



Strata Management Agency Agreement

Date: 11/11/2025

The Owners – Units Plan	58	“Owners Corporation”
	135 Blamey Crescent CAMPBELL ACT 2612	
The Agent Civium Holdings Pty Ltd		“Agent”

Attention:	The Licensee	Email:	doug.omara@civium.com.au
Address:	3 Lonsdale Street, Braddon ACT 2612	License No:	18401274
Phone:	1300 724 256	ABN:	39 121 276 300

Particulars		
Item 1	Professional indemnity	In accordance with Section 22 of the <i>Agents Act</i>
Item 2	Commencement date	01/12/2025
Item 3	Term	36 months
		The management fee below relates to the option selected here.
Item 4	Review date	Annually on each anniversary of the commencement date.
Item 5	Percentage increase p.a	5%
Item 6	Management Fee p.a	\$13,264.00
Item 7	Fee payment method	Monthly in advance
		*All fees under this agreement are GST INCLUSIVE (Clause 9)
Item 8	Manner of accounting	Financial Statements – Accrual
		Frequency of Accounting - Monthly

Signatures		
Owners Corporation		
The common seal of the owners corporation was affixed on		
In the presence of:		
Signature 1:	Signature 2:	
Designation	Designation	
Being the person(s) authorised by section 9A of the Management Act to attest the affixing of the seal		

Agent	
Executed by Civium Holdings Pty Ltd t/as Civium Strata in accordance with Section 127 of the Corporations Act 2001 in the presence of	
Agent	Witness
Signature of agent	Signature of Witness
Name of agent: Doug O'Mara	Name of witness:

Service: The owners corporation acknowledges receipt of a copy of this agreement within 48 hours of execution by the owners corporation.
Name and signature of signatory (print name):



1 DEFINITIONS

In this Agreement:

Act means the Unit Titles Act 2001 (ACT).

Additional Services means the services set out in Schedule B to this Agreement.

Agent refers to Civium Holdings Pty Ltd.

Agreement means this agreement and includes any annexure or schedule to it.

Common Property means that part of the Units Plan which comprises the common property as defined in section 13 of the Act.

GST Act means the A New Tax System (Goods and Services Tax) Act 1999 (Cth). GST has the meaning given to it in the GST Act.

Management Act means the Unit Titles (Management) Act 2011 (ACT).

Maintain means to keep in an existing state (as of either efficiency or validity)

Non-Standard Work means anything which is not listed under Standard Work, or agreed too otherwise.

Owners refer to the Owners Corporation of the Unit Plan listed in the agreement.

WHS Act means the Work Health & Safety Act 2011 (ACT).

WHS Regulation means the Work Health & Safety Regulation 2001 (ACT).

Rules mean the House Rules, Alternate Rules, or Default Rules which are applicable to the units plan.

Standard Work means:

- a) construction work where there is no requirement to work above 3 metres, including but not limited to the replacement of roofing and guttering;
- b) general maintenance works, including but not limited: to lawn mowing; gardening; window cleaning (below 3 metres); and painting;
- c) minor maintenance repairs, including but not limited to: repair and replacement of leaking pipes; replacing pavers and tiles; and lock replacement and repair;
- d) annual inspection, notifications and maintenance required for essential fire safety equipment;
- e) pest management treatments (excluding fumigation);
- f) lift, travelator or escalator maintenance; and
- g) renewal of plant registrations in accordance with the requirements of the WHS Act and WHS Regulation, provided however.
 - a) if any of these works require a principal contractor as defined under the WHS Act and WHS Regulation to be appointed then the works will be considered to be Non-Standard Work; and
 - b) if there is any inconsistency between Standard Work and Non-Standard Work, the work will be interpreted as Non-Standard Work.

Strata Committee means Executive Committee

Urgent means requested to be supplied within 1 business day

2 WARRANTIES AND ACKNOWLEDGEMENT

- a) The Owners Corporation warrants that it has resolved and had authority to enter into the Agreement.
- b) The Agent warrants that the Agent holds a real estate agent's licence under the Agents Act 2003 (ACT) and the licence will be maintained while the Agreement is in force.

