

**FEE SCHEDULE AS AT 1 JULY 2024**


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	200.00	220.00
- Strata assistant	15	160.00	176.00
- Admin/accts	16	100.00	110.00
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	
Audit Fees (incl. preparation of documents for auditor)			
- 1 to 10 lots	20	350.00	385.00
- 11 to 20 lots	21	475.00	522.50
- 21 to 30 lots	22	610.00	671.00
- 31 to 40 lots	23	705.00	775.50
- 41 to 50 lots	24	820.00	902.00
- 51 to 60 lots	25	1,115.00	1,226.50
- 61 to 80 lots	26	1,290.00	1,419.00
- 81 to 140 lots	27	1,955.00	2,150.50
- More than 140 lots	28	2,560.00	2,816.00
Business 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 meeting (plus applicable hourly rate)	55	200.00	220.00
- Committee meeting (plus applicable hourly rate)	56	150.00	165.00
- Extraordinary general meeting (plus applicable hourly rate)	57	200.00	220.00
- Reconvened meeting (plus applicable hourly rate)	58	125.00	137.50
Prep information for the following (per job):			
- Asbestos, fire and cladding reports			
- Insurance valuations	60	50.00	55.00
- 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	200.00	220.00
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