

## **Role of the Body Corporate Committee**

### **The Aurora Tower 2022 - 2023**



The work of the Aurora body corporate committee can be daunting and considerable due to the size and complexity of the Tower. The role and time commitment of the committee is influenced both by the formal responsibilities outlined by the relevant Legislation, and the projects and activities the elected committee decide to undertake. It is important for all committee members to have a good understanding of their responsibilities and to work collaboratively with each other and with owners to ensure the property is well-managed and maintained. It is also important to remember that the role of a committee member is to represent all owners, pursuing personal interests is not appropriate, and personal conflicts of interest always need to be identified and managed.

The 2022/23 committee is active and have identified and pursued a number of projects to improve the operation and fabric of The Tower and it could be expected that a committee member would assign a significant amount of time to support these activities.

Broadly speaking these activities can be separated into 2 categories. The first being special projects, the second ongoing administration.

#### **SPECIAL PROJECTS**

For the last 12 months these have included the following projects, many of which are ongoing.

- Lift upgrades
- Airconditioning water treatment and BMS
- Fire door penetration inspections and fire services agreement
- Key replacement
- Roof Steelwork
- Car park painting
- Security services
- Flammable cladding rectification

Time for these projects is variable depending on the size and complexity of the project.

#### **ADMINISTRATION**

##### **Meetings**

The committee have regular meetings to discuss and make decisions about the management of the Tower. They need to review financial reports, consider maintenance issues, and address any concerns or complaints from residents. These include

- Formal meetings (every two months – 5 per year)
- Informal meetings (every other two months – 5 per year)
- AGM (annual usually May)

Approximate time: 2 hours each month plus preparation time.

## **Monitoring the requirements of the Caretaking Agreement**

The committee actively monitors the performance of the caretaker which acts both as the building manager and the short-term letting manager. This is an ongoing task, the time commitment is variable depending on issues identified which include amongst other issues, behaviour of short-term guests.

## **Budgeting & Financial Management**

- The committee develop and manage a budget for the Tower, including setting fees and levies for residents, reviewing financials for utilities and ensuring that there are sufficient funds for maintenance, repairs and projects. This is usually in March/ April. Estimated time 30 hours annually.
- Payment of invoices oversight is the principal responsibility of the Treasurer, supported by EBCM. The time involved in this activity depends on the current projects and maintenance issues and is estimated to be approximately 10 - 15 hours each month.
- Review by all members (time commitment variable – 2-4 hours per month)

## **Maintenance, repairs and cleaning**

The committee is responsible for ensuring that common property and facilities are well maintained, and any necessary repairs are carried out promptly. This is done in conjunction with the building manager and caretaker.

- Weekly meetings with Caretaker – 4-8 hours per month
- Meetings with suppliers, for example, Lift Consultants, Airconditioning consultants (time depends on projects)

## **Compliance**

The committee in conjunction with the strata managers (EBCM) ensures that the property complies with all relevant laws and regulations, including building codes, fire safety regulations, and environmental regulations.

- Review all applications for renovations
- Review all applications for pets
- Arrange inspections of critical infrastructure (smoke sensors, fire doors, balustrades)

Time commitment depends on the number and complexity of applications and inspections, all approvals done by email and later ratified at formal meetings (2-4 hours per month)

## **Dispute resolution**

The committee may be called upon to help resolve disputes between residents or between residents and the body corporate. The time commitment depends on the number and complexity of disputes.

## **Administration**

The committee need to maintain accurate records of meetings, decisions, and financial transactions, and ensure that all residents and owners are kept informed of important developments and decisions.

- Production of Newsletter (8 hours per month for primary author, 2 hours per month for additional section authors and all committee members to review)

- Correspondence is the principal responsibility of the Secretary, supported by the EBCM. The time involved in this activity depends upon the issues at hand and is estimated to be approximately 15 hours each month.
- Owners Orientation This is held twice a year. One member of the committee develops the presentation, liaises with EBCM to obtain names of new owners, communicates with new owners and coordinates and attends the session. This takes about 8 hours for each event. Other committee members attend, this is approximately 2 hours.

## **Remuneration**

Each year at the AGM, owners are asked to approve remuneration for the committee. If this is approved, it is a nominal amount equal to:

- a total of \$18,000 per annum for the Chair, Secretary and Treasurer (\$1500 each month based on \$50 per hour for 30 hours per month)
- a total of \$6000 per annum for ordinary members (\$500 each month based on \$50 per hour for 10 hours per month).

Remuneration is optional. If a committee member requests remuneration, that must be indicated on the nomination sheet.

The time spent by most committee members in 2022/23 was well in excess of these hours. Payment is made based on an invoice request for work performed by the committee member.

## **Final Words**

It is important for the Committee to work as a team and for each member to contribute to the activities underway. It would be unreasonable to expect a few members to carry the workload.

Please feel free to discuss the role and activities of the Committee with any of the current or past members.