

TABLES

Comparative Table of Regulation Module Regulations

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Lot Owner Agreements (Specified Two-Lot Schemes)									
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Committee for Body Corporate									
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Purpose of Chapter	8	8	9	9	9	9	9	9	X
Composition of committee	9	9	10	10	10	10	10	10	X
Eligibility to be a voting member	10	10	11	11	11	11	X	X	X
Eligibility to be secretary or treasurer	X	X	X	X	X	X	11	11	X
Co-owners or family members who are not eligible to be voting member	11	11	12	12	X	X	X	X	X
Non-voting members of committee	12	12	13	13	X	X	X	X	X
When committee is chosen	13	13	14	14	12	12	X	X	X
When secretary and treasurer is chosen	X	X	X	X	X	X	12	12	X
When committee may be chosen if previous committee was formed under s 13(4)	14	14	15	15	X	13	13	13	X

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Election of committee	15	15	16	16	14	14	X	X	X
Election of secretary and treasurer	X	X	X	X	X	X	14	14	X
Nomination procedures for election of committee other than at first AGM	16	16	17	17	X	X	X	X	X
Lot owner's right of nomination	17	17	18	18	X	X	X	X	X
Requirements for nominations	18	18	19	19	X	X	X	X	X
Modified nomination procedures for election of committee at first AGM	19	19	20	20	X	X	X	X	X
Modified election procedures for election of committee at first AGM	20	20	21	21	X	X	X	X	X
How elections by secret ballot may be held	21	X	X	X	X	X	X	X	X
Conducting committee elections held by secret ballot	22	21	22	22	X	X	X	X	X
Casting a hard copy vote - secret ballot	23	21(7)	X	X	X	X	X	X	X
Casting an electronic vote - secret ballot	24	X	X	X	X	X	X	X	X
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How elections for committee by open ballot may be held	26	X	X	X	X	X	X	X	X
Conduct of elections for committee - open ballot	27	22	23	23	X	X	X	X	X
Casting a hard copy vote – open ballot	28	22(7)	X	X	X	X	X	X	X
Casting an electronic vote – open ballot	29	X	X	X	X	X	X	X	X
Conduct of open ballot - general	30	22(8), (9)	X	X	X	X	X	X	X
General requirements for ballots	31	24(1), (2), (4), (5), (6)	24	25(1), (2)	X	X	X	X	X
Order of ballots	32	24(3)	25	25(3)	X	X	X	X	X
Conduct of ballot – scrutiny of votes	33	25	X	X	X	X	X	X	X
Conduct of ballot – declaration and recording of voting results	34	28	X	X	X	X	X	X	X
Conduct of ballot – deciding executive member positions	35	26	27	26	X	X	X	X	X
Deciding ordinary members of committee—general	36	27(1), (2)	28	27(1), (2)	X	X	X	X	X
Deciding ordinary member positions – declaration or ballot	37	27(3), (4)	29	27(3), (4)	X	X	X	X	X
Deciding ordinary member positions – inviting nominees	38	27(5)-(9)	30	27(5)-(9)	X	X	X	X	X

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Conduct of ballot – deciding ordinary member positions	39	27(10)-(13)	31	27(10)-(13)	X	X	X	X	X
Definitions for subdivision	40	29	32	29	X	X	X	X	X
Requirement to call extraordinary general meeting	41	30	33	30	X	X	X	X	X
Appointment of committee member at extraordinary general meeting	42	31	34	31	X	X	X	X	X
Engagement of body corporate manager under pt 5 at extraordinary general meeting	43	32	35	32	X	X	X	X	X
Term of office – Act, s.99	44	33	36	33	15	15	15	15	X
Removal from office for breaching code of conduct – Act, s.101B	45	34, 35	37	34, 35	16	16, 17	16	16, 17	X
Application of subdivision	46	36	38	36	X	X	X	X	X
Replacement of member removed from office by body corporate	47	37	39	37	X	X	X	X	X
Committee must appoint new member or call general meeting of body corporate	48	38	40	38	X	X	X	X	X
Requirements for notice of general meeting (to fill vacancy)	49	39	41	39	X	X	X	X	X

