

Kia Ora Renovation Policy

Essential reading for owners, residents and contractors

Updates: <http://www.goughpartners.com.au/>



**Kia Ora
449-453 St. Kilda Road
Melbourne 3004
Owners Corporation Strata Plan 13539
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Purpose

Under the 2006 Owners Corporations Act, the Committee, which is elected at each AGM, has the responsibility for managing and administering common property, repairing and maintaining the building, including its equipment and services, as well as arranging appropriate building insurance. It also has responsibility for managing the financial aspects of Kia Ora.

This policy is intended to help you plan renovations to your apartment at Kia Ora and to ensure that all work meets the Owners Corporation Act and Victorian Building Regulations. It's important to take into account the character and period of Kia Ora and preserve its unique architectural qualities in any renovation work you do.

Sometimes owners do not realise that renovations can cause a nuisance, or even endanger the structure. The OCC must adhere to the *Model Rules For An Owners Corporation* which governs the use and enjoyment of common property. **You must inform the OCC via Gough Partners (Andrew@goughpartners.com.au) of any proposed renovations and apply for its consent in advance, so any necessary changes can be made at the design stage. This advice will also ensure that all necessary arrangements pertaining to common property, communication with other owners and tradesmen's access to the car park can be coordinated with sufficient notice.**

Please be aware that parts of Kia Ora have asbestos. Please refer to the section on ASBESTOS on page 11.

Please read this policy carefully. If concerns or complaints are received about your renovation, the OCC has an obligation to investigate the nature of the complaint potentially impinging on an owner's rights to renovate his/her apartment. Any costs incurred by the OCC as a result of a renovation and that are necessary to rectify damage to common property or address a complaint will be forwarded to the owner responsible.

At the end of this document there is a checklist of documents to be provided prior to commencing renovations.

Permits and Permissions

The OCC has control over all common property, including the external appearance of the building and its structure. **The written permission of the OCC is required before any alterations or additions can be made affecting the exterior of any unit, (including windows and the drilling of holes), the structure of the building (including the roof, interior walls, and floors), Owner's Corporation services such as plumbing and hot water or impacting residents with adjoining walls or shared common property areas.** The internal floors, walls and ceilings are the owners' responsibility but any upgrades, work or changes must be reported to the OCC for approval to ensure that these do not adversely affect the building structure and/or other residents.

In the case of structural works, appropriate engineering reports and relevant building/council approvals and permits must support applications. Structural work includes changes to walls, e.g. drilling holes in external walls, brickwork (requiring the internal render being removed), roof trusses, floor bearers or the placing of units on these items.

If a dispute arises, the OCC also reserves the right to appoint a registered structural engineer and surveyor for a second opinion, the cost of which will be borne by the owner. Owners can contact Gough Partners for a list of OCC recommended structural engineers. In addition the owner will be required to provide access to the apartment undergoing the renovation, should a second opinion be necessary.

Written permission is also required before any equipment or apparatus can be installed if it extends outside the boundaries of a unit or is located on a balcony, landing, stairway or any other common property. This includes, but is not limited to: any security doors, windows, bars, blinds, light fittings, awnings, air conditioners, heaters, and exhaust fans.

Plumbing plans must be submitted when seeking written permission that is also required for any plumbing work, which may affect the exterior of the building (see notes on plumbing Page 7).

Please visit the **City of Melbourne website** for information and permits required for carrying out building work: <http://www.melbourne.vic.gov.au>.

Alternately, you can contact a private Building Surveyor.

Please provide to Building Manager (Les) the contact details of the owner, site project manager (if applicable) and all relevant contact numbers of those who will be on site at least 48 hours prior to the renovation commencing. As a courtesy to

your immediate neighbours, please also notify them in writing, in advance of your renovation and provide them with your contact details which are to be left in neighbours' letter boxes, notice board and lobby doors. **Note:** If you undertake works without obtaining the permission of the OCC and do not cooperate in providing adequate proof of permits and insurance following two requests from the OCC, you will be reported to the Building Control Group, City of Melbourne. You may be required to reverse (at your cost) changes or additions that are made without OCC approval.

