



# services profile



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## services profile

### Sinking Fund Forecast

A Sinking Fund Forecast is a budgetary report designed to provide a reasonable estimate of future expenses relating to common property maintenance and building infrastructure. As the term, 'forecast' suggests, the report is a forecast of component costs a scheme is likely to incur over a given period.

The actual life of the components can be expected to vary from the estimated life and will be affected by maintenance programs, climate & environmental conditions, material failure, misuse and design errors etc.

Nothing is worse than having to raise a special levy to pay for unforeseen costs or conversely have an over abundance of funds that are unlikely to be expended. As registered Quantity Surveyors, we do not rely solely on computer generated software to estimate building costs and maintenance. With over 25 years' experience, we are able to provide a detailed, yet easy to read report of how expenditure should be managed over a 10 or 15 year cycle. The result for our clients is the added benefit of knowing that there are sufficient funds to ensure the scheme is maintained at an acceptable standard. After all, it is all about protecting the Body Corporate's financial interest.

### Insurance Replacement Valuation

The cost to replace a building or structure to its pre loss condition is often referred to as the insurance replacement cost. Insurance premiums are determined by the full cost to replace a structure or building and not by market value. Determining factors also include demolition, professional and statutory fees and escalation. Applying these factors can have significant impact on the cost of annual premiums.

In recent times, we have found, in many cases, the insurance company premiums had statutory increases which are not necessarily in line with current market costs or CPI indices. This has resulted in over insured property and increased premiums. As registered Quantity Surveyors, we have built a database of knowledge and a life time of experience to ensure your valuations are accurate and comprehensive and take into consideration all factors such as current market conditions, finishes, type of construction and materials, services, landscaping and external works.

### Fire Safety Services

The introduction of the Building Fire Safety Regulation (2008) aims to reduce the number of fire related incidents that occur in Australia each year. If you are an owner, occupier or business owner you have a legal obligation to ensure the safety of persons that occupy your premises.

Our extensive range of fire safety services are designed to ensure that your property or workplace achieves a 100% fire compliancy. The laws associated with fire safety can become quite confusing, however at Seymour Consultants we provide our clients with simple, easy to understand explanations regarding the legislation to ensure we achieve an optimal outcome.

#### Our extensive range of Services Includes:

- Fire Safety Audit Reports
- Preparation of Written Fire and Evacuation Plans
- Design and installation of Emergency Fire Evacuation Diagrams
- Appointment of Evacuation Coordinators
- Evacuation Coordination and Training
- Licensed and Accredited Fire Safety Advisors
- Annual Fire Safety Reviews
- Supply and Installation of Approved Log Book Cabinets
- Emergency Control Organization Training
- Preparation of an Occupiers Statements
- All Inclusive Package Fees

### Health and Safety Reporting

Seymour Consultants are specialists in the business of safety. Our unique customised reporting process aims to identify hazards and determine levels of risk. Assigning specific control measures to identified risk can become a daunting task often being left in the 'too hard basket'.

Our reports are easy and simple to read. If you have a hazard, we will explain what the hazard is and provide recommendations based on a series of control measures. The cost of annual inspections far outweighs litigation costs that can occur as a result of incidents. Our Inspectors have been compiling risk assessments for many years and are specialists in a range of disciplines such as commercial, residential, industrial and aged care facilities.



### Pool Barrier Inspection and Certification

The introduction of pool safety laws is aimed at reducing the number of pool immersion incidents that occur often as a result of defective pool barriers and poor adult supervision. Pool safety compliance is not as simple as it appears. There are a number of factors to consider when inspecting a pool barrier, in particular, the Acts, Developments Codes and Australian Standards.

Our Pool compliance program aims to make the pool inspection process simple and straight forward. If we inspect a pool and there are defects that require your attention, we compile a detailed report with photographic evidence and provide cost effective recommendations. We all want our children to be safe so leave it to a trusted company to ensure that your pool is kept safe and your annual compliance obligations are met.

### Asbestos Reporting

The manufacture and use of Asbestos products was banned nationally from 31 December 1989 due to potential health risks. Asbestos is a health risk when extremely fine particles become airborne and are inhaled. These fibres can enter and become lodged in the lungs, where they may stay and develop into Asbestosis. New Asbestos laws require a proactive approach to managing Asbestos.

Our Asbestos Safety Consultants have been involved in the Building and Construction industry for over 20 years and are experts in the field of Asbestos identification. Our cost effective solutions involve a detailed site inspection followed by the compilation of a site specific report which includes photographic evidence. Where Asbestos is suspected we are

able to extract a sample and send the sample to an approved laboratory for testing and confirmation of Asbestos. In addition to our Asbestos Report, we can provide an Asbestos Management Plan, labelling of Asbestos and the installation of an approved documentation storage cabinet.

