

FREEDOM OF INFORMATION REQUEST SCHEDULE

Please be aware that under the *Freedom of Information Act 2016*, some of the information provided to you will be released to the public through the ACT Government's Open Access Scheme. The Open Access release status column of the table below indicates what documents are intended for release online through open access.

Personal information or business affairs information will not be made available under this policy. If you think the content of your request would contain such information, please inform the contact officer immediately.

Information about what is published on open access is available online at: <https://www.act.gov.au/iCBR/home>

| REFERENCE | WHAT ARE THE PARAMETERS OF THE REQUEST |
|---------------|--|
| MPCFOI2024/26 | <i>Copies of all emails and their attachments, from any ACT Government email address associated with Major Projects Canberra or ACT Property Group staff which were sent to, or received from, email addresses with a suffix of '@ljhookerstrata.com.au' (in any of the To, From, CC or BCC fields) between 01 February 2024 and 25 September 2024</i> |

| Section Ref No | Pages | Description | Date | Status | Reason for non-release or deferral | Open Access release status |
|----------------|----------|---|-------------------------|---------|--|----------------------------|
| 1. | 1 - 2 | Release Schedule | 26/11/2024 | - | - | Released |
| 2. | 3 – 6 | Decision Letter | 02/12/2024 | - | - | Released |
| 3. | 7 – 47 | Attachment C: Correspondence relating to Asbestos Page 38 removed: <i>location map [2.2(a)(ii)]</i> | 14/03/2024 - 24/09/2024 | Partial | Schedule 2.2(a)(ii) | Released |
| 4. | 48 – 81 | Attachment D: Correspondence relating to Cladding To note: Page 48: <i>Meeting date altered to PDF conversion date during FOI Discovery process</i> Page 58: <i>Document link refers to pages 50 – 53</i> | 07/02/2024 - 21/05/2024 | Partial | Schedule 2.2(a)(ii) Schedule 2.2(a)(iii) Schedule 2.2(a)(xi) | Released |
| 5. | 82 – 103 | Attachment E: Correspondence relating to Light Rail licensing agreement | 25/07/2024 - 17/09/2024 | Partial | Schedule 2.2(a)(ii) Schedule 2.2(a)(xi) | Released |



| Section Ref No | Pages | Description | Date | Status | Reason for non-release or deferral | Open Access release status |
|----------------|-----------|-------------------|------|----------|------------------------------------|----------------------------|
| 6. | 104 – 105 | Land Title Search | - | Withheld | Publicly available for a fee | Not Released |
| Total | | | | | | |
| 6 | | | | | | |



Our Ref: MPCFOI2024/26

Schedule 2.2(a)(ii)

Schedule 2.2(a)(ii)

FREEDOM OF INFORMATION REQUEST

I refer to your application under section 30 of the *Freedom of Information Act 2016* (the Act), received by Infrastructure Canberra (iCBR), formerly Major Projects Canberra on 3 October 2024.

In your information access request, you sought access to:

“Copies of all emails and their attachments, from any ACT Government email address associated with Major Projects Canberra or ACT Property Group staff which were sent to, or received from, email addresses with a suffix of '@ljhookerstrata.com.au' (in any of the To, From, CC or BCC fields) between 01 February 2024 and 25 September 2024”.

Authority

I am an Information Officer appointed by the Director General under section 18 of the Act to deal with access applications made under Part 5 of the Act.

Decision on access

Searches were completed for relevant information and a total of 252 e-mail items within 146 parent folders were submitted to the Freedom of Information (FOI) team for assessment. As discussed through e-mail correspondence with the FOI team, this large volume of documentation requires manual assessment. The manual assessment identified duplicate e-mail threads, and other non-substantive content.

For completeness the FOI team requested a second search to ensure that no correspondence had been missed. The subsequent search returned an additional 61 email items which underwent the same manual assessment.

Of the 459 items (and folders), 99 pages were identified as falling within the scope of your request.

I have included the following as attachments to this Release Pack:

- Attachment A: Schedule of relevant documents,
- Attachment B: Decision letter, and
- Attachment C – Attachment E: Information for release

The schedule of relevant documents provides a brief description of each item that falls within the scope of your request and the decision of release for each of item.



My decision in relation to the documents relevant to your request summarised as follows:

- Partial access to 97 pages, and
- Items withheld due to information already publicly available (two pages)

My decision is detailed further in the following Statement of Reasons.

Statement of Reasons

In making my decision on disclosing government information, I must identify all relevant factors in Schedule 2 of the Act and determine, on balance, where the public interest lies.

In reaching my access decision, I have taken the following into account:

Factors favouring disclosure in the public interest (Schedule 2, Section 2.1)

- Section 2.1(a)(i) – promote open discussion of public affairs and enhance the governments accountability;
- Section 2.1(a)(iii) – inform the community of the government’s operations, including the policies, guidelines and codes of conduct followed by the government in its dealings with members of the community;
- Section 2.1(a)(v) – allow or assist inquiry into possible deficiencies in the conduct or administration of an agency or public official; and
- Section 2.1(a)(vii) – advance the fair treatment of individuals and other entities in accordance with the law in their dealings with the government.

The release of this information will ensure that a balance is struck between confirming that the government may function effectively and efficiently and provide access to information to increase public participation in, and scrutiny of, government activities.

Additionally, iCBR is committed to upholding the highest standards of safety, integrity and accountability in everything that we do, and I am satisfied that these are relevant considerations favouring disclosure in this case, and in the interests of enhancing open discussion, I afford them significant weight.

Factors favouring non-disclosure in the public interest (Schedule 2, Section 2.2)

- Section 2.2(a)(ii) – prejudice the protection of an individual’s right to privacy or any other right under the *Human Rights Act 2004*;

This document contains personal contact information for non-government employees, and I place significant weight on the right to privacy of individuals and their right to have personal contact and identifiable information protected. Any identifiable property information such as building address has also been redacted to further protect the privacy of individuals.

- Section 1.14 – Law enforcement or public safety information;

This category of contrary to public interest information protects against potential threats to public safety being caused by the release of information. Correspondence relevant to you application contains details of buildings in the Australian Capital Territory which are at various stages of remediation of combustible cladding.

It is reasonably expected to affect public safety to identify any buildings which may still contain combustible cladding, and there is an undue risk it would present through endangerment of physical safety as a result of disclosure.

I have decided on balance that due to the risks associated with disclosing the identity of any building that may still contain combustible cladding it is not in the Public Interest to release this information.

- Section 2.2(a)(xi) – prejudice trade secrets, business affairs or research of an agency or person. I have also considered the impact of disclosing information which relates to business affairs. In the case of *Re Mangan and The Treasury* [2005] AATA 898 the term 'business affairs' was interpreted as meaning 'the totality of the money-making affairs of an organisation or undertaking as distinct from its private or internal affairs'.

Schedule 2 section 2.2(a)(xi) allows for government information to be withheld from release if disclosure of the information could reasonably be expected to prejudice the trade secrets, business affairs or research of an agency or person.

Correspondence relevant to your application contains information that I consider private business matters of third parties that is not in the Public Interest to release.

Charges

I have decided to waive any charges in relation to this Freedom of Information application.

Online Publishing – Disclosure Log

Under section 28 of the Act, iCBR maintains an official online record of access applications called a Disclosure Log. Your original access application, my decision and documents released to you in response to your access application will be published on the iCBR Disclosure Log within three to ten working days after the date of the decision.

Your personal details will not be published.

You may view the iCBR Disclosure Log at: [Disclosure log - Infrastructure Canberra \(act.gov.au\)](https://www.act.gov.au/infrastructure-canberra/disclosure-log).

Ombudsman Review

My decision on your access request is a reviewable decision as identified in Schedule 3 of the Act. You have the right to seek ombudsman review of this outcome under section 73 of the Act within 20 working days from the day that my decision is published on the iCBR Disclosure Log, or a longer period allowed by the Ombudsman.

If you wish to request a review of my decision you may write to the Ombudsman at:

The ACT Ombudsman
GPO Box 442
CANBERRA ACT 2601
Via email: actfoi@ombudsman.gov.au

ACT Civil and Administrative Tribunal (ACAT) Review

Under section 84 of the Act, if a decision is made under Section 82(2) on an Ombudsman review, you may apply to ACAT for review of the Ombudsman decision.

Further information may be obtained from the ACAT at:

ACT Civil and Administrative Tribunal

Level 4, 1 Moore Street

GPO Box 370

CANBERRA CITY ACT 2601

Telephone: (02) 6207 1740

<http://www.acat.act.gov.au>

Should you have any queries in relation to your request, please contact me by telephone on (02) 6205 5288, or via email iCBR.FOI@act.gov.au.

Please ensure you quote your reference number: **MPCFOI2024/26**

Yours sincerely,

Schedule 2.2(a)(ii)

Nikki Pulford

Information Officer

Infrastructure Canberra

2 December 2024

Ball, Kirstie

From: Schedule 2.2(a)(ii)@ljhookerstrata.com.au>
Sent: Wednesday, 25 September 2024 10:16 AM
To: Schedule 2.2(a)(ii)Martins, Ashley
Cc: Schedule 2.2(a)(ii)
Subject: Schedule 2.2(a)(ii) Notification of Asbestos - Remediation Demand

Caution: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Morning,

We are well aware of this and are share frustration of lack of action by ACT Gov; however, this is a current project sitting with ACT Gov and the liability sits with them.

If you could please advise who has provided instruction to issue a letter of demand as this was not an instruction of the owners corporation.

@Martins, Ashley is the contact in Major Works with Act Gov who is responsible for this project and its progress, happy for you to redirect communication to their team.

Schedule 2.2(a)(ii)

From: **Schedule 2.2(a)(ii)** @gmail.com>
 Sent: Wednesday, September 25, 2024 9:35 AM
 To: **Schedule 2.2(a)(ii)** @ljhookerstrata.com.au>
 Subject: **Schedule 2.2(a)(ii)** - Notification of Asbestos - Remediation Demand

Good morning **Schedule 2.2(a)(ii)**

The correspondence issued is addressed to relevant entities.

Please note LJ Hooker Strata ACT were CC'd for due courtesy as the Strata Managers of the **Schedule 2.2(a)(ii)** and to be fully informed of the serious health and safety risks that remain unaddressed at that site.

Regards,
Schedule 2.2(a)(ii)

On Wed, 25 Sept 2024, 08:51 **Schedule 2.2(a)(ii)** @ljhookerstrata.com.au> wrote:

Hi **Schedule 2.2(a)(ii)**,

Can you please advise who has provided instruction for you to issue this letter of demand as this was not an instruction from the Owners Corporation of **Schedule 2.2(a)(ii)**.

Noting information of addressees is incorrect as this matter sits with the ACT Gov who are the party responsible for facilitating remediation works as outlined in your communication via points 1 - 4.

If you would like to amend who this is addressed to and send over to Ashley Martin at Major Projects as they are the responsible party. If you require their details, please do advise.

Best,

Schedule 2.2(a)(ii)

LJ Hooker Strata ACT powered by **resvu**

Coming soon...

The new LJ Hooker Strata Resident App

Download on the **App Store** GET IT ON **Google Play**

The smartphone mockup displays the following notifications:

- 9:41 Sunday 1 September 12:57
- LJ HOOKER RESIDENT APP 1m ago Alert: Flood & Thunderstorm warning
- LJ HOOKER RESIDENT APP 2m ago Levy fee reminder due: 27/07/24
- LJ HOOKER RESIDENT APP 3m ago Pet Application request #921 is approved
- LJ HOOKER RESIDENT APP 3m ago Notice: Window cleaning on 02/04/24

From: Schedule 2.2(a)(ii) [redacted] <[redacted]@gmail.com>

Sent: Wednesday, September 25, 2024 3:14 AM

Schedule 2.2(a)(ii) [redacted]

Cc: Schedule 2.2(a)(ii) [redacted] <[redacted]@ljhookerstrata.com.au>; Schedule 2.2(a)(ii) [redacted] <[redacted]@ljhookerstrata.com.au>

Subject: Schedule 2.2(a)(ii) [redacted] Notification of Asbestos - Remediation Demand

To whom it may concern,

Please find attached a letter of demand requiring your consideration and further action, as appropriate.

Please don't hesitate to reply to this address should you have any queries.

Regards,

Schedule 2.2(a)(ii) [redacted]

Ball, Kirstie

From: Schedule 2.2(a)(ii)@ljhookerstrata.com.au>
Sent: Tuesday, 17 September 2024 12:59 PM
To: Martins, Ashley; Schedule 2.2(a)(ii)
Cc: Major Projects Canberra Enquiries
Subject: RE: Letter regarding asbestos mulch - Schedule 2.2(a)(ii)

OFFICIAL

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Ashley

Are there options for us to facilitate the process and ACT Gov pay?

Happy to lodge a complaint, however, I don't see that it will be seen to promptly enough to be of value – plus I would prefer discuss a workable option with yourselves directly.

Schedule 2.2(a)(ii)

From: Martins, Ashley <Ashley.Martins@act.gov.au>
Sent: Tuesday, September 17, 2024 10:41 AM
To: Schedule 2.2(a)(ii)@ljhookerstrata.com.au>; Schedule 2.2(a)(ii)@ljhookerstrata.com.au>
Cc: Major Projects Canberra Enquiries <majorprojectscanberra@act.gov.au>
Subject: RE: Letter regarding asbestos mulch - Schedule 2.2(a)(ii)

OFFICIAL

Hi Schedule 2.2

At this current stage I'm not in a position to provide an update on the status. As noted in the previously issued letter you will receive an update at the end of September.

You are able to provide feedback and or raise a complaint via Access Canberra [Feedback and Complaints - Access Canberra \(act.gov.au\)](#).

Cheers,

Ashley Martins

Director (acting) | Property Upgrades

Schedule 2.2(a)(ii) | ashley.martins@act.gov.au

ACT Property Group / Property Upgrades

Major Projects Canberra | ACT Government

255 Canberra Avenue, Fyshwick, ACT 2609

"If you have any feedback for the ACT Property Group, please email actpqfeedback@act.gov.au"

From: **Schedule 2.2(a)(ii)** | ljhookerstrata.com.au>

Sent: Friday, September 13, 2024 11:08 AM

To: Martins, Ashley <Ashley.Martins@act.gov.au>; **Schedule 2.2(a)(ii)** | ljhookerstrata.com.au>

Cc: Major Projects Canberra Enquiries <majorprojectscanberra@act.gov.au>

Subject: RE: Letter regarding asbestos mulch - **Schedule 2.2(a)(ii)**

Importance: High

OFFICIAL

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Ashley

Can you please provide your legal team contact?

Best Regards,

Schedule 2.2(a)(ii)

From: **Schedule 2.2(a)(ii)**

Sent: Wednesday, September 11, 2024 1:57 PM

To: Martins, Ashley <Ashley.Martins@act.gov.au> **Schedule 2.2(a)(ii)** @ljhookerstrata.com.au
Subject: RE: Letter regarding asbestos mulch - **Schedule 2.2(a)(ii)**

Ashley

This is not satisfactory – can you please organise someone to barrier off and weed the garden beds?

We have been waiting on an outcome since February and promised multiple dates.

Please return to me with a response swiftly.

Best Regards,

Schedule 2.2(a)(ii)

From: Martins, Ashley <Ashley.Martins@act.gov.au>
Sent: Wednesday, September 11, 2024 1:54 PM
To: **Schedule 2.2(a)(ii)** @ljhookerstrata.com.au>
Cc: **Schedule 2.2(a)(ii)** @ljhookerstrata.com.au>
Subject: RE: Letter regarding asbestos mulch - **Schedule 2.2(a)(ii)**

OFFICIAL

Hi **Schedule 2.2(a)(ii)**

As per our letter issued on the 26.08.24 an update will be provided in late-September 2024.

