



NOTICE OF EXECUTIVE COMMITTEE MEETING OF THE PBC

Name of Property: Sanctuary Cove Principal Body Corporate
GTP: 202
Location of Meeting: Meeting Room 1, Sanctuary Cove Body Corporate Services,
Shop 1A, Marine Village, Masthead Way, Sanctuary Cove QLD 4212
Date and Time of meeting Thursday 11th April 2024
9:00AM

This notice is forwarded to all committee members. If a committee member is unable to attend, they can assign their proxy to an alternate member by completing the attached proxy form or complete the enclosed Voting Paper, in accordance with Schedule 2, Part 2, Section 17 of the Building Units and Group Titles Act 1980.

The following agenda sets out the substance of the motions to be considered at the meeting. Sanctuary Cove Body Corporate Services Pty Ltd, for the Secretary.

Agenda

1. Attendance record
2. Apologies and proxies
3. Quorum
4. Conflict of Interest Member Declaration
5. Recording of meeting

6. Motions
 1. Approval of PBC EC Minutes 7th March 2024 Pg 11
 2. Approval of FSC Minutes 23 February 2024 Pg 24
 3. Approval of FSC Minutes 22nd March 2024 Pg 32
 4. Body Corporate ARC Report – 2nd April 2024 Pg 37
 5. Matters in Progress Pg 46
 6. Body Corporate – Operations Report March 2024 Pg 49
 7. Finance – Banking Signatories – Mrs Mika Yanaka
 8. Email correspondence on behalf of the PBC requires senders' details
 9. Survey of Harbours for Dredging – Stage 1 Pg 73
 10. Resignation of Tony Ellingford as PBC Treasurer and Executive Member
 11. Appointment of Paul Kernaghan to Treasurer with a motion at next PBC EGM

7. Correspondence for Information

Pg 109

For noting of the PBC and the PBC EC

No	Date	From	To	Regarding
1	19 March 2024	Woodsia MN	PBC	Formal advice of resignation from Woodsia MN Pg 110
2	25 March 2024	Woodsia Committee	PBC	VOC appointing Peter Hay as MN for Woodsia Pg 111
3	28 March 2024	DSDILGP	SCCSL	SC Resort Proposed Use Plan Amendment gazetted Pg 112
4	3 April 2024	Tristania MN	PBC	Security and grounds maintenance Pg 116
5	5 April 2024	MSCD	Residents	Mulpha correspondence regarding rezoning application Pg 119
6	5 April 2024	SCCSL CEO	PBC	Water Saving Action Report Pg 121

8. Correspondence for Action

Pg 124

For noting of the PBC and the PBC EC

No	Date	From	To	Regarding
1	11 March 2024	Zieria MN	PBC Chair	Sitewide Kerbside irrigation Pg 125
2	18 March 2024	Ardisia Resident	PBC	Reconsideration for proposed 200mm pool setback relaxation Pg 127
3	26 March 2024	Washingtonia Resident	PBC Secretary	Vessel moored at 4737, wanting removal Pg 131
4	1 April 2024	PBC EC Member	PBC Secretary	Formal correspondence of resignation of PBC EC Treasurer, Chair of Washingtonia and MN Pg 141
5	4 April 2024	Banksia Resident	PBC	Rear building line relaxation. Pg 143
6	8 April 2024	Enquiry from Potential Resident	PBC	Business (Pilates) from home Pg 149
7	8 April 2024	Tristania MN	PBC	Schotia Dog Park Pg 150

9. General Business

8.1 PBC EGM Motions – April 2024

- Shuttle buses amended
- STBL amended

8.2 Restitution Claim – Jones - MBC to send a brief to PBC EC

8.3 Leslie v Buttner – approach on CCTV, pontoon and window

8.4 Access to PBC records by lot residents

- a) Fees
- b) Electronic access where able to

8.5 Schotia Island and Adelia enforcement action – fees and commencement of proceeding

8.6 Water Savings Action Report – Annexure A

8.7 Independent Governance Review

10. Next Meeting – Thursday 9th May 2024 at 9:00am

11. Closure of Meeting

Reply To PO Box 15, SANCTUARY COVE QLD, 4212

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 Body Corporate, PO Box 15,
SANCTUARY COVE, 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:

.....
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:**

VOTING PAPER

Executive Committee Meeting for Sanctuary Cove Principal Body Corporate GTP 202

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

Date and time of meeting: **Thursday 11th April 2024 – 9:00AM**

MOTIONS

1 Approval of PBC EC Minutes 7th March 2024 (Agenda Item 6.1) ORDINARY RESOLUTION

Proposed by: Statutory Motion

THAT the Minutes of the PBC Executive Committee Meeting held on 7th March 2024 be accepted as a true and correct record of the proceedings of the meeting.

Yes	
No	
Abstain	

2 Approval of FSC Minutes 23 February 2024 (Agenda Item 6.2) ORDINARY RESOLUTION

Proposed by: Statutory Motion

THAT the Minutes of the FSC held on 23rd February 2024 be accepted as a true and correct record of the proceedings of the meeting.

Yes	
No	
Abstain	

3 Approval of FSC Minutes 22 March 2024 (Agenda Item 6.3) ORDINARY RESOLUTION

Proposed by: Statutory Motion

THAT the Minutes of the FSC held on 22nd March 2024 be accepted as a true and correct record of the proceedings of the meeting.

Yes	
No	
Abstain	

4 Body Corporate ARC Report – 2nd April 2024 (Agenda Item 6.4) ORDINARY RESOLUTION

Proposed by: Statutory Motion

THAT the PBC EC approves the applications recommended for approval by the ARC at its meeting held 2nd April 2024.

Yes	
No	
Abstain	

Further **THAT** the PBC EC approves the applications recommended for approval, subject to conditions, by the ARC at its meeting held 2nd April 2024.

Further **THAT** the PBC EC does not approve the applications which have not been recommended for approval by the ARC at its meeting held 2nd April 2024.

Further **THAT** the PBC EC approves the applications recommended for approval by the ARC, based upon the recommendations by the Executive Architect and the Snr Body Corporate Manager, at its meeting held 2nd April 2024.

5 Body Corporate – Matters in Progress (Agenda Item 6.5) ORDINARY RESOLUTION

Proposed by: Statutory Motion

THAT the PBC EC notes the Matters in Progress Report March 2024/April 2024 as tabled and provides an instruction to the Body Corporate Manager to remove items (as detailed at the meeting)

Yes	
No	
Abstain	

6 Body Corporate - Operations Report March 2024 (Agenda Item 6.6) ORDINARY RESOLUTION

Proposed by: Statutory Motion

THAT the PBC EC notes the Operations Report March 2024 as tabled.

Yes	
No	
Abstain	

7 Finance – Banking Signatories – Mrs Mika Yanaka (Agenda Item 6.7)

ORDINARY RESOLUTION

Proposed by: PBC Chairperson

THAT the Principal Body Corporate Executive Committee agrees to add Mrs Mika Yanaka as a bank signatory for the Principal Body Corporate Bank of Queensland Websaver account, originally opened through the Alexandra Hills branch, noting that the account is required to be signed by two (2) signatories and that Mika Yanaka is to be added to Internet Banking for this account also.

Yes	
No	
Abstain	

THAT the Principal Body Corporate Executive Committee agrees to add Mrs Mika Yanaka as a bank signatory for the Principal Body Corporate Macquarie Bank facility, which includes the At Call and term deposits accounts as controlled by the PBC and including authorising transactions related to the term deposits of individual RBC’s as required, noting that the account is required to be signed by two (2) signatories and that Mika Yanaka is to be added to Internet Banking for this account also.

THAT the Principal Body Corporate Executive Committee agrees to add Mrs Mika Yanaka as a bank signatory for the Principal Body Corporate Stratacash (administered by Bank of Queensland), which includes the operating accounts and term deposits accounts as controlled by the PBC, as well as authorising of transactions related to the RBC’s to ensure the purchasing policy (as stipulated in the RBC purchasing policies) is adhered to, noting that the account is required to be signed by two (2) signatories and that Mika Yanaka is to be added to the Stratacash approval site also.

Preamble

It’s been noticed that the manager’s personnel have been sending emails on behalf of the PBC without completing the message with the name and a salutation from the sender. It was understood by the EC that this practice was to cease when raised previously last year.

8 Email correspondence on behalf of the PBC requires senders’ details (Agenda Item 6.8)

ORDINARY RESOLUTION

Proposed by: PBC Chairperson

THAT all correspondence, including emails, sent on behalf of the PBC by management personnel include the name of the person sending the correspondence, their salutation, position, and when a letter, their signature.

Yes	
No	
Abstain	

9 Survey of Harbours for Dredging – Stage 1 (Agenda Item 6.9) ORDINARY RESOLUTION

Proposed by: PBC Chairperson

THAT the PBC EC recommends the PBC EGM approve the engagement of Australasian Marine Associates for the investigation and provision of a scope of works and report concerning the necessary actions and associated costs for dredging the Sanctuary Cove private harbours. Funds to be expensed to the Sinking Fund Harbours - 222372

Yes	
No	
Abstain	

And further notes that specific due to the nature of the works, only two (2) quotes were obtained. The PBC approves the reduction in the required number of quotes to be obtained from three (3) to two (2).

10 Resignation of Tony Ellingford as PBC Treasurer and Executive Member (Agenda Item 6.10) ORDINARY RESOLUTION

Proposed by: PBC Secretary

THAT the PBC EC accepts the resignation received by the Secretary, of Mr Tony Ellingford as the PBC Treasurer and Executive Committee member with immediate effect.

Yes	
No	
Abstain	

11 Appointment of Paul Kernaghan to Treasurer with a motion at next PBC EGM (Agenda Item 6.11) ORDINARY RESOLUTION

Proposed by: PBC Secretary

THAT the PBC EC appoints Mr Paul Kernigan to the position of Treasurer with a motion to be included in the next meeting of the PBC on Wednesday, 24th April 2024 for this appointment.

Yes	
No	
Abstain	

12 Correspondence for Information (Agenda Item 7) ORDINARY RESOLUTION

Proposed by: PBC Chairperson

THAT the PBC EC notes and accepts the Correspondence for Information March 2024 as tabled.

Yes	
No	
Abstain	

13 Correspondence for Action (Agenda Item 8)

ORDINARY RESOLUTION

Proposed by: PBC Chairperson

THAT the PBC EC notes and accepts the Correspondence for Action March 2024 as tabled and instructs the Manager of Body Corporate to action as issued at the meeting.

Yes	
No	
Abstain	

14 Date of next PBC EGM / EC Meeting (Agenda Item 10)

ORDINARY RESOLUTION

Proposed by: PBC Chairperson

THAT the date of the next PBC Extraordinary General Meeting will be Wednesday 24th April 2024 at 11am.

THAT the date of the next PBC Executive Committee Meeting will be Thursday 9th May 2024 at 9am.

Yes	
No	
Abstain	

GTP:202

Name of voter: _____

Signature of voter: _____ Date: _____

**MOTION
INFORMATION**



MINUTES OF PBC EXECUTIVE COMMITTEE MEETING

for Sanctuary Cove Principal Body Corporate GTP 202

Location of meeting: Meeting Room 1, Body Corporate Services, Shop 1A, Masthead Way Sanctuary Cove
Date and time of meeting: Thursday 7th March 2024
Meeting time: 09:05AM – 1:17PM
Chairperson: Stuart Shakespeare

Attendance

The following members were present in person at the meeting:

Lot: Cassia GTP 1702 Owner Cassia GTP 1702 Rep: Mr Peter Cohen (PC)

Lot: Felicia GTP 107128 Owner Felicia GTP 107128 Rep: Mr Stuart Shakespeare (SS)

Lot: Harpullia GTP 107045 Owner Harpullia GTP 107045 Rep: Mr Paul Kernaghan (PK) **arrived 9:18am**

Lot: Livingstonia GTP 1712 Owner Livingstonia GTP 1712 Rep: Mr Brian Earp (BE)

Lot: Roystonia GTP 1769 Owner Roystonia GTP 1769 Rep: Mrs Cheryl McBride (CM)

The following members were present by Proxy:

The following members were present by Voting Paper:

Lot: Plumeria GTP 2207 Owner Plumeria GTP 2207 Rep: Nicholas Eisenhut

Present by Invitation:

Mr Dale St George, CEO SCCSL – 9:52am to 10:32am

Mrs Brogan Watling, In-House Counsel – 11:19am to 1:17pm

Mrs Jodie Syrett, Manager Body Corporate (Minute Taker)

Apologies:

Mr Nicholas Eisenhut

Mr Tony Ellingford

A Quorum was present.

Meeting was recorded.

Nil Conflict of Interest

1. Motions:

1 Approval of Previous Minutes (Agenda Item 6.1) CARRIED

Proposed by: Statutory Motion

RESOLVED that the Minutes of the PBC Executive Committee Meeting held on 1st February 2024 be accepted as a true and correct record of the proceedings of the meeting.

Yes	5
No	0
Abstain	0

Members Name	Yes	No	Abstain
Stuart Shakespeare	X		
Peter Cohen	X		
Cheryl McBride	X		
Tony Ellingford			
Brian Earp	X		
Paul Kernaghan			
Nicholas Eisenhut	X		

2 Approval of VOC Minutes - ARC 12 February 2024 (Agenda Item 6.2) CARRIED

Proposed by: Statutory Motion

RESOLVED that the VOC Minutes of the PBC Executive Committee Meeting held on 12th February 2024 be accepted as a true and correct record of the proceedings of the meeting.

Yes	5
No	0
Abstain	0

Members Name	Yes	No	Abstain
Stuart Shakespeare	X		
Peter Cohen	X		
Cheryl McBride	X		
Tony Ellingford			
Brian Earp	X		
Paul Kernaghan			
Nicholas Eisenhut	X		

3 Approval of VOC Minutes – Landscaping 12 February 2024 (Agenda Item 6.3) CARRIED

Proposed by: Statutory Motion

RESOLVED that the VOC Minutes of the PBC Executive Committee Meeting held on 12th February 2024 be accepted as a true and correct record of the proceedings of the meeting.

Yes	5
No	0
Abstain	0

Members Name	Yes	No	Abstain
Stuart Shakespeare	X		
Peter Cohen	X		
Cheryl McBride	X		
Tony Ellingford			
Brian Earp	X		
Paul Kernaghan			
Nicholas Eisenhut	X		

4 Approval of FSC Minutes 23 February 2024 (Agenda Item 6.4) CARRIED

Proposed by: Statutory Motion

RESOLVED that the FSC Minutes held on 23rd February 2024 be accepted as a true and correct record of the proceedings of the meeting.

Yes	4
No	0
Abstain	2

NOTE: Harpullia noted a concern with water and leaking infrastructure.

Members Name	Yes	No	Abstain
Stuart Shakespeare	X		
Peter Cohen			X
Cheryl McBride	X		
Tony Ellingford			
Brian Earp	X		
Paul Kernaghan	X		
Nicholas Eisenhut			X

5 Body Corporate – Matters in Progress (Agenda Item 6.5)

CARRIED

Proposed by: Statutory Motion

RESOLVED that the PBC EC notes the Matters in Progress Report January 2024/February 2024 as tabled and provides an instruction to the Body Corporate Manager to remove items (as detailed at the meeting)

Yes	6
No	0
Abstain	0

NOTE:

316 Stage 2 DCBLs – Chairperson advised the objective is to have completed for EGMs in June.

419 Village Gates – DSTG to obtain a plan from Mulpha to show the wall and gate location.

426 Cypress Point – DSTG advised an update will be provided before boat show. MN for Molina requested whether the gates which are locked overnight could be left open longer in summer months until 10pm. DSTG to follow up with security.

429 OptiComm – DSTG advised one option is a hybrid model as the equipment is now redundant. DSTG to provide a full report.

430 A Class Water Exposed pipes – DSTG advised he received a quote to paint, will report back. Screening is a possibility in the future.

431 Purchasing Policy – To be added to MIPs to be updated.

Members Name	Yes	No	Abstain
Stuart Shakespeare	X		
Peter Cohen	X		
Cheryl McBride	X		
Tony Ellingford			
Brian Earp	X		
Paul Kernaghan	X		
Nicholas Eisenhut	X		

6 Body Corporate – Operations Report (Agenda Item 6.6)

WITHDRAWN

Proposed by: PBC Chairperson

RESOLVED that the PBC EC notes the Operations Report January 2024 as tabled.

Yes	
No	
Abstain	

NOTE: To be added to April 2024 meeting, report not available prior to meeting.

Members Name	Yes	No	Abstain
Stuart Shakespeare			
Peter Cohen			
Cheryl McBride			
Tony Ellingford			
Brian Earp			
Paul Kernaghan			
Nicholas Eisenhut			

7 Rescind VOC 21st December 2023 Meeting Dates of upcoming PBC EC/EGM (Agenda Item 6.7) CARRIED

Proposed by: PBC Chairperson

RESOLVED that the PBC EC notes and accepts to rescind the PBC EC VOC dated 21st December 2023 concerning the scheduling of upcoming PBC EC/EGM meetings, citing insufficient time for the inclusion of ARC minutes, FSC minutes and operational report. Dates below in particular:

Yes	5
No	0
Abstain	0

2024 PBC EC Dates:

Thursday 4 April 2024

Thursday 6 June 2024

Thursday 4 July 2024

Thursday 5 September 2024

Thursday 7 November 2024

Members Name	Yes	No	Abstain
Stuart Shakespeare	X		
Peter Cohen	X		
Cheryl McBride	X		
Tony Ellingford			
Brian Earp	X		
Paul Kernaghan			
Nicholas Eisenhut	X		

8 Motion for PBC EGM for approval of a fee quotation to obtain Independent Legal advice (Agenda Item 6.8) CARRIED

Proposed by: PBC Chairperson

RESOLVED that a motion be put to the March PBC EGM for approval of a fee quotation to obtain independent legal advice on:

1. the effect the proposed changes to s56 may have on the rights and entitlements of the Residential Zone owners, as precipitated by the proposed and uncontrolled development of dwellings outside of the Residential Zones.
2. the effect the proposed changes to s56 may have on the rights and entitlements of the Residential Zone owners by allowing unrestricted access to the secondary thoroughfare by the Golf Club.
3. whether the rights and entitlements of the Residential Zone owners, have been affected by the allocation of one PTBC lot entitlement for the Harbour One development of 48 dwellings and confirmation that the correct procedure was followed in making this allocation.

Yes	6
No	0
Abstain	0

Members Name	Yes	No	Abstain
Stuart Shakespeare	X		
Peter Cohen	X		
Cheryl McBride	X		
Tony Ellingford			
Brian Earp	X		
Paul Kernaghan	X		
Nicholas Eisenhut	X		

9 Correspondence for Information (Agenda Item 7) CARRIED

Proposed by: PBC Chairperson

RESOLVED that the PBC EC notes and accepts the Correspondence for Information February 2024 as tabled.

Yes	6
No	0
Abstain	0

Members Name	Yes	No	Abstain
Stuart Shakespeare	X		
Peter Cohen	X		
Cheryl McBride	X		
Tony Ellingford			
Brian Earp	X		
Paul Kernaghan	X		
Nicholas Eisenhut	X		

10 Correspondence for Action (Agenda Item 8) CARRIED

Proposed by: PBC Chairperson

RESOLVED that the PBC EC notes and accepts the Correspondence for Action February 2024 as tabled and instructs the Manager of Body Corporate to action as issued at the meeting.

Yes	6
No	0
Abstain	0

NOTE:

Item 1 – 5410 Tree – PBC EC agreed for Facilities to prune the tree instead of removal/relocation.

Item 2 – 3049 – Approval for water payment extension – PBC EC agreed to the extension date 21/4/24 if the full amount is paid before or on this date.

Item 3 – 1053 – Request for trees to be planted – PBC EC declined the request for trees to be planted on common lawn in front of 1053-1051 in line with recommendation from Facilities Manager.

Item 4 – 8950 – Request for Mirror tinting on window – PBC EC declined the request for mirror tinting application on window.

