

Queensland Strata Property Guide

昆士蘭分層產權物業指南

VERSION 1 · 5 AUGUST 2026
ENGLISH & TRADITIONAL CHINESE

CHAPTER 14 第14章

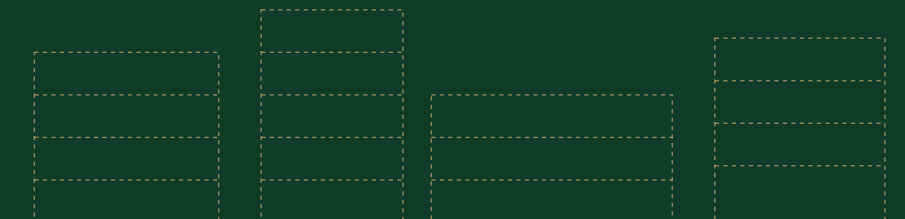
14

Operating an Effective Body Corporate Committee

有效運作業主法人團體委員會

23 sections · pages 136–156 of the complete guide

23節 · 全書第136至156頁



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STANDALONE CHAPTER EDITION

獨立章節版 · 可與全書其他章節合併閱讀

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This chapter is extracted from the complete guide and is bound with the guide's reader note, core terminology, author profile and important notice so that it can be read alone. Page and figure numbers follow the complete guide.

Reader note

讀者須知

IMPORTANT 重要提示

This guide is general educational information, not legal, financial, tax, building or investment advice. Property and body corporate outcomes turn on the contract, title, survey plan, community management statement, applicable regulation module and current law. Obtain independent Queensland legal advice before signing, waiving a condition, settling, or buying management rights.

本指南僅提供一般教育資訊，並非法律、財務、稅務、建築或投資意見。物業及業主人團體的法律結果，取決於契約、產權、測量圖則、社區管理聲明、適用的規管模組及現行法例。簽署契約、放棄條件、辦理交割或購買管理權前，應取得獨立的昆士蘭法律意見。

The guide uses “strata” as a convenient Australian umbrella expression. Queensland legislation generally uses “community titles scheme” and “body corporate”; New South Wales uses “strata scheme” and “owners corporation”. State and territory statutes are not interchangeable.

本指南以「分層產權」作為澳洲制度的概括用語。昆士蘭法例一般使用「社區產權項目」及「業主人團體」；新南威爾斯州則使用「分層產權項目」及「業主立案法團」。各州及領地的法例不可互換適用。

Traditional Chinese terms follow the supplied Australian Strata Titles Glossary. They are practical explanations rather than official translations. Where a translation differs from the English text, the English text governs.

繁體中文用語依照所提供的《澳洲分層產權術語表》。中文屬實務解釋，並非官方譯文。如譯文與英文有異，概以英文為準。

Editorial method

編寫方法

The English narrative uses a proposition–operation–consequence method. Each subject first identifies the legal structure, then explains how it operates and finally states the practical result for an owner, buyer, body corporate, manager or adviser. The wording and analysis in this guide remain original.

英文正文採用「法律命題—運作方式—實務結果」的編寫方法。每一主題先確定法律架構，再說明其運作方式，最後指出對業主、買方、業主人團體、管理人或顧問的實際影響。本指南的文字及分析均為原創。

- Define the statutory object before discussing its commercial effect.
- 先界定法定對象，再討論其商業效果。
- Keep title, governance, management and contractual rights analytically separate.
- 分開分析產權、治理、管理及契約權利。
- Use legislative history and worked examples to explain why the present rule exists.
- 以立法沿革及實例說明現行規則的由來。

- State the jurisdictional qualification and practical consequence, rather than relying on labels.

- 明確指出司法管轄區限制及實務後果，而不依賴名稱標籤。

Core terminology

核心術語

CORE TERMS

核心術語

Strata title 分層產權

Separate ownership of a lot plus shared interests and obligations.
單元之獨立所有權，並附帶共有權益與共同義務。

Body corporate 業主法人團體

The statutory collective body comprising all lot owners.
由所有單元業主組成的法定集體組織。

Common property 公共財產／共有財產

Shared land and infrastructure outside individual lots, subject to the plan.
位於個別單元範圍以外、依圖則界定的共用土地及基礎設施。

Volumetric subdivision 空間體積式分割

Three-dimensional division of land into separately titled spatial lots.
將土地以三維空間方式分割為可獨立登記的空間地塊。

By-laws 管理規約

Scheme rules regulating use and enjoyment of lots and common property.
規管單元及共有財產使用與享用的項目規則。

Sinking fund 儲備基金／維修基金

Fund for forecast capital expenditure and major replacement work.
用於預計資本開支及主要更換工程的基金。

Committee 委員會

Elected body that administers the scheme between general meetings; its authorised decision is a decision of the body corporate.
由業主選出、在兩次業主大會之間管理項目的機關；其獲授權的決定即屬業主法人團體的決定。

CORE TERMS

核心術語

Community titles scheme 社區產權項目

Queensland's main statutory scheme structure.
昆士蘭主要的法定社區產權項目架構。

Lot 單元／地塊

The separately owned property shown on the registered plan.
註冊圖則所示並由個別業主持有的獨立產權部分。

Community Management Statement (CMS) 社區管理聲明

Recorded document containing scheme identification, entitlements, by-laws and module.
載有項目識別資料、權益表、管理規約及適用規規模組的註冊文件。

Building Management Statement (BMS) 建築管理聲明

Registered reciprocal rights and obligations coordinating shared building interfaces.
以註冊互惠權利及義務協調共用建築界面的文件。

Levy 管理費

An owner's contribution to body corporate expenditure.
業主為支付業主法人團體開支而繳付的管理費。

Management rights 管理權

A combined caretaking and authorised letting business connected with a scheme.
與項目相關的管理維護服務及獲授權出租業務的組合。

General meeting 全體業主大會

Meeting of all owners at which reserved and restricted issues are decided by the prescribed resolution.
全體業主參與的會議，保留及受限制事項須在此以規定決議決定。

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Kevin Pai is a Partner of Bugden Allen Group Legal. His work focuses on strata and community title development, complex and mixed-use titling, project restructuring, body corporate governance and management rights. He has particular experience with Queensland's historical and site-specific regimes and advises developers, bodies corporate, managers, investors and overseas participants on transactions, governance and disputes.

白宗翰是Bugden Allen Group Legal合夥人。他專注於分層及社區產權發展、複雜及混合用途產權架構、問題項目重組、業主人團體治理及管理權，並對昆士蘭歷史及特定地點制度具有專門經驗。他為開發商、業主人團體、管理人、投資者及海外參與者就交易、治理及爭議提供意見。

Kevin is an honours law graduate of the University of Queensland, a member of the Australian College of Strata Lawyers, the Urban Development Institute of Australia (Queensland) and Strata Community Association (Queensland). His practice connects development structuring with the long-term operational consequences of the title, governance and management documents.

