

Notes for the interpretation of the SSKB BUGTA 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 whichever is the greater. 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 the Manager to obtain quotations for insurance cover for the scheme as required under the BUGT Act, including any other policies that may be specified by the Body Corporate.

Where the Body Corporate has not placed the insurance through SSKB's nominated insurer, insurance claims management and processing forms part of the Fee for Service

An insurance claim form and information on submitting claims is available on the SSKB website at [Insurance Claim Form](#)

Handover Procedure

On expiry or earlier termination of the Agreement, the Manager must deliver to the Body Corporate its seal and the records and other documents within 14 days after the expiry or termination. The SSKB Handover Process is located on the SSKB website : [Handover-of-Records-Process-May-2015.pdf](#)

Fee for Service

The following items are not services included in the standard fee, 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:

Examples of Fee for Service

Meetings

- Anything to do with any extraordinary general meetings.
- Including more than the statutory motions and attachments, including the SSKB agreement in the annual general meeting notice. Each additional page would be subject to photocopy charges and the meeting notice would be subject to additional postage charges to distribute.
- Attending meetings that exceed the agreed duration in the agreement (which is generally 2 hours).
- Prepare and review non-statutory motions, including secret ballots and secret motions.
- Anything to do with transfer of management rights.
- Anything to do with any committee meeting over and above the agreed number of meetings.
- Attending meetings or any other services required outside of business hours.

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 the instruction of the committee.
- Authorising and coding of invoices where a committee member or building manager has not undertaken this task on the Invoice Hub Portal.
- Recoding and on-charging of expenses including on charging to non lot owners.
- Body Corporate set up fees including TFN/ABN/GST registration.
- Opening and closing bank accounts including travel to branches.
- Distribute levy notices other than the nominated notices (e.g. utility on-charging and special levy notices).
- Reconciliation of account and forwarding new owner information.
- Upload of requested documents to the Portal other than minutes & agendas.
- 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 and register of plant annual returns.
- Travel to and from meetings.
- Re-subdivisions/lot entitlement changes – system update and consultancy.

Secretarial and Administrative

- International Postage charges will apply where an owner has not supplied an Australian address.
- Any time any service is required by the Body Corporate to be done in non-standard business hours.
- Dealing with individual owners on Body Corporate matters
- Attending to non-routine correspondence outside of a committee meeting or general meeting.
- Archiving, storage, retrieval and destruction of records.
- Lodgement of documents with any Government or Statutory Authority such as the Dept. of Natural Resources.
- Liaison with lawyers or other professionals or government departments.
- Liaison with independent contractors and obtaining reports/quotations.
- Repairs and maintenance co-ordination.
- Any matters to do precincts and community plans.
- 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 Payment Plans.

Secretarial Fee-for-Service	Hourly Rate ex GST)
Consultants per hour	\$250
Community Managers (CM) per hour	\$250
Accountant per hour	\$185
Assistant Accountant per hour	\$125
Administrative Staff per hour	\$95
Arrears Staff	\$125
Local Travel for meetings plus disbursement fees	\$60

Financial Services Fee-for-Service Excl GST	
Audit Pack Preparation fee	\$10 per lot PBC/BMS \$500
Business Activity Statement (BAS)	\$300/return
Instalment Activity Statement Returns	\$150/return
Annual CPI calculation / Managers Fees	\$75
Additional accrued periodic financial statements	\$400 per report
Attending to Payroll Processing	\$15 per employee per period
Issuing notices and attending to queries re second debtor non payments.	\$30/1 st Notice \$180/L.O.D

On-Charging Fee-for-Service excl GST	
Recharges including on-charging to lot owners and related bodies corporate	\$9.50/notice

Body Corporate Set Up Fees Fee-for-Service excl GST	
New Schemes	\$500-\$1,000
Existing Schemes	Minimum of \$450 or by negotiation
Re-subdivisions – system update and consultancy	Asst. Acct/Consult/ hourly rate
Changing Banks operating account (opening and closing accounts)	\$100

Administrative Fee-for-Service excl GST	
Nomination Fee incl disbursements	\$3.90 notice
Change of ownership (welcome packs) incl disbursement fees	\$15.00 ea
Attend to workers comp returns & Register of Plant Annual Returns	\$60/per return

Fees-fo-Service Arrears Management excl GST (Non Payment of Contributions on-charged to the lot owner)	
Preparation and issue of Reminder Notice	\$30/notice
Preparation and issue of Overdue Notice	\$60/notice
Preparation and issue of Letter of Demand (plus out of pocket expenses).	\$180/letter
Standard search fee	\$35
Additional Statements	\$10
Managing payment plans	Arrears staff rate

Note : The fees-for-service applicable will be as listed on the SSKB website at the time the service is rendered.

<http://sskb.com.au/client-resources/our-fees/>

Request for Services by Lot Owners (on-charged to the owner)	
On request Owner's Statement	\$30/statement
Restore copies of Contribution Notice for tax purposes	\$30/ per financial year
On request copy of Contribution Notice	\$5.50/notice
On request Copies of records.	Admin Staff hourly rate
Insurance Certificate of Currency	\$27.27
Application for Discount (for processing approved application)	\$50
Dishonoured Cheque	\$25 (bank charges)
Refund of overpayments	\$31.80
Re-allocation of funds between schemes	\$31.80

Fee-for-Service Disbursements (excl GST)	
Telephone calls	Telstra Cost + 30%
EFT Remittance Transmission	\$0.50
Cheques incl envelope & postage	\$1.60
SMS	Cost + 30%

Photocopying :	
A4 Black and White	43c per print
A3 Black and White	70c per print
A4 In Colour	72c per print
A3 In Colour	\$1.72 per print
Special Levy /Additional levy Forms	50c per Form

Envelopes Incl Labels:	
Envelopes Small	\$0.30 ea
Envelopes Large	\$0.50 ea
Secret Ballot/Secret motion /incl coloured paper	\$1.50 ea
Returning Officer Envelope	\$1.00 + postage

Postage:	
Domestic	Aus Post charges + 30%
International	Aus Post charges + 30%

Document Storage:	Electronic and Hard Copy
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Physical storage	
Archive Box	\$6.00 each
Storage per box per week	\$6.20 Per Week 1 st box (additional boxes 50c)
Permanent removal (storage facility charge)	\$4.00 Per Box
Retrieval and Refile from storage	\$9.80 Box

Electronic Storage	
(Note: a box requires approx 100 MB of storage)	\$6.00 per 100 MB

Recovered Costs which include but are not limited to:

Sundry :-	
Eg. Catering	Cost + 30%
Courier Fees	Cost + 30%
Non Local Travel & Meetings:-	
Travel expenses, teleconferences	Provider Cost + 30%
	ATO Car Rates + 30%
	& Airfares at cost + 15%
PP & S Costs:-	
Additional stationery & equipment	Cost + 30%

OTHER

Tax Return Fee as negotiated with external provider	\$375 <100 lots \$475 >100 lots
Software Licence Fee	As per service provider
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Other unspecified items or duties as performed from time to time by SSKB at the cost nominated by SSKB	
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