



STRATA IQ VISUAL ONE-PAGE SERIES

Committee Training

Appointment to completion - NSW strata from 1 October 2026

A practical compliance map for committee members, secretaries and strata managers.

THE RULE

Complete the free NSW Fair Trading training within 3 months of appointment. If it is not completed on time, the person automatically stops being a committee member.

1 APPOINTED

New or returning member appointed from **1 October 2026**.

Also applies to a vacancy appointment lasting more than 3 months.

2 TRACK IT

Secretary records the appointment date, checks any exemption and calculates the training deadline.

3 REMIND

No later than **2 months after appointment**, remind the member of the deadline and request their certificate.

4 3-MONTH DEADLINE

Certificate received: keep it for at least 1 year.

No completion: membership automatically ends.

WHO MUST COMPLETE IT?

- New committee members appointed from 1 October 2026
- Returning committee members reappointed from that date
- Members filling a vacancy for more than 3 months
- Members appointed before 1 October - when next appointed

EXEMPT OR OUTSIDE SCOPE

- Committee members in two-lot strata schemes
- Australian College of Strata Lawyers members
- Strata managing agents
- Casual vacancy appointments under 3 months
- Association committees in community land schemes

IF TRAINING IS NOT COMPLETED ON TIME



1. Stop future participation.

The member has automatically ceased and should not take part in further committee decisions.

2. Issue and record the notice.

Secretary should provide the failure notice and notify the remaining committee members.

3. Check the vacancy.

If a replacement is needed, appointment requires a general meeting of the Owners Corporation.

Official source checked 28 August 2026: nsw.gov.au/housing-and-construction/strata/serving-on-a-committee/strata-committee-training

General NSW strata education only. Check the current NSW Fair Trading page, appointment date, exemptions and scheme records. Designed by Silvestro Musumeci | Founder, STRATA IQ Academy