白宗翰以榮譽成績畢業於昆士蘭大學法律系，並為澳洲分層產權律師學院、澳洲城市發展學會（昆士蘭）及昆士蘭分層社區協會成員。他的執業把發展架構與產權、治理及管理文件的長期運作後果結合分析。

PRACTICE

Strata & community title development
分層及社區產權發展

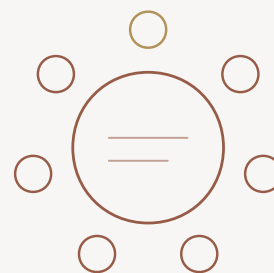
FIRM

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MEMBERSHIPS

ACSL · UDIA (Qld) · SCA (Qld)
專業學會成員

14



Operating an Effective Body Corporate Committee

有效運作業主法人團體委員會

14.1 The legal architecture of committee power
委員會權力的法律架構

14.2 The committee's role and the limits of office
委員會職能及職位限制

14.3 Composition, eligibility, vacancies and succession
組成、資格、空缺及承接

14.4 Classify authority before considering merit
衡量利弊前先分類權限

14.5 Calling a decision-ready committee meeting
召開可供決策的委員會會議

14.6 Quorum, attendance, chairing and voting at meetings
法定人數、出席、主持及會議表決

14.7 Voting outside a committee meeting
委員會會議外表決

14.8 Owner-submitted motions, decision periods and animal requests
業主動議、決策期限及動物申請

14.9 Resolution, owner opposition and lawful implementation
決議、業主反對及合法執行

14.10 Conflicts, debt, the code and reasonableness
利益衝突、債務、守則及合理性

14.11 Delegation and managing the body corporate manager
授權及管理業主法人管理人

14.12 Financial architecture and payment control
財務架構及付款控制

14.13 Spending limits, major spending and quotations
開支上限、重大開支及報價

14.14 Procurement as a controlled legal process
採購作為受控法律程序

14.15 Contract governance and contractor performance
契約治理及承包商表現

14.16 Minutes, records, the data room and privilege / 會議紀錄、法定紀錄、資料室及保密特權

14.17 Communications, privacy and defamation control
通訊、私隱及誹謗控制

14.18 By-law administration and owner applications
管理規約行政及業主申請

14.19 Incidents, defects, safety and insurance
事故、缺陷、安全及保險

14.20 Dispute strategy and escalation
爭議策略及升級

14.21 The first 90 days of a new committee
新委員會首90日

14.22 Annual governance calendar and assurance cycle
年度治理日程及核證循環

14.23 Decision drafting, minutes and the committee dashboard
決策擬定、會議紀錄及委員會儀表板

Chapter 13 explains the body corporate as the statutory entity. This chapter narrows the inquiry to its committee: the decision-making organ that administers day-to-day affairs within statutory limits, implements lawful general-meeting decisions and preserves a record capable of withstanding owner scrutiny, regulatory review and dispute resolution. It is not a Corporations Act board, a social club or a substitute building manager.

The committee discipline is sequential: begin with the entity-level function identified in Chapter 13; classify the decision; test committee authority and procedure; obtain proportionate evidence; manage conflicts; resolve in exact terms; observe any implementation hold; and verify delivery. Commercial enthusiasm cannot cure a legal defect. Equally, legal compliance without competent delivery does not protect the asset.

第13章說明業主法人團體作為法定實體的運作。本章把焦點收窄至其委員會：該法定決策機關在權限內管理日常事務、執行全體業主大會的合法決議，並保存足以承受業主審查、監管檢視及爭議解決程序的紀錄。它並非《公司法》董事會、社交會所或大廈管理人的替代者。

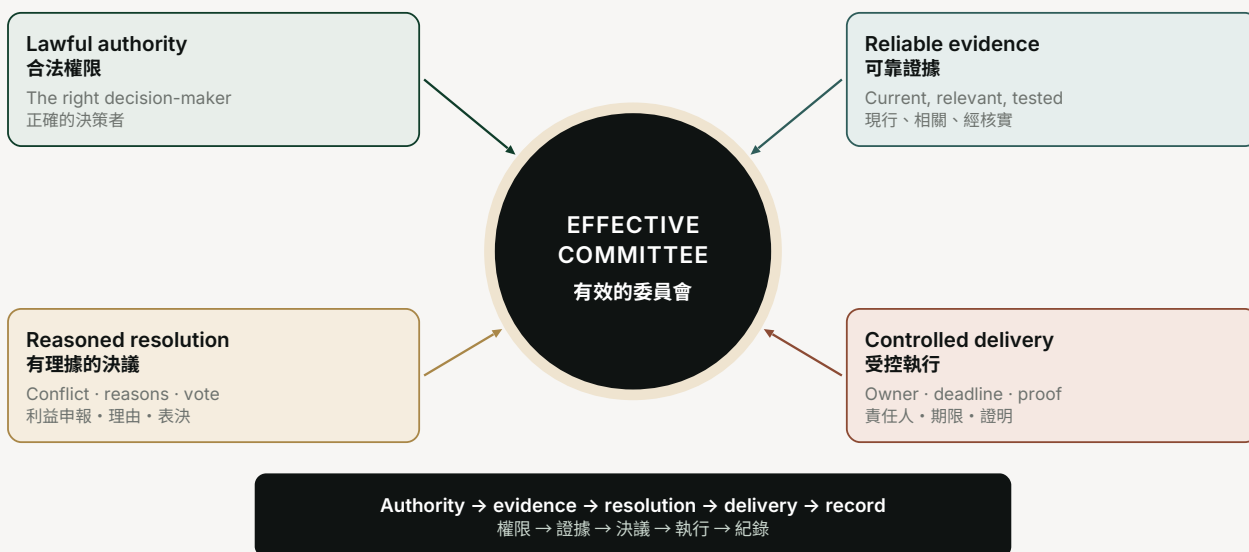
委員會須依次遵守下列紀律：先確認第13章所述的實體層級職能；分類決策；核查委員會權限及程序；取得相稱證據；管理利益衝突；以明確文字作出決議；遵守任何執行等待期；以及核證執行情況。商業上的熱切不能補救法律缺陷；反之，只有法律合規而欠缺有效執行，亦不能保障資產。

Scope of Chapters 13 and 14 | 第13及14章範圍

Chapter 13 addresses the body corporate as a whole. Chapter 14 addresses committee governance and principally uses the Standard Module as its working model. Accommodation and Commercial Modules must be checked separately; Small Schemes, Specified Two-lot Schemes and site-specific resort legislation use different structures. Read the current Act, applicable module and registered CMS together.

第13章處理業主法人團體整體運作；第14章處理委員會治理，並主要以標準規管模組作工作範本。住宿及商業規管模組須分別核對；小型項目、指定兩單元項目及特定地點度假村法例採用不同架構。必須一併閱讀現行法例、適用模組及已註冊CMS。

FIG 28 Effective committee operating model / 有效委員會運作模式



14.1

The legal architecture of committee power

委員會權力的法律架構

The Body Corporate and Community Management Act 1997 (Qld) creates the body corporate, states its core functions and provides that it must act reasonably. Section 100 gives an authorised committee decision the status of a body corporate decision, but excludes restricted issues and separately requires the committee to act reasonably. Section 101 places committee procedure and power in the applicable regulation module and requires implementation of lawful body corporate decisions.

《1997年業主法人團體及社區管理法》（昆士蘭）設立業主法人團體、列明其核心職能，並規定其須合理行事。第100條使獲授權的委員會決策具有業主法人團體決策的效力，但排除受限制事項，並另行要求委員會合理行事。第101條把委員會程序及權力交由適用規管模組規定，並要求委員會執行業主法人團體的合法決議。

INSTRUMENT 文件	LEGAL FUNCTION 法律功能	COMMITTEE QUESTION 委員會問題
BCCM ActBCCM法	Creates powers, duties, reasonableness, codes and dispute architecture. 設立權力、義務、合理性要求、守則及爭議架構。	What statutory purpose and limit apply? 適用何種法定目的及限制？
Regulation module 規管模組	Controls elections, meetings, voting, spending, records and contracts. 規管選舉、會議、表決、開支、紀錄及契約。	Which module is recorded in the CMS? CMS記錄哪一模組？
Registered CMS 已註冊CMS	Identifies the scheme, module, entitlements and by-laws. 識別項目、模組、權益及管理規約。	Does the proposal fit the registered scheme rules? 提案是否符合已註冊項目規則？
Prior resolutions + contracts 先前決議+契約	Reserve issues, confer operational authority and create obligations. 保留事項、授予營運權限並產生義務。	Has authority already been given, limited or exhausted? 權限是否已授予、受限或用盡？

14.2

The committee's role and the limits of office

委員會職能及職位限制

The committee usually administers day-to-day affairs, makes decisions within power and supervises implementation. Office-holders have defined procedural functions; they do not obtain a free-standing authority to bind the body corporate. A chairperson manages the meeting, a secretary manages notices and records, and a treasurer supports financial administration. The collective resolution remains the source of authority unless legislation or a valid authorisation says otherwise.

