

**SCHEDULES**

Schedule 1 & Schedule 2 By-laws

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**SCHEDULE 1 – Governance By-laws**

*[Heading inserted: No. 30 of 2018 s. 86.]*

*[Part I heading deleted: No. 58 of 1995 s. 87(1).]*

Duties of owner

**1. Duties of Owner**

- (1) The owner of a lot must —
- (a) immediately carry out all work that may be ordered under a written law in respect of the lot other than such work as may be for the benefit of the building generally and pay all rates, taxes, charges, outgoings and assessments that may be payable in respect of the lot;
  - (b) maintain and repair the lot, and keep it in a state of good condition, reasonable wear and tear, and damage by fire, storm, tempest or act of God excepted.
- (1A) The owner of a lot must —
- (a) notify in writing the strata company immediately on becoming the owner of the lot, including in the notice the owners address for service for the purposes of this Act; and
  - (b) if required in writing by the strata company, notify the strata company of any mortgage or other dealing in connection with the lot, including in the case of a lease of a lot, the name of the lessee and the term of the lease.

2. *Deleted by the Strata Titles Amendment Bill 2018 cl.88*

*[By-law 1 amended: No. 58 of 1995 s. 87(2); No. 14 of 1996 s. 4; No. 74 of 2003 s. 112(15); No. 30 of 2018 s. 87.]*

Power of the Strata Company regarding sub-meters

**3. Power of strata company regarding sub-meters**

- (1) If the supply of gas or electricity to a lot is regulated by means of a sub-meter, the strata company may require the owner or occupier of the lot to pay the strata company by way of security for the payment of charges arising through the sub-meter an amount not exceeding \$200 and, if any amount so paid is applied by the strata company under sub-by-law (3), to pay such further amount or amounts by way of such security as may be necessary to maintain the amount of the security as, subject to this sub-by-law, the strata company may require.
- (2) The strata company must lodge every sum received under this by-law to the credit of an interest-bearing ADI account and all interest accruing in respect of amounts so received must, subject to this by-law, be held on trust for the owner or occupier who made the payment.
- (3) If the owner or occupier of a lot in respect of which a sub-meter is used for the supply of gas or electricity refuses or fails to pay any charges due for the supply of gas or electricity to that lot, the strata company may apply in payment of those charges all, or such part as is necessary, of any amount paid to the strata company by that owner or occupier under this by-law, including any interest that may have accrued in respect of that amount.
- (4) If a person who has paid an amount under this by-law to a strata company satisfies the strata company that the person is no longer the owner or occupier of a lot and that the strata company no longer has any liability or contingent liability for the supply of gas or electricity to that lot during the period when

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that person was an owner or occupier of the lot, the strata company must refund to that person the amount then held on the person's behalf under this by-law.

*[By-law 3 amended: No. 26 of 1999 s. 104; No. 74 of 2003 s. 112(16); No. 30 of 2018 s. 89.]*

Constitution  
of the  
Council

**4. Constitution of council**

- (1) The powers and duties of the strata company must, subject to any restriction imposed or direction given at a general meeting, be exercised and performed by the council of the strata company and a meeting of the council at which a quorum is present is competent to exercise all or any of the authorities, functions or powers of the council.
- (2) Until the first annual general meeting of the strata company, the owners of all the lots constitute the council.
- (3) If there are not more than 3 lots in the scheme, the council consists of all the owners of the lots, and if there are more than 3 lots in the scheme, the council consists of not less than 3 nor more than 7 owners of the lots as is determined by the strata company.
- (4) If there are more than 3 lots in the scheme the members of the council must be elected at each annual general meeting of the strata company or, if the number of lots in the scheme increases to more than 3, at an extraordinary general meeting convened for the purpose.
- (5) *Deleted by the Strata Titles Amendment Bill 2018 cl.88*
- (6) If there are co-owners of a lot, one only of the co-owners is eligible to be, or to be elected to be, a member of the council and the co-owner who is so eligible must be nominated by the co-owners, but, if the co-owners fail to agree on a nominee, the co-owner who owns the largest share of the lot is the nominee or if there is no co-owner who owns the largest share of the lot, the co-owner whose name appears first in the certificate of title for the lot is the nominee.
- (7) *Deleted by the Strata Titles Amendment Bill 2018 cl.88*
- (8) Except if the council consists of all the owners of lots in the scheme, the strata company may by special resolution remove any member of the council before the expiration of the member's term of office.
- (9) A member of the council vacates office as a member of the council —
  - (a) if the member dies or ceases to be an owner or a co-owner of a lot; or
  - (b) upon receipt by the strata company of notice in writing of the members resignation from the office of member; or
  - (c) at the conclusion of an annual general meeting of the strata company at which an election of members of the council takes place and at which the member is not elected or re-elected; or
  - (d) in a case where the member is a member of the council by reason of there being not more than 3 owners of lots in the scheme, on an election of members of the council (as a result of there being an increase in the number of owners to more than 3) at which the member is not elected; or

