



MINUTES OF EXECUTIVE COMMITTEE MEETING
for Sanctuary Cove Principal Body Corporate GTP PBC EC 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 15 May 2025 at 9:00 AM
Meeting time: **09:02am – 11:11am**
Chairperson: Stuart Shakespeare

ATTENDANCE

The following members were Present in Person at the meeting:

Lot Livingstonia GTP 1712	Mr Brian Earp (BE)
Lot Harpullia GTP 107045	Mr Paul Kernaghan (PK) Treasurer
Lot Felicia GTP 107128	Mr Stuart Shakespeare (SS) Chairperson
Lot Alpinia GTP 107209	Ms Dianne Taylor (DT)
Lot Tristania GTP 107217	Mr Mark Winfield (MW)
Lot Molinia GTP 107442	Mrs Cheryl McBride (CM) Secretary

The following members present by Voting Paper and In Person:

Lot 107209	Ms Dianne Taylor	Committee member present (pre-voted)
Lot 107217	Mr Mark Winfield	Committee member present (pre-voted)
Lot 107442	Mrs Cheryl McBride	Committee member present (pre-voted)

The following members present by Voting Paper:

Lot 107399	Mr Tony McGinty	Paper vote
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The following members were present by Proxy:

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

Present by Invitation:

Mrs Jodie Syrett – Manager of Body Corporate (Minute Taker - JS)
Mrs Cassie McAuliffe – General Manager (CA)
Mrs Simone Hoyle – Governance Review & App discussion (SH)

Apologies:

Mr Tony McGinty

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

Motions

1	Body Corporate - Approval of Previous Minutes 10th April 2025 (Agenda Item 6.1)	ORDINARY RESOLUTION
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Statutory Motion Submitted by Committee

CARRIED

RESOLVED that the Minutes of the PBC Executive Committee Meeting held on 10th April 2025 be accepted as a true and correct record of the proceedings of the meeting.

Yes	6
No	0
Abstain	1

Members Name	Yes	No	Abstain
Brian Earp	X		
Paul Kernaghan	X		
Stuart Shakespeare	X		
Dianne Taylor	X		
Mark Winfield	X		
Cheryl McBride	X		
Tony McGinty			X

2	Approval of PBC EC VOC ARC minutes 14th April 2025 (Agenda Item 6.2)
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Submitted by Committee

CARRIED

RESOLVED that the VOC minutes of the PBC Executive Committee Meeting held on 14th April 2025 be accepted as a true and correct record of the proceedings of the meeting.

Yes	7
No	0
Abstain	0

Members Name	Yes	No	Abstain
Brian Earp	X		
Paul Kernaghan	X		
Stuart Shakespeare	X		
Dianne Taylor	X		
Mark Winfield	X		
Cheryl McBride	X		
Tony McGinty	X		

3	Approval of PBC EC VOC Deed of Settlement Minutes 15th April 2025 (Agenda Item 6.3)	ORDINARY RESOLUTION
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Submitted by Committee	CARRIED
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RESOLVED that the VOC minutes of the PBC Executive Committee meeting held on 15th April 2025 be accepted as a true and correct record of the proceedings of the meeting.

Yes	7
No	0
Abstain	0

Members Name	Yes	No	Abstain
Brian Earp	X		
Paul Kernaghan	X		
Stuart Shakespeare	X		
Dianne Taylor	X		
Mark Winfield	X		
Cheryl McBride	X		
Tony McGinty	X		

4	Approval of execution of 12-month service agreement with Optical Solutions Australia (Agenda Item 6.4)	ORDINARY RESOLUTION
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Submitted by Committee	CARRIED
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RESOLVED that the PBC EC approves the execution of the 12-month service agreement with Optical Solutions Australia for the provision of support services for the Calix Advantage Program. Funds are to be expensed from the Administration fund -Network Manager Service Fees (budgeted).