Cheers,

Ashley Martins

Director (acting) | Property Upgrades

Schedule 2.2(a)(ii) | ashley.martins@act.gov.au

ACT Property Group / Property Upgrades

Major Projects Canberra | ACT Government

255 Canberra Avenue, Fyshwick, ACT 2609

“If you have any feedback for the ACT Property Group, please email actpgfeedback@act.gov.au”

From: Schedule 2.2(a)(ii) @ljhookerstrata.com.au>
Sent: Wednesday, September 11, 2024 10:28 AM
To: Schedule 2.2(a)(ii)@ljhookerstrata.com.au>; Martins, Ashley <Ashley.Martins@act.gov.au>
Subject: RE: Letter regarding asbestos mulch - Schedule 2.2(a)(ii)

You don't often get email from Schedule 2.2(a)(ii)@ljhookerstrata.com.au. [Learn why this is important](#)

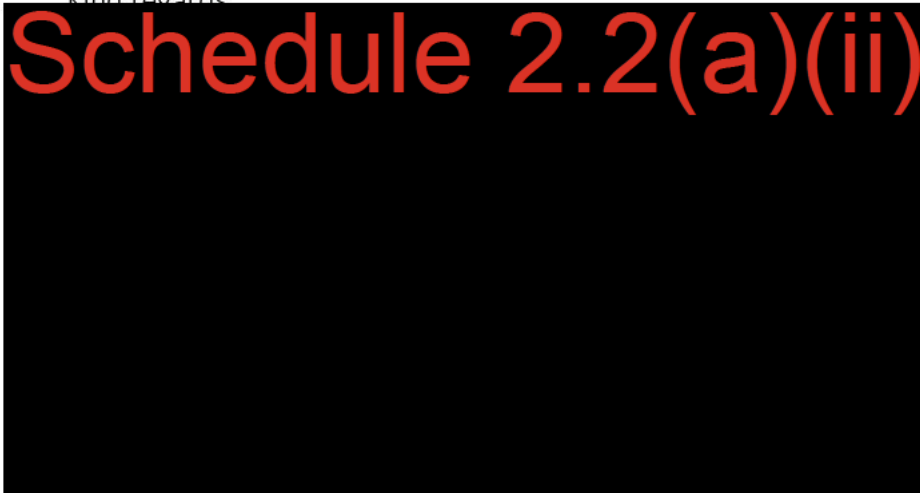
OFFICIAL

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Good Morning All!

@Martins, Ashley do you happen to have an update??

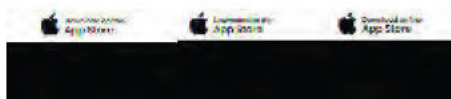
Kind regards



Please read our [Zero Tolerance Policy](#), we will always treat you respectfully and ask that you do the same.

Have you seen our Resident & Owner app?

Exclusive to LJ Hooker Strata ACT



This transmission is confidential and intended solely for the person or organisation to whom it is addressed.

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and LJ Hooker Project Marketing do not accept liability for any virus damage caused by this message.

From: Schedule 2.2(a)(ii)

Sent: Tuesday, August 27, 2024 11:00 AM

To: Schedule 2.2(a)(ii) @ljhookerstrata.com.au>; Martins, Ashley <Ashley.Martins@act.gov.au>

Subject: RE: Letter regarding asbestos mulch - Schedule 2.2(a)(ii)

Hey Team!

Thank you I will get this sent out today!

Kind regards,

Schedule 2.2(a)(ii)

Please read our [Zero Tolerance Policy](#), we will always treat you respectfully and ask that you do the same.

**Have you seen our
Resident & Owner app?**

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From: Schedule 2.2(a)(ii) <[Schedule 2.2\(a\)\(ii\)@ljhookerstrata.com.au](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au)>

Sent: Tuesday, August 27, 2024 9:29 AM

To: Martins, Ashley <Ashley.Martins@act.gov.au>; Schedule 2.2(a)(ii) <[Schedule 2.2\(a\)\(ii\)@ljhookerstrata.com.au](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au)>

Subject: RE: Letter regarding asbestos mulch - Schedule 2.2(a)(ii)

Good Morning Ashley,

Many thanks for your email.

Schedule 2.2(a)(ii) can you please send this communication out to all owners and residents ASAP?

Best Regards,

Schedule 2.2(a)(ii)

From: Martins, Ashley <Ashley.Martins@act.gov.au>

Sent: Monday, August 26, 2024 4:02 PM

To: Schedule 2.2(a)(ii) <[Schedule 2.2\(a\)\(ii\)@ljhookerstrata.com.au](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au)>

Subject: Letter regarding asbestos mulch - Schedule 2.2(a)(ii)

OFFICIAL

Dear Schedule 2.2(a)(ii),

Please find attached letter updating you on the status of Asbestos Contaminated Mulch in relation to the above-mentioned address.

Cheers,

Ashley Martins

Director (acting) | Property Upgrades

Schedule 2.2(a)(ii) | ashley.martins@act.gov.au

ACT Property Group / Property Upgrades

Major Projects Canberra | **ACT Government**

255 Canberra Avenue, Fyshwick, ACT 2609

“If you have any feedback for the ACT Property Group, please email actpgfeedback@act.gov.au”

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Schedule 2.2(a)(ii)

[Redacted]

[Redacted]

Dear [Redacted]

Why are we writing to you?

WorkSafe ACT previously arranged for a licensed asbestos assessor to inspect the mulch at your property. A result of this inspection found mulch located at your property to be contaminated with small amounts of bonded asbestos which needs to be removed.

A copy of the Asbestos Assessment Report was provided to you previously.

We are writing to advise there has been a delay in the commencement of these works, from the previously advised commencement date.

Update on remediation progress

ACT Property Group is undertaking a process to establish a new contract to finalise remediation works on the remaining identified properties. Unfortunately this is taking longer than anticipated and we will provide you with another update with further information in late September 2024 with an indication of the schedule of when the remediation works will be undertaken.

ACT Government is committed to securing and remediating the asbestos affected mulch and replace it with clean mulch at your property as quickly as possible at no cost to you.

What is the health risk of asbestos when it's in my mulch?

Statutory notices issued by WorkSafe prohibit disturbance to the land for sites which have cottage mulch containing asbestos.

It is acknowledged, and widely supported by evidence, that when asbestos materials are contained in a bonded form that is maintained in a good condition and left alone, they present no health risk. However, asbestos becomes a potentially dangerous substance when asbestos fibres are released into the air and the fibres are inhaled.

There is a low risk to the community if the mulch is left as is. However, the risk increases if contaminated mulch is disturbed. Asbestos fibres can pose a risk to health if airborne, as inhalation is the main way that asbestos enters the body.

If you are concerned about your level of exposure to asbestos, you may wish to speak with your medical practitioner to discuss your concerns.

You can also register your details on the National Asbestos Exposure Register, under Asbestos Risks and Exposure at: www.asbestossafety.gov.au/

What do you need to do?

It is very important that the mulch at your home is not disturbed, handled, or disposed of. Please keep children, residents, and pets away from the mulch. Please do not do any gardening or weeding in the areas where this contaminated mulch has been identified.

Please follow any advice that WorkSafe ACT and the licensed asbestos assessor have given you.

Where can I get more information?

We encourage you to contact **Ashley Martins at ACT Government on Schedule 2.2(a)(ii)** if you have any concerns or questions about the contaminated mulch removal.

We apologise for any inconvenience you may have experienced, and we thank you for your cooperation and assistance in relation to this matter.

Sincerely,

Ashley Martins

26 August 2024



Accessibility

The ACT Government is committed to making its information, services, events, and venues, accessible to as many people as possible.

If you have difficulty reading a standard printed document and would like to receive this publication in an **alternative format** – such as large print or audio – please telephone **1800 950 255**.

If English is not your first language and you require the **translating and interpreting services** – please telephone **131 450**.

National Relay Service phone 133 677 then ask for 1800 950 255.

Ball, Kirstie

From: Schedule 2.2(a)(ii)@ljhookerstrata.com.au >
Sent: Tuesday, 20 August 2024 3:56 PM
To: Schedule 2.2(a)(ii) Sinfield, Andrew; Major Projects Canberra Enquiries
Subject: RE: Removal of asbestos contaminated mulch Schedule 2.2(a)(ii)

OFFICIAL

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Good Afternoon All,

Can you please provide a response?

Kind regards,

Schedule 2.2(a)(ii)

Please read our [Zero Tolerance Policy](#), we will always treat you respectfully and ask that you do the same.

Have you seen our Resident & Owner app?

Exclusive to LJ Hooker Strata ACT



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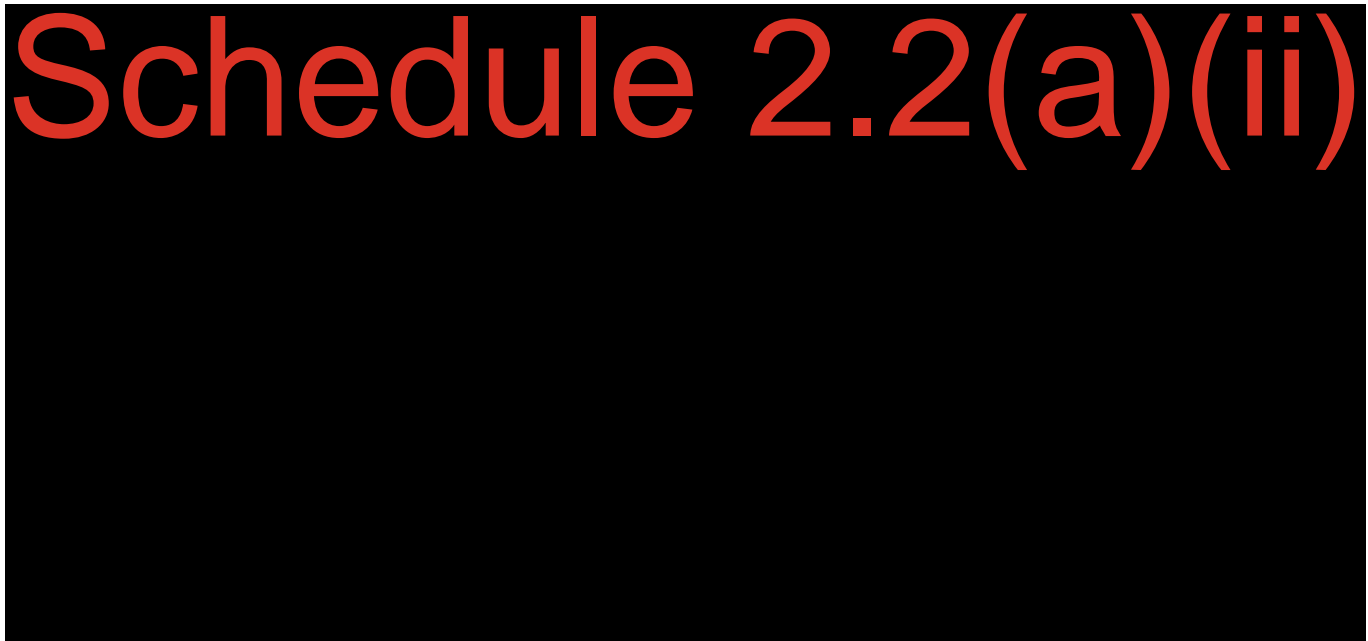
and LJ Hooker Project Marketing do not accept liability for any virus damage caused by this message.

From: Schedule 2.2(a)(ii) @ljhookerstrata.com.au>
Sent: Thursday, August 15, 2024 1:29 PM
To: Sinfield, Andrew <Andrew.Sinfield@act.gov.au>; majorprojectscanberra@act.gov.au
Cc: Schedule 2.2(a)(ii) @ljhookerstrata.com.au>
Subject: RE: Removal of asbestos contaminated mulch Schedule 2.2(a)(ii)

Hi,

Still no communication and unable to get through via phone, can someone please call me immediately?

Best Regards,



From: Schedule 2.2(a)(ii) @ljhookerstrata.com.au>
Sent: Tuesday, August 13, 2024 11:22 AM
To: 'Sinfield, Andrew' <Andrew.Sinfield@act.gov.au>; 'majorprojectscanberra@act.gov.au' <majorprojectscanberra@act.gov.au>
Cc: Schedule 2.2(a)(ii) @ljhookerstrata.com.au>
Subject: RE: Removal of asbestos contaminated mulch Schedule 2.2(a)(ii)

Hi Major Projects team,

If Andrew is unavailable can someone please contact me today?

As mentioned in my below emails and voicemails I have left – this is an urgent query.

Best Regards,

Schedule 2.2(a)(ii)

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From: Schedule 2.2(a)(ii)
Sent: Tuesday, August 13, 2024 11:17 AM
To: 'Sinfield, Andrew' <Andrew.Sinfield@act.gov.au>
Cc: Schedule 2.2(a)(ii) <@ljhookerstrata.com.au>
Subject: RE: Removal of asbestos contaminated mulch Schedule 2.2(a)(ii)

Hi Andrew,

Can you please phone me today?

I am yet to receive a response from you. As mentioned, this matter is urgent.

Best Regards,

Schedule 2.2(a)(ii)

From: Schedule 2.2(a)(ii)
Sent: Monday, August 12, 2024 11:16 AM
To: Sinfield, Andrew <Andrew.Sinfield@act.gov.au>
Cc: Schedule 2.2(a)(ii) <@ljhookerstrata.com.au>

Subject: RE: Removal of asbestos contaminated mulch **Schedule 2.2(a)(ii)**

Importance: High

Good Morning Andrew,

I have just left you a voicemail – can you please respond to me today.

This is urgent.

Best Regards,

Schedule 2.2(a)(ii)

From: **Schedule 2.2(a)(ii)**

Sent: Friday, August 9, 2024 12:20 PM

To: 'Sinfield, Andrew' <Andrew.Sinfield@act.gov.au>

Cc: **Schedule 2.2(a)(ii)** <@ljhookerstrata.com.au>

Subject: RE: Removal of asbestos contaminated mulch **Schedule 2.2(a)(ii)**

Importance: High

Hi Andrew,

Can you please confirm the below?

Best Regards,

Schedule 2.2(a)(ii)

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From: [redacted]
Sent: Wednesday, August 7, 2024 11:56 AM
To: Sinfield, Andrew <Andrew.Sinfield@act.gov.au>
Cc: [redacted] <[\[redacted\]@ljhookerstrata.com.au](mailto:[redacted]@ljhookerstrata.com.au)>
Subject: RE: Removal of asbestos contaminated mulch [redacted]
Importance: High

Hi Andrew,

Can you please confirm 12th of August will be remediation date commencement?

Best Regards,

Schedule 2.2(a)(ii)

From: Sinfield, Andrew <Andrew.Sinfield@act.gov.au>
Sent: Friday, July 12, 2024 4:12 PM
To: [redacted] <[\[redacted\]@ljhookerstrata.com.au](mailto:[redacted]@ljhookerstrata.com.au)>
Subject: Removal of asbestos contaminated mulch [redacted]

OFFICIAL

Good afternoon [redacted]

Per our discussion today, I've included the information I sent through to [redacted] earlier this week. As mentioned, my current aim is to start the 12th of August. There is the potential for this date to change either way depending on circumstances, but that is my current best guess for a start date. I'm conscious of the concerns your tenants have about how long it has taken to get the work done, so I will attempt to have the work carried out earlier if possible. As mentioned below I've got some planning documents coming from the head contractor early next week, which will hopefully give me a better idea of the exact time frame that we'll be able to start the work out at [redacted]. Once I've got this I will contact you to provide information back to your tenants.

