



*Sanctuary Cove resort Act 1985  
Section 27  
Buildings Units and Group Titles Act 1980  
Building Units and Group Titles Regulations 1998*

## **NOTICE OF THE EXTRAORDINARY GENERAL MEETING OF THE SANCTUARY COVE PRINCIPAL BODY CORPORATE 202**

**Notice of business to be dealt with at the  
EXTRAORDINARY GENERAL MEETING of the Sanctuary  
Cove Principal Body Corporate 202, to be held at  
Meeting Room 1, Sanctuary Cove Body Corporate Services, Shop 1A, Building 1, Masthead Way,  
Sanctuary Cove, QLD, 4212 on  
27 Mar 2025 at 10:00 AM**

A proxy form and a voting paper have been included to give you the opportunity to be represented at the meeting. Please read the attached General Instructions, to ensure that all documents are completed correctly as failure to do so may jeopardise your entitlement to vote.

### **INDEX OF DOCUMENTS**

- 1. NOTICE AND AGENDA OF MEETING**
- 2. INSTRUCTIONS FOR VOTING**
- 3. VOTING (MOTIONS FROM AGENDA)**
- 4. PROXY FORM**

The following agenda sets out the substance of the motions to be considered at the meeting. The full text of each motion is set out in the accompanying Voting Paper. An explanatory note by the owner proposing a motion may accompany the agenda.

Please take the time to complete and return the voting paper to the reply address below or submit a valid proxy to the PBC Secretary prior to the meeting.

*Sanctuary Cove Body Corporate Services Pty Ltd, for the Secretary*

Reply To PO Box 15, Sanctuary Cove QLD, 4212
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## **NOTICE OF THE EXTRAORDINARY GENERAL MEETING OF THE Sanctuary Cove Principal Body Corporate 202**

**Notice of business to be dealt with at the  
EXTRAORDINARY GENERAL MEETING of the Sanctuary  
Cove Principal Body Corporate GTP 202, to be held at  
Meeting Room 1, Sanctuary Cove Body Corporate Services, Shop 1A, Building 1, Masthead Way,  
Sanctuary Cove, QLD, 4212 on  
27 Mar 2025 at 10:00 AM**

To avoid delaying commencement of the meeting, it would be appreciated if proxies and voting papers could be received by this office at least 24 hours prior to the meeting. However, proxies and voting papers will be accepted prior to the commencement of the meeting.

### **AGENDA**

1. Attendance record including admittance of proxies and voting papers
2. Quorum
3. Financial status of RBC's
4. Recording of the meeting
5. Presentation FTTH - Shaun Clarke
6. Motions
  - 6.1 Approval of previous PBC General Meeting Minutes held on 27 February 2025
  - 6.2 Amendment to Secondary Thoroughfare By-Laws – Animal Controls
  - 6.3 Amendment to Secondary Thoroughfare By-Laws – Damage and Improvements
  - 6.4 Executive Architect Consultancy Agreement
  - 6.5 Pump Station Access System Upgrade - Facilities
  - 6.6 Termination of retainer with Grace Lawyers and engagement of Chambers Russell

### **7. Correspondence for Information**

For noting of the PBC and the PBC EC

<b>No</b>	<b>Date</b>	<b>From</b>	<b>To</b>	<b>Regarding</b>
1.	14 Feb 2025	Shaun Clarke	PBC	Fibre To the Home (FTTH)
2.	21 Feb 2025	MN for Araucaria	PBC	Resignation letter
3.	25 Feb 2025	SCCSL	PBC	GM Appoint Announcement
4.	3 Mar 2025	PBC Secretary	Caroline Tolmie	Appreciation Letter
5.	3 Mar 2025	PBC Secretary	Richard Sherman	Appreciation Letter
6.	4 Mar 2025	Mulpha	PBC	WPGA Media Release
7.	4 Mar 2025	PBC Chairperson	Owners	Storm Communication
8.	10 Mar 2025	PBC Chairperson	PBC	Relocation of Geese
9.	10 Mar 2025	PBC Chairperson	PBC	Wildlife Management Control
10	12 Mar 2025	PBC Chairperson	Mulpha Barry Teeling	Breach Notice
11.	14 Mar 2025	Lot 17 Bauhinia	PBC Chairperson	New Village Roadway flooding

12.	18 Mar 2025	MN from Roystonia	PBC	Governance Review Blueprint
13.	18 Mar 2025	RBCs	PBC Secretary	Formal advice
14.	19 Mar 2025	Residents	PBC Chairperson	Correspondence regarding relocation of geese
15.	19 Mar 2025	MN Cassia	PBC	Possible content for PBC App

## 8. Correspondence for Action

For noting of the PBC and the PBC EC

No	Date	From	To	Regarding
1.	28 Feb 2025	Lot 86 (Bauhinia)	PBC	Approval for extension on outstanding water bill
2.	12 Mar 2025	Lot 20 (Darwinia)	PBC	Water Run off - Darwinia Park
3.	20 Mar 2025	MN Livingstonia	PBC Secretary	Geese Relocation concern
4.	20 Mar 2025	Bauhinia Committee Member	PBC Chairperson	Suggestions for safety of the Geese

## 9. Business Arising

9.1 PBC Motions

9.2 Next meeting to be held on 24th April 2025 at 10:00am

## 10. Closure of Meeting

# **GENERAL INSTRUCTIONS EXTRAORDINARY GENERAL MEETING NOTICE**

## **INTERPRETATIONS**

Section 39 of the *Sanctuary Cove Resort Act 1985* sets out the following interpretations for:

**VOTING RIGHTS** Any powers of voting conferred by or under this part may be exercised:

- (a) in the case of a proprietor who is an infant-by the proprietor's guardian;
- (b) in the case of a proprietor who is for any reason unable to control the proprietor's property by the person who for the time being is authorised by law to control that property;
- (c) in the case of a proprietor which is a body corporate-by the person nominated pursuant to section 38 by that body corporate.

Part 3, Section 22 of the *Sanctuary Cove Resort Act 1985*, sets out the following interpretation for:

### **SPECIAL RESOLUTION**

'Special Resolution' means a resolution, which is:

- (a) passed at a duly convened general meeting of the principal body corporate by the members whose lots (whether initial lots, secondary lots, group title lots or building unit lots) have an aggregate lot entitlement of not less than 75% of the aggregate of all lot entitlements recorded in the principal body corporate roll.

Part 3, Division 2B, 47D of the *Sanctuary Cove Resort Act 1985*, sets out the following for proxies for General meetings of the Principal Body Corporate:

### **APPOINTMENT OF PROXY**

- (a) must be in approved form; and
- (b) must be in the English language; and
- (c) cannot be irrevocable; and
- (d) cannot be transferred by the holder of the proxy to a third person; and
- (e) lapses at the end of the principal body corporate's financial year or at the end of a shorter period stated in the proxy; and
- (f) may be given by any person who has the right to vote at a general meeting; and
- (g) subject to the limitations contained in this division, may be given to any individual; and
- (h) must appoint a named individual.

# VOTING PAPER

## Extraordinary General Meeting for the Sanctuary Cove Principal Body Corporate GTP 202

**Location of meeting:** Meeting Room 1, Sanctuary Cove Body Corporate Services, Shop 1A, Building 1, Masthead Way, Sanctuary Cove, QLD, 4212

**Date and time of meeting:** Thursday 27 March 2025 at 10:00 AM

### Instructions

If you want to vote using this voting paper, then *circle or tick* either **YES**, **NO** or **ABSTAIN** opposite each motion you wish to vote on. You may vote for as few or as many motions as you wish. It is not necessary to vote on all motions.

**After signing the completed voting paper, forward it promptly to the Secretary at the address shown at the end of the agenda. You may also vote online using the secure link emailed to your email address.**

## MOTIONS

<b>1</b>	<b>Approval of Previous General Meeting Minutes - 27th February 2025 (Agenda Item 6.1)</b>	<b>Ordinary Resolution</b>
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Statutory Motion Submitted by Chairperson

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**THAT** the Minutes of the PBC Extraordinary General Meeting held on 27th February 2025 be accepted as a true and correct record of the proceedings of the meeting.

Yes

No

Abstain

<b>2</b>	<b>Amendment to Secondary Thoroughfare By-Laws – Animal Controls (Agenda Item 6.2)</b>	<b>Special Resolution</b>
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Submitted by Chairperson

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**THAT** the PBC authorises an amendment to the Secondary Thoroughfare By-Laws to regulate the control of animals on the Secondary Thoroughfare, generally in accordance with wording in proposed by-law 5 in Annexure A, a copy of which has been circulated with the agenda.

Yes

No

Abstain

**3                    Amendment to Secondary Thoroughfare By-Laws – Damage and Improvements (Agenda Item 6.3)                    Special Resolution**

Submitted by Chairperson

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**THAT** the PBC authorises an amendment to the Secondary Thoroughfare By-Laws to regulate damage and improvements to the Secondary Throughfare, generally in accordance with wording in proposed by-law 6 in Annexure A, a copy of which has been circulated with the agenda.

Yes <input type="checkbox"/>
No <input type="checkbox"/>
Abstain <input type="checkbox"/>

**4                    Executive Architect Consultancy Agreement (Agenda Item 6.4)                    Ordinary Resolution**

Submitted by Chairperson

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**THAT** the PBC enters into an agreement with Think Tank Architects for the provision of advisory services with respect to the assessment of Stage 1 development applications, on the terms set out in the agreement circulated with the agenda.

Yes <input type="checkbox"/>
No <input type="checkbox"/>
Abstain <input type="checkbox"/>

**5                    Pump Station Access System Upgrade - Facilities (Agenda Item 6.5)                    Ordinary Resolution**

Submitted by Chairperson

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**THAT** The PBC agrees to expend \$60,934.50 Inc GST, plus a 10% contingency in the amount of \$6,093.45 Inc GST for the engagement of Mass Products for costs associated to upgrade the pit access systems for sewer pump stations 9, 10, 13 & 19. Funds to be expensed from the Sinking Fund – Pumps – 22312.

And further notes that maintaining consistency in access lid equipment across the site is essential for operational efficiency, compatibility, and long-term cost management. As a result, only one (1) quote was obtained from the appropriate supplier. The PBC approves the reduction in the required number of quotes to be obtained from three (3) to one (1).

Yes <input type="checkbox"/>
No <input type="checkbox"/>
Abstain <input type="checkbox"/>

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Submitted by Chairperson

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**THAT** the PBC retrospectively resolves to terminate the retainer of Grace Lawyers dated 2 October 2024 with respect to the DCBL QCAT proceeding. And further, that the PBC engages Chambers Russell to act on its behalf with respect to the DCBL QCAT proceeding in accordance with the fee proposal circulated with the agenda, which broadly anticipates costs between \$3,000 - \$4,000 plus GST to advise on the prospects of success of the QCAT application, \$2,000 - \$5,000 plus GST to engage in without prejudice discussions, and \$46,000 - \$68,000 plus GST to see the QCAT proceeding through to completion.

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Yes <input type="checkbox"/>
No <input type="checkbox"/>
Abstain <input type="checkbox"/>

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**GTP: 202**

**Lot Number:** \_\_\_\_\_

**Unit Number:** \_\_\_\_\_

I/We require that this voting paper, completed by me/us be recorded as my/our vote in respect of the motions set out above.

**Name of voter:** \_\_\_\_\_

**Signature of voter:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **ATTACHMENTS**

- 1. MOTION INFORMATION**
- 2. M1. Minutes of previous General Meeting**
- 3. M2 M3. Secondary Thoroughfare By-Law - Animal Controls Damage and Improvement By-Laws**
- 4. M3. Consulting Agreement - Think Tank Architects**
- 5. M4. Sewer Pump Access Systems - Final**
- 6. M4. Q01294 (PS10)**
- 7. M4. Q01295 (PS9)**
- 8. M4. Q01324 (PS19)**
- 9. M4. Q01325 (PS13)**
- 10. CORRO FOR INFORMATION 001**
- 11. CORRO FOR ACTION**
- 12. CFA 1. Water invoice payment for 5719 Anchorage Terrace**
- 13. CFA 1. 5719 Water Invoice 5719 Anchorage Terrace**
- 14. CFA 1. 5719 Water**
- 15. CFA 2. Water Run Off Darwinia Park**
- 16. CFA 3. Geese Relocation - Correspondence**
- 17. CFA 4. Geese Relocation - Correspondence**
- 18. Proxy form for Body Corporate Meetings**
- 19. Information About Proxies**



**MOTION  
INFORMATION**



## MINUTES OF EXTRAORDINARY GENERAL MEETING for Sanctuary Cove Principal Body Corporate GTP 202

**Location of meeting:** Meeting Room 1, Sanctuary Cove Body Corporate Services, Shop 1A, Building 1, Masthead Way, Sanctuary Cove, QLD, 4212

**Date and time of meeting:** Thursday 27 February 2025 at 10:00 AM

**Meeting time:** **10:00am – 12:05pm**

**Chairperson:** Mr Stuart Shakespeare

### ATTENDANCE

**The following members were Present in Person at the meeting:**

Lot 1701	Bauhinia GTP 1701	Ms Dianne Taylor (DT)
Lot 1702	Cassia GTP 1702	Mr Peter Cohen (PC)
Lot 1703	Washingtonia GTP 1703	Mr David Francis (DF)
Lot 1712	Livingstonia GTP 1712	Mr Brian Earp (BE)
Lot 1769	Roystonia GTP 1769	Mrs Simone Hoyle (SH)
Lot 1790	Araucaria GTP 1790	Mrs Maxine Monroe (MM)
Lot 2504	Colvillia GTP 2504	Mr Robert Nolan (RN)
Lot 107045	Harpullia GTP 107045	Mr Paul Kernaghan (PK)
Lot 107106	Schotia Island GTP 107106	Mr Wayne Bastion (WB)
Lot 107128	Felicia GTP 107128	Mr Stuart Shakespeare (SS)
Lot 107209	Alpinia GTP 107209	Ms Dianne Taylor (DT)
Lot 107217	Tristania GTP 107217	Mr Mark Winfield (MW)
Lot 107353	Woodsia GTP 107353	Mr Peter Hay (PH)
Lot 107434	Zieria GTP 107434	Mr Hugh Martin (HM)
Lot 107399	Caladenia GTP 107399	Mr Tony McGinty (TM)
Lot 107406	Corymbia GTP 107406	Mrs Shawlene Nefdt (SN)
Lot 107442	Molinia GTP 107442	Mrs Cheryl McBride (CM)

**The following members present by Voting Paper and In Person:**

Lot 1701	Bauhinia GTP 1701	Owner present (pre-voted)
Lot 107209	Alpinia GTP 107209	Owner present (pre-voted)
Lot 10744	Molinia GTP 107442	Owner present (pre-voted)

**The following members present by Voting Paper:**

Lot 21	Mulpha Sanctuary Cove (Developments) Pty Limited	Electronic vote
Lot 81	Mulpha Sanctuary Cove (Developments) Pty Ltd	Electronic vote
Lot 83	Mulpha Sanctuary Cove (Developments) Pty Limited	Electronic vote
Lot 2207	Plumeria GTP 2207	Electronic vote
Lot 107509	Alphitonia GTP 107509	Electronic vote
Lot 107053	Acacia GTP 107053	Electronic vote

**The following members were present by Proxy:**

**The following members were present by Proxy however unable to vote:**

**Present by Invitation:**

**Apologies:**

- Mr Michael Longes
- Mr Stephen Anderson
- Mrs Jane Burke
- Mr Nabil Issa
- Mr Nicholas Eisenhut
- Mr Mick McDonald

The following members were not financial for the meeting:

- A Quorum was present
- Nil Conflict of Interest
- The Meeting was recorded.

The Chairperson (SS) opened the meeting by welcoming Maxine Monroe, the new MN for Araucaria, and expressing gratitude to Caroline Tolmie for her contributions during her time in the role. He noted that Dianne Taylor now represents both Bauhinia and Alpinia following Richard Sherman's resignation as MN and expressed appreciation for Richard's contributions.

**Motions**

<b>1</b>	<b>Approval of previous PBC General Meeting Minutes held on 30 January 2025 (Agenda Item 5.1)</b>	<b>Ordinary Resolution</b>
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Statutory Motion Submitted by Chairperson

**Motion CARRIED**

**RESOLVED** that the Minutes of the PBC Extraordinary General Meeting held on 30 January 2025 be accepted as a true and correct record of the proceedings of the meeting.

Yes	13
No	0
Abstain	10

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia			X	Fuschia			
Adelia				Harpullia	X		
Alphitonia			X	Justicia			
Alpinia			X	Livingstonia	X		
Alyxia				Molinia	X		
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes				Schotia Island	X		
Bauhinia			X	Tristania	X		
Caladenia	X			Washingtonia	X		
Cassia	X			Woodsia			X
Colvillia			X	Zieria	X		
Corymbia	X			MSCD Lot 21 (SA)			X
Darwinia				MSCD Lot 81 (SA)			X
Felicia			X	MSCD Lot 83 (MM)			X

**2 Extension of Security Services User Agreement (Agenda Item 5.2) Ordinary Resolution**

Submitted by Chairperson

**Motion CARRIED**

**RESOLVED** that the PBC revokes motion 2 passed at the EGM held on 28 November 2024.

Further **RESOLVED** that the PBC extends the term of Security Services User Agreement dated 1 November 2021 by 1 year, on the terms set out in the correspondence from Sanctuary Cove Security Services Pty, a copy of which has been circulated with the agenda.

Yes	23
No	0
Abstain	0

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia			
Adelia				Harpullia	X		
Alphitonia	X			Justicia			
Alpinia	X			Livingstonia	X		
Alyxia				Molinia	X		
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes				Schotia Island	X		
Bauhinia	X			Tristania	X		
Caladenia	X			Washingtonia	X		
Cassia	X			Woodsia	X		
Colvillia	X			Zieria	X		
Corymbia	X			MSCD Lot 21 (SA)	X		
Darwinia				MSCD Lot 81 (SA)	X		
Felicia	X			MSCD Lot 83 (MM)	X		

**3 Approval to pay outstanding Niche Studio invoice for SC Website (Agenda Item 5.3) Ordinary Resolution**

Submitted by Chairperson

**Motion CARRIED**

**RESOLVED** that approval is given by the PBC EGM to pay the outstanding amount on the invoice from Niche Studio of \$3,234.00 (inc GST) for the work completed on the Sanctuary Cove website.

Yes	23
No	0
Abstain	0

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia			
Adelia				Harpullia	X		
Alphitonia	X			Justicia			
Alpinia	X			Livingstonia	X		
Alyxia				Molinia	X		
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes				Schotia Island	X		
Bauhinia	X			Tristania	X		
Caladenia	X			Washingtonia	X		
Cassia	X			Woodsia	X		
Colvillia	X			Zieria	X		
Corymbia	X			MSCD Lot 21 (SA)	X		
Darwinia				MSCD Lot 81 (SA)	X		
Felicia	X			MSCD Lot 83 (MM)	X		

**4 Architectural Review Committee Member (Agenda Item 5.4) Ordinary Resolution**

Submitted by Chairperson

**Motion CARRIED**

**RESOLVED** that the PBC EGM accepts the recommendation from the PBC EC of the appointment of Mr John Venn to the role of ARC Chairperson.

Yes	23
No	0
Abstain	0

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia			
Adelia				Harpullia	X		
Alphitonia	X			Justicia			
Alpinia	X			Livingstonia	X		
Alyxia				Molinia	X		
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes				Schotia Island	X		
Bauhinia	X			Tristania	X		
Caladenia	X			Washingtonia	X		
Cassia	X			Woodsia	X		
Colvillia	X			Zieria	X		
Corymbia	X			MSCD Lot 21 (SA)	X		
Darwinia				MSCD Lot 81 (SA)	X		
Felicia	X			MSCD Lot 83 (MM)	X		

**5 Policy for Electric Bicycles and Personal Mobility Devices (Agenda Item 5.5) Ordinary Resolution**

Submitted by Owner Peter Cohen - Cassia

**Motion CARRIED**

**RESOLVED** that the PBC EGM notes and approves the Policy for E Bikes and Personal Mobility Devices dated March 2023 as tabled.

(Note: Following the PBC EC recommendation in March 2023, the proposed motion was not referred to the PBC for approval)

Yes	23
No	0
Abstain	0

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia			
Adelia				Harpullia	X		
Alphitonia	X			Justicia			
Alpinia	X			Livingstonia	X		
Alyxia				Molinia	X		
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes				Schotia Island	X		
Bauhinia	X			Tristania	X		
Caladenia	X			Washingtonia	X		
Cassia	X			Woodsia	X		
Colvillia	X			Zieria	X		
Corymbia	X			MSCD Lot 21 (SA)	X		
Darwinia				MSCD Lot 81 (SA)	X		
Felicia	X			MSCD Lot 83 (MM)	X		

**6 Approval to pay outstanding amount for Director Australia's attendance for December 2024 meeting (Agenda Item 5.6)**

**Ordinary Resolution**

Submitted by Chairperson

**Motion CARRIED**

**RESOLVED** that the PBC EGM approves payment of \$1,980 (Including GST) for the attendance of Director Australia at the meeting held on 9th December 2024.

Yes	23
No	0
Abstain	0

Further **RESOLVED** that Directors Australia (DA) attended the 9th December 2024 meeting which was not included in their original fee proposal. Given the additional consultation with key stakeholders, the considerable amendment of the previous blueprint, and the refinement of previous and additional recommendations, it was decided to invite the Directors Australia CEO and GM to present an interactive session on the final draft Governance Review blueprint. The purpose was to capture the MNs feedback and address any outstanding questions from the blueprint's findings and recommendations, in preparation for the final document.

