

17 May 2024

## INVITATION TO AN ANNUAL GENERAL MEETING FOR THE OWNERS OF STRATA PLAN 62964

ADDRESS OF THE STRATA SCHEME: Adara Apartments, 17 Malata Crescent, Success WA 6164

### MEETING DETAILS:

**DATE:** 31/05/2024

**PLACE:** Via Zoom

**TIME:** 10:00 AM

### INVITED GUESTS:

**Serena Vivian**  
Strata Manager

### Attachments to the agenda are as follows:

- Minutes from previous General Meetings
- Statement of Accounts - Balance Sheet & Income and Expenditure Statement
- Proposed Administration and Reserve Fund Budgets
- Proposed Administration and Reserve Fund Levy Schedules
- Council of Owners Nomination Form
- Proxy Form
- Certificate of Currency (Strata Building Insurance)

### WHERE YOU CAN NOT ATTEND

Please complete the attached Proxy Form and return as soon as possible.

### Voting at this General Meeting

#### Section 120. Voting

(1) The owner of each lot in a strata titled scheme is entitled to 1 vote on a proposed resolution of the strata company.

(2) The owner of a lot is **not entitled to** cast a vote if the resolution is an 'ordinary or special resolution' if there is an outstanding amount owed to the strata company by the owner of the lot.

(3) **An unfinancial owner can vote** on a unanimous resolution or a resolution without dissent as long as it is not a resolution for postponing the expiry day for a leasehold scheme or a termination resolution.

**Section 125.** If a proxy and an owner are at a meeting then the owner must cast the vote for the lot personally rather than by proxy.

**Section 133.** Resolutions passed at a General Meeting may be ordinary resolutions unless the Act requires otherwise.

### The Agenda is as follows:

## 1 Preliminary Matters

The presiding Chairperson of the strata company will chair the Annual General Meeting.

**Note** - Where there is not a Chairperson of the strata company, **Motion 2** below will be moved and adopted prior to the commencement of the meeting.

The Chairperson will let the owners know if there is a quorum present at the meeting.

At a general meeting of a strata company for a strata titles scheme other than a 2-lot scheme, a quorum is constituted if there are present persons who are entitled to cast the votes attached to 50% of the lots in the scheme.

If a quorum is not present after 30 minutes has elapsed from the time appointed for a general meeting of a strata company for a strata titles scheme other than a 2-lot scheme, the persons entitled to vote who are present at the meeting are taken to constitute a quorum for the purposes of that meeting.

## 2 Chairperson

Resolve by way of an ordinary resolution that \_\_\_\_\_ be appointed to Chair the meeting.

## 3 General Meeting Minutes

Resolve that the minutes of the previous General Meeting held by the Strata Company on the 16 May 2023 be confirmed as a true record of that meeting.

## 4 Change of Strata Year

Resolve as per section 101 (Regulation Financial Year definition) of the Strata Titles Act to change the strata year from 01/03-29/02 to 01/07-30/06.

## 5 Statement of Accounts

Resolve by way of an ordinary resolution that the Statement of Accounts for the period 01/03/2023 to 29/02/2024 as presented be adopted.

## 6 Proposed Administration Budget

Resolve by way of an ordinary resolution that the proposed Administration Budget be tabled and adopted and that the contributions to the administrative fund are estimated in accordance with Section 100 (1) (a) (b) of the Strata Titles Act 1985 and determined in accordance with Section 100 (c) of the Strata Titles ACT 1985 at 286,000.00 including GST.

## 7 Proposed Reserve Fund Budget

Resolve by way of an ordinary resolution that the proposed Reserve Fund (Sinking Fund/Capital Expenditure) be tabled and adopted and that the contributions to the sinking fund are estimated in accordance with Section 100 (2) (a) (b) of the Strata Titles Act 1985 and determined in accordance with Section 100 (2) (c) (2) (c) of the Strata Schemes Management Act 1985 at 84,700.00 including GST.

## 8 Strata Levies

Resolve and adopt by way of ordinary resolution that the contributions to be made at 01 July (first quarter) is equal to the contribution made as at the 01 April (last quarter) and will be adjusted following next year's Annual General meeting when a final budget is established and adopted.

## 9 Requisite Funds

Resolve that the Strata Council be allowed to transfer requisite funds to the value of \$10,000 from the reserve fund to the administration fund for future unforeseen expenses.

## 10 Debt Collection Policy

Resolve by way of an ordinary resolution that the Debt Collection Below be adopted and implemented when the next quarter strata levies are sent.

### Stage One (First Letter):

Any moneys referred to above which are outstanding more than 30 days after the due date will receive a written notice from the Strata Company requiring full payment within 14 days including additional charges and interest that has been incurred.

### Stage Two (Second Letter):

If the full payment is not received by the due date indicated in the First Letter and is outstanding for more than 28 days, then a Second Letter is issued requesting payment within 7 days and further charges and interest are applied to the lot owner.

### Stage Three: (Third Letter):

In the event that the period outstanding exceeds the due date indicated on the second letter then written instruction will be issued to the owner advising that the debt will be put in the hands of the nominated solicitor of the strata company for the implementation of legal proceedings to collect the entire amount. For avoidance of doubt, the amount owing will include the contributions due, additional charges such as non-standard strata management administration fees incurred and interest charges up to the date of full payment of the amounts due.

### **Legal Action**

If payment is not received within 3 days of the Third Letter, Council of Owners is authorised to instruct the Strata Manager to engage a nominated solicitor to commence debt recovery proceedings in the Magistrates Court to collect the entire amount currently owing by the lot owner.

### **Important Information**

Interest is charged from the 30 or 31 day following the due date of the levy contribution up to the date of full payment of the amounts due.

The Council of Owners at its discretion is authorised to take any and all necessary steps for recovery.

All costs related to the debt recovery proceedings will be on-charged to the lot owner.

## **11 CCTV Policy**

Resolve that the CCTV policy below be adopted as a house rule.

### **Policy Purpose**

The purpose of this policy is to outline the safeguards in place in regard to the operation of and access to the CCTV system, and the resulting footage or images.

### **Purposes of your CCTV System**

The CCTV system owned and operated by Strata Plan 62964 is for the benefit of all Owners and for the purpose of safety and security for people and property, identifying unacceptable and illegal behaviour, and for general building and maintenance issues.

The CCTV system may be used to investigate property damage, security incidents, unacceptable or illegal behaviour in order to identify those involved and secure evidence. Such footage may be made available to approved law enforcement agencies.

### **Siting of Cameras**

All CCTV cameras will be sited in such a way that allows an adequate monitoring of all the common areas of the property. There is no intention to intrude on the privacy of individual lots within the Strata Plan 62964.

### **Signage**

Signage will be displayed in prominent places that will clearly inform occupants and visitors to the premises that CCTV cameras are being used.

### **Retention of CCTV Footage & Images**

All CCTV images are recorded and will not be retained any longer than necessary. Unless footage or images are required for evidential purposes for Strata matters or legal proceedings, they will not be retained beyond a maximum of 90 days.

### **Access to CCTV Images**

The footage remains the property of the strata company.

It is important that access to, and disclosure of images, be strictly controlled and documented. This is to ensure that the rights, safety and privacy of individuals are maintained, and that the chain of evidence remains intact should the images be required for evidential purposes.

Access to CCTV images is therefore restricted to members of the Council of Owners and Strata Company Management representative. Any review of the images will be the specific responsibility of the appointed members of the Council and Strata Company Management representative.

CCTV images will be made available to law enforcement agencies by the strata company upon the written request of an owner or at the request of the Western Australian or Federal Police Force.

CCTV images will not be made available to anyone who is not an owner.

CCTV images will not be made available to an owner unless, upon written request from that owner, the Council of Owners determines that the request is bona fide and there is no risk in regards to safety, privacy or defamation. The determination of the Council will be final. The strata company will not be responsible to an owner for any failure of the CCTV to capture footage requested by an owner.

### **Requests for CCTV Images**

All requests for CCTV images must be made in writing on "CCTV Request Form" which is available from Care Property WA Strata Management who can then engage the security contractor to recover and replicate the CCTV recording at the owner's expense.

### **12 Common Seal Section 118**

Resolve by way of an ordinary resolution that two members of the council of the strata company sign agreements that they are required to as per section 118 of the Strata Titles Act 1985 (as attached).

### **13 Council of Owners Election**

Resolve by way of an ordinary resolution the number of members to be elected be between 3 to a maximum of 7.

**The Chair will call for any further nominations at the meeting.**

Resolve that the nominees be accepted as duly elected members of the strata council.

**Ballot** - If there are more than 7 nominations a ballot will be called.

### **14 Strata Building Insurance**

As per Schedule 127 (1)(c) Please find attached to the agenda a copy of the Certificate of Currency.

Resolve that the council is authorised by the strata company to renew the strata insurance prior to its expiry date in such sums as suggested by the insurance company or insurance broker.

### **15 Motion Under Notice**

#### **Building Defect/ Remedial Works**

There are 4 stages of remedial works to be rolled out across the coming years;

Stage 1- Balcony Repairs = \$340,749.37

Stage 2- Portico Repairs = \$49,089.12

Stage 3- Podium Balcony = \$181,748.15

Stage 4- Bin Store Roof = \$34,642.39

+ \$100,124.10 preliminary costs

= \$776,988.44

Option 1: Raise a special levy for staged works

Raise \$450,000 in 2024/2025 financial year.

This would be roughly \$6,000 per unit (varied by U.E) payable across 4 levies.

Raise \$330,000 in 2025/2026 financial year.

This would be roughly \$4,500 per unit (varied by U.E) payable across 4 levies.

Option 2: Raise a special levy for whole cost

Raise \$780,000 in 2024/2025 financial year.

This would be roughly \$10,300 per unit (varied by U.E) payable across 4 levies.

Option 3: Strata Improvement Loan

This would be a loan payable over the next 7 years and accrues interest at a variable interest rate.

Motion to accept option 1 to proceed with costing for remedial works to Adara Apartments.

Special levy payments will fall due 01/07, 01/10, 01/01 and 01/04.

### **16 Meeting Closure**

There being no further business, the Chairperson declared the meeting closed at .

**CONSENT FOR COUNCIL OF OWNER  
MEMBER NOMINATION**

I, \_\_\_\_\_

Of the following address:

\_\_\_\_\_

Being the Proprietor/s of Unit/s:

\_\_\_\_\_

Do nominate myself to act as a member to act as a member of Council

Dated the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Signature \_\_\_\_\_

AND (where Applicable)

I / We, \_\_\_\_\_ being co-proprietor(s) of the  
LOT (unit above) hereby consent to this nomination.

\_\_\_\_\_

\_\_\_\_\_

The appointment of a Council of Owner is a requisite for the Strata Company to conform to the provisions of the Strata Titles ACT.

# THE OWNERS OF 62964

## PROXY FORM

**Important notes:** please read these carefully before completing **both** pages of this form.

1. A proxy holder does not have to be an owner but must be an adult of full age and capacity.
2. A corporate owner (e.g. a corporate super fund trustee) can only vote by a proxy holder.
3. Co-owners of a lot can only vote by a proxy holder, appointed by **all** the co-owners (the proxy holder can be one of the co-owners).
4. If a sole adult owner (not a co-owner) and his or her proxy holder both attend/participate, only the owner can vote.
5. If the options in this form do not meet your requirements, seek advice.

