



Strata Manager: Provision of Information about Industry

Approved Form: 2022-88639

Please note that the completion of this form represents the second year of a five calendar year requirement ([Regulation 102\(2\)](#)), and is mandatory for strata managers.

All information included in your response must be correct as of 31 December 2022 and must be submitted within 3 months of the end of the 2022 calendar year ([Regulation 102\(3\)](#)).

The purpose of the form is to provide a general up-to-date snapshot of industry qualifications, monies held in trust and the type and level of services provided by the strata industry.

Landgate will use the insights gathered to inform future strata manager policy and advise the Minister on related matters. The strata management industry will also use this aggregated information to inform submissions to government that reflect future needs of the sector.

Please provide responses to the questions below. Questions marked with asterisks (*) are mandatory for strata managers.	Insert responses in this column
Name of the Strata Manager* The Strata Manager is the entity or individual with an ABN/ACN that holds a strata management contract with a strata company	
ABN or ACN	
Address*	
Mailing Address	
Phone Number*	
Email*	
If the business commenced in 2022, when was its first trading date?	
Were there strata returns submitted in previous years under a different name? (Yes/ No)	
If yes, please state the strata manager name	

This section of the form requires strata managers submit the total number of schemes ([Regulation 102\(4\)\(a\)](#)), and lots ([Regulation 102\(4\)\(b\)](#)) managed in 2022

Number of schemes managed by size Please provide responses to the questions below. Questions marked with asterisks (*) are mandatory for strata managers.	Insert number of schemes in this column	Number of lots managed by scheme size Please provide responses to the questions below. Questions marked with asterisks (*) are mandatory for strata managers.	Insert number of lots in this column
Total number of small schemes containing up to 5 lots*		Total number of lots in these small schemes*	
Total number of medium schemes containing between 6 and 20 lots*		Total number of lots in these medium schemes*	
Total number of large schemes containing between 21 and 50 lots*		Total number of lots in these large schemes*	
Total number of very large schemes containing more than 50 lots*		Total number of lots in these very large schemes*	
Total schemes managed		Total lots within all schemes managed	

This section of the form requires strata managers submit financial values regarding schemes managed ([Regulation 102\(4\)\(c\)](#))

Funds across schemes managed Please provide responses to the questions below. Questions marked with asterisks (*) are mandatory for strata managers.	Administrative funds* Insert amount of administration funds (AUD\$) in each scheme size in this column	Reserve funds* Insert amount of reserve funds (AUD\$) in each scheme size in this column
Small schemes* (schemes containing up to 5 lots)	\$	\$
Medium schemes* (schemes containing between 6 and 20 lots)	\$	\$
Large schemes* (schemes containing between 21 and 50 lots)	\$	\$
Very Large schemes* (schemes containing more than 50 lots)	\$	\$
Totals* across all schemes	\$	\$

Insured value across schemes managed Please provide a response to the question below.	Insured value Insert amount of insured value (AUD\$) of all schemes managed in this column
Total insured value of all schemes managed	\$

This section of the form requests strata managers indicate how managed schemes are being used. Please indicate the total number of schemes that a primarily used for the following purposes:

Schemes managed categorised by usage purposes Please provide responses to the questions below. Questions marked with asterisks (*) are mandatory for strata managers.	Insert number of schemes in this column
Number of schemes managed for Residential purposes (i.e. single residence, group dwelling multi-residential)	
Number of schemes managed for Commercial purposes (i.e. offices, retail, showrooms, restaurants, gyms, bulky goods, shopping centres)	
Number of schemes managed for Industrial purposes (i.e. warehouses, factory units, workshops, depots)	
Number of schemes managed for Mixed use purposes (i.e. combined residential and commercial)	
Number of schemes managed for Miscellaneous purposes (i.e. nursing homes, retirement villages, education)	

This section of the form requires strata managers indicate the service types that they provide to strata titles schemes ([Regulation 102\(4\)\(d\)](#))

Property* Please indicate if the responses below apply to services delivered by the strata manager. Questions marked with asterisks (*) are mandatory for strata managers.	Tick all that apply
Obtain quotes and arrange for specialist work (for example sustainability infrastructure installation and maintenance, legal work, or accountancy work)	<input type="checkbox"/>
Obtain quotes and arrange for building services (for example maintenance and repair work)	<input type="checkbox"/>
Obtain quotes and arrange for essential services (for example, fire, safety, and health)	<input type="checkbox"/>
Obtain quotes and arrange for landscaping and gardening work	<input type="checkbox"/>
Obtain quotes and arrange for security and concierge services	<input type="checkbox"/>
Arrange building inspections and reports on non-routine repairs	<input type="checkbox"/>
Arrange building condition surveys and scheduled maintenance programs	<input type="checkbox"/>
Arrange for the transactions effecting common property as set out in s.93 of the Strata Tiles Act 1985.	<input type="checkbox"/>
All of the above	<input type="checkbox"/>
None of the above	<input type="checkbox"/>

Insurance* Please indicate if the responses below apply to services delivered by the strata manager. Questions marked with asterisks (*) are mandatory for strata managers.	Tick all that apply
Prepare and lodge routine insurance claims with insurers or brokers	<input type="checkbox"/>
Prepare and lodge non-routine insurance claims with insurers or brokers	<input type="checkbox"/>
Arrange insurance valuations as instructed	<input type="checkbox"/>
Obtain quotes for insurance and insurance renewals	<input type="checkbox"/>
Administer insurance claims	<input type="checkbox"/>
All of the above	<input type="checkbox"/>
None of the above	<input type="checkbox"/>

