

# Sanctuary Lakes Resort

## Code of Conduct

This Code of Conduct is a voluntary Code that Owners Corporation (OC) committee members at Sanctuary Lakes are invited to accept when they accept membership of their OC committee. The success of Sanctuary Lakes OCs relies on volunteers giving their time and skill. This process is more successful where all committee members adhere to a common Code of Conduct.

Committee members should be mindful of the *Owners Corporation Act 2006* and particularly Section 116 which addresses duties and Section 117 which outlines immunity provided for committee members when acting in good faith.

### **Code of Conduct for Owners Corporation committee members at Sanctuary Lakes**

#### **1 Commitment to acquiring understanding of Act, including this code**

A committee member at Sanctuary Lakes must have a commitment to acquiring an understanding of the *Owners Corporation Act 2006*, *Owners Corporation Regulations 2007*, the rules of the Owners Corporation and this Code of Conduct, relevant to the member's role on the committee.

#### **2 Honesty, fairness and confidentiality**

- (a) A committee member must act honestly and in good faith in performing the member's duties as a committee member.
- (b) A committee member must not unfairly or unreasonably disclose information held by the Owners Corporation, including information about an owner of a lot, unless authorised or required by law to do so. Committee members must be mindful of the Privacy Act and dispose responsibly and securely of unnecessary documents that contain personal information.
- (c) A committee member must exercise due care and diligence in performing the member's duties as a committee member.

#### **3 Acting in Owners Corporation's best interests**

A committee voting member must act in the best interests of the Owners Corporation in performing the member's duties as a committee member, unless it is unlawful to do so.

Committee members must reply to correspondence in a timely manner and attend meetings called by the Secretary wherever possible. The Chairperson should communicate appropriate documents, correspondence and other material to enable the committee to resolve from time to time that the functions and powers delegated to the Owners Corporation representative on SLRS Limited may be exercised generally or in a particular manner.

A committee member must attend at least 50% of official committee meetings in any year and must not be absent for two consecutive meetings without the prior approval of the committee.

## **4 Complying with Act and this code**

A committee member must take reasonable steps to ensure the member complies with the *Owners Corporation Act 2006*, *Owners Corporation Regulations 2007*, the rules of the Owners Corporation and this Code of Conduct, in performing the member's duties as a committee member.

## **5 Authority to Act**

A committee member has no executive authority and can only act with the approval of the committee.

## **6 Conflict of Interest**

A committee member must disclose to the committee any conflict of interest the member may have in a matter before the committee. Where there is a conflict of interest, the member must voluntarily or if asked to do so by the committee, absent themselves from deliberations and decisions of the committee about the relevant matter.

## **7 Respect for Others**

A committee member must treat fellow committee members, management, SLRS Ltd, SLRSAC members and other stakeholders with respect and courtesy. Insults and personal criticism are not acceptable. Constructive comments on ideas, proposals and behaviour are encouraged when based on facts, observations or personal beliefs but should not be presented in an emotional, personal or aggressive manner. Once a decision is made, each committee member is expected to respect the will of the majority and support the decision.

1 October 2012