I /We, \_\_\_\_\_

being the owner/s of lot number/s \_\_\_\_\_ (unit number/s \_\_\_\_\_) appoint:

**Select and complete only one of options 1 to 3**

**Option 1:** \_\_\_\_\_ [*name of proxy holder*] and failing their attendance/participation, the chairperson of the general meeting, or if not at a general meeting, the chairperson of the council; or

**Option 2:** The chairperson of the general meeting, or if not at a general meeting, the chairperson of the council; or

**Option 3:** \_\_\_\_\_ [*name of proxy holder*]

to speak and act and to vote for me/us as my/our proxy holder:

**Select and complete only one of options A to D, as appropriate**

**Option A:** at all general meetings, and for all votes taken outside general meetings, except for voting on any proposed resolution relating to the provision of goods, an amenity or a service to the strata company if my/our proxy holder has a direct or indirect pecuniary or other interest in the provision of the goods, amenity or service; or

**Option B:** at all general meetings and for all votes taken outside general meetings; or

**Option C:** at the general meeting to be held on \_\_\_\_\_ [*insert date of general meeting*] and any adjournment of that meeting.

**Option D:** in the vote to be taken outside of a general meeting under a notice dated \_\_\_\_\_ (*insert date of notice of vote*).

Date of execution: \_\_\_\_\_ 20\_\_\_\_

**Execution by natural owner (s)**

*This form must be signed by each natural owner or by their appointed attorney)*

Signature of sole owner:                      **OR:**              Signatures of **all** co-owners  
(including proxy holder if a co-owner):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Execution by corporate owner**

*This form must be signed by the sole director and sole secretary **OR** two directors or a director and secretary **OR** by the company's appointed attorney*

\_\_\_\_\_  
Sole director and sole secretary

**OR**

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director/Secretary

**OR**

\_\_\_\_\_  
Attorney

If signing by an attorney, please provide a copy of the Power of Attorney.

**MINUTES OF AN ANNUAL GENERAL MEETING  
 THE OWNERS OF STRATA PLAN 62964**

**ADDRESS OF THE STRATA SCHEME:**

Adara Apartments, 17 Malata Crescent, Success WA 6164

**DATE, PLACE & TIME OF MEETING:**

An Annual General Meeting of The Owners - Strata Scheme 62964 was held on 16/05/2023 commenced at 06:30 PM.

**PRESENT:**

Lot #	Unit #	Attendance	Owner Name Representative
8	108	Yes	Dept of Communities - Housing, Strata Title Office Proxy S. Godinho
10	110	Yes	Housing Authority Proxy S. Godinho
14	202	Yes	Lee, Jian
17	205	Yes	Dept of Communities - Housing, Strata Title Office Proxy S. Godinho
20	208	Yes	Dept of Communities - Housing, Strata Title Office Proxy S. Godinho
22	210	Yes	Housing Auhotirty Proxy S. Godinho
25	213	Yes	Housing Authority Proxy S. Godinho
26	301	Yes	Cooper, Skye Samantha Proxy. Chairperson
27	302	Yes	Clarke, James Joseph Proxy N. Radic
30	305	Yes	Dept of Communities - Housing, Strata Title Office Proxy S. Godinho
31	306	Yes	Radic, Nemanja
33	308	Yes	Dept of Communities - Housing, Strata Title Office Proxy S. Godinho
40	402	Yes	Evans, Mia Kay Proxy. Chairperson
41	403	Yes	VEERKAMP, Susan Elizabeth Proxy. Chairperson
42	404	Yes	Department of Communities - Housing, Strata Office Proxy S. Godinho
47	409	Yes	Housing Authority Proxy S. Godinho
56	505	Yes	ANGGONO, Richard & ANGGONO, Gilbert
61	510	Yes	Housing Authority Proxy S. Godinho
62	511	Yes	Gertsen, Konstantin Proxy. Chairperson
64	513	Yes	TAN, Hsein Wen Daryl Proxy. Chairperson

**INVITED GUESTS:**

Minutes of the meeting:

**2 Chairperson**

Resolved by way of an ordinary resolution that S. Vivian be appointed to Chair the meeting.

**Motion Carried.**

**Chairpersons address**

Items completed this year and items to be worked on this coming 12 months.



**3 General Meeting Minutes**

Resolved that the minutes of the previous General Meeting held by the Strata Company on the 13 April 2022 be confirmed as a true record of that meeting.

Moved by N. Radic  
Seconded by J. Lee  
All in favour  
**Motion Carried.**

**4 Statement of Accounts**

Resolved by way of an ordinary resolution that the Statement of Accounts for the period 1 March 2022 to 28 February 2023 as presented be adopted.

Moved by N. Radic  
Seconded by J. Lee  
All in favour  
**Motion Carried.**

**5 Proposed Administration Budget**

Resolved by way of an ordinary resolution that the proposed Administration Budget be tabled and adopted and that the contributions to the administrative fund are estimated in accordance with Section 100 (1) (a) (b) of the Strata Titles Act 1985 and determined in accordance with Section 100 (c) of the Strata Titles ACT 1985 at 220,000.00 including GST.

Moved by N. Radic  
Seconded by J. Lee  
All in favour  
**Motion Carried.**

**6 Proposed Reserve Fund Budget**

Resolved by way of an ordinary resolution that the proposed Reserve Fund (Sinking Fund/Capital Expenditure) be tabled and adopted and that the contributions to the sinking fund are estimated in accordance with Section 100 (2) (a) (b) of the Strata Titles Act 1985 and determined in accordance with Section 100 (2) (c) (2) (c) of the Strata Schemes Management Act 1985 at 55,000.00 including GST.

Moved by N. Radic  
Seconded by J. Lee  
All in favour  
**Motion Carried.**

**7 Strata Levies**

Resolved and adopt by way of ordinary resolution that the contributions to be made at 1 March 2023 (first quarter) is equal to the contribution made as at the 1 December 2023 (last quarter) and will be adjusted following next year's Annual General meeting when a final budget is established and adopted.

Moved by N. Radic  
Seconded by J. Lee  
All in favour  
**Motion Carried.**

**8 Requisite Funds**

Resolved that the COO be allowed to transfer requisite funds to the value of \$10,000 from the reserve fund to the administration fund for future unforeseen expenses.

Moved by N. Radic  
Seconded by J. Lee  
All in favour  
**Motion Carried.**

**9 Debt Collection Policy**

Resolved by way of an ordinary resolution that the Debt Collection Below be adopted and implemented.

**Stage One (First Letter):**

Any moneys referred to above which are outstanding more than 30 days after the due date will receive a written notice from the Strata Company requiring full payment within 14 days including additional charges and interest that has been incurred.

**Stage Two (Second Letter):**

If the full payment is not received by the due date indicated in the First Letter and is outstanding for more than 28 days, then a Second Letter is issued requesting payment within 7 days and further charges and interest are applied to the lot owner.

**Stage Three: (Third Letter):**

In the event that the period outstanding exceeds the due date indicated on the second letter then written instruction will be issued to the owner advising that the debt will be put in the hands of the nominated solicitor of the strata company for the

implementation of legal proceedings to collect the entire amount. For avoidance of doubt, the amount owing will include the contributions due, additional charges such as non-standard strata management administration fees incurred and interest charges up to the date of full payment of the amounts due.

### **Legal Action**

If payment is not received within 3 days of the Third Letter, Council of Owners is authorised to instruct the Strata Manager to engage a nominated solicitor to commence debt recovery proceedings in the Magistrates Court to collect the entire amount currently owing by the lot owner.

### **Important Information**

Interest is charged from the 30 or 31 day following the due date of the levy contribution up to the date of full payment of the amounts due.

The Council of Owners at its discretion is authorised to take any and all necessary steps for recovery.

All costs related to the debt recovery proceedings will be on-charged to the lot owner.

Moved by N. Radic  
Seconded by J. Lee  
All in favour  
**Motion Carried.**

## **10 Strata Manager Appointment**

Resolved that in accordance with the Strata Titles ACT 1985 (Act) 1 May 2020 that the council be authorized to appoint Care Property (WA) Strata Management PTY LTD as the strata managing agent of Strata Scheme for a further two years as per the Strata Community Association WA Strata Management Agreement.

The amount per annum is as follows;

2023 2024 - \$26,000  
2024 2025 - \$26,780

Moved by N. Radic  
Seconded by J. Lee  
All in favour  
**Motion Carried.**

## **11 CCTV Policy**

Resolved that the CCTV policy below be adopted.

### **Policy Purpose**

The purpose of this policy is to outline the safeguards in place in regard to the operation of and access to the CCTV system, and the resulting footage or images.

### **Purposes of your CCTV System**

The CCTV system owned and operated by Strata Plan 62964 is for the benefit of all Owners and for the purpose of safety and security for people and property, identifying unacceptable and illegal behaviour, and for general building and maintenance issues.

The CCTV system may be used to investigate property damage, security incidents, unacceptable or illegal behaviour in order to identify those involved and secure evidence. Such footage may be made available to approved law enforcement agencies.

### **Siting of Cameras**

All CCTV cameras will be sited in such a way that allows an adequate monitoring of all the common areas of the property. There is no intention to intrude on the privacy of individual lots within the Strata Plan 62964.

### **Signage**

Signage will be displayed in prominent places that will clearly inform occupants and visitors to the premises that CCTV cameras are being used.

### **Retention of CCTV Footage & Images**

All CCTV images are recorded and will not be retained any longer than necessary. Unless footage or images are required for evidential purposes for Strata matters or legal proceedings, they will not be retained beyond a maximum of 90 days.

### **Access to CCTV Images**

The footage remains the property of the strata company.

It is important that access to, and disclosure of images, be strictly controlled and documented. This is to ensure that the rights, safety and privacy of individuals are maintained, and that the chain of evidence remains intact should the images be required for evidential purposes.

Access to CCTV images is therefore restricted to members of the Council of Owners and Strata Company Management representative. Any review of the images will be the specific responsibility of the appointed members of the Council and Strata Company Management representative.

CCTV images will be made available to law enforcement agencies by the strata company upon the written request of an owner or at the request of the Western Australian or Federal Police Force.

CCTV images will not be made available to anyone who is not an owner.

CCTV images will not be made available to an owner unless, upon written request from that owner, the Council of Owners determines that the request is bona fide and there is no risk in regards to safety, privacy or defamation. The determination of the Council will be final. The strata company will not be responsible to an owner for any failure of the CCTV to capture footage requested by an owner.

### **Requests for CCTV Images**

All requests for CCTV images must be made in writing on "CCTV Request Form" which is available from Care Property WA Strata Management who can then engage the security contractor to recover and replicate the CCTV recording at the owner's expense.

Moved by N. Radic  
Seconded by J. Lee  
All in favour  
**Motion Carried.**

### **12 Common Seal Section 118**

Resolved by way of an ordinary resolution that two members of the council of the strata company sign agreements that they are required to as per section 118 of the Strata Titles Act 1985 (as attached).

Moved by N. Radic  
Seconded by J. Lee  
All in favour  
**Motion Carried.**

### **13 Strata Council Election**

Resolved by way of an ordinary resolution the number of members to be elected be between 3 to a maximum of 7.

#### **The Chair will call for any further nominations at the meeting.**

Moved by N. Radic  
Seconded by J. Lee  
All in favour  
**Motion Carried.**

Resolved that the nominees be accepted as duly elected members of the strata council.

N. Radic  
Dept of Communities- Proxy S. Godinho  
G. Anggono

Moved by J. Lee  
Seconded by K. Gertsen (Proxy Chairperson)  
All in favour  
**Motion Carried.**

### **14 Strata Building Insurance**

As per Schedule 127 (1)(c) Please find attached to the agenda a copy of the Certificate of Currency.

Resolved that the council is authorised by the strata company to renew the strata insurance prior to its expiry date in such sums as suggested by the insurance company or insurance broker.