Members Name	Yes	No	Abstain
Stuart Shakespeare	X		
Peter Cohen	X		
Cheryl McBride	X		
Tony Ellingford			
Brian Earp	X		
Paul Kernaghan	X		
Nicholas Eisenhut	X		

11 Date of next PBC EGM / EC Meeting (Agenda Item 10) CARRIED

Proposed by: PBC Chairperson

RESOLVED that the date of the next PBC Extraordinary General Meeting will be Thursday 28th March 2024 at 11am.

Yes	6
No	0
Abstain	0

RESOLVED that the date of the next PBC Executive Committee Meeting will be Thursday 4th April 2024 at 9am.

NOTE: Next PBC EC meeting will now be held Thursday 11th April 2024 at 9am.

Members Name	Yes	No	Abstain
Stuart Shakespeare	X		
Peter Cohen	X		
Cheryl McBride	X		
Tony Ellingford			
Brian Earp	X		
Paul Kernaghan	X		
Nicholas Eisenhut	X		

12 PBC EC Treasurer Requested Leave of Absence CARRIED

Proposed by: PBC Secretary – Motion added from the floor

RESOLVED that the Treasurer’s leave of absence notification is acknowledged and that Mr Paul Kernaghan is appointed as the acting Treasurer during his absence.

Yes	5
No	0
Abstain	0

Members Name	Yes	No	Abstain
Stuart Shakespeare	X		
Peter Cohen	X		
Cheryl McBride	X		
Tony Ellingford			
Brian Earp	X		
Paul Kernaghan	X		
Nicholas Eisenhut			

Proposed by: PBC Chairperson - Motion added from the floor

RESOLVED that the PBC EC approves the applications recommended for approval by the ARC at its meeting held 4 March 2024, as tabled at the PBC EC meeting.

Further **RESOLVED** that the PBC EC approves the applications recommended for approval, subject to conditions, by the ARC at its meeting held 4 March 2024.

Further **RESOLVED** that the PBC EC does not approve the applications which have not been recommended for approval by the ARC at its meeting held 4 March 2024.

Further **RESOLVED** that the PBC EC approves the applications recommended for approval by the ARC, based upon the recommendations by the Executive Architect and Building Approval Manager, at its meeting held 4 March 2024.

Yes	5
No	0
Abstain	0

APPLICATIONS RECOMMENDED FOR APPROVAL / FOR APPROVAL WITH CONDITIONS

1. 5479 Bay Hill Terrace, Lot 22 Colvillia – Screened Enclosure
2. 1004 Edgecliff Drive - Pontoon

APPLICATIONS NOT RECOMMENDED FOR APPROVAL

1. 7104 Marine Drive East, Lot 73 Plumeria – Major Alterations

EXECUTIVE ARCHITECT / SNR BODY CORPORATE MANAGER APPROVALS – TO 26 FEBRUARY 2024

1. **8027 Key Waters, Lot 19 Harpullia**
Release of Compliance Agreement Fee – Minor Alterations
2. **4654 The Parkway, Lot 27 Bauhinia**
Release of Compliance Agreement Fee – Solar Panels
3. **5664 Harbour Terrace, Lot 63 Bauhinia**
Release of Compliance Agreement Fee – Major Alterations & Pontoon
4. **4619 The Parkway, Lot 8 Cassia**
Application for Minor Alterations

Members Name	Yes	No	Abstain
Stuart Shakespeare	X		
Peter Cohen	X		
Cheryl McBride	X		
Tony Ellingford			
Brian Earp	X		
Paul Kernaghan	X		
Nicholas Eisenhut			

14 RESCIND – PBC EGM agenda booklets and Meeting Notices distribution Policy - Sept 2023 PBC EC Motion

CARRIED

Proposed by: PBC Chairperson – Motion added from the floor

RESOLVED that the PBC EC rescinds motion 8 from 25th September 2023 PBC EC meeting:

Yes	5
No	0
Abstain	0

RESOLVED that in relation to the distribution of PBC EGM documentation that a policy be created with the following wording:

Body Corporate Services (BCS) is required to:

- a. Email the Agenda for a forthcoming PBC general meeting and the draft minutes of the previous PBC general meeting to all lot owners fourteen (14) days prior to the EGM; and
- b. Email the full meeting papers (the Meeting Book) for a forthcoming EGM to each RBC members nominee, chairperson, and committee member seven (7) days prior to the EGM.

AND replaces with:

RESOLVED that in relation to the distribution of PBC EGM documentation that a policy be created with the following wording:

Body Corporate Services (BCS) is required to:

- a) Email the agenda for a forthcoming PBC general meeting and the draft minutes of the previous PBC general meeting to all lot owners seven (7) days prior to the EGM; and
- b) Email the full meeting papers (the Meeting Book) for a forthcoming EGM to each RBC members nominee, chairperson, and committee member seven (7) days prior to the EGM.

Members Name	Yes	No	Abstain
Stuart Shakespeare	X		
Peter Cohen	X		
Cheryl McBride	X		
Tony Ellingford			
Brian Earp	X		
Paul Kernaghan	X		
Nicholas Eisenhut			

Proposed by: PBC Chairperson – Motion added from the floor

RESOLVED That the PBC EC resolves to call an Extraordinary General Meeting of the PBC on the following dates:

Thursday 29 February 2024

Thursday 28 March 2024

Wednesday 24 April 2024

Thursday 30 May 2024

Thursday 27 June 2024

Thursday 25 July 2024

Thursday 29 August 2024

Thursday 26 September 2024

Thursday 31 October 2024

Thursday 28 November 2024

Monday 9 December 2024

Yes	5
No	0
Abstain	0

RESOLVED That the PBC EC resolves to call an Executive Committee Meeting of the PBC on the following dates:

Thursday 8 February 2024

Thursday 7 March 2024

Thursday 11 April 2024

Thursday 9 May 2024

Thursday 13 June 2024

Thursday 11 July 2024

Thursday 8 August 2024

Thursday 12 September 2024

Thursday 10 October 2024

Thursday 14 November 2024

Monday 9 December 2024

Members Name	Yes	No	Abstain
Stuart Shakespeare	X		
Peter Cohen	X		
Cheryl McBride	X		
Tony Ellingford			
Brian Earp	X		
Paul Kernaghan	X		
Nicholas Eisenhut			

7. Correspondence for Information:

- Chairperson to circulate a preamble from his meeting with Yohan at MSCD.
- Molinia asked for a copy of the PowerPoint for Committee Induction Session to be sent to herself and Secretary to add additional information regarding PBC EC.

8. General Business

- The Secretary to formally write to Dale to invite him to all PBC meetings.

8.1 Future Motions – March 2024

- EC Motion for BUPs approval to go to RBCs first then to PBC.
- EGM Motion regarding Secondary Thoroughfare by-law (Special Resolution)
 - EGM Motion regarding fee for residents regarding PBC records and no fee for PBC Member Nominees.
- EGM Motion Shuttle bus access through SC residential area by MSCD during boat show

8.2 Restitution Claim – Jones

- Claim by owners not recommended for approval by the PBC. Body Corporate to obtain quotes for a legal opinion on the PBC's position.

8.3 Leslie v Buttners Matter

- General update provided on the items. Matter progressing. Body Corporate requested to convene the meeting with the parties as early as possible, which should be possible before the end of March.

8.4 Secondary Thoroughfare By-laws

- Special Resolution Motion going to PBC EGM

8.5 7020/7022 existing pontoon

- Manager of Body Corporate to advise the owner on behalf of PBC, approval to refurbish the pontoon only, the owners are not allowed to change the structure or add to it.

8.6 Access to PBC records

- Motion for March to allow PBC EGM MN to access PBC records without fee.

8.7 Schotia Island & Adelia enforcement action – Lot 37 and Lot 41

- Legal action should proceed, but Body Corporate to try and get the legal quotes reduced.

8.8 Condition of approval PBC for BUP Lots

- Motion for PBC EC for March.
- Approval to RBC first, before going to PBC to vote on.

8.9 Revetment Walls – Plumeria

- Chairperson, In-House Counsel and Manager of Body Corporate attending a meeting 8th February 2024 with MN for Plumeria and Chairperson to discuss.

9. Next Meeting – Thursday 11th April 2024 at 9am.

10. Closure of Meeting

MEETING CLOSED @ 1:17pm

Chairperson:

**MINUTES OF THE
FINANCE SUB COMMITTEE MEETING
OF THE PBC**

Body Corporate Committee Sanctuary Cove Principal Body Corporate GTP 202
Finance Sub-Committee

Location of Meeting: Meeting Room 1 - Sanctuary Cove Body Corporate Services

Date and Time of meeting Friday, 23 February 2024

Meeting Chaired by: Mr Stephen Anderson

Meeting start time: 9.59am **Meeting finish time:** 11.15am

ATTENDANCE

The following Committee members attended the meeting In Person:

Chairperson Mr Stephen Anderson (SA)
 Ordinary Mr Mick McDonald (MM)
 Ordinary Mr Robert Hare (RH)
 Ordinary Mr Tony McGinty (TM)

APOLOGIES

BY INVITATION

CEO Mr Dale St George (DSTG)
 EA to CEO Mrs Tamara Jones (minute taker)
 PBC EC Member Mr Paul Kernaghan (PK)

QUORUM

The Chairperson declared that a Quorum was present.

MOTIONS

1 Approval of Previous Minutes CARRIED

Proposed by: The Chairperson

RESOLVED That the Minutes of the Finance Sub-Committee Meeting held on 17 November 2023 be accepted as a true and correct record of the proceedings of the meeting.

Yes	4
No	0
Abstain	0

MEMBER	Yes	No	Abstain
Mr Stephen Anderson	✓		
Mr Mick McDonald	✓		
Mr Tony McGinty	✓		
Mr Robert Hare	✓		

2 Action Items CARRIED

Proposed by: The Chairperson

Yes	4
No	0
Abstain	0

RESOLVED That the FSC notes and accepts the Action Items for February 2024 as tabled.

NOTE:

- *DSTG advised assumptions for 2024/25 Budgets submitted this month, drafts to be issued to PBC & PTBC FSC next month. Running behind due to Finance Managers. Draft budgets must be put to RBCs in June/July EGMs.*
- *FTTH Report to be reviewed by both FSC & CSC in due course.*
- *PBC Purchasing Policy under review – Finance Manager and CEO to work with PBC, PTBC and Board to ensure workability.*

MEMBER	Yes	No	Abstain
Mr Stephen Anderson	✓		
Mr Mick McDonald	✓		
Mr Tony McGinty	✓		
Mr Robert Hare	✓		

3 Selective Review CARRIED

Proposed by: The Chairperson

Yes	4
No	0
Abstain	0

RESOLVED That the FSC notes and accepts the Selective Review items for the PBC for January 2024 as tabled.

NOTE:

- *SA explained to PK what the Selective Review is and its purpose, explaining it is essentially an audit of a major expense.*
- *This month, the burst water main at Marine Drive North which occurred in January was chosen.*
- *DSTG advised that the rectification works were classed as emergency works and carried out overnight. He was notified of the issue by the Security Supervisor & the Facilities Manager and approved the works to go ahead.*
- *On the topic of mains leaks, DSTG advised that quotes are being sourced from GHD to reroute the Mains Line in Marine Drive North, the pine tree roots are causing major issues to the existing line.*
- *DSTG confirmed that the PRV is working well consistently across site. Aqua Analytics to return once one minor issue with the PRV is resolved.*

MEMBER	Yes	No	Abstain
Mr Stephen Anderson	✓		
Mr Mick McDonald	✓		
Mr Tony McGinty	✓		
Mr Robert Hare	✓		

4 PBC Financial Statements CARRIED

Proposed by: The Chairperson

Yes	4
No	0
Abstain	0

RESOLVED That the FSC notes and recommends to the PBC the approval of the PBC Financial Statements as of 31 January 2024 as tabled.

NOTE:

- *Insurance claim in progress for emergency repairs that were carried out in the aftermath of the storm event.*
- *Class A project still on track for completion in June this year, Energex have issued their approval. Investigating possibility of bringing the pumps and switchboard equipment to site for storage. on-site.*
- *SA briefly explained the "Bond Account" process to PK, DSTG confirmed that outstanding bonds were advertised in the newspaper last year as per the approved process.*
- *Roads/kerbing nearly completed.*

MEMBER	Yes	No	Abstain
Mr Stephen Anderson	✓		
Mr Mick McDonald	✓		
Mr Tony McGinty	✓		
Mr Robert Hare	✓		

5 PBC Budget Financial Analysis CARRIED

Proposed by: The Chairperson

Yes	4
No	0
Abstain	0

RESOLVED That the FSC notes and recommends to the PBC the approval of the PBC Budget Variance Analysis as of 31 January 2024 as tabled.

NOTE:

DSTG advised the major upcoming projects are:

- *Harbour Dredging*
- *Re-routing mains pipe in Marine Drive North*

After a few very big years of major projects, it is time for review and consolidation.

MEMBER	Yes	No	Abstain
Mr Stephen Anderson	✓		
Mr Mick McDonald	✓		
Mr Tony McGinty	✓		
Mr Robert Hare	✓		

6 PBC Detailed Transaction Lists CARRIED

Proposed by: The Chairperson

Yes	4
No	0
Abstain	0

RESOLVED That the FSC notes and recommends to the PBC the approval of the PBC Detailed Transaction Lists as of 31 January 2024 as tabled.

MEMBER	Yes	No	Abstain
Mr Stephen Anderson	✓		
Mr Mick McDonald	✓		
Mr Tony McGinty	✓		
Mr Robert Hare	✓		

7 PBC Cash Flow CARRIED

Proposed by: The Chairperson

Yes	4
No	0
Abstain	0

RESOLVED That the FSC notes and recommends to the PBC the approval of the PBC Cash Flow as of 31 January 2024 as tabled.

NOTE:

No issues currently, however any delays to the budget timetable as suggested by the PBC EC will have negative impacts on cash flow.

MEMBER	Yes	No	Abstain
Mr Stephen Anderson	✓		
Mr Mick McDonald	✓		
Mr Tony McGinty	✓		
Mr Robert Hare	✓		

8 PBC 2023/4 Budget Pack CARRIED

Proposed by: The Chairperson

Yes	4
No	0
Abstain	0

RESOLVED That the FSC notes and recommends to the PBC the approval of the PBC 2023/24 Budget Pack as tabled.

NOTE:

DSTG advised the following:

- *The first thing that is taken into consideration when preparing the budget is SCCSL & Security Services, specifically staffing requirements, wages & superannuation and EBA negotiations.*
- *An assessment of how much time is allocated to the PBC/PTBC/RBCs between SCCSL and Security Services is then undertaken.*
- *Benchmarking by Macquarie Bank is also taken into consideration. They indicated that in the Body Corporate sector, there is a 33% turnover in staff.*
- *Mulching budget to be reviewed, and likely increased, for upcoming financial year.*
- *Budgets based on actual contract amounts and know and estimated expenditure.*
- *Profit that was made this year will be applied to the 2024/25 budget.*
- *Working off Lean Model rather than the Optimal Model as per Macquarie Bank.*
- *Landscaping, Street Sweeping and Waste contracts will all go out to tender this year, a further consideration.*

MEMBER	Yes	No	Abstain
Mr Stephen Anderson	✓		
Mr Mick McDonald	✓		
Mr Tony McGinty	✓		
Mr Robert Hare	✓		

9 PBC Budget Timeline CARRIED

Proposed by: The Chairperson

Yes	4
No	0
Abstain	0

RESOLVED That the FSC notes and recommends to the PBC the approval of the PBC Budget Timeline as tabled.

NOTE:

The Budget timetable has been carefully planned over the years to ensure that the first quarter levies are able to be issued in August each year, with payments allowing the Budget operations commencing the 1 November each year.

MEMBER	Yes	No	Abstain
Mr Stephen Anderson	✓		
Mr Mick McDonald	✓		
Mr Tony McGinty	✓		
Mr Robert Hare	✓		

10 PBC 40-Year Predictive Model CARRIED

Proposed by: The Chairperson

Yes	4
No	0
Abstain	0

RESOLVED That the FSC notes and recommends to the PBC the approval of the PBC 40-Year Predictive Model as tabled.

NOTE:

List of asset values by class of asset to be provided at next FSC Meeting for review.

MEMBER	Yes	No	Abstain
Mr Stephen Anderson	✓		
Mr Mick McDonald	✓		
Mr Tony McGinty	✓		
Mr Robert Hare	✓		

11 PBC 2024/25 Budget Parameters CARRIED

Proposed by: The Chairperson

Yes	4
No	0
Abstain	0

RESOLVED That the FSC notes and recommends to the PBC the approval of the PBC 2024/25 Budget Parameters as tabled.

NOTE:

SA invited members to review the documentation and make comments based off what is contained within the document and earlier discussion – all suggestions/proposals welcomed.

MEMBER	Yes	No	Abstain
Mr Stephen Anderson	✓		
Mr Mick McDonald	✓		
Mr Tony McGinty	✓		
Mr Robert Hare	✓		

12 Date of Next Meeting CARRIED

Proposed by: The Chairperson

Yes	4
No	0
Abstain	0

RESOLVED That the date of the next FSC Meeting will be Friday, 23 March 2024 at 10:00am.

SA advised PK he was welcome to attend the next meeting.

MEMBER	Yes	No	Abstain
Mr Stephen Anderson	✓		
Mr Mick McDonald	✓		
Mr Tony McGinty	✓		
Mr Robert Hare	✓		

GENERAL BUSINESS

1. Response to Accusations of Non-Conformance to Purchasing Policies + Mr Paul Kernaghan's Response

PK thanked everyone for inviting him to the meeting. MM said there were a lot of unfair assumptions being made to which PK advised that all assumptions would be cleared up with a little more transparency and more extensive minutes.

DSTG advised that all will be made available on the new website. PK believes that certain things do not add up/are not consistent which is not the fault of DSTG, however he believes that certain limits and delegations should be in place which are not currently.

MM confirmed there were limits and delegations in place, hence the existence of the Purchasing Policies which have been in effect and worked for many years. MM requested that PK, and the rest of the PBC EC, write down exactly what their issues are and provide them to the FSC for review and comment. PK advised that one big problem with the current Purchasing Policy is the issue of the 'Treasurer' and the ambiguity of the role.

DSTG advised that the Purchasing Policy was written by PBC Chair back in 2013 and reviewed by various Finance Managers over the years. It was confirmed that the Company always follows the Purchasing Policy and has nothing to hide. DSTG added that he agreed that the Purchasing Policy needed to be reviewed/tidied up and confirmed that this will be undertaken in the next 1-2 months. The reviewed Purchasing Policy will then be put to the FSC and CSC for review, then to the Company/PBC/PTBC.

PK cautioned against leaving the PBC EC out of the review process.

PK believes some detail needs to be stripped from the Purchasing Policy to make it less ambiguous and bulky. SA queried when PK believes expenses need to be signed off, PK advised that someone from the PBC EC should sign off any additional expenses from what was initially approved.

DSTG advised he has been at Sanctuary Cove since 2016 and never experienced these issues before that are being raised and questioned.

PK advised again that transparency is key.

TM believes having the PBC EC or PBC Treasurer signing off on things will only hinder SCCSL in their ability to effectively do the job they are employed to do.

MM says he does not want to see micro-management occurring from the PBC EC, the poll votes that are constantly occurring at the PBC EGMs are petty and ruining the hard work of SCCSL. DSTG advised three Purchasing Policies will be prepared for review/consultation.

2. Water Billing Shortfall

There is an ongoing issue with the water billing which the team are working hard to rectify.

The issue is water reads were conducted in Sanctuary Cove and City of Gold Coast on 30 January 2024.

PBC /PTBC issued water levies on the 5 February 2024.

The water bill from the City of Gold Coast was received on 12 February 2024.

Therefore there is a misalignment of the water billing cycle and again we have experienced a \$156,062.19 variance for the PBC for this quarter – which represents - \$85.61 per lot (1,823 lots).