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Election of committee member at general meeting (to fill vacancy)	50	40	42	40	X	X	X	X	X
Engagement of body corporate manager under pt 5 at general meeting (to fill vacancy)	51	41	43	41	X	X	X	X	X
Restricted issues for committee	52	42	44	42	17	18	17	18	X
Exceptions to restricted issues for committee	53	43	45	43	X	X	X	X	X
Further exception to restricted issues for committee—COVID-19 public health directions	53A	43A	45	43	X	X	X	X	X
Who may call committee meetings	54	44	46	44	18	19	X	X	X
Committee Meetings	X	X	X	X	X	X	18	19	X
Notice of committee meetings	55	45	47	45	19	20	X	X	X
Place of committee meetings	56	46	48	46	20	21	X	X	X
Agenda for committee meetings	57	47	49	47	21	22	X	X	X
Submission for consideration of motions at committee meetings	58	X	50	X	22	X	19	X	X
Chairing committee meetings	59	48	51	48	23	23	X	X	X

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Quorum at committee meetings	60	49	52	49	24	24	X	X	X
Attendance at committee meetings – voting members	61	X	53	X	25	X	X	X	X
Attendance at committee meetings – non-voting members	62	50	54	50	26	X	X	X	X
Attendance at committee meetings – non-members	63	51	55	51	27	25	X	X	X
When voting member ineligible to vote at committee meetings	64	X	56	X	28	X	X	X	X
Voting at committee meetings	65	52	57	52	29	26	21	20	X
Conflict of interest	66	53	58	53	30	27	22	21	X
When voting member ineligible to vote on motion outside committee meetings	67	X	59	X	31	X	X	X	X
Notice and advice of motion given outside committee meetings	68	54(1)-(4), (6)	60	54(1)-(4), (6)	32	28(1)-(4), (6)	X	X	X
Voting on motion given outside committee meetings	69	X	61	X	33	X	X	X	X
Application of other provisions	70	54(5)	62	54(5)	34	28(5)	X	X	X
Minutes and other records of committee	71	55	63	55	35	29	23	22	X
Notice of opposition (committee resolution)	72	56	X	X	X	X	X	X	X

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Giving effect to resolutions of committee meetings	73	57	X	X	X	X	X	X	X
When body corporate manager may be engaged to carry out functions of a committee and its executive members	74	58	64	56	X	X	24	23	X
Form of engagement (of BCM engaged to carry out functions of a committee)	75	59	65	57	X	X	25	24	X
Term of engagement (of BCM engaged to carry out functions of a committee)	76	60	66	58	X	X	26	25	X
Functions and powers (of BCM engaged to carry out functions of a committee)	77	61	67	59	X	X	27	26	X
Body corporate manager's reports to body corporate	78	62	68	60	X	X	28	27	X
When committee member may receive particular benefits	79	X	69	X	36	X	29	X	X
Body Corporate Meetings									
Purpose of chapter	80	63	70	614	37	30	30	28	X
Types of meetings	81	64	71	62	38	31	31	29	X
Who may call general meetings	82	65	72	63	39	32	32	30	X

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When annual general meetings must be called	83	66	73	64	40	33	33	31	X
Voting other than at general meeting – Act, s 111	X	X	X	X	41	162	58	138	X
Requirement for requested extraordinary general meeting	84	67	74	65	42	34	34	32	X
Failure to call requested extraordinary general meeting	85	68	75	66	43	35	35	33	X
Opportunity to submit agenda motions	86	69	76	67	44	36	36	34	X
Notice of general meetings	87	70	77	68	45	37	37	35	X
Requirements for voting papers	88	71	78	69	46	38	X	X	X
Group of same-issue motions (formerly motion with alternatives)	89	72	79	70	47	39	38	X	X
Explanatory material accompanying voting paper	90	73	80	71	48	40	39	X	X
Time of general meetings	91	74	81	72	49	41	40	36	X
Place of general meetings	92	75	82	73	50	42	X	X	X
Agenda for general meeting	93	76	83	74	51	43	41	37	X
First annual general meeting	94	77	84	75	52	44	42	38	X

