

Strata Schemes Management Amendment Act 2004 No 9

[2004-9]



New South Wales

Status Information

Currency of version

Repealed version for 6 July 2004 to 30 June 2005 (accessed 22 November 2024 at 7:01)

Legislation on this site is usually updated within 3 working days after a change to the legislation.

Provisions in force

The provisions displayed in this version of the legislation have all commenced.

Notes—

- **Repeal**

The Act was repealed by Sch 3 to the [Statute Law \(Miscellaneous Provisions\) Act 2005 No 64](#) with effect from 1.7.2005.

Authorisation

This version of the legislation is compiled and maintained in a database of legislation by the Parliamentary Counsel's Office and published on the NSW legislation website, and is certified as the form of that legislation that is correct under section 45C of the [Interpretation Act 1987](#).

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New South Wales

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Strata Schemes Management Amendment Act 2004 No 9



New South Wales

An Act to amend the *Strata Schemes Management Act 1996* to make miscellaneous amendments with respect to the functions of owners corporations, special requirements for the management of large strata schemes and other matters relating to the management of strata schemes; and for other purposes.

1 Name of Act

This Act is the *Strata Schemes Management Amendment Act 2004*.

2 Commencement

This Act commences on a day or days to be appointed by proclamation.

3 Amendment of *Strata Schemes Management Act 1996 No 138*

The *Strata Schemes Management Act 1996* is amended as set out in Schedule 1.

4 Amendment of other Act and Regulations

Each Act and Regulation specified in Schedule 2 is amended as set out in that Schedule.

Schedule 1 Amendment of *Strata Schemes Management Act 1996*

(Section 3)

[1] Section 21 Executive committee's decisions to be decisions of owners corporation

Insert “, subject to subsection (4)” after “owners corporation” in section 21 (1).

[2] Section 21 (4)

Insert after section 21 (3):

- (4) Despite any other provision of this Act, in the event of a disagreement between the owners corporation and the executive committee, the decision of the owners corporation prevails.

[3] Section 24 Who can exercise functions relating to the finances and accounts of the owners corporation?

Omit section 24 (d). Insert instead:

- (d) a member of CPA Australia, or a member of the Institute of Chartered Accountants in Australia, authorised by the owners corporation to exercise the function, or

[4] Section 27 How is a strata managing agent appointed?

Insert after section 27 (2):

- (3) The functions of a strata managing agent of a strata scheme may be transferred to another person by the strata managing agent, but only with the approval of the owners corporation for the strata scheme. A person to whom those functions are transferred is taken to be appointed as a strata managing agent of the strata scheme concerned in accordance with this section.

[5] Section 29A

Insert after section 29:

29A Functions that may only be delegated to member of executive committee or strata managing agent

- (1) The following functions of an owners corporation, executive committee, chairperson, secretary or treasurer may not be delegated to or conferred on any other person unless the person is a member of the executive committee or a strata managing agent:
 - (a) the preparation of estimates for the purposes of section 75,
 - (b) the levying of contributions,
 - (c) the receiving of, acknowledging of, banking of or accounting for money paid to the owners corporation,
 - (d) having custody of any money paid to the owners corporation or making payments from any such money,
 - (e) the taking out of insurance required or permitted by this Act,
 - (f) the conduct of meetings of the owners corporation and handling of correspondence,
 - (g) the maintenance of records required to be kept under this Act,

(h) such other functions as may be prescribed by the regulations.

(2) This section is subject to sections 24 and 32.

Note—

Section 24 enables some of these functions to be exercised by certain other specified persons.

[6] Section 43 What can by-laws provide for?

Omit “This section” from section 43 (2).

Insert instead “Subsection (1)”.

[7] Section 43 (4)

Insert after section 43 (3):

(4) A by-law has no force or effect to the extent that it is inconsistent with this or any other Act or law.

[8] Section 45 How can an owners corporation enforce the by-laws?

