Sample motion to apply for a Building Operations grant

The Strata Committee needs to formally resolve to apply for a grant and make relevant commitments as required in the grant agreement. If the next scheduled committee meeting is too far out, consider a ‘paper’ meeting of the Strata Committee.1

The box below contains a sample motion that could be used:

That **The Owners – Strata Plan No. [INSERT NUMBER]** apply for a City of Sydney Building Operations grant under the following conditions:

- The amount sought through the grant is $ {XXXX}
- **[INSERT NAME]** is authorised to complete the grant application and will be the primary contact point with the City of Sydney
- If application is successful, we duly authorise the strata managing agent to affix the common seal to the grant agreement (Note: If your building does not have a Strata Manager please specify who will affix the seal e.g. the Secretary and one additional Strata Committee member)
- **[INSERT NAME OF COMPANY]** will be contracted to perform the installation as per the quotation dated DD/MM/YY
- The Building Manager (if no building manager assign an Office Bearer) will monitor consumption on a weekly basis, and investigate and address any anomalies or problems identified
- The Building Manager and Strata Committee will use the water monitoring equipment to investigate and consider water efficiency opportunities
- If application is successful, we dually authorise Sydney Water to share water consumption data with the City of Sydney for grant evaluation purposes
- **(INSERT NAME)** will be responsible for preparing and submitting the grant acquittal report to in the form specified by the grant agreement.

1 The Strata Committee can vote in writing instead of holding a meeting where attendance is required. For resolutions to be valid, the same notice requirements must be met as for a face-to-face meeting. This is often a good alternative when there are only a small number of motions to be considered and/or there are time deadlines. This is only an option for Strata Committee meetings, not general meetings. For more information refer to the NSW Fair Trading fact sheet.
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