



*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 Nov 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

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 Nov 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. Apologies & Proxies
3. Quorum
4. Conflicts of Interest
5. Recording of the meeting
6. Chairpersons Report
7. SCCSL Update
8. Managers Reports
9. Governance Review Report
10. Motions
11. CFI
12. CFA
13. Reports for Information
14. General Business

10. Motions

- 10.1 Approval of Previous General Meeting Minutes - 30th October 2025
- 10.2 Approval of the PBC Terms of Reference
- 10.3 Approval of PBC Role Statements - PBC Members Nominee, Chairperson, Treasurer and Secretary

Facilities:

- 4.1 Approval for expenditure and engagement of TEW to undertake quarterly pump maintenance on Cassia pump station
- 4.2 Approval for expenditure for light replacements on Edgecliff Drive
- 4.3 Approval for Facilities Manager to inform Lot Owners/relevant Bodies Corporate of findings from the SRB Revetment and Gabion Rock Report and obtain quotations for repair or rectification
- 4.4 Approval for expenditure and engagement of Secure Entry for preventative maintenance of boom gates for Marine Drive North and Boat Ramp
- 4.5 Approval for the Plumeria and Washingtonia Secondary Connector Landscaping Works
- 4.6 Approval for Mulpha Developments to connect to new switchboard installed as part of the Village Gates/The Parkway reconstruction works

4.7 Approval for expenditure and engagement of Australasian Marine Associates Pty Ltd
 4.8 Approval for expenditure and engagement of MLEI Queensland Pty Ltd for Sewage Reticulation Pump Station Assessment

11. Correspondence for Information

For noting of the PBC

No	Date	From	To	Regarding
1.	12 November 2025	SC Golf Club	PBC MNs	Invitation to GC Future proofing SC Golf and Country Club
2.	14 November 2025	PBC	Colvillia RBC Committee	Christmas Party gathering
3.	14 November 2025	PBC	Schotia Park RBC Committee and Mark Winfield	Christmas Party gathering
4.	14 November 2025	PBC	Corymbia RBC Committee	Christmas Party gathering
5.	18 November 2025	PBC	4638 Buttners	Approval of additional camera
6.	18 November 2025	PBC	Tradesmen	Communication to Tradesmen entering SC
7.	17 November 2025	SCCSL In-House Counsel	PBC	Objection to Land Tax
8.	20 November 2025	SCCSL Facilities Manager	PBC	PBC Sinking Fund Management

12. Correspondence for Action

For noting of the PBC

No	Date	From	To	Regarding
1.	23 October 2025	Plumeria MN	PBC	Concerns regarding the proposed removal of protected trees at Marine Drive East
2.	19 November 2025	Resident 5925 - Cassia	PBC	Request for removal of tree
3.	20 November 2025	Schotia Island MN	PBC	Off-Leash dog park in Future Mulpha Development

13. Reports for Information

For noting of the PBC

No	Date	From	To	Regarding
1.	20 November 2025	SCCSL	PBC	PBC Action Items
2.	20 November 2025	SCCSL	PBC	Matters In Progress

14. Business Arising

14.1 PBC Motions For AGM:

- RZABL Amendment

- No Appointment of Auditor
- Appointment of Auditor
- Strata Residential Property Insurance
- Public Liability Insurance

14.2 Next meeting to be held PBC AGM Monday 15th December 2025

15. 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.

EXPLANATORY SCHEDULE TO VOTING PAPER SANCTUARY COVE PRINCIPAL CTS 202

Motion 4.1 - Approval for expenditure and engagement of TEW to undertake quarterly pump maintenance on Cassia pump station (Agenda Item 4.1)

It is noted that only one quotation was obtained, as TEW—an approved Grundfos installer has reached an agreement with Grundfos to maintain the warranty coverage for the equipment following the change from the original project contractor.

Motion 4.6 - Approval for Mulpha Developments to connect to new switchboard installed as part of the Village Gates/The Parkway reconstruction works (Agenda Item 4.6)

The installation of the new switchboard (SB), approved by the PBC on 31 July 2025, was required to provide power for essential PBC infrastructure associated with the Village Gates / The Parkway area. This includes the PBC's security camera and irrigation controller/system. As this switchboard is necessary for the operation of PBC assets, the switchboard will remain an asset of the Principal Body Corporate (PBC).

MSC(D), has requested approval to connect its proposed transfer pump to this switchboard. As part of these works, MSC(D), will fund the installation of a new circuit and main switch/breaker, which will carry a power cable down to a new smaller switchboard (SB) within the golf course near the lake. This smaller SB will include an isolator switch to allow the pump to be safely powered on and off. MSC(D), will cover all costs associated with its connection, including the new meter, consumer mains, the new circuit and switch/breaker, the installation of the smaller SB and isolator, and all ongoing electricity charges. MSC(D), will also be responsible for any additional works required to support its equipment beyond what the PBC requires.

Importantly, the PBC will not incur any costs for the installation, connection, or ongoing power consumption associated with MSC(D),'s use of the switchboard. Ownership and responsibility for the primary switchboard will remain with the PBC, as it serves core PBC infrastructure, while all operational and electricity costs will be borne by Mulpha (through MSC(D)).

Motion 4.7 - Approval for expenditure and engagement of Australasian Marine Associates Pty Ltd (Agenda Item 4.7)

This project is proposed and budgeted for delivery in the 2025–2026 financial year and will be undertaken by Australasian Marine Associates Pty Ltd (AMA) under the existing Environmental Authority (EA0002272), which requires only a minor amendment to accommodate the updated dredge and placement areas. AMA has largely completed all investigative and preparatory work for this project, including bathymetry, sediment sampling assessment and the development of the dredging methodology and management documentation. Their established understanding of the site and direct involvement in the current lawful permit framework places them in the strongest position to proceed efficiently.

Only one quotation has been sourced, as engaging an alternative contractor would require repeating the investigations already completed, re-defining dredge areas, preparing new management documents, and may trigger a major amendment to the Environmental Authority, adding significant cost, time and regulatory complexity. Other dredging companies are not able to deliver the works under the same regulatory, technical, and environmental conditions without substantial duplication of the pre-works.

AMA previously delivered the successful 2019 dredging works for the PBC, holds highly specialised environmental and marine dredging expertise not commonly available in the general market, and has confirmed availability to undertake the works in early 2026.

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 November 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

1	Approval of Previous General Meeting Minutes - 30th October 2025 (Agenda Item 10.1)	Ordinary Resolution
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Statutory Motion Submitted by Chairperson

THAT the Minutes of the PBC Extraordinary General Meeting held on 30th October 2025 be accepted as a true and correct record of the proceedings of the meeting.

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

Submitted by Chairperson

THAT the Principal Body Corporate (PBC) approves the Principal Body Corporate Terms of Reference (ToR), as circulated, to formally define the purpose, functions, responsibilities, meeting procedures, decision-making processes, and governance expectations of the PBC in accordance with the Sanctuary Cove Resort Act 1985 (Qld) (as in force April 2024), the Building Units and Group Titles Act 1980 (Qld), and the Administration and Management Agreement.

Notes for the record:

- The ToR consolidates all relevant statutory duties, PBC responsibilities, authority boundaries, and governance expectations into a single document.
- Once approved, this new revision of the ToR becomes the PBC's primary governance "source of truth" for role clarity and decision making.
- The ToR will be reviewed annually, or earlier if required, and presented for reaffirmation or amendment at the PBC AGM.

Yes

No

Abstain

Submitted by Chairperson

THAT the Principal Body Corporate (PBC) approves the Role Statements for the PBC Members Nominee, PBC Chairperson, PBC Treasurer, and PBC Secretary, as circulated, to formally establish clear expectations of individual responsibilities, conduct standards, authority limits and governance obligations consistent with the Sanctuary Cove Resort Act 1985 (Qld) (as in force April 2024), the Building Units and Group Titles Act 1980 (Qld), the PBC Code of Conduct, and the PBC Terms of Reference.

Notes for the record:

- The Role Statements define the contribution expected from each role holder and PBC Member Nominee to support consistent understanding across all RBCs.
- The documents enhance clarity, accountability, and continuity in PBC governance, particularly given annual elections and turnover.
- Role Statements will form part of the PBC Governance Manual and will be incorporated into induction processes for all new PBC MNs and each role holder.
- Each Role Statement will be reviewed annually and updated as needed.

Yes

No

Abstain

4 Facilities

4.1	Approval for expenditure and engagement of TEW to undertake quarterly pump maintenance on Cassia pump station (Agenda Item 4.1)	Ordinary Resolution
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Submitted by Chairperson

THAT the PBC EGM authorises the expenditure of \$9,900.00 (incl. GST), for the engagement of TEW to undertake the proposed works as outlined, with funds to be allocated from the Administration Fund – GL Code 12520.

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

NOTE: Please refer to the Explanatory Schedule.

4.2	Approval for expenditure for light replacements on Edgecliff Drive (Agenda Item 4.2)	Ordinary Resolution
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Submitted by Chairperson

THAT the PBC EGM authorises the expenditure of \$8,567.24 (incl. GST), for the engagement of JR Electrical to undertake the proposed works as outlined, with funds to be allocated from the Sinking Fund – GL Code 222201

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

4.3	Approval for Facilities Manager to inform Lot Owners/relevant Bodies Corporate of findings from the SRB Revetment and Gabion Rock Report and obtain quotations for repair or rectification (Agenda Item 4.3)	Ordinary Resolution
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Submitted by Chairperson

THAT the PBC EGM acknowledges receipt of the SRB Revetment and Gabion Rock Report and authorises the Facilities Manager to inform individual lot owners and/or the relevant Bodies Corporate of the findings and to obtain quotations for the repair or rectification of the identified issues.

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

4.4	Approval for expenditure and engagement of Secure Entry for preventative maintenance of boom gates for Marine Drive North and Boat Ramp (Agenda Item 4.4)	Ordinary Resolution
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Submitted by Chairperson

THAT the PBC EGM authorises the expenditure of \$2,640.00 (incl. GST), for the engagement of Secure Entry to undertake the proposed works as outlined, with funds to be allocated from the Administration Fund – GL Code 12780, and approves execution of the agreement dated 30 October 2025.

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

4.5	Approval for the Plumeria and Washingtonia Secondary Connector Landscaping Works (Agenda Item 4.5)	Ordinary Resolution
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Submitted by Chairperson

THAT the PBC EGM approves the Plumeria and Washingtonia Secondary Connector Landscaping Works as detailed as per the Scope of Works, aligning with the recommendations from the Vegetation Management Plan (VMP, Dec 2024), and that one of the below three contractors be engaged to perform the work in accordance with their quotations circulated with the agenda.

The cost of the works is to be met from the Sinking Fund (GL Code 22280 – Landscape), noting that these works are included within the proposed Sinking Fund Program for FY 2025–2026.

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

NOTE: Please refer to the supporting documentation to better understand recommendation.

Alternatives for **Approval for the Plumeria and Washingtonia Secondary Connector Landscaping Works (Agenda Item 4.5)**

A.

Option A

Solutions + at a cost of \$90,396.66 (Inc GST), see quotation VR02-5151-0244

B.

Option B

Treelink Urban Tree Management at a cost of \$89,973.40 (Inc GST), see quotation 34545

C.

Option C

The Plant Management Company at a cost of \$123,915.00 (Inc GST), see quotation QU3004

VOTING

OPTION A

OPTION B

OPTION C

4.6	Approval for Mulpha Developments to connect to new switchboard installed as part of the Village Gates/The Parkway reconstruction works (Agenda Item 4.6)	Ordinary Resolution
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Submitted by Chairperson

THAT the PBC EGM approves Mulpha Developments (MSC(D)) connecting to the new switchboard (SB) installed as part of the Village Gates / The Parkway reconstruction works to provide power for MSC(D)s proposed transfer pump, on the following basis:

- MSC(D) is to apply for and hold an electricity account, including application for a new meter to be installed by Energex, with all establishment costs and ongoing electricity charges to be fully funded by MSC(D).
- MSC(D) is authorised to connect its proposed transfer pump, which will draw power to transfer C-Class water from the 10th Green Lake to Lake 4A—to the PBC switchboard, and will fund all consumer mains and any additional switchboard works required beyond the PBC's needs.
- No electricity costs are to be charged to the PBC, noting that the PBC will also be connected to the switchboard but will consume negligible power relative to MSC(D)'s pump.
- MSC(D), will be responsible for all future electricity costs associated with the entire pillar, including those attributable to the PBC's connected devices.

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

This motion confirms that the PBC will have no financial liability for the connection, or ongoing electricity supply associated with this switchboard.

NOTE: Please refer to the Explanatory Schedule.

4.7	Approval for expenditure and engagement of Australasian Marine Associates Pty Ltd (Agenda Item 4.7)	Ordinary Resolution
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Submitted by Chairperson

THAT the PBC EGM agrees to expend \$719,048.00 Inc GST for the engagement of Australasian Marine Associates Pty Ltd to undertake the Harbour Entrance Hot Spot Maintenance Dredging works. Funds to be expensed to the Sinking fund GL Code 222372 - Harbours

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

NOTE: Please refer to the Explanatory Schedule.

4.8

Approval for expenditure and engagement of MLEI Queensland Pty Ltd for Sewage Reticulation Pump Station Assessment (Agenda Item 4.8)

Ordinary Resolution

Submitted by Chairperson

THAT the PBC EGM authorises the expenditure of \$13,750 incl. GST, for the engagement of MLEI Queensland Pty Ltd T/A OSKA Consulting Group to undertake the proposed works as outlined, with funds to be allocated from the Sinking Fund – GL Code 22126

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

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. M 10.2 PBC Terms of Reference 31 Oct 2025 rev8
4. M10.3 Role Statement PBC Treasurer 30 Oct 2025 Rev 6 Complete
5. M 4.1. SCCSL DF 502040 - Authorisation for Body Corporate Expenditure - Cassia Pump Station – Quarterly Pump Maintenance
6. M4.2. SCCSL DF 502040 - Authorisation for Body Corporate Expenditure - Edgecliff Lighting
7. M4.3. PBC Revetment Wall Report 2025 - Final
8. M4.4. SCCSL DF 502040 - Authorisation for Body Corporate Expenditure - Boom Gates - Preventative Maintenance Agreement
9. M4.5. Plumeria & Washingtonia - Scope of works V4 - Final 10112025
10. M4.7. PBC - Dredging 19112025
11. M4.8. Sewage Reticulation Pump Station Assessment
12. CORRO FOR INFORMATION
13. CFI 1. FW_ Invitation - Members' Nominees for the RBC
14. CFI 1. RBC Member Nominees_Invite
15. CFI 2. Colvillia Christmas Letter - PBC
16. CFI 3. Schotia Island Christmas Letter - PBC
17. CFI 4. Corymbia & Darwinia Christmas Letter - PBC
18. CFI 5. 4638 Additional Security Camera Approval
19. CFI 6. Communication to Tradesmen
20. CFI 7. 20251117-OBN-18478-Letter-Acknowledgement and extension-of-time-decision

21. CFI 7. Objection - Sanctuary Cove Principal Body Corporate _ Rejection of Extension of Time Request _ Land Tax

22. CFI 8. PBC S Fund Mgt Version 2 - 20251120 - CFI - Nov EGM

23. CORRO FOR ACTION

24. CFA 1. Concerns Regarding the Proposed Removal of Protected Trees at Marine Drive East and Surrounding Areas

25. CFA 2. 5925 Request for approval to remove a tree

26. CFA 3. Off-Leash Dog Park in Future Mulpha Development

27. REPORTS FOR INFORMATION

28. RFI 1. PBC EC Meeting 2025 - Action Log

29. RFI 1. PBC EGM Meetings 2025 - Action Log

30. RFI 2. PBC MIP 20251120

31. Information About Proxies

32. Proxy form for Body Corporate Meetings

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 30 October 2025 at 10:00 AM

Meeting time: **10:01am – 12:15pm**

Chairperson: Mr Stuart Shakespeare

ATTENDANCE

The following members were Present in Person at the meeting:

Lot 1702	Cassia GTP 1702	Mr Peter Cohen
Lot 1703	Washingtonia GTP 1703	Mr David Francis
Lot 1712	Livingstonia GTP 1712	Mr Brian Earp
Lot 1769	Roystonia GTP 1769	Mrs Cheryl McBride
Lot 1790	Araucaria GTP 1790	Mrs Maxine Monroe
Lot 2504	Colvillia GTP 2504	Mr Robert Nolan
Lot 107045	Harpullia GTP 107045	Mr Paul Kernaghan
Lot 107106	Schotia Island GTP 107106	Mr Lee Uebergang
Lot 107128	Felicia GTP 107128	Mr Stuart Shakespeare
Lot 107209	Alpinia GTP 107209	Mrs Dianne Taylor
Lot 107353	Woodsia GTP 107353	Mr Peter Hay
Lot 107434	Zieria GTP 107434	Mr Hugh Martin
Lot 107399	Caladenia GTP 107399	Mr Tony McGinty
Lot 107406	Corymbia GTP 107406	Ms Suzi Ledger

The following members present by Voting Paper and In Person:

Lot 1712	Livingstonia GTP 1712	Owner present (pre-voted)
Lot 1769	Roystonia GTP 1769	Owner present (pre-voted)
Lot 107353	Woodsia GTP 107353	Owner present (pre-voted)
Lot 107406	Corymbia GTP 107406	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 1701	Bauhinia GTP 1701	Electronic vote
Lot 2207	Plumeria GTP 2207	Electronic vote
Lot 107509	Alphitonia GTP 107509	Electronic vote
Lot 107053	Acacia GTP 107053	Electronic vote
Lot 107217	Tristania GTP 107217	Electronic vote
Lot 107278	Banksia Lakes GTP 107278	Electronic vote
Lot 107442	Molinia GTP 107442	Electronic vote
Lot 107456	Alyxia GTP 107456	Electronic vote
Lot 107488	Darwinia GTP 107488	Electronic vote

The following members were present by Proxy:

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

Present by Invitation:

Mrs Simone Hoyle – Governance Leadership Group (GLG)
Mr Malcolm Jackman – Observer for Felicia
Mr Shaun Clarke – FTTH update (SC)
Mrs Jodie Syrett – Manager of Body Corporate (Minute Taker – JS)
Mrs Cassie McAuliffe – General Manager (CMA)
Mrs Brogan Watling – In-House Counsel (BW)
Ms Shanyn Fox – Facilities Manager (SF)

Apologies:

Mr Michael Longes
Mr Neill Ford
Mr Stephen Anderson
Mrs Andrea Luyckx
Mr Peter Hawley
Mr Anthony Curtis
Mr Nabil Issa
Mr Peter Game
Mr Nick Eisenhut
Mr David Nelson
Mr Mick McDonald

The following members were not financial for the meeting: Nil

A Quorum was present

Nil Conflict of Interest

The Meeting was recorded.

Motions

1	Approval of Previous General Meeting Minutes - 25th September 2025 (Agenda Item 5.1)	Ordinary Resolution
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Statutory Motion Submitted by Chairperson

CARRIED

RESOLVED that the Minutes of the PBC Extraordinary General Meeting held on 25th September 2025 be accepted as a true and correct record of the proceedings of the meeting.

Yes	17
No	0
Abstain	9

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia			X	Fuschia			
Adelia				Harpullia	X		
Alphitonia			X	Justicia			
Alpinia	X			Livingstonia	X		
Alyxia	X			Molinia			X
Araucaria	X			Plumeria			X
Ardisia				Roystonia	X		
Banksia Lakes	X			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	X			MSCD Lot 81 (SA)			X
Felicia	X			MSCD Lot 83 (MM)			X

2	PBC Executive Committee S41 (4) SCRA (Agenda Item 5.2)	Ordinary Resolution
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Submitted by Chairperson

CARRIED

RESOLVED that in accordance with s41(4) Sanctuary Cove Resort Act 1985 (Qld), the PBC Executive Committee is to consist of at least 5 voting members who must be Members Nominees. Furthermore, as decided by the PBC, July 2020, the PBC shall not consist of more than 7 voting members.

Yes	26
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	X			Molinia	X		
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			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	X			MSCD Lot 81 (SA)	X		
Felicia	X			MSCD Lot 83 (MM)	X		

3 PBC Nominates Stuart Shakespeare to the role of PTBC EC (Agenda Item 5.3) Ordinary Resolution

Submitted by MN for Roystonia

CARRIED

RESOLVED that the PBC nominates Stuart Shakespeare to the role of Ordinary Member of the PTBC EC which, if successfully elected to that role by the PTBC, will take effect from the PTBC's AGM scheduled for 15th December 2025.

Yes	25
No	1
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	X			Molinia	X		
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			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	X			MSCD Lot 81 (SA)	X		
Felicia	X			MSCD Lot 83 (MM)	X		

4 Ratification of Mrs Cheryl McBride as appointed Chairperson (Agenda Item 5.4) Ordinary Resolution

Submitted by Chairperson

CARRIED

RESOLVED that, in accordance with the PBC's Policy on the Resignation of Chairperson and Ordinary PBC Executive Committee Member dated 24 July 2023, the PBC ratifies the decision of the Executive Committee dated 16 October 2025 to appoint Mrs Cheryl McBride to the position of Chairperson from 1 November 2025 for the remaining term of the PBC election year.