委員會通常管理日常事務、在權限內作出決策，並監督執行。各職位具有特定程序職能，但不因此取得可獨立約束業主法人團體的權力。主席管理會議；秘書管理通知及紀錄；財務協助財務行政。除非法律或有效授權另有規定，權限仍源自集體決議。

- Separate decision authority from administrative execution.
- Do not allow an email from one office-holder to become an undocumented contract variation.
- Require every instruction to identify the supporting resolution and authority limit.
- Escalate legal, structural, safety, insurance and major financial risk to appropriately qualified advisers.
- 把決策權限與行政執行分開。
- 不得讓一名職務人員的電郵變成未經記錄的契約變更。
- 每項指示均須列明支持決議及權限上限。
- 把法律、結構、安全、保險及重大財務風險升級交由適當合資格顧問處理。

14.3

Composition, eligibility, vacancies and succession

組成、資格、空缺及承接

Under the Standard Module, voting members comprise the chairperson, secretary, treasurer and ordinary members, subject to the statutory maximum and eligibility rules. Body corporate managers and care-taking service contractors are generally non-voting members. A vacancy can arise through resignation, ineligibility, removal, specified absences, death or other prescribed events. The committee should treat eligibility as a standing agenda control, not an annual election formality.

根據標準規管模組，表決委員包括主席、秘書、財務及一般委員，但受法定人數上限及資格規則約束。業主法人管理人及管理維護服務承包商一般屬無表決權委員。空缺可因辭職、喪失資格、被免職、特定缺席、死亡或其他訂明事件而產生。委員會應把資格核查視為常設議程控制，而非年度選舉的形式程序。

CONTROL 控制	PARTNER-LEVEL PRACTICE 合夥人級實務	EVIDENCE RETAINED 保存證據
Eligibility 資格	Check ownership or nomination basis, prohibited service roles, debt status for voting and any disqualifying event. 核查所有權或提名基礎、受禁止服務角色、表決債務狀況及任何喪失資格事件。	Roll, nomination, declarations and debt-status check. 名冊、提名、聲明及債務狀況核查。
Vacancy 空缺	Diary the one-month Standard Module period to appoint an eligible replacement or call a general meeting; if below quorum, call the meeting. 記錄標準模組的一個月期限，以委任合資格替補或召開全體大會；如低於法定人數，須召開大會。	Vacancy notice, resolution, notice of meeting and appointment record. 空缺通知、決議、大會通知及委任紀錄。
Succession 承接	Maintain an annual office-holder handover covering records, passwords, banking, contracts, claims and deadlines. 每年辦理職務交接，涵蓋紀錄、密碼、銀行、契約、索償及期限。	Signed handover checklist and access register. 已簽署交接清單及存取登記冊。

14.4

Classify authority before considering merit

衡量利弊前先分類權限

The first question is not whether a proposal is attractive; it is whether the committee may lawfully decide it. Under Standard Module section 52, restricted issues include fixing or changing contributions, changing owners' rights or obligations, an issue reserved by ordinary resolution, matters requiring a specified general-meeting resolution and most decisions to start proceedings. Committee-member remuneration is also restricted except within narrow statutory pathways.

首要問題並非提案是否吸引，而是委員會能否合法決定。根據標準規管模組第52條，受限制事項包括訂定或更改分攤款、改變業主權利或義務、由普通決議保留的事項、須以指定全體大會決議決定的事項，以及大多數展開法律程序的決策。委員報酬亦屬受限制事項，除非落入狹窄法定途徑。

FIG 29 Decision-authority gateway / 決策權限閘門



GATEWAY 閘門	REQUIRED CONCLUSION 必須作出的結論	IF UNCERTAIN 如有不確定
Subject 事項	Committee issue or restricted/general-meeting issue? 屬委員會事項，或受限制／全體大會事項？	Do not vote; obtain advice or frame a general-meeting motion. 不得表決；取得意見或擬定全體大會動議。
Money 款項	Correct fund, whole-project cost, budget treatment and spending limit? 基金、整體項目成本、預算處理及開支上限是否正確？	Separate budgeting from spending authority and escalate approval. 把預算與開支授權分開，並升級批准。
Procedure 程序	Valid notice, motion, quorum, voting eligibility and evidence? 通知、動議、法定人數、表決資格及證據是否有效？	Adjourn, recirculate or correct before decision. 押後、重新傳閱或在決策前更正。

GATEWAY 閘門	REQUIRED CONCLUSION 必須作出的結論	IF UNCERTAIN 如有不確定
Delivery 執行	Opposition period, contract authority, responsible person and verification? 反對期限、契約授權、責任人及核證是否清楚？	Do not instruct work or pay until the control is satisfied. 控制未符合前，不得指示工程或付款。

14.5

Calling a decision-ready committee meeting

召開可供決策的委員會會議

Under the Standard Module, the secretary—or the chairperson in the secretary's absence—may call a committee meeting. A written request supported by enough members to form a quorum ordinarily requires the meeting to be held within 21 days. Written notice must generally be given to committee members at least seven days before the meeting; a two-day period is available only through the prescribed unanimous agreement pathway. Owner advice and the agenda are given at the same time, subject to an owner's opt-out.

A decision-ready agenda states the substance of each issue and attaches the exact proposed motion, authority analysis, material evidence, cost, funding source, quotation comparison, conflicts and recommended reasons. The agenda must also include confirmation of the preceding minutes and relevant resolutions passed outside meetings. Information items should be labelled as such; discussion alone is not approval.

根據標準規管模組，秘書可召開委員會會議；秘書缺席時由主席召開。獲足以構成法定人數的委員書面要求後，一般須在21日內舉行會議。會議書面通知通常須至少提前七日送交委員；只有依訂明全體同意途徑方可縮短至兩日。除業主選擇不接收外，業主通知及議程須同時發出。

可供決策的議程須列明每項事項的實質內容，並附上完整擬議動議、權限分析、重要證據、成本、資金來源、報價比較、利益衝突及建議理由。議程亦須包括確認上次會議紀錄及相關會議外決議。僅供參考事項須清楚標示；單純討論並不構成批准。

AGENDA DRAFTING RULE 議程擬定規則

One decision per motion. Name the contracting party, scope, price including GST, fund, term, options, authority to sign, implementation hold, reporting obligation and record location.

每項動議只處理一項決策。列明契約方、工作範圍、含GST價格、基金、期限、續期權、簽署授權、執行等待、報告義務及紀錄位置。

14.6

Quorum, attendance, chairing and voting at meetings

法定人數、出席、主持及會議表決

For a Standard Module committee meeting, a quorum is at least half the number of voting members. A debt-or member may still count for quorum but is ineligible to vote in the circumstances prescribed by section 64. A motion is decided by a majority of votes cast by voting members present and entitled to vote. Each voting member has one vote, even if one person holds multiple executive offices. Electronic attendance requires committee authorisation; proxy use is separately regulated and may be prohibited.

