| Provision | Standard Module | Accommodation Module | Commercial Module | Small Schemes Module | Specified Two-Lot Schemes Module |
| --- | --- | --- | --- | --- | --- |
| Community Management Statements | | | | | |
| Permitted inclusions | 6 | 7 | 7 | 7 | X |
| Lot Owner Agreements (Specified Two-Lot Schemes) | | | | | |
| Lot owner agreement | X | X | X | X | 5 |
| Request to enter into lot owner agreement | X | X | X | X | 6 |
| Representatives Of Owners Of Lots (Specified Two-Lot Schemes) | | | | | |
| Representative of owner of lot | X | X | X | X | 7 |
| Representative of corporation | X | X | X | X | 8 |
| Functions and powers of representatives | X | X | X | X | 9 |
| Committee for Body Corporate | | | | | |
| Requirement for committee | 7 | 8 | 8 | 7 | X |
| Composition of committee | 9 | 10 | 10 | 8 | X |
| Eligibility to be a voting member | 10 | 11 | 11 | 10 | X |
| Co-ownership and eligibility to be a voting member | 11 | 12 | X | 11 | X |
| Non-voting members of committee | 12 | 13 | X | X | X |
| When committee is chosen | 13 | 14 | 12 | 12 | X |
| When committee may be chosen if previous committee was formed under s.13(4) | 14 | 15 | 13 (12(3)) | 13 (12(3)) | X |
| Election of committee | 15 | 16 | 14 | 14 | X |
| Nomination procedures for election of committee other than at first AGM | 16 | 17 | X | X | X |
| Lot owner’s right of nomination | 17 | 18 | X | X | X |
| Requirements for nominations | 18 | 19 | X | X | X |
| Modified nomination procedures for election of committee at first AGM | 19 | 20 | X | X | X |
| Modified election procedures for election of committee at first AGM | 20 | 21 | X | X | X |
| Conduct of elections for committee by secret ballot | 21 | 22 | X | X | X |
| Conduct of elections for committee by open ballot | 22 | 23 | X | X | X |
| Election of ordinary embers of committee | 23 | 24 | X | X | X |
| Conduct of ballot – general requirements | 24 | 25 | X | X | X |
| Conduct of ballot – scrutiny of votes | 25 | X | X | X | X |
| Conduct of ballot – deciding executive member positions | 26 | 26 | X | X | X |
| Conduct of ballot – deciding ordinary member positions | 27 | 27 | X | X | X |
| Conduct of ballot – declaring of voting results | 28 | 28 | X | X | X |
| Requirement to call extraordinary general meeting | 30 | 30 | X | X | X |
| Appointment of committee member at extraordinary general meeting | 31 | 31 | X | X | X |
| Engagement of body corporate manager under pt 5 at extraordinary general meeting | 32 | 32 | X | X | X |
| Term of office | 33 | 33 | 15 | 15 | X |
| Notice for breach of code of conduct | 34 | 34 | 16 | 16 | X |
| Removal of voting member at general meeting for breach of code of conduct | 35 | 35 | 17 | 17 | X |
| Replacement of member removed from office by body corporate | 37 | 37 | X | X | X |
| Committee must appoint new member or call general meeting of body corporate (after vacancy) | 38 | 38 | X | X | X |
| Requirements for notice of general meeting (to fill vacancy) | 39 | 39 | X | X | X |
| Election of committee member at general member (to fill vacancy) | 40 | 40 | X | X | X |
| Engagement of body corporate manager under pt 5 at general meeting (to fill vacancy) | 41 | 41 | X | X | X |
| Restricted issues for committee | 42 | 42 | 18 | 18 | X |
| Exceptions to restricted issues for committee | 43 | 43 | X | X | X |
| Who may call committee meetings | 44 | 44 | 19 | 19 | X |
| Notice of committee meetings | 45 | 45 | 20 | X | X |
| Place of committee meetings | 46 | 46 | 21 | X | X |
| Agenda for committee meetings | 47 | 47 | 22 | X | X |
| Chairing committee meetings | 48 | 48 | 23 | X | X |
| Quorum at committee meetings | 49 | 49 | 24 | X | X |
| Attendance at committee meetings – non-voting members | 50 | 50 | X | X | X |