Ball, Kirstie

From: Schedule 2.2(a)(ii) @ljhookerstrata.com.au >
Sent: Tuesday, 6 August 2024 5:03 PM
To: Schedule 2.2(a)(ii) Sinfield, Andrew
Subject: RE: Schedule 2.2(a)(ii) Asbestos removal

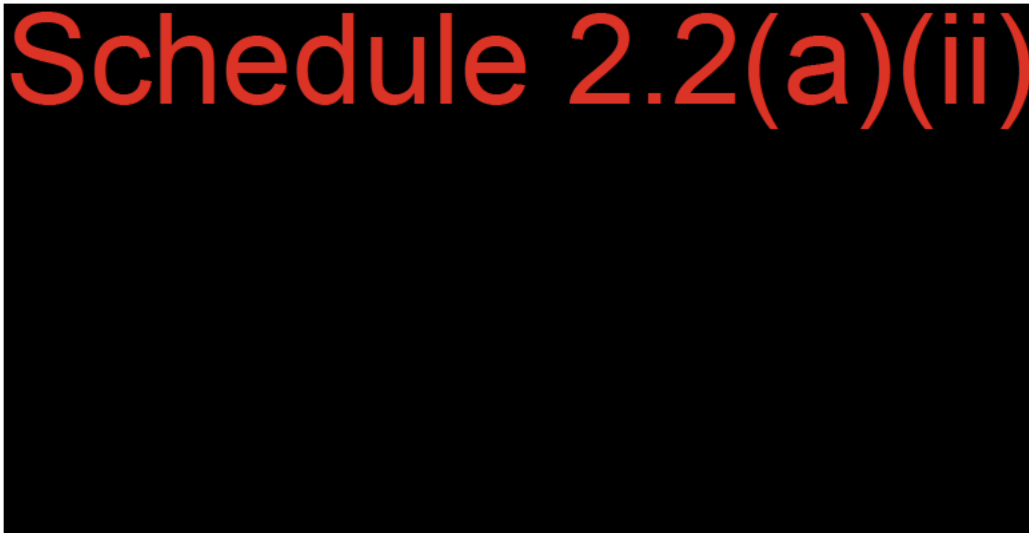
OFFICIAL

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Good Afternoon,

Can you please confirm if the mulch is going to be rectified on the Week of the 12th Aug as outlined below?

Kind regards,



Please read our [Zero Tolerance Policy](#), we will always treat you respectfully and ask that you do the same.

**Have you seen our
Resident & Owner app?**

Exclusive to LJ Hooker Strata ACT



Ball, Kirstie

From: Schedule 2.2(a)(ii)@ljhookerstrata.com.au>
Sent: Friday, 16 August 2024 11:57 PM
To: Phelan, Andrew
Subject: Re: Removal of asbestos contaminated mulch Schedule 2.2(a)(ii)

OFFICIAL

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Thanks Andrew.

I appreciate your response.

I hope you enjoy the weekend!

Kind Regards,

Schedule 2.2(a)(ii)

From: Phelan, Andrew <Andrew.Phelan@act.gov.au>
Sent: Friday, August 16, 2024 10:48:02 PM
To: Schedule 2.2(a)(ii)@ljhookerstrata.com.au>
Subject: FW: Removal of asbestos contaminated mulch Schedule 2.2(a)(ii)

OFFICIAL

Hi Schedule 2.2

Apologies for the delay in response to your emails, Andrew has had to take unscheduled leave. I've redirected the email to the project team who will be in touch shortly.

In the meantime, if you could direct any further questions/correspondence to actpg@act.gov.au marked for the Senior Director, Property Maintenance and Upgrades.

Regards

Andrew Phelan (he/him) | Director
Intake, Security and Property Operations, Integrated Facilities Management
Phone: Schedule 2.2(a)(ii) Email: andrew.phelan@act.gov.au
ACT Property Group | Major Projects Canberra | ACT Government
GPO Box 158 Canberra City ACT 2601 | www.act.gov.au/majorprojectscanberra

I acknowledge the Ngunnawal people as traditional custodians of the ACT and recognise any other people or families with connection to the lands of the ACT and region. I acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.

From: Major Projects Canberra Enquiries <majorprojectscanberra@act.gov.au>
Sent: Friday, August 16, 2024 10:58 AM
To: Phelan, Andrew <Andrew.Phelan@act.gov.au>
Subject: FW: Removal of asbestos contaminated mulch Schedule 2.2(a)(ii)

OFFICIAL

Hi Andrew
Could you contact [redacted] in Andrew Sinfield's absence?
Many thanks
Tania

From: Schedule 2.2(a)(ii)@ljhookerstrata.com.au>
Sent: Thursday, August 15, 2024 1:29 PM
To: Sinfield, Andrew <Andrew.Sinfield@act.gov.au>; Major Projects Canberra Enquiries <majorprojectscanberra@act.gov.au>
Cc: Schedule 2.2(a)(ii)@ljhookerstrata.com.au>
Subject: RE: Removal of asbestos contaminated mulch Schedule 2.2(a)(ii)

OFFICIAL

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Hi,

Still no communication and unable to get through via phone, can someone please call me immediately?

Best Regards,

Schedule 2.2(a)(ii)

From: Schedule 2.2(a)(ii)
Sent: Tuesday, August 13, 2024 11:22 AM
To: 'Sinfield, Andrew' <Andrew.Sinfield@act.gov.au>; 'majorprojectscanberra@act.gov.au'

Ball, Kirstie

From: Schedule 2.2(a)(ii)@ljhookerstrata.com.au>
Sent: Wednesday, 10 July 2024 10:39 AM
To: Sinfield, Andrew
Cc: Schedule 2.2(a)(ii)
Subject: RE: Schedule 2.2(a)(ii) Asbestos removal

OFFICIAL

Good Morning Andrew,

Perfect thank you for advising me of this. We will make note of this tentative date.

Kind Regards,

Schedule 2.2(a)(ii)

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From: Sinfield, Andrew <Andrew.Sinfield@act.gov.au>
Sent: Tuesday, July 9, 2024 2:33 PM
To: Schedule 2.2(a)(ii)@ljhookerstrata.com.au>
Cc: Schedule 2.2(a)(ii)@ljhookerstrata.com.au>
Subject: RE: Schedule 2.2(a)(ii) Asbestos removal

OFFICIAL

Good afternoon [redacted],

No problem, we appreciate that the process has taken a significant amount of time and the home owners are likely getting frustrated about the delay. At this stage I am only able to give you a tentative date, but the current aim is to start the week of the 12th August.

The initial clean up works at other sites has progressed more quickly than expected, which will potentially allow us to get to your site a little quicker than originally anticipated. However, one of the other sites that is coming up will be a more complex remediation, so I am concerned that we may have some delays there that will cost us the time we've been able to make up so far. Based on this, the 12th August is my current best estimate to start work [redacted]
 Schedule 2.2(a)(ii)

I am currently waiting on some additional information from the head contractor which I expect next week, which should give us a firmer picture of when exactly we will be able to start [redacted] Schedule 2.2(a)(ii). Once I have received this, I will contact you to give you an update. However if you have any other questions or concerns in the meantime, please contact me.

Regards,

Andrew Sinfield
Integrated Facilities Management | Intake, Security and Property Operations
 Telephone: 02 6205 0299 [redacted] Schedule 2.2(a)(ii) | andrew.sinfield@act.gov.au
ACT Property Group | Major Projects Canberra | ACT Government
 GPO Box 158 Canberra City ACT 2601 | www.act.gov.au/majorprojectscanberra



I acknowledge the Ngunnawal people as the traditional custodians of the ACT. I value their continuing care of country and pay my respects to their elders both past and present.

From: Schedule 2.2(a)(ii)@ljhookerstrata.com.au>
Sent: Monday, July 8, 2024 4:01 PM
To: Sinfield, Andrew <Andrew.Sinfield@act.gov.au>
Cc: Schedule 2.2(a)(ii)@ljhookerstrata.com.au>
Subject: RE: Schedule 2.2(a)(ii) - Asbestos removal
Importance: High

OFFICIAL

Good Afternoon Andrew,

I was hoping to find out if you have a date booked at this point I time as we are meeting with the Owners Corporation tonight and know they will ask.

Kind Regards,

Schedule 2.2(a)(ii)

**Have you seen our
Resident & Owner app?**

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Cc: [Schedule 2.2\(a\)\(ii\)@ljhookerstrata.com.au](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au)
 Subject: RE: [Schedule 2.2\(a\)\(ii\)](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au) Asbestos removal

OFFICIAL

Good afternoon [Schedule 2.2\(a\)\(ii\)](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au)

My apologies for the lack of updates, we have had some delays but the contractor has now been engaged and is starting work on the program early next month. Based on the current program schedule, we are expecting work to start mid to late August for the complex [Schedule 2.2\(a\)\(ii\)](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au). The exact start date will depend on the removal work being carried out at other sites, but I am currently anticipating the week of the 19th or 26th as likely start dates.

I should have a better idea of an exact start date mid-July after we've seen how quickly work is progressing. At this stage, I will contact you to advise, and discuss how the remediation will be carried out for the site.

I apologise for the inconvenience this has caused both you and your tenants, and appreciate your patience. If you have any further questions, please feel free to contact me to discuss.

Regards,

Andrew Sinfield

Integrated Facilities Management | Intake, Security and Property Operations

Telephone: 02 6205 0299 [Schedule 2.2\(a\)\(ii\)](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au) andrew.sinfield@act.gov.au

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Chief Minister, Treasury and
Economic Development

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From: [Schedule 2.2\(a\)\(ii\)@ljhookerstrata.com.au](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au)
 Sent: Tuesday, June 25, 2024 3:01 PM
 To: Sinfield, Andrew <Andrew.Sinfield@act.gov.au>
 Cc: [Schedule 2.2\(a\)\(ii\)@ljhookerstrata.com.au](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au)
 Subject: [Schedule 2.2\(a\)\(ii\)](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au) Asbestos removal
 Importance: High

You don't often get email from [Schedule 2.2\(a\)\(ii\)@ljhookerstrata.com.au](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au). [Learn why this is important](#)

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Good Afternoon Andrew,

I was hoping to seek an update in regard to the removal of Asbestos from [Schedule 2.2\(a\)\(ii\)](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au) [Schedule 2.2\(a\)\(ii\)](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au)?

Kind Regards,

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Resident & Owner app?**

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From: [MPC, ACTPG](#)
To: [Sinfield, Andrew](#)
Subject: ***Forwarded to Andrew Sinfield*** FW: Update on contaminated mulch **Schedule 2.2(a)(ii)**
Date: Wednesday, 22 May 2024 3:53:00 PM
Attachments: [image004.png](#)
[image005.png](#)

Regards,

Andrew Sinfield

Integrated Facilities Management | Intake, Security and Property Operations

Telephone: 02 6205 0299 | **Schedule 2.2(a)(ii)** | andrew.sinfield@act.gov.au

ACT Property Group | Major Projects Canberra | ACT Government

GPO Box 158 Canberra City ACT 2601 | www.act.gov.au/majorprojectscanberra



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From: **Schedule 2.2(a)(ii)** @ljhookerstrata.com.au>
Sent: Wednesday, May 22, 2024 10:26 AM
To: MPC, ACTPG <actpg@act.gov.au>
Subject: RE: Update on contaminated mulch **Schedule 2.2(a)(ii)**

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Thanks Andrew.

Any update here?

Best Regards,

Schedule 2.2(a)(ii)

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From: MPC, ACTPG <actpg@act.gov.au>

Sent: Friday, April 26, 2024 3:34 PM

To: [Schedule 2.2\(a\)\(ii\)@ljhookerstrata.com.au](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au)

Subject: Update on contaminated mulch [Schedule 2.2\(a\)\(ii\)](#)

Good afternoon [Schedule 2](#)

My apologies for the delay in getting back to you, we spoke late last week about you wanting to send some comms out regarding the asbestos contaminated mulch for the [Schedule 2.2\(a\)\(ii\)](#) [Schedule 2](#). I said that I would send through some information that you could potentially include with the comms outlining the hazards of asbestos, and how the clean-up will be handled. I have included this below; hopefully it covers everything. If you wanted to clarify any of the points please let me know.

You also asked about the possibility of doing weeding or similar garden maintenance of plants in the affected area. The advice I have received about this is it that you would need to follow the requirements outlined in the prohibition notice from WorkSafe ACT. Do you have a copy of this? I haven't seen the actual prohibition notice myself, but my assumption is that it would likely prevent ground maintenance until the mulch has been remediated. If you continue to get complaints regarding the weeding, please let me know and I can see whether WorkSafe ACT can advise of any interim measures they'd be happy with.

Also to give you a bit of an update on how things are progressing, we're currently carrying out some due diligence before seeking final approval to proceed with the work. I am hoping to have a confirmed schedule next week, and will then contact you to confirm that the proposed dates are suitable.

Please feel free to contact me if you have any additional questions about the program.

Regards,
Andrew

HAZARDS OF ASBESTOS AND ADVICE ON SITE MANAGEMENT

- A licensed asbestos assessor has assessed the site and confirmed that the risk of exposure to airborne asbestos fibres from bonded asbestos is low.
- The majority of asbestos detected on site is bonded asbestos, where the asbestos is included with another solid material. Example of this include asbestos cement, fibro sheets and vinyl floor tiles.

- There was also a small amount of friable asbestos detected on site. Friable asbestos is more dangerous because it can break up into fine particles that are easily inhaled.
- The licensed asbestos assessor, via WorkSafe ACT, has provided advice on suitable safety measures to be taken until the asbestos contaminated mulch can be cleaned up and removed from site. These measures have been deemed appropriate for both the bonded and friable asbestos.
- It is however important that the contaminated mulch on site is not disturbed, handled, or disposed of until the asbestos contaminated mulch has been removed from the site, and the site has been certified clear of asbestos. Please do not undertake any gardening or weeding or landscaping in and around this contaminated mulch.
- You should also make sure your children and anyone else visiting your property - including pets - do not disturb, handle, or dispose of this contaminated mulch.
- The ACT Government will be carrying out a program to clean-up and remove the contaminated mulch, and replace it with new mulch.
- As part of the clean-up process, a licensed asbestos removalist will remove the contaminated mulch from site following all required procedures. They will ensure that all potentially contaminated mulch has been removed from site.
- As part of the clean-up, air monitoring will be carried out on site to detect any asbestos fibres. If non-background asbestos fibres are detected, further clean-up works will be carried out to ensure all of the contaminated mulch has been removed from site.
- The air monitoring will identify any potential migration of asbestos fibres to nearby plants etc, which will then be included in the clean-up process.
- Once the clean-up has been completed, a certificate will be issued by a licensed asbestos assessor certifying that the impacted areas are free of asbestos.

Regards,

Andrew Sinfield

Integrated Facilities Management | Intake, Security and Property Operations

Telephone: 02 6205 0299 | [Schedule 2.2\(a\)\(ii\)](#) | andrew.sinfield@act.gov.au

ACT Property Group | Major Projects Canberra | ACT Government

GPO Box 158 Canberra City ACT 2601 | www.act.gov.au/majorprojectscanberra



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From: [MPC, ACTPG](#)
To: [Schedule 2.2\(a\)\(i\)](#)
Subject: RE: Contaminated Mulch - [Schedule 2.2\(a\)\(ii\)](#)
Date: Thursday, 11 April 2024 9:02:00 AM
Attachments: [Schedule 2.2\(a\)\(ii\)](#)
[image005.png](#)
[image009.png](#)

OFFICIAL

Good morning [Schedule 2](#)

Sorry! Please find the map attached.

Regards,

Andrew Sinfield

Integrated Facilities Management | Intake, Security and Property Operations

Telephone: 02 6205 0299 | [Schedule 2.2\(a\)\(ii\)](#) | andrew.sinfield@act.gov.au

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From: [Schedule 2.2\(a\)\(ii\)](#) @ljhookerstrata.com.au>
Sent: Wednesday, April 10, 2024 10:40 PM
To: MPC, ACTPG <actpg@act.gov.au>
Subject: **fwd to andrew sinfield** RE: RE: Contaminated Mulch - [Schedule 2.2\(a\)\(ii\)](#)

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Thanks Andrew.

There is no attachment here.

Would you mind re sending?

Best Regards,

From: [REDACTED]
To: MPC, ACTPG
Subject: Automatic reply: RE: Contaminated Mulch - [REDACTED]
Date: Monday, 8 April 2024 4:19:30 PM

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Hello,

Please note I am currently out of the office.

We will respond to your email as soon as practicable on our return.

If your matter is **an emergency** and you need immediate assistance, please contact 1800 383 333.

