

AGM Preparation Checklist

A practical pre-meeting checklist for NSW strata committees and owners corporations.

For committees: use this checklist as a practical planning aid before the AGM. Statutory agenda and notice requirements must still be checked against current legislation, regulations and your scheme's circumstances.

Governance & meeting preparation

- ☐ Confirm the proposed AGM date, meeting method and venue / online access details.
- ☐ Identify owner motions received for inclusion on the agenda.
- ☐ Review committee nominations and election requirements.
- ☐ Identify any matters requiring an ordinary, special or unanimous resolution.
- ☐ Check current by-law proposals or registrations that need to be considered.
- ☐ Review the strata managing agency agreement and any other contracts requiring a decision.

Financials & levies

- ☐ Review annual financial statements.
- ☐ Prepare proposed administrative fund budget.
- ☐ Prepare proposed capital works fund budget.
- ☐ Review levy contribution amounts and proposed due dates.
- ☐ Review arrears and relevant payment-plan / hardship matters for appropriate handling.
- ☐ Review the 10-year capital works fund plan and whether a current prescribed standard form is required.

Building, maintenance & compliance

- ☐ Review major repairs, defects and planned works.
- ☐ Consider the annual fire safety statement where applicable and arrangements for the next statement.
- ☐ Review insurance renewal, valuation information and key insurance matters.
- ☐ Review utility / embedded network agreements where relevant.
- ☐ Consider environmental sustainability matters required for the AGM agenda.
- ☐ Identify statutory, safety or compliance matters requiring owner consideration.

Documents & communications

- ☐ Confirm the owner roll and service addresses are current.
- ☐ Prepare supporting papers and explanatory notes for motions.

- [] Check proxy and voting information is included where required.
- [] Check notice periods and service method before issuing the agenda.
- [] Ensure electronic meeting instructions are clear where relevant.

After the AGM

- [] Prepare and distribute minutes in accordance with applicable requirements.
- [] Record committee and office-bearer appointments.
- [] Update levy notices / budgets following resolutions.
- [] Action approved contracts, works, by-laws and other resolutions.
- [] Update required records and Strata Hub information where applicable.
- [] Create an action list with responsibilities and target dates.

2025-26 reforms: NSW strata reforms commenced in stages on 1 July 2025, 27 October 2025 and 1 April 2026. Among the April 2026 changes, a standard form applies when an owners corporation prepares a new or revised 10-year capital works fund plan. Check current NSW Government guidance before issuing an AGM agenda.