| Attendance at committee meetings – non-members | 51 | 51 | 25 | X | X |
| Voting at committee meetings | 52 | 52 | 26 | 20 | X |
| Conflict of interest (voting) | 53 | 53 | 27 | 21 | X |
| Voting outside committee meetings | 54 | 54 | 28 | X | X |
| Minutes and other records of committee | 55 | 55 | 29 | 22 | X |
| Notice of opposition (committee resolution) | 56 | X | X | X | X |
| Giving effect to resolutions of committee meetings | 57 | X | X | X | X |
| When body corporate manager may be engaged to carry out functions of a committee and its executive members | 58 | 56 | X | 23 | X |
| Form of engagement (of BCM engaged to carry out functions of a committee) | 59 | 57 | X | 24 | X |
| Term of engagement (of BCM engaged to carry out functions of a committee) | 60 | 58 | X | 25 | X |
| Functions and powers (of BCM engaged to carry out functions of a committee) | 61 | 59 | X | 26 | X |
| Body corporate manager’s reports to body corporate | 62 | 60 | X | 27 | X |
| Body Corporate Meetings | | | | | |
| Types of meetings | 64 | 62 | 31 | 29 | X |
| Who may call general meetings | 65 | 63 | 32 | 30 | X |
| When annual general meetings must be called | 66 | 64 | 33 | 31 | X |
| Requirement for requested extraordinary general meeting | 67 | 65 | 34 | 32 | X |
| Failure to call requested extraordinary general meeting | 68 | 66 | 35 | 33 | X |
| Opportunity to submit agenda motions | 69 | 67 | 36 | 34 | X |
| Notice of general meetings | 70 | 68 | 37 | 35 | X |
| Requirements for voting papers | 71 | 69 | 38 | X | X |
| Motion with alternatives | 72 | 70 | 39 | X | X |
| Explanatory material accompanying voting paper | 73 | 71 | 40 | X | X |
| Time of general meetings | 74 | 72 | 41 | 36 | X |
| Place of general meetings | 75 | 73 | 42 | X | X |
| Agenda for general meeting | 76 | 74 | 43 | 37 | X |
| First annual general meeting | 77 | 75 | 44 | 38 | X |
| First annual general meeting – scheme established by amalgamation | 78 | 76 | 45 | 39 | X |
| Documents and materials to be handed over to body corporate at first AGM | 79 | 77 | 46 | 40 | X |
| Chairing general meetings | 80 | 78 | 47 | 41 | X |
| Power of person chairing meeting to rule motion out of order | 81 | 79 | 48 | 42 | X |
| Quorum for general meetings | 82 | 80 | 49 | 43 | X |
| Meaning of voter for general meetings | 83 | 81 | 50 | 44 | X |
| Displacement or disentitlement of right to vote | 84 | 82 | 51 | 45 | X |
| Representation of body corporate | 85 | 83 | 52 | 46 | X |
| Exercise of vote at general meetings | 86 | 84 | 53 | X | X |
| Voting at general meeting | 87 | 85 | 54 | 47 | X |
| When motion must be decided by secret ballot | 88 | 86 | 55 | X | X |
| How secret ballot must be conducted | 89 | 87 | 56 | X | X |
| Conduct of secret ballot – voting | 90 | 88 | 57 | X | X |
| Appointment and functions of returning officer | 91 | 89 | 58 | X | X |
| Secretary to have available for inspection body corporate roll etc. | 92 | 90 | 59 | 48 | X |
| Declaration of voting results on motions | 93 | 91 | 60 | X | X |
| Amendment of motions at general meetings | 94 | 92 | 61 | 49 | X |
| Amendment or revocation of resolutions passed at general meeting | 95 | 93 | 62 | 50 | X |
| Minutes of general meetings | 96 | 94 | 63 | 51 | X |
| Performance of secretary functions for general meeting if meeting not called by secretary | 97 | 95 | 64 | 52 | X |
| Proxies | | | | | |
| Appointment (of proxies for committee members) | 100 | 98 | 67 | X | X |
| Restrictions on appointment (of proxies for committee members) | 101 | 99 | 68 | X | X |
| Form of proxy (proxies for committee members) | 102 | 100 | 69 | X | X |
| Use of proxy (of proxies for committee members) | 103 | 101 | 70 | X | X |
| Special provisions about proxy use (of proxies for committee members) | 104 | 102 | 71 | X | X |
| Offence | 105 | 103 | 72 | X | X |
