



SAT

State
Administrative
Tribunal

Western Australia

SHORT FORM ORDERS MADE AT DIRECTIONS HEARINGS IN STRATA TITLES MATTERS

1. On or before [specified date usually in 7 days] the respondent must file with the Tribunal and give to the applicant a written response to the application together with copies of all documents upon which the respondent wishes to rely.
2. On or before [specified date usually in 14 days] [the strata company] must give a copy of this order together with written notice of the application to each of the persons referred to in s 79(2) of the *Strata Titles Act 1985* (Notified Person/s), which notice must advise that a copy of the application, all supporting documents, and the respondent's response thereto and the documents relied upon by the respondent may be inspected, subject to reasonable prior oral notice, at [insert a physical address], on any week day between the hours of 9:00am and 4:00pm on or before [specified date usually in 24 days].
3. [The strata company] shall provide a copy of any document inspected in accordance with the preceding paragraph of this order to any Notified Person who requests such a copy on or before [specified date usually in 24 days] subject to the Notified Person making payment of [the strata company's] photocopying costs.
4. On or before [specified date usually in 21 days] [the strata company] must provide to the Tribunal:
 - (a) a copy of the strata roll; and
 - (b) a declaration of service in accordance with paragraph 2 of this order.
5. Any Notified Person wishing to participate in the proceedings must:
 - (a) on or before [specified date usually in 31 days] file a written notice with the Tribunal stating that the Notified Person wishes to participate in the proceedings and providing a street address for service of documents (a Post Office Box is not acceptable) and give a copy of the notice to the applicant and respondent; and,

- (b) attend the directions hearing referred to in the following paragraph of this order either in person or by a representative, or, subject to prior arrangement with the Tribunal made not less than five (5) business days prior to the hearing, by way of telephone conference.
6. The matter is adjourned to a further directions hearing on [specified date usually in 38 days] to address any written notice from Notified Persons in accordance with the preceding paragraph of this order and, in consequence, any further steps which might be required in preparation for the final hearing of the matter.
 7. Subject to the preceding paragraph of this order, the matter is listed for a final hearing to commence at on [specified date in at least 52 days] for a duration of hours/day(s).

[Adopted by the Rules Committee on 19 August 2008]