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First annual general meeting – scheme established by amalgamation	95	78	85	76	53	45	43	39	X
Documents and materials to be handed over to body corporate at first AGM	96	79	86	77	54	46	44	40	67
Chairing general meetings	97	80	87	78	55	47	45	41	X
Power of person chairing meeting to rule motion out of order	98	81	88	79	56	48	46	42	X
Quorum for general meetings	99	82(1), (2), (6)	89	80(1), (2), (6)	57	49(1), (2), (6)	47	43	X
Adjournment of general meeting and formation of quorum in particular circumstances	100	82(3)-(5)	90	80(3)-(5)	58	49(3), (4), (5)	48	43	X
Meaning of voter for general meetings	101	83	91	81	59	50	49	44	X
Displacement or disenfranchisement of right to vote	102	84	92	82	60	51	50	45	X
Representation of body corporate	103	85	93	83	61	52	51	46	X
Exercise of vote at general meetings	104	86(1)	94	84(1)	62	53(1)	X	X	X
Casting a hard copy vote—open motion	105	86(2), (4)	95	84(2)-(4)	63	53(2), (4)	X	X	X
Casting an electronic vote—open motion	106	86(3)	96	84(3)	64	53(3)	X	X	X

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Voting at general meeting	107	87	97	85	65	54	52	47	X
When motion must be decided by secret ballot	108	88	98	86	66	55	X	X	X
How secret ballot must be conducted	109	89	99	87	67	56	X	X	X
Conduct of secret ballot—hard copy voting	110	90(1)	100	88(1)	68	57(1)	X	X	X
Conduct of secret ballot—electronic voting	111	90(2)	101	88(2)	69	57(2)	X	X	X
Appointment and functions of returning officer	112	91	102	89	70	58	X	X	X
Secretary to have available for inspection body corporate roll etc	113	92	103	90	71	59	53	48	X
Declaration of voting results on motions	114	93	104	91	72	60	X	X	X
Amendment of motions at general meetings	115	94	105	92	73	61	54	49	X
Amendment or revocation of resolutions passed at general meeting	116	95	106	93	74	62	55	50	X
Minutes of general meetings	117	96	107	94	75	63	56	51	X
Performance of secretary functions for general meeting if meeting not called by secretary	118	97	108	95	76	64	57	52	X
Proxies									

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Purpose of chapter	119	98	109	96	77	65	59	53	X
Purpose of part	120	99	110	97	78	66	X	X	X
Appointment (of proxies for committee members)	121	100	111	98	79	67	X	X	X
Restrictions on appointment (of proxies for committee members)	122	101	112	99	80	68	X	X	X
Form of proxy (proxies for committee members)	123	102	113	100	81	69	X	X	X
Use of proxy (of proxies for committee members)	124	103	114	101	82	70	X	X	X
Special provisions about proxy use	125	104	115	102	83	71	X	X	X
Offence	126	105	116	103	84	72	X	X	X
Purpose of part	127	106	117	104	85	73	X	X	X
Appointment (of proxies for body corporate meetings)	128	107	118	105	86	74	60	54	X
Form of proxy (proxies for body corporate meetings)	129	108	119	106	87	75	61	55	X
Use of proxy (proxies for body corporate meetings)	130	109	120	107	88	76	62	56	X
Special provisions about proxy use (proxies for body corporate meetings)	131	110	121	108	X	X	X	X	X

