



ACT
Government

Environment, Planning and
Sustainable Development

AGENDA
Strata Reform Consultative Group
Meeting 1

LOCATION/TIME	
Date	Monday, 18 February 2019
Time	3:30 PM – 5:00 PM
Location	Executive Board Room, Level 3, South Building, Dame Pattie Menzies House, 16 Challis Street, DICKSON ACT
Contact on entry	Petra Vest ext 59646 re access to Executive Boardroom on Level 3
Logistics contact	Caroline Cogger (02) 6205 3747
Project Oversight	Gary Power (02) 6205 4961
Project Officers	David Dunstan (02) 6207 1831 Caroline Cogger (02) 6205 3747
Email	stratareform@act.gov.au

AGENDA

TIME	ACTIVITY	KEY MESSAGES	LEAD
3:30 PM	Welcome	<ul style="list-style-type: none"> • Welcome • Acknowledgement of traditional custodians of the land • Apologies (if any) • Fire exits and toilet location • Coffee and tea 	Ben Ponton (Chair)
3:35 PM	Introductions	<ul style="list-style-type: none"> • Consultative Group members introduce themselves and their background • ACT Government staff introduce themselves and role 	Ben Ponton
3:45 PM	Work to date	<ul style="list-style-type: none"> • Brief summary of consultation and work to date • Overview of aims of Consultative Group <ul style="list-style-type: none"> ○ Advice and feedback sought from representatives of key stakeholder organisations with particular expertise ○ Advice sought on proposed solutions and proposed time frame – i.e. Stage 1 or Stage 2 	Ben Ponton
4:00 PM	Procedural matters	<ul style="list-style-type: none"> • Terms of Reference • Conflict of interest requirements, confidentiality and other matters • Expectations of consultative group members • Expectations of Chair • Expectations of EPSDD officers 	Gary Power
4:15 PM	Forward program for Consultative Group	<ul style="list-style-type: none"> • Outline of proposed program for rest of year • Overall timeframe for Stage 1 and 2 reforms • Coordination with other reform programs (e.g. Territory Plan review) • Frequency of meetings 	Ben Ponton

TIME	ACTIVITY	KEY MESSAGES	LEAD
4:30 PM	Initial review of draft table potential solutions	<ul style="list-style-type: none"> • Overview purpose table, for discussion • Table does not represent settled view of directorate or government • Overview different categories considered • Overview source issues (discussions to date, comparison other jurisdictions, internal discussions) • Corrections, edits, comments welcome and can be conveyed prior to Meeting 2 	Gary Power
4:40 PM	Initial feedback on draft table solutions	<ul style="list-style-type: none"> • Initial feedback about approach and suggested treatments • Proposed process for analysing items at Meeting 2 eg traffic light analysis: Green – which actions would be supported by all sectors and should be progressed? Yellow – which actions need further research, information and in-depth consultation? Red – which actions would be too risky, have unintended consequences or be rejected by a sector? 	Gary Power
4:55 PM	Future Actions	<ul style="list-style-type: none"> • Review agenda item discussion • Noting new matters/concerns raised • Summary future actions • Date for Meeting 2 	Ben Ponton
5:00 PM	Close	<ul style="list-style-type: none"> • Thank you for your time and your advice • What to expect next • Keep discussing with your sectors and communities • Contact us if required 	Ben Ponton



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AGENDA
Strata Reform Consultative Group
Meeting 2

LOCATION/TIME	
Date	Thursday, 21 March 2019
Time	10:00 AM – 1:30 PM
Location	Executive Board Room, Level 3, South Building, Dame Pattie Menzies House, 16 Challis Street, DICKSON ACT
Contact on entry	Petra Vest ext 59646 re access to Executive Boardroom on Level 3
Logistics contact	Caroline Cogger (02) 6205 3747
Project Oversight	Gary Power (02) 6205 4961
Project Officers	David Dunstan (02) 6207 1831 Caroline Cogger (02) 6205 3747
Email	stratareform@act.gov.au

