



Bulletproof Books and Records

Your Webinar Workbook



9 February 2022

1. The Three Biggest Mistakes

What are the 3 biggest mistakes Amanda sees strata managers make when it comes to the management of owners corporation books and records?

1. _____
2. _____
3. _____

2. The Law

Which of the following sections of the Strata Schemes Management Act 2015 are relevant to the keeping of books and records?

- (a) Section 182
- (b) Section 183
- (c) Section 188
- (d) All of the above

3. The pitfalls

Describe one of the pitfalls lurking in section 182 that makes records management so difficult?

4. Inspection of records

What happens if the applicant and the owners corporation do not agree on a date and time for inspection of records within 3 days after the owners corporation receives the application?

[Choose one:]

(a) The applicant can nominate a time and the owners corporation must comply

OR

(b) The owners corporation must immediately give the applicant a written notice fixing a specified time and date for the inspection to take place

5. The inspection fee

Can an owners corporation refuse a request to inspect records if the request is not accompanied by the fee? _____ (Yes or No)

6. Multiple inspection requests

Can an owners corporation refuse a second or further request to inspect records or documents previously made available for inspection? _____ (Yes or No)

7. Electronic vs paper records

Must an owners corporation give access to its electronic records if the same information is made available on paper? _____ (Yes or No)

8. The cases

The *Eastmark Holdings* Supreme Court case is a handy reference for what legal right?

Direct links to the cases Amanda refers to in the webinar are here for your access:

[Walker v The Owners - Strata Plan No. 1992 \[2020\] NSWCATAP 192](#)

[Legge v Network Strata Services Pty Ltd \[2013\] NSWCTTT 45](#)

[Eastmark Holdings Pty Limited v Kabraji \(No 3\) 2012 NSWSC 1463](#)

9. The Framework

What are the 3 pillars of the Framework for Bulletproof Records Amanda shares?

1. _____

2. _____

3. _____