The PTBC has a similar shortfall of \$51,601.54 for the last quarter – which represents - \$12.14 per lot (4,250 lots).

There will be a catch-up next month as we align the billing periods.

DSTG further advised that the last stage of the replacement of residential water meters is underway, replacement of the commercial water meters is complete, the PRV project is complete and controlling pressure well, one minor issue to be finalised. Aqua Analytics able to return to site shortly to continue with leak detection.

3. Fibre to the Home

OptiComm met with SCCSL staff and the Chairperson of the CSC late last year. FSC members are encouraged to review the report and provide feedback.

Chairperson:

**MINUTES OF THE
FINANCE SUB COMMITTEE MEETING
OF THE PBC**

Body Corporate Committee Sanctuary Cove Principal Body Corporate GTP 202
Finance Sub-Committee
Location of Meeting: Meeting Room 1 - Sanctuary Cove Body Corporate Services
Date and Time of meeting Friday, 22 March 2024
Meeting Chaired by: Mr Stephen Anderson
Meeting start time: 10.00am **Meeting finish time:** 10.26am

ATTENDANCE

The following Committee members attended the meeting In Person:

Chairperson Mr Stephen Anderson (SA)
Ordinary Mr Mick McDonald (MM)
Ordinary Mr Robert Hare (RH)
Ordinary Mr Tony McGinty (TM) – *arrived at 10.11am*

APOLOGIES

N/A

BY INVITATION

CEO Mr Dale St George (DSTG)
EA to CEO Mrs Tamara Jones (minute taker)

QUORUM

The Chairperson declared that a Quorum was present.

MOTIONS

1 Approval of Previous Minutes **CARRIED**

Proposed by: The Chairperson

RESOLVED That the Minutes of the Finance Sub-Committee Meeting held on 23 February 2024 be accepted as a true and correct record of the proceedings of the meeting.

Yes	3
No	0
Abstain	0

MEMBER	Yes	No	Abstain
Mr Stephen Anderson	✓		
Mr Mick McDonald	✓		
Mr Robert Hare	✓		

2 Action Items CARRIED

Proposed by: The Chairperson

Yes	3
No	0
Abstain	0

RESOLVED That the FSC notes and accepts the Action Items for March 2024 as tabled.

Note:

- *OptiComm – feedback received from MM, DSTG & MY to produce further report for consideration by PBC/PTBC.*
- *Purchasing Policies – three separate purchasing policies to be developed for PBC/PTBC/SCCSL.*
- *Budget Approvals – major contracts are up for renewal this year (landscaping, street sweeping, waste management) and the landscaping contract in particular will require amendment – change in frequency will result in higher costs. Water consolidation to be taken into consideration also. SA noted that the PBC EC are to view the proposed budget and provide their input.*

MEMBER	Yes	No	Abstain
Mr Stephen Anderson	✓		
Mr Mick McDonald	✓		
Mr Robert Hare	✓		

3 Selective Review CARRIED

Proposed by: The Chairperson

Yes	3
No	0
Abstain	0

RESOLVED That the FSC notes and accepts the Selective Review items for the PBC for February 2024 as tabled.

Note:

- *Aquip invoice was selected for this month for their work on the PRV system.*
- *DSTG confirmed the web portal is up and running so we can monitor functionality etc. The project is on track and working well thus far.*

MEMBER	Yes	No	Abstain
Mr Stephen Anderson	✓		
Mr Mick McDonald	✓		
Mr Robert Hare	✓		

4 PBC Financial Statements CARRIED

Proposed by: The Chairperson

Yes	4
No	0
Abstain	0

RESOLVED That the FSC notes and recommends to the PBC the approval of the PBC Financial Statements as of 29 February 2024 as tabled.

Note:

- \$66k behind budget due to the unexpected expenses related to the emergency repair works that were carried out in the wake of the tornado (approx. \$76k worth of damage). Claim is with the insurance broker for assessment.
- It was noted that contracted expenses make up the majority of expenses.

MEMBER	Yes	No	Abstain
Mr Stephen Anderson	✓		
Mr Mick McDonald	✓		
Mr Tony McGinty	✓		
Mr Robert Hare	✓		

5 PBC Budget Financial Analysis CARRIED

Proposed by: The Chairperson

Yes	4
No	0
Abstain	0

RESOLVED That the FSC notes and recommends to the PBC the approval of the PBC Budget Variance Analysis as of 29 February 2024 as tabled.

Note:

- Forecast to be \$231k ahead by end of this financial year, with sinking fund also on track.
- Status of the Class A Water Project was queried by MM, DSTG advised that Energex were holding things up.

MEMBER	Yes	No	Abstain
Mr Stephen Anderson	✓		
Mr Mick McDonald	✓		
Mr Tony McGinty	✓		
Mr Robert Hare	✓		

6 PBC Detailed Transaction Lists CARRIED

Proposed by: The Chairperson

Yes	4
No	0
Abstain	0

RESOLVED That the FSC notes and recommends to the PBC the approval of the PBC Detailed Transaction Lists as of 29 February 2024 as tabled.

Note:

- *The meaning behind “Network Management Fees” was queried, DSTG advised this was a fee directly related to FTTH.*
- *It was noted that SRB conducted their annual report of the revetment walls. Letters have been issued to the relevant residents.*
- *Adelia compliance matter was queried, DSTG advised that the In-house Counsel was asked by the PBC to write to Grace Lawyers and request a reduction in fees.*

MEMBER	Yes	No	Abstain
Mr Stephen Anderson	✓		
Mr Mick McDonald	✓		
Mr Tony McGinty	✓		
Mr Robert Hare	✓		

7 PBC Cash Flow CARRIED

Proposed by: The Chairperson

Yes	4
No	0
Abstain	0

RESOLVED That the FSC notes and recommends to the PBC the approval of the PBC Cash Flow as of 29 February 2024 as tabled.

MEMBER	Yes	No	Abstain
Mr Stephen Anderson	✓		
Mr Mick McDonald	✓		
Mr Tony McGinty	✓		
Mr Robert Hare	✓		

8 Date of Next Meeting CARRIED

Proposed by: The Chairperson

RESOLVED That the date of the next FSC Meeting will be Friday, 19 April 2024 at 10:00am.

Yes	4
No	0
Abstain	0

MEMBER	Yes	No	Abstain
Mr Stephen Anderson	✓		
Mr Mick McDonald	✓		
Mr Tony McGinty	✓		
Mr Robert Hare	✓		

GENERAL BUSINESS

N/A

Chairperson:



Distribution: PBC EC	Submitted By: ARC	Attachments: Tabled at meeting	
<p>Motion:</p> <p>RESOLVED that the PBC EC approves the applications recommended for approval by the ARC at its meeting held 2 April 2024, as tabled at the PBC EC meeting.</p> <p>Further RESOLVED that the PBC EC approves the applications recommended for approval, subject to conditions, by the ARC at its meeting held 2 April 2024.</p> <p>Further RESOLVED that the PBC EC does not approve the applications which have not been recommended for approval by the ARC at its meeting held 2 April 2024.</p> <p>Further RESOLVED that the PBC EC approves the applications recommended for approval by the ARC, based upon the recommendations by the Executive Architect and Building Approval Manager, at its meeting held 2 April 2024.</p>			

APPLICATIONS RECOMMENDED FOR APPROVAL / FOR APPROVAL WITH CONDITIONS

1. 5404/5406 Bay Hill Terrace, Lots 77 & 78 Colvillia – Exterior Paint
2. 5475 – 5481 Bay Hill Terrace, Lots 24 – 21 Colvillia – Exterior Paint
3. 4907 Berkshire Crescent, Lot 114 Cassia – Major Alterations
4. 7110 Marine Drive East, Lot 76 Plumeria – Minor Alterations

APPLICATIONS NOT RECOMMENDED FOR APPROVAL

1. 4747 The Parkway, Lot 70 Araucaria – Patio
2. 5608 Harbour Terrace, Lot 35 Bauhinia – Major Alterations
3. 5260 Marine Drive North, Lot 119 Roystonia – Deck & Shade Sail
4. 7389 Marine Drive East, Lot 32 Plumeria – Major Alterations

EXECUTIVE ARCHITECT / SNR BODY CORPORATE MANAGER APPROVALS – TO 26 March 2024

5699 Anchorage Terrace, Lot 76 Bauhinia	Release of Compliance Agreement Fee – Roof Replacement
8102 The Circle, Lot 28 Acacia	Application for Exterior Paint
5626 Harbour Terrace, Lot 44 Bauhinia	Release of Compliance Agreement Fee – Major Alterations
8078 Riverside Drive, Lot 32 Acacia	Application for Solar Panels
5221 Bay Hill Terrace, Lot 97 Colvillia	Application for Solar Panels
8039 The Parkway, Lot 60 Harpullia	Application for Solar Panels
1005 Edgecliff Drive, Lot 5 Tristania	Release of Compliance Agreement Fee - Pontoon
5606 Harbour Terrace, Lot 34 Bauhinia	Release of Compliance Agreement Fee – Exterior Paint



MINUTES OF ARCHITECTURAL REVIEW COMMITTEE MEETING

Body Corporate: Sanctuary Cove Principal Body Corporate

Committee: Architectural Review Committee

Location of Meeting: Meeting Room 1, Sanctuary Cove Body Corporate Services, Sanctuary Cove, QLD 4212

Date of Meeting: Tuesday, 2 April 2024

Meeting chaired by: Mrs Caroline Tolmie (CT)

Meeting Start Time: 9:12am **Finish Time:** 11:15am

Attendance

The following Committee members were present in person at the meeting:

Chairperson	Mrs Caroline Tolmie (CT)
Ordinary	Mr Peter Ginn (PG)
Ordinary	Mr Stuart Shakespeare (SS)
Ordinary	Mr Craig Eccles (CE)
Ordinary	Mr John Venn (JV)
Ordinary	Mr Paul Lynam (PL) – via Teams – Left meeting at 11:13am

Non - Voting	Mr Michael Jullyan (MJ)	Executive Architect - arrived at 9:22am
Non - Voting	Mrs Caitlin Coombridge (CC)	Building Approvals Manager
Non – Voting	Ms Kira Cook (KC)	Building Approvals Assistant

Apologies

Nil

Conflict of Interest

Nil conflicts were tabled by members.

Meeting Recorded

No

MOTIONS

1 ARC Minutes of Previous Meeting

CARRIED

Proposed by: The Chairperson

RESOLVED That the minutes of the Architectural Review Committee meeting held 1 February 2024 and 4 March 2024, as tabled at this meeting, are a true and accurate record of the proceedings of the meeting.

Yes	4
No	0
Abstain	2

2 5404/5406 Bay Hill Terrace, Lots 77 & 78 Colvillia

CARRIED

Proposed by: The Chairperson

RESOLVED That the Architectural Review Committee recommends the Exterior Paint application at 5404/5406 Bay Hill Terrace be approved by the Principal Body Corporate (PBC) subject to:

1. Approved colours are:
 - Driveway – Dulux Timeless Grey
 - Garage Doors – Colourbond Surfmist

Further **RESOLVED** that the ARC requests the Building Approvals Manager (BAM) to advise the applicant of the outcome.

Yes	6
No	0
Abstain	0

3 5475 – 5481 Bay Hill Terrace, Lots 24 – 21 Colvillia

CARRIED

Proposed by: The Chairperson

RESOLVED That the Architectural Review Committee recommends that the Exterior Paint application at 5475 – 5481 Bay Hill Terrace be approved by the Principal Body Corporate (PBC) subject to:

1. Approved colours are:
 - Exterior Walls – Tranquil Retreat
 - All remaining Fascias/Gutters etc – Lexicon Quarter

Further **RESOLVED** that the ARC requests the Building Approvals Manager (BAM) to advise the applicant of the outcome.

Yes	6
No	0
Abstain	0



4 4907 Berkshire Crescent, Lot 114 Cassia CARRIED

Proposed by: The Chairperson

RESOLVED That the Architectural Review Committee recommends the Major Alterations application at 4907 Berkshire Crescent be approved by the Principal Body Corporate (PBC) subject to:

1. **Fence on Zero Line Lot** – must comply with By-Law 2.11.1 & 2.11.2; and
2. **Stormwater** – must connect to a legal point of discharge

Yes	6
No	0
Abstain	0

In making this recommendation, the ARC notes to the PBC that the application recommends for approval by the PBC the following relaxation:

3. Side Boundary Building Line on a Zero Line Lot

Further **RESOLVED** that the ARC requests the Building Approvals Manager (BAM) to advise the applicant of the outcome.

5 4747 The Parkway, Lot 70 Araucaria CARRIED

Proposed by: The Chairperson

RESOLVED That the Architectural Review Committee does not recommend the Patio application at 4747 The Parkway be approved by the Principal Body Corporate (PBC) due to insufficient information provided. Applicant to provide revised plans noting the following:

1. Site Coverage Calculation
2. Landscape Open Space Calculation
3. Plant Palette to be confirmed
4. Elevations
5. Setbacks
6. Materials

Yes	6
No	0
Abstain	0

Further **RESOLVED** that the ARC requests the Building Approvals Manager (BAM) to advise the applicant of the outcome.



6 5608 Harbour Terrace, Lot 35 Bauhinia

CARRIED

Proposed by: The Chairperson

RESOLVED That the Architectural Review Committee does not recommend the Major Alterations application at 5608 Harbour Terrace be approved by the Principal Body Corporate (PBC) due to:

Yes	6
No	0
Abstain	0

1. **Principal Structure** – extent of wall demolition to be clearly indicated on revised plans. Applicant to include:
 - Plans to indicate exact existing and proposed heights; and
 - Elevation Plans displaying walls to be demolished.
2. **Class 10 Height (Garage or Carport)** – revised plans to indicate proposed height of garage roof;
3. **Thoroughfare Building Line Class 10 within 1.5m of Side Boundary** – proposed garage location not compliant. Amended plans to be provided with 1.5m side setback for new garage in accordance with by-law 2.7.2 (e);
4. **Rear Building Line** – not compliant, new lower roofs extend to water side of rear columns. Plans to be amended;
5. **Exterior Finish/Colours** – information to be provided;
6. **Fascia, Trim, Exposed Metalwork & Colour** – information to be provided;
7. **Roof of Principal Structure and Class 10** – roof profile details required;
8. **Finished Floor/Ground Levels** – rear terrace to be raised 500mm. The applicant to provide the following information:
 - Natural Ground Level;
 - Existing and Proposed Reduced Levels;
 - Privacy and Side Fence details;
 - Neighbours comments (5606 & 5610 Harbour Terrace).
9. **Pool Height** – information to be provided;
10. **Swimming Pool Filter Pump** – location to be provided;
11. **External Meters/Tanks/Hot Water Units** - no information provided, proposed location to be included on amended plans;
12. **Letterbox & Address Numbers** – no information provided;
13. **Privacy for Neighbouring Lots** – no screening provided along side raised deck area, details and neighbours comments required;
14. **Stormwater Connection** – no information provided;
15. **New Tiled Path** – details of stairs to be provided (as listed on page # 400 & 402);
16. **New Living Room Windows** – cross-section with heights and elevations to be provided on amended plans; and
17. **Character Zone Requirements** – applicant to provide the following information:
 - Details of fence removal;



- Details of side fence extensions;
- Details of demolition against party walls and of components of party walls;
- Front gable detail to be retained;
- Rear balcony new handrail design not consistent, to be amended on revised plans;
- Details of retractable screen on rear lower floor balcony to be provided.

In making this recommendation, the ARC notes to the PBC that the following requirements have been waived:

18. Landscape Open Space; and
19. Swimming Pool Setbacks.

Further **RESOLVED** that the ARC requests the Building Approvals Manager (BAM) to advise the applicant of the outcome.

DRAFT



7 7110 Marine Drive East, Lot 76 Plumeria

CARRIED

Proposed by: The Chairperson

RESOLVED That the Architectural Review Committee recommends the Minor Alterations application at 7110 Marine Drive East be approved by the Principal Body Corporate (PBC) subject to:

1. **Neighbour Consultation** – owner of 7108 (Lot 75) Marine Drive East to review proposed works and comments to be provided prior to final approval; and
2. **Stormwater Connection** - must connect to a legal point of discharge.

In making this recommendation, the ARC notes to the PBC that the application recommends for approval by the PBC the following relaxation:

3. Length of Wall Facing Side Boundary

Further **RESOLVED** that the ARC requests the Building Approvals Manager (BAM) to advise the applicant of the outcome.

Yes	6
No	0
Abstain	0

8 5260 Marine Drive North, Lot 119 Roystonia

CARRIED

Proposed by: The Chairperson

RESOLVED That the Architectural Review Committee does not recommend the Deck & Shade Sail application at 5260 Marine Drive North be approved by the Principal Body Corporate (PBC) due to insufficient information provided. Applicant to provide revised detailed plans noting the following:

1. Properly prepared site plans, floor plans and elevations are required with accurate dimensioning. Plans to have title block, author and to have identification numbers.
2. Materials (including but not limited to decking, shade sail posts);
3. Landscape Open Space calculation;
4. Balustrade information for top of deck required;
5. Volumetric capacity of batter zone calculations to be provided;
6. Deck Screening is required where the deck exceeds 1m in height; and
7. Applicant to consult with neighbour regarding reduced privacy as a result of the raised deck area. Neighbours comments or privacy screening details required.

Further **RESOLVED** that the ARC requests the Building Approvals Manager (BAM) to advise the applicant of the outcome.

Yes	6
No	0
Abstain	0



9 7389 Marine Drive East, Lot 32 Plumeria

CARRIED

Proposed by: The Chairperson

RESOLVED That the Architectural Review Committee does not recommend the Major Alterations application at 7389 Marine Drive East be approved by the Principal Body Corporate (PBC) due to:

Yes	6
No	0
Abstain	0

1. **Rear Building Line Shade Structures** – details of existing pool roof structure and any changes to be detailed on amended plans;
2. **Driveways** – width of driveway to be provided on amended plans;
3. **Fences** – neighbours comments to be provided for side fence being altered for buggy park;
4. **Swimming Pool Fence** – in accordance with local authority regulations;
5. **Finished Floor/Ground Levels** – courtyard extension appears more than 500mm above batter zone. Original batter zone contours, levels and finished ground levels to be provided;
6. **Landscape Open Space** – calculation to be provided on amended plans;
7. **PVC Conduit** – must be laid beneath the driveway to enable irrigation to service the Secondary Thorough. Specifications of the conduit area as follows:
 - 150mm diameter PVC Conduit
 - 500-600mm from the inside of the kerb
 - 300mm depth to the top of the pipe
 - 300mm protrusion from both ends of the driveway;
8. **Pool Equipment** – must be enclosed in an Acoustic Enclosure due to close proximity of side boundary;
9. **Letterbox and numbers** – must comply with By-Law 2.15.4;
10. **1.5m of Revetment Wall** – planter retaining wall within 1.5m of revetment wall to be removed, amended plans required;
11. **Stormwater Connection** - must connect to a legal point of discharge;
12. **Storage Locks under deck** – detail to be provided on amended plans;
13. **Synthetic Turf** – details required per Synthetic Turf Policy.

In making this recommendation, the ARC notes to the PBC that the application recommends for approval by the PBC the following relaxation:

14. Thoroughfare Building Line Class 10;
15. Thoroughfare Building Line Class 10 within 1.5m of Side Boundary; and
16. Length of Wall Facing Side Boundary.

Further **RESOLVED** that the ARC requests the Building Approvals Manager (BAM) to advise the applicant of the outcome.