| Appointment (of proxies for body corporate meetings) | 107 | 105 | 74 | 54 | X |
| Form of proxy (proxies for body corporate meetings) | 108 | 106 | 75 | 55 | X |
| Use of proxy (proxies for body corporate meetings) | 109 | 107 | 76 | 56 | X |
| Special provisions about proxy use (proxies for body corporate meetings) | 110 | 108 | X | X | X |
| Offence | 111 | 109 | 77 | 57 | X |
| Body Corporate Managers, Service Contractors And Letting Agents | | | | | |
| Authority to make engagement or give authorization, or amend engagement or authorization | 114 | 112 | 79 | 60 | 11 |
| Form of engagement | 116 | 114 | 81 | 61 | 12 |
| Form of authorization | 117 | 115 | 82 | X | X |
| Term of engagement of body corporate manager | 118 | 116 | 83 | 62 | 13 |
| Term of engagement of service contractor | 119 | 117 | 84 | 63 | 13 |
| Term of authorization of letting agent | 120 | 118 | 85 | X | X |
| Commencement of term of engagement or authorization | 121 | 119 | 86 | 64 | 14 |
| Transferring engagements and authorisations | 122 | 120 | X | X | X |
| Amount payable on a transfer (of an engagement or authorization) within prescribed period | 126 | 124 | X | X | X |
| When transfer fee is not payable | 127 | 125 | X | X | X |
| Termination (of engagement or authorisations) under the Act, by agreement etc. | 129 | 127 | 88 | 66 | 16 |
| Termination for conviction of particular offences etc. | 130 | 128 | 89 | 67 | 17 |
| Termination for failure to comply with remedial action notice | 131 | 129 | 90 | 68 | 18 |
| Associate supplying goods or services | 133 | 131 | 92 | 69 | 19 |
| Disclosure of associate contract | 134 | 132 | 93 | 70 | 20 |
| Disclosure of commission or other benefit | 135 | 133 | 94 | 71 | 21 |
| Occupation of common property by service contractor or letting agent | 136 | 134 | 95 | X | X |
| Occupation of common property by service contractor may include right of access | 137 | 135 | 96 | X | X |
| Financial Management | | | | | |
| Budgets | 139 | 137 | 98 | 73 | X |
| Adjusting proposed budgets at AGM | 140 | 138 | 99 | 74 | X |
| Contributions to be levied on owners | 141 | 139 | 100 | 75 | X |
| Contributions by owners to agreed body corporate expense | X | X | X | X | 24 |
| Notice of contribution payable | 142 | 140 | 101 | 76 | X |
| When contribution to agreed body corporate expense becomes payable | X | X | X | X | 25 |
| Notice of contribution payable for agreed body corporate expense | X | X | X | X | 26 |
| Discounts for timely payment | 143 | 141 | 102 | 77 | X |
| Penalties for late payment | 144 | 142 | 103 | 78 | X |
| Payment and recovery of body corporate debts | 145 | 143 | 104 | 79 | X |
| Payment and recovery of contributions and associated amounts | X | X | X | X | 27 |
| Administrative and sinking funds | 146 | 144 | 105 | 80 | X |
| Administration of administrative or sinking fund by body corporate manager | 147 | 145 | 106 | 81 | X |
| Application of administrative and sinking funds | 148 | 146 | 107 | 82 | X |
| Reconciliation statements | 149 | 147 | 108 | 83 | X |
| Power to borrow | 150 | 148 | 109 | 84 | 28 |
| Spending by committee | 151 | 149 | X | 85 | X |
| Quotes for major spending decided at general meeting | 152 | 150 | X | 86 | X |
| Quotes for major spending decided by committee | 153 | 151 | X | 87 | X |
| Accounts | 154 | 152 | 110 | 88 | 29 |
| Audit | 155 | 153 | 111 | 89 | X |
| Auditing qualifications and experience | 156 | 154 | 112 | 90 | X |
| Reporting particular payments to committee | 157 | 155 | 113 | 91 | X |
| Property Management | | | | | |
| Duties of body corporate about common property | 159 | 157 | 115 | 93 | 31 |
| Mailbox and noticeboard | 160 | 158 | 116 | 94 | 32 |
| Disposal of interest in and leasing or licensing of common property | 161 | 159 | 117 | 95 | 33 |