What constitutes URGENT or EMERGENCY MAINTENANCE?

- (a) a burst water service;
- (b) a blocked sewer system;
- (c) a serious roof leak;
- (d) a gas leak;
- (e) a dangerous electrical fault;
- (f) flooding or serious flood damage;
- (g) serious storm or fire damage;
- (h) a failure of gas, electricity or water supply to the premises;
- (i) a failure or breakdown of any service on the premises essential for hot water, cooking, heating, cooling or laundering;
- (j) a fault or damage that causes the residential premises to be unsafe or insecure;
- (k) a fault or damage likely to cause injury to person or property;
- (l) a serious fault in any common area door, staircase, lift or other common areas that inhibits or unduly inconveniences the tenant in gaining access to and use of the premises.

Please be aware:

If you do contact our after-hours line, relevant costs will be recovered from the unit.

If you are a tenant and your emergency is specific to your unit, you may wish to refer to your lease agreement for relevant trade contacts.

In the event of lock out situation, we will be unable to assist, and you will need to contact a locksmith.

Regards,

[REDACTED]
[REDACTED]
[REDACTED]

Schedule 2.2(a)(ii)

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From: MPC, ACTPG <actpg@act.gov.au>

Sent: Monday, April 8, 2024 4:19 PM

To: [Schedule 2.2\(a\)\(ii\)@ljhookerstrata.com.au](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au)

Subject: RE: RE: Contaminated Mulch - [Schedule 2.2\(a\)\(ii\)](#)

OFFICIAL

Good afternoon [Schedule 2](#)

Thank you for getting back to me. We attended site on Friday and did a walk around to determine the scope of works. We're currently in the planning stage with the asbestos removalist to determine the best way to do the remediation, and when we can carry it out.

Based on the size of the site, we are thinking that we'll likely need to break up the remediation into stages to minimize impact on individual properties. The plan would still be to tackle the entire site in one go, but may be that we look at fully remediating each area within the site before moving on to the next area. We'll continue to discuss the best option internally and let you know once we have a solid plan in place.

In terms of time frames, there will be a program of remediation work across multiple sites. There is [Schedule 2.2\(a\)\(ii\)](#) that we will be managing; I expect that we will do these two complexes together, either at the start or the end of the remediation program. Again, we're still discussing this internally and I'll let you know once we've got a better idea of how we will manage this.

One thing I did want to confirm with you is the exact locations for the mulch. I've done up a quick map highlighting the various mulch locations. I've made a couple of assumptions here:

- All areas highlighted in red are from the same contaminated supply of mulch and need to be cleaned up and replaced.
- All areas highlighted in green do not need to be cleaned up and replaced. [Schedule 2.2\(a\)\(ii\)](#)

[Schedule 2.2\(a\)\(ii\)](#) Some of these areas have mulch, but it appears to be of a different sort; I am assuming this has either been done separately, or is not an area you

are responsible for.

- The areas highlighted in yellow are the sloped areas leading down to the visitor's carpark/upper pathway. There appears to be a fair amount of established ground cover in these areas, so I wasn't sure if they had been done at the same time as the rest of the mulch; I wanted to confirm that these are also potentially contaminated areas. If you are not sure, we will treat them as such.

Could you please confirm whether the above assumptions are correct, and clarify regarding the sloped area? Hopefully the map makes sense, if not please let me know and I'll sort something else out.

Regards,

Andrew Sinfield

Integrated Facilities Management | Intake, Security and Property Operations

Telephone: 02 6205 0299 **Schedule 2.2(a)(ii)** | andrew.sinfield@act.gov.au

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Chief Minister, Treasury and
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From: **Schedule 2.2(a)(ii)** @ljhookerstrata.com.au>

Sent: Thursday, April 4, 2024 3:24 PM

To: MPC, ACTPG <actpg@act.gov.au>

Subject: RE: Contaminated Mulch - **Schedule 2.2(a)(ii)**

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Hello Andrew,

Many thanks for your email.

I was concerned it was a prank when I couldn't become in touch with you.. Haha.

Excellent – I will circulate comms to all owners – once you have attended site, please give me a

Andrew Sinfield

Integrated Facilities Management | Intake, Security and Property Operations

Telephone: 02 6205 0299 | [Schedule 2.2\(a\)\(ii\)](#) | andrew.sinfield@act.gov.au

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From: [Schedule 2.2\(a\)\(ii\)@ljhookerstrata.com.au](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au)>

Sent: Wednesday, April 3, 2024 12:06 PM

To: ACTPG <actpg@act.gov.au>

Subject: **Andrew Sinfield to action** Contaminated Mulch - [Schedule 2.2\(a\)\(ii\)](#)

Importance: High

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[Learn why this is important](#)

Hi All,

I received a call yesterday regarding the remediation of the contaminated mulch, as well as the replenishment of this. ACT Govt have agreed to cover all costs associated. Outbound number is not allowing me to connect and reads 02 6205 0299

Can you please ensure something is sent through in writing to formalise this arrangement ASAP so I can notify the owners within the development?

I have attached some information from WorkSafe who are advising they do not deal with this anymore.

Best Regards,

Schedule 2.2(a)(ii)

Schedule 2.2(a)(ii)

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Ball, Kirstie

From: Schedule 2.2(a)(ii)@ljhookerstrata.com.au>
Sent: Friday, 15 March 2024 12:37 PM
To: WorkSafe_Asbestos
Cc: Schedule 2.2(a)(ii)
Subject: RE: Prohibition Notice Schedule 2.2(a)(ii)

Hello Schedule 2.2(a)(ii)

LJ Hooker Strata ACT is the managing agent so we will remain as the contact to act on behalf of the owners corporation.

LJ Hooker Strata ACT olds no responsibility for the remediation and this will be the responsibility of the owners corporation, however, we will coordinate and facilitate the process as part of our management functions.

Best Regards,

Schedule 2.2(a)(ii)

From: Schedule 2.2(a)(ii)@worksafe.act.gov.au> On Behalf Of WorkSafe_Asbestos
Sent: Friday, March 15, 2024 12:30 PM
To: Schedule 2.2(a)(ii)@ljhookerstrata.com.au>
Cc: Schedule 2.2(a)(ii)@ljhookerstrata.com.au>; Schedule 2.2(a)(ii)@worksafe.act.gov.au>
Subject: RE: Prohibition Notice Schedule 2.2(a)(ii)

Good afternoon Schedule 2.2(a)(ii)

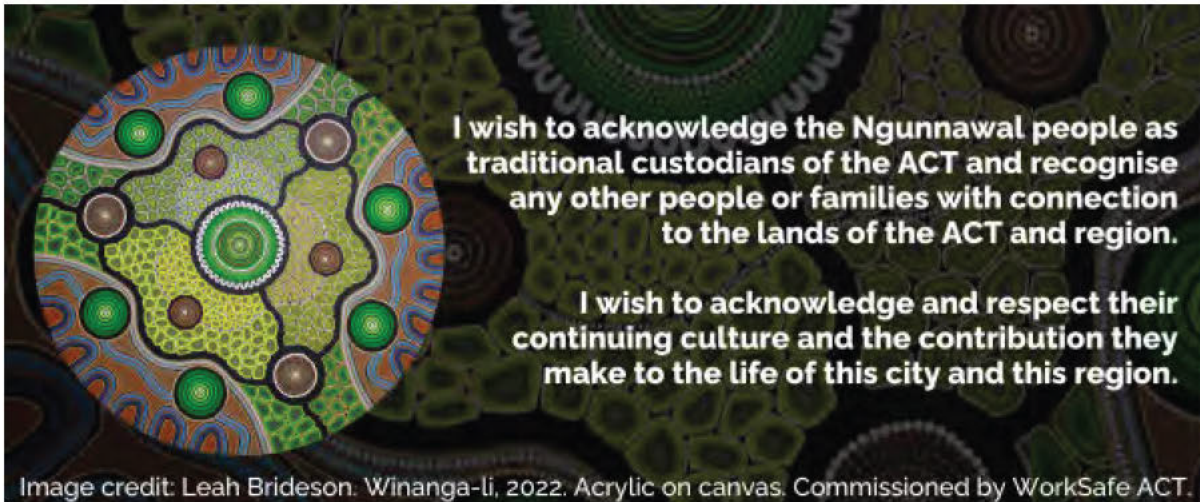
Could you please provide the details of director /responsible person for business entity Schedule 2.2(a)(ii) or are you still going to be the responsible person the site.

Thank you

Kind Regards

Schedule 2.2(a)(ii)

WORKSAFEACT



From: [Schedule 2.2\(a\)\(ii\)@ljhookerstrata.com.au](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au)
Sent: Friday, March 15, 2024 11:47 AM
To: WorkSafe <WorkSafe@worksafe.act.gov.au>
Cc: [Schedule 2.2\(a\)\(ii\)@worksafe.act.gov.au](mailto:Schedule 2.2(a)(ii)@worksafe.act.gov.au); [Schedule 2.2\(a\)\(ii\)@ljhookerstrata.com.au](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au)
Subject: RE: Prohibition Notice [Schedule 2.2\(a\)\(ii\)@ljhookerstrata.com.au](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au)
Importance: High

Some people who received this message don't often get email from [Schedule 2.2\(a\)\(ii\)@ljhookerstrata.com.au](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au). [Learn why this is important](#)

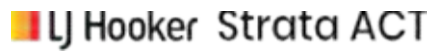
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Hi Team,

Details to change on prohibition letter.

Schedule 2.2(a)(ii)

W: ljhookerstrata.com.au



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From: WorkSafe ACT <worksafe@act.gov.au>
Sent: Thursday, March 14, 2024 8:05 AM
To: [Schedule 2.2\(a\)\(ii\)@ljhookerstrata.com.au](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au)
Cc: [Schedule 2.2\(a\)\(ii\)@act.gov.au](mailto:Schedule 2.2(a)(ii)@act.gov.au)
Subject: Prohibition Notice [Schedule 2.2\(a\)\(ii\)](mailto:Schedule 2.2(a)(ii)@act.gov.au)

Hi,
Please see attached PDFs to view a copy of your Notice.

[Schedule 2.2\(a\)\(ii\)](mailto:Schedule 2.2(a)(ii)@act.gov.au)
[Redacted]
[Redacted]
[Redacted]

For any further information please contact WorkSafe on:
Telephone: (02) 6207 3000
Facsimile: (02) 6205 0336
Email: worksafe@act.gov.au

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Ball, Kirstie

Subject: ACT Cladding Morning Tea
Start: Fri 01/11/2024 9:30 AM
End: Fri 01/11/2024 9:30 AM
Recurrence: (none)
Organizer: Events

Some people who received this message don't often get email from events@lannock.com.au. [Learn why this is important](#)

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Hi there,

We are very excited for you to join Lannock Strata Finance and ACT Cladding Concessional Team for morning tea.

The Canberra Rex Hotel
150 Northbourne Avenue, Braddon

Tuesday 27th February 2024
10 am



The primary objective of this morning tea is to facilitate collaboration and communication between strata managers and project managers, with a focus on establishing clear and effective communication channels. In this session, we will focus on the invoicing process to reduce potential delays in the payment of invoices.

We are almost at capacity, please dont miss out. Let us know asap if you can attend. We look forward to seeing you then.



Lannock Sydney, Suite 18.01 Level 18, 227 Elizabeth St, Sydney, NSW 2000, Australia, 1300851585

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ACT Cladding Program

Checklist for owners corporations who need to undertake an Investigation and Tender Stage and then go to remediation

This check-list covers the application and assessment process and the steps you need to undertake to move eligibility assessment to investigation and tender to remediation and repayment.

Background reading



- Read the below Guidelines to the Concessional Loan, which are available at act.gov.au/cladding:
 - > Concessional Loan Quick Guide
 - > Concessional Loan Application and Assessment Guidelines
 - > Concessional Loan Remediation Guidelines
 - > Documents under the "Useful tools" link on the "Information for owners" page on the cladding website.



The Investigation and Tender Stage

- Complete an application for eligibility assessment and submit. This form is available at: **Concessional Loan - Major Projects Canberra (act.gov.au)**.
No other information is needed as the Cladding Team should have a copy of the testing and assessment report for your building.
- The Cladding Team will review your application within 1 business day. If further information is needed you will receive an email from the Cladding Team specifying the information or documents needed.
- Once you have provided all the information requested by the Cladding Team, they will review your eligibility and send you an email advising of the outcome of your application within **ten business days** after the day on which they received all the information from you. If you have been found eligible for the concessional loan scheme, the Cladding Team the email sent to you will confirm that you will be assessed by Lannock Strata Finance Pty Ltd (Lannock) for the preliminary loan amount of \$110,000 (GST incl) and include:
 - > a Participation Deed, and
 - > an Authority to Disclose OC Details to Lannock.
- You will need to sign the Authority and return to us. Please send the Authority back to the Cladding Team by email at claddingprogram@act.gov.au. You do not need to sign the Participation Deed at this stage.
- Once we have received your authority to disclose, the Cladding Team will send your contact details to Lannock within one business day.
- Lannock will contact you and invite you to a loan information session.
- After you have attended the loan information session, Lannock will send you an information pack about the loan. The pack will include requests for specific credit assessment documents, you will need to provide the requested documents.
- Upon receipt of all requested documents, Lannock will undertake a credit assessment and advise you of the outcome of your loan application. If successful, Lannock will send you a draft loan agreement.

Meeting of owners corporation and signing of documents

- You will have to hold a meeting with all members of the owners corporation to decide whether to:
 - > execute the participation deed with the ACT Government
 - > execute the loan agreement with Lannock, and
 - > authorise signatories to execute the participation deed and loan contract with Lannock.
- > raise these with Lannock (speak to Ruth Smyth at 1300 295 759 or by email at actcladding@lannock.com.au) and/or
- > obtain legal advice from a solicitor (note – up to \$10,000 for the life of the loan may be spent on administrative costs, including strata managers, legal advice, accounting assistance or software).

Please note you must execute the participation deed before Lannock can finalise the loan agreement.

Please remember that you have six months from the execution of the loan contract with Lannock to finalise the investigation and tender stage.

- If you have any questions regarding the motions or facility agreement, you can:

- If you decide to enter into the participation deed and the loan contract with Lannock, you will need to:
 - > send the Cladding Team a copy of the executed participation deed and the minutes of the meeting in which the owners corporation agreed to execute the participation deed
 - > Post the following original documents to Lannock Strata Finance at Unit 18.01, Level 18, 227 Elizabeth Street Sydney 2000:
 - wet copy executed Loan agreement, and
 - minutes of the Meeting in which the relevant resolutions were passed.

Please note you will start paying interest on all amounts drawn-down in the Investigation and Tender stage.

- Once both agreements have been fully executed, you need to hire a building industry service provider to take off the cladding and investigate the external wall. On most occasions this will be a builder, but it may also be a façade or structural engineer. The building industry service provider will provide you with a report of the work that needs to be done on the external wall.

Please note some work on the external wall is not permitted to be done using concessional loan funds, including:

- > any changes to windows
- > any pre-existing defects not related to combustibility
- > replacement of extensive mould, and
- > replacement of extensive rotting timber.

Please note any works estimated to cost above \$1 million require the involvement of a project manager. If you think that your costs will exceed \$1 million it may be advisable for you to hire a project manager to assist you with the investigation of the external wall and the tender process.

- Once you have undertaken the investigation of the external wall, you will then need to undertake a tender process to attract a builder who is able to undertake the work needed. In your tender documents you need to include a list detailing the works needed to be done regarding the cladding remediation and the external wall (Scope of Works).

- Once you have undertaken the site investigation of the external wall and the tender process you will need to submit to the ACT Government:

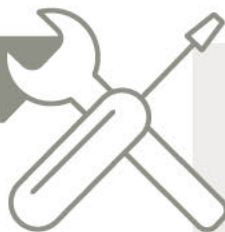
- > the investigation report of the external wall
- > the scope of works
- > the winning tender, and
- > the proposed building contract.

You can submit these documents to us by email at Claddingprogram@act.gov.au. Please note the name of the building in the subject line along with the words “Concessional Loan - Investigation and Tender Documents”.