3 APPOINTMENT OF THE AGENT

The Owners Corporation appoints the Agent, and the Agent accepts the appointment, to perform the Agreed Services and any Additional Services which may be agreed to by the Agent, on the terms and conditions set out in this Agreement.



4 TERM OF APPOINTMENT

Upon the expiry of the Initial Term and each subsequent term, this Agreement will automatically be extended for a further 12 month period, up to a maximum term of three years, unless terminated in accordance with either clause 9 or clause 10.

5 DUTIES OF THE AGENT

- a) The Agent will use all reasonable endeavours to perform the Agreed Services in a proper and skilful manner. The Agreed Services are included in the Management Fee.
- b) The Agent may, if requested by the Owners Corporation, agree to perform the Additional Services for an additional fee as set out in Schedule C to this Agreement.
- c) In carrying out the Agreed Services, and when requested the Additional Services, the Agent will comply with and carry out all reasonable and lawful directions of the Owners Corporation.
- d) The Agent must take out and maintain public liability insurance in respect of an act or omission of the Agent in the performance of the Agreed Services and Additional Services as set out in the Management Act.

6 DUTIES OF THE OWNERS CORPORATION

The Owners Corporation will:

- a) pay the Management Fee and Additional Service Fees in accordance with clause 8;
- b) provide the Agent with copies of all documents reasonably necessary to enable the Agent to carry out the Agreed Services and Additional Services (where requested);
- c) nominate a representative to be the point of contact with the Agent and ensure, to the extent reasonably practicable, all communications are directed through that person;
- d) as and when requested by the Agent, effect all necessary service agreements for equipment normally the subject of a service agreement; and
- e) pay (or reimburse the Agent) for all disbursements including venue hire, materials and parts used or supplied, or third party contractors reasonably engaged, in carrying out the Agreed Services or Additional Services.

7 THIRD PARTY CONTRACTORS

- a) The Owners Corporation authorises the Agent to, on behalf of the Owners Corporation, engage any third party contractors reasonably necessary to provide the Agreed Services (or part of them) or, where requested, the Additional Services.
- b) Except in the case of an emergency or where the work is within the Limit of Expenditure, the Agent will obtain agreement from the Owners Corporation prior to engaging any third-party contractors.
- c) The Owners Corporation agrees to reimburse the Agent for all costs associated with those third party contractors.

8 PAYMENT OF FEES

- a) The Management Fee and Additional Services Fees are payable in accordance with the Payment Method, upon receipt of a tax invoice from the Agent.
- b) The Management Fee and Additional Services Fees will be increased according to the Percentage Increase (Item 5) Method on and from each anniversary of the Commencement Date.

9 TERMINATION BY THE OWNERS CORPORATION

The Owners Corporation may terminate this Agreement:

- a) at the end of the Initial Term, by giving notice in writing not less than 3 months' prior to the end of the Initial Term to the Agent that it does not wish the Agreement to be automatically extended;
- b) immediately by notice in writing to the Agent if the Agent fails or neglects to carry out the Agreed Services or any Additional Services which it has agreed to provide and:



- i) the Owners Corporation has given notice in writing requiring the Agent to rectify the breach within 28 days; and
- ii) the Agent has failed to rectify the breach;
- c) immediately by notice in writing to the Agent if the Agent is guilty of gross misconduct or gross negligence in the performance of the Agreed Services or any Additional Service which it has agreed to provide; or
- d) immediately by notice in writing to the Agent if the Agent has a liquidator, receiver or administrator appointed, other than where the appointment is for the purpose of reconstruction or amalgamation of its business.

10 TERMINATION BY THE AGENT

The Agent may terminate this Agreement:

- a) immediately by notice in writing to the Owners Corporation if the Owners Corporation fails or neglects to carry out its duties pursuant to clause 6 and:
 - i) the Agent has given notice in writing requiring the Owners Corporation to rectify the breach within 14 days; and
 - ii) the Owners Corporation has failed to rectify the breach;
- b) immediately by notice in writing to the Owners Corporation if the Owners Corporation fails to pay the Agent the Management Fee, Additional Services Fees or other money payable in accordance with this Agreement for 14 days after the payment is due;
- c) immediately by notice in writing to the Owners Corporation if any person applies to vary the Crown lease for the Land pursuant to section 166 of the Act;
- d) immediately by notice in writing to the Owners Corporation if any person applies to cancel the Units Plan pursuant to section 160 of the Act; or
- e) at any time for no reason by giving 28 days' notice in writing to the Owners Corporation.

