



COMMITTEE CODE OF CONDUCT

This Code is an instrument to support the fair and timely decision making of the committee.
The wording of these undertakings has been agreed by the current committee.

I (full name)	Christopher Ho
of SP / DP No	SP98926 and SP98924

agree to adhere to these undertakings as part of my acceptance of my role as a committee member

- + Acknowledge and agree to vote at committee meetings to achieve a decision that is in the best interests of all owners. It is noted that at a general meeting I have the right to vote in my own interest.
- + To disclose any personal current or future conflict of interest and remind my fellow members when appropriate
- + To disclose any awareness of a potential conflict of interest with another member or supplier.
- + To act honestly and fairly
- + To respect fellow members opinions and differences
- + To trust and support fellow committee members in carrying out their assigned duties
- + Should I not agree with the majority decision of the committee, I will still work to support the decision of the committee.
- + Have detailed familiarity with the scheme's by-laws
- + To commit to meeting attendance and read materials before the start of the meeting. Should attendance not be possible then contact will be made with the strata manager to assist with the quorum.
- + To agree to a minimum of quarterly meetings that should run for no more than 90 minutes with no more than 15 motions
- + To commit to devoting time to assist with the progressing of scheme matters outside of meetings.
- + To acknowledge that the Secretary is the nominated individual to provide instruction to the strata manager and building manager.
- + To minimize email traffic at all times.
- + To work to timely decision making. Review of correspondence within 5 business days of receipt unless specified otherwise in the 1st sentence of the body of the email.
- + To foster a spirit of teamwork and co-operation with respectful communications (written & verbal) amongst
 - o Fellow committee members
 - o Owners and occupiers
 - o Strata managing agent
 - o Suppliers engaged by the scheme
- + To accept the guidance of the strata manager and contracted specialists to ensure compliance with legislation. If clarity is needed then committee will seek this in writing.
- + To keep confidential contact details of all committee members, owners, residents and other related parties.
- + Understand that if a transgression of this Code occurs then the committee member is afforded the opportunity to provide surety that further transgressions will not occur. With continued transgression the committee can seek in writing the resignation of the committee member. If the request is ignored, then the committee will seek a general meeting with a motion to remove the individual and for a replacement member to be elected.

Signed: 

Date: 26/07/23

SEND COMPLETED FORM TO
your strata manager's email address
or
info@strataplus.com.au