Insert at the end of the section (but before the note):

(2) A notice cannot be issued under this section unless a resolution approving the issue of the notice, or the issue of notices for the type of contravention concerned, has first been passed by the owners corporation or the executive committee of the owners corporation.

(3) Subsection (2) does not apply to the issue of a notice under this section by a strata managing agent if that function has been delegated to the strata managing agent in accordance with this Act.

[9] Section 51 Application of Division

Insert “(including, for example, a licence to use the whole or any specified part of the common property in a particular manner or for particular purposes)” after “common property” in section 51 (1) (b).

[10] Chapter 3, Part 2, heading and introductory note

Omit the heading and introductory note. Insert instead:

Part 2 Maintenance, repairs, alteration and use of common property and fire safety inspections

Introductory note—

This Part sets out the duties of an owners corporation to maintain and repair the property of a strata scheme and to arrange access for fire safety inspections. Certain powers are given to an owners corporation to recover money for work required to be carried out and to enter property to carry out certain necessary work. The Part also deals with certain powers of an owners corporation in relation to alterations or additions to common property and the granting of licences over common property.

[11] Sections 65A-65C

Insert after section 65:

65A Owners corporation may make or authorise changes to common property

- (1) For the purpose of improving or enhancing the common property, an owners corporation or an owner of a lot may take any of the following action, but only if a special resolution has first been passed at a general meeting of the owners corporation that specifically authorises the taking of the particular action proposed:
 - (a) add to the common property,
 - (b) alter the common property,
 - (c) erect a new structure on the common property.
- (2) A special resolution that authorises action to be taken under subsection (1) in relation to the common property by an owner of a lot may specify whether the ongoing maintenance of the common property once the action has been taken is the responsibility of the owners corporation or the owner.
- (3) If a special resolution under this section does not specify who has the ongoing maintenance of the common property concerned, the owners corporation has the responsibility for the ongoing maintenance.
- (4) A special resolution under this section that allows an owner of a lot to take action in relation to certain common property and provides that the ongoing maintenance of that common property after the action is taken is the responsibility of the owner has no effect unless:
 - (a) the owners corporation obtains the written consent of the owner to the making of a by-law to provide for the maintenance of the common property by the owner, and
 - (b) the owners corporation makes such a by-law.
- (5) A by-law made for the purposes of this section:
 - (a) may require, for the maintenance of the common property, the payment of

money by the owner concerned at specified times or as determined by the owners corporation, and

(b) must not be amended or repealed unless a special resolution has first been passed at a general meeting of the owners corporation and the owners corporation has obtained the written consent of the owner concerned.

(6) The provisions of sections 52 (3), 54 (2) and (3) and 55 apply to a by-law made for the purposes of this section in the same way as those provisions apply to a by-law to which Division 4 of Part 5 of Chapter 2 applies.

65B Owners corporation may grant licence to use common property

(1) An owners corporation may grant a licence to an owner of a lot to use common property in a particular manner or for particular purposes if the owners corporation has approved the granting of the licence by special resolution passed at a general meeting of the owners corporation.

(2) A licence may be granted subject to terms and conditions.

Note—

Division 4 of Part 5 of Chapter 2 enables owners corporations to make by-laws granting exclusive use rights and special privileges (including licences) in relation to common property.

65C What are the duties of an owners corporation in relation to fire safety inspections

(1) A person authorised to carry out an inspection under the *Environmental Planning and Assessment Act 1979* of a building or premises for purposes relating to fire safety may give a notice in writing to an owners corporation for a strata scheme requiring the owners corporation to ensure that access is provided, within a period or at a time specified in the notice, to the common property of the strata scheme and, if so specified, some or all of the individual lots in the strata scheme.

(2) An owners corporation must comply with a requirement of a notice given to the owners corporation under this section.

Maximum penalty: 20 penalty units.

