

	Direct Delegation from Council	Conditions/ Limitations	Sub-Delegation from CEO
INSTRUMENT OF DELEGATION UNDER THE STRATA TITLES ACT 1999			
1. Application for Amendment			
1.1	CEO	NIL	Director Corporate Services Manager Property Services
1.2	CEO	NIL	Director Corporate Services Manager Property Services
1.3	CEO	NIL	Director Corporate Services Manager Property Services
1.3.1			
1.3.2			
to consent to the encroachment.			
1.4	CEO	NIL	
2. Application May Deal with Statutory Encumbrances			
2.1	CEO	NIL	Director Corporate Services Manager Property Services
2A. Amendment by Order of ERD Court			
2A.1	CEO	NIL	
2A.2	CEO	NIL	
3. Amalgamation of Adjacent Sites			
3.1	CEO	NIL	Director Corporate Services

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	registered interest in the units, to consent to an application for amalgamation.			Manager Property Services
3.2	The power pursuant to Section 16(2)(c) of the Act, to endorse an application for amalgamation with the consent of the Council where the Council has a registered interest in the units.	CEO	NIL	Director Corporate Services Manager Property Services
4.	Cancellation			
4.1	The power pursuant to Section 17(2)(b) of the Act, where the Council has a registered interest in the unit or the common property to approve an instrument of cancellation.	CEO	NIL	Director Corporate Services Manager Property Services
4.2	The power pursuant to Section 17(2)(b) of the Act to, endorse an instrument of cancellation with the approval of the Council where the Council has a registered interest in a unit or the common property.	CEO	NIL	Director Corporate Services Manager Property Services
4.3	The power pursuant to Section 17(4) of the Act to make an application for an order of the ERD Court cancelling a strata plan.	CEO	NIL	
4.4	The power pursuant to Section 17(4a) of the Act to make submissions to the Court in relation to the matter.	CEO	NIL	
5.	Application for Division			
5.1	The power pursuant to Section 17AAA(2) of the Act where the Council is the owner of the units comprising the site or is a person whose consent is required by Part 19AB Division 2 of the Real Property Act 1886 to consent to a plan of division lodged with the application.	CEO	NIL	Director Corporate Services Manager Property Services
5.2	The power pursuant to Section 17AAA(2) of the Act to endorse the plan of division lodged with the application with the consent of the Council where the Council is the owner of the units comprising the site or is a person whose consent is required by Part 19AB Division 2 of the Real Property Act 1886.	CEO	NIL	Director Corporate Services Manager Property Services
6.	Articles of Strata Corporation			
6.1	The power pursuant to Section 19(3b)(e) of the Act, to, within 60 days after service of the notice, apply to the Magistrates Court for revocation of the notice.	CEO	NIL	
7.	Certain Articles May be Struck Out by Court			
7.1	The power pursuant to Sections 19A(1) and (2) of the Act to make an application to the Magistrates Court or the District Court under Part 3A of the Act.	CEO	NIL	
8.	Offences			
8.1	The power pursuant to Section 27D(5) of the Act to make an application to the delegate of a strata corporation to be provided with, on a quarterly basis, a statement setting out details of dealings by the delegate with the corporation's money.	CEO	NIL	

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8.2	The power pursuant to Section 27D(7) of the Act to request a delegate of a strata corporation who holds records of the corporation to:	CEO	NIL	
8.2.1	make those records available for the Council or the Council's delegate to inspect within 10 business days of the request; and			
8.2.2	provide the Council or the Council's delegate with a copy of any of the records on payment of a fee.			
9.	Power to Enforce Duties of Maintenance and Repair			
9.1	The power pursuant to Section 28(5) of the Act, where:	CEO	NIL	
9.1.1	the strata corporation recovers costs from the Council under Section 28(4) of the Act; and			
9.1.2	the circumstances out of which the work was required are attributable to the act or default of another person,			
	to recover those costs from that other person as a debt.			
10.	Right of Unit Holders etc to Satisfy Themselves as to Insurance			
10.1	The power pursuant to Section 32(1) of the Act, to request a strata corporation to produce for inspection all current policies of insurance taken out by the corporation.	CEO	NIL	
11.	Holding of General Meetings			
11.1	The power pursuant to and in accordance with Section 33(2) of the Act, subject to Sections 33(3), (3a), (4a) and (4b) of the Act, to convene a meeting.	CEO	NIL	
11.2	The power pursuant to Section 33(2)(e) of the Act to apply to the Magistrates Court for a meeting to be convened.	CEO	NIL	
12.	Voting at General Meetings			
12.1	The power pursuant to Section 34(2a) of the Act, subject to Sections 34(3a), (3b) and (3c) of the Act, to nominate another person to attend and vote at meetings on the Council's behalf.	CEO	NIL	
12.2	The power pursuant to Section 34(4) of the Act to exercise an absentee vote on a proposed resolution by giving the secretary written notice of the proposed vote at least six hours before the time of the meeting.	CEO	NIL	
13.	Administrator of Strata Corporation's Affairs			
13.1	The power pursuant to Section 37(1) of the Act to make application to a relevant court to appoint an administrator of the strata corporation, or remove or replace an administrator previously appointed.	CEO	NIL	
14.	Information to be Furnished			
14.1	The power pursuant to Section 41(1) of the Act to make application to a strata	CEO	NIL	

