

NOTICE DISTRIBUTION FOR GENERAL MEETINGS

Section 76 of the Interpretation Act 1987 sets out the timeframe within which a document sent by post will be deemed served. However, as from 28 November 2018, this has been increased from the previously required 4 business days to service within Australia “to have been effected on the **seventh working day** after the letter was posted”.

In addition the Strata Act requires that there be 7 ‘clear days’ notice to be provided. The table below is intended to provide guidance on the worst case scenario, for the latest a meeting agenda can be posted out to ensure a valid meeting is held.

Note - This does not take into account any public holidays will affect the required .

Day 1 Monday	Day 2 Tuesday	Day 3 Wednesday	Day 4 Thursday	Day 5 Friday <u>Agenda Posted</u>	Day 6 Saturday	Day 7 Sunday
Day 8 Monday 1st working day	Day 9 Tuesday 2nd working day	Day 10 Wednesday 3rd working day	Day 11 Thursday 4th working day	Day 12 Friday 5th working day	Day 13 Saturday	Day 14 Sunday
Day 15 Monday 6th working day	Day 16 Tuesday 7th working day	Day 17 Wednesday 1st ‘clear’ day	Day 18 Thursday 2nd ‘clear’ day	Day 19 Friday 3rd ‘clear’ day	Day 20 Saturday 4th ‘clear’ day	Day 21 Sunday 5th ‘clear’ day
Day 22 Monday 6th ‘clear’ day	Day 23 Tuesday 7th ‘clear’ day	Day 24 Wednesday <u>Earliest day for meeting</u>	Day 25 Thursday	Day 26 Friday	Day 27 Saturday	Day 28 Sunday