

Strata Committee Charter – SP

1 Purpose

- 1.1 The Strata Committee (**Committee**) is a committee of the Owners Corporation of Strata Plan to manage the day to day operations of the strata scheme.
- 1.2 The Committee also exercises such powers and performs such other functions as may be delegated to it by the Owners Corporation from time to time.

2 Membership

- 2.1 The Owners Corporation appoints the members of the Committee at each AGM.
- 2.2 Individual owners may nominate themselves or another eligible person to stand for election to the Committee.
- 2.3 Members of the Committee must be:
- an individual who is a sole owner of a lot and is financial at the time of the appointment
 - only one co-owner of a lot, unless they own more than one lot, and is financial at the time of the appointment.
 - a company nominee of a corporation that is the sole owner of a lot and is financial at the time of the appointment.
 - a non-owner, if nominated by an eligible owner who is not themselves on the committee or hasn't been appointed.

2.4 The Committee comprises a minimum of two (2) members and a maximum of nine (9) members.

2.5 The members of the Committee will elect the following office bearers:

- Chairperson
- Secretary
- Treasurer

One committee member may take on more than one position.

2.6 Each Committee member is expected to:

- act with due care and diligence in all matters and in the best interest of the strata scheme; and
- commit to understanding the basic procedures and by-laws within the strata scheme; and
- disclose any conflict of interest at a meeting, which must be recorded; and
- have the capacity to devote the required time and attention to prepare for and attend Committee meetings; and
- attend at least 50% of committee meetings held throughout the year.

2.7 Tenants can appoint a Tenant Representative as a member of the Committee only where tenants live in at least half of the number of lots in the scheme and the appointed tenant representative remains a current resident within the scheme.

3 Meetings

- 3.1 In any year the Committee must meet no less than four (4) times.
- 3.2 A meeting may be called by:
- the secretary at any time, or
 - one third of the committee members asking the secretary to call one
- 3.3 The agenda for Committee meetings is determined by the Committee Chairperson and Secretary but must include any item of business of the member who requested the meeting under 3.2
- 3.4 The agenda shall be provided to Committee members by the Committee Secretary at least three (3) days in advance of each meeting and placed on the noticeboard.
- 3.5 Supporting papers should be provided at the earliest opportunity they become available and may be presented at the meeting with the permission of the Committee Chairperson.
- 3.6 Any member of the Owners Corporation may attend any committee meeting but are not permitted to speak unless a resolution is passed by the Committee allowing them to speak.
- 3.7 A Committee meeting may be called or held using any technology consented to by each member.
- 3.8 A quorum for any meeting exists when at least half the committee members are present (not including any tenant representative).
- 3.9 The Chair of the meeting would either be the Committee Chairperson, Secretary or their properly appointed delegate.
- 3.10 In the absence of the Chair under 3.9, the members will elect one of their number as Chair of that meeting.
- 3.11 The Committee may invite other lot owners and external advisers to attend all or part of its meetings, as it deems necessary or appropriate.
- 3.12 Each member of the Committee has one vote, unless they are:
- unfinancial (owing unpaid levies), or
 - the tenant representative
- 3.13 A Committee member can vote on a motion either during a constituted meeting or in writing. The Committee may also resolve to adopt voting by electronic means.
- 3.14 If a member has a material personal interest in a matter that is being considered at a meeting, they must not be present for consideration of that matter unless the interest has been fully disclosed to the Committee and the Committee agrees that the member may be present. A Committee member with a material personal interest in a matter shall not vote on that matter.
- 3.15 Decisions of Committee may be made:
- at a duly called and constituted meeting; or
 - by a resolution in writing notified to all members of the Committee and approved by at least 75% of the members of the Committee who are entitled to vote on the resolution.
- 3.16 Decisions by the Committee are treated as the decision of the Owners Corporation. However, if the Owners Corporation makes a different decision, that decision would apply.

4 Minutes

- 4.1 Minutes are to be prepared for each Committee meeting by Fairwater Strata.
- 4.2 The minutes of each Committee meeting are to be circulated to all Committee members by the Committee Secretary as soon as practicable.
- 4.3 The Committee shall consider and adopt the minutes of each Committee meeting at its next meeting (or the next practicable meeting if the minutes are not available at the next meeting).

5 Responsibilities

- 5.1 The Committee has the responsibility to manage the day to day operation of the strata scheme
- 5.2 Office bearers usually perform the following duties:
 - Chairperson – runs all general meetings and oversees all procedural matters.
 - Secretary – arranges meetings by providing notice of them, prepares and distributes meeting agendas and minutes, and maintains the strata roll.
 - Treasurer – notifies owners levy contributions and keeps accounting records.
- 5.3 Authorise the repair, upgrade and/or maintenance work to common property within the strata scheme in the amount not exceeding AUD
This does not apply to urgent repair or maintenance work to prevent any safety and/or security risk
- 5.4 Negotiate the renewal of any contractual arrangements with external service providers
- 5.5 Provide written notice to members of the Owners Corporation at least two (2) weeks prior to any planned major repair, upgrade and/or maintenance work undertaken in the strata scheme.
- 5.6 Obtain legal services if:
 - urgent action is required to protect the interest of the Owners Corporation in the amount not exceeding AUD; or
 - the cost does not exceed AUD
- 5.7 Ensure that the by-laws are observed by members of the Owners Corporation.
- 5.8 Impose fines and/or notice to comply when there is a breach in the by-laws.
- 5.9 Discuss and undertake appropriate action(s) that is reasonable on any issue or complaint adversely impacting a member of the Owners Corporation.
- 5.10 Manage the Administrative and Capital works fund as well as recover any unpaid contributions.
- 5.11 Keeping up-to-date with and following all relevant laws including planning, building, fire and safety inspections, and work, health and safety laws

6 Authority

- 6.1 The Owners Corporation has authorised the Committee, within the scope of responsibilities set out in this Charter, to perform the activities required to address its responsibilities and make recommendations to the Owners Corporation as and when required

7 Review of the Committee Charter

- 7.1 Any modifications to or replacements of this Charter must be approved by the Owners Corporation.