Yes	25
No	1
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	X			Molinia	X		
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			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	X			MSCD Lot 81 (SA)	X		
Felicia	X			MSCD Lot 83 (MM)	X		

5 Approval to appoint PBC Treasurer and Secretary as non-voting members if positions remain vacant (Agenda Item 5.5) Ordinary Resolution

Submitted by Chairperson

CARRIED

RESOLVED that in accordance with s41(6A) Sanctuary Cove Resort Act 1985 (Qld), should the positions of PBC Treasurer and Secretary remain vacant following the conduct of the PBC AGM, on 15th December 2025, suitably qualified candidates who are lot owners in the Sanctuary Cove Resort shall be sought and appointed following a merit selection process. The appointees will not be voting members of the PBC Executive Committee.

Yes	25
No	0
Abstain	1

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia			
Adelia				Harpullia	X		
Alphitonia	X			Justicia			
Alpinia	X			Livingstonia	X		
Alyxia	X			Molinia	X		
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			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	X			MSCD Lot 81 (SA)	X		
Felicia	X			MSCD Lot 83 (MM)	X		

**6 Approval of entry into Deed of Assignment of Services Agreement
for Connection to FTTH (Agenda Item 5.6)** Ordinary Resolution

Submitted by Chairperson

CARRIED

RESOLVED that the PBC approves entry into the Deed of Assignment of Services Agreement for Connection to FTTH, generally on the terms contained in the Deed circulated with this agenda, and that any two Executive Committee members are authorised to execute the Deed of Assignment on behalf of the PBC.

Yes	21
No	5
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	X			Molinia	X		
Araucaria	X			Plumeria		X	
Ardisia				Roystonia	X		
Banksia Lakes	X			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	X			MSCD Lot 81 (SA)	X		
Felicia	X			MSCD Lot 83 (MM)	X		

7 **Approval to transfer vehicles to Sanctuary Cove Community Services Limited
(Agenda Item 5.7)**

Ordinary
Resolution

Submitted by Chairperson

CARRIED

RESOLVED that the PBC agrees to sell its interest in the below eight (8) vehicles to Sanctuary Cove Community Services Limited at the book value as shown in column D (totalling \$70,856.70), with the proceeds from the sale to be returned to the PBC and PTBC proportional to each entity's contribution to the purchase price as shown in column E (PBC: 70% (\$49,599.69) and PTBC 30% (\$21,257.01)).

And further, **RESOLVED** that the PBC agrees to enter into the Contract for the Sale of Vehicles generally on the terms set out in the agreement circulated with the agenda, with any two Executive Committee members authorised to sign the agreement on behalf of the PBC.

Yes	25
No	0
Abstain	1

	A	B	C	D Effective Life 5 Years	E Purchase Price Based on Book Value				
					Year	Cost	Book Value*	PBC	PTBC
1	Toyota Hilux 4x2 Workmate Cab Chassis	2025	\$37,070.70	\$37,070.70	\$25,949.49	\$11,121.21			
2	Toyota Hilux 4x2 Workmate Cab Chassis	2023	\$39,107	\$23,464	\$16,425	\$7,039			
3	Toyota Hilux 4x2 Workmate Cab Chassis	2020	\$23,111	-	-	-			
4	Toyota Hilux 4x2 Workmate Cab Chassis	2020	\$20,727	-	-	-			
5	Toyota Hilux 4x2 Workmate Cab Chassis	2020	\$23,111	-	-	-			
6	Tomberlin (2-seater)	2021	\$13,839	\$2,768	\$1,937	\$830			
7	Tomberlin Revenge (4-seater)	2022	\$13,839	\$4,152	\$2,906	\$1,246			
8	Tomberlin Revenge (2-seater)	2022	\$11,339	\$3,402	\$2,381	\$1,021			

**This cost includes accessories*

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia			
Adelia				Harpullia	X		
Alphitonia	X			Justicia			
Alpinia	X			Livingstonia	X		
Alyxia	X			Molinia	X		
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			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	X			MSCD Lot 81 (SA)	X		
Felicia	X			MSCD Lot 83 (MM)	X		

8 Approval of terms of Deed Governing Delivery of Unsolicited Advertising Material in the Residential Zone and authority to enter into Deed (Agenda Item 5.8) Ordinary Resolution

Submitted by Chairperson

CARRIED

RESOLVED that the PBC generally approves the terms contained in the Deed Governing Delivery of Unsolicited Advertising Material in the Residential Zone and agrees that this Deed may be offered to any business in the Sanctuary Cove Resort Marine Village wishing to conduct marketing within the Residential Zone. And further, that any two Executive Committee members are authorised to execute this Deed with any business within Sanctuary Cove Resort Marine Village on behalf of the PBC.

Yes	24
No	0
Abstain	2

Action: Compliance to address Builders signs under RZABLS outside properties after completion.

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia			X	Fuschia			
Adelia				Harpullia	X		
Alphitonia	X			Justicia			
Alpinia	X			Livingstonia	X		
Alyxia	X			Molinia	X		
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			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	X			MSCD Lot 81 (SA)	X		
Felicia	X			MSCD Lot 83 (MM)	X		

9	Agreement to extend Security Services Agreement for 12 months (Agenda Item 5.9)	Ordinary Resolution
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Submitted by Chairperson

CARRIED

RESOLVED that the PBC agrees to extend the Security Services – User Agreement (the agreement under which it receives its security services) for a period of 1 year in accordance with the Letter of Extension from Sanctuary Cove Security Services Pty Ltd dated 21st October 2025 and that any two Executive Committee members are authorised to execute the Letter of Extension.

Yes	25
No	0
Abstain	1

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

10 Approval to pay additional fees of Cooper Grace Ward for advice on land tax liability (Agenda Item 5.10) Ordinary Resolution

Submitted by Chairperson

CARRIED

RESOLVED that the PBC approves the cost of \$588.17 to cover the additional fees of Cooper Grace Ward in providing advice on the PBC's liability for land tax.

Yes	26
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	X			Molinia	X		
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			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	X			MSCD Lot 81 (SA)	X		
Felicia	X			MSCD Lot 83 (MM)	X		

11 Approval of expenditure to provide nourishment for the Sanctuary Cove PBC Members Nominees (Agenda Item 5.11) **Ordinary Resolution**

Submitted by MN for Roystonia

CARRIED

RESOLVED that in accordance with customary practice for volunteers dedicating significant time to the collective decision making and responsibility for a not-for-profit organisation, the sum of \$200 per meeting or \$2400p/a is sought to provide nourishment for the Sanctuary Cove PBC Members Nominees.

Yes	19
No	4
Abstain	3

NOTE: Perceived conflict of Interest, however not material and voting on behalf of the RBC wishes.

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia			
Adelia				Harpullia	X		
Alphitonia	X			Justicia			
Alpinia	X			Livingstonia			X
Alyxia	X			Molinia			
Araucaria	X			Plumeria			X
Ardisia				Roystonia	X		
Banksia Lakes	X			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			X	MSCD Lot 81 (SA)	X		
Felicia	X			MSCD Lot 83 (MM)	X		

12	Approval for expenditure to engage Niche Studio to implement a QR code system and ongoing website management (Agenda Item 5.12)	Ordinary Resolution
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Submitted by Chairperson

CARRIED

RESOLVED that the Principal Body Corporate (PBC) EGM approve expenditure of \$3,140 (ex GST) for the engagement of Niche Studio to implement a QR code system to enable seamless mobile access, and to provide ongoing website management and continuous improvement services.

Scope of Works / Inclusions:

- Initial QR code setup and integration, enabling direct access via a dedicated **app-style tile** on residents' mobile or tablet devices.
- Routine content updates and minor technical fixes over the coming months.
- Flexibility for incremental design and feature enhancements to improve user experience.

Yes	25
No	1
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	X			Molinia	X		
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			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	X			MSCD Lot 81 (SA)	X		
Felicia	X			MSCD Lot 83 (MM)	X		

13	Approval for the removal of solar panels installed on Jabiru Park toilet block and installation of backup battery system (Agenda Item 5.13)	Ordinary Resolution
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Submitted by Chairperson

CARRIED

RESOLVED that the PBC EGM approve the removal of the existing solar panels installed on the Jabiru Park toilet block, and the installation of a backup battery system to provide power supply during a mains power outage, ensuring the continued operation of security radios at no cost to the PBC.

Further **RESOLVED** that the Manager of Body Corporate will communicate with the neighbour following the outcome of the PBC decision.

Yes	26
No	0
Abstain	0

NOTE: JS to advise owner at 1862 of outcome.

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia			
Adelia				Harpullia	X		
Alphitonia	X			Justicia			
Alpinia	X			Livingstonia	X		
Alyxia	X			Molinia	X		
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			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	X			MSCD Lot 81 (SA)	X		
Felicia	X			MSCD Lot 83 (MM)	X		

14.1	APPROVAL OF EXPENDITURE AND ENGAGEMENT OF URBAN ASSET SOLUTIONS FOR RECTIFICATION WORKS AT THE ADDRESS (AGENDA ITEM 5.14)	Ordinary Resolution
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Submitted by Chairperson

CARRIED

RESOLVED that the PBC EGM authorises the expenditure of \$13,101.00 (Inc GST) for the engagement of Urban Asset Solutions to undertake the proposed works as outlined with funds to be allocated from the Administration Fund - GL Code 12660

Yes	26
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	X			Molinia	X		
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			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	X			MSCD Lot 81 (SA)	X		
Felicia	X			MSCD Lot 83 (MM)	X		

14.2

**APPROVAL FOR PROPOSED STRIP/GRATE DRAIN - STORMWATER
DRAINAGE REMEDIATION WORKS WITHIN DARWINIA PARK
(AGENDA ITEM 5.15)**

Ordinary Resolution

Submitted by Chairperson

CARRIED

RESOLVED that the PBC EGM approves the proposed Strip/Grate Drain - Stormwater drainage remediation works within Darwinia Park (secondary thoroughfare), and that one of the following contractors be engaged to undertake the works in accordance with their quotations circulated with the agenda. Funds to be allocated from the Sinking Fund – GL Code 224961 (Stormwater Line).

Yes	26
No	0
Abstain	0

Contractor 1Smartstone Group - \$51,740.27 (Inc GST), quotation dated 14th October 2025**Contractor 2**Solutions + Co - \$92,806.07 (Inc GST), quotation dated 13th October 2025

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia			
Adelia				Harpullia	X		
Alphitonia	X			Justicia			
Alpinia	X			Livingstonia	X		
Alyxia	X			Molinia	X		
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			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	X			MSCD Lot 81 (SA)	X		
Felicia	X			MSCD Lot 83 (MM)	X		

14.2 Alternatives

(Option A)

Contractor 1

Smartstone Group - \$51,740.27 (Inc GST), quotation dated 14th October 2025

(Option B)

Contractor 2

Solutions + Co - \$92,806.07 (Inc GST), quotation dated 13th October 2025

'OPTION A' has been selected with the highest votes.

Votes: A: 25 B: 1

Inv: 0

Members Name	A	B	Abstain	Members Name	A	B	Abstain
Acacia	X			Fuschia			
Adelia				Harpullia	X		
Alphitonia	X			Justicia			
Alpinia	X			Livingstonia	X		
Alyxia	X			Molinia	X		
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			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		X		MSCD Lot 81 (SA)	X		
Felicia	X			MSCD Lot 83 (MM)	X		

14.3 APPROVAL OF EXPENDITURE AND ENGAGEMENT OF SECURE ACCESS FOR INTERCOM UPGRADE (AGENDA ITEM 5.16)

Ordinary Resolution

Submitted by Chairperson

CARRIED

RESOLVED that the PBC EGM approves the expenditure of \$25,648.29 (Inc GST) for Secure Access Systems to undertake the upgrade of the security intercom network, Funds are to be allocated from the Sinking Fund – GL Code 224340.

Yes	26
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	X			Molinia	X		
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			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	X			MSCD Lot 81 (SA)	X		
Felicia	X			MSCD Lot 83 (MM)	X		

14.4 APPROVAL OF EXPENDITURE AND ENGAGEMENT OF SOCIAL PLUMBING FOR RESIDENTIAL WATER METER REPLACEMENT (AGENDA ITEM 5.17)

Ordinary Resolution

Submitted by Chairperson

CARRIED

RESOLVED that the PBC EGM agrees to expend \$100,926.90 (Inc. GST) for the engagement of Social Plumbing for the supply and installation of ninety-three (93) residential water meters, meter boxes and associated fittings. Funds to be expensed from the Sinking fund - Water Point - 22506

Further **RESOLVED** that the PBC further notes that six (6) contractors were invited to submit quotations. Three (3) responses were received, with one (1) subsequently withdrawn, and three (3) contractors did not respond. Given the number of valid quotations received, the PBC approves a reduction in the minimum required number of quotations from three (3) to two (2).

Yes	26
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	X			Molinia	X		
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			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	X			MSCD Lot 81 (SA)	X		
Felicia	X			MSCD Lot 83 (MM)	X		

14.5 APPROVAL OF EXPENDITURE AND ENGAGEMENT OF FLAME CONTROL INDUSTRIES TO CONDUCT PBC FIRE HYDRANT ANNUAL INSPECTION (AGENDA ITEM 5.18)

Ordinary Resolution

Submitted by Chairperson

CARRIED

RESOLVED that the PBC EGM authorises the expenditure of \$11,616.00 (incl. GST) for the engagement of Flame Control Industries to undertake the proposed works as outlined, with funds to be allocated from the Administration Fund - GL Code 12340

Yes	26
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	X			Molinia	X		
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			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	X			MSCD Lot 81 (SA)	X		
Felicia	X			MSCD Lot 83 (MM)	X		

Submitted by Chairperson

CARRIED

RESOLVED that the PBC EGM approves the Consultancy Agreement between Sanctuary Cove Principal Body Corporate (PBC) and Gravel Road Group Pty Ltd (ABN 93 090 113 018) for the provision of specialist consultancy services relating to the Fibre-to-the-Home (FTTH) Project.

Further **RESOLVED** that the PBC EGM further approves the execution of the Consultancy Agreement and authorises the Chairperson and Secretary to sign the agreement on behalf of the Principal Body Corporate.

Yes	24
No	0
Abstain	2

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia			
Adelia				Harpullia	X		
Alphitonia	X			Justicia			
Alpinia	X			Livingstonia	X		
Alyxia	X			Molinia	X		
Araucaria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes	X			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	X			MSCD Lot 81 (SA)	X		
Felicia	X			MSCD Lot 83 (MM)	X		

Correspondence for Information:

CFI 1. Barry Teeling response to Village Gates:

- It was noted in the PBC EC minutes that Barry Teeling was to provide a response regarding the extension of the Village Gates closure within 48 hours. Cassie (CMA) advised that a meeting was held with Barry, followed by an email and a phone call to follow up. She was informed that the response was forthcoming but has not yet received it.
- **Action:** Cassie to follow up

CFI 2. Matters In Progress:

- FTTH and advising Mulpha to plan ahead with future developments.
- Security Services Agreement update from Cassie.
- Audit of A-Class Water project
- Deed of Variation of the Shareholders Agreement
- ST By-law amendment – Animal Control/Parking – **Action:** SF to source quote for all visitors parks to have signage.

Correspondence for Action:

CFA 1. Parking Ticket for changes of ST By-Law:

- Noted and happy for this to progress with the changes.

CFA 2. Request for Christmas gathering on ST in Darwinia:

- A request was received from the MN for Corymbia to hold a street gathering on Pinehurst Drive.
- The Chairperson requested further details, including the proposed time, date, traffic management arrangements, and estimated number of attendees.

General Business:

FTTH Discussion – Shaun Clarke (SC):

- It was discussed that additional users, such as Harbour One and other developments outside the gates, may impact FTTH usability.
- This matter has been included in the brief to Gravel Road for review and reporting within their scope of work.
- Three potential options available to PBC are:
 - G-PON
 - Next G-PON
 - T-PON
- Gravel Road has been engaged to investigate a range of solutions aimed at future-proofing the system and will provide options outlining size and cost implications.
- Phase Two will deliver a comprehensive map of the existing infrastructure, while Phase Three will outline the proposed solutions moving forward.
- Discussion was held regarding NBN connections within Sanctuary Cove and the issue of connections being established without PBC approval.
- It was suggested that a presentation be arranged to provide further clarity on the project.
- There was discussion around the five entities currently using FTTH outside the gates, and whether PBC's obligations to these entities have been fully considered.
- The Chairperson noted that it is not a straightforward decision to disconnect these entities, as consultation will be required to determine the most appropriate approach.
- It was recommended that Mulpha communicate their planning for future developments in relation to FTTH connections outside the gates.

Legal Privilege:

- It was noted that if legal advice is distributed and subsequently obtained by the opposing party in a dispute, it could compromise the process and provide the other party with insight into PBC's strategic position.
- Such disclosure would also waive the ability to claim legal professional privilege over the advice.
- It was discussed that, as a Member Nominee (MN) of the PBC, the MN retains the right to request access to this advice. If so, the PBC members could waive their right to legal privilege thereby potentially placing the PBC at risk.

Governance Liaison Group – Simone Hoyle (SH):

- During the approval of the previous PBC EGM minutes, it was proposed that where Members Nominee (MNs) have voted online and are also in attendance at the meeting, they raise their hand during voting to ensure transparency. This would allow for clarification or discussion regarding any objections to a motion.
- It was further discussed that this process be incorporated into the MN's role statements for consideration.

- The first draft of the governance guidelines, which sets out the overall framework, is nearing finalisation.
- The documents will be circulated to MNs via email for review and have been intentionally separated from the agenda booklet for ease of reference.
- MNs will have approximately six weeks to review the documents and consult with the RBCs, with an accompanying one-page communication summary.
- The purpose is to capture feedback and any proposed changes.
- The review aims to provide greater clarity around roles, define boundaries, and outline the responsibilities of each group.
- The MN for Schotia Island raised concerns regarding the use of proxies for the PBC EGM and the confusion surrounding their application. The PBC EC recommended that this matter be referred to the Governance Liaison Group for clarification.

Agreement to extend Security Services Agreement for 12 months:

- During this period, a time-in-motion study will be undertaken to capture detailed data and insights.
- Discussion took place around whether the survey will identify the services residents desire versus those currently provided.
- Cassie (CMA) advised that extensive work is underway to collate and present this information, with a comprehensive review of Security being conducted, including cost structures and operational frameworks.
- It was requested that regular updates be provided to the PBC on this matter, including benchmarking outcomes and ongoing consultation.
- Benchmarking will be undertaken, referencing comparable entities such as Hope Island Security.
- **Action:** CMA to provide regular updates at PBC EGM.

Card reader on toilet door at Jabiru Park:

- It was discussed and agreed that installing a card reader lock on the Jabiru Park toilet block may not be the most suitable option at this stage, and that the potential impacts should be investigated prior to any decision being made.

Pathway/Footpath extension:

- It was noted that the PBC EC previously discussed this matter and that the PBC had undertaken a comprehensive review approximately two years ago, after which it was determined that approval would not be granted.
- The PBC EC reaffirmed that the roads are shared zones with a 40km/h speed limit, and all motorists and pedestrians are expected to remain vigilant.
- A reminder will be included in the upcoming PBC newsletter.
- It was suggested that, with the use of the two mobile speed cameras, offenders be notified when detected and that repeat offenders face potential penalties, such as suspension of Licence Plate Recognition (LPR) access.

Schotia Island Intersection:

- The project has been included in the new financial year; however, consultation is required to review the available options to ensure functionality is maintained and costs remain within a reasonable expenditure.
- It was decided the MN for Schotia Island and Shanyn (SF) will meet and discuss a plan forward.
- Another option, a camera stationed on the intersection for safety.

Thank you to Stuart Shakespeare:

- A small gift and expression of appreciation were presented to Stuart in recognition of his time and dedication as Chairperson, marking his final meeting with the PBC.

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

MEETING CLOSED at 12:15 PM

Chairperson: Mr Stuart Shakespeare X.....

Principal Body Corporate (PBC): Terms of Reference

Document Control	Details
Document Title	Principal Body Corporate – Terms of Reference (TOR)
Document Custodian	Principal Body Corporate (PBC)
Approved by	Principal Body Corporate (PBC)
Approval Date	DD Month YYYY
Version Number	
Review Frequency	Annually or when role changes are approved
Next Review Due	October 2026

1. Purpose

The purpose of the PBC is to govern the Sanctuary Cove residential zones in accordance with the Sanctuary Cove Resort Act (SCRA), including the protection and maintenance of common property and the secondary thoroughfare, enforcement of by-laws, prudent financial management, and ensuring the long-term interests of the Sanctuary Cove community are served.

All statutory references in this document refer to the Sanctuary Cove Resort Act 1985 (Qld) (as in force April 2024) and the Building Units and Group Titles Act 1980 (Qld), unless otherwise stated.