(3) It is a defence to a prosecution for an offence against subsection (2) consisting of a failure to ensure that access is provided to a lot in a strata scheme if the owners corporation establishes that the owner or occupier of the lot refused to allow the access or could not be contacted by the owners corporation.

(4) For the purposes of the *Environmental Planning and Assessment Act 1979*, access to a building or premises or part of a building or premises given to a

person in accordance with this section, or in accordance with an order of an Adjudicator made under section 145 for the purposes of this section, is taken to be a permission given to that person by the occupier of the building, premises or part to enter the premises and carry out the inspection concerned.

[12] Section 72 Distribution of surplus money in administrative fund or sinking fund

Omit “An order” from section 72 (4).

Insert instead “An application for an order”.

[13] Section 75 Estimates to be prepared of contributions to administrative and sinking funds

Insert after section 75 (3):

- (4) In estimating amounts to be credited to the sinking fund, an owners corporation that is required to prepare a plan under section 75A is to take into account anticipated major expenditure identified in the plan for the 10-year period to which the plan relates.
- (5) An owners corporation of a large strata scheme must include in the estimates prepared under this section at an annual general meeting specific amounts in relation to each item or matter on which the owners corporation intends to expend money, or on which the owners corporation is aware money will be likely to be expended, in the period until the next annual general meeting.

[14] Section 75A

Insert after section 75:

75A Owners corporation to prepare 10-year sinking fund plans

- (1) This section applies to owners corporations established on or after the commencement of this section.
- (2) An owners corporation to which this section applies is to prepare a plan of anticipated major expenditure to be met from the sinking fund over the 10-year period commencing on the first annual general meeting of the owners corporation.
- (3) The initial plan is to be finalised by the end of the second annual general meeting of the owners corporation.
- (4) The plan is to be reviewed and (if necessary) adjusted no later than at the fifth annual general meeting of the owners corporation.

- (5) An owners corporation to which this section applies is to prepare a plan as referred to in subsection (2) for each 10-year period following the period referred to in that subsection and is to finalise and review the plan in accordance with the requirements of subsections (3) and (4) at the corresponding annual general meetings in the relevant 10-year period.
- (6) An owners corporation may engage expert assistance in the preparation of a plan under this section.
- (7) The regulations may extend the operation of this section to all owners corporations or to such classes of owners corporations established before the commencement of this section as are specified in the regulations.
- (8) A regulation referred to in subsection (7) may make necessary modifications to the application of any provision of this section to an owners corporation established before the commencement of this section.

[15] Chapter 3, Part 3, Division 3

Insert after section 80:

Division 3 Restrictions on spending

80A Limit on spending by executive committees of large strata schemes

- (1) If a specific amount has been determined as referred to in section 75 (5) for expenditure on any item or matter, the executive committee of the owners corporation concerned must not, in the period until the annual general meeting next occurring after the determination was made, spend on the item or matter an amount greater than that determined amount for expenditure on the item or matter plus 10 per cent.
- (2) The owners corporation of a large strata scheme may by resolution at a general meeting remove the limitation imposed by subsection (1) generally or in relation to any particular item or matter.

80B Quotations to be obtained for certain items of expenditure by large strata schemes

An owners corporation of a large strata scheme must obtain at least 2 quotations in relation to proposed expenditure in respect of any one item or matter if the proposed expenditure will exceed an amount prescribed by the regulations for the purposes of this section.

80C Exceptions in relation to emergencies

Sections 80A (1) and 80B do not apply to expenditure undertaken for emergency purposes, including, for example, expenditure to remedy any of the following:

- (a) burst or blocked water or sewerage pipes,
- (b) serious damage caused by fire or by storm or any other natural disaster,
- (c) unexpected electrical or security system failure,
- (d) glass breakages that affect the security of any building in the strata scheme or could result in damage to the inside of any such building.