Financial management* Please indicate if the responses below apply to services delivered by the strata manager. Questions marked with asterisks (*) are mandatory for strata managers.	Tick all that apply
Establish and maintain required ADI account(s)	<input type="checkbox"/>
Keep and provide proper accounting records and statements of accounts for each financial year as required by the Act and the Regulations	<input type="checkbox"/>
Pay creditors' invoices on behalf of strata company	<input type="checkbox"/>
Assist any appointed auditor by providing records for audit	<input type="checkbox"/>
Help to prepare administrative and reserve fund budgets	<input type="checkbox"/>
Prepare additional financial reports or reports to specific requirements	<input type="checkbox"/>
Issue contribution notices	<input type="checkbox"/>
Monitor and arrange for recovery of contributions or other monies recoverable by strata company	<input type="checkbox"/>
Act as public officer of the strata company for ATO purposes	<input type="checkbox"/>
All of the above	<input type="checkbox"/>
None of the above	<input type="checkbox"/>

Records and correspondence* Please indicate if the responses below apply to services delivered by the strata manager. Questions marked with asterisks (*) are mandatory for strata managers.	Tick all that apply
Prepare and maintain strata roll	<input type="checkbox"/>
Maintain records and documents of the strata company as required under the Act and the Regulations	<input type="checkbox"/>
Maintain custody of common seal if applicable	<input type="checkbox"/>
Attend to inquiries from owners and routine correspondence	<input type="checkbox"/>
Refer to council any correspondence, enquiries, complaints, and requests for information from owners, occupiers and third parties	<input type="checkbox"/>
Arrange and supply archiving facility	<input type="checkbox"/>
All of the above	<input type="checkbox"/>
None of the above	<input type="checkbox"/>

Meetings of strata company* Please indicate if the responses below apply to services delivered by the strata manager. Questions marked with asterisks (*) are mandatory for strata managers.	Tick all that apply
Prepare and distribute notices and minutes of General Meetings (AGMs and EGMs)	<input type="checkbox"/>
Attend General Meetings in person or remotely	<input type="checkbox"/>
Submit statement of accounts and budget to General Meetings	<input type="checkbox"/>
Arrange venue for General Meetings in person or remotely	<input type="checkbox"/>
Prepare and distribute notices and minutes of Council meetings	<input type="checkbox"/>
Attend Council meetings	<input type="checkbox"/>
Arrange out of General Meetings resolutions	<input type="checkbox"/>
All of the above	<input type="checkbox"/>
None of the above	<input type="checkbox"/>

By-laws and legal* Please indicate if the responses below apply to services delivered by the strata manager. Questions marked with asterisks (*) are mandatory for strata managers.	Tick all that apply
Prepare, issue, and serve notices for breaches of by-laws	<input type="checkbox"/>
Instruct and liaise with lawyer in accordance with strata company resolutions	<input type="checkbox"/>
Assist Strata Company in Tribunal or court proceedings	<input type="checkbox"/>
Liaise with lawyer about by-laws and about reviewing, changing or consolidating by-laws	<input type="checkbox"/>
Lodging by-laws	<input type="checkbox"/>
Provide by-laws to councillors, owners, occupiers, and others	<input type="checkbox"/>
All of the above	<input type="checkbox"/>
None of the above	<input type="checkbox"/>

Other services*

Please provide details of other services delivered by the strata manager.
Questions marked with asterisks (*) are mandatory for strata managers.

Provide details of any other services not listed above, that are provided under the strata management contract.

This section of the form is voluntary. It requests strata managers to indicate the approximate value of professional, building, and property services engaged by the strata manager for all schemes managed in 2022.

(Strata managers will need to add up the total cost of each of the professional, building, and property services they have engaged for each scheme they manage and indicate the appropriate value in the tables below)

Professional, building and property services engaged Please provide responses to the questions below.	Insert approximate value (AUD\$) for each property service type engaged by the strata manager across all schemes
Professional services E.g. Accountants, Financial and investment advisors, Lawyers, Auditors, Engineers, and Valuation services.	\$
Building services (construction and installation of infrastructure) Building construction, electrical services, air conditioning, internet, data, and information technology (IT) services, lift installation, fire, safety, and emergency services, and plumbing services.	\$
Property services (maintenance of infrastructure) Building maintenance (including lift maintenance), cleaning services, gym equipment, landscaping, and gardening (including lawn mowing and reticulation services), painting, and pool service.	\$
Other services Services engaged by the Strata Management but not covered within the categories above.	\$

This section of the form is voluntary. It requests strata managers indicate the level of qualifications held by persons employed and engaged.

Role Please provide responses to the questions below.	No Qualifications towards Certificate IV In this column, insert the number of persons that are not working towards a Cert IV qualification	Partly Qualified in Certificate IV			Fully Qualified in Certificate IV (Schedule 4.1) In this column, insert the number of persons fully qualified in Cert IV
		1 – 3 Units In this column, insert the number of persons who have completed between 1 and 3 units of a Cert IV	4 – 8 Units In this column, insert the number of persons who have completed between 4 and 8 units of a Cert IV	9 – 18 Units In this column, insert the number of persons who have completed between 9 and 18 units of a Cert IV	
Principal(s)					
Designated person(s) (Regulation 90 and 96)					
Additional person(s)					

Execution

.....
Date of Execution

.....
Insert corporation clause, if applicable

.....
Signature

.....
Full Name

.....
Signature

.....
Full Name