Moved by N. Radic  
Seconded by J. Lee  
All in favour  
**Motion Carried.**

### **15 Meeting Closure**

There being no further business, the Chairperson declared the meeting closed at 06:45 PM.



## Balance Sheet

### As at 29/02/2024

The Owners of 17 Malata Crescent Strata Plan  
62964

Adara Apartments, 17 Malata Crescent, Success WA  
6164

	Current period
<b>Owners' funds</b>	
<b>Administrative Fund</b>	
Operating Surplus/Deficit--Admin	(18,334.92)
Owners Equity--Admin	(35,334.78)
	(53,669.70)
<b>Reserve Fund (Capital Account)</b>	
Operating Surplus/Deficit--Sinking	17,302.07
Owners Equity--Sinking	88,620.15
	105,922.22
<b>Net owners' funds</b>	<b>\$52,252.52</b>
<b>Represented by:</b>	
<b>Assets</b>	
<b>Administrative Fund</b>	
Cash at Bank--Admin	(28,410.55)
Receivable--Levies--Admin	6,088.65
Receivable--Owners--Admin	948.32
	(21,373.58)
<b>Reserve Fund (Capital Account)</b>	
Cash at Bank--Sinking	112,448.97
Receivable--Levies--Sinking	1,602.29
	114,051.26
<b>Unallocated Money</b>	
Cash at Bank--Unallocated	5,856.70
	5,856.70
<i>Total assets</i>	98,534.38
<b>Less liabilities</b>	
<b>Administrative Fund</b>	
Creditor--GST--Admin	(138.41)
Creditors--Other--Admin	540.33
Prepaid Levies--Admin	31,894.20
	32,296.12
<b>Reserve Fund (Capital Account)</b>	
Creditor--GST--Sinking	(264.14)
Prepaid Levies--Sinking	8,393.18
	8,129.04
<b>Unallocated Money</b>	
Prepaid Levies--Unallocated	5,856.70
	5,856.70
<i>Total liabilities</i>	46,281.86
<b>Net assets</b>	<b>\$52,252.52</b>

## Income & Expenditure Statement for the financial year to 29/02/2024

The Owners of 17 Malata Crescent Strata Plan  
 62964

Adara Apartments, 17 Malata Crescent, Success WA  
 6164

### Administrative Fund

	Current period 01/03/2023-29/02/2024	Annual budget 01/03/2023-29/02/2024
<b>Revenue</b>		
Interest on Arrears--Admin	1,447.92	0.00
Levies Due--Admin	190,000.00	190,000.00
Miscellaneous Income--Admin	1,818.16	0.00
Recovery - Owner (Gas)	9,145.61	0.00
Recovery--Legal Fees	838.28	0.00
Recovery--Owner (Water & Seweage)	11,203.10	0.00
Remotes for Access to Buildings & Carparks	236.36	0.00
<b>Total revenue</b>	<b>214,689.43</b>	<b>190,000.00</b>
<b>Less expenses</b>		
Admin - Consultants	0.00	8,000.00
Admin-- Internet and phones	513.62	0.00
Admin--Accounting	400.00	650.00
Admin--Legal & Debt Collection Fees	1,725.67	3,000.00
Admin--Management Fees--Standard	25,999.93	26,000.00
Admin--Meeting Fee (Agent)	0.00	800.00
Insurance--Excesses	300.00	0.00
Insurance--Premiums	30,491.57	38,000.00
Maint Bldg--Caretaking	5,000.03	5,000.00
Maint Bldg--Cleaning	26,752.89	30,000.00
Maint Bldg--Cleaning--Carpet	0.00	1,000.00
Maint Bldg--Electrical	8,921.84	2,000.00
Maint Bldg--Electrical Reading	2,310.00	3,150.00
Maint Bldg--Fire Equipment Service & Repairs	28,243.33	15,000.00
Maint Bldg--Garage & Residential Gates	10,980.80	5,000.00
Maint Bldg--General Repairs	4,196.21	10,000.00
Maint Bldg--Lift	9,801.33	10,000.00
Maint Bldg--Lift--Telephone	95.00	650.00
Maint Bldg--Owners Fob, Keys & Locks	9,812.98	1,500.00
Maint Bldg--Pest/Vermin Control	1,274.55	500.00
Maint Bldg--Plumbing & Drainage	3,945.00	5,000.00
Maint Bldg--Security Surveillance (Monitoring)	(100.00)	0.00
Maint Bldg--Security Surveillance Equipment	4,845.00	900.00
Maint Grounds--Landscaping	0.00	1,000.00
Maint Grounds--Lawns & Gardening	1,746.82	2,500.00
Maint Grounds--Recreation Centre Contribution	19,382.16	19,382.15
Utility--Electricity	13,375.66	12,800.00

Administrative Fund

	Current period 01/03/2023-29/02/2024	Annual budget 01/03/2023-29/02/2024
Utility--Gas	9,590.29	250.00
Utility--Rubbish Removal	250.00	1,000.00
Utility--Water Consumption	13,169.67	500.00
Total expenses	233,024.35	203,582.15
Surplus/Deficit	(18,334.92)	(13,582.15)
Opening balance	(35,334.78)	(35,334.78)
Closing balance	-\$53,669.70	-\$48,916.93

Reserve Fund (Capital Account)

	Current period 01/03/2023-29/02/2024	Annual budget 01/03/2023-29/02/2024
<b>Revenue</b>		
Interest on Arrears--Sinking	382.07	0.00
Levies Due--Sinking	50,000.00	50,000.00
<b>Total revenue</b>	<b>50,382.07</b>	<b>50,000.00</b>
<b>Less expenses</b>		
Maint Bldg-- Cleaning/ Glass	0.00	8,000.00
Maint Bldg--Capital Expenditure--Bldg Defects	0.00	60,000.00
Maint Bldg--Fire Protection	29,360.00	16,500.00
Maint Bldg--Painting & Surface Finishes	0.00	10,000.00
Maint Grounds -- Gates	3,720.00	10,000.00
<b>Total expenses</b>	<b>33,080.00</b>	<b>104,500.00</b>
<b>Surplus/Deficit</b>	<b>17,302.07</b>	<b>(54,500.00)</b>
Opening balance	88,620.15	88,620.15
<b>Closing balance</b>	<b>\$105,922.22</b>	<b>\$34,120.15</b>



# Attachment 5 (Part 1 of 2)

## Proposed Budget to apply from 01/07/2024

The Owners of 17 Malata Crescent Strata Plan  
62964

Adara Apartments, 17 Malata Crescent, Success WA  
6164

### Administrative Fund

Proposed  
budget

#### Revenue

Levies Due--Admin	260,000.00
<b>Total revenue</b>	<b>260,000.00</b>

#### Less expenses

Admin - Consultants	2,000.00
Admin-- Internet and phones	650.00
Admin--Accounting	500.00
Admin--Legal & Debt Collection Fees	1,500.00
Admin--Management Fees--Standard	27,066.00
Insurance--Premiums	35,000.00
Maint Bldg--Caretaking	5,250.00
Maint Bldg--Cleaning	30,000.00
Maint Bldg--Electrical	15,000.00
Maint Bldg--Electrical Reading	2,500.00
Maint Bldg--Fire Equipment Service & Repairs	20,000.00
Maint Bldg--Garage & Residential Gates	5,000.00
Maint Bldg--General Repairs	50,000.00
Maint Bldg--Lift	10,000.00
Maint Bldg--Owners Fob, Keys & Locks	1,000.00
Maint Bldg--Pest/Vermin Control	1,500.00
Maint Bldg--Plumbing & Drainage	5,000.00
Maint Bldg--Security Surveillance Equipment	2,500.00
Maint Grounds--Lawns & Gardening	2,500.00
Maint Grounds--Recreation Centre Contribution	20,000.00
Utility--Electricity	14,000.00
Utility--Gas	500.00
Utility--Rubbish Removal	500.00
Utility--Water Consumption	500.00
<b>Total expenses</b>	<b>252,466.00</b>

Surplus/Deficit 7,534.00

Opening balance (28,291.03)

Closing balance -\$20,757.03

Administrative Fund

Proposed  
budget

Total units of entitlement	10000
Levy contribution per unit entitlement	\$28.60
Budgeted standard levy revenue	260,000.00
Add GST	26,000.00
Amount to raise in levies including GST	<hr/> \$286,000.00

Reserve Fund (Capital Account)

Proposed  
budget

Revenue

Levies Due--Sinking	77,000.00
Total revenue	<u>77,000.00</u>

Less expenses

Maint Bldg-- Cleaning/ Glass	5,000.00
Maint Bldg--Capital Expenditure--Bldg Defects	50,000.00
Maint Bldg--Painting & Surface Finishes	17,000.00
Total expenses	<u>72,000.00</u>

Surplus/Deficit 5,000.00

Opening balance 118,437.13

Closing balance \$123,437.13

Total units of entitlement 10000

Levy contribution per unit entitlement \$8.47

Budgeted standard levy revenue 77,000.00

Add GST 7,700.00

Amount to raise in levies including GST \$84,700.00

# Attachment 5 (Part 2 of 2)

## Proposed Levy Schedule to apply from 01/07/2024

The Owners of 17 Malata Crescent Strata Plan  
62964

Adara Apartments, 17 Malata Crescent, Success WA  
6164

Quarterly levy instalments that would apply to each lot if proposed budgets are accepted by the general meeting:

Lot	Unit	Unit Entitlement	Admin Fund	Reserve Fund	Quarterly Total	Annual Total
1	101	136.00	972.40	287.98	1,260.38	5,041.52
2	102	124.00	886.60	262.57	1,149.17	4,596.68
3	103	136.00	972.40	287.98	1,260.38	5,041.52
4	104	104.00	743.60	220.22	963.82	3,855.28
5	105	104.00	743.60	220.22	963.82	3,855.28
6	106	104.00	743.60	220.22	963.82	3,855.28
7	107	136.00	972.40	287.98	1,260.38	5,041.52
8	108	124.00	886.60	262.57	1,149.17	4,596.68
9	109	136.00	972.40	287.98	1,260.38	5,041.52
10	110	140.00	1,001.00	296.45	1,297.45	5,189.80
11	111	139.00	993.85	294.33	1,288.18	5,152.72
12	112	141.00	1,008.15	298.57	1,306.72	5,226.88
13	201	136.00	972.40	287.98	1,260.38	5,041.52
14	202	124.00	886.60	262.57	1,149.17	4,596.68
15	203	136.00	972.40	287.98	1,260.38	5,041.52
16	204	104.00	743.60	220.22	963.82	3,855.28
17	205	104.00	743.60	220.22	963.82	3,855.28
18	206	104.00	743.60	220.22	963.82	3,855.28
19	207	136.00	972.40	287.98	1,260.38	5,041.52
20	208	124.00	886.60	262.57	1,149.17	4,596.68
21	209	136.00	972.40	287.98	1,260.38	5,041.52
22	210	136.00	972.40	287.98	1,260.38	5,041.52
23	211	139.00	993.85	294.33	1,288.18	5,152.72
24	212	139.00	993.85	294.33	1,288.18	5,152.72
25	213	136.00	972.40	287.98	1,260.38	5,041.52
26	301	138.00	986.70	292.22	1,278.92	5,115.68
27	302	126.00	900.90	266.80	1,167.70	4,670.80
28	303	138.00	986.70	292.22	1,278.92	5,115.68
29	304	105.00	750.75	222.34	973.09	3,892.36
30	305	105.00	750.75	222.34	973.09	3,892.36
31	306	105.00	750.75	222.34	973.09	3,892.36
32	307	138.00	986.70	292.22	1,278.92	5,115.68
33	308	126.00	900.90	266.80	1,167.70	4,670.80
34	309	138.00	986.70	292.22	1,278.92	5,115.68
35	310	138.00	986.70	292.22	1,278.92	5,115.68
36	311	141.00	1,008.15	298.57	1,306.72	5,226.88