80D Legal action to be approved by general meeting

- (1) An owners corporation or executive committee of an owners corporation must not seek legal advice or the provision of any other legal services, or initiate legal action, for which any payment may be required unless a resolution is passed at a general meeting of the owners corporation approving the seeking of the advice or services or the taking of that action.
- (2) The regulations may make provision for or with respect to exempting any type of legal service or legal action from the operation of this section.

[16] Section 87 What other insurance must an owners corporation take out?

Omit “must be taken out with an approved insurer and” from section 87 (2).

[17] Section 88A

Insert after section 88:

88A Insurance must be taken out with approved insurer

Any insurance that is taken out in accordance with this Division must be taken out with an approved insurer.

[18] Section 104 Certain records to be retained for prescribed period

Omit “the period”.

Insert instead “5 years or such other period as may be”.

[19] Section 107

Omit the section. Insert instead:

107 Auditing of accounts and financial statements

- (1) An owners corporation may determine that the accounts and financial statements of the owners corporation are to be audited.
- (2) However, the owners corporation of a large strata scheme must ensure that the accounts and financial statements of the owners corporation are audited before presentation to the annual general meeting.
- (3) Any auditing of the accounts and financial statements of an owners corporation under this section must be carried out in accordance with the Australian Auditing Standards, unless the strata scheme concerned comprises not more than 2 lots.

[20] Section 108 Inspection of records of owners corporation

Omit “in writing” from section 108 (1).

[21] Section 109 Certificate by owners corporation as to financial and other matters relating to lot

Omit “in writing” from section 109 (1).

[22] Section 115A

Insert after section 115:

115A Owners corporation to give information on contributions payable

An owners corporation of a strata scheme for a retirement village (within the meaning of the *Retirement Villages Act 1999*) must, if requested by the operator of the retirement village, give a statement in writing specifying the amount of current contributions levied on a particular lot in the strata scheme.

[23] Section 123 What action can be taken if there is a dispute, complaint or problem concerning a strata scheme?

Insert at the end of the section:

- (2) The regulations may make provision for or with respect to excluding a particular class or classes of strata schemes from any or all of the provisions of this Chapter.

[24] Section 125 Registrar to be satisfied that mediation has been attempted before accepting application

Omit section 125 (1) and (2). Insert instead:

- (1) The Registrar must not accept an application for an order under this Chapter

unless:

- (a) mediation under Part 2 or otherwise has been attempted but was unsuccessful, or
- (b) the Registrar considers that mediation is unnecessary or inappropriate in the circumstances, or
- (c) the application is for any of the following:
 - (i) an order under section 162 for the appointment of a strata managing agent,
 - (ii) an interim order under section 170 or stay of the operation of an order under section 180,
 - (iii) a variation or revocation of an order under section 171 (2), 190 or 191,
 - (iv) an order under section 182 (authorising certain acts during initial period),
 - (v) an order for allocation of unit entitlements under section 183,
 - (vi) an order under Part 6.

[25] Section 131 Agreements and arrangements arising from mediation sessions

Insert after section 131 (2):

(2A) Without limiting subsection (1), an Adjudicator may make an order under that subsection that gives effect to the terms of a written agreement signed during a mediation session by persons who were parties to the mediation.

(2B) A mediator may request the Registrar to refer a matter to an Adjudicator for the making of an order under this section, but only with the consent of the parties to the mediation.

[26] Section 138 General power of Adjudicator to make orders to settle disputes or rectify complaints

Insert “, 65A or 65B” after “62 (3)” in section 138 (3) (c).

[27] Section 145 Order for entry to lot

Omit section 145 (1). Insert instead:

- (1) An Adjudicator may make an order requiring the occupier of a lot or part of a lot to allow access to the lot for any of the following purposes:
 - (a) to enable the owners corporation to carry out any work referred to in section 65 (1) or to determine whether such work needs to be carried out,

(b) to enable an inspection referred to in section 65C to be carried out.

