

SCA (NSW) 2021 Strata Meeting General Recommendations As of 7 October 2021

With continuing uncertainty regarding COVID-19 recommendations and issues relating to the vaccination status of attendees, SCA (NSW) recommends that Strata Meetings continue to be held virtually.

SCA (NSW) recommends such virtual meetings at least until the end of 2021.

Virtual meetings will allow Owners Corporations to continue to have meetings without the vaccination status of attendees being a consideration. It is important to provide everyone with the opportunity to feel safe to vote and have access to the information required to be able to decide how to vote.

Virtual meeting tools allow the sharing of a screen that displays agendas, meeting papers, quotes, budgets, etc. Presentation software such as PowerPoint and electronic voting systems also allow the presentation and integration of meeting information and papers (and the latter will ease minutes preparation).

If a Scheme wishes to go ahead with an in-person meeting, then the strata manager should consider:

- Obtaining indemnity from the Strata Committee or Scheme;
- In the short term, being able to confirm the vaccination status of the staff attending;
- In the short term, formulating a company policy on owner attendees' vaccination status;
- Clients to not ask for confirmation whether a manager is fully vaccinated;
- The Strata Committee takes responsibility for the COVID Safe Plan and management of the attendees on the day;
- That the owners have an option to vote other than in person or via proxy (e.g. voting papers or electronically);
- That the Meeting is held in a COVID safe venue with the appropriate COVID safe systems and processes in place;

Notice and service periods required for some meetings can extend to (and even beyond) three weeks, leaving ample time for NSW Health mandates to change between the calling of the meeting and it being held.