11 DISCLOSURE

"The Agent may receive rebates, commissions, or discounts from third-party suppliers. There are disclosed third-party suppliers in this Agreement. Additional third-party suppliers may be added, or existing ones removed, over time. Any changes to these arrangements, including additional third-party suppliers, will be communicated in writing to the Owners Corporation.

As Civium has been appointed as the managing agent, we have subsequently sought executive committee execution of the agreement to ensure that the requirements of legislation are fulfilled which despite follow up have not been received. In order to comply with the legislative requirement to have an executed agreement and using our delegation to enter into agreements behalf of the owners corporation/strata plan we hereby execute this management agreement on behalf of the executive committee."

12 LIMITATION AND INDEMNITY

- a) The Owners Corporation acknowledges that the Agent is providing management services only and is not obliged nor qualified to provide specialised advice such as legal or accounting advice. The Agent may, as reasonably necessary and subject to instructions from the Owners Corporation, engage suitably qualified experts to provide any necessary advice.
- b) The Owners Corporation releases and indemnifies the Agent from (however caused):
 - i) any loss or damage arising out of a breach of the rules of the Owners Corporation (as defined in the Management Act), the Act, the Management Act or any other contract or law by any unit owner, tenant, visitor, invitee, licensee or contractor on the Common Property or any of the units in the Units Plan;
 - ii) any injury or death of any person on the Common Property or any of the units in the Units Plan;
 - iii) any claim made against the Agent by any third party arising out of the Agent's provision of the Agreed Services or the Additional Services; and
 - iv) any loss or damage to property of the Agent on the Common Property or any of the units in the Units Plan, except where the loss or damage was directly caused solely by the negligence or wilful breach of this Agreement by the Agent.

13 TRANSFER

a) The Agent cannot transfer its rights under this Agreement without the written consent of the Owners Corporation, which consent will not be unreasonably withheld, if the Agent satisfies the Owners Corporation that the proposed transferee and associates are fit and proper persons and

have the qualifications, competence and expertise to perform the Agreed Services and Additional Services at a fee not greater than the current Management Fee and Additional Services Fees.

b) The Owner's Corporation must advise the Agent of its decision whether to approve a proposed transfer within 30 days after receiving from the Agent the information reasonably necessary to make the decision.

c) If the Owners Corporation approves the transfer, the Owners Corporation, the Agent and the transferee must enter into a transfer agreement.

14 WORK HEALTH & SAFETY

a) The parties agree that they will each comply with their respective obligations under the WHS Act and WHS Regulation.

b) Subject to the provisions of the WHS Act and the WHS Regulation, the appointment of the Agent by the Owner's Corporation under this Agreement does not constitute the appointment of the Agent as a principal contractor within the meaning of regulation 293 of the WHS Regulation.

15 GST

a) Words or expressions used in this clause 15, or elsewhere in this Agreement, that are defined in the GST Act have the same meaning in this Agreement.

b) All amounts expressed in this Agreement are inclusive of GST.

c) If the Agent incurs a liability to pay GST in connection with a supply to the Owners Corporation pursuant to this Agreement, the fees that the Owners Corporation must pay to the Agent for that supply is increased by an amount equal to the GST liability that the Agent incurs in making the supply and that amount is payable at the same time as the fees are payable in respect of that supply before that increase.

16 NOTICES

Notices can be given by any one of the following means:

a) by sending it by pre-paid post or delivering it by hand to the address specified in this Agreement for the party, and in either case the notice will be deemed to be received on the day following delivery that is not a weekend or a public holiday in the Australian Capital Territory; or

b) by sending it by facsimile transmission to the facsimile number of the party, in which case the notice will be deemed to be received when the facsimile has been successfully transmitted; or

c) by sending it by email to the email address notified by the other party, in which case the notice will be deemed to be received the day the email is sent.