[28] Section 162 Order appointing strata managing agent to exercise certain functions

Omit section 162 (3). Insert instead:

(3) **Order may be made without application in certain circumstances** An Adjudicator may make an order under this section, without an application having been made for the order, but only if satisfied that the management structure of a strata scheme the subject of an application under this Chapter is not functioning or is not functioning satisfactorily.

(3A) **Order may be made on application in certain circumstances** An Adjudicator may make an order under this section, on application, but only if satisfied that:

- (a) the management structure of a strata scheme the subject of an application under this Chapter is not functioning or is not functioning satisfactorily, or
- (b) an owners corporation has failed to comply with a requirement imposed on the owners corporation by an order made under this Act, or
- (c) an owners corporation has failed to perform one or more of its duties, or
- (d) an owners corporation owes a judgment debt.

[29] Section 162 (4) (b)

Omit section 162 (4) (b) and (c). Insert instead:

(b) have given consent in writing to the appointment, which consent, in the case of a strata managing agent that is a corporation, may be given by the chief executive officer of the corporation.

[30] Section 163 Dismissal of application on certain grounds

Omit section 163 (1).

[31] Section 163 (2)

Insert “for an order under this Part” after “application” where firstly occurring.

[32] Section 171 Variation or revocation of order by Adjudicator

Insert “, whether or not on application,” after “varying an order” in section 171 (2).

[33] Section 171 (3)

Insert after section 171 (2):

- (3) An application under this section may be made by any of the following persons:
- (a) the owners corporation,
 - (b) the lessor of a leasehold strata scheme,
 - (c) the applicant for the original order,
 - (d) any person who made a written submission on the application for the original order,
 - (e) any other person who is required by the original order to do or refrain from doing a specified act.

[34] Section 183B

Insert after section 183A:

183B Orders for appointment of strata managing agent

- (1) **Order appointing strata managing agent to exercise functions of owners corporation**
The Tribunal may, on its own motion, make an order appointing a person as a strata managing agent:
- (a) to exercise all the functions of an owners corporation, or
 - (b) to exercise specified functions of an owners corporation, or
 - (c) to exercise all the functions other than specified functions of an owners corporation.
- (2) **Order may confer other functions on strata managing agent** The Tribunal may also order, when appointing a strata managing agent under this section, that the strata managing agent is to have and may exercise:
- (a) all the functions of the chairperson, secretary, treasurer or executive committee of the owners corporation, or
 - (b) specified functions of the chairperson, secretary, treasurer or executive committee of the owners corporation, or
 - (c) all the functions of the chairperson, secretary, treasurer or executive committee of the owners corporation other than specified functions.
- (3) **Circumstances in which order may be made** The Tribunal may make an order under this section only if satisfied that the management structure of a strata scheme the subject of an application under this Chapter or an appeal to the Tribunal is

not functioning or is not functioning satisfactorily.

- (4) **Qualifications of person appointed** A person appointed as a strata managing agent under this section must:
- (a) hold a strata managing agent's licence issued under the *Property, Stock and Business Agents Act 2002*, and
 - (b) have consented in writing to the appointment, which consent, in the case of a strata managing agent that is a corporation, may be given by the chief executive officer of the corporation.
- (5) **Terms and conditions of appointment** A strata managing agent may be appointed under this section on such terms and conditions (including terms and conditions relating to remuneration by the owners corporation and the duration of appointment) as may be specified in the order making the appointment.
- (6) **Revocation of certain appointments** An order under this section may be revoked or varied on the application of any of the following persons and, unless sooner revoked, ceases to have effect at the expiration of such period after its making (not exceeding 12 months) as is specified in the order:
- (a) a person who obtained an order under this Act that imposed a duty on the owners corporation or on its executive committee, chairperson, secretary or treasurer and that has not been complied with,
 - (b) a person having an estate or interest in a lot in the strata scheme concerned or, in the case of a leasehold strata scheme, in a lease of a lot in the scheme,
 - (c) the authority having the benefit of a positive covenant that imposes a duty on the owners corporation,
 - (d) a judgment creditor to whom the owners corporation owes a judgment debt.