Kia Ora Insurance Arrangements

Each year, the Kia Ora OCC obtains a Residential Strata Insurance Plan. In the event that a renovation inadvertently causes damage to common property or another resident's property/ies, you should immediately contact Gough Partners to check liability conditions. If the damage is not covered by the current policy at the time, you will be liable for all repair costs. If an insurance claim is valid and you have been negligent in your actions causing damage, you will be liable for any excess owed (currently \$500 or \$2500 for water).

Building Management

Les Woodhall (0409 168 976) is the Building Manager and is authorised by the OCC to ensure that contractors/tradesmen follow the policy set out by the Kia Ora Owners Corporation in this document.

Contractors/tradesmen must report to Les on the first day of work to ensure they understand the relevant Kia Ora Owners Corporation regulations.

The following regulations apply to contractors/tradesmen:

- Contractors/tradesmen are to only park their vehicles in the allocated car park of the unit they are working in. Additional spaces, if available, can be coordinated with Les, however this is subject to availability and his authorisation. Tradesman street parking permits are available from the Melbourne City Council
- No trucks or vehicles larger than a four-wheel drive are permitted in the car park.
- A City of Melbourne permit is required to place a skip on the street outside Kia Ora. Contractors are required to coordinate this with Les prior to organising a skip.
- No rubbish, especially paint tins, is to be left in any common area and/or placed in residential bins. Any breaches will be rectified at the owner's cost.

- No tradesmen access to a unit is permitted via the carpeted front stairways. If any damage does occur in common areas, such as hallways, stairs, walls, balustrades, glazing, garden, etc., the owner of the unit being renovated will be responsible for any costs.
- Les has the OCC's authority to report any contractors/tradesmen not following the policy document.

Hours of Operation

The City of Melbourne has provisions that are listed below as of January 2016 which aim to prevent nuisance caused by building works. This law regulates the times during which building works are permitted. Please check the council website for updates.

Owner-builders working on a single dwelling or unit are restricted to working from:

- 7am to 7pm from Monday to Friday
- 8am to 6pm Saturday
- 9am to 6pm Sunday

Additional restrictions

On Sundays, owner-builders are not allowed to use air or gas compressors, pneumatic tools including hammer and impact ones, or grinding equipment without a permit. Minor works outside the above hours are allowed; however, the works must not exceed a sound level determined by an authorised officer. You can be fined or penalised for ignoring these laws.

To maintain the quiet ambience of Kia Ora that exists, and to minimise the impact of your renovation on your neighbours, it is preferred that building works within Kia Ora apartments are restricted to the following days and times:

- 8am to 6pm Monday to Friday
- 9am to 1pm Saturday
- No work on Sundays and Public Holidays

Floor Coverings

Whilst timber floors may enhance the appearance of an apartment, our building is over 80 years old and was not built with adequate sound absorption materials. Noises are easily transferred to neighbours above and below.

Carpeted floors make an excellent noise barrier and are encouraged. If the existing floors are not carpeted, and timber boards remain exposed, rugs and runners should be used. If you wish to remove existing carpets you must install sound deadening materials under the floor in the void between the timber boards and concrete slab for non-ground floor apartments.

You must provide plans to the OCC that shows the finishes proposed and/or specifications of sound deadening materials to be installed.

Heating, Cooling, and Air Conditioning

You must have approval from the OCC before any heating or cooling units are installed. Detailed specifications, plans, locations and brochures must form part of the request for approval and should include size, power and noise rating.

All approvals will be based on safety (for individuals and the building) and the effect on the appearance and value of the property.

Noise and/or appearance could be a factor in the decision making process and your neighbours should be consulted. The OCC has the right to request changes or reject the request on this basis.

Air Conditioning Specifics

The OCC acknowledges the challenge of approving the installation of air-conditioning units at Kia Ora. It is committed to working with lot owners to provide solutions that meet the needs of the apartment but also it has a responsibility to protect the appearance and safety of the building and the quiet enjoyment of all residents.

