The thing you've been complaining about for two years has a mechanism. This is it.

How to Write and Propose a Motion

General guidance, not a rulebook - every building's circumstances differ, so take what's useful and leave the rest.

If there is one piece of strata knowledge worth having, it's this one. **Any owner can put a motion to a general meeting.** You don't need to be on the committee, you don't need permission, and you don't need a seconder in most schemes.

Most owners never do it, usually because nobody told them they could.

What a motion actually is

A motion is a written proposal that the owners vote on. If it passes, it becomes a resolution — a decision of the owners corporation with force behind it. That's the difference between raising something and settling it.

The three kinds, and why it matters

Type	Roughly what it needs	Typically used for
Ordinary	More votes for than against	Most things: budgets, works, appointments, policy
Special	A large majority, with only a small proportion opposed	Changing by-laws, significant alterations to common property
Unanimous / resolution without dissent	No votes against at all	The rare and serious: giving up common property, ending the scheme

The exact thresholds differ by state and by scheme type, and getting this wrong is the most common reason a motion fails on a technicality rather than on its merits. Ask your strata manager which category yours falls into **before** you submit it — they'll tell you, and it costs nothing.

Anatomy of a motion that passes

Part	What it does	Example
The action	Says exactly what is to be done, in the words that will be voted on	"That the owners corporation engage ABC Waterproofing to reseal the level 3 balcony membrane..."
The amount and the source	Says what it costs and which fund pays	"...at a cost of $14,300 including GST, funded from the capital works fund."
The authority	Says who may sign, vary or act	"...and that the committee be authorised to execute the contract and approve variations up to 10%."

Part	What it does	Example
The explanatory note	Not voted on. The reason, the background, the alternatives considered.	Attach the quotes and the report. This is where you win the vote.

Two versions of the same motion

Weak

> *"That something be done about the water coming into the basement."*

Nobody can vote on this. What's to be done, by whom, at what cost, from which fund? A chair will either rule it out or the meeting will spend forty minutes rewriting it in the room.

Strong

> *"That the owners corporation accept the quotation from [contractor] dated [date] for investigation and rectification of water ingress to the basement carpark, at a cost of $8,450 including GST, funded from the administrative fund, and that the committee be authorised to engage the contractor and approve variations up to 10% of the quoted amount."*

Same problem. One of these gets fixed this year.

Getting it on the agenda

Task	Who's doing this	By when
☐ Find out your meeting's notice period and work backwards — submissions close well before the notice goes out		
☐ Ask the strata manager what form they need it in, and who to send it to		
☐ Confirm whether it's ordinary, special or unanimous **before** submitting		
☐ Get quotes first if there's money involved — a motion with a number attached beats one without		
☐ Write the explanatory note. This is what people actually read.		
☐ Send it in writing, and ask for confirmation it's been received and will be included		
☐ Talk to a few owners before the meeting — motions fail from surprise more often than from opposition		

> **Give yourself more runway than you think**
> *Notice periods differ: Queensland is 21 days for an AGM, New South Wales, Victoria and Western Australia are 14. Your submission deadline is earlier than that again — ask, don't assume.*

If it doesn't pass

It's information, not a verdict. Ask what would have to change for people to support it, and bring it back. Motions that fail the first time and pass the second are completely normal, and the second version is usually better.

Your motion, drafted

Use this to draft before you write the formal version.

Item	Yours
What outcome do you want?	
What exactly should the owners resolve to do?	
Cost, and which fund pays	
Who is authorised to act on it	
Ordinary, special or unanimous?	
Submission deadline	
What goes in the explanatory note	

Sources: NSW Fair Trading and the Strata Schemes Management Act 2015, Queensland Government (BCCM Act and modules), Consumer Affairs Victoria and the Owners Corporations Act 2006, Landgate WA - current as at August 2026. Always confirm against your own scheme's registered by-laws or rules, as some schemes have variations.