



Code of Conduct of the Strata Committee

Members of the committee agree to apply to themselves the highest standard of conduct and act in the interests of all members of the owner's corporation as a whole.

Members of the executive will: -

1. Set a good example to owners and residents.
2. Be familiar with, follow and assist in the administration of our By-laws.
3. Seek the views of other owners in matters concerning the management of the building and community, and respect their opinion.
4. Show respect at all times to fellow committee members, owners, and residents. Threats, insults, bullying or coercion in any shape or form will not be tolerated.
5. Disclose any interest (financial or otherwise) in relation to any matter discussed at the meetings, prior to that matter being discussed or voted upon.
6. Abstain from any vote on matters affecting their own lots or lots in which members of the executive or owners of their lots have a beneficial interest.
7. Not interfere with or give orders to employees, trades people or persons employed by the owner's corporation unless this is part of the duties of their position (e.g., secretary, treasurer) or unless given express authorisation by the chairperson or the strata committee.
8. Gain pre-approval from the Chair or Treasurer for any cost specifically incurred or charged on behalf of Waratah and include a clearly specified request and/or quote, particularly if the goods or services are provided by an external service provider. If the services are to be provided by an entity or enterprise in which a member of the executive has an interest, this must be fully disclosed and approved by the Committee
9. Provide an original tax invoice for any expenses incurred by a Committee member for refund or payment.
10. Be diligent in the efficient, cost-effective, and responsible use of Strata funds. Spending authorities for the Chair and Treasurer will be established by the Committee on an 'as needed' basis.
11. Be diligent in attending regular committee meetings and reading all the materials prior to meetings to improve efficiency.
12. Be given black key access to all parts of the strata plan. This access is to be rescinded upon cessation of strata committee membership.

The strata committee may formally censure any member who does not adhere to this code of conduct. Reaffirmed unanimously by all members of the strata committee 2017/2018 on 7th February 2018