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia			
Adelia				Harpullia	X		
Alphitonia	X			Justicia			
Alpinia	X			Livingstonia	X		
Alyxia				Molinia	X		
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes				Schotia Island	X		
Bauhinia	X			Tristania	X		
Caladenia	X			Washingtonia	X		
Cassia	X			Woodsia	X		
Colvillia	X			Zieria	X		
Corymbia	X			MSCD Lot 21 (SA)	X		
Darwinia				MSCD Lot 81 (SA)	X		
Felicia	X			MSCD Lot 83 (MM)	X		

**6. Correspondence for Information:**

- Noted

## **7. Correspondence for Action:**

### **6301 Boundary Enclosure:**

- SS recommended that the PBC act on this matter, as a portion of the fenced enclosure has been built on Secondary Thoroughfare (ST). Addressing this now would prevent potential issues with future owners and given that the PBC is already aware of the situation, it needs to act. He suggested that if Mulpha constructed this enclosure before selling the property to the current owner then they should be responsible for rectifying it. The owner should take this up directly with Mulpha.
- MN of Araucaria (MM) noted that both the owner and the neighbours who initially raised the concern are now satisfied with the enclosure remaining as is. She further stated that, in her view, rectification would cost approximately \$25,000, as it would require cutting the slab and relocating the fence. A possible solution could be granting the owners exclusive rights to the ST or allowing them to apply for the small section of ST to be rezoned into their property, thereby mitigating future issues.
- SS mentioned that the PBC is not empowered under Act to create exclusive use rights over the ST to a lot owner and that a rezoning is a long and expensive process that would probably involve a PBC re-zoning application to the state government.
- MM mentioned it was much less than one square metres of ST land. SS expressed the view that it could be as much as two square metres. Even if it was possible, it may set an unacceptable precedent for other owners to request similar approvals in the future.
- MN for Tristania (MW) pointed out that, if left unaddressed, this would likely be flagged as an encroachment issue by a future buyer.
- SS reiterated that the only way to resolve the issue properly is to relocate the fence back to the boundary line. The owner would need to approach Mulpha, as they were responsible for the original construction on ST.

### **Schotia Island (SI) Crossover Kerb:**

- SS discussed the existing ramp and the reasons the owners are requesting for it to remain. One of the owner's concerns was the application fee for building approvals. SS suggested that this fee be waived, requiring the owner to cover only the cost of rectifying the works to install a permanent crossover, because the reason for the ramp related to their disabled son
- WB noted that other owners in SI have received breach notices for the same issue. He mentioned that one owner has not yet been issued a breach but intends to challenge it legally if they do. He also questioned which by-law this matter falls under if disputed.
- SS advised reviewing the DCBLs to determine whether there is any relevant reference to this issue.

## **8. General Business:**

### **StrataVote/AMA:**

- MN for Molinia (CM) advised there was two recent Correspondence for Information that was circulated to the MN as it wasn't possible to add to the agenda in StrataVote once distributed.
- MN for Zieria (HM) mentioned it appears to be an inflexible system and unsure why the company went with it.
- Jodie (JS) explained that StrataVote is widely used within the Strata Community and that the restrictions are in place to comply with legislative requirements, which prevent additional information from being added to the agenda once it has been released. JS to contact StrataVote to enquire if this can be amended.
- HM suggested adding an addendum to the pack, called General Business leading up to the meeting should not be an issue.
- CM advised that this year would require some pre-reading, particularly regarding the Administration & Management Agreement.



- MN for Harpullia (PK) explained there isn't enough time until the agreement expires, hence why they are drafting a 12-month contract initially. To debate or explore other options will take time, and in this instance, we don't have that.
- The Chair requested JS to leave the room and stop recording to facilitate an off-the-record discussion.

**List of MN attendance:**

- HM enquired why the request for a list of MN attendance at previous meetings, made at a past meeting, had not been distributed.
- CM advised this information was sitting with her; however, it has been missed with the AGMs now completed. She asked HM what he would like to do with this information?
- HM stated that there had been ongoing discussions regarding the lack of MN representation, and having this information available could influence committee members' votes or prompt further questions.
- CM explained she had obtained the recording details and there was not a definitive directive for this to be actioned.
- PK expressed concern that sharing this information might discourage individuals from taking on the role of MN in the future. He noted that StrataVote was implemented to facilitate online voting and improve participation.
- MN for Cassia (PC) mentioned the negative views were not mentioned at the last meeting when HM discussed this topic, they are only being raised now.

**Paul Toose Park:**

- The MN for Schotia Island (WB) expressed surprise at the statement made by Brogan (BW – In-House Counsel) in the last meeting and enquired whether this was backed up in writing.
- The Chair (SS) confirmed that he had received one via email but this was not a legal opinion.
- WB noted that the Chair for Schotia Island had requested this document twice.
- WB discussed a wider discussion needs to take place around what takes place on the Secondary Thoroughfare and rules regarding it.
- SS advised that the Secondary Thoroughfare By-Laws need reviewing as they are out of date currently.
- MN for Tristania (MW) suggested this topic would be better suited to a working group.

**Website/App:**

- PC enquired at what stage the app was at which was discussed in previous meetings as the portal is lacking information and the ability to interact.
- SS explained this task had been assigned to Kira to reach out to the Paul Sanders at the Golf Club and seek information on the app they currently use. SS mentioned a monthly newsletter to come with updated information possibly when Tamara has returned from maternity leave.
- MN for Roystonia (SH) advised the Governance Review provided feedback around what should be included in the app.
- PC to provide JS with suggestions for the app from other MN.

**Vacancy for Two PBC EC members:**

- SS noted that no nominations had been submitted for the two PBC EC member vacancies. He invited nominations from the floor, at which point Mark Winfield and Tony McGinty self-nominated. As there were no further nominations, both were duly appointed by a show of hands. A formal motion via a PBC EC VOC will be carried out in the coming days.

**MN for Tristania (MW) update on Gate Delay:**

- MN mentioned he had a meeting with Mike (MT) from Security regarding the delay with the gates opening when reading LPR (Licence Plate Recognition). Only a few minor changes were required, which Security will investigate.
- Another solution was to go to other companies with LPR systems and see if there is a better system worth exploring.

**PBC Motions for March 2025:**

- Executive Architect Agreement with Scheduled fee increase
- Governance Review blueprint and plan
- Geese Relocation - PTBC

**WPGA:**

- PC suggested maps and the Q & A from Mulpha to go out to all residents ahead of the start date on 6<sup>th</sup> March 2025. Especially for the RBCs that back onto the golf course with no fence boundary.
- BE mentioned the residents need to be notified that the buggy path from parkway to the village will be closed from Sunday night. JS to send BE communications to check.
- PC advised there were concerns from residents regarding the Kangaroos and how they will be managed safely when on the golf course.

**MSCD Breach Notice:**

- PC mentioned from the last meeting the Chairperson advised a breach notice will be served on Mulpha for unsightly lots. He enquired into whether this had been done.
- SS explained the letter is still being drafted to ensure all the information is included.
- MN for Alpinia & Bauhinia (DT) asked JS to add 3081 to the breach as it has been left unsightly and undeveloped for over two (2) years, and it is a Mulpha build. JS to follow up with Mulpha for a response prior to a breach notice being issued.

**PBC Information Access:**

- SS enquired if the information relating to minutes/agendas only go back 12 months on the internet.
- JS explained, Brogan advised it is normal to only display 12 months' worth of records online and if required a person can do a search for records past this time. JS to upload more information further back for easy access.
- BE asked for consistency with how files are saved on StrataMax by Body Corporate Managers as it should be year/month/day then RBC to make it easier when searching for a particular record.

**A Class Water:**

- HM asked for an update.
- SS advised the contractor hasn't completed the work required in the contract. There is contractual issues with defects and is currently with a legal team.
- HM asked if there will be an issue with the availability A Class water.
- SS mentioned he wasn't aware of an issue with this.

**Sanctuary Greens Irrigation:**

- HM asked the proposed date of this task as it was under the sinking fund project for this year.
- SS asked JS to follow up with Shanyn (SF) for more information.

There being no further business the chairperson declared the meeting closed.

**MEETING CLOSED** at 12:05 PM

Chairperson: Mr Stuart Shakespeare X.....

## SECONDARY THOROUGHFARE BY-LAWS

The by-laws are arranged as follows:

1.	PRELIMINARY .....	1
2.	ADOPTION OF THE TRAFFIC REGULATIONS 1962.....	1
3.	MODIFICATION OF THE TRAFFIC REGULATIONS 1962.....	1
4.	ADDITIONAL BY-LAWS .....	2
5.	OFFENCES .....	2
6.	WATER SUPPLY .....	3

### 1. PRELIMINARY

These by-laws may be cited as ‘The Secondary Thoroughfare By-laws’.

### 2. ADOPTION OF THE TRAFFIC REGULATIONS 1962

2.1 Subject to the modifications provided herein, the *Traffic Regulations 1962*, shall be read with and as forming part of these by-laws.

2.2 In these by-laws, ‘*Traffic Regulations 1962*’ means the regulations published pursuant to the *Traffic Act 1949* in the Gazettes specified in Schedule 2 hereof.

2.3 The *Traffic Regulations 1962* as so modified shall be by-laws in force on the secondary thoroughfares.

### 3. MODIFICATION OF THE TRAFFIC REGULATIONS 1962

3.1 For the purposes of these by-laws, references to the *Traffic Regulations 1962* shall be read as follows:

- (a) references to ‘*Commissioner*’, ‘*District Superintendent*’, ‘*Superintendent*’ and ‘*Commissioner of Main Roads*’ shall be read as references to ‘*Sanctuary Cove Principal Body Corporate*’, provided that where such references occur in or with reference to the Schedule to Part 13 of the *Traffic Regulations 1962*, those terms shall be read as having the meanings which they bear therein;
- (b) references to the ‘*Manual of Uniform Traffic Devices*’ shall be read as references to Schedule 1 hereto; and
- (c) references to ‘*Official Traffic Signs*’ shall be read as references to signs in accordance with Schedule 1 hereto.

3.2 The following provisions of the *Traffic Regulations 1962* shall not be read with and shall not form part of these by-laws:

3, 4(1)(b), 16(2), 16(3), 58, 59, 90B(5), 90B(6), 90C, 92A, 92B, 92C, 103-120, 127-142, 144B, and 161-184.

3.3 The following provisions of the *Traffic Regulations 1962* shall be read with and as forming part of these by-laws as though amended in the following manner:

Regulation	Amendment
------------	-----------

Regulation	Amendment
4(1)(e)	Add the following definitions  ‘ <b>Road</b> ’ means any road upon the secondary thoroughfare;  ‘ <b>Principal Body Corporate</b> ’ means the Sanctuary Cove Principal Body Corporate established pursuant to the <i>Sanctuary Cove Resort Act 1985</i> (as amended); and  ‘ <b>Secondary Thoroughfare</b> ’ means secondary thoroughfare as defined in the <i>Sanctuary Cove Resort Act 1985</i> (as amended).
13(1)	In lieu of ‘ <i>the public</i> ’ insert ‘ <i>road users</i> ’.
149 & 149A	In lieu of ‘ <i>lawful authority</i> ’ insert ‘ <i>the authority of the Principal Body Corporate</i> ’.

#### 4. ADDITIONAL BY-LAWS

A person shall not, at any time, drive a vehicle upon any road on the secondary thoroughfare unless at that time such person is lawfully entitled to drive that vehicle on a public road:

- (a) every person who lawfully occupies any land within a residential zone in the site is entitled to use the roads on the secondary thoroughfare;
- (b) save as aforesaid, no other person shall drive on or otherwise use the roads except with the permission of the Principal Body Corporate;
- (c) the said permission of the Principal Body Corporate shall not be unreasonably refused if it is requested by an owner or occupier of land within the site;
- (d) the Principal Body Corporate may erect, maintain and cause to be operated gatehouses for the purposes of regulating or prohibiting with these by-laws and the Act;
- (e) the Principal Body Corporate may delegate to the operators of any such gatehouse or to any other person the function of deciding whether to grant such permission. Any such delegation shall not limit the power of the Principal Body Corporate to grant such permission. The Principal Body Corporate may revoke such delegation at any time;
- (f) any person who has the permission of the Principal Body Corporate or its delegate to drive or otherwise use the roads is entitled to do so to the extent of such permission;
- (g) any such permission may be limited in time, in the parts of the roads which may be driven on or otherwise used, in the manner in which such driving or use may take place and in any other manner whatsoever;
- (h) the Principal Body Corporate may revoke any such permission granted by it or its delegate at any time and such delegate may revoke any such permission granted by the Principal Body Corporate or such delegate at any time, provided that where such permission is given pursuant to the request of an owner or occupier of land within the site, the Principal Body Corporate or delegate shall not unreasonably revoke such permission; and
- (i) for the purposes of the control, management, administration, use and enjoyment of those parts of the secondary thoroughfares that are inundated by water, the provisions of the *Queensland Marine Act 1985* (as amended) and its regulations shall apply to those parts of the secondary thoroughfare.

#### 5. DOGS AND SIMILAR HOUSEHOLD PETS

- 5.1 Dogs and similar household pets, when on the Secondary Thoroughfare, must be kept on a leash held by a person capable of controlling the pet.
- 5.2 The Principal Body Corporate may, at its discretion, establish a designated off-leash area within the Secondary Thoroughfare.

- 5.3 Dogs and similar household pets using a designated off-leash area within the Secondary Thoroughfare must abide by the conditions of use of that area as notified by the Principal Body Corporate.
- 5.4 Dogs and similar household pets, must not be on the Secondary Thoroughfare if the Principal Body Corporate reasonably determines that a pet is an annoyance to people within and adjacent to the Secondary Thoroughfare and the nature of this annoyance is communicated to the person who is in control of, or who owns, the pet.
- 5.5 A person controlling a dog or similar household pet on the Secondary Thoroughfare will be held liable for any unreasonable disturbance, damage to any person or any property caused by that pet.
- 5.6 By-law 5 does not make lawful having animal on the Secondary Thoroughfare which would otherwise be unlawful under any applicable by-law of the City of the Gold Coast or a law of the state government.

6. DAMAGE AND IMPROVEMENTS

- 6.1 A person must not mark, paint, drive nails or screws or the like into, or otherwise damage or deface, the Secondary Thoroughfare except with the consent in writing of the Principal Body Corporate.
- 6.2 A person must not make an improvement to the Secondary Thoroughfare except with the consent in writing of the Principal Body Corporate.
- 6.3 Where an improvement is authorised by the Principal Body Corporate in accordance with the above by-law 6.2, the person authorised to make the improvement will be responsible for the maintenance of the improvement and ensuring it is kept in a state of good a serviceable repair.

7. OFFENCES

A person who contravenes or fails to comply with any provision of these by-laws commits an offence against the by-laws and is liable as provided for in the Act.

8. WATER SUPPLY

8.1 Water Supply:

- (a) The Principal Body Corporate shall be empowered to enter into an Agreement with the Primary Thoroughfare Body Corporate which, inter alia, for the purpose of this by-law makes provision for a supply of water to the Principal Body Corporate to, inter alia, allow water to be supplied for use by the Principal Body Corporate on the Secondary Thoroughfare. The agreement may contain all terms and conditions reasonably required by the Principal Body Corporate and The Primary Thoroughfare body corporate providing the same are lawful in terms of the Act and relevant by-laws. Without limiting the generality of the foregoing the Principal Body Corporate is empowered to expend money to pay the Primary Thoroughfare Body Corporate for:
  - (i) the water supplied to the Secondary Thoroughfare at the same rate per kilolitre as is charged to the Primary Thoroughfare Body Corporate for water supplied to it; and
  - (ii) other costs properly and reasonably incurred in respect of or arising out of or in connection with the said water supply and the administration of the Agreement.
- (b) The Principal Body Corporate shall, in conjunction with the agreement referred to in by-law 6.1(a) be authorised to grant to the Local Authority and/or the Primary Thoroughfare Body Corporate the right (by their servants, agents, employees and/or contractors) to access the Secondary thoroughfare for the purpose of:
  - (i) reading and/or inspecting the water meters, water pipes, reticulation systems and/or plant on the Secondary Thoroughfare and lots or parcels or land within the residential zones; and
  - (ii) maintaining and keeping (at the cost and expense of the Principal Body Corporate) in a state of good serviceable repair the water meters and mains, machinery, pumps, generators, reticulation systems and plant (eg taps) on the Secondary Thoroughfare (in default of the Principal Body Corporate doing so).

# CONSULTING AGREEMENT

THIS CONSULTING AGREEMENT (the "Agreement") is dated this day of \_\_\_\_\_

## BETWEEN

Sanctuary Cove Principal Body Corporate c/- Sanctuary Cove Community Services Limited, Shop 1A, Building 1, Masthead Way, Sanctuary Cove QLD 4212 (the **Client**)

## AND

Think Tank Architects Pty Ltd ACN 110 893 493, 70 Bay Terrace, Wynnum QLD 4178 (the **Consultant**)

## BACKGROUND

- A. The Client requires the Services of the Consultant.
- B. The Consultant agrees to provide the Services to the Client on the terms and conditions set out in this Agreement.

**IN CONSIDERATION** of the Background, the Client and the Consultant (the "Parties") agree to the following terms and conditions:

## THE SERVICES

1. When requested by the Client in writing, the Consultant is to provide an Assessment Report (in a form resembling Schedule 3) within 10 business days of that request and the Client is to pay a set fee for that report in accordance with Schedule 1.
2. The Consultant is to virtually attend monthly meetings of the Architectural Review Committee to present and discuss the Assessment Reports it provides to the Client and the Client is to pay a set fee for that attendance in accordance with Schedule 1.
3. When requested by the Client in writing, the Consultant is to answer queries or provide clarification on recommendations it has made to the PBC about a development application or proposed development application or about the interpretation and application of the DCBLs, within three business days of that request being made in accordance with the hourly rate set in Schedule 1.
4. When requested by the Client in writing, the Consultant is to provide his recommendation on plans that have been re-submitted with amendments, within five business days of that request being made.
5. When requested by the Client in writing and agreed to by the Parties, the Consultant may provide an additional service either for an agreed lump sum fee or for the time expended based on the hourly rate in accordance with Schedule 1.
6. The Consultant is otherwise not entitled to seek payment for other services unless pre-approved in writing by the Client.

(Collectively, the **Services**)

## **TERM OF AGREEMENT**

7. The term of this Agreement (the "Term") is three years from the date of this Agreement.
8. Either of the Parties may terminate this Agreement by providing 45 days' written notice to the other party.

## **PERFORMANCE**

9. In providing the Services, the Consultant is required to adhere to and provide recommendations based on the DCBLs and is not to make recommendations that would otherwise contravene the DCBLs. Where a Development Application does not comply with the DCBLs, the Consultant must make this known to the Client.
10. The Parties agree to do everything necessary to ensure that the terms of this Agreement take effect.

## **FEES**

11. All fees paid by the Client to the Consultant under this Agreement are to be in Australian Dollars.
12. Within five business days of the end of each calendar month, the Consultant will present an itemised invoice for any services provided in the previous month.
13. Provided there are no discrepancies in an invoice submitted by the Consultant to the Client, the Client will pay the fee invoice within 30 days of receipt.
14. If this Agreement is terminated by either of the Parties any Services not completed within the notice period will be paid to the Consultant by the Client on a pro rata basis agreed to by the Parties.
15. The Consultant may impose an additional fee on an invoice not paid within 30 days equal to an annual interest rate of 10% on the outstanding amount.

## **REIMBURSEMENT OF EXPENSES**

16. Unless agreed otherwise by the Parties, the fees paid by the Client to the Consultant for the Services under this Agreement include all expenses incurred by the Consultant.
17. No claim for reimbursement of expenses by the Consultant will be paid by the Client without pre-approval by the Client in writing.

## **CONFIDENTIALITY**

18. Confidential information (the "Confidential Information") refers to any data or information relating to the business of the Client which would reasonably be considered to be proprietary to the Client including, but not limited to, accounting records, business processes, and client records and that is not generally known in the industry of the Client and where the release of that Confidential Information could reasonably be expected to cause harm to the Client.
19. The Consultant agrees that they will not disclose, divulge, reveal, report or use, for any purpose, any Confidential Information which the Consultant has obtained, except as authorised by the Client or as required by law. The obligations of confidentiality will apply during the Term and will survive indefinitely upon termination of this Agreement.
20. All written and oral information and material disclosed or provided by the Client to the Consultant under this Agreement is Confidential Information regardless of whether it was provided before or after the date of this Agreement or how it was provided to the Consultant.

## **OWNERSHIP OF INTELLECTUAL PROPERTY**

21. All intellectual property and related material (the "Intellectual Property") that is developed or produced by the Consultant under this Agreement is owned by the Client for the exclusive purpose of fulfilling its ongoing responsibilities.
22. Distribution and copyright of Intellectual Property produced by the Consultant under this agreement are reserved by the Client for the exclusive purpose of fulfilling its ongoing responsibilities.



## **RETURN OF PROPERTY**

23. Upon the expiry or termination of this Agreement, the Consultant will return to the Client any property, documentation, records, or Confidential Information which is the property of the Client.

## **INDEPENDENT CONTRACTOR**

24. In providing the Services under this Agreement, the Client acknowledges the Consultant is acting as an independent consultant and not as an employee.
25. The Parties acknowledge that this Agreement does not create a partnership or joint venture between them and is exclusively for the provision the Services.

## **EQUIPMENT**

26. Except as otherwise provided in this Agreement, the Consultant will provide at the Consultant's own expense, any equipment, software, materials and any other supplies necessary to deliver the Services in accordance with the Agreement.

## **CONFLICT OF INTEREST**

27. The Consultant warrants that, other than as previously declared in writing to the Client at the commencement of this Agreement, no actual, perceived or potential conflicts of interest exist, or are anticipated, relevant to the Consultant's provision of the Services under this Agreement.
28. For the avoidance of any doubt, the Client considers a conflict of interest to include (but not be limited to) the provision of design services or other related advice to lot owners, builders or other designers (**Third Party**) within the Residential Zone of Sanctuary Cove Resort.
29. As soon as the Consultant becomes aware that an actual, perceived or potential conflict has arisen or is likely to arise, the Consultant will:
- a) immediately notify the Client;
  - b) promptly provide the Client with all relevant information relating to the conflict; and
  - c) comply with any requirements notified by the Client to resolve or otherwise manage the conflict (which may include refusing or ceasing to provide any services or advice to the Third party).
30. As soon as practicable after disclosing any actual, perceived or potential conflict verbally, the Consultant must provide detailed written confirmation to the Client setting out the conflict.
31. If the Consultant fails to notify the Client as set out in this clause or does not comply with the Client's reasonable requirements to resolve or manage the conflict, the Client may terminate this Agreement immediately.

## **REPRESENTATIVES**

32. Unless the Parties agree otherwise the Consultant's representative that will be responsible for providing the Services under this Agreement will be Michael Jullyan. The Client's representative will be the General Manager or a delegated alternative in the absence of the General Manager.