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corporation to:			
14.1.1 furnish:			
14.1.1.1 particulars of any contribution payable in relation to the unit (including details of any arrears of contribution related to the unit);			
14.1.1.2 particulars of the assets and liabilities of the corporation;			
14.1.1.3 particulars of any expenditure that the corporation has incurred, or has resolved to incur, and to which the unit holder of the unit must contribute, or is likely to be required to contribute;			
14.1.1.4 particulars in relation to any prescribed matter;			
14.1.2 provide copies of:			
14.1.2.1 the minutes of general meetings of the corporation and meetings of its management committee for such period, not exceeding two years, specified in the application;			
14.1.2.2 the statement of accounts of the corporation last prepared by the corporation;			
14.1.2.3 the articles for the time being in force;			
14.1.2.4 current policies of insurance taken out by the corporation;			
14.1.3 make available for inspection:			
14.1.3.1 a copy of the accounting records of the corporation;			
14.1.3.2 the minute books of the corporation;			
14.1.3.3 any other prescribed documentary material;			
14.1.4 if the strata corporation is a party to a contract with a body corporate manager – make available for inspection a copy of the contract;			
14.1.5 make available for inspection the register maintained under Section 39A of the Act.			
14.2 The power pursuant to Section 41(1a) of the Act, subject to Sections 41(2) and (3) of the Act, to make application to a strata corporation to provide, on a quarterly basis, ADI statements for all accounts maintained by the corporation.	CEO	NIL	
15. Persons Who May Apply for Relief			
15.1 The power pursuant to Sections 41AA and 41A of the Act to, subject to Section 41A(2) of the Act, apply for relief under Part 3 of the Act.	CEO	NIL	
16. Resolution of Disputes, etc			
16.1 The power pursuant to Section 41A(3) of the Act to seek the permission of	CEO	NIL	

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	the District Court, to bring an application under Section 41A of the Act in the District Court.			
16.2	The power pursuant to Section 41A(3) of the Act bring an application under Section 41A of the Act in the District Court.	CEO	NIL	
16.3	The power pursuant to Section 41A(4) of the Act to apply to the District Court for proceedings under Section 41A of the Act that have been commenced in the Magistrates Court, to be transferred to the District Court.	CEO	NIL	
16.4	The power pursuant to Section 41A(6) of the Act to make an application to a court to:			
	16.4.1 transfer an application under Section 41A to the Supreme Court on the ground that the application raises a matter of general importance; or	CEO	NIL	
	16.4.2 state a question of law for the opinion of the Supreme Court.	CEO	NIL	
16.5	The power pursuant to Section 41A(10)(b) of the Act to make submissions to the court in relation to the matter.	CEO	NIL	
17. Unit Holder's Power of Entry				
17.1	Where the Council is the unit holder of a unit (Unit A) and:	CEO	NIL	
	17.1.1 -			
	17.1.1.1 the proper supply of hot or cold water, gas, electricity, heating oil or air-conditioned air to Unit A fails; or			
	17.1.1.2 the sewerage, garbage or drainage system as it affects Unit A fails to operate properly; and			
	17.1.2 some other unit (Unit B) must be entered in order to investigate the cause of the failure, or to carry out necessary repairs,			
	the power pursuant to Section 42(1) and (2) of the Act to, after giving such notice to the unit holder of Unit B as may be practicable in the circumstances, enter Unit B for that purpose.			
17.2	Where the Council is the unit holder of a unit (Unit A) and	CEO	NIL	
	17.2.1 -			
	17.2.1.1 the proper supply of hot or cold water, gas, electricity, heating oil or air-conditioned air to Unit A fails; or			
	17.2.1.2 the sewerage, garbage or drainage system as it affects Unit A fails to operate properly; and			
	17.2.2 some other unit (Unit B) must be entered in order to investigate the cause of the failure, or to carry out necessary repairs,			
	the power pursuant to Sections 42(1) of the Act to authorise a person to, after			

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giving such notice to the unit holder of Unit B as may be practicable in the circumstances, enter Unit B for that purpose.			
18. Dealing with Part of Unit			
18.1 The power pursuant to Section 44(2) of the Act, subject to any other law, to grant a lease or licence over a part of a unit:	CEO	NIL	
18.1.1 if all of the units comprised in the strata scheme consist of non-residential premises; or			
18.1.2 where Section 44(2)(a) does not apply:			
18.1.2.1 if the lease or licence is granted to another unit holder; or			
18.1.2.2 if the lease or licence is authorised by unanimous resolution of the strata corporation.			
19. Body Corporate May Act as Officer, etc			
19.1 The power pursuant to Section 44A(2) of the Act, and subject to Sections 44A(2a), (2b) and (4) of the Act if the Council is appointed as the presiding officer, secretary or treasurer of a strata corporation, or as a member of a management committee, to, by instrument in writing, appoint a person to perform on its behalf any function that is conferred on the Council by virtue of the appointment.	CEO	NIL	
20. Relief Where Unanimous Resolution Required			
20.1 The power pursuant to Section 46(1) of the Act, and in accordance with Section 46(2) of the Act, where a unanimous resolution is necessary under the Act before an act may be done and that resolution is not obtained but the resolution is supported to the extent necessary for a special resolution, and the Council is included in the majority in favour of the resolution to apply to a relevant court to have the resolution declared sufficient to authorise the particular act proposed.	CEO	NIL	