在標準規管模組委員會會議中，法定人數為至少一半表決委員。欠債委員在第64條訂明情況下雖不具表決資格，仍可計入法定人數。動議由出席並有權表決的委員所投票數過半決定。每名表決委員只有一票，即使一人兼任多項執行職務亦然。電子出席須獲委員會授權；代理表決另受規管，並可能被禁止。

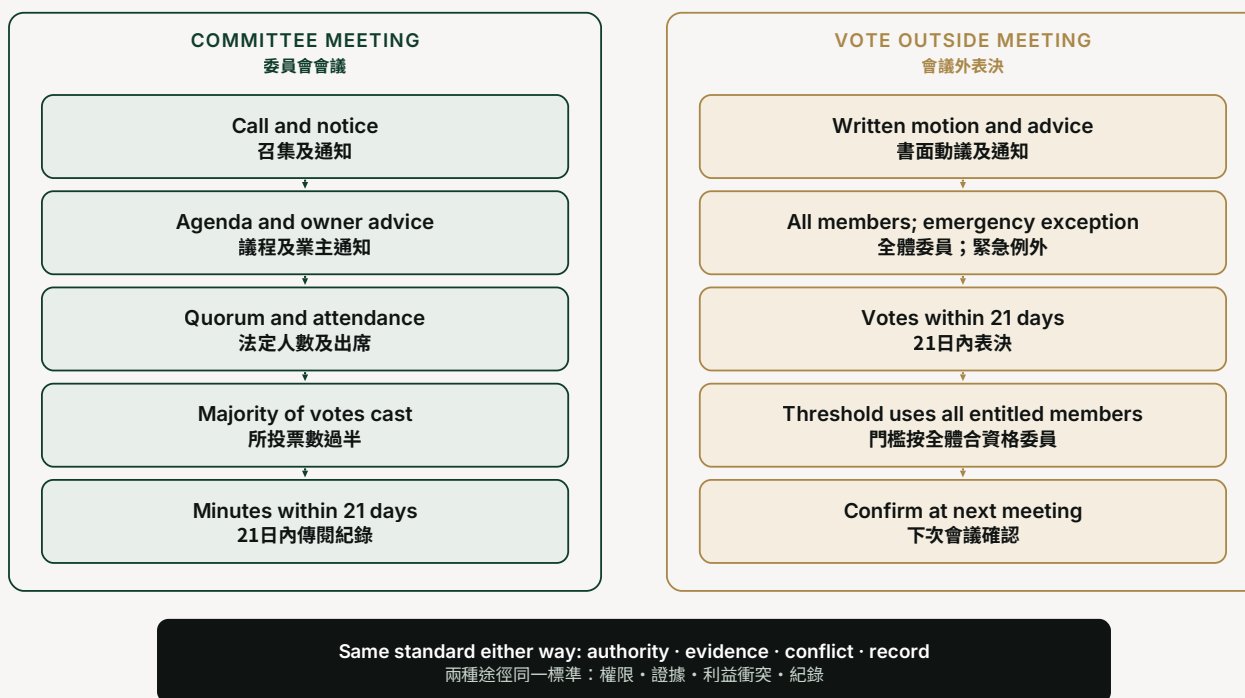
ATTENDEE 出席者	RIGHT 權利	CONTROL 控制
Voting member 表決委員	Attend, deliberate and vote if eligible. 如符合資格，可出席、審議及表決。	Confirm identity, capacity, debt status, proxy and conflict. 確認身份、資格、債務狀況、代理及利益衝突。
Non-voting member 無表決權委員	Attend and provide operational information; no vote. 可出席並提供營運資料；無表決權。	May be excluded from engagement, dispute or authorisation items as prescribed. 可按規定排除於委任、爭議或授權事項之外。
Owner/ representative 業主／代表	May observe after the prescribed written notice; speaks only if invited. 按規定書面通知後可旁聽；僅在獲邀時發言。	May be excluded for specified sensitive items; record the decision and capacity. 可就指定敏感事項被排除；記錄決策及身份。
Adviser/contractor 顧問／承包商	Attends only by majority invitation and for a defined purpose. 僅可因特定目的獲過半數委員邀請出席。	Time-box attendance; leave before deliberation unless required. 限制出席時間；除有需要外，在審議前離席。

14.7

Voting outside a committee meeting

委員會會議外表決

FIG 30 Committee meeting and voting routes / 委員會會議及表決路徑



A vote outside a meeting is not an informal email poll. Standard Module sections 68 and 69 require notice of the motion to all committee members, or in an emergency to as many as practicable, and advice to owners at the same time or as soon as practicable in an emergency. Votes are ordinarily written and must be given within 21 days. The approval threshold is a majority of all members entitled to vote; the motion is decided against if one-half or more do not agree and is taken not to be agreed if no statutory decision is reached within the period. It must be confirmed at the next committee meeting.

會議外表決並非非正式電郵民調。標準規管模組第68及69條要求把動議通知所有委員；緊急時則通知在實際可行情況下可聯絡的最多委員，並同時或在緊急情況下盡快通知業主。表決通常須以書面作出，並在21日內提交。批准門檻為全體有權表決委員的過半數；如有一半或以上不贊成，動議即告失敗；如期限內未能達成法定結果，亦視為未獲通過。決議須在下次委員會會議確認。

COMMON ERROR 常見錯誤

The threshold outside a meeting is not simply a majority of the replies received. Silence can determine the outcome because the statutory denominator is all committee members entitled to vote.

會議外表決門檻並非僅以已收到回覆的過半數計算。由於法定分母是全體有權表決委員，沒有回覆亦可決定結果。

14.8

Owner-submitted motions, decision periods and animal requests

業主動議、決策期限及動物申請

A member may submit a motion to the secretary. Under Standard Module section 58, the committee must generally decide it as soon as reasonably practicable and within six weeks. Before expiry, the committee may give a reasoned written notice extending the period by no more than a further six weeks. The committee need not decide certain repetitive motions and must not decide a restricted, unlawful, unenforceable or conflicting motion. If the statutory period expires without decision, the motion is taken not to be agreed.

Animal requests follow a distinct 21-day regime. Where a by-law requires written approval and the committee may decide the request, failure to decide within the prescribed period produces deemed approval. The committee must give written notice of an express or deemed decision. Conditions should be lawful, reasonable, evidence-based and directed to the particular animal and scheme circumstances—not an indirect blanket prohibition.

成員可向秘書提交動議。根據標準規管模組第58條，委員會一般須在合理可行的最短時間內，並在六星期內作出決定。期限屆滿前，委員會可發出附理由書面通知，把期限延長不多於額外六星期。委員會無須決定某些重複動議，亦不得決定受限制、違法、不可執行或相衝突的動議。如法定期限屆滿仍未決定，動議視為未獲通過。

動物申請適用獨立的21日期限制度。如管理規約要求書面批准，而委員會有權決定申請，未在訂明期限內決定會產生視為批准。委員會須就明示或視為決策發出書面通知。任何條件均應合法、合理、有證據基礎，並針對特定動物及項目情況，而非變相全面禁止。