10 Executive Architect / Building Approvals Manager recommendations – ending 26 March 2024 **CARRIED**

Proposed by: The Chairperson

<p>RESOLVED That the Architectural Review Committee notes and accepts the following building applications recommended for approval by the Principal Body Corporate EC as submitted by Executive Architect and Building Approvals Manager for the period ending 26 March 2024:</p> <ol style="list-style-type: none"> 1. 5699 Anchorage Terrace, Lot 76 Bauhinia Release of Compliance Agreement Fee – Roof Replacement 2. 8102 The Circle, Lot 28 Acacia Application for Exterior Paint 3. 5626 Harbour Terrace, Lot 44 Bauhinia Release of Compliance Agreement Fee – Major Alterations 4. 8078 Riverside Drive, Lot 32 Acacia Application for Solar Panels 5. 5221 Bay Hill Terrace, Lot 97 Colvillia Application for Solar Panels 6. 8039 The Parkway, Lot 60 Harpullia Application for Solar Panels 7. 1005 Edgecliff Drive, Lot 5 Tristania Release of Compliance Agreement Fee - Pontoon 8. 5606 Harbour Terrace, Lot 34 Bauhinia Release of Compliance Agreement Fee – Exterior Paint 	Yes	5
	No	0
	Abstain	0

11 ARC Recommendations to the PBC – 2 April 2024 **CARRIED**

Proposed by: The Chairperson

<p>RESOLVED That the Architectural Review Committee (ARC) requests the PBC EC consider the matters recommended by the ARC at its meeting held 2 April 2024.</p>	Yes	5
	No	0
	Abstain	0

OTHER MATTERS/GENERAL BUSINESS

6.1 Landscaping List

CC provided an update to the committee that the amended list is currently in the works with CT and to be tabled at next meeting.

Name of voter: _____

Signature of voter: _____ Date: _____

Motion 6.5

As at 3 April
2024



#	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 DCBLs halted late Nov 23 due to end of the year. o Stage 2 commence working group February 2024. o June 2024 RBC resolution 	Ongoing
399	05/22	Amenities across the Resort	PBC	<ul style="list-style-type: none"> o Sept 21 raised by previous Chair, low priority – parking bays being installed. 	On hold
419	08/22	Village Gate	PBC	<ul style="list-style-type: none"> o Mulpha will commence works on the infrastructure for the gates and the townhouse development opposite. o Works expected to take three months. o Gate structure postponed until June 2024 after the boat show. o Gates structure and design, the mirror image of the Pines. o Awaiting on approved traffic plan & WH&S before release. o Confirmation is required by Mulpha whether the Primary Thoroughfare can be approved for change without council approval? o SC Resort Proposed use plan amendment gazetted and communicated on 2nd April 2024 	Commencing



#	MEETING DATE	RESOLUTION	RESPONSIBILITY	COMMENTS	EXPECTED COMPLETION DATE
425	03/23	Village update from Mulpha to be included in future Agendas for the PBC EGM	Mulpha	<ul style="list-style-type: none"> o Mulpha rep to provide a monthly update. o Mulpha intending to facilitate a town meeting, presentation similar to the PBC meeting 	Mulpha
426	04/23	Cypress Point licence agreement and buggy path repairs	PBC	<ul style="list-style-type: none"> o Agreement signed, Mulpha will update for boat show, will review after the event is over. o Pricing for Boom Gate, similar to Livingstonia being obtained. o DSG advised he will look into potholes and temporary lighting. o Gate opened later during warmer weather. 	Ongoing
427	4/23	Address gate and fence proposal being finalised	PTBC	<ul style="list-style-type: none"> o Approved by the PTBC – planning underway. o Work has now commenced 2024, Est Mid/End April 	PTBC matter
428	05/23	No recent thefts, however, situation is being monitored	SECURITY	<ul style="list-style-type: none"> o Monthly Community Newsletter. 	Ongoing
429	05/23	OptiComm Sale	PBC	<ul style="list-style-type: none"> o Update of possible OptiComm sale o Recent meeting on 10th Oct 23 with OptiComm to discuss proposals. o Received proposal, will be presented to PBC EC in early 2024. 	Ongoing
430	11/23	Exposed Blue Pipes (Pressure management System)	PBC	<ul style="list-style-type: none"> o DSG advised awaiting a second quote to have the pipes in question painted. o Est works – April 2024 	Ongoing

As at 3 April
2024



#	MEETING DATE	RESOLUTION	RESPONSIBILITY	COMMENTS	EXPECTED COMPLETION DATE
431	03/24	Purchasing Policy updated	PBC	o Purchasing policy to be updated	Ongoing

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



OPERATIONS REPORT – MARCH 2024

Key Performance Indicators

Positive / Actioned	Watch / Ongoing	Negative / Not Started
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Sanctuary Cove Community Services Limited and its wholly owned subsidiaries as of March 2024

Net Expenditure Statement	Security	Security	Community & Others	Community & Others	Combined Annual Budget	Combined Annual
	YTD	Budget YTD	YTD	Budget YTD	FYF	Budget
Income						
Management Fees	1,919,145	1,917,645	1,362,934	1,362,932	6,126,048	6,126,048
Other services & interest	43,579	34,561	36,208	10,625	187,680	112,429
Total Income	1,962,725	1,952,206	1,399,141	1,373,557	6,313,728	6,238,477
Expenditure						
Employee expenses	1,278,681	1,329,575	945,573	924,298	5,454,714	5,433,438
Other	250,185	298,848	206,310	182,871	821,487	805,039
Total Expenses	1,528,867	1,628,422	1,151,883	1,107,169	6,276,201	6,238,478
Net operating Saving / (Cost)	433,858	323,784	247,258	266,388	37,527	-
YTD + / - movement compared to budget		110,074		(19,130)		37,527

- Replacement uniforms purchased.
- Company and Security on tract to achieve Year end Budgets.
- FYF projection updated due to additional fees.

Principal Body Corporate (Major Variances) as of March 2024

The Admin Fund YTD has resulted in a net surplus position of \$221.8k, \$17.9k (7.5%) unfavourable to the YTD budget.

Total expenses incurred YTD \$4.8m, \$25k (0.5%) unfavourable to budget.



Principal Body Corporate (YTD Major Expenditure Variances)	FY2024 Actual	FY2024 Budget	Variance \$	Variance %	Note
Admin - meetings	434	300	(134)	(44.7)%	1
Admin - postage	16,404	15,272	(1,132)	(7.4)%	2
Network Manager Service Fees	170,743	154,094	(16,649)	(10.8)%	3
Consultants	3,256	12,500	9,245	74.0%	
Legal Services	24,146	62,500	38,354	61.4%	
Grounds & Garden - other	30,389	20,833	(9,556)	(45.9)%	4
Grounds & Garden - mulching	23,375	10,417	(12,958)	(124.4)%	5
Grounds & Garden - tree management	82,519	10,417	(72,103)	(692.2)%	6
Insurance Excess	10,000	5,000	(5,000)	(100.0)%	7
Irrigation - Golf Lakes Maintenance	23,396	4,167	(19,229)	(461.5)%	8
Irrigation - A class water usage	15,811	57,488	41,677	72.5%	
Plumbing - contract	49,294	57,264	7,970	13.9%	
Plumbing - materials/machinery	71,521	52,083	(19,438)	(37.3)%	9
Roads	16,841	18,750	1,909	10.2%	
Road Sanding	0	30,000	30,000	100.0%	
Road sweeping	29,463	27,419	(2,044)	(7.5)%	10
Signage	2,070	1,667	(404)	(24.2)%	11
Land Holding - rates	7,443	7,251	(192)	(2.6)%	12
Utilities - electricity/gas	64,354	63,397	(957)	(1.5)%	13
Water Charges	173,038	42,500	(130,538)	(307.1)%	14
Water Billing	4,944	4,675	(269)	(5.7)%	15
Other Expenses	3,992,484	4,131,819	139,334	3.4%	
Total Expenditure	4,811,924	4,789,810	(22,114)	(0.5)%	

Notes:

- Admin – Meetings: Meeting and communication related costs – timing variance
- Admin – Postage: Postage costs including water billing – timing variance.
- Network Manager Fees: Repairs of FTTH cables including The Address, other repairs, and asbestos testing of Fibre pits, multiple FTTH installations – timing variance
- Grounds & Garden Other: Turf installation at Woodsia, Olympic Dr, and pruning – timing variance
- Grounds & Garden Mulching: Marine Drive North buffer garden – timing variance
- Grounds & Garden Tree Management: Tree pruning 5722, 5926, Colvillia Park storm damage works, other emergency works in clearing storm damage, Edgecliff Pruning and palm shaping. Insurance claim in progress for storm damage and rectification works currently pending assessment from the insurer.
- Insurance excess: Excess charged in water leak repair claim.
- Irrigation – Golf Lakes Maintenance: Budget assumed A Class water usage. A water management plan was introduced which is offset by the savings in A class water.
- Plumbing – materials & maintenance: Multiple water leaks requiring repair and vacuum trucks. – timing variance
- Road Sweeping: Contract price effective from November was higher than the projected budget.
- Signage: Street signs and sign brackets – timing variance
- Land Holding – rates: Land tax was higher than the projected budget.
- Water Charges – Water billing variance for potable and waste attributed to PBC based on proportion of water usage per meter reads and cost of credits applied for water leak relief to residents.



14. Water Billing: Water billing costs increased marginally higher than the projected budget, further variances due to timing issues with changed billing frequency from supplier.

Principal Body Corporate Sinking Fund Expenditure and Forecast

YTD 01/11/23 - 31/03/24	2023/24 Approved Budget				
	Balance 31.10.23	Levy	Approved Budgeted Spend	YTD Actual	Balance Projected Expenditure
Annual Contribution - as per AssetFinda		2,344,670		1,172,322	
Interest received - excluding YTD Tax		67,858		97,023	
Total including Interest		2,412,527		1,269,344	
Levy per 1823 lots		1,286			
% Change		0			
Spend per Asset Finda					
Sinking Fund Accumulation Contributions	-	-			
Bridges_PBC	454,511	100,000		-	-
Electrical_Lights_PBC	810,307	-	(200,000)	(216,550)	-
Facilities_Equip	-	10,000	(1,460)	-	(1,460)
FTTH_PBC	266,491	-	(40,000)	-	(40,000)
Harbour_PBC (including revetment walls)	875,431	-	-	(8,520)	-
Hydraulic & Electrical Supplies (inc vehicles for electrical/plumbing)	(8,042)	45,000	-	(2,792)	-
Irrigation_Control_PBC (inc A Class water)	(1,569,718)	1,110,009	-	(35,917)	-
Irrigation_Mains_PBC	306,527	(306,212)	-	-	-
Irrigation_Valves_PBC	91,058	10,000	(31,791)	-	(31,791)
Kerb_PBC	145,507	100,000	(750,000)	(111,308)	(638,693)
Landscape_PBC (including parks and playgrounds)	200,406	350,000	(73,920)	(155,569)	-
Path_PBC	628,818	127,785	(240,000)	-	(240,000)
Pumps_PBC	142,199	50,000	(60,000)	(26,838)	(33,162)
Reports	156,525	20,000	(30,000)	-	(30,000)
Roads_PBC (including parking)	548,592	-	-	(31,695)	-
Security_System_PBC (including alarm monitoring)	82,209	697,078	(445,068)	26,464	(471,532)
Stormwater_Line_PBC	362,710	-	-	-	-
Stormwater_Point_PBC	255,646	-	-	-	-
Switchboard_Meter_PBC	209,171	53,868	(67,943)	-	(67,943)
Wall_Fences_PBC (including gates)	97,749	10,000	-	(9,850)	-
Wastewater_Line_PBC	450,000	50,000	-	-	-
Wastewater_MH_PBC	441,133	25,000	-	-	-
Wastewater_RM_PBC	340,000	40,000	-	-	-
Water_Lines_PBC	224,439	-	-	(12,455)	-
Water_Point_PBC (includes sluice valves, fire hydrants, water meters)	355,221	75,000	(250,000)	(12,973)	(237,027)
WW_H_Connection_PBC	318,539	(200,000)	-	-	-
New Asset - Facilities Compound	-	-	-	-	-
Vehicles	(47,989)	45,000	-	(2,160)	-
Total Spend	6,137,439	2,412,528	(2,190,182)	(600,161)	(1,791,608)

Primary Thoroughfare Body Corporate (Major Variance Report) as of February 2024

For the year period 1 November 2023 to 31 March 2024

The Admin Fund YTD has resulted in a net surplus position of \$9.6k, \$2.8k (22.3%) unfavourable to the YTD budget.

Total expenses incurred YTD \$739k, \$2.7k (0.4%) unfavourable to budget.



Primary Thoroughfare Body Corporate (YTD Major Expenditure Variances)	FY2024 Actual	FZ2024 Budget	Variance \$	Variance %	Notes
Accounting - audit	59	0	(59)	-	1
Admin - meetings	262	152	(110)	(72.2)%	2
Admin - print/copy costs	597	500	(97)	(19.5)%	3
Admin - Filing Fee	96	0	(96)	-	4
Cleaning	2,000	0	(2,000)	-	5
Consultants	0	4,167	4,167	100.0%	
Legal Services	0	4,167	4,167	100.0%	
Electrical - contract	11,787	11,270	(517)	(4.6)%	6
Electrical - Materials/Machinery	9,250	6,750	(2,500)	(37.0)%	7
Fire Protection - audit/inspect	2,662	2,233	(429)	(19.2)%	8
Grounds & Garden - contract	80,659	77,311	(3,348)	(4.3)%	9
Grounds & Garden - other	28,017	18,750	(9,267)	(49.4)%	10
Grounds & Garden - mulching	2,433	16,667	14,234	85.4%	
Grounds & Garden - tree management	25,962	12,500	(13,462)	(107.7)%	11
Irrigation - Golf Lakes Mtce	34,508	13,000	(21,508)	(165.4)%	12
Irrigation - A class water	5,270	19,163	13,892	72.5%	
Plumbing - contract	5,990	5,472	(518)	(9.5)%	13
Plumbing - materials/machinery	1,435	6,667	5,232	78.5%	
Mtce - animal management	58,993	41,667	(17,326)	(41.6)%	14
Repairs & Mtce - electrical	2,480	2,083	(397)	(19.1)%	15
Road sweeping	10,912	8,873	(2,039)	(23.0)%	16
Waste Removal - other	323	0	(323)	-	17
Land Holding - land tax	8,594	0	(8,594)	-	18
Utilities - electricity/gas	40,980	37,186	(3,794)	(10.2)%	19
Utilities - water	51,602	0	(51,602)	-	20
Other Expenses	354,487	448,052	93,565	20.9%	
Total Expenditure	739,357	736,627	(2,730)	(0.4)%	

Notes:

- Accounting Audit – FY2023 actual audit fee variance from travel costs
- Admin – meetings – Annual fee recognised in January – timing variance
- Admin – print/copy costs – Printing costs incurred – timing variance
- Admin – filing fee – Titles search
- Cleaning – Contractor’s compound cleaning fees unbudgeted due to completion of the compound in late 2023.
- Electrical contract – minor variance billing cycles are fortnightly, with 3 fortnights in January and additional work due to storms
- Electrical – Materials/Machinery – Purchase of materials for the Address works in March
- Fire Protection – audit/inspect: Fire evacuation diagrams, installation of cabinets & training Facilities Compound
- Grounds & Garden Contract – Landscape solutions monthly contract increase from 1 Nov 2023 was higher than projected budget.
- Grounds & Garden – Other – Reallocation of Entry lakes spraying costs from Irrigation Golf Lakes Mtce account
- Grounds & Garden Tree management – Palm cleaning, Village to Security, Washingtonia bridge entrance and other locations (Buddeh St, and Entry Blvd)
- Irrigation Golf Lakes Maintenance – Reallocation of Entry Lakes spraying costs to Grounds and Garden Other, Bathymetric Survey



13. Plumbing Contract – minor variance billing cycles are fortnightly, with 3 fortnights in January
14. Mtce – animal management – Corella program commenced in March, Kanagaroo Management, Ibis, Fox programs. Additional attendance for removal of wildlife costs as incurred.
15. R&M electrical – Load testing performed in January – timing variance
16. Road Sweeping: Contract price effective from November was higher than the projected budget.
17. Waste Removal – other: Dog waste bag purchase
18. Land Holding – Land tax – annual fee budgeted in October, recognised monthly – timing variance
19. Utilities – electricity/gas: Rate increases higher than the projected budget.
20. Utilities – water: Water billing variance for potable and waste attributed to PTBC based on proportion of water usage per meter reads

Primary Thoroughfare Body Corporate Sinking Fund Expenditure and Forecast

YTD 01/11/23 - 31/03/24					
Project	Balance 31.10.23	Approved Budgeted Spend	Approved Budgeted Spend	YTD Actual	Balance Projected Expenditure
Annual Contribution - as per AssetFinda		951,150		475,575	
Facilities Compound rental		70,000		29,167	
Livingstonia Path rental		25,000			
Interest received		13,632		20,724	
Total Including Interest		1,059,782		525,465	
Levy per 4250 lots		224			
% Change		11.90%			
Spend per Asset Finda					
Sinking Fund Accumulation Contributions					
Bridges_PTBC	141,101	50,000		(62,881)	-
Buildings_PTBC	9,412	-	(35,270)	-	(35,270)
Electrical_Lights_PTBC	155,762	150,000		(68,860)	-
Facilities Equipment_PTBC	-	1,000	(166)	-	(166)
FTTH_PTBC	554,200	171,000		-	-
Harbour_PTBC (including revetment walls)	-	-		-	-
Hydraulic & Electrical Supplies	(5,583)	-		(1,303)	-
Irrigation_Control_PTBC (inc A Class water)	(247,121)	295,525		(8,652)	-
Irrigation_Mains_PTBC	315,525	(315,525)		-	-
Irrigation_Valves_PTBC	88,015	-	(1,936)	-	(1,936)
Kerb_PTBC	(166,393)	20,000		(3,340)	-
Landscape_PTBC (including parks and playgrounds)	571,799	20,000	(30,000)	(27,149)	(2,851)
Path_PTBC	347,765	1,000	(207,000)	-	(207,000)
Pumps_PTBC	(27,459)	21,598	(10,000)	(5,915)	(4,086)
Reports	64,348	-	(20,000)	(17,000)	(3,000)
Roads_PTBC (including parking)	(180,403)	-		-	-
Security_System_PTBC	21,133	2,000		(95,677)	-
Stormwater_Line_PTBC	50,000	-		-	-
Stormwater_Point_PTBC	37,100	-		-	-
Switchboard_Meter_PTBC	90,000	-	(12,100)	-	(12,100)
Wall_Fences_PTBC (including gates)	(245,832)	292,148	(350,000)	(159,150)	(190,850)
Wastewater_Line_PTBC	413,712	-		-	-
Wastewater_MH_PTBC	-	-		-	-
Wastewater_RM_PTBC	-	-		-	-
Water_Lines_PTBC	150,000	-		-	-
Water_Point_PTBC (includes sluice valves, fire hydrants, water meters)	(93,110)	-	(10,000)	-	(10,000)
WW_H_Connection_PTBC	71,120	-		-	-
Building-Contractors Compound	(640,025)	351,036		-	-
Vehicles	(23,464)	-	-	-	-
	-				
Total Spend	1,451,601	1,059,782	(676,472)	(449,927)	(467,258)



Employee Numbers

Department	Budgeted	Actual
Body Corporate	16.5	17.1
Security	33.0	31.2
Total	49.5	48.3

Employee turnover since 1 November 2023 – Four (4) from Security (1 failed to qualify for probation and 3 career changes due to salary) and one (1) from Body Corporate who was headhunted.

