

Godfrey, Karen

From: Godfrey, Karen
Sent: Friday, 7 December 2012 1:20 PM
To: Edwards, CarmenJ
Subject: RE: Sublease and Management Agreement - Southside Community Services Inc - Oaks Estate Community Hall

Hi Carmen

Please forward the documents to the tenant.

Thanks

Karen.
Karen Godfrey
Community Facilities | Community Services Directorate
Phone 6205 9863 | Fax 6207 1403

From: Edwards, CarmenJ
Sent: Monday, 26 November 2012 11:47 AM
To: Godfrey, Karen
Cc: Chester, Tracy; Dennis, Julian
Subject: Sublease and Management Agreement - Southside Community Services Inc - Oaks Estate Community Hall

ACT GOVERNMENT SOLICITOR
(see confidentiality notice below)

Hi Karen

I refer to your Request for Legal Advice, received at this office 3 October 2012.

Draft documentation is forwarded herewith for your perusal. Please let me have your comments and/or authorisation to forward to the tenant for execution.

Regards

Carmen Edwards | Property Clerk | ACT Government Solicitor
☎ 02 620 77602 | 📠 02 620 70650 | 📍 DX 5602 Canberra | 📧 PO Box 260 Civic Square ACT 2608
www.actgs.act.gov.au
Ref: 622448

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Crombie, Diana

From: Crombie, Diana
Sent: Friday, 21 December 2012 12:02 PM
To: s41
Subject: RE: Oaks Estate Maintenance

That's fine s41. Can arrange, (again) this will be billed to the centre.

Happy holidays to you, the Southside staff and all your families.

Cheers,
Diana

DIANA CROMBIE
p: +61 2 620 76447 | f: +61 2 620 71403 | m: s41
COMMUNITY FACILITIES | COMMUNITY SERVICES DIRECTORATE | ACT GOVERNMENT
GPO Box 158 CANBERA CITY 2601 | www.act.gov.au

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From: s41 [mailto:s41@sscs.org.au]
Sent: Thursday, 20 December 2012 4:25 PM
To: Crombie, Diana; DHCS, Housing Community Central
Subject: Oaks Estate Maintenance

Dear Diana, or to whom it may concern.

Ben went to the Oaks Estate Hall yesterday and secured the door for us, thank you Diana.

After a hire at the Oaks Estate hall I noticed one of the fire extinguishers has been used.

I realise that this is our responsibility to look after this issue.

I was wondering if we could organise for someone to attend to this in the New Year.

We have no booking scheduled at this point in time.

Kind regards,

s41
Administrative Assistant
Southside Community Services Inc
PO Box 7
Narrabundah ACT 2604
Tel: 6126 4700 Fax: 6295 7944

126

Crombie, Diana

From: Crombie, Diana
Sent: Tuesday, 8 January 2013 11:52 AM
To: tamsfm
Subject: Oaks Estate - fire extinguisher

Good morning,

Appreciate it if the fire extinguisher could be replaced at the above centre. It was activated by the centre.

'...After a hire at the Oaks Estate hall I noticed one of the fire extinguishers has been used....'

Call **s41** on 6126 4700 to arrange collection of keys.

Please bill the centre direct.

Cheers,
Diana

DIANA CROMBIE

p: +61 2 620 76447 | f: +61 2 620 71403 | m: **s41**

COMMUNITY FACILITIES | COMMUNITY SERVICES DIRECTORATE | ACT GOVERNMENT

GPO Box 158 CANBERA CITY 2601 | www.act.gov.au

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Crombie, Diana

From: Crombie, Diana
Sent: Tuesday, 8 January 2013 11:56 AM
To: s41
Subject: RE: Oaks Estate Maintenance - fire extinguisher

Hi s41,

The fire extinguisher has been arranged.

You should hear from the contractors in the near future.

Cheers,
Diana

DIANA CROMBIE
p: +61 2 620 76447 | f: +61 2 620 71403 | m: s41
COMMUNITY FACILITIES | COMMUNITY SERVICES DIRECTORATE | ACT GOVERNMENT
GPO Box 158 CANBERA CITY 2601 | www.act.gov.au

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From: s41 [mailto:s41@sscs.org.au]
Sent: Thursday, 20 December 2012 4:25 PM
To: Crombie, Diana; DHCS, Housing Community Central
Subject: Oaks Estate Maintenance

Dear Diana, or to whom it may concern.

Len went to the OaksEestate Hall yesterday and secured the door for us, thank you Diana.

After a hire at the Oaks Estate hall I noticed one of the fire extinguishers has been used.

I realise that this is our responsibility to look after this issue.

I was wondering if we could organise for someone to attend to this in the New Year.

We have no booking scheduled at this point in time.

Kind regards,

s41
Administrative Assistant
Southside Community Services Inc
PO Box 7

128

Crombie, Diana

From: Sinfield, Andrew
Sent: Thursday, 10 January 2013 10:58 AM
To: Crombie, Diana
Subject: TAMS Property Group Work Order Confirmation

ACT Property Group is pleased to inform you that your work order request has been logged into the ACT Property Group's Work order management system.
The details of this request are detailed below:

Work Order No. : 11648
Building : Oaks Estate Community Hall
Work requested : Please attend and replace extinguisher at the centre. It has been activated by the centre.

Please contact **s41** before attending to arrange access.
Requested By : Diana Crombie
Email Address : diana.crombie@act.gov.au Date Created : 10/01/2013 10:56

CENTRE COST 130

Territory and Municipal Services

ATTENTION:
 CSD Oaks Estate Community Hall
 CSD Community Facilities
 Locked Bag 3000
 Belconnen ACT 2617

Postal Address for Payments :
 ACT Property Group
 PO Box 777
 Fyshwick ACT 2609

Account Enquiries : 6213 0700

ABN : 92 548 663 534

Customer No.: DUS1293

Invoice Date: 30-Jan-2013

Tax Invoice No: P0043385

DESCRIPTION	AMOUNT
Repairs & Maintenance	\$252.56

TOTAL AMOUNT DUE BY 13-Feb-2013	(Includes GST)	\$252.56
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GST paid : \$22.96

Electronic Funds Transfer Details
 Property ACT Account
 Commonwealth Bank BSB: 062-987 Account No: 10003374
 Credit Card Payment Contact: 6213 0702
 Please send remittances to:
 Email : propertyactfinance@act.gov.au Fax : (02) 6213 0735



ACT
 Government

Territory and Municipal Services



Repairs & Maintenance

Requested By	Agency Ref.	Work Order	Exact Location	Description	Physically Complete	Costs	GST	Invoice amount
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Client: CSD Oaks Estate Community Hall

Invoice: P0043385

30/01/2013

Organisation: Debtor Specific Costs

Building: Oaks Estate Community Hall

Diana Crombie 11648

Attended to replace extinguisher at the centre.
Recharged replaced 1 x extinguisher.

29/01/13

\$229.60

\$22.96

\$252.56

Total for Client (Includes GST) :

\$252.56

129

132



ACT
Government
Community Services

COPY

Oaks Estate Community Hall
s41
PO Box 7
NARRABUNDAH ACT 2604

Dear s41,

I am writing to you as the manager of your facility. As you know, the Community Services Directorate has overall responsibility for the management of a range of community facilities across Canberra.

To help in the planning and management of this property portfolio, a Strategic Asset Management Plan is being prepared. As part of this process we need to gather information about these facilities, including whether the facility meets the needs of the people who use them.

We already have some information about the buildings and we will be looking to improve our knowledge about the condition of the buildings.

However, we have very little information about the use of community facilities. This information is necessary to, amongst other things, identify what role our community facilities play in the delivery of services, what groups use the facilities, how they find out about them and how often they use the facilities.

This information is an important part of developing our Strategic Asset Management Plan and in planning for facilities in the future.

Over the coming week Ms Carmen Ryan from CSD Community Facilities, will be getting in touch with you to arrange a meeting. To help you, a copy of a survey is attached which will guide the upcoming discussion.

If you have any questions about this process please do not hesitate to contact Ms Ryan on 6207 0692.

We look forward to meeting with you.

Yours sincerely

s41

Brent Fitzsimons
Manager Community Facilities
March 2013

- ENGLISH
- ARABIC
- CHINESE
- CROATIAN
- GREEK
- ITALIAN
- PERSIAN
- PORTUGUESE
- SERBIAN
- SPANISH
- TURKISH
- VIETNAMESE

If you need interpreting help, telephone:

إذا كنت بحاجة لمساعدة في الترجمة التفسيرية ، إتصل برقم الهاتف :

如果你需要译员的帮助，请打电话：

Ako trebate pomoć tumača telefonirajte:

Αν χρειάζεστε διερμηνεία τηλεφωνήστε στο

Se avete bisogno di un interprete, telefonate al numero:

اگر به ترجمه شفاهی احتیاج دارید به این شماره ، تلفن کنید:

Se você precisar de ajuda de um intérprete, telefone:

Ako vam je potrebna pomoć prevodniča telefonirajte

Si necessita la asistencia de un intérprete, llame al:

Tercümania ihtiyacınız varsa lütfen telefon ediniz:

Nếu bạn cần một người thông ngôn hãy gọi điện thoại:

TRANSLATING AND INTERPRETING SERVICE

131 450

Canberra and District - 24 hours a day, 7 days a week

133

Crombie, Diana

From: Crombie, Diana
Sent: Wednesday, 13 March 2013 8:10 AM
To: Davidson, Edward
Subject: RE: Oaks Estate Hall

Morning Eddie,

Please proceed as quoted.

Cheers,
Diana

DIANA CROMBIE

p: +61 2 620 76447 | f: +61 2 620 71403 | m: s41
COMMUNITY FACILITIES | COMMUNITY SERVICES DIRECTORATE | ACT GOVERNMENT
GPO Box 158 CANBERA CITY 2601 | www.act.gov.au

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From: Davidson, Edward
Sent: Tuesday, 12 March 2013 7:31 AM
To: Crombie, Diana
Subject: Oaks Estate Hall
Importance: High

Hi Diana

Please find attached the quote to repair emergency lighting.

Kind regards

Eddie Davidson | Property Projects and Services | ACT Property Group | Territory and Municipal Services Directorate | 255 Canberra Avenue Fyshwick ACT 2609

Tel. 02 6213 0791 | Fax. 02 6213 0735 | Address PO Box 777, FYSHWICK ACT 2609 | Email. edward.davidson@act.gov.au

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 ACT Government Territory and Municipal Services	ACT PROPERTY GROUP Property Projects & Services
--	--

QUOTES: From GLS	TEST DATE: 1 March 2013
RE:	

CILITY: Oaks Estate Hall	
TASK DESCRIPTION: Emergency Lighting	
1 fitting requires replacement	
	Total \$ 263.20ex GST

135

Territory and Municipal Services

Approved for Payment
 s41
 Signature: [Redacted]
 Name: Diana Crombie
 Date: 21/3/2013
 CSD - Community Facilities

ATTENTION:
 CSD Oaks Estate Community Hall
 CSD Community Facilities
 Locked Bag 3000
 Belconnen ACT 2617

Postal Address for Payments :
 ACT Property Group
 PO Box 777
 Fyshwick ACT 2609
 Account Enquiries : 6213 0700
 ABN : 92 548 663 534

Customer No.: DUS1293

Invoice Date: 19-Mar-2013

Tax Invoice No: P0044517

DESCRIPTION	AMOUNT
Repairs & Maintenance	\$289.52
TOTAL AMOUNT DUE BY 02-Apr-2013 (Includes GST)	\$289.52

GST paid : \$26.32

Electronic Funds Transfer Details
 Property ACT Account
 Commonwealth Bank BSB: 062-987 Account No: 10003374
 Credit Card Payment Contact: 6213 0702
 Please send remittances to:
 Email : propertyactfinance@act.gov.au Fax : (02) 6213 0735





Repairs & Maintenance

Requested By	Agency Ref.	Work Order	Exact Location	Description	Costs	GST	Invoice amount
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Client: CSD Oaks Estate Community Hall

Invoice: P0044517

19/03/2013

Organisation: Debtor Specific Costs

Building: Oaks Estate Community Hall

Eddie Davidson	T113	13881	Emergency Lighting	Repairs to emergency lighting following test dated 01/03/13.	\$263.20	\$26.32	\$289.52
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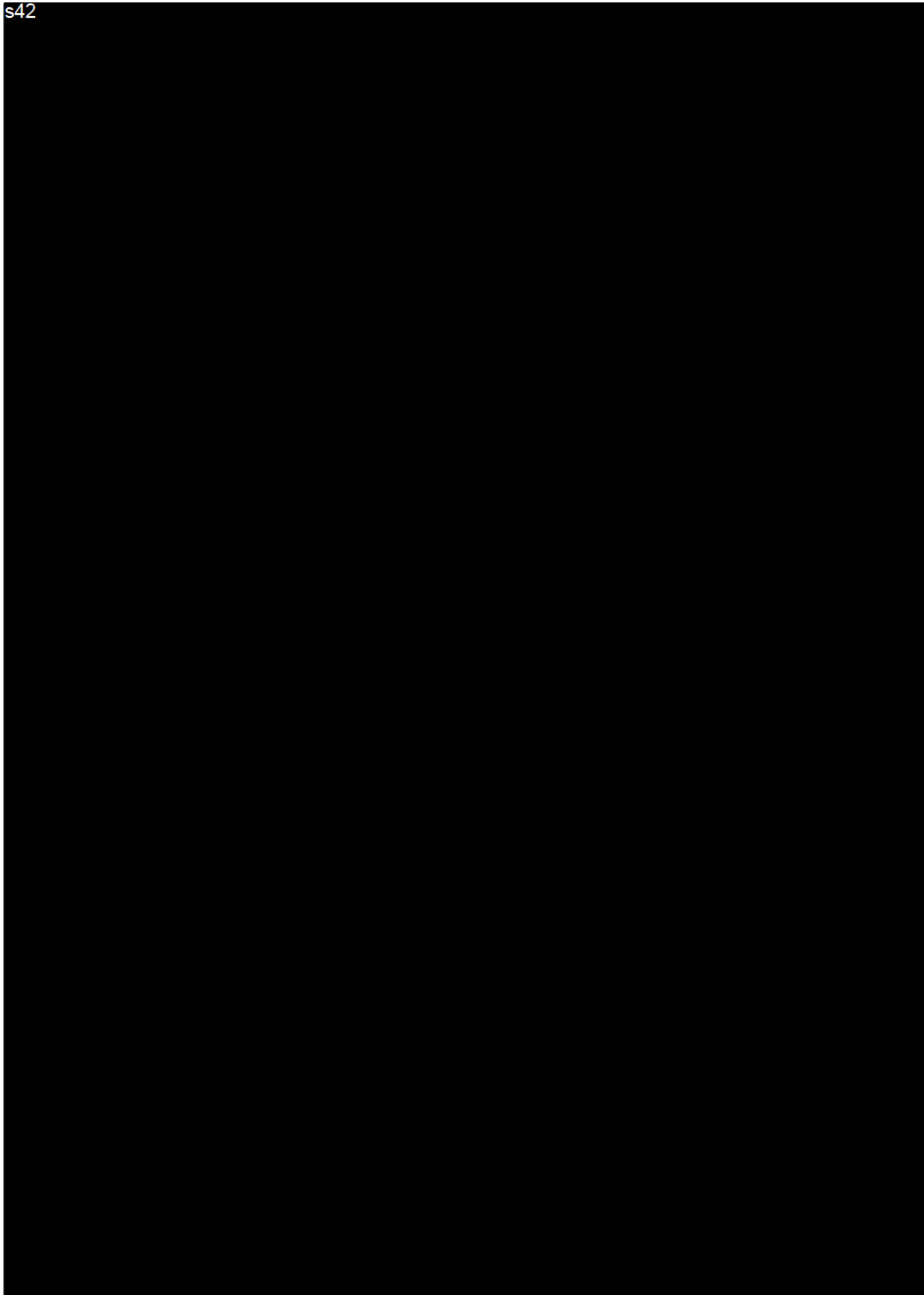
Total for Client (Includes GST) :

\$289.52

12/4



s42



s42



SL\$1879160 29/08/2013 12 06 24 TAUNL
1879160

LAND TITLES

OFFICE OF REGULATORY SERVICES
ACT Justice and Community Safety Directorate

Consent granted under Section 266 of
the Planning and Development Act 2007

SUBLEASE

Land Titles Act 1925

Form 072 - SL

Monica Saad
23-8-13
Delegate of the Authority



ACT
Government
Justice and Community Safety

LODGING PARTY DETAILS			
Name	Postal Address	Contact Telephone Number	
Settlements ACT GPO Box 2193			
CANBERRA ACT 2601			
Tel (02) 6248 5797			

TITLE AND LAND DETAILS				
Volume & Folio	District/Division	Section	Block	Unit
1477 59	OAKS ESTATE	15	4	

FULL NAME OF LESSOR/OWNER (Surname Last) (ACN required for all companies)	FULL POSTAL ADDRESS OF LESSOR
AUSTRALIAN CAPITAL TERRITORY, the body politic established by section 7 of the Australian Capital Territory (Self-Government) Act 1988 (Cwlth)	C/- Community Services Directorate GPO Box 158 Canberra City ACT 2601

FULL NAME OF LESSEE/TENANT (Surname Last) (ACN required for all companies)	FULL POSTAL ADDRESS OF LESSEE
SOUTHSIDE COMMUNITY SERVICES INCORPORATED ABN 53 806 922 954 an association incorporated under the Associations Incorporation Act 1991 (Registration Number A00766)	PO BOX 7 NARRABUNDAH ACT 2604

TENANCY OF LESSEE (Only complete if more than one Lessee)
Joint Tenants / Tenants in Common (in the following shares) -

AREA BEING LEASED	
<input checked="" type="checkbox"/> Whole of the Land	OR Area/Shop/Tenancy on Sublease Plan/s No.s

SUBLEASE COMMENCEMENT DATE	SUBLEASE TERMINATION DATE
1 FEBRUARY 2013	31 JANUARY 2018

CONDITIONS (Tick whichever is applicable - At least one box will apply)	
The covenants implied at sections 119 and 120 of the Land Titles Act 1925 are hereby negated	<input type="checkbox"/>
The provisions set forth in the registered Memorandum of Provisions (MOP) to be incorporated herein / as modified by annexure as attached. Please provide registered MOP number below	<input type="checkbox"/>
The covenants and conditions set out in the annexure attached are deemed to be incorporated	<input checked="" type="checkbox"/>

Provide registered MOP number 1685252



CONSENTING PARTY – SUPPORTING DOCUMENTATION

(One form required for each party required to consent)

DATE

Please complete and attach – Form 042 – C – Consent

25 July 2013

LESSOR'S EXECUTION

Print full name of Lessor

AUSTRALIAN CAPITAL TERRITORY

s41

Signature of Delegate

Name **David Brent Fitzsimons**

Position **MANAGER**

Position No - **7763**

Community Services Directorate

Signature or common seal of Lessor

Print full name and address of witness

Karen Godfrey

153 EMU BANK

BELCONNEN ACT 2617

s41

Signature of witness

LESSEE'S EXECUTION

Print full name of Lessee

SOUTHSIDE COMMUNITY SERVICES INCORPORATED ABN

53 806 922 954 in accordance with its constitution

s41

Signature

Print Name

Position **Executive Director**

s41

Signature

Print Name

Position **Finance Manager**

Signature or common seal of Lessee



Print full name and address of witness

Signature of witness

OFFICE USE ONLY

Lodged by	s41	Certificate of title lodged	1477: 59.2
Data entered by	s41	Certificates attached to title	-
Registered by	s41	Attachments / Annexures	ANNEXURE
Registration date	- 5 SEP 2013	Production number	-



ACT
Government

Justice and Community Safety

LAND TITLES
OFFICE OF REGULATORY SERVICES
ACT Justice and Community Safety Directorate

ANNEXURE

Form 029 - ANN

Land Titles Act 1925

TITLE AND LAND DETAILS				
Volume & Folio	District/Division	Section	Block	Unit
1477 59	OAKS ESTATE	15	4	

ANNEXURE TO (insert dealing type)	TOTAL NUMBER OF PAGES IN ANNEXURE
SUBLEASE	55

PARTIES TO DOCUMENT (Please state all parties this annexure relates to/supports)
AUSTRALIAN CAPITAL TERRITORY AND SOUTHSIDE COMMUNITY SERVICES INCORPORATED ABN 53 806 922 954

Date 25 July 2013 2012

SUBLEASE

BETWEEN

AUSTRALIAN CAPITAL TERRITORY

AND

**SOUTHSIDE COMMUNITY SERVICES INCORPORATED
ABN 53 806 922 954**

**SUBLEASE FOR OCCUPATION
OF TERRITORY LAND
SUBJECT TO A CROWN LEASE
(EXISTING BUILDING)**

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PARTIES

AUSTRALIAN CAPITAL TERRITORY, the body politic established by section 7 of the *Australian Capital Territory (Self-Government) Act 1988* (Cwlth) (**Lessor**) represented by the Community Services Directorate

SOUTHSIDE COMMUNITY SERVICES INCORPORATED
ABN 53 806 922 954 of PO Box 7 Narrabundah in the Australian Capital Territory (**Lessee**)

IT IS AGREED by the parties as follows

1. Interpretation

1.1 Definitions

In this Sublease unless the context otherwise requires

Air-Conditioning System means the plant, equipment, machinery or ducting for heating, cooling and/or circulating air supplied by the Lessor

Building means any building on the Land in which the Premises are located

Bond means a bond provided by the Lessee in the amount specified in Item 16

Commencement Date means the date set out in Item 5

Common Area means those parts of the Building and Land which are not let or licensed and are intended by the Lessor to be for the common use of occupiers of the Land

Contact Officer means, in relation to each party, the representative whose name and contact details are specified in Item 15, or as notified in writing from time to time by one party to the other

Disclosure Statement means a disclosure statement referred to in the Leases Act.

General Charges means those items set out in section 3 of Schedule 2

Insurance Determination means any relevant statutory instrument relating to public liability insurance made under the *Financial Management Act 1996*

Item means an item in Schedule 1

Land	means the land described in Item 2
Leases Act	means the <i>Leases (Commercial and Retail) Act 2001</i> (ACT) as amended or varied from time to time.
Lessee	means the person or organisation named in Item 1 and, if a natural person or persons, their respective executors, administrators and permitted assigns, and if a company or incorporated association, its successors and permitted assigns
Lessee's Property	means each of the following, as applicable <ol style="list-style-type: none">(1) any improvements including buildings or other structures<ol style="list-style-type: none">(a) constructed or placed in or on the Premises by the Lessee; or(b) constructed or placed in or on the Premises at the Lessee's expense and/or direction,(2) any fittings, fixtures or goods erected, installed or placed in or on the Premises by the Lessee including any partitions or devices for heating or cooling or fire prevention,(3) any light bulbs, light fittings, fluorescent tubes or other illuminating devices in the Premises, or(4) anything in or on the Premises which is not Lessor's Property
Lessor	means the Territory, its successors and assigns
Lessor's Property	means each of the following, as applicable <ol style="list-style-type: none">(1) the physical structure of the Buildings comprising the Premises supplied by the Lessor, including the roof, walls, ceilings and lifts,(2) any improvements forming part of the Premises erected at the expense of the Lessor;(3) any fittings, fixtures, or goods in or on the Premises erected, installed or placed by the Lessor; or(4) any systems installed in the Premises by the Lessor including the Air-Conditioning System and fire and sprinkler systems
Option Term	means a sublease for a further term for the period set out in Item 13
Premises	means the premises described in Item 3
Rent	is the rent per annum in Item 7 as varied from time to

	time in accordance with this Sublease
Rent Review Dates	means the dates set out in Item 8(a)
Rules	means the rules attached in Schedule 4
Schedule	means any schedule forming part of this Sublease
Service Charges	means those items set out in section 2 of Schedule 2
Statutory Outgoings	means those items set out in section 1 of Schedule 2
Sublease	means this agreement and all Schedules and attachments
Term	means the term specified in Item 4, or if extended under clause 2.2, the initial term and the extended term
Territory	means. <ol style="list-style-type: none"> (1) when used in a geographical sense, the Australian Capital Territory, and (2) when used in any other sense, the body politic established by section 7 of the <i>Australian Capital Territory (Self-Government) Act 1988</i> (Cwlth)

1.2 General

In this Sublease, unless a contrary intention is expressed

- (1) references to legislation or to provisions in legislation include references to amendments or re-enactments of them and to all regulations, determinations and instruments issued under the legislation,
- (2) words importing a gender include the others, words in the singular number include the plural and vice versa, and where a word or phrase is given a particular meaning, other parts of speech and grammatical forms of that word or phrase have corresponding meanings,
- (3) "include" is not to be construed as a word of limitation,
- (4) headings have no effect on the interpretation of the provisions,
- (5) an obligation imposed by this Sublease on more than one person binds them jointly and severally,
- (6) words and expressions importing natural persons include body corporates, associations, government and local authorities and agencies,

- (7) any provisions in a Schedule form part of this Sublease, and
- (8) the parties will not be bound by the standard provisions referred to in section 20(3) of the Leases Act

2. Sublease

2.1 Grant

From the Commencement Date, the Lessor grants a Sublease over the Premises to the Lessee for the Term, at the Rent on the terms set out in this Sublease

2.2 Holding Over

2 2 1 If the Lessee continues to occupy the Premises after the expiration of the Term, with the consent of the Lessor, the Lessee

- (1) is a monthly lessee,
- (2) at the monthly Rent applying at the end of the Term, reviewed annually on the day referred to in Item 8(a) in accordance with the method of review set out in Item 8(b), and calculated in accordance with the formula set out in Schedule 5, and

(3) occupies the Premises upon the conditions of this Sublease

2 2 2 The monthly tenancy may be ended by either party giving one month's written notice to the other and the notice may be given at any time

3. Option to renew

3 1 1 This clause applies if Item 13 has been completed with an Option Term and the Lessee wishes to take a further sublease of the Premises for that Option Term after the expiry of the Term.

3 1 2 The right to exercise the option under this clause is conditional upon the Lessee

- (1) punctually paying the Rent and observing the covenants throughout the Term,
- (2) not being in breach of the sublease at the time of exercise of the option, and
- (3) serving on the Lessor, written notice no more than six months but no less than three months before the date of expiry of the Term

3 1 3 Subject to clause 3 1 2, the Lessee may, by service of the notice referred to in this clause, accept the offer by the Lessor to grant a renewal of a sublease and the new sublease will issue for the Option Term, at a rental to be reviewed to market in accordance with the provisions of Schedule 5 and upon terms and

conditions then appearing in any standard sublease issued by the Lessor at that time, provided that the new sublease will not include this clause

4. Rent

4.1 Rent

4 1 1 The Lessee must pay the Rent by equal monthly instalments in advance from the Commencement Date and thereafter on the first day of every month for the Term

4 1 2 If an instalment is for a period of less than one month, then that instalment is equal to the amount calculated by dividing the Rent by the number of days in the sublease year in which the period commences and multiplying the result by the number of days in the period

4.2 Review of Rent

The Rent will be reviewed on the Rent Review Dates in accordance with the corresponding method of rent review in Item 8(b) and in accordance with Schedule 5

4.3 Interest on Overdue Monies

4 3 1 If the Rent or any other monies payable by the Lessee are not paid by the due date, then the Lessee must pay to the Lessor interest at the rate per annum shown in Item 14 on those monies from the date on which they fall due until the date of payment or recovery

4 3.2 The Lessor is entitled to recover the interest from the Lessee as if it was Rent in arrears Nothing in this clause restricts or prejudices any right of the Lessor in respect of the monies due

5. Other Payments

5.1 Statutory Outgoings, Service Charges, General Charges

5 1 1 The Lessee must promptly pay,

- (1) all charges for gas, electricity, oil and water separately metered or supplied and consumed in or on the Premises,
- (2) all charges in respect of any telephone or other communication services connected to the Premises, and
- (3) all other charges for the supply of any service separately supplied to the Premises

5 1 2 If water and/or electricity consumption is not separately metered to the Premises, the Lessee must pay a proportion of the amount of consumption charges metered

to the Land as the Lessor deems appropriate, acting reasonably, having regard to the size of the Premises, other occupants on the Land, the respective use by all occupants on the Land (including the Lessee) and any other factor which is relevant

- 5.1.3 The Lessee must, within 30 days of receipt of a written request from the Lessor, pay to the Lessor all charges and expenses for Statutory Outgoings, Service Charges and General Charges that are payable by the Lessee as set out in Schedule 2. For convenience, the respective percentage of contributions to be met by each party is specified in Schedule 2. Where there is any discrepancy between the provisions of this clause and Schedule 2, the provisions of Schedule 2 will apply.

5.2 Lessor's report

The Lessor must, if required by the Leases Act, give the Lessee a report, within three months after the end of each accounting period in accordance with the Leases Act, which

- (1) details the Lessor's expenditure for that accounting period on account of applicable Services Charges or General Charges to which the Lessee is required to contribute, and
- (2) complies with the provisions of section 66 of the Leases Act

5.3 After hours use of Air-Conditioning System

If the Lessee uses the Air-Conditioning System outside the hours stated in the Rules, the Lessee must pay the Lessor, on demand, the Lessor's costs of operating the Air-Conditioning System during those additional hours, such costs to be calculated using the hourly rate notified by the Lessor to the Lessee from time to time and reflecting the Lessor's reasonable costs of operating the Air-Conditioning System including, without limitation, allowances for maintenance, repair and replacement of the Air-Conditioning System.

6. Air-Conditioning and Heating

6.1 No interference

The Lessee will at all times comply with the reasonable requirements of the Lessor in relation to the Air-Conditioning System. The Lessee will not do or permit or suffer to be done, anything which, in the reasonable opinion of the Lessor, might interfere with or impair the efficient operation of the Air-Conditioning System including the use of any heating or cooling devices or any other devices.

6.2 Failure of Air-Conditioning System

Should the Air-Conditioning System fail to function for any reason, the Lessee will not, by reason of any such failure, be entitled to terminate this Sublease, nor

will the Lessee have any right of action or claim for compensation or damages against the Lessor, except in accordance with section 81 of the Leases Act

6.3 Maintenance and repair of Air-Conditioning System

The Lessor must maintain and repair the Air-Conditioning System.

6.4 Lessee air-conditioning or heating

The obligations imposed on the Lessor by this clause will not apply to any plant, machinery, ducting or unit for air-conditioning and/or heating purposes installed by the Lessee

7. Legal Costs and Disbursements

7.1 Cost of Sublease preparation

The Lessor and Lessee will each bear their own costs (including legal costs and disbursements) in relation to the negotiation, preparation and execution of this Sublease

7.2 Stamp duty

The Lessor will pay all stamp duty (if any is payable) assessed with respect to the Sublease

7.3 Lessee's additional costs

In addition to all costs and expenses for which the Lessee is liable at law or in equity to pay, the Lessee will pay to the Lessor, on demand, the Lessor's reasonable costs and expenses (including reasonable legal costs assessed on a solicitor and client basis and registration fee and taxes, which may be payable)

- (1) for, and incidental to, any variation, surrender or termination of this Sublease,
- (2) in respect of any consent by the Lessor required under this Sublease,
- (3) incurred by or on behalf of the Lessor in consequence of, or arising out of, any default in the due observance or performance of any covenant or obligation on the part of the Lessee,
- (4) incurred by the Lessor in consequence of any request of, or application by, the Lessee, or
- (5) incurred by the Lessor as a result of the exercise, or attempted exercise, of any of the Lessor's rights or powers

7.4 Registration costs

The Lessee must pay the cost of registration of this Sublease

8. Bond

8.1 Provision of Bond

If the Lessor requires payment of a Bond, the Lessee must deliver the Bond to the Lessor on or before the Commencement Date

8.2 Use of Bond

The Lessor may use the Bond if the Lessee does not comply with any of its obligations under this Sublease (including any extension or holding over), and the Lessor may have recourse to the Bond without notice to the Lessee

8.3 Return of bond

Within 30 days of the expiry of this Sublease (or any holding over, renewal or extension of this Sublease) or the Lessee vacating the Premises, whichever is the later, the Lessor must repay to the Lessee, the Bond (or so much as the Lessor has not previously called upon)

8.4 Bank guarantee

In substitution for the Bond, the Lessee may elect to provide an unconditional and irrevocable written undertaking by a bank, in favour of the Lessor and containing terms and conditions reasonably required by the Lessor for the same amount

8.5 Additional bond or bank guarantee

If the Lessor has recourse to any amount of the Bond or calls on the bank guarantee, then, no later than seven days after the Lessor gives the Lessee a notice asking for it, the Lessee must deliver to the Lessor an amount equal to the Bond moneys called upon or a replacement or additional bank guarantee so that the amount guaranteed is equal to the amount of the original Bond or bank guarantee

9. Use of Premises

9.1 Use of Premises

The Lessee must not use or occupy the Premises except for the use set out in Item 9 or any such other purpose consented to by the Lessor in writing.

9.2 Crown lease

The Lessee must not use the Premises for any purpose other than as permitted by the Crown lease for the Land or any superior lease of the Premises

9.3 No interference

The Lessee must not do anything in or about the Premises or the Building which, in the reasonable opinion of the Lessor.

- (1) is noisy, obnoxious, immoral, offensive or a nuisance or disturbance to the Lessor or other persons using the Building,
- (2) may be the cause of damage or excessive vibration, or
- (3) interferes with the orderly operation of the Building

9.4 No warranty as to suitability

9.4.1 The Lessee acknowledges that no promise, representation, warranty or undertaking has been given by or on behalf of the Lessor as to the suitability of the Premises, the Building or the Land for any purposes or as to the fittings, finishing, facility and amenities of the Premises, the Building or the Land, except as contained in this Sublease. The Lessee must satisfy itself in respect to the use to which the Premises may be put and acceptance of this Sublease acknowledges full knowledge of any prohibitions or restrictions on the use of the Premises, including any imposed by law

9.4.2 Where the permitted use of the Premises requires the consent of any authority, the Lessee must obtain that consent at its own expense. The Lessee must keep current the licenses and permits required to carry on its activities from the Premises

9.5 Signs

The Lessee must not fix or place any sign, notice, advertisement or other thing on any part of the Premises or the Building without the consent in writing of the Lessor and then only in such colour, size and style and in such places as approved by the Lessor, such approval not to be unreasonably withheld

9.6 Compliance with laws

The Lessee must comply, at its expense, with all laws and the requirements of any authority in connection with the Lessee's use or occupation of the Premises

9.7 Keep clean

The Lessee must.

- (1) keep the Premises and immediate surroundings clean and tidy, and free from refuse and vermin, and
- (2) allow reasonable access to the Premises by the Lessor and its employees, agents and contractors to enable it to carry out any obligation required by this Sublease

9.8 Statutory notices

- 9 8 1 If the Lessee receives a notice from any authority in respect of the Premises, the Lessee must immediately notify the Lessor in writing
- 9 8 2 The Lessee must comply promptly with all notices received from any authority in respect of the Premises except such notices as would have been given irrespective of the Lessee's use and occupation of the Premises

9.9 Notice of defect

The Lessee must immediately give notice to the Lessor of any damage to the Premises and any accident affecting water, gas or oil pipes, electrical wiring, the Air-Conditioning System or any defect in them and any other fittings, fixtures or facilities provided by the Lessor

9 10 Infectious illnesses

If any infectious illness occurs in the Premises, the Lessee must immediately notify the Lessor and have the Premises fumigated and disinfected by a suitably certified contractor, at the expense of the Lessee, to the satisfaction of any relevant authority

9.11 Rubbish

The Lessee will keep the Premises free from rubbish including placing all rubbish in proper receptacles that the Lessee will install. The Lessee will arrange for the regular clearing of the receptacles and the regular removal of all rubbish. The Lessee will not create any rubbish or deposit any rubbish on the Common Area except for collection in such proper receptacles as are approved by the Lessor from time to time

9.12 Flammable liquids and substances

- 9 12 1 The Lessee must not store or use chemicals or flammable, volatile or explosive substances on the Premises except for substances used in the normal course of the Lessee's business and must not in any way create any actual or potential fire hazard in the Premises
- 9 12 2 If the Lessee stores or uses chemicals or flammable, volatile or explosive substances in the normal course of the Lessee's business, the Lessee must keep those substances in a safe and secure manner consistent with all laws and guidelines of all relevant authorities
- 9 12 3 The Lessee must permit the Lessor to enter the Premises at any time to control any actual or potential fire hazard and if the hazard, in the reasonable opinion of the Lessor, results from the use of the Premises by the Lessee, the Lessee must pay to the Lessor immediately on notification, the costs of the Lessor in carrying out that work

10. Alterations and Fitout

10.1 No alterations without consent

10 1 1 The Lessee will not, without the prior written consent of the Lessor, make any alterations or additions in or to the Premises or permit or suffer the same to be made. The Lessor may, in its absolute discretion, refuse to consent to any proposed alterations or additions.

10 1 2 The Lessee will not mark, paint, drill or in any way deface or damage the walls, partitions, ceiling, floor or surrounds of the Premises without the Lessor's consent.

10 1.3 The Lessee must, in the course of any alterations or additions

- (1) comply with the requirements of the Lessor and all relevant authorities,
- (2) if required, use persons nominated or approved by the Lessor to carry out the work, and
- (3) not interfere with the quiet enjoyment of any other users of the Land.

10.2 Installing equipment

The Lessee will not, without the prior written consent of the Lessor, install any water, electrical or gas fixture or appliance or any apparatus for light, air, heating or cooling.

10.3 Heavy installation

The Lessee will not bring in or on the Premises any fixtures or goods

- (1) of such nature, weight or size, or
- (2) creating such noise or vibration in their operation,

such as to cause or, in the reasonable opinion of the Lessor, be likely to cause, any structural or other damage to the floors or walls or any other part of the Premises. Any damage to the Premises caused by the movement or placement of any such items will be made good at the Lessee's expense.

10.4 Grease trap

10 4 1 If the Premises are at any time connected to a grease trap or a triple interceptor, the Lessor must regularly clean, service, maintain, repair and empty it. The Lessee must pay the Lessor the cost of any cleaning, servicing, maintenance, repair or emptying of the grease trap or triple interceptor within 14 days of receiving a request for payment from the Lessor.

10 4 2 If the Premises are not connected to a grease trap, triple interceptor or similar device and the Lessee's use of the Premises requires them to be connected to

such a device, then the Lessee must, at its' expense, promptly install such a device, upon receiving the consent of the Lessor (which may be reasonably withheld where installation is, in the opinion of the Lessor, impractical or may interfere with other users of the Land) and otherwise comply with this clause.

10 4 3 The Lessor will not be liable for any loss or damage sustained by the Lessee arising from the Lessor's decision not to consent to the installation of a grease trap, triple inceptor or similar device

10.5 No obstruction of light or air

The Lessee must not obstruct the flow of air to or from or the admission of light to the Premises except for curtains or blinds approved by the Lessor, which approval will not be unreasonably withheld

11. Repairs, Maintenance and Replacement

11 1 Inconsistency

Where there is an inconsistency between this clause and Schedule 2, Schedule 2 will prevail

11.2 Acknowledgement

The Lessee acknowledges that, at the Commencement Date and the date of first occupation of the Premises by the Lessee (if applicable), the Premises and the Lessor's Property in it were in good repair and condition

11.3 Repair obligations

11 3 1 Subject to clauses 11 3 3, 11 3 4 and 11 3 5, the Lessor must keep the Lessor's Property in good and tenable repair and condition having regard to the condition of the Premises at the Commencement Date

11 3 2 The Lessee must maintain and keep the Lessee's Property in good and tenable repair

11 3 3 The Lessor's obligation to repair under subclause 11 3 1 will not apply when the requirement for repair arises as a result of the negligence or act or omission of the Lessee or the Lessee's employees, agents, contractors or invitees The Lessee must repair or replace any item of Lessor's Property requiring repair or replacement as a result of the negligence or act or omission of the Lessee or the Lessee's employees, agents, contractors or invitees

11 3 4 The Lessor may require the Lessee to contribute an amount for each item of repair of the Lessor's Property as set out in Item 12 The Lessor will be under no obligation to repair unless and until the required contribution is made by the Lessee to the Lessor

11 3 5 The Lessee must maintain the Lessor's Property to a standard equivalent to that at the date of first occupation by the Lessee (or, if the Lessor has upgraded the Lessor's Property, to the upgraded standard).

11.4 Replacement obligations

11 4 1 Subject to subclause 11 4 2, the Lessor will replace any Lessor's Property which, in the Lessor's reasonable opinion, requires replacement

11 4 2 The Lessor's obligation to replace the Lessor's Property will not apply when the requirement to replace arises as a result of the negligence or act or omission of the Lessee, or the Lessee's employees, agents, contractors or invitees or the failure of the Lessee to maintain the Lessor's Property

11 4 3 The Lessee will be responsible for the replacement of the Lessee's Property

11.5 Make Good

The Lessee must, at the time of, or immediately before, the expiration of the Lessee's occupancy (and in this regard time is of the essence),

- (1) carry out repairs as required by this clause,
- (2) paint the inside of the Premises, if reasonably required by the Lessor,
- (3) reinstate all floor coverings, light and power outlets, switches, telephone outlets, fire sprinklers and air-conditioning and any other fixtures or fittings of the Lessor (fair wear and tear excepted),
- (4) remove all signs, notices, advertisements, ornaments or other things placed by the Lessee on the Premises,
- (5) remove the Lessee's Property and make good any damage arising as a result of the removal,
- (6) leave the Premises in a clean and tidy condition, free from all rubbish, and
- (7) peaceably surrender and yield up the Premises

11.6 Notices to repair

11 6.1 The Lessor may, at any time, serve on the Lessee a notice in writing of any defect which the Lessee is required to repair. The Lessee will repair the defect within 21 days of the date of service of the notice (or such other period as agreed). The Lessor may specify a period of less than 21 days within which to repair the defect if the defect is likely to cause damage to the Premises or Building or may cause injury to any person.

11 6 2 Where the Lessor is required to repair, due to the default of the Lessee, the Lessee must pay to the Lessor the cost of those repairs and any associated expenses within 7 days of notification of the amount

11.7 Leaving Lessee's Property goods or fixtures behind

To the extent permitted by law, if the Lessee leaves any Lessee's Property, goods or fixtures in the Premises for more than 21 days after the expiry or termination of this Sublease, the Lessor may dispose of them in any way the Lessor sees fit. In addition, any such Lessee's Property, goods or fixtures will, at the Lessor's election, become the Lessor's property absolutely and the Lessor may deal with them without accounting to the Lessee or being required to compensate the Lessee.

11 8 Other services

11 8 1 During the Term, and any extension or renewal of it, the Lessor must maintain in good working order the lifts, fire services and any other services within the Premises and the Building which are the responsibility of the Lessor

11 8.2 If any of the services specified in this subclause

- (1) malfunction,
- (2) become unsafe, or
- (3) are otherwise incapable of being operated as a result of any cause,

the Lessor will, within a reasonable time after receipt of written notification from the Lessee, repair or replace the services (or part of the services) with services of an equivalent type and quality

11 8 3 The Lessor will not be required to repair or replace any of the services referred to in subclause 11 8 1 where the repair or replacement arises as a result of the negligence or default of the Lessee or the Lessee's employees, agents, contractors or invitees unless the Lessee has first paid to the Lessor, the estimated cost of the repair or replacement

11.9 Lessor's right to enter

The Lessor and persons authorised by the Lessor have the right to enter the Premises with necessary materials and equipment at reasonable times, and on reasonable notice (but without any notice in any case which the Lessor considers an emergency)

- (1) to view the state of repair and condition of the Premises and conduct investigations,
- (2) to carry out any work or make any repairs or alterations or additions to the Premises or the Building,

- (3) to carry out repairs as the Lessor thinks fit,
- (4) where the Lessee has failed to repair any defect in accordance with any notice served by the Lessor, or
- (5) to comply with the terms of any present or future law affecting the Premises or any notice served on the Lessor or the Lessee by the Territory or any competent authority

12. Insurance

12.1 Insurance Determination

- 12.1.1 The Lessee warrants that it has done all things necessary to enable the Lessor to comply with the Insurance Determination
- 12.1.2 The Lessee covenants, that during the Term, it will not act in a manner which will place the Lessor in breach of its obligations under the Insurance Determination.
- 12.1.3 The Lessee warrants it has provided an activity schedule in accordance with the Insurance Determination, attached as Schedule 3 and that the contents of the activity schedule are true and correct
- 12.1.4 The Lessee warrants that if it varies its activities, from those set out in Schedule 3, it will provide the Lessor and the ACT Insurance Authority (or any substituted body) with an updated activity schedule and insurance policy (if required by the relevant Insurance Determination)

12.2 Public Liability

The Lessee, during the Term and any holding over under this Sublease, must keep current a public risk liability policy for an amount for any single occurrence of not less than the amount referred to in Item 11. The policy must indemnify the Lessor against all actions and demands of any kind arising from the use and occupation by the Lessee and/or the Lessee's employees, agents, contractors and invitees of the Premises. The policy must note the Lessor's interest.

12.3 Other Insurance

The Lessee will be responsible for insuring the Lessee's Property and all other property of the Lessee in the Premises.

12.4 General obligations not to increase Lessor's insurance

The Lessee must not do, or permit to be done, anything that would result in any insurance in relation to the Premises being

- (1) unenforceable,

- (2) voidable, or
- (3) likely to increase the rate of premium on any insurance taken out by the Lessor (except with the approval of the Lessor in writing)

12.5 Fire Regulations

12 5 1 The Lessee must comply with the insurance, sprinkler and fire alarm regulations in relation to any partitions and other permitted fixtures or fittings which may be erected by or on behalf of the Lessee on the Premises

12 5 2 The Lessee must pay the Lessor the cost of any alterations to the sprinkler or fire alarm installations which may become necessary by reason of a non-compliance by the Lessee with the relevant Australian Standards (determined by Standards Australia or any substituted body), the directions or orders of any relevant authority or the requirements of the insurer

12 6 Production of policy

The Lessee, in respect of any policy of insurance to be taken out by the Lessee, must, on request, produce to the Lessor either a

- (1) policy of insurance, or
- (2) certificate of currency for the policy

13. Indemnity and Release

13.1 Risk

The Lessee will occupy, use and keep the Premises at its own risk

13.2 Indemnity

The Lessee indemnifies the Lessor, its employees, agents and contractors against liability in respect of all claims, costs and expenses and for all loss, damage, injury or death to persons or property caused or contributed to by the Lessee and/or its employees, agents, contractors or invitees in connection with this Sublease, except to the extent that the Lessor, through negligence or unlawful act or omission, has caused the relevant loss, damage or injury

13.3 Claims to be made good

The Lessee must, at its expense, make good the amount of all claims, loss, damage, costs and expenses, the subject of the indemnity in clause 13 2

13.4 Release

To the full extent permitted by law, the Lessee hereby releases the Lessor, its employees, agents and contractors from all claims and demands of every kind and from all liability which may arise in respect of any death or injury to any person or any accident or damage to property of any kind or nature, in or near the Premises or the Land other than as may be caused by the wilful or negligent act of the Lessor, its employees, agents or contractors

14. Quiet Enjoyment

If the Lessee pays the Rent and other monies payable under this Sublease and observes the covenants and terms of this Sublease, the Lessee may use the Premises without interruption or disturbance from the Lessor or any person claiming under the Lessor, save as specifically provided for in this Sublease

15. Damage or Destruction to the Premises

15.1 Damage or destruction to the Premises

If the Premises or the Building or both are materially damaged or destroyed, and as a result, the Lessee cannot use or access the Premises, then the Lessor must, within 2 months, tell the Lessee whether or not the Lessor proposes to repair the Premises or the Building and if so, the approximate start and finish dates for the work. Meanwhile the Lessee must continue to use any part of the Premises that is useable, safe and accessible, and to obey this Sublease as far as possible

15.2 Termination by Lessor

If

- (1) the Lessor gives the Lessee a notice under subclause 15 1 that the Lessor does not intend to repair the Premises or Building, and
- (2) one of the following applies.
 - (a) the Premises or Building has to be, or has been, demolished because of the damage;
 - (b) the damage extends to more than 50% of the Premises or Building,
 - (c) it is impracticable to repair or reinstate the Premises or Building within one year of the date of damage, or

- (d) the Lessee cannot use the Premises and this Sublease expires within 2 years of the damage occurring and there is no option for a further term,

then the Lessor may terminate this Sublease by 30 days' written notice to the Lessee

15.3 Termination by Lessee

If one of the following applies

- (1) the Lessor gives the Lessee a notice under subclause 15 1 that the Lessor does not intend to repair the Premises or Building,
- (2) the Lessor gives the Lessee a notice under subclause 15 1 that the Lessor does intend to repair the Premises or Building but the Lessor unreasonably departs from the proposed start and finish dates, or
- (3) the Lessee will not be able to use the Premises within a reasonable period or for more than one year after the day, or last day, the damage happened,

then the Lessee may give a written notice terminating the Sublease on 30 days' notice and specifying the reason for that termination

15 4 No payment of Rent

While the Lessee cannot use the Premises due to damage to the Premises or the Building, the Lessee is not required to pay Rent and any other money payable under this Sublease unless the Lessor and the Lessee otherwise agree or unless the Court orders otherwise

15.5 Payment of Rent continues

If the Premises or the Building are damaged but the Lessee is still able to use the Premises (in full or in part), then the Lessee must continue to pay Rent and other money payable under this Sublease unless the Lessor and the Lessee otherwise agree or unless the Court orders otherwise

15.6 Agreement to end Sublease

The Lessor and the Lessee may also agree to end this Sublease without the Lessor giving the notice under subclause 15 1

15.7 Obligation to repair or reconstruct

Other than as set out in this clause, nothing in this Sublease imposes an obligation upon the Lessor to repair or reconstruct the Premises or the Building in the event of damage to or destruction as described in this clause

16. Assignment

16.1 No assignment

The Lessee must not assign or transfer its rights in respect of this Sublease or the Premises

16.2 Underletting or mortgage

The Lessee may only underlet the Premises or grant a mortgage over this Sublease with the written consent of the Lessor and may not license or otherwise part with possession of the Premises

16.3 Lessee to seek consent

Where the Lessee wishes to underlet or grant a mortgage, the Lessee must notify the Lessor in writing of the intention and apply for consent. The procedure for assessing any request to underlet or mortgage will be in accordance with Part 11 of the Leases Act

16.4 Planning Act Application

In addition, where any restriction on subletting or underletting under the *Planning and Development Act 2007* applies to the Crown lease for the Land, the Lessor must obtain the consent of the ACT Planning and Land Authority to any proposed subletting or underletting of the Premises. If the ACT Planning and Land Authority does not grant consent either this Sublease will be of no force and effect or the Lessee must not sublet or underlet, as applicable

17. Default and Re-entry

17.1 Default by Lessee

Where the Lessee is in breach of any condition in this Sublease, the Lessor may remedy the breach at any time without notice to the Lessee and without limiting the rights of the Lessor as a consequence of that breach. Where the Lessor so acts, all reasonable costs and expenses incurred by the Lessor (including reasonable legal costs on a solicitor and client basis) in remedying any breach, must be paid by the Lessee to the Lessor immediately upon written notification of the amount and, in default, the amount may be recovered in a court of competent jurisdiction.

