Work Order / ID #680822

Issue Date: 09.12.2025 **Time Out Date: 10.12.2025** **Due Date Completion: 09.12.2025**

This Request will timeout if you do not select a button to confirm your status

CLICK HERE TO **SCHEDULE INSPECTION**
This will confirm the inspection date / time with ALL site contacts

CLICK HERE TO **SCHEDULE WORK**
This will confirm the job date / time with all site contacts

CLICK HERE TO **ADD INVOICE**
Invoices will be sent to the strata manager and owners corporation for approval

CLICK HERE TO INDICATE YOU'RE **AWAITING MATERIALS**

CLICK HERE TO INDICATE YOU'RE **AWAITING SITE CONTACT**

CLICK HERE TO **MESSAGE STRATA MANAGER**

CLICK HERE TO **DECLINE JOB**

Supplier

Name: All Doors (NSW)
Business Number: 96128338643
Phone: Jayme - 0417975669
Email: sales@alldoorsnsw.com.au

Strata Management Company

All Suburbs Strata Management
Business Number 66795492098
Postal Address: PO Box 142 Liverpool NSW 1871
Phone: 1300 332 776

Job Address

Plan Number: 93956
Building Address: 26 Castlereagh Street
Suburb: LIVERPOOL
Postcode: 2170

Invoice Details

93956: 26 Castlereagh Street, LIVERPOOL, 2170, NSW
c/o All Suburbs Strata Management
Phone: 1300 332 776
Email: UPLOAD_TO@SMATA

Suggested Time for Access

Shared / Important Building Documents

SP_93956_Strata_Plan.pdf
(**VIEW MORE DOCUMENTS**)

Job Manager(s)

Name: Rose Henning
Phone:
Email: rose.henning@assm.net.au

Name: Jason Chrara
Phone:
Email: jason.chrara@assm.net.au

Name: Ian Yturralde
Phone:
Email: ian.y@assm.net.au

Name: Revilyn Bangayan
Phone:
Email: revilyn.b@assm.net.au

Name: Inah Rosenas
Phone:
Email: inah.rosenas@assm.net.au

Name: Patricia Bacani
Phone:
Email: patricia.bacani@assm.net.au

Emergency Contact(s)

Name: Jodie Basso
Phone: 0419 497 887
Email: j.basso@bigpond.com

Job Details

Job Title: Common Garage Door
Job ID: 680822
Job Description: The common garage door is stuck half way not allowing residents to enter or exit

As advised ETA approx - 2 hours

Please advise when you are closer to knowing your arrival time

Thankyou
Job Issued By: Rose Henning (Strata Manager)

Please email your invoice as a pdf, jpeg or Word document to UPLOAD_TO@SMATA
You must include Job #680822 In the Subject of the Email and On the Invoice as the PO Number.
This is an automated inbox for the processing of invoices only. Any enquires please email info@assm.net.au

This Work Order or Quotation request is issued under delegated authority on behalf of the Owners Corporation or Strata Committee. If you do not agree with the following conditions of acceptance of this work order, then DO NOT COMPLETE this work and contact the issuer immediately. By acceptance of this work order you the contractor warrants and accepts that you:

1. Acknowledge and confirm that you will have control of the workplace.
2. Acknowledge and certify that you hold all relevant and required current insurances including, but not limited to, Public Liability and Workers Compensation Insurance, and Licences to perform the requested works.
   If you do not have the Liability and Workers Compensation Insurance, and Licences to perform the requested works. If you do not have the appropriate insurances, licences and Work Health and Safety qualifications then DO NOT COMPLETE this work and contact the issuer immediately.

3. Acknowledge that in the event that you fail to hold any of the required documentation or qualifications and you do carry out these works, you will, where appropriate personally or as a Board and Directors and as a Director, indemnify and hold harmless the Owners Corporation and All Suburbs Strata Management Pty Ltd, its employees and officers from any Claim.
4. Acknowledge that at no time has All Suburbs Strata Management in its corporate capacity contracted you to perform any work for it. Accordingly, you acknowledge that you have no claim against All Suburbs Strata Management.
5. Certify that all persons (including the contractor, employees of the contractor and subcontractors) engaging in any work pursuant to this order have current Work Health & Safety qualifications and insurances that are appropriate for the work being undertaken.
6. Understand that all contractors/service providers are required to familiarise themselves with the application of Work Health and Safety legislation, specifically the WHS Act 2011 which came into effect from 1 January 2012. It is expected that you will comply with all Work Health & Safety Legislation and any applicable Codes of Practices as your safety, the safety of any workers and the safety of the public is a priority and that a Safe Work Method Statements must be completed before works are carried out.
7. Will, in the event that this is a Work Order and the work is expected to exceed $300.00, contact the sender to seek prior written approval before proceeding.
8. Accept the payment conditions outlined below.

