Template for strata committee meeting agenda

# Notice of a Strata Committee Meeting

## The Owners -- Strata Plan No. [Insert Strata Plan No]

A meeting of the strata committee of Strata Plan [insert strata plan number]will be taken to have been held at least 72 hours after the date of this notice. The meeting will proceed by written resolution in accordance with Schedule 2 clause 9(2) of the *Strata Schemes Management Act 2015*.

## Motions

1. That the minutes of the last strata committee meeting held on [insert date of last strata committee meeting] be confirmed as a true and accurate account of that meeting.

### Participation in the City of Sydney food scraps recycling service

That:

1. The Owners -- Strata Plan No. [insert strata plan number] accept the invitation from the City of Sydney to participate in its food scraps recycling service
2. [insert person’s name] will be the primary point of contact for Council in relation to the service and will manage its implementation in the building
3. The owners corporation commits to:

* Facilitating the distribution of kitchen caddies and compostable kitchen caddy liners supplied by Council to residents wishing to participate
* Storing the food scraps recycling bins supplied by Council in the main bin storage area(s)
* Installing the food scraps recycling signage supplied by Council in the main bin storage area(s)
* Transferring the food scraps recycling bin(s) from the main bin storage area(s) to the regular waste collection point(s) in line with the scheduled food scraps recycling collection day(s)
* Transferring the empty food scraps recycling bin(s) from the collection point back to the main bin storage area(s) no more than 8 hours after the contents of the bin(s) have been collected
* Ensuring that the lid(s) of the food scraps recycling bin(s) are kept closed, where possible
* Ensuring that the food scraps recycling bin(s) and the bin storage area(s) are kept clean and are always accessible to residents
* Disseminating or displaying information provided by Council about the food scraps recycling service to residents, wherever possible
* Providing contact details for the primary contact to Council and updating Council if the primary contact for the service changes

1. The owners corporation is aware that:

* Council reserves the right to cease provision of the collection service and remove the food scraps recycling bin(s) from the property for any reason, at any time, and can do this no earlier than 3 days after providing the primary point of contact with written notice of its intention to do so
* The food scraps recycling bin(s) may be **collected on a different day** to the building’s usual waste and recycling collection day
* Council reserves the right to change the collection day(s) for the food scraps recycling bin(s) at any time throughout the service to suit operational needs

**Date of Notice:** [insert date]

Each of the members of the strata committee signifies that he or she is in favour or against the adoption of the above resolutions by completing, signing, dating and returning a counterpart of this document to the Secretary of the owner’s corporation.

A member of the strata committee may sign and date a counterpart and return the executed counterpart to the Secretary of the owners corporation by hand delivery, mail or facsimile or by scanning and emailing a copy to the Secretary.

| Name | For/Against  (Circle or line through) | Signature | Date signed & returned to Secretary |
| --- | --- | --- | --- |
|  | Motion 1: For/Against  Motion 2: For/Against |  |  |
|  | Motion 1: For/Against  Motion 2: For/Against |  |  |
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|  | Motion 1: For/Against  Motion 2: For/Against |  |  |
|  | Motion 1: For/Against  Motion 2: For/Against |  |  |
|  | Motion 1: For/Against  Motion 2: For/Against |  |  |