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- (e) if the member is removed from office under sub-bylaw (8); or
- (f) if the Tribunal orders that the members appointment is revoked and the member is removed from office

- (10) The remaining members of the council may appoint a person eligible for election to council to fill a vacancy in the office of a member of the council, other than a vacancy arising under sub-bylaw (9)(c) or (d), and any person so appointed holds office, subject to this by-law, for the balance of the predecessors term of office.

*Note for this sub-bylaw:*

*By-law 6(3A) provides for the filling of vacancies in the offices of chairperson, secretary and treasurer.*

- (11) Except if one person is owner of all the lots in a scheme, a quorum of the council is 2 if the council consists of 3 or 4 members; 3, if it consists of 5 or 6 members; and 4, if it consists of 7 members.

- (12) The continuing members of the council may act even if there is a vacancy in the council, but so long as the number of members is reduced below the number fixed by these by-laws as the quorum of the council, the continuing members or member of the council may act for the purpose of increasing the number of members of the council or convening a general meeting of the strata company, but for no other purpose.

- (13) All acts done in good faith by the council must, even if it afterwards discovered that there was some defect in the appointment or continuance in office of any member of the council, are as valid as if that member had been duly appointed or had duly continued in office.

*[By-law 4 amended: No. 30 of 2018 s. 90.]*

#### Election of the Council at a General Meeting

#### 5. Election of council at a general meeting

The procedure for nomination and election of members of a council must be in accordance with the following rules —

- (1) The meeting must determine, in accordance with the requirements of by-law 4(3) the number of persons of whom the council is to consist.
- (2) The chairperson must call upon those persons who are present at the meeting or by proxy and entitled to nominate candidates to nominate candidates for election to the council.
- (3) A nomination is ineffective unless supported by the consent of the nominee to the nomination, given —
  - (a) in writing, and furnished to the chairperson at the meeting; or
  - (b) orally by a nominee who is present at the meeting in person or by proxy.
- (4) When no further nominations are forthcoming, the chairperson —
  - (a) if the number of candidates equals the number of members of the council determined in accordance with the requirements of by-law 4(3), must declare those candidates to be elected as members of the council;
  - (b) if the number of candidates exceeds the number of members of the council as so determined, must direct that a ballot be held.

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- (5) If a ballot is to be held, the chairperson must —
  - (a) announce the names of the candidates; and
  - (b) cause to be furnished to each person entitled to vote and present in person or by proxy a blank form in respect of each lot in respect of which the person is entitled to vote for use as a ballot form.
- (6) A person who is entitled to vote must complete a valid ballot form by —
  - (a) writing on the form the names of candidates, equal in number to the number of members of the council so that no name is repeated; and
  - (b) indicating on the form the number of each lot in respect of which the person's vote is cast and whether the person so votes as owner or first mortgagee of each such lot or as proxy of the owner or first mortgagee; and
  - (c) signing the ballot form; and
  - (d) returning it to the chairperson.
- (7) The chairperson, or a person appointed by the chairperson, must count the votes recorded on valid ballot forms in favour of each candidate.
- (8) Subject to sub-by-law (9), candidates, being equal in number to the number of members of the council determined in accordance with by-law 4(3), who receive the highest numbers (in terms of lots or unit entitlements as required under the Strata Titles Act 1985 section 122) of votes are to be declared elected to the council.
- (9) If the number (in terms of lots or unit entitlements as required under the Strata Titles Act 1985 section 122) of votes recorded in favour of any candidate is the lowest of the numbers of votes referred to in sub-by-law (8) and —
  - (a) that number equals the number of votes recorded in favour of any other candidate; and
  - (b) if each of those candidates were to be declared elected the number of persons elected would exceed the number of persons required to be elected, as between those candidates, the election must be decided by a show of hands of those entitled to vote and present in person or by proxy.