[35] Section 185 Dismissal of application on certain grounds

Omit section 185 (1).

[36] Section 185 (2)

Insert "for an order under this Part" after "application" where firstly occurring.

[37] Section 190 Tribunal may vary order to correct error, for clarification or to extend time limit

Insert ", whether or not on application," after "vary an order".

[38] Section 190 (2)

Insert at the end of section 190:

- (2) An application under this section may be made by any of the following persons:
- (a) the owners corporation,
 - (b) the lessor of a leasehold strata scheme,
 - (c) the applicant for the original order,
 - (d) any person who made a written submission on the application for the original order,
 - (e) any other person who is required by the original order to do or refrain from doing a specified act.

[39] Chapter 7, Part 1A

Insert after section 230:

Part 1A Legal costs

230A Disclosure of matters relating to legal costs

If a disclosure under Division 2 of Part 11 of the [Legal Profession Act 1987](#) is made to an owners corporation in respect of the costs of legal services to be provided to the owners corporation, the owners corporation must give a copy of the disclosure to each owner and executive committee member within 7 days of the disclosure being made.

[40] Section 246 Regulations

Insert after section 246 (2) (f):

- (g) the procedure for meetings of the owners corporation of a large strata scheme,
- (h) the delegation of functions of the owners corporation of a large strata scheme,
- (i) the decisions or classes of decisions that may or may not be made by the executive committee of a large strata scheme,
- (j) the functions of office holders of an owners corporation of a large strata scheme,
- (k) the management of the administrative fund or sinking fund of the owners corporation of a large strata scheme,

- (l) requiring information and other matters to be brought to the attention of owners and executive committee members in respect of the provision of legal services to an owners corporation.

[41] Schedule 2 Meetings and procedure of owners corporation

Insert after clause 3 (b):

- (b1) in the case of an owners corporation to which section 75A applies, to discuss the preparation of the plan required by that section,

[42] Schedule 2, clause 3 (f1)

Insert after clause 3 (f):

- (f1) to decide whether a caretaker should be appointed under section 40A and, if a caretaker is to be appointed, what functions the caretaker should exercise,

[43] Schedule 2, clause 4 (1) (a)

Insert "or lessor" after "owner".

[44] Schedule 2, clause 4 (1) (a1)

Insert after clause 4 (1) (a):

- (a1) without limiting paragraph (a), all development consents, complying development certificates and related endorsed plans, "as built" drawings, compliance certificates (within the meaning of the *Environmental Planning and Assessment Act 1979*), fire safety certificates and warranties obtained or received by the owner or lessor and relating to the parcel or any building, plant or equipment on the parcel,

[45] Schedule 2, clause 4 (1) (d)

Insert after clause 4 (1) (c):

- (d) any other document or item relating to the parcel or any building, plant or equipment on the parcel that is prescribed by the regulations for the purposes of this subclause.

[46] Schedule 2, clause 4 (1)

Omit "10 penalty units". Insert instead "100 penalty units".

[47] Schedule 2, clause 11 (3)

Omit the subclause. Insert instead:

- (3) **Proxy to be given to secretary of owners corporation** The instrument is ineffective unless it contains the date on which it was made and it is given to the secretary of the owners corporation:
- (a) in the case of a large strata scheme—at least 24 hours before the first meeting in relation to which the instrument is to operate, or
 - (b) in any other case—at or before the first meeting in relation to which the instrument is to operate.

[48] Schedule 2, clause 32 (2)

Insert “or relates to insurance, budgeting or the fixing of a levy that will require expenditure above the prescribed amount referred to in the definition of **priority vote** in clause 7 (1)” after “the owners corporation”.

[49] Schedule 2, clause 34

Insert at the end of clause 34 (f):

, and

- (g) include a form of motion to decide if any matter or type of matter is to be determined only by the owners corporation in general meeting.