Quarterly levy instalments that would apply to each lot if proposed budgets are accepted by the general meeting:

Lot	Unit	Unit Entitlement	Admin Fund	Reserve Fund	Quarterly Total	Annual Total
37	312	141.00	1,008.15	298.57	1,306.72	5,226.88
38	313	138.00	986.70	292.22	1,278.92	5,115.68
39	401	139.00	993.85	294.33	1,288.18	5,152.72
40	402	127.00	908.05	268.92	1,176.97	4,707.88
41	403	139.00	993.85	294.33	1,288.18	5,152.72
42	404	106.00	757.90	224.46	982.36	3,929.44
43	405	106.00	757.90	224.46	982.36	3,929.44
44	406	106.00	757.90	224.46	982.36	3,929.44
45	407	139.00	993.85	294.33	1,288.18	5,152.72
46	408	127.00	908.05	268.92	1,176.97	4,707.88
47	409	139.00	993.85	294.33	1,288.18	5,152.72
48	410	140.00	1,001.00	296.45	1,297.45	5,189.80
49	411	142.00	1,015.30	300.68	1,315.98	5,263.92
50	412	142.00	1,015.30	300.68	1,315.98	5,263.92
51	413	140.00	1,001.00	296.45	1,297.45	5,189.80
52	501	140.00	1,001.00	296.45	1,297.45	5,189.80
53	502	129.00	922.35	273.16	1,195.51	4,782.04
54	503	140.00	1,001.00	296.45	1,297.45	5,189.80
55	504	107.00	765.05	226.57	991.62	3,966.48
56	505	107.00	765.05	226.57	991.62	3,966.48
57	506	107.00	765.05	226.57	991.62	3,966.48
58	507	140.00	1,001.00	296.45	1,297.45	5,189.80
59	508	129.00	922.35	273.16	1,195.51	4,782.04
60	509	140.00	1,001.00	296.45	1,297.45	5,189.80
61	510	141.00	1,008.15	298.57	1,306.72	5,226.88
62	511	143.00	1,022.45	302.80	1,325.25	5,301.00
63	512	143.00	1,022.45	302.80	1,325.25	5,301.00
64	513	141.00	1,008.15	298.57	1,306.72	5,226.88
65	601	143.00	1,022.45	302.80	1,325.25	5,301.00
66	602	132.00	943.80	279.51	1,223.31	4,893.24
67	603	143.00	1,022.45	302.80	1,325.25	5,301.00
68	604	110.00	786.50	232.92	1,019.42	4,077.68
69	605	110.00	786.50	232.92	1,019.42	4,077.68
70	606	110.00	786.50	232.92	1,019.42	4,077.68
71	607	143.00	1,022.45	302.80	1,325.25	5,301.00
72	608	132.00	943.80	279.51	1,223.31	4,893.24
73	609	143.00	1,022.45	302.80	1,325.25	5,301.00
74	610	144.00	1,029.60	304.92	1,334.52	5,338.08
75	611	146.00	1,043.90	309.16	1,353.06	5,412.24
76	612	146.00	1,043.90	309.16	1,353.06	5,412.24
77	613	144.00	1,029.60	304.92	1,334.52	5,338.08
		10,000.00	\$71,500.00	\$21,175.00	\$92,675.00	\$370,700.00

**COWDEN LIMITED**  
**( THE INSURANCE BROKERS )**

A.B.N. 65 008 761 822  
A.F.S. License no. 241065  
Level 3,985 Wellington Street WEST PERTH  
Telephone: 9322 4822 Fax: 9324 1413  
P.O. BOX 60, WEST PERTH, 6872

6 December 2023

**CERTIFICATE OF CURRENCY**

**INSURED:** The Owners of Adara Apartments - Strata Plan 62964

**CLASS:** Residential Strata Insurance

**INTEREST:** 1. Buildings  
2. Legal Liability

**SITUATION:** 17 Malata Crescent, Success WA 6164

**SUM INSURED:** 1. \$27,149,627  
2. \$10,000,000

**INSURER:** Strata Community Insurance

**POLICY NO:** POL11019469

**EXPIRY DATE:** 30/11/2024

This Insurance Contract is current as at the date of this certificate. Whilst an expiry date has been indicated, it should be noted that the policy may be cancelled in the future.

The certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage afforded by the policy or assume continuity of the policy beyond the expiry date.

Kind Regards,

**COWDEN LIMITED**



**BROOKE WALER**  
**ACCOUNT EXECUTIVE**

[Brooke.walker@cowden.com.au](mailto:Brooke.walker@cowden.com.au)

**PERTH**

**ADELAIDE**

**MELBOURNE**

**SYDNEY**

**KG-6R24B008**

# **17 MALATA CRESCENT REMEDICATION WORKS**

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THURSDAY, 18TH APRIL, 2024

**REPAIR | REBUILD | REPURPOSE**

April 18th, 2024



Matthew Perrett  
Construction Compliance Consultancy  
Woodvale  
Perth, Western Australia

**RE: KG-6R24B008 - 17 Malata Crescent Remediation Works**

Dear Mr Perrett,

Kilmore Group submits this proposal in response to the remediation works to 17 Malata Crescent Project. With this response, you will find a detailed and fully conforming submission.

For the benefit of the Construction Compliance, the building owners, tenants and other affected stakeholders, Kilmore Group aims to add value to this project by integrating a communications plan, a strategic methodology, similar project experience, thorough health, safety and environmental management and strong team synergy.

Subsequently, additional comprehensive project management plans will also be generated as a critical component in the delivery of this project. These management plans will endeavour to provide safety for construction workers, employees and the public.

Kilmore Group personnel assigned to this project have significant expertise in projects of this nature with a combined 45+ years' experience within the industry.

Kilmore Group would like to thank you for the opportunity to submit a response and we are excited at the potential of working with you on this project.

If you require further information, please contact me at +61 416 737 259.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "Guy McDonald".

**Guy McDonald**

Remedial Manager, Kilmore Group Pty Ltd  
guy.mcdonald@kilmoregroup.com.au

**SYDNEY** Level 9, Building 50, 903 Clarence Street, Sydney, New South Wales 2000

**ADELAIDE** 3/55 Gawler Place, Adelaide, South Australia 5000

**PERTH** 27 King Edward Road, Osborne Park, Western Australia 6017

**Phone** (08) 6110 7117 **Email** info@kilmoregroup.com.au **ABN** 95 619 937 898

[www.kilmoregroup.com.au](http://www.kilmoregroup.com.au)



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SCHEDULE 1

# EXECUTIVE SUMMARY

# EXECUTIVE SUMMARY

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SPECIALIST  
CONTRACTOR  
REPRESENTING  
LOW RISK

CONCEPT  
DESIGN THAT IS  
FIT FOR  
PURPOSE AND  
MEETS THE  
CLIENT  
REQUIREMENTS

DESIGN,  
FABRICATION AND  
COMMISSION  
EXPERIENCED

ISO CERTIFIED  
KPIs AND  
PROJECT  
OBJECTIVES

DIRECT AND PROMPT  
COMMUNICATION

## WHY KILMORE GROUP?

Kilmore Group is confident in our ability to effectively oversee the 17 Malata Crescent Project. Our track record includes successful delivery of comparable waterproofing and concrete remediation projects across Western Australia, showcasing our capacity to bring substantial value to this project

The team designated for this project collectively possess an extensive experience of over 40 years in executing relevant scopes. Every team member comprehends the significance of effective communication, HSEQ management and ensuring the safety of both the Construction Compliance members, staff and the Kilmore Group construction team.

## COMMUNITY AND COLLABORATION

Our proposed team has managed similar scopes previously at 225 St Georges Terrace Balcony Waterproofing, 235 St Georges Terrace Torch-On Waterproofing, Carlise TAFE Refurbishment, Council House Concrete Repair & Waterproofing - all of which were unique in requirements and purpose for their respective local communities. Our in-house design team are well versed in modular design and construction; and have the capacity to deliver this project with efficacy.

## HSE MANAGEMENT

Kilmore Group's finalised site-specific HSE Management Plan (HSEMP) will be communicated at inductions, tool-box talks and site meetings. It will be presented to all personnel and clearly displayed in the site office and on noticeboards. It also factors in fatigue and mental health management of all personnel involved with the project. Any subcontractors we engage with are vetted, inducted and subject to the same processes we operate under.

## SUMMARY

This submission will illustrate how Kilmore Group aims to manage the project and in turn, demonstrate our suitability for the works. The following documentation will consist of the following key items:

- Key Personnel
- Respondents Offer
- Company Profiles
- Pricing
- Project Profiles
- Current Projects

SCHEDULE 2

# TENDER QUESTIONNAIRE CHECKLIST


# TENDER QUESTIONNAIRE CHECKLIST

REQUEST	COMMENT
Attach brief description of company	Yes
Attach details of qualifications, skills and experience of key personnel and subcontractors nominated for the Contract of all deliverables.	Yes
The successful Tenderer agrees to provide a detailed Programme (ie. Gantt chart) showing all key tasks for the completion of all deliverables as required under the Contract.	Yes
Tenderer must outline how they intend to manage Safety on this Project.	Yes
The successful Tenderer will be required to provide a Project specific Safety Management Plan to the satisfaction of PM prior to commencing works.	Yes
Have you ever been bankrupt or a director of a company that has been in administration.	No
Attach Public Liability Insurance Certificate of Currency.	Yes
Attach Workers Comp Insurance Certificate of Currency	Yes
Attach Builders Registration	Yes
Attach Painters Registration	Yes
Attach Waterproofing accreditation	Yes
Completed and signed Tender form in section 9	Yes
Completed and signed Tender form in section 10	Yes

SCHEDULE 3

# TENDER FORM

# TENDER FORM

Kilmore Group Pty Ltd
<b>Full Corporate Name</b>
Kilmore Group
<b>Registered Trading Name</b>
27 King Edward Road, Osborne Park WA 6017
<b>Registered Office Address</b>
PO Box 302, Mount Hawthorn WA 6915
<b>Postal Address</b>
619 937 898
<b>ACN</b>
95 619 937 898
<b>ABN</b>
Guy McDonald
<b>AUTHORISED REPRESENTATIVE</b>

<b>SIGNATURE</b>
guy.mcdonald@kilmoregroup.com.au
<b>EMAIL ADDRESS OF REPRESENTATIVE</b>
0416 737 259
<b>CONTACT NUMBER OF REPRESENTATIVE</b>
19/04/2024
<b>DATE</b>


SCHEDULE 4

# COMPANY PROFILE



# ABOUT KILMORE GROUP

## BUSINESS INFORMATION

LEGAL NAME OF COMPANY	Kilmore Group Pty Ltd
ABN / ACN	(95) 619 937 898
TRADING METHOD	Company
BUILDER REGISTRATION NUMBER	BC103334
ADDRESS	27 King Edward Road, Osborne Park, WA 6017
PO BOX	P.O Box 302 Mt Hawthorn, WA 6095
DIRECTOR(S)	Oran Kevin Fitzsimons John Aidan O'Donnell
TELEPHONE	(08) 6110 7117
EMAIL	tenders@kilmoregroup.com.au
REPRESENTATIVE	Guy McDonald
SIGNATURE	

Established in 2017 By Oran Fitzsimons and John O'Donnell, Kilmore Group began its journey as a dedicated contractor, specialising in façade remediation packages. Recognising the needs of our clients, we expanded our horizons in 2021.