2. Scope

All matters relating to:

- Making and enforcing by-laws
- Setting and raising levies (administration and sinking funds)
- Overseeing the budget and financial management
- Approving development applications through delegated processes
- Engaging with stakeholders and maintaining compliance with SCRA and BUGTA

Strategic planning and advocacy

- Strategic planning, projects and service contracts
- Conduct an annual strategic planning review process with consideration to form working groups focussing on projects, to drive key initiatives or proactive engagement on emerging issues.
- Engage with government and external stakeholders in advocacy and submissions on land use, infrastructure and legislative changes.

3. Authority

The PBC is the principal statutory governance body under SCRA. It:

- Holds ultimate authority for decisions unless restricted by SCRA (some decisions must be by special resolution).
- All restricted matters remain the responsibility of the PBC in General or Extraordinary General Meeting in accordance with sections 45 to 47 (inclusive) of the Act.
- May delegate certain functions to the Executive Committee (EC), sub-committees, or SCCSL.
- Cannot delegate special levy decisions or changes to member rights without specific Extraordinary General Meeting approval.

4. Membership, Appointment Process, Induction and Training

- Each Residential Body Corporate (RBC) elects one Member Nominee (MN) to represent it at the PBC.
- MNs must be individual lot owners or duly authorised representatives.
- Annually, MNs elect a Chair, Secretary, Treasurer, and up to four Ordinary Members to form the PBC EC.
- The PBC will maintain an ongoing program of governance education and induction for all Members Nominee and Executive Committee members, ensuring that knowledge of SCRA, by-laws, and PBC governance policies

is sustained and updated. Attendance at these sessions forms part of each Member Nominee's role expectations and is compulsory.

5. Meeting Frequency and Procedures

- Holds monthly Extraordinary General Meetings (EGM)
- Convenes an Annual General Meeting (AGM) within 2 months of the anniversary date per SCRA.
- Meeting procedures follow SCRA and BUGTA protocols along with good governance.
- Notices, minutes, and resolutions are retained for a minimum of 10 years.

6. Meeting Voting, Culture and Participation

If a Member Nominee or authorised proxy is present in the meeting room (physically or virtually) during a PBC EGM, it is expected they cast their vote by show of hands, even if they have already submitted an electronic vote prior to the meeting.

The show of hands process allows Member Nominees to hear discussion, understand the reasoning and perspectives of other Residential Body Corporates, and participate in informed collective decision-making. It ensures that voting reflects the broader context and deliberation that occurs during the meeting, supporting transparency, engagement, and good governance practice.

The PBC is committed to maintaining a professional, respectful, and inclusive meeting culture that supports active participation, effective governance, and informed decision-making.

All participants must comply to PBC Code of Conduct and Conflict of Interest Policy at all times.

All Members Nominee and participants are expected to:

- Participate actively and constructively, contributing their knowledge, experience, and perspectives to discussions and decisions.
- Allow others to be heard and engage respectfully, recognising that diverse viewpoints strengthen outcomes.
- Focus on issues, not individuals, and use evidence-based reasoning in debate.
- Prepare in advance, read all meeting materials, and remain on topic to support efficient use of time.
- Respect the authority of the Chairperson to guide discussion, maintain order, and close debate when appropriate.
- Seek consensus wherever possible and support collective decisions once made.

The Chairperson is responsible for modelling these behaviours and fostering a meeting environment that encourages informed, inclusive, and outcome-focused participation.

7. Quorum Requirements

- A quorum is formed when a majority of MNs are present. No business may be transacted without a quorum.

8. Decision-Making and Voting Protocols

- Each MN has one vote.
- Votes can be by show of hands (default) in the EGM or AGM, electronic StrataVote or lodging voting paper. If a MN is present in room at an EGM or AGM, they must show their vote with their hand, even if they have pre-voted prior to the meeting.
- **Ordinary resolutions:** passed by simple majority (>50% of votes cast).
- A MN may call a poll vote at any time prior to a motion being put to vote. A poll vote is weighted by lot entitlements if called.

A special resolution is required for major or restricted matters such as:

- Striking special levies
- Changing member rights, privileges, or obligations

- By-law changes or repeals
- The 75% threshold can apply in two different ways, depending on the type of decision:

To pass, a special resolution must receive at least 75% of votes in favour of the motion

- Standard special resolutions — require ≥75% of votes cast.
- Expenditure or levy-related resolutions under SCRA s.46, may require ≥75% of all lot owners (not just those voting) to consent in writing.

Refer to appendix A for a detailed summary of special resolution requirements.

9. Proxy Representation

- Where a Member Nominee is unable to attend a PBC Extraordinary General Meeting (EGM), the Member Nominee must notify both their RBC Committee and the PBC Secretary as soon as practicable.
- Each RBC should nominate its authorised proxy annually at or shortly after its Annual General Meeting (AGM) and may also nominate a secondary proxy to ensure continuity of representation.
- The proxy appointment for a PBC meeting must be authorised in writing by the RBC Committee, not by the individual Member Nominee. “The proxy appointment for a PBC must be authorised in writing by the RBC Committee and comply with Schedule 3, clauses 10–13
- A Member Nominee cannot personally appoint another PBC Member Nominee or any other individual as their proxy on their own authority.
- A Member Nominee cannot nominate a proxy for a PBC Annual General Meeting (AGM).
- The PBC Secretary must receive and record all authorised proxy notifications prior to the commencement of the meeting.
- The Chairperson must confirm all valid proxy instruments received as part of the meeting attendance record and ensure that voting rights are exercised in accordance with the authorised proxy.

10. Reporting Obligations

- Receives reports and recommendations from the Executive Committee (EC), the Architectural Review Committee (ARC), other PBC-approved sub-committees, working groups, and SCCSL. The PBC determines reporting and delegation authority arrangements for each sub-committee or working group and may review or vary these from time to time in accordance with SCRA s.50.
- Maintains a register of decisions, actions, and resolutions.
- Special resolutions must be recorded verbatim in the minutes and retained for 10 years (SCRA s.33(1)(e))
- Meeting records and decisions are shared with RBCs and stored per statutory requirements.
- Communicates major decisions and project progress to the Sanctuary Cove community.
- Any delegation of authority must be recorded in the PBC Delegations Register and exercised consistently with the PBC Delegations of Authority Framework.
- Provides an annual summary to each RBC Committee detailing the meeting attendance record of its appointed PBC Member Nominee, to promote transparency and accountability in representation.

11. Review Cycle and Amendments Process

- This ToR is formally reviewed every two years, or earlier if:
 - There are material legislative changes.
 - The PBC restructures governance arrangements
 - A review is triggered by resolution at a General Meeting

Appendix A – Special Resolution Requirements

Table: Summary of PBC Special Resolution Requirements under SCRA

Decision type	Relevant SCRA section	Voting threshold	Notes / examples
Striking or varying a special levy,	s 45(1)(a) and s 46(1)(c)–(e)	≥ 75 % of all lot owners	Used only for unplanned or emergency expenditure outside approved budgets. Consent in writing if unable to convene PBC meeting quickly.
Changing rights, privileges or obligations of members	s 45 (1)(b)	≥ 75 % of votes cast	E.g. altering member voting entitlements or representation.
Altering annual contributions or monetary obligations	s 45 (1)(c)	≥ 75 % of votes cast	Covers routine budget or levy adjustments.
Any matter that requires a special resolution under SCRA or by-laws	s 45 (1)(d) and (3)	≥ 75 % of votes cast	E.g. by-law amendments (also need Ministerial approval).
Any matter the PBC has reserved to itself	s 47(1)	As specified by PBC resolution	When the PBC decides certain issues (e.g. major contracts, reserve allocations) must always be approved by the PBC, even if they could otherwise be delegated.

Appendix B – Under the SCRA, the PBC may, but is not required to, delegate the following authorities to the EC, subject to annual review and approval:

- Urgent or unplanned activities or expenditure requiring action, within PBC-approved limits, between PBC meetings.
- Act on behalf of the PBC in relation to specific sub-committees, only within the scope of authority formally delegated by the PBC.
- Approval of levy claims and recovery of monies owed, in consultation with the relevant PBC Member Nominee where applicable. If the matter is deemed highly sensitive or confidential by the PBC Chair or Secretary, the Owner's written consent is required before sharing any details.
- Implementation of budgets and projects approved by the PBC.
- Review of budgets and projects before recommending them to the PBC for final approval.
- Oversight of SCCSL operational and financial reports.
- Correspondence – review and respond, on behalf of the PBC, to correspondence within the PBC's powers and functions under the SCRA or delegated authorities, consulting the relevant PBC Member Nominee where an RBC matter is involved.
- Provide policy and governance guidance to PBC, within the approved PBC governance framework.

What cannot be delegated by the PBC to the EC or SCCSL:

Under SCRA ss.45–47, the following matters cannot be delegated and remain the responsibility of the PBC:

- Striking special levies.
- Changing rights, privileges, or obligations of members.
- Altering annual contributions.
- Any matter requiring a PBC special resolution.
- Any other matters the PBC has expressly reserved to itself.
- Approval of annual budgets and levies (remains a PBC General Meeting responsibility).
- By-law changes or introduction of new by-laws (must be PBC resolution + Ministerial approval).
- Strategic planning decisions that alter the scope of the PBC's long-term purpose or obligations.
- Master planning or land-use changes requiring community-wide input.

Sanctuary Cove Principal Body Corporate (PBC): Quick Reference Guide – Roles & Responsibilities

What the PBC Does

The PBC is the peak governing body for the Sanctuary Cove residential zones. It is responsible for:

Core Functions (SCRA s33)

- Maintaining/managing the secondary thoroughfare and PBC-owned assets (roads, canals, lighting, parks, common areas).
- Ensuring compliance with development and residential by-laws.
- Setting and approving budgets, levies and sinking fund contributions.
- Keeping proper records, accounts and minutes, and arranging required insurance.
- Making decisions on major contracts, services and community-wide priorities.

How the PBC Works

- Meets monthly to discuss and decide matters affecting all residential zones.
- Delegates day-to-day operations to SCCSL under the Administration & Management Agreement (AMA).
- Uses sub-committees undertake detailed review and provide recommendations.

Role of a PBC Members Nominee (MN)

Your role is to represent your Residential Body Corporate (RBC) and also act in the best interests of the whole Sanctuary Cove community.

Primary Responsibilities

- Representation - bring your RBC's issues, motions and perspectives to the PBC.
- Vote on behalf of your RBC at all PBC meetings.
- Communicate PBC decisions back to your RBC.
- Governance Participation
- Prepare fully for meetings and contribute constructively to discussion and decision-making.
- Support the implementation of PBC decisions within your RBC.
- Complete required induction and governance education (SCRA, by-laws, Code of Conduct, governance framework).

Conduct & Compliance

- Follow the PBC Code of Conduct and declare/manage conflicts of interest. Maintain confidentiality of sensitive or commercial-in-confidence matters.

Collaboration

- Work constructively with other MNs, sub-committees, SCCSL and RBCs.
- Participate in sub-committees or working groups where nominated.

Authority

- MNs hold collective authority through voting at PBC meetings.
- MNs have no individual authority to make decisions or act on behalf of the PBC outside approved meeting processes.

What PBC MNs Cannot Do

- Make unilateral decisions on behalf of the PBC.
- Approve contracts, expenditure or tenders.
- Direct SCCSL or contractors operationally
- Appoint their own proxy—only the RBC Committee can authorise a proxy for an EGM.
- Share confidential PBC information without approval.

Key Principles for All PBC Members

- Act in the best interests of the entire community, not just your precinct.
- Be prepared, be respectful, and contribute constructively.
- Follow PBC processes and decision-making rules.
- Ensure transparency, accountability and good governance.
- Support effective information flow between the PBC and your RBC.

PBC Governance – Key definitions, Concepts & Acronyms

Simple Summary:

Terms of Reference (ToRs) = Group or Committee's rulebook

Role Statement = Individual's job description

Decision Rights = List of who decides what

Delegated Authority = Official permission to act on behalf of another body

Restricted Matters = Decisions only the PBC in Extraordinary General Meeting can make

Unrestricted Matters = Decisions that can be delegated by PBC to the EC, Sub-Committees, or SCCSL

All statutory references in this document refer to the Sanctuary Cove Resort Act 1985 (Qld) (as in force April 2024) and the Building Units and Group Titles Act 1980 (Qld), unless otherwise stated.

Document / Concept	Purpose	What it Covers	Why it Matters
Terms of Reference (ToR)	Defines the scope and mandate of a committee, group, or forum.	Purpose, objectives, responsibilities, membership, reporting lines, meeting frequency, limits of authority.	Provides the “charter” for how the group operates and ensures activities stay aligned with governance framework.
Role Statement	Clarifies what an individual or body is expected to do.	Key duties, behaviours, time commitment, expected contributions (e.g., Chair, Secretary, Treasurer, Member Nominee, Sub-Committee).	Avoids overlap or gaps and helps individuals understand their personal contribution and accountability.
Decision Rights	Sets out who has the authority to decide on what.	Categories of decisions (strategic, financial, operational), which forum decides (PBC, EC, Sub-Committee, SCCSL), escalation pathways.	Prevents confusion or duplication. Makes clear where input is sought versus where approval sits.
Delegated Authority	Formal hand-over from one committee or body to another.	Specific decisions or activities the PBC allows the EC, Sub-Committees, or SCCSL to carry out on its behalf (within set limits).	Ensures lawful delegation (consistent with SCRA and by-laws) and provides transparency on what cannot be delegated.
Restricted Matters	Defines what only the PBC in EGM can decide.	Matters under SCRA such as striking levies, altering rights/obligations of members, or decisions requiring special resolution.	Prevents overreach by EC or Sub-Committees and ensures statutory compliance.
Unrestricted Matters	Defines decisions that can be delegated to EC, Sub-Committees, or SCCSL.	Day-to-day approvals within budgets, oversight of sub-committee recommendations, urgent decisions, administrative actions (e.g., approving minutes, noting reports).	Supports efficient governance for the PBC EGM, while allowing day-to-day work to progress without delay.

Restricted vs Unrestricted Matters (SCRA)

Type	Definition	Examples (SCRA)
Restricted Matters	Decisions only the PBC in Extraordinary General Meeting can make. Cannot be delegated (SCRA s45–46).	<ul style="list-style-type: none"> • Striking/altering levies (Admin/Sinking Fund). • Raising special levies (s29, s45). • Changing member rights or obligations. • Any matter requiring special resolution (e.g., by-laws, AMA changes). • Expenditure above EC limits (unless approved at GM).
Unrestricted Matters	Decisions the PBC may delegate to the EC, Sub-Committees, or SCCSL (SCRA s41, s43, s47AB).	<ul style="list-style-type: none"> • Approvals within approved budgets. • Oversight of ARC, Contracts sub-committees. • Urgent/unplanned expenditure within limits (EC ToR). • Reviewing budgets/projects before PBC approval. • Routine admin (minutes, correspondence, reports).

Acronyms and Abbreviations used in Governance Framework

Acronym	Full Term	Meaning / Context
AGM	Annual General Meeting	Statutory yearly meeting where budgets, levies, and elections are approved.
AMA	Administration and Management Agreement	Contract between PBC/PTBC and SCCSL for service delivery and management.
ARC	Architectural Review Committee	PBC sub-committee that reviews development applications and ensures compliance with DCBLs.
BCM	Body Corporate Manager	Appointed manager under SCRA/BUGTA with delegated duties.
BCS	Body Corporate Services	Management company supporting the PBC/PTBC and sub-committees (historic references).
BUGTA	Building Units and Group Titles Act 1980	Legislation governing body corporates (applies to RBCs under SCRA).
CoC	Code of Conduct	Rules of expected behaviour for PBC, RBC, EC, Sub-Committee members, advisory groups and consultants.
COI	Conflict of Interest	Situation where personal interests may conflict with governance duties and responsibilities.
CSC	Contract Sub-Committee	Reviews major contracts and high risk agreements on behalf of the PBC
DCBLs	Development Control By-Laws	By-laws governing property development and alterations within Sanctuary Cove.
EC	Executive Committee	Elected by the PBC to oversee operational performance of SCCSL, implementation of PBC decisions and delegated authorities within limits
EGM	Extraordinary General Meeting	PBC meetings called outside the AGM.
FSC	Finance Sub-Committee	Joint PTBC/PBC sub-committee reviewing budgets, financial reports, and investment policy.
GLG	Governance Liaison Group	Advisory group supporting PBC governance improvement implementation.
GM	General Meeting	Meeting of members of a body corporate (PBC, PTBC, or RBC).
HIR	Hope Island Resort	Comparable resort community, used for benchmarking levies and governance.
MN	Member Nominee	Representative elected by each RBC to sit on the PBC.
PBC	Principal Body Corporate	Peak governing body for Sanctuary Cove residential zones.
PBC EC (or EC)	Principal Body Corporate Executive Committee	Elected sub-committee of the PBC to oversee decisions between General Meetings.
PTBC	Principal Thoroughfare Body Corporate	Governs primary thoroughfares and commercial zones.
RBC	Residential Body Corporate	Local precinct body corporate representing residents, Each RBC appoints a Member Nominee to the PBC.
RZBLs	Residential Activity Control By-Laws	By-laws regulating residential property use within Sanctuary Cove.
SCCSL	Sanctuary Cove Community Services Limited	Delivers management and services under AMA.
SCRA	Sanctuary Cove Resort Act 1985	Governing legislation establishing PBC, PTBC, RBCs, and their authorities.
ToR	Terms of Reference	“Rulebook” setting out mandate, responsibilities, and limits of authority for a committee

Sanctuary Cove Principal Body Corporate (PBC) – Governance Drafts Briefing

Purpose

This document provides a brief overview to help PBC MNs discuss the draft governance documents with their RBCs before they are finalised for PBC approval via formal motions.

Why these documents matter

The PBC has worked with governance specialists (Directors Australia) to strengthen how the PBC and its committees operate. The goal is clearer roles, simpler decision making, and compliance with the Sanctuary Cove Resort Act (SCRA), and greater consistency across all committees.

These drafts mark an important step in updating the overall governance framework for how the PBC functions.

What is a Terms of Reference (ToR)?

A Terms of Reference (ToR) explains what a group is responsible for and how it operates. It includes:

- The group's purpose and authority under the SCRA.
- Membership, quorum, and meeting frequency.
- Reporting lines – who the group reports to
- Decision limits – what the group can decide versus what must go to the PBC.

The PBC ToR outlines the overall responsibilities of the PBC itself, including its purpose, statutory duties, and how it oversees committees and SCCSL.

What is a Role Statement?

A Role Statement sets out the expected duties of an individual role or member.

It focuses on:

- Providing leadership and governance oversight, not day-to-day management.
- Accountability to the PBC as a collective decision making body.
- Alignment with the SCRA, and the BUGTA meeting provisions.

Draft role statements have been prepared for:

- PBC Chair, Secretary and Treasurer
- PBC Members' Nominees (MNs)

Delegations and Authorities

The Delegation and Authority Matrix consolidates all current PBC delegations into a single reference point. It defines:

- Which decisions are restricted to the PBC (e.g. levies, by-law changes, special resolutions);
- What the PBC EC can oversee and decide between meetings.
- What functions are delegated to SCCSL under the Administration and Management Agreement (AMA).

This document provides a single “source of truth” so everyone understands who can decide what.

Next steps – how RBCs can contribute

1. Review the draft PBC ToR, Role Statements, and Delegations Matrix (provided).
2. Discuss them at your next RBC meeting – are they clear, practical, and aligned with how you see the PBC's role?
3. Provide feedback or questions to your PBC Member's Nominee by mid-November.
4. Final drafts will be presented for approval at the PBC meeting in the last week of November 2025.

Over the coming months, more draft governance documents will be shared for TORs and role statements for RBCs, Executive Committee and Sub-committees.

Role Statement – PBC Secretary

Details

Document Title	Principal Body Corporate (PBC) Secretary Role Statement
Document Custodian	Principal Body Corporate (PBC)
Approved by	Principal Body Corporate (PBC)
Approval Date	DD Month YYYY
Version Number	
Review Frequency	Annually or when role changes are approved
Next Review Due	November 2026

Purpose of the Role

The Secretary of the Principal Body Corporate (PBC) ensures that the PBC and its Executive Committee (EC) comply with their statutory obligations under the Sanctuary Cove Resort Act (SCRA) and the Building Units and Group Titles Act (BUGTA). The Secretary is the custodian of PBC records, minutes, notices and registers, and supports the Chairperson and EC in maintaining effective governance, compliance, and transparent communication with stakeholders.

All statutory references in this document refer to the Sanctuary Cove Resort Act 1985 (Qld) (as in force April 2024) and the Building Units and Group Titles Act 1980 (Qld), unless otherwise stated.

Key Responsibilities

Governance & Compliance

- Ensure compliance with statutory obligations under SCRA and BUGTA, including meeting notices, minutes, registers, and statutory filings.
- Supervises maintenance of registers of motions, delegations, conflicts of interest, and resolutions.
- Approves PBC AGM and EGM agenda-with the PBC Chairperson.
- Supervises maintenance of PBC roll and records of proprietors and Member Nominees.
- Ensures consistency with the PBC's Delegations Register and governance document control framework.
- Ensures compliance with statutory timeframes for AGMs, and reporting and ~~maintain~~ supervises a register of correspondence and legal notices received or issued by the PBC.