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Offence	132	111	122	109	89	77	63	57	X
Body Corporate Managers, Service Contractors and Letting Agents									
Purpose of chapter	133	112	123	110	90	78	64	58	10
Application of ch 6 to chapter 3, part 5 engagements	134	113	124	111	X	X	65	59	X
Authority to make engagement or give authorization, or amend engagement or authorization	135	114	125	112	91	79	66	60	11
Definition for part	136	115	126	113	92	80	X	X	X
Form of engagement	137	116	127	114	93	81	67	61	12
Form of authorisation	138	117	128	115	94	82	X	X	X
Term of engagement of body corporate manager	139	118	129	116	95	83	68	62	13
Term of engagement of service contractor	140	119	130	117	96	84	69	63	13
Term of authorization of letting agent	141	120	131	118	97	85	X	X	X
Commencement of term of engagement or authorisation	142	121	132	119	98	86	70	64	14
Transferring engagements and authorisations	143	122	133	120	X	X	X	X	X
Operation of division	144	123	134	121	X	X	X	X	X
Definitions for division	145	124	135	122	X	X	X	X	X

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Prescribed period—Act, s 122	146	125	136	123	X	X	X	X	X
Amount payable on a transfer within the prescribed period—Act, s 122	147	126	137	124	X	X	X	X	X
Transferor who claims transfer fee is not payable under s 147(3) must advise body corporate	148	127	138	125	X	X	X	X	X
Purpose of part	149	128	139	126	99	87	71	65	15
Termination under the Act, by agreement etc.	150	129	140	127	100	88	72	66	16
Termination for conviction of particular offences etc	151	130	141	128	101	89	73	67	17
Termination for failure to comply with remedial action notice	152	131	142	129	102	90	74	68	18
Definition for part	153	132	143	130	103	91	X	X	X
Associate supplying goods or services	154	133	144	131	104	92	75	69	19
Disclosure of associate contract	155	134	145	132	105	93	76	70	20
Disclosure of commission, payment or other benefit	156	135	146	133	106	94	77	71	21
Occupation of common property by service contractor or letting agent	157	136	147	134	107	95	X	X	X

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Discounts for timely payment	164	143	154	141	114	102	83	77	X
Penalties for late payment	165	144	155	142	115	103	84	78	X
Payment and recovery of body corporate debts	166	145	156	143	116	104	85	79	X
Administrative and sinking funds	167	146	157	144	117	105	86	80	X
Administration of administrative or sinking fund by body corporate manager	168	147	158	145	118	106	87	81	X
Application of administrative and sinking funds	169	148	159	146	119	107	88	82	X
Reconciliation statements	170	149	160	147	120	108	89	83	X
Power to borrow	171	150	161	148	121	109	90	84	28
Spending by committee	172	151	162	149	X	X	91	85	X
Quotes for major spending decided at general meeting	173	152	163	150	X	X	92	86	X
Quotes for major spending decided by committee	174	153	164	151	X	X	93	87	X
Accounts	175	154	165	152	122	110	94	88	29
Audit	176	155	166	153	123	111	95	89	X
Auditing qualifications and experience	177	156	167	154	124	112	96	90	X
Reporting particular payments to committee	178	157	168	155	125	113	97	91	X

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Property Management									
Purpose of chapter	179	158	169	156	126	114	98	92	30
Duties of body corporate about common property – Act, s 152	180	159	170	157	127	115	99	93	31
Duty to consider defect assessment motion	181	X	171	X	128	X	100	X	31A
Body corporate may establish voluntary defect assessment plan	182	X	172	X	129	X	101	X	31B
Mailbox and noticeboard – Act, s 153	183	160	173	158	130	116	102	94	32
Disposal of interest in and leasing or licensing of common property – Act, s 154	184	161	174	159	131	117	103	95	33
Easements over common property – Act, s 155	185	162	175	160	132	118	104	96	34
Improvements to common property by body corporate – Act, s 159	186	163	176	161	133	119	105	97	35
Improvements to common property by an owner of a lot – Act, s 159	187	164	177	162	134	120	106	98	36
Duties of body corporate about body corporate assets – Act, s 152	188	165	178	163	135	121	107	99	37