17.2 Termination for breach

Where

- (1) any instalment of the Rent or other money payable by the Lessee to the Lessor is 21 days in arrears (in case of the Rent whether or not demand has been made for it),

- (2) a notice has been served on the Lessee by, or on behalf of, the Lessor specifying a breach of this Sublease and, if applicable, that breach has not been remedied or compensated for in accordance with the notice, provided the notice has allowed at least 21 days in which to remedy or compensate, or
- (3) the Lessee
 - (a) becomes bankrupt or insolvent,
 - (b) makes any assignment for the benefit of creditors, or makes any arrangement with creditors for liquidation of the debts of the Lessee by composition or otherwise, or
 - (c) being a company or an incorporated association, goes into liquidation either voluntarily or compulsorily, (except for the purpose of reconstruction or amalgamation), or is wound up dissolved or placed under official management or a receiver or manager any of its assets is appointed or an inspector is appointed under the *Corporations Act 2001* (Cwlth),

the Lessor may, at any time thereafter give written notice to the Lessee that the Lessor intends to terminate this Sublease (the "Termination Notice")

17.3 Date of termination

17.3.1 The termination referred to in the Termination Notice takes effect on the earlier of

- (1) the date that the Lessee agrees to the termination by notice in writing to the Lessor, or
- (2) the date 14 days after the service of the Termination Notice (the "time period") provided that the Lessee does not contest the termination by application to the Magistrate's Court within the time period

17.3.2 If the Lessee contests the termination in accordance with subclause 17.3.1(2), the termination has effect on the date ordered to be the date on which the termination takes effect by the Magistrate's Court

18. Fixtures Remaining after Breach

18.1 Application

This clause applies

- (1) where this Sublease has been terminated or the Lessor has re-entered the Premises, and

- (2) in relation to any fixtures or goods in the Premises which do not, on termination or re-entry, pass to the Lessor and which remain in the Premises for 14 days after the date of termination or re-entry

18.2 Removal by Lessor

The Lessor may

- (1) remove any fixtures or goods to which this clause applies from the Premises and store them in such place and manner as the Lessor thinks fit,
- (2) on reasonable notice to the Lessee, place any fixtures or goods outside the Premises, and/or
- (3) sell the fixtures and goods and deduct from the proceeds, the Lessor's costs in removing, storing and selling them, and account to the Lessee for the balance

18.3 Payment of costs

The Lessee must pay to the Lessor, on demand, all reasonable costs and expenses of the Lessor in removing or storing fixtures or goods

19. Essential Terms

19.1 Essential Terms

Each of the following covenants by the Lessee is an essential term of this Sublease

- (1) subclause 4 1 relating to payment of Rent and subclauses 5 1 and 5 3 regarding other payments to be made by the Lessee,
- (2) clauses 9 1 and 9 2 relating to use of the Premises,
- (3) clause 10 1 relating to alterations and additions,
- (4) clauses 11 3 and 11 5 relating to repair, maintenance and make good,
- (5) clauses 12 1 and 12 2 relating to insurance,
- (6) clause 16 1 relating to assignment, underletting and mortgaging, and
- (7) clause 24 2 relating to payment of GST

19.2 Acceptance of arrears

The acceptance by the Lessor of arrears or the late payment of Rent or other monies does not constitute a waiver of the essential and continuing obligation of

the Lessee to pay Rent and other moneys during the Term on the dates specified in the Sublease

19.3 Breach of an essential term

The Lessee must compensate the Lessor in respect of any breach of an essential term of this Sublease and the Lessor is entitled to recover damages from the Lessee in respect of such breaches. The Lessor's entitlement under this clause is in addition to any other remedy or entitlement (including the right to terminate this Sublease)

19.4 Loss on repudiation or breach

Where the Lessee's conduct (whether acts or omissions) constitutes

- (1) a repudiation of the Sublease, or
- (2) a breach of any covenant contained in the Sublease,

the Lessee will compensate the Lessor for the loss or damage suffered by reason of the repudiation or breach.

19.5 Quantum of damages recoverable

The Lessor is entitled to recover damages against the Lessee in respect of repudiation or breach of covenant for the damage suffered by the Lessor during the entire Term

19.6 Certain events of no effect

The Lessor's entitlement to recover damages is not affected or limited by any of the following

- (1) if the Lessee abandons or vacates the Premises,
- (2) if the Lessor elects to re-enter or to terminate the Sublease,
- (3) if the Lessor accepts the Lessee's repudiation, or
- (4) if the party's conduct constitutes a surrender by operation of law.

19.7 Lessor may remedy defaults

The Lessor may remedy without notice, any default by the Lessee under this Sublease and whenever the Lessor elects to do so, all costs and expenses incurred by the Lessor (including legal costs and expenses) are to be paid by the Lessee immediately on notification

20. Early Termination

This Sublease may be terminated, without cause, by either party giving the other party six months' written notice or notice for such shorter period as agreed by the parties in writing. Subject to clause 11.5, neither party will have any action against the other in respect of termination of this Sublease pursuant to this clause. The right to terminate early will not prejudice a claim by a party in respect of any breach of the Sublease arising prior to termination.

21. Rules

21.1 Rules

The Lessee must comply with the Rules and the Lessee acknowledges that, if it fails to comply with any of the Rules, the failure constitutes a breach of this Sublease.

21.2 Compliance with Rules

The Lessee must take all reasonable steps to ensure that its employees, agents, contractors and invitees comply with the Rules.

21.3 Variation of Rules

The Lessor may delete, vary or add to the Rules provided that the Lessor notifies the Lessee of the changes within 30 days of making the changes.

22. Common Area

22.1 Common Area

Subject to subclause 22.2, the Lessee and all persons authorised by it, will, at all times, have the right to use the Common Area as ancillary to its occupation of the Premises and, in common with other persons having rights to be on the Land.

- (1) to enter and leave the Premises,
- (2) to load or unload vehicles in any area designated for the purpose by the Lessor,
- (3) to park private motor vehicles or cycles in such a place and for such a time as the Lessor designates from time to time,
- (4) to use the toilets and washrooms as allocated by the Lessor from time to time, and
- (5) to place rubbish in such proper receptacles as are approved by the Lessor from time to time.

22.2 Control of Common Area

The Common Area will, at all times, be subject to the control of the Lessor who has, subject to this Sublease, the right from time to time to establish, modify and enforce reasonable rules in this regard

23. Superior Lease

23.1 Sublease

Where the Lessor is the Crown Lessee,

- (1) this Sublease will be read and construed as a sublease,
- (2) the Lessor covenants punctually to make all payments due and owing under the Crown lease and to observe the covenants contained in the Crown lease,
- (3) subject to the terms and conditions of this Sublease, the Lessee covenants to observe the covenants contained in the Crown lease on the part of the lessee named in that Crown lease, except for the payment of money by the lessee required by the Crown lease

23.2 Underlease

Where the Lessor is a sublessee

- (1) this Sublease will be read and construed as an underlease,
- (2) the Lessor covenants punctually to make all payments due and owing under the sublease and to observe the covenants in the sublease and the Crown lease,
- (3) The Lessee covenants to observe the covenants contained in the sublease and the Crown lease on the part of the lessee named in the sublease and the Crown lease, except for the payment of money by the lessee as required by the sublease or Crown lease

24. GST

24.1 GST definitions

24.1.1 In this clause

Act means the *A New Tax System (Goods and Services Tax) Act 1999* (as amended) and any regulation made under that Act,

GST, Taxable Supply, Input Tax Credit, Supply and Tax Invoice have the same meaning as in the Act,

GST Rate means 10% or if the rate at which GST is calculated under the Act changes, the rate applicable at the relevant time.

Payment includes consideration in the form of money given or received and in a form other than money given or received

24.2 Payment of GST

A party making Payment to another party for a Taxable Supply under this Sublease must pay to the other party at the same time, an additional amount equal to the amount of the Payment multiplied by the GST Rate

24.3 Reimbursements

When calculating the amount of

- (a) any reimbursement to a party under this Sublease, and
- (b) the indemnification under this Sublease of an expense, loss or liability incurred or to be incurred by that party,

the other party may include the GST paid or payable on the Supply giving rise to the amount, but if that party includes the GST that party must deduct the amount of any Input Tax Credit from the amount paid

24.4 Tax invoice

A party receiving a Payment of GST under this clause must provide a Tax Invoice to the party making the Payment before or at the same time as the Payment is received

25. Application of Leases Act

25.1 Disclosure Statement

The Lessee warrants that a Disclosure Statement complying with the Leases Act, was supplied to the Lessee at least 14 days before the Sublease was entered into

25.2 Approved handbook

The Lessee warrants that the Lessee was advised of the existence of the approved handbook and of its availability, as early as practicable in negotiations relating to this Sublease

25.3 Standard provisions

The standard provisions in any regulations prescribed under the Leases Act do not apply to this Sublease

25.4 Term of Lease less than 5 years

Where the Term (including any prior option period or option contained in this Sublease) is less than 5 years (as is otherwise required by the Leases Act), the Lessee warrants

- (1) that it has been independently advised by a lawyer (as defined in the Leases Act and not acting for the Lessor) of the Lessee's rights pursuant to section 104 of the Leases Act, and
- (2) that the lawyer has provided a certificate as required by section 104 of the Leases Act

26. Special conditions

26.1 Variation of provisions

The parties agree that the provisions of this Sublease may be varied as set out in Item 17

26.2 Inconsistency

Where there is any inconsistency between the terms of this Sublease and Item 17, the provisions of Item 17 will prevail

27. Miscellaneous

27.1 No waiver

Failure or omission by the Lessor at any time to enforce or require strict or timely compliance with any provision of this Sublease will not

- (1) affect or impair that provision in any way,
- (2) affect the right or remedy that the Lessor may have in respect of that provision, or
- (3) act as a waiver of any other breach by the Lessee

27.2 Entire Agreement

This Sublease contains the entire agreement between the parties in relation to the Premises and supersedes any prior representation, negotiations, writing, memoranda and agreements

27.3 Variation

This Sublease may be varied only by the written agreement of the parties prior to the expiration of this Sublease

27.4 Severability

Any provision of this Sublease that is illegal, void or unenforceable will not form part of this Sublease to the extent of that illegality, voidness or unenforceability. The remaining provisions of this Sublease will not be invalidated by an illegal, void or unenforceable provision.

27.5 Governing law

This Sublease is governed by and construed in accordance with the law for the time being in force in the Territory and the parties submit to the non-exclusive jurisdiction of the courts of the Territory.

27.6 Compliance with laws

The Lessee must comply with the laws from time to time in force in the Territory.

27.7 Notices

27.7.1 Any notice, including any other communication, required to be given or sent to either party under this Sublease must be in writing. A notice will be deemed to have been given

- (1) if delivered by hand, on delivery,
- (2) if sent by prepaid mail, on the expiration of two business days after the date on which it was sent, or
- (3) if sent by facsimile, on the sender's facsimile machine recording that the facsimile has been successfully and properly transmitted to the recipient's address.

27.7.2 In addition, where a notice is given by either party to repair or replace, the notice may be sent by electronic mail to an electronic mail address provided to the transmitting party and is deemed to be served at the time the email was sent.

27.8 Authority to complete

The Lessee authorises the Lessor and its solicitors to complete any blanks with a proper date or details and to make any formal correction necessary to this Sublease.

Schedule 1

Item 1:	Lessee	Southside Community Services Incorporated ABN 53 806 922 954
Item 2:	Land	Block 4 Section 15 Oaks Estate
Item 3:	Premises	The whole of the Land including all improvements known as Oaks Estate Community Hall
Item 4:	Term	5 years
Item 5:	Commencement Date	1 February 2013
Item 6:	Expiry Date	31 January 2018
Item 7:	Rent	\$0 05 per annum (exclusive of GST)
Item 8:	Rent Review	
	(a) Rent Review Dates	Not applicable
	(b) Method of Rent Review	Not applicable
Item 9:	Use of Premises	Community Activity Centre
Item 10:	Outgoings	Refer Schedule 2
Item 11:	Public Liability Insurance	\$20 million
Item 12:	Repair contribution	Lessee to pay the first \$500.00 (plus GST) for each item of repair or maintenance
Item 13:	Option Term	Not applicable
Item 14:	Interest Rate.	10%
Item 15:	Address for Notices	Lessor Community Facilities Community Services Directorate Level 3 Nature Conservation House BELCONNEN ACT 2616 Contact Officer Brent Fitzsimons Lessee Southside Community Services Incorporated PO Box 7 NARRABUNDAH ACT 2604 Contact Officer: s41

Item 16: Bond.

Not applicable

Item 17: Variations

The standard terms of this Sublease are varied as follows: Refer Schedule 6 - Variations

Schedule 2

DISTRIBUTION OF LESSOR AND LESSEE RESPONSIBILITIES IN RELATION TO STATUTORY OUTGOINGS, SERVICE CHARGES AND GENERAL CHARGES

Details of Charges	Percentage of Lessor responsibility (A)	Percentage of Lessee responsibility (B)
SECTION 1 - STATUTORY OUTGOINGS		
Land Tax	100%	0%
General rates	100%	0%
Water and Sewerage rates	0%	100%
SECTION 2 - SERVICE CHARGES		
Electricity	0%	100%
Gas	0%	100%
Water Usage	0%	100%
Telephone and Communications	0%	100%
Cleaning - General	0%	100%
Cleaning - Toilet requisites	0%	100%
Cleaning - windows Internal	0%	100%
Cleaning - windows external	0%	100%
Rubbish removal/tradewaste bins	0%	100%
Grease trap/triple inceptor - cleaning and emptying	N/A	N/A
Insurance - Plate glass	0%	100%
Insurance - Public Liability	0%	100%
Landscaping/Gardening	0%	100%
After hours Air-Conditioning	0%	100%
Air-Conditioning System Maintenance	100% less the first \$500 00 of each item of maintenance which is payable by the Lessee Except where the Territory determines that	0% plus the first \$500 00 of each item of maintenance which is payable by the Lessee Except where the Territory determines that

	<p>1 Maintenance is required as a result of use or misuse of air-conditioning system by the Lessee,</p> <p>2 The unit has not been installed by the Territory</p>	<p>1 Maintenance is required as a result of use or misuse of air-conditioning system by the Lessee,</p> <p>2 The unit has not been installed by the Territory</p>
Air-Conditioning System Repairs	<p>100% less the first \$500 00 of each item of repair which is payable by the Lessee</p> <p>Except where the Territory determines that</p> <p>1 Repair is required as a result of use or misuse of air-conditioning system by the Lessee,</p> <p>2 The unit has not been installed by the Territory.</p>	<p>0% plus the first \$500 00 of each item of repair which is payable by the Lessee</p> <p>Except where the Territory determines that</p> <p>1 Repair is required as a result of use or misuse of air-conditioning system by the Lessee,</p> <p>2 The unit has not been installed by the Territory.</p>
Air-Conditioning System Replacement	<p>100%</p> <p>Except where the Territory determines that</p> <p>1 Replacement is required as a result of use or misuse of air-conditioning system by the Lessee,</p> <p>2 The unit has not been installed by the Territory</p>	<p>0%</p> <p>Except where the Territory determines that</p> <p>1 Replacement is required as a result of use or misuse of air-conditioning system by the Lessee,</p> <p>2 The unit has not been installed by the Territory</p>
Security system - Premises	0%	100%
Pest Control	0%	100%
SECTION 3 - GENERAL CHARGES		
Insurance - Building	100%	0%
Fire Brigade Monitoring	100%	0%
Fire Protection & Fire Extinguishers	100%	0%
Signage - Internal	0%	100%
Painting	0%	100%
Lifts	N/A	N/A
Locks and Keys	0%	100%
Floor coverings	0%	100%

Schedule 3 – Activity Schedule

ACT Public Liability Insurance Risk Advisory Web Site

PUBLIC LIABILITY RISK PROFILE (Non-profit)

Organisation Details

Organisation Type Community Groups
 Organisation Name Southside Community Services Incorporated
 Address PO Box 7
 Narrabundah, ACT 2604

Details of current
 insurance policies

RISK ANALYSIS

Based on the information you have provided, your Insurance Risk Self assessment score is. **7**

Item	Score
Barbecues	7
Centre-based day care - respite	6
Community and community group development and support	5
Community Hall Hire Administration	5
Craft group	4
General meetings	5

If your Risk Self assessment score is 7 or above, you may be required to submit a **Risk Plan** as well as this Risk Profile. If you have not created a risk plan before, or would like to know more about risk planning, the Act Government offers full risk management and risk planning support. Contact Help Desk on (02) 62055477 if you would like any assistance in relation to risk management or creating a risk plan.

As your risk assessment score is over 6, you are in a 'high-risk' range.

Schedule 4 – Rules

- 1 All requests for consents or approvals required from the Lessor, all notices required to be given by the Lessee to the Lessor and all enquiries, complaints and suggestions which the Lessee may wish to communicate to the Lessor, are to be in writing to the Contact Officer named in Item 15
- 2 The Lessee must keep all doors and other means of access to the Premises securely fastened when the Premises are left unoccupied. The Lessor reserves the right to enter the Premises and fasten them if they are left insecurely fastened
- 3 The Lessee must ensure that, at all times, the Lessor has a current address and telephone number at which the Lessee, or a responsible representative of the Lessee, can be reached when the Lessee or representative is not in the Premises
- 4 No curtains, window blinds, window screens or awnings may be erected without the approval of the Lessor
- 5 The Lessee must not cause obstruction in the Common Area
- 6 No rubbish or waste may, at any time, be burnt on the Premises or in the Building
- 7 The Lessee may not conduct, or permit to be conducted, on the Premises any auction, bankrupt or fire sale
8. The Lessee may not use or permit the Common Area to be used for any business or commercial purpose or the display or advertisement of any goods or services
- 9 The Lessee must, at the Lessee's own expense, replace all electrical light bulbs and globes and tubes which may become damaged or broken or fail to light in the Premises
- 10 The Lessee must not use the Premises as a residence or sleeping place
- 11 The Lessee must not keep on the Premises any animals, fishes, reptiles or birds
- 12 In respect of the Premises where air-conditioning is supplied by the Lessor, the Lessor must endeavour to keep the Air-Conditioning System in working order between the hours of 8 00am and 5 30pm Monday to Friday excluding public holidays
- 13 The Lessee may not smoke or permit any person to smoke any form of tobacco or similar substance in or within 15 metres of the Premises or the Building
14. The Lessee must comply with any fire management plan produced by the Lessor which is made known to the Lessee or, if reasonably required by the Lessor, the Lessee will produce its own fire management plan

- 15 The Lessee will participate in any fire management exercise conducted by the Lessor, of which the Lessee has received reasonable notice

Schedule 5 – Rent Review

- 1 The Rent will be reviewed effective from each Rent Review Date in accordance with the method of rent review noted next to the relevant Rent Review Date in Item 8
 - 2 Each method of rent review will have the meaning and procedure set out in this Schedule
- A (1) **“CPI Rent”** means a Rent adjustment in accordance with the following Consumer Price Index formula

$$\text{NYR} = \text{OYR} \times \frac{\text{NCPI}}{\text{OCPI}}$$

Where

- “NYR” is the new Rent payable by the Lessee to the Lessor commencing from the Rent Review Date,
- “OYR” is the Rent payable by the Lessee to the Lessor immediately preceding the Rent Review Date,
- “NCPI” is the last published Consumer Price Index prior to the Rent Review Date,
- “OCPI” is the Consumer Price Index as published prior to the date upon which the Rent was most recently reviewed, varied or set pursuant to the terms of the Sublease or any previous sublease (or previous subleases) which contained an option to renew (or a chain of options to renew) which gave rise to this Sublease
- (2) **“Consumer Price Index”** means the Consumer Price Index for Canberra (All Groups) as published by the Australian Statistician (or such person or office which fulfils the relevant function fulfilled by the Australian Statistician at the commencement of the Sublease) In the event that the Consumer Price Index is adjusted (for example by changing the base index number or changing the year of the base index number), or there is any suspension or discontinuance of the Consumer Price Index by the Australian Statistician, then the Consumer Price Index will mean such index figure or statistic published at the relevant dates in the Australian Statistician’s summary of Australian statistics which reflects fluctuations in the cost of living in Canberra and which the parties may mutually agree upon, and if they are unable to agree then such index figure or statistic as may be determined by the President for the time being of the Australian Property Institute or some person nominated by the President whose decision will be conclusive and binding This definition will apply notwithstanding that there may be significant changes over time in the composition and weighting of the items by reference to which the Consumer Price Index is calculated
- (3) The Lessee must continue to pay the current instalments of the Rent due until the new Rent is determined Within 21 days after the Lessor has

notified the Lessee of the new Rent, the Lessee must adjust and pay the amount due to the Lessor as Rent from the Rent Review Date

- B (1) **“Rent Increase by X%”** (where X% is a specified percentage figure) means a Rent adjustment in accordance with the following formula:

$$\text{NYR} = \text{OYR} \times \frac{100 + X}{100}$$

Where

- “NYR” is the new Rent payable by the Lessee to the Lessor commencing from the Rent Review Date,
 “OYR” is the Rent payable by the Lessee to the Lessor immediately preceding the Rent Review Date,
 “X” is the specified percentage in Item 8

- (2) The Lessee must continue to pay the current instalments of the Rent due until the new Rent is determined. Within 21 days after the Lessor has notified the Lessee of the new Rent, the Lessee will adjust and pay the amount due to the Lessor as Rent from the Rent Review Date

- C (1) **“Market Rent”** means an adjustment to the Rent that could reasonably be expected to be paid for the Premises if unoccupied and offered for rent for the use set out in Item 9

- (2) Either party may at any time, but not earlier than 4 months prior to the Rent Review Date to which Market Rent applies, give notice in writing to the other party stating the amount which, in that party’s opinion, is the Market Rent for the Premises as at that Rent Review Date

- (3) If

- (a) 2 months after a party has given a notice under subclause (2), the parties have not agreed upon the Market Rent applicable from the Rent Review Date, or
 (b) 14 days after either party tells the other party that it disputes the proposed Rent applicable from the Rent Review Date,

either party may notify the Magistrates Court that that party wishes to have the matter referred to mediation under section 52(2) of the Leases Act

- (4) If a Market Rent cannot be agreed, the parties agree to follow the procedure set out in Part 8 of the Leases Act regarding determination of the Market Rent

- (5) If, 14 days after the Lessee tells the Lessor that the Lessee disputes the proposed Rent applicable from the Rent Review Date either party may ask the President of the Australian Property Institute (Canberra Chapter) to appoint a valuer with at least 5 years’ experience to determine the Market Rent having regard to the current market rental

- (6) The valuer must act as an independent expert and not as an arbitrator, and give written reasons for the decision. The parties must share the valuer's costs equally

- (7) The valuation of the Market Rent must take into account.
 - (a) the terms of the Sublease,
 - (b) other matters relevant to the assessment of current market rental,
 - (c) the use of the Premises under the Sublease, and
 - (d) rent concessions or other benefits frequently or generally offered to prospective lessees of similar Premises,and must assume that the Premises are unoccupied, but it must not take into account the value of any goodwill or the Lessee's Improvements

- (8) Until the dispute is resolved, or a right is lost, the Lessee must pay the old Rent. Any adjustment is calculated from the Market Review Date. The Lessee must pay any adjustment, or the Lessor must credit the Lessee with it, when the next monthly payment is due

Schedule 6 – Variations

1. Definitions

In these Variations

“**Management Agreement**” means the management agreement between the Lessor and the Lessee forming Attachment A to this Sublease

“**Services**” means the “Services” described in Item 2 Schedule 1 of the Management Agreement

2. Sublease conditional upon provision of Services

2.1.1 The parties acknowledge that this Sublease is dependent on the Lessee providing the Services

2.2 Without limiting the provisions of the Sublease, any breach of the Management Agreement by the Lessee will constitute a breach of this Sublease

2.3 If the Lessee ceases to provide the Services, this Sublease is automatically terminated with effect from the date the Services ceases

3. Clause 11.3:

11.3.6 The Lessor requires the Lessee to contribute the first \$500.00 of each item of maintenance and repair of the Lessor’s Property. The Lessor will be under no obligation to repair unless and until the required contribution is made by the Lessee to the Lessor.

4. Clause 25.1 is deleted and the following clause is substituted:

- (a) A Disclosure Statement complying with the Leases Act, was not given to the Lessee at least 14 days before this Sublease was entered into and the Lessee has agreed to waive this requirement and the Lessee has been independently advised by a lawyer (as defined in the Leases Act and not acting for the Lessor) of its right under the Leases Act,
- (b) The following is a certificate from a lawyer as required under sections 30 of the Leases Act

CERTIFICATE

under section 30 of the *Leases (Commercial and Retail) Act 2001*
(Leases ACT)

I

of

certify

1 I am a solicitor of the Supreme Court of the Australian Capital Territory

2 I do not act for the Lessor

3 In this Certificate a reference to a Lessee when a Lessee is an Association, is a reference to an authorised representative of that Association

4 Before the Lessee executed this Sublease, at the request of the Lessee I explained

ii the effect of this clause in this Sublease and of this Certificate, and

iii how section 30 of the Leases Act would apply in relation to the Sublease if the Sublease did not include this clause

5 The Lessee told me that.

(a) the Lessee was not acting under coercion or undue influence in asking for or agreeing to the inclusion of this clause (including this Certificate) in this Sublease,

(b) the Lessee was not required by the Lessor to use a lawyer acting for or nominated by the Lessor, and

(c) the Lessee was aware of, and had chosen to waive, the time limits under section 30 of the Leases Act

DATED this day of 2012

Signed

.....
Solicitor, ACT.

Annexure A – Management Agreement

[The main body of the page is crossed out with a large diagonal line.]

[Faint, illegible text visible through the diagonal line.]

Executed as an Agreement

DATE OF THIS AGREEMENT

25 July

s41 [Redacted Signature]

2013
-2012

SIGNED for and on behalf of the
AUSTRALIAN CAPITAL TERRITORY
in the presence of

Signature of Territory delegate

David Brent Fitzsimons

s41 [Redacted Signature]

s41 [Redacted Signature]

Signature of witness

Print name

Karen Godfrey

s41 [Redacted Signature]

Print name

SIGNED by or for and on behalf of
SOUTHSIDE COMMUNITY SERVICES
INCORPORATED
ABN 53 806 922 954
in accordance with its constitution

s41 [Redacted Signature]

Signature of authorised Representative*

*see note below

s41 [Redacted Signature]

EXECUTIVE DIRECTOR

Print name and position

s41 [Redacted Signature]

Signature of second authorised representative*

*see note below

s41 [Redacted Signature]

FINANCE MGR

Print name and position



Note

- Date: Must be dated on the date the last party signs the Agreement or, if signed counterparts of the Agreement are exchanged, the date of exchange. Also date the cover page.
- Individual: Must be signed by the individual and witnessed.
- Incorporated Association: Must be signed in accordance with the Association's constitution, which may or may not require the common seal to be affixed. As a minimum, 2 authorised officers must sign.
- Company: Must be signed in accordance with section 127 of the Corporations Act 2001 (Cwlth), for example, by 2 directors or a director and a secretary. Common seal may be affixed if required under the constitution but is generally not required.



AUSTRALIAN CAPITAL TERRITORY

I certify that this document is a true copy of the original, sighted by me.
 Date: 13/8/2013
 Signed: Brendan [redacted]
 Title/Qualification: Solicitor

MANAGEMENT AGREEMENT



Dated

25 July ²⁰¹³
~~2012~~

Parties

AUSTRALIAN CAPITAL TERRITORY

**SOUTHSIDE COMMUNITY SERVICES
INCORPORATED
ABN 53 806 922 954**

OAKS ESTATE COMMUNITY HALL

Prepared by

ACT Government Solicitor
Level 5, 12 Moore Street
CANBERRA CITY ACT 2601
PO Box 260 Civic Square ACT 2608

Ref 622448

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PARTIES

AUSTRALIAN CAPITAL TERRITORY, the body politic established by section 7 of the *Australian Capital Territory (Self-Government) Act 1988* (Cwlth) (**Lessor**) represented by the Community Services Directorate

SOUTHSIDE COMMUNITY SERVICES INCORPORATED
ABN 53 806 922 954 of PO Box 7 Narrabundah in the Australian Capital Territory (**Lessee**).

BACKGROUND

- A. The Lessor has agreed to sublease the Premises to the Lessee.
- B. The Lessee has agreed to manage the Premises on the terms and conditions set out in this Agreement.
- C. The Lessor has established the Premises primarily to provide hire space to not-for-profit community organisation or any other person or organisation to be determined by the Lessee from time to time in accordance with this deed

IT IS AGREED by the parties as follows.

1. Interpretation

1.1 Definitions

The following definitions apply in this Agreement, unless the context otherwise requires.

Agreement means this agreement and includes all schedules and attachments

Building means the building described in the Sublease

Community Activity Centre has the same meaning as described in the Territory Plan and means the use of land by a public authority or a body of persons associated for the purpose of providing for the social well being of the community

Contact Officers means, in relation to each party, the representatives whose names and contact details are specified in **Item 1 Schedule 1**, or as notified from time to time by one party to the other.

Land means Block 4 Section 15 Division of Oaks Estate.

Premises means premises as described in the Sublease.

Services	means the services described in Item 2 Schedule 1 .
Sublease	means the Sublease agreement of even date between the parties in respect of the use of the Land.
Term	means the term set out in the Sublease.
Territory	means: (1) when used in a geographical sense, the Australian Capital Territory; and (2) when used in any other sense, the body politic established by section 7 of the <i>Australian Capital Territory (Self-Government) Act 1988</i> (Cwlth)

1.2 General

In this Agreement, unless a contrary intention is expressed:

- (1) references to "Lessee" include any employees, agents or invitees of the Lessee;
- (2) references to legislation or to provisions in legislation include references to amendments or re-enactments of them and to all regulations and instruments issued under the legislation;
- (3) words importing a gender include the others; words in the singular number include the plural and vice versa; and where a word or phrase is given a particular meaning, other parts of speech and grammatical forms of that word or phrase have corresponding meanings;
- (4) "include" is not to be construed as a word of limitation;
- (5) headings have no effect on the interpretation of the provisions; and
- (6) an obligation imposed by this Agreement on more than one person binds them jointly and severally.

2. Services

2.1 Performance of Services

The Lessor engages the Lessee to perform the Services in accordance with the provisions of this Agreement

2.2 Care and skill

The Lessee must perform the Services to the standard of care and skill expected of a person who regularly acts in the capacity in which the Lessee is engaged and who possesses the knowledge, skill and experience of a person qualified to act in that capacity.

2.3 Directions from Lessor

In performing the Services, the Lessee will comply with the law and with any reasonable directions from the Lessor in respect of the management, operation or permitted use of the Premises.

2.4 Equipment

The Lessee must provide all equipment in performing the Services, unless otherwise stated in this Agreement or the Sublease, or unless approval has been given by the Lessor's Contact Officer to use specified Lessor equipment.

2.5 Management

The Lessee should as far as reasonably possible ensure that the Premises are available for hire by a broad range and number of community groups and members, and avoid entering into long term exclusive arrangements with a small number of users to the exclusion of others, and subject to that overarching principle the Lessee shall manage the Premises in the following manner:

- (1) The Lessee shall permit the Premises or the Land to be used only for the purposes of a Community Activity Centre or any other purpose the Lessee reasonably determines from time to time not inconsistent with any law,
- (2) The Lessee may hire out the Premises to not-for-profit community groups, commercial operators and individuals for uses not inconsistent with a Community Activity Centre;
- (3) For this purpose, the Lessee must document the hiring arrangement which must be approved by the Lessor,
- (4) Hiring fees for the Premises shall be in accordance with a schedule of fees which must be approved by the Lessor;
- (5) The Lessee must:
 - (a) establish a waiting list in date order of receipt of an application to hire the Premises; and
 - (b) use a booking system;

- (6) On, or soon after, the commencement of this Agreement, the Lessee will contact organisations on the Lessor's waiting list for bookings at a community hall at the Commencement Date, to offer those organisations bookings at the Premises;
- (7) Subject to subclauses (5) and (6), bookings are to be allocated on a first come first served basis provided that, if the Premises is not required for use by a not-for-profit community group, the Lessee may permit commercial operators to conduct community activities on the Premises.
- (8) The Lessee shall at all times use its best endeavours to ensure that all services and utilities servicing it, including but not limited to water, electricity and gas, are maintained to a standard reasonably expected for the use and operation of the Premises for a Community Activity Centre or any use the Lessee reasonably determines from time to time,
- (9) In carrying out its obligations under subclause 2 5(8) above, the Lessee will use its best endeavours to ensure that the Premises and all services and utilities servicing it are kept reasonably clean, tidy, well maintained, repaired and functional at all times; and
- (10) During the Term, the Lessee will maintain, repair and replace, when necessary, all furniture provided by the Lessor in the number and condition as the Commencement Date subject to reasonable fair wear and tear.
- (11) During the Term, the Lessee will maintain and repair, when necessary, fixtures and fittings provided by the Lessor in the number and condition as the Commencement Date.

2.6 Access to Premises

- (1) The Lessee must give the Lessor and any person authorised by the Lessor access to Premises for the purposes of carrying out inspections to determine the Lessee's compliance with this Agreement;
- (2) The Lessee shall do all things reasonably requested by the Lessor to facilitate the Lessor carrying out such inspections including but not limited to providing access to the Premises at reasonable times;
- (3) In carrying out inspections under this clause, the Lessor shall use its best endeavours to minimise disruption and inconvenience to the Premises, the Lessee and the users of the Premises and not cause the Lessee to breach its obligation to users of the Premises; and
- (4) The rights of the Lessor under this clause 2 6 are subject to:
 - (i) the provision of reasonable prior notice by the Lessor (except where the Lessor believes that there is an actual or apprehended breach of the law),

- (ii) access being sought during reasonable times (except where the Lessor believes that there is an actual or apprehended breach of the law) or this Agreement; and
- (iii) the Lessee's reasonable security procedures

2.7 Financial statements

- (1) The Lessee shall provide a financial statement to the Lessor at the conclusion of each financial year including details of:
 - (a) current hiring fee;
 - (b) occupancy rates; and
 - (c) total revenue received.
- (2) At the time of providing the financial statements, the Lessee shall warrant that all information contained within them is accurate and complete.

3. Term

3.1 Term

This Agreement is for the Term unless terminated under the provisions of this Agreement.

4. Indemnity

The Lessee indemnifies the Lessor, its employees, agents and contractors against liability in respect of all claims, costs and expenses and for all loss, damage, injury or death to persons or property caused or contributed to by the Lessee and/or its employees, agents, contractors or invitees including hirers or users of the Premises in connection with this Agreement, except to the extent that the Lessor has caused the relevant loss, damage or injury.

5. No assignment or subcontracting

The Lessee must not subcontract the performance of the Services or assign the whole or part of this Agreement without the prior written consent of the Lessor

6. Termination

6.1 Default

The Lessor may terminate this Agreement, at any time by notice to the Lessee,

if the Lessee:

- (1) is or becomes bankrupt or insolvent, enters into voluntary administration or makes any arrangement with its creditors or takes advantage of any statute for the relief of insolvent debtors;
- (2) fails to provide the Services or to meet any timeframes specified in this Agreement; or
- (3) is in breach of a provision of this Agreement, where that breach:
 - (a) if capable of being remedied, is not remedied within the period specified in a notice by the Lessor, or
 - (b) is not capable of being remedied.

7. General

7.1 Conflict of interest

The Lessee:

- (1) warrants that, at the date of entering into this Agreement, no conflict of interest exists or is likely to arise in the performance of the Services and of its other obligations under this Agreement; and
- (2) must, if a conflict, or risk of conflict, of interest arises during the Term:
 - (a) notify the Lessor immediately of that conflict or risk, and
 - (b) comply with any requirement of the Lessor to eliminate or otherwise deal with that conflict or risk

7.2 No employment, partnership or agency relationship

- (1) Nothing in this Agreement constitutes the Lessee, or its employees, agents or invitees as employees, partners or agents of the Lessor or creates any employment, partnership or agency for any purpose
- (2) The Lessee must not represent itself, and must ensure its employees, agents and invitees do not represent themselves, as being employees, partners or agents of the Lessor.

7.3 Severability

Any provision of this Agreement that is illegal, void or unenforceable will not form part of this Agreement to the extent of that illegality, voidness or unenforceability. The remaining provisions of this Agreement will not be invalidated by an illegal, void or unenforceable provision.

7.4 Variation

This Agreement may be varied only by the written agreement of the parties prior to the expiration of this Agreement.

7.5 No waiver

Failure or omission by the Lessor at any time to enforce or require strict or timely compliance with any provision of this Agreement will not affect or impair that provision in any way or the rights and remedies that the Lessor may have in respect of that provision.

7.6 Governing law

This Agreement is governed by and construed in accordance with the law for the time being in force in the Territory and the parties submit to the non-exclusive jurisdiction of the courts of the Territory.

7.7 Compliance with laws

The Lessee must comply with the laws from time to time in force in the Territory in performing the Services and is responsible for ensuring compliance with all laws by all users of the Premises.

7.8 Notices

Any notice, including any other communication, required to be given or sent to either party under this Agreement must be in writing and given to the relevant Contact Officer. A notice will be deemed to have been given

- (1) if delivered by hand, on delivery;
- (2) if sent by prepaid mail, on the expiration of two business days after the date on which it was sent,
- (3) if sent by facsimile, on the sender's facsimile machine recording that the facsimile has been successfully and properly transmitted to the recipient's address; or
- (4) if sent by electronic mail, on the other party's acknowledgment of receipt by any means.

8. Interdependency Clause

8.1 The parties acknowledge that this Agreement is interdependent with the Sublease and agree that without limiting any of the provisions of this Agreement, any breach of the Sublease will constitute a breach of this Agreement

8.2 If the Sublease is terminated, then this Agreement is terminated.

- 8.3 The parties agree that if the Sublease is varied in such a manner as to have effect on the provisions of this Agreement, the parties will review, and if necessary vary, this Agreement to reflect the variations to the Sublease (including the revision of Services required to be undertaken by the Lessee).

SCHEDULE 1

CONTACT DETAILS

Item 1. Contact Officers

For the Territory
Community Facilities
Community Services Directorate
Locked Bag 3000
Belconnen Act 2616
Contact Officer: Brent Fitzsimons

For the Lessee:

Southside Community Services Incorporated
ABN 53 806 922 954
PO Box 7
NARRABUNDAH ACT 2604
Contact officer: s41

Telephone:

Facsimile:

Item 2. Services

Management of the use, hiring, maintenance, repair, cleaning and security of the Premises including the exterior of the Building and immediate surrounds.

DATE OF THIS AGREEMENT . . . 25 July . . . 2013
2012

SIGNED for and on behalf of the
AUSTRALIAN CAPITAL TERRITORY
in the presence of:

..... s41 [Redacted] s41 [Redacted]

Signature of witness
Karen Godfrey

..... s41 [Redacted]

Print name

SIGNED by or for and on behalf of
SOUTHSIDE COMMUNITY SERVICES
INCORPORATED ABN 53 806 922
954 in accordance with its constitution:

..... s41 [Redacted]

X
Signature of Territory delegate
David Brent Fitzsimons

..... s41 [Redacted]

..... s41 [Redacted]

X
Signature of authorised officer*
**delete whichever is not applicable (see note below)*

..... s41 [Redacted] **EXECUTIVE DIRECTOR**

Print name and position

..... s41 [Redacted]

X
Signature of second authorised officer*
**see note below*

..... s41 [Redacted] **Finance Mgr**

Print name and position



please note

Note

Date Must be dated on the date the last party signs the Agreement or, if signed counterparts of the Agreement are exchanged, the date of exchange Also date the cover page

Individual Must be signed by the individual Lessee and witnessed.

Incorporated Association. Must be signed in accordance with the Lessee's constitution, which may or may not require the common seal to be affixed As a minimum, 2 authorised officers must sign.

Company Must be signed in accordance with section 127 of the Corporations Act 2001 (Cwth), for example, by 2 directors or a director and a secretary Common seal may be affixed if required under the Lessee's constitution

Crombie, Diana

From: Crombie, Diana
Sent: Tuesday, 17 September 2013 3:32 PM
To: s41
Cc: s41
Subject: RE: Memorial at Oaks Estate Hall

Hi s41,

CSD approves the placement of the proposed memorial on the Oaks Estate site.

Please note however, that Southside/Oaks Estate Progress Committee will be responsible for any repair, maintenance (or removal) of the said memorial.

Cheers,
Diana

DIANA CROMBIE

t: +61 2 620 76447 | f: +61 2 620 71403 | m: s41
COMMUNITY FACILITIES | COMMUNITY SERVICES DIRECTORATE | ACT GOVERNMENT
GPO Box 158 CANBERA CITY 2601 | www.act.gov.au

IMPORTANT NOTICE

The information contained in this email and any attachments is for the intended recipient only. It may contain material of a confidential nature relating to the operations of the Community Services Directorate, or its clients, contractors or stakeholders. Information of this nature may be subject to the provisions of the Privacy Act 1988, Public Sector Management Act 1994, Health Records (Privacy and Access) Act 1997, Children and Young People Act 2008, Housing Assistance Act 1987 and/or the Crimes Act 1900. Any person who inappropriately discloses this information may be subject to disciplinary/criminal proceedings under any of these Acts. If you have received this email in error, please notify the sender and then delete this transmission and any attachments.

From: s41 [mailto:s41@sscs.org.au]
Sent: Friday, 6 September 2013 12:09 PM
To: Crombie, Diana
Subject: FW: Memorial at Oaks Estate Hall

Hi Diana

As discussed when we met on Wednesday, the Oaks Estate Progress Association Inc (OEPA) are wishing to erect a memorial at the Oaks Estate Community Hall commemorating the original gift of the land where the hall is situated to the community.

Attached is a letter (with information about the proposed project) from the OEPA seeking approval.

Southside Community Services Inc feel this is a worthwhile project and fully support the application by OEPA for the memorial.

Can you please advise at your earliest convenience if this is approved by your department? The OEPA would like to have the commemoration in place and a formal dedication in October.

Thank you

Regards,

s41
Business/Community Development Manager
SouthSide Community Services

PO Box 79975, Narrabundah, ACT 2604

Tel: s41 Fax: 6295 7944

s41 Web: www.sscs.org.au

Southside

Community Services Inc.

From: s41

Sent: Tuesday, 13 August 2013 11:34 AM

To: s41

Cc: oepea@hotmail.com.au; s41

Subject: Memorial at Oaks Estate Hall

Dear s41

Please find attached a letter which I posted to you today seeking permission for the OEPA to erect a memorial at the Oaks Estate Hall commemorating Bede Tongs' gift of the land on which the hall and adjacent childrens' playground is situated.

If possible, we would like to make the formal dedication of the memorial in early October, as we understand that Mr Tongs and his son, Garry, will be travelling to Kokoda in November. It would be appreciated if you would be able to respond to our request as soon as possible.

Best wishes,

s41

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Oaks Estate Progress Association

-serving our community



13 August 2013

s41

Business/Community Development Manager
SouthSide Community Services
PO Box 7
Narrabundah ACT 2604

Dear s4,

Re. Proposed memorial of Bede Tongs' grant of land to the Oaks Estate community

As mentioned at our meeting on 19 July, the Oaks Estate Progress Association is proposing to erect a memorial recognising Bede Tongs' community spirit in general and, in particular, commemorating his grant of land to the Oaks Estate community for the Community Hall and adjacent children's play ground.

Capt Bede Tongs MM, who served with the 3rd Battalion AMF in Kokoda, has been a resident of Oaks Estate since the end of the War and was President of the Oaks Estate Progress Association during the 1950s and 1960s.

The memorial would be placed to the right of the path leading to the main (northern) entrance to the Oaks Estate Community Hall.

It would be a bronze cast plaque fitted to a basalt rock. The rock is roughly pyramid shaped, about 1m off the ground and about 1.5 meters long, c.400mm at the narrow end, and about 900mm on the wider end. It has a flat face which is suitable for mounting the plaque.

The OEPA would be very grateful if you would confirm that the Association may proceed with this proposal.

Yours sincerely,

s41

OEPA Secretary

Attachments:

- 'Bede Tongs – Kokoda & Oaks Estate Veteran – Thankyou!', *RiotACT*, 15 Nov 2012.
- 'Capt Bede TongsMM', *3rd Battalion AMF 1942, A diary record from 17 May to 4 December 1942* (<http://3rdbattalion1942.com/bede-tongs/>).
- 'Life comes full circle for Kokoda veteran 70 years on', *Canberra Times*, 1 Nov 2012.

CC. Ms Linda Roberts, Heritage Unit, Environment and Sustainable Services Directorate, ACT Govt.

Oaks Estate Progress Association, 2 William St., Oaks Estate ACT 2620.

RiotACT

<http://the-riotact.com/bede-tongs-kokoda-oaks-estate-veteran-thankyou/88783>

Bede Tongs – Kokoda & Oaks Estate Veteran – Thankyou!

By OEPA 15 November, 2012

The Canberra Times has an article that touches lightly on the life of Bede Tongs.

The OEPA, on behalf of the residents of Oaks Estate, would like to recognise Bede for his significant contribution and support given to Oaks Estate.

Bede is a committed long time resident of the Oaks Estate community, returning in the immediate post war period where he lives today. A key 'gift' to the Oaks Estate village, that illustrates this commitment, was the gifting of land to the Oaks Estate Community in the early 1950's for the erection of a much needed childrens' playground and community hall. The hall, was relocated (1953) to Oaks Estate and rebuilt by money gifted by the community. Again Bede Tongs was central to this work.

The hall itself is of significant Heritage interest, as it is thought to be the only known example of the old Eastlake Hostel, which was formally located where today is the Kingston Railway Station. Given the forthcoming Centenary Celebration, there is much to be learnt about early Canberra and celebrate as much of it remains today and intact in Oaks Estate – the earliest of this being the 1837 homestead, the 'Oaks', built alongside the Molonglo River by the Campbell family.

The community of Oaks Estate, its formation and continued history is characterised by many strong personalities and great stories – Bede Tongs and the gifting of land to the community is one such. Thinking of Bede, I recall a wry comment made by Bede in 2005..."I stood here in Gillepsie Park in 1950, at a public meeting to talk about getting a community hall...more than 50 years later, because of some fuss about insurance...I'm here again in the park talking about how come we can't get access to the hall"...

Thanks Bede

<http://3rdbattalion1942.com/bede-tongs/>

3rd Battalion AMF 1942

A diary record from 17 May to 4 December 1942

Capt Bede Tongs MM

Bede Tongs, second of eight children was born in the town of Narranderra, New South Wales on 27 June 1920. Bede grew up in the town of Whitton where he attended Whitton Primary for his early education, and later travelled to Leeton where he attended Leeton High School until he was fourteen years old.

On leaving school, Bede was employed as a burr cutter on Wilga Station, 9 miles from Whitton and at shearing time worked as a rouseabout, although his dream was to be a carpenter. Bede achieved this ambition in 1936 with an apprenticeship in carpentry at Whitton followed by employment in 1939 at Canberra. Whilst working as a carpenter Bede met Joan, his wife to be, at a dance in Tharwa.

War intervened and Bede spent his war on the front-line fighting the Japanese on the Kokoda Track and in the Aitape-Wewak campaign. During leave he and Joan were married at a small gathering at St Johns Church Reid; Bede remembers the beautiful voice of Mrs Victor Southwell their neighbour, who sung for them. Bede learned the art of Warfare well and was rapidly promoted being awarded the Military Medal and ending his war as Lieutenant Bede Tongs MM.