Meetings and decision making support

- Oversees custody and use of the PBC common seal in accordance with legislative requirements.
- Preparation and issue notices of meetings in line with statutory requirements.
- Ensures EGM and AGM agendas and papers are prepared and circulated within required timeframes.
- Ensures accurate and timely minutes of PBC meetings, capturing decisions, resolutions and declarations of conflict.
- Provides procedural advice to the Chairperson and EC regarding quorum, resolutions, restricted matters and voting processes.
- Impartiality and inclusiveness, modelling leadership independence, fairness, and commitment to community-wide interests.
- Must comply to the principles of the PBC Code of Conduct and manage conflicts of interest in accordance with the policy.

Communication & Transparency

- Facilitate timely communication of decisions and meeting outcomes to Member Nominees, RBCs and other stakeholders.
- Ensure appropriate documentation is available for inspection in line with SCRA requirements.
- Uphold confidentiality of sensitive or commercial-in-confidence matters.

Role in Election, Nomination and Record Integrity

- Oversight of RBC Member Nominee appointments, ensuring nomination forms and eligibility align with SCRA Schedule 5 Code of Conduct.
- Ensuring that PBC roll updates accurately record PBC MN appointments and term commencements.
- Administering election and ballot procedures (open or secret) per Schedule 3 of SCRA, including custody of voting papers.

Authority: The Secretary has authority to:

- Issue official notices, minutes and correspondence on behalf of the PBC.
- Attest to the affixing of the PBC common seal with another authorised officer (SCRA s25(2)(b)
- Oversee delegated secretariat functions where the PBC has resolved by motion to appoint a Body Corporate Manager or other service provider under SCRA s47AB.

Relationship with SCCSL (Body Corporate Manager)

- The Secretary oversees, but does not duplicate, SCCSL administrative functions performed under the Administration and Management Agreement (AMA).
- Accountable for ensuring SCCSL fulfills its statutory functions for notices, minutes, and record keeping, with proper audit trail.

Succession, Induction, and Education

- Participates in induction of new EC and PBC members, particularly on statutory meeting procedures.
- Prepares handover notes and ensures continuity when the Secretary role changes.

Skills & Capabilities: An effective PBC Secretary will demonstrate:

- Governance knowledge – understanding of SCRA, BUGTA, PBC By-Laws and Codes of Conduct.
- Organisation and attention to detail – ability to maintain accurate records, notices and minutes.
- Communication – clear written and verbal communication with stakeholders.
- Integrity & impartiality – commitment to probity, confidentiality and fairness.
- Collaboration – ability to liaise and work constructively with the Chairperson, Treasurer, EC, RBCs, sub-committees and SCCSL.
- Time commitment – willingness to dedicate sufficient time to preparation, meetings and resident engagement.

Role Statement – PBC Members Nominee

Document Control	Details
Document Title	Principal – Principal Body Corporate – Terms of Reference (TOR)
Document Custodian	Principal - Principal Body Corporate (PBC)
Approved by	Principal Body Corporate (PBC)
Approval Date	DD Month YYYY
Version Number	
Review Frequency	Annually or when role changes are approved
Next Review Due	October 2026

Purpose of the Role

A Principal Body Corporate (PBC) Members Nominee contributes to collective decision-making, representing the interests of their Residential Body Corporate (RBC) and ensuring that the PBC fulfils its responsibilities under the Sanctuary Cove Resort Act (SCRA) and Building Units and Group Titles Act (BUGTA). All statutory references in this document refer to the Sanctuary Cove Resort Act 1985 (Qld) (as in force April 2024) and the Building Units and Group Titles Act 1980 (Qld), unless otherwise stated.

Key Responsibilities

Representation

- Act as the voice of their RBC, within the PBC, ensuring local issues are raised and considered.
- Balance RBC perspectives with the broader interests of the Sanctuary Cove community.
- Prepares and proposes motions on behalf of the RBC - omit their precinct
- Participate in PBC meetings and cast votes in accordance with the procedures outlined in the PBC Terms of Reference.

Governance Participation

- Prepare for and actively contribute to PBC meetings and decision-making.
- Support the implementation of PBC resolutions and communicate outcomes to their RBC.
- Must comply to PBC Code of Conduct and manage conflicts of interest in accordance with the PBC policy.
- Attend and complete all mandatory induction and periodic governance education sessions approved by the PBC. This includes training on the Sanctuary Cove Resort Act (SCRA), governance frameworks, by-laws, codes of conduct, and delegated authorities.
- Completion of training is expected prior to participating in PBC meetings or voting on PBC resolutions.

Collaboration

- Work constructively with other Members, the EC, and SCCSL to achieve agreed objectives.
- Contribute to committees or working groups where nominated.

Proxy Representation

- Member Nominees are responsible for ensuring their Residential Body Corporate (RBC) nominates an authorised proxy annually at or shortly after its Annual General Meeting (AGM) and may also nominate a secondary proxy to ensure continuity of representation.
- Where a Member Nominee is unable to attend a PBC Extraordinary General Meeting (EGM), the Member Nominee must notify both their RBC Committee and the PBC Secretary as soon as practicable.
- The RBC Committee, not the individual Member Nominee, is responsible for authorising any proxy appointment in writing for that meeting.

- Where the RBC does not have an active committee, the Member Nominee remains the authorised representative for that RBC and votes electronically on its behalf. A proxy is not required in these circumstances.
- A Member Nominee cannot personally appoint another PBC Member Nominee or any other individual as their proxy on their own authority.
- Proxy arrangements apply only for the specific EGM (and any adjournment) for which they are authorised; proxies are not permitted for the PBC Annual General Meeting (AGM).
- The Member Nominee must cooperate with their RBC Committee to ensure the correct proxy authorisation and notification procedures are followed and provide timely communication to the PBC Secretary as required.

Authority

- PBC Members Nominees participate fully in decision-making through voting rights at PBC meetings.
- Holds no individual authority to act on behalf of the PBC outside properly constituted meetings or delegations.

Skills & Capabilities

- Commitment to acting in the best interests of the Sanctuary Cove community.
- Willingness to dedicate time to reading, meeting preparation, and engagement with RBC constituents.
- Ability to work constructively within a group decision-making process.
- Integrity, accountability, and respect for confidentiality.
- Commitment to learning and active participation in PBC MN training and education to maintain understanding of the PBC's statutory obligations and standards.

Sanctuary Cove Principal Body Corporate (PBC): Delegations Register

Document Control	Details
Document Title	Sanctuary Cove Principal Body Corporate (PBC): Delegations Register
Document Owner	Principal Body Corporate
Approved by	Principal Body Corporate (PBC) Resolution
Approval Date	DD Month YYYY
Version Number	Version 1 – November 2025
Review Frequency	Annually
Next Review Due	November 2026

1. Purpose

This Register records the authorities and limits delegated by the Principal Body Corporate (PBC) under the Sanctuary Cove Resort Act 1985 (SCRA). It ensures clear accountability, continuity of operations, and transparent decision-making between the PBC, its Executive Committee (EC), sub-committees, and the service company (SCCSL).

All statutory references in this document refer to the Sanctuary Cove Resort Act 1985 (Qld) (as in force April 2024) and the Building Units and Group Titles Act 1980 (Qld), unless otherwise stated.

2. Principles

- All delegations are made by formal PBC resolution.
- Delegations remain subject to review, variation, or revocation by the PBC at any time.
- The EC and any sub-committee must act within approved scope, funding, and policy frameworks.
- No delegation may override the SCRA, by-laws, or Ministerial requirements.
- All decisions must be documented.

3. Delegations Summary Table

Decision / Function	Delegated To	Authority / Limit	Conditions / Notes	SCRA Reference
A. Statutory and Strategic Matters				
Amend or create by-laws	Not delegated	PBC only – Special Resolution $\geq 75\%$ of votes cast + Ministerial approval	Reserved to PBC	s 28
Change member rights, privileges or obligations	Not delegated	PBC only – Special Resolution		s 45(1)(b)
Alter annual monetary contributions / levies	Not delegated	PBC only – Special Resolution		s 45(1)(c)
Strike or vary special levy / unbudgeted expenditure	Not delegated	Written consent $\geq 75\%$ of owners (when required)	Emergency or extraordinary works	s 46(1)(c)
Matters the PBC has reserved to itself by resolution	Not delegated	As specified in PBC resolution		s 47
B. Financial and Operational Management				
Approve annual budget and levies	Not delegated	PBC Only	Ordinary Resolution $> 50\%$ votes cast	
Urgent or unplanned expenditure between meetings	Executive Committee	$\leq \$15,000$ per event	Must relate to necessary, unplanned works required for safety, asset protection, or continuity of service. Must be within the approved budget envelope (Admin or Facilities Fund).	s 41, S46

Decision / Function	Delegated To	Authority / Limit	Conditions / Notes	SCRA Reference
Unbudgeted Expenditure – Non-Urgent	Not Delegated	PBC only	Must be reported to the next PBC Meeting. EC must not exceed statutory restrictions under s46. Requires PBC resolution in General Meeting. Motion must include ≥2 quotes or tender if required under s46. May require Special Levy if funding shortfall exists.	s45, s46
Levy recovery and routine debt collection	Executive Committee / SCCSL GM	Within policy and legal advice	Approval of levy claims and recovery of monies owed, in consultation with the relevant PBC Member Nominee where applicable. If the matter is deemed highly sensitive or confidential by the PBC Chair or Secretary, the Owner's written consent is required before sharing any details.	
Implement approved budgets & projects	Executive Committee	Within approved scope and funding	Oversight only – no authority to expand scope.	
Operational oversight of SCCSL performance	Executive Committee	Monthly review / Performance KPIs report summary to PBC	Within Administration & Management Agreement (AMA) Change to 2 agreements	
C. Financial Authorisation and Payments				
Approval of all PBC payments, invoices and expenditure	Treasurer jointly with Chair or nominated EC delegate	As per limits in this register	In accordance with s43(4), the Treasurer may exercise financial powers only jointly with the Chair or another EC delegate named by EC resolution. EC must pass an annual resolution confirming joint signatories. SCCSL must not process any payment unless signed in accordance with this delegation.	s43(2), s43(4), s41, s45, s46
D. Legal Expenditure				
Routine Legal Expenditure (budgeted)	PBC Chair + Treasurer (jointly)	≤ \$10,000 per matter	Must be within approved legal budget. Covers governance, contract review, general compliance.	s43(4), s41
E. Sub-Committees and Advisory Groups				
Architectural Review Committee (ARC)	Executive Committee	Review and monitor reports and approve recommendations	Delegated for operational efficiency and confidentiality	
Finance & Risk Sub-Committee	Executive Committee (liaison only)	Able to liaise with this sub-committee		
Contracts Sub-Committee	Executive Committee (liaison only)	Able to liaise with this sub-committee		
Appointment of sub-committee members and chairs	Not delegated	PBC only – Ordinary Resolution		

Decision / Function	Delegated To	Authority / Limit	Conditions / Notes	SCRA Reference
F. Governance and Correspondence				
Respond to routine resident or external correspondence	Executive Committee / Secretary / SCCSL GM	Within approved templates & policies	Copy PBC Chair and record in action register	
Maintain register of decisions and actions	Secretary / SCCSL GM	Ongoing	Report monthly to EC and quarterly to PBC	
Provide policy and governance guidance	Executive Committee	Within PBC-approved framework	Cannot amend policy without PBC endorsement	
G. Risk and Emergency Response				
Activate approved crisis or incident management plans	PBC & EC Chair / SCCSL GM	As per Crisis Management Plan	Must report actions and costs to PBC Chair within 48 hours	
Emergency Expenditure	PBC & EC Chair / SCCSL GM	Authorise legal expenditure in urgent situations ≤ \$25,000 per event	Must address immediate risk to life, safety, security, or critical asset failure. SCCSL must notify Chair and Treasurer as soon as practicable. Full written report required within 14 days. Retrospective ratification at next PBC meeting if above EC limit.	s41, s46(3)
Urgent legal expenditure situations to protect immediate PBC interests	PBC & EC Chair (with Treasurer under s43(4))	≤ \$5,000	Must relate to immediate protection of the PBC's legal or statutory position. Must be reported to the EC and PBC at the next meeting. Amounts >\$5,000 require PBC approval.	s41, s43(4), s46

4. Review and Reporting

The EC Secretary and SCCSL GM must maintain this Register and present it to the PBC annually for review.

Each delegation must be assessed for:

- continuing need;
- operational effectiveness.

Any delegation varied during the year must be recorded immediately and ratified by PBC resolution.

5. Record of Amendments

Date	Change	Approved by	Notes
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6. Cross-References

- PBC Terms of Reference date / Revision XXXX, Section 3 "Authority"
- EC Terms of Reference date/revision XXX
- Sub-Committee Terms of Reference (2025 Series)
- Administration & Management Agreement (AMA) between PBC and SCCSL
- PBC Code of Conduct and Conflict of Interest Policy

Role Statement – PBC Chairperson

Document Control	Details
Document Title	Principal Body Corporate – Role Statement PBC Chairperson
Document Custodian	Principal Body Corporate (PBC)
Approved by	Principal Body Corporate (PBC)
Approval Date	DD Month YYYY
Version Number	
Review Frequency	Annually or when role changes are approved
Next Review Due	November 2026

Purpose of the Role

The Chairperson of the Principal Body Corporate (PBC) provides leadership to the PBC and its Executive Committee (EC) to ensure that, through effective governance and leadership oversight, the PBC fulfils its statutory responsibilities under the Sanctuary Cove Resort Act and the Building Units and Group Titles Act. The Chair fosters a culture of effective governance, accountability, and collaboration between the PBC, Executive Committee (EC), Sub-Committees, Residential Body Corporates (RBCs), and Sanctuary Cove Community Services Limited (SCCSL).

All statutory references in this document refer to the Sanctuary Cove Resort Act 1985 (Qld) (as in force April 2024) and the Building Units and Group Titles Act 1980 (Qld), unless otherwise stated.

Key Responsibilities:

The responsibilities described in this Role Statement reflect leadership and governance oversight functions consistent with the Sanctuary Cove Resort Act 1985 (Qld) (SCRA) ss 33, 41, 44A, 45 and 47AB, and the meeting provisions of the Building Units and Group Titles Act 1980 (Qld) (BUGTA). Accountability for statutory compliance rests collectively with the PBC as a body corporate.

Leadership & Governance

- Lead the PBC to ensure decisions are made lawfully and consistently with the SCRA, the PBC By-Laws, and the PBC Code of Conduct.
- Approve PBC EGM and AGM meeting agenda, with the PBC Secretary.
- Guide the PBC EC in delivering decisions of the PBC.
- Structural tiered alignment is PBC has collective accountability, PBC Chair has leadership oversight, SCCSL Manager has execution responsibilities under delegation.

Strategy & Decision-Making

- Ensure the PBC focuses on strategic, not purely operational, matters.
- Promote clarity of decision rights, delegations, and escalation pathways.
- Support long-term planning for financial sustainability and community priorities.

Leading Effective Meetings

- Chairs PBC and EC meetings that are well-prepared, inclusive, and outcome focused.
- Ensures discipline, time management, and clarity in decision-making, while fostering respectful and constructive participation
- Fosters an inclusive environment where all members are heard and respected, balancing participation to ensure diverse views are considered before decisions are made.
- Leads continuous improvement of meeting effectiveness through feedback and reflection.

Stakeholder Engagement

- Liaise with PBC Nominee Directors on the SCCSL Board to ensure alignment between PBC decisions and SCCSL governance outcomes, maintaining clear separation between governance and operations.
- Convene or arrange informal bi-annual forums with RBC Chairs, Secretaries, and Treasurers to foster collaboration and information-sharing. These sessions are consultative and not decision-making forums.
- Coordinate authorised correspondence and engagement with external bodies, government agencies, or stakeholders on behalf of the PBC.
- Where a matter escalated from Body Corporate Services involves compliance, financial, or reputational risk, lead the PBC's engagement in its resolution, ensuring due process, impartiality, and timely reporting to the PBC.

Risk & Compliance

- Ensure the PBC operates within its powers under SCRA s 33(1).
- Lead and oversee adherence to legal obligations under the SCRA and BUGTA, noting that ultimate accountability for compliance rests collectively with the PBC as a legal entity under SCRA ss 33, 41, and 47AB(5).
- Promote proactive risk management and effective compliance monitoring.

Culture & Conduct

- Model impartial, inclusive, and fair leadership that fosters respectful, constructive debate and a culture of accountability.
- The Chair must comply with the PBC Code of Conduct and manage conflicts of interest in accordance with section 44A of the Act and the PBC Conflicts of Interest Policy.

Authority

- The Chairperson acts as the authorised spokesperson for the PBC in dealings with media, government and external stakeholders, and may delegate this authority by PBC resolution.
- The Chair does not exercise individual decision making power but can exercise simple day to day decision making tasks authority for administrative purposes, may delegate this responsibility where authorised by PBC resolution, permitted under the SCRA, or within any delegation made under SCRA s 47AB.

Skills & Capabilities

An effective Chairperson will demonstrate:

- Leadership: ability to guide meetings, manage dynamics, and build consensus.
- Governance & Strategic Insight: understanding of body corporate governance, decision rights, and long-term planning.
- Legislative literacy: practical working knowledge of the Sanctuary Cove Resort Act 1985 (Qld) (as in force April 2024) and the Building Units and Group Titles Act 1980 (Qld) and Sanctuary Cove bylaws.
- Integrity & Impartiality: independence, fairness, and commitment to community-wide interests.
- Communication: strong facilitation and stakeholder engagement skills.
- Financial & Risk Literacy: understanding of budgets, levies, and risk management obligations.
- Time commitment – willingness to dedicate time for preparation, meetings, and lot owner engagement.

Role Statement – PBC Treasurer

Document Control	Details
Document Title	Principal Body Corporate – PBC Treasurer Role Statement
Document Custodian	Principal Body Corporate (PBC)
Approved by	Principal Body Corporate (PBC)
Approval Date	DD Month YYYY
Version Number	
Review Frequency	Annually or when role changes are approved
Next Review Due	October 2026

Purpose of Role

The Treasurer ensures sound financial governance and assurance on behalf of the PBC within the framework of the Sanctuary Cove Resort Act 1985 (Qld) (SCRA), the Building Units and Group Titles Act 1980 (Qld) (BUGTA) and the Administration and Management Agreement (AMA) with SCCSL, the appointed Manager under SCRA s 47AB. The Treasurer provides independent oversight, guidance and assurance on behalf of the PBC rather than performing operational financial-management tasks, which are delegated to SCCSL under the AMA.

All statutory references in this document refer to the Sanctuary Cove Resort Act 1985 (Qld) (as in force April 2024) and the Building Units and Group Titles Act 1980 (Qld), unless otherwise stated.

Key Responsibilities

Financial Governance and Direction

- Provide high level input and guidance to the Manager (SCCSL) on budget parameters, levy strategy, reporting format and expectations for proactive communication of financial issues.
- Review and challenge draft budgets, financial reports and project business cases prepared by the Manager to confirm that procurement processes are compliant, assumptions reasonable, and expenditure consistent with PBC resolutions and approved budgets.
- Monitor delivery of financial management services delegated to SCCSL under AMA Schedule A (items 2–6) and raise performance or non-compliance issues with the Manager and Executive Committee (EC).
- Provide an independent opinion to the PBC on financial implications of major decisions.
- Ensure the Manager provides early warning of material variances, overspends or potential special-levy needs.
- Lead periodic reviews of financial governance policies (budgeting, treasury, reserves, procurement) for recommendation to the PBC.

Compliance and Assurance

- Confirm through the Manager that all statutory financial obligations (taxation, returns, audits and insurance) required under SCRA s 33 and s 37 are met and annual financial statements are tabled within statutory timeframes.
- Oversee adequacy of sinking fund provisions and financial risk management frameworks.
- Escalate material variances, irregularities or compliance risks to the EC and PBC for review and recording in the Action Log.
- Work closely with the relevant Sub-Committee to monitor reports and emerging risks. The Treasurer should normally attend the relevant sub-committee meetings to maintain continuity of financial oversight.
- Must comply with the PBC Code of Conduct and manage conflicts of interest in accordance with the PBC Conflict of Interest Policy.

Reporting & Education

- Promote financial governance literacy among PBC Member Nominees by coordinating education sessions delivered by the Manager on SCRA and financial governance requirements.
- Confirm annual financial statements are prepared and tabled within statutory timeframes.