*[By-law 5 amended: No. 74 of 2003 s. 112(17)-(19); No. 30 of 2018 s. 91.]*

Chairperson,  
Secretary  
and  
Treasurer of  
the Council

- 6. Chairperson, secretary and treasurer of council**
- (1) The members of a council must, at the first meeting of the council after they assume office as such members, appoint a chairperson, a secretary and a treasurer of the council.
- (2) A person —
  - (a) must not be appointed to an office referred to in sub-by-law (1) unless the person is a member of the council; and
  - (b) may be appointed to 1 or more of those offices.
- (3) A person appointed to an office referred to in sub-by-law (1) holds office until the first of the following events happens—
  - (a) the person ceases to be a member of the council under by-law 4(9);

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(b) receipt by the strata company of notice in writing of the persons resignation from that office;

(c) another person is appointed by the council to hold that office.

(3A) The remaining members of the council must appoint a member of the council to fill a vacancy in an office referred to in sub-by-law (1), other than a vacancy arising under by-law 4(9)(c) or (d) and any person so appointed holds office, subject to this by-law, for the balance of the predecessor's term of office.

(4) The chairperson is to preside at all meetings of the council but, if the chairperson is absent from, or is unwilling or unable to preside at, a meeting, the members of the council present at that meeting must appoint 1 of their number to preside at that meeting during the absence of the chairperson.

*[By-law 6 amended: No. 30 of 2018 s. 92.]*

Chairperson,  
Secretary  
and  
Treasurer of  
the Strata  
Company

**7. Chairperson, secretary and treasurer of strata company**

(1) Subject to sub-by-law (2), the chairperson, secretary and treasurer of the council are also respectively the chairperson, secretary and treasurer of the strata company.

(2) A strata company may at a general meeting authorise a person who is not an owner of a lot to act as the chairperson of the strata company for the purposes of that meeting.

(3) A person appointed under sub-by-law (2) may act until the end of the meeting for which the person was appointed to act.

*[By-law 7 inserted: No. 58 of 1995 s. 87(3); amended: No. 74 of 2003 s. 112(20); No. 30 of 2018 s. 93.]*

Meetings of  
the Council

**8. Meetings of council**

(1) At meetings of the council, all matters must be determined by a simple majority vote.

(2) The council may —

(a) meet together for the conduct of business and adjourn and otherwise regulate its meetings as it thinks fit, but the council must meet when any member of the council gives to the other members not less than 7 days notice of a meeting proposed by the member, specifying in the notice the reason for calling the meeting; or

(b) employ or engage on behalf of the strata company, any person as it thinks is necessary to provide any goods, amenity or service to the strata company; or

(c) subject to any restriction imposed or direction given at a general meeting of the strata company, delegate to 1 or more of its members such of its powers and duties as it thinks fit, and at any time revoke the delegation.

(3) A member of a council may appoint an owner of a lot, or an individual authorised under the Strata Titles Act 1985 section 136 by a corporation which is an owner of a lot, to act in the members place as a member of the council at any meeting of the council.

(4) An owner of a lot or individual may be appointed under sub-by-law (3) whether or not that person is a member of the council.

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- (5) If a person appointed under sub-by-law (3) is a member of the council the person may, at any meeting of the council, separately vote in the person's capacity as a member and on behalf of the member in whose place the person has been appointed to act.

*[(6) deleted]*

*[By-law 8 amended: No. 30 of 2018 s. 94.]*

Powers &  
duties of the  
Secretary of  
the Strata  
Company

**9. Powers and duties of secretary of strata company**

The powers and duties of the secretary of a strata company include —

- (a) the preparation and distribution of minutes of meetings of the strata company and the submission of a motion for confirmation of the minutes of any meeting of the strata company at the next such meeting; and
- (b) the giving on behalf of the strata company and of the council of the notices required to be given under the Act; and
- (c) the supply of information on behalf of the strata company in accordance with the Strata Titles Act 1985 sections 108 and 109; and
- (d) the answering of communications addressed to the strata company; and
- (e) the calling of nominations of candidates for election as members of the council; and
- (f) subject to Strata Titles Act 1985 sections 127, 128, 129, 200(2)(f) and 200(2)(g) the convening of meetings of the strata company and of the council.