Applications will be considered on a case-by-case basis and precedent does not apply.

To achieve this the following procedure will be followed at all times:

1. An application to Gough Partners must be in writing.
2. The application must set out the specifications of the unit to be installed. This must include brand, size, shape and dB rating of the unit.
3. The application must set out the proposed positioning of the unit and an alternative.
4. The application must set out clearly any penetrations to any wall, piping and water condensation drainage required. Note: the OCC may require engineering certification to protect the structural integrity of the building. If this is necessary it will be at the applicant's cost.
5. The application must acknowledge that OHS Standards will be met, at the cost of the owner, for installation and servicing.
6. Fire regulations will be considered and applied.
7. The application should include a solution for air output, should it be deemed to impact other apartments post installation.

The OCC in considering the application will consider the following:

1. The appearance and size of the unit in relation to other apartments and the street view.
2. The noise associated with the unit both in terms of the dB level and proximity of other apartments.
3. The number of units in a particular area.
4. Possible future air-conditioning requests.
5. The power supply capacity of Kia Ora.
6. Water condensation outlets.
7. Fire regulation standards are followed.
8. Air output impacting other apartments. The OCC may request a barrier or mechanism for reducing air output, if it should be deemed to be impacting other apartments, after installation.

The EPA provides guidelines for purchasing air conditioners:

<http://www.epa.vic.gov.au/~media/Publications/1176%201.pdf>

Plumbing Works

Works undertaken by outside contractors/tradesmen have caused significant damage to the hot and cold water systems in the past, resulting in a cut off of services to other apartments.

Since the OCC is responsible for maintaining the exterior of the building and for the maintenance of common property, it must be informed of the connection, removal and/or alterations of existing pipes. Any proposed penetrations to common property walls must be documented and approved by the OCC via Gough Partners

along with any other relevant renovation documents, including plumbing plans, prior to the commencement of renovations.

Please note that outside contractors/tradesmen are welcome as long as the OCC procedures are followed.

In order to maintain the complex plumbing infrastructure, the OCC has an approved plumber (Kilburn Plumbing). The hot and cold water systems and mains must only be shut down by the OCC's approved plumber to ensure it sustains no damage during any building works.

When the works are complete, the owner must provide the OCC with a copy of the plumbing compliance certificate issued by an approved plumber. The cost of the certification is to be borne by the owner.

All plumbing works must be done in a neat and tidy manner. Any approved external pipe work is to be run neatly, securely clipped and inspection openings provided on all sewer and waste fittings outside the wall and painted with paint provided by the OCC – please see Les. Any wall penetrations must be bricked up and mudded (no foam fill allowed) and any pavers altered to be cut neatly and laid flat not to cause a tripping hazard

Hot Water Shutdown

The hot water system is a central distribution unit to which all apartments are attached; therefore any central shutdown will affect all residents.

In most cases hot water and waste pipes run down behind the hall cupboard and underneath the bathrooms on the ground floor. It is important that these services are not cut off as they are still in use.

If you are working on a ground floor bathroom and the common area under the floor is accessed, the old galvanized pipes located in this area must be replaced. Gough Partners must be notified and will authorise the OCC approved plumber to do these works.

If you do not have an isolation valve for your apartment and you require the hot water to be shut off, the hot water system has to be shut down by the OCC approved plumber (currently a \$500 cost). You must notify Gough Partners in writing. All residents must be given a minimum of 5 working days notice of a water shutdown. This shutdown is at the expense of the apartment owner. When notifying the OCC of your renovation, please advise as to whether you will require a hot water shutdown, the approximate date, and request a quote.

In emergency situations for water shutdowns, please contact Les.

In order to reduce the inconvenience to residents, hot water isolation valve(s) must be installed during any new plumbing works so that future works in your apartment can be carried out without shutting down the system. Please notify Les of the location of the isolation valve(s) to be recorded in the Kia Ora register.