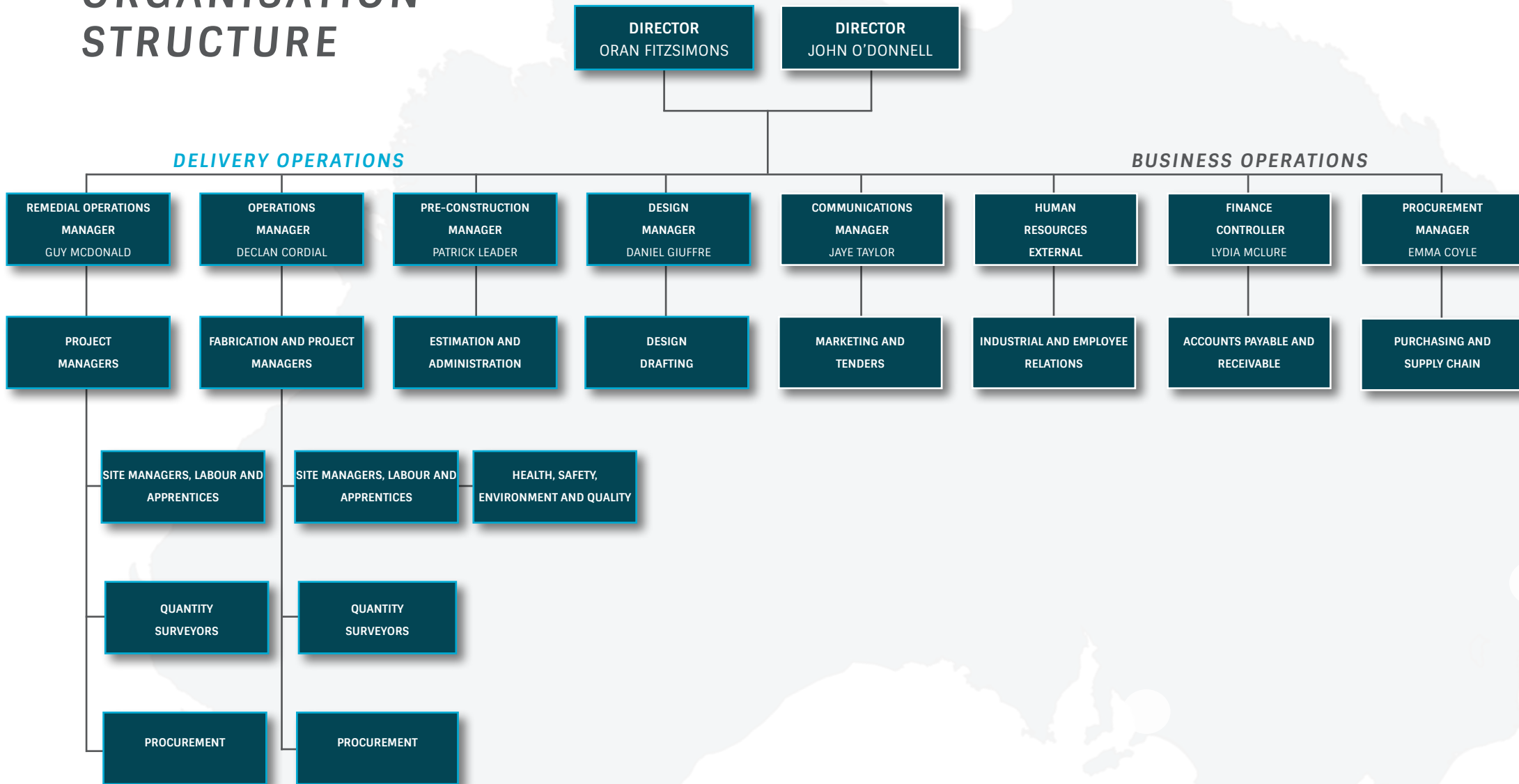
Today, we proudly offer services in full refurbishments, façade installations and replacements, concrete remediation, waterproofing, heritage restoration and structural strengthening. This diversification has positioned Kilmore Group as a leading remedial contractor, adept at delivering projects tailored for the complexities of the aging-built environment.

What truly sets us apart is our team. Our hiring philosophy is rooted in four core fundamentals: **Competency, Hardworking, Synergy** and **Communication**. Our robust team of 95 professionals encompasses a diverse range of expertise, from skilled specialist applicators, fabricators, carpenters, process engineers and architects.

Engaging our labour force directly allows us to control resourcing and quality. From investigating structural defects and non-compliance, to engaging in complex refurbishments, we have consistently delivered results for clients and their stakeholders.



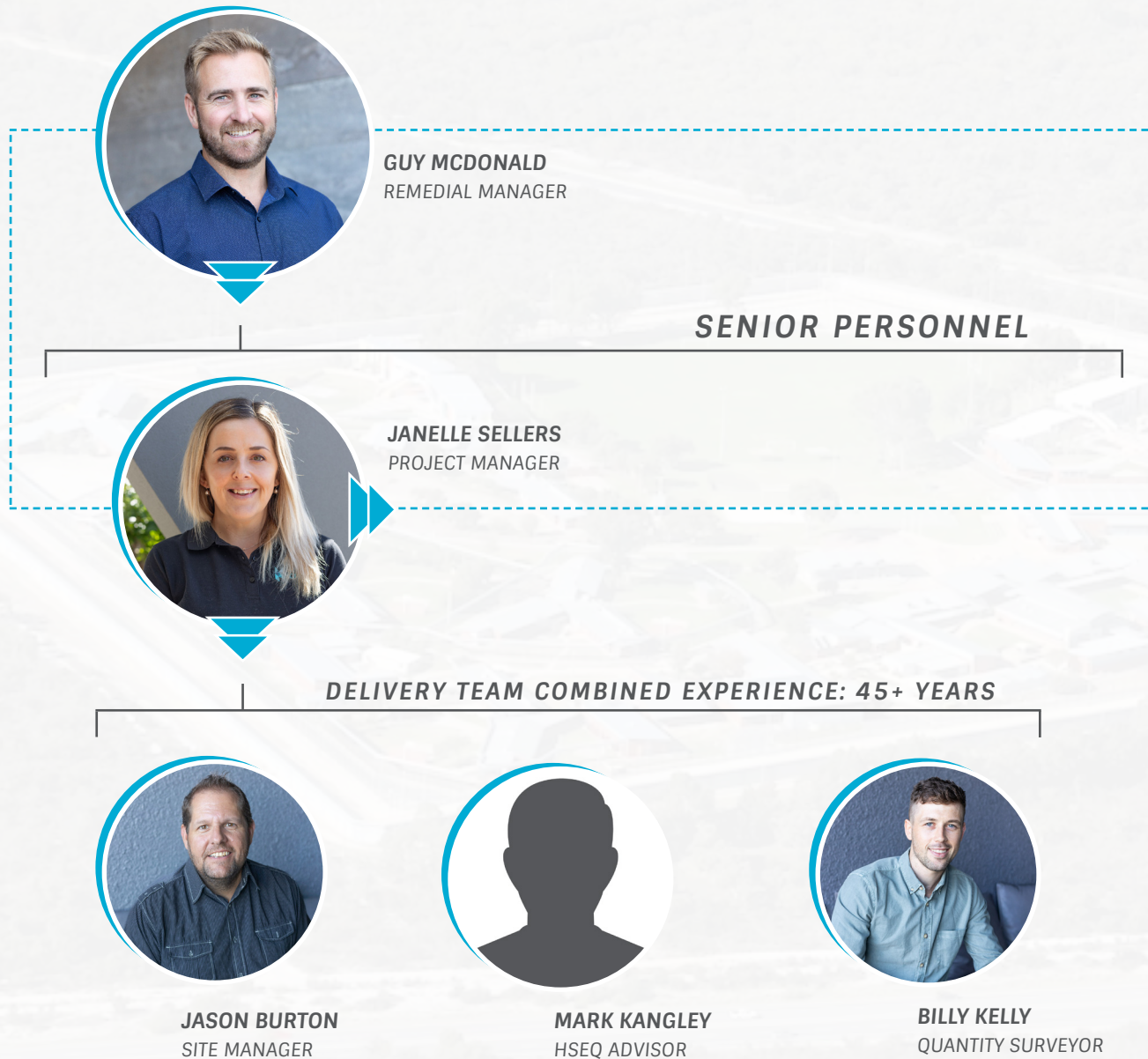
# ORGANISATION STRUCTURE



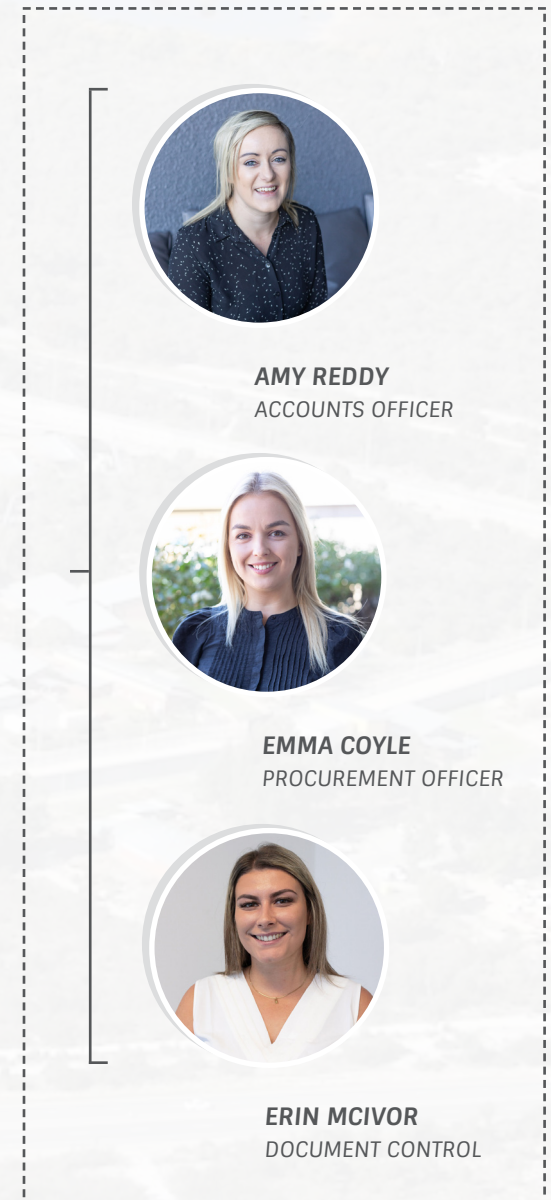
SCHEDULE 5

PROPOSED PERSONNEL

# TEAM STRUCTURE



## ADMINISTRATION & SUPPORT





## **GUY MCDONALD**

### REMEDIAL MANAGER

#### BACKGROUND

Guy is an analytical and meticulous Remedial Manager. His skill-set is guided by quality project management and leadership. Guy has a wealth of knowledge in remedial works. His value to the team provides the foundations for strong analysis, method delivery and client aftercare. He ensures structured and efficient communication tailored to each project, establishing client trust and satisfaction.