Invested Cash Position

Account	Bank	Actual Holding	Interest Rate %	Interest Received YTD
PBC – Administration Fund	BOQ	18,615		-
ARC - Administration Fund	MBL	416,000		-
PBC – Sinking Fund (at call)	Macquarie	1,673,147	2.90%	19,282
PBC – Sinking Fund (at call)	BOQ	966	0.00%	-
PBC – Sinking Fund Term Deposit	Macquarie	500,000	4.70%	12,102
PBC – Sinking Fund Term Deposit	Macquarie	1,000,000	4.70%	34,653
PBC – Sinking Fund Term Deposit	Macquarie	250,000	2.90%	6,600
PBC – Sinking Fund Term Deposit	Macquarie	500,000	4.70%	10,438
PBC – Sinking Fund Term Deposit	Macquarie	500,000	4.70%	11,390
PBC – Sinking Fund Term Deposit	Macquarie	500,000	2.90%	4,544
PBC – Sinking Fund Term Deposit	BOQ	3,500,000	4.80%	48,482
PTBC – Administration Fund	BOQ	7,188		-
PTBC – Sinking Fund (at call)	Macquarie	1,510,636	2.90%	17,628
PTBC – Sinking Fund (at call)	BOQ	1,007	0.00%	-
PTBC – Sinking Fund Term Deposit	BOQ	500,000	4.70%	11,282
SCCSL	Macquarie	446,377	2.90%	7,099
SCCSL	Macquarie	8,914	NA	
SCCSL	Macquarie	490,000	NA	
SCCSL	CBA	5	NA	
Security	Macquarie	781,586	2.90%	9,671
Security	Macquarie	200,000	4.70%	4,388
Security	CBA	-		
Security	CBA	2,242		

Term deposit rates compared at each rollover and terms considered to maximize return on investment with combined use of at call accounts providing current interest returns of 2.9%.

Finance Team activities:

- Periodic review of current finance policies and associated procedures and controls. Ongoing



- Preparation of Request for Proposals (“RFP”) for financial statement audits for companies and Body Corporate entities for the FY2025 year onwards. Currently expanding list of RFP recipients to maximise the number of potential providers to compare options and select the best fit.
- Stratamax Invoice Hub to be reviewed and considered for streamlining invoice approvals. On going

Efficiencies:

- Currently reviewing accounting platform with consideration of upgrading to the next version which allows consolidation for the companies without the need to log in and out of each company, minimising duplication of tasks, increasing efficiencies and mitigating manual errors. Ongoing – reviewing implementation timing.
- Review of current payroll and time and attendance software due to the identification of inefficiencies in the current programs requiring additional manual tasks to complete the fortnightly payroll process. Currently waiting on demonstrations from various SAAS providers to ensure all applications considered meet the minimum requirements of both Community Services and Security Services. Deep dive demonstrations completed – additional requirements submitted for SAAS providers to confirm capability due April 12th

SECURITY SERVICES

Security Statistics (from the 1st of Nov 2023)

Period	Alarm Activations				Medical	Incidents	Keys Issued	Infringe Notices	Accesses
	Fire	General	Panic	Total					
YTD 2024	308	921	268	1497	73	112	528	717	142
YTD 2023	237	771	274	1282	82	84	868	742	91

Valet Services (March 2024 – YTD 2024)

	March 2024		March 2023		Year to Date 2024	
	Number	\$ Charge	Number	\$ Charge	Number	\$ Charge
Key Pick-Up	11	\$88.00	13	\$104.00	53	\$424.00
Long Term Rental	4	\$350.00	11	\$1,250.00	33	\$4,550.00
Short Term Rental	0	\$0.00	0	\$0.00	0	\$0.00
Access Re arm	6	\$228.00	11	\$418.00	23	\$895.00
Other	2	\$76.00	2	\$76.00	18	\$768.00
Rental Breaches	0	\$0.00	0	\$0.00	0	\$0.00
Commercial Call Outs	5	\$1,375.00	4	\$1,232.00	15	\$4,125.00
Total	28	\$2,117.00	41	\$3,080.00	142	\$10,762.00

Key Performance Indicators based on approved Operating Plan 2023/2024



Specific Monthly KPO's:

- Review CCTV cameras approved for Stage 2 Security Technology.
- Obtain costings for Hybrid Electric Vehicles to replace Security vehicles (3) in February 2025
- Review Emergency Management Plan

Ongoing Monthly KPOs:

- Provide 24hr Emergency Medical support through First Aid, Defibrillation and Medical Oxygen for an estimated 174 Medical Incidents per annum at an average of 14 Medicals per month.
- Provide 24hr Mobile, Marine and Golf Course (night) patrolling subject to Incident Response. Complete building/gate checks and patrols of relevant stakeholder areas. Marine Patrols, subject to boat maintenance and staffing levels.
- Attended to estimate 2,899 alarms per annum at an average of 241 per month; attend to estimate 314 phone or camera activated security/emergency incidents at an average of 26 per month; and when safe to do so respond within 4 minutes.
- Provide Gate access at a monthly average of 27,359 based on a yearly access of 328,315.
- Follow up on Late to Test (LTT) alarm panels not reporting within 24hrs. Forward FTTH matters to the Network Manager, troubleshoot alarm panel faults, and liaise with owners to rectify, forward non-compliance to Body Corporate
- By-Law enforcement – maintain or reduce the current Reminder Notice average of 175 per month, report underage drivers and serious nuisance activity by way of Incident Report. Provide monthly statistics in Security Report.
- Complete a daily Watercraft Register check of residential jetty and pontoon; file completed form at Roundhouse for inspection.
- Speed Camera deployment on the secondary thoroughfare and location rotated twice monthly. Provide photo evidence as basis to issue/enforce Speed Offence Notice. Provide monthly statistics in Security Report.
- Short- and Long-Term Rental checks.
- Parks and open space checks.
- Review of Operational procedures.

Stage 2 CCTV now complete and installer review to be done in April. Process commenced and 2 x vehicles have been inspected onsite. Update Fire Alarm and FIP response for Security Roundhouse

Items Actioned – refer to statistics.



- Measure LPR and Visitor Management uptake and access, provide monthly statistic in Security Report.
- Measure Valet Services and provide monthly statistics in Security Report.
- Risk and Compliance – Conduct risk assessments as required operationally, review Security Risk Register, monitor and review Compliance Calendar to ensure Licence and qualifications are compliant.
- Attending and contributing to senior management meetings and planning.



Residential Zone Activity By-Laws – Issue of Vehicle Parking Reminder Notices

In March there were 185 Parking Infringement "Reminder Notices" issued, compared to 125 during the same period the previous year. The table below provides a breakdown of these notices by Body Corporate location.

RBC	No of Breaches	Previous Year	RBC	No of Breaches	Previous Year
Ardisia	70	18	Washingtonia	3	9
Zieria	28	7	Acacia	2	2
Admin	19	0	Banksia Lakes	2	0
Plumeria	11	12	Bauhinia	2	3
Alpinia	7	11	Cassia	2	2
Harpullia	6	10	Colvillia	2	12
Roystonia	6	2	Darwinia	1	0
Araucaria	5	5	Fuschia	1	0
Tristania	5	12	Adelia	0	3
Felicia	4	4			
Caladenia	3	2			
Molinia	3	3			
Schotia Island	3	8			
	170	94		15	31

Speed Sign/Camera

In March, a total of 14 instances of speeding were detected, involving 10 residents and 4 visitors. The Speeding Notices for these breaches are currently being processed.

Fixed Speed Radar Reading

Speed	<40 km/h	41-45 km/h	46- 49 km/h	50-59	60- 69 km/h	70 + km/h	Total Stats
YTD 2022	267,787	54,985	11,143	2,191	381	111	336,598
YTD 2023	367,576	83,587	15,758	2,788	495	95	470,299
YTD 2024	158,643	39,855	6,917	1,249	181	47	206,892
Total	794,006	178,427	33,818	6,228	1057	253	1,013,789
% Current YTD	76.38%	19.26%	3.34%	0.61%	0.09%	0.02%	100.0%
Jan 2024	30,412	7,019	1,293	245	36	1	39,006
Feb 2024	31,296	7,362	1,386	281	35	23	40,383
Mar 2024	32,438	7,675	1,463	255	19	12	41,862
% Current MM	77.49%	18.33%	3.49%	0.61%	0.05%	0.03%	100.0%



Highest Speed

Location	Speed km/h	Date	Time
1019 Edgecliff	61	14.03.24	0745 hrs.
2204 The Parkway	82	2.03.24	2130 hrs.

Operational

Security attended 31 incidents in March - 19 General and 12 Medical.

Nineteen (19) General Incidents:

- a) Seven (7) were Person related including:
 1. A search of The Pines by QPS for the suspect in a stabbing death at Hope Island shops
 2. A Golf Club member refused gate access ahrs but later given access by a resident.
 3. A contractor refused gate access during Easter later given access by resident to collect tools.
 4. Alleged entry into a resident’s backyard with minor damage
 5. An intoxicated resident in the Village
 6. A trespasser fishing at the 22 Ton Bridge
 7. A trespasser in the residential area with mental health history

- b) Ten (10) were Vehicle related including:
 1. A contractor’s vehicle that caught fire in the residential area
 2. A vehicle that broke down on the Boulevard causing traffic delays
 3. An alleged DUI driver who abused a berth holder in the Village
 4. Two incidents for damage to a residential gate and bollard
 5. Two vehicles were struck by a residential gate that was closing.
 6. A complaint about a vehicle parked opposite a resident’s driveway.
 7. A vehicle tailgated and was later escorted offsite.
 8. A vehicle that reversed into a second vehicle at Village Gate

- c) Two (2) were Property related including:
 1. Two alarm activations in the Village.

Security responded to twelve (12) Medical incidents for the month, with 11 involving residents. Out of these incidents, nine patients required transportation to the hospital by QAS for further treatment.

55 Complaints were received in March:

	Mar 2024	Feb 2024	Jan 2024	Dec 2023
Residents	28	27	17	31
Subject not located	12	9	9	13
Rentals	9	5	7	3
PBC/Village/Hotel	6	10	4	3
TOTAL	55	51	37	50

Marine Patrols

There were 302 patrols of Marine Zones 1-5 by Haven and Eden (including transit between zones).

- a) Haven was deployed on 11 dayshifts and 2 nightshifts.
- b) Eden was deployed on 9 dayshifts and 9-night shifts.

March 2024	Haven	Eden	Totals
Zone1/Harbour 1	33	71	104
Zone 2/Harbour 2	28	33	61
Zone 3/Harbour 3	27	25	52
Zone 4/Harbour 4	29	15	44
Zone 5/Roystonia	17	24	41
Total Patrols	134	168	302
Day Patrols	11	9	20
Night Patrols	2	9	11

Patrols in March were impacted by absenteeism and staffing The Address Gate during the final stage of its upgrade.

There were 9 incidents of unauthorised access in Private Harbours, lakes, and Marina Piers in March:

- a) 8 groups were fishing related and moved on without incident.
- b) 1 group left before Security arrived and could not be located.

Visitor Management System and License Plate Recognition

Total Number of Body Corporate Owners: 1380

LPR (License Plate Recognition) Registration by Residents: Decreased by 4 to 1114 or 79% of resident homes.

VMS (Visitor Management System) Portal Registration: Increased by 2 for the month to 438.

Active Users on VMS Portal: 146 residents and builders are actively using the portal.

Number of VMS Entries for Current Residents and Builders: Increased by 12 to 2753.



	04.03.24	03.04.24
Residents registered with LPR	1118	1114
Total not registered with LPR	262	266
Total Lots	1,380	1,380
Resident vehicles/buggies LPR	5660	5618
Permanent visitor vehicles LPR	4471	4479
Total Vehicles	10131	10097
Residents registered VMS Portal	436	438
Res/Builder/multiuser same house	141	146
Number of VMS entries	2741	2753

LPR Technology Update

The current LPR fault criteria are the vehicle is LPR registered, it stopped correctly at the read point however the plate was not read. The faults are reported daily to the service provider for review.

There have been minimal issues reported with LPR recognition at the residential gates, however 4 recorded LPR issues were resolved on the day at Main Gate.

Stage 2 CCTV

Stage 2 of the CCTV installation was finally completed on March 21, 2024. The project, initially scheduled for completion in July 2023, has faced notable challenges. These encompass supply disruptions concerning posts and cameras, obstructions in conduits at multiple camera sites, the necessity to reroute fibre through alternative communication pits, and complications with voltage levels linked to the solar panels. Furthermore, inclement weather conditions have caused delays at various stages throughout the project.

The project has expanded its surveillance capabilities by installing 28 additional cameras across 17 strategic locations, encompassing both established areas and newly developed zones. Among these locations, 14 are entirely new, while upgrades have been implemented at three existing sites: Boulevard entry, Caseys Rd, and the Security Carpark. This expansion has bolstered the CCTV network from 96 to 124 cameras in total.

Location	Camera
1 Edgecliff/GCM	2
2 Oak Hill	1
3 Parkway/MDE	3
4 Boulevard Entry	2
5 Memorial Park	2
6 Parkway/SCB	2



7 Caseys Rd	0
8 Edgecliff/Sunning	1
9 Village Gate C/P	1
10 Point Circuit Jetty	2
11 Point Circuit 8956	2
12 Harbour View Sth	2
13 MDE Easement 7366	3
14 Cypress Gate	1
15 Cypress Point	2
16 Pebble Lane	1
17 Security Carpark	1
Total	28

Workplace Health and Safety

The next meeting is scheduled 8 April 2024 and will be reported in the April report.

Scheduled Works

The upgrade of the Address Gate was completed on April 8, 2024, and regular gate access was reinstated via License Plate Recognition (LPR), Resident Card, and intercom systems. However, adverse weather conditions caused delays in the final stage, particularly in the installation of the gates. Consequently, Security manned the gate continuously throughout the Easter holiday period. Although most of the CCTV works are nearing completion, some final tasks are scheduled to be finished by mid-April. In the meantime, temporary cameras have been deployed to ensure continued surveillance coverage until the works are completed.

Staff

Following recent staff resignations, we welcome two new Security Officers who begin Induction Training on 8 and 22 April 2024.



BODY CORPORATE SERVICES

Monthly Action Key Performance Indicators

Month	Description	Actioned
Monthly	➤ General Meeting agenda issue min 10 days prior to each meeting with minutes drafted and issued to Chairperson within 10 business days	Complete
	➤ Committee meeting agenda issue min 7 days prior to each committee meeting with minutes drafted and issued to Chairperson within 10 business days post meeting.	Complete
	➤ Extranet / portal content management	Complete
	➤ Monthly communications to residents – newsletter / email / Facebook	Complete
	➤ Minimum 3 site compliance inspections each week to inc real estate and building compliance	Complete
	➤ Compliance breach case management – max period for open case being no more than 6 months. Any case closure correspondence to be issued within 7 days of remedy.	Complete
	➤ DCBL non-compliance report to be issued to Snr Body Corporate Manager monthly	Complete
	➤ Site maintenance matters to be issued to Facilities Team following each site inspection – AssetFinda software to be used	Complete
	➤ Bi – Monthly Body Corporate Manager site inspection with Compliance Officer.	Complete
	➤ Body Corporate Manager site BUP inspection with member of Facilities team	Complete
	➤ Change of Ownership, Address and Appt of Nominee forms processed within 48hrs of receipt and ack of same issued to resident	Complete

Additional BCS Operations

1. Building Works – Inspections undertaken two times per week by BCS and seven days per week by Security Services Team.
2. Compliance – Inspections undertaken two times per week. Report issued to PBC EC for further instruction for those matters issued with three or more breaches.
3. Website Formulation – Public landing page completed. Close to completion to present to the PBC EC.
4. Policy and Procedure review- Ongoing.
5. Implementing the commencement of StrataVote for future committee meetings.
6. Committee Induction Sessions held Thursday 4th April 2024 at 10am and 2pm.



Insurance

Insured Name	Date of Loss	Incident Description	Update
Sanctuary Cove PBC	07/08/2021	Notification Only	Notification Only – Resident – Walking her dogs along the path of Harbour Terraces and fell. No Movement on claim
Sanctuary Cove PBC	30/11/2021	Claim for Legal expenses – Owner suing another owner and PBC as respondent	Harbour Terraces matter. PBC named as respondent as PBC allowed renovation to proceed. Claim still ongoing
Sanctuary Cove PBC	05/01/2022	Third Party Hit Street Lamp – Masthead Way	Third party hit streetlamp on Masthead Way. SUU is awaiting repair report from Crawford and Company to progress the claim.
Sanctuary Cove PBC	16/01/2022	Resident – Twisted ankle on footpath	Notification Only – Resident twisted ankle on footpath at the Parkway near the golf driveway entrance. Settlement of claim paid to Claimant- \$14,000 Defence Costs- \$10,935.25
Sanctuary Cove PBC	02/04/2022	Resident – Cycling and fell	Resident riding push bike along road moved over for car and has fallen off when tyre come off road. No further approach has occurred from claimant file closed, can be re-opened if further information comes to light.
Sanctuary Cove PBC	21/04/2022	Notification Only- Motorbike Rider fell off bike	Notification Only No Movement on claim
Sanctuary Cove PBC	24/04/2022	Slip & Fall – The Boulevard	Notification Only No Movement on claim
Sanctuary Cove PBC	27/05/2022	Machinery Breakdown - Pump	Machinery Breakdown – Masthead Way. Claim with Insurer and it is their intention to decline claim.
Sanctuary Cove PBC	12/05/2023	Infrastructure Damage to pipes and lost water	Claim has been finalised in the amount of \$28,316.64

Legal Expenses

Sanctuary Cove Principal Body Corporate			Budget	150,000.00
Grace Lawyers	26.09.23	Schotia compliance		15.00
Grace Lawyers	26.09.23	Adelia compliance		1,212.50
Grace Lawyers	31.10.23	Bauhinia		935.00
Grace Lawyers	31.10.23	Schotia compliance		973.00
Grace Lawyers	31.10.23	Adelia compliance		2,829.00
Grace Lawyers	30.11.23	Bauhinia		4,345.00
Grace Lawyers	30.11.23	Schotia compliance		3,328.50
Grace Lawyers	31.12.23	Bauhinia		2,200.00
				15,838.00
			Balance	134,162.00



FACILITIES SERVICES

After Hours Call Outs

Date	PBC Emergency Repair
28/03/2024	Pump station 1 – Electrical Fault

Date	PTBC Emergency Repair

Contracts Subcommittee

N/A

Maintenance Contracts - Tenders

CR	Contract Review
CSC	Contract Sub Committee review of Contract/Tender documentation
EOI	Invitation for “Expressions of Interest”
RFT	“Request for Tender” invite Contractors to submit a bid for the provision of goods or services.
Evaluation	Undertake evaluation of received tenders
Approval	Seek/Obtain necessary approvals
Award	Award contract works to successful Tenderer

Tender	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
FTTH					CR	CSC	EOI	RFT	Eval	Appr	Award	
Street Sweeping					CR	CSC	EOI	RFT	Eval	Appr	Award	
Landscaping					CR	CSC	EOI	RFT	Eval	Appr	Award	
Waste and Recycling					CR	CSC	EOI	RFT	Eval	Appr	Award	

Complete	
In progress	



* As we prepare for the upcoming tender for landscaping, a comprehensive review of the scope is underway. This review is essential to ensuring that the new contract effectively meets the evolving requirements and expectations of the community.

Additionally, we are examining past special conditions of contract to identify areas where funds could be allocated more efficiently. Considering the growth of the resort, we are also evaluating the optimal team size to meet increasing demands.

Furthermore, we are reassessing mowing, pruning, and weed control frequencies to ensure they align with the current needs of the landscape and maintain the desired standards of maintenance. This thorough review process will enable us to develop a tender that not only meets but exceeds the expectations of all stakeholders involved.

Contractor Six (6) Monthly Review

Contract Review	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
FTTH												
Street Sweeping			✓									
Landscaping			✓									
Waste and Recycling			✓									

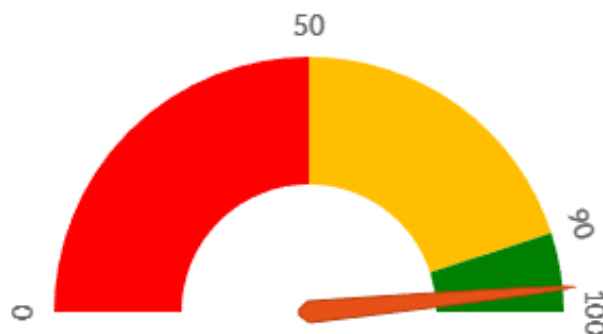
*Please refer to Newsletter dated 28th March 2024 for the latest update on landscaping contractor review.