- The ACT Government will then review all the documents to make sure:
 - > the documents are internally consistent
 - > the cladding remediation and works on the external wall only include eligible works
 - > any ineligible works not to do with cladding or allowed works on the external wall have been properly identified (please note that it is our preference that eligible and non-eligible works be in separate building contracts)
 - > that the building contract for the eligible works include a milestone schedule, the last of which is at least 10 per cent of the entire loan contract and is after:
 - the Cladding Team has received a Recycling Outcomes Report
 - the ACT Government has issued a Certificate of Occupancy.

- Once the ACT Government has reviewed your tender documents and proposed building contract and is satisfied that it includes all relevant information and the last payment milestone is appropriate, the Cladding Team will send an email to Lannock advising them of this and giving them approval to undertake a second credit assessment.

The Remediation Stage



- As noted Lannock may undertake a second credit assessment if required. However, regardless of whether this assessment is undertaken they will check that you have a source of funds equating to 10 per cent of the building contract to fund any work that is not permitted under the concessional loan.
- After Lannock have undertaken their processes, they will send you another draft loan agreement, which will include any drawn amounts from the investigation and tender stage.

Meeting of owners corporation and signing of documents

- You will have to hold a meeting with all members of the owners corporation to decide whether to execute the loan agreement with Lannock. After this meeting, please send the original wet copy of your executed loan contract, and the minutes of the meeting to Lannock.

Please remember that you have 24 months from the execution of the loan contract with Lannock to finalise the cladding remediation, any make-good works and any works on the external wall.

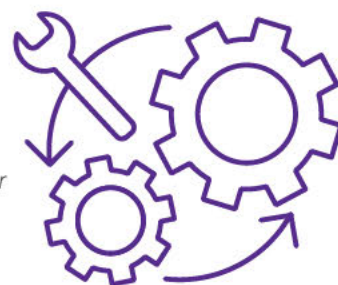
Undertaking the remediation

Choosing your service providers and letting the Cladding Team know

- Remember that you can only contract with architects, builders, certifiers, façade or structural engineers, fire engineers, project managers, and quantity surveyors who are either on the Register of Suppliers or eligible to join the Register.
- Once you have hired your service providers from the above list, you will need to advise the Cladding Team of the name of your service providers. You can do this by emailing the Cladding Team at claddingprogram@act.gov.au.

Payments, the Recycling Report and last milestone payment

- During the remediation you will have to send any receipts to Lannock who will pay directly into the owners corporation nominated bank account so you can pay your building industry service providers involved in the remediation.
- Once the combustible cladding has been removed it must be recycled. Please seek a Recycling Outcomes Report from your builder and send to us before the last milestone payment. Please note the Cladding Team will not approve the payment of the last milestone by Lannock until we have received this report.



Please note if your builder or project manager is unsure what has to be provided as the Recycling Outcomes Report, please ask them to contact the Cladding Team as we will be able to give them advice on what is needed.

- Before the last milestone payment, your building certifier must certify that the remediation works are completed in accordance with the building approval. After this is done, your building certifier will submit to Access Canberra an application for a Certificate of Occupancy. A copy of the Certificate of Occupancy will be sent to you. Please provide a copy of this certificate to:
 - your builder who can then issue their last invoice, and
 - the Cladding Team, who will then approve the payment of the last milestone payment.



Remember:

- > to contact the Cladding Team if you have any concerns about the process or the timeframes
- > that you will have to execute at least **three contracts**:
 - the participation deed
 - the first contract with Lannock (for investigation and tender funds)
 - the second contract with Lannock (for remediation funds).

You may also have to enter into another contract with another financial institution if that is how you are obtaining access to a source of funds for ineligible works (10% of the loan contract).

- > that you will need to send **five sets of documents** to the Cladding Team to progress your loan:
 - the application and any supporting documents
 - an executed Participation Deed
 - the investigation report from the external work, scope of works, winning tender and proposed building contract
 - the Certificate of Occupancy, and
 - the Recycling Outcomes Report.



Ball, Kirstie

From: Schedule 2.2(a)(ii) [redacted]@ljhookerstrata.com.au>
Sent: Tuesday, 21 May 2024 9:45 AM
To: Handley, Martin
Subject: RE: Schedule 2.2(a)(ii) [redacted]

OFFICIAL: Sensitive

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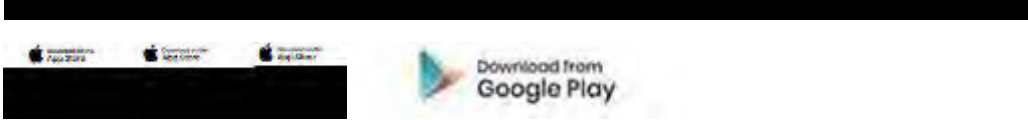
Hi Martin,

My apologies for the dela, I have unfortunately been away from the office. The OC decided to proceed with the Special Levy rather than the loan.

If you have any questions, please do not hesitate to contact me.

Kind Regards

Schedule 2.2(a)(ii)



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From: Handley, Martin <Martin.Handley@act.gov.au>
Sent: Wednesday, May 15, 2024 4:40 PM
To: [Schedule 2.2\(a\)\(ii\)](#) @ljhookerstrata.com.au>
Subject: RE: [Schedule 2.2\(a\)\(ii\)](#)

OFFICIAL: Sensitive

Hi [Schedule 2.2\(a\)\(ii\)](#)

I hope you are well.

Last time we spoke you indicated that you expected a decision whether the OC for [Schedule 2.2\(a\)\(ii\)](#) were interested in a concessional loan, I recall this was to be decided at an OC meeting on 30 April?

Do you have an update on this for us?

Regards
Martin

From: Handley, Martin
Sent: Wednesday, April 10, 2024 12:08 PM
To: [Schedule 2.2\(a\)\(ii\)](#) @ljhookerstrata.com.au>
Cc: Srivastava, Sunila <Sunila.Srivastava@act.gov.au>; MPC cladding program <claddingprogram@act.gov.au>; Earnshaw, Cally <Cally.Earnshaw@act.gov.au>
Subject: RE: [Schedule 2.2\(a\)\(ii\)](#)

OFFICIAL: Sensitive

Hi [Schedule 2.2\(a\)\(ii\)](#)

Thanks for your email and phone call.

In addition to the Investigation Report, the documentation that is required for your application for a Final Loan is detailed in section 7.2 of the [Concessional Loan Application and Assessment Guidelines](#). (see below)

Where an Owners Corporation has undertaken a tender process or commenced remediation, they will need to also include the following documents with their application:

- the Scope of Works used for the tender process
- the Accepted Quote from the builder preferred by the Owners Corporation
- any other records or documents that indicate that the level of fire risk associated with the cladding is moderate or higher
- the building contract, if one exists, and
- the building approval, if it has been issued for the remediation works.

The 'proposed building report' should have been 'proposed building contract', our apologies for the confusion.

It would also be useful for you to refer to this [document](#), as it details the steps that follow the final loan application.

Please feel free to contact us should you wish to discuss.

Regards

Martin

From: [Schedule 2.2\(a\)\(ii\)](#) <ljhookerstrata.com.au>

Sent: Tuesday, April 9, 2024 10:24 AM

To: Handley, Martin <Martin.Handley@act.gov.au>

Cc: Srivastava, Sunila <Sunila.Srivastava@act.gov.au>; MPC cladding program <claddingprogram@act.gov.au>

Subject: RE: [Schedule 2.2\(a\)\(ii\)](#)

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Thanks Martin,

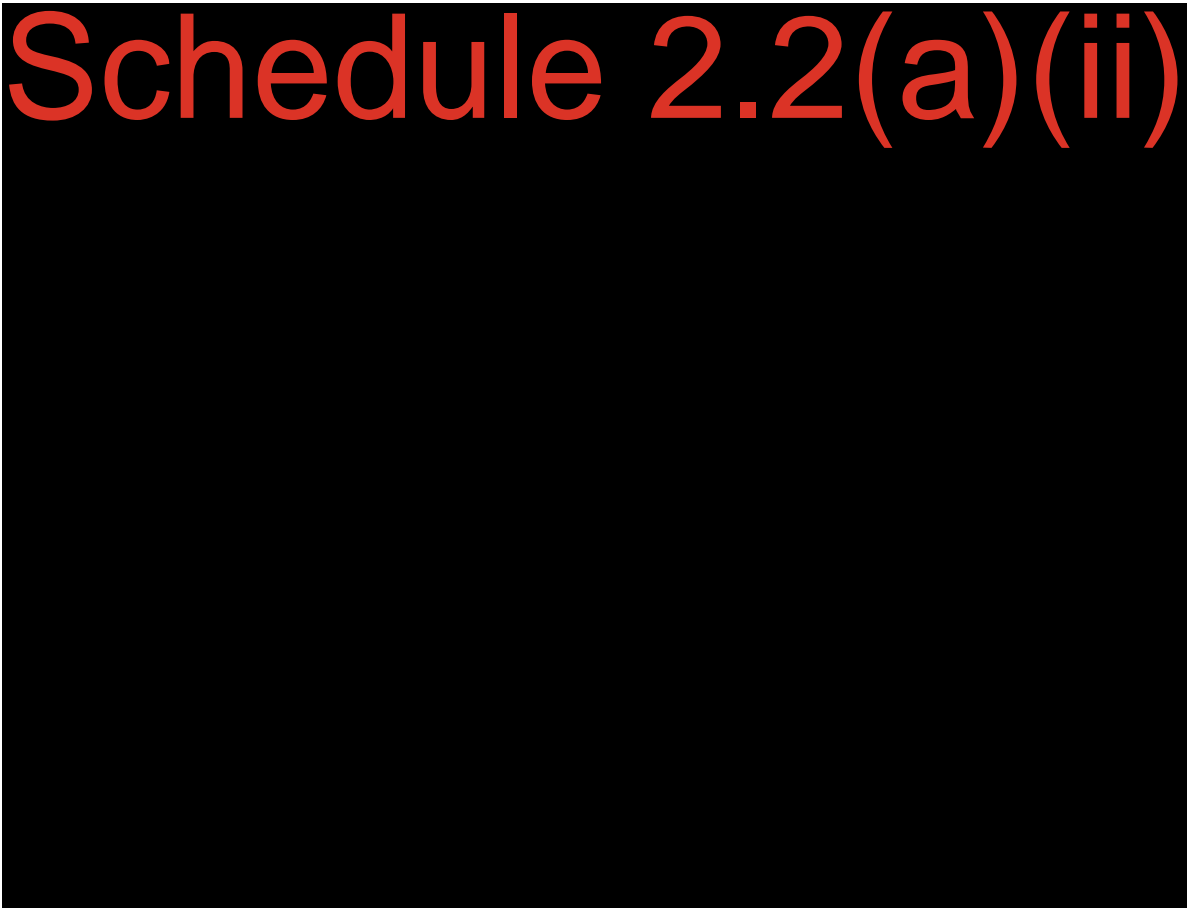
I appreciate the below information. Are you able to please also confirm what the proposed building report is and whether these 3 items are all that will be required to obtain the final loan?

If you have any questions, please do not hesitate to contact me.

Kind Regards

Schedule 2.2(a)(ii)

Schedule 2.2(a)(ii)



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From: Handley, Martin <Martin.Handley@act.gov.au>
Sent: Monday, April 8, 2024 6:19 PM
To: [Schedule 2.2\(a\)\(ii\)@ljhookerstrata.com.au](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au)
Cc: Srivastava, Sunila <Sunila.Srivastava@act.gov.au>; MPC cladding program <claddingprogram@act.gov.au>
Subject: RE: [Schedule 2.2\(a\)\(ii\)](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au)

OFFICIAL: Sensitive

Hi [redacted]

I hope you are well, Sunila forwarded me your email for response.

An investigation report seeks to establish what is behind cladding on a building, this is required to inform the tender process with a view to ensuring that the tender includes a comprehensive scope of works for a remediation.

During the investigation, a selection of panels maybe removed, or sections cut from the panels (which are then patched back up), to enable the investigation to determine any issues that can be (or need to be) rectified whilst the cladding is being replaced. This is the most logical time to undertake this whilst the panels are off the building.

We find that the majority of buildings in the Scheme (and those in other States) have issues that are rectified during remediation, these issues are normally identified during an investigation.

These issues can include water damage, missing sarking, or other items required for certification of the building. Sometimes these are because of the works at the time of construction or can be because of maintenance.

The report would contain details of the issues found during the investigation, and if they are required for certification. The report would then inform the scope of works, the scope of works would be used to tender the project.

I have reviewed the report that [redacted] provided [redacted], variously this is described as an investigation, though it does not meet what is required under the Scheme for an investigation report, rather this is what the Scheme would consider a 'test report', this is where small samples of the cladding are sent to a lab for testing to determine the combustibility of the cladding. The samples are too small (about the size of 50c coin) to enable anyone to see through the resulting hole to effectively determine what is behind the cladding as required in an investigation report.

There is some information on page 2 of this [document](#) that may assist you and who your choose to undertake the investigation.

Please feel free to contact me if you need any further information.

Regards

Martin Handley | Program Assurance Officer | Private Buildings Cladding Scheme
Portfolio and Program Management | Major Projects Canberra | ACT Government
P: 02 6205 3303 | E: Martin.Handley@act.gov.au
Callam Offices, Level 3, Pod B, 50 Easty Street, Woden ACT 2606
GPO Box 158, Canberra ACT 2601

I acknowledge the Ngunnawal people as traditional custodians of the ACT and recognise any other people or families with connection to the lands of the ACT and region. I acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.



From: **Schedule 2.2(a)(ii)** <ljhookerstrata.com.au>
Sent: Monday, April 8, 2024 3:24 PM
To: Srivastava, Sunila <Sunila.Srivastava@act.gov.au>
Cc: MPC cladding program <claddingprogram@act.gov.au>
Subject: RE: **Schedule 2.2(a)(ii)**

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Good Afternoon Sunila,

Thank you for your time on the phone and your below email. Could you please assist in confirming what the proposed building report is? Would this be one of the **Schedule 2.2(a)** reports?

Could you please also advise exactly what details are contained within the investigation report to allow me to approach **Schedule 2.2(a)(xi)** and see if they are able to urgently assist with this report?

Finally, are these the only 3 remaining documents (Participation Deed, proposed building report, investigation report) you require in order to provide the final loan confirmation to Lannock?

I apologise for getting a little upset on the phone!

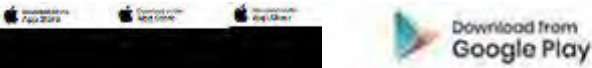
If you have any questions, please do not hesitate to contact me.

Kind Regards

Schedule 2.2(a)(ii)

Have you seen our Resident & Owner app?

Exclusive to LJ Hooker Strata ACT



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From: Srivastava, Sunila <Sunila.Srivastava@act.gov.au>
Sent: Monday, April 8, 2024 1:26 PM
To: [Schedule 2.2\(a\)\(ii\)@ljhookerstrata.com.au](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au)>
Cc: MPC cladding program <claddingprogram@act.gov.au>
Subject: RE: [Schedule 2.2\(a\)\(ii\)](#)

OFFICIAL: Sensitive

Hi [Schedule 2.2\(a\)\(ii\)](#)

I hope you are well. I have attached the Participation Deed for your signature. Would you mind providing me with (a) a copy of your proposed building report and if you have it (b) an investigation report.

If it helps, I am very happy to speak to your OC and explain the reasons for the investigation report. It does not have to be very detailed and [Schedule 2.2\(a\)\(ii\)](#) may be able to undertake the investigation themselves. I hope this helps but please let me know if there is anything else I can do to help. More than happy for you to call whenever suits, and more than happy to talk to OC if you want me to.

All the best.