#### QUALIFICATIONS

- Diploma of Building and Construction
- Plasterer by trade
- Senior First Aid
- ArdexAcademy Training - Weldtec Sheet Membrane and Undertile Liquid Waterproofing
- ACRA - Australian Concrete and Remedial Association

#### PROJECT EXPERIENCE

##### **KILMORE GROUP**

- Lords Recreation Centre Pool Refurbishment
- City of Vincent Civic Centre Waterproofing
- Gosnells Oval Grandstand Remediation
- 225 St Georges Terrace Balcony Waterproofing
- Carlisle TAFE Asbestos Removal and Façade Replacement
- Department of Justice Detention Centre Cell Refurbishment Works

##### **DURATEC - 2014 - 2020**

- Garden Island (Defence) Building Refurbishments
- Avena Apartments Pool Deck Waterproofing
- Flinder Ports Adelaide Wharf Remediation Stage 1
- Rottnest island Lighthouse Remediation
- Augusta Lighthouse Remediation
- Fremantle Ports Sheet Pile Wall Remediation

#### TECHNICAL SKILLS

- Structural Strengthening
- Concrete Repair
- Waterproofing
- Joint Sealing
- Project Management
- Client and Stakeholder Liaising
- Procurement
- Progress Reporting
- Cost Control

#### ATTRIBUTES

- Relationship Management
- Strong Leadership
- Excellent Communication
- Strong Problem-solving Skills
- Over 20 years Construction Experience
- Procedure Driven
- Strong Negotiation Skills



## JANELLE SELLERS

### PROJECT MANAGER - CPPM

#### BACKGROUND

Janelle is an experienced project manager with a strong background in remedial construction, offering expertise in overseeing and delivering successful projects. She is proficient in identifying and resolving complex issues related to building remediation, repairs and restoration. Janelle's previous experience also as a contract administrator demonstrates the ability to effectively coordinate and allocate resources - and manage timelines to ensure projects are completed within budget.

#### QUALIFICATIONS

- Diploma in Project Management
- Cert IV Work Health & Safety
- Cert IV Management & Leadership
- Working at heights
- Provide First Aid "HLTAID003"
- White Card Construction Industry Accreditation
- Maritime Security Clearance
- Australian Institute of Project Management - Certified Practising Project Manager (AIPM-CPPM)

#### PROJECT EXPERIENCE

##### KILMORE GROUP

- Department of Justice Detention Centre Cell Refurbishment Works
- City of Perth Council House Concrete Repair and Waterproofing

##### FREYSSINET / PROJECT MANAGER - 2019 - 2022

- Fremantle Ports Civil and Marine Infrastructure Structural Repairs
- Brighton Apartments ACP Recladding
- Parmelia Hilton Hotel Concrete and Waterproofing of Balcony

- City of Vincent Civic Centre Waterproofing
- Lakeside Joondalup - Carpark Repairs
- John Dunn Pavillion Remediation
- Perth Childrens Hospital

- BHP Marillana Bridge Bearing Replacement
- BHP WAIO Berths A & B Upgrades - Port Hedland

#### TECHNICAL SKILLS

- Structural strengthening
- Concrete repair
- Waterproofing
- General Remedial Works
- Recladding
- Maintenance Works.

#### ATTRIBUTES

- Excellent Communication
- Strong Leadership
- High Attention to Detail
- Strong Problem-solving Skills
- Project Management
- Budgeting
- Cost Control



## **JASON BURTON**

### **SITE MANAGER**

#### **BACKGROUND**

Jason is a highly attentive site supervisor with substantial experience in both waterproofing and concrete repair. Jason's health and safety orientation and high standard of workmanship has resulted in quality product and service delivery for our remedial clients. Jason Manages crews of up to 20 tradespeople on remedial projects.

#### **QUALIFICATIONS**

- Working Safely at Heights
- Confined Space
- Construction Safety Awareness Training Card (Blue Card)
- High Risk License LF
- Senior First Aid Certificate
- Speed Aware Industry Driver's License
- ArdexAcademy Training - Weldtec Sheet Membrane and Undertile Liquid Waterproofing.
- Sika Australia Training in - Sarnafil, Combiflex, Index Torch On & Carbadur

#### **PROJECT EXPERIENCE**

##### **KILMORE GROUP**

- Cottesloe Shopping Centre Concrete Repairs
- 235 St Georges Terrace Torch-on Rooftop Waterproofing
- Ocean Keys Carbon Fibre Installation
- City of Perth Council House Concrete Repair and Waterproofing
- Gosnells Oval Grandstand Remediation
- Carlisle TAFE Asbestos Removal and Façade Replacement
- 225 St Georges Terrace Balcony Waterproofing
- Lords Recreation Centre Pool Deck Refurbishment
- City of Vincent Civic Centre Waterproofing

##### **SRG / SITE SUPERVISOR - 2017 - 2020**

- Citi Pacific Mining (BGC) Epoxy Coating Stores Shed
- ABN Perth HQ Waterproofing
- Perth Aldi Stores Carbon Fibre Installation
- Samphire Resort Rottnest Island Waterproofing Membrane Installation
- Bob Hawke College Waterproofing Membrane Installation

#### **TECHNICAL SKILLS**

- Structural Strengthening
- Concrete Repair
- Waterproofing
- Industrial Flooring
- Grouting
- Joint Sealing
- Blast and Painting
- Maintenance

#### **ATTRIBUTES**

- Excellent Communication
- Strong Leadership
- High Attention to Detail
- Strong Problem-solving Skills
- HSEQ Orientated
- Over 21 years' Construction Experience



## MARK KANGLEY

### HSEQ OFFICER

#### BACKGROUND

Mark is our Health, Safety, Environment, and Quality Officer at Kilmore Group. He plays a pivotal role in shaping our safety operations. He designs and streamlines HSEQ methodologies, ensuring effective communication to enhance stakeholder understanding. Mark is responsible for reporting, inspections, and audits, maintains strong stakeholder engagement and drives policy implementation, setting the standard for excellence across our organisation.

#### QUALIFICATIONS

- Cert IV in Work Health & Safety
- Cert III in Carpentry
- NEBOSH General Certificate in Occupational Health and Safety
- White Card – OHS Construction
- IOSH – Working Safely
- Minimum Industry Safety Training (MIST)

#### PROJECT EXPERIENCE

##### KILMORE GROUP

- Midland Gate Façade Remediation
- Eaton Pavilion Design and Construct
- Leederville Ovale Grandstand
- Department of Justice Detention Centre Cell Refurbishment Works
- Queen Street Fremantle Refurbishment

##### MAX BUILD / REMEDIAL APPLICATOR - 2018 - 2021

Working on a variety of jobs based in Sydney, Mark was responsible for the preparation and application of surfaces. He was also tasked with painting, liquid membrane and wallpaper walls, floors, ceilings, facades and other remedial building elements. In addition, he conducted investigations and sandblasting, scraping, sanding, hydro-blasting and steam-cleaning works. All work completed in line with WHS standards.

#### TECHNICAL SKILLS

- Reporting, Inspections and Auditing
- Stakeholder Engagement
- Policy Implementation
- Microsoft Packages
- Bluebeam
- Hammertech

#### ATTRIBUTES

- Process Driven
- Excellent Communication Skills
- Collaborative and Innovative
- Problem Solver





## **BILLY KELLY**

### **QUANTITY SURVEYOR**

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#### **PROJECT EXPERIENCE**

##### **KILMORE GROUP**

- Queen Street Fremantle Refurbishment
- Midland Gate Façade Remediation
- Eaton Pavilion D&C
- City of Vincent Civic Centre Waterproofing

##### **PELTON CONSTRUCTIONS - 2020 - 2021**

- Parramatta Square Function Centre
- 137 Crown Street, Darlinghurst, NSW
- 35 Clarence Street, Sydney, NSW

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#### **TECHNICAL SKILLS**

- Contract Management and Administration
- Quoting and Estimation
- Cost Control
- Budgeting and Cost Control
- Progress Claims
- Contract Review
- Variations
- Client and Stakeholder Liaising
- Procurement
- Progress Reporting
- Microsoft Office

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#### **BACKGROUND**

Billy is an analytical and meticulous quantity surveyor. He serves as a primary point of contact for stakeholders and clients at Kilmore Group. Demonstrating expertise in cost control, he efficiently manages new client accounts using our CRM systems while showcasing proficiency in construction processes, methodologies and investigations. Billy's skills are highly impactful in sales forecasting and analysis. He ensures structured and efficient communication tailored to each project, establishing client trust and satisfaction.

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#### **QUALIFICATIONS**

- Bachelor of Science in Quantity Surveying and Construction Economics - Technological University Dublin
- Senior First Aid

- 116 VAT Refurbishment
- Western Power Remediation
- Lords Recreation Centre Pool Deck Refurbishment
- Department of Justice Detention Centre Cell Refurbishment Works

- Warrawong Plaza Shopping Centre
- JAX Tyres Warrawong

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#### **ATTRIBUTES**

- Relationship Management
- Business Background and Acumen
- Procedure Driven
- Strong Negotiation Skills

# RESOURCE ALLOCATION

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**GUY MCDONALD**  
REMEDIAL MANAGER

25%

A horizontal bar chart for Guy McDonald. The bar is 25% filled with a light blue color, and the percentage '25%' is written in white text on the blue portion.

**JANELLE SELLERS**  
PROJECT MANAGER

30%

A horizontal bar chart for Janelle Sellers. The bar is 30% filled with a light blue color, and the percentage '30%' is written in white text on the blue portion.

**JASON BURTON**  
SITE MANAGER

100%

A horizontal bar chart for Jason Burton. The bar is 100% filled with a light blue color, and the percentage '100%' is written in white text on the blue portion.

**MARK KANGLEY**  
HSEQ ADVISOR

30%

A horizontal bar chart for Mark Kangley. The bar is 30% filled with a light blue color, and the percentage '30%' is written in white text on the blue portion.

**BILLY KELLY**  
QUANTITY SURVEYOR

25%

A horizontal bar chart for Billy Kelly. The bar is 25% filled with a light blue color, and the percentage '25%' is written in white text on the blue portion.

SCHEDULE 6

# DEMONSTRATED EXPERIENCE

# LORDS RECREATION POOL CONCOURSE REFURBISHMENT

## DESCRIPTION:

Engaged by City of Subiaco, Kilmore Group completed the removal and replacement of the pool concourse at Lords Recreation Centre. While the pool was closed, additional areas had to be temporarily restricted to allow the works to be undertaken while mitigating danger to the public and tenants.

## WORKS INCLUDED:

- demolition
- waterproofing membrane installation
- new tiling system
- OH&S management
- subcontractor management.