17 ENTIRE AGREEMENT

a) This Agreement constitutes the entire agreement between the Owners Corporation and the Agent relating to strata management.

Earlier Agreements Superseded

b) This Agreement supersedes all previous agreements about its subject matter and, along with the other agreements referred to in this Agreement, embodies the entire agreement between the Parties.

No Collateral Agreements

c) The Parties have not entered into and are not bound by any collateral or other Agreement apart from this Agreement.

Warranties Imposed in Agreement or By Statute Binding

d) The Parties are not bound by any warranty, representation, collateral agreement, or implied term, under the general law or imposed by legislation unless:

(a) Such warranty, representation, agreement or term is contained in the express terms of this Agreement; or



(b) It is an implied term or warranty imposed by statute which is mandatory and cannot be excluded by the Parties' agreement

Schedule A2

NOTES:

1. Full authority is provided for the duties and functions disclosed in this Schedule subject to the extent of any limitations on authority stated in this table.
2. The Agent will not be required to perform personally Additional Services where the Agent determines that the Agent does not have the suitable qualifications and/or expertise, in which case the Agent may engage on behalf of the Scheme or recommend to the Scheme that the Scheme engage suitably qualified consultants for that purpose. This includes engagement of solicitors and other consultants in relation to the building defects issues and engagement of contractors in relation to repairs and maintenance

CORE SERVICES

Duties and functions

FINANCIAL MANAGEMENT

Establishment and maintaining trust account

Collection of trust monies

Provide statutory reconciled accounts including balance sheet, statement of income and expenditure and levy status report

Financial record keeping

Prepare draft administrative fund and capital work/sinking fund budgets

Manage the administrative fund and capital works/sinking fund

Assist auditor in providing accounts and records for audit of the owners corporations books and records. Includes attending to all enquiries and meeting with the auditor as required

Generate and distribute levy notices (not special)

Act as treasurer

- Paying accounts in relation to the owners corporation (for example, accounts for water charges, utilities and maintenance etc.)
- Paying disbursements and expenses incurred in connection with the agent's management of the owners corporation
- Undertaking the establishment of the owners corporation bank accounts
- EFT/Cheque processing and payments to trades, contractors and other payees

DOCUMENTS AND RECORDS MANAGEMENT

Holding documents and maintaining records relating to the owners corporation (for example, the roll, notices, and minutes of meetings), which may be hard copy and/or electronically

Maintain strata roll

Maintain minute book

Maintain the agenda and minutes of owners corporation meeting

Maintain correspondence

Record and maintain notices under section 113 and 114 of the Management Act. Recording all change of ownerships and amendments to owners details as well as record mortgagee's

Maintain Rules

Providing copies of Rules to the Strata Committee upon request

Providing copies of management documents to the Strata Committee upon request

Maintain the certificate of title and the strata plan

Providing copies of agendas and minutes of meetings upon request

Preparing and providing occupants listing (privacy laws permitting)

Retain all specified owners corporation records for statutory period



Maintain Financial statements

Maintain expert reports

Retain service and management contracts

Rectifying deficiencies in the records when taking over the management from another agent

Undertake an owner's corporation health check, to ensure all statutory compliance has been attended to i.e. WH & S compliance, Lift registration, AFSS compliance, Pool compliance etc.

Provide New Owner Packs as each Section 115 is received

Maintain common seal

INSURANCES

Insurance claims: Prepare and lodge routine insurance claims. If the claim totals more than \$100,000, additional charges may apply (Schedule B)

Order, review, and endorse an Insurance valuation

Maintain insurance policies

UNDERTAKINGS AND MANAGEMENT

Act as secretary

Act as public officer

Affixing common seal on and any documents as required

Engaging appropriately qualified lawyers to represent the owners corporation in the tribunal or court proceedings and/or to provide legal advice to the owners corporation relating to such proceedings