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Acquisition of amenities for benefit of owners of lots – Act, s 156	189	166	179	164	136	122	108	100	38
Other dealings with, and disposal of, body corporate assets – Act, s 157	190	167	180	165	137	123	109	101	39
Sharing facilities – Act, s 95	191	168	181	166	138	124	110	102	40
Conditions and obligations under exclusive use by-law	192	173	182	171	139	129	111	107	44
Improvements	193	174	183	172	140	130	112	108	45
Recovery of amount owed	194	175	184	173	141	131	113	109	46
Definitions for part	195	176	185	174	142	132	114	110	47
Disclosure of insurance details at annual general meeting	196	177	186	175	143	133	115	111	X
Insurance of common property and body corporate assets	197	178	187	176	144	134	116	112	48
Insurance of building including lots	198	179	188	177	145	135	117	113	49
Insurance for buildings with common walls	199	180	189	178	146	136	118	114	50
Valuation for insurance purposes	200	181	190	179	147	137	119	115	51
Premium	201	182	191	180	148	138	120	116	52
Improvements affecting premium	202	183	192	181	149	139	121	117	53

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Excess	203	184	193	182	150	140	122	118	54
Insurance for buildings with no common walls	204	185	194	183	151	141	123	119	55
Combined policy of insurance	205	186	195	184	152	142	124	120	X
Public risk insurance	206	187	196	185	153	143	125	121	56
Use affecting premium	207	188	197	186	154	144	126	122	57
Use of insurance money not paid under voluntary insurance scheme	208	189	198	187	155	145	127	123	58
Use of insurance money paid under voluntary insurance scheme	209	190	199	188	156	146	128	124	59
Supply of services by body corporate – Act, s 158	210	169	200	167	157	125	129	103	41
Obligations of owners and occupiers – Act, s 160	211	170	201	168	158	126	130	104	42
Body corporate may carry out work required of owners and occupiers – Act, s 161	212	171	202	169	159	127	131	105	X
Body corporate’s power to take action to remedy defective building work – Act, s 162	213	172	203	170	160	128	132	106	43
Administrative Matters									
Administrative Matters Purpose of chapter	214	191	204	189	161	147	133	125	60

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Definitions for part	215	X	205	X	162	X	134	X	61
Body corporate to give written notice about receipt of documents	X	X	X	X	X	X	X	X	62
Owner of lot or representative to give copy of documents to body corporate	X	X	X	X	X	X	X	X	63
Notices to be given to the body corporate	X	X	X	X	X	X	X	X	64
Address for service	216	194	206	192	163	150	135	128	61A
Change of address	217	195	207	193	164	151	136	129	61B
Documents and materials to be given to body corporate by original owner	X	X	X	X	X	X	X	X	67
Giving documents or information to lot owners or relevant persons generally	218	X	208	X	165	X	137	X	61C
Giving documents or information to lot owners for casting votes on motion by secret ballot	219	X	209	X	166	X	X	X	X
Giving documents or information to lot owners for casting votes for committee by secret ballot	220	X	210	X	X	X	X	X	X
Giving documents or information to persons in a way mentioned in this section	221	X	210	X	167	X	138	X	X
Service of documents or information on secretary generally	222	X	211	X	168	X	139	X	X

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Terminology in things mentioned in s 240(1)	241	212	230	210	187	169	156	145	X
Period stated in repealed provision	242	213	231	211	188	170	157	146	X
Period or date stated in document given under repealed provision	243	214	232	212	189	171	158	147	X
References to repealed regulation	244	215	233	213	190	172	159	148	X
Acts Interpretation Act 1954, s 20 not limited	245	216	234	214	191	173	160	149	X
When is general meeting called for this division	246	217	235	215	192	174	161	150	X
General meetings of body corporate and committee meetings called before commencement	247	218	236	216	193	175	162	151	X
Duty to consider defect assessment motion	248	X	237	X	194	X	163	X	X
Committee elections	249	220	238	218	X	X	X	X	X
Notice for breach of code of conduct	250	X	239	X	195	X	164	X	X
Disclosure of commission or other benefit	251	X	240	X	196	X	165	X	X
Existing proposals about spending by committee	252	X	241	X	X	X	X	X	X
Continuation of approved forms	253	228	242	226	197	186	166	160	X
Continuation of repealed s 229	254	229	243	227	198	X	X	X	X

