



BEST PRACTICE GUIDE

Strata Company Inspection of Records

Last Updated: August 2025



This **best practice guideline** is created for the purpose of helping Strata Managers understand how to handle record inspection request in accordance with the *Strata Titles Act 1985* & *Strata Titles (General) Regulations 2019*.

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The inspection of strata community records is governed by the Strata Titles Act 1985 (WA) and the Strata Titles (General) Regulations 2019. The Strata Community Association WA [SCA (WA)] would like to provide some information to aid you in responding to inspection of record requests.

1. Who Can Request to See Strata Records

The following people are allowed to inspect records of a strata company:

- A lot owner
- A buyer who has signed a contract to purchase a lot
- A mortgagee (lender) of a lot
- A guardian or administrator of an owner (appointed under law)
- If it's a retirement village scheme:
 - A resident, or
 - A person with a residence contract (as per Retirement Villages Act 1992)

These are called Proper Interest Persons.

Also, someone authorised in writing by a Proper Interest Person can apply to inspect records. This person is called an Authorised Person.

Relevant Legislation:

- *Strata Titles Act 1985 (WA)*: Section 107(1) & (2)
- *Strata Titles (General) Regulations 2019*: Regulation 85

2. Fees and Timeframes for Record Inspections

To proceed with an inspection a person must submit a written request and pay the prescribed fee.

A person can apply to inspect:

- The Strata Company's books and records kept under section 104 of the Act
- The strata roll
- Any other document in the possession or control of the strata company

Prescribed fees are as follows:

- \$1 for a Proper Interest Person
- \$100 for an Authorised Person

An additional 10% may be charged if the strata company is required to remit GST for the service

Once the fee is paid, two options apply:

Option A – Agreed Inspection Time

- The strata company and person must strive to reach an agreement on an inspection time within 3 days after the fee is paid.

Option B – No Agreement Made

- If no time is agreed, the strata company must set the inspection time within 10 days, between 9am–5pm, and at a location of its choosing.

Relevant Legislation:

- *Strata Titles Act 1985 (WA)*: Section 109(1)
- *Strata Titles (General) Regulations 2019*: Regulation 86(1)–(3)

3. Making Copies of Records During an Inspection

A person inspecting records can:

- Take notes
- Photograph documents using their own device
- Make copies, but only in line with any written rules set by the strata company

Recommended Rules (called "Requirements")

- No USB drives
- No cloud uploads
- No connecting devices to the strata manager's computer
- No internet access during the inspection
- Digitally lock documents and present in "read only" format

The strata company should give these written requirements before the inspection.

Important:

- A Person inspecting the records must not remove, damage, or alter any documents.
- Records may be available as hard copy or digital, as decided by the strata company.
- Privileged legal documents do not have to be shown.

Relevant Legislation:

- *Strata Titles Act 1985 (WA)*: Sections 109(3), 109(4)(a)–(c), 111(1), 119
- *Strata Titles (General) Regulations 2019*: Regulation 87(1)–(3)

4. Providing Copies vs Allowing Inspection Only

Providing copies of records on request is not a requirement of a strata company, and it is at their discretion whether they wish to do so.

If someone asks for a copy:

- The strata company may say no, and instead offer inspection.
- The person can then:
 - a. Submit a written inspection request
 - b. Pay the fee
 - c. Make their own copies during inspection (if compliant with company requirements)

Fees for copies of materials

- To supply on a portable storage device \$50 plus the cost of device
- To supply a photocopy of the materials - \$50 for the first five (5) pages and then \$1 for every additional page
- To supply an electronic copy via email or other electronic transmission \$50

These fees may increase by 10% if the strata company is required to remit GST for the service.

Relevant Legislation:

- *Strata Titles Act 1985 (WA)*: Section 109(5)

5. Best Practice for Safe Inspections

To protect digital records and devices, it's recommended that:

- The strata manager uses a dedicated laptop only for record inspections
- This laptop:
 - Has no internet access during inspection
 - Blocks USB or external connections without a password
 - Has controlled Bluetooth or Wi-Fi access

This helps prevent data breaches or malicious uploads.

Helpful links

[!\[\]\(066cb4a00c9d9f40edb6f87372ec6f08_img.jpg\) *Strata Titles Act 1985 \(WA\)*](#)

[!\[\]\(aceb1790ece33f2eac474d4a9431c6d6_img.jpg\) *Strata Titles \(General\) Regulations 2019*](#)



Appendix – Quick Reference to Legal Provisions

Topic	Act Section / Regulation
Who can inspect records	<i>Strata Titles Act 1985</i> s107; Regulations r85
Fees	Regulations r86(1)
Deadlines	Act s109(1); Regulations r86(2)–(3)
Making copies	Act s109(4)(a); Regulations r87
Restrictions on physical handling	Act s109(4)(b)–(c)
Discretion to provide copies	Act s109(5)
Excluded documents (privilege)	Act s111(1)
Reasonable Requirements	Act s119

SCA (WA) wish to acknowledge and thank the Legislation, Advocacy and Policy Committee for their contribution.

This publication is only a guide. Readers should make and rely on their own expert enquiries. No warranty is given about the accuracy of the material and no liability for negligence or otherwise is assumed by SCA (WA), its servants or agents in any way connected with this publication.

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