Regards

Sunila

Sunila Srivastava
Project Director | Private Buildings Cladding Scheme
Program and Portfolio Management
Major Projects Canberra | ACT Government
Desk: 02 6205 4053 | M: [Schedule 2.2\(a\)\(ii\)](#) E: sunila.srivastava@act.gov.au

*Please note my mobile phone number has recently changed



From: **Schedule 2.2(a)(ii)** <l.j.hooker@strata.com.au>
Sent: Monday, April 8, 2024 12:37 PM
To: Shoilee, Rumana <Rumana.Shoilee@act.gov.au>
Cc: MPC cladding program <claddingprogram@act.gov.au>; Srivastava, Sunila <Sunila.Srivastava@act.gov.au>
Subject: RE: **Schedule 2.2(a)(ii)**

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Good Afternoon Rumana,

I have now received the following from **Schedule 2.2(a)(xi)**

Yes, these figures are correct however since this is an aged price we will need to review if there is any further delay in starting the job.

Price of materials and labour have increased substantially since we provided this tender.

Schedule 2.2(a)(xi)

As soon as we have the final loan documents, we can finalise the agenda for the General Meeting and issue to all Owners. Can you please confirm with Lannock to enable us to obtain these documents.

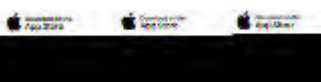
If you have any questions, please do not hesitate to contact me.

Kind Regards

Schedule 2.2(a)(ii)

**Have you seen our
Resident & Owner app?**

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From: Shoilee, Rumana <Rumana.Shoilee@act.gov.au>

Sent: Wednesday, April 3, 2024 11:18 AM

To: [Schedule 2.2\(a\)\(ii\)@ljhookerstrata.com.au](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au)

Cc: MPC cladding program <claddingprogram@act.gov.au>; Srivastava, Sunila <Sunila.Srivastava@act.gov.au>

Subject: RE: [Schedule 2.2\(a\)\(ii\)](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au)

OFFICIAL: Sensitive

Hi [redacted]

Hope you had a lovely Easter break. We have a good news for you. The Delegate has approved to include the PIR insulation to include in the loan amount so you can confirm [redacted] with this figures attached.

Kind regards
Rumana

From: [redacted]@lhookerstrata.com.au>
Sent: Wednesday, March 27, 2024 1:57 PM
To: Shoilee, Rumana <Rumana.Shoilee@act.gov.au>; Srivastava, Sunila <Sunila.Srivastava@act.gov.au>
Cc: MPC cladding program <claddingprogram@act.gov.au>
Subject: RE: [redacted]

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Thanks Rumana,

I really appreciate the assistance! Please find attached the letter from [redacted] regarding the PIR in the basement. Can you please advise if this is sufficient?

I am just confirming the final figures with [redacted] and will have this confirmation to you asap.

If you have any questions, please do not hesitate to contact me.

Kind Regards

Schedule 2.2(a)(ii)

Ball, Kirstie

From: Shoilee, Rumana
Sent: Thursday, 28 March 2024 3:26 PM
To: Schedule 2.2(a)(ii) Srivastava, Sunila
Cc: MPC cladding program
Subject: RE: Schedule 2.2(a)(ii)

OFFICIAL: Sensitive

Hi Schedule 2.2(a)(ii)

We have reached our to our Delegate regarding this and will get back to you soon.

Have a great Easter!

Kind regards
Rumana

From: Schedule 2.2(a)(ii)@ljhookerstrata.com.au>
Sent: Wednesday, March 27, 2024 1:57 PM
To: Shoilee, Rumana <Rumana.Shoilee@act.gov.au>; Srivastava, Sunila <Sunila.Srivastava@act.gov.au>
Cc: MPC cladding program <claddingprogram@act.gov.au>
Subject: RE: Schedule 2.2(a)(ii)

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Thanks Rumana,

I really appreciate the assistance! Please find attached the letter from Schedule 2.2(a)(xi) regarding the PIR in the basement. Can you please advise if this is sufficient?

I am just confirming the final figures with Schedule 2.2(a)(xi) and will have this confirmation to you asap.

If you have any questions, please do not hesitate to contact me.

Kind Regards

Schedule 2.2(a)(ii)

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From: Shoilee, Rumana <Rumana.Shoilee@act.gov.au>

Sent: Tuesday, March 26, 2024 3:06 PM

To: [Schedule 2.2\(a\)\(ii\) @ljhookerstrata.com.au](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au); Srivastava, Sunila <Sunila.Srivastava@act.gov.au>

Cc: MPC cladding program <claddingprogram@act.gov.au>

Subject: RE: [Schedule 2.2\(a\)\(ii\)](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au)

OFFICIAL: Sensitive

Hi [Schedule 2.2\(a\)\(ii\)](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au)

We usually rely on the Fire Engineer report for assessment of cladding risk levels, however, we understand that [Schedule 2.2\(a\)\(xi\)](mailto:Schedule 2.2(a)(xi)@ljhookerstrata.com.au) is a renowned builder who has done a few cladding remediation work and considering the loan amount for [Schedule 2.2\(a\)\(ii\)](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au) we will accept a letter from the builder stating the level of cladding in the PIR panels.

Thanks and regards

Rumana

From [Schedule 2.2\(a\)\(ii\)@ljhookerstrata.com.au](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au)

Sent: Tuesday, March 26, 2024 1:05 PM

To: Shoilee, Rumana <Rumana.Shoilee@act.gov.au>; Srivastava, Sunila <Sunila.Srivastava@act.gov.au>

Cc: MPC cladding program <claddingprogram@act.gov.au>

Subject: RE: [Schedule 2.2\(a\)\(ii\)](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au)

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Hi Sunila,

Could you please confirm if a letter from [Schedule 2.2\(a\)\(xi\)](mailto:Schedule 2.2(a)(xi)@ljhookerstrata.com.au) will be sufficient to incorporate the costs of removing the PIR Panels in the basement in the loan? We have an EC Meeting tonight to finalise the details for the General Meeting however, without the final loan documents cannot issue anything to the Owners.

If you have any questions, please do not hesitate to contact me.

Kind Regards

Schedule 2.2(a)(ii)

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From: Shoilee, Rumana <Rumana.Shoilee@act.gov.au>
Sent: Monday, March 18, 2024 10:42 AM
To: [Schedule 2.2\(a\)\(ii\)@ljhookerstrata.com.au](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au)

Cc: MPC cladding program <claddingprogram@act.gov.au>

Subject: RE: Schedule 2.2(a)(ii)

OFFICIAL: Sensitive

Hi Schedule 2.2(a)(ii)

You can obtain the letter from the builder, I believe it will be ok, however, I will check again with Sunila.

Regards

Rumana

From: Schedule 2.2(a)(ii)ljhookerstrata.com.au>

Sent: Wednesday, March 13, 2024 12:23 PM

To: Shoilee, Rumana <Rumana.Shoilee@act.gov.au>

Cc: MPC cladding program <claddingprogram@act.gov.au>

Subject: RE: Schedule 2.2(a)(ii)

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Hi Rumana,

Schedule 1.14

I do not believe they will provide us with a letter in relation to these panels. Can I obtain this from Schedule 2.2(a)(xi)

Schedule 2.2(a)(ii) who is the company that will be completing the work?

If you have any questions, please do not hesitate to contact me.

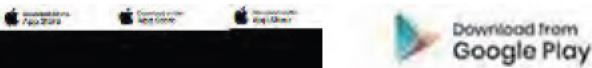
Kind Regards

Schedule 2.2(a)(ii)

Schedule 2.2(a)(ii)

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From: Shoilee, Rumana <Rumana.Shoilee@act.gov.au>
Sent: Tuesday, March 12, 2024 12:02 PM
To: [Schedule 2.2\(a\)\(ii\)@ljhookerstrata.com.au](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au)>
Cc: MPC cladding program <claddingprogram@act.gov.au>
Subject: RE: [Schedule 2.2\(a\)\(ii\)](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au)

OFFICIAL: Sensitive

H [Schedule 2.2\(a\)\(ii\)](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au)

All we need is a letter from [Schedule 2.2\(a\)\(ii\)](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au) to say that the PIR impose a moderate fire risk and you can include that in your concessional loan.

Hope this helps.

Kind regards
Rumana

From: [Schedule 2.2\(a\)\(ii\)@ljhookerstrata.com.au](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au)>
Sent: Thursday, March 7, 2024 1:45 PM

To: Shoilee, Rumana <Rumana.Shoilee@act.gov.au>
Cc: MPC cladding program <claddingprogram@act.gov.au>
Subject: RE: **Schedule 2.2(a)(ii)**

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Thanks Rumana,

Schedule 2.2(a)(xi)

If you have any questions, please do not hesitate to contact me.

Kind Regards

Schedule 2.2(a)(ii)

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From: Shoilee, Rumana <Rumana.Shoilee@act.gov.au>
Sent: Friday, March 1, 2024 2:54 PM
To: [Schedule 2.2\(a\)\(ii\)@ljhookerstrata.com.au](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au)>
Cc: MPC cladding program <claddingprogram@act.gov.au>
Subject: FW: [Schedule 2.2\(a\)\(ii\)@ljhookerstrata.com.au](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au)

OFFICIAL: Sensitive

Hi [Schedule 2.2\(a\)\(ii\)@ljhookerstrata.com.au](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au)

Thank you for your email. It's good to hear that you are progressing to organise a GM to decide on the remediation work. PIR panels in the basement are okay to include in the loan if they pose a moderate or higher fire risk.

Let me know if you have any other queries re this.

Kind regards
Rumana

From: [Schedule 2.2\(a\)\(ii\)@ljhookerstrata.com.au](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au)>
Sent: Friday, March 1, 2024 12:43 PM
To: MPC cladding program <claddingprogram@act.gov.au>
Subject: RE: [Schedule 2.2\(a\)\(ii\)@ljhookerstrata.com.au](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au)

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Good Afternoon Mel

We are now in the process of arranging the General Meeting to decide how the attached work will be funded. Could you please advise what I need to complete to have the PIR Panels in the basement included in the loan should the Owners choose to proceed?

If you have any questions, please do not hesitate to contact me.

Kind Regards

[Schedule 2.2\(a\)\(ii\)@ljhookerstrata.com.au](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au)

Schedule 2.2(a)(ii)

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From: Schedule 2.2(a)(ii)
Sent: Monday, March 20, 2023 11:57 AM
To: MPC cladding program <claddingprogram@act.gov.au>
Subject: RE: Schedule 2.2(a)(ii)

Hi Mel,

Apologies for the delay!!

Ball, Kirstie

From: Srivastava, Sunila
Sent: Tuesday, 19 March 2024 3:03 PM
To: [redacted]@ljhookerstrata.com.au
Cc: MPC cladding program
Subject: RE: **Schedule 2.2(a)(ii)**

OFFICIAL: Sensitive

Hi [redacted]

Just wondering whether you had a date for the General Meeting?

Regards

Sunila

Sunila Srivastava
Senior Director | Private Buildings Cladding Scheme
Program and Portfolio Management
Major Projects Canberra | ACT Government
Desk: 02 6205 4053 | M: [redacted] | E: sunila.srivastava@act.gov.au

*Please note my mobile phone number has recently changed



From: Purbaningrum, Melia <Melia.Purbaningrum@act.gov.au> **On Behalf Of** MPC cladding program
Sent: Friday, March 1, 2024 12:53 PM
To: Srivastava, Sunila <Sunila.Srivastava@act.gov.au>
Subject: FW: **Schedule 2.2(a)(ii)**

OFFICIAL: Sensitive

Hi Sunila,

I'm forwarding this email to you because I see in the objective file that you are their CLO.

Kind Regards

Mel

From: **Schedule 2.2(a)(ii)** <[\[redacted\]@ljhookerstrata.com.au](mailto:[redacted]@ljhookerstrata.com.au)>
Sent: Friday, March 1, 2024 12:43 PM

Ball, Kirstie

From: Srivastava, Sunila
Sent: Friday, 15 March 2024 10:28 AM
To: Schedule 2.2(a)(ii) @lannock.com.au
Cc: MPC cladding program; Shoilee, Rumana
Subject: RE: Schedule 2.2(a)(ii) Cladding Loan

OFFICIAL

Hi Schedule 2.2(a)(ii)

Thanks for your email. The Territory does not assist with motions. However, Lannock may be able to assist with you templates of motions. I have cc'd Lannock into this email, Schedule 2.2(a)(ii) is the person assisting with the ACT Cladding Concessional Loan Scheme.

If you have other questions or the OC of Schedule 2.2(a)(ii) would like to talk about the process and/or requirements for the Scheme, I would be more than happy to assist.

Regards

Sunila

Sunila Srivastava

Senior Director | Private Buildings Cladding Scheme
 Program and Portfolio Management
 Major Projects Canberra | ACT Government
 Desk: 02 6205 4053 | M: Schedule 2.2(a)(ii) | E: sunila.srivastava@act.gov.au

*Please note my mobile phone number has recently changed



From: Schedule 2.2(a)(ii) @ljhookerstrata.com.au
Sent: Friday, March 15, 2024 9:59 AM
To: Srivastava, Sunila <Sunila.Srivastava@act.gov.au>
Cc: MPC cladding program <claddingprogram@act.gov.au>; Shoilee, Rumana <Rumana.Shoilee@act.gov.au>
Subject: RE: Schedule 2.2(a)(ii)

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Hi Sulina,

Can I please follow up on the motions to put on the **Schedule 2.2(a)(ii)** agenda for approval for the owners corporation to proceed with the cladding scheme?

Kind regards,

Schedule 2.2(a)(ii)

From: **Schedule 2.2(a)(ii)**

Sent: Wednesday, January 24, 2024 4:00 PM

To: Srivastava, Sunila <Sunila.Srivastava@act.gov.au>

Cc: MPC cladding program <claddingprogram@act.gov.au>; Shoilee, Rumana <Rumana.Shoilee@act.gov.au>

Subject: RE: **Schedule 2.2(a)(ii)**

Hi Sunila,

Thanks for the advice!

I'll pass this onto the committee. 😊

Kind regards,

Schedule 2.2(a)(ii)

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From: Srivastava, Sunila <Sunila.Srivastava@act.gov.au>
Sent: Wednesday, January 24, 2024 3:42 PM
To: [Schedule 2.2\(a\)\(ii\)](#) <@ljhookerstrata.com.au>
Cc: MPC cladding program <claddingprogram@act.gov.au>; Shoilee, Rumana <Rumana.Shoilee@act.gov.au>
Subject: RE: [Schedule 2.2\(a\)\(ii\)](#)

OFFICIAL

Hi [Schedule 2.2\(a\)\(ii\)](#)

Thanks for the email.

The OC can apply for a concessional loan without having a meeting to agree to a meeting. After they put in an application, we assess it and then if the OC is eligible, we will refer them to Lannock Strata Finance who will undertake a financial check. We will also send them a participation deed for their review, the deed is an agreement with the Territory in which the OC agrees to abide by the Territory's guidelines for the Scheme.

Lannock will then contact the OC for a loan information session and ask the OC to send specific documents for a credit assessment. If they are approved by Lannock, the OC will be sent a conditional loan agreement from Lannock. If they wish to pursue the loan, the OC will then have to hold a meeting to pass motions to:

- (a) Enter into the loan agreement with Lannock
- (b) Enter into the Participation Deed with the Territory.

If the above motions are passed, the OC will then need to sign the Participation Deed and return to us along with a copy of the minutes of the meeting (as proof that the motion to enter the deed was agreed to at the meeting). The OC will also need to sign the loan agreement with Lannock and send a hard copy back to Lannock in the post, for their signature.

Lannock has templates for motions it can assist you with, sorry, but we do not provide templates or advice on motions. Just a reminder that, at this stage, concessional loan applications will close on 29 February, 2024. I will let you know if this date gets extended.

I hope this helps, but if you have any more questions, please feel free to call or email again.