After the War Bede returned to his work as a carpenter and later worked as a Building Inspector and Senior Building Technician for what is now the ACT Government and was then the Department of the Interior.

Bede joined the 3rd Infantry Battalion CMF, Werriwa Regiment, Canberra in 1948. In 1953, as a Captain in the CMF, he went to Korea as a Front-Line Observer for Eastern Command.

Also in 1953, Bede became President of the 3rd Inf Bn Association, which had been meeting since 1947. From his time as President, Bede along with his wife Joan, who worked tirelessly until her death a short while ago, helped and continues to help members of the Battalions he served.

Bede has returned to Papua New Guinea nine times, including seven visits to Kokoda and the Kokoda area and keeps in touch with friends in PNG .

Bede says:

“I was fortunate in having two Commanding Officers who had faith in me and I returned that confidence through my commitment and actions. I was with Lt Col Alan Cameron DSO and Bar, MID on the Kokoda Track and Col Ian Hutchison DSO, OBE, MC, ED in the Aitape-Wewak Campaign.

Bede is the author of ‘Poems of an Infanteer’ published by Nerrigundah Publishing in 2011.

<canberratimes.com.au>

Life comes full circle for Kokoda veteran 70 years on

Date: November 1, 2012

Kokoda In Their Footsteps

trekkokoda.com.au

Follow Our Diggers Heroic Steps. Few Places Remain In 2013 Season!



World War II veteran Bede Tongs, 92, is about to make his eighth trip to Kokoda. Photo: Rohan Thomson

When Canberra war veteran Bede Tongs enters the village of Kokoda for the eighth time this Friday, the soldier, poet, carpenter and family man will have come full circle. He had first come there 70 years ago when, after three months of savage conflict, Australian troops seized the settlement, and its hastily improvised airstrip, back from the Japanese.

Mr Tongs is one of four Kokoda veterans who left Australia for Papua New Guinea on Sunday for the 70th anniversary of the recapture as part of a Kokoda Track Foundation group.



Kokoda veteran Bede Tongs and his son Garry. Photo: Rohan Thomson

The foundation was established in 2003 to repay the assistance given to Australians fighting in the Owen Stanley Ranges during World War II by the "fuzzy wuzzy angels". His party will meet up with six other veterans travelling under the auspices of the Department of Veterans Affairs.

Other Canberrans returning to Kokoda for the anniversary are Leonard Griffiths, like Mr Tongs a member of the 3rd Infantry Battalion, Australian Military Force (or Militia), and Leslie Cook, who served with the 7th Division (Signals), AIF.

Mr Tongs is travelling with his son, Garry, who is if anything even more excited than his father. "How thrilling [will it be] to be there with my father, one of the men who defeated the Japanese on the Kokoda Track, on the 70th anniversary," he said. "This will be one of the most memorable things I ever do in my life."

The Australian flag was re-raised over Kokoda on November 2, 1942, by Merv Shea, a member of the 3rd Battalion (AMF) from Yass.

While historians and journalists still scrap over whether or not the victory stopped a Japanese invasion of Australia, none deny the largely conscript Australian force, which was thrown into combat poorly equipped, was the first to give the Japanese land forces a very bad day.

More than half of the original Japanese invasion force of 14,000 men were killed on the track and only a fraction made it home thanks to other actions.

Soldiers on both sides were fighting in a "green hell" which prompted the observation "the jungle is neutral".

Bede Tongs spends a lot of time reflecting on the role the native Papuans gave the Australians. They knew how to survive in the jungle and shared that knowledge. "If the Japanese held the creek or the watering hole you couldn't get a drink," he said. "The

Papuans showed us how to get the juice out of the water vine. These were everywhere. They hung down from the trees. "If you cut off a two foot (50cm) section and turned it upside down the liquid would pour out into your water bottle."

Lighting a fire was also tricky. "They taught us to take a few pieces of bamboo, shave them down into slivers and then - using our wax matches which were pretty good - building a blaze up from there."

Fire was necessary for one of the few morale boosters along the track - a good, strong cup of tea. "We never had milk and we never had sugar but we always had tea leaves," he said. "Whenever we could we had the billy on for a cup of tea."

<http://www.canberratimes.com.au/act-news/life-comes-full-circle-for-kokoda-veteran-70-years-on-20121031-28krz.html>

Godfrey, Karen

From: Edwards, CarmenJ
Sent: Wednesday, 4 December 2013 8:20 AM
To: Godfrey, Karen
Subject: FW: Public Liability Certificate of Currency - Southside Community Services Inc - Oaks Estate Community Centre
Attachments: Cert Currency Pub Liab w Aust Cap Territory.pdf

ACT GOVERNMENT SOLICITOR
(see confidentiality notice below)

Hi Karen

Certificate of Currency for Southside Community Services Inc is forwarded herewith for your records.

The Public Liability Insurance is for the whole organisation, including their halls. They do not have separate insurance for Oaks Estate.

Regards

Carmen Edwards | Property Clerk | ACT Government Solicitor
☎ 02 620 77602 | 📠 02 620 70650 | DX 5602 Canberra | 📧 PO Box 260 Civic Square ACT 2608
www.actgs.act.gov.au
Ref:

This email, and any attachments, may be confidential and also privileged. If you are not the intended recipient please notify the sender and delete all copies of this transmission along with any attachments immediately. You should not copy or use it for any purpose, nor disclose its contents to any other person.

Please note that this Office will close from 5.00pm on Tuesday 24 December 2013 and reopen at 8.30am Thursday 2 January 2014.
Merry Christmas and Happy New Year from the ACT Government Solicitor

From: s41 [REDACTED]@sscs.org.au]
Sent: Tuesday, 3 December 2013 1:11 PM
To: Edwards, CarmenJ
Cc: s41 [REDACTED]
Subject: FW: Public Liability Certificate of Currency

Dear Carmen

Please find attached Certificate of Currency for Public Liability Insurance as requested in letter dated 27 November 2013

Kind Regards - s41 [REDACTED]

From: s41 [REDACTED]
Sent: Monday, 11 November 2013 10:25 AM

4/12/2013

To: 'carmenj.edwards@act.gov.au'

Subject: Public Liability Certificate of Currency

Dear Carmen

Please find attached Certificate of Currency for Public Liability Insurance with the 'Australian Capital Territory' noted thereon.

Kind Regards

s41 | Finance Manager

Southside
Community Services Inc.

PO Box 7, Narrabundah, ACT 2604

Tel: s41 Fax: 6295 7944 Email: s41@sscs.org.au



25 July 2013

Attention : s41

Guild Insurance Limited
ABN 55 004 538 863
AFS Licence No: 233791
Suite 4, 31 Thesiger Court, Deakin, ACT 2600
PO Box 36, Deakin West, ACT 2600
Telephone +61 2 6124 2222
Facsimile +61 2 6124 2244
Email gilbse@guildinsurance.com.au
www.guildinsurance.com.au

CERTIFICATE OF CURRENCY

This Certificate confirms that the Policy specified below is current for the stated period, subject to the Policy terms, conditions and exclusions.

Type of Business: Not for Profits
Policy Number: 22/80 NPA 298924
Period of Insurance: 30/3/2013 to 30/3/2014 at 4.00pm
Trading Name: Southside Community Services In
Situation of Risk: 63 Boolimba Crescent
NARRABUNDAH ACT 2604
Insured(s): Southside Community Services Inc

Interest Insured

Public Liability	\$20,000,000
Professional Indemnity	\$20,000,000
Products Liability	\$20,000,000


Interested Party: Australian Capital Territory

WHS Check – Action Report Oaks Estate, 11.4.14

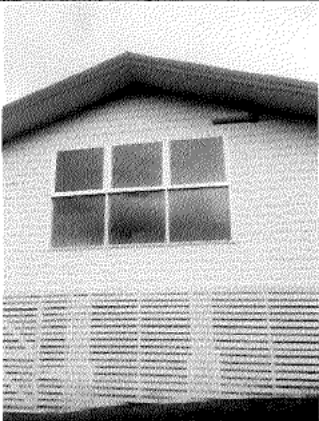
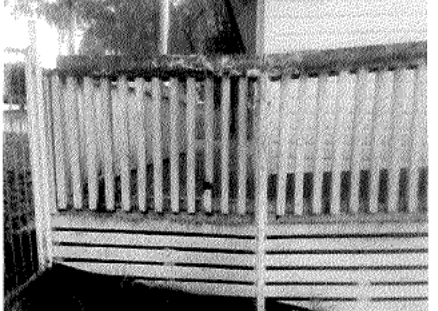

Name of Centre/Building: Oaks Estate Neighbourhood Hall

Date check conducted: 11.4.14

Check conducted by: s41

WORK AREA	PROBLEM	PHOTO?	RISK RATING	SUGGESTED ACTION/WHO/DUE DATE	PROBLEM FIXED/DATE or STRATEGY/CARRY OVER
Hall & MR	Glare & heat from sunlight	N/A	low	Blinds?	
External hall	Leaking Downpipe		low	Samaritan Services have offered to attempt the repair. 11.4.14	

WHS Check – Action Report Oaks Estate, 11.4.14

<p>External Hall</p>	<p>Wasps are building 3 nests at the back of the building</p>		<p>medium</p>	<p>Community Facilities contacted on 14.4.14.</p>	
<p>External Hall</p>	<p>Handrail of disabled ramp is rotten in several places</p>		<p>low</p>		
<p>External Hall</p>	<p>Dead tree branches overhanging entrance of hall</p>		<p>medium</p>		

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WHS Check – Action Report Oaks Estate, 11.4.14

Internal hall way	Floor covering (lino?) separating at seams	N/A	low		
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Risk Rating Key:

High (action immediately)

Medium (action within 2 weeks)

Low (action within 1 month)

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Crombie, Diana

From: s41 [redacted]@sscs.org.au
Sent: Tuesday, 29 April 2014 10:31 AM
To: Kennedy, Kate
Cc: Crombie, Diana; s41 [redacted]
Subject: RE: Wasp Nests at the Oaks Estate Hall

Hi Kate,

I have spoken to TAMS about the wasps and trees.

TAMS has recommended talking to the wasp hotline, I have spoken to them now and it looks like the wasps are native paper wasps.

I will discuss this with our WH&S Team next week at our meeting to see if we risk manage this.

The tree surgeon called today to let me know that he will attend to the trees today.

Thank you very much for your help.

Kind regards,

s41 [redacted]
Administrative Officer
Tel: s41 [redacted]
s41 [redacted]@sscs.org.au

From: Kennedy, Kate [mailto:Kate.Kennedy@act.gov.au]
Sent: Wednesday, 23 April 2014 5:19 PM
To: s41 [redacted]
Cc: Crombie, Diana
Subject: FW: Wasp Nests at the Oaks Estate Hall

Hello s41 [redacted]

Diana is on leave, so I'm just keeping the critical things moving in her absence. Regarding the wasps and the tree branches, go ahead and contact TAMS to deal with these issues.

The handrail and flooring I will have to check some information and our files before I can make a decision.

Kind regards,

--Kate

KATE KENNEDY | ASSISTANT MANAGER | COMMUNITY FACILITIES | COMMUNITY SERVICES DIRECTORATE | ACT GOVERNMENT
P: +61 2 620 76390 | F: +61 2 620 71403 | M: s41 [redacted] | E: kate.kennedy@act.gov.au

From: s41 [redacted]@sscs.org.au
Sent: Wednesday, 23 April 2014 1:10 PM
To: Crombie, Diana; DHCS, Housing Community Central
Cc: s41 [redacted]
Subject: FW: Wasp Nests at the Oaks Estate Hall

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Hi Diana,

I was hoping to hear back from you by now.

The WH&S Check Action Report for the Oaks Estate Hall has now been completed.

I have attached it for your information.

Next time I visit the hall I will attempt to take some photos of the cracks in the floor coverings.

The main points of concern are:

- Handrail for disabled ramp. Low risk
- Dead tree branches near main entrance. Medium risk
- The wasp nests. Medium risk
- The cracks in the seams of the vinyl floor coverings. Low risk

The downpipe repair is already booked in.

I am happy to contact TAMS in regards to the wasp nest and the dead tree branches.

I can also organise quotes for the repair or replacement of the handrail and look into having the floor coverings repaired, if that's possible.

Please let me know what your thoughts are and how you wish for me to proceed.

Kind regards,

s41
Administrative Officer
 Tel: s41
 s41@sscs.org.au

From: s41
Sent: Monday, 14 April 2014 12:11 PM
To: 'Diana.Crombie@act.gov.au'
Cc: s41
Subject: Wasp Nests at the Oaks Estate Hall

Dear Diana,

I've done the WH&S Check of the Oaks Estate Hall on Friday 11th April.

There are a couple of comments I will make in regards to the check, once I have prepared my report.

This issue I wanted to bring to your attention straight away!

I came across 3 wasp nest at the back of the building, please view attached photos.

As Scouts are using the hall every Friday for their activities I am concerned about the wasps being there.

I also know that this is the time of the year when the wasps are most aggressive. I saw quite a few flying in the yard when I walked around the building. 49

When I researched "wasps on ACT grounds" I came across:

Contact: XCS Consulting or TAMS.

After the run around I had in regards to the Graffiti at the Narrabundah buildings, I thought I better check with you first, to see what the best option is, so we can act quickly.

Kind regards,

s41

Administrative Officer

SouthSide Community Services
PO Box 7, Narrabundah, ACT 2604

Tel: s41 Fax: 6295 7944

s41 @sscs.org.au

Web: www.sscs.org.au



This email, and any attachments, may be confidential and also privileged. If you are not the intended recipient, please notify the sender and delete all copies of this transmission along with any attachments immediately. You should not copy or use it for any purpose, nor disclose its contents to any other person.

Wasp nest

06 May 14 158



157
26 May 14

Wasps nest



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Crombie, Diana

From: Crombie, Diana
Sent: Tuesday, 6 May 2014 3:45 PM
To: s41
Cc:
Subject: RE: Wasp Nests at the Oaks Estate Hall

Hi s41

Sorry about the delay here. I'm unsure if anything has been done about this – but as per our tenants lease agreements, the first \$500 (+GST) rule applies here. You can on-bill us for anything over that amount with copies of proof of invoice indicating works are done, remittance advice (your payment) and the invoice to Community Facilities

Happy days,

DIANA CROMBIE
+61 2 620 76447 | f: +61 2 620 71403 | m: s41
COMMUNITY FACILITIES | COMMUNITY SERVICES DIRECTORATE | ACT GOVERNMENT
GPO Box 158 CANBERA CITY 2601 | www.act.gov.au

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From: s41 [mailto:s41@sscs.org.au]
Sent: Monday, 14 April 2014 12:10 PM
To: Crombie, Diana
Cc: s41
Subject: wasp Nests at the Oaks Estate Hall

Dear Diana,

I've done the WH&S Check of the Oaks Estate Hall on Friday 11th April.

There are a couple of comments I will make in regards to the check, once I have prepared my report.

This issue I wanted to bring to your attention straight away!

I came across 3 wasp nest at the back of the building, please view attached photos.

As Scouts are using the hall every Friday for their activities I am concerned about the wasps being there.

I also know that this is the time of the year when the wasps are most aggressive. I saw quite a few flying in the yard when I walked around the building.

156

Crombie, Diana

From: s41 [redacted]@sscs.org.au
Sent: Tuesday, 6 May 2014 4:05 PM
To: Crombie, Diana
Subject: FW: Wasp Nests at the Oaks Estate Hall
Attachments: photo 1, wasps.JPG; photo 2, wasps.JPG; photo 3, wasps.JPG; WHS Check Action Report, OE, 11.4.14.docx

Hi Diana,

Please see the email below I received from Kate Kennedy while you were away.

This is an update on the progress on my end:

- I've booked a tree surgeon through TAMS, he has gone out to Oaks Estate and removed the dead tree branches. **COMPLETED**
- I have spoken to a gentleman from the wasp hotline.

He assured me that the wasps were native Paper Wasps, I will speak to our pest control guy, he is expected to go out this or next week. **WORK IN PROGRESS BY ME**

- Would you like me to provide a couple of quotes for the handrail? I suggest to have the ramp checked at the same time, if they used the wrong wood there, the floor might not be any better. **PLEASE ADVISE**
- I could do with some advice about the cracks in the vinyl flooring, do you have any contacts? **PLEASE ADVISE**

Kind regards,

s41 [redacted]
Administrative Officer
Tel: s41 [redacted]
s41 [redacted]@sscs.org.au

From: Kennedy, Kate [mailto:Kate.Kennedy@act.gov.au]
Sent: Wednesday, 23 April 2014 5:19 PM
To: s41 [redacted]
Cc: Crombie, Diana
Subject: FW: Wasp Nests at the Oaks Estate Hall

Hello s41 [redacted]

Diana is on leave, so I'm just keeping the critical things moving in her absence. Regarding the wasps and the tree branches, go ahead and contact TAMS to deal with these issues.

The handrail and flooring I will have to check some information and our files before I can make a decision.

Kind regards,

--Kate



creating effective height safety solutions

Roofsafe Industrial Safety

ABN 46 008 445 458

PO Box 6304 Wetherill Park BC NSW 2164

Phone: 02 8781 2100

Fax: 02 8781 2111

Email: estimating@rissafety.com

Quote Number **15237**

Date 10/07/14

Project **Oaks Estate Community Hall - Oaks Estate**

Spotless Facility Services Pty Ltd H,

Level 1 32-42 Sheppard Street

Hume ACT 2620

Attention: Estimator

RIS Height Safety Systems

Roofsafe Industrial Safety (RIS) only manufacture, distribute and promote products that meet or exceed the relevant standards AS/NZS 1891.4, AS1657 and comply with Code of Practice – Safe Work on Roofs and Occupational Health and Safety Regulations. RIS products have been independently certified by Test Safe Australia assured by their ISO 9002 quality management systems and accredited by NATA testing laboratories.

Description, Supply and Install		COST	GST
15	Harness Anchor Points		
1	Ladder Access Brackets		
1	Access Cable Strop (first man up cable)	\$ 1,870.00	\$ 187.00
1	System Certification Signage		
GRAND TOTAL EX GST		\$ 1,870.00	\$ 187.00

Included Documentation

System Certification to meet relevant Australian Standards AS1891 & AS1657

System Warranty Certificate



creating effective height safety solutions

Did you know RIS also Hire's, Installs and Manufactures Commercial Edge Protection

SAFEGUARD Commercial Edge Protection

Roofsafe Industrial Safety have designed and manufactured for industry a comprehensive range of commercial edge protection systems that suit all applications and provide the highest level of safety for the workplace. The RIS Safeguard commercial edge protection systems suits C and Z section purlins, Parapet, Balcony and Concrete Fix, these user friendly systems are easy to install and come with all components to complete your project. All of the RIS Safeguard systems have been independently tested and meet or exceed Australian Standards.

For Commercial Edge Protection enquires
Contact Our Edge Protection Manager

on 02 8781 2100 or email: Estimating@rissafety.com

THE ROOFSAFE INDUSTRIAL SAFETY CUSTOMER GUARANTEE

Every customer can have full confidence in trusting RIS with their height safety requirements.

- ✓ *RIS only manufacture, distribute and promote products that meet or exceed Australian Standards AS/NZS 1891.1 to AS/NZS 1891.4 and AS/NZS 1657*
- ✓ *RIS fully warrant their products and performance and these are supported by the warranties offered by our international suppliers.*
- ✓ *RIS technical advisors and on-site installers are fully trained and accredited to provide the best possible advice and solution to any height safety application.*
- ✓ *RIS is insured with professional indemnity, product liability coverage as well as all types of general cover*

You can rest assured that for every project of any size, you are in the very safest of hands.

Sincerely,
s41

Site Audit Manager
Roofsafe Industrial Safety
Mobile s41
Office 02 8781 2100
Fax 02 8781 2111
Email s41 @rissafety.com



is your business compliant?

- with OH&S Regulations
- Is your installed system certified annually?
- Is your PFPE certified every 6 months?

If you answered **no** to either of the above please contact us for a quotation.

1300 663 255
recert@rissafety.com





From: s41 [redacted]@sscs.org.au]
Sent: Wednesday, 19 November 2014 3:01 PM
To: Dal-Maso, Joleen
Subject: RE: Asbestos Report for the Oaks Estate Hall

Hi Joleen,

Thank you for the prompt reply.

The carpenter has returned the key today.
He has completed the repairs of the ramp and handrail, the back door, the under hall "gate" and repair of the loose wood near it.
He only will need to return to the hall to nail down the decking.

Thanks a lot for your assistance.

I will discuss the play equipment with my manager, s41 [redacted].

Kind regards,

s41 [redacted]
Administrative Officer
Tel: s41 [redacted]
s41 [redacted]@sscs.org.au

From: Dal-Maso, Joleen [<mailto:Joleen.Dal-Maso@act.gov.au>]
Sent: Wednesday, 19 November 2014 2:48 PM
To: s41 [redacted]
Subject: RE: Asbestos Report for the Oaks Estate Hall

Hi s41 [redacted],

I have investigated the issue regarding the asbestos report and have been advised the current programme is running behind on the inspection.

Oaks Estate has been programmed to have the building asbestos re-inspected. Once I have this report I will forward a copy to you.

As you are aware the works that we discussed on our site visit have been addressed by the tradesman, they have not given the final report on works as yet but I will keep you updated.

Also Carmen investigated how the playgroup equipment can be assessed for safety, standards etc.

Below are the details for kid safe who can assess the play area for you, there may be a cost involved. It could open up another opportunity for hall hire.

Kidsafe ACT
Building 2, Pearce Centre Collett Place
Pearce ACT 2607
Telephone: (02) 6290 2244, Fax: (02) 6290 2241

Email: info@kidsafeact.com.au
www.kidsafeact.com.au

Please don't hesitate to contact me if you have any questions.

Kind Regards

Joleen Dal-Maso

Acting Property Officer
Phone 02 62054581
Mobile 0434 667 435

ACT Property Group | Territory and Municipal Services | **ACT Government**
255 Canberra Ave Fyshwick | GPO Box 777 Canberra ACT 2601 | www.act.gov.au

From: s41 [redacted] [@sscs.org.au](mailto:s41@sscs.org.au)
Sent: Tuesday, 18 November 2014 11:07 AM
To: Dal-Maso, Joleen
Subject: Asbestos Report for the Oaks Estate Hall

Hi Joleen,

Please find attached the last copy of the Asbestos Report that I have received.

A hirer was inquiring about Asbestos and loose fill Asbestos in the Oaks estate hall and I forwarded the report to him.

In one part of the report it mentions an annual inspection of the Asbestos.

Do you know if this is done?

Kind regards,

s41 [redacted]
Administrative Officer
SouthSide Community Services
PO Box 7, Narrabundah, ACT 2604
Tel: s41 [redacted] Fax: 6295 7944
s41 [redacted] [@sscs.org.au](mailto:s41@sscs.org.au)
Web: www.sscs.org.au

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From: Worth, Alana on behalf of actpg
Sent: Thursday, 11 December 2014 5:20 PM
To: Dal-Maso, Joleen
Subject: ACT Property Group Work Order - Finalised

ACT Property Group is pleased to inform you that your Normal (14 Working Days) work order request for I 1 has no further works outstanding

The details of the original request are detailed below:

Work Order No. : 36907

Category: Normal (14 Working Days)

Task Number: I 1

Building : Oaks Estate Community Hall

Exact Location : Back Of The Building

Works Requested : Please attend and repair the corroded downpipe.

Requested By : Joleen Dal-maso

Email Address : Joleen.Dal-maso@act.gov.au Date Created : 13/11/2014 10:03

NOTE: ACTPG strive to attend to Urgent requests: within 4 hours, Priority: within 3 days, Normal: within 14 days.
Please advise ACTPG immediately if you experience delays that exceed these terms of service: actpg@act.gov.au PH 02
6213 0700

Regards,

ACT Property Group

From: s41 [redacted]@sscs.org.au
Sent: Friday, 16 January 2015 2:06 PM
To: Dal-Maso, Joleen
Subject: RE: Oaks Estate Community Hall

Hi Joleen,

Happy New Year.

I hope you have had a good Christmas and New Year break.

Our next Work Health and Safety check of the hall will be carried out next week.

My manager, s41 [redacted] and I will look at the hall on Monday.

We will inspect the work carried out in November 2014 at the same time.

Have you had any luck getting a repairer for the vinyl floor yet?

The other item still outstanding is an update of the Asbestos Report.

I will discuss the outdoor equipment with my manager while we are there.

Let's hope we have a great 2015.

Kind regards,

s41 [redacted]
Administrative Officer
Tel: s41 [redacted]
s41 [redacted]@sscs.org.au

From: Dal-Maso, Joleen [<mailto:Joleen.Dal-Maso@act.gov.au>]
Sent: Monday, 10 November 2014 1:53 PM
To: s41 [redacted]
Subject: RE: Oaks Estate Community Hall

Thanks s41 [redacted],

I was having a bit of a guess at who managed where as both names appear on the tenant sheet I have.

I can meet you on Wednesday morning at 10:30am.

Thank you for the information on the issues that need to be addressed. I will have a closer look at it so we can discuss on Wednesday.

Kind Regards

Joleen Dal-Maso
Acting Property Officer

Phone 02 6205 8002

Mobile s41

ACT Property Group | Territory and Municipal Services | **ACT Government**

255 Canberra Ave Fyshwick | GPO Box 777 Canberra ACT 2601 | www.act.gov.au

From: s41 [redacted] [@sscs.org.au](mailto:s41@sscs.org.au)

Sent: Monday, 10 November 2014 1:14 PM

To: Dal-Maso, Joleen

Subject: RE: Oaks Estate Community Hall

Hi Joleen,

Thank you for your reply.

Sorry about any confusion, [redacted] Out of Scope [redacted] I look after the Oaks Estate [redacted] Out of

I could be available on Wednesday or Friday (morning) this week to meet with you at the Oaks Estate Hall.

Please find attached the items I wish to show you when we meet.

Some of these issues are quite urgent.

Please let me know when you can be available, if the suggested days don't suit.

Kind regards,

s41 [redacted]

Administrative Officer

Tel: s41 [redacted]

s41 [redacted] [@sscs.org.au](mailto:s41@sscs.org.au)

From: Dal-Maso, Joleen [<mailto:Joleen.Dal-Maso@act.gov.au>]

Sent: Monday, 10 November 2014 11:48 AM

To: Admin

Subject: Oaks Estate Community Hall

Good Morning s4 [redacted]

As you would be aware CSD and ACTPG have merged. I am Joleen and I will be your new Tenancy Manager.

I understand that you have some works that need to be looked at for the Oaks Estate property. I would like to meet with you at some stage on site to look at the property and also discuss the works, if you could advise when would be the most suitable time for yourself I will arrange my schedule to accommodate.

In the meantime please do not hesitate to contact me either via e-mail or the contact numbers below if you have any questions.

Kind Regards

Joleen Dal-Maso

Acting Property Officer

Phone 02 62054581

Mobile [REDACTED]

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255 Canberra Ave Fyshwick | GPO Box 777 Canberra ACT 2601 | www.act.gov.au

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CERTIFICATE OF COMPLIANCE – INSTALLED SYSTEM

Certificate No : **02-02-15237**

CLIENT	ACT Property Group		Oaks Estate Community Hall	
ADDRESS	P.O. Box 777		2 William Street	
Fyshwick	POSTCODE	ACT, 2609	Oaks Estate ACT	
PHONE	02 62078894	FAX		

ASSET TYPE	BAR CODE	COMISSION DATE	NEXT SERVICE	RATING	*COMPLYING STANDARDS	MANUFACTURED & INSTALLED BY	COMMENTS
Single Anchorage Points	SA131	31.03.2015	31.03.2016	15kN	AS1891.4.2009/ AS5532.2013	RIS/RIS	15 x Anchor Points Installed, Visually inspected pass
Ladder Bracket	LBPS	31.03.2015	31.03.2016	150kg	AS1891.4.2009	RIS/RIS	1 x Ladder Bracket Installed, visually inspected pass
Anchor Cable Strop	Strop	31.03.2015	31.03.2016	15kN	AS1891.4.2009	RIS/RIS	1 x Strop Installed, visually inspected pass

*Design and location of the Height Safety System is in accordance with AS/NZS 1891-4 – AS1657-2013 and local Regulatory Authorities

AUTHORISED BY: 

DATE: 31.03.2015

SIGNATURE: 

Roofsafe-T-Systems

ABN 46 008 445 458


Head Office: 3 Bushells Place, Wetherill Park NSW 2164
T: +61 2 8781 2100, F: +61 2 878 2111, E: sydney@RISsafety.com

www.RISsafety.com

	Melbourne	Canberra	Brisbane	Mackay	Adelaide	Perth	Hobart	Darwin
Ph:	(03) 9330 4911	(02) 6280 7200	(07) 3216 6413	(07) 4998 5533	(08) 8268 3766	(08) 9418 2800	(03) 6228 2155	0407 533 918
Fx:	(03) 9330 4977	(02) 6239 1086	(07) 3216 7745	(07) 4998 5544	(08) 8243 0638	(08) 9418 2622	(03) 6228 2177	
Em:	melbourne@RISsafety.com	canberra@RISsafety.com	brisbane@RISsafety.com	mackay@RISsafety.com	adelaide@RISsafety.com	perth@RISsafety.com	hobart@RISsafety.com	Darwin@RISsafety.com

HEIGHT SAFETY SYSTEM WARRANTY

1. Roofsafe-T-Systems Pty Ltd t/as Roofsafe Industrial Safety guarantees the height safety system and installation against defects caused by faulty workmanship and materials for twelve (12) months from the date of purchase.
2. During this Guarantee period Roofsafe Industrial Safety will replace any defective parts and provide labour to install. However if the product includes a number of accessories only the defective product or accessory will be replaced.
3. It is a condition of this warranty and a requirement of the Australian Standard AS/NZS 1891 Part 4 that this system be inspected and rectified every twelve months.
4. Roofsafe Industrial Safety reserves the right to make minor adjustments instead of replacing the product or accessory.
5. In the event of a part, product, accessory or system being replaced during this guarantee, the guarantee on the replacement will expire at the original date i.e. 12 months from the original purchase date.
6. This guarantee excludes defects caused by the product or system not being used in accordance with instructions, accidental damage, misuse or being tampered with by unauthorised persons.
7. If failure or fault occurs, notification should immediately be given in writing to Roofsafe Industrial Safety at 3 Bushells Place, Wetherill Park, NSW 2164.
8. If any product or part is forwarded to Roofsafe Industrial Safety a label should be attached stating full name, address and nature of fault or complaint. The Guarantee and copy of the purchase receipt should also accompany any claims.
9. This guarantee is additional to the Conditions and Guarantee which are mandatory and is implied by the Trade Practices Act 1974 and other legislation.

PRODUCT:	ANCHOR POINTS/LADDER BRACKET/STROP
MODEL:	SA131, LBPS, STROP
DATE OF PURCHASE / INSTALLATION:	31.03.2015
PURCHASED BY:	ACT PROPERTY GROUP
LOCATION:	OAKS ESTATE COMMUNITY HALL s41
AUTHORISED BY:	
ROOFSAFE INDUSTRIAL SAFETY	



SUBCONTRACTOR'S STATEMENT

REGARDING WORKER'S COMPENSATION, PAYROLL TAX AND REMUNERATION (Note 1 – see back of form)

For the purposes of this Statement a "subcontractor" is a person (or other legal entity) that has entered into a contract with a "principal contractor" to carry out work.

This Statement must be signed by a "subcontractor" (or by a person who is authorised, or held out as being authorised, to sign the statement by the subcontractor) referred to in any of s175B *Workers Compensation Act 1987*, Schedule 2 Part 5 *Payroll Tax Act 2007*, and s127 *Industrial Relations Act 1996* where the "subcontractor" has employed or engaged workers or subcontractors during the period of the contract to which the form applies under the relevant Act(s). The signed Statement is to be submitted to the relevant principal contractor.

SUBCONTRACTOR'S STATEMENT (Refer to the back of this form for Notes, period of Statement retention, and Offences under various Acts.

Subcontractor: Roofsafe Industrial Safety ABN: 46008445458

of 3 Bushells Place, Wetherill Park, NSW. 2164

has entered into a contract with ACT Property Group ABN:
(Note 2)

Contract number/identifier Invoice No: 179341
(Note 3)

This Statement applies for work between: 01./03./15 and 31./03./15 inclusive,
(Note 4)

subject of the payment claim dated: 31./03./15
(Note 5)

I, s41 a Director or a person authorised by the Subcontractor on whose behalf this declaration is made, hereby declare that I am in a position to know the truth of the matters which are contained in this Subcontractor's Statement and declare the following to the best of my knowledge and belief:

- (a) The abovementioned Subcontractor has either employed or engaged workers or subcontractors during the above period of this contract. Tick [] if true and comply with (b) to (g) below, as applicable. If it is not the case that workers or subcontractors are involved or you are an exempt employer for workers compensation purposes tick [] and only complete (f) and (g) below. You must tick one box. (Note 6)
- (b) All workers compensation insurance premiums payable by the Subcontractor in respect of the work done under the contract have been paid. The Certificate of Currency for that insurance is attached and is dated 30./06./15 (Note 7)
- (c) All remuneration payable to relevant employees for work under the contract for the above period has been paid. (Note 8)
- (d) Where the Subcontractor is required to be registered as an employer under the *Payroll Tax Act 2007*, the Subcontractor has paid all payroll tax due in respect of employees who performed work under the contract, as required at the date of this Subcontractor's Statement. (Note 9)
- (e) Where the Subcontractor is also a principal contractor in connection with the work, the Subcontractor has in its capacity of principal contractor been given a written Subcontractor's Statement by its subcontractor(s) in connection with that work for the period stated above. (Note 10)

(f) Signature s41 Full name: s41

(g) Position/Title Project Administrator Date 31./03./15

NOTE: Where required above, this Statement must be accompanied by the relevant Certificate of Currency to comply with section 175B of the *Workers Compensation Act 1987*.

Notes

1. This form is prepared for the purpose of section 175B of the *Workers Compensation Act 1987*, Schedule 2 Part 5 *Payroll Tax Act 2007* and section 127 of the *Industrial Relations Act 1996*. If this form is completed in accordance with these provisions, a principal contractor is relieved of liability for workers compensation premiums, payroll tax and remuneration payable by the subcontractor.

A principal contractor can be generally defined to include any person who has entered into a contract for the carrying out of work by another person (or other legal entity called **the subcontractor**) and where employees of the subcontractor are engaged in carrying out the work which is in connection with the principal contractor's business.

2. For the purpose of this Subcontractor's Statement, a principal contractor is a person (or other legal entity), who has entered into a contract with another person (or other legal entity) referred to as the subcontractor, and employees/workers of that subcontractor will perform the work under contract. The work must be connected to the business undertaking of the principal contractor.
3. Provide the unique contract number, title, or other information that identifies the contract.
4. In order to meet the requirements of s127 *Industrial Relations Act 1996*, a statement in relation to remuneration must state the period to which the statement relates. For sequential Statements ensure that the dates provide continuous coverage.

Section 127(6) of the *Industrial Relations Act 1996* defines remuneration 'as remuneration or other amounts payable to relevant employees by legislation, or under an industrial instrument, in connection with work done by the employees.'

Section 127(11) of the *Industrial Relations Act 1996* states 'to avoid doubt, this section extends to a principal contractor who is the owner or occupier of a building for the carrying out of work in connection with the building so long as the building is owned or occupied by the principal contractor in connection with a business undertaking of the principal contractor.'

5. Provide the date of the most recent payment claim.
6. For Workers Compensation purposes an exempt employer is an employer who pays less than \$7500 annually, who does not employ an apprentice or trainee and is not a member of a group.
7. In completing the Subcontractor's Statement, a subcontractor declares that workers compensation insurance premiums payable up to and including the date(s) on the Statement have been paid, and all premiums owing during the term of the contract will be paid.
8. In completing the Subcontractor's Statement, a subcontractor declares that all remuneration payable to relevant employees for work under the contract has been paid.
9. In completing the Subcontractor's Statement, a subcontractor declares that all payroll tax payable relating to the work undertaken has been paid.
10. It is important to note that a business could be both a subcontractor and a principal contractor, if a business 'in turn' engages subcontractors to carry out the work. If your business engages a subcontractor you are to also obtain Subcontractor's Statements from your subcontractors.

Statement Retention

The principal contractor receiving a Subcontractor's Statement must keep a copy of the Statement for the periods stated in the respective legislation. This is currently up to seven years.

Offences in respect of a false Statement

In terms of s127(8) of the *Industrial Relations Act 1996*, a person who gives the principal contractor a written statement knowing it to be false is guilty of an offence if:

- (a) the person is the subcontractor;
- (b) the person is authorised by the subcontractor to give the statement on behalf of the subcontractor; or
- (c) the person holds out or represents that the person is authorised by the subcontractor to give the statement on behalf of the subcontractor.

In terms of s175B of the *Workers Compensation Act* and clause 18 of Schedule 2 of the *Payroll Tax Act 2007* a person who gives the principal contractor a written statement knowing it to be false is guilty of an offence.

Further Information

For more information, visit the WorkCover website www.workcover.nsw.gov.au, Office of State Revenue website www.osr.nsw.gov.au, or Office of Industrial Relations, Department of Commerce website www.commerce.nsw.gov.au. Copies of the *Workers Compensation Act 1987*, the *Payroll Tax Act 2007* and the *Industrial Relations Act 1996* can be found at www.legislation.nsw.gov.au.

Hazardous Materials Survey & Management Plan

Re inspection

Oaks Estate Community Hall

2 William Street

Block 4 Section 15 ACT 2620

22 April 2015

This report includes information from the report dated 24 November 2011



This report MUST NOT be used as a removal specification

Client: ACT Property Group



WORLD RECOGNISED
ACCREDITATION
Accredited for compliance with ISO/IEC
17020

CERTIFICATE OF APPROVAL FOR ISSUE OF DOCUMENTS

Document No: 7504167_ACT_HMRISMP_Oaks_Estate_20150422

Revision Status: A1

Title: Hazardous Materials Survey
 Oaks Estate Community Hall
 2 Williams Street
 ACT 2620

Date of Issue: 3/06/2015

Client: ACT Property Group

Copy No: One

	Name	Position	Signature
Prepared by:	s41 - Licensed Asbestos Assessor #2014838	Hazardous Materials Consultant	s41
Released by:	s41 - Licensed Asbestos Assessor #2006643	Director	
Approved by:	s41 - Licensed Asbestos Assessor #2006643	Director	

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 Confidential

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1 PREFACE

This Hazardous Materials Survey and Management Plan (HMRISMP) was commissioned by ACT Property Group in order to assure the occupants of the site the highest standards of occupational health and safety in relation to hazardous materials. The safe removal of hazardous materials must be undertaken by appropriately licensed and skilled personnel prior to the demolition of the premises.

The HMRISMP contains sections covering the identification, evaluation and control of hazardous materials including asbestos containing materials (ACM), Lead Paint, Polychlorinated Biphenyls (PCB), Synthetic Mineral Fibre (SMF), Ozone Depleting Substances (ODS) and fuel storage above and underground storage tanks (A/UST).

Robson Environmental Pty Ltd commenced the hazardous material survey on 22 April 2015 and incorporated previous findings from the site hazmat report dated 24 November 2011. This report will take precedence over any previously issued hazmat survey for this property. Any changes to the condition/location of previously identified hazardous materials will be expressed within this report. The information contained in this document will assist the PMCW (person with control or management of a workplace) in fulfilling their obligations under the latest editions of the following regulations/Acts:

- *How To Manage and Control Asbestos In The Workplace Code of Practice*
- *How To Safely Remove Asbestos Code of Practice*
- *Dangerous Substances (General) Regulation 2004*
- *Dangerous Substances Act 2004*
- *Work Health and Safety Act 2011*
- *Work Health and Safety Regulations 2011*
- *National Code of Practice for the Safe Use of Synthetic Mineral Fibre [NOHSC:2006(1990)]*
- *National Standard for Synthetic Mineral Fibres [NOHSC:1004(1990)]*
- *Guide to Lead Paint Management, Part 2: Residential and Commercial Buildings Standards Australia, AS 4361.2 - 1998*
- *Identification of PCB-Containing Capacitors; An information Booklet for Electricians and Electrical Contractors ANZECC 1997 and*
- *The Australian Refrigeration and Air-conditioning Code of Good Practice Standards Australia, HB 40.1 – 2001*

2 EXECUTIVE SUMMARY

2.1 Purpose

This report presents the findings of a Hazardous Materials re-inspection survey conducted at the site. Robson Environmental Pty Ltd commenced this survey on Friday, 24 April 2015 at the request of the client. The re-inspection was undertaken to assess any deterioration in previously identified ACM and document the current extent of ACM. The safe removal of hazardous materials must be undertaken by appropriately licensed and skilled personnel prior to the demolition of the premises. This report includes information which must be known and acted upon prior to the commencement of any demolition, refurbishment, or hazardous material removal or remediation. It also details responsibilities that the building owner and occupier must address to ensure safe occupation of the premises.

2.2 Scope

The Hazardous Materials survey was non-destructive and non-intrusive in nature with the extent limited to the following areas:

- Interior and exterior of the building
- Roof, amenities and immediate surrounding land
- UST filler points and breather vents

The survey did not include the inspection or assessment of the following areas:

- Subterranean areas (e.g. infill/soil)
- Concealed cavities
- Formwork and subterranean electrical cable ducts and water pipe ducts

2.3 Survey Methodology

The survey involved the visual inspection of accessible, representative, construction materials and the collection and analysis of sampled materials suspected of being potentially hazardous to human health.

Hazardous materials assessed included ACM, SMF, PCBs, lead containing paint, ODS and A/UST.

The site inspection included the sampling of representative materials suspected of being hazardous, was undertaken in accordance with Robson's NATA accreditation and current legislation. The particular sampling methodology used for each hazardous materials type is provided below:

Asbestos: The asbestos materials survey was conducted in accordance with the current legislation. It involved a visual inspection of accessible representative construction materials suspected of containing asbestos. Materials were not sampled from all areas due to the uniformity of the materials used throughout the building(s). Samples were analysed in a National Association of Testing Authorities (NATA) accredited laboratory for the presence of asbestos by polarising light microscopy and dispersion staining.

Lead (Pb) Based Paints: In accordance with AS4361.2-1998 representative paint samples were collected from various paint coated surfaces identified on site.

A sample consisting of a 25mm square of paint coating was removed using a knife to expose the base substrate. All scrapings and portions of the paint from within the square's area were collected and placed in a sealed and marked container. A total of three spot samples were collected for each suspected paint coating.

Samples were analysed for their lead (Pb) content by Envirolab Services Pty Ltd – NATA accreditation number: 2901 using ICP/AES techniques and in-house Method No.4.

Within the same building, wherever a paint coating had a similar surface texture, colour etc. to a paint coating that had already been sampled because of its suspected lead content, it was presumed that these paint coatings were identical.

SMF: Synthetic Mineral Fibre (SMF) materials were visually identified and a determination made as to whether they were bonded or un-bonded.

PCBs: The information (make, type, capacitance etc.) recorded for each representative fluorescent light fitting capacitor suspected of containing PCB was cross-referenced against *ANZECC Identification of PCB Containing Capacitors – Information Booklet for Electricians and Electrical Contractors - 1997*.

This identification booklet provides a list of electrical equipment that is known to contain PCBs, and a list of electrical equipment known not to contain PCBs. Where the information recorded from the capacitor case(s) correlated exactly with the information listed in the ANZECC Information Booklet for known PCB-containing capacitors it was determined that PCBs were present in the capacitor under analysis.

Wherever a capacitor could not be identified in either list, this was noted in the PCB register as being a capacitor suspected to contain PCBs.

Ozone Depleting Substances: A visual examination was made of refrigerant gas labels affixed to representative air-conditioning and refrigeration units. Information concerning the ASHRAE/ARI refrigerant designated R number was noted for later

cross-reference to relevant air-conditioning and refrigeration industry Codes of Practice and Guidelines. In addition, the condition of the plant was noted and comment made as to possible refrigerant or lubricant leaks.

Where refrigerant gas labels were absent from representative air-conditioning and refrigeration plant, an assessment was made as to the likelihood of the plant using an ozone depleting substance based on its age and condition.

Fuel Storage Facilities: The survey included a visual inspection for above ground storage tanks (AST) and underground storage tank (UST) filler points and breather vents.

2.4 Key Findings

Asbestos

Table 1A: ACM locations and required actions

Type	ACM	Locations	Action to be taken
Friable asbestos	Sheet	Wall cavity sheet to rear of heaters in main building and possible debris within cavity	Label and Maintain
Non - friable asbestos	Sheet	Walls, ceiling and eaves to external toilet block	Label and Maintain
	Sheet	2 Telstra pits to front of building (presumed)	Label and Maintain
	Sheet	Electrical switchboard backing (presumed)	Label and Maintain

Refer to Section 2.4 - Table 1B for presumed ACM and Section 3.2 for exclusions

Table 1B: Presumed ACM, concealed locations and required actions

Type	ACM	Locations	Action to be taken
The materials listed below while not identified on site, should be presumed to be present until a destructive survey confirms otherwise			
Presumed ACM	Insulation/pipe lagging	Inaccessible ducts, risers and ceiling and wall space cavities	<p>Destructive survey under controlled conditions prior to any refurbishment which is likely to disturb possible ACM in these areas.</p> <p>Until these areas are surveyed they should be presumed to contain asbestos.</p> <p>No access to unauthorised personnel should be given</p>
	Asbestos millboard lining	Interior of air conditioning ductwork adjacent to heater elements	
	Asbestos insulation and gaskets/joints	Within mechanical equipment concealed by outer metal cladding, structure or housing	
	Asbestos vinyl floor tiles, covering, cushioning underlay and adhesive	Found beneath carpets and vinyl flooring	
	Asbestos sheeting	Backing material to ceramic tiles (roofs, floors and walls) and packers to building construction joints, such as gable end verge undercloaking	
	Asbestos cement sheet formwork and electrical cable duct / water pipe	Subterranean areas	

Prior to any planned demolition, refurbishment or maintenance, its effect upon any in situ asbestos must be established by reference to this document including amendments.

Lead Paint

It should be assumed that all similar paints throughout the building contain comparable percentages of lead.

Lead Content	Location	Paint Colour	Required action
Lead Paint (>1.0% Pb)	No lead paint detected	-	No action required

Synthetic Mineral Fibre (SMF)

It should be presumed that SMF materials may be present to inaccessible areas.

Type	Material	Location	Required action
SMF	Sisalation	To roof	Maintain
	Insulation	In ceiling space	Maintain

Polychlorinated Biphenyls (PCB)

Result	Make - Type	Location	Required action
PCB	-	No PCB detected	Further investigation recommended when power is isolated

Result	Make - Type	Location	Required action
-	-	No non PCB detected	Further investigation recommended when power is isolated

Ozone Depleting Substances (ODS)

R Number	Location	Total	Required action
-	No ODS detected	-	No action required

Above Ground Storage Tanks (AST) & Underground Storage Tanks (UST)

AST or UST	Location	Total	Required action
	No AST/UST detected	-	No action required

2.5 Key Recommendations

Asbestos

- Wall cavity sheet to rear of heaters in main building should be labelled and maintained.
- Walls, ceiling and eaves to external toilet block should be labelled and maintained.
- Any ACM identified in this report that is to remain in situ should be inspected by a licensed Asbestos Assessor at the intervals stated in Section 4.5 Table 3A Asbestos Register.
- ACM should be labelled with approved asbestos warning labels or signs. Due to the stigma associated with asbestos and to avoid malicious damage to ACM, labelling can be kept to discrete areas. Where labelling can not be undertaken, the PMCW must adopt strict administrative controls to ensure ACM is not subject to accidental damage.

Asbestos Removal

Removal of ACM must be undertaken by a licensed Asbestos Removalist in accordance with current legislation. The removal/remediation of friable ACM must be undertaken by a licensed Class A Asbestos Removalist. Removal or remediation of non friable asbestos may be undertaken by either an A or B Class Asbestos Removalist.

Prior to the commencement of any removal or remediation works associated with any amount of friable or non friable asbestos a building certifier must be engaged and building approval granted. An application must be submitted to WorkSafe ACT at least 5 days prior to removal works commencing. An asbestos removal contractor must supply an Asbestos Removal Control Plan (ARCP) and a Safe Work Method Statement (SWMS). An independent licensed Asbestos Assessor should be engaged to ensure that the ARCP addresses all safety issues relating to the planned asbestos works.

Air monitoring is mandatory during the removal or remediation of friable asbestos and should be considered during the removal or remediation of non friable asbestos. Air sampling is to be undertaken in accordance with the *Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres, 2nd Edition* and test certificates should be NATA endorsed.

An independent Asbestos Assessor must also be employed to undertake a Clearance Inspection of both friable and non friable asbestos removal or remediation works. A satisfactory clearance certificate for the remediated areas must ensure that no visible asbestos or presumed asbestos remains. Additionally no asbestos fibres should be detected by laboratory analysis if any validation samples are taken. All surfaces within the remediated area must be free of general dust and debris.

Lead Paint

- No lead paint detected.
- First Schedule paint detected to access handrail.