| Easements over common property | 162 | 160 | 118 | 96 | 34 |
| Improvements to common property by body corporate | 163 | 161 | 119 | 97 | 35 |
| Improvements to common property by an owner of a lot | 164 | 162 | 120 | 98 | 36 |
| Duties of body corporate about body corporate assets | 165 | 163 | 121 | 99 | 37 |
| Acquisition of amenities for benefit of owners of lots | 166 | 164 | 122 | 100 | 38 |
| Dealings with (including disposal of) body corporate assets | 167 | 165 | 123 | 101 | 39 |
| Sharing facilities | 168 | 166 | 124 | 102 | 40 |
| Supply of services by body corporate | 169 | 167 | 125 | 103 | 41 |
| Obligations of owners and occupiers | 170 | 168 | 126 | 104 | 42 |
| Body corporate may carry out work required of owners and occupiers | 171 | 169 | 127 | 105 | X |
| Body corporate’s power to take action to remedy defective building work | 172 | 170 | 128 | 106 | 43 |
| Conditions and obligations under exclusive use by-law | 173 | 171 | 129 | 107 | 44 |
| Improvements | 174 | 172 | 130 | 108 | 45 |
| Recovery of amount owed | 175 | 173 | 131 | 109 | 46 |
| Disclosure of insurance details at annual general meeting | 177 | 175 | 132 | 111 | X |
| Insurance of common property and body corporate assets | 178 | 176 | 133 | 112 | 48 |
| Insurance of building including lots | 179 | 177 | 134 | 113 | 49 |
| Insurance for buildings with common walls | 180 | 178 | 135 | 114 | 50 |
| Valuation for insurance purposes | 181 | 179 | 137 | 115 | 51 |
| Premium | 182 | 180 | 138 | 116 | 52 |
| Improvements affecting premium | 183 | 181 | 139 | 117 | 53 |
| Excess | 184 | 182 | 140 | 118 | 54 |
| Insurance for buildings with no common walls | 185 | 183 | 141 | 119 | 55 |
| Combined policy of insurance | 186 | 184 | 142 | 120 | X |
| Public risk insurance | 187 | 185 | 143 | 121 | 56 |
| Use affecting premium | 188 | 186 | 144 | 122 | 57 |
| Use of insurance money not paid under voluntary insurance scheme | 189 | 187 | 145 | 123 | 58 |
| Use of insurance money paid under voluntary insurance scheme | 190 | 188 | 146 | 124 | 59 |
| Administrative Matters | | | | | |
| Body corporate’s seal | 192 | 190 | 148 | 126 | 61 |
| Body corporate to give written notice about receipt of documents | X | X | X | X | 62 |
| Owner of lot or representative to give copy of documents to body corporate | X | X | X | X | 63 |
| Notices to be given to the body corporate | X | X | X | X | 64 |
| Notices for roll | 193 | 191 | 149 | 127 | X |
| Address for service | 194 | 192 | 150 | 128 | 65 |
| Change of address | 195 | 193 | 151 | 129 | 66 |
| Roll of lots and entitlements | 196 | 194 | 152 | 130 | X |
| Register of assets | 197 | 195 | 153 | 131 | X |
| Register of engagements and authorisations | 198 | 196 | 154 | X | X |
| Register of authorisations affecting the common property | 199 | 197 | 155 | X | X |
| Register of allocations under exclusive use by-law | 200 | 198 | 156 | 132 | X |
| Register of reserved issues | 201 | 199 | 157 | 133 | X |
| Documents and materials to be given to body corporate by original owner | X | X | X | X | 67 |
| Keeping and disposal of records | 203 | 201 | 159 | 135 | 68-69 |
| Appointment of person to keep body corporate’s records | X | X | X | X | 70 |
| Resignation of person who keeps body corporate’s records | X | X | X | X | 71 |
| Access to records | 204 | 202 | 160 | 136 | 72 |
| Fee for information given to interested persons | 205 | 203 | 161 | 137 | 73 |
| Information to be given by seller to buyer | X | X | X | X | 74 |
| Return of body corporate property | 206 | 204 | 163 | 139 | 75 |
| Documents in custody of body corporate manager | 207 | 205 | 164 | 140 | 76 |
| Voting other than at general meeting | X | X | 162 | 138 | X |
| Transition provisions | 209-230 | 207-228 | 166-187 | 142-160 | 77-84 |