Hazard Identification/Reporting

In November 2023, the Management team introduced Safety Champion (safety management software), to increase and strengthen our commitment to Workplace Health & Safety and Risk & Compliance Management.

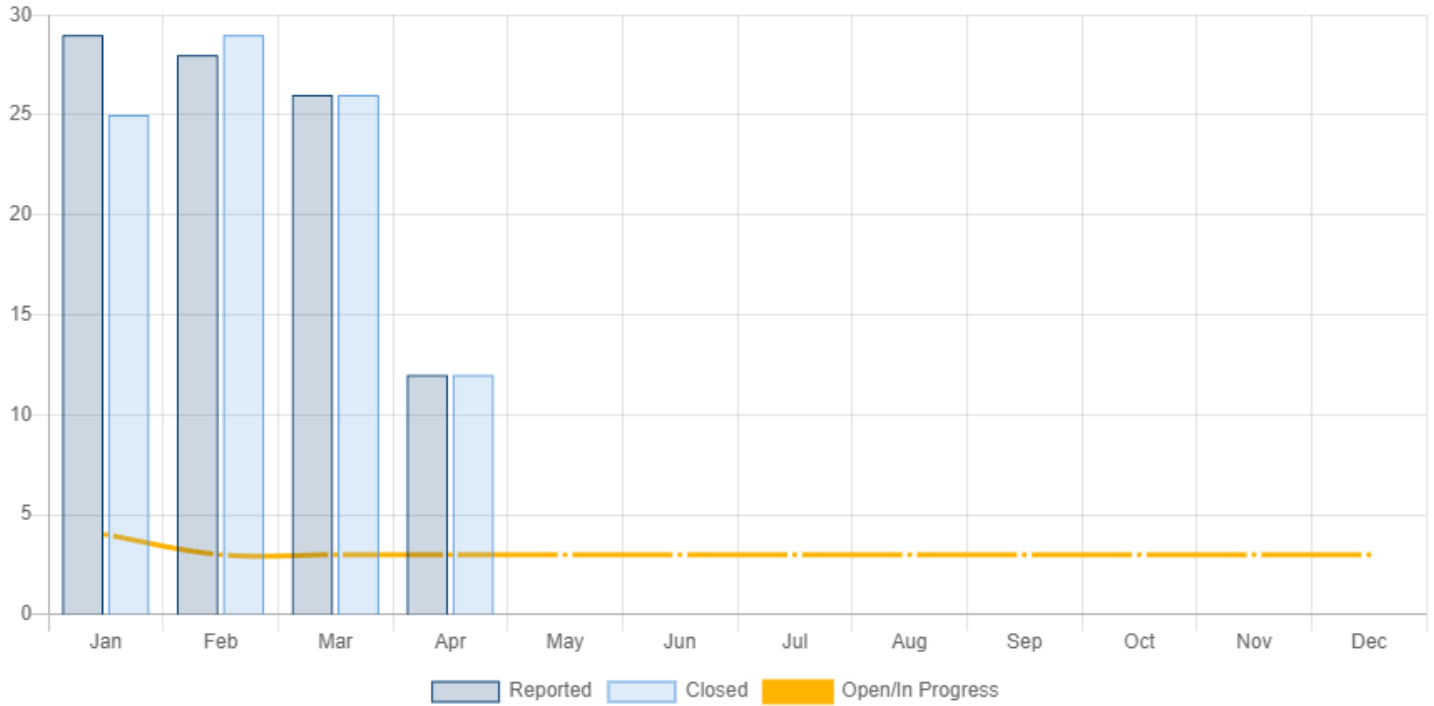
By centralising safety data and processes, this software streamlines the management of safety procedures, ensuring compliance with regulatory requirements and industry standards. Its ability to capture, track, and analyse safety incidents in real-time empowers the company to proactively identify potential hazards, implement corrective actions, and prevent future accidents. Moreover, safety management software facilitates communication and collaboration among all departments, fostering a culture of safety awareness and accountability. With features such as customisable reporting, mobile accessibility, and automated alerts, this technology enables the company to optimise safety practices, minimise downtime, reduce costs, and ultimately, safeguard the well-being of employees and assets.

97% Active Tasks within Deadline

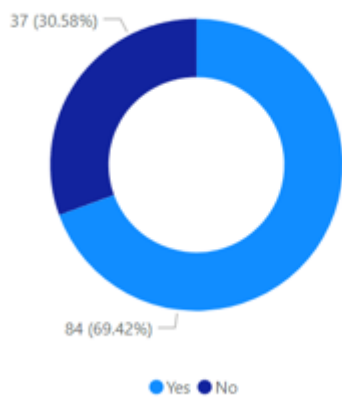




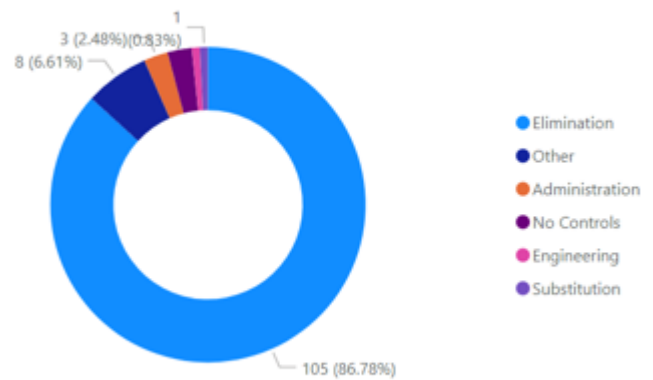
Summary by Month





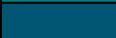
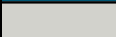
Actions Closed within Due Date

















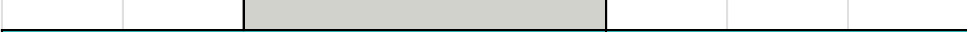
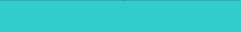




Highest Level of Controls Implemented



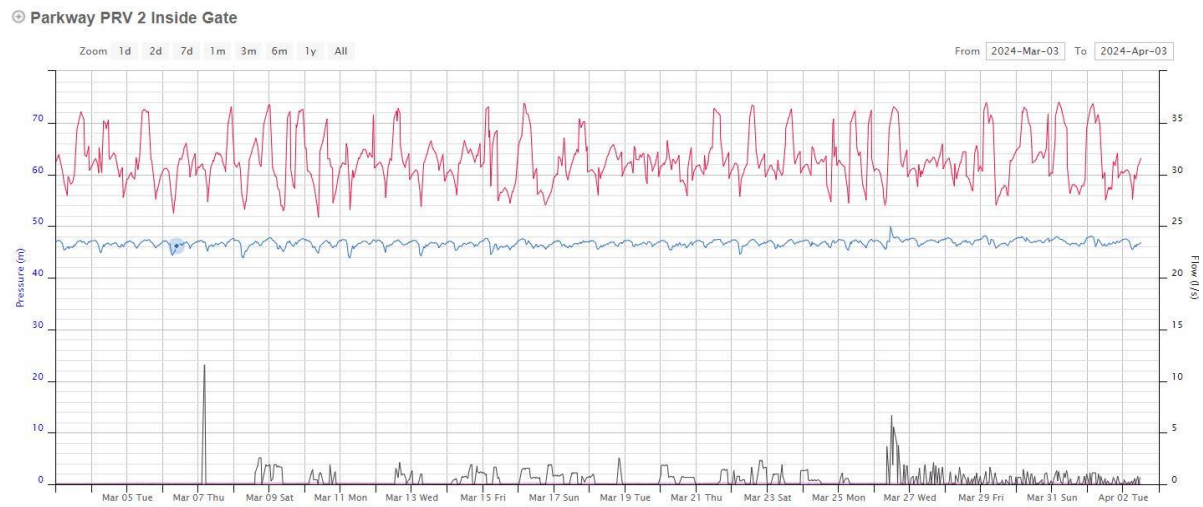
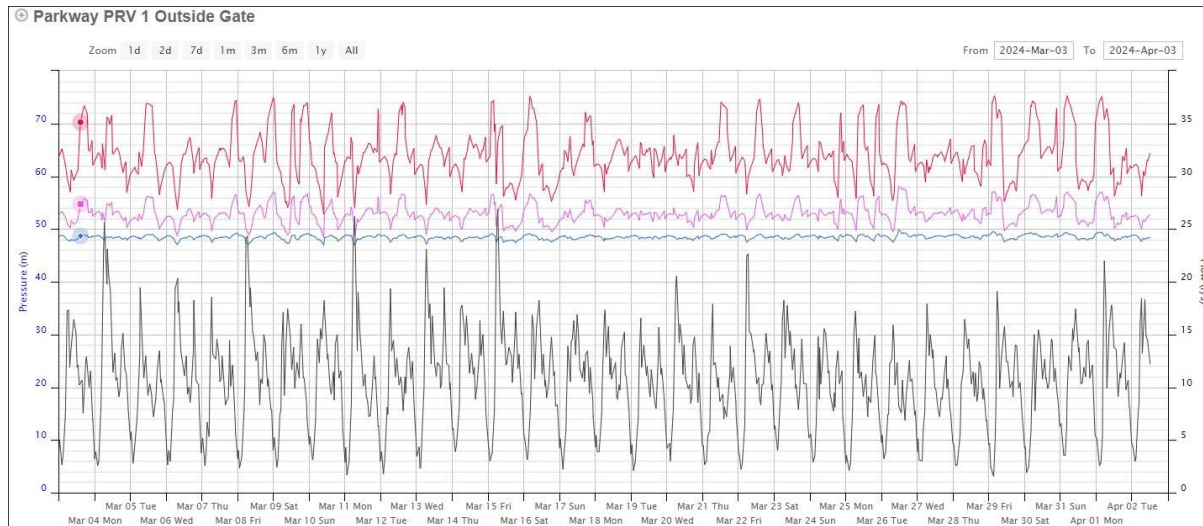
Sinking Fund Major Projects

In progress	
Complete	
Confirmed	
Estimate	

Project	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Asset management system review												
MDN Potable water - Consultant/Reports												
Tulip Lighting Year 2												
Electrical lighting - Butcherbird park lighting (inhouse)												
Revetment Wall												
Irrigation - Class A												
The Parkway - Silky Oak removal/replacement												
Landscaping - Year 2, 3 and 4 (PBC/PTBC)												
Park Signage												
Building management system												
Access systems												
Check/Isolation valves												
Village Gates - Paving												
Road - Parking Bays												
Olympic Road - Repave												
Muirfield Lane - Repave												
Kerb Year 4 (Cassia, Araucaria)												
Village Gates - Kerbing												
Switchboard upgrade												
Water meters x 230												
Pressure Management System												

Sinking Fund Major Projects

Project	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Bridge - Entry boulevard bridge paint												
Entrance boulevard lighting - Tulip/Up lights												
Electrical lighting - Bridge Lighting												
Electrical lighting - Bollards												
Irrigation - Class A												
Landscaping - Year 2, 3 and 4 (PBC/PTBC)												
Landscaping - The Address Gates												
Village Gates - Kerbing												
Village Gates - Paving												
Switchboard - 1x upgrade/replacement												
The Address Gates/Fence upgrade												
Gates/Fences - Vardon Lane												
Pressure Management System												



The Pressure Reduction Valves (PRVs), part of the Pressure Management Systems, were commissioned on January 15th, with set points compliant with Australian Standards AS/NZS 3500. Immediate reductions in pressure levels and fluctuations in the internal water network supply to Sanctuary Cove have been observed. The Pressure Management System will dynamically adjust network pressures to maintain a more consistent and reduced level across the potable network

Please refer to the adjacent graphs/data illustrating significant fluctuations in the incoming supply pressure from GCCC compared to the current supply pressures at Sanctuary Cove.

The Red/Pink axis represents the GCCC supply pressure. The Blue axis represents the supply pressure to the Sanctuary Cove site from the PRVs.

The relationship between pressure and leakage is typically greater than linear, indicating that even small reductions in pressure can result in disproportionately larger decreases in leakage and mains failures.

Key Performance Indicators

FACILITIES SERVICES	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	Achieved
LEADERSHIP/CUSTOMER SERVICE (WORK REQUESTS/PREVENTATIVE MAINTENANCE)							
PM - (MO) Percentage closed for month - Target 75%	81%	100%	75%	33%	25%		63%
Total % (Open vs Closed) Target 80%	82%	76%	75%	84%	84%		100%
Greater > 60 Days (Target <25)	7	10	14	8	16		100%
Total Outstanding <100	39	55	69	37	55		100%
Plumber jobs remaining > 30 days 2 average	0	2	2	0	1		100%
Electrician jobs remaining > 30 days 6 average	0	8	9	1	5		100%
Irrigation Jobs remaining > 30 days 5 average	5	6	1	0	1		100%
Priority 1 - Target >100 %	100%	100%	100%	100%	100%		100%
Priority 2 - Target >77.5 %	96%	100%	80%	100%	100%		100%
Priority 3 - Target >75 %	76%	76%	75%	78%	79%		100%
GOVERNANCE / COMPLIANCE							
	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	Total
FM - Monthly Site Inspection	✓	✓	✓	✓	✓		100%
Contractor Induction - Annual target 75%	78%	77%	76%	76%	78%		100%
Hazard identification - Target 2 each / 16 per month	17	16	24	26	21		100%
Risk Assessments - Target 2 each (Annual)							100%
Department Procedures - Target 1 (per month) 12 required for year	✓	✓	✓	✓	✓		100%
FM Departmental Audit - Risk Management - 6 Total							100%
FINANCIAL PERFORMANCE							
Administration Fund – Spend vs Budget	✓	✓	✓	✓	✓		100%
Sinking Fund Projects - Project Tracker	✓	✓	✓	✓	✓		100%
Asset Management System - Sinking Fund Update	✓	✓	✓	✓	✓		100%
Asset Management Report to CEO				✓			100%
Water Billing - Review zero/low reads	✓			✓			100%

*Note – Electrician on leave Jan 2024

Service Providers

Landscape Solutions	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24
1.1 Maximum number of failures P2	100%	100%	100%	100%	100%							
1.2 Response & Repair Timeframe	44%	55%	41%	50%	61%							
1.3 Preventative Maintenance	68%	62%	64%	65%	66%							
1.4 Document Compliance	100%	100%	100%	100%	100%							
1.5 Reporting	100%	100%	100%	100%	100%							
SPS	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24
1.1 Maximum number of failures P2	100%	100%	100%	100%	100%							
1.2 Response & Repair Timeframe	N/A	N/A	N/A	N/A	N/A							
1.3 Preventative Maintenance	100%	100%	100%	100%	100%							
1.4 Document Compliance	100%	100%	100%	100%	100%							
1.5 Reporting	100%	100%	100%	100%	100%							
Cleanaway	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24
1.1 Missed calls	2	2	4	1	0							
1.2 Missed Bins	12	6	3	7	5							
1.3 Complaints <5	0	0	6	3	1							
1.4 Document Compliance	100%	100%	100%	100%	100%							
1.5 Reporting	0%	0%	0%	0%	0%							

Motion 6.9

DISTRIBUTION:	ATTACHMENTS:	DATE:
<p>MOTION (PBC EC) The PBC EC recommends the PBC EGM approve the engagement of Australasian Marine Associates for the investigation and provision of a scope of works and report concerning the necessary actions and associated costs for dredging the Sanctuary Cove private harbours. Funds to be expensed to the Sinking Fund Harbours - 222372</p> <p>MOTION (PBC EGM) That the PBC EGM agrees to expend \$48,393.40 Inc GST plus a contingency of 10% in the amount of \$4,839.34 Inc GST for the engagement of Australasian Marine Associates for the investigation and provision of a scope of works and report concerning the necessary actions and associated costs for dredging the Sanctuary Cove private harbours. Funds to be expensed to the Sinking Fund Harbours - 222372</p> <p>And further notes that specific due to the nature of the works, only two (2) quotes were obtained. The PBC approves the reduction in the required number of quotes to be obtained from three (3) to two (2).</p>		

Objective

To prepare a comprehensive survey and soil sampling of Harbours 2, 3 and 4, facilitating the planning and tendering process for determining the most suitable method of dredging the Harbours (Secondary Thoroughfares).

Background

During a general meeting in 2019, the PBC approved surveys for Harbours 2, 3, and 4. Subsequently, soil samples were collected, surveys of the harbors were conducted, and in collaboration with Gold Coast Waterways, we initiated a dredging program in the same year.

We were unable to move material offsite due to the incomplete construction of the material recycling facility by the City of Gold Coast Council (CoGC) in Coomera. Consequently, material extracted from high silt areas was distributed across other Harbours where feasible.

Scope of works

The future planning and advice from Gold Coast Waterways and professional companies previously utilised, recommend that we revisit and resurvey the Harbours after four (4) years and reserve space at the re-cycling facility for the removal of silt.

In collaboration with the Gold Coast Waterways Authority, we have reserved/secured time slots at the facility for late 2025 and early 2026.

Whether we utilise the facility will depend on the samples taken from the Harbours, if the silt is toxic or contains contaminates, we will need to use the facility, if the samples are within acceptable levels, the silt material may be able to be barged out to sea, which is a cheaper option.

We approached two (2) companies who are experts in this field to provide quotes on the below scope of works.

- Mr. Damian Snell – Swash (recommended by Gold Coast Waterways Authority)
- Dr Daniel Spooner – Australasian Marine Associates Pty Ltd (Previously used to supervise 2019 dredging).

Scope of works

- The execution and delivery of a bathymetry survey of the harbours based on industry standards.
- The development of procedures for the assessment of physio-chemical sediment properties based on the approaches set out in the NAGD, with due consideration given to the National Environment Protection Measure (NEPM) guidelines for onshore disposal.
- Identify a list of contaminants based on a review of the existing data and potential contaminant sources.
- Determine the number and location of samples required to provide an adequate characterisation of the physical and chemical sediment properties in the area to be dredged.
- Maintain rigorous sample handling, transport, and storage processes to ensure sample integrity and high-quality data.
- Outline adequate QA/QC procedures for the field sampling and laboratory analysis.
- Provide a description of the statistical procedures used to determine the contaminant status of the dredged material.
- Describe the procedures for validating the analytical data to assess whether the sample collection, handling and laboratory analysis was undertaken to a standard allowing assessment of the sediment quality against the identified guidelines; and
- Implement the agreed SAP, including obtaining the samples and laboratory testing of the samples.
- Provide a draft SAP implementation report for review by SCBC; and
- Provide a finalised SAP implementation report.

