# Instrument of delegation – owners corporations

*Owners Corporations Act 2006 Section 11,* Owners Corporations Regulations 2018 and Owners Corporation Rules

**Under section 11 of the *Owners Corporations Act 2006* an owners corporation may by instrument delegate any power or function of the owners corporation (other than a power or function that requires a unanimous resolution or a special resolution) to: the committee of the owners corporation; the manager of the owners corporation; a lot owner; the chairperson of the owners corporation; the secretary of the owners corporation; an employee of the owners corporation.**

## Details of owners corporation authorising delegation

|  |  |
| --- | --- |
| Name and plan number of owners corporation |  |
| Address |  |
| ABN |  |

## Delegation

This delegation is given to:

| **Name(s)** | **Position/capacity (chairperson, secretary, committee member, manager, lot owner, owners corporation employee)** |
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Powers or functions being delegated must be in accordance with the Act, Regulations and Rules. Detail below what powers or functions are being delegated.

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## Commencement

This delegation/authorisation commences on (insert date)

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and continues until revoked or replaced by a general meeting of the owners corporation.

## Owners corporation declaration and signatures

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| **The common seal of owners corporation no.**  was affixed and witnessed by and in the presence of persons who declare they are lot owners of separate lots and members of the owners corporation or by a director of a corporation that is a lot owner in accordance with section 20 and 21 of the *Owners Corporations Act 2006* |  |

### Witness 1

|  |  |
| --- | --- |
| Signature of witness |  |
| Name of witness (print full name) |  |
| Address of witness |  |
| Position (lot owner or director) |  |
| Date |  |

### Witness 2

|  |  |
| --- | --- |
| Signature of witness |  |
| Name of witness (print full name) |  |
| Address of witness |  |
| Position (lot owner or director) |  |
| Date |  |

## Delegates’ declaration and signatures

I hereby accept the delegated responsibilities on behalf of the owners corporation and agree to act in accordance with the *Owners Corporations Act 2006*, Owners Corporations Regulations 2018 and Owners Corporation Rules.

Signatures and addresses of all persons accepting the delegations

| **Signature** | **Printed name** | **Address** |
| --- | --- | --- |
|  |  |  |

More information is available in the [Owners corporations section of the Consumer Affairs Victoria website](http://www.consumer.vic.gov.au/ownerscorp) (consumer.vic.gov.au/ownerscorp).