

Notes For The Interpretation of 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. 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 claims management and processing will be carried out as a Fee for Service.

An insurance claim form and information on submitting claims is available on the SSKB website:

[Insurance-Claim-Form.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 extraordinary general 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 photocopy charges and the meeting notice would be subject to the additional postage charges to distribute
- Prepare and review non-statutory motions, including secret/open ballots and secret motions
- 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 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 Committee instructions
- 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 Public Officer registration
- Opening and closing bank accounts including travel to 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.
- Re-subdivisions/lot entitlement changes – system update and consultancy

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 done in non-standard business hours
- Dealing with individual owners on Body Corporate matters
- Attending to correspondence
- 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 or other professionals or government departments
- Liaison with independent contractors and obtaining reports/quotations
- Repairs and maintenance co-ordination
- Any matters to do with building management statements and architectural review committees
- 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
- Managing new owner details. Reconciliation of account and forwarding new owner information
- 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

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

Financial Services Fee-for-Service	
Audit Pack Preparation fee (the greater of)	\$10 per lot or \$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	
Recharges including on-charging to lot owners and related bodies corporate	\$9.50/notice

Body Corporate Set Up Fees Fee-for-Service	
New Schemes	\$500–\$1,000
Existing Schemes	A minimum of \$450 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)	\$100

Administrative Fee-for-Service	
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/pereturn

Administration Fees for Arrears Management - (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.

Services For Lot Owners On-Charged to the Owner (Excl GST)	
On request Owner's Statement	\$30/statement
Restore Notices for tax purposes	\$30/per financial year
On request Copies of records.	Admin Staff hourly rate
Insurance Certificate of Currency	\$27.27
Application for Discount (for processing approved application)	\$50
Dishonoured Chq (bank & admin fees)	\$35
Refund of overpayments	\$31.80
Re-allocation of funds between schemes	\$31.80

Fee-for-Service Disbursements(excl GST) Per Item Cost	
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	75c per print
A3 In Colour	\$1.72 per print
Special Levy /Additional levy Forms	50c per Form Plus disbursements

Envelopes Incl Labels:	
Envelopes Small	\$0.30 ea
Envelopes Large	\$0.50 ea
Secret Ballot/Secret motion /incl coloured paper	\$1.75 ea
Returning Officer Envelope	\$1.25 + 30%

Postage:	
Domestic	AusPost charges + 30%
International	AusPost charges + 30%

Physical & Electronic Storage	Archiving Fees
Storage per week per box	\$6.20 Per Week 1 st box
Storage per week additional boxes	50c per week per add box

(Note: electronic storage, a box equals approx 100MB of storage)
 Permanent removal physical boxes (storage facility charge) \$4.00 Per Box
 Retrieval and Refile from storage \$9.80 Box

Recovered Costs which include but are not limited to:	
Sundry :-	
Eg. Catering / 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	\$400 up to and including 100 lots \$500 100 lots or more
Software Licence Fee	As per service provider

Other unspecified items or duties as performed from time to time by SSKB at the cost nominated by SSKB