[50] Schedule 2, clause 34A

Insert after clause 34:

34A Required items of agenda for annual general meeting

The agenda for each annual general meeting must include:

- (a) an item to decide if any matter or type of matter is to be determined only by the owners corporation in general meeting, and
- (b) in the case of an owners corporation to which section 75A applies, an item to prepare or review a plan relating to the sinking fund if required to be done at that meeting.

[51] Schedule 2, Part 3

Insert after Part 2:

Part 3 General provisions

38 Regulations relating to large strata schemes

The provisions of this Schedule are subject to the regulations, but only to the extent that the regulations relate to large strata schemes.

[52] Schedule 3 Constitution of executive committee of the owners corporation and meetings of executive committee

Insert after clause 4 (2):

- (3) For the avoidance of doubt, a special resolution referred to in subclause (1) (e) may relate to more than one member of an executive committee or to all members of an executive committee.

[53] Schedule 3, clause 6

Omit the clause. Insert instead:

6 Notice of executive committee meetings

- (1) An executive committee of a large strata scheme must give notice of its intention to hold a meeting at least 72 hours before the time fixed for the meeting:
 - (a) by giving written notice (which may be done by electronic means) to each owner and executive committee member, and
 - (b) if the owners corporation is required by the by-laws to maintain a notice board, by displaying the notice on the notice board.
- (2) An executive committee of a strata scheme that is not a large strata scheme must give notice of its intention to hold a meeting at least 72 hours before the time fixed for the meeting:
 - (a) by displaying the notice on the notice board, or
 - (b) if the owners corporation is not required by the by-laws to maintain a notice board, by giving written notice (which may be done by electronic means) to each owner and executive committee member.
- (3) The notice must specify when and where the meeting is to be held and contain a detailed agenda for the meeting.
- (4) A notice may be given to a person by electronic means only if the person has

given the owners corporation an e-mail address for the service of notices under this Act and the notice is sent to that address.

[54] Schedule 3, clause 16

Omit the clause. Insert instead:

16 Display of minutes

- (1) Within 7 days after a meeting of the executive committee of a large strata scheme, the executive committee must:
 - (a) give each owner and executive committee member a copy of the minutes of the meeting, and
 - (b) if the owners corporation is required by the by-laws to maintain a notice board, cause a copy of the minutes of the meeting to be displayed on the notice board.
- (2) Within 7 days after the executive committee of a large strata scheme passes a resolution in accordance with this Schedule, the executive committee must:
 - (a) give each owner and executive committee member a copy of the minute of the resolution, and
 - (b) if the owners corporation is required by the by-laws to maintain a notice board, cause a copy of the minute of the resolution to be displayed on the notice board.
- (3) Within 7 days after a meeting of the executive committee of a strata scheme that is not a large strata scheme, the executive committee must:
 - (a) cause a copy of the minutes of the meeting to be displayed on the notice board, or
 - (b) if the owners corporation is not required by the by-laws to maintain a notice board, give each owner and executive committee member a copy of the minutes of the meeting.
- (4) Within 7 days after the executive committee of a strata scheme that is not a large strata scheme passes a resolution in accordance with this Schedule, the executive committee must:
 - (a) cause a copy of the minute of the resolution to be displayed on the notice board, or
 - (b) if the owners corporation is not required by the by-laws to maintain a notice board, give each owner and executive committee member a copy of the

minute of the resolution.

- (5) A copy of a minute or minutes required to be displayed on a notice board under this clause must be kept displayed on the notice board for a period of not less than 14 days.

[55] Schedule 3, Part 3

Insert after Part 2:

Part 3 General provisions

18 Regulations relating to large strata schemes

The provisions of this Schedule are subject to the regulations, but only to the extent that the regulations relate to large strata schemes.

