

NSW STRATA SCHEME MANAGEMENT ACT 2015
[SCHEDULE 1, PART 2, CLAUSE 4(1)(2)]

Requisition for a Motion at a General Meeting

Lot numbers and apartment numbers can be found on the upper-right hand side of your levy notices under the date of issue. Additionally these may be found using your individual web log-in.

For a motion to be included on a meeting agenda it must be in writing and usually commences with "that the owners corporation resolve to," or similar.

The name of the person wanting the motion must be included on the agenda along with a maximum 300 word explanation outlining the reason or purpose of the motion.

Failure to provide any of the above may result in the motion not being included on the agenda. Unsigned requisitions will not be included on an agenda.

RETURN TO: PO Box 241, Fairfield NSW 1860 OR **EMAIL:** strata@westside.net.au

To The Secretary

STRATA
PLAN NO.

DATE

Pursuant to Schedule 1, Part 2, clause 4(1), (2) of the NSW Strata Schemes Management Act 2015, I

an owner in the above strata scheme of

Insert your full name

lot number:

, apartment number:

Insert lot number

Insert apartment number

require the following motion(s) to be included on the agenda of the next general meeting of the owners corporation.

Motion(s) For Inclusion

MOTION NO.

SUBJECT

That the owners corporation resolve to:

EXPLANATION (maximum 300 words)

MOTION NO.

SUBJECT

That the owners corporation resolve to:

EXPLANATION (maximum 300 words)

MOTION NO.

SUBJECT

That the owners corporation resolve to:

EXPLANATION (maximum 300 words)

Signatures

Owner _____

Co-Owner _____

SIGNATURE

SIGNATURE

HOW MANY MOTIONS ARE YOU SUBMITTING?

TOTAL NUMBER OF PAGES SUBMITTED INCLUDING THIS ONE

NSW STRATA SCHEME MANAGEMENT ACT 2015
[SCHEDULE 1, PART 2, CLAUSE 4(1)(2)]

Requisition for a Motion at a General Meeting

Do not sign this sheet unless you have been provided the full document with the proposed motion for you to read prior to signing.

Lot numbers, apartment numbers and lot unit entitlement can be found on our levy notices. (Available on your web portal log-in).

This sheet should be numbered at the bottom, have the proposed motions included with any unused motion boxes crossed through and attached to the main requisition.

This page should be used when there is more motions than provided for on the main sheet.

Motion(s) For Inclusion At A General Meeting Of The Owners Corporation

MOTION NO. SUBJECT

That the owners corporation resolve to:

EXPLANATION (maximum 300 words)

MOTION NO. SUBJECT

That the owners corporation resolve to:

EXPLANATION (maximum 300 words)

THIS IS PAGE NO. OF ADDITIONAL MOTION SHEETS

STRATA PLAN NO.

NSW STRATA SCHEME MANAGEMENT ACT 2015
[SCHEDULE 1, PART 2, CLAUSE 4(1)(2)]

Direction on Completion of the Motion Requisition Form

1. Do not include this directions sheet with your Motion Requisition Form when submitting.
2. The Strata Plan Number must be included in the box provide on the top line of the form.
3. The Date of submission must be included in the box provide on the top line of the form beside the strata plan number.
4. Your name and must be included on the second line of the form.
5. Both Lot number and your Apartment / Unit number must be included on the third line of the form.
6. **"Subject"**: Please identify the topic or subject of your motion. E.g. Keeping of Animals; Energy Usage; Maintenance Services; Building security; Mailbox upgrade etc. This assists in preparing the agenda and undertaking any checks prior to the meeting.
7. Your motion needs to be written in the form of an outcome that you are aiming to achieve and should be a continuation of the sentence "That the Owners Corporation resolve that" (or similar)

EXAMPLES

- a) That the Owners Corporation resolve to install new weather proof and secure lockable mail boxes
Explanation: The current mailboxes are dysfunctional in that they are corroded out; there is no security locking devices and a number of residence have reported important documents mailed to them.
- b) That the Owners Corporation consider the installation of a weatherproof awning over the mail boxes and front entry path and include plans and quotes in the budget estimate for the next AGM
Explanation: The mailboxes are exposed to inclement weather in winter and extreme heat in the summer and residents should have weather protecting when attending to their mail box on a daily basis. This would also enhance the appearance of the property and add value to everyone's lot.

- c) That the Owners Corporation review the current strata schemes security and take action to improve the intercom system and upgrading the electronic door swipes.

Explanation: The current intercom is over 20 year old and continual breaks down because new parts are no longer available. Residence visitor are having to resort to telephone call to advice that they are at the front entry door. Electronic keys have not been monitored at time of issue and vacating tenants are not returning keys, this costing the owners corporation undue financial hardship. Both systems need to be upgraded and integrated as a matter of urgency.

8. **"Signature"**: To be signed by the person whose name appears at the top of the page and requesting the motion(s).

Unsigned Requisition Forms will not be processed.

9. If there is insufficient space for the motion(s) you wish included please complete supplementary motions sheet(s) and attach to the main front sheet. Please identify the total number of pages, at the base of the main page.
10. Please identify how many motions you are requesting in the box on the bottom left of the main form.
11. Completed form should be lodged with Westside Management.
 1. **EMAIL**: Scanned signed version to strata@westside.net.au
 2. **MAIL**: PO BOX 241, Fairfield 18
 3. Handed to the Secretary of your Owners Corporation.
12. This form is not for motions to be included on a Strata Committee meeting. Only Strata Committee members can request motions on the agenda of a Strata Committee meeting.

It is recommended that you maintain a copy of the documentation for your own records.

STRATA SCHEMES MANAGEMENT ACT 2015 SCHEDULE 1

Part 2 - Agendas, nominations and notices

4. Inclusion of matters on agenda
 - 1) Any owner, or any person entitled to vote at a general meeting of an owners corporation, may require a motion to be included in the agenda of the next general meeting of the owners corporation.
 - 2) The requirement is to be made by written notice given to the secretary of the owners corporation that:
 - a. sets out the required motion, and
 - b. states the name of the person making the requirement, and
 - c. Includes an explanation of the motion of not more than 300 words in length.
 - 3) The secretary must give effect to the requirement.
 - 4) However, if the requirement is made after notice has been given of the meeting, the secretary must include the motion in the agenda for the next subsequent meeting.
 - 5) An owner or a person may make a requirement even if the owner or person cannot vote because the owner is an un-financial owner.