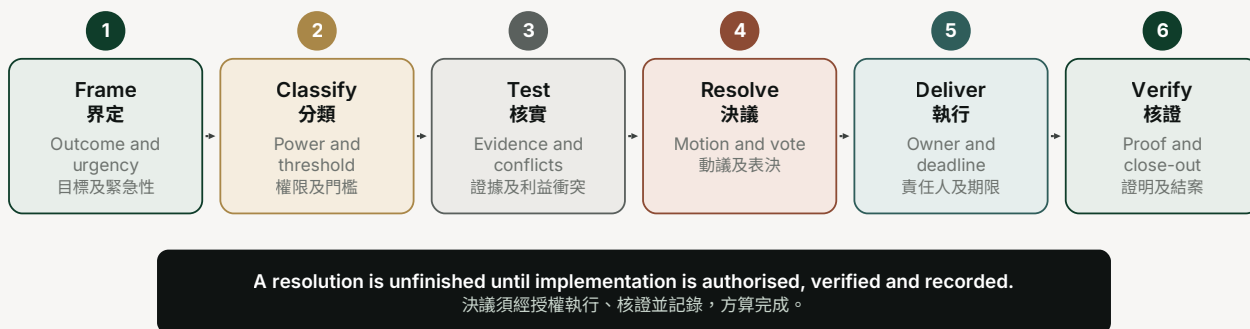
REQUEST 申請	DIARY CONTROL 期限控制	REQUIRED RECORD 必須紀錄
General owner motion 一般業主動議	Six weeks; written extension before expiry up to a further six weeks. 六星期；屆滿前書面延長最多額外六星期。	Date received, exact motion, decision/non-decision reason and notice. 收件日、完整動議、決定／不決定理由及通知。
Animal request 動物申請	Decision within 21 days or deemed approval. 21日內決定，否則視為批准。	Request date, animal details, conditions and decision notice. 申請日、動物資料、條件及決策通知。

14.9

Resolution, owner opposition and lawful implementation

決議、業主反對及合法執行

FIG 31 Committee decision and delivery workflow / 委員會決策及執行流程



Under the Standard Module, owners representing at least one-half of the lots may give a notice opposing implementation of a committee resolution within seven days after the relevant minutes or record of motion is given. Routine administrative resolutions involving no more than the prescribed small amount and animal approvals are excluded. Section 73 therefore generally prevents implementation until the opposition period expires, unless an emergency, ratification, routine-administration or animal-approval exception applies.

The implementation instruction should be a controlled document. It identifies the resolution, confirms expiry or exception to the opposition hold, names the authorised signatory and delivery owner, states the price and fund, limits variations, sets milestones, requires evidence of completion and identifies the record repository. Payment is not the final control; warranty, defects, as-built information and asset-register updates must also be closed.

根據標準規管模組，代表至少一半單元的業主可在相關會議紀錄或動議紀錄送達後七日內，發出反對執行委員會決議的通知。涉及不超過訂明小額的例行行政決議及動物批准不在此限。因此，第73條一般禁止在反對期限屆滿前執行，除非適用緊急、追認、例行行政或動物批准例外。

執行指示應屬受控文件。文件須列明決議、確認反對等待期已屆滿或適用例外、指定獲授權簽署人及執行責任人、列明價格及基金、限制變更、設定里程碑、要求完成證據，並指出紀錄儲存位置。付款並非最後控制；保養、缺陷、竣工資料及資產登記冊更新亦須完成。

14.10

Conflicts, debt, the code and reasonableness

利益衝突、債務、守則及合理性

A voting member must disclose a direct or indirect interest that could conflict with proper performance and must not vote on the affected motion. The same discipline applies to proxy holders. Debt can remove voting eligibility without removing the member from the quorum count. These are not technicalities: an ineligible vote can alter the majority, undermine the decision and contaminate the record.

Schedule 1A of the Act requires committee voting members to commit to understanding the legislation, act honestly and fairly, avoid unfair or unreasonable disclosure, act in the body corporate's best interests unless unlawful, take reasonable compliance steps, avoid nuisance and disclose conflicts. Sections 94 and 100 require reasonableness. A robust process identifies the statutory purpose, considers relevant evidence and affected interests, excludes irrelevant or discriminatory considerations, records an intelligible path of reasoning and remains proportionate.

表決委員如有可能與妥善履行職責相衝突的直接或間接利益，必須申報，並不得就受影響動議表決。同一紀律亦適用於代理人。債務可使委員喪失表決資格，但該委員仍可計入法定人數。這些並非枝節；不合資格票可改變多數結果、削弱決策效力並污染紀錄。

法例附表1A要求表決委員致力理解法例、誠實公平行事、避免不公平或不合理披露、在不違法情況下以業主法人團體最佳利益行事、採取合理合規步驟、避免滋擾並申報利益衝突。第94及100條要求合理行事。穩健程序會確認法定目的、考慮相關證據及受影響利益、排除無關或歧視性因素、記錄可理解的推理路徑，並保持相稱。

GOOD-FAITH PROTECTION IS QUALIFIED 善意保障附有限制

Section 101A protects a committee member from civil liability only for an act or omission done in good faith and without negligence. It expressly does not extend to publication of defamatory matter. Accurate records and disciplined communications are therefore risk controls, not merely courtesy.

第101A條只在委員善意且無疏忽作出行為或遺漏時提供民事責任保障，並明確不延伸至發布誹謗內容。因此，準確紀錄及審慎通訊屬風險控制，而非單純禮貌。

14.11

Delegation and managing the body corporate manager

授權及管理業主法人管理人

A body corporate manager is an administrator and may exercise authorised functions; the manager is not a parallel committee. Authority must be traced to the Act, module, engagement, resolution and any transaction limit. A manager's decision inconsistent with a committee decision is void to the extent of the inconsistency. Where a manager is specially engaged to perform committee and executive functions because a committee cannot be constituted, a separate statutory regime applies and should not be confused with an ordinary administrative engagement.

業主法人管理人屬行政服務提供者，可行使獲授權職能；管理人並非與委員會並行的另一決策機關。權限必須追溯至法例、模組、委任契約、決議及任何交易限額。管理人的決策如與委員會決策不一致，在不一致範圍內無效。如因無法組成委員會而特別委任管理人履行委員會及執行職能，則適用獨立法定制度，不應與一般行政委任混淆。

DELEGATED FIELD 授權欄位	REQUIRED LIMIT 必須限制	COMMITTEE ASSURANCE 委員會核證
Banking 銀行	Named accounts, transaction ceiling, dual controls and no cash. 指定帳戶、交易上限、雙重控制及禁止現金。	Monthly reconciliation, exception report and access review. 每月對帳、例外報告及存取權限檢討。
Procurement 採購	Quote authority only; no contract or variation unless resolved. 只授權索取報價；未經決議不得訂約或變更。	Supplier/conflict register and whole-project review. 供應商／利益衝突登記及整體項目檢討。
Correspondence 通訊	Templates and approved positions; no admissions or legal compromise. 使用範本及已批准立場；不得承認責任或法律和解。	Escalation matrix for complaints, claims and lawyers' letters. 投訴、索償及律師函件升級矩陣。
Records 紀錄	Body corporate ownership, controlled repository and exit handover. 由業主法人團體擁有、受控儲存及離任交接。	Quarterly access test and annual completeness audit. 每季存取測試及每年完整性審核。

14.12

Financial architecture and payment control

財務架構及付款控制

The administrative and sinking funds serve different purposes. Capital, non-recurrent and periodic major replacement spending is ordinarily met from the sinking fund; other spending is met from the administrative fund. The accounts must be held solely in the body corporate's name and payments require a written request or evidence. Where a body corporate manager administers a fund, monthly reconciliation statements must be prepared within 21 days after month-end.