## **NOTICE**

33. All notices, requests, demands or other communications required or permitted by the terms of this Agreement will be given in writing and delivered to the Parties at the following addresses:
- a) Sanctuary Cove Principal Body Corporate  
c/- The General Manger, Sanctuary Cove Community Services Limited  
Shop 1A, Building 1, Masthead Way, Sanctuary Cove QLD 4212  
[psc@scove.com.au](mailto:psc@scove.com.au)
  - b) Michael Jullyan  
Think Tank Architects Pty Ltd  
6/70 Bay Terrace, Wynnum, QLD, 4178  
[michael@ttarchitects.com.au](mailto:michael@ttarchitects.com.au)

or to such other address as the Parties may from time to time notify.

#### **INDEMNIFICATION**

34. The Consultant shall indemnify, defend, and hold the Client harmless from and against any and all claims, liabilities, damages, losses, costs, and expenses (including reasonable legal fees) arising out of or in connection with the Consultant's negligence, breach of this Agreement, or conduct that is contrary to the Code of Practice for Architects in Queensland.

#### **INSURANCE**

35. The Consultant must secure and at all times maintain professional indemnity insurance for the term of this Agreement. Further, the Consultant must provide proof of such an insurance policy to the Client upon request.

#### **MODIFICATION OF AGREEMENT**

36. Any amendment or modification of this Agreement or additional obligation assumed by either Party in connection with this Agreement will only be binding if evidenced in writing signed by each Party or an authorised representative of each Party.

#### **TIME OF THE ESSENCE**

37. Time is of the essence in this Agreement. No extension or variation of this Agreement will operate as a waiver of this provision.

#### **ASSIGNMENT**

38. The Consultant will not voluntarily, or by operation of law, assign or otherwise transfer its obligations under this Agreement without the prior written consent of the Client.

#### **ENTIRE AGREEMENT**

39. There shall be no representation, warranty, collateral agreement or condition affecting this Agreement except as expressly provided in this Agreement.

#### **INTERPRETATION**

40. Headings are inserted for the convenience of the Parties only and are not to be considered when interpreting this Agreement.
41. Words in the singular mean and include the plural and vice versa. Words in the masculine mean and include the feminine and vice versa.

#### **GOVERNING LAW**

42. This Agreement will be governed by and construed in accordance with the laws of the State of Queensland.

#### **SEVERABILITY**

43. In the event that any of the provisions of this Agreement are held to be invalid or unenforceable in whole or in part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of this Agreement.

#### **WAIVER**

44. The waiver by either Party of a breach, default, delay or omission of any of the provisions of this Agreement by the other Party will not be construed as a waiver of any subsequent breach of the same or other provisions.

**EXECUTED AS AN AGREEMENT**

**The Common Seal Sanctuary Cove Principal Body Corporate** was hereunto affixed in the presence of

\_\_\_\_\_  
AFFIX SEAL HERE

**Executed by Think Tank Architects Pty Ltd ACN 110 893 493** in accordance with section 127 of the *Corporations Act 2001* (Cth)

\_\_\_\_\_  
Secretary Name

\_\_\_\_\_  
Secretary Signature

\_\_\_\_\_  
Executive Committee Member Name

\_\_\_\_\_  
Executive Committee Member Signature

\_\_\_\_\_  
Director Name

\_\_\_\_\_  
Director Signature

\_\_\_\_\_  
Director/Secretary Name

\_\_\_\_\_  
Director/Secretary Signature

**Schedule 1 – Fees**

<b>Rate by Type</b>	<b>First Submission</b>	<b>Second Submission</b>
1. New House and Major Alterations	\$750	\$350
2. Minor Alteration	\$450	\$250
3. Minor Additions <ul style="list-style-type: none"> <li>● Decks</li> <li>● Screened Enclosures</li> <li>● Roofed Shade Structures</li> </ul>	\$300	\$150
4. Minor External Works <ul style="list-style-type: none"> <li>● Pool</li> <li>● Landscaping</li> <li>● Colours</li> <li>● Artificial Turf</li> </ul>	\$200	\$100

<b>Other Rates</b>	<b>Amount</b>
6. Each Hour (by approval in advance)	\$300
7. Each Preliminary Lot Assessment	\$300
8. Each Monthly ARC Meeting	\$300

Note:

- a. Virtual attendance at ARC meetings may be by Teams or Zoom.
- b. The fees include any travel time or associated costs.

## Schedule 2 – Definitions

Assessment Report	means a report prepared by the Consultant on a Development Application for compliance with the DCBLs.
DCBLs	means the current Stage 1 Development Control By-Laws created under the <i>Sanctuary Cove Resort Act 1985</i> (Qld).
Development Application	means an application received by the Client from a lot owner for Development Work in the Residential Zone.
Development Work	has the meaning given to this term in the DCBLs.
Residential Zone	has the meaning given to this term in the <i>Sanctuary Cove Resort Act 1985</i> (Qld).

**Schedule 3 – Example Assessment Report**

SANCTUARY COVE - STAGE 1  
EXECUTIVE ARCHITECT REVIEW



Assessed to: Sanctuary Cove Stage 1 Development Control Bylaws 2023

DATE:	30.1.25
PROJECT:	New house and Pool
ADDRESS:	[REDACTED]
RPD:	[REDACTED]
OWNER:	[REDACTED]
PRECINCT:	Precinct 1
ALLOTMENT TYPE:	Zero Line Lot
SITE AREA:	1284.99sqm
PLANS REFERENCED	RKD [REDACTED] BA1C,2C,2.1C,2.4C,2.5C,2.6C,3C,4B,4.1B, 4.2A,4.3B,4.4B,4.5B5B,5.1B9B,9.2B
SUBMISSION #	1

PO Box 5129  
Manly QLD  
Australia 4179  
Ph: (07) 3348 3727  
Fx: (07) 3396 1719  
Email: michael@ttarchitects.com.au  
ACN: 110893493

CRITERIA	ALLOWED	PROPOSED	COMMENTS
<b>2.2.1 PRINCIPAL STRUCTURES RESIDENTIAL LOT</b>	1	1	Compliant
<b>2.3.2 PRINCIPAL STRUCTURE HEIGHT</b> Precinct 1	(THE LESSER OF) 1S/5.5m	1S/5.5m BRL=4.1 Max height RL 9.6	Compliant
<b>2.3.4 SECONDARY STRUCTURES</b>	1S/4.5m 1S/3m	Nil	
<b>2.4.2 LOT COVERAGE</b> Precinct 1	45%	44.88%	Compliant
<b>2.5.2 FLOOR SPACE RATIO</b> Precinct 1	55%	38.7%	Compliant
<b>2.6.1 THOROUGHFARE BUILDING LINE</b> (a) thoroughfare not less than 18m (b) thoroughfare 16-18m (c) thoroughfare 14-16m (d) thoroughfare 6-14m	8.0m 6.0m 5.0m 6.0m	12.371m	Compliant
<b>2.6.2 THOROUGHFARE BUILDING LINE</b> <b>SECONDARY STRUCTURES</b>	4.0m	Nil	NA
<b>2.6.4 THOROUGHFARE BUILDING</b> <b>SECONDARY STRUCTURE WITHIN 1.5M OF</b> <b>SIDE BOUNDARY</b> (a) must be 1m behind any neighbouring structure (b) access must be from the side and front requires landscape screening (c) must be of similar material, roof, height and colors as neighbouring building		Nil	NA
<b>2.6.5 FRONT FAÇADE ARTICULATION</b> Thoroughfare facing wall		6.46m	Compliant



Maximum 10m length 1m minimum step 2.5m minimum separation			
<b>2.7.1 SIDE BOUNDARY BUILDING LINE</b>  up to 4.5m above natural ground level from 4.5-7.5m above natural ground level from 7.5-10.5m above natural ground level from 10.5-12m above natural ground level	1.5m 2.0m 2.5m 3.0m	1.5m to screen  3m to wall	Compliant
<b>2.7.2 GARAGE LOCATED WITHIN 1.5M OF SIDE BOUNDARY</b> Maximum height above natural ground No openings in wall facing boundary Maximum wall length Is of fire rated construction No structures within 1.5m on adjacent property	4.5m  9m	Nil	NA
<b>2.7.3 ZERO LINE LOT</b> Max 12m before 500mm step and 3m separation 6sqm courtyard min 1.5m dimension Upper level windows screened within 2m of side boundary		12.330m wall length	Not compliant – minor relaxation of max wall length required – Recommended for consideration due to minor nature
<b>2.7.4 ZERO LINE LOT OPPOSITE BOUNDARY</b> 3m setback maximum 5m height 3.5m setback over 5m to 8 height 4m setback over 8m to 11m height 4.5m setback over 11m		3m to wall 1.5m to screens	ARC to discuss whether screens are to be assessed.
<b>2.7.7 SECONDARY STRUCTURES WITHIN 1.5M OF SIDE BOUNDARY</b> Max 4m for opposite side boundary Max 12m for zero lot boundary <b>2.7.8 EXTERNAL WALL FACING SIDE BOUNDARY</b> Max 12m length Minimum 1m step Minimum 3m separation between 12m walls		Nil	NA
<b>2.7.10 SIDE BUILDING LINE RENOVATIONS</b> Renovation or replacement of existing walls to maintain existing side building line		New build	NA
<b>2.8.1 REAR BUILDING LINE</b> (b) Abuts body of water	6.0m	7.033m	Compliant
<b>2.8.3 REAR BUILDING LINE SHADE STRUCTURES OR SIMILAR</b> Side setback Rear setback Maximum height Maximum length	1.5m 1.5m 3m 50% of rear boundary	Nil	NA
<b>2.8.5 REAR WALL ARTICULATION</b> Max wall length Minimum wall step Minimum wall separation	10m 1.5m 5m	7.55m	Compliant

<b>2.9.1 CAR SPACE PROVISION</b> -enclosed spaces 6x3m	2	6	Compliant
<b>2.9.2 CAR SPACE PROVISION</b> -designated parking spaces 5.4m x 2.6m	2	2	Compliant
<b>2.9.3 DRIVEWAY FINISH</b>	Masonry paving or exposed agg, stone tiles non slip finish	Cobble paver	Compliant
<b>2.9.5 DRIVEWAYS</b> One driveway max width Two driveways max width Frontage is less than 11m max width Driveway max 50% of frontage	7m 3.5m 5.5m	1@4m	Compliant
<b>2.10.4 FINISHED FLOOR LEVELS</b> Min 0.23 above NGL Max 0.5m above NGL		NGL ranges from RL 3.6-4 before batterzone. House floor RL 4.3 indicating courtyards could be circa RL4.2 and possible 600mm above ground.	<b>Not compliant</b>  <b>Requires condition not to raise NGL more than 500mm within 1.5m of side boundary</b>  <b>Pool concourse to be re-designed</b>
<b>2.11.4 FENCES</b> On Conventional Lots  Side and rear fence from front setback line to rear boundary Painted tilt slab or rendered masonry 2m high above natural ground except Cannot be used as retaining walls  Batter zone, adjacent golf or water body 1.2m black flat top aluminium pool fence  Front fence 2m high above natural ground Face brickwork or rendered and painted masonry Min 2.5m from back of kerb May include open metal work with 400mm solid base		2m high brick with metal panels	Compliant  <b>Condition side fences to remain or be compliant with DCBLs</b>
<b>2.11.5 SWIMMING POOL FENCES</b>	in accordance with req. of local authority		Requires condition
<b>2.12.1(a) EXTERIOR FINISH</b> any or a combination of glazing face brick stone rendered masonry timber or other approved light weight material applied monolithic fine textured finish off form concrete			Compliant

any other approved good quality material			
<b>2.12.1(b) HOUSING GROUPS</b> Must be matching colors and materials, finishes and detailing		Nil	NA
<b>2.12.2 EXTERIOR COLOURS</b> light subdued colours, whites, greys, muted mid earth tones. Vibrant colours, charcoal and black permitted in small areas		Off white brick and render  <b>Black roof</b>	Compliant  <b>Not compliant</b>
<b>2.12.3 FASCIA, TRIM, EXPOSED METALWORK</b> painted or stained timber painted or powder coated metal high quality metal finish ie copper SS zinc		No info	TBC
<b>2.12.4 FASCIA, TRIM, EXPOSED METALWORK COLOUR</b> co-ordinated with the principal structure		No info	TBC
<b>2.12.5 ROOF OF PRINCIPAL STRUCTURE AND SECONDARY STRUCTURES</b> finished metal clay or concrete tiles concrete slab other approved high quality finished		Concrete tiles	Compliant
<b>2.14.3 OPEN ROOFED STRUCTURES</b> Max 30sqm Min 1.5m side and rear setback Min 1.5m separation to principal structure Max 3.5m height above natural ground Design compatible with Principle Structure		Nil	NA
<b>2.15.3 LANDSCAPING MUST NOT INTERFERE WITH AMENITY OF ADJACENT LOTS OR COMMON AREAS</b>		No info	TBC
<b>2.15.6 FINISHED FLOOR/GROUND LEVELS</b> Max 0.5m above natural ground within 1.5m of side boundary		NGL ranges from RL 3.6-4 before batterzone. House floor RL 4.3 indicating courtyards could be circa RL4.2 and possible 600mm above ground.	<b>Not compliant</b>  <b>Requires condition not to raise NGL more than 500mm within 1.5m of side boundary</b>  <b>Pool concourse to be re-designed</b>
<b>2.15.8 RETAINING WALLS</b> Maximum 1m high Painted rendered masonry, concrete or rockwork		Rear pool wall 1.61m	<b>Not compliant</b>
<b>2.15.10 OPEN VOID AREA UNDER DECKS</b> 50% screened with decorative battens and shrubs		Solid	<b>Not compliant</b>
<b>2.15.13 LANSACPE OPEN SPACE</b> Minimum 30% of residual area	173sqm of soft scape required	No info	TBC
<b>2.15.15 Plant Palette</b> All plants are preferred to be selected from the Sanctuary Cove Planting Palette		No info	TBC

Plants must not be on the Noxious Plants list			
<b>2.15.19 SERVICE CONDUIT</b> 150 diameter/500mm inside kerb/300mm depth		No info	TBC
<b>2.16.1 SWIMMING POOL SETBACKS</b> as measured to waters edge - side or rear boundary - abutting water	1.5m 2.5m	1.7m to water	Not compliant
<b>2.16.3 POOL HEIGHT</b> Pools 500mm above natural ground Must be screened Must have concealed plumbing Must be concrete		No screening	Not compliant - requires planting
<b>2.16.5 SWIMMING POOL FILTER PUMP</b> minimum setback 2m from boundary of adjoining premises and be fully enclosed	2m	yes	Compliant
<b>2.18.1 EXTERNAL METERS, HWU AND SERVICES</b> must be fully screened or enclosed		yes	Compliant
<b>2.18.2 GARBAGE BIN ENCLOSURE</b> Fully screened Accessible from street Maximum 12m from front boundary		yes	Compliant
<b>2.18.5 ADDRESS NUMBERS</b> min. 100mm/ max. 200mm Brass or similar material Not be painted Be illuminated or reflective			Requires condition
<b>2.18.6 LETTER BOX</b> complying with Aus Post req. accessible from secondary thoroughfare		yes	Compliant
<b>2.18.9(c) BATTER ZONE</b> Volumetric capacity of the entire batter zone may not be reduced		No calculation provided	TBC
<b>2.18.9(f) PERMITTED WITHIN 1.5M OF REVETMENT WALL</b> Loose paving elements Anchor and abutment blocks for pontoons Approved fences Plants and synthetic turf		Edge of stairs minor encroachment	To be redesigned
<b>2.19.2 PRIVACY FOR NEIGHBOURING LOTS</b> Without compromising its distant views where a Principal Structure overlooks a private open space or directly into an opening in an adjoining residence it must have 1.5m sill height Screening 75% closed Provide adequate screen planting			Compliant
<b>2.20 CHARACTER ZONES</b> Design must have consistent architectural theme, style and elements and comply with Character Zone Design Standards			NA
<b>STORMWATER CONNECTION</b> Stormwater is required to be connected to a legal point of discharge			Compliant
<b>2.21.1 RESTRICTIONS</b> Clothes line not to be visible Mirror glass not permitted Signage not permitted Secondary Structure with out Principal Structure			Compliant
<b>NOTIFIABLE APPLICATION REQUIRED</b>		No	

NOTES	ARC to discuss screen setback, roof colour , retaining wall screening, side wall articulation.  Additional information and changes to plans required
RECOMMENDATIONS	Not recommended for approval

SYNTHETIC TURF CRITERIA	ALLOWED	PROPOSED	COMMENTS
No artificial turf on secondary thoroughfare			
Transition zone provided between secondary thoroughfare and artificial turf			
Top dressed with 15-20mm of fine washed sand			
Drainage to artificial turf provided			
Subgrade – 60-80mm aggregate and sand mix			
Pile height	40mm		
Colour – EG field /olive green or equal			
Yarn stitch rate	17/100		
Warranty	10 year min		
UV stability			
NOTES			
RECOMMENDATIONS			

Signed: **Mr Michael Jullyan** B.App.Sc.BE B.Arch ARAIA



## PUMP STATION - ACCESS SYSTEM UPGRADE

<b>DISTRIBUTION:</b> PBC	<b>ATTACHMENTS:</b> 4	<b>DATE:</b> Feb 2025
<p><b>RESOLVED</b> The PBC agrees to expend \$60,934.50 Inc GST, plus a 10% contingency in the amount of \$6,093.45 Inc GST for the engagement of Mass Products for costs associated to upgrade the pit access systems for sewer pump stations 9, 10, 13 &amp; 19. Funds to be expensed from the Sinking Fund – Pumps – 22312.</p> <p>And further notes that maintaining consistency in access lid equipment across the site is essential for operational efficiency, compatibility, and long-term cost management. As a result, only one (1) quote was obtained from the appropriate supplier. The PBC approves the reduction in the required number of quotes to be obtained from thee (3) to one (1).</p>		

### Objective

To upgrade the lids and access systems at the pump stations to ensure a safe working environment for maintenance personnel and to comply with all relevant WHS standards and legislation. This includes meeting the requirements outlined in the amended version of AS 3996- 2019 — Access Covers and Grates, which sets standards for access covers and grates used in both vehicular and pedestrian areas.

### Background

During routine site inspections and a risk assessment of the removal and replacement of sewer pumps from pits, it was observed that a high percentage of the current sewer pump stations at Sanctuary Cove no longer meet relevant WHS standards and need to be replaced or upgraded to ensure a safe working environment.

The existing risks when working over non-compliant sewer pits include:

- Potential falls from heights
- Confined space work hazards
- Risk of electrical shock
- Biological/atmospheric hazards

The proposed pit access system includes grates that, when the lids are opened, prevent falls into the sewer pump wet well and valve dry well, effectively eliminating the serious risk of injury or fatality to workers.



## PUMP STATION - ACCESS SYSTEM UPGRADE

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Please see below photos of recommended pit access system.



### Scope of works

The perimeters of Pump Stations 9 and 10 are enclosed by block retaining walls, while Pump Station 13 is obstructed at the rear by garden beds, limiting safe access to one side and the rear of the stations. This restricted space creates a significant safety hazard and makes it challenging for operators to open the covers. Pump Station 19, located at the end of Casey's Road on a public footpath, has raised hinges that present a trip hazard for pedestrians.

In addition to these access challenges, these pump stations are at risk due to the lack of fall protection when the lids are open or in the process of being opened. To mitigate this, a minimum 600mm walkway clearance around the covers is required for safety.

The works at each location will consist of the following:

- Removal and disposal of existing lids and frames.
- Supply and installation of aluminium access covers, including:
  - Angle frame
  - 316 stainless steel hinges and hardware
  - Rubber seal to mitigate odour and water intrusion
  - Recessed lockbox with 90° lock
  - Recessed lifting handle, under 16kg lifting weight
  - Anti-slip coating (green colour)
  - Class A (pedestrian) load rating
  - Hinged protective grating panels powder-coated (safety yellow)
  - 316 stainless steel mounting fixings
  - Bituminous coating on the underside of the frame
- Supply and installation of new pump guide rail brackets.



## PUMP STATION - ACCESS SYSTEM UPGRADE

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### Pricing

Mass Products previously installed upgraded access systems at five other sewer pit locations across the site, delivering significant cost savings compared to other quotes received at that time. They have established themselves as a trusted supplier, consistently providing high-quality solutions on time and within budget. Their strong track record in successfully completing similar projects makes them a reliable choice for this upgrade.

Prices are listed as ex GST.

Contractor	Quote – Cost
Mass Products Quotation Q 01294	\$13,245.00
Mass Products Quotation Q 01295	\$12,880.00
Mass Products Quotation Q 01324	\$16,370.00
Mass Products Quotation Q 01325	\$12,900.00
<b>Total</b>	<b>\$55,395.00</b>

### Attachments

1. Mass Products - Quotation Q01249
2. Mass Products - Quotation Q01295
3. Mass Products - Quotation Q01234
4. Mass Products - Quotation Q01225



- 1/38 Export Drive, Molendinar QLD 4214
- PO Box 876, Main Beach QLD 4217
- T: 1300 191 960
- enquiries@massproducts.com.au



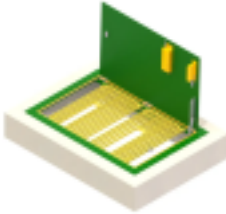
Mass Products Pty Ltd ABN 60 150 638 154

To: **Sanctuary Cove Body Corporate Pty Ltd**  
 Attention: Peter Gannon  
 Phone: 07 5500 3333  
 Project: Sanctuary Cove - PS10

- Date 17/01/2025
- Quoted by Adam McKinley
- Terms 30 days
- Valid 30 days from date
- Delivery Installed

Ref No	Part Description	Qty	Price	GST	Total
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06238	Sanctuary Cove - PS10 Wet Well MPLP-1 - 0935x1250 (Drop in)	1.0	\$5490.00	\$549.00	\$6039.00
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Notes:  
 Series MP-LP 1 Low Profile Drop-In Frame  
 Aluminium Access Cover Series MP-LP 1-Lid opening with 2 grates

Aluminium Access Covers to include the following:  
 Angle frame, 316 s.stl hinges & hardware, rubber seal to mitigate odour & water intrusion, recessed lockbox, 90deg. lock, recessed lifting handle, under 16kg lifting weight, anti-slip coating: colour green, Class (A) load rating.  
 Hinged protective grating panels powder coated: colour safety yellow, 316 s.stl mounting fixings if applicable. Bituminous coating on underside of frame.