## PROJECT SIMILARITIES:

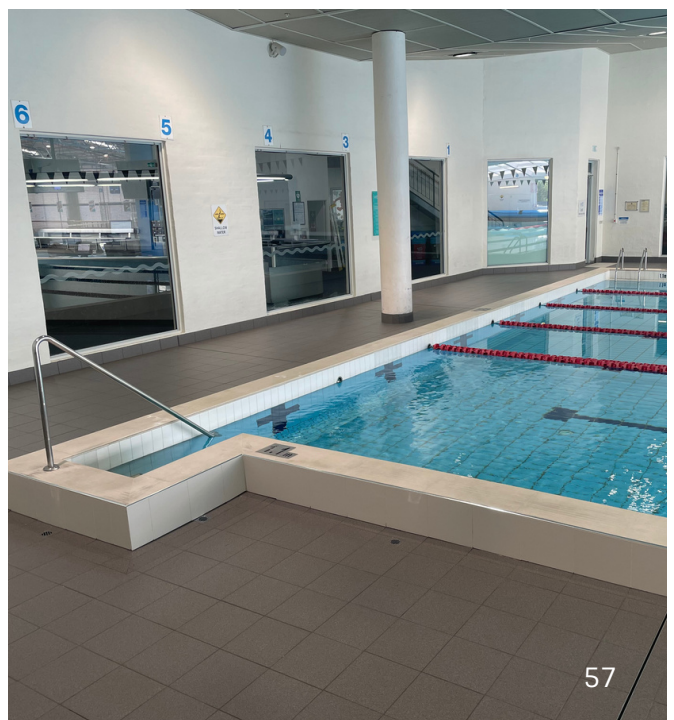
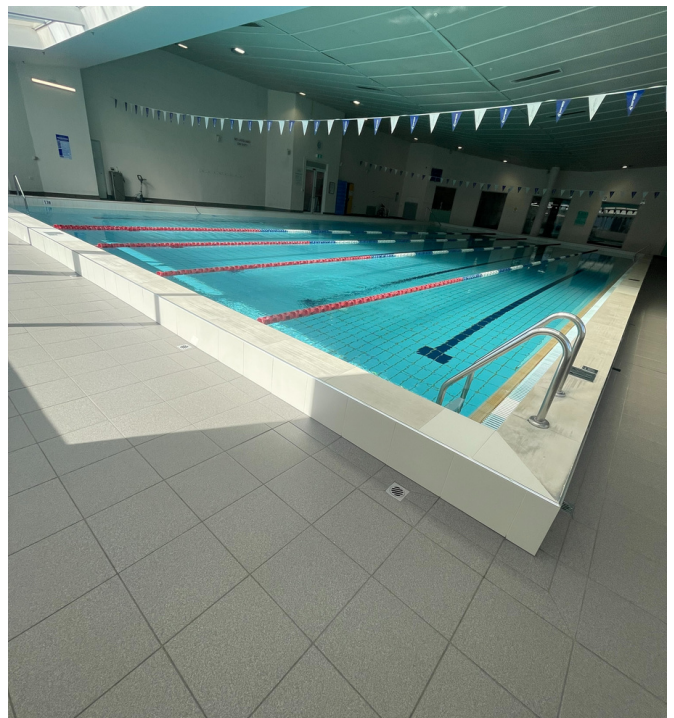
- subcontractor management
- tiling and grout works
- public and occupant management
- waterproofing and concrete repair work.

## DELIVERABLES:

- fortnightly site meetings
- monthly progress reports
- weekly look ahead schedules.

## RESULTS:

- The project was completed under a strict timeframe as the pool was required to be opened by a specific date.
- The City had positive feedback on how Kilmore Group had managed the project's entirety



# COUNCIL HOUSE CONCRETE REPAIR & WATERPROOFING

## DESCRIPTION:

Kilmore Group was engaged by City of Perth for the purpose of the Council House Podium Concrete and Waterproofing Remediation project.

## WORKS INCLUDED:

- demolition / mobilisation
- concrete repair works
- waterproofing works
- movement and expansion joint remediation
- pedestrian and tenant traffic management.

## PROJECT SIMILARITIES:

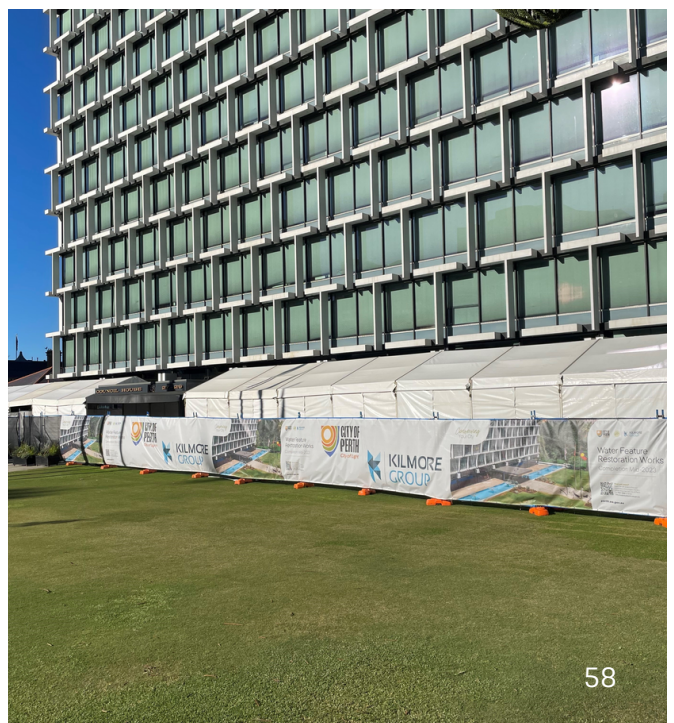
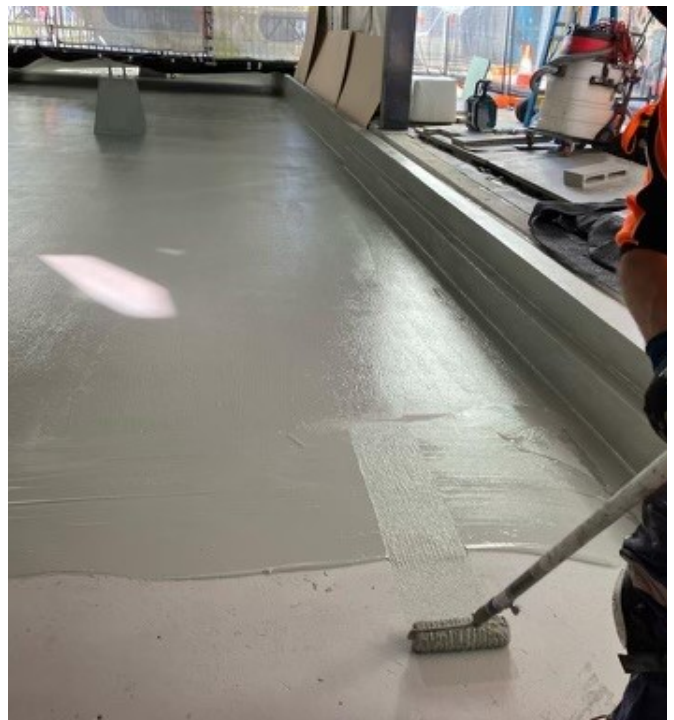
- comprehensive project management plans
- concrete repair works
- waterproofing works
- tenanted (live) building.

## DELIVERABLES:

- Health, Safety and Environmental Plan
- Project Quality Assurance Plan
- material register
- progress reporting
- weekly look ahead schedules.

## RESULTS:

- The pedestrian management plan played a vital role in this project. By anticipating potential delays caused by ingress and egress to the building, Kilmore Group coordinated construction activities and pedestrian flow, ensuring that work could be carried out as planned without compromising the safety of the community



# 235 ST GEORGES TERRACE TORCH-ON WATERPROOFING

## DESCRIPTION:

At 235 ST Georges Terrace, Kilmore Group has recently completed waterproofing works to the rooftop area. This required the removal of the existing liquid waterproof system, and installation of a two layer 1045m2 bituminous torch-on waterproof membrane.

## WORKS INCLUDED:

- full removal of existing waterproofing system
- concrete slab preparation
- Soprema two layer torch-on membrane system
- rope access works.

## PROJECT SIMILARITIES:

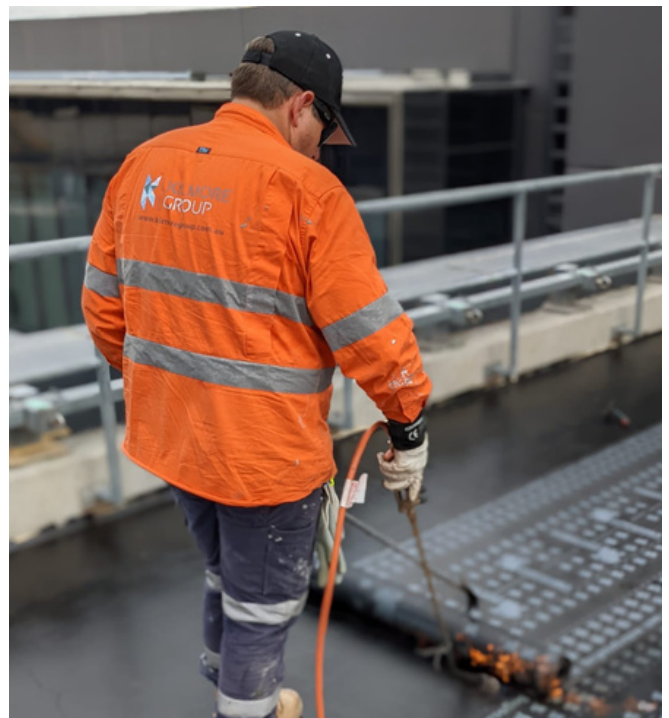
- noise and dust mitigation methodology implementation
- stakeholder and occupant management
- demolition
- concrete slab preparatory works
- waterproofing product installation.

## DELIVERABLES:

- site dilapidation and investigation reports
- weekly lookahead schedules
- materials register.

## RESULTS:

- stakeholder disruption mitigation via out of hours and weekend works to ensure noise was managed appropriately.



# 225 ST GEORGES TERRACE BALCONY WATERPROOFING

## DESCRIPTION:

At 225 ST Georges Terrace, Kilmore Group has recently installed clamp drains and the Ardex WPM1000 Waterproofing Membrane to the balcony of this City centre structure.

## WORKS INCLUDED:

- remove existing peel and stick waterproofing membrane
- concrete slab preparation
- Ardex waterproofing membrane installation.

## PROJECT SIMILARITIES:

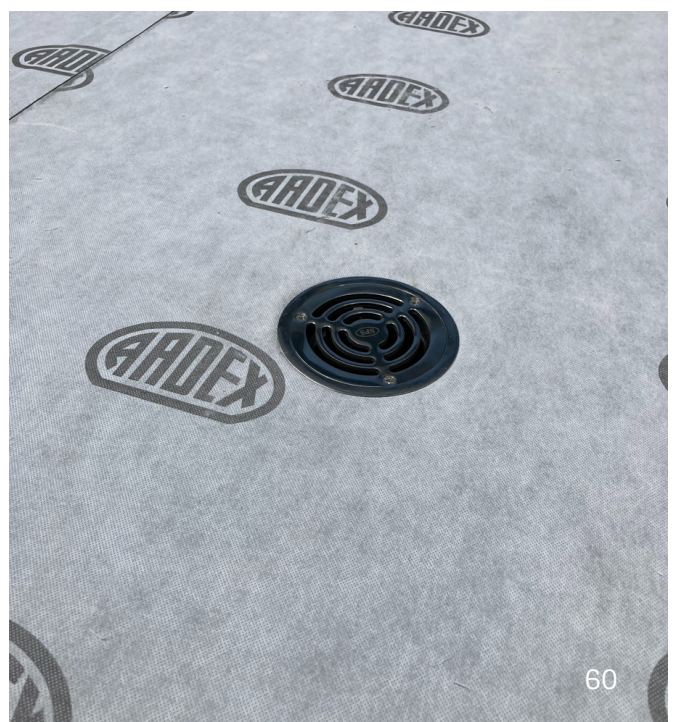
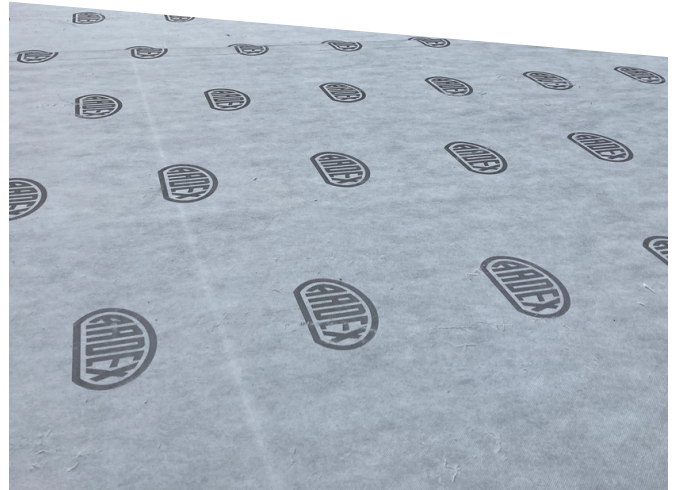
- tenant disruption mitigation
- works to balcony area
- demolition works
- waterproofing membrane installation.