行政基金及儲備基金具有不同用途。資本性、非經常性及定期重大更換開支通常由儲備基金支付；其他開支由行政基金支付。帳戶須只以業主法人團體名義持有，付款須有書面要求或證據。如基金由業主法人管理人管理，每月對帳表須在月底後21日內編製。

- Adopting a budget does not by itself authorise each contract or invoice.
- Link every payment to a resolution, contract, fund, invoice, certification and GST treatment.
- Separate vendor creation, invoice entry, approval and payment release wherever practicable.
- Report cash, arrears, commitments, forecast variance and unbudgeted exposure—not merely bank balance.
- 通過預算本身並不授權每份契約或發票。
- 把每筆付款連結至決議、契約、基金、發票、核證及GST處理。
- 在實際可行情況下，分開供應商建立、發票輸入、批准及付款放行。
- 報告現金、欠款、已承擔款項、預測差異及預算外風險，而非只報銀行結餘。

14.13

Spending limits, major spending and quotations

開支上限、重大開支及報價

Unless changed by ordinary resolution, the Standard Module default committee spending limit is \$200 multiplied by the number of lots, or layered lots for a principal scheme. The default major-spending limit is the lesser of \$1,100 multiplied by the relevant lot count and \$10,000. The limits must be rechecked at the time of decision. A series of proposals forming one project is assessed as a whole; project splitting does not avoid the legislation.

Spending above the committee limit ordinarily requires specific ordinary-resolution authority or another express statutory pathway. Major spending generally requires at least two quotations; an exceptional single-source reason must be genuine, documented and circulated or considered as the module requires. Quotations are evidence, not the decision: the committee or general meeting may select a higher-priced option if the reasons are lawful, relevant, proportionate and recorded.

除非以普通決議更改，標準規管模組的預設委員會開支上限為200澳元乘以單元數；主要項目則按分層單元數計算。預設重大開支上限為1,100澳元乘以相關單元數與10,000澳元兩者中的較低者。作出決策時必須重新核查門檻。構成同一項目的連串提案須按整體評估；拆分項目不能規避法例。

超越委員會上限的開支通常須有特定普通決議授權，或落入另一明確法定途徑。重大開支一般須取得至少兩份報價；如因例外原因只有單一來源，原因必須真實、記錄在案，並按規管模組要求傳閱或審議。報價是證據而非決策本身；如理由合法、相關、相稱並有記錄，委員會或全體大會可選擇較高價格方案。

14.14

Procurement as a controlled legal process

採購作為受控法律程序

FIG 32 Procurement and contract control gates / 採購及契約控制閘門



Stop if authority, whole-project cost, quotation evidence or conflict disclosure is unclear. Never split one project to avoid a statutory threshold.

如授權、整體項目成本、報價證據或利益申報不清楚，應立即停止。不得拆分同一項目以規避法定門檻。

Procurement should begin with a defined outcome and specification, not with a preferred supplier's quotation. The committee then identifies the statutory decision-maker, fund, whole-project cost and quotation requirements. Conflicts, referral benefits and related-party interests are disclosed before evaluation. The evaluation matrix should compare compliance, capability, methodology, programme, insurance, warranties, exclusions, price and whole-of-life cost.

採購應由明確成果及規格開始，而非由偏好供應商的報價開始。委員會其後確認法定決策者、基金、整體項目成本及報價要求。利益衝突、轉介利益及關聯方利益須在評估前申報。評估矩陣應比較合規、能力、方法、進度、保險、保養、排除項目、價格及全生命週期成本。

GATE 閘門	MINIMUM CONTROL 最低控制	RED FLAG 警號
Scope 範圍	Site inspection, deliverables, assumptions, interfaces and acceptance criteria. 現場檢查、交付物、假設、介面及驗收準則。	Quotes cannot be compared or exclude obvious interfaces. 報價不可比較或排除明顯介面。
Market 市場	Comparable invitations, declared relationships and documented scoring. 可比較邀請、已申報關係及記錄評分。	The manager controls the tender and recommends a related supplier without disclosure. 管理人控制招標並在未披露下推薦關聯供應商。
Contract 契約	Scope, price, GST, term, programme, insurance, variation, defect and termination clauses. 範圍、價格、GST、期限、進度、保險、變更、缺陷及終止條款。	Purchase order is used for complex or high-risk works. 複雜或高風險工程僅使用採購單。
Payment 付款	Milestone evidence, independent certification where proportionate, retention and final handover. 里程碑證據、相稱的獨立核證、保留款及最終交接。	Full prepayment, undocumented variation or invoice exceeding authority. 全額預付、未記錄變更或發票超越授權。

14.15

Contract governance and contractor performance

契約治理及承包商表現

A committee should manage the contract actually signed, not the relationship the parties remember. For every material engagement, prepare a contract abstract recording parties, services, frequency, standards, reporting, remuneration, indexation, options, insurance, commissions, subcontracting, assignment, variation, default, dispute and termination rights. Diary every notice and option date well before it becomes irrevocable.

委員會應管理實際已簽契約，而非各方記憶中的關係。每項重大委任均應製作契約摘要，記錄各方、服務、頻率、標準、報告、報酬、價格調整、續期權、保險、佣金、分包、轉讓、變更、違約、爭議及終止權。所有通知及續期日期均須在不可逆轉前及早記入日程。

Performance management should use contemporaneous evidence and natural justice. Define the requirement, collect dated evidence, identify the contractual clause, invite a response, decide a proportionate action and monitor cure. Do not use an owner's complaint as proof, or a committee member's private promise as a variation. For management-rights engagements, specialist advice should be obtained before issuing breach, remedial, transfer or termination material.

表現管理應採用同期證據及程序公正。先界定要求、收集註明日期的證據、指出契約條款、邀請回應、決定相稱行動並監察補救。不得把業主投訴當作證明，亦不得把委員私人承諾當作變更。涉及管理權委任時，在發出違約、補救、轉讓或終止文件前應取得專業意見。

14.16 Minutes, records, the data room and privilege / 會議紀錄、法定紀錄、資料室及保密特權

Standard Module section 71 requires full and accurate minutes and records of motions. The record should state date, time, place, attendees and capacity, proxies, submitted motions, animal-request details where relevant, exact motion wording, votes for and against, documents tabled, closing time, next meeting and secretary contact. Copies are generally given to committee members and owners within 21 days. A separate action register tracks implementation; it does not replace the statutory record.

標準規管模組第71條要求保存完整準確的會議紀錄及動議紀錄。紀錄應列明日期、時間、地點、出席者及身份、代理、已提交動議、相關動物申請資料、完整動議文字、贊成及反對票數、提交文件、結束時間、下次會議及秘書聯絡資料。副本一般須在21日內送交委員及業主。另設行動登記冊追蹤執行，但不能取代法定紀錄。

The data room should be owned and controlled by the body corporate, use stable names and versioning, and separate permanent records, contracts, finance, insurance, assets, claims and privileged legal material. Body corporate records are generally accessible under the statutory regime; confidentiality labels alone do not remove access rights. Legal professional privilege depends on purpose, lawyer-client character and maintained confidentiality. Circulation should therefore be deliberate and legal advice sought before withholding or widely distributing sensitive material.

資料室應由業主人團體擁有及控制，使用穩定命名及版本管理，並分開永久紀錄、契約、財務、保險、資產、索償及受法律專業保密特權保護的資料。業主法人團體紀錄一般須按法定制度提供查閱；單純加上「保密」標籤不會消除查閱權。法律專業保密特權取決於文件目的、律師與客戶關係，以及是否持續保密。因此，傳閱須審慎，拒絕提供或廣泛分發敏感資料前應取得法律意見。

REGISTER 登記冊	ESSENTIAL FIELDS 必要欄位	REVIEW FREQUENCY 檢討頻率
Decision + action 決策+行動	Resolution, authority, owner, deadline, status, evidence and closure. 決議、授權、責任人、期限、狀態、證據及結案。	Each meeting; monthly exception report. 每次會議；每月例外報告。
Contracts 契約	Parties, scope, cost, term, options, notice dates, insurance and status. 各方、範圍、成本、期限、續期、通知日期、保險及狀態。	Monthly; formal annual review. 每月；每年正式檢討。
Conflicts + gifts 衝突+利益	Person, interest, item, disclosure date, abstention and management step. 人士、利益、事項、申報日、迴避及管理步驟。	Before every affected decision. 每項受影響決策前。

REGISTER 登記冊	ESSENTIAL FIELDS 必要欄位	REVIEW FREQUENCY 檢討頻率
Assets + compliance 資產+合規	Asset, location, condition, maintenance, warranty, inspection and statutory date. 資產、位置、狀況、維修、保養、檢查及法定日期。	Quarterly; after every major project. 每季；每項重大工程後。

14.17

Communications, privacy and defamation control

通訊、私隱及誹謗控制

Committee communication should be factual, necessary, proportionate and tied to a lawful purpose. Separate the public owner update from the confidential working file. Do not circulate allegations, health information, arrears details, surveillance images or legal advice merely because they were discussed. The code prohibits unfair or unreasonable disclosure, while record-access legislation may require access through a controlled statutory process.

