

Schedule 2.2 Additional Services Information

The following items are not services included in the Annual Fee, but they may be services required from time to time by the Owners Corporation 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 Additional Services

Meetings

- Anything to do with any special general meetings
- Including more than the statutory motions and attachments (excluding the SSKB Agreement). Each additional page would be subject to per page charges and the meeting notice would be subject to additional Communications and Disbursement charges to distribute
- Prepare and review non-statutory motions
- 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 – 5:00 pm)
- Attending meetings that exceed the agreed duration in the agreement (which is generally 2 hours)

Accounting

- Preparation of Business Activity Statements, Income Activity Statements
- Preparation of Audit Packs and resolution of audit queries
- Annual reconciliation of payroll, superannuation and employee related expenses for Owners Corporation employees
- Annual CPI calculation of Building Manager's Fees
- Bulk utility accruals
- Government Tax Audits
- Investment of funds on committee instructions
- Recoding and on-charging of expenses including on-charging to non lot owners
- Re-Subdivision, system updates and consultancy
- Owners Corporation set up fees including TFN/ABN/GST registration

- Authorising and coding of invoices where a committee member has not undertaken this task on the invoice Hub Portal
- Opening and closing bank accounts including travel to branches
- Distribute other Fee notices other than the nominated notices (e.g. utility on charging) and special Fee notices
- Preparation of cash flow reports
- Preparation and issue of advice to owners re non-mutual income where this may be applicable

Secretarial and Administrative

- International postage where an owner has not supplied an Australian address for Owners Corporation mail
- Any time any service is specifically required by the Owners Corporation to be done outside of business hours
- Dealing with individual owners on Owners Corporation matters relating to their lots other than by the Client Solutions team
- Responding to correspondence
- Archiving, storage and retrieval and destruction of records
- Lodgement of documents with VCAT, the Land Titles Office, Consumer Affairs Victoria, or the Office of Fair Trading
- Liaison with lawyers, other professionals or Government Departments
- Liaison with independent contractors and obtaining reports/quotations
- Repairs and maintenance coordination
- Any matters to do with non-receipt of change of ownership or change of address details
- Forwarding new owner information (Rules, Fee Notices, minutes)
- Any matter related to the collecting of unpaid owners fees and second debtor accounts including managing payment plans
- Assisting the Owners Corporation in the application of the Rules
- Insurance renewals and claim processing if business placed outside of SSKB's nominated broker

Hourly Rate for Additional Services	Inc. GST	Request for Services by Owners	On-Charged to Lot Owner
Consultants per hour	\$308.00	On request Owner's Statement	\$33.00/statement
Owners Corporation Managers per hour	\$308.00	Restore copies of Fee Notices for tax purposes	\$33.00 per financial year
Accountant per hour	\$247.50	On request copies of OC records, etc. (No cost via Owners Portal)	Website Fees
Assistant Accountant/ Assist Owners Corporation Manager per hour	\$187.00	Supply of Keys/Keycards/Fobs/ Car Park Remote Control	Admin Staff hourly rate plus costs
Administrative staff per hour	\$137.50	On request Insurance Certificate currency	\$33.00
Arrears Staff	\$187.00	Dishonoured Cheque	\$38.50 + bank charges
Local travel for meetings plus disbursement fees	\$88.00	Refund of overpayments	\$38.50
Financial Services – Additional-Services	Incl GST	Re-allocation of funds between schemes	\$38.50
Audit Pack Preparation fee (the greater of)	\$16.50/lot or \$654.50	Communications and Disbursements	Incl GST
Qrtly Business Activity Statement (BAS)	\$341.00/return	Telephone calls and emails (in/out)	Included in Agreed Services
Instalment Activity Statement Returns	\$170.50/return	EFT Remittance Transmission	\$2.20
Annual CPI Calculation /Managers Fees	Acct Hourly Rate	SMS messages	\$33.00 setup fee + \$0.17c per SMS
Additional accrued periodic financial statements	\$440.00 per report	Per Contribution Period	
Cash Flow Reports	Acct Hourly Rate	Photocopying	
Attending to Payroll Processing	Acct Hourly Rate	A4 PrintB&W/Print Colour	\$0.72/\$1.05 per print
Public Officer Fee	\$187.00 per annum	A3 Print B&W/Print Colour	\$1.05/\$2.15 per print
Verify New Creditor Bank Details	\$27.50 (1st 3x attempts)	A4 Electronic Image	\$0.44 per image per Lot
Invoice Hub Approver Charge	\$55.00 ea	Special Fee Notice /Additional Fee	\$2.15 per form plus Comms/Disbursements
Issuing notices and attending to queries in relation to second debtor non p'mnts	\$38.50 1 st Notice \$209.00 L.O.D	Envelopes Incl Labels:	
On-Charging – Additional Services		Envelope - Small	\$0.55
Recharges including on-charging to lot owners and related Owners Corp	\$16.50/notice	Envelope – Large	\$0.77
On-Charging to Non-Lot Owners	Asst. Acct hourly rate	Communication Fee	\$1.32 Per Lot
Owners Corporation Set Up Fees - Additional Services		Postage	
New Schemes	\$550.00–\$1,100.00 (plus personnel)	Domestic	Cost + 30%
Existing schemes	Min of \$605.00 or by negotiation	International	Cost + 30%
Changing Banks – operating account (where both accounts remain open)	\$165.00	Physical & Electronic Storage	Archiving Fees
Building Closure Fee	\$1,100.00	Storage per box per week	\$7.15 per week,
Administrative Additional-Services		Storage per week per additional box	\$0.55 per week
New Owner welcome pack (incl Multi OCs) plus disbursement fees	\$27.50	Storage per 100 mb per week	\$7.15 per 100 MB
General Meeting Electronic Voting	\$60.50 per meeting	Storage per additional 100 MB	\$0.33 per additional 100MB per week
Recovery Non Payment of Fees (on-charged to the lot owner)		Retrieve or Re-File to-from storage facility	\$13.20/box + courier fees
Preparation/issue of the Reminder Notice	\$38.50/notice	Permanent removal from facility	\$5.17 box
Preparation /issue of the Final Fee Notice	\$71.50/notice	Archive work (destruction/sort)	Admin Hourly Rate
Preparation and issue of Letter of Demand (plus out of pocket expenses).	\$209.00/letter	Recovered Costs which include but are not limited to:	
Standard search fee RP Data	Cost + 30%	Catering, Couriers, Stationery	Cost + 30%
Any other matter related to recovery of fees	Admin staff hrly rate	Non-Local Travel and Meetings	ATO car rates+30%
VCAT Application to pursue unpaid fees	\$220 plus VCAT fees	Airfares	Cost+15%
VCAT preparation and appearances	OCM hourly rate	Additional Stationery and equipment	Cost + 30%
Setting up of Payment Plans per lot	\$38.50 per month	Other	
Monitoring of Payment Plans	Arrears Hourly rate	Tax Return Fee	\$440.00 schemes up to and incl 99 lots \$550.00 schemes 100 lots & over As per service Provider
Additional Lot Ledger Statements	\$12.10 per statement	Software Licence Fee	Included
		Teleconferencing for meetings	Admin hourly rate
		Upload of additional Portal Docs	
		Note: Other unspecified items or duties as performed by SSKB from time to time. The fees for service will applicable as per the SSSKB website at the time the service is rendered as per the fees on the SSKB Website https://sskb.com.au/additional-service-fees/	