Attend to routine written and oral communication and maintain correspondence

MAINTENANCE, REPAIRS AND WORKS

Liaise with contractors, tradesmen and consultants about work(s) to be carried out at the complex

Arranging repairs and maintenance of common property or engaging appropriately qualified tradespersons to do Standard Work, with limitations on expenditure that may be incurred by the agent without obtaining the principal's approval

Obtaining a quotation(s) for the repair, maintenance and replacement of the common property or other property of the owners corporation for which relate to Standard Works

Trades compliance

RULES AND DISPUTE

Attend to general enquiries from the Strata Committee, owners and agents about the owners corporations Rules

MEETINGS OF THE OWNERS CORPORATION AND EXECUTIVE COMMITTEE

Arranging and undertaking administrative duties in relation to annual general meetings and other general meetings i.e. booking meeting venues, arrangement and handling of collation, mail preparation

Distribute notices and minutes of annual general meetings and concurrent Strata Committee meeting

Attend annual general meeting and concurrent Strata Committee meeting held at Civium's Office, a professional venue (e.g. Hired meeting room) or online and during office hours (Office hours mean hours between 9.00am to 5.00pm Monday to Friday excluding public holidays and office closure of the Christmas period which is generally a 2 week period).

Attend 0 agreed number of Strata Committee meetings held at the Civium Office, or online, within Business Hours.

Attend 0 agreed number of Strata Committee meetings held online outside of Business Hours. Onsite EC meetings to be agreed to with strata manager prior.

Act as Chairperson at general meetings and Strata committee meetings

Arrange for venue for meeting (cost of venue borne by owners corporation) (only applicable if meeting not at Civium's Office)

Arrange capital works/sinking fund forecast/updated forecast with third party service provider



Arrange WH & S report with third party service provider

Arrange asbestos report with third party service provider

Arrange and lodge cooling tower certificate

BUNDLED DISBURSEMENTS

- Processing and issuing levy notices via e-mail or via post (in Australia)
- E-mail management and management of bounded e-mails for the delivery of levies and correspondence and to send via post
- Attending to incoming e-mails
- Attending to outgoing e-mails
- Photocopying (mono and colour)
- Printing reports as required
- Postage via standard and large post items
- Providing paper for correspondence, levy notices, meetings
- Providing envelopes
- Local and mobile telephone calls incoming/outgoing
- Time taken to compile standard and large post outs
- Scanning and e-mailing documents upon request
- Incoming and outgoing faxes
- Address labels
- Storage of keys/security cards of the owners corporations common area, maintaining register and ordering additional keys/security cards as required
- Bundled stationary. All stationary needs of the owners corporation is covered, including ring binders, folders & other stationary needs
- Supply of archive boxes and/or disk
- Mail merge of correspondence and material
- Electronic Storage kept on server for indefinite period

NON CORE SERVICES

FINANCIAL MANAGEMENT

Generate and distribute special levy notices

GST activities including but not limited to preparation and lodgement of BAS and annual tax returns

Undertaking steps necessary to recover any money owing in relation to levies, including instructing lawyers to issue letters of demand and to commence local court, bankruptcy and/or winding up proceedings

DOCUMENTS AND RECORDS MANAGEMENT

Archive retrieval and administration

Producing section 119 certificates and retain certificates under section 119 of the Management Act

Producing Urgent section 119 certificates and retain certificates under section 119 of the Management Act

ACCOUNTING, BANKING & COMPLIANCE

- Australian Business Number registration
- Arranging audit report and liaison with the auditor about the owners corporations financial affairs and queries
- Arranging investment account set-up with current banking provider
- Transferring money between accounts
- Providing additional financial reports to the Strata Committee
- GST registration and cancellation

TAX LODGEMENT

Provision of assisting tax agent for ATO lodgements and tax return lodgement prepared by registered tax agent

Compiling all reports for the tax agent to attend to tax Lodgements (Tax agent fee payable by owners corporation)

Signing of the tax lodgement as the public officer for and on behalf of the owners corporation (Tax agent fee payable by owners corporation)

BAS LODGEMENT

BAS lodgements



UNDERTAKINGS AND MANAGEMENT

Arranging section 119 inspections on behalf of the owners corporation

Arranging the handover of the owners corporation's books, records and accounts to another strata managing agent appointed by the owners corporation.