The Design and Building Practitioners ACT and Regulation
All contractors are required to adhere to the requirements of legislation. This includes requirements of the design and building practitioners act and regulation. Contractors are requested to submit proof of compliance with requirements when submitting invoice for payment. Should works be exempt from such requirements, contractors are required to reference the relevant exemption clause from the regulation (pursuant to clause 13 of the design and building practitioners regulation). A copy of the clause can be viewed via the following link - https://legislation.nsw.gov.au/view/html/inforce/current/sl-2021-0152#sec.13. Failure to adhere to this request may result in delays in payment.

The minimum expectations of contractors visiting a site are:

- Contractors - they will validate and ensure they uphold the same standards for health and safety;
- Heights - they will always use fall prevention techniques where there is a risk of falling;
- Asbestos - they can only work with asbestos under approved and exceptional circumstances;
- Emergency response - they will always know and understand what they need to do in the event of an emergency;
- Risk assessment and job planning - they know what can go wrong on every job and have done what they need to do to stop it happening;
- Tools and equipment - they will only use the correct tools for the job and will inspect them to ensure they are safe to use;
- Isolation - Before starting work they will ensure all energy sources have been isolated and de-energised;
- Housekeeping - they will ensure that good housekeeping practices are maintained to minimise the risk of injury ("A place for everything and everything in its place");
- Manual handling - they will assess manual handling risks and where possible use mechanical aids or seek assistance prior to performing manual handling tasks;
- Training and competency - they commit to not operating equipment they am not trained for and will speak up if requested to perform a task that they are not competent to do.

PAYMENT CONDITIONS:
Invoicing Instructions: If this information is not supplied or clear, your invoice may be rejected.
To help ensure the efficient processing of your invoice, please ensure the following information is provided in your documentation that must be uploaded via the SMATA invoice upload portal;

- Strata Plan Number
- Property Address
- Work Order Number
- Invoice Number
- Invoice Date
- Safe Work Method Statement
- Proof of compliance with the design and building practitioners act and regulation
- Your Company details including your name, mailing address, number and ABN Number
- The words “Tax Invoice” where GST Applies - A description of the service provided

Payments are estimated to take no less than 28 days to process.

Important Compliance Notice – Disclosure under Section 60 of the Strata Schemes Management Act 2015 (NSW)
The contractor engaged for this work may be one of several suppliers disclosed in our Agency Agreement as “connected persons” under section 7 of the Act. These disclosures are made in accordance with section 60(2A) and 60(2B) of the *Strata Schemes Management Act 2015 (NSW)*.
The engagement of any supplier listed in Schedule C4 below does not involve any commissions, financial benefits, or rebates being received by the agent. These suppliers have been selected based on their established reputation for delivering high-quality services across a broad portfolio of strata schemes. They offer competitive pricing, rapid response times, and proven reliability—particularly in after-hours and emergency situations. The use of connected service providers also reduces administrative delays, supports continuity of service, and ensures clear lines of communication and accountability. Their performance is continuously monitored, and they are required to meet the high standards expected by both the agent and the Owners Corporation. Engaging known, reputable contractors is in the best interest of the Owners Corporation as it minimises service disruption, supports value for money, and ensures compliance with legislative and safety requirements.
Disclosure Summary – Connected Persons (Schedule C4 – Agency Agreement):
The following entities are connected to the agent and may be engaged for services to this scheme; APT Plumbing; APT Electrical and Data Pty Ltd; BTS Plumbing and Hot Water Pty Ltd; D2S Group; Milly Loves Cleaning Services; Mac Cleaning; NSW Insurance Brokers Pty Ltd; Select Insurance Brokers Pty Ltd; Xtreme Locksmith.
The Owners Corporation may request further details or choose to engage alternate service providers at any time.