Pricing

Swash \$46,967 (ex GST)

Australasian Marine Associates (ex GST)

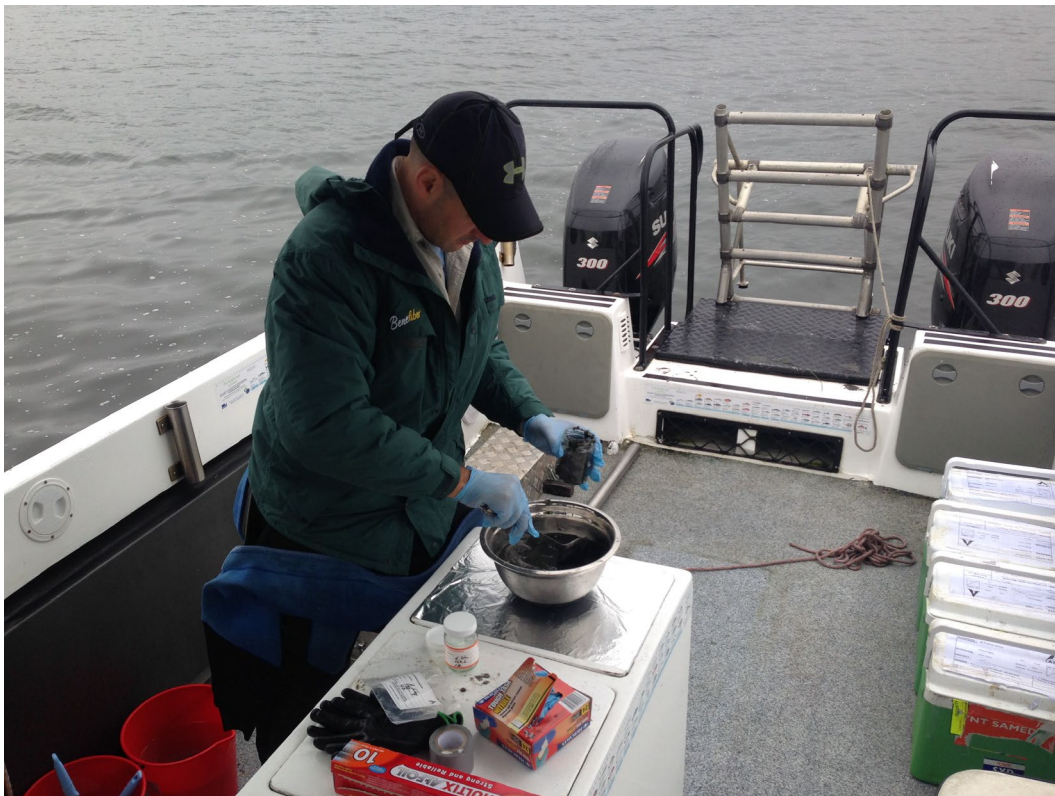
Task	Professional Fees	Expenses	Total
Bathymetry Survey	825	9,500	10,325
SAP Mobilisation	330	520	850
SAP Implementation	7,800	19,554	27,354
SAP Reporting	8,015	450	8,465
Total (ex gst)	16,970	30,024	43,994

Based on the scope to it is recommended to proceed with Australasian Marine Associates at a cost of \$43,994, as they present the most competitive pricing and have prior experience supervising the 2019 dredging project.

Attachments

1. Proposal - Australasian Marine Associates
2. Proposal - Swash

PROPOSAL FOR IMPLEMENTATION OF A SEDIMENT SAMPLING AND ANALYSIS PROGRAM – SANCTUARY COVE



Sanctuary Cove Body Corporate

Date: 13th December 2023

Prepared by:

Dr Daniel Spooner & Dr Adam Cohen
Managing Directors & Principal Marine Scientists
Australasian Marine Associates Pty Ltd
Australia. Mobile 0404 834 164 or 0413 033 500
ABN: 47 602 913 762 ACN: 602 913 762

Front cover: AMA 2020 Maintenance Dredging SAP Investigation.

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Australasian Marine Associates has prepared this document for the purposes of bidding on the SAP work required in Sanctuary Cove Body Corporate Canals. It has been made available to your organisation for the sole purpose of tendering for this work and all information contained within it is under copyright. No other party should rely or access this information without prior written consent of Australasian Marine Associates. This document has been prepared based on confidential information provided from the client and its description of what is required. Australasian Marine Associates may have also relied on other information provided by third parties to prepare this document, some of which may not have been verified. Subject to the above conditions, this document may be transmitted, reproduced or disseminated only in its entirety.

1.0 INTRODUCTION

Sanctuary Cove Body Corporate (SCBC) administers the management of the waterways within the Sanctuary Cove tenure (i.e. Harbour 2, 3 and 4). These Harbours are located in the lower reaches of the Coomera River and are subject to periodic sediment deposition, primarily driven by riverine flow events.

AMA is aware that SCBC is planning to address the accumulated sediments within the harbours and interconnecting canal systems. To achieve this dredging will be required across the vast majority of the waterways. Prior to any dredging, consistent with the National Assessment Guidelines for Dredging (NAGD), (Commonwealth of Australia, 2009), there is the need to characterise the sediments for either offshore or onshore disposal, prior to dredging.

Australasian Marine Associates (AMA) appreciates the opportunity to submit a proposal for the implementation of a sediment sampling and analysis plan (SAP) prior to the dredging works. AMA can offer immediate support and deliver the required outcomes promptly.

The aims and objectives of this project are as follows:

- Undertake a bathymetry survey of all harbour areas, to provide an updated bathymetry profile of the system, which will inform the sediment sampling program;
- To implement a sediment sampling and analysis investigation which considers the sampling approach specified in the NAGD (Commonwealth of Australia, 2009); and
- Characterise the sediments for either onshore or offshore disposal.

1.1 Scope of Work

The following tasks comprise the scope of works:

- The execution and delivery of a bathymetry survey of the harbours based on industry standards;
- The development of procedures for the assessment of physio-chemical sediment properties on the basis of the approaches set out in the NAGD, with due consideration given to the National Environment Protection Measure (NEPM) guidelines for onshore disposal;
- Identify a list of contaminants based on a review of the existing data and potential contaminant sources;
- Determine the number and location of samples required to provide an adequate characterisation of the physical and chemical sediment properties in the area to be dredged;
- Maintain rigorous sample handling, transport and storage processes to ensure sample integrity and high quality data;
- Outline adequate QA/QC procedures for the field sampling and laboratory analysis;
- Provide a description of the statistical procedures used to determine the contaminant status of the dredged material;
- Describe the procedures for validating the analytical data to assess whether the sample collection, handling and laboratory analysis was undertaken to a standard allowing assessment of the sediment quality against the identified guidelines; and
- Implement the agreed SAP, including obtaining the samples and laboratory testing of the samples;
- Provide a draft SAP implementation report for review by SCBC; and
- Provide a finalised SAP implementation report.

2.0 METHODOLOGY

2.1 Bathymetry Survey

AMA proposes to engage Sand Maps Pty Ltd to undertake the 2023 bathymetry survey of the harbours.. The area for the survey is illustrated in **Figure 1**.



Figure 1. Bathymetry survey area.

2.2 Sediment Sampling and Analysis Plan

The SAP will be executed consistent with the requirements of the NAGD (Commonwealth of Australia, 2009). The 2017 bathymetric survey returned a dredge volume of 92,585 m³. This volume would return the harbours to the original design depth (-3.1 AHD). The 2017 Bathymetry did not include the broader harbour 2 area, only the areas within the tenure of Sanctuary Cove. Further guidance from SCBC is required to determine the need, desire, to maintenance dredge the broader Harbour 2 area¹.

¹ This is a critical point of clarification because dredging outside of the SCBC tenure will attract the need for additional permitting from SARA and other concurrence agencies.

Once the bathymetry data has been delivered, AMA will fine tune the sampling strategy. In the first instance we have adopted the NAGD (CoA, 2009) requirement for 19 sampling locations based on a dredge volume between 100,000m³ and 141,000m³. We have also assumed that the depth of the dredge cut is on average 1.0m. Therefore, samples will be collected at 0-0.5m and 0.5-1.0m. Once the sampling locations and depths have been defined, AMA will revisit the sample number allocations and refine them where required.

To provide a baseline understanding of the likely contaminants of concern, AMA has briefly considered the surrounding land uses, historic activities and previous sampling in nearby areas (GHD, 2016², AMA, 2019³). Based on the outcomes of these investigations, the sediment in the lower Coomera River is typically not contaminated. Therefore, a refined list of potential contaminants of concern has been determined which include:

- Total metals and metalloids;
- Organics (TPH); and

In addition to the contaminants listed above, the following additional analyses are proposed to provide information regarding the physical characteristics of the dredge material:

- Particle size distribution (75µm to +75mm);
- Total organic carbon (TOC);
- Acid Sulfate Soil (SPOCAS); and
- Moisture content.

We have also made an allowance for a Tributyltin (TBT, MBT, DBT) pilot study to ensure this potential contaminant of concerns is addressed (i.e. There are no industrial slipways in the area, but there are many vessels that berth in the area). The pilot study is in accordance with NADG, with 20% of the sampling effort (i.e. 4 locations will be tested for TBT).

2.2 Sampling and Analytical Quality Control

Triplicate samples will be collected at a pre-determined sample location and a triplicate laboratory split at another pre-determined sample location. **Table 1** provides details of the total number of samples, including primary, duplicate splits and triplicate samples. A total of 38 primary samples and eight QA/QC samples will be collected for sediment sampling program.

Table 1. Mordialloc Creek Marina Sediment Sampling and Analysis Program

Sample Type	Core sub-samples
	Sediment
Primary Samples	38
Duplicate Splits*	4
Triplicate Samples**	4
TOTAL	46

² GHD (2016) Development of Navigational Channel Designs and Operational Dredge Management Plan for Dredging the Lower Coomera River Sediment Characterisation Report. Prepared for GCWA.

³ AMA (2019) Sediment Sampling and Analysis Plan Implementation Report Sanctuary Cove. Prepared for Mulpha.

*A single core (that is, 5% of the total number of dredge sampling locations) will be homogenised, split into three containers, uniquely labelled and separately analysed in difference lab batches.

** Triplicate core samples will be taken at one pre-determined location (10% of the total number of sample locations). The triplicate core sample site will include a total of three cores (one primary, as well as a duplicate and triplicate core), all treated as separate samples.

2.3 Data Analysis

The analysis of sediment samples will be undertaken using Pro UCL Version 5. The analysis will include standardisation of all organic compounds to 1% TOC and calculation of the 95% UCL of the mean for comparison with screening levels. Pro UCL Version 5 will be used to examine the distribution of the data and the data transformed where required, prior to calculation of the 95% UCL.

Tables will be prepared for PSD and the NAGD Suite, which will include the analyte/compound names, laboratory detection limits, results and the relevant NAGD screening levels and Fill Material Criteria, as prescribed in NAGD (CoG, 2009) and NEPM (1999). The suitability of the dredge material will be defined by comparing the environmental test results with the NAGD (2009) guidelines for offshore disposal and the Fill Material Criteria (NEPM, 1999) for onshore disposal. In addition the sediment samples will be screened for potential acid sulfate soils based on the Queensland QUASIT guidelines.

If any of the 95%UCL results for any of the contaminants of interest are above the screening levels, this may require additional laboratory work to determine the bioavailability and potential toxicity of the dredge material. Any additional work however, will not proceed without written permission from SCBC.

2.2. SAP Implementation

To fulfil the requirements of the SAP, AMA will mobilise and undertake the sediment investigation within the proposed dredge area using a highly experienced SAP facilitator (Dr Daniel Spooner). Hand driven piston core sampling will offer SCBC a cost-effective approach and from our experience this method of sampling is capable of achieving the results required. AMA proposes to collect 0-0.5m and 0.5-1m core samples at each location.

2.3 Sample Management

Sample management procedures will include the careful collection of sediment samples from the core tube (0.5m intervals to 1m), following the recovery of the sediment sample from the seabed. Photographs of the cores will be taken and field personnel will log each core profile for its physical characteristics and variations in sediment type and texture. The core length will be measured and the appropriate subsamples taken in a clean, stainless steel bowl for homogenisation prior to the filling of analytical laboratory-supplied clean sampling jars.

QA/QC samples will be labelled to ensure that the laboratories cannot relate the QA sample back to the primary sample. All sample handling and processing will be performed to minimise contamination and sample mix-ups. All sample equipment will be cleaned prior to sample collection using a scrubbing brush with decontamination solution, followed by a rinse with seawater.

The workspace on the vessel/land will be washed down regularly with ambient seawater to clean all surfaces and minimize the potential for contamination of samples. All sample processing will be undertaken away from any potential contamination sources such as engine exhausts, fuels, oils, greases,

lead weights, zinc anodes, antifouling paint etc.

Nitrile gloves will be worn by all field personnel handling the sediment, and gloves will be disposed of after processing of each core sample. Following sample processing and filling of sample containers, all samples will be immediately chilled. The chilled samples will be submitted to the laboratory under appropriate Chain of Custody documentation to ensure that the sample possession and processing can be traced from sample collection to reporting of results.

The acceptability of each sediment core will be determined immediately following collection, and the criteria for acceptance of the core will include:

- No obvious loss of surficial sediment;
- The core must have entered the profile vertically;
- There must be no gaps in the stratigraphy;
- There must be no disturbance of the sediment stratigraphy; and
- The core must reach the depth of 1.0m, or core refusal in clay, dense sand or rock.

The sampling device will be thoroughly cleaned prior to use and cleaned and rinsed with seawater between sampling locations to prevent cross contamination between samples. An appropriate number of samples will be obtained from each sampling location and composited to collect sufficient volume of sediment for all analyses.

2.4 Core Log

All sediment cores will be logged upon collection on a standardised pro-forma. The following information will be recorded:

- Sediment colour;
- Sediment odour;
- Field texture (fine sand, silt, clay, sand, clayey sand); and
- General comments pertaining to the sample (e.g. presence of organic matter or benthic organisms, etc).

2.5 Deliverables

As a minimum the following deliverable will be provided to SCBC:

- Bathymetry across all harbours (i.e. similar to 2017 outputs);
- The draft SAP implementation report will be presented to SCBC for review;
- Following SCBC review of the report, any edits will be made, the final SAP report will then be finalised and submitted.

The concise SAP Implementation Report will include the following:

- A summary of the objectives and findings;
- An introduction including appropriate maps and / or figures of the location of the study area;
- A description of methods, fieldwork and analyses carried out;
- GIS maps, data and locations (easting and northing) of any fieldwork effort;

- Provision of the results including relevant maps / illustrations / graphs of findings and details of any statistical results. All raw and relevant processed data must be provided in an Appendix including any laboratory reports. Field logs containing environmental conditions, field observations and sampling notes must also be appended to the report;
- Quality requirements;
- Interpretation and discussion of the findings;
- Conclusions; and
- Recommendations (where appropriate or required).

The draft report will be submitted to SCBC for review and comment will be submitted within 20 business days of completion of fieldwork and analysis. SCBC will be provided a review period of five (5) business days.

The appendices will include the field sheets and sediment core logs, with AGD94 coordinates listed, as well as chain of custody forms and analytical laboratory reports. Analytical laboratory reports will include QA/QC results as well as the results of sample analyses. The Final Report will be prepared after considering SCBCS consolidated list of comments on the Draft Report and discussing with SCBC any areas requiring clarification or further consideration.

2.6 Health and Safety and Contractor Obligations

Prior to sampling, Australasian Marine Associates will develop:

- A health, safety and environment plan (HSE Plan), which includes a description of health and safety precautions in regards to the contaminants, chemicals and equipment. This plan will be accompanied by a risk assessment, list of field personnel, emergency contacts and emergency procedures.
- Prior to sampling, all equipment will be thoroughly checked and repaired if necessary. A secondary GPS, multiple spare core barrels and tools to fix minor problems with coring equipment will be taken on the vessel in the event of gear failure. In the unlikely event of equipment failure during sampling, repairs to any equipment would be undertaken as soon as possible to minimise delays as far as practical.

3. PREVIOUS EXPERIENCE & TECHNICAL KNOWLEDGE

For SCBC, AMA offers a team of highly experienced professionals that have demonstrated experience for the development of approved SAP's, implementation, and reporting marine sediment sampling. The team consists of AMA Managing Directors.

Australasian Marine Associates

Australasian Marine Associates (AMA) provides specialist marine environmental engineering consulting services for aiding the inception, execution and delivery of marine infrastructure projects. Founding Directors of Australasian Marine Associates, Dr Daniel Spooner and Dr Adam Cohen have worked for many years for the large engineering consultancy firms, as well as directly for Ports. Their breadth of experience is vast and together they aim to offer the best consultancy services at affordable rates. They have written this proposal, and will be involved in every aspect during the execution of the sampling, interpretation of the results and reporting to SCBC. This is not a common practice in the consulting sector and offers SCBC significant advantages and assurance for high quality outcomes.

AMA has demonstrated experience in marine consultancy with significant experience in the conduct and management of marine sediment sampling programs for dredging projects around Australia and internationally. Our proposed Project Director (Dr Adam Cohen) will bring the foundations of project management and project delivery. He will ensure the timely delivery of high quality technical reports, delivered both on time and on budget.

AMA has executed a large range of geochemical related works, including overall project management and delivery of the Sanctuary Cove Marina SAP, Sanctuary Cove Body Corporate Harbour Entrances SAP and Gold Coast Broadwater Maintenance Dredging SAP. Our project team has also previously undertaken sediment geochemistry and characterisation studies for a range of other projects, including clients from Gippsland Lakes in Victoria to Truscott Airbase in the Kimberly, including recent vibrocoring investigations for the Port of Apollo Bay for Council and DELWP. Full details of our experience including CV's and AMA Capability Statement can be provided to SCBC if requested.

Experienced field coordination will be of the utmost importance for the successful execution of the sediment investigations. Australasian Marine Associates, with our Alliance partners is highly experienced in conducting marine sediment geochemistry sampling programs and understands the specific requirements for undertaking these works successfully (i.e. working with vibrocoring technicians, ensuring sample integrity, labelling procedures, managing contaminated sediments, etc.). For this project, AMA is offering a highly experienced Field Coordinator, who will oversee and manage all aspects of the field based work (Dr Daniel Spooner). Daniel has been involved in over 50 SAP and overwater sediment investigations, many of which have involved piston coring, for characterising dredge material for clients around Australia.

3.1 Technical Knowledge

Both of the AMA Managing Directors hold PhD's in marine environmental chemistry and have a detailed knowledge of sediment and contaminant cycling within the marine environment. They have led scientific studies on the fate and ecological cycling of trace metals and organic contaminants within the marine environment. They have been engaged by Australian Universities (i.e. Swinburne University & Central Queensland University) to deliver post graduate lectures on the application and technical aspects of the NAGD (2009).

4. AVAILABILITY & SCHEDULE

AMA will prioritise the 2020 SCBC bathymetry and sediment sampling work, and from initial discussions with the surveyor it is envisaged that the bathymetry will be completed in September 2020. Finalisation of the SAP design will occur in late September and fieldwork pre-mobilisation would commence immediately after. The draft report would be delivered in late October 2020.

5. PROFESSIONAL FEES AND EXPENSES

The bathymetry and entire sampling, analysis and reporting for the SAP can be undertaken for **\$43,994** (GST exclusive). A breakdown of costs is provided in **Table 2**.

Table 2 Fees and Expenses for the SAP.

Task	Professional Fees	Expenses	Subtotal
1. Bathymetry Survey	\$825	\$9,500	\$10,325
2. SAP Mobilisation	\$330	\$520	\$850
3. SAP Implementation	\$7,800	\$19,554	\$24,354
4. SAP Reporting	\$8,015	\$450	\$8,465
Subtotal:	\$16,970	\$30,024	\$43,994

6.0 ASSUMPTIONS

The fees and expenses provided are on the basis of the following assumptions:

- Assumes that the analytical suite proposed is suitable for purpose. This analytical suite is based on potential anthropogenic sources and a review of previous investigation in the area;
- Assumes that no State or Commonwealth government approvals are required prior to execution of the works. AMA has used our best judgement to undertake the works consistent with the best practice approach provided in the NAGD;
- If any of the 95%UCL results for any of the contaminants of interest are above the screening levels, this may require additional laboratory work to determine the bioavailability and potential toxicity of the dredge material. Any additional work however, will not proceed without written permission from SCBC to proceed;
- The analytical testing includes 38 primary samples and 8 QA/QC samples;
- Assumes the field program will be completed within two days. This will be subject to appropriate weather conditions to allow for safe work operations;
- Assumes core refusal after multiple (3) attempts;
- Assumes one review of the draft SAP Implementation Report by SCBC prior to finalisation; and
- Goods and Services Tax to be charged.

7.0 CONDITIONS OF ENGAGEMENT

Prior to commencement, written authorisation (PO) will be required from SCBC. Progress invoices will be issued based on the proposed payment schedule below with seven day terms. AMA has current Public Liability (\$10 million) and Professional Indemnity (\$1 million) insurances. Insurances certificates can be provided on request.

Proposed Payment Schedule:

Project Works	Contract Payment Terms (% contract Value)
Inception – AMA engagement.	30%
Completion of SAP field work.	50%
Final Report Accepted.	20%

27 March 2024

Dale St George
Chief Executive Officer
Sanctuary Cove Body Corporate
Email: dale.stgeorge@scove.com.au

Dear Dale,

1. Background

We have enjoyed the opportunity to provide pro-bono support to you and the SCBC team over the last couple of months to provide guidance and direction on the requirements to successfully deliver this proposed Harbours 2, 3 and 4 dredging project.