Management of building defect rectification process including arranging access and approving the engagement of consultants

MAINTENANCE, REPAIRS AND WORKS

Arranging building inspections and reports for Non-Standard Works

Engaging appropriately qualified tradespersons to do Non-Standard Work, and the appointment on behalf of the association of a Principal Contractor for such Non-Standard Work, with limitations on expenditure that may be incurred by the agent without obtaining the principal's approval¹

Assistance and arrangement through third parties of major refurbishment projects and defect rectification works²

Other services requested by the owners corporation or the Strata Committee that is not listed but can be undertaken by the agent³

Arrange WH & S report with third party service provider

Arrange asbestos report with third party service provider

Arrange and lodge cooling tower certificate

INSURANCES

If the insurance commission is not received, or the policy is not insured through a Disclosed Supplier, the fees outlined in Schedule B hourly rate will apply

RULES AND DISPUTE

Representing the owners corporation at a tribunal and/or court hearing, including the preparation of documentation and lodgement of application⁴

Arranging registration of Rule additions, amendments and rescindments, pursuant to the relevant resolutions made by the owners corporation⁵

Drafting and issuing breach of Rule notices to owners and occupiers

MEETINGS OF THE OWNERS CORPORATION

Prepare and distribute notices and minutes of adjourned annual general meeting and other general meetings and Strata Committee meetings

Attend extraordinary general/Strata Committee meetings (outside of the inclusive Strata committee/extraordinary general meetings per calendar year)

COMPLIANCE

Arrange fire safety statements and inspections required in order to ensure compliance with the Work Health and Safety Act 2011 or other legislation (where applicable)

Arrange and lodge Annual Lift Certification with Work Cover ACT

OTHER SERVICES

Any other services that can be provided by the agent to the owners corporation and which the agent agrees to provide to the owners corporation at the request of the owners corporation, which do not constitute agreed services under this agreement

Any services which do not constitute agreed services under this agreement, but which the agent, acting reasonably, determines are necessary or appropriate in order to comply with changes in the law, including the Act or Management Act. For the avoidance of doubt, this includes additional services and any additional time spent performing agreed services as a result of such changes

Annual Site Attendance with professional report to the Strata Committee

Loan to owners corporation

Non-payment of management fees and/or other charges to owners corporation to the managing agent

* These fees have been negotiated between the parties to the *agreement*



Limitations on Authority (e.g. on expenditure (if nothing stated, then no limitations apply))

¹Only where an appropriately qualified building consultant has been engaged and advises the owners corporation as to the appointment of a principle contractor and ensures such appointment has been made.

²As instructed by the owners corporation or the Strata Committee. Includes the engagement of expert consultants. Assist the owners corporation in dealing with construction and building defects and breaches of statutory warranties subject to the appointment of a legal representative and expert building consultant."

³As instructed by the owners corporation or the Strata Committee.

⁴As instructed by the owners corporation or the Strata Committee.

⁵Following instructions from the Strata Committee/Owners Corporation.

Hourly Rates * Non Core Items	Charge	Unit
Monday to Friday between 8.30am to 5pm	\$185.00	Per hour. Charged in 15 minute intervals
Monday to Friday between 5pm to 8.30am	\$215.00	Per hour. Charged in 15 minute intervals
Public Holiday, Saturday and Sunday	\$295.00	Per hour. Minimum of 1 hour

