



## REGATTA WHARF

### **RULES FOR STRATA COMMITTEE (SC) MEETINGS**

So that we can use our valuable time most effectively, all RW Strata Committee members commit to the following rules and code of conduct:

1. SC meetings will be held at least every second month, and more frequently if required, on-site in an agreed location or by electronic means, or a combination of both.
2. Building Manager (BM) meetings will be held on alternate months, primarily to discuss details around building issues under active attention. These are open to all SC members but primarily an information, rather than decision making, forum – notes from these meetings to be circulated to all SC members.
3. All SC meetings will run for a maximum of two hours and BM meetings one hour – unless extended by majority agreement.
4. Members agree to comply with the Code of Conduct (below) at all times.
5. Members agree to read all reports and other documentation prior to attending each meeting.
6. Members agree to participate in a fair share of the project work required.

### **CODE OF CONDUCT FOR REGATTA WHARF STRATA COMMITTEE**

As an elected Strata Committee member representing all owners, I agree that at all times I will:

1. Be committed to acquiring a basic understanding of and comply with, the relevant legislation, this Code of Conduct and all rules/by-laws concerning this scheme.
2. Act honestly and fairly and not unreasonably disclose information held by the Owners Corporation, including information about an owner.
3. Act in the best interests of the Owners Corporation unless it is unlawful to do so.
4. Not cause a nuisance or otherwise behave in a way to bring disrepute or diminish the good reputation of this committee.
5. Respect fellow members' opinions and differences and foster a spirit of teamwork and cooperation.
6. Be committed to attending all meetings of the committee other than in exceptional circumstances, such as illness.
7. Comply with committee processes and procedures as determined by the committee from time to time (attached).
8. Disclose to the committee any conflict of interest I may have in a matter before the committee and not vote on such matters.



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## Strata Committee – Operating Processes and Procedures

The Regatta Wharf (RW) Strata Committee (SC) has agreed to the following processes and procedures to ensure that the committee operates in the most ethical, efficient and effective way.

### Introduction

- The SC will at all times operate under relevant Strata Management and other legislation.
- All SC members will adhere to the RW - SC Rules and Code of Conduct.

### Key Operating Processes and Procedures

1. The SC will always attempt to reach decisions which are supported by all committee members.
2. If unanimous agreement is not reached, after all SC members have had an opportunity to express their view, a decision on any issue or motion will be made by a majority vote. Each SC member has one vote and each vote is equal. Where there is an even number of votes – e.g. where there is an even number of SC members, or one or more members abstain from voting, this does not constitute a majority vote. In the instance of a majority vote, SC members can request their individual position be minuted if in the minority group.
3. Votes on a motion will usually be undertaken at a SC meeting. A vote can also be out of session, if agreed by the majority – but needs to be ratified and minuted at the next SC meeting.
4. All SC members are to be provided with all the relevant information, and as far as practicable, be included in all communications, leading up to a vote on an issue/motion.
5. The office bearer positions of Chairperson, Treasurer and Secretary, as required by legislation, have defined roles, but these positions have no greater power than any other SC member in relation to decision making. The NSW Department of Fair Trading Strata Living Guide summarises the duties of these positions: the Chairperson runs all general meetings and oversees all procedural matters; the Secretary arranges meetings by providing advance notice of them, prepares and distributes meeting agendas and minutes, and maintains the strata roll; and the Treasurer notifies owners of levy contributions and keeps accounting records. Note: Several Secretary and Treasurer functions at RW are, by agreement of the Owners Corporation, delegated to the Strata Manager.
6. Sub-committees will be formed by agreement of the majority of SC members and may include SC members and/or owners or tenants, by invitation of the SC. The Chair of a sub-committee will be agreed to by the SC, and may be either a SC member or owner/tenant. There must always be at least one SC member on a sub-committee.
7. Sub-committees will operate under clear terms of reference. These are to be in writing and agreed to by the SC. Sub-committees do not have any power to make decisions, represent the view of the SC or commit the SC to any financial expenditure or any course of action. Generally, sub-committees will be asked to research particular issues, undertake discussions with stakeholders, provide information and make recommendations to the SC. The primary role of the nominated SC Chair of a sub-committee is to coordinate and document the actions/recommendations of the sub-committee and keep the SC well

informed – this person has no greater power than any other sub-committee member. Sub-committees do not need to keep minutes but should record a summary of proposed actions, timelines and recommendations and provide these to the SC, in a timely manner, indicating whether these are unanimous or majority supported. The SC will vote on recommendations of a sub-committee at a SC meeting or out of session under agreed voting procedures.

8. The SC may at times delegate certain roles and authority for approvals to a small group of nominated SC members for the progression of operational issues such as approval of pets, visitor car parking, new storage units in the car park, minor renovations etc. Such delegations will be clearly outlined in writing and all approvals under these delegations must be in line with legislation and will be minuted at a SC meeting. Such delegations will be reviewed on an annual basis.
9. As required by legislation for a strata the size of RW, at least two quotes must be obtained by the SC for items over \$30,000. Other agreements around quotes, delegation limits to the BM etc will be agreed to by the SC from time to time e.g. In the case of urgent repairs, the SC may elect to proceed without additional quotations. All decisions regarding quotes will be made by a majority of the SC.
10. Whilst all SC members may at times have direct contact with the Strata Manager, the primary formal contact will be by the elected office bearers.
11. Whilst all SC members may at times have direct contact with the Building Manager (BM), the BM should only take actions based on the agreement of the majority of the SC – such agreements can occur at formal SC meetings (potentially based on BM meeting discussions) or out of session in writing.
12. The BM will be the primary contact for all contractors. SC members or sub-committees should not as a general rule have direct contact with contractors, unless delegated by the SC.
13. The BM report and all sub-committee reports to the SC are to be provided at least two business days prior to each SC meeting, unless otherwise agreed by the majority of the SC.
14. Individual SC members must at no time provide owners with a personal opinion on an issue under consideration by the SC, without qualifying that it is a personal opinion as an owner and that it is not provided as a SC member.
15. The SC will need to obtain legal advice from time to time. This will be in line with any legislative requirements and agreement by RW owners.
16. No individual SC member can make a decision outside the majority voting process, or represent the views of the SC unless delegated to do so. In general, the Chair of the committee will be the person to represent the agreed position of the committee if this is required.



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## **Strata Committee – Communications and Consultations with Owners and Residents**

The Regatta Wharf (RW) Strata Committee (SC) is committed to regular communication with owners and residents and consultation with owners on major changes to our buildings and garden.

The following principles will be followed:

1. Appointment of sub-committees will be considered to enable both owners and residents to become involved and provide input to various projects to be considered by the SC (e.g. major refurbishments, new proposals such as improved sustainability initiatives), and ongoing issues such as the look and maintenance of the garden or operations of the bike room.
2. There should be regular communications with owners and residents on important topics via print and electronic means (e.g. the RW newsletter and/or surveys) and face to face/online information sessions. Such communications will be in addition to formal minutes of SC meetings distributed to all owners.
3. For changes that significantly impact the aesthetics of the strata and require a general meeting to approve, a structured and inclusive consultation approach will be undertaken and can include:
  - The SC seeking the advice of professionals in areas of building, design and colour to assist in the development of options for the consideration of owners.
  - Newsletter advice and details.
  - Surveys of owners.
  - The opportunity for owners to view and comment on options being considered prior to such options and/or recommendations being put to owners for a formal vote.
  - The opportunity for owners to provide input and express views as part of the consultation process, and for this input to be given due consideration by the SC.