issue an interim levy for the first levy period of the following financial year.

01/04/19 – 30/06/19	\$145.19	Next Pre-Issue 01/04/19
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CARRIED

YES	NO	ABSTAIN
5	-	-

Motion	7.	Sinking Fund Budget & Contributions		ORDINARY RESOLUTION	STATUTORY MOTION
		PROPOSED BY	The Committee	LOT NO:	N/A

That the Sinking Fund Budget for the financial year ending 31/03/2019 totalling \$9,032.00 be adopted and that contributions shall be levied on each individual lot based on \$1,129.00 per annum per unit of contribution entitlement as outlined below.

NOTE: Please see Page 6 of the attached Proposed Budget for the breakdown of individual units of entitlement.

Levy Period	Per Unit Entitlement	Due Date
01/04/18 – 30/06/18	\$243.62	Pre Issued 01/04/18
01/07/18 – 30/09/18	\$295.13	01/07/18
01/10/18 – 31/12/18	\$295.13	01/10/18
01/01/19 – 31/03/19	\$295.13	01/01/19

That the committee shall be authorised to issue an interim levy for the first levy period of the following financial year.

01/04/19 – 30/06/19	\$295.13	Next Pre-Issue 01/04/19
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Refer to Explanatory Schedule For More Information

CARRIED

YES	NO	ABSTAIN
5	-	-

Motion	8.	Insurance		ORDINARY RESOLUTION	STATUTORY MOTION
		PROPOSED BY	The Committee	LOT NO:	N/A

That insurance cover is confirmed as set out below and that Hartley's Strata Services Pty Ltd is authorised to obtain quotes and that the committee is authorised to review the quotes and the committee or Hartley's Strata Services P/L are authorised to renew the insurance for the next twelve-month period as per the terms in the Financial Services Guide supplied with the renewal.

Refer to Explanatory Schedule For More Information

Policy Number:	QRSC18001576
Underwriter / Underwriting Agency:	Allianz Australia Insurance Limited / Strata Community Insurance
Commission:	\$621.53
Workcover:	Insured
Building:	\$2,042,051.00
Common Area Contents:	\$9,020.00
Loss of Rent/Temp Accommodation:	\$306,308.00
Public Liability:	\$10,000,000.00
Voluntary Workers:	\$200,000.00
Fidelity:	\$100,000.00
Office Bearers:	\$1,000,000.00
Catastrophe:	\$612,615.00
Government Audit Costs:	\$25,000.00
Appeals Expenses:	\$100,000.00
Legal Expenses:	\$50,000.00
Lot Owners Fixtures & Improvements:	\$300,000.00

Premium: \$3,497.34	Excess: \$1,000.00
Renewal Date: 01/05/2019	Last Valuation: May, 2014 Value: \$1,680,000.00

CARRIED

YES	NO	ABSTAIN
5	-	-

Motion	9.	Initial Safety Report		ORDINARY RESOLUTION	
		PROPOSED BY	The Committee	LOT NO:	N/A

That the Body Corporate resolves to engage QIA Group to compile an Initial Safety Report of the common property, in accordance with the *Work Health and Safety Act 2011*, for an amount not to exceed \$259.40.

Date of Most Recent Report: Not Available

Refer to Explanatory Schedule For More Information

CARRIED
YES NO ABSTAIN
4 - 1

Motion	10.	Annual Fire Safety Requirements		ORDINARY RESOLUTION	
		PROPOSED BY	The Committee	LOT NO:	N/A

Motion with Alternatives: (Refer to Explanatory Schedule for instructions on how to complete)

That the Body Corporate resolves to engage Solutions in Engineering to undertake one of the following Annual Fire Safety Requirements in accordance with the *Fire and Emergency Services Act 1990* and the *Building Fire Safety Regulation 2008*.

CARRIED
YES NO ABSTAIN
5 - -

- a). **Select if Body Corporate have elected a Fire Responsible Person and will be conducting the Fire Evacuation Practice.**

Provide an annual review of the Fire and Evacuation Plan, including training of the elected Fire Responsible Person(s) for an amount not to exceed \$396.40.

DEFEATED

OR,

- b). **Select if Body Corporate have elected a Fire Responsible Person, however would like to engage external party to undertake Fire Evacuation Practice.**

Provide an annual review of the Fire and Evacuation Plan, including training of the elected Fire Responsible Person(s), and provide a qualified fire safety professional to attend the property and run an Evacuation Practice in accordance with the *Fire and Emergency Service Act 1990* and the *Building Fire Safety Regulation 2008*, for an amount not to exceed \$396.40.

DEFEATED

1

OR,

- c). **Select if Body Corporate have NOT elected a Fire Responsible Person and would like to engage external party to be Fire Responsible Person and undertake Fire Evacuation Practice.**

Provide an annual review of the Fire and Evacuation Plan, a qualified fire safety professional to be appointed as the Fire Responsible Person for this building, and for the appointed Responsible Person to attend the property and run an Evacuation Practice in accordance with the *Fire and Emergency Service Act 1990* and the *Building Fire Safety Regulation 2008*, for an amount not to exceed \$396.40.