- Report the decision, authority, practical consequence and next step; avoid personal commentary.
- Use neutral subject lines and assume every email may become a body corporate record.
- Channel media, insurer, regulator and lawyer communications through a named spokesperson.
- Correct material errors promptly without rewriting the historical record.

委員會通訊應以事實為本、屬必要、相稱並連繫合法目的。應把公開業主更新與保密工作檔案分開。不得僅因會議曾討論，便傳閱指控、健康資料、欠款詳情、監控影像或法律意見。行為守則禁止不公平或不合理披露，而紀錄查閱法例可能要求透過受控法定程序提供查閱。

- 報告決策、權限、實際結果及下一步；避免人身評論。
- 使用中性主旨，並假設每封電郵均可能成為業主法人團體紀錄。
- 由指定發言人統籌媒體、保險人、監管機構及律師通訊。
- 迅速更正重大錯誤，但不得重寫歷史紀錄。

14.18

By-law administration and owner applications

管理規約行政及業主申請

By-law administration starts with the registered by-law, not a customary rule or committee preference. For an approval application, identify the approving body, information required, decision period, lawful conditions and record. For an alleged breach, identify the precise by-law, collect admissible evidence, distinguish a continuing from a likely future contravention, give the correct statutory notice and allow a fair response. A by-law cannot validly impose a penalty merely because the committee regards the conduct as undesirable.

管理規約行政須由已註冊管理規約開始，而非慣例或委員會偏好。處理批准申請時，須確認批准機關、所需資料、決策期限、合法條件及紀錄。處理涉嫌違反管理規約時，須指出確切管理規約、收集可採證據、區分持續違規與可能再次違規、發出正確法定通知，並給予公平回應機會。委員會不能僅因認為某行為不理想，便以管理規約有效施加罰款。

STAGE 階段	COMMITTEE DISCIPLINE 委員會紀律	FILE EVIDENCE 檔案證據
Intake 接收	Record date, applicant/complainant, lot, issue and requested outcome. 記錄日期、申請／投訴人、單元、事項及所求結果。	Original request and acknowledgment. 原始申請及確認收件。
Legal test 法律測試	Read plan, CMS/by-law, legislation, prior approvals and responsibility. 閱讀圖則、CMS／管理規約、法例、先前批准及責任。	Annotated authority note. 附註權限說明。
Evidence + response 證據＋回應	Use dated facts; invite missing information or a response where fairness requires. 使用註明日期的事實；在公平需要時要求補充或回應。	Photographs, statements, reports and correspondence. 照片、陳述、報告及通訊。
Decision + follow-up 決策＋跟進	Exact motion, reasons, conditions, notice, diary and escalation route. 完整動議、理由、條件、通知、日程及升級路徑。	Resolution, notice, service evidence and closure record. 決議、通知、送達證據及結案紀錄。

14.19

Incidents, defects, safety and insurance

事故、缺陷、安全及保險

FIG 33 Incident, by-law and dispute escalation / 事故、管理規約及爭議升級路徑



An incident response separates immediate protection from ultimate responsibility. First protect life and property, stop continuing damage where safe, preserve evidence and notify emergency services, the insurer and relevant contractors. Then identify the plan boundary, maintenance responsibility, contract, by-law, defect, approval and insurance pathways. Do not admit liability, destroy failed components or commission irreversible work beyond emergency necessity before the evidence and insurance position are secured.

For major defects, establish a privileged legal and technical workstream where appropriate. Preserve limitation dates, statutory warranty and insurance notices, developer and contractor correspondence, expert independence, access rights and rectification evidence. The committee should report verified facts and funding implications to owners without prejudicing claims. Settlement authority, releases and confidentiality obligations must be approved by the correct decision-maker.

事故應對須把即時保護與最終責任分開。首先保障生命及財產，在安全情況下阻止損害持續，保存證據，並通知緊急服務、保險人及相關承包商。其後確認圖則界線、維修責任、契約、管理規約、缺陷、批准及保險途徑。在證據及保險立場確定前，不得承認責任、銷毀失效部件，或進行超越緊急必要範圍的不可逆工程。

處理重大缺陷時，應在適當情況下建立受保密特權保護的法律及技術工作流。保存時效日期、法定保養及保險通知、開發商及承包商通訊、專家獨立性、進場權及修復證據。委員會應向業主報告經核實事實及資金影響，但不得損害索償。和解授權、免責條款及保密義務須由正確決策者批准。

14.20

Dispute strategy and escalation

爭議策略及升級

A dispute file begins with an outcome, authority and evidence plan. Identify the parties, legal issue, decision under challenge, limitation or response date, relevant records, commercial objective, likely cost and settlement authority. The usual BCCM pathway is reasonable self resolution, then conciliation and, if unresolved or unsuitable, adjudication. Urgent interim relief, court or tribunal proceedings and contractual processes require separate advice.

爭議檔案須由目標、權限及證據計劃開始。確認各方、法律問題、受挑戰決策、時效或回應日期、相關紀錄、商業目標、可能成本及和解權限。一般BCCM途徑為合理自行解決，其後調解；如未解決或不適合，再申請裁決。緊急臨時濟助、法院或審裁處程序及契約程序須另行取得意見。

- Use one chronology and one indexed evidence bundle; distinguish fact, allegation and opinion.
- Record without-prejudice and settlement communications in a controlled location.
- Set decision gates for legal spend, expert scope, offers, proceedings and settlement.
- After resolution, update contracts, by-laws, asset controls and communications so the dispute does not recur.
- 使用單一時序表及單一索引證據冊；區分事實、指控及意見。
- 把不影響權利及和解通訊保存在受控位置。
- 為法律費用、專家範圍、要約、程序及和解設定決策閘門。
- 解決後更新契約、管理規約、資產控制及通訊，避免爭議重演。