Authority

- The Treasurer exercises only those oversight functions and powers relating to s 43(2) of SCRA.r. Operational and transactional financial management is delegated to SCCSL under the AMA (SCRA s 47AB).
- The PBC will pass an annual resolution requiring the Treasurer to jointly authorise payments with the Chairman of the PBC (or delegate as set out in the resolution), as per s 43 (4) (b) of SCRA and as per PBC policy after verifying that:
 - the expenditure has been approved by PBC resolution
 - the Manager has certified delivery and satisfactory quality of goods or services.
 - adequate funds remain within approved budgets or sinking funds line items
 - any variance has been reported to the PBC for subsequent approval by resolution.
- The Treasurer has no independent authority to commit the PBC to expenditure or contractual obligations.
- Invoice co-approval where the Treasurer is required to co-approve payments, the review is limited to confirming compliance with PBC approvals and budget availability

Skills & Capabilities

- Financially qualified person with strong financial literacy and understanding of budgeting, accounting, and fund management.
- Good knowledge of PBC financial obligations under SCRA and BUGTA.
- Working understanding of the Administration and Management Agreement and the delegation framework between PBC and SCCSL.
- Analytical skills to assess financial risks and implications of decisions.
- Ability to communicate financial information clearly to a non-financial audience.
- Integrity, independence, and commitment to sound financial stewardship.
- Liaising and collaboration skills to work effectively with SCCSL, Sub-Committees, and the EC.
- Working knowledge of SCRA 1985 (Qld) (as in force 2024) and BUGTA 1980 (Qld).
- Capability to provide strategic guidance and constructive challenge without undertaking operational management tasks.

Vacancy in Treasurer Role

If no PBC Member Nominee is elected to the Treasurer role, the PBC may appoint a qualified independent advisor or contracted Treasurer (e.g. from SCCSL or suitably experienced and qualified lot owner or externally) as a non-voting officer to discharge the Treasurer functions until an elected member is appointed.



AUTHORISATION FOR BODY CORPORATE EXPENDITURE

DOCUMENT CONTROL NO# DF 502040

VERSION NO#1

Entity: PBC PTBC

Project/Works Name: Cassia Pump Station – Quarterly Pump Maintenance

Brief Description of Works: Servicing and maintenance of the Cassia pumps to ensure continued operational reliability and compliance with manufacturer warranty requirements.

Location: Cassia Pump Station

Type of Funding: Admin Fund Sinking Fund

Amount to be Approved \$9,000.00 ex GST – 4x Quarterly Visits

GL Code: 12520 – Irrigation – Materials and Machinery

Priority Level: High Medium Low

Scope of Works:

Quarterly mechanical and electrical servicing program for the Cassia pumps, conducted in line with OEM and Grundfos warranty requirements. Each visit includes full inspection, digital service reporting, and repair recommendations as needed.

Reason for Works:

The proposed maintenance program is necessary to ensure continued compliance with Grundfos' manufacturer warranty requirements. Regular servicing reduces the likelihood of premature equipment failure, improves operational efficiency, and ensures the system operates safely and reliably.

Risks or Impacts:

Failure to undertake the recommended quarterly maintenance may:

- Void the manufacturer's warranty due to non-compliance with maintenance obligations
- Increase the risk of mechanical or electrical failure
- Result in higher unplanned maintenance costs and potential downtime of the pumping system
- Impact service continuity and overall site operations

Quotes Received:

Company Name	Quote Amount (ex GST)	Notes (if applicable)
TEW	\$ 9,000.00	4x Quarterly Visits

Additional Notes:

Only one (1) quotation has been sourced, as TEW, an approved installer of the equipment, has reached an agreement with Grundfos (the pump manufacturer) to maintain warranty coverage following the change from the original project contractor.

Attachments: Q56143_0 - Cassia Pump Station

Submitted By: Shanyn Fox

Date: 10/11/2025



AUTHORISATION FOR BODY CORPORATE EXPENDITURE

DOCUMENT CONTROL NO# DF 502040

VERSION NO#1

Entity: PBC PTBC

Project/Works Name: Edgecliff Drive - Light replacement

Brief Description of Works: Supply new light fittings and LED drivers to replace non-operational garden, uplighting, and bollard fixtures.

Location: Edgecliff Place entry and Tristania pocket Park 1

Type of Funding: Admin Fund Sinking Fund

Amount to be Approved \$7,788.40 ex GST

GL Code: 222201 – Electrical Lighting

Priority Level: High Medium Low

Scope of Works:

Remove and replace all non-operational garden lighting, uplighting, and bollard fittings located at Edgecliff Place entry and Tristania Pocket Park 1. Works will be undertaken by the onsite electrician. The quoted amount covers the supply of new light fittings and associated LED drivers only.

Reason for Works:

The existing lighting installations are either non-functional or experience intermittent faults, resulting in circuit failures and inconsistent illumination across the area. Replacement of the fittings and drivers is required to restore safe and reliable lighting levels, improve energy efficiency, and maintain the visual presentation and amenity of the surrounding/entry areas.

Risks or Impacts:

Will result in continued lighting outages across the Edgecliff Place entry and Tristania Pocket Park 1 areas. This presents a safety risk to pedestrians and visitors, particularly during evening hours. Additionally, ongoing circuit faults may cause further electrical degradation or damage, leading to higher future repair costs and increased maintenance jobs.

Quotes Received:

Company Name	Quote Amount (ex GST)	Notes (if applicable)
JR Electrical and Communication	\$ 7,788.40	
Haymans Electrical		

Attachments:

1. QU-0326
2. Haymans – to be added

Submitted By: Shanyn Fox

Date: 12/11/2025



2025 REVETMENT WALL/GABION ROCK REPORT

DISTRIBUTION: PBC	ATTACHMENTS: 1	DATE: November 2025
<p>MOTION That the PBC EGM acknowledges receipt of the SRB Revetment and Gabion Rock Report and authorises the Facilities Manager to inform individual lot owners and/or the relevant Bodies Corporate of the findings and to obtain quotations for the repair or rectification of the identified issues.</p>		

Objective

To undertake a physical inspection of the rock armouring and revetment walls in the PBC harbours as well as those on crown land.

Scope of works

SRB Consulting Engineers were engaged to conduct a detailed structural inspection of the reinforced concrete revetment walls at the resort, with the objective of assessing their current condition and structural efficacy. The inspection scope included the adjacent gabion rock armouring, fixed boardwalk outstand arrangement, and other ancillary structures located within PBC Harbours and adjacent Crown land.

The report assesses the current condition, focusing on potential liabilities associated with the findings and is based on a comprehensive investigation that includes newly gathered data as well as reference to prior assessments conducted by SRB Consulting Engineers, to establish the most recent status of the infrastructure and to prioritise any identified issues.

Only concerns relevant to the immediate integrity and safety of the revetment walls and gabion armouring are highlighted; incidental or unrelated issues previously reported are not reiterated unless they are classified as potential or imminent safety concerns.

Each finding has been categorised by the engineer according to a defined priority level, as outlined below. This prioritisation aids in planning for any required maintenance or remediation efforts.

Level	Structural Significance	Urgency
1	Potential for human injury	Owners notified within 24 hours Action required as quickly as possible
2	Advanced deterioration occurring Imminent symptomatic defects	Plan of action required within 3 months
3	Significant deterioration occurring Assumed symptomatic defects	Plan of action required within 6 – 12 months
4	May lead to structural damage of significance over 5+ years	Plan of action required within 36 – 72 months
5	Considered an aesthetic defect	Not considered urgent



Findings / Summary - PBC

- Potential headwall shift / twist damage to the stormwater outlet headwall at the Easement at 5252 Marine Drive North- *Priority 3*
- The roadside drainage outlet to the Easement between 5324 & 5326 Marine Drive North appears to have developed (further) subsurface pipe breaches, venting soil materials requiring excavation and further investigation - *Priority 2/3*
- Notify Mulpha of the consultant's comments identifying that the fixed timber jetty structures adjacent to Cypress Terrace are unstable and unsafe. These structures should not be accessed or walked on by any personnel. – *Priority 1*
- Repair / rectification of the compromised stormwater drainage at (circa) 2028 The Circle – rectification of the headwall collar and adjacent Ø825 pipe section + retrofitment of a thrust collar to support same is recommended – refer Appendix 'A'- *Priority 2*
- Nominal spalling repairs to the revetment wall arrangement adjacent to Riverside Drive and Edgecliff Drive, rectification of approx. 90 litres of concrete spalling damage to the revetment wall arrangement (approx. distribution: 30 litres to lot 1001 Edgecliff / 60 litres to PBC) these repairs are intended to prolong the structural efficacy of the deteriorating wall stem at this location – *Priority 3*
- Repair / rectification of the compromised stormwater drainage at the park / easement between (circa) 1044 and 1051 Edgecliff Drive, further excavation and assessment indicated and partial reconstruction of approx. 14 l/m of the revetment wall arrangement stem top edge – refer Appendix 'B' - *Priority 2*
- Repair / rectification of the compromised stormwater drainage and revetment wall arrangement to the easement / park adjacent to the Northern bridge entrance on Edgecliff Drive (previously called the 'Sickle Ave' bridge) due to slumping and forward rotation to same – refer Appendix 'C' - *Priority 2*
- The stormwater outlet on the Eastern aspect of the terrestrial retaining wall arrangement has apparently been located / set 'high' – ostensibly to avoid tidal ingress issues. However, heavy rainfall events have subsequently caused significant disturbance to an isolated section of gabion rock armouring as a result- requiring insitu repacking at the earliest convenience - *Priority 3*
- 2134 The Circle where the revetment wall arrangement stem is heavily fretted and considered to be beyond viable insitu repair to correct. Replacement of this approx. 70 l/m revetment wall arrangement is not currently necessitated but will likely be required in around 5- 7 years. Despite the extensive stem fretting damage, the structural integrity of the revetment wall arrangement adjacent to 2134 The Circle was again deemed to remain adequately competent at this time - *Priority 4*



2025 REVETMENT WALL/GABION ROCK REPORT

Actions

1. Review the non-compliances identified in the 2025 report against the approved plans to determine the maximum vessel dimensions compatible with domestic mooring capabilities. Notify lot owners if any non-compliance is identified.
2. Notify individual lot owners and/or RBCs of any findings and repair recommendations.
3. Obtain quotations for the repair or rectification works identified in the report. *These works will remain subject to approval in line with the relevant PBC expenditure policy.*
4. Incorporate the items identified in the report into future Sinking Fund works programmes for scheduling and planning.

Attachments

1. Report_SC_RVW Condition_summary_2025_B_Compress



AUTHORISATION FOR BODY CORPORATE EXPENDITURE

DOCUMENT CONTROL NO# DF 502040

VERSION NO#1

Entity: PBC PTBC

Project/Works Name: Boom Gates – Preventative Maintenance

Brief Description of Works: Quarterly preventative maintenance of automated boom gates and components, including inspection, servicing, and adjustment of mechanical, electrical, and safety systems.

Location: Marine Drive North (Cypress Lane) & Boat Ramp

Type of Funding: Admin Fund Sinking Fund

Amount to be Approved: \$ 2,400.00 ex GST

GL Code: 12780 – Repairs & Mtce- Gates

Priority Level: High Medium Low

Scope of Works:

Scheduled maintenance of boom automation systems across Marine Drive North (Cypress Lane) & Boat Ramp (total of 3 boom gates, solar system and safety beam accessories). Includes two minor services (months 3 & 9) and two major services (months 6 & 12), with additional on-demand breakdown support as required.

Reason for Works:

The preventative maintenance agreement is required to ensure the ongoing safe and reliable operation of all boom gates and systems. Regular servicing helps identify and rectify mechanical and electrical issues before they lead to failure, minimising downtime and maintaining secure and efficient access for users.

Risks or Impacts:

If the preventative maintenance is not carried out, there is an increased risk of failure across multiple boom gate systems, which could result in operational downtime, restricted access, or security vulnerabilities. Unplanned breakdowns would likely incur higher repair costs and longer response times compared to scheduled servicing.

Quotes Received:

Company Name	Quote Amount (ex GST)	Notes (if applicable)
Secure Entry	Minor services \$480 ex GST Major services \$720 ex GST	4 quarterly services totalling = \$2,400 ex GST

Additional Notes:

Only one quotation has been received, by the installing contractor. This ensures that all manufacturer warranties remain valid and that any repairs are completed in accordance with the manufacturer's specifications. Appointing an alternative provider could risk voiding the current infrastructure's warranty and compromise overall system performance.

Attachments: Secure Entry Agreement dated 30th October 2025

Submitted By: Shany Fox

Date: 10/11/2025



PLUMERIA & WASHINGTONIA SECONDARY CONNECTOR

DISTRIBUTION: PBC EGM

ATTACHMENTS: 4

DATE: November 2025

MOTION That the PBC EGM approves the Plumeria and Washingtonia Secondary Connector Landscaping Works as detailed as per the Scope of Works, aligning with the recommendations from the Vegetation Management Plan (VMP, Dec 2024), and that one of the below three contractors be engaged to perform the work in accordance with their quotations circulated with the agenda.

The cost of the works is to be met from the Sinking Fund (GL Code 22280 – Landscape), noting that these works are included within the proposed Sinking Fund Program for FY 2025–2026.

Option A

Solutions + at a cost of \$90,396.66 (Inc GST), see quotation VR02-5151-0244

Option B

Treelink Urban Tree Management at a cost of \$89,973.40 (Inc GST), see quotation 34545

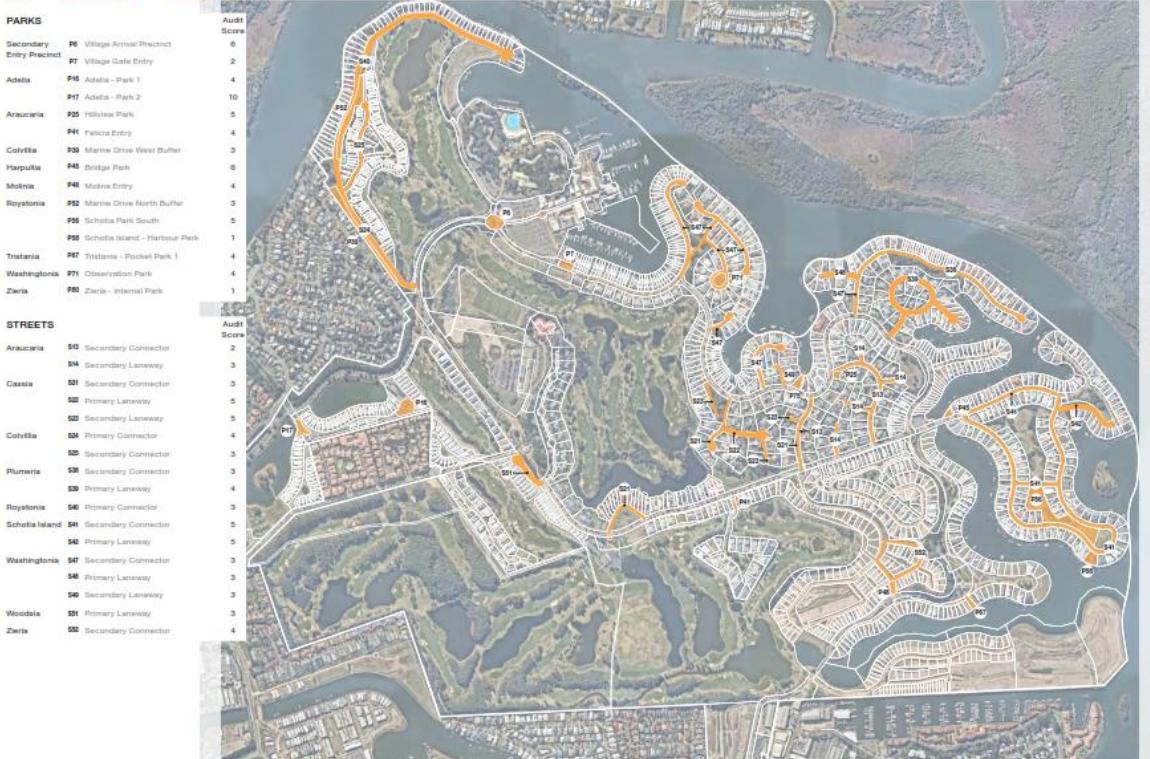
Option C

The Plant Management Company at a cost of \$123,915.00 (Inc GST), see quotation QU3004

Objective

To implement the priority arboricultural and landscaping actions identified under the Vegetation Management Plan for the *Plumeria* and *Washingtonia* Secondary Connector, addressing tree health, infrastructure conflict, and overall streetscape consistency.

6.4 Phase 2 – 2022-2025





PLUMERIA & WASHINGTONIA SECONDARY CONNECTOR

Background

The Landscape Management Plan (LMP), completed in 2019, identified this secondary connector within Phase 2 (2022–2025) and outlined prioritised works. The plan detailed the percentage of tasks across key categories, including tree pruning, removal and replacement, turf renewal, and mulching. This area represented 18.7% of the broader LMP program, forming the basis for future staged landscaping upgrades.

To initiate the project, and in preparation of the scope of works in line with the LMP a site walk-through was undertaken with committee representatives and the Facilities Manager to review existing and historical concerns along Marine Drive East. An onsite inspection with the arborist then assisted in determining the most appropriate course of action, being to first conduct a Tree Survey and develop the Vegetation Management Plan (VMP).

The VMP (Dec 2024) provided a detailed, risk-based assessment of trees along the Plumeria and Washingtonia Secondary Connectors, identifying priority actions based on species, condition, and structural risk. Key findings included:

- The prevalence of *Spathodea campanulata* (African Tulip Trees), listed as a Category 3 Restricted Invasive Plant under the *Biosecurity Act 2014 (Qld)*, requiring removal due to environmental and biodiversity risks.
- Structural and aesthetic deficiencies among existing *Melaleuca leucadendra*, many of which exhibit root interference with kerbs, pavements, and roadways.
- Inconsistent street tree form and canopy height impacting the visual character of the Secondary connectors.

Following completion of the VMP, consultation with residents of Plumeria was held in July, where the Facilities Manager presented the proposed scope of works, outlined key project objectives, and provided an opportunity for residents to offer feedback prior to finalising the project details.

Scope of works

The proposed works encompass targeted tree removal, replacement planting, pruning, and reinstatement along both connectors. Works are to be undertaken in accordance with AS4373–2007 (Pruning of Amenity Trees) and AS4970–2009 (Protection of Trees on Development Sites).

Please refer to the attached Scope of Works for detailed information on the proposed landscaping and arboricultural works for this project.

Key inclusions are:

- Removal of invasive trees- African Tulip Trees (*Spathodea campanulata*) and replacement with 200L Leopard Trees (*Libidibia ferrea*)
- Removal of identified *Melaleuca leucadendra* trees and stump grind below surface, reinstating with turf. These works address spacing, infrastructure
- Pruning and canopy lifting of remaining street trees to achieve consistent structure, clearance, and form.
- Turf reinstatement and mulching of disturbed areas to maintain streetscape presentation.
- A minimum 6-week establishment and maintenance period for new plantings and turf.



PLUMERIA & WASHINGTONIA SECONDARY CONNECTOR

Site Management Requirements

- The contractor will be responsible for all excavation, backfilling, reinstatement, and site clean-up.
- All turf and landscaped areas disturbed during works must be reinstated to match existing conditions.
- Maintenance and establishment responsibilities include regular watering, stake adjustments, pest monitoring, and replacement of any failed plantings within the warranty period.

Pricing

Company	Price – ex GST
The Plant Management Company	\$112,650.00
Solutions +	\$82,178.78
Treelink Urban Tree Management	\$81,794.00

Reccomendation

Following a review of the submitted quotations against the approved Scope of Works, it is recommended that the PBC engage Solutions +.

While the Solutions + quotation is only marginally higher than the price submitted by Treelink (approximately \$400 difference), Solutions + provides better alignment with the scope and include service locating prior to works, which reduces the risk of damage to underground services and avoids potential delays or additional costs.

Given the nature of the works, particularly tree removals, stump grinding, and reinstatement the inclusion of service locating represents meaningful value, reduces risk, and ensures compliance with PBC procedural requirements.

Both Solutions + and Plant Management Company included mulching of each existing street tree (estimated at 30 m³ total), whereas Treelink's submission only allowed for mulching of the newly installed trees. This places Treelink's lower price into context, as their scope is less comprehensive.

While Plant Management Company have a good understanding of the scope having assisted in preparing it, their price is substantially higher than the other submissions and therefore does not represent the best value for money for the PBC in this instance.

On balance, Solutions + offers the best overall value, with the most complete and lowest-risk submission for only a minimal increase in cost compared to the lowest-price quote.

Attachments

1. Scope of Works - Plumeria & Washingtonia - Scope of works V4 - Updated final 10112025
2. QU3004 – Plant Management Company
3. VR02-5151-0244 – Solutions +
4. Quote 34545- Treelink Urban Tree Management



PBC – HARBOUR DREDGING

DISTRIBUTION:	ATTACHMENTS:	DATE:
<p>MOTION That the PBC EGM agrees to expend \$719,048.00 Inc GST for the engagement of Australasian Marine Associates Pty Ltd to undertake the Harbour Entrance Hot Spot Maintenance Dredging works. Funds to be expensed to the Sinking fund GL Code 222372- Harbours</p> <p><i>Explanatory Note:</i></p> <p><i>This project is proposed and budgeted for delivery in the 2025–2026 financial year and will be undertaken by Australasian Marine Associates Pty Ltd (AMA) under the existing Environmental Authority (EA0002272), which requires only a minor amendment to accommodate the updated dredge and placement areas. AMA has largely completed all investigative and preparatory work for this project, including bathymetry, sediment sampling assessment and the development of the dredging methodology and management documentation. Their established understanding of the site and direct involvement in the current lawful permit framework places them in the strongest position to proceed efficiently.</i></p> <p><i>Only one quotation has been sourced, as engaging an alternative contractor would require repeating the investigations already completed, re-defining dredge areas, preparing new management documents, and may trigger a major amendment to the Environmental Authority, adding significant cost, time and regulatory complexity. Other dredging companies are not able to deliver the works under the same regulatory, technical, and environmental conditions without substantial duplication of the pre-works.</i></p> <p><i>AMA previously delivered the successful 2019 dredging works for the PBC, holds highly specialised environmental and marine dredging expertise not commonly available in the general market, and has confirmed availability to undertake the works in early 2026.</i></p>		

Objective

To undertake targeted “Hot Spot” maintenance dredging to maintain safe, navigable harbour waterways within Sanctuary Cove by restoring priority areas to improved depths, ensuring ongoing vessel access, safety, and waterway performance.

Background

At the 24 April 2024 PBC EGM, \$48,393.40 (inc GST) was approved for Australasian Marine Associates (AMA) to undertake investigations and sediment sampling to inform future dredging requirements. Item 1 of that scope has now been completed, including updated bathymetric surveys and preliminary consultancy works. The sediment sampling was completed on 19 November 2025, and the technical report, documenting AMA’s findings will be submitted prior to the end of 2025.

The updated hydrographic survey completed in July 2024 identified areas of accumulated sediment within Harbour 3 and Harbour 4, reducing navigable depths and increasing risk to vessel access. AMA, who previously completed compliant dredging for the Body Corporate in 2019 and are familiar with the existing Environmental Authority (EA0002272), have assessed the system and provided the following key findings, presented to the PBC EC in October 2025:



Key Findings

- Previously dredged entrance areas remain largely at design depth with minimal infilling.
- Sediment accumulation continues to be higher in Harbour 1 & 2 (-1.2 to-2.3 m LAT) due to Coomera River deposition.
- Harbour 4 remains stable at ~-2.5 m LAT and has adequate depth and capacity for receiving dredged material.
- A full system dredge to achieve -3.1 m LAT across all harbours would require approximately 189,050 m³ of material—not financially or operationally feasible.

Based on these findings, AMA recommended a targeted “Hot Spot” Maintenance Dredging approach. This method focuses on priority shallow areas, particularly within Harbour 3 and Harbour 4, and relocates sediment into the deeper Harbour 4 embayment, which is both environmentally suitable and cost-effective.

Importantly, this approach can be carried out under the existing Environmental Authority (EA0002272) with only a minor amendment required to include the updated dredge and placement areas. Unlike a full central-channel dredge, which would require a major EA amendment, additional assessments, and offshore disposal (e.g., Mud Island) the Hot Spot method remains achievable within the current regulatory framework. This significantly reduces project timeframes, complexity, cost, and approval risk, enabling the dredging program to proceed efficiently within the FY2025–2026 period.

The proposed 2025–2026 dredging program therefore aims to restore navigable depths to -2.0 m LAT within these constrained areas. AMA has submitted a detailed lump-sum proposal covering permit amendments, dredging operations, environmental monitoring, and demobilisation. Feedback from surrounding Body Corporates has been received, with no objections raised.

AMA have pencilled in the first quarter of 2026 for completion of the works.

Scope of works

As detailed in the AMA proposal dated 31 October 2025:

1. Permit Pre-Works

- Final definition of dredge areas and volumes (completed via 2024 bathymetry)
- Sediment Sampling & Analysis Program (already authorised under previously approved works)
- Updating the Dredging & Material Placement Management Plan
- Lodgement of an EA amendment to include new dredge areas

2. Dredging Works – Hot Spot Areas (Total ~6,200 m³) *Dredging duration is estimated at 2–3 weeks, depending on conditions.*

- Harbour 4 Entrance — 2,677 m³
- Harbour 3 Western Bank — 1,315 m³
- Harbour 3 Southern Bank — 225 m³
- Outer Harbour Channel — 1,983 m³
- Target depth:-2.0 m LAT



PBC – HARBOUR DREDGING

3. Dredge Material Placement

- Placement within the deeper embayment of Harbour 4 (10,000+ m³ capacity)
- Avoids double-handling
- Consistent with 2019 dredging method
- Environmentally and economically preferred

4. Supplementary Services

- Environmental monitoring per EA
- Weekly progress updates
- Health & Safety Plan
- Dredge management documentation

Pricing

Task	Description	Cost (ex GST)
1. Permit Pre-Works	a) Revise Dredge Management Plan b) Initiate pre-lodgement meeting with SARA to define permitting/information needs: c) Submission of EA amendment to allow for lawful dredging d) Prepare EH&S Plan	\$15,200.00
2. Pre-Mobilisation Deposit	Include deposit for booking dredge and mobilisation costs (Backhoe, Stud Barge, Split Hopper Vessel)	\$140,000.00
3. Dredging Works	Area 1 – Harbour 4 Entrance (2,677 m ³) <ul style="list-style-type: none">• Dredging works & placement of material Area 2 – Harbour 3 Western Bank (1,315 m ³) <ul style="list-style-type: none">• Dredging works & placement of material Area 3 – Harbour 3 Southern Bank (225 m ³) <ul style="list-style-type: none">• Dredging works & placement of material Area 4 – Outer Harbour Channel (1,983 m ³) <ul style="list-style-type: none">• Dredging works & placement of material	\$192,744.00 \$94,680.00 \$16,200.00 \$142,776.00
4. Demobilisation	—	\$52,080.00
Total (GST Exclusive)		\$653,680.00
Total (GST Inclusive)		\$719,048.00



PBC – HARBOUR DREDGING

Additional Note: AMA executed the previous dredging works because the contractor originally engaged by Gold Coast Waterways withdrew due to the specialised difficulty of the Sanctuary Cove dredging environment. AMA completed all required pre-works and secured a lawful permit for the 2019 dredging, which was successfully delivered.

In 2025, further maintenance dredging is required. AMA has the specialised skills to complete the updated pre-works, amend the lawful permitting, and execute the dredging consistent with the established permitted methodology. Other providers are unlikely to be able to deliver the works within the same lawful framework or without duplicating significant pre-works. AMA also prepares the Dredge Management Plan and undertakes environmental monitoring using in-house PhD-qualified scientists, services not typically offered by general dredging contractors. AMA have confirmed availability for Q1 2026.

Attachments

1. P01AMASC Body Corp Rev 17 November 2025 for issue
2. 8333 Sanctuary Cove Dredge Volumes 251023



AUTHORISATION FOR BODY CORPORATE EXPENDITURE

DOCUMENT CONTROL NO# DF 502040

VERSION NO#1

Entity: PBC PTBC

Project/Works Name: Civil Engineering Review – Sewage Reticulation & Pump Station Assessment

Brief Description of Works: The provision of Civil Engineering services for a peer review of Sewerage Reticulation & Pump Station Assessment (Wastewater Pump Stations 21,22,23,24).

Location: The Point Circuit Entry.

Type of Funding: Admin Fund Sinking Fund

Amount to be Approved \$12,500.00 ex GST

GL Code: Reports- 22126

Priority Level: High Medium Low

Scope of Works:

The consultant will undertake a detailed engineering review of Pump Stations 21–24, including all available design drawings, as-constructed documentation and commissioning manuals. This will be followed by comprehensive site inspections to assess the physical condition of each station, how the pumps are currently operating and the extent to which failures are occurring. The review will evaluate whether the existing design and operating parameters remain suitable for current and future catchment demands and identify any deficiencies contributing to the ongoing failures. The consultant will liaise with relevant stakeholders, including pump suppliers, to validate findings and develop appropriate maintenance strategies and upgrade priorities. All analysis, outcomes and recommendations will be consolidated into a formal Pump Station Assessment Report.

Reason for Works:

Pump/Lift Stations 21–24 are experiencing persistent pump and impeller failures, including frequent jamming, blockages and occasional overflow events. These issues have escalated in line with intensified construction activity across the surrounding precincts, which is contributing higher flow volumes and non-compliant materials into the network. The recurring nature of these failures suggests that the original design assumptions and hydraulic capacity may no longer be sufficient for current or future operating conditions.

A comprehensive assessment is therefore required to determine whether the pump stations and associated network infrastructure remain fit for purpose, to identify the root causes of the ongoing failures, and to outline the upgrades or interventions necessary to restore reliable performance. Importantly, should the assessment identify any components that are not fit for purpose, the findings will provide the PBC with the technical evidence needed to approach the developer regarding potential rectification works.

Risks or Impacts:

The continued failures occurring at Pump Stations 21–24 create a range of serious operational, environmental and financial risks for the PBC. Frequent pump and impeller jamming, blockages and reduced hydraulic performance significantly increase the likelihood of sewage overflows. Any overflow event presents an immediate sanitary hazard, with the potential for sewage to enter public areas, private properties or nearby waterways.



AUTHORISATION FOR BODY CORPORATE EXPENDITURE

DOCUMENT CONTROL NO# DF 502040

VERSION NO#1

Quotes Received:

Company Name	Quote Amount (ex GST)	Notes (if applicable)
MLEI Queensland Pty Ltd T/A OSKA Consulting Group	\$ 12,500.00	<i>Only one quote was obtained due to the specialised nature of the work, see further justification below.</i>

Additional Notes:

OSKA Consulting previously undertook the Quality Assurance inspections for the precincts within The Point Circuit, confirming that the works were constructed in accordance with the approved designs. However, those inspections did not assess whether the underlying design assumptions such as hydraulic capacity, pump sizing or network loading were appropriate or fit for purpose. This peer review will address that gap by evaluating the suitability of the design under current and future operating conditions.

If the assessment identifies that any components of Pump Stations 21–24 or their associated network infrastructure are not fit for purpose, the findings will provide the PBC with the technical justification needed to approach the developer and seek rectification of any design or installation deficiencies.

Only one quote was obtained because OSKA Consulting is uniquely positioned to undertake this review. They have the most extensive knowledge of the precinct's wastewater infrastructure, having already completed the QA inspections and reviewed the developer's design documentation. Their familiarity with the precinct layout, design history, construction methodology and existing operational issues allows them to deliver a more accurate, efficient and cost-effective assessment than any alternative consultant, who would require significant additional time and cost to reach the same level of understanding.

The cost of the works is to be met from the Sinking Fund (GL Code 22126 – Reports), noting that these works are included within the proposed Sinking Fund Program for FY 2025–2026.

Attachments:

OSKA Fee Proposal Ref: OSK7157-0001-F1/AP

Submitted By: Peter Gannon

Date: 19/11/2025

CORRESPONDENCE FOR INFORMATION

From: Cheryl McBride
To: Jodie Syrett
Subject: FW: Invitation - Members" Nominees for the RBC
Date: Wednesday, 12 November 2025 1:47:23 PM
Attachments: [image006.png](#)
[image008.png](#)
[image009.png](#)
[image010.png](#)
[image011.png](#)

Caution! This message was sent from outside your organization.

[Allow sender](#) | [Block sender](#)

Pls add the following message to the MNs.

Good afternoon, fellow PBC members,

Attending the meeting attached to this email is an important opportunity for us, as representatives of residents, to shape the future of the Sanctuary Cove Golf Club and ensure its long-term sustainability. I am concerned that current decision-making may be unduly influenced, potentially prioritising commercial interests over the broader needs of our community. Our attendance demonstrates unity, transparency, and a shared commitment to safeguarding our assets and lifestyle. By being present, we can ask informed questions, reinforce the importance of independent decision-making, and ensure the club's future is guided by what is best for Sanctuary Cove residents — not just for today, but for years to come.

Kind Regards

Cheryl McBride OAM

M.ED., B.Leg.S, B.Ed., Gr.Dip.-Rem.Ed, Dip. Teach.
Acting Chairperson, Sanctuary Cove PBC



INVITATION

FUTURE PROOFING SANCTUARY COVE GOLF AND COUNTRY CLUB

RESIDENTIAL BODY CORPORATE MEMBER NOMINEES INFORMATION SESSION

WHERE Sanctuary Cove Country Club – The Palms Room
Gleneagles Drive, Sanctuary Cove QLD 4212

WHEN Tuesday 18 November 2025 from 3pm to 4pm

RSVP Via email to Laura Liebenau at
holdings@scgcc.com.au



SANCTUARY COVE
GOLF AND COUNTRY CLUB
HOLDINGS LIMITED

Sanctuary Cove Golf and Country Club is exploring a proposal to secure its long-term financial sustainability.

Community feedback on this opportunity is valued, and the Club invites you to attend a community information session where you will be able to view project posters, speak directly with Club Directors and project partners, and provide your feedback.



14 November 2025

Dear Colvillia Committee,

The PBC acknowledge receipt of your notification regarding the planned Christmas party at Colvillia dog park on December 4, 2025.

Please ensure that all by-laws, including but not limited to the RZABLs and ST By-law, are observed by all residents on the day of the event.

RZABL:

4.3.3 For the purposes of this By-law 4.3 “General Nuisance” means any activity which:

- a) Is or may become an unreasonable annoyance or nuisance to Residents; or
- b) In any way unreasonably interferes with the quiet enjoyment of Residents; or
- c) In any way increases the insurance premiums of any Resident, Residential Body Corporate or the Principal Body Corporate.

4.5.3 Dogs and similar household pets, when not on the Residential Lot, must be kept on a leash held by a person capable of controlling the animal.

4.5.4 A Resident is liable for any unreasonable noise made, a damage to any person or any property of that person, caused by any animal brought, or kept on the Residential Areas by:

- a) a Resident; or
- b) members of a Resident’s family; or
- c) a Resident’s tenants; or
- d) a Resident’s invitees.

4.5.6 Residents must clean up after any of their animals which have gone onto any portion of the Common Property or any portion of another Resident’s Lot.

4.6 Responsibility for Invitees

4.6.1 Residents must:

- a) take reasonable steps to ensure that their invitees comply with the provisions of these By-laws, and if the Resident cannot for any reason do this, the Resident must ensure that the invitee immediately leaves the site; and
- b) take all reasonable steps to ensure that their invitees do not behave in a manner likely to interfere with the peaceful enjoyment of the owner of another Lot or of any person lawfully using the Common Property; and
- c) if the Lot is subject to lease or right of occupancy, take all reasonable steps, including any action available to the Resident under the lease or right of occupancy, to ensure that the lessee or their invitees comply with the provisions of these By-laws.



ST By-Law:

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.

5.5 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 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.

Please note:

1. It is a normal courtesy for you to inform your neighbours and any others who may be affected by your event.
2. The security team are aware of your event and will conduct regular patrols to ensure safety.

Thank you for your understanding.

Kind Regards,
For and on behalf of the PBC Executive Committee

Jodie Syrett, Manager of Body Corporate
Sanctuary Cove Community Services Limited



14 November 2025

Dear Mark Winfield,

The PBC acknowledge receipt of your notification regarding the planned Christmas party at Schotia Island on December 12, 2025.

Please ensure that all by-laws, including but not limited to the RZABLs and ST By-law, are observed by all residents on the day of the event.

RZABL:

4.3.3 For the purposes of this By-law 4.3 “General Nuisance” means any activity which:

- a) Is or may become an unreasonable annoyance or nuisance to Residents; or
- b) In any way unreasonably interferes with the quiet enjoyment of Residents; or
- c) In any way increases the insurance premiums of any Resident, Residential Body Corporate or the Principal Body Corporate.

4.5.3 Dogs and similar household pets, when not on the Residential Lot, must be kept on a leash held by a person capable of controlling the animal.

4.5.4 A Resident is liable for any unreasonable noise made, a damage to any person or any property of that person, caused by any animal brought, or kept on the Residential Areas by:

- a) a Resident; or
- b) members of a Resident’s family; or
- c) a Resident’s tenants; or
- d) a Resident’s invitees.

4.5.6 Residents must clean up after any of their animals which have gone onto any portion of the Common Property or any portion of another Resident’s Lot.

4.6 Responsibility for Invitees

4.6.1 Residents must:

- a) take reasonable steps to ensure that their invitees comply with the provisions of these By-laws, and if the Resident cannot for any reason do this, the Resident must ensure that the invitee immediately leaves the site; and
- b) take all reasonable steps to ensure that their invitees do not behave in a manner likely to interfere with the peaceful enjoyment of the owner of another Lot or of any person lawfully using the Common Property; and
- c) if the Lot is subject to lease or right of occupancy, take all reasonable steps, including any action available to the Resident under the lease or right of occupancy, to ensure that the lessee or their invitees comply with the provisions of these By-laws.



ST By-Law:

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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.

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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.

Please note:

1. It is a normal courtesy for you to inform your neighbours and any others who may be affected by your event.
2. The security team are aware of your event and will conduct regular patrols to ensure safety.

Thank you for your understanding.

Kind Regards,
For and on behalf of the PBC Executive Committee

Jodie Syrett, Manager of Body Corporate
Sanctuary Cove Community Services Limited



14 November 2025

Dear Suzi,

The PBC acknowledge receipt of your notification regarding the planned Christmas party on the grass area in the cul-de-sac at the end of Pinehurst Road on December 4, 2025.

Please ensure that all by-laws, including but not limited to the RZABLs and ST By-law, are observed by all residents on the day of the event.

RZABL:

4.3.3 For the purposes of this By-law 4.3 “General Nuisance” means any activity which:

- a) Is or may become an unreasonable annoyance or nuisance to Residents; or
- b) In any way unreasonably interferes with the quiet enjoyment of Residents; or
- c) In any way increases the insurance premiums of any Resident, Residential Body Corporate or the Principal Body Corporate.

4.5.3 Dogs and similar household pets, when not on the Residential Lot, must be kept on a leash held by a person capable of controlling the animal.

4.5.4 A Resident is liable for any unreasonable noise made, a damage to any person or any property of that person, caused by any animal brought, or kept on the Residential Areas by:

- a) a Resident; or
- b) members of a Resident’s family; or
- c) a Resident’s tenants; or
- d) a Resident’s invitees.

4.5.6 Residents must clean up after any of their animals which have gone onto any portion of the Common Property or any portion of another Resident’s Lot.

4.6 Responsibility for Invitees

4.6.1 Residents must:

- a) take reasonable steps to ensure that their invitees comply with the provisions of these By-laws, and if the Resident cannot for any reason do this, the Resident must ensure that the invitee immediately leaves the site; and
- b) take all reasonable steps to ensure that their invitees do not behave in a manner likely to interfere with the peaceful enjoyment of the owner of another Lot or of any person lawfully using the Common Property; and
- c) if the Lot is subject to lease or right of occupancy, take all reasonable steps, including any action available to the Resident under the lease or right of occupancy, to ensure that the lessee or their invitees comply with the provisions of these By-laws.



ST By-Law:

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.

5.5 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 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.

Please note:

1. It is a normal courtesy for you to inform your neighbours and any others who may be affected by your event.
2. The security team are aware of your event and will conduct regular patrols to ensure safety.

Thank you for your understanding.

Kind Regards,
For and on behalf of the PBC Executive Committee

Jodie Syrett, Manager of Body Corporate
Sanctuary Cove Community Services Limited



18 November 2025

Mr Robert & Mrs Janice Buttner
4638 The Parkway
SANCTUARY COVE QLD 4212

Dear Robert & Janice,

**PBC APPROVAL OF ADDITIONAL SECURITY CAMERA - RZABL 4.10 Security Systems
PROPERTY: 4638 THE PARKWAY, LOT 98 BAUHINIA**

We are writing to inform you of the outcome regarding your request for the approval of the additional security camera installed within your lot.

Although the minutes from the PBC EC meeting held on 13th November 2025 at 9:00 AM are still pending final drafting and approval, we can confirm that the committee has decided to approve your request for the installation of an additional security camera, contingent upon compliance with the following conditions:

Camera Positioning:

Cameras must be positioned to capture footage solely within the boundaries of the owner's property. The camera must not be directed along the boundaries such that it captures footage of neighbouring properties.

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.

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.



Should you have any queries in relation to the contents of this letter, please do not hesitate to contact Sanctuary Cove Body Corporate Services on 07 5500 3333 or email pbc@scove.com.au.

We thank you in advance for your co-operation with this matter.

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

Jodie Syrett
Manager of Body Corporate
Sanctuary Cove Community Services Limited



A Note to Our Valued Tradespeople,

Thank you for the important service you provide to the Sanctuary Cove community. Your work keeps our homes and facilities safe, functional and well cared for, and we genuinely appreciate the professionalism you bring to the estate each day.

To support your work, we're pleased to let you know that **there is now increased opportunity for trades vehicles to park on the Secondary Thoroughfare during opening hours:**

Monday to Friday, 7.00am – 5.00pm, and Saturdays, 8.00am – 1.00pm (excluding public holidays).

We hope this makes access to your job sites smoother and your day a little easier.

As always, safety across the estate remains a top priority. Recent monitoring has shown a rise in vehicles travelling **above the 40 kph limit**, particularly in the **40–45 kph range**, as well as some instances of **cutting corners or driving on the wrong side of the road**, especially at the intersection on **Riverside Drive** and the **Wineglass roundabout on the Parkway**.

To keep everyone safe, residents, visitors and tradespeople—our camera systems are now actively reviewing these behaviours. **Vehicles identified exceeding the speed limit or driving unsafely may have their access to Sanctuary Cove suspended for 30 days.**

We truly value our partnership with the trades community and want to ensure that everyone can work efficiently while maintaining a safe environment for all. Your cooperation with these safety measures helps protect the people you serve every day.

Thank you again for your continued support and commitment to the Sanctuary Cove community.

Cheryl McBride OAM
PBC Chairperson
Sanctuary Cove Principal Body Corporate

Mr Tom Walrut, Special Counsel
Cooper Grace Ward
Tom.Walrut@cgw.com.au

Dear Mr Walrut

Acknowledgement of correspondence

Your client: Sanctuary Cove Principal Body Corporate

Objection to land tax assessments—2020-21 to 2025-26 financial years

Taxation Administration Act 2001 (TAA)

Land Tax Act 2010 (Act)

Thank you for your email of 3 November 2025 with attached objection form, submissions and supporting material. Your correspondence has been received by the Review and Dispute Resolution Division (**Review & Dispute Resolution**), which operates autonomously of Divisions within the Queensland Revenue Office where assessments and determinations are made.

On behalf of your client, you object to:

- All land tax assessments and reassessments issued between 18 March 2021 and 22 April 2025 inclusive in respect to financial years from 2020-21 to 2024-25 (**earlier assessments**).¹
- Land tax assessment issued on 4 September 2025 in respect to the 2025-26 financial year (**2025-26 assessment**).

Earlier assessments

Objection to earlier assessments received outside the 60-day timeframe

An objection must be lodged within 60 days of the date on which an assessment was given.² Your objection to the earlier assessments has been received outside of this period. You have requested an extension of time to lodge an objection for the reasons set out in clauses 4.1 to 4.6 of your submissions.

Decision on extension of time

If satisfied that it would be unreasonable in particular circumstances for the objection to be lodged within the 60 days, the Commissioner of State Revenue (Commissioner) may extend the time to lodge an objection.³

The Commissioner is not satisfied that the time to lodge an objection should be extended in accordance with s.65(2) of the TAA. The reasons for this are as follows:

¹ Clause 1.1 (a) (ii) to (viii) of submissions.

² TAA, s.65(1)(d).

³ TAA, s.65(2).

- There is no information available to me that would indicate that your client sought to preserve the right object to each or any of the earlier assessments within 60 days of their issue, or at any other such time thereafter, until now. All earlier assessment notices contained information setting out objection rights and timeframes.
- Your client's reasons for seeking an extension of time to object do not compel the Commissioner to accept them.

For the reasons outlined above the Commissioner will not extend the time to lodge an objection. The decision not to extend the time to lodge an objection is a non-reviewable decision.⁴ Your objection to the earlier assessments has now been closed as invalid because it is out of time. On this basis, no right of appeal or review exists under s.69 of the TAA.

Other matters

As advised in my email of 5 November 2025, your client's claim for exemption under s.52 of the Act has been forwarded to the assessing division within Queensland Revenue Office for processing and possible reassessment.

Please note, however, the Commissioner cannot be compelled to make a reassessment under s.17(1) of the TAA decreasing a taxpayer's liability for tax.⁵ Further, the Commissioner's decision not to make a reassessment of a taxpayer's liability for tax under s.17 of the TAA is a non-reviewable decision.⁶

2025-26 assessment

Your objection to the 2025-26 assessment has been received within the prescribed 60 days. Therefore, the information set out below pertains to this valid objection only.

Information you have provided to the Commissioner to date is available to Review & Dispute Resolution. If you have any information (facts or evidence) that you consider may assist your objection, please submit it to us by **8 December 2025**. Please quote reference number **OBN 18478** in any further correspondence on this matter.

The *Taxation Administration Act 2001 (TAA)* provides the framework for Review and Dispute Resolution's consideration of objections. Please be aware that the **onus of proving your case** rests with you on objection.⁷ It is your obligation to:

- state in detail the grounds on which the objection is made; and
- provide copies of all material relevant to decide the objection.

You do not need to provide material you have previously provided to the Commissioner.

Protecting your information

Any personal information we request is collected for the purpose of administering state revenue. Collection of this information is authorised under legislation administered by this Office. Any personal information received from you will not be disclosed unless authorised by law.

How will I know the outcome of my objection?

Once your objection is determined, we will give you a written notice of decision containing detailed reasons. If your objection is allowed in part or disallowed, we will advise rights of further review if you are dissatisfied with the outcome.

⁴ TAA, s.65(3).

⁵ TAA, s.17(4).

⁶ TAA, s.17(5).

⁷ TAA, s.66.

Payment of debt while under review

While lodging an objection does not extend the payment due date for the liability, it is noted that payment has been made in full. If liability is later reassessed in your client's favour, they will be refunded accordingly.

What happens next

A Review Officer will contact you once your matter has been allocated to them to inform you of the likely timeframes to provide you with an outcome for your objection. You may not hear from us until that time.

The Commissioner aims to finalise objections within 90 days of receipt, or within 60 days of any additional information that is required being received, whichever is longer. Our ability to meet those timeframes will sometimes be impacted by a number of factors. Due to large objection workloads, we are currently encountering challenges meeting those timeframes. We understand the importance of resolving objections in a timely manner, and please be assured that we are working diligently to minimise any delays and expedite the process as much as possible.

If you have any general enquiries about the objection process, please do not hesitate to contact us at (07) 3012 2761.

Yours sincerely



Matthew Sakrzewski
Review Officer
for the Commissioner of State Revenue

From: [Brogan Watling](#)
To: [Jodie Syrett](#)
Subject: FW: Objection - Sanctuary Cove Principal Body Corporate | Rejection of Extension of Time Request | Land Tax
Date: Thursday, 20 November 2025 9:26:48 AM
Attachments: [image003.png](#)
[image004.png](#)
[image002.png](#)
[20251117-OBN-18478-Letter-Acknowledgement and extension-of-time-decision.pdf](#)
[image001.png](#)

Please include at corro for info.

Kind Regards,

BROGAN WATLING

In-house Counsel

Email brogan.watling@scove.com.au

Main 07 5500 3333 | enquiries@scove.com.au

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

Web oursanctuarycove.com.au

My working days are Monday, Thursday and Friday



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From: Brogan Watling

Sent: Monday, 17 November 2025 3:09 PM

To: Cheryl McBride; Paul Kernaghan; Brian Earp; tmcginty52; dianneonthegec

Cc: PBC <pbc@scove.com.au>; Cassie McAuliffe

Subject: FW: Objection - Sanctuary Cove Principal Body Corporate | Rejection of Extension of Time Request | Land Tax

Good afternoon Executive Committee

Please see below and **attached** correspondence from the Queensland Revenue Office.

In summary:

1. They have rejected the PBC's request for an extension of time to file objections with respect to past land tax assessments (being from 2020-21 to 2024-25).
2. However, they will consider the objection to the 2025-26 land tax assessment which is in the process of being referred to a review officer who will reach out with likely timeframes on an outcome of the objection.
3. While the Commission seeks to finalise objections within 90 days of receipt, sometimes that timeframe is pushed out.

I have tried contacting Tom, but have been unable to reach him.

Thank you.

Kind Regards,

BROGAN WATLING

In-house Counsel

Email brogan.watling@scove.com.au

Main 07 5500 3333 | enquiries@scove.com.au

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

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From: Tom Walrut

Sent: Monday, 17 November 2025 12:38 PM

To: Brogan Watling <brogan.watling@scove.com.au>

Cc: Linda Tapiolas

Subject: FW: Objection - Sanctuary Cove Principal Body Corporate

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Hi Brogan

We have received the attached letter from the QRO.

In short, they have refused to grant an extension to object to the 2021 – 2024 land tax years, which is exceedingly disappointing.

They are however progressing with the objection for the 2025 land tax year onwards.

Are you free for a call to discuss?

Regards

Tom Walrut

Special Counsel

T [+61 7 3231 2932](#) **M** [+61 421 979 730](#) **E** Tom.Walrut@cgw.com.au

Level 21, 400 George Street, Brisbane 4000 Australia | GPO Box 834, Brisbane 4001

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Before transferring or depositing money, please call us on a known or separately verified number to confirm account details. Access our [security statement](#) and [privacy collection statement](#) for more information.

From: Objections <objections@treasury.qld.gov.au>

Sent: Monday, 17 November 2025 11:30 AM

To: Tom Walrut <Tom.Walrut@cgw.com.au>

Cc: Linda Tapiolas <Linda.Tapiolas@cgw.com.au>

Subject: RE: Objection - Sanctuary Cove Principal Body Corporate

SENSITIVE

Dear Mr Walrut

Your client: Sanctuary Cove Principal Body Corporate

Our reference: OBN 18478

Please find attached letter containing acknowledgement of your objection to the current land tax assessment issued to your client, and a decision not to extend the time to accept an objection to previously issued assessments.

If you would like to discuss this matter or our objection process, you may contact us by return email or via my details below.

Kind regards

Matthew Sakrzewski
Review Officer
Review and Dispute Resolution Division
Queensland Revenue Office
Ph (07) 3012 2761
Matthew.Sakrzewski@treasury.qld.gov.au
qro.qld.gov.au



Queensland Treasury acknowledges Aboriginal peoples and Torres Strait Islander peoples as the Traditional Owners and custodians of the land. We recognise their connection to land, sea, and community, and pay our respects to Elders past, present and emerging.

  Follow Queensland Revenue Office for updates.

From: Tom Walrut
Sent: Monday, 3 November 2025 3:59 PM
To: Objections
Cc: Linda Tapiolas
Subject: [EXTERNAL] Objection - Sanctuary Cove Principal Body Corporate

Dear Commissioner

Objection – Sanctuary Cove Principal Body Corporate

Please see the attached objection in respect of the Sanctuary Cove Principal Body Corporate.

We also separately attached a copy of the Taxpayer's bank statement as required by the Form LT20.

Feel free to contact us with any queries.

Regards

Tom Walrut
Special Counsel

T +61 7 3231 2932 **M** +61 421 979 730 **E** Tom.Walrut@cgw.com.au
Level 21, 400 George Street, Brisbane 4000 Australia | GPO Box 834, Brisbane 4001
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Management of the Sanctuary Cove PBC Sinking Fund

Background

Under the *Sanctuary Cove Resort Act 1985* (Qld) (SCRA), the Principal Body Corporate (PBC) has a primary duty under Section 33 (1) (b) to...

“...properly maintain and keep in a state of good and serviceable repair-

- (i) the secondary thoroughfare, including any improvements thereon;
- (ii) any personal property vested in it...”

The secondary thoroughfare includes, within the boundaries of the secondary thoroughfare, the roads, kerbing, pathways, canals, bridges, revetment walls, fences, lighting, parks and landscaping, irrigation systems, water supply and waste piping, pumps, valves and electrical systems, Fibre to the Home (FTTH) network, and security systems.

There is no statutory obligation on the PBC to maintain the common property of a Residential Body Corporate (RBC). However, the PBC may, by agreement with an RBC, provide certain services to it, for example landscaping services.

The PBC is not responsible for capital improvements, renewal or replacement of any common property, assets or infrastructure located within the boundaries of, or owned by, an RBC.

Establishment of a PBC Sinking Fund

Although not required to have a separate sinking fund under SCRA, as a matter of good practice, the PBC established a separate Sinking Fund, distinct from the Administration Fund. The purpose of the Sinking Fund is to accumulate sufficient Sinking Fund levies over time to provide for:

1. The replacement of the secondary thoroughfare and PBC assets at the end of their useful lives,
2. Major repairs to the secondary thoroughfare and PBC assets expected to significantly extend their useful lives, and
3. Any significant improvements in the secondary thoroughfare approved by the PBC in general meeting (which may require special levies to be raised and paid into the Sinking Fund, either as a one off or over a period of years).

The Sinking fund **is not to be used to provide for:**

- Ongoing maintenance of secondary thoroughfare assets,
- Minor repairs and improvements to secondary thoroughfare assets, (*definition to be determined*),
- Annual insurance cover of assets, and



- Replacement or repair of assets not owned by the PBC or land that does not fall within the boundaries of the secondary thoroughfare.

These costs are to be funded from the administration fund via the collection of annual PBC Administration Fund levies, or in the case of RBC assets, via their own RBC levies.

While maintenance costs are an annual Administration Fund cost, it should be noted that a well-funded program of preventative maintenance will support the maximisation of the useful lives of assets.

Management of the PBC Sinking Fund

Long-term Management

With the assistance of external consultants, the PBC, through its engaged Facilities Manager, has established a register of Secondary thoroughfare assets by category, together with an estimate of the expected useful lives of each asset, and the replacement cost allowing for inflation. *(Consideration to be given to whether a static or stepped inflation rate is most appropriate, informed by consultant advice and or PBC direction)*

Guided by professional advice from a suitably qualified practitioner, the register is converted into a cash flow of estimated replacement costs over time. This cash flow is then used to calculate an annual PBC sinking fund levy (with an appropriate inflation allowance) that is estimated to be sufficient to fund the asset replacement costs over the long term.

It should be noted that due to long timeframes (detailed up to 20 years, with high level estimate 21 – 40), the estimate of useful lives and future replacement costs of some assets is inherently uncertain and requires periodic review.

Every two years, the Facilities Manager is to propose the engagement of a suitably qualified practitioner to undertake a review of secondary thoroughfare assets, including the appropriateness of asset useful lives and replacement cost estimates. This review will be used to inform the adequacy of the current sinking fund balance and to determine the projected annual levies required to sustainably fund future sinking fund obligations.

Key inputs to this periodic review are:

1. Inspection of the condition of the most material assets to determine if the current estimate of expected useful lives and year(s) of expected replacement is under or overestimated.
2. Evaluation of previous estimated replacement costs against latest estimate based on current expectations of future inflation.
3. Actual expenditure on recent Sinking Fund projects vs the expenditure approved by the PBC and Sinking Fund allowance.
4. The standards to which the Community expects the secondary thoroughfare to be maintained.



If at any point the modeling reflects a potentially significant under funding through forward Sinking Fund levy projections vs expenditure needs, consideration will have to be given by the PBC too:

- Striking a one-off special levy to increase the funding available,
- Increasing the levies above previous levy projections for a limited number of years to progressively recover any projected shortfall,
- Spreading the shortfall over levies for all years into the future.

If, on the other hand, modelling reveals the likely generation of a material surplus on the Sinking Fund, the PBC may propose:

- A one-off reduction to Sinking fund levies.
- A reduction spread over several years.

The Facilities Manager is to undertake the above work with oversight from the PBC and its Committees.

Annual Management

Each year, a number of activities are required.

1. The PBC needs to propose, approve and raise the annual levy contribution to the PBC Sinking Fund. This is generally based off of the work undertaken above in respect of long-term management of the Sinking Fund.
2. The PBC needs to consider and adopt a proposed list of sinking projects by category to be undertaken in the financial year running from 1st November to 31st October. The project list would be based off of projects confirmed as being required from the Asset register, converted to a rolling short term 3-year list of required projects as amended by recent experience. The first year on the rolling 3-year plan would be the proposed projects for the upcoming financial year and would include the completion of projects previously approved by the PBC but not completed in the previous financial year. This process should be undertaken as an input to the overall PBC budget process.
3. Adoption of a list of proposed projects on its own does not confer authority to commit to actual expenditure on any project. Each individual project on the list would require approval from the PBC of a project plan and expenditure budget in accordance with the Expenditure Policy contained in the Facilities Management Agreement approved by the PBC from time to time. Any request for approval of project expenditure must specify which Sinking Fund account the expenditure will be charged against and whether this expenditure is reflected in the long-term Sinking Fund projections.



4. The Facilities Manager will be responsible for overall management of individual projects and report regularly to the PBC or its nominated sub-committee in respect of:
 - a. Overall progress on the current year project program.
 - b. Progress on individual projects.
5. The Facilities Manager is expected to highlight any material issues to the PBC or its nominated sub-committee with proposed course of action to manage any issues as soon as an issue is identified.
6. Any variations or projected overruns to project expenditure budgets must be approved via a resolution of the PBC in general meeting. As a matter of general practice, contingencies are not to be included in project budgets or encouraged in tender submissions.
7. It is acknowledged that there may be variations on projects, but it anticipated that with careful management, under and overs of expenditure on any year's project program as a whole will balance out.
8. If additional projects arise that were not previously contemplated for funding through the Sinking Fund, whether identified operationally by the Facilities Manager, raised directly by the PBC, or arising from the creation of new assets not currently included in the asset register, the Facilities Manager must notify the PBC of the project and outline the anticipated cost. Funding for such projects should be determined in accordance with the Expenditure Policy, including consideration of whether a special levy is required or whether future sinking fund contributions need to increase to accommodate the expenditure.

Other Considerations

- While the PBC may wish to manage its Sinking Fund and its projects separately to the PTBC, it should be recognised that a number of assets of the PBC and PTBC are owned in varying degrees of joint proportion. As such both PBC and PTBC approval would be required for approval and management of any Sinking Fund Projects involving replacement, major repair or creation of new joint Sinking Fund assets.
- While this Sinking Fund Management policy is intended for the PBC, it would be sensible for it also to be adopted by the PTBC.
- It should be noted that the annual Sinking Fund levy is intended and set at a level to cover Sinking Fund expenditure required over time. In some years the annual levy may exceed the required Sinking Fund expenditure required in that year, while in other



years the required project expenditure may exceed the levy. Careful management of the Sinking Fund balance is required.

- It is also important that new assets are incorporated into the asset register once delivered. The Facilities Manager should ensure that these assets are captured, assessed for useful life and replacement cost, and included within future sinking fund planning and budgeting processes to maintain accuracy and long-term financial sustainability.

CORRESPONDENCE FOR ACTION

From: [Nick Eisenhut](#)
To: [PBC](#); [jaden](#)
Cc: [RBC - Plumeria](#); [John Reid](#)
Subject: RE: Concerns Regarding the Proposed Removal of Protected Trees at Marine Drive East and Surrounding Areas
Date: Thursday, 23 October 2025 9:23:26 AM
Attachments: [image001.png](#)

Hi Jodie,

Yes happy for this to be added for November PBC.

Regards

Nick

From: PBC <pbc@scove.com.au>
Sent: Wednesday, 22 October 2025 4:03 PM
To: jade; Nick Eisenhut
Cc: RBC - Plumeria <plumeria@scove.com.au>
Subject: RE: Concerns Regarding the Proposed Removal of Protected Trees at Marine Drive East and Surrounding Areas

Hi Jade,

Thanks for your email, any correspondence for formal consideration should be submitted through your members' nominee for Plumeria, which is Nick Eisenhut. I have included him into this email, [@Nick Eisenhut](#) are you happy for this to be tabled at the PBC in November?

Kind Regards,

JODIE SYRETT

Manager Body Corporate

Direct 07 5500 3326 |jodie.syrett@scove.com.au
Main 07 5500 3333 | enquiries@scove.com.au
Address PO Box 15 | Shop 1A, Building 1, Masthead Way Sanctuary Cove Q 4212
Web oursanctuarycove.com.au



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From: Jade Nathan
Sent: Wednesday, 22 October 2025 3:50 PM
To: Shanyn Fox <Shanyn.Fox@scove.com.au>
Cc: Jed Newnham
Subject: Concerns Regarding the Proposed Removal of Protected Trees at Marine Drive East and Surrounding Areas

Dear Shanyn,

If you could please forward this email below to the Principal Body Corporate Email with a cc to me or could I please have their email address (the operations email has bounced back to me).

Thank you.

Jade Newnham

Get [Outlook for Mac](#)

From: Jade Nathan
Date: Wednesday, October 22, 2025 at 15:47
To:
Cc: Plumeria Body Corporate <plumeria@scove.com.au>, Shanyn Fox <shanyn.fox@scove.com.au>, Sanctuary Cove Community Services <enquiries@scove.com.au>, Newnham Scaffolding

Subject: Concerns Regarding the Proposed Removal of Protected Trees at Marine Drive East and Surrounding Areas

To:
The Principal Body Corporate
Sanctuary Cove

Subject:
Concerns Regarding the Proposed Removal of Protected Trees at Marine Drive East and Surrounding Areas

Dear Principal Body Corporate Members,

I am writing as a resident of Sanctuary Cove regarding the proposed removal of several large and established trees—many of which are protected native species, including paperbarks (Melaleuca)—one example of this tree is located in front of our

home at 7389 Marine Drive East.

This correspondence is intended to assist the Principal Body Corporate (PBC) in understanding the **legal, environmental, and ethical implications** associated with such removals, and to respectfully highlight that under current legislation, removal of these trees is **unlikely to be permitted by the Gold Coast City Council (GCC)** without strict justification within their laws and formal approval. Also, it appears to not be permitted by Sanctuary's Cove's own "Tree Policy", if in fact that this policy overrides law.