Yes	7
No	0
Abstain	0

Members Name	Yes	No	Abstain
Brian Earp	X		
Paul Kernaghan	X		
Stuart Shakespeare	X		
Dianne Taylor	X		
Mark Winfield	X		
Cheryl McBride	X		
Tony McGinty	X		

Submitted by Committee

CARRIED

RESOLVED that the Principal Body Corporate (PBC) Executive Committee recommends the PBC Extraordinary General Meeting approves the Governance Improvement Plan Roadmap as tabled, which has been developed in response to the findings and recommendations of the Directors Australia Governance Blueprint and the outcomes of the PBC governance review process.

Notes that the Governance Improvement Plan Roadmap:

- Aligns with a ‘best fit’ governance model, the requirements of the Sanctuary Cove Resort Act (SCRA), the PBC Constitution and By-Laws, and the key governance principles identified during the independent review;
- Sets out clear priorities, timelines, and responsibilities for strengthening governance capability, clarifying roles, and improving committee effectiveness across the PBC structure; and
- Provides a structured framework to monitor implementation and track progress.

Acknowledges that:

- Implementation of the Governance Roadmap will require staged resourcing, engagement, and alignment of PBC Member Nominees and Residential Body Corporate representatives, and consultation with relevant stakeholders.
- Each key deliverable arising from the roadmap will be subject to a separate PBC motion for approval prior to implementation, ensuring compliance with relevant legal, regulatory, and governance obligations.

Yes	7
No	0
Abstain	0

Members Name	Yes	No	Abstain
Brian Earp	X		
Paul Kernaghan	X		
Stuart Shakespeare	X		
Dianne Taylor	X		
Mark Winfield	X		
Cheryl McBride	X		
Tony McGinty	X		

Submitted by Chairperson from the floor	CARRIED
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RESOLVED that the PBC EC approves the applications recommended for approval by the ARC at its meeting held 11th April 2025.

Yes	6
No	0
Abstain	0

Further **RESOLVED** that the PBC EC approves the applications recommended for approval, subject to conditions, by the ARC at its meeting held 11th April 2025.

Further **RESOLVED** that the PBC EC does not approve the applications which have not been recommended for approval by the ARC at its meeting held 11th April 2025.

Further **RESOLVED** that the PBC EC approves the applications recommended for approval by the ARC, based upon the recommendations by the Executive Architect and the Body Corporate Manager, at its meeting held 11th April 2025.

Members Name	Yes	No	Abstain
Brian Earp	X		
Paul Kernaghan	X		
Stuart Shakespeare	X		
Dianne Taylor	X		
Mark Winfield	X		
Cheryl McBride	X		
Tony McGinty			

7. Correspondence for Information:

- Noted

8. Correspondence for Action:

CFA 1. – Darwinia Security Camera Approval:

- The EC granted approval.
Action: Jodie is to issue a letter on behalf of the PBC to ensure adherence to applicable privacy laws.

CFA 2. – Overnight approvals for boat ramp with Caravans/Campervans:

- Compliance are authorised to grant overnight access for a single night exclusively for the purpose of packing and unpacking campervans or caravans. They will advise Security when a formal request is made.
Action: Jodie to inform Securities Manager, Mike Telea.
Action: Cheryl to inform residents via May newsletter.

CFA 3. – Request for tree to be removed in Cassia:

Action: The EC instructed the Facilities team to formally request a written assessment from a qualified arborist regarding the health and condition of the tree in question.

CFA 4. – Meeting Minute Content:

- The EC endorsed the adoption of an industry standard moving forward. The expected outcome will be included in CFI for the May PBC EGM.

CFA 5. – 4636/4638 Security Camera Approvals:

- The EC approved the installation of security cameras by both owners, contingent upon strict adherence to applicable privacy legislation.
Action: Jodie will issue a formal letter to each owner confirming approval, with the following conditions:
- **Camera Positioning:** Cameras must be positioned to capture footage solely within the boundaries of the owner's property. They must not encroach upon neighbouring properties or common areas.
- **Privacy Compliance:** The installation and use of security cameras must comply with the *Invasion of Privacy Act 1971 (Qld)* and the *Criminal Code Act 1899 (Qld)*. Notably, Section 227A of the Criminal Code prohibits video recording individuals without their consent in places where they would expect privacy, such as bedrooms, bathrooms, or changerooms. Additionally, the *Information Privacy Act 2009 (Qld)* outlines principles for the collection and handling of personal information.
- **Audio Recording:** Recording audio without the consent of all parties involved is generally prohibited. Therefore, any audio recording capabilities of the security cameras should be disabled unless explicit consent is obtained.
- **Notification:** Owners should inform any individuals who may be captured by the security cameras where practicable.