14.21

The first 90 days of a new committee

新委員會首90日

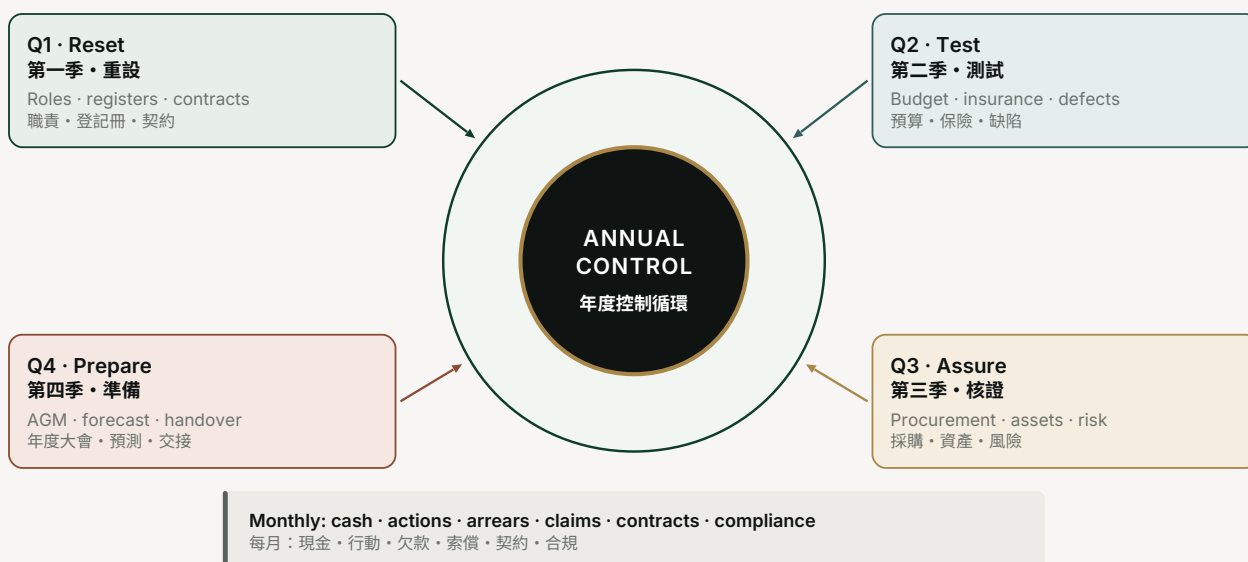
PERIOD 時段	PRIORITY ACTIONS 優先行動	PARTNER'S CONTROL QUESTION 合夥人控制問題
Days 1-14 第1至14日	Confirm members, offices, module, CMS, delegations, bank access, insurer, manager, records and urgent dates. 確認委員、職位、模組、CMS、授權、銀行權限、保險人、管理人、紀錄及緊急日期。	Who can decide, sign, pay and communicate today? 今天由誰決策、簽署、付款及通訊？
Days 15-30 第15至30日	Adopt meeting calendar, conflicts register, action register, contract register, procurement protocol and incident matrix. 通過會議日程、利益衝突、行動、契約登記冊、採購規程及事故矩陣。	Can every current obligation be found and assigned? 每項現行義務能否找到並分派？
Days 31-60 第31至60日	Review cash, arrears, budget, sinking-fund forecast, insurance, major assets, defects, claims and contractor exceptions. 檢討現金、欠款、預算、儲備基金預測、保險、重大資產、缺陷、索償及承包商例外。	What could cause uninsured loss, service failure or a special levy? 甚麼可引致無保險損失、服務失效或特別管理費？
Days 61-90 第61至90日	Publish priorities, approve a 12-month work plan, close legacy actions and commission proportionate specialist advice. 公布優先事項、批准12個月工作計劃、結束遺留行動並委任相稱專業意見。	What will owners be able to measure at year-end? 年底時業主可衡量甚麼成果？

14.22

Annual governance calendar and assurance cycle

年度治理日程及核證循環

FIG 34 Annual committee governance calendar / 委員會年度治理日程



The committee should operate to a 12-month assurance calendar rather than reacting only to meetings. Monthly review covers cash, arrears, actions, incidents, claims, contracts and compliance. Quarterly review tests risk, asset condition, procurement, delegated authority and forecast variance. Annual review prepares the AGM, elections, budgets, insurance, sinking-fund forecast, contract strategy, records handover and the next committee's priorities.

委員會應按12個月核證日程運作，而非只在會議時被動反應。每月檢討現金、欠款、行動、事故、索償、契約及合規；每季測試風險、資產狀況、採購、授權及預測差異；每年準備年度大會、選舉、預算、保險、儲備基金預測、契約策略、紀錄交接及下屆委員會優先事項。

14.23

Decision drafting, minutes and the committee dashboard

決策擬定、會議紀錄及委員會儀表板

Good governance becomes repeatable when the committee uses standard drafting structures. A motion should state the legal act to be done, the amount and fund, the counterparty, the authority to sign, the limits on variation, the implementation timing and the reporting record. Minutes should record the decision and prescribed facts; a decision memorandum may separately record fuller reasons where the issue is complex, sensitive or likely to be challenged.

委員會採用標準擬定架構，良好治理才可重複執行。動議應列明將作出的法律行為、款額及基金、交易對方、簽署授權、變更限制、執行時間及報告紀錄。會議紀錄應記錄決策及訂明事實；如事項複雜、敏感或可能受挑戰，可另以決策備忘錄記錄較完整理由。

TEMPLATE 範本	MODEL STRUCTURE 示範架構	QUALITY TEST 品質測試
Motion 動議	That the committee [approve/engage/give notice] under [authority], on [scope], for [price/fund], authorising [person] subject to [controls]. 委員會依據[權限]批准／委任／發出通知，範圍為[範圍]，價格／基金為[資料]，並授權[人士]，但受[控制]約束。	Can a stranger implement it without guessing? 陌生人能否無須猜測便執行？
Minute 會議紀錄	Attendance, quorum, disclosures, exact motion, amendment, votes, result, tabled documents and implementation hold. 出席、法定人數、申報、完整動議、修正、票數、結果、提交文件及執行等待。	Can the statutory process be reconstructed? 能否重構法定程序？
Action entry 行動記錄	Resolution reference, responsible owner, deadline, milestone, cost, evidence, status and closure. 決議索引、責任人、期限、里程碑、成本、證據、狀態及結案。	Does overdue work become visible before loss occurs? 逾期工作能否在損失前顯現？
DASHBOARD MEASURE 儀表板指標	GREEN 綠色	AMBER OR RED 黃色或紅色
Decisions 決策	Authority note, exact motion and record complete. 權限說明、完整動議及紀錄齊全。	Retrospective approval, missing reasons or unclear owner. 追溯批准、理由欠缺或責任人不清。
Finance 財務	Reconciled, within forecast and supported. 已對帳、符合預測及有證據。	Unreconciled item, cash pressure, arrears or unbudgeted commitment. 未對帳、現金壓力、欠款或預算外承擔。

DASHBOARD MEASURE 儀表板指標	GREEN 綠色	AMBER OR RED 黃色或紅色
Contracts 契約	Dates, insurance, performance and variations current. 日期、保險、表現及變更均為最新。	Expired insurance, missed notice, scope drift or undocumented variation. 保險過期、錯過通知、範圍漂移或未記錄變更。
Assets + risk 資產+風險	Inspections, maintenance and claims on plan. 檢查、維修及索償按計劃進行。	Safety issue, recurring defect, uninsured exposure or overdue statutory action. 安全問題、重複缺陷、無保險風險或逾期法定行動。

Important notice

重要聲明

This guide is general educational information. It is not legal, financial, tax, building or investment advice, and it does not create a lawyer–client relationship. Property and body corporate outcomes turn on the particular contract, title, survey plan, community management statement, applicable regulation module and the law in force at the relevant time.

Obtain independent Queensland legal advice before signing a contract, waiving a condition, settling, or buying management rights. Where the English and Chinese texts differ, the English text governs.

本指南僅提供一般教育資訊，並非法律、財務、稅務、建築或投資意見，亦不構成律師與客戶關係。物業及業主法人團體的法律結果，取決於個別契約、產權、測量圖則、社區管理聲明、適用的規管模組，以及相關時間的現行法例。

簽署契約、放棄條件、辦理交割或購買管理權前，應取得獨立的昆士蘭法律意見。如中英文本有異，概以英文為準。

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Queensland Strata Property Guide
昆士蘭分層產權物業指南
Illustrated bilingual edition · Version 1
圖解雙語版 · 第1版
5 August 2026 / 2026年8月5日