AGENDA

TIME	ACTIVITY	KEY MESSAGES	LEAD
10:00 AM	Welcome	<ul style="list-style-type: none"> Welcome Apologies (if any) Fire exits and toilet location Coffee and tea 	Erin Brady (Chair)
10:05 AM	Minutes	<ul style="list-style-type: none"> Review minutes of Meeting 1 	Erin Brady
10:10 AM	Work Update	<ul style="list-style-type: none"> Brief update on work since Meeting 1 Proposed timeframes for Project delivery 	Erin Brady/ Gary Power
10:20 AM	Admin	<ul style="list-style-type: none"> Brief overview of Objective Connect 	Caroline Cogger
10:25 AM	Building Management Statements (BMS)	<ul style="list-style-type: none"> Discussion of use of BMS Comparison of use in other jurisdictions 	David Dunstan
10:40AM	Triaging Results	<ul style="list-style-type: none"> Review results of and comments submitted through Survey Monkey Confirm “Green” issues and proposed stage Confirm “Red” issues and proposed stage 	Gary Power
11:30 AM	Review and Discussion of Issues	<ul style="list-style-type: none"> Review and discuss “Orange” issues 	Gary Power
12:00 PM	Lunch		
12:15 PM	Review and Discussion of Issues – Cont.	<ul style="list-style-type: none"> Review and discuss “Orange” issues 	Gary Power

TIME	ACTIVITY	KEY MESSAGES	LEAD
1:15 PM	Future Actions	<ul style="list-style-type: none"> • Review agenda item discussion • Noting new matters/concerns raised • Summary future actions • Date for Meeting 3 	Erin Brady
1:30 PM	Close	<ul style="list-style-type: none"> • Thank you for your time and your advice • What to expect next • Keep discussing with your sectors and communities • Contact us if required 	Erin Brady



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AGENDA
Strata Reform Consultative Group
Meeting 3

LOCATION/TIME	
Date	Thursday, 4 April 2019
Time	1:30 PM – 5:15 PM
Location	Executive Board Room, Level 3, South Building, Dame Pattie Menzies House, 16 Challis Street, DICKSON ACT
Contact on entry	Petra Vest ext 59646 re access to Executive Boardroom on Level 3
Logistics contact	Caroline Cogger (02) 6205 3747
Project Oversight	Gary Power (02) 6205 4961
Project Officers	David Dunstan (02) 6207 1831 Caroline Cogger (02) 6205 3747
Email	stratareform@act.gov.au

AGENDA

TIME	ACTIVITY	KEY MESSAGES	LEAD
1:30 PM	Welcome	<ul style="list-style-type: none"> • Welcome • Apologies (if any) • Fire exits and toilet location • Coffee and tea 	Gary Power (Chair)
1:35 PM	Minutes	<ul style="list-style-type: none"> • Review Meeting 2 minutes 	Gary Power
1:45 PM	Review and Discussion of Issues	<ul style="list-style-type: none"> • Continuation from Meeting 2 of review and discussion of “Orange” issues 	Gary Power
3:15 PM	Afternoon Tea		
3:30 PM	Review and Discussion of Issues – Cont.	<ul style="list-style-type: none"> • Continuation of review and discussion of “Orange” issues 	Gary Power
4:45 PM	Other Business	<ul style="list-style-type: none"> • Invitation to Group Members to raise matters 	Gary Power
5:00 PM	Future Actions	<ul style="list-style-type: none"> • Review agenda item discussion • Noting new matters/concerns raised • Summary future actions • Suggested timeframe for Meeting 4 	Gary Power
5:15 PM	Close	<ul style="list-style-type: none"> • Thank you for your time and your advice • What to expect next • Keep discussing with your sectors and communities • Contact us if required 	Gary Power



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AGENDA
Strata Reform Consultative Group
Meeting 4