[56] Schedule 4 Savings, transitional and other provisions

Insert at the end of clause 1 (1):

Strata Schemes Management Amendment Act 2004

[57] Schedule 4, Part 5

Insert after clause 13:

Part 5 Provisions consequent on enactment of [Strata Schemes Management Amendment Act 2004](#)

14 Definitions

In this Part:

amending Act means the [Strata Schemes Management Amendment Act 2004](#).

15 Exercise of functions

Section 29A does not affect the exercise of a function under this Act before the commencement of that section.

16 Legal action

Section 80D applies only to legal advice or legal services sought, or legal action entered into, after the commencement of that section.

17 Insurance

Section 88A does not affect any insurance that was taken out in accordance with the provisions of this Act as in force before the commencement of that section.

18 Disclosures under [Legal Profession Act 1987](#)

Section 230A does not apply to a disclosure under Division 2 of Part 11 of the [Legal Profession Act 1987](#) made before the commencement of that section.

19 Notice of annual general meeting

Clause 34 (g) of Schedule 2 does not apply to a notice served before the commencement of that paragraph.

20 Agenda for annual general meeting

Clause 34A of Schedule 2 does not apply to the agenda of a meeting notice of which was served before the commencement of that clause.

21 Notice of executive committee meetings

Clause 6 of Schedule 3, as in force immediately before its substitution by the amending Act, continues to apply to a meeting notice of which was given before the substitution of that clause.

22 Minutes of executive committee meetings

Clause 16 of Schedule 3, as in force immediately before its substitution by the amending Act, continues to apply to a meeting held before the substitution of that clause.

[58] Dictionary

Insert in alphabetical order in Part 1:

large strata scheme has the meaning given by clause 5 of Part 2.

utility lot means a lot designed to be used primarily for storage or accommodation of boats, motor vehicles or goods and not for human occupation as a residence, office, shop or the like.

[59] Dictionary, Part 2

Insert after clause 4:

5 Meaning of “large strata scheme”

- (1) In this Act, **large strata scheme** means a strata scheme comprising more than 100 lots or more than such other number of lots as may be prescribed by the regulations for the purposes of this subclause.
- (2) When calculating the number of lots in a strata scheme for the purposes of this clause, utility lots and lots used for the purposes of parking are not to be included in the calculation.
- (3) The regulations may contain provisions of a savings or transitional nature consequent on a change in the number of lots comprising a large strata scheme.

6 References to strata managing agent’s licence

A reference in this Act (however expressed) to a strata managing agent’s licence under the [Property, Stock and Business Agents Act 2002](#) includes a reference to a corporation licence under that Act that authorises the holder to act as, or carry on the business of, a strata managing agent.

Schedule 2 Amendment of Act and Regulations

(Section 4)

2.1 Conveyancing (Sale of Land) Regulation 2000

[1] Schedule 1 Prescribed documents

Insert at the end of clause 5 (b):

, and

- (c) a copy of any by-law for the strata scheme to which Division 4 of Part 5 of Chapter 2 of the [Strata Schemes Management Act 1996](#) applies.

[2] Schedule 1, clause 6

Insert at the end of clause 6 (d):

, and

- (e) a copy of any by-law for the strata scheme to which Division 4 of Part 5 of Chapter 2 of the [Strata Schemes Management Act 1996](#) applies.

2.2 Retirement Villages Act 1999 No 81

Section 19 General information about retirement villages

Insert “and, in the case of a retirement village that is subject to a strata scheme, living in a strata scheme” after “industry” in section 19 (1).

2.3 Retirement Villages Regulation 2000

Schedule 1 Disclosure statement

Insert after item 14:

14A STRATA CONTRIBUTIONS PAYABLE (Where applicable)

The amount of contributions levied under the *Strata Schemes Management Act 1996* for the current year in respect of the lot (within the meaning of the *Strata Schemes Management Act 1996*) are:

Note—

The amount of contributions to be levied is reviewed at least once each year.