

# KANIMBLA HALL LTD

[www.kanimblahall.com.au](http://www.kanimblahall.com.au)

ABN 80 000 042 179

## BY-LAWS SCHEDULE C – ACCESS TO UNITS



### Purpose:

To ensure the circumstances and process under which the Company or its representative may gain access to a unit or storeroom within Kanimbla Hall and the responsibility of any costs incurred are clearly documented and understood by occupiers and shareholders.

### Rights of the Company as per the Memorandum and Articles of Association:

As per the articles of Memorandum and Articles of Association

### Rights of the Shareholder/Tenant:

Unless the situation is critical or important no unit or storeroom will be accessed until a reasonable attempt to contact the tenant and/or shareholder has been made or unless permission has been previously granted for a specific purpose.

### Situations requiring access to units:

<b>CRITICAL*</b>	<ul style="list-style-type: none"><li>• Known or feared medical emergency</li><li>• Fire alarm or sprinklers activated or actual fire</li><li>• Direct request from Police/Ambulance.</li></ul>
<b>URGENT*</b>	<ul style="list-style-type: none"><li>• Occupier has left services running (water, gas, electricity)</li><li>• A unit is the suspected source of water or other service leak causing immediate damage to adjacent property</li><li>• Windows left wide open in inclement weather</li><li>• Suspected abandonment of unit</li></ul>

\* The descriptions of both critical and urgent scenarios above are examples only to illustrate the intent behind any decision to enter a unit or storeroom. Where other reasonable cause for concern is encountered then the best interests of the Company and its shareholders will prevail in regard to entry to units.

### Procedure CRITICAL:

In the event that a critical situation is encountered emergency services should be called immediately if those services have not instigated the issue at hand.

As soon as practical any key holder is to be contacted to either;

- Provide access if keys are on hand; or
- Collect keys from the leasing agent if held there; or
- Oversee a locksmith to gain access; or
- Oversee emergency services to force access as the situation requires.

Costs incurred will be the responsibility of the shareholder; however, sensitivity to the nature of the situation will underpin the timing and context of any communications from the Company's Managing Agent or Board Member.

**Procedure URGENT:**

The Company's Managing Agent is to contact the tenant/ leasing agent and/or shareholder (using the current contacts list) to arrange access to the unit or storeroom and for the occupier to return home in a timely manner appropriate to the situation.

If a tenant/leasing agent or shareholder cannot be contacted or attend in a reasonable time frame, then the Managing Agent (in business hours) or a Board member (if after hours) has the discretion to access the unit or storeroom (including authorisation to incur the costs of a locksmith).

The tenant/leasing agent and/or shareholder is to be advised of the nature of the situation and that any costs incurred will be borne by them.

**Procedure NOT CRITICAL/URGENT:**

All non-critical/urgent access issues are to be approved through the Managing Agent or Board member.

Access will be on the basis that following a reasonable attempt to make contact with the tenant/leasing agent and/or shareholder no response is forthcoming.

All associated costs will be incurred by the shareholder.

Where access is required to multiple units or storerooms, such as for the annual fire inspection or the maintenance of unit or storeroom infrastructure, an endorsement sheet for signing will be issued to unit occupiers in advance.

**REVISIONS**

<b>BOARD REVIEW</b>	<b>DATE</b>
Schedule created and approved	12 March 2012
Review approved	08 February 2016
Review approved	18 January 2017
Review approved	17 May 2017