

MEETING REF	MEETING DATE	DOCUMENT REF	ISSUE DATE
MTG.CMT.2026.01	23-JUN-2026	NTC	14-JUN-2026

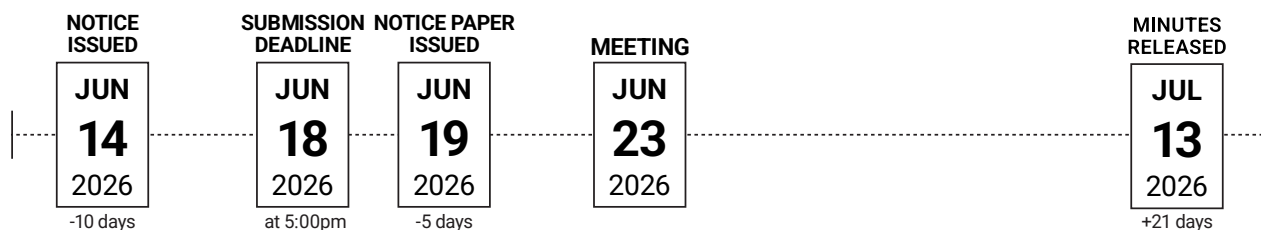
NOTIFICATION

Committee meeting

A committee meeting of the Body Corporate for Northmarque CTS 43944 is scheduled for:

Date	Tuesday, 23 June 2026
Time	7:30 pm
Location	Committee: Lot 25 Observers: Zoom

Indicative meeting timeline



*Timeline is indicative only and dates may vary due to operational requirements or unforeseen circumstances.

Attendance

Committee members	Members of the committee must attend in person.
Lot owners	Lot owners are not required to attend. Lot owners or their representatives may attend as observers only. 1. A request to attend must be received in writing by the secretary a minimum of 24 hours prior to the meeting date and time. 2. Observers must comply with the <i>Meeting observer guidelines</i> published at go.nmq.info/observers and included with this notification.

Matters and requests for the committee's consideration

For matters and requests to be considered at this meeting they must be received by the date and time indicated and comply with the submission guidelines published at go.nmq.info/matters and included with this notification.

Submissions in writing must be received by:

Cutoff date	05:00pm on 18-JUN-2026
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Standing agenda

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- The standing agenda sets out the usual items for each meeting; it is not intended to be comprehensive.
 - The draft *Notice paper* (meeting agenda) will usually be issued 5 days prior to the meeting.
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A. Open

- A.01 Welcome
- A.02 Minutes of the previous meeting
- A.03 Matters arising from the previous meeting

B. Reports

- B.01 Caretaking Service Contractor
- B.02 Secretary
- B.03 Treasurer

C. General business

- C.01 Lot owners' matters
 - C.01: 1 General matters – Lot owners
 - C.01: 2 Current/ongoing matters – Lot owners
 - C.01: 3 New matters for consideration or decision – Lot owners
- C.02 Community matters
 - C.02: 1 General matters – Community
 - C.02: 2 Current/ongoing matters – Community
 - C.02: 3 New matters for consideration or decision – Community
- C.03 Other business for consideration or decision
- C.04 Late or urgent business

D. Close

- D.01 Review of agreed actions arising from this meeting
- D.02 Notification of proposed date and details for next meeting
- D.03 Meeting concludes

INFORMATION

Committee meetings

Attending committee meetings

General guidelines

Observers and attendees should be aware of the following general guidelines in relation to committee meetings.

Notice paper

The issued notice paper is a guide only. Items may run in any order and may be added, removed or modified at the discretion of the committee.

Recording of meetings

Meetings are recorded to assist production of minutes. Once minutes are finalised, recordings are destroyed. By attending the meeting, you consent to being recorded. Observers who are invited to speak will also be recorded. This is considered your consent.

It is unlawful for anyone, except the Secretary (or their appointed delegate), to record the meeting. This includes observers.

As an observer

Lot owners or their representatives can attend committee meetings as observers. There is no obligation to attend committee meetings. Owners and their representatives who wish to attend do so as observers.

Who can attend

- An owner of a lot.
- A Representative of an owner.
- Any other person, but only if the committee invites them to attend the meeting.