Please note that a preventative maintenance shutdown of the hot water system occurs bi-annually. Notification of this will be displayed on the notice board and distributed in letterboxes. This shutdown is an opportunity for owners who do not have an isolation valve to install one or do maintenance, such as replacing washers in taps (shutdown cost is currently \$500 if done at another time).

Cold Water Shutdown

The Cold water is fed to the apartments via a service pipe on the outside of the building. There are isolation valves located approximately two meters high that, in most cases, shut down the three floors serviced by that pipe. Turning these off will affect the other apartments serviced by that pipe.

As all residents affected must be given a minimum of 5 business days notice of a water shut down, please contact Les for assistance in locating the correct isolation valve and arranging for this shut-down.

Do not shut down the water mains at the meters; if there is a fault with the isolation valve please notify Les immediately, for repair.

When notifying Gough Partners of your renovation, please advise as to whether you will require a cold water shut-down, and the approximate date.

Electrical work

All electrical work must be undertaken by a registered electrician and all electrical installations or modifications must have a compliance certificate. When the works are complete, the owner must provide the OCC with a copy of the electrical compliance certificate. The cost is to be borne by the Owner.

Exterior Cables

If you wish to install exterior cables, you must apply to Gough Partners in writing and have OCC approval before any work can begin.

Asbestos

All kitchens and bathrooms had asbestos used in the renovations prior to Strata Title (1979) and is usually found under the floor tiles but may vary in each unit.

There is now an obligation for all pre-2004 buildings to comply with the asbestos safety obligations to assess, monitor, report and remove any asbestos in these areas.

All future renovations in these areas require owners to remove all asbestos to comply with the relative OH&S regulations.

Grievances

If a grievance with a neighbour or another resident should occur as a result of your renovation and is not able to be resolved amicably between the two parties, the grievance procedure is as follows:

1. The aggrieved party should contact Gough Partners to obtain a Grievance/Dispute Form and complete it.
2. Return the form to Gough Partners to be tabled at the next scheduled OCC Meeting.
3. The OCC will determine the nature of the investigation for a response.
4. If the grievance involves an OCC committee member it will be forwarded to the Grievance Committee for consideration.

From Your Committee

Renovating your apartment can be a stressful experience and this policy is provided to assist you in your planning as well as helping you to understand the OCC's responsibilities in maintaining common property and ensuring that all residents are minimally affected.

Documentation Checklists

To be provided to the OCC

These documents should be provided to Gough Partners at least one week prior to an OCC meeting occurring. Please contact Gough Partners for meeting dates. Owners will be notified of approval.

1. A letter to the OCC describing the nature of the renovation and the dates when it will occur, including any hot and/or cold-water shutdown requirements.
2. Copy of the building permit and/or an exemption from the City of Melbourne.
3. Copy of all relevant engineering drawings and calculations.
4. Plans showing changes including proposed floorcoverings and/or sound dampening materials to be used.
5. Insurance certificate for any contractor/tradesman.
6. Heating, Cooling, Plumbing & Electrical Compliance notices post the completed renovation. (where applicable)
7. Copies of current VBA registration details for structural engineers, surveyors and builders.

To be provided to the Building Manager

After OCC approval, provide to the building manager (Les):

1. Contact details of apartment owner and/or contractor/tradesmen attending the site.
2. Advice of any hot and/or cold-water shutdown assistance.
3. Written notice of the nature of your renovation works. e.g. I am renovating my kitchen during the period (include dates and times) with your contact details, for the purpose of being placed on the noticeboard opposite the Kia Ora mailboxes.

To be provided to residents

After OCC approval, provide to neighbors and other residents via the noticeboard and letterboxes:

1. Written notice of the nature of your renovation works. e.g. I am renovating my kitchen during the period (include dates and times) with your contact details, for the purpose of being placed in the mailboxes of owners who may be impacted by your renovation.
2. Tradesmen parking in the car park to place a notice on their dashboards including the unit number where they are working and mobile number.