

management duties

Secretarial Items

- Convene and attend the annual general meeting
- Convene and attend all necessary committee meetings
- Call nominations for the position of executive and ordinary members of the committee
- Prepare and distribute meeting notices
- Record and distribute minutes
- Promptly dealing with communication and correspondence
- Preparation of Body Corporate Information Certificates

Administrative Items

- Effect and renew insurances
- Lodge insurance claims
- Establish and maintain the roll and other statutory registers
- Maintain and keep the records
- Implement the decisions of the body corporate and its committee
- Make available the records for inspection
- Preparation of Workcover Queensland annual return form (if the body corporate employs workers)
- Establish a Workplace Health and Safety procedure (if needed)
- Preparatory work re the preparation of the income tax return

Financial Items

- Open and maintain a bank account for the administrative and sinking funds
- Levies can be paid at any Australia Post or via BPay (inc Credit Cards)
- Prepare annual Financial Reports
- Prepare interim Financial Reports when necessary
- Prepare administrative and sinking fund budgets (based on the sinking fund report)
- Co-ordinate the preparation of a sinking fund report
- Issue levy and other contribution notices
- Receipt and bank levies
- Process and pay accounts

Maintenance Items

- Arrange an annual building inspection (where appropriate) to monitor Work Place Health and Safety Issues as well as a general maintenance condition report

- Organise small repairs (where appropriate in consultation with the Committee and using body corporate preferred contractors)
- Organise emergency repair work
- Liaise with maintenance contractors generally (including "hiring" and "firing" when required)

Other

- Use of a fully computerised Matter and Activity Tracking system to track each outstanding matter for a body corporate (eg maintenance etc)
- Review Body Corporate & Community Management Act 1997 and Regulation Modules to ensure compliance

Committee management *

- Providing a clear vision for the future of the body corporate (for example, forward planning of major works etc)
- Supervising contractors including approving accounts prior to payment (for example the gardener, etc)
- Arranging and/or supervising small repairs
- Keeping the community generally informed (eg where parking is allowed, bin nights etc)
- Regularly inspecting the building and common areas to ensure maintenance is kept up to date
- Generally being the "eyes and ears" of the body corporate on-site

* does not apply to Part 5 appointments this will require owners to become involved.

Onsite Management

- Some developments (generally larger developments) may choose to appoint an on-site building manager to arrange and supervise maintenance works etc.

Things we do not do!

- Please remember that Toowoomba STRATA is **not** appointed to be an on-site building manager. Accordingly, we rely on the Committee to advise us when a maintenance issue arises or to provide any pro-active supervision of contractors etc if needed.
- Please remember that Toowoomba STRATA is **not** an enforcement office. We have no power to force anybody to comply with the by-laws etc. Enforcement is the role of the Commissioner's Office. Our role is limited to writing letters and you must appreciate that letters can be easily ignored.

Communication, Flexibility and Co-Operation Is Critical