Telling the secretary you will attend

Tell the secretary in writing that you intend to attend. Your notice must reach the secretary at least 24 hours before the meeting start time.

Use the form here: [Notify attendance form](#) OR email: secretary@northmarque.net

Each observer must notify the secretary individually. This applies to every person watching, even when several people watch together on one screen. We can only admit and record observers we know about, so anyone who has not notified the secretary may not be admitted.

Attending as a representative

If you are attending for someone else, the notice must also include:

- your home or business address,
- the name of the owner you representative

Online attendance

Committee meetings are usually held in person, with committee members attending in person. Observers may only attend electronically. The link to the electronic meeting is sent only to registered observers after the secretary confirms your notice.

What observers can and cannot do

- Observe the meeting.
- Speak only if the committee invites you to. That invitation can be withdrawn at any time.
- Speaking without an invitation may lead the chairperson to ask you to leave, and you must comply.
- Observers do not vote and cannot move or second motions.

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Items observers may be asked to step out for

For some matter, the committee can decide that observers must leave while the item is discussed and voted on. The matters are generally limited to:

- a bylaw breach,
- starting legal action, where that decision is the committee's to make,
- legal action against the body corporate
- a dispute between the body corporate and an owner or occupier, the body corporate, or the caretaking contractor.

Where the committee decides observers must step out, these items are grouped together towards the end of the meeting. Observers are asked to leave once, rather than stepping out and rejoining several times.

Observers may also be asked to step out while the committee decides whether an observer can stay for one of these items.

Some matters are not on this list but still concern an individual's personal or financial circumstances – for example, a lot owner's account or a payment arrangement. The committee deals with these in a way that does not disclose an individual's private details while observers are present, including by reaching them once observers have stepped out and by redacting details from the meeting papers.

Attendance by the Caretaking Service Contractor

The scheme's caretaking contractor is a non-voting member of the committee. This is set by the regulation – it is not an appointment the committee makes or a vote it holds. The contractor is entitled to attend committee meetings and usually attends in person.

The contractor does not have a vote and is not counted towards a quorum. The committee may ask for the contractor's input on matters within their work, and values it, but decisions are made by the voting members.

Like observers, the contractor may be asked to step out for certain matters – including a dispute involving the contractor, and any discussion of the contractor's own engagement or letting authorisation.

Putting a matter to the committee

Any owner can ask the committee to consider a matter. There are two ways to do this.

1. Ask for a matter to be listed

If you would like a matter discussed at a particular meeting, send it to the secretary in writing by the submission deadline shown on that meeting's notification. Matters received by the deadline will be considered for the notice paper (agenda), usually issued 5 days before the meeting. Matters received after the deadline may be held over for the next meeting or considered 'out of session'.

You can also send a request at any other time – the committee will decide whether to hold it for a meeting or if it could be actioned sooner than the next meeting.

Use the form here: [Ask for a matter to be listed](#) OR **email:** secretary@northmarque.net

2. Submit a formal motion

You have a separate, standing right to submit a written motion to the committee at any time. Once you submit a valid motion, the committee must decide it within set timeframes, and the decision is formally recorded.

A few limits apply to formal motions:

- The committee does not have to decide a motion if, in the previous 12 months, you have submitted a motion on the same issue, or six or more motions.
- The committee cannot decide a motion that is a restricted issue for the committee, that conflicts with the law or the by-laws, or that would otherwise be unlawful.
- If the committee does not decide your motion within the required time, it is treated as not passed.

Where one of these limits applies, the committee still considers the motion and records the reason it was not decided, rather than setting it aside without explanation. You will be told the outcome.

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Formal motions cannot be submitted via a web form. Submit via:

Email:

secretary@northmarque.net

Post:

Northmarque (CTS 43944)

Attn: The Secretary

PO Box 743

Morningside Qld 4170

What to include with requests or motions

For all requested matters and formal motions, the minimum information required to be included is:

- Your name and lot number,
- What you are asking the committee to consider or decide,
- The exact wording you would like voted on – if you are submitting a formal motion,
- Any background or documents that help the committee understand the request.

Even when you have included all the above, we may still ask for additional information to be provided.