

# FEE SCHEDULE AS AT 1 JULY 2026



| Fees                                                                           | Code | Excl GST               | Incl GST |
|--------------------------------------------------------------------------------|------|------------------------|----------|
| <b>Non-discretionary items (per annum)</b>                                     |      |                        |          |
| Management fees                                                                | 1    | Per admin agreement    |          |
| Disbursements                                                                  | 2    | Per admin agreement    |          |
| Annual tax return preparation and lodgment (incl. tax agents fee)              | 3    | 160.00                 | 176.00   |
| Workcover application/renewal                                                  | 4    | 70.00                  | 77.00    |
| Emergency after hours support                                                  | 5    | 90.00                  | 99.00    |
| Contractor compliance review                                                   | 6    | 100.00                 | 110.00   |
| Software (per lot)                                                             | 7    | 25.00                  | 27.50    |
| Archive storage (per box)                                                      | 8    | 40.00                  | 44.00    |
| Electronic storage                                                             | 9    | 50.00                  | 55.00    |
| Insurance certificate                                                          | 10   | 40.00                  | 44.00    |
| Monthly reconciliation                                                         | 11   | 180.00                 | 198.00   |
| <b>Discretionary Items (as needed)</b>                                         |      |                        |          |
| Hourly rate recovery (per hour)                                                |      |                        |          |
| - General Manager/Executive Management                                         | 13   | 300.00                 | 330.00   |
| - Strata manager                                                               | 14   | 227.27                 | 250.00   |
| - Admin / Accounts                                                             | 15   | 163.64                 | 180.00   |
| After hours meeting per hour or part thereof (outside advertised office hours) |      | Manager/Assistant rate |          |
| Travel expenses per ATO km rate (plus parking & accommodation if applicable)   |      | Manager/Assistant rate |          |
| Preparation of notices, documents, motions, submissions and correspondence     |      | Manager/Assistant rate |          |
| Debt collection                                                                |      |                        |          |
| - Liasing with lawyers and/or other professionals                              |      | Admin/Accts rate       |          |
| - Preparation of information required for lawyers and/or other professionals   |      |                        |          |
| Levy arrears adjustment/reversal/payment plan administration (per request)     |      | Admin/Accts rate       |          |
| Invoicing incl. utility billing and on-charges to lot owners                   |      | Admin/Accts rate       |          |
| Processing levy refunds and dishonoured cheques                                |      | Admin/Accts rate       |          |
| CPI Caretaker Remuneration Reviews                                             |      | Accts rate             |          |
| ABN / TFN Application                                                          |      | 50.00                  | 55.00    |
| Audit Fees (incl. preparation of documents for auditor)                        |      |                        |          |
| - 1 to 10 lots                                                                 | 20   | 465.00                 | 511.50   |
| - 11 to 20 lots                                                                | 21   | 600.00                 | 660.00   |
| - 21 to 30 lots                                                                | 22   | 790.00                 | 869.00   |
| - 31 to 40 lots                                                                | 23   | 875.00                 | 962.50   |
| - 41 to 50 lots                                                                | 24   | 1,015.00               | 1,116.50 |
| - 51 to 60 lots                                                                | 25   | 1,425.00               | 1,567.50 |
| - 61 to 80 lots                                                                | 26   | 1,650.00               | 1,815.00 |
| - 81 to 140 lots                                                               | 27   | 2,625.00               | 2,887.50 |
| - More than 140 lots                                                           | 28   | 3,500.00               | 3,850.00 |
| Business Activity Statements / Income Activity Statements (per quarter)        | 30   | 200.00                 | 220.00   |
| Chapter 3 Part 5 plus EGM and work orders (per lot)                            | 35   | 500.00                 | 550.00   |
| Closure & handover fee                                                         | 38   | 400.00                 | 440.00   |
| Debt recovery                                                                  |      |                        |          |
| - Arrears letter 1 (15 days)                                                   | 40   | 35.00                  | 38.50    |
| - Arrears letter 2 (30 days)                                                   | 41   | 35.00                  | 38.50    |
| - Arrears letter 3 (45 days)                                                   | 42   | 50.00                  | 55.00    |
| - Debt collection letter (60 days)                                             | 43   | 90.00                  | 99.00    |
| Interim financial statements (per statement)                                   | 45   | 40.00                  | 44.00    |
| Insurance claims (minimum)                                                     | 50   | 50.00                  | 55.00    |
| Meetings                                                                       |      |                        |          |
| - After hours / onsite meeting (plus applicable hourly rate)                   | 55   | 250.00                 | 275.00   |
| - Committee meeting (plus applicable hourly rate)                              | 56   | 150.00                 | 165.00   |
| - Extraordinary general meeting (plus applicable hourly rate)                  | 57   | 210.00                 | 231.00   |
| - Reconvened meeting (plus applicable hourly rate)                             | 58   | 125.00                 | 137.50   |
| Prep information / distribution for the following (per job):                   |      |                        |          |
| - Asbestos, fire and cladding reports                                          | 60   | 50.00                  | 55.00    |
| - Insurance valuations                                                         |      |                        |          |
| - Safety & maintenance audits                                                  |      |                        |          |
| Quote requests (each)                                                          | 70   | 35.00                  | 38.50    |
| Special levies                                                                 | 72   | 6.00                   | 6.60     |
| Secret ballot (each)                                                           | 73   | 10.00                  | 11.00    |
| Teleconference (Tier 1)                                                        | 75   | 75.00                  | 82.50    |
| Teleconference (Tier 2)                                                        | 76   | 130.00                 | 143.00   |
| Term deposits and strata loans (once off setup & management)                   | 80   | 160.00                 | 176.00   |
| Titles Office Charges (Form 14's, Title Search, CMS Statement, Dealing Search) |      | At cost                | At cost  |
| Utility billing                                                                | 81   | 10.00                  | 11.00    |
| VOCM                                                                           | 82   | 90.00                  | 99.00    |
| Welcome pack                                                                   | 85   | 50.00                  | 55.00    |
| Work orders (each)                                                             | 90   | 50.00                  | 55.00    |