SMF

- If these materials are to be disturbed during refurbishment appropriate PPE should be worn. SMF materials being removed should be done so using effective dust control procedures. Refer to Appendix D for further general information on SMF.

PCBs

- No PCBs detected

ODS

- No ODS detected

UST

- No UST detected

Demolition and Refurbishment

Robson Environmental Pty Ltd recommends that prior to any demolition our office be contacted. Our licensed Asbestos Assessors can attend the site to observe the demolition process, advise as necessary and in the event of previously inaccessible hazardous materials being located, assist with assessing the extent, type and removal or abatement of materials as required.

Robson Environmental Pty Ltd provides a range of occupational hygiene services in relation to the safe remediation or abatement of hazardous materials as well as contaminated land advice in relation to hydrocarbon contamination.

To assist with the tendering process Robson Environmental could be engaged to attend the walkthrough to show the extent of ACM and to respond to questions of clarification.

3 INTRODUCTION

The following Hazardous Materials re-inspection and Management Plan (HMRISMP) has been designed to address the safe control of hazardous materials. It covers current requirements for hazardous material management as at 22/04/2015 only and must therefore be updated to comply with any future changes to legislative requirements. The safe removal of hazardous materials must be undertaken by appropriately licensed and skilled personnel prior to any renovation or demolition of the premises.

This HMRISMP includes the following:

- a register of all identified hazardous materials
- extent, form, condition and risks associated with nominated hazardous materials
- labelling requirements for identified hazardous materials
- a timetable for managing risks including priorities for removal or control of ACM and for reviewing risk assessments
- responsibilities of all persons involved in hazardous materials management
- procedures to address incidents or spillage involving ACM
- safe work and removal methods
- guidelines on reviewing and updating the HMRISMP and hazardous materials register

3.1 Requirements for the HMRISMP

This HMRISMP must be held on site for ready access. All personnel undertaking any repair or maintenance work must be provided with a copy of the HMRISMP before commencement of work.

Maintenance, trade and other personnel must be instructed not to remove or damage identified hazardous materials. If hazardous material is identified in the area where work will be undertaken it must be removed or remediated before work begins.

Removal of hazardous material must be undertaken by suitably qualified persons in accordance with relevant Regulations and Codes of Practice.

3.2 Exclusions

The HMRISMP commissioned by the client was to be 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 areas available for access at the time of building inspection. Only the areas accessible to the surveyors at the time of the building inspection are included in this HMRISMP.

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 such as materials in laboratories or special purpose facilities.

At the time of survey no access was gained to materials and / or void areas located behind, above, or attached to any sampled or assumed hazardous materials.

The HMRISMP does not include the areas, locations and equipment items to which the surveyors could not gain access at the time of inspection.

Some other areas which *may* conceal asbestos include:

Material	Location
Asbestos millboard lining	Air conditioning duct work adjacent to heater elements
Asbestos insulation and gaskets/joints	Within mechanical equipment concealed by outer metal cladding
Asbestos insulation	Walls and cavities (e.g. as lagging to hot water pipes set into and sealed within masonry walls)
Vinyl floor tiles and floor covering	Beneath carpets
Sheeting	Backing material to ceramic tiles and as packers to building construction joints
Asbestos cement sheet formwork and electrical cable/water pipe duct	Sub-ground floor slab

No absolute determination can be made regarding the possibility of concealed or inaccessible hazardous materials or items in the areas, locations and equipment listed in the table above until access is gained to allow for inspection.

Materials and equipment in any non-accessed area should therefore be assumed to contain ACM, SMF, lead paint, PCB, ODS and A/UST (the nominated hazardous materials) and be treated appropriately until assessment and sample analysis confirm otherwise.

Samples were not taken where the act of sampling would endanger the surveyor or affect the structural integrity of the item concerned.

This HMRISMP, although extensive, is not intended for and must not be used as a specification or method statement for any future hazardous material removal project. In this instance detailed plans, quantities etc. would be required.

Before any refurbishment or hazardous material removal projects, the contractor(s) carrying out the work must fully acquaint themselves with the extent of the hazardous materials, particularly in those areas which may need full or partial demolition in order to determine the exact extent and location of such materials.

Care should be taken when demolishing or excavating to determine the existence or otherwise of hazardous materials. For example subsurface pipes and drains, revealed through excavation may be constructed of asbestos cement. Wherever a material is uncovered or revealed and it is suspected to be hazardous, it should be assumed to be hazardous and treated appropriately until such time as assessment and sample analysis of the material confirms otherwise.

Until this confirmation occurs the building work must cease in the immediate vicinity of the suspect material and a suitably qualified person must issue a clearance certificate or report before the building work can recommence in the affected area.

To ensure contextual integrity, this HMRISMP must always be read in its entirety and should never be referred to in part only.

3.3 Limitations

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

As both the range and use of manufactured products containing hazardous materials was extremely widespread, Robson Environmental Pty Ltd cannot accept responsibility for any consequential loss or damage that results from non-recognition of a material that may later be established to contain hazardous material. For example, certain textured wall and ceiling finishes may contain small traces of asbestos fibre. In situ, textured finishes are often composed of assorted batches of product, or may have been repaired/patched at various times. It is therefore always a possibility that the samples collected may not always be representative of the entire material.

While Robson Environmental Pty Ltd has taken all care and attention to ensure that this report includes the most accurate information available, it has been unable to examine any inaccessible materials or materials hidden from view.

Under normal construction practices some materials are “built in” or “randomly applied”. These materials are therefore not readily accessible and can only be exposed through demolition or damage to the structure or finishes. Access to a material may also be prevented or restricted by “in service” or operational equipment, 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.

Robson Environmental Pty Ltd has taken all care to ensure that this report includes the most accurate information available, where it uses test results prepared by other persons it relies on the accuracy of the test results in preparing this report. In providing this report Robson Environmental Pty Ltd does not warrant the accuracy of such third party test results.

4 ASBESTOS SURVEY RESULTS

4.1 Survey Details

The survey of the site included all accessible areas of the buildings except where stated otherwise. For further asbestos management information, refer to Appendix D.

4.2 Survey Methodology

The re-inspection of hazardous materials previously identified on site involved a visual inspection and condition assessment of known hazardous items. It also involved sampling and analysis of any suspect asbestos materials not identified on the previous report. These samples were analysed in Robson Environmental's National Association of Testing Authorities (NATA) laboratory using polarising light microscopy (PLM) and dispersion staining. Samples from the previous surveys were analysed by Robsons and/or other NATA accredited laboratories as shown in Appendix A. Samples were a representative selection of materials suspected of containing asbestos. Samples were not taken from all areas due to the uniformity of the materials used throughout the building. Laboratory analysis certificates are presented in Appendix A.

4.3 Sample Analysis

Table 2: Mineralogical Analysis of Samples for Asbestos using PLM

Sample reference	Sample location	Sample type	Composition Asbestos type
K1440	Walls in toilet block	Sheet	Chrysotile Asbestos
K1441	Sub floor packers to brick piers	Sheet	No Asbestos Detected
K1442	Behind padlock on entrance to sub floor	Sheet	No Asbestos Detected
K1443	Hatch to ceiling space	Sheet	No Asbestos Detected
10 480 1	Eave soffit main building	Sheet	No Asbestos Detected
10 480 2	Wall cavity sheet to rear of heaters in main building	Sheet	Amosite & Chrysotile Asbestos

Sample reference	Sample location	Sample type	Composition Asbestos type
10 480 3	WC wall	Sheet	No Asbestos Detected
10 480 4	Room adjacent railway	Vinyl floor sheet	No Asbestos Detected
10 480 5	Wall in room adjacent railway	Sheet	No Asbestos Detected
10 480 6	External WC soffit	Sheet	Chrysotile Asbestos

Chrysotile	=	white asbestos
Amosite	=	grey or brown asbestos
Crocidolite	=	blue asbestos

It should be noted that the above samples were a representative selection of materials suspected of containing asbestos.

Materials were not sampled from all areas due to the consistency of the materials used throughout the premises.

On-site inspections and an examination of the Asbestos Register within this report should be undertaken prior to the commencement of any asbestos removal programme.

4.4 Risk Assessment

The purpose of the risk assessment is to enable informed decisions to be made concerning the control of ACM.

The risk assessment should take account of the identification information in the Asbestos Register, including:

- type of ACM (non-friable or friable)
- condition and location of ACM
- whether the ACM is likely to be disturbed due to its condition and location
- the likelihood of exposure

Types of ACM

Non-friable ACM	<p>Non-friable ACM is any material that contains asbestos bound into a stable matrix. It may consist of cement or various resins/binders and cannot be reduced to a dust by hand pressure. As such it does not present an exposure hazard unless cut, abraded, sanded or otherwise disturbed. Therefore, the exposure risk from non-friable ACM is negligible during normal building occupation.</p> <p><i>Note: If non-friable ACM is damaged or otherwise deteriorated, the risk assessment may be reviewed to reflect a higher potential for exposure to asbestos fibres. A licensed Asbestos Assessor should perform the risk assessment.</i></p>
Friable ACM	<p>Friable ACM can be crumbled or reduced to a dust by hand pressure when dry and can represent a significant exposure hazard. Examples of friable asbestos are hot water pipe lagging, severely damaged asbestos cement sheet, limpet spray to structural beams and electrical duct heater millboard.</p>

ACM CONDITION RATING

1	Severe	Deteriorated surface in extremely poor condition
2	Poor	Deteriorated material
3	Normal	Stable asbestos with little damage
4	Good	Well sealed stable surfaces in accessible locations

ACM RISK RATING

A	Very High	Exposure to airborne asbestos as a consequence of extremely minor disturbance
B	High	Exposure to airborne asbestos likely as a consequence of significant disturbance
C	Medium	Exposure to airborne asbestos unlikely during normal building use
D	Low	No exposure to airborne asbestos during normal building use

4.5 Asbestos Register

The Asbestos Register details the type, location, risk assessment and action required for all identified ACM. The Register should be accessed to inform all decisions made concerning control of ACM. Action taken to control ACM must be recorded in this Register in order to comply with current legislation.

Table 3A: Asbestos Register

ACM	Sample No.	Item No.	Material Description & Location	Condition Rating	Risk Rating	Approx Quantity	Recommended Management Action	Action Undertaken	Assessor/ Date assessed
Friable Asbestos	-	-	-	-	-	-	-	-	-
Non friable Asbestos	K1440	1	Walls in toilet block	3	C	-	Label and Maintain	-	-
	RA-K1440	2	Ceiling and partitions in toilet block	3	C	-	Label and Maintain	-	-
	10 480 2	3	Wall cavity sheet to rear of heaters in main building and possible cement debris within wall cavity	3	C	-	Label and Maintain	-	-
	10 480 6	4	External WC soffit	3	C	-	Label and Maintain	-	-
	VA	5	Electrical switchboard backing	3	C	-	Label and Maintain	-	-
	VA	6	2 Telstra pits to front of building	3	C	-	Label and Maintain	-	-

Refer to Section 2.4 Table 1B for presumed ACM and Section 3.2 for exclusions

Table 3B: Register of sampled materials which have been confirmed as non ACM

NON ACM SAMPLE REGISTER		
Sample number	Material	Locations
K1441	Sheet	Sub floor packers to brick piers
K1442	Sheet	Behind padlock on entrance to sub floor
K1443	Sheet	Hatch to ceiling space
10 480 1	Sheet	Eave soffit main building
10 480 3	Sheet	WC wall
10 480 4	Vinyl floor sheet	Room adjacent railway
10 480 5	Sheet	Wall in room adjacent railway

5 LEAD PAINT SURVEY RESULTS

5.1 Introduction

Lead paint is defined by the Australian Standard (AS 4361.2 – 1998 *Guide to lead paint management Part 2: Residential and Commercial buildings*) as a paint or component coat of a paint system containing lead or lead compounds, in which the lead content (calculated as lead metal) is in excess of 1.0% by weight of the dry film as determined by laboratory testing.

Further, the Standard for the Uniform Scheduling of Drugs and Poisons (National Drugs and Poisons Schedule Committee July 2000) classifies paints having more than 0.25% lead as First Schedule Paint and prohibits their manufacture, supply or use.

It has been shown that the dust generated from dry sanding or abrasive blast cleaning of paints with a lead concentration of > 0.25% can have sufficient content to produce exposure levels that exceed those that define a 'lead task' in NOHSC 1012.

Therefore, paints with a lead concentration greater than 0.25% (if they are to be removed) must be treated as a lead paint (i.e. subject to the regulations in NOHSC 1012).

5.2 Results

Paint samples were collected from and analysed for lead content. Where paints were collected, samples were analysed by Envirolab – NATA accreditation number: 2901.

Table 4 presents lead composition in paints, with results presented as a percentage concentration of lead contained within the sampled materials. Despite the fact that sampling methodologies require that three (3) paint sub-samples be taken for each sampled product, only maximum values are presented below. Due to the inherent heterogeneity of lead concentrations in applied liquids this maximum reading is presented as it represents an upper level of lead concentrations throughout a heterogeneous product and aids in interpretation of risk assessment and management recommendations. For detailed results of analysed paint samples refer to Appendix A.

Table 4: Lead Composition in Paint by Inductively-Coupled Plasma Spectroscopy

Sample No.	Item No.	Sample location	Colour	Lead in Paint %
Pb1	-	External	White	<0.05
Pb2	-	Access handrail	Blue	0.3

Notes:

- Lead Paint** (> 1.0% Pb)
- First Schedule Paint** (> 0.25% Pb)
- Lead-free Paint** (≤ 0.25% Pb)

5.3 Discussion and Conclusion

The analytical result(s) of paint sampling revealed that there is First Schedule paint to the access handrail.

It should be assumed that all similar paint(s) throughout the premises contains comparable percentages of lead.

6 SYNTHETIC MINERAL FIBRE (SMF) SURVEY RESULTS

6.1 Introduction

SMF is a generic term used to collectively describe a number of amorphous (non-crystalline) fibrous materials including glass fibre, mineral wool (Rockwool and Slagwool) and ceramic fibre. Generally referred to as SMF, these materials are also known as 'Man-Made Mineral Fibres' (MMMMF).

SMF products are used extensively in commercial and residential buildings for thermal and acoustic insulation, and as a reinforcing agent in cement, plaster and plastic materials. In some specialised instances, SMF materials have also been used as alternatives to asbestos, especially where high temperature insulation properties are required.

There are two basic forms of SMF insulation **bonded** and **unbonded**.

The **bonded form** is where adhesives, binding agents, facing/cladding, cement or other sealants have been applied to the SMF before delivery and the SMF product has a specific shape (e.g. a binding or sealing agents hold the SMF in a batt or blanket form). Some bonded SMF materials may also be clad in various coverings on one or more sides (e.g. a silver foil backing).

The **unbonded form** has no adhesives, binding agents, facing/cladding or sealants applied, and the SMF is a loose material (e.g. wet spray and loose fill).

6.2 Results

Table 5: Visual Assessment of Samples

Item No	Location	Sample Type	Form
7	Sisalation to roof	Blanket	Bonded
8	Ceiling space	Blanket	Bonded

6.3 Conclusion

It should be presumed that SMF materials may be present to inaccessible areas including the ceiling space of areas which are inaccessible. If building work is likely to significantly disturb the insulation, the SMF materials should be removed using effective dust control procedures.

Refer to Appendix D for safe SMF handling.

7 POLYCHLORINATED BIPHENYLS (PCB) SURVEY RESULTS

7.1 Introduction

PCB is the common name for polychlorinated biphenyls. PCBs range in appearance from colourless, oily liquids to more viscous and increasingly darker liquids, to yellow then black resins, depending on the chlorine content of the PCB.

PCBs are chemically stable synthetic compounds that do not degrade appreciably over time or with exposure to high temperatures. The major use of PCBs was as an insulating fluid inside transformers and capacitors. Capacitors containing PCBs were installed in various types of equipment including domestic appliances, motors and fluorescent light fittings during the 1950s, 60s and 70s.

These applications generally do not present an immediate risk to human health or the environment as the equipment is sealed and contains relatively small amounts of PCB. The equipment can continue to be used safely provided that the capacitors do not leak.

The Australian and New Zealand Environment and Conservation Council (ANZECC) in its *PCB Management Plan* of 2003 stipulate cessation dates for the generation of PCB scheduled waste, the use of articles containing PCB scheduled waste, and the disposal of PCB scheduled waste*.

- * PCB scheduled waste means any PCB material that has no further use that contains PCBs at levels at, or in excess of 50mg/kg and is of a quantity of 50g or more.

Small equipment items and capacitors found in households and commercial buildings that contain scheduled PCBs (i.e. at or in excess of 50mg/kg) are to be disposed of as scheduled PCB waste. Where the aggregate weight of the items or capacitors exceeds 10kg, they must be notified to the relevant Commonwealth, State or Territory Government agency prior to their disposal.

7.2 Results

7.3 Table 6: PCB and non PCB Containing Capacitors Identified on fluorescent light fittings

Result	Item No	Location	Make - Type	Capacitance (µF)	Remarks
PCB	-	No PCBs detected	-	-	Further investigation recommended when power is isolated
Result	Item No	Location	Make - Type	Capacitance (µF)	Remarks
Non PCB	-	No non PCBs detected	-	-	Further investigation recommended when power is isolated

For further PCB management information refer to Appendix D.

8 OZONE DEPLETING SUBSTANCES SURVEY RESULTS

The site was surveyed for the presence of air conditioning and refrigeration units that contain ozone depleting substances.

ODS are used for heat transfer in refrigeration and air conditioning systems, absorbing or releasing heat according to vapour pressure. Release of these substances to the atmosphere has the ability to cause long term atmospheric pollution that can lead to ozone depletion, global warming, petrochemical smog and acid rain.

The ozone depletion potential (ODP) of a fluorocarbon refrigerant gas, its global warming potential (GWP) and estimated atmospheric life (EAL) all contribute to its potential to deplete the stratospheric ozone layer and enhance the greenhouse effect leading to global warming.

Chlorofluorocarbons (CFCs) contain chlorine and possess a large ODP, high GWP and long EAL. They are generally found in refrigeration and air-conditioning systems e.g. centrifugal chillers.

Hydrochlorofluorocarbons (HCFCs) are less saturated with chlorine than are CFCs and the hydrogen within these compounds give the HCFCs a much shorter EAL and lower ODP. They are generally found in refrigeration systems that are used for food display, cold stores and self contained, split, multi-split and central plant chillers used for building air-conditioning.

Hydrofluorocarbons (HFCs) are a class of replacement gases for CFCs. They do not contain chlorine or bromine and therefore do not deplete the ozone layer. While all HFCs have an ODP of zero, some do have a high GWP (e.g. R-404A, R-407B, R-125 etc).

Halons are synthetic chemical compounds that contain one or two carbon atoms, bromine and other halogens. They have a long atmospheric lifetime and cause very aggressive ozone depletion when breaking down in the stratosphere. Halons were introduced into Australia as fire-extinguishing agents in the early 1970s and quickly replaced many previously accepted fire-fighting products because of their superior fire-extinguishing characteristics and ease of use.

Halon 1211 was commonly used in portable fire extinguishers, while fixed fire protection systems, such as those that protect computer rooms and ship engine rooms, commonly contained Halon 1301.

Halon 1301 has an ODP that is 10 times greater than that of CFCs, while Halon 1211 has an ODP 3 times greater than that of CFCs.

8.1 Results

Table 7: Chemical properties of ODS located during survey

ODS Item No	Location	R Number	Chemical name	ODP	GWP	EAL
-	No ODS detected	-	-	-	-	-

Chemical properties of non ODS located during survey

Non ODS	Location	R Number	Chemical name	ODP	GWP	EAL
-	No non ODS detected	-	-	-	-	-

For further refrigerant management information refer to Appendix D.

9 FUEL STORAGE FACILITIES

It is important to note that prior to the introduction of natural gas in the ACT in the 1980s commercial premises generally utilised heating systems where boilers were fuelled by diesel or heating oils which were stored in USTs.

9.1 Results

A/UST Type	Item No	Location	Recommendations
-	-	No A/UST detected	No actions required

10 ASBESTOS MANAGEMENT

10.1 Management of ACM

General requirements

- ACM identified as representing an exposure risk (see [Table 3A Asbestos Register](#)) should be removed or otherwise controlled.
- Any ACM that is not scheduled for immediate removal should be labelled with appropriate warnings and maintained in good condition.
- The location of ACM must be entered into the Asbestos Register.
- Maintenance and other personnel must be made aware of the location of ACM.
- The Asbestos Register must be freely available.
- Unless they have valid ACT Asbestos Removal licence, maintenance workers, trades or occupants shall not remove or knowingly damage identified ACM.
- Before any planned demolition, refurbishment or maintenance, its effect upon any in situ asbestos must be established by reference to this document, including amendments.

10.2 Management of Contractors

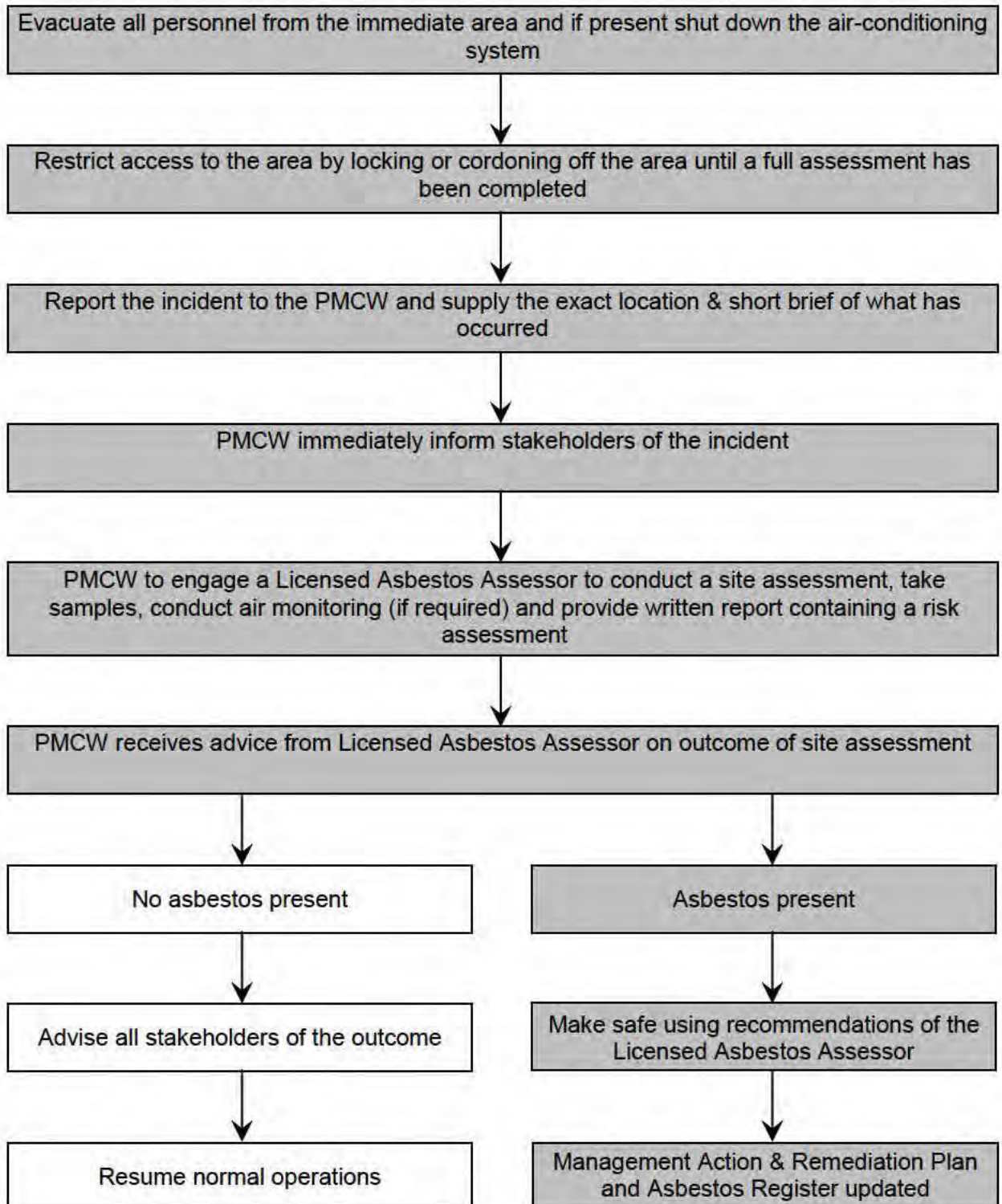
Before any contractor is engaged to carry out work on a site, the Asbestos Register, site plan and photographs should be checked to ensure the work will not interfere with, or disturb asbestos containing materials (ACM).

The chart below should be used by the PMCW to induct contractors onto sites:

Contractor arrives on site	Check Safe Work Method Statement (SWMS) and Trade Licenses (including Asbestos Awareness training) of all personnel involved in the work
Induct contractor	Conduct contractor's induction for the personnel involved in the work and ensure they are aware of any special requirements for ACM, security, no smoking, etc.
Check the Asbestos Register	The Asbestos Register and plan should be readily accessible (i.e. front office/reception) and in colour. Check the Asbestos Register with the contractor for ACM in the proposed work area.
Is asbestos present in the work area?	
No	Yes
Contractor may proceed with work	
Will the asbestos be disturbed?	
No	Yes
Contractor may proceed with work	No work to be conducted – contact the PMCW immediately informing them of the problem.

10.3 Asbestos Emergency Procedures

The following course of action should be taken **immediately** if ACM or suspected ACM is disturbed, or is accidentally damaged.



10.4 PMCW Decision Record

Option 1: Defer action

Item no.	ACM and Location	Reason	Authorisation	Date

Option 2: Encapsulate or seal

Item no.	ACM and Location	Reason	Authorisation	Date

Option 3: Removal

Item no.	ACM and Location	Reason	Authorisation	Date

10.5 Timetable for Action

The timetable for action should be administered to ensure the PMCW has a clear plan for all works which may affect ACM in the workplace. This includes maintenance work, scheduled removal work and risk assessment reviews, which may impact ACM.

Table 8: Timetable for action

ACM removal/ work	Date of scheduled works	Details	Authorisation	Date
Asbestos review/audit	Date of scheduled review	Details	Authorisation	Date

11 RESPONSIBILITIES

11.1 Asbestos - Provision of Information

The PMCW must:

- ensure the ACM register and all relevant information pertaining to asbestos in the workplace is freely available upon request
- provide occupants with up-to-date information relating to the condition and relative risk of ACM in the workplace
- provide information on the control measures in place to contain ACM-related risk and
- provide information to staff and contractors on measures to be taken to ensure that they are not exposed to asbestos in the workplace, either through accident or negligence

PMCW Action Record

Record all communication activities undertaken to inform staff/occupants of ACM in the workplace.

Action	Authorisation	Date

11.2 Updating the Risk Assessment

The register of ACM, including any risk assessments, should be reviewed every 12 months or earlier where:

- a risk assessment indicates the need for reassessment; or
- any ACM has been disturbed or moved

A visual inspection of identified ACM should be undertaken as part of any review.

The Dangerous Substances (General) Regulations 2004 requires the review of the Asbestos Survey Management Plan to be carried out at intervals determined by the criteria set out in Chapter 3, Part 3.4, Section 326 of the Dangerous Substances (General) Regulations 2004; the maximum interval being 5 years. The new requirements state that an Asbestos Management Plan and Risk Assessments are required in addition to an Asbestos Register and Survey. Asbestos Assessors at Robson Environmental Pty Ltd are able to produce these documents to comply with your obligations.

Each review should critically assess all asbestos management procedures and their effectiveness in:

- preventing exposure to asbestos fibres
- controlling access to asbestos
- highlighting the need for action to maintain or remove ACM
- maintaining the accuracy of the ASMP

Details of any mitigating actions must be recorded in the Asbestos Register (refer Table 3A).

11.3 Key Personnel

This section outlines the responsibilities of all persons involved in the safe management of ACM.

1. PMCW

Name:	
Contact details:	
Responsibilities:	<i>e.g. provision of information</i>

2. Occupational Health and Safety Representative

Name:	
Contact details:	
Responsibilities:	<i>e.g. keeping occupants informed of any changes to the status of ACM in the workplace</i>

3. Facilities Management (if applicable)

Name:	
Contact details:	
Responsibilities:	<i>e.g. arrange removal and repair works as required; maintaining the HMRISMP</i>

4. Other

Name:	
Contact details:	
Responsibilities:	

12 ASBESTOS REMOVAL WORKS

12.1 PMCW Responsibilities

Where it has been determined that ACM is to be removed, the PMCW must ensure that a risk assessment is performed before the removal work commences and that the removalist takes this risk assessment into account. The risk assessment must include the possibility of uncovering previously concealed ACM, and that concealed ACM is subsequently identified by a licensed Asbestos Assessor.

The PMCW should provide a detailed scope of works prepared by a licensed Asbestos Assessor for the removalist, including potential hazards, details on areas, which contain asbestos and arrangements for clearance inspections and airborne fibre monitoring.

12.2 Removalist Responsibilities

Before the commencement of removal work, the licensed removal contractor must:

- Provide a site-specific Asbestos Removal Control Plan(ARCP)
- Ensure the removal is adequately supervised and carried out in a safe manner
- Ensure that the equipment used in the project is appropriate for the task
- Ensure all persons carrying out the removal are competent and trained for the type of work being carried out
- Demonstrate that they have a health surveillance program in accordance with the requirements of Code Of Practice: How To Safely Remove Asbestos

12.3 Licensing Requirements

All Asbestos Removalists in the ACT are licensed by WorkSafe ACT
As a minimum the holder of an ACT Asbestos Removal Licence is required to demonstrate practical experience in the industry for at least three years and possess a full and complete understanding of the requirements of:

- *How to Manage and Control Asbestos in the Workplace Code of Practice*
- *How to Safely Remove Asbestos Code of Practice*
- *Work Health and Safety Act 2011*
- *Work Health and Safety Regulations 2011*
- *Dangerous Substances (General) Regulation 2004*
- *Dangerous Substances Act 2004*

Environment and Planning Directorate (EPD) specify requirements for authorising certifiers and WorkSafe ACT and ACT NOWaste for the removal and transport of ACM.

12.4 Approval to Begin Asbestos Removal Works

- All removal methods and procedures are required to be undertaken in accordance with current legislation.
- The PMCW in conjunction with a licensed Asbestos Assessor where required, will inform the asbestos removalist of the 'Scope of Works'.
- The licensed Asbestos Assessor will be required to provide a clearance certificate on satisfactory completion of the works.

12.5 Emergency Work in Areas Containing Asbestos

- If emergency access is required contact the PMCW.
- If the PMCW determines that asbestos is likely to be disturbed, all works must be undertaken in accordance with current legislation - that is, a licensed Asbestos Removalist must be contracted to undertake any asbestos removal works.
- A licensed Asbestos Assessor will be required to provide a clearance certificate on satisfactory completion of the works.

12.6 Monitoring Arrangements

Control air monitoring should be performed when indicated by a Risk Assessment to ensure the control measures are effective.

All air monitoring must be performed by a licensed Asbestos Assessor accredited to perform air sampling for asbestos. Sampling should be performed in accordance with the *Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres* [NOHSC: 3003 (2005)].

It is the Asbestos Removalist's responsibility to ensure that the maximum fibre levels throughout asbestos removal and associated works does not equal or exceed the minimum practical detection limit of 0.01 fibres per millilitre of air (F/ml). If the airborne fibre levels are observed at or exceeding those specified below, the licensed Asbestos Assessor will instruct the contractor to take the appropriate control /action as per current legislation.

Table 9: Control levels and required actions

Control Level (airborne asbestos fibres/ml)	Control/Action
< 0.01	Continue with control measures
≥ 0.01	Review control measures
≥ 0.02	Stop removal work and find the cause

12.7 Clearance Inspections

Following removal work, a licensed Asbestos Assessor must undertake a clearance inspection before re-occupation of an asbestos work area.

All barriers and warning signs should remain in place until the area has been cleared.

12.8 ACM removal/maintenance record

The Asbestos Register, Section 4.5, Table 3A is to be completed by the PMCW after receiving appropriate clearance certification from a licensed Asbestos Assessor.

The 'Work Performed' and 'Asbestos Control Measure' Tables are required to be completed by the PMCW.

1. Work Performed

Company name	Contact details	Date of work + job no.	Scope of work

2. Asbestos Control Measures

Work performed	Air monitoring/ decontamination	Clearance certificate issued	Other

3. Additional Information

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13 FURTHER INFORMATION

13.1 Useful Contacts

Additional information on asbestos can be obtained from the following organisations and agencies.

Environment and Planning Directorate (EPD)

Dame Pattie Menzies House
16 Challis Street
Dickson ACT 2602
Phone: 02 6207 1923
Internet: www.environment.act.gov.au

ACT Government

Phone: 13 22 81
Internet: www.asbestos.act.gov.au

WorkSafe ACT

255 Canberra Avenue
Fyshwick ACT 2609
Phone: 02 6205 0200
Email: worksafe@act.gov.au
Internet: www.WorkSafe.act.gov.au

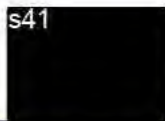
14 APPENDICES

14.1 APPENDIX A – Laboratory Reports



Fibre Identification Certificate of Analysis			
Report Number: 7504167	Date of Report: 22.04.2015	Samples Taken by: Robson Environmental	Page 1 of 1
Client Details		Laboratory Details	
Client: ACT Property Group		Address: 140 Gladstone Street, Fyshwick, Canberra 2609	
Attention: Peter Ozols		Manager: S41	
Received: 22.04.2015		Telephone: 02 6239 5656	
Client Reference: Oak Estate Community Centre		Fax: 02 6239 5669	
Email: peter.ozols@act.gov.au		Email: hazmat@robsonenviro.com.au	
Test Specification(s) Employed: AS4964 (2004) & In-House Procedure No.2			
Methodology Summary			
<p>Samples of material are examined to determine the presence of asbestos fibres using AS4964 (2004) & In-House Procedure No.2 i.e. Qualitative identification of chrysotile, amosite and crocidolite in bulk samples by Polarised Light Microscopy (PLM) in conjunction with Dispersion Staining (DS). Unequivocal identification of asbestos minerals present is made by assessing fibre properties to see whether the values are typical and consistent with published data. This provides a reasonable degree of certainty to determine whether a fibre under investigation is asbestos or not. Careful application of the test procedure provides sufficient diagnostic clues to allow unequivocal identification of asbestos types, and so, to determine whether a sample contains asbestos or not. If sufficient diagnostic clues are absent, then positive identification of fibrous asbestos is not possible.</p>			
Client Supplied Samples			
<p>Robson Environmental is not responsible for the accuracy or competence of sampling carried by third parties. Sample location(s) and/or sample type(s) of third party samples delivered to the laboratory are given by the client at the time of delivery. Under these circumstances, Robson Environmental cannot be held responsible for the interpretation of the results shown. When the test certificate indicates that bulk samples were taken by the client, they are outside the scope of our NATA Accreditation for sampling. Robson Environmental takes responsibility of information reported only when a staff member takes the sample(s).</p>			
Reporting of Results			
<p>'Asbestos Detected': Asbestos detected by Polarised Light Microscopy (PLM), including Dispersion Staining (DS)</p> <p>'No Asbestos Detected': No Asbestos detected by Polarised Light Microscopy (PLM), including Dispersion Staining (DS)</p> <p>'UMF Detected': Mineral fibres of unknown type detected by Polarised Light Microscopy (PLM), including Dispersion Staining (DS). Confirmation by another independent analytical technique may be necessary.</p> <p>*Hand-picked refers to small discrete amounts of asbestos unevenly distributed in a large body of non-asbestos material</p>			
Limit of Detection & Reporting Limit			
<p>Known limitations of the test procedure using Polarised Light Microscopy (PLM) are:</p> <ul style="list-style-type: none"> • PLM is a qualitative technique only; • It does not cover identification of airborne or water-borne asbestos; • The less encountered asbestos mineral fibres actinolite, anthophyllite and tremolite exhibit a wide range of optical properties that preclude unequivocal identification by PLM and Dispersion Staining (DS). Thus, the method is used to positively identify the three major asbestos minerals: amosite ("brown"), chrysotile ("white") and crocidolite ("blue"); • Valid identification requires that the sample material contains a sufficient quantity of the unknown fibres in excess of the practical detection limit used (in this case PLM and Dispersion Staining, which has a calculated practical detection limit of 0.01-0.1% equivalent to 0.1-1µg/g (AS4964-2004 App. AA). <p>Results relate only to the sample(s) submitted for testing. Test report must not be reproduced except in full. Accredited for compliance with ISO/IEC 17025</p>			

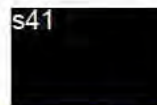
Sample No.	Client Ref.	Location	Physical Structure	Sample Description	Analysis of Fibrous Content
K1440	N/A	Walls in toilet block	Sheet	<1gram	Chrysotile Asbestos Detected
K1441	N/A	Sub floor packers to brick piers	Sheet	5grams	No Asbestos Detected
K1442	N/A	Behind padlock on entrance to sub floor	Sheet	2grams	No Asbestos Detected
K1443	N/A	Hatch to ceiling space	Sheet	6grams	No Asbestos Detected



Robson Approved Identifier



No. 3181



Robson Approved Signatory

The results of the tests, calibrations and/or measurements included in this document are traceable to Australian/national standards

AS ISO/IEC 17025 & 17020	Rev: 0	HMR201	Page 1 of 1
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EP *EnviroProtect Pty Ltd*
 ABN 69 067 581 208
 Occupational and Environmental Scientists

NATA ACC 11032

CERTIFICATE OF ANALYSIS



National Association of Testing Authorities, Australia

NATA ENDORSED DOCUMENT
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EP JOB NO EP 10 480
DATE 1st October 2004
CLIENT Robson Laboratories Pty Ltd
ADDRESS PO Box 3477
 Manuka ACT 2603
ATTENTION s41
SAMPLED BY Client

DATE RECEIVED 30th September 2004

TEST METHOD: Qualitative identification of asbestos types in bulk samples by polarised light microscopy, including dispersion staining using EnviroProtect Inhouse Method EP/A

Lab. NO	Sample Description	Result
<i>Robson Job No: 2316</i>		
10 480 - 1	Sample 2316 - 1 Perimeter Eave Soffit Sheet	NO ASBESTOS DETECTED
10 480 - 2	Sample 2316 - 2 Wall Cavity Adjacent Heater Sheet	CHRYBOTILE ASBESTOS DETECTED AMOSITE ASBESTOS DETECTED
10 480 - 3	Sample 2316 - 3 WC Wall Sheet	NO ASBESTOS DETECTED
10 480 - 4	Sample 2316 - 4 Room Adjacent Railway Floor Covering	NO ASBESTOS DETECTED
10 480 - 5	Sample 2316 - 5 Room Adjacent Railway Wall Sheet	NO ASBESTOS DETECTED
10 480 - 6	Sample 2316 - 7 External WC Soffit	CHRYBOTILE ASBESTOS DETECTED

Sample Analysed on an as received basis.

If no asbestos is detected in Vinyl tiles, Mastic's, Sealants, Epoxy resins, then confirmation by another independent Analytical technique is advised due to the nature of the sample.

s41

s41

Approved Identifier

Approved Signatory

s41

s41

1st October 2004

1st October 2004

NATA 1d's September 2004

Environment are our issues

Page 1 of 1

185 (Journal Club Book) Williams, C. (2004) 110-111 (11) 1100-1101 (11) 1100-1101

Lead Paint



Envirolab Services Pty Ltd
ABN 37 112 535 645
12 Ashley St Chatswood NSW 2067
ph 02 9910 6200 fax 02 9910 6201
enquiries@envirolabservices.com.au
www.envirolabservices.com.au

CERTIFICATE OF ANALYSIS

126928

Client:
Robson Environmental Pty Ltd
PO Box 112
Fyshwick
ACT 2609

Attention: s41

Sample log in details:

Your Reference: **7504167**
No. of samples: 6 Paint samples
Date samples received / completed instructions received 24/04/2015 / 24/04/2015

Analysis Details:

Please refer to the following pages for results, methodology summary and quality control data. Samples were analysed as received from the client. Results relate specifically to the samples as received. Results are reported on a dry weight basis for solids and on an as received basis for other matrices.
Please refer to the last page of this report for any comments relating to the results.

Report Details:

Date results requested by: / Issue Date: 1/05/15 / 30/04/15
Date of Preliminary Report: Not Issued
NATA accreditation number 2901. This document shall not be reproduced except in full.
Accredited for compliance with ISO/IEC 17025. **Tests not covered by NATA are denoted with *.**

Results Approved By:

s41
Laboratory Manager

Envirolab Reference: 126928
Revision No: R 00



Client Reference: 7504167

Lead in Paint Our Reference: Your Reference Type of sample	UNITS ----- -----	126928-1 Pb1(a) Paint	126928-2 Pb1(b) Paint	126928-3 Pb1(c) Paint	126928-4 Pb2(a) Paint	126928-5 Pb2(b) Paint
Date prepared	-	24/04/2015	24/04/2015	24/04/2015	24/04/2015	24/04/2015
Date analysed	-	24/04/2015	24/04/2015	24/04/2015	24/04/2015	24/04/2015
Lead in paint	% w/w	<0.05	<0.05	<0.05	0.3	0.3

Lead in Paint Our Reference: Your Reference Type of sample	UNITS ----- -----	126928-6 Pb3(c) Paint
Date prepared	-	24/04/2015
Date analysed	-	24/04/2015
Lead in paint	% w/w	0.3

Envirolab Reference: 126928
 Revision No: R 00

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Client Reference: 7504167

MethodID	Methodology Summary
Metals-004	Digestion of Paint chips/scrapings/liquids for Metals determination by ICP-AES/MS and or CV/AAS.

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Revision No: R 00

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Client Reference: 7504167

QUALITY CONTROL	UNITS	PQL	METHOD	Blank	Duplicate Sm#	Duplicate results	Spike Sm#	Spike % Recovery
Lead in Paint						Base II Duplicate II %RPD		
Date prepared	-			24/04/2015	126928-1	24/04/2015 24/04/2015	LCS-2	24/04/2015
Date analysed	-			24/04/2015	126928-1	24/04/2015 24/04/2015	LCS-2	24/04/2015
Lead in paint	% w/w	0.05	Metals-004	<0.05	126928-1	<0.05 <0.05	LCS-2	106%

Envirolab Reference: 126928
 Revision No: R 00

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Client Reference: 7504167

Report Comments:

Asbestos ID was analysed by Approved Identifier:
Asbestos ID was authorised by Approved Signatory:

Not applicable for this job
Not applicable for this job

INS: Insufficient sample for this test
NA: Test not required
<: Less than

PQL: Practical Quantitation Limit
RPD: Relative Percent Difference
>: Greater than

NT: Not tested
NA: Test not required
LCS: Laboratory Control Sample

Envirolab Reference: 126928
Revision No: R 00

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Client Reference: 7504167

Quality Control Definitions

Blank: This is the component of the analytical signal which is not derived from the sample but from reagents, glassware etc, can be determined by processing solvents and reagents in exactly the same manner as for samples.

Duplicate: This is the complete duplicate analysis of a sample from the process batch. If possible, the sample selected should be one where the analyte concentration is easily measurable.

Matrix Spike : A portion of the sample is spiked with a known concentration of target analyte. The purpose of the matrix spike is to monitor the performance of the analytical method used and to determine whether matrix interferences exist.

LCS (Laboratory Control Sample) : This comprises either a standard reference material or a control matrix (such as a blank sand or water) fortified with analytes representative of the analyte class. It is simply a check sample.

Surrogate Spike: Surrogates are known additions to each sample, blank, matrix spike and LCS in a batch, of compounds which are similar to the analyte of interest, however are not expected to be found in real samples.

Laboratory Acceptance Criteria

Duplicate sample and matrix spike recoveries may not be reported on smaller jobs, however, were analysed at a frequency to meet or exceed NEPM requirements. All samples are tested in batches of 20. The duplicate sample RPD and matrix spike recoveries for the batch were within the laboratory acceptance criteria.

Filters, swabs, wipes, tubes and badges will not have duplicate data as the whole sample is generally extracted during sample extraction.

Spikes for Physical and Aggregate Tests are not applicable.

For VOCs in water samples, three vials are required for duplicate or spike analysis.

Duplicates: <5xPQL - any RPD is acceptable; >5xPQL - 0-50% RPD is acceptable.

Matrix Spikes, LCS and Surrogate recoveries: Generally 70-130% for inorganics/metals; 60-140% for organics (+/-50% surrogates) and 10-140% for labile SVOCs (including labile surrogates), ultra trace organics and speciated phenols is acceptable.

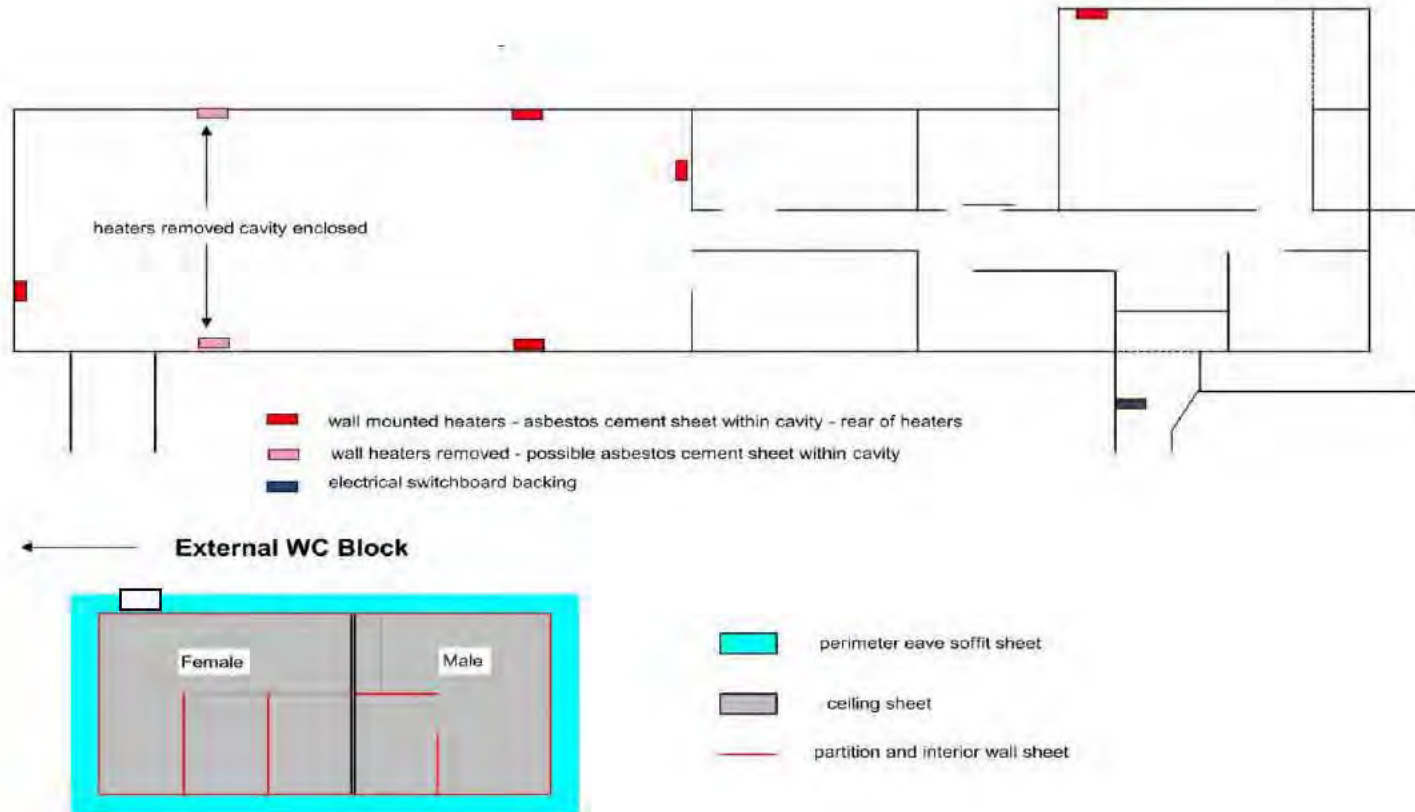
In circumstances where no duplicate and/or sample spike has been reported at 1 in 10 and/or 1 in 20 samples respectively, the sample volume submitted was insufficient in order to satisfy laboratory QA/QC protocols.

When samples are received where certain analytes are outside of recommended technical holding times (THTs), the analysis has proceeded. Where analytes are on the verge of breaching THTs, every effort will be made to analyse within the THT or as soon as practicable.




Envirolab Reference: 126928
Revision No: R 00



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14.2 APPENDIX B – Plans



14.3 APPENDIX C – HAZMAT Item locations & representative photographs

ASBESTOS			
ITEM NO	LOCATION	MATERIAL TYPE	PHOTOGRAPH
1&2	Walls, ceiling and partitions in toilet block	Sheet	
3	Wall cavity sheet to rear of heaters and possible cement debris within cavity of main building	Sheet	
4	External WC soffit	Sheet	

ASBESTOS			
ITEM NO	LOCATION	MATERIAL TYPE	PHOTOGRAPH
5	Electrical switchboard backing	Sheet	
6	2 Telstra pits to front of building	Sheet	

SYNTHETIC MINERAL FIBRE (SMF)			
ITEM NO	LOCATION	MATERIAL TYPE	PHOTOGRAPH
7	Roof	Sisalation	
8	Ceiling space	Insulation	

14.4 APPENDIX D – Hazardous Material Management Information

ASBESTOS

Some 3000 products have been manufactured using asbestos, of which cement sheeting, pipe insulation, textiles, gaskets, vinyl floor tiles and fire door cores are the most commonly encountered. The mineral asbestos (i.e. Crocidolite, Chrysotile and Amosite and other forms) is classified by the National Occupational Health and Safety Commission as a Category 1 carcinogen. If respirable asbestos fibres are inhaled they may cause an inflammatory response, which in turn may lead to asbestosis (scarring of the lung), mesothelioma (cancer of the pleura or peritoneum) or lung cancer.

