O'ConnorsStrata
Your local strata team

Work Order / ID #463469

Issue Date: 30.01.2025 **Time Out Date: 04.02.2025** **Due Date Completion: 04.02.2025**

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

O'Connors Strata
Business Number
Postal Address:
Phone:

Job Address

Plan Number: 14538
Building Address: 22-24 Thomas Street
Suburb: PARRAMATTA
Postcode: 2150

Invoice Details

14538: 22-24 Thomas Street, PARRAMATTA, 2150, NSW
c/o O'Connors Strata
Phone:
Email:

Suggested Time for Access

Shared / Important Building Documents

Strata_Plan_-_14538.pdf
(**VIEW MORE DOCUMENTS**)

Strata Manager(s)

Name: Chapman Tsui
Phone:
Email: ctsui@oconnorstrata.com.au

Job Details

Job Title: Unit 6 - garage door repair
Job ID: 463469
Job Description: Please find photos attached. The left side of the garage door is missing screws that would attach it to the arm. The right hand side seems to be secured well. Because the left hand side is not secured the garage is lopsided and cannot be opened. Please fix it.

Site contact
Matthew John Gibson
0406 201 105
Job Issued By: Chapman Tsui (Strata Manager)
(**VIEW ATTACHMENTS**)

Your Authority for carrying out this work
You, as the contractor, have authority to carry out works amounting to a maximum of $2,000.00. Any work over and above this amount including materials must be approved by O'Connors Strata prior to proceeding.

1. Standard of Work

The contractor must carry out the work:
· in a proper and workmanlike manner;
· by supplying the materials in accordance with the contract documents;
· in compliance with all relevant Australian Standards; and
· in compliance with all requirements of statutory authorities relating to the work.

2. Standard of materials

The contractor must use materials and components:
· of good quality;
· that are suitable for the purpose intended; and
· unless otherwise specified, that are new.

3. Payment by owner

The owner must pay the Contract Price as specified in the Payment Schedule (if specified) on satisfactory completion of the work, or each stage of the work (if applicable), within 14 working days of receipt of written notice from the contractor.
The Contract Price includes all incidental matters that are reasonably necessary for the completion of the work.

4. Completion of work

The work will be complete when:
· it is finished in accordance with the contract;
· it is free of apparent defects; and
· all rubbish and surplus material are removed from the site.

5. Time for completion (Completion Time)

The contractor must complete the work within the Completion Time which runs from the date of this contract or, if any approval for the work is to be obtained, from the date of written notification of that approval (whichever is later).
The contractor and owner must take all reasonable steps to minimise any delay to the work.
The contractor will be entitled to a reasonable extension of time in the event of delays to the work where the cause of the delay is beyond the contractor's control and a claim for an extension of time is notified in writing to the owner.

6. Approval

Unless otherwise specified, the contractor must apply for and obtain all approvals of local councils or other statutory authorities necessary to carry out the work and must pay all

fees for such approval.

7. Variations to work and agreement

This contract or the work (including materials) may be varied by written agreement between the owner and the contractor in the following way:

· a notice describing the variation, any variation in the cost of the work and any change to the Completion Time must be provided to the owner by the contractor and the notice must then be signed and dated by both parties to constitute acceptance.

· the Contract Price may be varied (up or down) according to the signed notice.

8. Access for contractors

The owner must provide access to the common property and any lot comprised in the site for the contractor and any employee or subcontractor of the contractor to carry out the work as required during work hours allowed by relevant statutory authorities.

9. Cleaning up

On completion, the contractor must remove from the site all plant and equipment and all rubbish and surplus materials relating to the work. All demolished and surplus material will be the property of the contractor unless otherwise specified.

10. Damage to property

The contractor must make good any loss or damage to the work or property of the owner (or its members) caused by the contractor or the contractor's employees, agents or subcontractors.

11. Insurance of work and personal injury

The contractor must have current insurance cover for:

· public liability insurance to cover liabilities to third parties for death or personal injury or damage to property for an amount not less than $10 million.

· Employer's liability and workers' compensation insurance to cover any employees.

If the price of the work exceeds $20,000 including Goods and Services Tax, the insurance required under the Home Building Act 1989.

Certificates evidencing all such insurance must be attached to the contract.

12. Defects

The contractor must make good any omissions or defects in the work or materials at the contractor's own expense which become apparent within the period of 13 weeks from the date work is completed.

The owner must notify the contractor in writing of any work or materials to be rectified or replaced with the 13 weeks period.

13. Disputes

If the owner or contractor considers a dispute has arisen in relation to any matter covered by this contract, that party must give the other party written notice of the items of dispute.

If the dispute cannot be resolved with the help of a mutually agreed third party either party may refer the matter to the Consumer and Commercial Division of the NSW Civil and Administrative Tribunal.

14. Ending contract

If the contractor:

· becomes bankrupt or goes into liquidation; or

· fails to complete the work within the agreed time, or if no time is given, within a reasonable time; or

· fails to remedy defective work or replace faulty or unsuitable materials; or if the owner;

· is terminated by order of the Court or action of the Registrar General; or fails to make payments due under the contract; or

· denies access to the site to the contractor to prevent the work from proceeding;

then the other party may:

· where such default can be remedied, issue a written notice requiring the other to remedy the default within 10 working days; and/or

· if the default is not remedied, or is not capable of being remedied, terminate the contract by written notice.