Engineer certified design drawings available on request.  
 Lifetime guarantee on materials and/or workmanship.  
 Please note the above measurements are NOT actual Access Cover clear opening dimensions. They are the pit or rebate dimensions in which the Access Cover will drop into. Upon ordering please nominate fixing information.

06239	Sanctuary Cove - PS10 Valve Pit MPLP-1 - 0936x1254 (Drop in)	1.0	\$4880.00	\$488.00	\$5368.00
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Notes:  
 Series MP-LP 1 Low Profile Drop-In Frame  
 Aluminium Access Cover Series MP-LP 1-Lid opening

Aluminium Access Covers to include the following:  
 Angle frame, 316 s.stl hinges & hardware, rubber seal to mitigate odour & water intrusion, recessed lockbox, 90deg. lock, recessed lifting handle, under 16kg lifting weight, anti-slip coating: colour green, Class (A) load rating.  
 Hinged protective grating panels powder coated: colour safety yellow, 316 s.stl mounting fixings if applicable. Bituminous coating on underside of frame.

Engineer certified design drawings available on request.  
 Lifetime guarantee on materials and/or workmanship.  
 Please note the above measurements are NOT actual Access Cover clear opening dimensions. They are the pit or rebate dimensions in which the Access Cover will drop into. Upon ordering please nominate fixing information.

06240	Sanctuary Cove - PS10 Installation	1.0	\$2875.00	\$287.50	\$3162.50
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Notes:  
 2 Technicians and Crane Truck  
 Removal and disposal of 2 existing covers  
 Installation of 2x new access covers  
 Supply and install 2x new pump rail guides

■ Notes:

TOTAL EX GST: \$13245.00  
GST: \$1324.50  
**TOTAL PRICE: \$14569.50**

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Terms:

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- PO Box 876, Main Beach QLD 4217
- T: 1300 191 960
- enquiries@massproducts.com.au



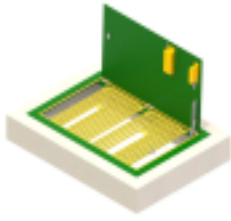
Mass Products Pty Ltd ABN 60 150 638 154

To: **Sanctuary Cove Body Corporate Pty Ltd**  
 Attention: Peter Gannon  
 Phone: 07 5500 3333  
  
 Project: Sanctuary Cove - PS09

- Date 17/01/2025
- Quoted by Adam McKinley
- Terms 30 days
- Valid 30 days from date
- Delivery Installed

Ref No	Part Description	Qty	Price	GST	Total
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06236	Sanctuary Cove - PS09 Wet Well MPLP-1 - 0950x1260 (Drop in)	1.0	\$5560.00	\$556.00	\$6116.00
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Notes:  
 Series MP-LP 1 Low Profile Drop-In Frame  
 Aluminium Access Cover Series MP-LP 1-Lid opening with 2 grates

Aluminium Access Covers to include the following:  
 Angle frame, 316 s.stl hinges & hardware, rubber seal to mitigate odour & water intrusion, recessed lockbox, 90deg. lock, recessed lifting handle, under 16kg lifting weight, anti-slip coating; colour green, Class (A) load rating.  
 Hinged protective grating panels powder coated: colour safety yellow, 316 s.stl mounting fixings if applicable. Bituminous coating on underside of frame.

Engineer certified design drawings available on request.  
 Lifetime guarantee on materials and/or workmanship.  
 Please note the above measurements are NOT actual Access Cover clear opening dimensions. They are the pit or rebate dimensions in which the Access Cover will drop into. Upon ordering please nominate fixing information.

06237	Sanctuary Cove - PS09 Valve Pit MPLP-1 - 0950x1247 (Drop in)	1.0	\$4930.00	\$493.00	\$5423.00
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Notes:

06241	Sanctuary Cove - PS09 Installation	1.0	\$2390.00	\$239.00	\$2629.00
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Notes:  
 2 Technicians and Crane Truck  
 Removal and disposal of 2 existing covers  
 Installation of 2x new access covers

■ Notes:

TOTAL EX GST: \$12880.00  
GST: \$1288.00  
**TOTAL PRICE: \$14168.00**

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- T: 1300 191 960
- enquiries@massproducts.com.au



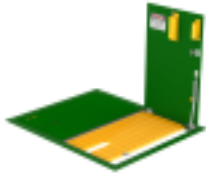
Mass Products Pty Ltd ABN 60 150 638 154

To: **Sanctuary Cove Body Corporate Pty Ltd**  
 Attention: Peter Gannon  
 Phone: 07 5500 3333  
 Project: Sanctuary Cove - PS19

- Date 04/02/2025
- Quoted by Adam McKinley
- Terms 30 days
- Valid 30 days from date
- Delivery Installed

Ref No	Part Description	Qty	Price	GST	Total
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06461	Sanctuary Cove - PS19 Wet Well MPLP-2 - 0950x1470 (Drop in)	1.0	\$6990.00	\$699.00	\$7689.00
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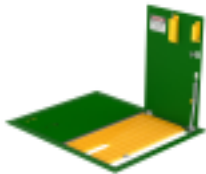


Notes:  
 Series MP-LP 2 Low Profile Drop-In Frame  
 Aluminium Access Cover Series MP-LP 2-Lid opening

Aluminium Access Covers to include the following:  
 Angle frame, 316 s.stl hinges & hardware, rubber seal to mitigate odour & water intrusion, recessed lockbox, 90deg. lock, recessed lifting handle, under 16 kg lifting weight, anti-slip coating: colour green, Class (A) load rating.  
 Hinged protective grating panels powder coated: colour safety yellow ,316 s.stl mounting fixings if applicable. Bituminous coating on underside of frame

Engineer certified design drawings available on request.  
 Lifetime guarantee on materials and/or workmanship.  
 Please note the above measurements are NOT actual Access Cover clear opening dimensions. They are the pit or rebate dimensions in which the Access Cover will drop into. Upon ordering please nominate fixing information.

06462	Sanctuary Cove - PS19 Valve Pit MPLP-2 - 0950x1470 (Drop in)	1.0	\$6990.00	\$699.00	\$7689.00
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Notes:  
 Series MP-LP 2 Low Profile Drop-In Frame  
 Aluminium Access Cover Series MP-LP 2-Lid opening

Aluminium Access Covers to include the following:  
 Angle frame, 316 s.stl hinges & hardware, rubber seal to mitigate odour & water intrusion, recessed lockbox, 90deg. lock, recessed lifting handle, under 16 kg lifting weight, anti-slip coating: colour green, Class (A) load rating.  
 Hinged protective grating panels powder coated: colour safety yellow ,316 s.stl mounting fixings if applicable. Bituminous coating on underside of frame

Engineer certified design drawings available on request.  
 Lifetime guarantee on materials and/or workmanship.  
 Please note the above measurements are NOT actual Access Cover clear opening dimensions. They are the pit or rebate dimensions in which the Access Cover will drop into. Upon ordering please nominate fixing information.

06463	Sanctuary Cove - PS19 Installation	1.0	\$2390.00	\$239.00	\$2629.00
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Notes:  
 2 Technicians and Crane Truck  
 Removal and disposal of 2 existing covers  
 Installation of 2x new access covers

■ Notes:

TOTAL EX GST: \$16370.00  
GST: \$1637.00  
**TOTAL PRICE: \$18007.00**

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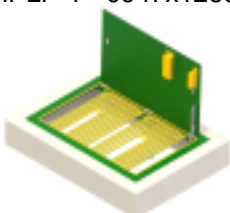


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- PO Box 876, Main Beach QLD 4217
- T: 1300 191 960
- enquiries@massproducts.com.au



Mass Products Pty Ltd ABN 60 150 638 154

To: **Sanctuary Cove Body Corporate Pty Ltd**  
 Attention: Peter Gannon  
 Phone: 07 5500 3333  
 Project: Sanctuary Cove - PS13

- Date 04/02/2025
- Quoted by Adam McKinley
- Terms 30 days
- Valid 30 days from date
- Delivery Installed

Ref No	Part Description	Qty	Price	GST	Total
06465	Sanctuary Cove - PS13 Wet Well MPLP-1 - 0947x1260 (Drop in)  <p>Notes:                      Series MP-LP 1 Low Profile Drop-In Frame                      Aluminium Access Cover Series MP-LP 1-Lid opening with 2 grates</p> <p>Aluminium Access Covers to include the following:                      Angle frame, 316 s.stl hinges &amp; hardware, rubber seal to mitigate odour &amp; water intrusion, recessed lockbox, 90deg. lock, recessed lifting handle, under 16kg lifting weight, anti-slip coating: colour green, Class (A) load rating.                      Hinged protective grating panels powder coated: colour safety yellow, 316 s.stl mounting fixings if applicable. Bituminous coating on underside of frame.</p> <p>Engineer certified design drawings available on request.                      Lifetime guarantee on materials and/or workmanship.                      Please note the above measurements are NOT actual Access Cover clear opening dimensions. They are the pit or rebate dimensions in which the Access Cover will drop into. Upon ordering please nominate fixing information.</p>	1.0	\$5560.00	\$556.00	\$6116.00
06464	Sanctuary Cove - PS13 Valve Pit MPLP-1 - 0945x1260 (Drop in)  <p>Notes:                      Series MP-LP 1 Low Profile Drop-In Frame                      Aluminium Access Cover Series MP-LP 1-Lid opening</p> <p>Aluminium Access Covers to include the following:                      Angle frame, 316 s.stl hinges &amp; hardware, rubber seal to mitigate odour &amp; water intrusion, recessed lockbox, 90deg. lock, recessed lifting handle, under 16kg lifting weight, anti-slip coating: colour green, Class (A) load rating.                      Hinged protective grating panels powder coated: colour safety yellow, 316 s.stl mounting fixings if applicable. Bituminous coating on underside of frame.</p> <p>Engineer certified design drawings available on request.                      Lifetime guarantee on materials and/or workmanship.                      Please note the above measurements are NOT actual Access Cover clear opening dimensions. They are the pit or rebate dimensions in which the Access Cover will drop into. Upon ordering please nominate fixing information.</p>	1.0	\$4950.00	\$495.00	\$5445.00
06466	Sanctuary Cove - PS13 Installation  <p>Notes:                      2 Technicians and Crane Truck                      Removal and disposal of 2 existing covers                      Installation of 2x new access covers</p>	1.0	\$2390.00	\$239.00	\$2629.00

■ Notes:

TOTAL EX GST:	\$12900.00
GST:	\$1290.00
<b>TOTAL PRICE:</b>	<b>\$14190.00</b>

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**CORRESPONDENCE  
FOR INFORMATION**

## ITEM 1

**stuart@shakespeares.info**

---

**From:** Shaun Clarke  
**Sent:** Friday, 14 February 2025 12:31 PM  
**To:** Stuart SHAKESPEARE  
**Cc:** Shanyn Fox; Paul Kernaghan  
**Subject:** Confidential: FTTH Project  
**Attachments:** Future of FTTH For Sanctuary Cove (2).pages; Untitled attachment 00404.htm

Stu,

As discussed last week Shanyn and I have drafted a Project Outline for the FTTH Review (attached below). We have also consulted with Henry in Mike's absence to ensure that the security team are on board from the start.

In crafting the Project Outline we have made a number of assumptions (for example the time available to us, and that the community internet spine and the security systems are not separable) which may need to be adjusted as we progress. The good news is that the system architecture mapping is further progressed than I thought and that there are several apparently suitable consulting entities we can quickly call in for assessment. I have taken the liberty of seconding Steve Kelly to the team as a temporary member of the Contracts Committee to provide some expert technical input. He will have to execute a confidentiality agreement at our first round table.

I have undertaken in the Project Outline to seek input from the community on the project, but as yet have not decided what form this might take. Don't want to start any major conflicts with folks who know the answer before the question is asked so suggestions are welcome. You will also note that the Project Outline is not overly proscriptive in detailing what we plan to do and that the commercial aspects of the future system are seemingly dealt with lightly. I want us to have some freedom in the fact gathering phase, the commercial questions will inevitably fall out as w progress.

Happy to entertain questions and suggestions from yourself and Paul and in particular how we obtain an imprimatur to get started.

Regards,

Shaun

**From:** [stuart](#)  
**To:** [Jodie Syrett](#)  
**Subject:** FTTH Project\_March EGM  
**Date:** Thursday, 20 March 2025 2:40:38 PM  
**Attachments:** [EXPRESSION OF INTEREST - FTTH CONSULTANCY SERVICES V2 - SS.docx](#)

---

Hi Jodie

Could you please include this email and the accompanying EOI document from the FTTH project team.

The FTTH project team propose to issue a general and a targeted EOI document (attached) to the IT community via appropriate publications and to 4 specific potential consultants to see who may be interested in providing services to the PBC on this project. The objective is to have interested parties submit capabilities and credentials, then get them in ASAP for a Q&A on the project while showing them details of what is in place now. Based on the feedback, the plan is to then develop a more rounded scope of works that can be used to send to tender for consulting services. Likely to be no more than 4 or 5 candidates at most. The objective is to get through the tender process quickly. Once we have the tenders in we can submit a proposal to the PBC to get the consultant engaged.

The project team is being led by the Contracts Subcommittee Chairman, Shaun Clark, who will attend the EGM to update MNs and attend a short Q&A session.

Regards  
Stuart Shakespeare  
PBC Chairman



## EXPRESSION OF INTEREST – CONSULTANCY SERVICES

### SANCTUARY COVE FIBRE-TO-THE-HOME (FTTH) NETWORK

**The Sanctuary Cove Principal Body Corporate (PBC) invites expressions of interest (EOIs) from qualified consultants to assist in evaluating the future of its established fibre-to-the-home (FTTH) network that provides essential communications and security services to the homeowners and other facilities in the Sanctuary Cove Resort.**

#### PROJECT OVERVIEW

Sanctuary Cove is a prestigious gated community on the northern Gold Coast, adjacent to Hope Island. Established in 1988, it is governed under its own enabling legislation, The Sanctuary Cove Resort Act 1985 (SCRA), as well as the Building Units and Group Titles Act 1980 (BUGTA).

In 2009, the community implemented an optical fibre network and associated hardware to connect its 1500+ residences and small number of other resort facilities, supporting:

- Security Services for emergencies and fire detection
- Free to Air TV
- Internet
- Phone and
- Foxtel (if connected through the FTTH line)

While the network continues to provide these services, key hardware components are becoming obsolete, presenting potential maintenance and service continuity risks in the foreseeable future.

To address this, the PBC has established an internal task group to investigate and recommend solutions for:

- The continued provision of current services
- Assess future service requirements for the medium and long term.

#### CONSULTANCY SCOPE & EXPECTATIONS

The selected consultant will:

- Assist in defining and documenting the current FTTH network.
- Refine the project scope by leveraging expertise in network design and development.
- Conduct a technical review and feasibility analysis of potential upgrade/replacement options.
- Work within the project's established timeline, with completion required by the end of 2025.
- Attend PBC meetings to present findings and respond to enquiries.

#### EOI SUBMISSION REQUIREMENTS

Interested parties should submit an Expression of Interest (EOI) that includes:

- ✓ Company capabilities statement
  - Recent service portfolios.



- Professional and client references relevant to similar works
- Relevant qualifications, accreditations, licenses, and certifications to demonstrate technical expertise, safety compliance, and industry standards.
- ✓ Key personnel assigned to the project, including their roles and experience.
- ✓ Estimated time commitment & milestones for progress reporting
- ✓ Preliminary cost estimates

### **NEXT STEPS**

Following the EOI review, shortlisted candidates will be invited to come in for discussions and submit a formal quotation, which will include:

- Finalise fees
- Details of the expert team assigned to the project
- A comprehensive project timeline with key deliverables
- A signed Confidentiality Agreement

### **SUBMISSION DETAILS**

All enquiries and Expressions of Interest (EOIs) must be submitted by Friday, 4th April 2025 to:

#### **Facilities Services Manager**

Sanctuary Cove Community Services Limited

Email: [Tenders@scove.com.au](mailto:Tenders@scove.com.au)

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We appreciate your interest and look forward to your contribution in shaping the future of Sanctuary Cove's communications and security network.



**DRAFT PROJECT OUTLINE**



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## PBC - FIBRE TO THE HOME (FTTH)

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### PROJECT SCOPE

The Scope of the Future FTTH Project is firstly to assess the current status of the installed physical architecture of the system spine (FTTH) providing internet and other related services to the residential community in Sanctuary Cove and Security systems/network, to analyse its dependencies, its deficiencies and potential to provide essential services to the community and potentially other related parties.

Secondly, the Project will assess the community's expectations and requirements and investigate economically viable alternatives for providing those services to the community. An accepted premise of the study is that the current system architecture is close to end of life and a decision on the way forward is urgent and essential.

### PROJECT TEAM

The proposed core team delivering the Project is;

Shaun Clarke	Chair - Contracts Sub-Committee
Shanyn Fox	Facilities Services Manager
Mike Telea	Security Operations Manager
Henry Poloai	Security Operations Supervisor

It is proposed that the community be canvassed to assess whether qualified and willing residents would be prepared to constructively contribute to the analysis. A maximum of two (2) such participants is envisaged. Adhoc input may be required by other members of Sanctuary Cove Community Services.

The Project Team will report to the Chair, Principal Body Corporate.

In addition, it is proposed to engage a suitably qualified external consultant to assist in advising on the adequacy of the current system architecture and future options for delivering the services deemed necessary and economically viable for the community and, potentially, its partners.

### PROJECT RESOURCES AND BUDGET

It is not proposed to offer emollients to residents who participate in or assist the project team. Community Services staff seconded to provide assistance will be remunerated through existing salary structures.

Funding for the proposed external consultant will be assessed when potential providers have submitted capability and costing proposals. A justified proposal will be submitted to the PBC EGM for approval before the chosen consultant is selected and engaged.

*At time of writing the Project Team has no estimate of possible costs for the consultant.*





# PBC - FIBRE TO THE HOME (FTTH)

## PROJECT TIMELINE

The timeline is currently driven by the expiry of the agreement with Opticomm, who holds the existing Network Management Agreement with the PBC. This agreement covers the maintenance of the current physical system/network and the provision of help desk services. The current term is set to expire in April 2026, with the option of a one-year extension.

The Project Team is aware that some components of the current physical system architecture are aging and nearing the end of their serviceable life. Several parts/components are no longer available for sourcing or servicing. However, it is understood that the system is not at risk of an imminent catastrophic failure, as redundancies are in place to ensure continued operation.

Proposed Key Dates:

Estimate	
April 2025	Proposal to the PBC re external consultant & budget
May 2025	Completion of Stage One and interim report to the PBC
August 2025	Completion of Stage Three and update report to the PBC
November 2025	Completion of Stage Four, presentation to the PBC, assess feedback
February 2026	Complete Stage 5 - Develop Implementation plan, EOIs, Tender docs etc
May 2026	Complete Stage 6 - Final proposal to PBC for approval
June 2026	Commence Stage 7 - Implementation of approved solution

## STAGED PROPOSAL

### STAGE ONE - WHERE WE ARE AT

1. Short History of Current FTTH Installation
2. Past Economics, Current Ownership and Financial Position
3. Current Operational Status
4. Current Scope of Installation
5. Current Dependencies
6. Current Services Supported/Offered to Client
7. Current System Performance

### STAGE TWO - WHERE WE WOULD LIKE TO BE

1. Current Technical Deficiencies in the Installation
2. Current deficiencies in the Service Offer to Client
3. Potential Additional/Enhanced Service Offering to Clients
4. Potential Impact of Current System Failure
5. Likelihood of Current System Failure
6. Is Current Structural Reach of The System Adequate
7. Potential Further Reach of System Architecture



### STAGE THREE - OPTIONS FOR THE FUTURE

1. What Features of System Architecture Are Critical to The Community
2. What Enhanced Features Could/Should Be Offered to The Community
3. What Options Are Available to Provide Critical/Enhanced Features to The SC Community
4. Cost Benefits Analysis Of Options (Capex/Opex)
5. Strategic Implications of Principal Options
6. Ownership and Funding Options

### STAGE FOUR - RECOMMENDATIONS TO THE PBC ON WAY(S) FORWARD/SEEK FEEDBACK

This stage will be built on the consultants' report provided to the Project Team and will present a set of recommendations to improve, upgrade, or adjust the current FTTH system. The focus will be on addressing gaps, enhancing system performance, and ensuring scalability for future needs. The recommendations will include ways to enhance the system's current capabilities, integrate new technologies, and ensure it can support both current and future needs. The goal is to provide the PBC with clear, actionable options that will help ensure the system's long-term efficiency and sustainability, while also fixing any current issues.

Secondly, seek feedback and assess the community's expectations and requirements and investigate economically viable alternatives for providing those services to the community. An accepted premise of the study is that the current system architecture is close to the end of life and a decision on the way forward is urgent and essential.

### STAGE FIVE - STRATEGY & TENDERING FOR AGREED RECOMMENDATIONS

Develop and execute a comprehensive strategy for implementing the approved recommendations, including the preparation and execution of the tendering process.

This stage involves defining clear timelines, resource allocation, and stakeholder responsibilities to ensure seamless project coordination. It includes drafting and issuing tender documentation, managing the tender process, evaluating submissions, and finalising contract awards.

### STAGE SIX - OBTAIN NECESSARY APPROVALS & BUDGET APPROVAL

To secure the necessary approvals and budget allocation for the project work, ensuring that all required authorisations are in place before moving forward with the project.

This stage focuses on aligning with the body corporate's governance processes, securing approval for proposed works, and ensuring that the budget is available, agreed upon and allocated accordingly.

### STAGE SEVEN - COMMENCE EXECUTION OF APPROVED SOLUTION/PROJECT WORKS

To initiate the execution of the agreed-upon solution and project work, ensuring that all project activities are carried out according to the approved scope, timeline, and budget. This stage focuses on the effective mobilisation of resources, coordination of project teams, and implementation of the approved strategy, with an emphasis on meeting quality standards and staying on track with the overall project goals.

## ITEM 2

**From:** [Caroline Tolmie](#)  
**To:** [Jodie Syrett](#)  
**Subject:** Resignation from the PBC  
**Date:** Friday, 21 February 2025 1:26:56 PM

---

Good Morning Jodie,

Could you please forward this to the PBC for me.  
Many thanks,  
Caroline

Good Afternoon Stuart and the PBC Committee,

As many of you are aware, Rob & I have sold our home at 4711 The Parkway, in Araucaria and it has now settled.