Regards

Sunila

Sunila Srivastava
Senior Director | Private Buildings Cladding Scheme
Major Projects Canberra | ACT Government
Desk: 02 6205 4053 | M: [Schedule 2.2\(a\)\(ii\)](#) | E: sunila.srivastava@act.gov.au



From: **Schedule 2.2(a)(ii)** <[\[redacted\]@ljhookerstrata.com.au](mailto:[redacted]@ljhookerstrata.com.au)>
Sent: Wednesday, January 24, 2024 3:27 PM
To: Srivastava, Sunila <Sunila.Srivastava@act.gov.au>
Cc: MPC cladding program <claddingprogram@act.gov.au>; Shoilee, Rumana <Rumana.Shoilee@act.gov.au>
Subject: RE: **Schedule 2.2(a)(ii)**

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Hi Sunila,

The **Schedule 2.2(a)(ii)** committee have decided that they want to apply for the cladding concessional loan.

I'm a little out of touch with the scheme sorry. Is there a motion that needs to go on a meeting agenda? A meeting will be held before the end of Feb.

Kind regards,

Schedule 2.2(a)(ii)

From: **Schedule 2.2(a)(ii)**
Sent: Tuesday, October 24, 2023 2:42 PM
To: 'Srivastava, Sunila' <Sunila.Srivastava@act.gov.au>
Cc: 'MPC cladding program' <claddingprogram@act.gov.au>; 'Shoilee, Rumana' <Rumana.Shoilee@act.gov.au>
Subject: RE: **Schedule 2.2(a)(ii)** Cladding Loan

Hi Sunila,

Can I please confirm if you are available on Thursday at 12:30 PM?

Ball, Kirstie

From: Purbaningrum, Melia
Sent: Wednesday, 14 February 2024 10:36 AM
To: Schedule 2.2(a)(ii)
Cc: Srivastava, Sunila; Shoilee, Rumana; MPC cladding program
Subject: RE: Schedule 2.2(a)(ii)

OFFICIAL

Hi Schedule 2.2(a)(ii)

Glad I could be of assistance.

Have a nice day you too. 😊

Kind Regards

Mel

Melia Purbaningrum | Senior Project Officer | Private Buildings Cladding Scheme
Major Projects Canberra | ACT Government
D: 02 6205 3806 | E: claddingprogram@act.gov.au
Callam Offices, Level 3, Pod B, 50 Easty Street, Woden ACT 2606
GPO Box 158, Canberra ACT 2601 | www.act.gov.au

I acknowledge the Ngunnawal people as traditional custodians of the ACT and recognise any other people or families with connection to the lands of the ACT and region.
I acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.



From: Schedule 2.2(a)(ii) @ljhookerstrata.com.au>
Sent: Wednesday, February 14, 2024 9:59 AM
To: Purbaningrum, Melia <Melia.Purbaningrum@act.gov.au>
Cc: Srivastava, Sunila <Sunila.Srivastava@act.gov.au>; Shoilee, Rumana <Rumana.Shoilee@act.gov.au>; MPC cladding program <claddingprogram@act.gov.au>
Subject: RE: Schedule 2.2(a)(ii)

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Hi Mel,

Perfect, thank you. That's what I was looking for.

Hope you have a nice day. 😊

Kind regards,

Schedule 2.2(a)(ii)

From: Purbaningrum, Melia <Melia.Purbaningrum@act.gov.au>

Sent: Tuesday, February 13, 2024 5:21 PM

To: Schedule 2.2(a)(ii) <[REDACTED]@ljhookerstrata.com.au>

Cc: Srivastava, Sunila <Sunila.Srivastava@act.gov.au>; Shoilee, Rumana <Rumana.Shoilee@act.gov.au>; MPC cladding program <claddingprogram@act.gov.au>

Subject: RE: Schedule 2.2(a)(ii) <[REDACTED]>

OFFICIAL

Hi [REDACTED]

Thank you for your reply.

You are correct regarding Cladding Remediation, removing combustible cladding that poses moderate to high risk is indeed preferred in order to reduce the risk to low level. The risk mitigation strategies are important to provide the owners corporation with clear and expert guidance on the actions needed to manage the risk level of their building.

Sample testing to obtain risk mitigation is a part of the Comprehensive Testing and Assessment Report for the Rebate Scheme, which was completed on 21 July 2022. As a result, the rebate funds are no longer available, and any testing or assessment after the closing date is not eligible for a rebate.

I hope this provides clarity and the owners corporation would still consider carrying out sample testing to obtain risk mitigation strategies given that Schedule 2.2(a)(ii) <[REDACTED]>.

Please let me know if you have other questions regarding this matter.

Kind Regards

Mel

Melia Purbaningrum | Senior Project Officer | Private Buildings Cladding Scheme
 Major Projects Canberra | ACT Government
 D: 02 6205 3806 | E: claddingprogram@act.gov.au
 Callam Offices, Level 3, Pod B, 50 Easty Street, Woden ACT 2606
 GPO Box 158, Canberra ACT 2601 | www.act.gov.au

I acknowledge the Ngunnawal people as traditional custodians of the ACT and recognise any other people or families with connection to the lands of the ACT and region.

I acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.



From: **Schedule 2.2(a)(ii)** <ljhookerstrata.com.au>
 Sent: Monday, February 12, 2024 1:12 PM
 To: MPC cladding program <claddingprogram@act.gov.au>
 Cc: Shoilee, Rumana <Rumana.Shoilee@act.gov.au>; Srivastava, Sunila <Sunila.Srivastava@act.gov.au>
 Subject: RE: **Schedule 2.2(a)(ii)**

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Hi Mel,

Sorry, I probably worded my email wrong.

They undertook the visual reporting but did not perform any sample testing as at the time were going to self-fund the removal and reinstatement so there was no benefit in spending more money on core testing. The insurer has provided advice that the property is within acceptable risk for underwriting guidelines (the high risk cladding covers 4% of the entire construction so is incidental exposure).

As the risk is within current guidelines, the owners corporation would like to consider alternate risk mitigation strategies rather than removal and reinstatement. To be able to do this, they need to test two samples.

I understand that from a government point of view full removal would be preferred, but the owners have requested that I confirm if they may be eligible for a rebate on sample testing.

Kind regards,

Schedule 2.2(a)(ii)

Schedule 2.2(a)(ii)

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From: Purbaningrum, Melia <Melia.Purbaningrum@act.gov.au> **On Behalf Of** MPC cladding program
Sent: Monday, February 12, 2024 12:56 PM
To: Schedule 2.2(a)(ii) <[redacted]> @ljhookerstrata.com.au>
Cc: Shoilee, Rumana <Rumana.Shoilee@act.gov.au>; Srivastava, Sunila <Sunila.Srivastava@act.gov.au>; MPC cladding program <claddingprogram@act.gov.au>
Subject: Schedule 2.2(a)(ii) <[redacted]>

OFFICIAL

Hi [redacted]

Thank you for your email and apologise for the late response.

We are a bit confused about your query. [redacted] has already submitted their testing and assessment report which was issued by [redacted] where the cladding was indicated to be at very high risk.

A rebate of [redacted] has been sent to the OC as well on 07.07.2023. So we are not sure why they would commence another testing on cladding.

Could you please clarify. Please feel free to give us a call to discuss.

Thank you.

Kind Regards

Mel

**Melia Purbaningrum | Senior Project Officer | Private Buildings Cladding Scheme
Major Projects Canberra | ACT Government**
D: 02 6205 3806 | E: claddingprogram@act.gov.au
Callam Offices, Level 3, Pod B, 50 Easty Street, Woden ACT 2606
GPO Box 158, Canberra ACT 2601 | www.act.gov.au

I acknowledge the Ngunnawal people as traditional custodians of the ACT and recognise any other people or families with connection to the lands of the ACT and region.
I acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.



From: **Schedule 2.2(a)(ii)** @ljhookerstrata.com.au>

Sent: Wednesday, February 7, 2024 9:46 AM

To: Purbaningrum, Melia <Melia.Purbaningrum@act.gov.au>

Cc: MPC cladding program <claddingprogram@act.gov.au>

Subject: RE: **Schedule 2.2(a)(ii)**

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Hi Melia,

Schedule 2.2(a)(ii) will be testing the cladding.

Are they eligible for the 50% rebate on the testing costs, or has that time period passed?

We have a quote for the testing and are ready to proceed.

Kind regards,

Schedule 2.2(a)(ii)

From: Purbaningrum, Melia <Melia.Purbaningrum@act.gov.au>

Sent: Thursday, May 18, 2023 11:46 AM

To: **Schedule 2.2(a)(ii)** @ljhookerstrata.com.au>

Ball, Kirstie

From: McLeod, Karen
Sent: Tuesday, 17 September 2024 9:56 AM
To:
Cc:
Subject:

Schedule 2.2(a)(ii)

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Thanks [redacted]

If there's any further info needed or if the owners would like to meet on site, just let me know.

Happy to meet online if that helps.

Thanks,

Karen McLeod | Interface Advisor | Light Rail
Major Projects Canberra | ACT Government
M [redacted] E karen.mcleod@act.gov.au
GPO Box 158, Canberra ACT 2601



From: [redacted]@ljhookerstrata.com.au>
Sent: Tuesday, September 17, 2024 9:48 AM
To: McLeod, Karen <Karen.McLeod@act.gov.au>; [redacted]
[redacted]@ljhookerstrata.com.au>
Cc: McKeown, David <David.McKeown@act.gov.au>; [redacted]@ljhookerstrata.com.au>
Subject: RE: [redacted]
[redacted]

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Good morning, Karen.

Thank you for the email.

The Owners are currently awaiting advice prior to executing the document.

I'll keep you posted

Kind Regards

Schedule 2.2(a)(ii)

[REDACTED]

[REDACTED]

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From: McLeod, Karen <Karen.McLeod@act.gov.au>
Sent: Monday, September 16, 2024 11:00 AM
To: [Schedule 2.2\(a\)\(ii\)@ljhookerstrata.com.au](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au); [Schedule 2.2\(a\)\(ii\)@ljhookerstrata.com.au](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au)
Cc: McKeown, David <David.McKeown@act.gov.au>; [Schedule 2.2\(a\)\(ii\)@ljhookerstrata.com.au](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au)
Subject: RE: [Schedule 2.2\(a\)\(ii\)@ljhookerstrata.com.au](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au)

OFFICIAL: Sensitive - Legal Privilege

Morning [Schedule 2.2\(a\)\(ii\)@ljhookerstrata.com.au](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au)

I hope the information attached in my previous email was useful.

Please can you let me know if there was any other information that you need or questions you have?

Thanks,

Karen McLeod | Interface Advisor | Light Rail
Major Projects Canberra | ACT Government
M [Schedule 2.2\(a\)\(ii\)](#) | E karen.mcleod@act.gov.au
GPO Box 158, Canberra ACT 2601



From: McLeod, Karen
Sent: Friday, August 30, 2024 9:39 AM
To: [Schedule 2.2\(a\)\(ii\)](#) @ljhookerstrata.com.au; [Schedule 2.2\(a\)\(ii\)](#)
[Schedule 2.2\(a\)\(ii\)](#) @ljhookerstrata.com.au
Cc: McKeown, David <David.McKeown@act.gov.au>; [Schedule 2.2\(a\)\(ii\)](#) @ljhookerstrata.com.au
Subject: RE: [Schedule 2.2\(a\)\(ii\)](#)

Good morning [Schedule 2.2\(a\)\(ii\)](#)

I've attached the draft Private Land Licence for you to share with The Owners.

Schedule 2.2(a)(xi)

We look forward to hearing from you to confirm whether The Owners are comfortable with the contents of the draft Licence.

Thanks for your assistance.

Karen

Karen McLeod | Interface Advisor | Light Rail
Major Projects Canberra | ACT Government
M [Schedule 2.2\(a\)\(ii\)](#) | E karen.mcleod@act.gov.au
GPO Box 158, Canberra ACT 2601



From: McLeod, Karen

Sent: Thursday, August 29, 2024 11:29 AM

To: [Schedule 2.2\(a\)\(ii\)@ljhookerstrata.com.au](mailto:Schedule.2.2(a)(ii)@ljhookerstrata.com.au); [Schedule 2.2\(a\)\(ii\)@ljhookerstrata.com.au](mailto:Schedule.2.2(a)(ii)@ljhookerstrata.com.au)

[Schedule 2.2\(a\)\(ii\)@ljhookerstrata.com.au](mailto:Schedule.2.2(a)(ii)@ljhookerstrata.com.au)

Cc: McKeown, David <David.McKeown@act.gov.au>; [Schedule 2.2\(a\)\(ii\)@ljhookerstrata.com.au](mailto:Schedule.2.2(a)(ii)@ljhookerstrata.com.au)

Subject: RE: [Schedule 2.2\(a\)\(ii\)@ljhookerstrata.com.au](mailto:Schedule.2.2(a)(ii)@ljhookerstrata.com.au)

Schedule 2.2(a)(xi)

Ball, Kirstie

From: McLeod, Karen
Sent: Thursday, 29 August 2024 9:35 AM
To: Schedule 2.2(a)(ii)
Cc: McKeown, David; Schedule 2.2(a)(ii)
Subject: RE: Schedule 2.2(a)(ii)
Schedule 2.2(a)(ii)

Thanks Schedule 2.2(a)(ii)

We will follow up with information afterwards to confirm the discussion.

Karen McLeod | Interface Advisor | Light Rail
 Major Projects Canberra | ACT Government
 M Schedule 2.2(a)(ii) E karen.mcleod@act.gov.au
 GPO Box 158, Canberra ACT 2601



From: Schedule 2.2(a)(ii) @ljhookerstrata.com.au
Sent: Thursday, August 29, 2024 9:20 AM
To: McLeod, Karen <Karen.McLeod@act.gov.au>; Schedule 2.2(a)(ii) @ljhookerstrata.com.au
Cc: McKeown, David <David.McKeown@act.gov.au>; Schedule 2.2(a)(ii) @ljhookerstrata.com.au; Schedule 2.2(a)(ii)
Subject: Re: Schedule 2.2(a)(ii)
Schedule 2.2(a)(ii)

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Hi Karen,

FYI, Schedule 2.2(a)(ii) from our office will be meeting you at 10.

Please let me know if you run into any issues, Schedule 2.2(a)(ii)

Many thanks,

Schedule 2.2(a)(ii)


Schedule 2.2(a)(ii)

Have you seen our Resident & Owner app?

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 [Book time to meet with me](#)

From: McLeod, Karen <Karen.McLeod@act.gov.au>
Sent: Thursday, August 29, 2024 8:48 AM
To: [Schedule 2.2\(a\)\(ii\)@ljhookerstrata.com.au](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au)>
Cc: McKeown, David <David.McKeown@act.gov.au>; [Schedule 2.2\(a\)\(ii\)@ljhookerstrata.com.au](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au)>; [Schedule 2.2\(a\)\(ii\)@ljhookerstrata.com.au](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au)>

Subject: Schedule 2.2(a)(ii)
Schedule 2.2(a)(ii)

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Ok, thanks [redacted]

Karen McLeod | Interface Advisor | Light Rail
Major Projects Canberra | ACT Government
M [redacted] E karen.mcleod@act.gov.au
GPO Box 158, Canberra ACT 2601



From: [redacted]@ljhookerstrata.com.au>
Sent: Thursday, August 29, 2024 8:48 AM
To: McLeod, Karen <Karen.McLeod@act.gov.au>
Cc: McKeown, David <David.McKeown@act.gov.au>; [redacted]@ljhookerstrata.com.au>; [redacted]@ljhookerstrata.com.au>
Schedule 2.2(a)(ii)
Subject: Schedule 2.2(a)(ii)
Schedule 2.2(a)(ii)

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Good morning Karen,

Thank you.

Unfortunately, I won't be able to attend today and meet you officially, as my son is quite unwell, and I won't be in the office.

I've included [redacted] of our team, in this email. Either [redacted] will be onsite with you at 10:00 AM.

Kind Regards.

