



# An information kit for tenants and owners in strata schemes

## Aims of this kit

- ▶ To provide tenants, owners and owners' corporations with information and resources to address the problem of secondhand smoke in apartments and other types of multi-unit housing such as townhouses, condominiums and villas
- ▶ To increase awareness of the health, legal and financial benefits of 100% smoke-free apartments

## Fact sheets in this toolkit

**1** **Fact sheet 1**  
Benefits of smoke-free apartments

**4** **Fact sheet 4**  
Owners' corporation obligations

**2** **Fact sheet 2**  
How tenants can take action

**5** **Fact sheet 5**  
Smoke-free by-laws: know your options

**3** **Fact sheet 3**  
How owners can take action

**6** **Fact sheet 6**  
Useful advocacy skills for taking action

## Fact sheets contained in this toolkit and how to use them

### Fact sheet 1

#### Benefits of smoke-free apartments

This fact sheet contains information on the health and financial benefits of living smoke-free. It can be used as a resource when discussing the changes you would like to see around your apartment building.

### Fact sheets 2, 3 and 4

#### How to take action to stop smoke-penetration

Depending on whether you are an owner, tenant or are part of an owners' corporation you can find information on what steps you need to take to ensure smoke-free living.

The fact sheets are:

- Fact sheet 2: How tenants can take action
- Fact sheet 3: How owners can take action
- Fact sheet 4: Owners' corporation obligations

These tailored fact sheets each contain a real-life case study where someone has successfully negotiated a smoke-free living environment for themselves and their families.

### Fact sheet 5

#### Smoke-free by-laws that support smoking bans in apartments

Owners' corporations can choose to pass a strata by-law prohibiting or restricting smoking on the premises. This fact sheet contains information on the model by-laws that are available under the law to restrict smoking in apartment buildings. Cancer Council NSW promotes the adoption of a 100% smoke-free by-law in apartment buildings to provide healthy, clean air to all residents.

### Factsheet 6

#### Useful advocacy skills for taking action

People often find it difficult to raise the controversial topic of smoking with other tenants, owners and strata committees. This fact sheet is designed to help all individuals advocate for smoke-free living in a non-confrontational style.

## Glossary of terms used in this toolkit

Term	Definition
Tenant	A person renting an apartment from a landlord
Owner	An owner of an apartment, can be a landlord or owner-occupier
Owner-occupier	An owner of an apartment who also resides there
Landlord	An owner who rents the apartment to a tenant
Resident	Refers to anyone residing in the apartment – both tenants and owner-occupiers
Owners' corporation	Every person who owns an apartment is part of the owners' corporation
Strata committee/ executive committee	The strata or executive committee refers to the executive committee of the owners' corporation who are appointed to make decisions on behalf of all residents
Strata scheme	When an apartment complex is managed by a strata committee
Strata manager	A person who is appointed to carry out the decisions made by the strata executive committee
Lot	An apartment within a building either owned or rented by a tenant
Common area	Shared areas in an apartment complex

## Further information

 [NSW Department of Fair Trading \(strata schemes\)](#)

 [NSW Government legislation website](#)

- Strata Schemes Management Act 2015
- Strata Schemes Management Regulations 2016
- Residential Tenancies Act 2010

 [NSW Civil & Administrative Tribunal](#)

 [Cancer Council NSW](#)

 [Cancer Council Australia](#)

A national position statement on addressing smoke infiltration in multi-unit housing is available on the Cancer Council Australia website by searching "smoke infiltration".