## DELIVERABLES:

- fortnightly site meetings
- monthly progress reports
- technical and safety data sheet provisions
- materials register.

## RESULTS:

- All works completed on time with a short deadline.
- Works completed out of normal hours as there were active offices below.



SCHEDULE 7

# INSURANCES



**30 September 2022**

**CONFIRMATION OF INSURANCE**

Connect Business Insurance in our capacity as Insurance Brokers hereby confirm that the following insurance has been arranged and is in force as at 30 September 2022.

**CLASS OF INSURANCE:** Workers Compensation  
**INSURER:** CGU Workers Compensation  
**POLICY NUMBER:** O/20-11687  
**INSURED:** Kilmore Group Pty Ltd  
**INTEREST:** Liability under the Western Australian Workers Compensation and Injury Management Act 1981 (as amended)  
**PERIOD OF INSURANCE:** 30 September 2022 to 31 March 2024 at 4pm  
**LIMIT OF LIABILITY:** \$50,000,000  
**PRINCIPAL:** Blanket Principals Indemnity including waiver of subrogation

In all instances, cover afforded is subject to the policy terms, conditions, and exclusions.

Yours sincerely,



**Laura Porter**  
**Account Executive**  
**Connect Business Insurance**



This confirmation of insurance is issued as a matter of information only and confers no rights upon the holder. This confirmation of insurance does not amend, extend, or alter the coverage afforded by the policy listed. The policy referred to is current as at the date of issue of this confirmation and whilst a due date has been indicated it should be noted that the policy may be cancelled at any time in the future. Accordingly, reliance should not be placed on the expiry date.

Connect Business Pty Ltd T/as Connect Business Insurance is a Corporate Authorised Representative No 1241963. ABN 59 612 031 964 of Community Broker Network Pty Ltd AFSL 233750 ABN 60 096 916 184.

12 April 2023

**CONFIRMATION OF INSURANCE**

Connect Business Insurance in our capacity as Insurance Brokers hereby confirm that the following insurance has been arranged and is in force as at 12 April 2023.

**CLASS OF INSURANCE:** Broadform Liability (Public & Products Liability)

**INSURER:** CGU Insurance Limited

**POLICY NUMBER:** 10M 8268033

**INSURED:** Kilmore Group Pty Ltd

**INTEREST:** Legal liability to pay compensation for personal injury or property damage arising from the Insured's business operations.

**PERIOD OF INSURANCE:** 31 March 2023 to 31 March 2024 at 4pm

**BUSINESS:** Building Façade and Sheet Metal Manufacturing and Erection, Cladding Installation and Rectification, Waterproofing and Concrete Re-Mediation (Non-Structural), Alterations and Additions to Office/Commercial property including, but not limited to, all associated activities

**LIMIT OF LIABILITY:** \$20,000,000 any one claim; limited in the aggregate for Products Liability  
\$20,000,000 any one occurrence for Public Liability  
\$20,000,000 any one occurrence for Advertising Injury  
\$500,000 any one occurrence for property in your care, custody or control

In all instances, cover afforded is subject to the policy terms, conditions, and exclusions.

Yours sincerely,



**Laura Porter**  
**Account Executive**  
**Connect Business Insurance**



ABN 60 096 916 184 | AFSL 233750



This confirmation of insurance is issued as a matter of information only and confers no rights upon the holder. This confirmation of insurance does not amend, extend, or alter the coverage afforded by the policy listed. The policy referred to is current as at the date of issue of this confirmation and whilst a due date has been indicated it should be noted that the policy may be cancelled at any time in the future. Accordingly, reliance should not be placed on the expiry date.

Connect Business Pty Ltd T/as Connect Business Insurance is a Corporate Authorised Representative No 1241963. ABN 59 612 031 964 of Community Broker Network Pty Ltd AFSL 233750 ABN 60 096 916 184.

SCHEDULE 8

# BUILDER'S REGISTRATION



# CERTIFICATE OF REGISTRATION

## Kilmore Group Pty Ltd

Registration Number BC103334

As a Building Service Provider

**Registered Building Contractor (Company)**

**Period**

1 May 2023

**To**

1 May 2026

This certificate is issued by the Building Services Board under the provisions of the Building Services (Registration) Act 2011.  
Registration is not transferable.

A handwritten signature in black ink, appearing to read 'Bernutt'.



Chairperson

SCHEDULE 9

# WATERPROOFING ACCREDITATIONS

# Accreditation Certificate

This is to certify that

**Jason Burton**

has successfully completed the

**ARDEX Undertile Liquid Waterproofing &  
ARDEX Weldtec Undertile (WPM750 & WPM1000)  
Waterproofing Course**

**Accreditation Number: 17610**

**Completion Date: 28<sup>th</sup> July 2022**

**Expiry Date: 28<sup>th</sup> July 2026**



**Joel Clough**  
**National Training Manager**  
**ARDEX Australia**



# Accreditation Certificate

This is to certify that

**Mark Kangley**

has successfully completed the

**ARDEX Undertile Liquid Waterproofing &  
ARDEX Weldtec Undertile (WPM750 & WPM1000)  
Waterproofing Course**

**Accreditation Number: 17612**

**Completion Date: 28<sup>th</sup> July 2022**

**Expiry Date: 28<sup>th</sup> July 2026**



**Joel Clough**  
**National Training Manager**  
**ARDEX Australia**



# Accreditation Certificate

This is to certify that

**Jake Brown**

has successfully completed the

**ARDEX Undertile Liquid Waterproofing &  
ARDEX Weldtec Undertile (WPM750 & WPM1000)  
Waterproofing Course**

**Accreditation Number: 17616**

**Completion Date: 28<sup>th</sup> July 2022**

**Expiry Date: 28<sup>th</sup> July 2026**



**Joel Clough**  
**National Training Manager**  
**ARDEX Australia**





SCHEDULE 10

# PRICING SCHEDULE

# Kilmore

## 17 Malata Crescent Estimate

1	Preliminaries	1	Item	\$100,124.10	\$100,124.10
	<b>Balcony Works</b>				
1	Scaffold access and temporary handrail for apartments	1	PS	\$73,150.00	\$73,150.00
2	Removal of balcony timber decking	1	Item	\$19,675.42	\$19,675.42
3	Strip paint to steel back to substrate	1	Item	\$73,310.47	\$73,310.47
4	Recoat steel with Firetex FX6002 and apply Dulux topcoat	1	Item	\$136,100.93	\$136,100.93
5	Relay existings timber decking	1	Item	\$38,512.55	\$38,512.55
	<b>Podium External Balcony Deck</b>				
7	Removal of plants and planters	1	Item	\$14,053.87	\$14,053.87
8	Demolition works	1	Item	\$22,486.19	\$22,486.19
9	Remove waterproofing to planters and prepare substrate	1	Item	\$11,243.10	\$11,243.10
10	Remove waterproofing to podium and prepare substrate	1	Item	\$13,347.10	\$13,347.10
11	Remove and dispose of retic	1	Item	\$6,006.92	\$6,006.92
12	Drain Installation	1	Item	\$4,931.25	\$4,931.25
13	Waterproofing and Install artificial grass	1	Item	\$10,987.65	\$10,987.65
14	Waterproofing and Tiling	1	Item	\$40,873.95	\$40,873.95
15	Rendering to parapet and carpark	1	PS	\$7,500.00	\$7,500.00
16	Painting	1	Item	\$11,339.25	\$11,339.25
17	Waterproof planters and reinstatement of plants and soil to planters	1	Item	\$38,978.87	\$38,978.87
18	<b>Entry Portico Roof</b>				
18	Scaffold access and temporary handrail	1	PS	\$15,000.00	\$15,000.00
19	Removal of existing coating and preparation	1	m2	\$10,536.32	\$10,536.32
20	Waterproof Roof	1	Item	\$23,552.80	\$23,552.80
	<b>Bin Store Roof</b>				
21	Edge Protection	1	Item	\$3,000.00	\$3,000.00

22	Removal of ballast and existing coating and preparation	1	Item	\$9,944.57	\$9,944.57
23	Waterproof Roof	1	Item	\$21,697.82	\$21,697.82
				<b>TOTAL (Excl GST)</b>	<b>\$706,353.13</b>
				<b>GST</b>	<b>\$70,635.31</b>
				<b>TOTAL (Incl GST)</b>	<b>\$776,988.44</b>

SCHEDULE 11

SCHEDULE OF RATES

## SCHEDULE OF RATES

TRADE	HOURLY RATE. GST EXCL
Supervisor	\$120.00
Tradesman	\$90.00
Plumber	\$160.00
Electrician	\$160.00
Waterproofing Applicator	\$90.00
Labourer	\$75.00

WORKS	RATE	COST RATE. GST EXCL
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A

Markup percentage applied to approved bought in materials incurred on day works. This markup shall include all overheads, profit and associated costs.

Percentage markup on bought in materials.	15%
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Should bought in materials be required for day works, the Contractor shall provide an invoice from the supplier of such materials to support all claims for reimbursement by the Principal.

Dayworks expenses approved by the Principal shall be reimbursed at verified cost plus the agreed percentage mark-up.

No claims for dayworks or related bought in materials shall be incurred without prior written consent of the Principal.

SCHEDULE 12

# CLARIFICATIONS

## CLARIFICATIONS

Our prices, rates and tender are subject to the clarifications listed below. We have provided these as additional explanations to our intended work method and understanding of the works.

No.	CLARIFICATION DESCRIPTION
1	All Kilmore Group rates and prices are excluding GST.
2	Kilmore Group have assumed that toilet, potable water and 240 volt power will be available on site free of charge for the duration of the project.
3	We have based our proposal on the above scope of work being completed in one (1) mobilisation, and with unhindered access to the work areas.
4	We have made no allowance for the removal or replacement of any electrical, mechanical or any other fixtures or assets in order to gain access to the work area.
5	We have assumed all works will be undertaken during the following working hours. Normal working hours being between the hours of 6.00am and 5.00pm Monday to Friday. Works can be undertaken outside these hours with prior notice and labour may be charged with a surcharge.
6	Kilmore Group will have sole unhindered access to the work area.
7	We will require a suitable lay down area for our equipment and materials within close proximity (<50m) to the work face.
8	We have not allowed for the removal of any balustrading to carry out the works
9	We have not allowed for the installation of any new reticulation
10	We have made no allowance for the removal of corrosion to crevices as it is impossible to prep and repair.
11	We have allowed for \$60/m2 tile allowance including markup.
12	We have allowed for one colour tiling. Patterns or multi colour tiling would be charged as an extra.
13	We have made an allowance of 0-50mm for depth of the cementitious screed. If additional depth over 50mm is required this will be charged as a variation.
14	No allowance has been made for any repairs to damage to slabs or beams that may be found under membrane layers. This is unknown until the existing membrane has been removed.
15	We have allowed 35mm Silverback Natural Artificial Astroturf to the Courtyard's Garden Area of Units G01-G05.
16	No works to clear existing drains which may be blocked has been allowed for in our submission.
17	We have not allowed for the removal of any windows to carry out the waterproofing works.
18	We have only allowed for the waterproofing works to the top of the portico roof and bin store roof.



**HEAD OFFICE**  
27 KING EDWARD RD  
OSBORNE PARK  
WA 6017

(08) 6110 7117