Schedule 2.2(a)(ii)

Schedule 2.2(a)(ii)

Karen McLeod | Interface Advisor | Light Rail
Major Projects Canberra | ACT Government
M [Schedule 2.2\(a\)\(ii\)](#) | E karen.mcleod@act.gov.au
GPO Box 158, Canberra ACT 2601



From: [Schedule 2.2\(a\)\(ii\)@ljhookerstrata.com.au](#)>
Sent: Thursday, August 29, 2024 8:48 AM
To: McLeod, Karen <Karen.McLeod@act.gov.au>
Cc: McKeown, David <David.McKeown@act.gov.au>; [Schedule 2.2\(a\)\(ii\)@ljhookerstrata.com.au](#)>; [Schedule 2.2\(a\)\(ii\)@ljhookerstrata.com.au](#)>
Subject: [Schedule 2.2\(a\)\(ii\)](#)
[Schedule 2.2\(a\)\(ii\)](#)

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Good morning Karen,

Thank you.

Unfortunately, I won't be able to attend today and meet you officially, as my son is quite unwell, and I won't be in the office.

I've included **Schedule 2.2(a)(ii)** of our team, in this email. **Schedule 2.2(a)(ii)** will be onsite with you at 10:00 AM.

Kind Regards.

Schedule 2.2(a)(ii)

From: McLeod, Karen <Karen.McLeod@act.gov.au>
Sent: Wednesday, August 28, 2024 5:22 PM
To: **Schedule 2.2(a)(ii)** <@ljhookerstrata.com.au>
Cc: McKeown, David <David.McKeown@act.gov.au>; **Schedule 2.2(a)(ii)** <@ljhookerstrata.com.au>; **Schedule 2.2(a)(ii)** <@dawsoncommercial.com.au>
Subject: **Schedule 2.2(a)(ii)**

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Hi Riah,

No problem. See you at 10am tomorrow outside of **Schedule 2.2(a)(ii)**

I will send through a calendar invitation now.

The image below shows the main discussion point for the meeting, but we can answer any other questions too.

Schedule 2.2(a)(ii)

Karen McLeod | Interface Advisor | Light Rail
Major Projects Canberra | ACT Government
M **Schedule 2.2(a)(ii)** | E karen.mcleod@act.gov.au
GPO Box 158, Canberra ACT 2601



From: **Schedule 2.2(a)(ii)** jhookerstrata.com.au>
Sent: Wednesday, August 28, 2024 4:58 PM
To: McLeod, Karen <Karen.McLeod@act.gov.au>

Cc: McKeown, David <David.McKeown@act.gov.au>; Schedule 2.2(a)(ii)@ljhookerstrata.com.au>; Schedule 2.2(a)(ii)

Schedule 2.2(a)(ii)

Subject: Schedule 2.2(a)(ii)

Schedule 2.2(a)(ii)

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Thanks Karen,

- 10 - 11am

If we can lock that time in?

Kind Regards

Schedule 2.2(a)(ii)

From: McLeod, Karen <Karen.McLeod@act.gov.au>
 Sent: Wednesday, August 28, 2024 12:35 PM
 To: [Schedule 2.2\(a\)\(ii\)@ljhookerstrata.com.au](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au)>
 Cc: McKeown, David <David.McKeown@act.gov.au>; [Schedule 2.2\(a\)\(ii\)@ljhookerstrata.com.au](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au)>; [Schedule 2.2\(a\)\(ii\)@ljhookerstrata.com.au](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au)>
 Subject: [Schedule 2.2\(a\)\(ii\)@ljhookerstrata.com.au](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au)>
[Schedule 2.2\(a\)\(ii\)@ljhookerstrata.com.au](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au)>

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Hi [Schedule 2.2\(a\)\(ii\)@ljhookerstrata.com.au](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au)

That sounds good.

The best times for us would be one of the times below but if that's not suitable, feel free to suggest a time:

- 10 - 11am
- 12 - 12.45pm
- 1 - 2pm

We look forward to meeting with you tomorrow.

Thanks,

Karen McLeod | Interface Advisor | Light Rail
 Major Projects Canberra | ACT Government
 M [Schedule 2.2\(a\)\(ii\)@ljhookerstrata.com.au](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au) E karen.mcleod@act.gov.au
 GPO Box 158, Canberra ACT 2601



From: [Schedule 2.2\(a\)\(ii\)@ljhookerstrata.com.au](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au)>
 Sent: Wednesday, August 28, 2024 12:16 PM
 To: McLeod, Karen <Karen.McLeod@act.gov.au>
 Cc: McKeown, David <David.McKeown@act.gov.au>; [Schedule 2.2\(a\)\(ii\)@ljhookerstrata.com.au](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au)>; [Schedule 2.2\(a\)\(ii\)@ljhookerstrata.com.au](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au)>
 Subject: [Schedule 2.2\(a\)\(ii\)@ljhookerstrata.com.au](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au)>
[Schedule 2.2\(a\)\(ii\)@ljhookerstrata.com.au](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au)>

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ood morning, Karen,

Unfortunately, I haven't received a response yet—our Owners have been very busy. However, I am happy to attend the meeting and relay the information to the Unit Owners.

I've also included **Schedule 2.2(a)(ii)** [redacted] Could you please let me know the best time for your team? I am available between 9:30 and 2:00.

Schedule 2.2(a)(ii)

From: McLeod, Karen <Karen.McLeod@act.gov.au>
Sent: Friday, August 23, 2024 11:28 AM
To: **Schedule 2.2(a)(ii)** <[\[redacted\]@ljhookerstrata.com.au](mailto:[redacted]@ljhookerstrata.com.au)>
Cc: McKeown, David <David.McKeown@act.gov.au>
Subject: **Schedule 2.2(a)(ii)** [redacted]

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Hi [redacted]

Please can you let me know whether you were able to confirm a time with the Executive Committee for the site meeting next week on Thursday 29 August?

Thanks,

Karen McLeod | Interface Advisor | Light Rail
Major Projects Canberra | ACT Government
M [Schedule 2.2\(a\)\(ii\)](#) | E karen.mcleod@act.gov.au
GPO Box 158, Canberra ACT 2601



From: McLeod, Karen
Sent: Monday, August 19, 2024 11:02 AM
To: [Schedule 2.2\(a\)\(ii\)](#) <@ljhookerstrata.com.au>
Cc: McKeown, David <David.McKeown@act.gov.au>
Subject: [Schedule 2.2\(a\)\(ii\)](#)

Thanks [Schedule 2.2\(a\)\(ii\)](#)

We've let our Delivery Contractor for the Light Rail Stage 2A works (Canberra Metro) know about the CRA façade painting program and that individual owners will be painting at different times over the next year or so. Also, I regularly exchange information with [Schedule 2.2\(a\)\(ii\)](#)

For owners in the [Schedule 2.2\(a\)\(ii\)](#), I believe the CRA has suggested that the owners complete the façade painting prior to Feb/March 2025 which is when the Light Rail works commence.

Once the Executive Committee has selected a painter, we can set up a meeting with Canberra Metro for you to discuss the timing of the painting. That's not a problem at all.

Thanks,

Karen McLeod | Interface Advisor | Light Rail
Major Projects Canberra | ACT Government
M [Schedule 2.2\(a\)\(ii\)](#) | E karen.mcleod@act.gov.au
GPO Box 158, Canberra ACT 2601



From: [Schedule 2.2\(a\)\(ii\)](#) <@ljhookerstrata.com.au>
Sent: Monday, August 19, 2024 10:50 AM
To: McLeod, Karen <Karen.McLeod@act.gov.au>
Cc: McKeown, David <David.McKeown@act.gov.au>
Subject: [Schedule 2.2\(a\)\(ii\)](#)

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Thanks, Karen!

Based on past experience with the Owners, I have a feeling the preferred time will likely be either 11 AM or 2 PM, but of course, things will always change now I've said that.

The EC (Executive Committee) doesn't have any immediate questions at the moment. However, I do have some concerns regarding the repainting grant and whether our schedule might interfere with or be impacted by the Light Rail project.

Once the EC has selected a painter for the work, I believe it would be beneficial to involve them in discussions related to the Light Rail Stage so that we can coordinate effectively.

Let me know your thoughts.

Kind Regards.

Schedule 2.2(a)(ii)

From: McLeod, Karen <Karen.McLeod@act.gov.au>
Sent: Monday, August 19, 2024 10:41 AM
To: [Schedule 2.2\(a\)\(ii\)@ljhookerstrata.com.au](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au)>
Cc: McKeown, David <David.McKeown@act.gov.au>
Subject: **Schedule 2.2(a)(ii)**
Schedule 2.2(a)(ii)

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Morning [Schedule 2.2\(a\)\(ii\)](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au)

David and I will try to make any time work on Thursday 29 August as we're conscious that representatives for the meeting may have full-time jobs and other commitments.

If a slightly earlier or slightly later time outside of 9-5pm is required for the Exec Committee, please let me know and we will try to accommodate.

Please can you let me know if the Owners had any immediate questions following issue of the information?

Thanks,

Karen McLeod | Interface Advisor | Light Rail
Major Projects Canberra | ACT Government
M [Schedule 2.2\(a\)\(ii\)](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au) E karen.mcleod@act.gov.au
GPO Box 158, Canberra ACT 2601



From: [Schedule 2.2\(a\)\(ii\)@ljhookerstrata.com.au](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au)>
Sent: Monday, August 19, 2024 10:12 AM
To: McLeod, Karen <Karen.McLeod@act.gov.au>
Cc: McKeown, David <David.McKeown@act.gov.au>
Subject: RE: **Schedule 2.2(a)(ii)**
Schedule 2.2(a)(ii)

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Good morning, Karen,

I hope you've been well! 😊

Thank you for sharing the attached information—I found it very useful, and the links were quite informative.

Could we please confirm the onsite meeting for Thursday, 29th August? I've asked the EC to confirm a preferable time, but if you have a set time that works best for both David and yourself, please let me know.

Schedule 2.2(a)(ii)

From: McLeod, Karen <Karen.McLeod@act.gov.au>
Sent: Tuesday, August 13, 2024 4:19 PM
To: [Schedule 2.2\(a\)\(ii\)@ljhookerstrata.com.au](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au)
Cc: McKeown, David <David.McKeown@act.gov.au>
Subject: [Schedule 2.2\(a\)\(ii\)](#)

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Hi [Schedule 2.2\(a\)\(ii\)](#)

I've attached some information on the private land licence for you to share with the Owners [Schedule 2.2\(a\)\(ii\)](#) and hope that it provides some useful information.

If the Owners would like to review the information over the next week or two that would be great.

It would be good to organise a meeting at the property on either Wednesday 28 or Thursday 29 August if that is suitable for the Owners.

If there are specific questions from the Owners, I can answer them via email, or we can discuss them at the meeting.

David McKeown, Business Relationship Manager (copied here) will attend the meeting with me to provide some additional information on the Business Partnership Plan.

Thanks,

Karen McLeod | Interface Advisor | Light Rail
Major Projects Canberra | ACT Government
M [redacted] | E karen.mcleod@act.gov.au
GPO Box 158, Canberra ACT 2601



From [redacted] <[\[redacted\]@ljhookerstrata.com.au](mailto:[redacted]@ljhookerstrata.com.au)>
Sent: Wednesday, August 7, 2024 12:16 PM
To: McLeod, Karen <Karen.McLeod@act.gov.au>
Cc: McKeown, David <David.McKeown@act.gov.au>
Subject: Schedule 2.2(a)(ii)
Schedule 2.2(a)(ii)

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Hi Karen,

Thank you so much for your prompt response I do apologise for the delay on my response.

More than happy to assist in any way that I can please let me know and if you required any notice for the Owners [redacted]

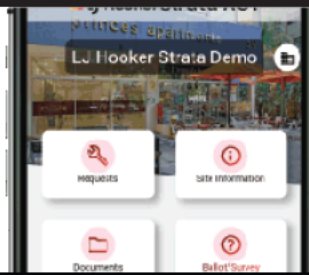
Kind Regards.

Schedule 2.2(a)(ii)

Schedule 2.2(a)(ii)

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From: McLeod, Karen <Karen.McLeod@act.gov.au>
Sent: Friday, July 26, 2024 2:03 PM
To: [Schedule 2.2\(a\)\(ii\)@ljhookerstrata.com.au](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au)>
Cc: McKeown, David <David.McKeown@act.gov.au>
Subject: [Schedule 2.2\(a\)\(ii\)](#)

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Hi [Schedule 2.2](#)

Thanks for your email.

That's great news that you can assist with communication between the MPC Light Rail team and The Owners [Schedule 2.2](#)

I will prepare some information for you to pass on to the Owners, we can allow them a couple of weeks to review and prepare some questions, and then we can organise a meeting. It is a little bit to digest, but I will try to step through it as best I can.

I just want to highlight that we have adequate time for discussion as the proposed access date is March 2025.

For your info – our Engagement Team has talked to numerous business tenants on the 2A Light Rail alignment **Schedule 2.2(a)(ii)** about the forthcoming general construction program and to offer invitations to various information forums being held. This is completely normal prior to completion of major Territory infrastructure works. The Territory has a Business Partnership Plan in place to assist in supporting businesses during the construction phase.

With reference to the **Schedule 2.2(a)(ii)** Façade Painting Program, I am in touch with the City Renewal Authority (Renee Duarte) and we are working together to share information on both projects.

I'll be in touch shortly but if you need anything in the meantime, please feel free to call or email.

Thanks,

Karen McLeod | Interface Advisor | Light Rail
Major Projects Canberra | ACT Government
M **Schedule 2.2(a)(ii)** E karen.mcleod@act.gov.au
GPO Box 158, Canberra ACT 2601



From: **Schedule 2.2(a)(ii)** <ljhookerstrata.com.au>
Sent: Friday, July 26, 2024 11:53 AM
To: McLeod, Karen <Karen.McLeod@act.gov.au>
Cc: McKeown, David <David.McKeown@act.gov.au>
Subject: **Schedule 2.2(a)(ii)**
Schedule 2.2(a)(ii)

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Hi Karen,

I hope you're well.

I am the best contact for matters concerning the owners of **Schedule 2.2(a)(ii)** can facilitate a meeting with yourself or any required representatives and owners to discuss relevant issues.

Schedule 2.2(a)(ii)
Schedule 2.2(a)(ii) Given the upcoming construction of the light rail, I anticipate that the owners will be affected. I'm hopeful we can collaborate effectively on this matter.

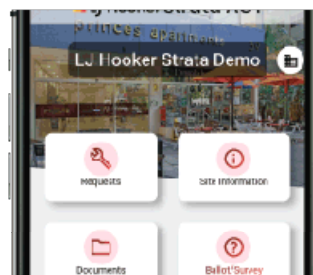
Kind Regards.

Schedule 2.2(a)(ii)

Schedule 2.2(a)(ii)

Have you seen our Resident & Owner app?

Exclusive to LJ Hooker Strata ACT



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From: McLeod, Karen <Karen.McLeod@act.gov.au>
Sent: Thursday, July 25, 2024 2:25 PM
To: [Schedule 2.2\(a\)\(ii\)@ljhookerstrata.com.au](mailto:Schedule 2.2(a)(ii)@ljhookerstrata.com.au)
Cc: McKeown, David <David.McKeown@act.gov.au>
Subject: [Schedule 2.2\(a\)\(ii\)](#)

OFFICIAL: Sensitive - Legal Privilege

Good afternoon [Schedule 2.2\(a\)\(ii\)](#)

You may be aware that construction on Light Rail to Commonwealth Park Stage 2A will begin in early 2025. The majority of the land for the project is Territory owned, but small portions of private land will be needed temporarily to facilitate the construction of the work.

Major Projects Canberra would like to discuss the temporary placement of fencing and the paving tie-in works on [Schedule 2.2\(a\)\(ii\)](#)

To allow the private land to be used, a Private Land Licence will need to be executed between the parties.

Please can you let me know if you are able to provide the contact details for **Schedule 2.2(a)(ii)**

Alternatively, I can send you the various correspondence and information to provide to The Owners and we can set up a meeting once you have had the time to review the information.

Thanks,

Karen McLeod | Interface Advisor | Light Rail
Major Projects Canberra | ACT Government
M **Schedule 2.2(a)(ii)** | E karen.mcleod@act.gov.au
GPO Box 158, Canberra ACT 2601



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