*[By-law 9 amended: No. 30 of 2018 s. 95.]*

Powers &  
duties of the  
Treasurer of  
the Strata  
Company

**10. Powers and duties of treasurer of strata company**

The powers and duties of the treasurer of a strata company include —

- (a) the notifying of owners of lots of any contributions levied under the Strata Titles Act 1985; and
- (b) the receipt, acknowledgment and banking of and the accounting for any money paid to the strata company; and
- (c) the preparation of any certificate applied for under the Strata Titles Act 1985 section 101; and
- (d) the keeping of the records of account referred to in the Strata Titles Act 1985 section 101 and the preparation of the statement of accounts referred to in the Strata Titles Act 1985 section 101.

*[By-law 10 amended: No. 30 of 2018 s. 96.]*

*[11-15. Deleted: No. 30 of 2018 s. 97.]*

*[16. Deleted: No. 58 of 1995 s. 87(6).]*

*[Part II deleted: No. 58 of 1995 s. 87(7).]*

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**SCHEDULE 2 – Conduct By-laws**

*[Heading inserted: No. 30 of 2018 s. 98.]*

- Vehicles and parking
- 1. Vehicles and parking**
- (1) An owner or occupier of a lot must take all reasonable steps to ensure that the owners or occupiers visitors comply with the scheme by-laws relating to the parking of motor vehicles.
- (2) An owner or occupier of a lot must not park or stand any motor or other vehicle upon common property except with the written approval of the strata company.
- [By-law 1 inserted: No. 30 of 2018 s. 99.]*
- Use of common property
- 2. Use of common property**
- An owner or occupier of a lot must
- (a) use and enjoy the common property in such a manner as not unreasonably to interfere with the use and enjoyment of the common property by other owners or occupiers of lots or of their visitors, and
- (b) not use the lot or permit it to be used in such a manner or for such purpose as causes a nuisance to an occupier of another lot (whether an owner or not) or the family of such an occupier; and
- (c) take all reasonable steps to ensure that the owners or occupiers visitors do not behave in a manner likely to interfere with the peaceful enjoyment of an owner or occupier of another lot or of a person lawfully using common property; and
- (d) not obstruct lawful use of common property by any person
- [By-law 2 inserted: No. 30 of 2018 s. 100.]*
- Damage to lawns, etc on common property
- 3. Damage to lawns etc. on common property**
- Except with the approval of the strata company, an owner or occupier of a lot must not —
- (a) damage any lawn, garden, tree, shrub, plant or flower on common property; or
- (b) use any portion of the common property for owners or occupiers own purposes as a garden.
- [By-law 3 amended: No. 30 of 2018 s. 101.]*
- Behaviour of owners & occupiers
- 4. Behaviour of owners and occupiers**
- An owner or occupier of a lot must be adequately clothed when on common property and must not use language or behave in a manner likely to cause offence or embarrassment to an owner or occupier of a lot or to any person lawfully using common property.
- [By-law 4 amended: No. 30 of 2018 s. 102.]*
5. *Deleted: No. 30 of 2018 s. 103.*
- Depositing rubbish, etc on common property
- 6. Depositing rubbish etc. on common property**
- An owner or occupier of a lot must not deposit or throw on that lot or any other lot or the common property any rubbish, dirt, dust or other material likely to

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interfere with the peaceful enjoyment of an owner or occupier of a lot or of any person lawfully using the common property.

*[By-law 6 amended: No. 58 of 1995 s. 88(2); No. 30 of 2018 s. 104.]*

Drying of laundry items & signage

**7. Drying of laundry items and signage**

An owner or occupier of a lot must not, except with the consent in writing of the strata company —

- (a) hang any washing, towel, bedding, clothing or other article on any part of the parcel in such a way as to be visible from outside the building, other than for a reasonable period on any lines provided by the strata company for the purpose; or
- (b) display any sign, advertisement, placard, banner, pamphlet or like matter on any part of their lot in such a way as to be visible from outside the building.