It is illegal under Commonwealth, State and Territory legislation to manufacture asbestos building materials or to reuse asbestos products.

Asbestos sheeting or 'fibro' is bonded into a stable matrix and as such does not present an exposure hazard unless it is cut, abraded, sanded or otherwise disturbed. This material is referred to as non friable ACM. Friable ACM has the potential to release fibre with only minor disturbance.

The health risks associated with asbestos exposure increase with the fibre type, level and frequency of exposure. Crocidolite (blue asbestos) is the most hazardous type. Amosite (brown asbestos) is not as hazardous as crocidolite but is significantly more hazardous than chrysotile (white asbestos). Exposure to all types of asbestos can result in diseases including asbestosis, lung cancer and mesothelioma. Smoking increases the risk of disease 50 fold. The often heard adage 'one fibre can kill you' is overly simplistic. Evidence indicates that risk increases with the level, type and frequency of exposure. Some individuals may be predisposed to disease at low and infrequent exposure, while others suffer no ill effect even after prolonged industrial exposure. We do not know what level can be considered safe nor what level may be considered hazardous. Asbestos may also be naturally present in the environment at very low levels. Therefore controls should be implemented to avoid exposure as far as practicable.

Asbestos is only hazardous if it becomes airborne and inhaled. When it is fully encapsulated within the structure it cannot become airborne. Simple engineering controls can ensure it remains encapsulated. These controls are detailed in the Required Actions and Recommendations detailed in this report.

Provided the site has been inspected by a licensed Asbestos Assessor and their recommendations adopted, normal occupation would not be hazardous. It is vital that any maintenance or renovation be in strict accordance with the Assessor's recommendations.

Any person employed to undertake any maintenance or refurbishment must be informed of the presence of friable and/or non friable asbestos in the premises. The PMCW must

ensure that if planned work may impact on any asbestos materials, the asbestos is removed or remediated by the appropriate class of removalist prior to commencement.

LEAD PAINT

Introduction

Lead in paint (as lead carbonate) is found extensively in homes and commercial and industrial buildings built pre-1970. Although Australian industry has generally phased out lead content in paint, levels of below 1 percent are still permitted and industrial application of high-lead paint to residential/commercial dwellings may still continue.

Lead-base paint may be a health issue if it becomes mobile in the environment or if ingested. For this reason sealing or safe removal of paint is strongly recommended particularly where it is flaking or exposed to the elements.

Assessment Criteria

Lead paint is defined by the Australian Standard (AS 4361.2 – 1998 *Guide to lead paint management Part 2: Residential and Commercial buildings*) as a paint or component coat of a paint system containing lead or lead compounds, in which the lead content (calculated as lead metal) is in excess of 1.0% by weight of the dry film as determined by laboratory testing.

Further, the Standard for the Uniform Scheduling of Drugs and Poisons (National Drugs and Poisons Schedule Committee July 2000) classifies paints having more than 0.25% lead as First Schedule Paint and prohibits their manufacture, supply or use.

It has been shown that the dust generated from dry sanding or abrasive blast cleaning of paints with a lead concentration of 0.25% can have sufficient content to produce exposure levels that exceed those that define a 'lead task' in NOHSC 1012.

Therefore paints with a lead concentration greater than 0.25% (if they are to be removed) must be treated as a lead paint (i.e. subject to the regulations in NOHSC 1012).

Lead Paint Management and Recommendations

The following information uses Australian Standard (AS 4361.2 – 1998) as the primary reference. Lead paint and first schedule paints in residential and commercial premises may be managed in one of four ways:

- Leave undisturbed
- Stabilised (i.e. over painting or encapsulation)
- Abated (i.e. removed)
- A combination of the three management options may be required

Should removal be chosen, a high degree of skill, preparation and risk minimisation is required to avoid lead exposure, as dry sanding of lead levels as low as 0.25% can generate high lead dust. Therefore the Wet Scraping and Wet Sanding methods are amongst the safest methods available.

Strict adherence to the guidelines described in AS 4361.2 – 1998 will best ensure minimisation of risk. During this process personal protective equipment and waste containment equipment is essential and children, pregnant women and persons not directly engaged in the process should not be present. General workers may undertake this process providing they adhere strictly to the guidelines, however, a specialist lead paint removal contractor is recommended for extensive paint removal works.

Where remediation is required it is important to minimise ongoing maintenance costs by ensuring that the works are undertaken by a professional who is able to give a significant time guarantee of the painted surfaces at the completion of the works. The following website lists contactors by postcodes that have been included based on their indicated skills and training in working safely with lead paint. <http://www.lead.org.au/paintersall.html> These contractors should however be assessed by current performance prior to engagement.

Responsibilities of Owners and Contractors

According to AS 4361.2 – 1998 owners of residences or commercial buildings that may contain lead should:

- Manage the property in such a manner as to effectively control any health risk to occupants, contractors or others
- Ensure occupants are sufficiently informed about and protected from the hazards associated with lead paint
- If management work is to be undertaken, inform immediate neighbours about the nature of the work

Contractors should:

- Obtain appropriate accreditation to undertake the proposed level of remedial work involving lead paint and have the required level of specialized training
- Undertake the contracted work in such a way as to protect the health and safety of employees, tenants and the general public

SYNTHETIC MINERAL FIBRE

SMF refers to man-made mineral fibrous materials commonly used for their insulating and reinforcing properties. The amorphous (non-crystalline) materials include glass fibre, mineral wool and ceramic fibre products.

Discussion

Although glass fibre is classified as an irritant, levels of airborne fibreglass during routine occupation of the premises would be insignificant. During any large-scale installation or removal of fibreglass insulation, providing SMF fibre suppression measures as defined below are employed, exposure standards for SMF fibre would not normally be exceeded.

The following Risk Assessment is based on the requirements of Worksafe Australia, WorkSafe Australia, Sydney 1990, *Synthetic Mineral Fibres: National Standard and National Code of Practice*.

SMF Risk Assessment

According to Worksafe Australia 1990 (p 9) health risks associated with SMF are "significantly less potent ... than white asbestos (Chrysotile) fibres" and that "...the possibility of lung cancer is eliminated at an exposure standard (time weighted average) of 0.5 respirable fibres per millilitre of air for all types of synthetic mineral fibres...." (p V).

To reduce the possibility of skin, eye and upper respiratory tract irritation a maximum exposure standard of 2 milligrams per cubic metre of inspirable dust is recommended. These two standards are designed principally for the manufacture and end user industries in which significant dust clouds would be generated.

The same document also states: "The overall conclusion based on available animal experiments and epidemiology is that provided work is carried out in accordance with (NOHSC 1990), and compliance is maintained with the exposure standards, then there is a negligible health risk associated with exposure to SMF under present-day manufacturing and usage patterns."

PCB

PCB is the common name for Polychlorinated Biphenyls. PCBs range in appearance from colourless, oily liquids to more viscous and increasingly darker liquids, to yellow then black resins, depending on chlorine content of the PCB.

Discussion

The major use of PCBs in the electrical industry has been as an insulating fluid inside transformers and capacitors. These transformers and capacitors have ranged in size from the very large transformers typically used by electrical supply companies, to the small capacitors used in commercial products. Capacitors containing PCBs were installed in

various types of equipment including fluorescent light fittings during the 1950s, 60s and 70s.

Risk Assessment

Small quantities of PCBs are usually found in sealed containers known as capacitors. PCB-containing capacitors are unlikely to pose a health risk, unless they become damaged and leak.

PCBs can enter the body in three ways:

- absorption through the skin
- inhalation of PCB vapour
- ingestion by contamination of food or drink

The most commonly observed symptom in people exposed to high levels of PCBs is a condition known as chloracne. This is a severe, persistent acne-like rash due to repeated and prolonged contact of PCBs with skin. This condition has also occurred in people who have accidentally ingested PCBs.

Very high exposure to PCBs may also cause liver damage and damage to the nervous system.

There is the possibility that PCBs may cause cancers.

The likelihood of becoming sick from PCB exposure increases with the length of time and the amount of material that a person might come in contact with.

OZONE DEPLETING SUBSTANCES

Introduction

Ozone depleting substances (ODS) are compounds that contribute to stratospheric ozone depletion. They are widely used in refrigerators, air-conditioners, fire extinguishers, in dry cleaning, as solvents for cleaning, electronic equipment and as agricultural fumigants.

Ozone depleting substances (ODS) include:

- Bromochloromethane (BCM)
- Carbontetrachloride (CCl₄)
- Chlorofluorocarbons (CFCs)
- Halons
- Hydrobromofluorocarbons (HBFCs)
- Hydrochlorofluorocarbons (HCFCs)
- Methylbromide (CH₃Br)
- Methylchloroform (CH₃CCl₃)

ODS are generally very stable in the troposphere and only degrade under intense ultraviolet light in the stratosphere. When they break down they release chlorine or bromine atoms which then deplete the ozone.

Ozone Protection Strategy

The Australian Strategy for Ozone Protection calls for personnel who handle, install, service, commission and decommission and maintain commercial and industrial refrigeration and air-conditioning equipment to be accredited, licensed, registered to work with ozone depleting substances.

Best Management Practices

In Australia a 'Code of Good Practice' has been drawn up with the objective of assisting the reduction of emissions into the atmosphere of substances that deplete the ozone layer and contribute to global warming.

The Australian Refrigeration and Air-conditioning Code of Good Practice (HB 40.1 – 2001) recommends best practice for the maintenance, design, servicing, labelling and manufacture of refrigeration and air conditioning systems towards this objective.

Legislation

Under the Federal Government's *Ozone Protection and Synthetic Gas Management Act 1989* and its *Ozone Protection and Synthetic Gas Legislation Amendment Bill 2003* it is illegal to vent an ODS (Scheduled Substances) to the atmosphere.

General Maintenance

- All refrigeration and air-conditioning plant should be regularly inspected for traces of leaking refrigerant and/or oil, and for signs of leak-indicating dye
- Whenever a system is charged with refrigerant and/or lubricant, the service person must clearly label the system with the refrigerant/lubrication type; name of service organization; and date of service. In addition, the ASHRAE/ARI refrigerant designated R number shall be clearly displayed
- A service person should be aware of the possibility that a refrigeration or air-conditioning system may have been incorrectly charged or incorrectly labelled. The type of refrigerant contained in the system must therefore be first established by checking the temperature/pressure relationship or by using other tests to verify that the labelling is correct

Advice to Equipment Users

- Users are advised that persons who service refrigeration and air-conditioning equipment are required by legislation to observe the Code of Good Practice and not to 'top-up' or 'charge' systems known to be leaking refrigerant, or to service equipment unless it can be returned into service in a leak-free condition
- If a user does not have trained staff to undertake service or maintenance work, then it is recommended that a routine maintenance agreement for their plant be undertaken with a reputable service organization
- All users should monitor the operation of their installation weekly and call the service person immediately if any abnormal condition is found
- When a refrigeration system contains in excess of 50 kg of refrigerant, that system should be leak tested on a quarterly basis

Leak Testing

- Various methods may be used for leak-testing, e.g. electronic leak detectors, halide lamp and or ultraviolet lamp
- Only a non-controlled refrigerant mixed with a pressurising substance such as dry nitrogen should be used to leak test refrigeration and air-conditioning systems
- Where an air-conditioning or refrigeration system is found to be leaking and needs to be repaired, the vapour and/or liquid must first be recovered from the leaking system
- Where pressurisation testing has determined that an air-conditioning or refrigeration system is not leaking, moisture and non-condensables must be

evacuated from the system using dry nitrogen as the moisture absorber and either the deep or triple evacuation methods

- All refrigerants shall be recovered and either recycled, reclaimed or held for disposal in an approved manner
- It is highly recommended that a refrigerant charge monitor or leak detector be installed to alert equipment owners/operators of a refrigerant leak

Recovery, Recycling and Disposal of Refrigerants

- It is highly recommended, and in some cases mandatory, for recovery and/or recycling equipment to be used for the removal and recovery of refrigerant during service
- To avoid the danger of mixing different refrigerant types, the receiving containers shall be identified by the correct colour coding and labelling and shall only be used for the refrigerant type that is being transferred. The recovery containers shall conform to AS 4484-2004, '*Gas Cylinders for Industrial, Scientific and Refrigerant use – labelling and colour coding*'
- As chillers have large internal volume, it is important that all refrigerant vapour be recovered. A chiller at atmospheric pressure can still hold many kilograms of refrigerant vapour after the liquid has been removed
- When recovering refrigerant from a chiller the refrigerant should be recovered until the internal system pressure is reduced to 3 kPa absolute for low-pressure systems (e.g., R-11) and 70 kPa absolute for positive pressure systems (e.g., R-12 and R-22). The internal pressure should then be taken up to atmospheric pressure with dry nitrogen if the chiller is to be opened. This will prevent moisture-laden air entering the system, which could lead to contamination and corrosion

Disposal of Refrigerants

- Unusable or surplus fluorocarbon refrigerant shall not be discharged to the atmosphere, but shall be returned to a supplier
- Empty residual refrigerant in a disposable container shall be recovered and the container disposed of at a recycling centre
- The utmost care must be taken to avoid mixing different types of refrigerants, as separation may be impossible and large quantities of refrigerant may be rendered unusable

Handling and Storage

Losses of refrigerant to the atmosphere can occur during the handling and storage of refrigerant containers. Service persons have a duty of care to avoid such losses.

- There are numerous hazards associated with the storage of refrigerant. These include asphyxiation in confined space due to leakage from refrigerant containers; and fire, which may overheat and explode refrigerant containers or decompose refrigerant into toxic substances

Alternative Refrigerants and Lubricants

- With the introduction of HFC alternative refrigerants, alternative lubricants need to be considered to ensure system reliability. Some of these alternative lubricants tend to exhibit greater hygroscopicity than mineral oils, so care must be taken to ensure they are kept in sealed containers at all times
- Care must be taken to ensure that all components used in the refrigeration/air-conditioning system are compatible with the new refrigerant and lubricant

Recovery of Fluorocarbons Mixed with other Refrigerants

A number of different refrigerants and refrigeration mixtures have been used to replace or to 'top up' fluorocarbon based refrigerants in refrigeration and air-conditioning systems.

In many cases the equipment in question may not be labelled to indicate that hydrocarbon or hydrocarbon mixtures have been used and as the operating pressures of these replacement refrigerants are usually similar to those of the original refrigerant, their identification in the field is extremely difficult.

- It is not safe therefore to recover flammable refrigerant (hydrocarbon) using equipment designed only for non-flammable refrigerants such as R-12 and R-134a
- Should it be suspected that refrigeration or air-conditioning system contains an unidentified mixture or, if on asking the owner, examining the labels, and/or detecting instruments indicate that a hydrocarbon/fluorocarbon mixture or any other non-standard mixture of refrigerant may be present; the following procedure should be followed:
 - If a hydrocarbon or flammable mixture that contains hydrocarbon is suspected, use only equipment designed for the recovery of flammable gasses and recover the refrigerant into a specially marked container
 - In the case of refrigerant mixtures, it is not advisable to use recovery equipment as many mixtures have very high condensing pressures, which could result in equipment failure and/or injury to persons operating, or near the equipment

- The safest method of recovery is to use an evacuated and preferably chilled container to depressurise the system
- Label the container to show that it contains a mixture or the suspected composition, if known, and deliver it to a supplier for recycling
- Purge the residual gas from the system with dry nitrogen before proceeding with any repairs

Health Effects

In addition to causing environmental degradation certain ozone depleting substances may present a risk to human health when they are improperly handled or released in to a poorly ventilated area.

Inhalation

The most significant exposure route for humans is through inhalation. Refrigerant gases displace oxygen in the air making breathing difficult.

Overexposure can cause central nervous system depression and oxygen deficiency. Effects of overexposure may include light-headedness, giddiness, shortness-of-breath, headaches, and in extreme cases, irregular heartbeats, cardiac arrest, asphyxiation and death.

Symptoms of overexposure at lower concentrations may include transient eye, nose and throat irritation.

Skin Contact

Contact with rapidly released refrigerant gas may cause frostbite. Symptoms of frostbite may include changes in skin colour to white or greyish yellow.

Other direct dermal contact may result in skin de-fatting, dryness, irritation or contact dermatitis.

Standard work clothes provide adequate protection of the skin but it is recommended that lined butyl gloves and goggles be used whenever handling liquid refrigerants.

Eye Contact

Eye contact with rapidly released refrigerant or air-conditioning gas may cause severe frostbite damage to eyes and eyelids. Eye irritation may occur if exposure occurs at lower concentrations.

15 GLOSSARY

ACM	<i>See asbestos containing material</i>
Air monitoring	Air Monitoring means airborne asbestos fibre sampling to assist in assessing exposures and the effectiveness of control measures. Air monitoring includes exposure monitoring, control monitoring and clearance monitoring. <i>Note: Air monitoring should be undertaken in accordance with the Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres [NOHSC:3003 (2005)]</i>
Airborne asbestos fibres	Any fibres of asbestos small enough to be made airborne. For the purposes of monitoring airborne asbestos fibres, only respirable asbestos fibres (those less than 3µm wide, more than 5µm long and with a length to width ratio of more than 3 to 1) are counted.
Amosite	Grey or brown asbestos
AR	<i>See Asbestos Register</i>
Asbestos Containing Material	Any material, object, product or debris that contains asbestos.
Asbestos Register	Inventory of ACM by type, form, location, risk and required action.
Asbestos Removalist	A competent person who performs asbestos removal work. <i>Note: an asbestos removal licence is required in all State and Territory jurisdictions.</i>
Asbestos Survey and Management Plan	Document covering the identification, risk evaluation, control and management of identified asbestos hazards, developed in accordance with current legislation.
Asbestos ²	The fibrous form of mineral silicates belonging to the serpentine and amphibole groups of rock-forming minerals, including actinolite, amosite, anthophyllite, chrysotile, crocidolite, tremolite or any mixture containing one or more of the mineral silicates belonging to the serpentine and amphibole groups.
Asbestos–cement (AC)	Products consisting of sand aggregate and cement reinforced with asbestos fibres (e.g. asbestos cement pipes and flat or corrugated asbestos cement sheets).
ASCC	<i>See Safe Work Australia Council</i>
Non-friable asbestos	ACM that is bonded into a stable matrix and cannot be reduced to a dust by hand pressure.
Chrysotile	White asbestos
Clearance inspection	An inspection, carried out by a licensed Asbestos Assessor, to verify that an asbestos work area is safe to be returned to normal use after work involving the disturbance of ACM has taken place. A clearance inspection must include a visual inspection, and may also include clearance monitoring and/or settled dust sampling.
Clearance monitoring	Air monitoring using static or positional samples to measure the level of airborne asbestos fibres in an area following work on ACM. An area is 'cleared' when the level of airborne asbestos fibres is measured as being below 0.01 fibres/mL.

Control monitoring	Air monitoring, using static or positional sampling devices to measure the level of airborne asbestos fibres in an area during work on ACM. Control monitoring is designed to assist in assessing the effectiveness of control measures. Its results are not representative of actual occupational exposures, and should not be used for that purpose.
Crocidolite	Blue asbestos
Exposure monitoring	Air monitoring in the breathing zone to determine a person's likely exposure to a hazardous substance. Exposure monitoring is designed to reliably estimate the person's exposure, so that it may be compared with the National Exposure Standard.
HMRISMP	<i>See hazardous material survey re-inspection and management plan</i>
In situ ²	Fixed or installed in its original position, not having been removed.
Inaccessible areas	Areas which are difficult to access, such as wall cavities and the interiors of plant and equipment.
Licensed Asbestos Assessor	Person who is qualified to undertake the identification and assessment of asbestos and provide recommendations on its safe management.
Membrane	A flexible or semi-flexible material, which functions as the waterproofing component in a roofing or waterproofing assembly.
NATA	National Association of Testing Authorities
NOHSC (<i>now SWA</i>)	National Occupational Health and Safety Commission (<i>now known as Safe Work Australia</i>)
PMCW	Person with management or control of a workplace
Safe Work Australia Council (SWAC)	A council that provides a national forum for State and Territory governments, employers and employees to consult and participate in the development of policies relating to OHS and workers' compensation matters, and promote national consistency in the OHS and workers' compensation regulatory framework.
SWMS	Safe Work Method Statement

16 REFERENCES

- *How To Manage and Control Asbestos In The Workplace Code of Practice*
- *How To Safely Remove Asbestos Code of Practice*
- *Dangerous Substances (General) Regulation 2004*
- *Work Health and Safety Act 2011*
- *Work Health and Safety Regulations 2011*
- *Dangerous Substances Act 2004*
- *Australian Capital Territory Parliamentary Counsel (2006), Asbestos Legislation Amendment Act 2006 [A2006-16], Canberra, Australia*
- *ANZECC 1997, Identification of PCB-Containing Capacitors; An information Booklet for Electricians and Electrical Contractors*
- *Dangerous Substances Act 2004 A2004-7*
- *Standards Australia, AS 4361.2 - 1998 Guide to lead paint management, Part 2: Residential and Commercial Buildings*
- *Standards Australia, HB 40.1 – 2001 The Australian Refrigeration and Air-conditioning Code of Good Practice*
- *WorkSafe Australia, Sydney 1990, Synthetic Mineral Fibres: National Standard and National Code of Practice*



ACT
Government

Chief Minister, Treasury and
Economic Development

ACT Property Group

Oaks Estate Community Hall

Thermal Switchboard Scan

Prepared for:

ACT Government
255 Canberra Ave
Fyshwick
ACT



2-1-2016

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IR000544.IS2

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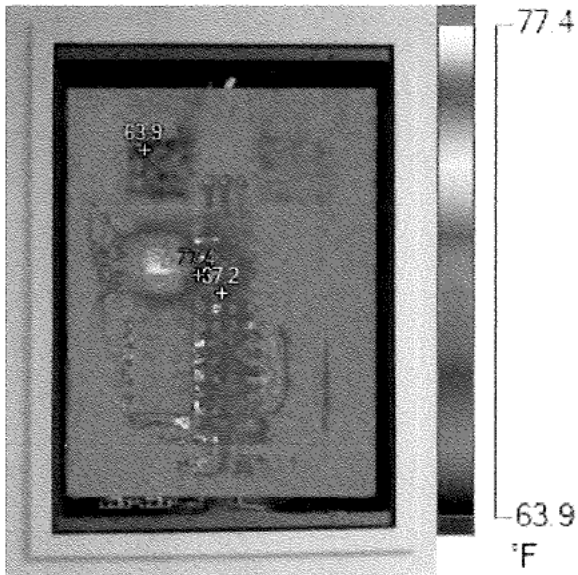


ACT
Government

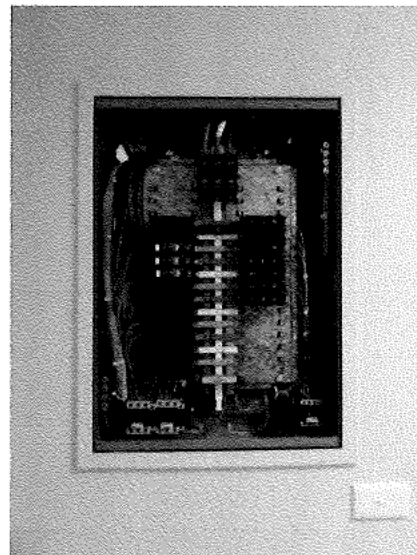
Chief Minister, Treasury and
Economic Development

Inspected By: R Marek

Inspection Date:	2/1/2016	Location	Oaks Estate
Equipment		Equipment Name:	Main SWB
Ambient Air Temp:		Wind Speed	
Load (%)		Max Rated Load:	
Exception Temperature:		Potential Problem	
Recommended Action		Repair Priority:	
Emissivity:	1.00	Reflected Temperature:	68.0 °F
Camera Manufacturer	Fluke Thermography	Camera:	Ti125-13080035



IR000544.IS2



Visible Light Image

Image Info

Average Temperature	66.5°F
Image Range	63.9°F to 77.4°F
Camera Model	Ti125
IR Sensor Size	120 x 160
DSP Version	1.0.55
File Location	H:\ DCIM\ 100FLUKE\ IR000544.IS2
Calibration Range	14.0°F to 662.0°F

Main Image Markers

Name	Temperature	Emissivity
Centerpoint	67.2°F	1.00
Hot	77.4°F	1.00
Cold	63.9°F	1.00

Summary

No abnormalities found



Certificate of Inspection

Installed System

Certificate No:
07-01-034172

CLIENT	ACT Property Group			Oaks Estate Community Hall
ADDRESS	PO Box 777			2 William Street
Fyshwick	POSTCODE	2609, ACT		Oaks Estate 2620, ACT
PHONE	02 6205 1283	FAX		

ASSET TYPE	COMMISSION DATE	NEXT SERVICE	RATING	*COMPLYING STANDARDS	MANUFACTURED & INSTALLED BY	COMMENTS
Anchor Point	31/03/2015	30/03/2017	15kN	1891.4.2009/5532 .2013	RIS/RIS	15 x SMAP Anchor Points visually inspected pass
Ladder Bracket	31/03/2015	30/03/2021	150kg	1657-2013	RIS/RIS	1 x Ladder Bracket visually inspected pass
Access Strop	31/03/2015	30/03/2017	15kN	1891.4.2009	RIS/RIS	1 x Anchor Cable Strop visually inspected pass
Compliance Signage	31/03/2015	30/03/2017	N/A	1891.4.2009	RIS/RIS	1 x Sign visually inspected pass

Recommendations:

Requirements:

*Design and location of Single Anchorage Point System is in accordance with AS/NZS 1891-4 and local regulatory Authorities

AUTHORISED BY: s41

DATE: 30/03/2016

SIGNATURE: s41

“This certificate is a transcript of the original certificate provided by the abovementioned authorised individual”

FOR ALL RECERTIFICATION ENQUIRIES PLEASE CALL THE NATIONAL RECERTIFICATION LINE ON 1300 663 255 or email recert@rissafety.com

RISSAFETY PTY LTD

ABN 46 008 445 458

Head Office: 3 Bushells Place, Wetherill Park NSW 2164
T: +61 2 8781 2100, F: +61 2 878 2111, E: sydney@RISsafety.com

RISsafety.com

	Melbourne	Canberra	Brisbane	Mackay	Adelaide	Perth	Hobart	Darwin
Ph:	(03) 9330 4911	(02) 6290 7200	(07) 3216 6413	(07) 4998 5533	(08) 8268 3766	(08) 9418 2500	(03) 6228 2155	0407 533 918
Fx:	(03) 9330 4977	(02) 6298 1066	(07) 3216 7745	(07) 4998 5544	(08) 8243 0638	(08) 9418 2522	(03) 6228 2177	
Em:	melbourne@RISsafety.com	canberra@RISsafety.com	brisbane@RISsafety.com	mackay@RISsafety.com	adelaide@RISsafety.com	perth@RISsafety.com	hobart@RISsafety.com	darwin@RISsafety.com



RECERTIFICATION PROGRAM

We welcome you to the **RIS Recertification Program**

All height safety equipment installed to AS1891 requires annual certification to ensure compliance.

Did you know that as Person Conducting a Business or Undertaking (PCBU) you are required to provide safe systems for work. This obligation extends to ensuring access equipment is maintained and is regularly inspected and recertified to comply with the Australian Standards.

The access system information for your site has been logged into our recertification database.

We will make contact with your site approximately one month prior to recertification being due as a reminder service.

Please contact us to confirm or update the contact details we have on file. We will then be able to contact you before the recertification inspection is due to arrange a convenient time for one of our technicians to complete this work with minimal disruption to your operations.

Please email **recert@rissafety.com** with the following information:

Address as listed on the certificate of the site where the system was installed:

Contact name:

Contact email address:

RISsafety.com

PHONE ENQUIRIES: **1300 663 255**



ACT
Government

Chief Minister, Treasury and
Economic Development

The Administrative Officer

s41

Community Services#1 Inc
PO Box 7
Narrabundah ACT 2604

Email: s41@communityservices1.org

Dear s41

**RE: Certificate of Currency for Public Liability Insurance
Sublease – Oaks Estate Community Hall (2 William St Oaks Estate)**

Our records indicate that we do not hold a current Certificate of Currency for Public Liability Insurance for the above, as required under the terms and conditions of your sublease.

To enable me to update our records, please provide me with a current Certificate of Currency for Public Liability Insurance for at least \$20 million, with the interest of the **“Australian Capital Territory”** noted thereon as an interested party.

Your Insurer and/or Broker will be able to assist you with this request.

Please provide the certificate to me by email to Carmenj.edwards@act.gov.au or post to the following address:

ACT Property Group
(refer Carmen Edwards)
PO Box 777
FYSHWICK ACT 2608

Do not hesitate to contact me on 02 6205 1311 should you require any further information.

Yours sincerely

Carmen Edwards
ACT Property Group

8 September 2016



Certificate Of Currency as of 09/09/2016

This Certificate of Currency confirms that the policy specified is current for the stated period, subject to the policy terms, conditions and exclusions.

YOUR POLICY SUMMARY	
Policy Number	P00089973
Policy Type	Not For Profit Business Insurance
Period of Insurance	30/03/2016 - 30/03/2017 at 4:00pm
Insured(s)	Community Services #1
Trading Name	Community Services #1
Interested Party	Australian Capital Territory
Type of Interest	Landlord
Description	Location: Oaks Estate Hall2 William StreetOaks Estate ACT 2620



General Liability

INTEREST INSURED	
Public and Products Liability	
Public Liability	
Limit of Liability any one Claim	\$20,000,000
Territorial Limitation	Worldwide Excluding USA/Canada
Jurisdiction Limitation	Australia Only



ACT
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Chief Minister, Treasury and
Economic Development

Building Inspection Report

Site / Building:	BID 1300 – OAKS ESTATE COMMUNITY HALL		
Tenant:	COMMUNITIES@WORK		
Dwelling Description:	COMMUNITY HALL		



Services / Fittings	Poor	Average	Good	Description of asset	Action required
Switchboard		✓			
Smoke protection				Not applicable – not required	
Fire services		✓		1 Fire blanket, 2 Extinguishers	
Security System				Not applicable	
Heating		✓		Electric wall heaters	
Cooling		✓		Ceiling fans only	
Pest control		✓			
Electrical meter number		✓		15165	
Gas meter number				Not applicable	
Waste / removal				Tenant (JJ Richards)	
Water meter number					

Site / External	Poor	Average	Good	Description of asset	Action required
Hardstand maintenance		✓		ACTPG	
Landscape maintenance		✓			
Mowing		✓			
Trees		✓			
Downpipes			✓		
Water tanks				Not applicable	
External lighting				Does not appear to be working	Tenant will ascertain if bulbs just need replacing and do so if required. If fittings not working, I will organise a Work Order to rectify.
Perimeter		✓			
Car parks				Not applicable	
Windows		✓			
External locks		✓		Unable to open outside toilets (not used as toilets)	Outside toilets are not used for purpose, storage of rubbish bin only. Unable to unlock on the day, tenant to investigate and if required, I will organise a Work Order to unlock and rekey.

General	Poor	Average	Good	Description of asset	Action required
Floors (Living Area)			✓	Wood	
Entry			✓		
Hallway				Not applicable	
Paint to walls		✓			
Paint to ceiling	✓			Ceiling paint damaged. Does not appear to be water damage, just age.	
Paint to doors		✓			
Light fittings	✓			Minor damage to fittings.	
Light switches		✓			
Power points		✓			
Windows (internal)		✓		No safety screens.	
Lifts				Not applicable	

Bathrooms	Poor	Average	Good	Description of asset	Action required
Walls		✓			
Floors		✓			
Toilets		✓			
Basins		✓			
Mirrors		✓			
Taps		✓			
Showers					
Urinals				Not applicable.	
Lockers				Not applicable.	
Rails / fittings		✓			
Ventilation		✓			
Lights		✓			

Kitchen	Poor	Average	Good	Description of asset	Action required
Bench tops			✓		
Joinery			✓		
Splash back			✓		
Taps			✓		
Appliances - Stove		✓			
Flooring	✓				
Walls		✓			
Ceiling		✓			

ACTPG Assets					
Desks				Not applicable	
Chairs / couch				Not applicable	
Phones				Not applicable	
Cabinets				Not applicable	
Other:				Not applicable	
Air lock				Not applicable	

Tenant:		Signed:		Date:	
Officer:	Carmen Edwards	Signed:		Date:	21/9/16
Manager:	Jennifer Aumann	Signed:		Date:	

Comments:

Email to Tania Shaw 21/9/16:

Hi Tania

I visited one of my properties yesterday, Oaks Estate Community Hall.

The tenant representative, S41 [REDACTED], enquired in relation to a survey she completed earlier this year regarding Public Liability Insurance. Do you have any further information relating to this that I can provide to S41 [REDACTED]

For your information, I am advised that the hall is very under used. Bookings include:

1. Elections (one off);
2. A Wellness Company – 3 monthly; and
3. Oaks Estate Progress Association – monthly.

Enquiries were recently received from a couple of ladies proposing dance classes, but it looks like those will not be going ahead. Apparently Oaks Estate Community Hall is considered too far out of the way.

Email to Tenant:

Hi S41 [REDACTED]

Thank you for your email.

I confirm that you will update me as things progress your end.

Regarding keys to the premises; to enable to us to confirm the integrity of security at the premises and ensure that ACT Property Group has copies of all keys we will look at upgrading the keys and locks.

Please arrange for all keys held by any hirers to be returned to your office. When you are in possession of all keys, please let me know and we will make arrangements to review.

Regarding the external lights, please let me know as soon as possible if it is just a matter of new bulbs, or if the external lighting needs to be repaired/replaced. I would like to resolve this as soon as possible, as entering the premises in the dark could be hazardous. Is there any possibility that the lights come on when it is dark?

From: Shaw, Tania
To: [Edwards, CarmenJ](#)
Cc: [Aumann, Jennifer](#)
Subject: Oaks Estate Community Centre playground [SEC=UNCLASSIFIED]
Date: Tuesday, 22 November 2016 3:37:59 PM

Carmen

Just a heads up – City Services have been contacted by the Oaks Estate Residents group raising concern about the state of the playground within the fenceline of the Community Centre that we owned and is leased by Southside Community Services/ #1 Community Services. I confirmed that the building is with us and that generally the building and equipment is the tenants responsibility to maintain. The Residents group may contact you/us through the Response Centre number or email.

regards

TANIA SHAW | SENIOR MANAGER |
PH: +61 2 6205 9937 | FAX: 02 6213 0735 | MOB: S41 | E:
tania.shaw@act.gov.au
ACCOMMODATION, LEASING, POLICY AND STRATEGY | ACT PROPERTY GROUP | CHIEF
MINISTER, TREASURY AND ECONOMIC DEVELOPMENT DIRECTORATE | ACT GOVERNMENT
255 Canberra Avenue Fyshwick | PO Box 777 Fyshwick ACT 2609 |
www.act.gov.au

From: s41
To: [Edwards, CarmenJ](#)
Subject: RE: Oaks Estate Community Hall [SEC=UNCLASSIFIED]
Date: Wednesday, 23 November 2016 10:41:06 AM
Attachments: [image001.png](#)

Hi Carmen,

Thanks for clearing that up.
We should be all organised now.
Kind regards

s41 | Administrative Officer



(Formerly Southside Community Service)
PO Box 7, Narrabundah, ACT 2604
Tel: 6126 4700 Fax: 6295 7944 Web: www.communityservices1.org

From: Edwards, CarmenJ [mailto:CarmenJ.Edwards@act.gov.au]
Sent: Tuesday, 22 November 2016 4:31 PM
To: s41
Subject: RE: Oaks Estate Community Hall [SEC=UNCLASSIFIED]

Hi s41

It would appear that the information that I was given was old information.

If you are satisfied that the mowing has been carried out in a good and workmanlike manner and have maintenance regularly scheduled, I think we can leave it at that.

I will contact your further if I am advised of any other "complaints".

Regards

Carmen Edwards | Senior Property Officer
Phone: 02 62051311 | Fax 02 62130748 | E: carmenj.edwards@act.gov.au | ACT PROPERTY GROUP | CHIEF MINISTER, TREASURY AND ECONOMIC DEVELOPMENT DIRECTORATE
ACT GOVERNMENT
255 Canberra Avenue, Fyshwick | PO Box 777 Fyshwick ACT 2609 | www.act.gov.au

From: s41 [mailto:s41@communityservices1.org]
Sent: Tuesday, 22 November 2016 4:23 PM
To: Edwards, CarmenJ
Subject: RE: Oaks Estate Community Hall [SEC=UNCLASSIFIED]

Hi Carmen,

Thank you for your email.

After our last email we arranged for a gardener to attend as soon as we could arrange and the mowing was carried out last week.

This garden maintenance is now scheduled regularly.

Are you able to give me a little more detail about the concerns with the playground?

Kind regards

s41 | Administrative Officer



(Formerly Southside Community Service)

PO Box 7, Narrabundah, ACT 2604

Tel: 6126 4700 Fax: 6295 7944 Web: www.communityservices1.org

From: Edwards, CarmenJ [<mailto:CarmenJ.Edwards@act.gov.au>]

Sent: Tuesday, 22 November 2016 4:13 PM

To: s41

Cc: Aumann, Jennifer

Subject: RE: Oaks Estate Community Hall [SEC=UNCLASSIFIED]

Hi s41

I refer to our previous correspondence regarding this matter.

I have been advised that concerns have been raised about the state of the playground within your tenancy.

I would appreciate you making arrangements for the mowing and maintenance to be done as soon as possible.

Regards

Carmen Edwards | Senior Property Officer

Phone: 02 62051311 | Fax 02 62130748 | E: carmenj.edwards@act.gov.au | ACT PROPERTY GROUP | CHIEF MINISTER, TREASURY AND ECONOMIC DEVELOPMENT DIRECTORATE
ACT GOVERNMENT

255 Canberra Avenue, Fyshwick | PO Box 777 Fyshwick ACT 2609 | www.act.gov.au

From: s41 | s41@communityservices1.org

Sent: Tuesday, 8 November 2016 3:20 PM

To: Edwards, CarmenJ

Subject: RE: Oaks Estate Community Hall [SEC=UNCLASSIFIED]

Hi Carmen,

Thanks for letting us know.
I have contacted our garden maintenance person now and I hope he can book the mowing in ASAP.
Kind regards

s41 | Administrative Officer



(Formerly Southside Community Service)
PO Box 7, Narrabundah, ACT 2604
Tel: 6126 4700 Fax: 6295 7944 Web: www.communityservices1.org

From: Edwards, CarmenJ [<mailto:CarmenJ.Edwards@act.gov.au>]
Sent: Tuesday, 8 November 2016 12:04 PM
To: s41
Cc: Aumann, Jennifer
Subject: RE: Oaks Estate Community Hall [SEC=UNCLASSIFIED]

Hi s41

Thank you for your email.

Under the terms of the Sublease for the Oaks Estate Community Hall (Block 4 Section 15 Oaks Estate), the tenant is responsible for all landscaping and gardening, including mowing.

I am not sure why TAMS have been undertaking the mowing for you, this may have just carried over from when these premises were managed by Community Services Directorate.

Please make arrangements for future mowing to be carried out by one of your employees/contractors. TAMS mowing responsibility only extends to mowing of public spaces.

Regards

Carmen Edwards | Senior Property Officer
Phone: 02 62051311 | Fax 02 62130748 | E: carmenj.edwards@act.gov.au | ACT PROPERTY GROUP | CHIEF MINISTER, TREASURY AND ECONOMIC DEVELOPMENT DIRECTORATE
ACT GOVERNMENT
255 Canberra Avenue, Fyshwick | PO Box 777 Fyshwick ACT 2609 | www.act.gov.au

From: s41 [s41@communityservices1.org]
Sent: Monday, 7 November 2016 11:52 AM
To: Edwards, CarmenJ
Subject: RE: Oaks Estate Community Hall [SEC=UNCLASSIFIED]

Hi Carmen,

Thank you for your email.

We also noticed the high grass and though the TAMS mowing service was running late. Oaks Estate was booked in for 31.10.16. The mowing has always been taken care of by TAMS.

I've also checked all keys to see if I could look the electrical box, but none of the keys worked.

Since we have last spoken I have tried to get in contact with the Oaks Estate Progress Association in regards to the keys, but I've had no reply.

Kind regards

s41 | Administrative Officer



(Formerly Southside Community Service)

PO Box 7, Narrabundah, ACT 2604

Tel: 6126 4700 Fax: 6295 7944 Web: www.communityservices1.org

From: Edwards, CarmenJ [<mailto:CarmenJ.Edwards@act.gov.au>]

Sent: Monday, 7 November 2016 11:16 AM

To: s41

Cc: Fairman, Mikhala

Subject: Oaks Estate Community Hall [SEC=UNCLASSIFIED]

Hi s41

It has come to our attention that the grass/lawns at the above premises are becoming very overgrown. The recent wet and then warmer weather means that grass is growing very quickly and can be difficult to maintain, however, can I ask you to make arrangements for the area to be mown soon?

Please do not hesitate to call me should you wish to discuss.

Regards

Carmen Edwards | Senior Property Officer

Phone: 02 62051311 | Fax 02 62130748 | E: carmenj.edwards@act.gov.au | ACT PROPERTY GROUP | CHIEF MINISTER, TREASURY AND ECONOMIC DEVELOPMENT DIRECTORATE

ACT GOVERNMENT

255 Canberra Avenue, Fyshwick | PO Box 777 Fyshwick ACT 2609 | www.act.gov.au



Works Administration Pty Ltd t/as
Roof & Balcony Solutions
ABN. 16 097 156 940
P.O Box 72 Waramanga ACT 2611
admin@rnbsolutions.com.au
Ph 02 6287 1699 Fax 02 6287 2166

6 December 16
OAKSESTATEHALL; Oaks Estate

Oaks Estate Community Hall
C/o – ACT Property Group
PO Box 777
Fyshwick ACT 2609

Re; Introduction to Height Safety System (HSS) Upgrades on ACT Property Group Buildings; Oaks Estate Community Hall | 2 William Street Oaks Estate ACT 2620

Work Order: 79398

Roof & Balcony Solutions were requisitioned to appraise the Height Safety Systems (HSS) on the roofs of the above site address. A Rigcom Access Pty Ltd (RIGCOM) Inspection Report (see link below) was commissioned to provide an independent, appropriately skilled and experienced overview.

Generally the Height Safety Systems on this site are in good condition and fit for purpose. All items were subsequently tagged with current certification dates and no further works were deemed necessary.

The link to the Rigcom Conformance Report details the suggested requirements further:

<https://www.dropbox.com/sh/ic78o75whbl6tds/AACyLQft7rGx-0WiYqv4pj6Ka?dl=0>

Summary of the requirements for this site;

During the process of this inspection and report, the existing components have been assessed as appropriately installed and have been individually certified for the coming 12 month period (from inspection date).

A register (by way of the subject inspection report) now records the existence, condition and recertification dates for the Height Safety Systems on these building(s). Return visits at 12 monthly intervals (per *Australian Standard - AS1891.4 Industrial fall arrest systems and devices - Selection, use and maintenance*) will facilitate the required recertification and update all such records and documentation.

A Height Safety Component can only be utilised if it is currently certified by an appropriately authorised inspector.

In the ACT, ALL work above a height of 2 metres MUST NOT be carried out prior to the development of a Site Specific Safe Work Method Statement, which effectively means ANY



person(s) planning to access said roof(s) MUST familiarise themselves with the entire suite of Height Safety System Documents included in the related report (see link above).

Said documents include a Roof Access Permit which MUST be completed prior to accessing the system. This permit application is particularly important for the use of the PCBU and specifically the authorised Site Supervisor / Manager, in checking off on the basic requirements of the potential user. Until these requirements can be met, the PCBU should not allow access to the roof(s) in question. It is an important primary protection mechanism for the PCBU and will be scrutinised in the event of any incident.

The Roof Access Permit acts as a checklist for the documentation required for unsupervised access. ALL users must, prior to the use of the system;

- i. Check that the Height Safety System is currently certified.
- ii. Prove appropriate training via Height Safety Training Card (We recommend no less than training to the level of Height Safety Supervisor per *Australian Standard - AS1891.4 Industrial fall arrest systems and devices - Selection, use and maintenance*).
- iii. Prove Construction Industry Induction Training.
- iv. Prove Asbestos Awareness training.
- v. Familiarise themselves with the Height Safety System documentation provided for this purpose (see Rigcom Access Pty Ltd Conformance Report link).
- vi. Design and complete a Site Specific Safe Work Method Statement based upon the details included in v. above and upon a current site assessment, including an effective Rescue Plan.

NOTE 1 - Single storey outbuildings, shorter rooflines and areas otherwise not feasibly suitable for formal HSS protection; It is important to remember that any work on these roofs also represents high risk access to a height >2m and therefore it is mandatory that a Site Specific Safe Work Method Statement be designed and implemented by any potential user. Access to such rooflines is usually limited to ball / rubbish retrieval and / or gutter cleaning, which can often be achieved via mobile scaffold, etc. to avoid accessing the roof. If / when in doubt regards access to rooflines with no formal height safety system, we strongly recommend a Site and Task Specific Safe Work Method Statement be designed by persons trained to the higher level of "Height Safety Manager" per *Australian Standard AS1891.4 Industrial fall arrest systems and devices - Selection, use and maintenance*. Please discuss any / all such requirements with Roof & Balcony Solutions as required.

NOTE 2 - The Working At Height Association (WAHA) has recently provided the recommended contents of a Basic Safe Working At Height Training Course for WAHA endorsement. The association will further develop guidelines including more specific detail regarding all matters concerning working at height. Such information will be used in updating your Height Safety Systems and the related documents into the future (see attached).



Rigcom Access Pty. Ltd. Inspection Report

*How to use the documents in the Dropbox link above for Oaks Estate Community Hall | 2
William Street Oaks Estate ACT*

<https://www.dropbox.com/sh/ic78o75whbl6tds/AACyLQft7rGx-0WiYqv4pj6Ka?dl=0>

Open the link (this may take a moment)

Certificates

Certification documents for existing components prove inspection and certification to comply with the manufacturers installation instructions and to *Australian Standard - AS1891.4 Industrial fall arrest systems and devices - Selection, use and maintenance.*

Conformance Report

Not required.

Forms and safety information

Roof Access Permit - Primary checklist MUST be completed prior to ANY access to the roof(s) within this complex.

Working at Heights Information - General principles of safely working at heights for anyone requiring a basic understanding of the subject.

Inspection records

Initial inspection record of each component within this site, including installation record against the manufacturer's specifications.

Inspection register

Installed system site register.

Layouts

Plan view of the site with existing components marked.

Product Brochures

Brochures, which either describe the components inspected, or ones similar to those inspected (where documentation is not available or no longer available).

Please note, the Working At Heights Association is currently working towards all manufacturers providing such documents, at which time they should be updated at the next completed compliance check.



Product Testing Documents

Test Reports (where available) and Certificates of Conformity (where available, or for similar design profiles where not available or no longer available).

Please note, the Working At Height Association is currently working towards all manufacturers providing such documents, at which time they should be updated at the next completed compliance check.

Site photographs

Photographs of tagged components in position (refer to layout plan).

User manual

This generic user manual is provided as one of the only simple (albeit thorough) user manuals available. It provides an example of what the user manual should contain for all such products.

The Working At Height Association is currently working towards all manufacturers providing such documents, at which time they should be updated at the next completed compliance check.

All prices current for 90 days.

Please Note; All quoted works require that 50% progress payment be completed on the day of material delivery and the balance upon the completion of the last days work, unless alternative arrangements have been agreed upon prior to job commencement.

All information provided remains the intellectual property of Works Administration Pty Ltd t/as Roof & Balcony Solutions. It is not to be duplicated, without our express permission, for any purpose except distribution to the above named asset owners.

Thank you for the opportunity to be of service. Please do not hesitate to forward any questions about our findings and recommendations to our office.

Sincerely,

s41

Works Administration Pty Ltd t/as Roof and Balcony Solutions
NSW Licence No. 201584C - Roof Plumber, Roof Tiler & External Waterproofer



Roof & Balcony Solutions holds all the following qualifications and suggests the checked items are required to perform this Scope of Works;

Licences;

- Roof Plumber
 - Roof Tiler
 - External waterproofer
- NSW208584C

Duty of Care;

- Quality Product/s
- Standard Operating Procedures
- Job Safety Assessments
- Safe Work Method Statements
- OHS Training
- Trained First Aid Personnel
- Rescue / emergency equipment
- Award-winning WHS Systems

Insurance;

- Public Liability (10 Million)
- Business Insurance
- Workers Compensation
- Home Owners' Warranty

Working at heights;

- All trades staff trained to Height Safety Manager per *Australian Standard AS1891.4 Industrial fall-arrest systems and devices, Selection, use and maintenance*

Have you checked the credentials of other trades people tendering quotations to ensure they are adequately qualified?