CARRIED

4

Owners Motions:

Motion	11.	Electric Gate		ORDINARY RESOLUTION	
		PROPOSED BY	J & S Mienert	LOT NO:	7

Motion with Alternatives: (Refer to Explanatory Schedule for instructions on how to complete)

That the Body Corporate install an electric gate to the main entry of the property as per specifications on the provided quotes, works to be funded by the Sinking Fund.

CARRIED

YES	NO	ABSTAIN
5	-	-

- a). That the attached quote from AUSSIE AUTO GATES for \$5,839.90 marked "A" be accepted.

DEFEATED

OR,

- b). That the attached quote from SMART INSTALLATIONS for \$6,234.00 marked "B" be accepted.

DEFEATED

OR

- c). That the attached quote from DAVID WELLER ELECTRICAL for \$8,245.60 (plus an additional 5% should the cost have increased) marked "C" be accepted.

CARRIED

5

OR,

- d). That the attached quote from LEGACY FENCING for \$10,677.00 marked "D" be accepted.

DEFEATED

Note: in the event David Weller Electrical is no longer able to carry out the work those present voted in favour of engaging Aussie Auto Gates to complete the work instead.

Motion	12.	Switchboard		ORDINARY RESOLUTION	
		PROPOSED BY	J & S Mienert	LOT NO:	7

That the Body Corporate engage David Weller Electrical to install a new meter panel at a cost of \$5,472.50 to be funded by a Special Levy of \$685.00 per lot of entitlement.

Motion Withdrawn by Proposer

Motion	13.	Reimbursement of Costs		ORDINARY RESOLUTION	
		PROPOSED BY	J & S Mienert	LOT NO:	7

That the Body Corporate approve payment to J & S Mienert for travelling costs and time spent organising quotes and inspecting works and repairs at Fourteen.

CARRIED

YES	NO	ABSTAIN
2	-	3

Motion	14.	Air Conditioners		ORDINARY RESOLUTION	
		PROPOSED BY	J & S Mienert	LOT NO:	7

Owners who have not drained their air conditioner overflow correctly need to rectify this. Currently some overflows are dripping directly onto the concrete below.

CARRIED

YES	NO	ABSTAIN
2	-	3

Motion	15.	Car Parking		ORDINARY RESOLUTION	
		PROPOSED BY	K Lund	LOT NO:	4

That the body corporate approve improvements to the rear common grass area so that parking is available for 2 vehicles, work to be undertaken by Tanya Stuart Family Trust, as per specifications provided on the attached quote, at a cost of \$3133.47, works to be funded by the Sinking Fund.

Note: This is required for visitors parking as the availability of street parking is slim in addition to this the drainage in the area has always been poor.

	DEFEATED		
YES	NO	ABSTAIN	
-	4	1	

Motion	16.	Vegetable Garden		ORDINARY RESOLUTION	
		PROPOSED BY	K Lund	LOT NO:	4

That the Body Corporate convert a section of the rear lawn (closest to the #12 side of the complex) into a vegetable garden. This would be slightly raised with basic netting to cover it and would be available to all residents to use and tend to. Included in this project would be the installation of a sealed compost bin.

	DEFEATED		
YES	NO	ABSTAIN	
-	4	1	

ELECTION OF EXECUTIVE AND ORDINARY MEMBERS OF THE COMMITTEE AT THE MEETING:

The committee is confirmed as:

CHAIRPERSON:	Lot 7	Sybil Mienert
SECRETARY:	Lot 4	Kai Lund
TREASURER:	Lot 1	Christabel Hough
ORDINARY MEMBER:	Lot 5	David Meertens
ORDINARY MEMBER:	Lot 2	Melanie Taylor
NON-VOTING MEMBER:	Lot 7	James Mienert
FIRE EVACUATION RESPONSIBLE PERSON:		Solutions In Engineering

GENERAL DISCUSSION

- HBCM were requested to issue a breach notice to the tenant in lot 3 regarding parking on common property and the storage of items on common property.
- HBCM were requested to contact the owner of Lot 2 regarding their air conditioning overflow being plumbed correctly
- HBCM were requested to contact the owner of Lot 3 regarding having smoke alarms installed as per legislative requirements.
- A discussion was held regarding the installation of solar lighting, CH is to arrange a quote for the Committee's consideration.

There was no further discussion and the meeting closed at 4:40 PM.

These minutes are confirmed as true and accurate.

CHAIRPERSON

DATE

The Secretary for FOURTEEN: Kai Lund
C/- Hartley's Strata Services Pty Ltd
PO Box 111
Corinda Qld 4075