CFA 6. – 4707 requests for verge to become temporary parking space for tradespersons:

- The EC declined the request to replace existing grass with gravel and to remove the tree to facilitate parking for tradespeople during renovations. However, the EC has approved a temporary arrangement allowing tradespeople to park partially on the verge and partially on the road, provided that the verge is restored to its original condition upon completion of the works.

CFA 7. – 7100 Unregistered cars driving in & out the gates:

- The EC authorised Security to deny Licence Plate Recognition (LPR) access to the specified vehicles should they remain unregistered. These vehicles were reported to the Queensland Police Service for further investigation.

CFA 8. – 4604 approval to moor boat at pontoon during boat show:

- The EC declined the request to moor a specific vessel at the owner's pontoon due to insufficient information provided regarding the pontoon's capacity to support the vessel's weight and whether the vessel would remain within the designated quay lines.

9. Reports for Information:

- Noted

10. General Business:

10.1 Governance Review & Digital App – Mrs Simone Hoyle:

- Simone presented an update on the Governance Review & Digital App at the start of the PBC EC meeting:
- 4 Items to update:
 - Governance Review feedback
 - Governance Liaison group members
 - Feedback around the governance motion
 - App for Sanctuary Cove and directional feedback

1. Governance Review Feedback:

- Culture and leadership - importance of transparency & inclusion
- Lead with integrity - including PBC members
- Drive change and progress
- Role clarity & accountability – adopted & respected
- Engagement & Representation – Two-way engagement & short updates
- Outcomes & deliverables
- Implementation & discipline
- Feedback around level & commitment - need to champion around change
- Respect for external expertise

2. Liaison Subgroup:

- Peter Cohen
- Hugh Martin
- Maria Forgione
- Cheryl McBride
- Cassie McAuliffe (Advisor)
- Cynthia Gillespie
- External Company – To be Advised

3. Motion:

- Motion to be approved in May PBC EGM

4. Digital App:

- **Action:** Dr Stephen Parr to meet with Jodie and Cassie to complete an assessment and provide advice.

10.2 Administration & Management Agreements – Mrs Cheryl McBride:

- Cheryl confirmed that an Extraordinary General Meeting (EGM) was convened for Friday, 17 May 2025, to deliberate on a motion authorising expenditure for a legal review of the draft agreements by Chambers Russell lawyer, Jason Carlson.
- The RBC meetings scheduled for June will be postponed until August due to a more linear pathway for the presentation of budgets. As notice for conclusion of the current AMA and a submission of the separated drafts is due by 31st July, a copy of the final draft agreements will be distributed to each RBC member in May. Committees are expected to review these documents and provide guidance on how their respective Member Nominee (MN) should vote at the June PBC EGM.

10.3 Budgets – Mr Paul Kernaghan:

- Paul has recommended starting the June PBC EGM at 9am to give a breakdown of the budget flow process.

Action: Jodie to send notice of change to EGM starting time (bold face with a separate email to remind).

10.4 Conflict of Interest Register:

- Stuart circulated a proposed Conflict of Interest policy and register. He gave examples of challenges at the ARC meetings where 3 members declared a conflict of interest with an application, disallowing their votes. Such instances should be recorded for future reference.

10.5 Stage 2 ARC approvals:

- Stuart enquired as to whether stage 2 should be accepted for noting by the PBC EC.
- Should the PBC EC be approving all ARC approvals?

Action: Jodie to check with Brogan.

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10.6 Facilities projects & A Class Water:

- Stuart enquired into a list of projects for the year, broken down monthly from Facilities.
- The EC asked to provide a short summary of costs and work regarding A Class Water from Facilities.

Action: Jodie to advise Shanyn.

Action: Jodie to advise Shanyn.

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

MEETING CLOSED at 11:11 AM

Chairperson: