

A photograph of a modern, multi-story apartment building with curved balconies and glass railings. The building is white with blue accents. A small tree is in the foreground, and the sky is clear blue.

# Strata Manager Disclosures

College Chronicle  
Newsletter

August 1, 2025



Australian College  
of Professionals

RTO 91513



# Strata Manager Disclosures

In February 2025, the requirement for disclosures by Strata Managers was increased. During our strata management training courses, this is a major point of discussion and often requires further clarification.

These issues will be examined in more depth during the CPD sessions this 2025/26 CPD year. However, the core disclosure issues for Strata Manager in New South Wales, are briefly discussed below.

## **Disclosures before a strata manager's appointment**

Before a strata manager is appointed, they need to disclose:

- » more information to the owners corporation about connections with suppliers they routinely use, including details about the nature of the relationship
- » whether they have given advice about strata plans or a community land scheme plan to the building

developer in the last two (2) years.

## **Disclosures during the strata manager's appointment**

Strata managers have the following new requirements.

### ***Providing written explanation when requesting approval of commissions or training services***

Strata managers need to provide the owners corporation with a written explanation when seeking approval for a commission or training service. The written explanation needs to include why approval is in the owners corporation's interest and prescribed details including the commission amount. The owners will review and decide on the approval request at a meeting of the owners corporation.

This requirement means that strata managers cannot receive any commission or training service without it going through this approval process – unless it has already been included in the management agreement. This is the 'contract' the owners corporation



negotiates with the strata manager when the strata manager is being appointed.

### ***Providing upfront, real-time disclosures***

The strata manager needs to write to all lot owners as soon as practicable once they become aware of any connections or interests they have in relation to their strata scheme.

Examples include if the strata manager becomes connected to a service provider the strata scheme is using, or they buy property in the strata scheme.

The strata manager also needs to give the owners corporation written notice about certain matters before they enter into a contract on behalf of the owners corporation where they will, for example, use a related supplier.

### ***Disclosing more at the annual general meetings***

The strata manager needs to provide more information at the AGM, including any connections they have with suppliers or the building's developer and connections from the previous twelve (12) months.

This is in addition to the strata manager's existing obligation to disclose the commissions and training services they have received over the past 12 months, and expect to receive in the next 12 months.

### ***Providing itemised quotations for insurance policies***

Strata managers need to provide clearly itemised quotations for insurance policies. This includes setting out commission and broker fee amounts – and who these are ultimately paid to. The base premium amount of the insurance and GST also need to be clearly set out.

Strata managers are banned from getting a commission on insurance if the owners corporation obtained the quote and arranged for its payment independently, without their help.

[Rosy Sullivan](#)

[Director | College Principal](#)

**Premium Educators  
Premium Training  
Premium Outcomes**

### **Contact us**

1300 88 48 10  
(02) 9264 5505  
[enquiries@acop.edu.au](mailto:enquiries@acop.edu.au)

### **Visit us**

Level 2, St Andrews House  
464 Kent St, Sydney NSW 2000

### **Mail us**

PO Box Q289  
QVB Sydney NSW 1230

### **Connect with us**

[acop.edu.au](http://acop.edu.au)



Australian College of Professionals Pty Ltd ABN 32 105 687 910  
Registered Training Organisation Number 91513



Property Training

Finance Training

Strata Management Training

Management Training

Government Funded Training

Compliance Checks

Consumer Education

Value yourself  
Value your future.

**[acop.edu.au](http://acop.edu.au)**