



## ROLES AND RESPONSIBILITIES

MANY PEOPLE HAVE FOUND THEMSELVES CONFUSED ABOUT WHAT DUTIES FALL UNDER THE RESPONSIBILITY OF THE BODY CORPORATE VERSUS THE BODY CORPORATE MANAGER.

- 1** THE BODY CORPORATE MANAGER IS NOT THE BODY CORPORATE
- 2** BODY CORPORATE LEVIES ARE PAID INTO THE BODY CORPORATE BANK ACCOUNT AND DO NOT GO TO THE BODY CORPORATE MANAGER
- 3** THE BODY CORPORATE MANAGER HAS NO AUTHORITY TO CARRY OUT THE FUNCTIONS OF THE BODY CORPORATE (UNLESS THERE IS NO COMMITTEE AND THE BODY CORPORATE MANAGER HAS BEEN ENGAGED TO CARRY OUT ALL THE FUNCTIONS OF THE BODY CORPORATE UNDER CHAPTER 5 OF THE ACT).
- 4** THE BODY CORPORATE MANAGER CANNOT APPROVE OWNERS' REQUESTS AS THESE MUST BE APPROVED BY THE COMMITTEE OR BY OWNERS AT A GENERAL MEETING (DEPENDING ON THE NATURE OF THE REQUEST).
- 5** COMPLIANCE ITEMS SUCH AS WORK HEALTH AND SAFETY, FIRE SAFETY, INSURANCE VALUATION, SINKING FUND FORECASTS AND ASBESTOS REPORTS ARE IMPOSED BY VARIOUS LEGISLATIVE REQUIREMENTS, THEY ARE NOT STRATA MANAGER REQUIREMENTS.

Manages and maintains body corporate assets and approves related expenditure from body corporate funds.



Chairperson chairs all meetings at which they are present; if not present, the persons present and entitled to vote decide who chairs the meeting (doesn't have to be the BCM or another committee member).



Set the budgets, the amounts to be paid by the owners to make sure the body corporate has sufficient funds to meet expenses.

Maintains the body corporate records in accordance with the legislative requirements; conducts banking under the instructions of the committee.



Cannot chair meeting if chairperson is present; if chairperson not present, the persons present and entitled to vote decide who chairs the meeting (does not have to be BCM or another committee member).



Prepares draft budgets and financial statements for the committee to consider, approve and submit to all owners for consideration at the annual general meeting.

# BODY CORPORATE

# BODY CORPORATE MANAGER

Maintains, manages and controls the common property for the benefit of all lot owners

Makes decisions (committee or general meeting), enforces the by-laws (the rules that apply to owners and occupiers to help regulate the use of common property and lots at each scheme).

Insures the common property and buildings (and also insures against public risk) as required by the legislation.

Approves the agenda and meeting material before it is distributed (other than owner motions, which must be included without change).

Keeps records for body corporate, including meeting minutes, roll of owners' details, financial accounts, registers of assets, improvements to common property by owners, and a contracts register.

Carries out the duties contained within the administration agreement with the body corporate.

Has no decision-making power and can only act on the instruction of the committee (including, for example, by assisting the committee to prepare the required paperwork for the enforcement of by-laws).

Arranges the insurance and pays the premiums on behalf of and at the instruction of the body corporate.

Prepares meeting material and minutes of the meetings at the direction of the committee. Does not have authority to submit or amend a motion or to add an item to a meeting agenda.

Distributes correspondence, meeting agendas and minutes of meetings.