HIA member
the best in the business



**WORKING AT
HEIGHT ASSOCIATION**

From: s41
To: [Edwards, CarmenJ](#)
Subject: RE: Request for Information- 2016/17 Christmas & New Year Shutdown [SEC=UNCLASSIFIED]
Date: Wednesday, 14 December 2016 12:08:15 PM
Attachments: [image001.png](#)
[Oaks Estate Hall Xmas contacts.pdf](#)

Hi Carmen

Please find attached the contacts for the 2016/17 Christmas and New Year shutdown.
Thanks for your patience.
Our CEO was away from the office until today.
Kind regards

s41 | Administrative Officer



(Formerly Southside Community Service)
PO Box 7, Narrabundah, ACT 2604
Tel: 6126 4700 Fax: 6295 7944 Web: www.communityservices1.org

From: Edwards, CarmenJ [mailto:CarmenJ.Edwards@act.gov.au]
Sent: Thursday, 1 December 2016 9:00 AM
To: s41
Cc: Aumann, Jennifer
Subject: Request for Information- 2016/17 Christmas & New Year Shutdown [SEC=UNCLASSIFIED]

Hi s41

ACT Property Group will close during the afternoon of Friday 23 December 2016 and re-open on Tuesday 3 January 2017.

For emergency building issues during this period, please contact ACT Property Group Response Centre on 02 6213 0700.

Please complete the attached form with the dates that your premises will be closed, details of your emergency contacts and return the completed form to me by email by 14 December 2016.

Your assistance is appreciated.

Regards

Carmen Edwards | Senior Property Officer
Phone: 02 62051311 | Fax 02 62130748 | E: carmenj.edwards@act.gov.au | ACT

ACT Property Group 2016/17 Christmas & New Year Shutdown

ACT Property Group will be closed from Friday 23 December and will re-open on Tuesday 3 January 2017.

For Emergency Building Issues during this period please contact
ACT Property Group Response Centre – (02) 6213 0700

Should we need to contact you during this time, please complete this form with the dates that your premises will be closed and the details of your emergency contacts.

Please return via e-mail: [insert email]

Tenant/Business Name: [insert details] Community Services # 1

Building Name & Address: [insert details] Oaks Estate Community Hall
2 William St, Oaks Estate ACT 2620

Indicate the days that your office will be closed by marking below with an X:

December 2016													
Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
								1		2		3	
4		5		6		7		8		9		10	
11		12		13		14		15		16		17	
18		19		20		21		22		23		24	X
25	X	26	X	27	X	28	X	29	X	30	X	31	X
January 2017													
Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
1	X	2	X	3		4		5		6		7	
8		9		10		11		12		13		14	
15		16		17		18		19		20		21	
22		23		24		25		26		27		28	
29		30		31									

Primary point of contact:

Name: s41 [redacted] Phone Number: _____

Position: CEO Mobile Phone Number: s41 [redacted]

Email: s41 [redacted]@communityservices1.org Facsimile: _____

Secondary point of contact:

Name: [redacted] s41 [redacted] Phone Number: s41 [redacted]

Position: Operations Director Mobile Phone Number: [redacted]

Email: s41 [redacted]@communityservices1.org Facsimile: _____

After Hours Emergency Contact (if different from above):

Name: _____ Phone Number: _____

Position: _____ Mobile Phone Number: _____

Email: _____ Facsimile: _____

Additional information: _____

Please Note: Should these details change in the coming weeks, it is the responsibility of the tenant to forward these changes to ACT Property Group in writing, no later than one week prior to closure.

From: s41
To: [Edwards, CarmenJ](#)
Subject: RE: Public Liability Insurance - Oaks Estate Community Hall [SEC=UNCLASSIFIED]
Date: Tuesday, 7 March 2017 9:12:08 AM
Attachments: [image001.png](#)

Hi Carmen

Thank you for the reminder.

I have asked our Business and Infrastructure Team to send me the renewal once it has come through and I will forward it to you once it arrives.

Kind regards

s41 | Administrative Officer



(Formerly Southside Community Service)

PO Box 7, Narrabundah, ACT 2604

Tel: 6126 4700 Fax: 6295 7944 Web: www.communityservices1.org

From: Edwards, CarmenJ [mailto:CarmenJ.Edwards@act.gov.au]
Sent: Monday, 6 March 2017 4:43 PM
To: s41
Subject: Public Liability Insurance - Oaks Estate Community Hall [SEC=UNCLASSIFIED]

Hi s41

Please find attached letter in relation to Public Liability Insurance.

Regards

Carmen

Carmen Edwards | Senior Property Officer

Phone: 02 62051311 | Fax 02 62130748 | E: carmenj.edwards@act.gov.au | ACT

PROPERTY GROUP | CHIEF MINISTER, TREASURY AND ECONOMIC DEVELOPMENT
DIRECTORATE

ACT GOVERNMENT

255 Canberra Avenue, Fyshwick | PO Box 777 Fyshwick ACT 2609 | www.act.gov.au

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ACT
Government

Chief Minister, Treasury and
Economic Development

The Administrative Officer

s41

Community Services#1 Inc
PO Box 7
Narrabundah ACT 2604

Email: s41@communityservices1.org

Dear s41

**RE: Certificate of Currency for Public Liability Insurance
Sublease – Oaks Estate Community Hall (2 William St Oaks Estate)**

Our records indicate that the Certificate of Currency for Public Liability Insurance that we hold for the above is due to expire on 31 March 2017.

To enable me to update our records, please provide me with a Certificate of Currency for Public Liability Insurance for at least \$10 million (from 1 April 2017), with the interest of the **“Australian Capital Territory”** noted thereon as an interested party.

Your Insurer and/or Broker will be able to assist you with this request.

Please provide the certificate to me by email to Carmenj.edwards@act.gov.au or post to the following address:

ACT Property Group
(refer Carmen Edwards)
PO Box 777
FYSHWICK ACT 2608

Do not hesitate to contact me on 02 6205 1311 should you require any further information.

Yours sincerely

s41

Carmen Edwards
ACT Property Group

6 March 2017

From: s41
To: [Edwards, CarmenJ](#)
Subject: RE: Public Liability Insurance - Oaks Estate Community Hall [SEC=UNCLASSIFIED]
Date: Tuesday, 28 March 2017 4:00:32 PM
Attachments: [image001.png](#)
[Certificate of Currency Community Services #1 P00089973.pdf](#)

Hi Carmen

I only have the certificate of currency that will be finished 30.3.17.
The Finance Department will send out the new certificate when it arrives and I will forward it to you.

Kind regards

s41 | Administrative Officer



(Formerly Southside Community Service)
PO Box 7, Narrabundah, ACT 2604
Tel: 6126 4700 Fax: 6295 7944 Web: www.communityservices1.org

From: Edwards, CarmenJ [mailto:CarmenJ.Edwards@act.gov.au]
Sent: Monday, 6 March 2017 4:43 PM
To: s41
Subject: Public Liability Insurance - Oaks Estate Community Hall [SEC=UNCLASSIFIED]

Hi s41

Please find attached letter in relation to Public Liability Insurance.

Regards

Carmen

Carmen Edwards | Senior Property Officer
Phone: 02 62051311 | Fax 02 62130748 | E: carmenj.edwards@act.gov.au | ACT
PROPERTY GROUP | CHIEF MINISTER, TREASURY AND ECONOMIC DEVELOPMENT
DIRECTORATE
ACT GOVERNMENT
255 Canberra Avenue, Fyshwick | PO Box 777 Fyshwick ACT 2609 | www.act.gov.au

This email, and any attachments, may be confidential and also privileged. If you are not the intended recipient, please notify the sender and delete all copies of this transmission

From: s41
 To: s41
 Cc: s41
 Subject: FW: Public Liability Insurance - Oaks Estate Community Hall [SEC=UNCLASSIFIED]
 Date: Wednesday, 5 April 2017 9:29:53 AM
 Attachments: image013.png
 image015.png
 image016.png
 image017.png
 image018.png
 FW Public Liability Insurance - Oaks Estate Community Hall SECUNCLAS... (107 KB).msg

Good morning Carmen,

Thank you for the note sent to our organisation Monday regarding our Public Liability at Oaks Estate Community Hall. Our insurance company by mistake failed to issue our renewal paperwork until the renewal date itself. That said, they have agreed to cover us an additional 30 days while we review our new schedule from them. They have confirmed that in the note below.

Once we have moved forward with our renewal and received an update certificate, I will forward on accordingly. Should you have any questions, please let me know.

Thank you!

s41

s41 Executive Director Business and Infrastructure



COMMUNITY SERVICES #1
 anoble • enhance • enrich
 (Formerly Southside Community Services)
 PO Box 7 Narrabundah, ACT 2604
 Tel: s41 Fax: 6295 7944 Web: www.communityservices1.org

From: s41 @guildinsurance.com.au
 Sent: Thursday, 30 March 2017 4:04 PM
 To: s41 @communityservices1.org
 Subject: Renewal Invitation :P00089973 Community Services #1

Hi s41

In reference to our recent meeting concerning the Insurance Renewal of the Business Insurance cover of Community #1.

The attached file is our insurance offering commencing the 30th March 2017 through to the 30th March 2018. Please accept my apologies for not arranging to email you a soft copy of this document before today.

And as per our conversation there is a grace period extended to all our customers including Community Services #1 of 30 days.


Please consider yourselves fully insured in the meantime and should you wish to amend this insurance policy in any way, we can do so with plenty of time to spare.





It was a pleasure to meet you today and Thank You for seeing Ron and I at such short notice.

Please call me direct on s41 if in the event you have any questions or queries.

Regards

s41
 Account Manager
 Suite 4, 31 Thesiger Court, Deakin, ACT 2600
 P s41 | M s41



    Better through experience.

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From: s41
To: s41
Subject: FW: Public Liability Insurance - Oaks Estate Community Hall [SEC=UNCLASSIFIED]
Date: Wednesday, 5 April 2017 9:18:02 AM
Attachments: [image001.png](#)
[image002.png](#)
[20170306161821734.pdf](#)

And here is another one

s41 | Operations Director Business & Infrastructure



(Formerly Southside Community Service)
PO Box 7, Narrabundah, ACT 2604
Tel: s41 Fax: 6295 7944 Web: www.communityservices1.org

From: s41
Sent: Tuesday, 7 March 2017 9:10 AM
To: s41
Subject: FW: Public Liability Insurance - Oaks Estate Community Hall [SEC=UNCLASSIFIED]

Hi s41

The public liability insurance policy is running out at the end of the month.
Are we able to send through a certificate of currency once the policy has been renewed?

Kind regards

s41 | Administrative Officer



(Formerly Southside Community Service)
PO Box 7, Narrabundah, ACT 2604
Tel: 6126 4700 Fax: 6295 7944 Web: www.communityservices1.org

From: Edwards, CarmenJ [<mailto:CarmenJ.Edwards@act.gov.au>]
Sent: Monday, 6 March 2017 4:43 PM
To: s41
Subject: Public Liability Insurance - Oaks Estate Community Hall [SEC=UNCLASSIFIED]

Hi s41

Please find attached letter in relation to Public Liability Insurance.

From: Edwards, CarmenJ
To: s41
Subject: RE: Public Liability Insurance - Oaks Estate Community Hall [SEC=UNCLASSIFIED]
Date: Tuesday, 18 April 2017 2:35:16 PM
Attachments: [image001.png](#)

Hi s41

I refer to your email of 6th instant.

I am unable to open the attachment.

Would you please re-send in PDF or Word.

Regards

Carmen Edwards | Senior Property Officer
Phone: 02 62051311 | Fax 02 62130748 | E: carmenj.edwards@act.gov.au | ACT PROPERTY GROUP | CHIEF MINISTER, TREASURY AND ECONOMIC DEVELOPMENT DIRECTORATE
ACT GOVERNMENT
255 Canberra Avenue, Fyshwick | PO Box 777 Fyshwick ACT 2609 | www.act.gov.au

For repairs and maintenance related matters, please contact the Response Centre: Ph: 6213 0700 email: actpg@act.gov.au

From: s41@communityservices1.org]
Sent: Thursday, 6 April 2017 12:46 PM
To: Edwards, CarmenJ
Subject: RE: Public Liability Insurance - Oaks Estate Community Hall [SEC=UNCLASSIFIED]

Hi Carmen

The certificate of currency for the Oaks Estate Hall has come through today.
Please find it attached.

Kind regards

s41 | Administrative Officer



(Formerly Southside Community Service)
PO Box 7, Narrabundah, ACT 2604
Tel: 6126 4700 Fax: 6295 7944 Web: www.communityservices1.org



Guild Insurance Limited
ABN 55 004 538 863
AFS Licence No: 233791
Suite 4, 31 Thesiger Court, Deakin ACT 2600
PO Box 36, Deakin West ACT 2600
Telephone +61 2 6124 2222
Facsimile +61 2 6124 2244

6 April 2017

CERTIFICATE OF CURRENCY

This Certificate confirms that the Policy specified below is current for the stated period, Subject to the Policy terms, conditions and exclusions.

Type of Business: Not For Profit Business Insurance
Policy Number: P00089973
Period of Insurance: 30 June 2015 to 31 October 2018 at 4:00pm
Insured: **Community Services #1**
Trading Name: Community Services #1
Situation of Risk: Oaks Estate Hall
2 William Street
Oaks Estate ACT

Interested Party:

Interest Insured

Public Liability	\$20,000,000
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This Certificate confers no rights to the Certificate holder and is current only at the date of issue. Changes to or cancellation of the policy may take place after this Certificate has been issued. Unless specifically stated this Certificate does not amend, extend or alter the coverage under the policy listed. It is provided as a summary only of the cover provided. For full particulars, reference must be made to the current Policy wording and Schedule.

From: s41
To: [C.Edwards, Carmen](mailto:C.Edwards@act.gov.au)
Cc: s41
Subject: RE: Public Liability Insurance - Oaks Estate Community Hall [SEC=UNCLASSIFIED]
Date: Wednesday, 26 April 2017 11:30:55 PM
Attachments: [image003.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)
[image010.png](#)
[Certificate of Currency 2017-04-26 13-25-28-412.pdf](#)

Good afternoon Carmen –

Please see attached for our updated certificate of currency from our last conversation.

Thank you –
s41

s41 | Executive Director Business and Infrastructure



From: s41
Sent: Wednesday, 5 April 2017 9:30 AM
To: 'CarmenJ.Edwards@act.gov.au'
Cc: s41
Subject: FW: Public Liability Insurance - Oaks Estate Community Hall [SEC=UNCLASSIFIED]

Good morning Carmen,

Thank you for the note sent to our organisation Monday regarding our Public Liability at Oaks Estate Community Hall. Our insurance company by mistake failed to issue our renewal paperwork until the renewal date itself. That said, they have agreed to cover us an additional 30 days while we review our new schedule from them. They have confirmed that in the note below.

Once we have moved forward with our renewal and received an update certificate, I will forward on accordingly. Should you have any questions, please let me know.

Thank you!
s41

s41 | Executive Director Business and Infrastructure



From: s41 @guildinsurance.com.au
Sent: Thursday, 30 March 2017 4:04 PM
To: s41 @communityservices1.org
Subject: Renewal Invitation :P00089973 Community Services #1

Hi s41

In reference to our recent meeting concerning the Insurance Renewal of the Business Insurance cover of Community #1.

The attached file is our Insurance offering commencing the 30th March 2017 through to the 30th March 2018. Please accept my apologies for not arranging to email you a soft copy of this document before today.

And as per our conversation there is a grace period extended to all our customers including Community Services #1 of 30 days.

Please consider yourselves fully insured in the meantime and should you wish to amend this insurance policy in any way, we can do so with plenty of time to spare.

I was a pleasure to meet you today and Thank You for seeing Ron and I at such short notice.

Please call me direct on s41 if in the event you have any questions or queries.

Certificate Of Currency as of 26/04/2017

This Certificate of Currency confirms that the policy specified is current for the stated period, subject to the policy terms, conditions and exclusions.

YOUR POLICY SUMMARY

Policy Number	P00089973
Policy Type	Not For Profit Business Insurance
Period of Insurance	30/03/2017 - 30/03/2018 at 4:00pm
Insured(s)	Community Services #1
Trading Name	Community Services #1
Interested Party	Community Services #1
Type of Interest	Respective Interest

Commercial Property

ALL BUSINESS PREMISES

INTEREST INSURED

Personal Accident

Voluntary Workers Capital Benefits Sum Insured	\$25,000
Voluntary Workers Weekly Benefits Sum Insured	\$250

General Liability

INTEREST INSURED

Professional Indemnity

Limit of Liability any one Claim	\$20,000,000
Retroactive Date	30/03/2009
Retroactive Basis	Date
Territorial Limitation	Australia Only
Jurisdiction Limitation	Australia Only

Public and Products Liability

Public Liability

Limit of Liability any one Claim	\$20,000,000
Territorial Limitation	Worldwide Excluding USA/Canada
Jurisdiction Limitation	Australia Only

Products Liability

Limit of Liability any one Claim	\$20,000,000
Territorial Limitation	Worldwide Excluding USA/Canada
Jurisdiction Limitation	Australia Only

Management Liability

Territorial Limitation	Australia Only
Jurisdiction Limitation	Australia Only
Limit of Liability any one Claim	\$10,000,000
Retroactive Date	30/03/2009
Retroactive Basis	Date

From: Edwards, Carmen
To: [REDACTED]
Subject: RE: Public Liability Insurance - Oaks Estate Community Hall [SEC=UNCLASSIFIED]
Date: Wednesday, 26 April 2017 2:51:55 PM
Attachments: [Image001.png](#)
[Image004.png](#)
[Image005.png](#)
[Image006.png](#)
[Image007.png](#)
[Certificate of Currency exp 30.03.17.pdf](#)

Hi [REDACTED]

Thank you for providing me with updated Certificate of Currency, however, the certificate requires amendment as follows:

Interested Party	Australian Capital Territory
Type of Interest	Landlord
Description	Oaks Estate Community Hall

Please contact your insurer/broker to arrange for amendments and provide me with a copy of the updated certificate when complete

Copy of previous certificate (expiry dated 30/3/17) is attached for your assistance

Regards

Carmen Edwards | Senior Property Officer
Phone: 02 62051311 | Fax 02 62130748 | E: carmeni.edwards@act.gov.au | ACT PROPERTY GROUP | CHIEF MINISTER, TREASURY AND ECONOMIC DEVELOPMENT
DIRECTORATE
ACT GOVERNMENT
255 Canberra Avenue, Fyshwick | PO Box 777 Fyshwick ACT 2609 | www.act.gov.au

For repairs and maintenance related matters, please contact the Response Centre: Ph: 6213 0700 email: actpg@act.gov.au

From: [REDACTED]@communityservices1.org]
Sent: Wednesday, 26 April 2017 1:31 PM
To: Edwards, Carmen
Cc: [REDACTED]
Subject: RE: Public Liability Insurance - Oaks Estate Community Hall [SEC=UNCLASSIFIED]

Good afternoon Carmen –

Please see attached for our updated certificate of currency from our last conversation.

Thank you –
[REDACTED]

[REDACTED] | Executive Director Business and Infrastructure



From: [REDACTED]
Sent: Wednesday, 5 April 2017 9:30 AM
To: 'Carmen.J.Edwards@act.gov.au'
Cc: [REDACTED]
Subject: FW: Public Liability Insurance - Oaks Estate Community Hall [SEC=UNCLASSIFIED]

Good morning Carmen,

Thank you for the note sent to our organisation Monday regarding our Public Liability at Oaks Estate Community Hall. Our insurance company by mistake failed to issue our renewal paperwork until the renewal date itself. That said, they have agreed to cover us an additional 30 days while we review our new schedule from them. They have confirmed that in the note below.

Once we have moved forward with our renewal and received an update certificate, I will forward on accordingly. Should you have any questions, please let me know.

Thank you!
[REDACTED]

[REDACTED] | Executive Director Business and Infrastructure

From: [REDACTED]
To: CarmenJ.Edwards@act.gov.au
Subject: RE: Public Liability Insurance - Oaks Estate Community Hall [SEC=UNCLASSIFIED]
Date: Wednesday, 26 April 2017 3:01:33 PM
Attachments: [image011.png](#)
[image013.png](#)
[image014.png](#)
[image015.png](#)
[image016.png](#)
[image001.png](#)
[Certificate of Currency 2017-04-26 12-24-16-043.pdf](#)

Good afternoon Carmen –

As an organisation, we do business in multiple sites. I have asked for an amended copy; I do hope this helps.

[REDACTED]

[REDACTED] | Executive Director Business and Infrastructure



COMMUNITY SERVICES #1
enable · enhance · enrich
(Formerly Southside Community Services)
PO Box 7, Narrabundah, ACT 2604
Tel: [REDACTED] Fax: 6295 7944 Web: www.communityservices1.org

From: [REDACTED] [mailto:CarmenJ.Edwards@act.gov.au]
Sent: Wednesday, 26 April 2017 2:52 PM
To: [REDACTED]
Subject: RE: Public Liability Insurance - Oaks Estate Community Hall [SEC=UNCLASSIFIED]

Hi [REDACTED]

Thank you for providing me with updated Certificate of Currency, however, the certificate requires amendment as follows:

Interested Party	Australian Capital Territory
Type of Interest	Landlord
Description	Oaks Estate Community Hall

Please contact your insurer/broker to arrange for amendments and provide me with a copy of the updated certificate when complete

Copy of previous certificate (expiry dated 30/3/17) is attached for your assistance

Regards

Carmen Edwards | Senior Property Officer
Phone: 02 62051311 | Fax 02 62130748 | E: carmenj.edwards@act.gov.au | ACT PROPERTY GROUP | CHIEF MINISTER, TREASURY AND ECONOMIC DEVELOPMENT
DIRECTORATE
ACT GOVERNMENT
255 Canberra Avenue, Fyshwick | PO Box 777 Fyshwick ACT 2609 | www.act.gov.au

For repairs and maintenance related matters, please contact the Response Centre: Ph: 6213 0700 email: actpg@act.gov.au

From: [REDACTED] [mailto:[REDACTED]@communityservices1.org]
Sent: Wednesday, 26 April 2017 1:31 PM
To: Edwards, CarmenJ
Cc: [REDACTED]
Subject: RE: Public Liability Insurance - Oaks Estate Community Hall [SEC=UNCLASSIFIED]

Good afternoon Carmen –

Please see attached for our updated certificate of currency from our last conversation.

Thank you –

[REDACTED]

[REDACTED] | Executive Director Business and Infrastructure



COMMUNITY SERVICES #1
enable · enhance · enrich
(Formerly Southside Community Services)
PO Box 7, Narrabundah, ACT 2604
Tel: [REDACTED] Fax: 6295 7944 Web: www.communityservices1.org

Certificate Of Currency as of 30/03/2017

This Certificate of Currency confirms that the policy specified is current for the stated period, subject to the policy terms, conditions and exclusions.

YOUR POLICY SUMMARY

Policy Number	P00089973
Policy Type	Not For Profit Business Insurance
Period of Insurance	30/03/2017 - 30/03/2018 at 4:00pm
Insured(s)	Community Services #1
Trading Name	Community Services #1
Interested Party	Australian Capital Territory
Type of Interest	Landlord
Description	Location: Oaks Estate Hall2 William StreetOaks Estate ACT 2620

General Liability

INTEREST INSURED

Public and Products Liability

Public Liability

Limit of Liability any one Claim	\$20,000,000
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Territorial Limitation	Worldwide Excluding USA/Canada
------------------------	--------------------------------

Jurisdiction Limitation	Australia Only
-------------------------	----------------

From: s41
To: [Edwards, CarmenJ](#)
Subject: RE: Public Liability Insurance - Oaks Estate Community Hall [SEC=UNCLASSIFIED]
Date: Wednesday, 17 May 2017 11:39:57 AM
Attachments: [image001.png](#)
[coc Community Services Oaks Estate.doc](#)

Hi Carmen

Please find attached a copy of the certificate for the Oaks Estate Hall.

Kind regards

s41 | Administrative Officer



(Formerly Southside Community Service)
PO Box 7, Narrabundah, ACT 2604
Tel: 6126 4700 Fax: 6295 7944 Web: www.communityservices1.org

From: Edwards, CarmenJ [mailto:CarmenJ.Edwards@act.gov.au]
Sent: Tuesday, 18 April 2017 2:35 PM
To: s41
Subject: RE: Public Liability Insurance - Oaks Estate Community Hall [SEC=UNCLASSIFIED]

Hi s41

I refer to your email of 6th instant.

I am unable to open the attachment.

Would you please re-send in PDF or Word.

Regards

Carmen Edwards | Senior Property Officer
Phone: 02 62051311 | Fax 02 62130748 | E: carmenj.edwards@act.gov.au | ACT PROPERTY GROUP | CHIEF MINISTER, TREASURY AND ECONOMIC DEVELOPMENT DIRECTORATE
ACT GOVERNMENT
255 Canberra Avenue, Fyshwick | PO Box 777 Fyshwick ACT 2609 | www.act.gov.au

For repairs and maintenance related matters, please contact the Response Centre: Ph: 6213 0700 email: actpg@act.gov.au

From: s41 | s41@communityservices1.org



Guild Insurance Limited

ABN 55 004 538 863

AFS Licence No: 233791

Suite 4, 31 Thesiger Court, Deakin ACT 2600

PO Box 36, Deakin West ACT 2600

Telephone +61 2 6124 2222

Facsimile +61 2 6124 2244

17 May 2017

CERTIFICATE OF CURRENCY

This Certificate confirms that the Policy specified below is current for the stated period, Subject to the Policy terms, conditions and exclusions.

Type of Business:	Not For Profit Business Insurance
Policy Number:	P00089973
Period of Insurance:	30 June 2015 to 31 October 2018 at 4:00pm
Insured:	Community Services #1
Trading Name:	Community Services #1
Situation of Risk:	Oaks Estate Hall 2 William Street Oaks Estate ACT

Interested Party:

Interest Insured

Public Liability	\$20,000,000
------------------	--------------

This Certificate confers no rights to the Certificate holder and is current only at the date of issue. Changes to or cancellation of the policy may take place after this Certificate has been issued. Unless specifically stated this Certificate does not amend, extend or alter the coverage under the policy listed. It is provided as a summary only of the cover provided. For full particulars, reference must be made to the current Policy wording and Schedule.

From: s41
To: [Edwards, CarmenJ](#)
Subject: RE: Keys for Oaks Estate Community Hall [SEC=UNCLASSIFIED]
Date: Monday, 3 July 2017 10:40:18 AM

Hi Carmen

Thank you very much for letting me know.
A locksmith previously called about this, but without an official email I was not comfortable to hand any keys over to a locksmith.

I am looking forward to hearing from Alex soon.

Kind regards

s41 | Administrative Officer



PO Box 7, Narrabundah, ACT 2604

Tel: 6126 4700 Fax: 6295 7944 Web: www.communityservices1.org

From: Edwards, CarmenJ [mailto:CarmenJ.Edwards@act.gov.au]
Sent: Monday, 3 July 2017 10:11 AM
To: s41
Cc: Webster, Alex; Aumann, Jennifer
Subject: Keys for Oaks Estate Community Hall [SEC=UNCLASSIFIED]

Hi s41

Alex Webster, one of our locksmiths, will be in contact with you shortly to arrange to cut additional keys to the above premises.

The keys will be retained at our office.

Please do not hesitate to contact me should you require any additional information.

Regards

Carmen Edwards | Senior Property Officer
Phone: 02 62051311 | Fax 02 62130748 | E: carmenj.edwards@act.gov.au | ACT PROPERTY GROUP | CHIEF MINISTER, TREASURY AND ECONOMIC DEVELOPMENT DIRECTORATE
ACT GOVERNMENT
255 Canberra Avenue, Fyshwick | PO Box 777 Fyshwick ACT 2609 | www.act.gov.au

For repairs and maintenance related matters, please contact the Response Centre: Ph: 6213 0700 email: actpg@act.gov.au

This email, and any attachments, may be confidential and also privileged. If you are not the intended recipient, please notify the sender and delete all copies of this transmission along with any attachments immediately. You should not copy or use it for any purpose,

From: Edwards, CarmenJ
To: [Davis, Kelly](#)
Cc: [Aumann, Jennifer](#)
Subject: FW: Oaks Estate Community Hall [SEC=UNCLASSIFIED]
Date: Tuesday, 8 August 2017 10:41:24 AM
Attachments: [image001.png](#)

Hi Kelly

Please see following email regarding the Oaks Estate Community Hall.

I will come and talk to you.

Regards

Carmen

Carmen Edwards | Senior Property Manager
Phone: 02 62051311 | Mobile: s41 | Fax: 02 62130748 | E:
carmenj.edwards@act.gov.au | ACT PROPERTY GROUP | CHIEF MINISTER, TREASURY AND
ECONOMIC DEVELOPMENT DIRECTORATE
ACT GOVERNMENT
255 Canberra Avenue, Fyshwick | PO Box 777 Fyshwick ACT 2609 | www.act.gov.au

**For repairs and maintenance related matters, please contact the Response Centre: Ph: 6213
0700 email: actpg@act.gov.au**

From: s41 [redacted]@communityservices1.org]
Sent: Tuesday, 8 August 2017 10:21 AM
To: Edwards, CarmenJ <CarmenJ.Edwards@act.gov.au>
Subject: Oaks Estate Community Hall

Good morning Carmen

I am contacting you today as we received a phone call from the Secretary of the Oaks Estate Progress Association (OEPA), s41 [redacted], yesterday afternoon. s41 [redacted] asked for the best email address to send an official email to the Community Services #1 (CS#1) Executive.

I gave s41 [redacted] the email address and also mentioned to him that I had tried to contact OEPA for most of 2017, with no response. We confirmed the email address I used as the correct one and I am still no wiser why the communication did not work.

The reason for s41 [redacted] call was to arrange a meeting with the CS#1 Executive to discuss taking back the leasing agreement of the Oaks Estate Community Hall. This comes as a surprise to CS#1 and my Executive Director s41 [redacted] has asked me to contact you to see what the process would be if CS#1 determined to agree to end our lease agreement and return the building to ACT Property to lease it to OEPA.

This is just a little background research CS#1 is doing at this stage, before a meeting can be arranged with the Secretary of OEPA.

If there is anybody else who would be in a better position to discuss this with, I would appreciate it if you could point me in the right direction.

Thank you very much.

Kind regards

s41 | Administrative Officer



PO Box 7, Narrabundah, ACT 2604

Tel: s41 Fax: 6295 7944 Web: www.communityservices1.org

From: Edwards, CarmenJ
To: [Davis, Kelly](#)
Cc: [Aumann, Jennifer](#)
Subject: FW: Oaks Estate Community Hall [SEC=UNCLASSIFIED]
Date: Wednesday, 9 August 2017 4:38:28 PM
Attachments: [image005.png](#)

FYI

Carmen

Carmen Edwards | Senior Property Manager
Phone: 02 62051311 | Mobile: s41 | Fax: 02 62130748 | E:
carmenj.edwards@act.gov.au | ACT PROPERTY GROUP | CHIEF MINISTER, TREASURY AND
ECONOMIC DEVELOPMENT DIRECTORATE
ACT GOVERNMENT
255 Canberra Avenue, Fyshwick | PO Box 777 Fyshwick ACT 2609 | www.act.gov.au

**For repairs and maintenance related matters, please contact the Response Centre: Ph: 6213
0700 email: actpg@act.gov.au**

From: s41 @communityservices1.org]
Sent: Wednesday, 9 August 2017 4:16 PM
To: Edwards, CarmenJ <CarmenJ.Edwards@act.gov.au>
Subject: RE: Oaks Estate Community Hall [SEC=UNCLASSIFIED]

Hi Carmen

Thank you very much for your assistance with this.
As you know this came as a bit of a surprise for us as well.
I am looking forward to hearing from you once you have more information.
Kind regards

s41 | Administrative Officer



PO Box 7, Narrabundah, ACT 2604
Tel: 6126 4700 Fax: 6295 7944 Web: www.communityservices1.org

From: Edwards, CarmenJ [<mailto:CarmenJ.Edwards@act.gov.au>]
Sent: Wednesday, 9 August 2017 4:14 PM
To: s41
Subject: RE: Oaks Estate Community Hall [SEC=UNCLASSIFIED]

Hi s41

Thank you for your email, which I have forwarded to a senior manager for consideration.

I will provide you with a reply or update as soon as I am in a position to do so.

Regards

Carmen Edwards | Senior Property Manager

Phone: 02 62051311 | Mobile: s41 | Fax: 02 62130748 | E:

carmenj.edwards@act.gov.au | ACT PROPERTY GROUP | CHIEF MINISTER, TREASURY AND ECONOMIC DEVELOPMENT DIRECTORATE

ACT GOVERNMENT

255 Canberra Avenue, Fyshwick | PO Box 777 Fyshwick ACT 2609 | www.act.gov.au

For repairs and maintenance related matters, please contact the Response Centre: Ph: 6213 0700 email: actpg@act.gov.au

From: s41 [@communityservices1.org](mailto:s41@communityservices1.org)

Sent: Tuesday, 8 August 2017 10:21 AM

To: Edwards, CarmenJ <CarmenJ.Edwards@act.gov.au>

Subject: Oaks Estate Community Hall

Good morning Carmen

I am contacting you today as we received a phone call from the Secretary of the Oaks Estate Progress Association (OEPA), s41 yesterday afternoon.

s41 asked for the best email address to send an official email to the Community Services #1 (CS#1) Executive.

I gave s41 the email address and also mentioned to him that I had tried to contact OEPA for most of 2017, with no response.

We confirmed the email address I used as the correct one and I am still no wiser why the communication did not work.

The reason for s41 call was to arrange a meeting with the CS#1 Executive to discuss taking back the leasing agreement of the Oaks Estate Community Hall. This comes as a surprise to CS#1 and my Executive Director s41 has asked me to contact you to see what the process would be if CS#1 determined to agree to end our lease agreement and return the building to ACT Property to lease it to OEPA.

This is just a little background research CS#1 is doing at this stage, before a meeting can be arranged with the Secretary of OEPA.

If there is anybody else who would be in a better position to discuss this with, I would appreciate it if you could point me in the right direction.

Thank you very much.

Kind regards

s41 | Administrative Officer

From: Edwards, CarmenJ
To: [Davis, Kelly](#)
Cc: [Aumann, Jennifer](#)
Subject: FW: Oaks Estate Community Hall [SEC=UNCLASSIFIED]
Date: Thursday, 24 August 2017 11:55:54 AM
Attachments: [image001.png](#)
[RE Oaks Estate Community Hall SECUNCLASSIFIED \(48.6 KB\).msg](#)

Hi Kelly

I have received a further email from the tenant today (attached).

Do we have any response?

Thanks

Carmen

Carmen Edwards | Senior Property Manager
Phone: 02 62051311 | Mobile: s41 [REDACTED] | Fax: 02 62130748 | E:
carmenj.edwards@act.gov.au | ACT PROPERTY GROUP | CHIEF MINISTER, TREASURY AND
ECONOMIC DEVELOPMENT DIRECTORATE
ACT GOVERNMENT
255 Canberra Avenue, Fyshwick | PO Box 777 Fyshwick ACT 2609 | www.act.gov.au

**For repairs and maintenance related matters, please contact the Response Centre: Ph: 6213
0700 email: actpg@act.gov.au**

From: Edwards, CarmenJ
Sent: Tuesday, 8 August 2017 10:41 AM
To: Davis, Kelly <Kelly.Davis@act.gov.au>
Cc: Aumann, Jennifer <Jennifer.Aumann@act.gov.au>
Subject: FW: Oaks Estate Community Hall [SEC=UNCLASSIFIED]

Hi Kelly

Please see following email regarding the Oaks Estate Community Hall.

I will come and talk to you.

Regards

Carmen

Carmen Edwards | Senior Property Manager
Phone: 02 62051311 | Mobile: s41 [REDACTED] | Fax: 02 62130748 | E:
carmenj.edwards@act.gov.au | ACT PROPERTY GROUP | CHIEF MINISTER, TREASURY AND
ECONOMIC DEVELOPMENT DIRECTORATE
ACT GOVERNMENT

From: s41
To: [Edwards, CarmenJ](#)
Subject: RE: Oaks Estate Community Hall [SEC=UNCLASSIFIED]
Date: Thursday, 24 August 2017 11:50:44 AM
Attachments: [image005.png](#)

Hi Carmen

Thank you for forwarding my email on to a senior manager for consideration.

Is there anything we may need to do in the meantime? If not - we will just await your reply.

Thank you very much.

Kind regards

s41 | Administrative Officer



PO Box 7, Narrabundah, ACT 2604

Tel: 6126 4700 Fax: 6295 7944 Web: www.communityservices1.org

From: Edwards, CarmenJ [mailto:CarmenJ.Edwards@act.gov.au]
Sent: Wednesday, August 9, 2017 4:14 PM
To: s41 <s41@communityservices1.org>
Subject: RE: Oaks Estate Community Hall [SEC=UNCLASSIFIED]

Hi s41

Thank you for your email, which I have forwarded to a senior manager for consideration.

I will provide you with a reply or update as soon as I am in a position to do so.

Regards

Carmen Edwards | Senior Property Manager

Phone: 02 62051311 | Mobile: s41 | Fax: 02 62130748 | E:

carmenj.edwards@act.gov.au | ACT PROPERTY GROUP | CHIEF MINISTER, TREASURY AND ECONOMIC DEVELOPMENT DIRECTORATE

ACT GOVERNMENT

255 Canberra Avenue, Fyshwick | PO Box 777 Fyshwick ACT 2609 | www.act.gov.au

For repairs and maintenance related matters, please contact the Response Centre: Ph: 6213 0700 email: actpg@act.gov.au

From: s41 <s41@communityservices1.org>
Sent: Tuesday, 8 August 2017 10:21 AM
To: Edwards, CarmenJ <CarmenJ.Edwards@act.gov.au>
Subject: Oaks Estate Community Hall

From: Edwards, CarmenJ
To: [Smith, Brendon](#)
Cc: [Norbart, Marcel](#); [Aumann, Jennifer](#)
Subject: FW: Oaks Estate Community Hall [SEC=UNCLASSIFIED]
Date: Thursday, 7 September 2017 9:50:50 AM

Hi Brendon

Please see following emails regarding the above premises.

Kelly Davis recently provided a reply to a QonN regarding Oaks Estate. You may wish to obtain a copy for your information.

I will reply to the tenant today, asking them to provide me with the contact details for the Oaks Estate Progress Association (OEPA). I will pass this information on to you when it is received, so that you can get them in for a meeting.

Regards

Carmen Edwards | Senior Property Manager
Phone: 02 62051311 | Mobile: s41 [REDACTED] | Fax: 02 62130748 | E:
carmenj.edwards@act.gov.au | ACT PROPERTY GROUP | CHIEF MINISTER, TREASURY AND
ECONOMIC DEVELOPMENT DIRECTORATE
ACT GOVERNMENT
255 Canberra Avenue, Fyshwick | PO Box 777 Fyshwick ACT 2609 | www.act.gov.au

**For repairs and maintenance related matters, please contact the Response Centre: Ph: 6213
0700 email: actpg@act.gov.au**

From: Aumann, Jennifer
Sent: Wednesday, 6 September 2017 10:56 PM
To: Edwards, CarmenJ <CarmenJ.Edwards@act.gov.au>
Subject: FW: Oaks Estate Community Hall [SEC=UNCLASSIFIED]

Carmen

This needs to hand over to leasing to deal with any new lease arrangements or hand back.

Jen

From: Wales, PhillipB
Sent: Wednesday, 6 September 2017 5:16 PM

To: Davis, Kelly <Kelly.Davis@act.gov.au>; Edwards, CarmenJ <CarmenJ.Edwards@act.gov.au>;
Smith, Brendon <Brendon.Smith@act.gov.au>
Cc: Aumann, Jennifer <Jennifer.Aumann@act.gov.au>
Subject: RE: Oaks Estate Community Hall [SEC=UNCLASSIFIED]

Hi Carmen

This would be with us not Kelly.

Please discuss with Jen, and if necessary Carmen R and Brendon in the first instance.

Thank you

Phil

From: Davis, Kelly
Sent: Wednesday, 6 September 2017 4:09 PM
To: Edwards, CarmenJ <CarmenJ.Edwards@act.gov.au>
Cc: Aumann, Jennifer <Jennifer.Aumann@act.gov.au>; Wales, PhillipB <PhillipB.Wales@act.gov.au>
Subject: Re: Oaks Estate Community Hall [SEC=UNCLASSIFIED]

Hey Carmen,
My only involvement in Oaks Estate was regarding a QoN which we responded to. Certainly not my call regarding the leasing agreements that would be your Senior Manager as you indicated in the email below.
Sorry I am unable to assist.
Cheers
Kelly

Sent from my iPhone

On 6 Sep 2017, at 2:41 pm, Edwards, CarmenJ <CarmenJ.Edwards@act.gov.au> wrote:

Hi Kelly

Another email regarding this matter; are you able to provide a reply?

Thanks

Carmen

Carmen Edwards | Senior Property Manager
Phone: 02 62051311 | Mobile: s41 [REDACTED] | Fax: 02 62130748 | E:
carmenj.edwards@act.gov.au | ACT PROPERTY GROUP | CHIEF MINISTER,
TREASURY AND ECONOMIC DEVELOPMENT DIRECTORATE
ACT GOVERNMENT

255 Canberra Avenue, Fyshwick | PO Box 777 Fyshwick ACT 2609 |
www.act.gov.au

**For repairs and maintenance related matters, please contact the Response
Centre: Ph: 6213 0700 email: actpg@act.gov.au**

From: s41 [redacted] [@communityservices1.org](mailto:s41@communityservices1.org)
Sent: Wednesday, 6 September 2017 2:29 PM
To: Edwards, CarmenJ <CarmenJ.Edwards@act.gov.au>
Cc: s41 [redacted] [@communityservices1.org](mailto:s41@communityservices1.org)>
Subject: RE: Oaks Estate Community Hall [SEC=UNCLASSIFIED]

Good afternoon Carmen

I would just like to follow up on s41 [redacted] emails regarding the Oaks Estate Community Hall. As you are aware, the Secretary of the Oaks Estate Progress Association (OEPA), s41 [redacted] contacted us in early August in regards to taking back the lease agreement on the Oaks Estate Hall and we are still waiting to hear whether or not this is an option and how we go about progressing it from here. If you could please let me know if there is something else we need to do or who we need to contact in regards to this matter. Thank you for your assistance with this.
Regards

s41 [redacted] | Operations Director Business & Infrastructure
<[image001.png](#)>
PO Box 7, Narrabundah, ACT 2604
Tel: s41 [redacted] Fax: 6295 7944 Web: www.communityservices1.org
<[image002.gif](#)><[image003.gif](#)> <[image004.gif](#)>

From: s41 [redacted]
Sent: Thursday, 24 August 2017 11:51 AM
To: Edwards, CarmenJ
Subject: RE: Oaks Estate Community Hall [SEC=UNCLASSIFIED]

Hi Carmen

Thank you for forwarding my email on to a senior manager for consideration.

Is there anything we may need to do in the meantime? If not - we will just await your reply.
Thank you very much.

Kind regards

s41 [redacted] | Administrative Officer
<[image002.gif](#)><[image003.gif](#)> <[image004.gif](#)>
PO Box 7, Narrabundah, ACT 2604
Tel: 6126 4700 Fax: 6295 7944 Web: www.communityservices1.org

From: Edwards, CarmenJ [<mailto:CarmenJ.Edwards@act.gov.au>]

From: Edwards, CarmenJ
To: [Aumann, Jennifer](#)
Subject: FW: Oaks Estate Community Hall [SEC=UNCLASSIFIED]
Date: Thursday, 7 September 2017 9:16:59 AM
Attachments: [image001.png](#)
[image005.png](#)

Hi Jen

Please let me know how I should progress this matter.

Thanks

Carmen

Carmen Edwards | Senior Property Manager
Phone: 02 62051311 | Mobile: s41 [REDACTED] | Fax: 02 62130748 | E:
carmenj.edwards@act.gov.au | ACT PROPERTY GROUP | CHIEF MINISTER, TREASURY AND
ECONOMIC DEVELOPMENT DIRECTORATE
ACT GOVERNMENT
255 Canberra Avenue, Fyshwick | PO Box 777 Fyshwick ACT 2609 | www.act.gov.au

**For repairs and maintenance related matters, please contact the Response Centre: Ph: 6213
0700 email: actpg@act.gov.au**

From: Davis, Kelly
Sent: Wednesday, 6 September 2017 4:09 PM
To: Edwards, CarmenJ <CarmenJ.Edwards@act.gov.au>
Cc: Aumann, Jennifer <Jennifer.Aumann@act.gov.au>; Wales, PhillipB
<PhillipB.Wales@act.gov.au>
Subject: Re: Oaks Estate Community Hall [SEC=UNCLASSIFIED]

Hey Carmen,
My only involvement in Oaks Estate was regarding a QoN which we responded to. Certainly not
my call regarding the leasing agreements that would be your Senior Manager as you indicated in
the email below.
Sorry I am unable to assist.
Cheers
Kelly

Sent from my iPhone

On 6 Sep 2017, at 2:41 pm, Edwards, CarmenJ <CarmenJ.Edwards@act.gov.au> wrote:

Hi Kelly

Another email regarding this matter; are you able to provide a reply?

From: s41
To: [Edwards, CarmenJ](#); s41
Cc: [Aumann, Jennifer](#); [Smith, Brendon](#); [Norbart, Marcel](#)
Subject: RE: Oaks Estate Community Hall [SEC=UNCLASSIFIED]
Date: Thursday, 7 September 2017 10:37:55 AM
Attachments: [image006.png](#)
[image007.png](#)

Hi Carmen

Thank you for your prompt reply.

I have contacted s41 OEPA Secretary, straight away, to confirm that I can forward his personal email details to you.

As s41 and the OEPA email are the only contact details I have at this stage, I have also asked if there is a better contact person and if there is also a contact number to reach this person on.

Once I have received a reply I will forward any contact information to you, so a meeting between ACT Property and OEPA can be arranged.

Thank you again for your assistance with this.

Kind regards

s41 | Administrative Officer



PO Box 7, Narrabundah, ACT 2604

Tel: 6126 4700 Fax: 6295 7944 Web: www.communityservices1.org

From: Edwards, CarmenJ [mailto:CarmenJ.Edwards@act.gov.au]

Sent: Thursday, September 7, 2017 9:54 AM

To: s41 <s41@communityservices1.org>

Cc: s41 <s41@communityservices1.org>; Aumann, Jennifer <Jennifer.Aumann@act.gov.au>; Smith, Brendon <Brendon.Smith@act.gov.au>; Norbart, Marcel <Marcel.Norbart@act.gov.au>

Subject: RE: Oaks Estate Community Hall [SEC=UNCLASSIFIED]

Hi s41

Thank you for your email.

Would you please provide me with contact particulars for the Oaks Estate Progress Association (OEPA) (names, phone number and email).

I will then contact them to arrange a meeting with ACT Property Group.

Regards

Carmen Edwards | Senior Property Manager

Phone: 02 62051311 | Mobile: s41 | Fax: 02 62130748 | E:

carmenj.edwards@act.gov.au | ACT PROPERTY GROUP | CHIEF MINISTER, TREASURY AND ECONOMIC DEVELOPMENT DIRECTORATE

ACT GOVERNMENT

255 Canberra Avenue, Fyshwick | PO Box 777 Fyshwick ACT 2609 | www.act.gov.au

From: s41
To: [Edwards, CarmenJ](#)
Subject: RE: Oaks Estate Community Hall [SEC=UNCLASSIFIED]
Date: Friday, 8 September 2017 1:24:15 PM
Attachments: [image006.png](#)
[image007.png](#)

Hi Carmen

I've had a reply from the Oaks Estate Progress Association today and I was given s41 mobile number, s41, as the best contact option during the day. At this stage I do not know s41 position in the association.

Another option is the OEPA email address:
Oaks Estate Progress Association - serving our community oepa@hotmail.com.au

Thank you for following up on this for us.

Kind regards

s41 | Administrative Officer



PO Box 7, Narrabundah, ACT 2604
Tel: 6126 4700 Fax: 6295 7944 Web: www.communityservices1.org

From: Edwards, CarmenJ [mailto:CarmenJ.Edwards@act.gov.au]
Sent: Thursday, September 7, 2017 9:54 AM
To: s41@communityservices1.org>
Cc: s41@communityservices1.org>; Aumann, Jennifer <Jennifer.Aumann@act.gov.au>; Smith, Brendon <Brendon.Smith@act.gov.au>; Norbart, Marcel <Marcel.Norbart@act.gov.au>
Subject: RE: Oaks Estate Community Hall [SEC=UNCLASSIFIED]

Hi s41

Thank you for your email.

Would you please provide me with contact particulars for the Oaks Estate Progress Association (OEPA) (names, phone number and email).

I will then contact them to arrange a meeting with ACT Property Group.

Regards

Carmen Edwards | Senior Property Manager
Phone: 02 62051311 | Mobile: s41 | Fax: 02 62130748 | E:
carmenj.edwards@act.gov.au | ACT PROPERTY GROUP | CHIEF MINISTER, TREASURY AND
ECONOMIC DEVELOPMENT DIRECTORATE
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0700 email: actpg@act.gov.au**

From: Edwards, CarmenJ
To: [Smith, Brendon](#)
Cc: [Aumann, Jennifer](#)
Subject: Oaks Estate Community hall [SEC=UNCLASSIFIED]
Date: Monday, 11 September 2017 12:16:51 PM

Hi Brendon

Apologies, I led you astray with some of my advice (got my properties mixed up).

OEPA previously had a **Sublease** for these premises, not the Crown Lease.

I will bring the searches to you.

Carmen

Carmen Edwards | Senior Property Manager
Phone: 02 62051311 | Mobile: s41 | Fax: 02 62130748 | E:
carmenj.edwards@act.gov.au | ACT PROPERTY GROUP | CHIEF MINISTER, TREASURY AND
ECONOMIC DEVELOPMENT DIRECTORATE
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0700 email: actpg@act.gov.au**

From: O'Shaughnessy, Riley
To: [Edwards, CarmenJ](#)
Subject: urgent phone call [SEC=UNCLASSIFIED]
Date: Monday, 11 September 2017 9:36:30 AM

Hi

Please call s41 [REDACTED] urgently
Oaks estate community hall

He has stated this is urgent and needs you to please contact him this morning

Thanks

Riley O'Shaughnessy | ACTPG Response Centre

P: +61 2 621 30700 | Email: actpg@act.gov.au

ACT Property Group | Chief Minister Treasury & Economic Development Directorate | ACT Government

255 Canberra Ave Fyshwick ACT 2609 | PO Box 777 Fyshwick ACT 2609 www.act.gov.au



From: Edwards, CarmenJ
To: [Smith, Brendon](#)
Cc: [Aumann, Jennifer](#)
Subject: FW: Meeting to discuss Oakes Estate Community Hall [SEC=UNCLASSIFIED]
Date: Tuesday, 12 September 2017 9:47:00 AM

Hi Brendon

Please see following email for OEPA in relation to your meeting with them on Friday morning.

I confirm that I will not attend the meeting, as I have an meeting with tenants at the Weston Community Hub already booked.

Regards

Carmen Edwards | Senior Property Manager
Phone: 02 62051311 | Mobile: s41 | Fax: 02 62130748 | E:
carmenj.edwards@act.gov.au | ACT PROPERTY GROUP | CHIEF MINISTER, TREASURY AND
ECONOMIC DEVELOPMENT DIRECTORATE
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0700 email: actpg@act.gov.au**

From: Oaks Estate Progress Association - serving our community [mailto:oeпа@hotmail.com.au]
Sent: Monday, 11 September 2017 6:38 PM
To: Edwards, CarmenJ <CarmenJ.Edwards@act.gov.au>
Cc: s41
Subject: Re: Meeting to discuss Oakes Estate Community Hall

Hi Carmen,
9am Friday is good. Thank you for moving quickly.
I will be the sole OEPA attendee for this meeting.
The topic is simply that the OEPA wants its hall back. We held and ran it from 1953 until 2012, when the insurance jumped, and SSCS (now CS1) then held it, because the committee at that time found the issue difficult to resolve and SSCS provided a swift and simple resolution as a stopgap.

This issue has now been resolved by newer committee members with very different backgrounds and professional skills, and returning the hall to the community hub it used to be is our goal. Having the lease returned to us is the first step.

Please do not hesitate to contact me on s41 to discuss, and I look forward to meeting you and Brendon on Friday. I have cc'd the OEPA President.

s41
OEPA Secretary

Sent from my iPad

On 11 Sep 2017, at 11:53 am, Edwards, CarmenJ <CarmenJ.Edwards@act.gov.au> wrote:

Hi s41

I refer to our earlier phone conversation.

I have made an appointment for you to meet with our Leasing Manager, Mr Brendon Smith, at our office at 255 Canberra Avenue Fyshwick, at 9:00am on Friday.

Please let me know how many representatives from your organisation will be attending.

Regards

Carmen Edwards | Senior Property Manager

Phone: 02 62051311 | Mobile s41 | Fax: 02 62130748 | E:

carmenj.edwards@act.gov.au | ACT PROPERTY GROUP | CHIEF MINISTER,
TREASURY AND ECONOMIC DEVELOPMENT DIRECTORATE

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For repairs and maintenance related matters, please contact the Response

Centre: Ph: 6213 0700 email: actpg@act.gov.au

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<mime-attachment.ics>

From: Smith, Brendon
To: [Stearn, Hayley](#)
Subject: FW: Oaks Estate Community Hall [SEC=UNCLASSIFIED]
Date: Tuesday, 10 October 2017 2:17:56 PM
Attachments: [image001.png](#)
[image004.png](#)
[image006.png](#)

Hi Hayley,

Please set up a 30min meeting to discuss this recent applicant (OEPA) – have documents available

Please invite Phil W, Carmen E & R

Thank you

Brendon Smith | Manager, Community Leasing
Phone +61 2 620 54673 | Fax +61 2 6213 0734
Portfolio Management | ACT Property Group | Chief Minister, Treasury & Economic Development
Directorate | **ACT Government**
Ground Floor 255 Canberra Avenue Fyshwick ACT 2609 | PO Box 777 Fyshwick ACT 2609 |
www.economicdevelopment.act.gov.au | www.act.gov.au

For repairs and maintenance related matters, please contact the Response Centre: 6213 0700 or actpg@act.gov.au

From: Ryan, Carmen
Sent: Tuesday, 10 October 2017 2:12 PM
To: Smith, Brendon <Brendon.Smith@act.gov.au>
Subject: RE: Oaks Estate Community Hall [SEC=UNCLASSIFIED]

Brendon,

Very happy to do so...let me know.

From: Smith, Brendon
Sent: Tuesday, 10 October 2017 2:06 PM
To: Edwards, CarmenJ <CarmenJ.Edwards@act.gov.au>; Ryan, Carmen <Carmen.Ryan@act.gov.au>
Subject: FW: Oaks Estate Community Hall [SEC=UNCLASSIFIED]

Carmen E,

Our prospective Tenant called, complaining about an ants nest and children getting bitten at site– I mentioned that we would probably need to discuss with the tenant . Are you across the history with the nest?

Carmen R,

We should catch up later in the week or early next to review /further discuss the OEPA application.

Regards

Brendon Smith | Manager, Community Leasing

Phone +61 2 620 54673 | Fax +61 2 6213 0734

Portfolio Management | ACT Property Group | Chief Minister, Treasury & Economic Development Directorate | **ACT Government**

Ground Floor 255 Canberra Avenue Fyshwick ACT 2609 | PO Box 777 Fyshwick ACT 2609 |

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For repairs and maintenance related matters, please contact the Response Centre: 6213 0700 or actpg@act.gov.au

From: Smith, Brendon

Sent: Thursday, 5 October 2017 2:07 PM

To: s41 [REDACTED] <s41@communityservices1.org>

Cc: Norbart, Marcel <Marcel.Norbart@act.gov.au>; Aumann, Jennifer <Jennifer.Aumann@act.gov.au>; Edwards, CarmenJ <CarmenJ.Edwards@act.gov.au>

Subject: RE: Oaks Estate Community Hall [SEC=UNCLASSIFIED]

Hi s41 [REDACTED],

This is a work in progress – OEPA to submit an application form for processing.

I expect to have an update later this month.

Regards

Brendon Smith | Manager, Community Leasing

Phone +61 2 620 54673 | Fax +61 2 6213 0734

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For repairs and maintenance related matters, please contact the Response Centre: 6213 0700 or actpg@act.gov.au

From: Edwards, CarmenJ

Sent: Tuesday, 3 October 2017 8:11 AM

To: Smith, Brendon <Brendon.Smith@act.gov.au>

Cc: Norbart, Marcel <Marcel.Norbart@act.gov.au>; Aumann, Jennifer <Jennifer.Aumann@act.gov.au>

Subject: FW: Oaks Estate Community Hall [SEC=UNCLASSIFIED]

Hi Brendon

Would you please provide Community Services 1 with a reply?

Thanks

Carmen

Carmen Edwards | Senior Property Manager
Phone: 02 62051311 | Mobile: s41 [REDACTED] | Fax: 02 62130748 | E:
carmenj.edwards@act.gov.au | ACT PROPERTY GROUP | CHIEF MINISTER, TREASURY AND
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0700 email: actpg@act.gov.au**

From: Edwards, CarmenJ
Sent: Tuesday, 3 October 2017 8:10 AM
To: s41 [REDACTED] <s41@communityservices1.org>
Subject: RE: Oaks Estate Community Hall [SEC=UNCLASSIFIED]

Hi s41 [REDACTED]

I have forwarded your email to the leasing team to provide you with a reply.

Regards

Carmen Edwards | Senior Property Manager
Phone: 02 62051311 | Mobile: s41 [REDACTED] | Fax: 02 62130748 | E:
carmenj.edwards@act.gov.au | ACT PROPERTY GROUP | CHIEF MINISTER, TREASURY AND
ECONOMIC DEVELOPMENT DIRECTORATE
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0700 email: actpg@act.gov.au**

From: s41 [REDACTED] <s41@communityservices1.org>
Sent: Friday, 29 September 2017 12:48 PM
To: Edwards, CarmenJ <CarmenJ.Edwards@act.gov.au>
Subject: RE: Oaks Estate Community Hall [SEC=UNCLASSIFIED]

Hi Carmen

I just wanted to get an update as to how the meeting with the OEPA went regarding the lease at Oaks Estate?
Many thanks

s41 | Operations Director Business & Infrastructure



PO Box 7, Narrabundah, ACT 2604
Tel: s41 Fax: 6295 7944 Web: www.communityservices1.org



From: s41
Sent: Monday, 11 September 2017 12:08 PM
To: 'Edwards, CarmenJ'
Cc: Smith, Brendon; Aumann, Jennifer
Subject: RE: Oaks Estate Community Hall [SEC=UNCLASSIFIED]

Hi Carmen

I can confirm that Community Services#1 is happy to surrender the Sublease for the Oaks Estate Community Hall. Thank you again for your assistance with this.
Regards

s41 | Operations Director Business & Infrastructure



PO Box 7, Narrabundah, ACT 2604
Tel: s41 Fax: 6295 7944 Web: www.communityservices1.org



From: Edwards, CarmenJ [<mailto:CarmenJ.Edwards@act.gov.au>]
Sent: Monday, 11 September 2017 11:59 AM
To: s41
Cc: Smith, Brendon; Aumann, Jennifer
Subject: RE: Oaks Estate Community Hall [SEC=UNCLASSIFIED]

Hi s41

I have spoken with a representative from OEPA a short time ago and have arranged for our Leasing Manager to meet with them on Friday to discuss this matter.

Your email appears to indicate that Community Services #1 would be happy to surrender their Sublease for this site. Are you able to confirm?

I will keep you advised regarding progress of this matter.

Regards

Carmen Edwards | Senior Property Manager

Phone: 02 62051311 | Mobile: s41 [REDACTED] Fax: 02 62130748 | E:

carmenj.edwards@act.gov.au | ACT PROPERTY GROUP | CHIEF MINISTER, TREASURY AND ECONOMIC DEVELOPMENT DIRECTORATE

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From: s41 [REDACTED] [@communityservices1.org](mailto:s41@communityservices1.org)

Sent: Monday, 11 September 2017 10:14 AM

To: Edwards, CarmenJ <CarmenJ.Edwards@act.gov.au>

Subject: RE: Oaks Estate Community Hall [SEC=UNCLASSIFIED]

Hi Carmen

I just wanted to let you know we have had a couple of phone calls from the OEPA – one of them not so pleasant. The outcome is that they want to take the hall back immediately and I have told s41 [REDACTED] (who rang this morning) that we are not trying to hold the process up and have passed the request over to ACT Property Group. He said he had also been in contact with someone from there and was waiting for a call back. From our perspective we would also like the handback to happen as quickly as possible as the OEPA has become increasingly difficult to deal with.

Regards

s41 [REDACTED] | Operations Director Business & Infrastructure



PO Box 7, Narrabundah, ACT 2604

Tel: s41 [REDACTED] Fax: 6295 7944 Web: www.communityservices1.org



From: Smith, Brendon
To: [Edwards, CarmenJ](#)
Cc: [Aumann, Jennifer](#); [Ryan, Carmen](#)
Subject: RE: Oaks Estate Community Hall [SEC=UNCLASSIFIED]
Date: Tuesday, 10 October 2017 4:45:02 PM
Attachments: [image001.png](#)
[image004.png](#)
[image006.png](#)

Ok, thanks Carmen, suggest we ask the tenant to attend to this, particularly following today's complaint I received about it- I will leave it with you

From: Edwards, CarmenJ
Sent: Tuesday, 10 October 2017 4:33 PM
To: Smith, Brendon <Brendon.Smith@act.gov.au>
Cc: Aumann, Jennifer <Jennifer.Aumann@act.gov.au>; Ryan, Carmen <Carmen.Ryan@act.gov.au>
Subject: RE: Oaks Estate Community Hall [SEC=UNCLASSIFIED]

Hi Brendon

No, this is the first I have heard of it.

Pest control and gardening is the tenant's responsibility.

Regards

Carmen Edwards | Senior Property Manager
Phone: 02 62051311 | Mobile: s41 [REDACTED] | Fax: 02 62130748 | E:
carmenj.edwards@act.gov.au | ACT PROPERTY GROUP | CHIEF MINISTER, TREASURY AND
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255 Canberra Avenue, Fyshwick | PO Box 777 Fyshwick ACT 2609 | www.act.gov.au

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From: Smith, Brendon
Sent: Tuesday, 10 October 2017 2:06 PM
To: Edwards, CarmenJ <CarmenJ.Edwards@act.gov.au>; Ryan, Carmen <Carmen.Ryan@act.gov.au>
Subject: FW: Oaks Estate Community Hall [SEC=UNCLASSIFIED]

Carmen E,

Our prospective Tenant called, complaining about an ants nest and children getting bitten at site- I mentioned that we would probably need to discuss with the tenant . Are you across the history with the nest?

From: Edwards, CarmenJ
To: s41
Cc: [Smith, Brendon](#); [Aumann, Jennifer](#)
Subject: Oaks Estate Community Hall [SEC=UNCLASSIFIED]
Date: Tuesday, 10 October 2017 4:56:10 PM

Hi s41

I have been advised that someone is complaining about an ants nest at the above premises and children getting bitten.

I am aware that your association may be giving up their agreement to manage these premises, however, as the existing Licensee, would you please attend to this matter (either organise yourself or send a work order to our Response Centre, noting you will be liable for payment up to \$500.00).

Your assistance is appreciated.

Regards

Carmen Edwards | Senior Property Manager

Phone: 02 62051311 | Mobile: s41 | Fax: 02 62130748 | E:

carmenj.edwards@act.gov.au | ACT PROPERTY GROUP | CHIEF MINISTER, TREASURY AND

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From: Smith, Brendon
To: [Edwards, CarmenJ](#)
Cc: [Wales, PhillipB](#); [Norbart, Marcel](#); [Ryan, Carmen](#)
Subject: RE: Oaks Estate Community Hall [SEC=UNCLASSIFIED]
Date: Thursday, 26 October 2017 10:53:12 AM
Attachments: [image001.png](#)
[image005.png](#)

Hi Carmen,

Yes, happy to discuss.

My intention is to visit the site and also meet with CS#1 and try and get an understanding of why the relationship is not good between the parties. Until this occurs, I am not comfortable committing to OEPA.

Regards

Brendon Smith | Manager, Community Leasing

Phone +61 2 620 54673 | Fax +61 2 6213 0734

Portfolio Management | ACT Property Group | Chief Minister, Treasury & Economic Development

Directorate | **ACT Government**

Ground Floor 255 Canberra Avenue Fyshwick ACT 2609 | PO Box 777 Fyshwick ACT 2609 |

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For repairs and maintenance related matters, please contact the Response Centre: 6213 0700 or actpg@act.gov.au

From: Edwards, CarmenJ
Sent: Thursday, 26 October 2017 10:26 AM
To: Smith, Brendon <Brendon.Smith@act.gov.au>
Cc: Wales, PhillipB <PhillipB.Wales@act.gov.au>; Norbart, Marcel <Marcel.Norbart@act.gov.au>; Ryan, Carmen <Carmen.Ryan@act.gov.au>
Subject: FW: Oaks Estate Community Hall [SEC=UNCLASSIFIED]

Hi Brendon

Please see following email regarding the above premises.

I had a feeling that my email would prompt a response like this.

I want to advise S41 that while Community Services 1 remains the Lessee, they are responsible for this work, however, the current situation with OEPA makes the situation difficult.

As I previously advised, the relationship between the two parties is not good. Would you consider advising OEPA that if they want to take over the lease, they should start maintaining the grounds now?

Can we discuss please?

Carmen

Carmen Edwards | Senior Property Manager

Phone: 02 62051311 | Mobile: s41 | Fax: 02 62130748 | E: carmenj.edwards@act.gov.au |
ACT PROPERTY GROUP | CHIEF MINISTER, TREASURY AND ECONOMIC DEVELOPMENT DIRECTORATE
ACT GOVERNMENT
255 Canberra Avenue, Fyshwick | PO Box 777 Fyshwick ACT 2609 | www.act.gov.au

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email: actpg@act.gov.au**

From: s41 <s41@communityservices1.org>
Sent: Thursday, 26 October 2017 9:40 AM
To: Edwards, CarmenJ <CarmenJ.Edwards@act.gov.au>
Cc: s41 <s41@communityservices1.org>
Subject: RE: Oaks Estate Community Hall [SEC=UNCLASSIFIED]

Hi Carmen

Thank you for your email. As you are aware we have been waiting (since the mid-August) to hand the Oaks Estate Hall back to the OEPA at their request. Currently the OEPA are using the hall on a regular basis (without paying any fees to us) and we have not been able to hire it out not only due to the fact that the OEPA wont inform us on when they use the hall but also because of the uncertainty of whether or not we will still be managing it. During this time we have continued to pay for utilities and the removal of the ants nests (which must have been reported by the OEPA as they are the only one's using it) but we do not believe we should be paying for these ongoing costs. The OEPA want the hall back, they are the only one's using the hall so therefore it seems reasonable that they now pay for any ongoing maintenance.

We would like this issue to be resolved as soon as possible and appreciate your assistance with it.

Regards

s41 | Operations Director Business & Infrastructure



PO Box 7, Narrabundah, ACT 2604
Tel: s41 Fax: 6295 7944 Web: www.communityservices1.org



From: Edwards, CarmenJ [<mailto:CarmenJ.Edwards@act.gov.au>]

Sent: Wednesday, 25 October 2017 1:13 PM
To: S41
Subject: Oaks Estate Community Hall [SEC=UNCLASSIFIED]

Hi S41

I attended the above premises earlier today to view the grounds, in consideration of the upcoming bushfire season.

Would you please arrange for some gardening maintenance to be completed?

The grassed area requires mowing; and
Leaf mulch and tree litter under the back steps needs to be raked and cleared out.

There is also some wood leaning at the back of the building which should be removed.

I have attached a couple of photos for your assistance.

I also not appear to have received your Bushfire Survival Plan and would appreciate you provide this to me as soon as possible.

Regards

Carmen Edwards | Senior Property Manager
Phone: 02 62051311 | Mobile: S41 | Fax: 02 62130748 | E: carmenj.edwards@act.gov.au |
ACT PROPERTY GROUP | CHIEF MINISTER, TREASURY AND ECONOMIC DEVELOPMENT DIRECTORATE
ACT GOVERNMENT
255 Canberra Avenue, Fyshwick | PO Box 777 Fyshwick ACT 2609 | www.act.gov.au

**For repairs and maintenance related matters, please contact the Response Centre: Ph: 6213 0700
email: actpg@act.gov.au**

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Historical details for ABN 53 806 922 954

ABN details

Entity name	From	To
COMMUNITY SERVICES #1 INCORPORATED	03 Sep 2015	(current)
COMMUNITY SERVICES # 1 INCORPORATED	03 Sep 2015	03 Sep 2015
COMMUNITY SERVICES - 1 INCORPORATED	19 Aug 2015	03 Sep 2015
SOUTHSIDE COMMUNITY SERVICES INC.	25 Jun 2013	19 Aug 2015
SOUTHSIDE COMMUNITY SERVS INC	09 Mar 2000	25 Jun 2013

ABN Status	From	To
Active	09 Mar 2000	(current)

Entity type

Other Incorporated Entity

Goods & Services Tax (GST)	From	To
Registered	01 Jul 2000	(current)

Main business location	From	To
ACT 2604	20 Sep 2014	(current)
ACT 2604	25 Jun 2013	20 Sep 2014
ACT 2604	09 Mar 2000	25 Jun 2013

Australian Charities and Not-for-profits Commission (ACNC)

ACNC registration	From	To
Registered as a charity view ACNC registration	03 Dec 2012	(current)

Business name(s)

Business name	From	To
Optimum Training & Development	25 Jul 2014	(current)

Trading name(s)

From November 2018, ABN Lookup will cease displaying all trading names and only display registered business names. For more information, click help.

Trading name	From	To
SOUTHSIDE COMMUNITY SERVICES INC	09 Mar 2000	(current)

Charity tax concession status

Charity/Fund type	From	To
Public Benevolent Institution	01 Jul 2000	(current)

Tax concessions	From	To
GST Concession	01 Jul 2005	(current)
FBT Exemption	01 Jul 2005	(current)
Income Tax Exemption	01 Jul 2000	(current)

Deductible gift recipient status

Entity endorsement	<u>DGR Item</u>	From	To
Endorsed DGR	Item 1	01 Jul 2000	(current)

ABN last updated: 22 Jul 2016

Record extracted: 07 Nov 2017

Disclaimer

The Registrar makes every reasonable effort to maintain current and accurate information on this site. The Commissioner of Taxation advises that if you use ABN Lookup for information about another entity for taxation purposes and that information turns out to be incorrect, in certain circumstances you will be protected from liability. For more information see [disclaimer](#).

From: Smith, Brendon
To: S41
Cc: [Ryan, Carmen](#); [Edwards, CarmenJ](#); [Norbart, Marcel](#)
Subject: RE: OEPA hall application [SEC=UNCLASSIFIED]
Date: Thursday, 9 November 2017 12:04:28 PM

Good afternoon S41,

I am pleased to advise that your application for management of the Oaks Estate Community Hall has been successful.

CS1 have agreed to vacate the site effective 30 November 2017. Once a surrender deed has been formalised, we shall prepare a 5 year licence offer for you at the current community rate approx. \$67.52psmpa. I anticipate we will be able to commence the licence on 1 November 2017.

In the meantime, please feel free to contact me should you require further information or wish to discuss.

Regards

Brendon Smith | Manager, Community Leasing

Phone +61 2 620 54673 | Fax +61 2 6213 0734

Portfolio Management | ACT Property Group | Chief Minister, Treasury & Economic Development
Directorate | **ACT Government**

Ground Floor 255 Canberra Avenue Fyshwick ACT 2609 | PO Box 777 Fyshwick ACT 2609 |

www.economicdevelopment.act.gov.au | www.act.gov.au

For repairs and maintenance related matters, please contact the Response Centre: 6213 0700 or actpg@act.gov.au

From: S41
Sent: Tuesday, 19 September 2017 8:20 PM
To: Edwards, CarmenJ <CarmenJ.Edwards@act.gov.au>; Smith, Brendon <Brendon.Smith@act.gov.au>
Subject: OEPA hall application

Sorry, this time with correct emails

From: S41
Sent: Tuesday, 19 September 2017 5:47:57 PM
To: carmen.edwards@act.gov.au; brendan.smith@act.gov.au
Cc: S41
Subject: OEPA hall application

Hello Carmen and Brendan.

Further to our meeting on Friday 16 September 2017, please find attached:

- photos of the hall at 2 William St, showing necessary repairs
- the application form - in draft form. I am getting the other paperwork, but thought I'd get you the details asap for your internal discussions. Below are the details I discussed

with you on Friday

I will get the authority document this week, and finalise the paperwork towards Friday.

Thanks again for meeting me. Please do not hesitate to contact me if there is anything else i need to do.

s41

OEPA Secretary

The Community Hub as a community keystone: renovate the Hall to become an activities centre and community hub

OEPA wants to leverage existing recreational spaces to prepare for a redefining of 'amenity' when our community grows

- Density increase is coming to Oaks Estate – Gillespie Gardens development will see our population grow 35%, future developments moreso
- Current community infrastructure can support this increased density, but only with augmentation and improvement
- In addition to improvements and repairs, the hall needs to become more versatile
- Some infrastructure is passive – the river walk and floodplain for example
- But some infrastructure can be used actively and adapted in response to demographic need and density growth, to leverage both classes of infrastructure (active/passive)
- OEPA can link the passive-active sites, by linking the Community Hall to the River Walk, and the Hall to the nearby William St playground
- OEPA can also help support increased density by directing and adapting capacity of community infrastructure far more efficiently than ACTG, and OEPA can source funding and other support for all such activities

This includes... a Community Hub for everyone

- The Community Hall @ 2 William St was gifted to OEPA in 1950s
- Current status unclear, maintained under contract by SSCS
- As an OEPA asset, OEPA could renovate and operate as a fully-resourced centre for our community and the broader community as well

Basic Renovation Package

- Repair existing damage – the attached photos show what needs doing
- Install external shade-cloth on eastern side
- Improve/pave William St frontage for safe access
- Convert external toilet block into storage shed
- Improve underfloor storage for equipment used by children's playgroups
- Replace furniture with mobile and stackable tables and rows of chairs, for event/location versatility
- Improve the playground (soft-fall surface is rotten and decaying, there is a large bull-ant nest)

Additional Renovation Options

- Reconfigure and update kitchen (using CSS locally) for functions
- Increase from 1 to 2 toilets
- Install a ceiling AV projector unit, install external storm shutters or internal blinds
- Remove some internal walls to improve use of space, and provide 2+ medium-size capability
- Add an eastern deck and large doors
- Connect to NBN, install wi-fi, install a security system, install external lights for evening events

What could OEPA do with this community hub?

1. A bike bank, for public housing tenants to have access to bikes as free transportation
2. Recycle deposit point for fundraising – NSW goes active in 3 months
3. ISCCC venue for the ISCCC and seven other inner south groups, representing 26,000 residents
4. Men's shed and "bike bank", provides basic mechanical / restoration skills for bikes
5. Board Game Library – for active ageing programs and family weekend activities (open to public)
6. Resource for public housing tenants: board game sessions, nearby training/education centre
7. Movie matinees for children, meetings for numerous community groups, functions, party hire (**no alcohol, ever**)
8. Weekend activity hub for parent respite through support groups
9. Joint OEPA work with children's playgroups on weekdays
10. We want to start a "Resident Ranger Program" for river corridor restoration works with Molonglo Catchment Group (MCG)

https://www.economicdevelopment.act.gov.au/act_property_group/leasing_government_property

Work Order : 11648 (C1)

Type: Repairs and Maintenance

Agency Ref:

R&M FIRE

Normal (10 Working Days)

Building/Address

Building: Oaks Estate Community Hall
2 William Street

Oaks Estate BLK:4 SECT:15

Site Contact / Building Notes

s41 6126 4700

Exact Location

Issued To:

SMI Fire Pty Ltd

Due Completion : 24/01/2013

Contact : s41 @smigroup.com.au

Requestor Detail

Diana Crombie (627 6447)

Email: diana.crombie@act.gov.au

Agency : CSD

Works Requested

DO NOT proceed if the works will exceed \$1000 Call 62130700 for Authorisation

Please attend and replace extinguisher at the centre. It has been activated by the centre.

Please contact before attending to arrange access.

* Please call 6207 1496 to notify ACT Property Group once this work order has been completed

Works Performed

Please direct all questions regarding this Work Order to the ACT Property Group Response Centre on 62130700

Safe Work Method Statement (SWMS) completed

Job Completed and all costs detailed Invoice sighted and approved

Authoriser's Signature : _____ Date : ____/____/____

Work Order : 13881 (C1)

Type: Repairs and Maintenance

Agency Ref: T113

R&M ELECTRICAL

Normal (10 Working Days)

Building/Address

Building: Oaks Estate Community Hall
2 William Street

Oaks Estate BLK:4 SECT:15

Site Contact / Building Notes

Exact Location

Emergency Lighting

Issued To:

General Lighting Services (ACT) P/L

Due Completion : 27/03/2013

Contact : . prime contact (admin@glsmoaro.com.au)

Requestor Detail

Eddie Davidson (62130791)

Email: edward.davidson@act.gov.au

Agency : TAMS

Works Requested

DO NOT proceed if the works will exceed \$1000 Call 62130700 for Authorisation

Please attend and proceed with quote.

REF: T113

DATE: 06/03/13

* Please call 6207 1496 to notify ACT Property Group once this work order has been completed

Works Performed

Please direct all questions regarding this Work Order to the ACT Property Group Response Centre on 62130700

Safe Work Method Statement (SWMS) completed

Job Completed and all costs detailed Invoice sighted and approved

Authoriser's Signature : _____ Date : ____/____/____

Material/Contractor Costs

Supplier/Contractor	Description	Qty	Total

Labour Costs

Date	Start Time	Finish Time	Trade/Contractor Name	Overtime	Hours
				Total	

Job completed and all costs detailed

Name: _____

Signature: _____

Date: _____

(Allocated Tradesperson)

Work Order : 14774 (C1)

Type: Repairs and Maintenance

Agency Ref: 66

R&M FIRE

Normal (10 Working Days)

Building/Address

Building: Oaks Estate Community Hall
2 William Street

Oaks Estate BLK:4 SECT:15

Site Contact / Building Notes

.

Exact Location

.

Issued To:

SMI Fire Pty Ltd

Due Completion : 23/04/2013

Contact : s41 [REDACTED] [REDACTED]@smigroup.com.au)

Requestor Detail

. (.)

Email: .

Agency : .

Works Requested

DO NOT proceed if the works will exceed \$1000 Call 62130700 for Authorisation

Invoice #66 - 26/3/13

Please attend and recharge extinguisher.

* Please call 6207 1496 to notify ACT Property Group once this work order has been completed

Works Performed

Please direct all questions regarding this Work Order to the ACT Property Group Response Centre on 62130700

Safe Work Method Statement (SWMS) completed

Job Completed and all costs detailed Invoice sighted and approved

Authoriser's Signature : _____ Date : ____/____/____

Material/Contractor Costs

Supplier/Contractor	Description	Qty	Total

Labour Costs

Date	Start Time	Finish Time	Trade/Contractor Name	Overtime	Hours
				Total	

Job completed and all costs detailed

Name: _____

Signature: _____

Date: _____

(Allocated Tradesperson)

Work Order Request Form

Priority of works requested

Urgent



within 4 hours

Priority



within 3 days

Normal



within 14 days

Please note: Urgent is classified as high risk OH&S or Security issue only.

Date Logged: 13/11/2014 **Time:** 8:05am

Building/Asset: Oaks Estate Community Hall

Exact Location/Level: 2 William St, Oakes Estate

Client/Department: _____

Job Reference Number (if Applicable): _____

Reporting Persons Name: Joleen Dal-Maso **Contact number:** 62056546

Onsite Contact Name: s41 **Contact number:** s41

Building Access Details: Please contact s41 to gain access to the buliding - need to collect keys from her

Type of work/ repair required:

- | | |
|--|---|
| <input type="radio"/> Airconditioning Base Building | <input type="radio"/> Lighting |
| <input type="radio"/> Airconditioning Supplementary Unit | <input type="radio"/> Locksmith |
| <input type="radio"/> Carpet | <input type="radio"/> Main Auto Doors |
| <input type="radio"/> Cleaning | <input type="radio"/> Other |
| <input type="radio"/> Electrical Repairs | <input type="radio"/> Pest Control |
| <input type="radio"/> Fire Services etc | <input type="radio"/> Plumbing |
| <input checked="" type="radio"/> General Repairs | <input type="radio"/> Quote / Advice Required |
| <input type="radio"/> Heating | <input type="radio"/> Security Systems |
| <input type="radio"/> Horticulture | <input type="radio"/> Signage |
| <input type="radio"/> Lifts | <input type="radio"/> Water Leakages |

Problem/ Fault Description:

Please have a carpenter attend site and repair the following issues

repair or replace broken slats on the railing from the side door.

Re-nail protruding nails in the decking walkway from the side door

Look at back door - no longer opening

***NOTE: Urgent work required out of normal business hours should be phoned through to the Response Centre on 621 30700.

Please email completed request to: tamsfm@act.gov.au

Please ensure that ALL sections of this form are complete prior to sending to the Response Centre.

Work Order Request Form

Priority of works requested

Urgent


within 4 hours

Priority


within 3 days

Normal


within 14 days

Please note: Urgent is classified as high risk OH&S or Security issue only.

Date Logged: 13/11/2014 **Time:** 8:05am
Building/Asset: Oaks Estate Community Hall
Exact Location/Level: 2 William St, Oakes Estate
Client/Department: _____
Job Reference Number (if Applicable): _____
Reporting Persons Name: Joleen Dal-Maso **Contact number:** 62056546
Onsite Contact Name: s41 **Contact number:** s41
Building Access Details: Please contact s41 to gain access to the buliding - need to collect keys from her

Type of work/ repair required:

- | | |
|--|---|
| <input type="radio"/> Airconditioning Base Building | <input type="radio"/> Lighting |
| <input type="radio"/> Airconditioning Supplementary Unit | <input type="radio"/> Locksmith |
| <input type="radio"/> Carpet | <input type="radio"/> Main Auto Doors |
| <input type="radio"/> Cleaning | <input type="radio"/> Other |
| <input type="radio"/> Electrical Repairs | <input type="radio"/> Pest Control |
| <input type="radio"/> Fire Services etc | <input checked="" type="radio"/> Plumbing |
| <input type="radio"/> General Repairs | <input type="radio"/> Quote / Advice Required |
| <input type="radio"/> Heating | <input type="radio"/> Security Systems |
| <input type="radio"/> Horticulture | <input type="radio"/> Signage |
| <input type="radio"/> Lifts | <input type="radio"/> Water Leakages |

Problem/ Fault Description:

Please attend site and repair corroded down pipe located at the back of the building

*****NOTE: Urgent work required out of normal business hours should be phoned through to the Response Centre on 621 30700.**

Please email completed request to: tamsfm@act.gov.au

Please ensure that ALL sections of this form are complete prior to sending to the Response Centre.

ACT Property Group - Work Order

Work Order : 36902 (T1)



Type: Repairs and Maintenance

Agency Ref:

R&M CARPENTER

Normal (10 Working Days)

Building/Address

Building: Oaks Estate Community Hall

2 William Street

Oaks Estate BLK:4 SECT:15

Site Contact / Building Notes

s41

Exact Location

2 William St Oakes Hall

Issued To:

Stuart Peacock

Due Completion : 27/11/2014

Requestor Detail

Joleen Dal-Maso(6205 6546)

Email: Joleen.Dal-Maso@act.gov.au

Agency : .

Works Requested

DO NOT proceed if works will exceed \$1000 Call 62130700 for Authorisation

Please attend site and repair or replace:

Broken slats on the railing from the side door.

Re-nail protruding nails in the decking walkway from the side door.

Back door is not opening.

Please call site contact for access - a key is required to be picked up.

* Please call 6207 1496 to notify ACT Property Group once this work order has been completed

Works Performed

Please direct all questions regarding this Work Order to the ACT Property Group Response Centre on 62130700

Safe Work Method Statement (SWMS) completed

Job Completed and all costs detailed

Invoice sighted and approved

Authoriser's Signature : _____ Date : ____/____/____

Material/Contractor Costs

Supplier/Contractor	Description	Qty	Total

Labour Costs

Date	Start Time	Finish Time	Trade/Contractor Name	Overtime	Hours
				Total	

Job completed and all costs detailed

Name: _____

Signature: _____

(Allocated Tradesperson)

Date: _____

ACT Property Group - Work Order

Work Order : 36907 (T1)



Type: Repairs and Maintenance

Agency Ref:

R&M PLUMBER

Normal (10 Working Days)

Building/Address

Building: Oaks Estate Community Hall
2 William Street

Oaks Estate BLK:4 SECT:15

Site Contact / Building Notes

S41

Exact Location

Back Of The Building

Issued To:

Juan Paul Aualiitia

Due Completion : 27/11/2014

Requestor Detail

Joleen Dal-maso(6205 6546)

Email: Joleen.Dal-maso@act.gov.au

Agency : ACTPG

Works Requested

DO NOT proceed if works will exceed \$1000 Call 62130700 for Authorisation

Please attend and repair the corroded downpipe.

* Please call 6207 1496 to notify ACT Property Group once this work order has been completed

Works Performed

Please direct all questions regarding this Work Order to the ACT Property Group Response Centre on 62130700

Safe Work Method Statement (SWMS) completed

Job Completed and all costs detailed

Invoice sighted and approved

Authoriser's Signature : _____ Date : ____/____/____

Material/Contractor Costs

Supplier/Contractor	Description	Qty	Total

Labour Costs

Date	Start Time	Finish Time	Trade/Contractor Name	Overtime	Hours
				Total	

Job completed and all costs detailed

Name: _____

Signature: _____

(Allocated Tradesperson)

Date: _____

ACT Property Group - Work Order

Work Order : 38292 (T1)



Type: Repairs and Maintenance

Agency Ref:

R&M PLUMBER

Normal (10 Working Days)

Building/Address

Building: Oaks Estate Community Hall
2 William Street

Oaks Estate BLK:4 SECT:15

Site Contact / Building Notes

Exact Location

Issued To:

Craig Brereton

Due Completion : 26/12/2014

Requestor Detail

Dave Hickey (S41 [REDACTED])

Email: Dave.Hickey@act.gov.au

Agency : ACTPG

Works Requested

DO NOT proceed if works will exceed \$1000 Call 62130700 for Authorisation

CANCELLED

* Please call 6207 1496 to notify ACT Property Group once this work order has been completed

Works Performed

Please direct all questions regarding this Work Order to the ACT Property Group Response Centre on 62130700

Safe Work Method Statement (SWMS) completed

Job Completed and all costs detailed Invoice sighted and approved

Authoriser's Signature : _____ Date : ____/____/____

ACT Property Group - Work Order

Work Order : 38758 (T1)



Type: Repairs and Maintenance

Agency Ref:

R&M FITTER

Normal (10 Working Days)

Building/Address

Building: Oaks Estate Community Hall

2 William Street

Oaks Estate BLK:4 SECT:15

Site Contact / Building Notes

Exact Location

.

Issued To:

Hariharan Sivasankaran

Due Completion : 06/01/2015

Requestor Detail

Dave Hickey(§41)

Email: Dave.Hickey@act.gov.au

Agency : ACTPG

Works Requested

DO NOT proceed if works will exceed \$1000 Call 62130700 for Authorisation

CANCELLED

* Please call 6207 1496 to notify ACT Property Group once this work order has been completed

Works Performed

Please direct all questions regarding this Work Order to the ACT Property Group Response Centre on 62130700

Safe Work Method Statement (SWMS) completed

Job Completed and all costs detailed Invoice sighted and approved

Authoriser's Signature : _____ Date : ____/____/____

Material/Contractor Costs

Supplier/Contractor	Description	Qty	Total

Labour Costs

Date	Start Time	Finish Time	Trade/Contractor Name	Overtime	Hours
Total					

Job completed and all costs detailed

Name: _____

Signature: _____

(Allocated Tradesperson)

Date: _____

ACT Property Group - Work Order

Work Order : 41426 (T1)



Type: Repairs and Maintenance

Agency Ref:

R&M LABOURER

Normal (10 Working Days)

Building/Address

Building: Oaks Estate Community Hall

2 William Street

Oaks Estate BLK:4 SECT:15

Site Contact / Building Notes

Exact Location

.

Issued To:

Michael Arioli

Due Completion : 13/03/2015

Requestor Detail

Peter Ozols(6213 0700)

Email: peter.ozols@act.gov.au

Agency : ACTPG

Works Requested

DO NOT proceed if works will exceed \$1000 Call 62130700 for Authorisation

Please attend site and rectify the following:

- Please install 1 x sharps container to the verandah area.

* Please call 6207 1496 to notify ACT Property Group once this work order has been completed

Works Performed

Please direct all questions regarding this Work Order to the ACT Property Group Response Centre on 62130700

Safe Work Method Statement (SWMS) completed

Job Completed and all costs detailed

Invoice sighted and approved

Authoriser's Signature : _____ Date : ____/____/____

ACT Property Group - Work Order

Work Order : 51397 (T1)



Type: Work Plan

Agency Ref:

WP PLUMBING

Normal (10 Working Days)

Building/Address

Building: Oaks Estate Community Hall
2 William Street

Oaks Estate BLK:4 SECT:15

Site Contact / Building Notes

Douglas Walsh PH : 6213 0715

Exact Location

See Works Requested

Issued To:

Craig Brereton

Due Completion : 15/09/2015

Requestor Detail

Douglas Walsh(6213 0715)

Email: Douglas.Walsh@act.gov.au

Agency : ACT Property Group

Works Requested

CANCELLED - Location : Main Building
DHWU x 2 Annual

Works Performed

Please direct all questions regarding this Work Order to the ACT Property Group Response Centre on 62130700

Safe Work Method Statement (SWMS) completed

Job Completed and all costs detailed Invoice sighted and approved

Authoriser's Signature : _____ Date : ____/____/____

ACT Property Group - Work Order

Work Order : 53497 (T1)



Type: Work Plan

Agency Ref:

WP HVAC

Normal (10 Working Days)

Building/Address

Building: Oaks Estate Community Hall
2 William Street

Oaks Estate BLK:4 SECT:15

Site Contact / Building Notes

Douglas Walsh PH : 6213 0715

Exact Location

See Works Requested

Issued To:

Keith Mackintosh

Due Completion : 15/10/2015

Requestor Detail

Douglas Walsh(6213 0715)

Email: Douglas.Walsh@act.gov.au

Agency : ACT Property Group

Works Requested

Location : Main Building
Ceiling Fans x 3 Annual
Electric Heaters x 5 Bi-Annual
Kitchen Exhaust Fans x 1 Bi-Annual

Works Performed

Please direct all questions regarding this Work Order to the ACT Property Group Response Centre on 62130700

Safe Work Method Statement (SWMS) completed

Job Completed and all costs detailed

Invoice sighted and approved

Authoriser's Signature : _____ Date : ____/____/____

Material/Contractor Costs

Supplier/Contractor	Description	Qty	Total

Labour Costs

Date	Start Time	Finish Time	Trade/Contractor Name	Overtime	Hours
				Total	

Job completed and all costs detailed

Name: _____

Signature: _____

(Allocated Tradesperson)

Date: _____

ACT Property Group - Work Order

Work Order : 53497 (T2)



Type: Work Plan

Agency Ref:

WP PLUMBING

Normal (10 Working Days)

Building/Address

Building: Oaks Estate Community Hall
2 William Street

Oaks Estate BLK:4 SECT:15

Site Contact / Building Notes

Douglas Walsh PH : 6213 0715

Exact Location

See Works Requested

Issued To:

Craig Brereton

Due Completion : 15/10/2015

Requestor Detail

Douglas Walsh(6213 0715)

Email: Douglas.Walsh@act.gov.au

Agency : ACT Property Group

Works Requested

Location : Main Building
sump, gutters and downpipes Bi-Annual

Works Performed

Please direct all questions regarding this Work Order to the ACT Property Group Response Centre on 62130700

Safe Work Method Statement (SWMS) completed

Job Completed and all costs detailed Invoice sighted and approved

Authoriser's Signature : _____ Date : ____/____/____

ACT Property Group - Work Order

Work Order : 60457 (T1)



Type: Work Plan

Agency Ref:

WP ELECTRICAL

Normal (10 Working Days)

Building/Address

Building: Oaks Estate Community Hall
2 William Street

Oaks Estate BLK:4 SECT:15

Site Contact / Building Notes

Douglas Walsh PH : 6213 0715

Exact Location

See Works Requested

Issued To:

Rudi Marek

Due Completion : 18/01/2016

Requestor Detail

Douglas Walsh(6213 0715)

Email: Douglas.Walsh@act.gov.au

Agency : ACT Property Group

Works Requested

Location : Main Building
Switchboard Thermal Imaging

Works Performed

Please direct all questions regarding this Work Order to the ACT Property Group Response Centre on 62130700

Safe Work Method Statement (SWMS) completed

Job Completed and all costs detailed Invoice sighted and approved

Authoriser's Signature : _____ Date : ____/____/____

Work Order : 64857 (C1)

Type: Work Plan

Agency Ref:

WP STRUCTURAL AND RC

Normal (10 Working Days)

Building/Address

Building: Oaks Estate Community Hall
2 William Street

Oaks Estate BLK:4 SECT:15

Site Contact / Building Notes

Douglas Walsh PH : 6213 0715

Exact Location

See Works Requested

Issued To:

Roofsafe Industrial Safety

Due Completion : 16/03/2016

Contact : . Accounts S41 @RISsafety.com)

Requestor Detail

Douglas Walsh (6213 0715)

Email: Douglas.Walsh@act.gov.au

Agency : ACT Property Group

Works Requested

Location : Main Building
Roof Safety Recertification - Installed System Annual

Works Performed

Please direct all questions regarding this Work Order to the ACT Property Group Response Centre on 62130700

Safe Work Method Statement (SWMS) completed

Job Completed and all costs detailed Invoice sighted and approved

Authoriser's Signature : _____ Date : ____/____/____

Material/Contractor Costs

Supplier/Contractor	Description	Qty	Total

Labour Costs

Date	Start Time	Finish Time	Trade/Contractor Name	Overtime	Hours
				Total	

Job completed and all costs detailed

Name: _____

Signature: _____

(Allocated Tradesperson)

Date: _____



ACT
Government

Territory and Municipal Services

ACT PROPERTY GROUP

PO Box 777
Fyshwick, ACT, 2609
Telephone: 02 6213 0700
Facsimile: 02 6213 0734

Service Report – Mechanical

Client Name

Work Order No

ACTPG

66615 T1

Location Building

OAKS ESTATE COMMUNITY HALL

<input type="checkbox"/> Dial before you dig	<input type="checkbox"/> Roof work	<input type="checkbox"/> Sharps	<input type="checkbox"/> Confined space	<input type="checkbox"/> Hot Work, Oxy Arc Weld
<input type="checkbox"/> Public Access	<input type="checkbox"/> Electric Cables	<input type="checkbox"/> Asbestos	<input type="checkbox"/>	<input type="checkbox"/>

OH&S Risk Management. It is important to check the plantroom and plant for potential hazards. Report all potential hazards. If in doubt contact your supervisor. Keep plantrooms clean.

<input type="checkbox"/> AHU's / FCU's	<input type="checkbox"/> Filters	<input type="checkbox"/> Cooling Towers
<input type="checkbox"/> Chilled Water Systems	<input type="checkbox"/> Sumps/Pumps	<input type="checkbox"/> Ground Maintenance
<input type="checkbox"/> Hot Water Systems	<input type="checkbox"/> Split/Rac/Package/A/C's	<input type="checkbox"/> Gates and Fences
<input checked="" type="checkbox"/> Exhaust Fans/Fans	<input type="checkbox"/> Ducts/Grills/Dampers	<input type="checkbox"/> TMV's/DHW/RPZD
<input type="checkbox"/> Humidifiers	<input type="checkbox"/> Radiators/Piping Systems	<input type="checkbox"/> Gutter Cleaning
<input type="checkbox"/> Calorifiers	<input checked="" type="checkbox"/> Electric Duct Heaters 5	<input type="checkbox"/> Sewer Inspection
<input type="checkbox"/> Dust Extraction/ Smog Hog	<input type="checkbox"/> Switchboards	<input type="checkbox"/> Sharps Collection
<input type="checkbox"/> Evap coolers	<input type="checkbox"/> Control/BMS	
<input type="checkbox"/> Air Compressors		
<input type="checkbox"/> Plantrooms		

Service Report & Recommendations

CARRY OUT MAINTENANCE IN APRIL

* TWO ELECTRIC HEATER NOT WORKING - NEED REPLACING. THE 2 NEAR THE KITCHEN - 1 X 6 TEMPERATURE UNITS.