We will be leaving the Cove and returning to acreage on Tamborine Mountain in March.

We have made many life long friends in this beautiful community and I have thoroughly enjoyed representing Araucaria at the PBC as their Members Nominee and Chairman.

I also enjoyed my time serving on the EC and for my years as the Chairman of the ARC, which I resigned from last month.

The new Members Nominee and Chairman for Araucaria will be Maxine Monroe, who I brought along to the meeting last month.

I hope that Sanctuary Cove continues to thrive and grow.

With warm regards  
Caroline Tolmie

## **Appointment Announcement: Cassie McAuliffe – General Manager, Sanctuary Cove Community Services**

Following an extensive recruitment process, the Board are pleased to announce the appointment of Cassie McAuliffe as the new General Manager of Sanctuary Cove Community Services Limited. Cassie brings over 20 years of experience in asset management and body corporate roles, with a strong focus on premium properties within multi-layered schemes.

Throughout her career, Cassie has successfully managed high-profile developments, including new projects and complex mixed-use schemes. Most recently, she served as Asset Manager of Jewel, a \$1.3 billion, three-tower development comprising residential lots, retail outlets, and an international hotel. In this role, Cassie oversaw the transition from construction to full operational management, establishing key financial and operational frameworks to ensure long-term success.

Cassie has also played a pivotal role in the launch of multiple strata developments with Mirvac in Western Australia, spent seven years leading owner relations and strata management at Palazzo Versace, and worked extensively with developers of Hope Island Resort. Additionally, she recently consulted on a management rights bid for the Queens Wharf Residences at The Star in Brisbane.

A proven leader, Cassie has experience in developing and guiding high-performing teams, managing large operational budgets, and ensuring high-quality service delivery. With a deep understanding of governance, compliance, risk management, and customer relations, she has built a reputation for fostering strong professional relationships and delivering strategic outcomes.

We are optimistic that Cassie's expertise, leadership, and commitment to excellence will be a great asset to Sanctuary Cove Community Services. Cassie's role commences on Monday 3<sup>rd</sup> March 2025. Please join us in welcoming her to the team!



3 March 2025

Mrs Caroline Tolmie  
Transmission via email: 

Dear Caroline,

I hope this letter finds you well.

On behalf of the Sanctuary Cove Principal Body Corporate, I would like to express our sincere gratitude for your exceptional service on the Principal Body Corporate as a Member's Nominee.

Your dedication, hard work, and valuable insights have had a lasting impact on our community. Your presence is greatly missed around the committee table, and your friendship is truly valued.

Thank you for your contributions and for helping to make our community a better place. Wishing you and your family happiness and success in the years ahead.

Kind regards,



Mrs Cheryl McBride  
Secretary  
On behalf of the Sanctuary Cove Principal Body Corporate

**ITEM 5**



3 March 2025

Mr Richard Sherman

Transmission via email: \_\_\_\_\_

Dear Richard,

I hope this letter finds you well.

On behalf of the Sanctuary Cove Principal Body Corporate, I would like to express our sincere gratitude for your exceptional service on the Principal Body Corporate as a Member's Nominee.

Your dedication, hard work, and valuable insights have had a lasting impact on our community. Your presence is greatly missed around the committee table, and your friendship is truly valued.

Thank you for your contributions and for helping to make our community a better place. Wishing you and your family happiness and success in the years ahead.

Kind regards,

A handwritten signature in black ink that reads "C McBride".

Mrs Cheryl McBride

Secretary

On behalf of the Sanctuary Cove Principal Body Corporate

## ITEM 6

**From:** [Kara Roberts](#)  
**To:** [Stuart Shakespeare](#); [PBC](#)  
**Cc:** [Corey Rattray-Wood](#)  
**Subject:** RE: Media Release: 2025 Australian WPGA Championship & Gold Coast Festival of Golf Cancelled due to Cyclone  
**Date:** Tuesday, 4 March 2025 9:04:53 AM  
**Attachments:** [i](#)

---

Many thanks, Stuart.

### KARA ROBERTS

Marketing Manager / Mulpha Events Pty Ltd

OFFICE Jabiru House, P.O. Box 199, Sanctuary Cove QLD 4212

PHONE +61 7 5577 6106 MOBILE **0412 100 550**

EMAIL [Kara.Roberts@mulpha.com.au](mailto:Kara.Roberts@mulpha.com.au) WEB [www.mulphaevents.com.au](http://www.mulphaevents.com.au)

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On 4 Mar 2025, at 8:33 am, Kara Roberts <[Kara.Roberts@mulpha.com.au](mailto:Kara.Roberts@mulpha.com.au)> wrote:

Hi Stuart & Jodie,

I hope you're well!

Can we please ask for your assistance with distributing the below communications to owners and residents announcing the cancellation of the Australian WPGA Championship and Gold Coast Festival of Golf due to Cyclone Alfred.

Many thanks in advance for your assistance.

Kara

### KARA ROBERTS

Marketing Manager / Mulpha Events Pty Ltd

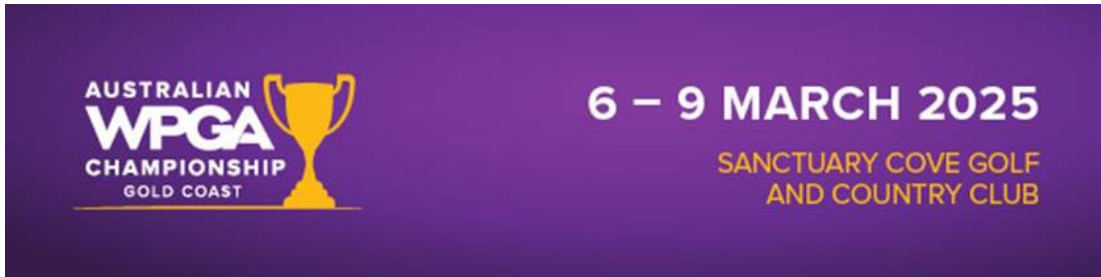


OFFICE Jabiru House, P.O. Box 199, Sanctuary Cove QLD 4212

PHONE +61 7 5577 6106 MOBILE **0412 100 550**

EMAIL [Kara.Roberts@mulpha.com.au](mailto:Kara.Roberts@mulpha.com.au) WEB [www.mulphaevents.com.au](http://www.mulphaevents.com.au)

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## MEDIA RELEASE: 2025 AUSTRALIAN WPGA CHAMPIONSHIP & GOLD COAST FESTIVAL OF GOLF CANCELLED DUE TO CYCLONE

For immediate release: Tuesday, March 4 2025

Following extensive consultation with all stakeholders, the 2025 Australian WPGA Championship and Gold Coast Festival of Golf have been cancelled due to the impending impact of Cyclone Alfred.

After monitoring weather forecasts and following dialogue with the Queensland Government, Gold Coast City Council, Mulpha Group, Sanctuary Cove Golf and Country Club and the Ladies European Tour, we have taken the unprecedented decision to cancel the event ahead of the first days play set to take place on Thursday.

With the predicted high rainfall, extreme winds and expected flooding, the decision has been made to ensure the safety of players, staff, fans and all stakeholders, which remains the priority.

Although supremely disappointing, all stakeholders now look ahead to 2026 with the tournament blueprint already in place to ensure we have an exciting Australian WPGA Championship and Gold Coast Festival of Golf.

---

**Jimmy Emanuel**

Corporate Communications Manager  
Golf Australia and PGA of Australia  
M: 0422 582 876  
E: [jimmy.emanuel@golf.com.au](mailto:jimmy.emanuel@golf.com.au)



---

**Our mailing address is:**  
Golf Australia and PGA of Australia  
Australian Golf Centre, Sandringham Golf Links, Cheltenham Road, Cheltenham 3192 |  
Victoria | Australia



4<sup>th</sup> March 2025

Dear Resident,

Extreme weather conditions are expected due to Cyclone Alfred, currently off the southeast Queensland coast. Please stay informed by monitoring official weather warnings, prepare your property accordingly, and follow safety recommendations.

Attached, you will find the **PBC Emergencies, Disasters, and Outages Guide** and the link to **Gold Coast City Council's latest communication** to assist you. Additionally, if you are aware of fellow residents who may require assistance, please try to offer help where possible. In case of an emergency, please contact:

- **000** for life-threatening situations
- **132 500** for storm-related emergency assistance

<https://dashboard.goldcoast.qld.gov.au/>

While Security Services 5500 3355 and the Body Corporate Office 5500 3333 can be reached, please be mindful that resources and telephone systems may be limited during this time.

A community centre is being considered to support residents immediately after the weather event. Further details will be provided as the situation develops.

Please take all necessary precautions and stay safe.

Regards  
Stuart Shakespeare  
PBC Chairman

## ITEM 8

**From:** [nominee Felicia](#)  
**To:** [Jodie Syrett](#)  
**Subject:** Relocation of Geese  
**Date:** Monday, 10 March 2025 3:03:41 PM

---

Hi Jodie

At the last PTBC EGM meeting a motion was proposed to relocate the geese from the area adjacent to The Parkway leading up to the main gates. The reason for the motion is that Mulpha will soon be commencing bulk earthworks over the entire area west of the Recreation Club site for the purpose of developing the General Residential Zone housing lots in this area.

During the earthworks period, and until the proposed water bodies are formed, Mulpha are proposing that the PTBC accept the relocation of the geese from this area (General Residential site - Fairways sub-division site) to the Primary Thoroughfare island reserve in the lake adjacent to Sanctuary Cove Blvd, at no cost to the PTBC (ie funded by Mulpha). Mulpha has sought advice from Biodiversity Australia with their recommendation that the geese be re-located to this nearby site and their opinion is that the island in the lake would be a suitable site as it's unlikely to have carnivorous predators, such as foxes, living on the island.

Biodiversity would relocate the birds to the island reserve and back again to the original location once the new water bodies and surrounding areas are suitable to do so.

At my suggestion, the motion was withdrawn pending my notification to the PBC that the geese were being relocated and that I considered it reasonable to support the motion at the next PTBC EGM.

Could you please include this email in Correspondence for Information at the forthcoming PBC EC and EGM meetings.

Regards

Stuart Shakespeare  
PBC Chairman

## ITEM 9

**From:** [nominee Felicia](#)  
**To:** [Jodie Syrett](#)  
**Subject:** February 2025 PTBC Motion 7\_Wildlife Management Contract  
**Date:** Monday, 10 March 2025 3:33:05 PM

---

Hi Jodie

At the last PTBC EGM the motion below was passed. I abstained on the basis that -

1. I had not received prior notification of this motion and was therefore unable to consult with the PBC on its contents.

2. My view expressed at the meeting, that the PTBC duties under the SCRA do not extend beyond the Primary Thoroughfare, therefore this motion may be invalid.

3. PBC MNs have expressed the view that the money spent on Corella Management to date has not reduced the number of birds markedly. In fact the numbers appear greater this season.

4. It may be more appropriate to have a multi-party agreement with Biodiversity on a proportionate basis that reflects the portion of responsibility of each party.

I will keep the PBC informed on this matter when more is known and responses have been received.

Please include this email in Correspondence for Information at the forthcoming PBC EC and EGM meetings.

Regards  
Stuart Shaeksepeare  
PBC Chairman

### **THE MOTION**

THAT the PTBC approves the 3-year Wildlife Management Program proposed by Biodiversity Australia, at a cost of \$149,504.20 (inc GST) per year, with funds to be expensed annually from the Administration Fund – 12680 Animal Management.

Pricing per year

- European Fox Management - \$6,050.00 Inc GST
- Corella Management - \$26,111.80 Inc GST
- Australian White Ibis Management \$45,056.00 Inc GST
- Macropod Management \$54,000.00 Inc GST
- Hare Control \$18,286.40 Inc GST

Further THAT and that due to the nature of the works the PTBC approves the reduction in the required number of quotes to be obtained from three (3) to one (1).



25<sup>th</sup> February 2025

Mr Barry Teeling - Mulpha Australia Limited  
PO Box 199  
Sanctuary Cove, QLD, 4212  
Transmission via email: [barry.teeling@mulpha.com.au](mailto:barry.teeling@mulpha.com.au)

Dear Barry,

**REQUEST FOR UNSIGHTLY MULPHA SITES TO BE CLEANED UP**

I'm reaching out regarding the condition of the Mulpha sites around Sanctuary Cove, particularly the Aveo site, which remains unsightly due to overgrown grass, construction materials, and general mess.

I formally addressed this matter in a letter to Stephen on 21st November 2024, followed by an email to you on 11th December 2024, where assurances were given that maintenance would be completed before Christmas 2024. However, the sites remain unattended and in poor condition.

Despite multiple attempts to raise this issue with Mulpha, there has been a lack of communication, and the sites continue to be unsightly and overgrown.

I'm under considerable pressure from PBC members about this and the non-compliance in respect to RZABL 4.8, which all lot owners within the Residential Zone are required to comply with. If no response is received prior to our next EGM meeting on 27<sup>th</sup> February, the likely course to be taken by the PBC is the commencement of an official breach notice process.

On behalf of the PBC, I kindly request that immediate action be taken to clean and maintain these areas to uphold the overall appearance of Sanctuary Cove.

Your prompt attention to this matter would be greatly appreciated.

For and on behalf of  
**Sanctuary Cove Principal Body Corporate GTP 202**

A handwritten signature in black ink, appearing to read 'Stuart Shakespeare', written over a faint, illegible background.

**Stuart Shakespeare**  
PBC Chairperson











## ITEM 11

**From:** [stuart@shakespeares.info](mailto:stuart@shakespeares.info)  
**To:** [Jodie Syrett](#)  
**Cc:** [Cassie McAuliffe](#)  
**Subject:** FW: New Village Roadway  
**Date:** Friday, 14 March 2025 9:34:34 AM

---

Hi Jodie

Please include Margi's email and my request to Barry in CFI at the March EGM.

Regards  
Stuart

---

**From:** stuart  
**Sent:** Friday, 14 March 2025 9:32 AM  
**To:** 'Barry Teeling'  
**Cc:** 'Jodie Syrett'  
**Subject:** FW: New Village Roadway

Hi Barry

Could a response to this comment be provided from the civil engineer who designed the stormwater system?

Thanks and Regards

Stuart Shakespeare  
PBC Chairman

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**From:** Richard and Margaret Sherman  
**Sent:** Friday, 14 March 2025 6:57 AM  
**To:** [Stuart](#); [cheryl](#); Peter Cohen  
; [paul](#)  
**Subject:** New Village Roadway

On Sunday March 9th during heavy rain I drove through the New Village exit lane. It was seriously flooded from run off from the road leading to the new Mulpha development blocks. The drain was before the flood so another drain is required after the road from the development joins the exit road. Before the PBC accepts this new exit road this flooding problem needs to be addressed. I drive a LandCruiser but someone in a lower vehicle would be in serious trouble.

Regards

Margaret Sherman

## ITEM 12

**From:** [Simone Hoyle](#)  
**To:** [Jodie Syrett](#)  
**Cc:** [Derek Glinka](#)  
**Subject:** Fwd: Final draft Governance Review Blueprint / DA  
**Date:** Tuesday, 18 March 2025 2:49:33 AM  
**Attachments:** [Sanctuary Cove PBC gov review blueprint \(final draft 6 Feb 25 PBC\).docx](#)

---

Hi Jodie

This is the final document to include in the March PBC booklet.

Kind Regards  
Simone Hoyle  
Sent from my iPhone

Begin forwarded message:

**From:** Katie Simpson  
**Date:** 21 January 2025 at 9:57:40 am AEST  
**To:** Simone Hoyle , Derek Glinka  
**Cc:** Kerryn Newton  
**Subject: For review: Final draft Governance Review Blueprint**

Good morning Simone and Cheryl

Please find attached for your review the final draft of the Governance Review Blueprint. This version captures the key aspects of the feedback provided by the PBC via the 9 December meeting.

Barry Teeling has also confirmed today that he and Stephen Anderson can be available to meet next week to provide feedback in relation to the draft blueprint. Following the meeting next week, I'll share any feedback with you from Mulpha's perspective and if needed, incorporate any relevant aspects within the blueprint.

Subject to your feedback on the attached draft blueprint, we will finalise the document in readiness for presentation to the PBC at the 6 February 2025 meeting. Kerryn and I are currently also holding 2:30pm-4pm on Thursday 6 February in our diaries to attend in person at Sanctuary Cove for the PBC meeting.

Kind regards  
Katie  
**Katie Simpson**  
**General Manager - Advisory**



[www.directorsaustralia.com](http://www.directorsaustralia.com)

1300 890 267

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Access our [disclaimer and important security and privacy](#) information

**SANCTUARY COVE PBC GOVERNANCE REVIEW BLUEPRINT – FINAL DRAFT**

**Context and scope of the review**

The governance, effectiveness, and efficiency of the current operating model for the Sanctuary Cove resort has not undergone a thorough review for 10 years. Similarly, several existing governance documents have not undergone timely periodic review and re-approval as required.

For these reasons, Directors Australia has been engaged to conduct a governance review of the Sanctuary Cove PBC. The objective of the review is to ensure that the governance is fit-for-purpose given contemporary governance requirements.

The review is focussed exclusively on the operation of the PBC, PBC Executive Committee (EC), Sub-Committees, their interface with PTBC, and the interaction with SCCSL as service provider to the PBC (and RBCs) and PTBC under the current Administration and Management Agreement.

This review scope does not include the internal governance of SCCSL, which will be covered by a separate review. The review is also separate from a review of the current Administration and Management Agreement.

Phase 1 of the review involved Directors Australia reviewing the existing governance artefacts in place, preparing a draft governance blueprint and facilitating a PBC EC roundtable to discuss Directors Australia’s preliminary observations and suggested actions.

During Phase 2 of the review Directors Australia further consulted with a number of key stakeholders to receive feedback regarding the proposed governance blueprint prior to its submission to the PBC for its consideration. Our consultation included engagement with PBC members in attendance at the 9 December 2024 PBC meeting.

The governance blueprint is structured around 5 focus areas. For each area, the blueprint outlines the desired attributes, our key observations and suggested actions. We have further provided our view regarding how to prioritise implementation of our suggested actions over time.

In the PBC’s 6 February 2025 meeting, the final draft blueprint will be presented for consideration and adoption by the PBC.

- Deleted: 9 December 2024
- Deleted: discussion
- Deleted: to support
- Deleted: to determine next steps

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**Focus Area 1 - Governance structure, roles and relationships**

Desired attributes	Key observations	Suggested actions	Priority <sup>1</sup>
<ul style="list-style-type: none"> <li><i>The PBC's governance framework is appropriate to its purpose and nature</i></li> <li><i>An appropriate suite of governance policies is in place</i></li> <li><i>The PBC is clear as to its role and functions</i></li> <li><i>PBC members understand their roles and responsibilities</i></li> <li><i>There is clarity regarding the respective roles of the governing entity and management</i></li> <li><i>PBC members set and nurture an appropriate culture</i></li> <li><i>The PBC committee structure and operations assists the PBC in the performance of its functions</i></li> </ul>	<ul style="list-style-type: none"> <li>The SC governance and operating structure is relatively complex</li> <li>There is an opportunity for clear communication for all home owners, including new home owners, regarding this structure and specific resident obligations regarding seeking PBC approval for matters such as parking and dwelling painting</li> <li>All new home owners should receive timely information regarding their RBC Chair contact and role of RBC following a change in home ownership</li> <li>A home owner's manual was previously provided to the first residents of each property and a varied approach has been taken to the presentation of the manual to future home owners</li> </ul>	1. Develop an owners' manual for all SC home owners <a href="#">via a mobile application (see Action 32)</a> .	2
	<ul style="list-style-type: none"> <li>There is a need to clarify roles, responsibilities and authorities as they relate to the PBC, PBC EC and each sub-committee</li> </ul>	2. Develop a simple role statement regarding the SC structure, including the role of the PBC and PBC EC	1

<sup>1</sup> Priority One: to be implemented within the next three months; Priority Two: to be implemented within the next three to six months; and Priority Three: to be implemented within six to twelve months Priority Four: to be implements within 1 and 2 years

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Desired attributes	Key observations	Suggested actions	Priority <sup>1</sup>
	<ul style="list-style-type: none"> <li>There are some misconceptions regarding the role of the company.</li> <li>Some view the PBC EC as 'the workhorse' of the PBC</li> <li>There is a lack of clarity regarding the role of the RBC Chair (especially where an individual holds dual role of RBC Chair and PBC Member Nominee)</li> <li>The PBC could provide clearer guidance regarding: <ul style="list-style-type: none"> <li>how motions can be developed and submitted to the PBC, and</li> <li>the required process by which PBC Member Nominees consult with their RBC committees prior to PBC meetings</li> </ul> </li> </ul>	<ol style="list-style-type: none"> <li>Develop role statements clearly defining expectations of individual PBC, PBC EC and sub-committee members</li> <li>Prepare a short form PBC governance manual for new members of the PBC, PBC EC, PBC sub-committees and RBC which outlines the governance related matters specific to each forum</li> </ol>	<p>1</p> <p>2</p>
	<ul style="list-style-type: none"> <li>PBC EC Terms of Reference (ToR) includes a wide description of its role and responsibilities</li> <li>There is an opportunity to develop a PBC ToR which includes more detail regarding the PBC's role, responsibilities and interface with PBC EC and sub-committees</li> </ul>	<ol style="list-style-type: none"> <li>Develop a new ToR for the PBC <u>and revised ToR for the PBC EC following resolution of Actions 28-30 below</u></li> </ol>	<p>1</p>

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Desired attributes	Key observations	Suggested actions	Priority <sup>1</sup>
	<ul style="list-style-type: none"> <li>• The role and extent of <u>any</u> decision-making at sub-committee level requires greater clarity</li> <li>• SCRA only permits the PBC to appoint a sub-committee to advise it, yet the: <ul style="list-style-type: none"> <li>○ Finance Sub-committee (FSC) encompasses PBC, PTBC and SCCSL financial matters, and</li> <li>○ Contracts Sub-committee (CSC) encompasses PBC, PTBC and SCCSL contractual matters</li> </ul> </li> <li>• Perceptions include that: <ul style="list-style-type: none"> <li>○ the sub-committees are driven by company objectives rather than primarily PBC matters</li> <li>○ the FSC and CSC by-pass the EC and report directly to the PBC</li> <li>○ the sub-committees approve matters rather than making recommendations to the PBC</li> </ul> </li> </ul>	<ol style="list-style-type: none"> <li>6. PBC to further discuss the opportunity to disband certain sub-committees (eg: FSC) and redistribute responsibilities to the PBC EC and/or PBC</li> <li>7. Clarify and document via a revised ToR the role of the continuing sub-committees and who they serve (including whether they serve the PBC only going forward)</li> <li>8. Clarify and document the reporting lines for the sub-committees to the PBC (<u>including any requirement to report to PBC via</u>, the PBC EC)</li> <li>9. Review and, if necessary, change the delegated specific approval authorities provided by the PBC to relevant sub-committees</li> </ol>	<p>1</p> <p>2</p> <p>2</p> <p>2 (consider completion Action 9 in parallel with Action 11 below)</p>

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Desired attributes	Key observations	Suggested actions	Priority <sup>1</sup>
	<ul style="list-style-type: none"> <li>• <u>It is important to ensure the sub-committees serve the PBC's primary interests, not external objectives</u></li> <li>• <u>The PBC needs to provide support and resourcing to sub-committees to enable each forum to perform effectively</u></li> <li>• A number of stakeholders suggested in consultation that in order to gain efficiencies in process and to support the PBC's oversight of key matters such as financial management, there is an opportunity to disband the current FSC and transfer the oversight role back to the PBC (and potentially PBC EC), supported by SCCSL</li> <li>• It can be difficult to attract and retain suitably skills and diligent committee members</li> </ul>		
	<ul style="list-style-type: none"> <li>• There is scope to set desired culture and nurture culture through activities which allow PBC and EC members to build respectful and constructive relationships</li> </ul>	10. Agree and document the principles for operation for each of the PBC and EC	1 (consider completing in parallel with Actions 5, 7 and 8 above)

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## Focus Area 2 - PBC processes and decision-making

Desired attributes	Key observations	Suggested actions	Priority <sup>2</sup>
<ul style="list-style-type: none"> <li>The PBC meets with an appropriate frequency</li> <li>The PBC maintains an effective annual calendar and work plan</li> <li>The standard PBC meeting agenda effectively focuses the governing entity's discussion and decision-making</li> <li>The PBC's decision-making processes are sound</li> <li>The PBC effectively manages conflicts of interest</li> <li>PBC meeting minutes provide an accurate record of proceedings, decision-making processes and decisions</li> </ul>	<ul style="list-style-type: none"> <li>Matters reserved for the PBC (restricted matters) are outlined in the SCRA, with PBC EC authorities <u>and responsibilities</u> set out in PBC EC ToR</li> <li>There is an opportunity to enhance clarity of decision-making authority through consolidation of all current authorities in a single 'source of truth' document for the PBC, PBC EC, sub-committees and SCCSL (as secretariat)</li> <li>Where authorities are provided by the PBC to an individual or role within SCCSL, ensure sufficient <u>internal control</u> protocols (including segregation of duties) are in place within SCCSL to support the individual / role to exercise authority in the best interests of the PBC</li> </ul>	<p>11. Develop a single authorities/decision making matrix outlining all authorities provided to PBC, PBC EC, PBC sub-committees (if applicable) and SCCSL <u>and associated internal controls to support compliance with the matrix requirements</u></p>	2
<ul style="list-style-type: none"> <li>The PBC's administrative practices and record-keeping are effective and properly maintained by the SCCSL</li> <li>The PBC receives effective governance and</li> </ul>	<ul style="list-style-type: none"> <li><u>Further guidance regarding conflict of interest management is desirable, including establishing clearer protocols for participation in discussions versus voting in cases of conflict of interest</u></li> </ul>	<p>12. Develop a refreshed code of conduct (<u>CoC</u>) <u>based on the existing CoC</u> for individual members of the PBC, RBCs, PBC EC and sub-committees to attest to upon appointment</p>	1 (consider completing in parallel with Action 3 above)

<sup>2</sup> Priority One: to be implemented within the next three months; Priority Two: to be implemented within the next three to six months; and Priority Three: to be implemented within six to twelve months; Priority Four: to be implemented within 1 – 2 years

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Desired attributes	Key observations	Suggested actions	Priority <sup>2</sup>
administrative support and advice from SCCSL	<ul style="list-style-type: none"> <li>To support conflict of interest management, it will be important to offer educational workshops to PBC, RBCs and PBC sub-committee members to build understanding of conflict management protocols among stakeholders</li> <li>Code of conduct needs to specify minimum meeting attendance and broader role expectations for individual members</li> </ul>	13. Develop a conflict of interest management policy outlining principles and examples of standard conflict scenarios to guide all decision-making forums, forum Chairs and SCCSL as secretariat	2
	<ul style="list-style-type: none"> <li>Tenders to award material supplier contracts undertaken in line with PBC Purchasing Policy and Tender Process Principles and Procedures</li> </ul>	14. Ensure new delegation matrix developed as part of Action 11 above includes details of specific authorities provided to individuals and specific forums to review and approve the various aspects of tenders	2
	<ul style="list-style-type: none"> <li>PBC and PBC EC meetings are held for 1-3 hours monthly, with sub-committees also meeting frequently</li> <li>It is important to ensure frequency of meetings aligns with operational needs, without over burdening participants</li> <li>Given key matters relating to strategy, governance and the review of the Administration and Management Agreement occurring during 2025, it is felt the PBC and EC need to meet with the current level of frequency, with a further review of meeting</li> </ul>	15. Prepare annual workplan for each meeting forum (PBC, EC and SCCSL) to: <ul style="list-style-type: none"> <li>review and confirm frequency of PBC, EC and sub-committee meetings in 2025,</li> <li>consider adjustments to meeting schedules to accommodate working members of the PBC and sub-committees, and</li> <li>ensure key responsibilities of each forum are documented in workplan and met throughout the year</li> </ul>	1

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Desired attributes	Key observations	Suggested actions	Priority <sup>2</sup>
	<p><u>frequency to occur in 12 months' time (early 2026),</u></p> <ul style="list-style-type: none"> <li><u>Further consideration could be given to adjusting meeting schedules to accommodate working PBC and PBC sub-committee members and ensure access to resources to support flexible hours</u></li> <li>Greater clarity regarding role of PBC members, office bearers and PBC EC would support PBC and PBC EC meeting effectiveness (see above)</li> </ul>		
	<ul style="list-style-type: none"> <li><u>PBC EC meeting papers are provided three days before EC meetings due to timing of sub-committee meetings</u></li> <li><u>There is a need to ensure PBC meeting agendas and supporting documents are distributed in a timely way to provide PBC members sufficient time to consider (and where required seek RBC input) prior to each meeting</u></li> </ul>	<p>16. Review timing of <u>all forum</u> meetings to enable <u>agendas and associated meeting papers to be issued to meeting attendees</u> earlier (based on annual work plan developed in Action 15 above)</p>	1

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### Focus Area 3 - PBC composition, dynamics, performance and development

Desired attributes	Key observations	Suggested actions	Priority <sup>3</sup>
<ul style="list-style-type: none"> <li><i>The PBC's size and composition enables it to perform its role effectively</i></li> <li><i>There is appropriate consideration given by the PBC to its renewal and succession planning</i></li> <li><i>The PBC uses open and objective processes for recruitment</i></li> <li><i>There is an effective and comprehensive process of induction for new PBC member nominees</i></li> <li><i>The PBC has a constructive dynamic</i></li> <li><i>There are clearly stated and enforced expectations of PBC member nominees behaviour and performance</i></li> <li><i>The remuneration structure as it relates to PBC members is appropriate</i></li> <li><i>The performance of the PBC as-a-whole is regularly and</i></li> </ul>	<ul style="list-style-type: none"> <li>It is important to ensure the PBC, PBC EC and sub-committees have the collective skills, experience and personal attributes to perform their respective roles</li> <li><u>Given the voluntary nature of sub-committee member roles, it is felt the ideal size of each sub-committee is minimum 3 members</u></li> <li><u>Appointment of an PBC EC member as sub-committee chair or member can be an important way to support effective two-way communication between the PBC and each sub-committee</u></li> </ul>	<p>17. Develop a one page matrix outlining the key skills and other key attributes required collectively for the PBC EC and sub-committees</p> <p>18. Require that each sub-committee comprise a minimum of 3, and maximum of 5 members (at least one member being a <u>PBC or</u> PBC EC member who holds the role of sub-committee chair), with final composition to be determined having regard to the time commitment and scope of responsibilities</p>	<p>2</p> <p>2</p>
	<ul style="list-style-type: none"> <li>There is a limited pool of candidates available due to the governance structure. Time availability and appropriate skills / experience further limits the pool</li> </ul>	<p>19. Document the ongoing approach to succession planning for key leadership roles (PBC and PBC EC chairpersons, Treasurers and Secretaries and sub-committee chairpersons) including interim arrangements for key roles and handover support for key roles following annual election</p>	3

<sup>3</sup> Priority One: to be implemented within the next three months; Priority Two: to be implemented within the next three to six months; and Priority Three: to be implemented within six to twelve months Priority Four: to be implements within 1 – 2 years

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Desired attributes	Key observations	Suggested actions	Priority <sup>3</sup>
<p><i>appropriately reviewed</i></p> <ul style="list-style-type: none"> <li><i>The performance of individual PBC member nominees is regularly and appropriately reviewed</i></li> <li><i>There is a demonstrated commitment by individual governing entity members and the governing entity as-a-whole to ongoing professional development</i></li> </ul>	<ul style="list-style-type: none"> <li>The tenure of PBC and EC office holders is dependent on the annual election of the Chair and intermediate resignations</li> <li>There is a level of turnover of key leadership roles across PBC, PBC EC and PBC sub-committees</li> <li><u>Recognising the complex structure, it can take time for new members to understand structure and governance requirements to then effectively contribute</u></li> <li><u>Regular sessions could focus on ensuring consistent understanding of the operating context across the PBC, PBC EC and PBC sub-committees as well as provide opportunities to remain abreast of relevant emerging issues and challenges for body corporate managers</u></li> <li><u>Sessions would be delivered in a dynamic and practical way to enable attendees to engage with the content and gain insights relevant to the</u></li> </ul>	<p>20. Consider whether there is an opportunity to deliver regular body corporate governance sessions to PBC and RBCs</p>	<p>3</p>

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Desired attributes	Key observations	Suggested actions	Priority <sup>3</sup>
	<p><u>Sanctuary Cove context.</u></p> <ul style="list-style-type: none"> <li><u>There is a linkage between the sub-committees and the EC through a crossover of membership. This is highly desirable for effective communication.</u></li> <li><u>In the 9 December 2024 PBC meeting, the PBC discussed the importance of ensuring at least one PBC member sits on each sub-committee</u></li> <li><u>To improve communication and transparency, the PBC should consider allowing any PBC member to participate in PBC sub-committees</u></li> <li><u>Where a PBC member sits on a sub-committee and is not also a PBC EC member, communication protocols may be required to ensure both the PBC EC and PBC receive updates from the sub-committee.</u></li> </ul>	<p>21. Ensure that there is at least one PBC <u>(or PBC EC) member appointed to each sub-committee and further consider protocols to enable any PBC member to join sub-committee meetings</u></p>	<p>This action can be completed in parallel with Actions 17 and 18 above</p>

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Desired attributes	Key observations	Suggested actions	Priority <sup>3</sup>
	<ul style="list-style-type: none"> <li>• The workload of the PBC EC Chair is high (especially for a volunteer) and involves being:               <ul style="list-style-type: none"> <li>○ MN</li> <li>○ PBC chair</li> <li>○ PBC EC chair</li> <li>○ Representative of the PBC on the PTBC</li> <li>○ PBC nominee director on the SCCSL board</li> <li>○ Proxy holder of the PBC shareholding of SCCSL</li> </ul> </li> <li>• <u>It is timely for the PBC to:</u> <ul style="list-style-type: none"> <li>○ <u>consider redistribution of workload amongst the PBC to reduce reliance on key individuals, and</u></li> <li>○ <u>explore remuneration options for key PBC roles (via reduction in levies versus fees)</u></li> </ul> </li> </ul>	<p>22. Consider ways to reduce workload of the PBC EC Chair including splitting the functions associated with the role and formally assigning to other individuals eg:</p> <ul style="list-style-type: none"> <li>○ Chair of the PBC and EC (annual election)</li> <li>○ Director and proxy holder to SCCSL (2 year tenure appointed by PBC)</li> <li>○ Representative on the PTBC (annual appointment of the PBC)</li> </ul> <p>23. Ensure the individual(s) assigned the functions of SCCSL director and/or PTBC in Action 22 above formally reports to and take instructions from the PBC.</p>	1
	<ul style="list-style-type: none"> <li>• It is important to ensure members of PBC, PBC EC and sub-committees and RBCs receive induction</li> </ul>	24. Develop refreshed induction session(s) <u>format</u> for all new members to RBCs, PBC EC and PBC	3

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Desired attributes	Key observations	Suggested actions	Priority <sup>3</sup>
	<p>training when joining one of these forums</p> <ul style="list-style-type: none"> <li>Attendance at current induction sessions delivered in March / April each year is varied. There is no mandatory requirement to attend induction session prior to commencing as a member of the PBC, PBC EC or as a RBC Chair or RBC member</li> <li>It is imperative that new members undertake induction training prior to attendance at first forum meeting (or shortly thereafter)</li> </ul>		

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**Focus Area 4 - Monitoring performance, risk and compliance**

Desired attributes	Key observations	Suggested actions	Priority <sup>4</sup>
<ul style="list-style-type: none"> <li>The PBC is provided with appropriate information to perform its role</li> <li>The PBC effectively monitors the SCCSL's operational performance</li> <li>The PBC effectively monitors financial performance</li> <li>The PBC constructively challenges SCCSL on its performance</li> </ul>	<ul style="list-style-type: none"> <li>The PBC and PBC EC monitor performance of SCCSL as key service provider via monthly operational and financial reports</li> <li>An annual operational plan is developed by SCCSL outlining operational priorities and prior year performance</li> </ul>	25. Add the operational planning timelines to the PBC EC annual work plan (see Action 15 above)	1 – noting this action can be completed in parallel with action 15 above.
	<ul style="list-style-type: none"> <li>The approval pathway for the annual financial budget is unclear</li> <li>There is a lack of clarity regarding the underlying financial management principles to be applied by the PBC to guide medium to long term financial management decisions by the PBC (eg: namely capex)</li> </ul>	26. Document the approval pathway for the annual financial budget and add timelines to the PBC EC annual work plan (see above)  27. Develop a Financial Management Strategy to guide longer term decision making with respect to PBC financial matters <u>and support consistency of decision making by the PBC over consecutive financial years</u>	2  3
	<ul style="list-style-type: none"> <li>The current PBC EC ToR requires the PBC EC to:</li> </ul>	28. PBC seek confirmation from SCCL regarding the extent of the risk and compliance activities currently undertaken within the scope of the Administration and Management Agreement	1

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<sup>4</sup> Priority One: to be implemented within the next three months; Priority Two: to be implemented within the next three to six months; and Priority Three: to be implemented within six to twelve months Priority Four: to be implements within 1 – 2 years



Desired attributes	Key observations	Suggested actions	Priority <sup>4</sup>
	<ul style="list-style-type: none"> <li>○ guide policy and governance matters across the resort</li> <li>○ ensure PBC compliance with all licences and statutory regulations, Local and State OHS, water quality, biodiversity environmental requirements and legislative laws</li> <li>● It is unclear where responsibility for administration of compliance and risk management matters lie – not referenced as a 'service' in the Administration and Management Agreement (AMA) nor does SCCSL organisational structure include dedicated roles</li> <li>● For example, if a workplace health and safety issue or public liability arose, which entity is liable?</li> <li>● <u>The PBC needs to define its ongoing risk management responsibilities and clarify risk activities undertaken by SCCSL via AMA</u></li> </ul>	<p>29. The PBC seek legal advice regarding the role of the PBC and PBC EC in terms of overseeing risk management and compliance related matters within Sanctuary Cove</p> <p>30. Upon receipt of legal advice, PBC to oversee development of a plan to implement a risk management framework, supported by SCCSL or another service provider, as required</p>	<p>1</p> <p>2</p>

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**Focus Area 5 - Stakeholder engagement**

Desired attributes	Key observations	Suggested actions	Priority <sup>5</sup>
<ul style="list-style-type: none"> <li><i>The PBC has a shared agreement as to who are its key stakeholders</i></li> <li><i>The PBC effectively engages with its key stakeholders</i></li> </ul>	<ul style="list-style-type: none"> <li><u>The PBC needs to reflect on, and address stakeholder concerns around PBC's role as a communication body for residents</u></li> <li><u>It is imperative that the PBC develop clearer communication protocols between the PBC and stakeholders</u></li> <li>It is important to ensure outcomes and decisions taken in all meeting forums are advised to relevant stakeholders</li> <li>It is particularly important for PBC EC to share outcomes to maintain transparency (where appropriate)</li> <li><u>Further consider the communication protocols between PBC and RBC Chairs (noting not all RBC Chairs are PBC Member Nominees)</u></li> </ul>	<p>31. Consider how forums could agree a communicate to relevant stakeholders at the end of each forum meeting (ie: home owners and other residents, other meeting forums, SCCSL) in regard to the key matters discussed in each forum</p>	<p>2</p>

<sup>5</sup> Priority One: to be implemented within the next three months; Priority Two: to be implemented within the next three to six months; and Priority Three: to be implemented within six to twelve months Priority Four: to be implements within 1 – 2 years

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Desired attributes	Key observations	Suggested actions	Priority <sup>5</sup>
	<ul style="list-style-type: none"> <li>• There is an opportunity to consider how PBC could use broadscale forums to support communication with home owners and other key stakeholders such as service providers</li> <li>• <u>An App would also serve as a digital home owners manual (see Action 1) as well as assist with the broad communication of key documents such as the Emergency Management Plan</u></li> <li>• There are currently no resources allocated to communications</li> </ul>	32. Consider developing an App to share information with funding shared across all residents - this could be used not only for information sharing but also sharing of key resources such as a suggested owner's manual and role statements	3 <u>(noting this action is in progress)</u>

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## ACACIA BODY CORPORATE GTP 107053

*A part of the Sanctuary Cove Resort Community*



NOTICE OF BODY CORPORATE UNDER SECTION 24  
SANCTUARY COVE RESORT ACT 1985 (AS AMENDED)  
AND BUILDING UNITS AND GROUP TITLES ACT 1980 (AS AMENDED)

TO:           The Secretary  
              SANCTUARY COVE PRINCIPAL BODY CORPORATE  
              C/- Sanctuary Cove Body Corporate Services Pty Ltd  
              PO Box 15  
              Sanctuary Cove Qld 4212

FROM:       Acacia GTP 107053

Take Notice under Section 24(2)(b) of the Sanctuary Cove Resort Act 1985 (as amended) that the Acacia GTP 107053 Body Corporate, appoints as its body corporate nominee, the individual named below to vote, exercise or perform on its behalf any, power, authority, duty or function conferred by or under the Sanctuary Cove Resort Act 1985(as amended) or the Building Units and Group Titles Act 1980 (as amended), of the body corporate.

The full name of the individual authorised as nominee of the body corporate is:

MR MICHAEL LONGES

Dated: 18 March 2025

# ALPHITONIA BODY CORPORATE GTP 107509

*A part of the Sanctuary Cove Resort Community*



14 March 2025

TO: SANCTUARY COVE PRINCIPAL BODY CORPORATE  
C/- Jodie Syrett  
Email: [Jodie.syrett@scove.com.au](mailto:Jodie.syrett@scove.com.au)

FROM: ALPHITONIA GTP 107509

Please accept the following, pursuant to Section 50 of the Building Units and Group Titles Act 1980 (ALD) Delegation of powers, Authorities, Duties and function to Sanctuary Cove Body Corporate services appointment at the Annual General meeting, 17 February 2025, that the strata manager agrees to the appointment of Mr Stephen Anderson, as the body corporate members nominee to the PBC.

If you have any questions or would like any clarification regarding this matter, please do not hesitate to contact me directly.

Yours sincerely,

For and on Behalf of the Alphitonia Body Corporate.

*NJ Joynson*

Nicole Joynson  
Body Corporate Manager



**BODY CORPORATE**  
Sanctuary Cove

Direct 07 5500 3325 | [nicole.joynson@scove.com.au](mailto:nicole.joynson@scove.com.au)

# ALPHITONIA BODY CORPORATE GTP 107509

*A part of the Sanctuary Cove Resort Community*



NOTICE OF BODY CORPORATE UNDER SECTION 24  
SANCTUARY COVE RESORT ACT 1985 (AS AMENDED)  
AND BUILDING UNITS AND GROUP TITLES ACT 1980 (AS AMENDED)

TO:                   The Secretary  
                          SANCTUARY COVE PRINCIPAL BODY CORPORATE  
                          C/- Sanctuary Cove Body Corporate Services Pty Ltd  
                          PO Box 15  
                          Sanctuary Cove Qld 4212

FROM:               Alphitonia GTP 107509

Take Notice under Section 24(2)(b) of the Sanctuary Cove Resort Act 1985 (as amended) that the Alphitonia GTP 107509 Body Corporate, appoints as its body corporate nominee, the individual named below to vote, exercise or perform on its behalf any, power, authority, duty or function conferred by or under the Sanctuary Cove Resort Act 1985(as amended) or the Building Units and Group Titles Act 1980 (as amended), of the body corporate.

The full name of the individual authorised as nominee of the body corporate is:

MR STEPHEN ANDERSON

Dated: 18 March 2025



NOTICE OF BODY CORPORATE UNDER SECTION 24  
SANCTUARY COVE RESORT ACT 1985 (AS AMENDED)  
AND BUILDING UNITS AND GROUP TITLES ACT 1980 (AS AMENDED)

TO:           The Secretary  
              SANCTUARY COVE PRINCIPAL BODY CORPORATE  
              C/- Sanctuary Cove Body Corporate Services Pty Ltd  
              PO Box 15  
              Sanctuary Cove Qld 4212

FROM:       Alyxia GTP 107456

Take Notice under Section 24(2)(b) of the Sanctuary Cove Resort Act 1985 (as amended) that the Alyxia GTP 107456 Body Corporate, appoints as its body corporate nominee, the individual named below to vote, exercise or perform on its behalf any, power, authority, duty or function conferred by or under the Sanctuary Cove Resort Act 1985(as amended) or the Building Units and Group Titles Act 1980 (as amended), of the body corporate.

The full name of the individual authorised as nominee of the body corporate is:

MR NEILL FORD

Dated: 18 March 2025

# ALPINIA BODY CORPORATE GTP 107209

*A part of the Sanctuary Cove Resort Community*



NOTICE OF BODY CORPORATE UNDER SECTION 24  
SANCTUARY COVE RESORT ACT 1985 (AS AMENDED)  
AND BUILDING UNITS AND GROUP TITLES ACT 1980 (AS AMENDED)

TO: The Secretary  
SANCTUARY COVE PRINCIPAL BODY CORPORATE  
C/- Sanctuary Cove Body Corporate Services Pty Ltd  
PO Box 15  
Sanctuary Cove Qld 4212

FROM: Alpinia GTP 107209

Take Notice under Section 24(2)(b) of the Sanctuary Cove Resort Act 1985 (as amended) that the Alpinia GTP 107209 Body Corporate, appoints as its body corporate nominee, the individual named below to vote, exercise or perform on its behalf any, power, authority, duty or function conferred by or under the Sanctuary Cove Resort Act 1985(as amended) or the Building Units and Group Titles Act 1980 (as amended), of the body corporate.

The full name of the individual authorised as nominee of the body corporate is:

MS DIANNE TAYLOR

Dated: 18 March 2025





NOTICE OF BODY CORPORATE UNDER SECTION 24  
SANCTUARY COVE RESORT ACT 1985 (AS AMENDED)  
AND BUILDING UNITS AND GROUP TITLES ACT 1980 (AS AMENDED)

TO:           The Secretary  
              SANCTUARY COVE PRINCIPAL BODY CORPORATE  
              C/- Sanctuary Cove Body Corporate Services Pty Ltd  
              PO Box 15  
              Sanctuary Cove Qld 4212

FROM:       Araucaria GTP 1790

Take Notice under Section 24(2)(b) of the Sanctuary Cove Resort Act 1985 (as amended) that the Araucaria GTP 1790 Body Corporate, appoints as its body corporate nominee, the individual named below to vote, exercise or perform on its behalf any, power, authority, duty or function conferred by or under the Sanctuary Cove Resort Act 1985(as amended) or the Building Units and Group Titles Act 1980 (as amended), of the body corporate.

The full name of the individual authorised as nominee of the body corporate is:

MS MAXINE MONROE

Dated: 18 March 2025



NOTICE OF BODY CORPORATE UNDER SECTION 24  
SANCTUARY COVE RESORT ACT 1985 (AS AMENDED)  
AND BUILDING UNITS AND GROUP TITLES ACT 1980 (AS AMENDED)

TO:           The Secretary  
              SANCTUARY COVE PRINCIPAL BODY CORPORATE  
              C/- Sanctuary Cove Body Corporate Services Pty Ltd  
              PO Box 15  
              Sanctuary Cove Qld 4212

FROM:       Banksia Lakes GTP 107278

Take Notice under Section 24(2)(b) of the Sanctuary Cove Resort Act 1985 (as amended) that the Banksia Lakes GTP 107278 Body Corporate, appoints as its body corporate nominee, the individual named below to vote, exercise or perform on its behalf any, power, authority, duty or function conferred by or under the Sanctuary Cove Resort Act 1985(as amended) or the Building Units and Group Titles Act 1980 (as amended), of the body corporate.

The full name of the individual authorised as nominee of the body corporate is:

MRS ANDREA LUYCKX

Dated: 18 March 2025



NOTICE OF BODY CORPORATE UNDER SECTION 24  
SANCTUARY COVE RESORT ACT 1985 (AS AMENDED)  
AND BUILDING UNITS AND GROUP TITLES ACT 1980 (AS AMENDED)

TO:           The Secretary  
              SANCTUARY COVE PRINCIPAL BODY CORPORATE  
              C/- Sanctuary Cove Body Corporate Services Pty Ltd  
              PO Box 15  
              Sanctuary Cove Qld 4212

FROM:       Bauhinia GTP 1701

Take Notice under Section 24(2)(b) of the Sanctuary Cove Resort Act 1985 (as amended) that the Bauhinia GTP 1701 Body Corporate, appoints as its body corporate nominee, the individual named below to vote, exercise or perform on its behalf any, power, authority, duty or function conferred by or under the Sanctuary Cove Resort Act 1985(as amended) or the Building Units and Group Titles Act 1980 (as amended), of the body corporate.

The full name of the individual authorised as nominee of the body corporate is:

MR PETER HAWLEY

Dated: 18 March 2025



NOTICE OF BODY CORPORATE UNDER SECTION 24  
SANCTUARY COVE RESORT ACT 1985 (AS AMENDED)  
AND BUILDING UNITS AND GROUP TITLES ACT 1980 (AS AMENDED)

TO:           The Secretary  
              SANCTUARY COVE PRINCIPAL BODY CORPORATE  
              C/- Sanctuary Cove Body Corporate Services Pty Ltd  
              PO Box 15  
              Sanctuary Cove Qld 4212

FROM:       Caladenia GTP 107399

Take Notice under Section 24(2)(b) of the Sanctuary Cove Resort Act 1985 (as amended) that the Caladenia GTP 107399 Body Corporate, appoints as its body corporate nominee, the individual named below to vote, exercise or perform on its behalf any, power, authority, duty or function conferred by or under the Sanctuary Cove Resort Act 1985(as amended) or the Building Units and Group Titles Act 1980 (as amended), of the body corporate.

The full name of the individual authorised as nominee of the body corporate is:

MR TONY MCGINTY

Dated: 18 March 2025



**NOTICE OF BODY CORPORATE UNDER SECTION 24  
SANCTUARY COVE RESORT ACT 1985 (AS AMENDED)  
AND BUILDING UNITS AND GROUP TITLES ACT 1980 (AS AMENDED)**

**TO:** The Secretary  
SANCTUARY COVE PRINCIPAL BODY CORPORATE  
C/- Sanctuary Cove Body Corporate Services Pty Ltd  
PO Box 15  
Sanctuary Cove Qld 4212

**FROM:** Cassia GTP 1702

Take Notice under Section 24(2)(b) of the Sanctuary Cove Resort Act 1985 (as amended) that the Cassia GTP 1702 Body Corporate, appoints as its body corporate nominee, the individual named below to vote, exercise or perform on its behalf any, power, authority, duty or function conferred by or under the Sanctuary Cove Resort Act 1985(as amended) or the Building Units and Group Titles Act 1980 (as amended), of the body corporate.

The full name of the individual authorised as nominee of the body corporate is:

**MR PETER COHEN**

**Dated: 18 March 2025**



NOTICE OF BODY CORPORATE UNDER SECTION 24  
SANCTUARY COVE RESORT ACT 1985 (AS AMENDED)  
AND BUILDING UNITS AND GROUP TITLES ACT 1980 (AS AMENDED)

TO:           The Secretary  
              SANCTUARY COVE PRINCIPAL BODY CORPORATE  
              C/- Sanctuary Cove Body Corporate Services Pty Ltd  
              PO Box 15  
              Sanctuary Cove Qld 4212

FROM:       Colvillia GTP 2504

Take Notice under Section 24(2)(b) of the Sanctuary Cove Resort Act 1985 (as amended) that the Colvillia GTP 2504 Body Corporate, appoints as its body corporate nominee, the individual named below to vote, exercise or perform on its behalf any, power, authority, duty or function conferred by or under the Sanctuary Cove Resort Act 1985(as amended) or the Building Units and Group Titles Act 1980 (as amended), of the body corporate.

The full name of the individual authorised as nominee of the body corporate is:

MR ROBERT NOLAN

Dated: 18 March 2025



NOTICE OF BODY CORPORATE UNDER SECTION 24  
SANCTUARY COVE RESORT ACT 1985 (AS AMENDED)  
AND BUILDING UNITS AND GROUP TITLES ACT 1980 (AS AMENDED)

TO:           The Secretary  
              SANCTUARY COVE PRINCIPAL BODY CORPORATE  
              C/- Sanctuary Cove Body Corporate Services Pty Ltd  
              PO Box 15  
              Sanctuary Cove Qld 4212

FROM:       Corymbia GTP 107406

Take Notice under Section 24(2)(b) of the Sanctuary Cove Resort Act 1985 (as amended) that the Corymbia GTP 107406 Body Corporate, appoints as its body corporate nominee, the individual named below to vote, exercise or perform on its behalf any, power, authority, duty or function conferred by or under the Sanctuary Cove Resort Act 1985(as amended) or the Building Units and Group Titles Act 1980 (as amended), of the body corporate.

The full name of the individual authorised as nominee of the body corporate is:

MRS SHAWLENE NEFDT

Dated: 18 March 2025



NOTICE OF BODY CORPORATE UNDER SECTION 24  
SANCTUARY COVE RESORT ACT 1985 (AS AMENDED)  
AND BUILDING UNITS AND GROUP TITLES ACT 1980 (AS AMENDED)

TO:           The Secretary  
              SANCTUARY COVE PRINCIPAL BODY CORPORATE  
              C/- Sanctuary Cove Body Corporate Services Pty Ltd  
              PO Box 15  
              Sanctuary Cove Qld 4212

FROM:       Darwinia GTP 107488

Take Notice under Section 24(2)(b) of the Sanctuary Cove Resort Act 1985 (as amended) that the Darwinia GTP 107488 Body Corporate, appoints as its body corporate nominee, the individual named below to vote, exercise or perform on its behalf any, power, authority, duty or function conferred by or under the Sanctuary Cove Resort Act 1985(as amended) or the Building Units and Group Titles Act 1980 (as amended), of the body corporate.

The full name of the individual authorised as nominee of the body corporate is:

MRS JANE BURKE

Dated: 18 March 2025





NOTICE OF BODY CORPORATE UNDER SECTION 24  
SANCTUARY COVE RESORT ACT 1985 (AS AMENDED)  
AND BUILDING UNITS AND GROUP TITLES ACT 1980 (AS AMENDED)

TO:           The Secretary  
              SANCTUARY COVE PRINCIPAL BODY CORPORATE  
              C/- Sanctuary Cove Body Corporate Services Pty Ltd  
              PO Box 15  
              Sanctuary Cove Qld 4212

FROM:       Felicia GTP 107128

Take Notice under Section 24(2)(b) of the Sanctuary Cove Resort Act 1985 (as amended) that the Felicia GTP 107128 Body Corporate, appoints as its body corporate nominee, the individual named below to vote, exercise or perform on its behalf any, power, authority, duty or function conferred by or under the Sanctuary Cove Resort Act 1985(as amended) or the Building Units and Group Titles Act 1980 (as amended), of the body corporate.

The full name of the individual authorised as nominee of the body corporate is:

MR STUART SHAKESPEARE

Dated: 18 March 2025



**NOTICE OF BODY CORPORATE UNDER SECTION 24  
SANCTUARY COVE RESORT ACT 1985 (AS AMENDED)  
AND BUILDING UNITS AND GROUP TITLES ACT 1980 (AS AMENDED)**

**TO:** The Secretary  
SANCTUARY COVE PRINCIPAL BODY CORPORATE  
C/- Sanctuary Cove Body Corporate Services Pty Ltd  
PO Box 15  
Sanctuary Cove Qld 4212

**FROM:** Fuschia GTP 107432

Take Notice under Section 24(2)(b) of the Sanctuary Cove Resort Act 1985 (as amended) that the Fuschia GTP 107432 Body Corporate, appoints as its body corporate nominee, the individual named below to vote, exercise or perform on its behalf any, power, authority, duty or function conferred by or under the Sanctuary Cove Resort Act 1985(as amended) or the Building Units and Group Titles Act 1980 (as amended), of the body corporate.

The full name of the individual authorised as nominee of the body corporate is:

MR NABIL ISSA

Dated: 18 March 2025



NOTICE OF BODY CORPORATE UNDER SECTION 24  
SANCTUARY COVE RESORT ACT 1985 (AS AMENDED)  
AND BUILDING UNITS AND GROUP TITLES ACT 1980 (AS AMENDED)

TO:           The Secretary  
              SANCTUARY COVE PRINCIPAL BODY CORPORATE  
              C/- Sanctuary Cove Body Corporate Services Pty Ltd  
              PO Box 15  
              Sanctuary Cove Qld 4212

FROM:       Harpullia GTP 107045

Take Notice under Section 24(2)(b) of the Sanctuary Cove Resort Act 1985 (as amended) that the Harpullia GTP 107045 Body Corporate, appoints as its body corporate nominee, the individual named below to vote, exercise or perform on its behalf any, power, authority, duty or function conferred by or under the Sanctuary Cove Resort Act 1985(as amended) or the Building Units and Group Titles Act 1980 (as amended), of the body corporate.

The full name of the individual authorised as nominee of the body corporate is:

MR PAUL KERNAGHAN

Dated: 18 March 2025

# LIVINGSTONIA BODY CORPORATE GTP 1712

*A part of the Sanctuary Cove Resort Community*



NOTICE OF BODY CORPORATE UNDER SECTION 24  
SANCTUARY COVE RESORT ACT 1985 (AS AMENDED)  
AND BUILDING UNITS AND GROUP TITLES ACT 1980 (AS AMENDED)

TO: The Secretary  
SANCTUARY COVE PRINCIPAL BODY CORPORATE  
C/- Sanctuary Cove Body Corporate Services Pty Ltd  
PO Box 15  
Sanctuary Cove Qld 4212

FROM: Livingstonia GTP 1712

Take Notice under Section 24(2)(b) of the Sanctuary Cove Resort Act 1985 (as amended) that the Livingstonia GTP 1712 Body Corporate, appoints as its body corporate nominee, the individual named below to vote, exercise or perform on its behalf any, power, authority, duty or function conferred by or under the Sanctuary Cove Resort Act 1985(as amended) or the Building Units and Group Titles Act 1980 (as amended), of the body corporate.

The full name of the individual authorised as nominee of the body corporate is:

MR BRIAN EARP

Dated: 18 March 2025



NOTICE OF BODY CORPORATE UNDER SECTION 24  
SANCTUARY COVE RESORT ACT 1985 (AS AMENDED)  
AND BUILDING UNITS AND GROUP TITLES ACT 1980 (AS AMENDED)

TO:           The Secretary  
              SANCTUARY COVE PRINCIPAL BODY CORPORATE  
              C/- Sanctuary Cove Body Corporate Services Pty Ltd  
              PO Box 15  
              Sanctuary Cove Qld 4212

FROM:       Molinia GTP 107442

Take Notice under Section 24(2)(b) of the Sanctuary Cove Resort Act 1985 (as amended) that the Molinia GTP 107442 Body Corporate, appoints as its body corporate nominee, the individual named below to vote, exercise or perform on its behalf any, power, authority, duty or function conferred by or under the Sanctuary Cove Resort Act 1985(as amended) or the Building Units and Group Titles Act 1980 (as amended), of the body corporate.

The full name of the individual authorised as nominee of the body corporate is:

MRS CHERYL MCBRIDE

Dated: 18 March 2025

# PLUMERIA BODY CORPORATE GTP 2207

*A part of the Sanctuary Cove Resort Community*



NOTICE OF BODY CORPORATE UNDER SECTION 24  
SANCTUARY COVE RESORT ACT 1985 (AS AMENDED)  
AND BUILDING UNITS AND GROUP TITLES ACT 1980 (AS AMENDED)

TO: The Secretary  
SANCTUARY COVE PRINCIPAL BODY CORPORATE  
C/- Sanctuary Cove Body Corporate Services Pty Ltd  
PO Box 15  
Sanctuary Cove Qld 4212

FROM: Plumeria GTP 2207

Take Notice under Section 24(2)(b) of the Sanctuary Cove Resort Act 1985 (as amended) that the Plumeria GTP 2207 Body Corporate, appoints as its body corporate nominee, the individual named below to vote, exercise or perform on its behalf any, power, authority, duty or function conferred by or under the Sanctuary Cove Resort Act 1985(as amended) or the Building Units and Group Titles Act 1980 (as amended), of the body corporate.

The full name of the individual authorised as nominee of the body corporate is:

MR NICHOLAS EISENHUT

Dated: 18 March 2025

# ROYSTONIA BODY CORPORATE GTP 1769

*A part of the Sanctuary Cove Resort Community*



NOTICE OF BODY CORPORATE UNDER SECTION 24  
SANCTUARY COVE RESORT ACT 1985 (AS AMENDED)  
AND BUILDING UNITS AND GROUP TITLES ACT 1980 (AS AMENDED)

TO:           The Secretary  
              SANCTUARY COVE PRINCIPAL BODY CORPORATE  
              C/- Sanctuary Cove Body Corporate Services Pty Ltd  
              PO Box 15  
              Sanctuary Cove Qld 4212

FROM:       Roystonia GTP 1769

Take Notice under Section 24(2)(b) of the Sanctuary Cove Resort Act 1985 (as amended) that the Roystonia GTP 1769 Body Corporate, appoints as its body corporate nominee, the individual named below to vote, exercise or perform on its behalf any, power, authority, duty or function conferred by or under the Sanctuary Cove Resort Act 1985(as amended) or the Building Units and Group Titles Act 1980 (as amended), of the body corporate.

The full name of the individual authorised as nominee of the body corporate is:

MRS SIMONE HOYLE

Dated: 18 March 2025



NOTICE OF BODY CORPORATE UNDER SECTION 24  
SANCTUARY COVE RESORT ACT 1985 (AS AMENDED)  
AND BUILDING UNITS AND GROUP TITLES ACT 1980 (AS AMENDED)

TO:           The Secretary  
              SANCTUARY COVE PRINCIPAL BODY CORPORATE  
              C/- Sanctuary Cove Body Corporate Services Pty Ltd  
              PO Box 15  
              Sanctuary Cove Qld 4212

FROM:       Schotia Island GTP 107106

Take Notice under Section 24(2)(b) of the Sanctuary Cove Resort Act 1985 (as amended) that the Schotia Island GTP 107106 Body Corporate, appoints as its body corporate nominee, the individual named below to vote, exercise or perform on its behalf any, power, authority, duty or function conferred by or under the Sanctuary Cove Resort Act 1985(as amended) or the Building Units and Group Titles Act 1980 (as amended), of the body corporate.

The full name of the individual authorised as nominee of the body corporate is:

MR WAYNE BASTION

Dated: 18 March 2025





**NOTICE OF BODY CORPORATE UNDER SECTION 24  
SANCTUARY COVE RESORT ACT 1985 (AS AMENDED)  
AND BUILDING UNITS AND GROUP TITLES ACT 1980 (AS AMENDED)**

**TO:** The Secretary  
SANCTUARY COVE PRINCIPAL BODY CORPORATE  
C/- Sanctuary Cove Body Corporate Services Pty Ltd  
PO Box 15  
Sanctuary Cove Qld 4212

**FROM:** Tristania GTP 107217

Take Notice under Section 24(2)(b) of the Sanctuary Cove Resort Act 1985 (as amended) that the Tristania GTP 107217 Body Corporate, appoints as its body corporate nominee, the individual named below to vote, exercise or perform on its behalf any, power, authority, duty or function conferred by or under the Sanctuary Cove Resort Act 1985(as amended) or the Building Units and Group Titles Act 1980 (as amended), of the body corporate.

The full name of the individual authorised as nominee of the body corporate is:

**MR MARK WINFIELD**

**Dated: 18 March 2025**



**NOTICE OF BODY CORPORATE UNDER SECTION 24  
SANCTUARY COVE RESORT ACT 1985 (AS AMENDED)  
AND BUILDING UNITS AND GROUP TITLES ACT 1980 (AS AMENDED)**

**TO:** The Secretary  
SANCTUARY COVE PRINCIPAL BODY CORPORATE  
C/- Sanctuary Cove Body Corporate Services Pty Ltd  
PO Box 15  
Sanctuary Cove Qld 4212

**FROM:** Washingtonia GTP 1703

Take Notice under Section 24(2)(b) of the Sanctuary Cove Resort Act 1985 (as amended) that the Washingtonia GTP 1703 Body Corporate, appoints as its body corporate nominee, the individual named below to vote, exercise or perform on its behalf any, power, authority, duty or function conferred by or under the Sanctuary Cove Resort Act 1985(as amended) or the Building Units and Group Titles Act 1980 (as amended), of the body corporate.

The full name of the individual authorised as nominee of the body corporate is:

**MR DAVID FRANCIS**

**Dated: 18 March 2025**



**NOTICE OF BODY CORPORATE UNDER SECTION 24  
SANCTUARY COVE RESORT ACT 1985 (AS AMENDED)  
AND BUILDING UNITS AND GROUP TITLES ACT 1980 (AS AMENDED)**

**TO:** The Secretary  
SANCTUARY COVE PRINCIPAL BODY CORPORATE  
C/- Sanctuary Cove Body Corporate Services Pty Ltd  
PO Box 15  
Sanctuary Cove Qld 4212

**FROM:** Woodsia GTP 107353

Take Notice under Section 24(2)(b) of the Sanctuary Cove Resort Act 1985 (as amended) that the Woodsia GTP 107353 Body Corporate, appoints as its body corporate nominee, the individual named below to vote, exercise or perform on its behalf any, power, authority, duty or function conferred by or under the Sanctuary Cove Resort Act 1985(as amended) or the Building Units and Group Titles Act 1980 (as amended), of the body corporate.

The full name of the individual authorised as nominee of the body corporate is:

MR PETER HAY

Dated: 18 March 2025



NOTICE OF BODY CORPORATE UNDER SECTION 24  
SANCTUARY COVE RESORT ACT 1985 (AS AMENDED)  
AND BUILDING UNITS AND GROUP TITLES ACT 1980 (AS AMENDED)

TO:           The Secretary  
              SANCTUARY COVE PRINCIPAL BODY CORPORATE  
              C/- Sanctuary Cove Body Corporate Services Pty Ltd  
              PO Box 15  
              Sanctuary Cove Qld 4212

FROM:       Zieria GTP 107434

Take Notice under Section 24(2)(b) of the Sanctuary Cove Resort Act 1985 (as amended) that the Zieria GTP 107434 Body Corporate, appoints as its body corporate nominee, the individual named below to vote, exercise or perform on its behalf any, power, authority, duty or function conferred by or under the Sanctuary Cove Resort Act 1985(as amended) or the Building Units and Group Titles Act 1980 (as amended), of the body corporate.