1. Regulatory Obligations and Permitting Requirements

Following discussions with **three separate officers from GCCC**, I have been advised that **Sanctuary Cove is not exempt** from Council's tree removal permitting process. Likewise, after consultation with the **Office of the Commissioner for Body Corporate and Community Management**, it was confirmed that there is **no apparent exemption** in the *Sanctuary Cove Resort Act* that would relieve the Body Corporate from complying with local or state environmental approval processes for tree removals.

If this understanding is correct, any removal of trees meeting protected criteria—such as those **over 4 metres in height, more than 40 cm in trunk circumference, and located over 3 metres from any fence or structure**—without prior Council approval could constitute a **breach of environmental and planning laws**. Many of the trees now proposed for removal appear to meet these thresholds **easily and far beyond** and, by visual assessment, appear **healthy, stable, and non-hazardous**.

2. Ecological and Wildlife Considerations

Also with environmental regulatory compliance, these trees play a vital role in supporting the **native wildlife** of Sanctuary Cove, including **Bush Stone-curlews, owls, kookaburras, cockatoos, and other protected species**, all species I have personally seen many times in 1 year down Marine Drive East and have photos of.

The **Bush Stone-curlew (Burhinus grallarius)**, is **protected wildlife**, and it is an **offence under the Nature Conservation (Animals) Regulation 2020** to hurt the bird, tamper with or destroy an active breeding place used for nesting or rearing young.

Removal of habitat trees without adequate ecological assessment or Species Management Program (SMP) approval from the Department of Environment, Science and Innovation (DESI) may therefore constitute a **serious environmental compliance issue**.

Removal activities that harm wildlife or their active breeding places—whether intentional or inadvertent—can breach both **state and federal law**, including the *Environment Protection and Biodiversity Conservation (EPBC) Act 1999*.

3. Inconsistencies with Sanctuary Cove's Own Tree Policy

Upon requesting documentation of Sanctuary Cove's "Tree Policy," I received a one-page document that the Manager of Body Corp Sanc Cove said was adopted which aligns with GCCC's vegetation laws. However, the reasons currently cited for removal—such as **leaf litter, mature canopies, or potential future inconvenience to drive ways**—do not appear to meet the criteria for removal under **either Sanctuary Cove's own policy or GCCC's Vegetation Management Laws**.

Also, if there are driveway issues or structural root issues, other measures need to be looked at such as root protection; redirection of root growth away from hard surfaces and underground utilities while preserving the tree's health.

GCCC's criteria for tree removal are specific and limited. Approval is generally granted only where an **arborist report** demonstrates that a tree is:

- Structurally unsound or hazardous;
- Diseased or dying; or
- Causing verified infrastructure damage (when root redirection is not a safe option) (e.g., to sewers, footings, or foundations).

It is in my findings that aesthetic preference, leaf litter concerns or any other reasons other than the above are not sufficient grounds for removal trees.

4. Broader Community and Environmental Impact

These protections extend to **all trees within Sanctuary Cove**, including those along **Marine Drive East** and other precincts, contribute to the **character and amenity** of the resort. Potentially there are original landscaping plans and other plans of the resort which have to be looked at and considered too.

Widespread tree removal, even if well-intentioned, risks:

- Serious breaches with Council and State regulations;**
- Loss of environmental value and wildlife habitat;**
- Increasing neighborhood temperatures and lack of shade for residents for leisure, exercise, mental wellbeing (green spaces) and children to play (evidence by research all indicates this);**
- Reduction of property and community amenity; and**
- Damage to the resort's ecological heritage and aesthetic identity—key factors underpinning both resident well-being and property value.**

5. Request for Transparency and Compliance

I wish to make clear that I **support the removal of pest, diseased, or genuinely hazardous trees, under the following conditions below**. If other trees are actually lawfully permitted to be removed, that they are so on the grounds:

- Being based on **qualified arborist reports and potentially the GCCC arborist report;**
- Occurs **in full compliance** with all legal requirements including permits;
- All aspects are taken into account; shade, heritage and charm, plans, ecosystems, wildlife, leisure and impact for residents; and
- Is undertaken with **transparency and resident consultation**.

However, I am deeply concerned that current proposals for removals may not meet these conditions. In the absence of any **demonstrated safety risk or lawful permit**, proceeding could place the PBC at risk of **regulatory non-compliance** and potential **penalties**.

6. Request for Immediate Action

I respectfully urge the Principal Body Corporate to:

- Suspend any proposed tree removal** pending formal clarification from GCCC and relevant State authorities;
- Provide residents with access** to arborist reports, ecological assessments, and permit applications; and
- Ensure full legal compliance** under the *Nature Conservation Act 1992*, *Vegetation Management Act 1999*, *Planning Act 2016*, and *GCCC's City Plan Vegetation Management Code*.

I also request that residents be **kept informed of any formal proposals, decisions,**

or correspondence relating to vegetation removal, to ensure transparency and community trust.

Sanctuary Cove's unique natural environment—its shady streets, thriving birdlife, and mature native trees—is central to its charm, liveability, and value. These trees are not only aesthetic features but essential components of the local ecosystem many residents enjoy. Their loss would be felt environmentally, culturally, personally even potentially monetary by the residents who cherish this place. Lastly, when I see that the Body Corporate could be making serious and widespread breaches to the law, this will not be taken lightly at all.

Thank you for your time and for your continued commitment to maintaining the environmental integrity and heritage of Sanctuary Cove. I trust that, with appropriate care and consultation, the Body Corporate will take every measure to ensure compliance and conservation.

Please write back, it is better to get everything on paper and be transparent. If you would like to speak in person, please make a time to do so. Otherwise, I will await your response.

Thank you again.

Kind regards

Jade Newnham
7389 Marine Drive East

From: [rose](#)
To: [PBC](#)
Cc: [Rose](#);
Subject: Request for approval to remove a tree causing drainage blockage, pedestrian and road damage
Date: Wednesday, 19 November 2025 1:22:57 PM

Dear Eliza,

We are requesting approval to remove a tree that is currently causing obstruction and damage to common property.

The tree is dropping significant foliage into the stormwater drainage system, resulting in repeated blockages, and its root system is actively lifting and damaging the pedestrian path, our driveway and the road surface.

Of consideration is the Cove's body corporate's obligations to:

- Maintain common property infrastructure (including roads and stormwater drains),
- Prevent hazards and nuisances, and
- Take reasonable steps to mitigate safety and flooding risks,

The removal of the tree is necessary to prevent further infrastructure deterioration and to ensure the continued safe use of pedestrian access, our driveway and the roadway.

The ongoing impact of the tree constitutes a nuisance and hazard within the meaning of the community by-laws, as it interferes with the proper functioning of drainage systems and poses a safety risk due to pedestrian and driveway access, as well as road deformation.

For these reasons, we request the committee's approval for the removal of the tree and remediation of the affected area. We welcome discussions involving the replacement of a more environmentally appropriate, and less invasive tree or shrubbery.

We are happy to provide photographs and are available for discussion on this issue.

We look forward to hearing from you.

Kind regards,

Rose and Phil Billings

5925 Turnberry Tee, Sanctuary Cove

Lot 14 Cassia

From: leeu@bigpond.com
To: [Derek Glinka](mailto:Derek.Glinka@bigpond.com); [Jodie Syrett](mailto:Jodie.Syrett@bigpond.com)
Cc: [RBC - Schotia Island](mailto:RBC - Schotia Island@bigpond.com)
Subject: Off-Leash Dog Park in Future Mulpha Development
Date: Wednesday, 19 November 2025 4:22:52 PM

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Jodie – please add this as CFA for the November PBC EGM.

Hi Cheryl,

As you are aware, dogs off-leash are a problem in many parts of the Community and especially on Schotia Island. Dogs attacking dogs, people and wildlife seem to be happening more often. I personally doubt the recent amendments to the STBLs will, in and of themselves, impact behaviours. What I'm hoping will impact behaviours is strong enforcement of the new by-laws and the establishment of an authorised off-leash dog park within the Community.

During a Mulpha Community Conversation with Barry Teeling and the Village Management team on 16/7/2025, Barry mentioned Mulpha were including a dog park in one of its current developments. I'm unclear what was actually said because I wasn't present.

The SI RBC requests the PBC liaise with Mulpha to confirm its intention to establish an off-leash dog park. A number of questions appear relevant:

- where will the off-leash dog park be located?
- is the area designated for the off-leash dog park part of the Secondary Thoroughfare?
- will the design of the off-leash dog park confirm to the relevant GCCC regulations and other guidelines?
- an estimate of when this facility will be opened for Community use?

Should Mulpha confirm its intention to establish an off-leash dog park, please convey the Communities appreciation to Mulpha.

Regards Lee

Lee Uebergang
Chairperson & Members' Nominee
Schotia Island Residential Body Corporate
E +61 (0)411 890213
*** leeu@bigpond.com**

REPORTS FOR INFORMATION

Action Log - PBC EC Meeting October 2025

Action Item	Initial Commencement date	Person to complete	Response & Sent	Status
MIPs updated <ul style="list-style-type: none"> • NBN access agreement • FTTH user agreement • ST parking visitor signs 	16/10/2025	Jodie	Updated 16/10/2025	✓
8009 Decision notice	16/10/2025	Jodie	Decision notice sent to owner 29/10/2025	✓
8013 Decision notice	16/10/2025	Jodie	Decision notice sent to owner 29/10/2025	✓
5939 Decision notice	16/10/2025	Jodie	Decision notice sent to owner 29/10/2025	✓
1821 Decision notice	16/10/2025	Jodie	Decision notice sent to owner 29/10/2025, will follow up 2 weeks	Pending
Taymardan buggies @ security	16/10/2025	Jodie	Mike confirmed no buggies have been stored or charged since July 25	✓
7105 Driveway repairs	16/10/2025	Shanyn	SF to source if repair is necessary and get a quote for EGM	Pending
EC Expenditure	16/10/2025	PBC to provide an amount		Pending
RZABL Amendment – Pontoon	17/07/2025	Stuart & BW	Stuart & Paul to provide suggestions to Brogan	Pending

Action Log - PBC EC Meeting November 2025

Action Item	Initial Commencement date	Person to complete	Response & Sent	Status
Emergency Disaster location discussion	13/11/2025	Cassie	To provide information at the Nov EGM	Pending
Contact Mulpha head office for a complaint handling department	13/11/2025	Jodie	Sent email 13/11/2025 to Mulpha requesting a contact on behalf of PBC.	✓
Term Deposit Investment	13/11/2025	Jodie	EC requested guidance from Paul (Treasurer). Email sent to Paul 19/11/2025	Pending
3 RBCs unrepresented, send roll list to: Cheryl – Justicia Dianne – Ardisia Tony – Adelia	13/11/2025	Jodie	Roll list sent via email 13/11/2025	✓
Speed limit changed in Google Maps	13/11/2025	Jodie	Investigated this, no contact available, there is the option to change personally in individual maps	✓
4638 Approval of additional camera	13/11/2025	Jodie	Letter sent to 4638 18/11/2025	✓
3 x RBC Christmas parties on ST (Colvillia/Corymbia/Schotia Island)	13/11/2025	Jodie	Letters sent 14/11/2025. Advised Security on 13/11/2025, they will monitor.	✓

Action Log - PBC EGM Meeting October 2025

Action Item	Initial Commencement date	Person to complete	Response & Sent	Status
Solar Panels on Jabiru Toilet block	31/07/2025	Jodie	Motion passed Oct EGM – 1862 emailed 5/11/2025	✓
1932 Planter Box	31/07/2025	Jodie	Removed Oct 25 – needs painting	✓
Schotia Island Intersection	31/07/2025	Shanyn	Meeting with Facilities and SI	Pending
Letter of complaint to MSCD		Jodie	Sent to Mulpha Oct 25	✓
Weekly report from MSCD regarding temp buggy path		Shanyn	Reminder to be sent to BT	Ongoing
FTTH Agreement	17/07/2025	Stuart & Paul	Passed at Oct EGM	✓
Updated PBC MN List		Jodie	Jodie emailed updated on 2/10/2025	✓
Dredging within SC	16/10/2025	Shanyn	SF to obtain quotes for EGM	Pending
Gravel Road Agreement	16/10/2025	Shanyn	PBC EGM motion Oct	✓
Letterbox drops/ Deed for UMD – Sent to Mate Gates	15/08/2025	Jodie/Brogan	Agreement approved @ Oct EGM – follow up to RW on 3/11/2025	OCT EGM – awaiting signed agreement
Letterbox drops/ Deed for UMD – Send to Cove Magazine	16/10/2025	Jodie	Sent to Clare 5/11/2025	✓
Darwinia drainage	11/09/2025	Jodie/Cassie	Passed at Oct EGM	✓
1862 – Jabiru Solar Panels	11/09/2025	Jodie/Mike	Passed at Oct EGM – owner notified 5/11/2025	✓

As at 20 November 2025

Matters In Progress

#	MEETING DATE	RESOLUTION	RESPONSIBILITY	COMMENTS	EXPECTED COMPLETION DATE
316	11/24	Stage 2 DCBL's RESOLVED that the PBC authorise the ARC and Developer to meet and finalise the DCBL documentation: FURTHER RESOLVED that the PBC is required to review the revised final documentation and the PBC will then approve if it is satisfactory.	ARC/BCM	<ul style="list-style-type: none"> o Stage 2 commence working group 2026 TBC. 	2026
419	08/22	Village Gate	PBC	<ul style="list-style-type: none"> o Schedule of work included in Sept EGM. o Awaiting update from Mulpha from meeting held on 13 October 25. o Awaiting response from Mulpha regarding the formal complaint. o Delayed until 12th December 2025 – emailed Security to change signs o Emailed BT 6/11/25 requesting update 	12 Dec 25
427	05/23	PBC FTTH Network Solution & NBN Project	PBC	<ul style="list-style-type: none"> o Meeting held with Gravel Road Group to finalise scope/phase clarifications. o Motion approved at PBC EGM Oct 25 o NBN included within FTTH project o Consultancy Agreement approved and executed. o Site familiarisation tour with consultant scheduled 26/11/2025 o Consultation session 1 –with PBC members nominees and taskforce scheduled 09/12/2025 	Est. 01/05/2026
#	MEETING DATE	RESOLUTION	RESPONSIBILITY	COMMENTS	EXPECTED COMPLETION DATE
432	2024	Governance Review	PBC	<ul style="list-style-type: none"> o 2025 Lead by Simone Hoyle (SH) as Governance Project Lead. o Monthly updates from SH at PBC meetings. 	Ongoing – Mthly Docs for approval

Matters In Progress

434	2025	Land Tax review	BW	<ul style="list-style-type: none"> o Objection to land tax paid between 2020 – 2025 filed on 3 November 2025. o QRO has responded initially allocating a case number and indicating a decision won't be made for around 90 days. o QRO has also rejected the late objections filed with respect to the land tax assessment notices from 2021- 2024 o The QRO will only consider the 2025-26 land tax assessment notice that was made within time 	Awaiting decision on objection
435	2025	RZABL Amendment	BW	<ul style="list-style-type: none"> o No feedback received from MNs following inclusion of draft RZABLs in October's agenda. o EC has provided some feedback so that the RZABLs reflect plain English and are easier to understand. o Once these changes are made, the RZABLs will be proposed as a motion in the December meeting. 	December EGM to be voted on formally
436	2025	Sanctuary Green Irrigation	PBC	<ul style="list-style-type: none"> o Review of preliminary design of system underway – SF o Initial design received and reviewed by SF; minor amendments identified and to be finalised by the consultant. o Awaiting final design documentation from the consultant; SF to undertake Sanctuary Greens conduit and lot owner irrigation review for tender documentation. o Estimated Feb 2026. 	In progress

As at 20 November 2025

Matters In Progress

#	MEETING DATE	RESOLUTION	RESPONSIBILITY	COMMENTS	EXPECTED COMPLETION DATE
437	2025	Solar Panels Jabiru	PBC	<ul style="list-style-type: none"> ○ Quotes obtained for battery-operated option. ○ Motion passed at Oct EGM ○ Work order raised for work to be completed 	Motion passed at EGM Oct 25
438	2025	Darwinia Planter box	PBC	<ul style="list-style-type: none"> ○ Owner instructed to remove planter and make good of area. ○ Resident removed planter box and painted. ○ Turf reinstatement completed. 	Completed – Nov 25
439	2025	Buttner/Leslie dispute	BW	<ul style="list-style-type: none"> ○ The QCAT proceeding was withdrawn on the basis that QCAT made orders (by consent) requiring 4638 to relocate the window in the ground floor guest bedroom to be consistent with approved plans. ○ QCAT has now made those orders. ○ BW has been unable to have the parties agree to a solution outside of demolishing and reconstructing the window. ○ PBC must now write to both parties confirming that the window will be required to be moved in accordance with QCAT consent orders. 	End of November
440	2025	Development Handover	PBC	<ul style="list-style-type: none"> ○ On 15 September 2025, Jeff Ray confirmed agreement to contribute 50% of the costs, based on the original detailed scope of works provided by OSKA. This contribution applies to all ongoing residential land subdivisions where new secondary thoroughfares and service assets are being created and will ultimately be handed over to the PBC. 	Completed – Sep 25

As at 20 November 2025

Matters In Progress

#	MEETING DATE	RESOLUTION	RESPONSIBILITY	COMMENTS	EXPECTED COMPLETION DATE
441	2025	Biodiversity presentation	PBC	<ul style="list-style-type: none">○ SF awaiting proposed dates/times from Biodiversity for presentation.	2026
444	2025	Schotia Island Intersection	PBC	<ul style="list-style-type: none">○ Facilities sourcing quotation from traffic specialist.○ To be considered in new financial year.○ Meeting TBA with Chair, MN for SI and SF to discuss options○ Onsite meeting held; mitigation items completed. Awaiting quotations for line marking and traffic splitter realignment.	2026
445	2025	Audit on condition of substantial trees throughout ST	PBC	<ul style="list-style-type: none">○ The onsite audit has been completed, and the report is pending. Once received, it will be provided to the EC for review and comment.○ Additional GIS files requested to finalise the report, provided on 17/10/2025; report anticipated to be received from the consultants○ First draft received, SF to conduct review and provide feedback to consultant.○ Review of the first draft is complete, and comments have been provided to the arborist for updating the report.	Nov 2025

Matters In Progress

#	MEETING DATE	RESOLUTION	RESPONSIBILITY	COMMENTS	EXPECTED COMPLETION DATE
446	2025	Damage to streetlight by Uber driver	BW	<ul style="list-style-type: none"> ○ Original outstanding debt: \$12,980 ○ Current debt: \$9,980 ○ Has not made a payment since June. ○ Agreed to make a lump sum payment of around \$3,000 at the end of October. ○ No payment received and not responding to emails. ○ BW to try to make formal complaint to Uber (previously attempted by Team, but did not progress) ○ BW to obtain fee proposal from debt recovery agent/law firm to issue letter of demand. 	December
447	2025	Transfer of Vehicles from PBC to SCSSL	SF	<ul style="list-style-type: none"> ○ All parties have agreed to the transfer. ○ Authority to transfer the vehicles complete. Vehicles are undergoing roadworthy inspections on 18/11/2025. 	Completed
448	2025	ST Parking Signs	SF	<ul style="list-style-type: none"> ○ Shanyn to source and quote visitor parking signs to coincide with ST by-law changes ○ SF requested detailed specifications of the proposed works from SS on 17 October 2025 to enable investigation and sourcing of quotations. ○ Requested quote to purchase "Visitor Parking" stencil, so works can be completed inhouse. 	Nov 2025
449	2025	NBN access agreement			TBC
450	2025	Security Services Agreement Update	CMA	<ul style="list-style-type: none"> ○ Regular updates from Cassie in regard to the progress. 	Ongoing
451	30/10/25	FTTH use by other entities in Sanctuary Cove Resort		<ul style="list-style-type: none"> ○ This item was requested to be added at the last EGM. ○ Further discussion is required to understand what next steps are and who will be responsible for progressing this item. 	

As at 20 November 2025

Matters In Progress

452	30/10/25	Audit of A Class Water project		<ul style="list-style-type: none">○ To be prepared in January 2026 and provided to the PBC	
453		Deed of Variation to Shareholders Agreement	BW	<ul style="list-style-type: none">○ Approved in principle by the PBC and PTBC.○ BW to now draft amendments and propose them to the PTBC, PBC and Company for consideration and comment.	New Year
454		Review of signage around Resort		<ul style="list-style-type: none">○ Dogs of leash and parking signs.○ This item was requested to be added at the last EGM.○ Further discussion is required to understand what next steps are and who will be responsible for progressing this item.	
456		Use of proxies	GLG	<ul style="list-style-type: none">○ With GLG group to draft policy on their use	

Note: Green = Complete, Yellow = In Progress, Red = Not yet in Progress.

Ongoing

Working Progress

Mulpha

On hold

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.

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:**