

Serving on Strata Committee



The strata committee is authorised to make decisions on behalf of the owners corporation regarding various matters, including the management and maintenance of the common property, enforcing by-laws, and administering the strata scheme. The committee is responsible for managing the finances of the strata scheme, which includes preparing budgets, setting levies, and ensuring that all financial transactions are properly recorded.

Additionally, the committee is responsible for engaging and managing contractors and service providers to carry out maintenance and repairs on the common property. It also has the power to enforce the by-laws that govern the use of the property and ensure that all owners and residents comply with these rules.

The committee is responsible for keeping the owners corporation informed of any decisions or actions taken on behalf of the strata scheme and seeking approval for any major decisions or expenditures. It is important to note that the strata committee is accountable to the owners corporation, and all decisions made by the committee must be in the best interests of the strata scheme as a whole.

Who makes up a strata committee?

The owners corporation elects the strata committee at each annual general meeting (AGM). There can be one to nine people on the committee. The owners corporation decides the total number, which cannot be more than nine. If you live in a two-lot scheme, the strata committee must have at least two members (one from each property). If you live in a scheme with more than 100 properties, the strata committee must have at least three members.

What decisions can the strata committee make?

A strata committee helps the owners corporation make decisions about the strata scheme. The owners corporation chooses exactly what the strata committee can decide on. The owners corporation can also overrule any decisions the strata committee makes. A strata committee can be helped in these jobs by a [strata manager](#).

Office Bearers

Strata committee members must also choose one or more people for the ‘office bearer’ jobs:

- Chairperson: runs meetings and oversees the administration of the strata scheme
- Secretary: arranges meetings, prepares and gives out meeting agendas and minutes, updates the strata roll, issues notices, and does other administration including correspondence
- Treasurer: keeps accounting records and issues levy notices on behalf of the owners corporation It’s best to have a person on the strata committee who knows how to manage finances.

The decision-making power of the strata committee

Aside from the specific duties of the Secretary, Treasurer, and Chairperson listed in the Act, no one committee member has the authority to make a decision on behalf of the Owners Corporation. All decisions of a Strata Committee must be made at a properly convened committee meeting, even if the committee consists of only one person.

The paramount duty of all Owners Corporations is to control, administer and manage the common property for the benefit of all owners, tenants and occupants at the scheme. The role of the committee is to ensure that the obligations of the Owners Corporation are fulfilled.

You should think about this when voting for strata committee members.

CONTACT US

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