LOCATION/TIME	
Date	Friday, 19 July 2019
Time	11:00 AM – 12:00 PM
Location	Executive Board Room, Level 3, South Building, Dame Pattie Menzies House, 16 Challis Street, DICKSON ACT
Contact on entry	Petra Vest ext 59646 (6205 9646) re access to Executive Boardroom on Level 3
Logistics contact	Caroline Cogger (02) 6205 3747
Project Oversight	Gary Power (02) 6205 4961
Project Officers	Amy Kingham (02) 6205 3398 David Dunstan – Away in July Caroline Cogger (02) 6205 3747
Email	stratareform@act.gov.au

AGENDA

TIME	ACTIVITY	KEY MESSAGES	LEAD
11:00 AM	Welcome	<ul style="list-style-type: none"> • Welcome • Apologies • Fire exits and toilet location • Coffee and tea • Purpose of today's meeting 	Gary Power (Chair)
11:05 PM	Status Update	<ul style="list-style-type: none"> • What has occurred since Meeting 3 • Upcoming Ministerial Statements <ul style="list-style-type: none"> ○ Communicating Stage 1 Reforms • Preparing for Stage 2 <ul style="list-style-type: none"> ○ Issues for consideration ○ Interaction with other projects ○ Proposed timeframes for delivery 	Gary Power
11:15 AM	Terms of Reference	<ul style="list-style-type: none"> • Terms of Reference – Confidentiality • Expanding Group Membership 	Gary Power
11:25 AM	Proposed Reforms		Gary Power
11:50 AM	Future Actions	<ul style="list-style-type: none"> • Review agenda item discussion • Noting new matters/concerns raised • Summary future actions <ul style="list-style-type: none"> ○ Review of Draft Bill ○ Proposed timeframes for Meeting to review – 2 days? 	Gary Power
11:55 AM	Other Business	<ul style="list-style-type: none"> • Invitation to Group Members to raise matters 	Gary Power
12:00 PM	Close	<ul style="list-style-type: none"> • Thank you for your time and your advice • Keep discussing with your sectors and communities • Contact us if required 	Gary Power



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AGENDA
Strata Reform Consultative Group
Meeting 5

LOCATION/TIME	
Date	Monday 9 September 2019
Time	10:00 AM – 2:00 PM
Location	Executive Board Room, Level 3, South Building, Dame Pattie Menzies House, 16 Challis Street, DICKSON ACT
Contact on entry	Petra Vest ext 59646 (6205 9646) re access to Executive Boardroom on Level 3
Logistics contact	Caroline Cogger (02) 6205 3747
Project Oversight	Bethel Sendaba (02) 6205 0030
Project Officers	David Dunstan (02) 6207 1716 Caroline Cogger (02) 6205 3747 Jackelyn Buckley (02) 6207 9152
Email	stratareform@act.gov.au

AGENDA

TIME	ACTIVITY	KEY MESSAGES	LEAD
10:00 AM	Welcome	<ul style="list-style-type: none"> • Welcome • Apologies • Fire exits and toilet location • Coffee and tea 	Bethel Sendaba (Chair)
10:05 PM	Status Update	<ul style="list-style-type: none"> • What has occurred since Meeting 4 • Communicating Stage 1 Reforms <ul style="list-style-type: none"> ○ Communicating Stage 1 Reforms • Preparing for Stage 2 <ul style="list-style-type: none"> ○ Issues for consideration ○ Interaction with other projects ○ Proposed timeframes for delivery 	David Dunstan
10:15 AM	Review of Bill	<ul style="list-style-type: none"> • Purpose of Bill review by Group • Group to review and discuss Bill 	Bethel Sendaba/ David Dunstan
12:00 PM	LUNCH	<ul style="list-style-type: none"> • Working Lunch 	
12:10 PM	Review of Bill Cont.	<ul style="list-style-type: none"> • Group to review and discuss Bill 	David Dunstan
1:55 PM	Other Business	<ul style="list-style-type: none"> • Invitation to Group Members to raise matters 	David Dunstan
2:00 PM	Close	<ul style="list-style-type: none"> • Thank you for your time and your advice • Outstanding comments on Bill due by Thursday 12 September 2019 • Contact us if required 	Bethel Sendaba



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AGENDA
Strata Reform Consultative Group
Meeting 6

LOCATION/TIME

Date	Wednesday 27 November 2019
Time	2:00 PM – 4:00 PM
Location	Executive Board Room, Level 3, South Building, Dame Pattie Menzies House, 16 Challis Street, DICKSON ACT
Contact on entry	Caroline Cogger ext 53747 re access to Executive Boardroom on Level 3
Logistics contact	Caroline Cogger (02) 6205 3747
Project Oversight	Bethel Sendaba (02) 6205 0030
Project Officers	David Dunstan (02) 6207 1716 Caroline Cogger (02) 6205 3747 Jackelyn Buckley (02) 6207 9152
Email	stratareform@act.gov.au

AGENDA

TIME	ACTIVITY	KEY MESSAGES	LEAD
2:00 PM	Welcome	<ul style="list-style-type: none"> • Welcome • Apologies • Fire exits and toilet location • Coffee and tea 	Christine Luchetti (Chair)
2:05 PM	Progress Update	<ul style="list-style-type: none"> • Review Meeting 5 minutes • What has occurred since Meeting 5 	Christine Luchetti/ David Dunstan
2:15 PM	Overview of Bill	<ul style="list-style-type: none"> • Overview Unit Titles Legislation Amendment Bill 2019 • Key developments since last draft • Transitional provisions overview • Possible timetable for debate and passage 	David Dunstan
3:30 PM	Next Steps	<ul style="list-style-type: none"> • Managing and communicating the implementation of reforms <div style="background-color: #cccccc; height: 40px; width: 100%;"></div> <ul style="list-style-type: none"> • Ongoing work re instruments and forms • Opportunity for additional comments from members 	Christine Luchetti/ Caroline Cogger
4:00 PM	Close	<ul style="list-style-type: none"> • Thank you for your time and your advice • Possible timeframe for next meeting • Contact us in meantime if needed 	Christine Luchetti



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AGENDA
Strata Reform Consultative Group
Meeting 8

LOCATION/TIME	
Date	Wednesday 29 July 2020
Time	2:00 PM – 3:00 PM
Location	Teleconference via Cisco Webex (details in meeting invite)
Contact on entry	N/A
Logistics contact	Caroline Cogger (02) 6205 3747
Project Oversight	Bethel Sendaba (02) 6205 0030
Project Officers	Amy Kingham (02) 6205 3398 Caroline Cogger (02) 6205 3747 Jackelyn Buckley (02) 6207 9152
Email	stratareform@act.gov.au

AGENDA

TIME	ACTIVITY	KEY MESSAGES	LEAD
2:00 PM	Welcome	<ul style="list-style-type: none"> Welcome Apologies 	Bethel Sendaba (Chair)
2:05 PM	Progress Update	<ul style="list-style-type: none"> Review and approve Meeting 7 minutes What has occurred since Meeting 7 	Bethel Sendaba
2:10 PM	Overview of Amendments	<ul style="list-style-type: none"> Notification and commencement of the Unit Titles Legislation Amendment Act 2020 New meeting exemption regulation for Covid-19 pandemic Overview of amendments to Justice Legislation Amendment Bill 2020 <ul style="list-style-type: none"> Adaptable Housing Approved Proxy Form Bank Accounts 	Amy Kingham/ Caroline Cogger
2:30 PM	Implementation	<ul style="list-style-type: none"> Managing and communicating the implementation of reforms Development of information materials <ul style="list-style-type: none"> Review of fact sheets & guides Progress of instruments and forms <ul style="list-style-type: none"> Regulation plans included in disclosure statements Inclusions for Meeting Agenda Guide 	Amy Kingham/ Caroline Cogger
2:50 PM	Future & Comments	<div></div> <ul style="list-style-type: none"> Opportunity for additional comments from members 	Amy Kingham/ Caroline Cogger
3:00 PM	Close	<ul style="list-style-type: none"> Thank you for your time and your advice Possible timeframe for next meeting Contact us in meantime if needed 	Bethel Sendaba



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AGENDA

Strata Reform Consultative Group (Offline)

Follow Up Meeting re Instruments & Fact Sheets

LOCATION/TIME

Date	Tuesday 11 August 2020
Time	1:30 PM – 2:30 PM
Location	Meeting Room 0.0031 Ground Floor, 480 Northbourne Avenue Dickson <u>AND</u> Teleconference via Cisco Webex (details in meeting invite)
Contact on entry	See Reception Desk in foyer
Logistics contact	Caroline Cogger (02) 6205 3747
Project Oversight	Bethel Sendaba (02) 6205 0030
Project Officers	Amy Kingham (02) 6205 3398 Caroline Cogger (02) 6205 3747 Jackelyn Buckley (02) 6207 9152 – not attending
Email	stratareform@act.gov.au
Attendees	<div>██████████ (OCN)</div> <div>██████████ (OCN)</div> <div>██████████ (SCA)</div> <div>██████████ (MBA)</div> <div>██████████ (ACT Law Society) – via video conference</div> <div>██████████ (ACT Law Society)</div>

AGENDA

TIME	ACTIVITY	KEY MESSAGES	LEAD
1:30 PM	Welcome	<ul style="list-style-type: none"> Welcome & Housekeeping Summary of today's meeting objectives 	Bethel Sendaba (Chair)
1:35 PM			Amy Kingham/ Caroline Cogger
1:40 PM			Amy Kingham/ Caroline Cogger
1:45 PM	Templates	<ul style="list-style-type: none"> Objective of current form for Disclosure statements BMS – Do we need a template? 	Amy Kingham/ Caroline Cogger
1:50 PM	Fact Sheets	<ul style="list-style-type: none"> Objective of Fact Sheets and interaction with Access Canberra guides What works and what do we bin? What needs minor amendments? What needs a rewrite? 	Amy Kingham/ Caroline Cogger
2:10 PM	Transitional Issues	<ul style="list-style-type: none"> What are the major issues/concerns? How can they be addressed? Or do they need to be? 	Amy Kingham/ Caroline Cogger
2:30 PM	Close	<ul style="list-style-type: none"> Overview/Action Items Thank you for your time and your advice 	Bethel Sendaba



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AGENDA

Unit Titles Reform Project Consultative Group

Meeting 9

LOCATION/TIME

Date	Tuesday 15 September 2020
Time	1:30 PM – 2:30 PM
Location	Meeting Room 0.0031 Ground Floor, 480 Northbourne Avenue Dickson <u>OR</u> Teleconference via Cisco Webex (details in meeting invite)
Contact on entry	See Reception Desk in foyer
Logistics contact	Caroline Cogger (02) 6205 3747
Project Oversight	Bethel Sendaba (02) 6205 0030
Project Officers	Amy Kingham (02) 6205 3398 Caroline Cogger (02) 6205 3747 Bronwyn Wrigley (02) 6207 1873 Jackelyn Buckley (02) 6207 9152
Email	stratareform@act.gov.au

AGENDA

TIME	ACTIVITY	KEY MESSAGES	LEAD
1:30 PM	Welcome	<ul style="list-style-type: none"> Welcome Apologies 	Bethel Sendaba (Chair)
1:35 PM	Progress Update	<ul style="list-style-type: none"> Review and approve Meeting 8 minutes What has occurred since Meeting 8 Overview of offline Meeting 	Bethel Sendaba
1:45 PM	Update on Regulations and Instruments	<ul style="list-style-type: none"> Status of approval of Regulations and instruments Extension of Public Health Declaration - meeting exemption regulation for Covid-19 pandemic 	Amy Kingham/ Caroline Cogger
1:50 PM			Amy Kingham/ Caroline Cogger/ Fred Arugay
2:00 PM			Amy Kingham/ Caroline Cogger
2:10 PM	Update on Information Materials	<ul style="list-style-type: none"> Further updates to website info – Build Buy Renovate and Planning websites Progress of Fact Sheets Update to Renting Book Update to publications by Access Canberra Update from Group members – communications with stakeholders 	Amy Kingham/ Caroline Cogger
2:20 PM	Future & Comments	<ul style="list-style-type: none"> Introduce new Project Officer, Bronwyn Wrigley Advise change of name – Unit Titles Reform Project Consultative Group <div></div> <ul style="list-style-type: none"> Opportunity for additional comments from members 	Amy Kingham/ Caroline Cogger/ Bronwyn Wrigley
2:30 PM	Close	<ul style="list-style-type: none"> Thank you for your time and your advice Possible timeframe for next meeting Contact us in meantime if needed 	Bethel Sendaba