*[By-law 7 amended: No. 30 of 2018 s. 105.]*

*[Former by-law 8 repealed: No. 58 of 1995 s. 88(3).]*

Storage of inflammable liquids etc

**8. Storage of inflammable liquids etc.**

An owner or occupier of a lot must not, except with the written approval of the strata company, use or store on the lot or on the common property any inflammable chemical, liquid or gas or other inflammable material, other than chemicals, liquids, gases or other materials used or intended to be used for domestic purposes, or any such chemical, liquid, gas or other material in a fuel tank of a motor vehicle or internal combustion engine.

*[By-law 8, formerly by-law 9, renumbered as by-law 8: No. 58 of 1995 s. 88(4); amended: No. 30 of 2018 s. 106.]*

Moving furniture etc. on or through common property

**9. Moving furniture etc. on or through common property**

An owner or occupier of a lot must not transport any furniture or large object through or on common property within the building unless that person has first given to the council sufficient notice of their intention to do so to enable the council to arrange for its nominee to be present at the time when that person does so.

*[By-law 9, formerly by-law 10, renumbered as by-law 9: No. 58 of 1995 s. 88(4); amended: No. 30 of 2018 s. 107.]*

Floor coverings

**10. Floor coverings**

An owner or occupier of a lot must ensure that all floor space within the lot (other than that comprising kitchen, laundry, lavatory or bathroom) is covered or otherwise treated to an extent sufficient to prevent the transmission therefrom of noise likely to disturb the peaceful enjoyment of the owner or occupier of another lot.

*[By-law 10, formerly by-law 11, renumbered as by-law 10: No. 58 of 1995 s. 88(4); amended: No. 30 of 2018 s. 108.]*

Garbage disposal

**11. Garbage disposal**

An owner or occupier of a lot must—

- (a) maintain within their lot, or on such part of the common property as may be authorised by the strata company, in clean and dry condition and adequately covered, a receptacle for garbage;



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- (b) comply with all local laws relating to the disposal of garbage;
- (c) ensure that the health, hygiene and comfort of an owner or occupier of any other lot is not adversely affected by their disposal of garbage.

*[By-law 11, formerly by-law 12, renumbered as by-law 11: No. 58 of 1995 s. 88(4); amended: No. 57 of 1997 s. 115(5); No. 30 of 2018 s. 109.]*

Additional duties of owners & occupiers

**12. Additional duties of owners and occupiers**

An owner or occupier of a lot must not —

- (a) use the lot for a purpose that may be illegal or injurious to the reputation of the building; or
- (b) make undue noise in or about the lot or common property; or
- (c) keep animals on the lot or the common property after notice in that behalf given to that person by the council.

*[By-law 12 inserted: No. 58 of 1995 s. 88(5); amended: No. 74 of 2003 s. 112(22); No. 30 of 2018 s. 110.]*

Notice of alteration to lot

**13. Notice of alteration to lot**

A owner of a lot must not alter or permit the alteration of the structure of the lot except as may be permitted and provided for under the Act and the by-laws and in any event must not alter the structure of the lot without giving to the strata company, not later than 14 days before commencement of the alteration, a written notice describing the proposed alteration.

*[By-law 13 inserted: No. 58 of 1995 s. 88(5); amended: No. 30 of 2018 s. 111.]*

Appearance of lot

**14. Appearance of lot**

An owner or occupier of a lot must not, without the written consent of the strata company, maintain within the lot anything visible from outside the lot that, viewed from outside the lot, is not in keeping with the rest of the building.

*[By-law 14 inserted: No. 58 of 1995 s. 88(5); amended: No. 30 of 2018 s. 112.]*

Decoration of, & affixing to, the inner surface of a lot

**15. Decoration of, and affixing items to, the inner surface of a lot**

An owner or occupier of a lot must not, without the written consent of the strata company, paint, wallpaper or otherwise decorate the structure which forms the inner surface of the boundary of the lot or affix locking devices, flyscreens, furnishings, furniture, carpets and other similar things to that surface, if that action will unreasonably damage the common property.

*[By-law 15 inserted: No. 30 of 2018 s. 113.]*