

# Notes to the SSKB Administration Agreement

## Application of Mechanism for CPI Increase

Where the term is greater than one (1) year, on the anniversary of the Agreement the fees in the Agreement will increase by 5% or CPI (All Groups Brisbane) whichever is the greater. If CPI is negative, fees will remain the same as the prior year. The formula for calculating the review will be as follows:

The CPI Index increase mechanism is calculated using the following formula:

$$\frac{A \times B}{C}$$

Where: A is the fee payable for the year immediately prior to the Review Date;

B is the CPI Index determined for the quarter ending immediately prior to the Review Date;

C is the CPI Index determined for the quarter ending immediately prior to commencement of the year last concluded.

## Insurance

The Body Corporate specifically authorises SSKB to obtain quotations for insurance cover for the scheme as required under the Regulation Module, including any other policies that may be specified by the Body Corporate. The Body Corporate also authorise the Manager to pay insurance premiums from the Body Corporate funds.

Where the Body Corporate has not placed the insurance through SSKB's nominated broker, insurance management and processing (including claims) will be carried out as a Fee for Service.

An interactive insurance claim form and information on submitting claims is available on the SSKB website: <https://www.sskb.com.au/committee-and-owner-resources/> - go to the Insurance tab.

## Fee for Service

The following items are services not included in the base fees, but they may be services required from time to time by the Body Corporate and if performed they will be provided at the rates specified below. Where there is no rate specified then the charge will be calculated at the hourly rates, which are also set out below. All rates exclude GST.

## Examples of Fee for Service

### Meetings

- Anything to do with extraordinary general meetings, committee meetings and vote outside committee meetings that are in addition to the agreed number of committee meetings
- Including more than the statutory motions and attachments, excluding the SSKB Agreement in the annual general meeting notice. Each additional page would be subject to per page charges and the meeting notice would be subject to additional Communications and Disbursements charges
- Prepare and review non-statutory motions, including secret/open ballots and secret motions plus Communication and Disbursement charges
- Attending meetings that exceed the agreed duration in the Agreement (which is generally 2 hours)
- Anything to do with transfer of management rights
- Anything to do with any committee meetings over and above the agreed number of meetings
- Attending meetings or any other services required outside of business hours (8:30 am–5:00pm)
- Attending reconvened meetings

### Financial

- Preparation of Business Activity Statements/Income Activity Statements
- Preparation of Audit Packs and resolution of audit queries
- Annual reconciliation of payroll, superannuation and employee expenses for Body Corporate employees
- Annual CPI Calculation of Building Manager Fees
- Preparation of additional accrued accounts
- Bulk utility accruals
- Government Tax Audits
- Investment of funds on Committee instructions
- Invoice Hub - approval of invoices for payment and coding of invoices where a Committee member does not undertake this task on the Invoice Hub Portal

and/or where SSKB has been authorised to undertake this task

- Recoding and on-charging of expenses including on charging to non-Owners
- Body Corporate set up fees including TFN/ABN/GST Public Officer registration
- Opening and closing bank accounts including travel to bank branches
- Distribute levy notices, other than the nominated agreed number of notices (e.g. utility on-charging and special levy notices)
- Preparation of cash flow reports
- Preparation and issue of advice to Owners re non-mutual income where applicable

## Secretarial and Administrative

- International postage where an Owner has not supplied an Australian address for Body Corporate mail
- Any time any service is required by the Body Corporate to be completed outside of business hours (8:30-5:00pm Monday to Friday)
- Dealing with individual Owners on Body Corporate matters other than by the Clients Solutions Team
- Responding to correspondence and Owners motions
- Archiving, storage, retrieval and destruction of records
- Lodgement of documents with any Government or Statutory Authority such as the Dept. of Natural Resources and Commissioner for Body Corporate
- Liaison with lawyers, other professionals or Government departments
- Liaison with independent contractors and obtaining reports/quotations
- Repairs and maintenance co-ordination
- Anything to do with Building Management Statements (BMS) and Architectural Review Committees (ARC)
- Call for nominations for the positions of executive and ordinary members of the Committee and call for submission of motions for the annual general meeting
- Any matter related to the collecting of unpaid contributions and second debtor accounts
- Managing levy payment plans
- Managing new Owner details and forwarding new Owner information
- Managing Owner information where the Owner has not provided current contact details

- Assisting the Body Corporate in the application of the by-laws
- Insurance renewals, management of premium funding and claim processing if business placed outside SSKB's nominated broker
- Attending to Workers Compensation returns, Register of Plant renewals and distribution of Land Valuation notices as directed
- Travel to and from meetings
- Re-subdivisions/lot entitlement changes, including system update and consultancy

## Portal Documentation

- Upload of additional documentation on request and creation of custom pages on the Portal

## Additional Services

- Part 5 Appointments by separate Agreement

## Note:

- Other unspecified items or duties SSKB are requested to perform from time to time at the cost nominated by SSKB

Secretarial and Financial	Hourly Rate
Consultants per hour	\$265.00
Community Managers (CM) per hour	\$265.00
Assistant Community Manager (ACM) per hour	\$150.00
Accountant per hour	\$200.00
Assistant Accountant per hour	\$150.00
Administrative Staff per hour	\$95.00
Arrears Staff per hour	\$150.00
Local travel for meetings plus disbursement fees	\$ 70.00

Financial Services	
Audit Pack Preparation fee (the greater of)	\$11.00 per lot or \$525.00
Quarterly Business Activity Statements (BAS)	\$300.00 return
Instalment Activity Statement Returns	\$150.00 return
Annual CPI Calculation/Caretaker Remuneration	Accountant Hourly Rate
Additional accrued periodic financial statements	\$400.00 per report
Cash Flow Reports	Accountant Hourly Rate
Attending to Payroll Processing	\$15 per employee per period
Issuing notices and attending to queries re second debtor non-payments.	\$35.00 1 <sup>st</sup> Notice \$190.00 LOD

On-Charging	
Recharges including on-charging to lot owners and related bodies corporate	\$15.00 notice

Body Corporate Set Up	
New Schemes	\$500-\$1,000
Existing Schemes	A minimum of \$475 or by negotiation
Re-subdivisions/lot entitlement changes system update and consultancy	Asst.Acct.Consult/hourly rate
Changing Banks operating account (opening and closing accounts)	\$105.00

Administrative	
Nomination Fee incl. Comms & Disb charges	\$4.10 notice
Change of ownership (welcome packs) incl Comms & Disb fees	\$15.00 each
Attend to Workers Comp Returns & Register of Plant Annual Returns	\$65.00 per return
Attend reconvened meetings	\$100.00 per meeting
General Meeting Electronic Voting	\$50.00 per meeting

Arrears Management (on-charged to the owner)	
Preparation and issue of Reminder Notice	\$35.00 notice
Preparation and issue of Overdue Notice	\$65.00 notice
Preparation and issue of Letter of Demand (plus out of pocket expenses)	\$190.00 letter
Standard search fee RP Data	\$35.00
Additional Lot Ledger Account Statements	\$10.00
Setting up payment plans per Lot	\$35.00 per month
Monitoring of payment plans	Arrears hourly rate

Requests by Owners (on-charged to the owner)	
On request Owner's Statement	\$30 statement
Restore Notices for tax purposes	\$30 per financial year
On request copies of records. (No cost via the Owners' Portal)	BCCM website fees
Insurance Certificate of Currency	\$27.27
Application for Discount (processing approved Committee applications)	\$50
Dishonoured cheque (bank & admin fees)	\$35
Refund of overpayments	\$31.80
Re-allocation of payments between schemes	\$31.80

Communication & Disbursements	
Telephone calls (in and out)	Included in Agreed Services
EFT Remittance Transmission	\$1.20 ea
Cheques incl envelope & postage	\$2.30 ea
SMS	‡30.00 set up + \$0.15 per SMS
A4 Print B&W/Print Colour	\$0.50/\$0.80 ea
A3 Print B&W/Print Colour	\$0.80/\$1.80 ea
A4 Electronic Image	\$0.40 ea
Domestic & International Postage	AusPost charges + 30%
Special Levy/Additional Levy Issue and Receipting	\$0.80 per levy plus Comms/Disb fees
Teleconferencing for Meetings	Cost + 30%
Envelopes Incl Labels	
Envelopes Small	\$0.50 ea
Envelopes Large	\$0.70 ea
Communication Fee	\$1.00 ea
Secret/Open Ballot/Secret Motion incl coloured print/coloured paper	\$2.50 ea
Returning Officer Envelope	\$2.50 ea
Electronic & Physical Storage	Archiving Fees
Storage per week per box/100MB	\$6.50 per week \$0.55c per week per additional box/100MB
Retrieve or refile to/from storage	\$12.00 box + courier fees
Storage facility fee to permanently remove a box from the facility	\$4.70 per box to remove
Archive work (destruction/sort)	Admin Hourly Rate
Recovered Sundry Costs which include but are not limited to: E.g. Catering, couriers, stationery	Cost + 30%
Non-Local Travel & Meetings:	Provider Cost + 30% ATO Car Rates + 30% and Airfares at cost + 15%
Other	Excl GST
Tax Return Fee	\$400.00 for schemes up to and including 99 lots \$500.00 for schemes with 100 lots or more
Software Licence Fee	As per Service Provider
Upload of additional Portal documents on request	Administrative Hourly Rate

Note: For other unspecified items or duties as performed from time to time by SSKB, the fees for service applicable will be as listed on the SSKB website at the time the service is rendered.