Work Completed date

22 / 4 / 16

Workplan A M Q 6M

Callout

Unforeseen

Signature

[Redacted Signature]

Client Signature

[Redacted Client Signature]

(Name Printed)

[Redacted Name]

(Name Printed)

[Redacted Name]

WORK SAFE, BE ALERT, REPORT HAZARDS

ACT Property Group - Work Order

Work Order : 66615 (T1)



Type: Work Plan

Agency Ref:

WP HVAC

Normal (10 Working Days)

Building/Address

Building: Oaks Estate Community Hall
2 William Street

Oaks Estate BLK:4 SECT:15

Site Contact / Building Notes

Douglas Walsh PH : 6213 0715

Exact Location

See Works Requested

Issued To:

Keith Mackintosh

Due Completion : 15/04/2016

Requestor Detail

Douglas Walsh(6213 0715)

Email: Douglas.Walsh@act.gov.au

Agency : ACT Property Group

Works Requested

Location : Main Building
Electric Heaters x 5 Bi-Annual
Kitchen Exhaust Fans x 1 Bi-Annual

Works Performed

Please direct all questions regarding this Work Order to the ACT Property Group Response Centre on 62130700

Safe Work Method Statement (SWMS) completed

Job Completed and all costs detailed Invoice sighted and approved

Authoriser's Signature : _____ Date : ____/____/____

Material/Contractor Costs

Supplier/Contractor	Description	Qty	Total

Labour Costs

Date	Start Time	Finish Time	Trade/Contractor Name	Overtime	Hours
				Total	

Job completed and all costs detailed

Name: _____

Signature: _____

(Allocated Tradesperson)

Date: _____

ACT Property Group - Work Order

Work Order : 66615 (T2)



Type: Work Plan

Agency Ref:

WP PLUMBING

Normal (10 Working Days)

Building/Address

Building: Oaks Estate Community Hall
2 William Street

Oaks Estate BLK:4 SECT:15

Site Contact / Building Notes

Douglas Walsh PH : 6213 0715

Exact Location

See Works Requested

Issued To:

Craig Brereton

Due Completion : 15/04/2016

Requestor Detail

Douglas Walsh(6213 0715)

Email: Douglas.Walsh@act.gov.au

Agency : ACT Property Group

Works Requested

Location : Main Building
sump, gutters and downpipes Bi-Annual

Works Performed

Please direct all questions regarding this Work Order to the ACT Property Group Response Centre on 62130700

Safe Work Method Statement (SWMS) completed

Job Completed and all costs detailed Invoice sighted and approved

Authoriser's Signature : _____ Date : ____/____/____

ACT Property Group - Work Order

Work Order : 68700 (T1)



Type: Repairs and Maintenance

Agency Ref:

R&M ELECTRICAL

Normal (10 Working Days)

Building/Address

Building: Oaks Estate Community Hall

2 William Street

Oaks Estate BLK:4 SECT:15

Site Contact / Building Notes

Patricia Martiniello PH : 6207 1348

Exact Location

.

Issued To:

Rudi Marek

Due Completion : 09/05/2016

Requestor Detail

Patricia Martiniello (6207 1348)

Email: Patricia.martiniello@act.gov.au

Agency : ACTPG

Works Requested

DO NOT proceed if works will exceed \$1000 Call 62130700 for Authorisation

Attend site and rectify 2 wall heaters that are not working per April 2016 WP service report 66615 T1

* Please call 6207 1496 to notify ACT Property Group once this work order has been completed

Works Performed

Please direct all questions regarding this Work Order to the ACT Property Group Response Centre on 62130700

Safe Work Method Statement (SWMS) completed

Job Completed and all costs detailed

Invoice sighted and approved

Authoriser's Signature : _____ Date : ____/____/____

Material/Contractor Costs

Supplier/Contractor	Description	Qty	Total

Labour Costs

Date	Start Time	Finish Time	Trade/Contractor Name	Overtime	Hours
				Total	

Job completed and all costs detailed

Name: _____

Signature: _____

(Allocated Tradesperson)

Date: _____

Work Order : 68700 (C1)

Type: Repairs and Maintenance

Agency Ref:

R&M ELECTRICAL

Normal (10 Working Days)

Building/Address

Building: Oaks Estate Community Hall
2 William Street

Oaks Estate BLK:4 SECT:15

Site Contact / Building Notes

Patricia Martiniello PH : 6207 1348

Exact Location

.

Issued To:

POPES ELECTRICAL AND DATA SUPPLIES PTY LTD

Due Completion : 07/06/2016

Contact : . Accounts (accounts@popeselectrical.com.au)

Requestor Detail

Patricia Martiniello (6207 1348)

Email: Patricia.martiniello@act.gov.au

Agency : ACTPG

Works Requested

DO NOT proceed if the works will exceed \$1000 Call 62130700 for Authorisation

Attend site and rectify 2 wall heaters that are not working per April 2016 WP service report 66615 T1

* Please call 6207 1496 to notify ACT Property Group once this work order has been completed

Works Performed

Please direct all questions regarding this Work Order to the ACT Property Group Response Centre on 62130700

Safe Work Method Statement (SWMS) completed

Job Completed and all costs detailed Invoice sighted and approved

Authoriser's Signature : _____ Date : ____/____/____

Material/Contractor Costs

Supplier/Contractor	Description	Qty	Total

Labour Costs

Date	Start Time	Finish Time	Trade/Contractor Name	Overtime	Hours
				Total	

Job completed and all costs detailed

Name: _____

Signature: _____

Date: _____

(Allocated Tradesperson)

Work Order : 69413 (C1)

Type: Repairs and Maintenance

Agency Ref:

R&M ELECTRICAL

Normal (10 Working Days)

Building/Address

Building: Oaks Estate Community Hall
2 William Street

Oaks Estate BLK:4 SECT:15

Site Contact / Building Notes

s41 PH : 6126 4700

Exact Location

Issued To:

Affinity Electrical Technologies

Due Completion : 19/05/2016

Contact : s41 (info@affinityelectrical.com.au)

Requestor Detail

s41 (6126 4700)

Email: s41 @communityservices1.org

Agency : Formerly Southside Community Service

Works Requested

DO NOT proceed if the works will exceed \$1000 Call 62130700 for Authorisation

Please attend and rectify 2-4 heaters which is not working - Cold temperatures

* Please call 6207 1496 to notify ACT Property Group once this work order has been completed

Works Performed

Please direct all questions regarding this Work Order to the ACT Property Group Response Centre on 62130700

Safe Work Method Statement (SWMS) completed

Job Completed and all costs detailed Invoice sighted and approved

Authoriser's Signature : _____ Date : ____/____/____

ACT Property Group - Work Order

Work Order : 75918 (T1)



Type: Work Plan

Agency Ref:

WP PLUMBING

Normal (10 Working Days)

Building/Address

Building: Oaks Estate Community Hall
2 William Street

Oaks Estate BLK:4 SECT:15

Site Contact / Building Notes

David Doherty PH : 6205 8340

Exact Location

See Works Requested

Issued To:

Craig Brereton

Due Completion : 15/09/2016

Requestor Detail

David Doherty(6205 8340)

Email: David.Doherty@act.gov.au

Agency : ACT Property Group

Works Requested

Location : Main Building
DHWU x 2 Annual

Works Performed

Please direct all questions regarding this Work Order to the ACT Property Group Response Centre on 62130700

Safe Work Method Statement (SWMS) completed

Job Completed and all costs detailed Invoice sighted and approved

Authoriser's Signature : _____ Date : ____/____/____

ACT Property Group - Work Order

Work Order : 77670 (T1)



ACT
Government

Chief Minister, Treasury and
Economic Development

Type: Work Plan

Agency Ref:

WP HVAC

Normal (10 Working Days)

Building/Address

Building: Oaks Estate Community Hall
2 William Street

Oaks Estate BLK:4 SECT:15

Site Contact / Building Notes

David Doherty PH : 6205 8340

Exact Location

See Works Requested

Issued To:

Keith Mackintosh

Due Completion : 18/10/2016

Requestor Detail

David Doherty(6205 8340)

Email: David.Doherty@act.gov.au

Agency : ACT Property Group

Works Requested

Location : Main Building
Ceiling Fans x 3 Annual
Electric Heaters x 5 Bi-Annual
Kitchen Exhaust Fans x 1 Bi-Annual

Works Performed

**Please direct all questions regarding this Work Order to the ACT Property Group
Response Centre on 62130700**

Safe Work Method Statement (SWMS) completed

Job Completed and all costs detailed Invoice sighted and approved

Authoriser's Signature : _____ Date : ____/____/____

ACT Property Group - Work Order

Work Order : 77670 (T2)



ACT
Government
Chief Minister, Treasury and
Economic Development

Type: Work Plan

Agency Ref:

WP PLUMBING

Normal (10 Working Days)

Building/Address

Building: Oaks Estate Community Hall
2 William Street

Oaks Estate BLK:4 SECT:15

Site Contact / Building Notes

David Doherty PH : 6205 8340

Exact Location

See Works Requested

Issued To:

Ryan Watson

Due Completion : 16/03/2017

Requestor Detail

David Doherty(6205 8340)

Email: David.Doherty@act.gov.au

Agency : ACT Property Group

Works Requested

Location : Main Building
sump, gutters and downpipes Bi-Annual

Works Performed

Please direct all questions regarding this Work Order to the ACT Property Group Response Centre on 62130700

Safe Work Method Statement (SWMS) completed

Job Completed and all costs detailed Invoice sighted and approved

Authoriser's Signature : _____ Date : ____/____/____

Material/Contractor Costs

Supplier/Contractor	Description	Qty	Total

Labour Costs

Date	Start Time	Finish Time	Trade/Contractor Name	Overtime	Hours
Total					

Job completed and all costs detailed

Name: _____

Signature: _____

(Allocated Tradesperson)

Date: _____

Work Order : 79398 (C1)

Type: Work Plan

Agency Ref:

WP STRUCTURAL AND RC

Normal (10 Working Days)

Building/Address

Building: Oaks Estate Community Hall
2 William Street

Oaks Estate BLK:4 SECT:15

Site Contact / Building Notes

David Doherty PH : 6205 8340

Exact Location

See Works Requested

Issued To:

Roof & Balcony Solutions

Due Completion : 15/11/2016

Contact : S41 (admin@rnbsolutions.com.au)

Requestor Detail

David Doherty (6205 8340)

Email: David.Doherty@act.gov.au

Agency : ACT Property Group

Works Requested

Location : Main Building
Roof Safety Recertification - Installed System Annual

Works Performed

Please direct all questions regarding this Work Order to the ACT Property Group Response Centre on 62130700

Safe Work Method Statement (SWMS) completed

Job Completed and all costs detailed Invoice sighted and approved

Authoriser's Signature : _____ Date : ____/____/____

Work Order : 79650 (C1)

Type: Repairs and Maintenance

Agency Ref:

R&M ELECTRICAL

Normal (10 Working Days)

Building/Address

Building: Oaks Estate Community Hall
2 William Street

Oaks Estate BLK:4 SECT:15

Site Contact / Building Notes

Eddie Davidson PH : 6213 0791

Exact Location

0

Issued To:

GLS Electrical Contractors

Due Completion : 07/11/2016

Contact : S41 (admin@glsmonaro.com.au)

Requestor Detail

Eddie Davidson (6213 0791)

Email: edward.davidson@act.gov.au

Agency : ACTPG

Works Requested

DO NOT proceed if the works will exceed \$345 Call 62130700 for Authorisation

Please repair emergency lighting as per your quote #4401

* Please call 6207 1496 to notify ACT Property Group once this work order has been completed

Works Performed

Please direct all questions regarding this Work Order to the ACT Property Group Response Centre on 62130700

Safe Work Method Statement (SWMS) completed

Job Completed and all costs detailed Invoice sighted and approved

Authoriser's Signature : _____ Date : ____/____/____

ACT Property Group - Work Order

Work Order : 83011 (T1)



ACT
Government

Chief Minister, Treasury and
Economic Development

Type: Work Plan

Agency Ref:

WP ELECTRICAL

Normal (10 Working Days)

Building/Address

Building: Oaks Estate Community Hall
2 William Street

Oaks Estate BLK:4 SECT:15

Site Contact / Building Notes

David Doherty PH : 6205 8340

Exact Location

See Works Requested

Issued To:

Rudi Marek

Due Completion : 17/01/2017

Requestor Detail

David Doherty(6205 8340)

Email: David.Doherty@act.gov.au

Agency : ACT Property Group

Works Requested

Location : Main Building
Switchboard Thermal Imaging - 2 Hrs

Works Performed

**Please direct all questions regarding this Work Order to the ACT Property Group
Response Centre on 62130700**

Safe Work Method Statement (SWMS) completed

Job Completed and all costs detailed Invoice sighted and approved

Authoriser's Signature : _____ Date : ____/____/____

ACT Property Group - Work Order

Work Order : 87542 (T1)



Type: Repairs and Maintenance

Agency Ref: Nil

R&M LOCKSMITH

Normal (10 Working Days)

Building/Address

Building: Oaks Estate Community Hall
2 William Street

Oaks Estate BLK:4 SECT:15

Site Contact / Building Notes

Lincoln Bruan s41

Exact Location

.

Issued To:

Alex Webster

Due Completion : 22/03/2017

Requestor Detail

Lincoln Bruan(62053459)

Email: lincoln.bruan@act.gov.au

Agency :

Works Requested

DO NOT proceed if works will exceed \$2000 Call 62130700 for Authorisation

Please make duplicate keys for the front eneer door and gate if there is one. These keys are for ACTPG copy. If you need clarification please contact Lincoln.

Please contact Lincoln prior to access and Lincoln will communicate with tenant to arrange suitable times for access.

* Please call 6207 1496 to notify ACT Property Group once this work order has been completed

Works Performed

Please direct all questions regarding this Work Order to the ACT Property Group Response Centre on 62130700

Safe Work Method Statement (SWMS) completed

Job Completed and all costs detailed Invoice sighted and approved

Authoriser's Signature : _____ Date : ____/____/____

ACT Property Group - Work Order

Work Order : 89006 (T1)



Type: Work Plan

Agency Ref:

WP HVAC

Normal (10 Working Days)

Building/Address

Building: Oaks Estate Community Hall
2 William Street

Oaks Estate BLK:4 SECT:15

Site Contact / Building Notes

David Doherty PH : 6205 8340

Exact Location

See Works Requested

Issued To:

Keith Mackintosh

Due Completion : 19/04/2017

Requestor Detail

David Doherty(6205 8340)

Email: David.Doherty@act.gov.au

Agency : ACT Property Group

Works Requested

Location : Main Building
Electric Heaters x 5 Bi-Annual - 1.5 Hrs
Kitchen Exhaust Fans x 1 Bi-Annual - 1 Hrs

Works Performed

Please direct all questions regarding this Work Order to the ACT Property Group Response Centre on 62130700

Safe Work Method Statement (SWMS) completed

Job Completed and all costs detailed Invoice sighted and approved

Authoriser's Signature : _____ Date : ____/____/____

ACT Property Group - Work Order

Work Order : 89006 (T2)



Type: Work Plan

Agency Ref:

WP PLUMBING

Normal (10 Working Days)

Building/Address

Building: Oaks Estate Community Hall
2 William Street

Oaks Estate BLK:4 SECT:15

Site Contact / Building Notes

David Doherty PH : 6205 8340

Exact Location

See Works Requested

Issued To:

Ryan Watson

Due Completion : 19/04/2017

Requestor Detail

David Doherty(6205 8340)

Email: David.Doherty@act.gov.au

Agency : ACT Property Group

Works Requested

Location : Main Building
sump, gutters and downpipes Bi-Annual - 2.5 Hrs

Works Performed

Please direct all questions regarding this Work Order to the ACT Property Group Response Centre on 62130700

Safe Work Method Statement (SWMS) completed

Job Completed and all costs detailed Invoice sighted and approved

Authoriser's Signature : _____ Date : ____/____/____

Page: 1 **Record Of Service**

Docket No: 1715236 Invoice No.: 7510148 Wormald
 Service Due: 30-JUN-2017 Site Number: 25705Q Unit 1-3, 61 Tennant Street
 FYSWICK ACT

Address: [FSHB] ACT PROPERTY GROUP Site Barcode:
 BLD 1300 OAKS ESTATE HALL Phone : 02) 6218 9400
 2 WILLIAM ST OAKS ESTATE ACT 2620 Fax : 02) 6239 1522
 Contact: EDWARD DAVIDSON
 Phone: 02 6213079

Equipment Description	B/Code No	Location , Area & Notes	Service Level	P/F	DOM Last PT
Fire Extinguishers WD	1	invoices	ASL2	P	26-JUN-2016
Fire Blanket WD	2	invoices	ASL1	P	26-JUN-2016
Dry Chem ABE 4.5kg Ext WD	123456	hall	ASL1	P	26-MAY-2013
Fire Blanket 1.2x1 8 WD	234567	kitchen	ASL1	P	26-JUN-2016
Dry Chem ABE 4.5kg Ext WD	345678	hall	ASL1	P	26-JUN-2013

Technician: **s41** Engineer Code: 2EH
 Customer Ref: DRA Number:
 Date of Service: 26-JUN-2017

Customer Signature

s41


Signatory: Hope Position in Company Administration

Service Level legend

Service Level Routines covered under AS1851-2005 & 2012

- ASL1 (AS1851-2005/2012)= six monthly
- ASL2 (AS1851-2005/2012)= yearly
- ASL5 (AS1851-2005/2012)= 5 yearly

- LVOM = Hydrant Monthly Inspection
- LVOT = Hydrant 6 Monthly Visual Inspection
- LVOY = Hydrant Annual Test For Water

Service Level Routines covered under AS1851-1995

- LVL1 (AS1851-1995) = six monthly
- LVL2 (AS1851-1995) = yearly
- LVL3 (AS1851-1995) = 3 yearly
- LVL4 (AS1851-1995) = 6 yearly
- LVL5 (AS1851-1995) = recharge after use.



ACT
Government

Territory and Municipal Services

ACT PROPERTY GROUP

PO Box 777
Fyshwick, ACT, 2609
Telephone: 02 6213 0700
Facsimile: 02 6213 0734

Service Report – Mechanical

Client Name Work Order No

Location Building

Dial before you dig Roof work Sharps Confined space Hot Work, Oxy Arc Weld
 Public Access Electric Cables Asbestos

OH&S Risk Management. It is important to check the plantroom and plant for potential hazards. Report all potential hazards. If in doubt contact your supervisor. Keep plantrooms clean.

<input type="checkbox"/> AHU's / FCU's	<input type="checkbox"/> Filters	<input type="checkbox"/> Cooling Towers
<input type="checkbox"/> Chilled Water Systems	<input type="checkbox"/> Sumps/Pumps	<input type="checkbox"/> Ground Maintenance
<input type="checkbox"/> Hot Water Systems	<input type="checkbox"/> Split/Rac/Package/AVC's	<input type="checkbox"/> Gates and Fences
<input checked="" type="checkbox"/> Exhaust Fans/Fans	<input type="checkbox"/> Ducts/Grills/Dampers	<input type="checkbox"/> TMV's/DHW/VPZD
<input type="checkbox"/> Humidifiers	<input type="checkbox"/> Radiators/Piping Systems	<input type="checkbox"/> Gutter Cleaning
<input type="checkbox"/> Calorifiers	<input checked="" type="checkbox"/> Electric Duct Heaters	<input type="checkbox"/> Sewer Inspection
<input type="checkbox"/> Dust Extraction/ Smog Hog	<input type="checkbox"/> Switchboards	<input type="checkbox"/> Sharps Collection
<input type="checkbox"/> Evap coolers	<input type="checkbox"/> Control/BMS	
<input type="checkbox"/> Air Compressors		
<input type="checkbox"/> Plantrooms		

Service Report & Recommendations

* TWO MORE OF THE OLD ELECTRIC HEATERS NEEDED REPLACING. (FAN NOT WORKING)

Work Completed date Workplan A M Q (6M) Callout Unforseen

Signature Client Signature

(Name Printed) (Name Printed)

WORK SAFE, BE ALERT, REPORT HAZARDS

ACT Property Group - Work Order

Work Order : 98882 (T1)



Type: Work Plan

Agency Ref:

WP PLUMBING

Normal (10 Working Days)

Building/Address

Building: Oaks Estate Community Hall
2 William Street

Oaks Estate BLK:4 SECT:15

Site Contact / Building Notes

Planned Maintenance Team PH : 620 51283

Exact Location

See Works Requested

Issued To:

Craig Brereton

Due Completion : 15/09/2017

Requestor Detail

Planned Maintenance Team(620 51283)

Email: PropertyACTPlanned.Maintenance@act.gov.au

Agency : ACT Property Group

Works Requested

Location : Main Building
DHWU x 2 Annual - 2 Hrs

Works Performed

Please direct all questions regarding this Work Order to the ACT Property Group Response Centre on 62130700

Safe Work Method Statement (SWMS) completed

Job Completed and all costs detailed Invoice sighted and approved

Authoriser's Signature : _____ Date : ____/____/____

Work Order : 99450 (C1)

Type: Repairs and Maintenance

Agency Ref: nil

R&M ELECTRICAL

Normal (10 Working Days)

Building/Address

Building: Oaks Estate Community Hall
2 William Street

Oaks Estate BLK:4 SECT:15

Site Contact / Building Notes

Eddie Davidson PH : 6213 0791

Exact Location

Internal

Issued To:

GLS Electrical Contractors

Due Completion : 26/09/2017

Contact : S41 (admin@glsmonaro.com.au)

Requestor Detail

Eddie Davidson (6213 0791)

Email: edward.davidson@act.gov.au

Agency :

Works Requested

DO NOT proceed if the works will exceed \$675 Call 62130700 for Authorisation

Please attend and proceed with works as per Quote #6350.

- Emergency lighting repairs

* Please call 6207 1496 to notify ACT Property Group once this work order has been completed

Works Performed

Please direct all questions regarding this Work Order to the ACT Property Group Response Centre on 62130700

Safe Work Method Statement (SWMS) completed

Job Completed and all costs detailed Invoice sighted and approved

Authoriser's Signature : _____ Date : ____/____/____

Work Order : 100461 (C1)

Type: Work Plan

Agency Ref:

WP STRUCTURAL AND RC

Normal (10 Working Days)

Building/Address

Building: Oaks Estate Community Hall
2 William Street

Oaks Estate BLK:4 SECT:15

Site Contact / Building Notes

Planned Maintenance Team PH : 620 51283

Exact Location

See Works Requested

Issued To:

Rigcom Access Pty Ltd

Due Completion : 17/10/2017

Contact : . Accounts (accounts@rigcomaccess.com)

Requestor Detail

Planned Maintenance Team (620 51283)

Email: PropertyACTPlanned.Maintenance@act.gov.au

Agency : ACT Property Group

Works Requested

Location : Main Building
Roof Safety Recertification - Installed System Annual

Works Performed

Please direct all questions regarding this Work Order to the ACT Property Group Response Centre on 62130700

Safe Work Method Statement (SWMS) completed

Job Completed and all costs detailed Invoice sighted and approved

Authoriser's Signature : _____ Date : ____/____/____

ACT Property Group - Work Order

Work Order : 100461 (T1)



Type: Work Plan

Agency Ref:

WP HVAC

Normal (10 Working Days)

Building/Address

Building: Oaks Estate Community Hall
2 William Street

Oaks Estate BLK:4 SECT:15

Site Contact / Building Notes

Planned Maintenance Team PH : 620 51283

Exact Location

See Works Requested

Issued To:

Stephen Hall

Due Completion : 17/10/2017

Requestor Detail

Planned Maintenance Team(620 51283)

Email: PropertyACTPlanned.Maintenance@act.gov.au

Agency : ACT Property Group

Works Requested

Location : Main Building
Ceiling Fans x 3 Annual - 1 Hrs
Electric Heaters x 5 Bi-Annual - 1.5 Hrs
Kitchen Exhaust Fans x 1 Bi-Annual - 1 Hrs

Works Performed

Please direct all questions regarding this Work Order to the ACT Property Group Response Centre on 62130700

Safe Work Method Statement (SWMS) completed

Job Completed and all costs detailed

Invoice sighted and approved

Authoriser's Signature : _____ Date : ____/____/____

ACT Property Group - Work Order

Work Order : 100461 (T2)



Type: Work Plan

Agency Ref:

WP PLUMBING

Normal (10 Working Days)

Building/Address

Building: Oaks Estate Community Hall
2 William Street

Oaks Estate BLK:4 SECT:15

Site Contact / Building Notes

Planned Maintenance Team PH : 620 51283

Exact Location

See Works Requested

Issued To:

Ryan Watson

Due Completion : 17/10/2017

Requestor Detail

Planned Maintenance Team(620 51283)

Email: PropertyACTPlanned.Maintenance@act.gov.au

Agency : ACT Property Group

Works Requested

Location : Main Building
sump, gutters and downpipes Bi-Annual - 2.5 Hrs

Works Performed

Please direct all questions regarding this Work Order to the ACT Property Group Response Centre on 62130700

Safe Work Method Statement (SWMS) completed

Job Completed and all costs detailed Invoice sighted and approved

Authoriser's Signature : _____ Date : ____/____/____

Oaks Estate Community Hall



Block 4 Section 15 - 2 William Street Oaks Estate

Transfer from CSD – Community Facilities

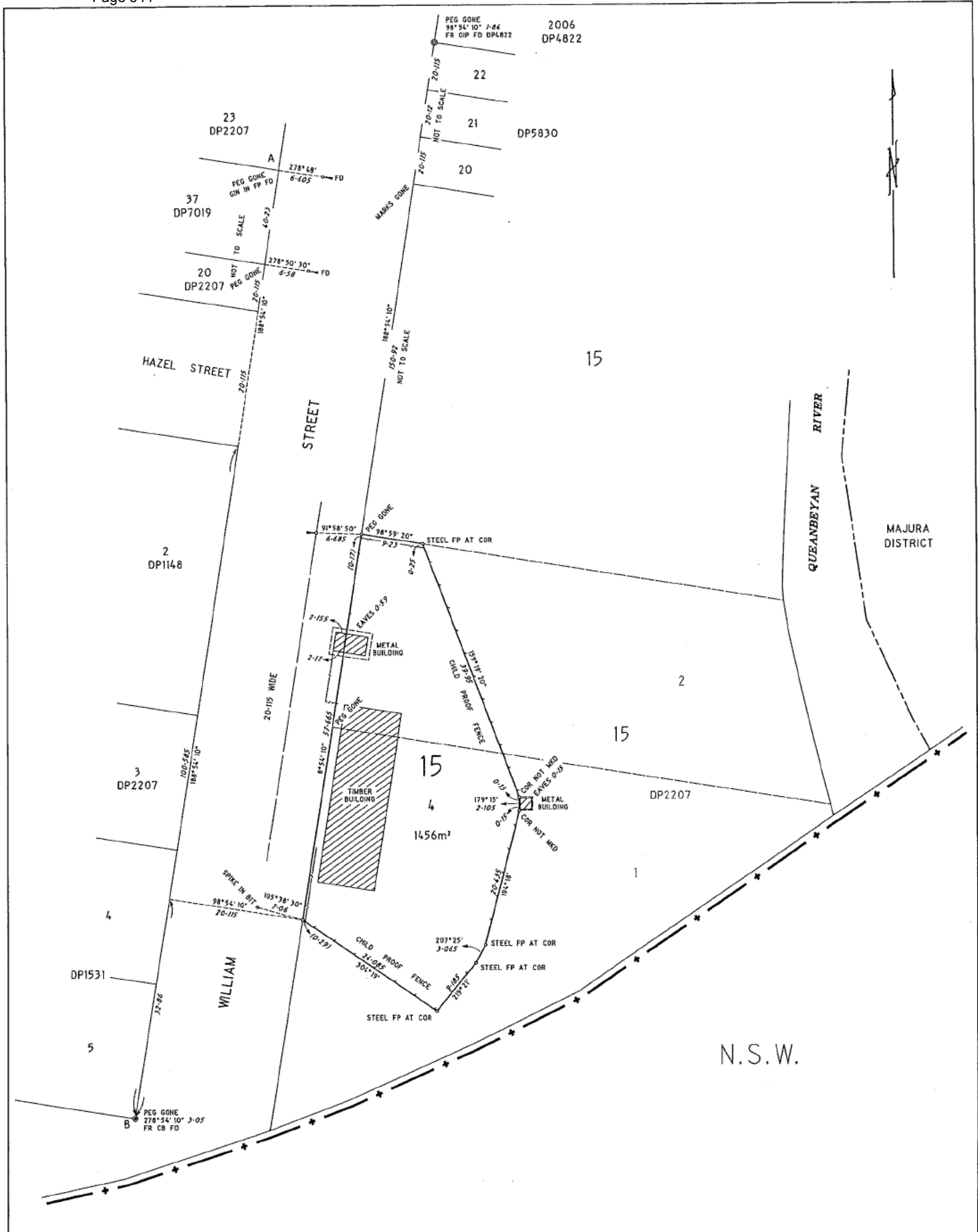
Below is highlighting the area of land which is Block 4 Section 15, this is the land ACTPG currently have a licence agreement in place.



The below in yellow is a TAMS – Public Land Municipal – Unleased land.







N.S.W.

REFERENCE MARKS

- ⊙ Denotes GIP in road 183 radially from TP
- ⊙ CB " " 183 " " TP
- ⊙ PLAQUE-IN-KERB
- ⊙ DEER-DRAWN-ROD
- ⊙ DRAW IN KERB
- (Except as otherwise shown)

Azimuth: A-B (Stron)

All Easements are 1.5 metres wide (Except as otherwise shown)

Field Books: K21584

I DARRYL JOHN COWE of CANBERRA a surveyor registered under the Surveyors Act 1981 hereby certify that the survey represented on this plan is accurate and has been made (i) by me (ii) under my immediate supervision in accordance with Survey Practice Directions 855 and was completed on 30th MAY 1995

(Signature) **s41** 2/8/95
 Surveyor registered under the Surveyors Act 1981

I certify that this plan is the plan prepared in accordance with the Districts Act 1981

s41 4-8-1995
 Chief Surveyor of the ACT Government

PLAN OF
BLOCK 4 SECTION 15

DIVISION: OAKS ESTATE
 DISTRICT: JERRABOMBERRA
 AUSTRALIAN CAPITAL TERRITORY

SOALE 1:300

0 5 10 20 30 METRES

Deposited in the office of the Registrar of Titles at Canberra in the Australian Capital Territory the FIFTEENTH day of AUGUST 1995 at _____ o'clock past TEN o'clock in the FORE noon

Registrar of Titles

DEPOSITED PLAN
8812
 AMENDS DP2207

Crombie, Diana

From: Johns, Peter
Sent: Thursday, 3 January 2013 10:40 AM
To: Crombie, Diana; Kennedy, Kate
Subject: FW: ACT Government Support

Importance: High

Diana and Kate

Do you know anything about the proposal by Southside Community Services to upgrade the community facility at Oaks Estate.

Thanks.

Peter

From: Perriman, Yvonne
Sent: Thursday, 3 January 2013 10:37 AM
To: Johns, Peter
Cc: McInnes, Sue; Martin, Rachelle
Subject: FW: ACT Government Support
Importance: High

Good morning PJ

As requested below, please could you provide the information in the questions below, to me prior to Wednesday 9 January 2013 to allow for clearance.

Many thanks

Yvonne

From: Higgins, Alan
Sent: Thursday, 3 January 2013 10:31 AM
To: Perriman, Yvonne; Martin, Rachelle
Cc: McInnes, Sue
Subject: FW: ACT Government Support
Importance: High

Hi Yvonne/Rachelle,

In Sue's absence.

Alan

From: Higgins, Alan
Sent: Thursday, 3 January 2013 10:29 AM
To: Wilson, Chris; Priest, Jenny; McInnes, Sue; Bell-Towers, Lynn; Kinsmore, Simon; Carter, Tania (ACTPLA); Cullen, Tanya
Cc: Burns, Sara (CMCD); Dixon, Brook
Subject: ACT Government Support
Importance: High

Dear All,

I am writing to request information about the level of ACT Government Support provided to projects that have submitted Expressions of Interest to the Regional Development Australia Fund (RDAF) Round Four.

For those who are not aware, RDAF is a Federal Government Fund designed support regional development through co-funding of capital projects. Local Governments and Not-for-Profit (NFP) organisations are eligible to apply. The first stage of the application process is the submission of an Expression of Interest (EOI). These EOIs are accessed and ranked by the Regional Development Australia (RDA) Committee ACT, which up to three projects proceeding to full application stage.

Below is CMTD's understanding of the NFP projects submitted as part of the EOI process. Due to the probity surrounding RDAF we are limited to the information about projects at this stage.

In order for CMTD to better understand these projects and the level of ACT Government support I would like to request the following information:

1. any details you have about relevant project(s);
2. the level of financial and/or in-kind support provided for these projects **and** the organisation;
3. confirm the level of support as outlined below; and
4. any other information you would have which you may think relevant.

In addition we would like to request form EDD if there has been any land grants provided for these projects.

Not-for-Profit Organisation	Project	ACT Government Support	ACT Directorate
Out of Scope			
Southside Community Services	Upgrade of Community Facility at Oaks Estate	\$1.3 million	CSD

We are due to have a meeting with Andrew Cappie-Wood when he returns from leave about this issue. To enable us to prepare for this meeting I would appreciate if we could get this information no later than **Thursday, 10 January 2013**.

If you have any queries or if I can be of any assistance please do not hesitate to contact me.

Many Thanks,

Alan

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Economic, Regional and Planning | Chief Minister and Treasury | ACT Government

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bldg_name	Total Ex GST	cost_group	date_created	date_claim_start	date_claim_end	pty_claim_desc	supplier_name
Oaks Estate Community Hall	205.00	R&M FIRE	29-JAN-2013	10-JAN-2013	29-JAN-2013	11648 - Attended to replace extinguisher at the centre. Recharged replaced 1 x extinguisher.	SMI Fire Pty Ltd
Oaks Estate Community Hall	235.00	R&M ELECTRICAL	18-MAR-2013	13-MAR-2013	18-MAR-2013	Agency Ref: T113 - Repairs to emergency lighting following test dated 01/03/13	General Lighting Services (ACT) P/L
Oaks Estate Community Hall	190.00	R&M FIRE	09-APR-2013	09-APR-2013	09-APR-2013	Agency Ref: 66 - Attended site and recharged 1 x 4.5kg ABE extinguisher from the Main Hall that had been left off.	SMI Fire Pty Ltd
Oaks Estate Community Hall	192.72	MECHANICAL - WORKPLAN	03-DEC-2014	01-NOV-2014	30-NOV-2014	BMS SYSTEMS SERVICE	CMTEDD - Facilities Management
Oaks Estate Community Hall	32.03	ELECTRICAL REPAIRS	19-JAN-2015	01-DEC-2014	31-DEC-2014	ELECTRICAL SERVICE	CMTEDD - Facilities Management
Oaks Estate Community Hall	16.15	FIRE PROTECTION (IMPORT)	19-JAN-2015	01-DEC-2014	31-DEC-2014	FIRE SYSTEMS SERVICE	CMTEDD - Facilities Management
Oaks Estate Community Hall	448.91	R&M PLUMBER	12-FEB-2015	13-NOV-2014	12-DEC-2014	36907 - Replace corroded downpipe and paint.	CMTEDD - Facilities Management
Oaks Estate Community Hall	969.73	R&M CARPENTER	12-FEB-2015	13-NOV-2014	02-DEC-2014	36902 - 18/11/14 Picked up key. Re-nailed decking. Manufactured timber to match existing. Removed damaged timber and painted. Repaired door lock. Adjusted foundation door lock. Cleaned up and disposed of waste. Returned key.	CMTEDD - Facilities Management
Oaks Estate Community Hall	64.06	ELECTRICAL REPAIRS	16-FEB-2015	01-JAN-2015	31-JAN-2015	ELECTRICAL SERVICE	CMTEDD - Facilities Management
Oaks Estate Community Hall	32.30	FIRE PROTECTION (IMPORT)	13-MAR-2015	01-FEB-2015	28-FEB-2015	FIRE SYSTEMS SERVICE	CMTEDD - Facilities Management
Oaks Estate Community Hall	16.15	FIRE PROTECTION (IMPORT)	15-APR-2015	01-MAR-2015	31-MAR-2015	FIRE SYSTEMS SERVICE	CMTEDD - Facilities Management
Oaks Estate Community Hall	196.00	PLUMBING REPAIRS (IMPORT)	04-MAY-2015	01-APR-2015	30-APR-2015	PLUMBING SERVICE	CMTEDD - Facilities Management
Oaks Estate Community Hall	16.15	FIRE PROTECTION (IMPORT)	04-MAY-2015	01-APR-2015	30-APR-2015	FIRE SYSTEMS SERVICE	CMTEDD - Facilities Management
Oaks Estate Community Hall	2 094.40	CAPITAL WORKS 2014-15	04-MAY-2015	01-APR-2015	30-APR-2015	OAKS ESTATE COMMUNIT	CMTEDD - Facilities Management
Oaks Estate Community Hall	508.52	R&M LABOURER	28-MAY-2015	27-FEB-2015	05-MAR-2015	41426 - Installed sharps container as requested.	CMTEDD - Facilities Management
Oaks Estate Community Hall	490.00	MECHANICAL - WORKPLAN	12-JUN-2015	01-MAY-2015	31-MAY-2015	MECHANICAL SYSTEMS SERVICE	CMTEDD - Facilities Management
Oaks Estate Community Hall	4.18	WP FIRE PROTECTION	19-JUL-2016	01-JUL-2015	31-JUL-2015	Fire protection for Jul 2015	Wormald Fire Systems
Oaks Estate Community Hall	245.00	ELECTRICAL REPAIRS	14-JUL-2015	01-JUN-2015	30-JUN-2015	ELECTRICAL SERVICE	CMTEDD - Facilities Management
Oaks Estate Community Hall	20.88	FIRE PROTECTION (IMPORT)	14-JUL-2015	01-JUN-2015	30-JUN-2015	FIRE SYSTEMS SERVICE	CMTEDD - Facilities Management
Oaks Estate Community Hall	96.08	ELECTRICAL REPAIRS	14-JUL-2015	01-JUN-2015	30-JUN-2015	ELECTRICAL SERVICE	CMTEDD - Facilities Management
Oaks Estate Community Hall	4.18	WP FIRE PROTECTION	19-JUL-2016	01-AUG-2015	31-AUG-2015	Fire protection for Aug 2015	Wormald Fire Systems
Oaks Estate Community Hall	4.18	WP FIRE PROTECTION	19-JUL-2016	01-SEP-2015	30-SEP-2015	Fire protection for Sep 2015	Wormald Fire Systems
Oaks Estate Community Hall	32.03	ELECTRICAL REPAIRS	14-SEP-2015	01-JUL-2015	31-JUL-2015	ELECTRICAL SERVICE	CMTEDD - Facilities Management
Oaks Estate Community Hall	4.68	FIRE PROTECTION (IMPORT)	14-SEP-2015	01-AUG-2015	31-AUG-2015	FIRE SYSTEMS SERVICE	CMTEDD - Facilities Management
Oaks Estate Community Hall	211.00	WP HVAC	20-OCT-2015	20-OCT-2015	20-OCT-2015	Internal Labour	CMTEDD - Facilities Management
Oaks Estate Community Hall	4.18	WP FIRE PROTECTION	19-JUL-2016	01-OCT-2015	31-OCT-2015	Fire protection for Oct 2015	Wormald Fire Systems
Oaks Estate Community Hall	264.55	WP PLUMBING	23-OCT-2015	23-OCT-2015	23-OCT-2015	Internal Labour	CMTEDD - Facilities Management
Oaks Estate Community Hall	4.18	WP FIRE PROTECTION	20-JUL-2016	01-NOV-2015	30-NOV-2015	Fire protection for Nov 2015	Wormald Fire Systems
Oaks Estate Community Hall	29.45	WP ELECTRICAL	13-FEB-2017	01-DEC-2015	31-DEC-2015	Monthly Preventative Maintenance Emergency Lighting December 2015	GLS Electrical Contractors
Oaks Estate Community Hall	4.18	WP FIRE PROTECTION	20-MAY-2016	01-DEC-2015	31-DEC-2015	Fire protection for Dec 2015	Wormald Fire Systems
Oaks Estate Community Hall	4.18	WP FIRE PROTECTION	15-JUN-2016	01-JAN-2016	31-JAN-2016	Fire protection for Jan 2016	Wormald Fire Systems
Oaks Estate Community Hall	211.00	WP ELECTRICAL	03-FEB-2016	03-FEB-2016	03-FEB-2016	Internal Labour	CMTEDD - Facilities Management
Oaks Estate Community Hall	4.18	WP FIRE PROTECTION	15-JUN-2016	01-FEB-2016	29-FEB-2016	Fire protection for Feb 2016	Wormald Fire Systems
Oaks Estate Community Hall	4.18	WP FIRE PROTECTION	19-MAY-2016	01-MAR-2016	31-MAR-2016	Fire protection for Mar 2016	Wormald Fire Systems
Oaks Estate Community Hall	4.39	WP FIRE PROTECTION	06-JUN-2016	01-APR-2016	30-APR-2016	Fire protection for Apr 2016	Wormald Fire Systems
Oaks Estate Community Hall	360.00	WP STRUCTURAL AND ROOFING	24-JUN-2016	01-MAR-2016	24-JUN-2016	64857 - Works Completed	Roofsafe Industrial Safety
Oaks Estate Community Hall	4.39	WP FIRE PROTECTION	18-MAY-2016	01-MAY-2016	18-MAY-2016	Fire protection for May 2016	Wormald Fire Systems
Oaks Estate Community Hall	772.54	R&M ELECTRICAL	24-MAY-2016	22-APR-2016	24-MAY-2016	68700 - Remove and replace 2 wall heaters.	POEPS ELECTRICAL AND DATA SUPPLIES PTY LTD
Oaks Estate Community Hall	264.05	WP PLUMBING	03-JUN-2016	03-JUN-2016	03-JUN-2016	Internal Labour	CMTEDD - Facilities Management
Oaks Estate Community Hall	4.39	WP FIRE PROTECTION	23-FEB-2017	01-JUN-2016	30-JUN-2016	Fire protection for Jun 2016	Wormald Fire Systems
Oaks Estate Community Hall	385.27	R&M ELECTRICAL	08-JUN-2016	22-APR-2016	24-MAY-2016	68700 - Remove and replace 2 wall heaters.	CMTEDD - Facilities Management
Oaks Estate Community Hall	4.39	WP FIRE PROTECTION	08-FEB-2017	01-JUL-2016	31-JUL-2016	Fire protection for Jul 2016	Wormald Fire Systems
Oaks Estate Community Hall	0.00	WP HVAC	04-AUG-2016	04-AUG-2016	04-AUG-2016	Internal Labour	CMTEDD - Facilities Management
Oaks Estate Community Hall	120.00	R&M ELECTRICAL	15-AUG-2016	05-MAY-2016	15-AUG-2016	69413 - Attended site 6/5/16 and rectified heaters as requested.	Affinity Electrical Technologies
Oaks Estate Community Hall	4.39	WP FIRE PROTECTION	24-FEB-2017	01-SEP-2016	30-SEP-2016	Fire protection for Sep 2016	Wormald Fire Systems
Oaks Estate Community Hall	4.39	WP FIRE PROTECTION	23-FEB-2017	01-AUG-2016	31-AUG-2016	Fire protection for Aug 2016	Wormald Fire Systems
Oaks Estate Community Hall	4.39	WP FIRE PROTECTION	24-FEB-2017	01-OCT-2016	31-OCT-2016	Fire protection for Oct 2016	Wormald Fire Systems
Oaks Estate Community Hall	4.39	WP FIRE PROTECTION	24-FEB-2017	01-NOV-2016	30-NOV-2016	Fire protection for Nov 2016	Wormald Fire Systems
Oaks Estate Community Hall	260.00	WP PLUMBING	03-NOV-2016	03-NOV-2016	03-NOV-2016	Internal Labour	CMTEDD - Facilities Management
Oaks Estate Community Hall	345.00	R&M ELECTRICAL	21-NOV-2016	24-OCT-2016	21-NOV-2016	79650 - Repairs to Emergency Lighting following test dated 22/09/16.	GLS Electrical Contractors
Oaks Estate Community Hall	0.00	WP PLUMBING	25-NOV-2016	25-NOV-2016	25-NOV-2016	Internal Labour	CMTEDD - Facilities Management
Oaks Estate Community Hall	333.50	WP HVAC	30-NOV-2016	30-NOV-2016	30-NOV-2016	Internal Labour	CMTEDD - Facilities Management
Oaks Estate Community Hall	592.00	WP STRUCTURAL AND ROOFING	14-DEC-2016	01-NOV-2016	06-DEC-2016	79398 - Works Completed	Roof & Balcony Solutions
Oaks Estate Community Hall	4.39	WP FIRE PROTECTION	04-APR-2017	01-DEC-2016	31-DEC-2016	Fire protection for Dec 2016	Wormald Fire Systems
Oaks Estate Community Hall	211.00	WP ELECTRICAL	16-JAN-2017	16-JAN-2017	16-JAN-2017	Internal Labour	CMTEDD - Facilities Management
Oaks Estate Community Hall	4.39	WP FIRE PROTECTION	06-APR-2017	02-JAN-2017	01-FEB-2017	Fire protection for Jan 2017	Wormald Fire Systems
Oaks Estate Community Hall	4.39	WP FIRE PROTECTION	06-APR-2017	02-FEB-2017	01-MAR-2017	Fire protection for Feb 2017	Wormald Fire Systems
Oaks Estate Community Hall	4.54	WP FIRE PROTECTION	22-MAY-2017	02-MAR-2017	01-APR-2017	Fire protection for March 2017	Wormald Fire Systems
Oaks Estate Community Hall	215.00	WP PLUMBING	21-APR-2017	21-APR-2017	21-APR-2017	Internal Labour	CMTEDD - Facilities Management
Oaks Estate Community Hall	282.27	WP PLUMBING	21-APR-2017	21-APR-2017	21-APR-2017	Internal Labour	CMTEDD - Facilities Management
Oaks Estate Community Hall	29.45	WP FIRE PROTECTION	02-MAY-2017	01-APR-2017	30-APR-2017	Monthly Preventative Maintenance Emergency Lighting April 2017	GLS Electrical Contractors
Oaks Estate Community Hall	29.45	WP ELECTRICAL	10-MAY-2017	01-JAN-2017	31-JAN-2017	Monthly Preventative Maintenance Emergency Lighting January 2017	GLS Electrical Contractors
Oaks Estate Community Hall	260.00	WP HVAC	09-MAY-2017	09-MAY-2017	09-MAY-2017	Internal Labour	CMTEDD - Facilities Management
Oaks Estate Community Hall	29.45	WP ELECTRICAL	10-MAY-2017	01-MAR-2017	31-MAR-2017	Monthly Preventative Maintenance Emergency Lighting March 2017	GLS Electrical Contractors
Oaks Estate Community Hall	29.45	WP ELECTRICAL	10-MAY-2017	01-FEB-2017	28-FEB-2017	Monthly Preventative Maintenance Emergency Lighting February 2017	GLS Electrical Contractors
Oaks Estate Community Hall	4.52	WP FIRE PROTECTION	31-MAY-2017	02-APR-2017	01-MAY-2017	Fire protection for May 2017	Wormald Fire Systems
Oaks Estate Community Hall	29.45	WP ELECTRICAL	23-MAY-2017	01-MAY-2017	31-MAY-2017	Monthly Preventative Maintenance Emergency Lighting May 2017	GLS Electrical Contractors
Oaks Estate Community Hall	4.54	WP FIRE PROTECTION	21-JUN-2017	02-MAY-2017	01-JUN-2017	Fire Protection for May 2017	Wormald Fire Systems
Oaks Estate Community Hall	29.45	WP ELECTRICAL	22-JUN-2017	19-JUN-2017	18-JUL-2017	Monthly Preventative Maintenance Emergency Lighting June 2017	GLS Electrical Contractors
Oaks Estate Community Hall	4.54	WP FIRE PROTECTION	25-JUL-2017	02-JUN-2017	01-JUL-2017	Fire Protection for June 2017	Wormald Fire Systems
Oaks Estate Community Hall	29.45	WP ELECTRICAL	28-JUL-2017	01-JUL-2017	31-JUL-2017	Monthly Preventative Maintenance Emergency Lighting July 2017	GLS Electrical Contractors
Oaks Estate Community Hall	80.62	R&M LOCKSMITH	07-AUG-2017	07-MAR-2017	07-AUG-2017	Agency Ref: Nil - Made multiple calls. Cut key.	CMTEDD - Facilities Management
Oaks Estate Community Hall	4.54	WP FIRE PROTECTION	17-AUG-2017	02-JUL-2017	01-AUG-2017	Fire Protection for July 2017	Wormald Fire Systems
Oaks Estate Community Hall	29.45	WP ELECTRICAL	29-AUG-2017	01-AUG-2017	31-AUG-2017	Monthly Preventative Maintenance Emergency Lighting Aug 2017	GLS Electrical Contractors
Oaks Estate Community Hall	29.45	WP ELECTRICAL	19-SEP-2017	01-SEP-2017	30-SEP-2017	Monthly Preventative Maintenance Emergency Lighting Sep 2017	GLS Electrical Contractors
Oaks Estate Community Hall	211.00	WP PLUMBING	13-SEP-2017	13-SEP-2017	13-SEP-2017	Internal Labour	CMTEDD - Facilities Management
Oaks Estate Community Hall	675.00	R&M ELECTRICAL	27-SEP-2017	11-SEP-2017	27-SEP-2017	Agency Ref: nil - Repairs to Emergency Lighting. Following Test Dated 05/09/17.	GLS Electrical Contractors
Oaks Estate Community Hall	29.45	WP ELECTRICAL	18-OCT-2017	01-OCT-2017	31-OCT-2017	Monthly Preventative Maintenance Emergency Lighting October 2017	GLS Electrical Contractors
Oaks Estate Community Hall	440.00	WP STRUCTURAL AND ROOFING	08-NOV-2017	01-OCT-2017	30-OCT-2017	100461 - Work Plan Activity	Rigcom Access Pty Ltd
Oaks Estate Community Hall	29.45	WP ELECTRICAL	15-NOV-2017	01-NOV-2017	30-NOV-2017	Monthly Preventative Maintenance Emergency Lighting November 2017	GLS Electrical Contractors