OC and EC meetings

Issue #	Subject area	Issue description	Solution	Method (if any)
37	Tenant attendance at OC meetings	<p>The UTMA has no provisions relating to tenant attendance at OC meetings.</p> <p>There would seem to be a need for increased information to tenants given they may be impacted on by OC resolutions and also given tenants are bound by OC rules as much as the owner (s107(2) UTMA, subject to prescribed terms of residential tenancy agreement 107(4)).</p>	<p>Amend UTMA to permit any registered tenant to attend OC meeting and be given advance notice agenda. Tenant cannot vote at OC.</p> <p>SSMA (NSW):</p> <ul style="list-style-type: none"> - s258: Owner must notify tenancy including tenant name and address for service to OC within 14 days of tenancy (similar for subtenancy); and identity of real estate agent if relevant and date of commencement of tenancy. - Schedule 1, item 11: OC meeting agenda to be given to tenants who have been notified to OC consistent with 	Amend UTMA

Issue #	Subject area	Issue description	Solution	Method (if any)
			<p>s258. Other docs to be given to tenants ahead of OC meeting if agreed by OC.</p> <p>Schedule 1, item 21: Tenant cannot vote at OC meeting (unless proxy) and cannot address meeting unless invited by OC resolution to do so. OC can by resolution require tenant to not be present at discussion of financial matters, contributions, cancellation units plan.</p>	
38	Tenant representative at EC meetings	<p>UTMA has no provisions relating to representation of tenants at executive committee meetings. This may be an issue where decisions may have general or individual implications for tenant(s).</p> <p>Given tenants may be impacted on by OC resolutions and they are bound by OC rules as much as the owner (107(2) of UTMA), there would seem to be a need to permit tenant representation on the executive committee where 50% or more of occupiers of units (commercial or residential) are tenants not owners, similar to NSW.</p>	<p>Amend UTMA to permit tenants to appoint representative on executive committee if unit scheme is 50% or more tenanted. Representative cannot vote in meeting and other restrictions as per NSW.</p> <p><i>Strata Schemes Management Act 2015</i> (NSW)</p> <ul style="list-style-type: none"> - s33: if more than 50% of units tenanted and notified under Act to OC, tenants can nominate a representative on executive committee (strata committee in 	Amend UTMA and <i>Residential Tenancies Act 1997</i> as necessary

Issue #	Subject area	Issue description	Solution	Method (if any)
			<p>NSW terminology). Tenant rep cannot vote, put a motion or nominate a person for office.</p> <p>EC can by resolution determine that tenant rep cannot be present at discussion of financial statements and auditor's reports, contributions, cancellation units plan.</p>	
-	Attendance at EC meetings by non-EC members	<p>Schedule 2, part 2.2 of the UTMA suggests EC meetings may only be attended by EC members.</p> <p>Consider amending the UTMA to allow attendance at EC meetings by non-EC members, such as experts where expert advice is required on an aspect of the units plan, e.g. builders, lawyers, accountants etc.</p>	Amend UTMA to allow non-EC members to attend EC meetings.	Amend UTMA
-	Provision of OC meeting minutes to members	<p>Schedule 2, section 2.1(2) of the UTMA requires the executive committee to give a copy of the minutes of its proceedings to each member of the OC within 14 days after the day the meeting was held.</p> <p>Need to clarify whether the executive committee is required to give the OC draft, approved or final minutes of its proceedings.</p>	Consider amending UTMA to clarify whether the executive committee must give the OC draft, approved or final minutes of its proceedings.	Possible amendment UTMA