### Engineering Reports

Seymour Consultants provide both Civil and Structural Condition Reports for the Body Corporate Industry. Offering professional and concise reporting which clearly identifies defects/problems together with digital photographs in an easy to read format. We provide Engineering Reports and inspections on buildings of all construction types (residential, commercial and retail). Particular emphasis is given to buildings which fall within the Building Services Authority building warranty period. Our detailed inspection and reporting process identifies potential defects or structural building faults prior to the expiration of the warranty period.

### Building Condition Reports

Seymour Consultant's Building Condition Reports are an evaluation of the building's current condition. We carry out an onsite inspection to establish the condition of the building and record written and photographic evidence of existing defects. The elements included in this report will be limited to internal areas and external walls where a visual inspection can be conducted from ground level or internal areas. We provide photographic evidence along with supporting text, to identify the condition of the building. Photographs will be taken depicting the general condition of areas observed to have defects and placed into the report with recommendations on potential remedial work required.



## Part 5 Reporting

Part 5 Report is a very effective way for the Body Corporate to manage their properties where Body Corporate Committees / Owners delegate the management of their properties to the Body Corporate Management Company.

Part 5 Reports allows for a report to be prepared on an annual basis but schedules all maintenance items quarterly. This clearly identifies general, as well as, any major structural or building issues that can be addressed in each quarterly report. All reports are clear, concise and backed up with digital photographs of the issue/s in question.

## Tax Depreciations

A tax depreciation prepared by a qualified Quantity Surveyor will help to ensure that you are maximizing your return on your investment property. The Australian Tax Office recognizes that the value of capital assets reduces over time. In return this allows property investors to deduct a portion of the original costs such as furniture and fittings and capital works on their investment property each financial year. This asset can be written off as tax deduction which allows investors to maximise their return on investment.

## Termite Inspections

A termite inspection is always the first step required to assess whether there is evidence of termites or other timber pests, and if so, what is required to effectively manage the problem. Termite inspections are a vital part of all termite management programs. Inspections are an ongoing requirement, with the Australian Standard AS3660 stating that a termite inspection must be done at least every 12 months. In most cases – changes occur around common property from year to year and often the Body Corporate may be unaware that something around the common property may encourage a termite attack.

A Common Property termite inspection option is always required when structures are involved, however when trees, retaining walls or other such items have timber pest activity, it is highly recommended to have the primary structures on the property inspected.

### In the termite inspection report, we will provide advice about the following:

- If visual evidence of timber pest activity was found
- A summary of the timber pests identified, including termites, borer, wood decay fungi
- How susceptible your property is to timber pest invasion
- Recommendations for improving the environment around your property
- Recommendations for a timber pest management plan
- Advice on pre-existing timber pest management systems

At Seymour Consultants we have qualified/experienced Pest Inspectors who are fully licensed to undertake a termite inspection of the common property to ensure full compliance.

## Members of:



Australian  
Institute of  
Quantity  
Surveyors



**Seymour  
Consultants**  
BODY CORPORATE REPORT SPECIALISTS

# Additional Services

## Building Management Statement – Apportionment Costing

Volumetric lots in building management groups are related by means of shared areas and shared facilities. A schedule attached to the Building Management Statement dictates how shared area costs and shared area facilities are to be apportioned amongst the group. Preparation of these documents requires a professional with thorough knowledge of building management costs and/or operational matters. We have over ten years' experience reviewing Building Management Statements and from time to time the building management group require a review by an expert in the field to propose a more appropriate workable schedule.

## Lot Entitlement Reporting

Lot entitlement reports provide a review of a body corporate lot entitlement schedule, for those Owners or Committees wishing to determine the reliability on which the existing levy apportionment is determined. We will investigate your current entitlement schedule; provide a full analysis with a recommended schedule of entitlements based on a number of factors which may be appropriate for the scheme.

## Management Rights – Due Diligence

This process involves an interview, question and answer session, police check, reference check with incoming onsite manager when a transfer of management rights occurs. To date, Bodies Corporate has been given little choice in accepting or rejecting an incoming manager.

As this is a business transaction, the Body Corporate's consent is forced within a short settlement date and can lead to accepting managers with a lack of experience and skills. The Due Diligence report will provide the Body Corporate committee reassurance that the incoming manager is capable of work outlined in their agreement. Should they lack the experience required, it will be stated in the Due Diligence Report and up to the committee to decide, with their legal representation, whether they should accept the incoming manager. This report is a successful tool for Bodies Corporate and developers to protect their interests.

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