15. Public Health Compliance

When carrying out the works and undertaking any other activities contemplated by this agreement, the contractor (including its employees, agents or subcontractors) must:

a) comply with any all relevant laws, including without limitation any enforceable Commonwealth or New South Wales government directions relating to COVID-19.

b) comply with any Commonwealth or New South Wales government guidelines published from time to time relating to maintenance of workplace safety & COVID-19, including without limitation those published by Safe Work Australia.

c) if requested to do, comply with any reasonable directions of the owner (or any authorised representative of the owner) including the production of evidence of a recognised vaccination against COVID-19. If the contractor cannot provide evidence of vaccination against COVID-19 then the owner may, at its absolute discretion, either postpone the works or terminate the works contract without penalty.

d) not enter the property if they suspect that they may be infected with COVID-19 or is displaying symptoms of COVID-19 or are feeling unwell.

e) restrict their access to the property to those parts of the property to which access is reasonably required for the purpose of carrying out the works.

f) minimise contact with other persons upon the property and when impractical to avoid contact, maintain physical distancing of at least 1.5m.

g) have access to, and use, appropriate COVID-19 related protective equipment, including without limitation hand sanitiser and when in close proximity to other persons, facemasks.

h) before leaving the property, disinfect and sanitise any surfaces within the property with which they have had direct contact.

STATUTORY WARRANTIES

The Contractor warrants that:

a) the work will be performed in a proper and workmanlike manner and in accordance with the plans and specifications;

b) all materials supplied by the contractor will be good and suitable for the purpose for which they are used and, unless otherwise stated in the contract, those materials will be new;

c) the work will be done in accordance with, and will comply with, the Home Building Act or any other law;

d) the work will be done with due diligence and within the time stipulated in the contract, or if no time is stipulated, within reasonable time;

e) if the work, consists of making of alterations or additions to a dwelling or the repairing, renovation, decoration or protective treatment of a dwelling, the work will result, to the extent of the work conducted, in a dwelling that is reasonably fit for occupation as a dwelling;

f) the work and any materials used in doing the work will be reasonably fit for the specified purpose or result, if the owner expressly makes known to the contractor or another person with express or apparent authority to enter into or vary contractual arrangements on behalf of the contractor, the particular purpose of which the work is required or the result that the owner desires the work to achieve, so as to show that the owner relies on the contractor's skill and judgement.

The Home Building Compensation Fund (HCBF) insurer will not pay a claim for a breach of a statutory warranty and/or incomplete building work, unless the claim is commenced:

a) in the case of loss arising from a structural defect within the meaning of the applicable Regulations, 6 years after completion of the work, or the end of the contract relating to the work, whichever is later, or

b) in the case of loss arising otherwise than from any such structural defects, 2 years after completion of the work, or at the end of the contract relating to the work, whichever is later.

Further, the HCBF insurer will not pay any claim unless a beneficiary notifies the HCBF insurer of the facts or circumstances under which the claim arose within 6 months of the date the beneficiary became aware (or ought to have become aware) of the breach of the statutory warranty and/or the incomplete building work.

These warranties do not in any way reduce or limit the contractor's obligations in relation to workmanship, materials, completion or other matters specified in this contract;

No provision of this contract can reduce, restrict or remove these statutory warranties.

FURTHER ACKNOWLEDGEMENT BY CONTRACTOR:-

If there is a document box, refer to Asbestos Register located in the Document Box before undertaking any work or inspection to the common property including any internal works to units.

In completing and signing the log book, you acknowledge receiving a copy of the Asbestos Register and reading all details in the Asbestos Register. You acknowledge that you have reviewed the Asbestos Management Plan also located in the Document Box.

By accepting this job order to carry out the work requested, we accept the appointment as principal Person Conducting a Business or Undertaking (PCBU) -as defined in the Work Health and Safety (WHS) Act and Regulations, we acknowledge that we are aware of our obligations under the WHS Act and Regulations and agree that we and any of our employed and subcontractors will comply with same and will manage the health and safety hazards associated with our work, as set out in Australian Standards, WHS Act and Regulation and any other relevant legislation. We agree to keep current policies for all necessary insurances, as required by legislation, including workers compensation or personal accident insurance and public liability insurance. We further agree to indemnify O'Connors and/or the Owners Corporation from all actions, claims, demands and costs, expenses and liabilities (including legal costs on a solicitor and client basis) arising from any negligence or non-compliance on our part. By accepting this job order we acknowledge that we have read, understood and agree to be bound by these terms and conditions.

To address any potential risk and hazard the contractor acknowledges it's responsibility for the following:-

• Any safety concerns are to be immediately notified preferably in writing. If you as a PCBU deem any work to pose a hazard to either yourself, your workers or others you must immediately stop the work and notify our office.

O'Connors Strata Authority

This work order is a minute of the exercise of a delegated power, authority, duty or function delegated by the Owners Corporation as its strata managing agent.

Liability limited by a scheme approved under Professional Standards Legislation.