Fixed Fees - Non Core Items	Charge	Unit
BAS Preparation (Only for plans that are GST registered)	\$125.00	Per quarter
Fire safety certificate management and annual notice to Government and ACT fire brigades * Where applicable	\$250.00	Per certificate plus \$2.50 per lot
Inspecting records	Maximum amount as set via ministers determination	Double Fee if Urgent, and \$55 Room Hire Fee
Issuing notice of overdue levy (reminder notice) 1st Demand	\$44.00	Per notice
Issuing notice of overdue levy (reminder notice) 2nd Demand	\$44.00	Per notice
Issuing notice of overdue levy (reminder notice) 3rd Demand	\$88.00	Per notice
Providing instructions to solicitor for recovery of outstanding levy	\$250.00	Per instruction
Levy arrears monitoring fee (Payment Plan)	\$55.00	Per month per lot - allocated to the lot
Contact via phone or SMS outside of issuing a notice as outlined above	\$5.00	Per contact - allocated to the lot
Providing title/other searches	\$30.00	Per search plus Title search fee
Managing access arrangements including arranging the issue of swipe cards and fobs and recording the issue of these including a key register	\$44.00	Per card/key
After hours emergency telephone calls	\$88.00	Per arrangement
Tax Return preparation and lodgement	\$132.00	Per annum
Producing Section 119 certificate	Per certificate as per the maximum statutory fee	An additional \$80 if urgent
Routine Inspection report (biannual) by a Civium Facilities Management Inspector	\$185.00	Per report



Schedule C – Disclosure schedule

Schedule C1 – The following providers pay a rebate, discount or commission to the agent:

Name of company / person	Amount / percentage of rebate, discount or commission	Other information relating to the disclosure
CHU Underwriting Agencies Pty Ltd	Up to 20% of base premium	
Verve Insurance Pty Ltd. Verve is an associated entity of Civium	Up to 20% of base premium	
Flex Insurance	Up to 20% of base premium	
Honan Risk & Insurance Brokers	Up to 20% of base premium	
Body Corporate Brokers	Up to 20% of base premium	
BAC Brokers Pty Ltd	Up to 20% of base premium	
CRM Brokers Pty Ltd	Up to 20% of base premium	
Austbrokers Pty Ltd	Up to 20% of base premium	
MGA Insurance Brokers Pty Ltd	Up to 20% of base premium	
Strata Community Insurance (SCI)	Up to 20% of base premium	
Collective Insurance Brokers	Up to 20% of base premium	
AON Insurance Brokers	Up to 20% of base premium	
CGU	Up to 20% of base premium	
Insurance Investment Solutions (IIS) via Honan Risk & Insurance Brokers	Shared Broker Fee	

Item	Charge (inclusive of GST)	Unit
Plus commissions in Schedule C1 If commissions are selected YES, the agreed services fee is calculated on this basis. If the insurance commission is not received the base management fee increases by \$165.00 GST inclusive, per lot, per annum.	YES	



Schedule C2 – The following providers pay a rebate, discount or commission to the agent:

Name of company / person	Amount / percentage of rebate, discount or commission	Other information relating to the disclosure
Ochre Trade Services Pty Ltd	Civium owns shares in this company	
Verve Insurance Pty Ltd	Verve is an associated entity of Civium	
Strata Valuations Pty Ltd	Civium owns shares in this company	

The Strata manager discloses that it operates a Corporate Partnership Program which is designed to identify, develop, maintain relationships with contractors and suppliers, promote our services to existing clients and attract new clients to our respective businesses.

Civium may collect a levy from contributing partners to support marketing initiatives to jointly promote our businesses nationally.

The levy covers the administration of our marketing programs, advertising of Civium and our partners businesses through digital and hard copy advertising, sponsorship of community organisations and contributions to charities.

The levy is not compulsory but may be considered a benefit as a result of contributions made by suppliers, contractors and other partners, Civium hereby discloses such arrangements.

Contribution to the program by no means guarantees participants work as a result of Civium's coordination of works within our portfolio. All participating contractors and suppliers agree to a code of conduct, safe work methods and invoice/quotation requirements.

The Owner's Corporation is always able to nominate contractors they wish to use following a certification and compliance process and always has final approval for all work.

The Owner's Corporation is always able to nominate contractors they wish to use following a certification and compliance process and always has final approval for all works undertaken in your property.

The Agent may receive rebates, commissions, or discounts from third-party suppliers. There are disclosed third-party suppliers in this Agreement. Additional third-party suppliers may be added, or existing ones removed, over time. Any changes to these arrangements, including additional third-party suppliers, will be communicated in writing to the Owners Corporation.