

# Committee of Management Code of Conduct.



We [members] acknowledge the responsibility and privilege to participate in the Owners Corporation Committee of Management. We must adhere to this Code to support the productive participation by all members in the development of projects and delivery of services in accordance with the following terms.

<b>We will:</b>	
<b>Work for the Net Benefit of the Lot Owners and Residents.</b>	We recognise that the Owners Corporation Committee of Management works for the Net Benefit of the Lot Owners and Residents, over and above the interests of any individual, company or representative organisation. We acknowledge that we are required to represent our individual Lots or the Lots of our proxies, but must be prepared to accept consensus decisions that are in the Owners Corporation's interest.
<b>Uphold the consensus process</b>	We will uphold the principles of our consensus-based process through openness, transparency, balance and respect for each member in alignment with internationally recognised principles of consensus in the development and delivery of our work.
<b>Agree to clear purpose and scope</b>	We will commit to the development of a clear shared purpose, objectives, agenda and project plan to ensure timely and efficient development and delivery of our work.
<b>Respect others in meetings</b>	We commit to respecting others and the professional culture of the Owners Corporation Committee of Management. We will attend meetings fully briefed and prepared. We commit to meeting etiquette and the rules of engagement by: <ul style="list-style-type: none"> <li>• turning mobile phones off;</li> <li>• being on time;</li> <li>• advising our Owners Corporation Manager if we are unable to attend a meeting or wish to appoint another Committee Member as a proxy;</li> <li>• providing a response within seven days of receipt of a request for an out-of-session approval via email;</li> <li>• respecting others and their opinions by allowing one person to speak at a time;</li> <li>• following an agreed agenda;</li> <li>• accepting group decisions and not returning to 'closed agenda items' unless new, relevant subject matter emerges.</li> </ul>
<b>Provide a safe &amp; healthy workplace for Contracted Staff</b>	We commit to ensuring, at all times, we will provide a safe Workplace for any contracted staff who may be in attendance at any meeting of the Owners Corporation or Committee of Management. This carries to any meetings or communications which may be held between Committee representatives and contracted staff regardless of size, venue, subject matter or format.
<b>Participate actively</b>	We will agree to our roles and responsibilities and actively participate in projects where agreed. If we represent proxies, we will engage and consult with our Nominating Lot Owners to ensure our constituency is informed and their views represented.
<b>Declare all relevant interests</b>	We will behave in a transparent manner by declaring all relevant interests. We will manage or remove potential, perceived or actual conflicts of interest, to facilitate the resolution of competing interests via the open and structured process that forms the basis of consensus standardisation.
<b>Escalate and resolve issues</b>	We will identify and escalate issues and disputes in a timely manner to ensure rapid resolution. We will uphold agreed escalation and dispute resolution processes.

# Committee of Management Code of Conduct.



We [members] acknowledge the responsibility and privilege to participate in the Owners Corporation Committee of Management. We must adhere to this Code to support the productive participation by all members in the development of projects and delivery of services in accordance with the following terms.

<b>We will:</b>	
<b>Behave legally and ethically</b>	We will act in good faith and with due care and diligence and comply with applicable laws and standards. We will promote a culture of fair and ethical behaviour and encourage the reporting of unethical behaviour, breaches of the law and matters detrimental to the Owners Corporation and its reputation.
<b>Uphold this Code</b>	We actively encourage compliance with this Code at all times. We also accept and encourage the rapid initiation of action to address poor, unacceptable or inappropriate behaviours and breaches of this Code.

I have read this policy and agree to abide by it:

<b>Committee Member name:</b>	<b>Signature:</b>	<b>Date:</b>