The full name of the individual authorised as nominee of the body corporate is:

MR HUGH MARTIN

Dated: 18 March 2025

## ITEM 14

Dear Residents,

The large area of land on the left as you approach the main gate to the Round House falls within the Residential Zone and will eventually become part of our gated community, comprising 110 land lots.

At the last Primary Thoroughfare Body Corporate (PTBC) meeting I attended on 27<sup>th</sup> of February, the Chairman advised that Mulpha anticipates commencing bulk earthworks for this area next month. These works will involve reconfiguring the land and adjusting the size of the associated water bodies.

However, I've just been informed that these works are now scheduled to begin next week.

To facilitate this process, Mulpha has engaged the specialist wildlife services provider, Biodiversity, to safely relocate the geese currently in this area. They will be moved to the Primary Thoroughfare land near the cenotaph, adjacent to the resort entrance, where they will remain while the earthworks take place and the new water bodies are developed. The geese will be returned to their newly formed habitat once the area is ready.

If you have any questions, please raise them your Members Nominees for discussion at the PBC's general meeting on 27<sup>th</sup> of March. I have included a map for easy reference.

Regards

Stuart Shakespeare

PBC Chairman



**RE-LOCATE GEESE  
TO HERE**

**GEESE CURRENTLY  
LOCATED HERE**

## POSSIBLE CONTENT FOR PBC APP

### OBJECTIVE:

To provide all Owners with an easy to use tool to access Body Corporate and other information.

This would be in the form of an Application downloaded onto personal phones.

### PROPOSED CONTENT:

- List of all Body Corporate Managers, their role and contact information.
- List of all RBC's and their Committee Members and contact information.
- Minutes of PBC ( and EC?).
- Map of the residential area with RBC's identified.
- Residents Emergency, Disasters and Outages Plan.
- DCBLs, RZABL's
- RBC By Laws
- SCRA AND BUGTA (?)
- Important Announcements ( e.g. Re WPGA tournament, opening of new gates etc etc
- Facility to ask questions/ receive responses. ( "Contact Us")
- Landscape Masterplan
- etc

**CORRESPONDENCE  
FOR ACTION**



**From:** [Eliza Court](#)  
**To:** [PBC](#); [Jodie Syrett](#)  
**Subject:** FW: Water invoice payment for 5719 Anchorage Terrace  
**Date:** Tuesday, 18 March 2025 1:21:57 PM  
**Attachments:** [image001.png](#)

---

Hi Jodie,

Please see the below email from Maxine Hickmann regarding the water invoice payment for 5719 Anchorage Terrace.

I hope this clarifies the request.

Thank you.

Kind Regards,

**ELIZA COURT**

Facilities Services Officer

**Direct** 07 5500 3314 | [eliza.court@scove.com.au](mailto:eliza.court@scove.com.au)

**Main** 07 5500 3333 | [enquiries@scove.com.au](mailto:enquiries@scove.com.au)

**Address** PO Box 15 | Shop 1A, Building 1, Masthead Way Sanctuary Cove Q 4212

**Web** [oursanctuarycove.com.au](http://oursanctuarycove.com.au)



**SANCTUARY COVE COMMUNITY SERVICES LIMITED | SANCTUARY COVE BODY CORPORATE PTY LTD**

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**From:** Maxine Hickmann  
**Sent:** Tuesday, 18 March 2025 1:20 PM  
**To:** Eliza Court <[eliza.court@scove.com.au](mailto:eliza.court@scove.com.au)>; Aaron Hickmann | VAILO

**Subject:** Water invoice payment for 5719

Hi Eliza

I'm emailing you regarding form 24. I am requesting approval for our water bill to be paid by 28th of March 2025.

Please advise if this is approved, thank you I look forward to hearing from you.

Kindest regards,

Maxine Joyce Hickmann



# WATER BILL

TAX INVOICE  
ABN 19 796 870 713

Date of Invoice 31 January 2025  
Supply for 106 Days  
Account No 02119086

Supply Address  
Lot 86/Unit 5719 Sanctuary Cove Principal G.T.P. 202  
C/- Sanctuary Cove Principal  
PO Box 15  
Sanctuary Cove QLD 4212

Monari One Pty Ltd  
ATF Monari One Trust  
[REDACTED]  
SANCTUARY COVE QLD 4212

Amount Payable \$2,841.85  
Payment Required by 16/02/25

Meter Number		Readings		Tariff	KL	Net Amount
		15/10/24	29/01/25			
23W022971 Potable Water 4.82400 (No GST)		876	1212	PWTR	336	1620.86
23W022971W Waste Water 3.63400 (No GST)		876	1212	WWTR	336	1221.02

Security Deposit Held Nil

GST on \$0.00 0.00  
Less Cents Adjustment 0.03  
Total Current Charges 2841.85

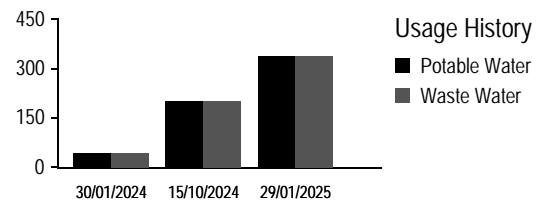
If payment has been made in the last few days please disregard amount overdue from last bill

Amount from last bill 0.00  
Amount Payable \$2,841.85

Please note, the reference numbers for levy and water are not the same.  
Please ensure the correct reference is used when making payment.

Usage	Days	Total kL	Daily Average
This Bill	106	672	6
Last Bill	82	400	5

Last Payment: 29/10/24 \$1691.60



## Payment Options

	Tel: 1300 552 311 Ref: 1539 4981 8	Telephone: Call this number to pay by credit card. International: +613 8648 0158 (charges apply).	
	www.stratamax.com.au Ref: 1539 4981 8	Internet: Make credit card payments online (charges apply). Visit www.stratamax.com.au	
	www.stratapay.com/ddr Ref: 1539 4981 8	Direct Debit: Make auto payments from your credit card* or bank account. Visit stratapay.com/ddr to register *Credit card charges apply.	
	Billcode: 74625 Ref: 1539 4981 8	BPay: Contact your participating financial institution to make a payment from your cheque or savings account using BPay.	
	Billpay Code: 3599 Ref: 1539 4981 8	In Person: Present this bill in store at Australia Post to make cheque or EFTPOS payments.	
	Make cheque payable to: StrataPay 1539 4981 8	Mail: Send cheque with this slip by mail to: StrataPay, Locked Bag 9 GCMC, Bundall Qld 9726 Australia	
	BSB: 067-970 Acct No: 1539 4981 8 (Applies to this bill only)	Internet Banking - EFT: Use this BSB and Account Number to pay directly from your bank account in Australian Dollars (AUD). Account Name: StrataPay Bank: CBA, Sydney, Australia.	



StrataPay Reference

**1539 4981 8**

Amount

**\$2,841.85**

Due Date

**16 Feb 25**

PO Box 15  
E202/02119086 Lot 86/5719

Monari One Pty Ltd  
ATF Monari One Trust  
[REDACTED]  
SANCTUARY COVE QLD 4212



\*3599 153949818

### Water meter readings

Water charges issued to Owners by Sanctuary Cove Principal Body Corporate (PBC) are calculated from the meter readings by Sanctuary Cove Body Corporate Services (SCBCS) during site-wide meter reads in April, July, October and January each year. Verification reads and Quality Assurance checks are conducted to ensure that the PBC issues bills based on correct meter reads. The PBC issues Owners with water bills four times a year, generally in May, August, November and February. All Owners have the responsibility of paying for water used as per the meter readings within their property.

### Your water charges

It is important to note that there are two separate charges for water. Drinking water (potable water) is charged at the current local government (Gold Coast City Council) rate and waste water (a service charge for connection to the city's sewerage transportation and treatment system) is also charged at the current local government (Gold Coast City Council) rate. Within Sanctuary Cove, these rates are both charged per kilolitre of water consumed, as determined by the read on your water meter. The rates for water from the most recent billing period are:

BILLING PERIOD	SERVICE PROVIDER	POTABLE WATER	WASTE WATER
15/10/2024 to 29/01/2025	GCCC	\$4.824 per KL	\$3.634 per KL (\$5.19 per KL less the discharge allowance of 30%)

### Disputing your water charge

If you are concerned that your water meter read is inaccurate we provide the following recommendations:

#### 1. Check your meter

- Your water meter is generally located at the front of your property, usually to the left or right front boundary. Please contact SCBCS on (07) 5500 3333 if you are unable to locate your meter and we will be happy to assist you.
- Does the read match (i.e. close to or slightly more than) the read provided by SCBCS? If yes, please continue to follow the next steps. If no, please contact SCBCS.
- Visit [www.stratamax.com.au](http://www.stratamax.com.au) and use your StrataMax Owners Portal account to log onto your residential body corporate. Under 'Water Information' you will find information on how to read your meter and a free template to keep track of your meter reads. For further information on how to setup or access your StrataMax Owners Portal visit the FAQ: <https://www.stratamax.com.au/Portal/FAQ>

#### 2. Test for leaks

- See the *Water Fact Sheet* ([www.stratamax.com.au](http://www.stratamax.com.au)) for instructions on how to check your property for leaks.
- You may wish to arrange a certified plumber to inspect your property for a water leak. Owners are responsible for the maintenance and repair of all water and irrigation pipes on their lot, including the water meter.
- The PBC will consider a rebate of your water bill under their Water and Wastewater Leakage Relief Policy if you are able to produce a plumber's certificate stating that there is an eligible leak within your property, and a plumber's invoice demonstrating that the concealed leak has been rectified within two weeks of receiving correspondence from SCBCS or [www.stratamax.com.au](http://www.stratamax.com.au)
- A Form 10 Water Relief Application is available for completion either from SCBCS or [www.stratamax.com.au](http://www.stratamax.com.au)

#### 3. Have the meter tested for accuracy

- Each owner is responsible for the maintenance of their water meter. If you believe your meter is not functioning correctly, please employ a plumber to assess and rectify as required.
- If your meter is found to be faulty and is replaced, the PBC will consider a rebate under their Faulty Meter Relief Policy. A plumber's certificate must be provided, detailing the testing and confirming that your property meter is over reading. The plumber's invoice must verify that the faulty meter was rectified within two weeks of receiving correspondence from SCBCS. Additional conditions apply.
- A Form 10 Water Relief Application is available for completion either from SCBCS or [www.stratamax.com.au](http://www.stratamax.com.au)

#### 4. Lodging an enquiry

- Please forward all queries to SCBCS by email to [enquires@scove.com.au](mailto:enquires@scove.com.au) or phone (07) 5500 3333.

### Water saving initiatives

The PBC provides the following recommendations on how to reduce your bill in the future:

- Keep a record of your own water reads and check for consistency in usage.
- Turn off unnecessary irrigation systems.
- Check for leaks in irrigation and water reticulation systems.
- Fix seals on dripping taps and toilets.
- Check pools and water tanks for faulty valves.

Significant savings can be made around the house and gardens, the following websites contain practical and relevant information on how to implement some great water saving initiatives in your home.

<a href="http://www.stratamax.com.au">www.stratamax.com.au</a>	<a href="http://www.gccc.com.au">www.gccc.com.au</a>	<a href="https://www.qld.gov.au/environment/water/use/">https://www.qld.gov.au/environment/water/use/</a>
The PBC Community Portal and select Water.	The Gold Coast City Council is the upstream provider for the PBC and the supplier to the Gold Coast Region.	Queensland Government using water wisely.



# Request for a Financial Assistance

Upon receipt, your Body Corporate Manager will forward this application onto your body corporate committee for consideration and to seek their instructions.

## Section 1 — Your Details

Name and address of Lot Owner(s) seeking Financial Assistance

Name Maxine Hickmann (Me/We)  
 Postal address [Redacted]  
 Suburb Sanctuary Cove State QLD Postcode 4212

## Section 2 — Lot Details

Details of Lot

Lot Number 5719 Body Corporate [Redacted]  
 Property Address [Redacted]

## Section 3 — Financial Assistance Details

Request Details

- On what grounds are you seeking Financial Assistance?
  - Experiencing a reduction in ability to pay strata levies as a result of financial hardship
  - Illness
  - Loss of a loved one
  - Other (please specify in the box below) lost job
- What type of Financial Assistance are you seeking?
  - Payment Plan (instalment payments) for levies due and payable ...../...../..... (insert date);
  - Payment Plan (instalment payments) for water account due and payable 16/02/25 (insert date);
  - Postponement of due date for levies due and payable ...../...../..... (insert date), (inc extension of discount date if applicable); or
  - Postponement of due date for water account due and payable ...../...../..... (insert date); or
  - Postponement of debt recovery action for non-paid levies / water account; or
  - Waiving of penalty interest on arrears (if applicable); or
  - Other (please specify in the box below)

3. What is your proposed commencement date for financial relief? March 21

4. Please advise of any additional information you wish to provide to support your application and to assist the committee in making its decision in the box below. (please attach supporting documents where possible)

Lost my job over xmas, house is up for sale. Water bill has been huge since we moved here, have always paid on time. Had 2 plumbers do leak assessments, nothing come from it.

## Section 4 — Authority

Signed by the Applicant.

Please send this Form, together with all supporting documentation, to: Sanctuary Cove Body Corporate Services, PO Box 15, Sanctuary Cove, Qld, 4212. Email: [enquiries@scove.com.au](mailto:enquiries@scove.com.au) or phone 07 5500 3333

I/we acknowledge that:

- I/We are seeking the approval of the body corporate for Financial Assistance as outlined above.
- Any future levies not included in the assistance above will be paid on or before the due date.
- The Body Corporate has a right to seek full payment of any balance of the Outstanding Amounts due and payable should the Financial Assistance arrangement as agreed between the parties not be complied with.

Signature of Applicant/s [Redacted] Dated: 28/02/25

Signature of Applicant/s ..... Dated: 1/1

**From:** [Tony Curtis](#)  
**To:** [PBC](#)  
**Subject:** Water Run Off Darwinia Park  
**Date:** Wednesday, 12 March 2025 7:20:38 PM

---

Dear Chairman / Secretary  
Principal Body Corporate  
Sanctuary Cove

This email serves to confirm ongoing issues with water run-off from Darwinia Park into successive properties located between Darwinia Park and Pinehurst Drive. Because there is no evident proper engineered drainage system in place in Darwinia Park, this has caused to allow stormwater run-off into rear of private properties resulting in damage to landscaping and building infrastructure.

These concerns have been previously raised by affected residents to Sanctuary Cove Body Corporate and to the PBC in writing over a long period of time so are not isolated to recent cyclone events. They have been acknowledged by the Sanctuary Cove Body Corporation Facilities Services with previous makeshift fixes and more recently, mitigation by the PBC and Sanctuary Cove Body Corporate Facilities Services acknowledging by placing sandbags on the downside path line between 1929 – 1932 (partial) Pinehurst Drive during the March 2025 cyclone event.

Common law requires (the [Planning Act 2016](#) or the [Environmental Protection Act 1994](#).) that a property owner is responsible for preventing water run off onto adjoining properties.

As I understand that Darwinia Park land is owned by the PBC, I request that a thorough and proper review of the drainage now be conducted by PBC in conjunction with hydraulic engineers, and affected residents in Darwinia RBC, and that the PBC prioritise the allocation of funds to construct an adequate drainage system to properly divert stormwater run-off away from our properties.

This is a matter of urgency.

Regards,  
Tony Curtis



**From:** [Brian Earp](#)  
**To:** [Derek Glinka](#)  
**Cc:** [Jodie Syrett](#); [Stuart Shakespeare](#); [PBC](#)  
**Subject:** RE: Geese Relocation - Correspondence  
**Date:** Thursday, 20 March 2025 9:05:50 AM  
**Importance:** High

---

Good Morning Cheryl,

As the island referred to in the below email has direct access to Caseys Road and life beyond Sanctuary Cove I am concerned that the geese would be able to traverse the bridge connecting the island to Caseys Road resulting in their demise at the hands of hoons. Caseys Road is home to hooning and other unsavoury behaviour, especially at night.

Therefore, I request that Mulpha make secure the island from the outside world for as long as the geese are housed in this location.

Please place this request as a motion on the agenda for the upcoming PBC meeting which is due for distribution prior to the COB today.

Regards,

Brian Earp.

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**From:** Sanctuary Cove Community Services <[enquiries@scove.com.au](mailto:enquiries@scove.com.au)>  
**Sent:** Wednesday, 19 March 2025 10:43 AM  
**Subject:** Geese Relocation - Correspondence

Dear Residents,

Please see attached correspondence for and on behalf of the PBC Chairperson.

Thank you.

**Main** 07 5500 3333 | [enquiries@scove.com.au](mailto:enquiries@scove.com.au)  
**Address** PO Box 15 | Shop 1A, Building 1, Masthead Way Sanctuary Cove Q 4212  
**Web** [www.oursanctuarycove.com.au](http://www.oursanctuarycove.com.au)

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**From:** [enquiries](#)  
**To:** [Jodie Syrett](#)  
**Subject:** FW: Geese Relocation - Correspondence  
**Date:** Thursday, 20 March 2025 9:28:48 AM  
**Attachments:** [image001.png](#)

---

Please see below

**Kind Regards,**

**Bronte Sullivan**

Administration Assistant/Compliance Officer

**Direct** 07 5500 3333 | [bronte.sullivan@scove.com.au](mailto:bronte.sullivan@scove.com.au)

**Main** 07 5500 3333 | [enquiries@scove.com.au](mailto:enquiries@scove.com.au)

**Address** PO Box 15 | Shop 1A, Building 1, Masthead Way Sanctuary Cove Q 4212

**Web** [oursanctuarycove.com.au](http://oursanctuarycove.com.au)



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**From:** Ian and Lyn Duncan <[ian.lynduncan@bigpond.com](mailto:ian.lynduncan@bigpond.com)>

**Sent:** Thursday, 20 March 2025 9:24 AM

**To:** [enquiries@scove.com.au](mailto:enquiries@scove.com.au)

**Subject:** RE: Geese Relocation - Correspondence

PBC Chairman Mr Stuart Shakespear,

Thank you for correspondence re the relocation of the Geese.

You may be aware that I have been looking after and feeding the Sanctuary Cove geese for over 12 years.

I agree the geese should be relocated whilst Mulpha develop the old Rec Club Site and the only possible site

is the island at the entrance to Sanctuary Cove where the War Memorial is located.

Currently the geese nest every night on an island surrounded entirely by water and are safe from foxes.

Only when they venture off the island to feed, they are exposed to foxes and becoming a meal for humans as



witnessed when the area is turned into a parking lot for events such as the Boat Show.

May I offer you some comment on the War Memorial Site.

Access to and from the site is by way of a walkway with no self-shutting gate allowing open access twenty-four seven.

On each side of the walkway there is parallel paths at water level which would allow easy access for foxes and dogs.

The Island s perimeter is sandstone blocks the height of which is too high to allow the geese access to and from the water.

The site is used to let dogs run free and they could be restricted to dogs on leads

I am sure this site could be turned into a stunning War Memorial Site and a safe haven for our geese

Regards

Ian Duncan Phone 0402276015

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**From:** Sanctuary Cove Community Services <[enquiries@scove.com.au](mailto:enquiries@scove.com.au)>

**Sent:** Wednesday, 19 March 2025 10:38 AM

**Subject:** Geese Relocation - Correspondence

Dear Residents,

Please see attached correspondence for and on behalf of the PBC Chairperson.

Thank you.

**Main** 07 5500 3333 | [enquiries@scove.com.au](mailto:enquiries@scove.com.au)

**Address** PO Box 15 | Shop 1A, Building 1, Masthead Way Sanctuary Cove Q 4212

**Web** [www.oursanctuarycove.com.au](http://www.oursanctuarycove.com.au)

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# Proxy form for Body Corporate meetings

Building Units and Group Titles Act 1980

**Section 1 – Body corporate secretary details**

Name: The Secretary

Address of scheme: C/- Sanctuary Cove Principal, PO Box 15 SANCTUARY COVE, QLD, 4212

**Section 2 – Authorisation**

Notes: The Regulations set out a number of restrictions on the use of proxies, including an ability for the body corporate to further restrict their use including prohibition. If there is insufficient space, please attach separate sheets.

I/we

Name of owner 1: .....

Signature: ..... Dated: \_\_\_ / \_\_\_ / \_\_\_

Name of owner 2: .....

Signature: ..... Dated: \_\_\_ / \_\_\_ / \_\_\_

being the Proprietor/s of the following Lot/s

Lot number/s: ..... Plan number: .....

Name of Body Corporate:

**SANCTUARY COVE PRINCIPAL**

hereby appoint,

Proxy (full name): .....

as my/our proxy to vote on my/our behalf (including adjournments) at (please tick **one**)

- The body corporate meeting to be held on \_\_\_ / \_\_\_ / \_\_\_
- All body corporate meetings held before \_\_\_ / \_\_\_ / \_\_\_ (expiry date)
- All body corporate meetings held during the rest of the body corporate's financial year unless I/we serve you with a prior written withdrawal of the appointment

unless I/we serve you with a prior written withdrawal of the appointment of Proxy.

Signature of proxy holder: ..... Dated: \_\_\_ / \_\_\_ / \_\_\_

Residential address: .....

Suburb: ..... State: ..... Postcode: .....

Postal address: .....

Suburb: ..... State: ..... Postcode: .....

## **Information about Proxies**

**This page is for information only and not part of the prescribed form.**

Lot Owners can appoint a trusted person as their representative at meetings, to vote in ballots or represent them on the committee. This person is your proxy.

To authorise a proxy, you must use the prescribed form and deliver it to the owner's corporation secretary. If appointing a Power of Attorney as a proxy, you should attach a copy of the Power of Attorney.

Proxies automatically lapse 12 months after the form is delivered to the secretary, unless an earlier date is specified.

Proxies must act honestly and in good faith and exercise due care and diligence. Proxies cannot transfer the proxy to another person.

A Lot Owner can revoke the authorisation at any time and choose to vote on a certain issue or attend a meeting.

It is illegal for someone to coerce a Lot Owner into making another person their proxy.

Owners' corporations must keep the copy of the Proxy authorisation for 12 months.