To recap our **initial steps** recommended below, we have now completed steps 1 and 2. This proposal is to complete steps 3 and 4.

1. **Aerial image/footprint plan** of proposed dredge area.
2. **Bathymetric (seabed) survey** of this area – we use the **volume of sediment** (m³) calculated above your proposed design depths to determine the number of sediment sampling locations we are required to do in accordance with the NAGD.
3. Prepare **Sediment Sampling & Analysis Plan (SAP)**
4. **Undertake field sampling, lab analysis** and finalise Sediment SAP implementation report.

Once we have the volume of material, and know the physical (silt, clay, sand) and chemical (contaminated or not, acid sulphate soils) characteristics, we can then select the most feasible placement options (CDSMF, onshore, underwater, at-sea) and **dredge methodology**.

The last stage prior to actual dredging works will be to then get the appropriate '**approvals**' and **management plans** in place to proceed.

Again we can manage and lead all these steps from start-to-finish.

We pride ourselves on our prompt delivery, technical and specialist knowledge, communication and high-quality deliverables to ensure the successful delivery of this project for you, your team and the Sanctuary Cove community.

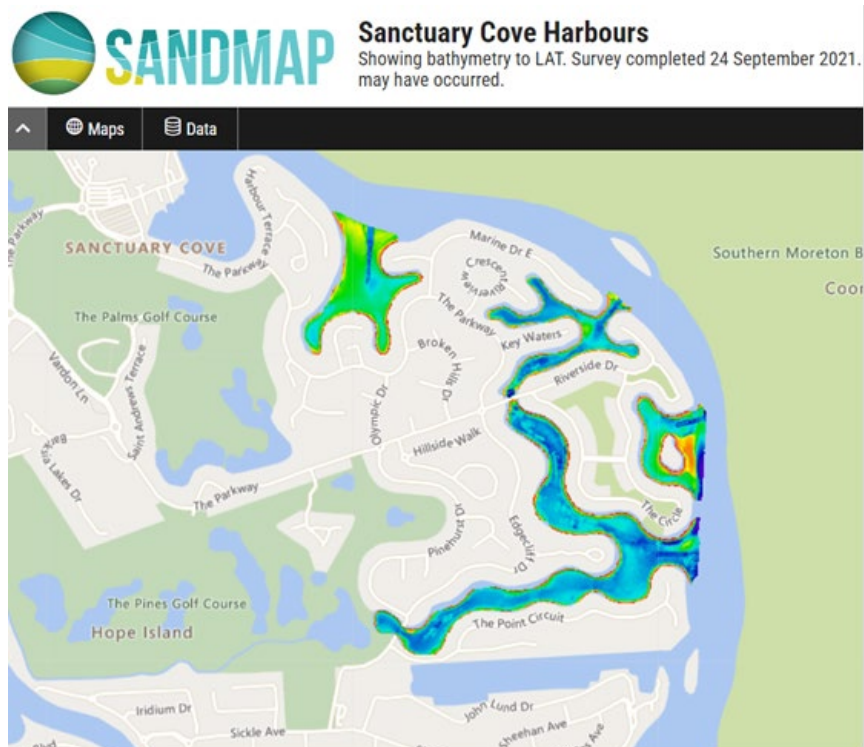
2. Sediment sampling requirements

Sediment sampling and analysis is required for all dredging projects to ensure the sediment is both physically and chemically (not contaminated) suitable for various onshore or underwater placement options.

The number of required sediment sampling locations is determined in accordance with [Table 6 of the National Assessment Guidelines for Dredging](#) (NAGD, 2009).

It is based on the required dredged volumes, likely contamination, previous sediment studies and harbour characteristics.

We used the most recent surveys (Sep 2021, SandMap) to determine the volume (183,000 m³) of sediment required to be removed to restore navigable design depths of -3.1m (AHD) or **-2.54 m (LAT)**. We also calculated the total volume (275,000 m³) to **-2.84 m (LAT)** to allow additional overdredge tolerance or insurance depth. These numbers are provided in the table below.



Sanctuary Cove - Harbours 2, 3 & 4 - No. of sediment sampling locations

Harbour	footprint area (m2)	Dredge volume (m3) to -2.54m	0.3m overdredge/insurance volume	Total Dredge volume (m3) to -2.84m	No. of sampling locations (NAGD) - 4 x SEPARATE harbours
2	62,706	55,501	19,028	74,529	15
3	41,556	18,815	12,892	31,707	10
4 north (small)	42,480	44,214	12,913	57,127	13
4 south (large)	153,675	64,452	47,425	111,877	19
Totals	300,417	182,982	92,258	275,240	
No. of sampling locations (NAGD) - COMBINED AREAS		21		23	57
No. of sampling locations (NAGD) - if 'potentially clean' we have halve (50%) sample numbers and round up.		11		12	29

Further commentary on above table and sampling location requirements is provided below:

- If all harbours were treated as separate individual locations than 57 sampling locations would be required;
- However, given harbours have the same residential harbour characteristics and all located nearby and adjacent to Coomera River, it is suitable to treat as 'one combined' area.
- The **total dredge volume** is around **183,000 m³ (to -2.54m LAT)** and **275,000 m³ (to -2.84m LAT)** if allowing for over-dredging tolerance (or insurance depth).
- The NAGD then requires 21 to 23 sampling locations for this combined area (Harbours 2, 3 and 4)
- There is merit that these harbours can be considered 'potentially clean' from a contaminant perspective (as per AMA 2019 entrance sampling and GHD 2016 Coomera River sampling).
- Hence the total number of sampling locations could be reduced **to 12**.
- It would be good (from a statistical analysis perspective) to have a minimum of 3 samples per each of the 4 harbour areas.
- Due to larger volumes, 6 samples are recommended in the largest harbour 4 (south) and 3 each in other harbours – 2, 3 and 4 (north) = **15 in total**.

We propose a mixture of 8 core samples (to design depth) and 7 'grab' samples across the harbours. Additional quality control / assurance samples will also be collected and analysed. Core samples will be split into two layers (0.0 – 0.5m and 0.5 – 1.5m) and each layer sample analysed accordingly along with the grab (0.0 – 0.5m) samples.

3. Field sampling and lab analysis

We will prepare a Sediment Sampling & Analysis Plan (SAP) to detail the requirements of field sampling work (quality control, chain-of-custody, historical sampling results, proposed sampling).

We will then undertake field sampling over 2 days and have lined up an appropriate vessel/skipper to support these works.

Following these field works, all samples will be placed in eskys and forwarded to laboratory for analysis of:

- Particle size distribution (gravel, sand, clay, silts)
- Moisture content
- Total organic carbon
- Organotins (such as Tri-butyl-tin, TBT)
- Heavy metals
- Hydrocarbons,
- Pesticides
- Acid sulphate soils, and
- Nutrients

4. Reporting

Following lab analysis of samples, a final, and detailed, Sediment Sampling & Analysis Plan Implementation Report (SAPIR) will be delivered.

The conclusions of which will state whether sediment is suitable (physically and chemically) for either underwater or onshore placement. Additionally, if any treatment would be required if brought onshore.

This report will be required for subsequent discussions with GCWA and DES and to support future dredging environmental approvals applications.

5. Investment

Swash has vast specialist experience managing and undertaking these works. Damian and Alex (CVs attached) will be undertaking all field works and report writing.

We can provide guidance and arrange early consultation with GCWA and DES following completion of these works.

Sanctuary Cove Body Corporate's investment for this deliverable is \$46,967 ex GST. Over half of this fee is for direct laboratory analysis and vessel hire costs.

We look forward to supporting SCBC with this next important project stage.

We also have an experienced and specialist team in place to determine the most sustainable and cost-efficient dredging or bed-levelling methodologies; and to navigate the environmental approvals process.

If successful, we will aim to undertake field sampling by mid-April with the final SAP implementation report to be provided by the end of May 2024.

Kind regards,



Damian Snell

Director and Principal Consultant

Swash Project Delivery

www.swashpd.com.au

damians@swashpd.com.au

0409 282 110

Attachment A – CVs



Current position

Swash Project Delivery Pty Ltd
Director & Principal Consultant
(2016 – present)

www.swashpd.com.au

Profession

- Program/Project Manager
- Dredging & Sand Management
- Environmental Compliance
- Civil Engineering

Previous positions

North Queensland Bulk Ports
Principal Advisor Environment
2017-2019

Unitywater
Principal Project Manger
2015-2017

Gippsland Ports
Manager Port Access
2012-2015.

AECOM
Senior Project Manager
2004-2012

Qualifications and Industry training

- ✦ Bachelor of Civil Engineering (BE, Honours)
- ✦ Graduate Certificate of Water Resources and Coastal Engineering (Hons)
- ✦ Registered Professional Engineer (RPEQ no.18007)
- ✦ Graduate of Australian Institute of Company Directors (GAICD)

Memberships

- ✦ PIANC (Aus/NZ)
- ✦ Australian Coastal Council

Nationality

Australian

I successfully and sustainably deliver dredging and sand management programs, projects and strategies for the benefit of the environment, community, client and regulators.

Profile

Damian has over 20-years' experience as a Project (Construction and Environmental) Management Professional. His career includes experience in both the public and private (consulting) sectors across the Ports and Water Utilities industries.

Damian's strength is his unique skill set across dredging, environmental compliance and large civil projects including significant trenchless and under channel pipeline projects. Has successfully obtained critical long-term 10-year Commonwealth Sea Dumping and Marine Park permits for maintenance dredging at ports around Australia – Hay Point, Weipa, Amrun (Qld) and Lakes Entrance (Vic). Able to develop strong stakeholder relationships with port operators, regulators, the community, environmental organisations and other government departments to ensure successful delivery of projects and compliance with regulatory conditions.

Provides detailed oversight of project budget, risk and schedule and ensures timely and quality communication and reporting to key internal and external stakeholders

Skills, knowledge and experience has been gained at all levels of management including:

- Project and Program Management
- Construction Management
- Environmental and Regulatory Compliance
- Environmental monitoring and management
- Stakeholder Engagement
- Dredging Approvals
- Evaluating Tender Proposals, Contract and Negotiation
- Conducting Audits
- Progress Meetings and Reporting

Project Highlights

Swash Project Delivery (Swash)

Port of Hay Point maintenance dredging program (2024)

Dredging Supervisor (North Queensland Bulk Ports)

- Project management and environmental support for 200,000m³ program utilising the TSHD Brisbane (2900m³) and nearshore placement.

Adelaide Beach Management Review (2024)

Specialist Dredging & Sand Management Advisory (SA Department of Environment and Water)

Port of Melbourne maintenance dredging & Webb Dock berth 4 dredging (2023-2024)

Onsite Dredging & Environmental Project Management support (Heron – PoM)

- Backhoe maintenance dredging of approximately 70,000 m³ of contaminated and non-contaminated sediment from all PoM major berth pockets at Webb Dock, Swanson Dock, Appleton Dock and Station Pier cruise terminal.

Port of Weipa and Amrun maintenance dredging program (2023)

Dredging Supervisor (North Queensland Bulk Ports for Rio Tinto)

- On-site dredging, survey, and bed-levelling supervision of TSHD *Brisbane* (2,900 m³) to relocate 780,000 m³ to approved at-sea placement areas.

Coomera River, Seaway Entrance and West Crab Island Channel dredging project (2023)

Dredging/Environmental support (McKay Maritime for Gold Coast Waterways Authority)

- Contractor side specialist dredging project management of TSHD *Discovery* (500m³), CSD *Nu Compact* and bed-levelling activities

Maroochydore and Mooloolaba beach nourishment (2023)

Dredging advisory (Sunshine Coast Council)

- Preparation of dredging technical specifications for Maroochydore and Mooloolaba beach nourishment and dredging contracts (CSD) for 2024 – 2027 dredging program including ongoing support.

Port Welshpool harbour access project (2023)

Dredging/Environmental Advisory (Gippsland Ports)

- Provide dredging approvals lead and project management of various supporting investigations/studies (bathymetric analysis, economic, sediment sampling, metocean, environmental values, beneficial reuse) to support State approvals.

AIMS Wharf sand shifting trial (2023)

Sand management / Environmental Advisory (Australian Institute of Marine Science)

- Prepare and obtain State and Commonwealth (GBRMPA) approvals for sand shifting trial within the Great Barrier Reef Marine Park.

Surfers Paradise Sand Backpass Pipeline (2022–23)

Sand Management Advisory (City of Gold Coast)

- Provided detailed cost estimates and market sounding for operation of the SPSBP from Gold Coast Seaway to Main and Narrowneck beaches via 7km pipeline and four (4) booster pumps.

Port Kembla Gas Terminal (PKGT) Stage 2b project (2022-23)

Dredging Environmental Lead (Heron Construction for Squadron Energy)

- Ensuring compliance with 12 management plans (inc. water quality, air quality, acid sulphate soils, asbestos, construction, dredging, flora & fauna) and approvals related to dredging of 450,000 m³ of sand and ASS material for reclamation in Outer Harbour utilising a dredging fleet of over 10 vessels including the *Machiavelli* Backhoe dredge.

Noosa Spit Shoreline Erosion Management Plan (2022-23)

Dredging Advisory (Noosa Shire Council)

- Provide dredging advisory and tender/contract support for sand nourishment of Noosa Spit via dredging from Noosa River.

Port Hacking Navigation Channel dredging project (2021-23)

Dredging Project Manager (Sutherland Shire Council funded by Transport for NSW)

- Client-side specialist dredging project management to remove around 60,000m³ of sand with a small TSHD from Port Hacking navigation channels and purposeful placement nearshore at Cronulla beaches for beach nourishment and coastal protection.

Barmah-Millewa Reach (Stage 2) – Sand management (2021-22)

Sand Management Advisory (Streamology for Murray-Darling Basin Authority)

- Assessment of various sand extraction methodologies; placement/treatment locations to assist with restoring channel capacity in this section of the Murray River.

Seaway, North and South Channel dredging project (2021)

Dredging Project Manager (Riverside Marine for Gold Coast Waterways Authority)

- Contractor-side specialist dredging project management of three TSHDs – *Riverside Resolute* (2,000m³), *Port Frederick* (450m³) and *Faucon* (350m³) for relocation of 400,000m³ of sand to Narro neck placement area for beach nourishment/coastal protection.

NSW Long-term Dredging Program business case (2021)

Dredging Advisory (Nations Partners for Transport for NSW)

- Specialist dredging and procurement advice and insights into preparation of a structured, holistic dredging program for NSW regional ports which includes 25 regional coastal harbours and 21 trained river entrances.

Nerang River Dredging Project investigation brief (2021)

Dredging Advisory (Gold Coast Waterways Authority)

- Desktop analysis of historical bathymetric surveys, river sedimentation, past and future boating access needs to provide strategic recommendations on potential dredging and/or bed-levelling programs to maintain navigable access along the 20km Nerang River channel.

Gippsland Lakes Ocean Access – long-term approvals (2021-22)

Dredging Approvals Lead (Gippsland Ports)

- Providing lead approvals project management of various studies and investigations to support long-term State and Commonwealth (Sea Dumping Permit) **dredging approvals** for continued operation of TSHD, CSD and sand transfer station at Lakes Entrance, Victoria for 2023 to 2033.

Port of WEIPA and AMRUN maintenance dredging program (2020)

Dredging Supervisor (North Queensland Bulk Ports)

- On-site dredging supervision (TSHD *Brisbane* 2,900 m³) in Weipa during COVID19 pandemic; and ensuring environmental compliance with State and Commonwealth permit conditions (350,000m³ with TSHD).

Technical Reviews of various dredging Sea Dumping Permit applications (Department of Agriculture, Water and the Environment)

Apollo Bay Harbour Dredging (2020)

Dredging Advisor / Project Management (Colac-Otway Shire Council)

- Providing dredging advice, onsite project management and ensuring environmental compliance of dredging and placement activities (70,000m³ with CSD).

West Crab Island Channel Dredging project (2020)

Environmental Advisor (Q Sand North Pty Ltd for Gold Coast Waterways Authority)

- Preparation of Contractor Dredge Management Plan; Environmental Management Plan and environmental training and compliance reporting for TSHD dredging of up to 30,000m³.

Sunshine Coast Council (2020)

- Preparation of dredging technical specifications for Maroochydore and Mooloolaba beach nourishment and dredging contracts (CSD).

TasPorts – Environmental Services SOA (2019-2022)

- Awarded 3-year SOA Panel agreement in December 2019 for environmental approvals, dredging planning and onsite supervision, compliance reporting, hydrodynamic modelling, plume modelling, marine sediment, auditing services and ports/harbour/marina investigations

Star of the South Offshore Wind Farm (2019-2020)

Ports Advisor (AECOM)

- Providing specialist advice through AECOM on operational and construction ports & harbour requirements to assist with environmental referrals and approvals associated with the Star of the South Offshore Wind Farm. The first offshore wind farm proposed in Australia.

Tweed Southern Boat Harbour Dredging (2019-2020)

Dredging Project Management (NSW DPIE Crown Lands)

- Tender evaluations and onsite project management for removal and licensed disposal of 3,000m³ of contaminated sediment by mechanical dredging

Port of WEIPA maintenance dredging program (2019)

Dredging/Environmental Supervisor (North Queensland Bulk Ports)

- \$20m project for removal and at-sea placement of 2.4Mm³ of dredged material utilising two TSHDs (TSHD *Oranje* (16,000m³) and TSHD *Brisbane* (2,800m³).
- On-site supervision and ensuring environmental compliance with State and Commonwealth permit conditions.
- Implemented real-time water quality monitoring program and dashboard.
- Project managed additional studies – water quality, benthic infauna, dredge plume validation and bathymetric analysis

Gippsland Lakes & Corner Inlet Sediment History (2018-19)

Principal Consultant (Gippsland Ports)

- Preparation of a sediment sampling analysis historical catalogue (1978 – 2018) and summary report for Gippsland Ports' waterways, including Gippsland Lakes and Corner Inlet.
- Project managed successful Sea Dumping Permit variation approval for altered dredge footprint alignment with Commonwealth regulator (DoEE).

NOOSA Sand Recycling System (2017)

Technical advice (Noosa Council)

- Technical advice into maintenance and public safety risk audit of Noosa Sand Recycling System including seawater intake jetty, sand collection area (sand shifters), slurry and water transfer pipelines, sand deposition area and sand pumping station.

North Queensland Bulk Ports (NQBP)

Port of HAY POINT maintenance dredging program (2019)

Environmental/Dredging Supervisor NQBP

- \$10m project for removal and at-sea placement of 350,000m³ of dredged material from seven berth pockets, apron and departure channel utilising a TSHD.
- On-site supervision and ensuring environmental compliance with State and Commonwealth permit conditions.
- Implemented real-time water quality monitoring program and dashboard

Port of HAY POINT maintenance dredging – PERMITS (2017-2019)

Principal Advisor Environment NQBP

- Project managed successful receipt of 10-year Sea Dumping and Marine Park Permit from Commonwealth regulator (Great Barrier Reef Marine Park Authority).
- Sustainable Sediment Management (SSM) assessment for Hay Point investigating ways to avoid or reduce maintenance dredging through bathymetric analysis, sediment

budgets, engineering/technical solutions, comprehensive beneficial reuse studies, environmental values assessment, options analysis and comparative analysis.

Port of WEIPA maintenance dredging program (2018)

Environmental Supervisor NQBP

- Annual maintenance dredging program (590,000m³)

Port of WEIPA and AMRUN – PERMITS (2018-2019)

Principal Advisor Environment NQBP

- Advising on Long-term maintenance dredging approvals (2020-2030)
- Sustainable Sediment Management (SSM) assessment for Weipa and Amrun investigating ways to avoid or reduce maintenance dredging through bathymetric analysis, sediment budgets, engineering/technical solutions, comprehensive beneficial reuse studies, environmental values assessment, options analysis and comparative analysis.

Port of MACKAY and ABBOT POINT

Principal Advisor Environment NQBP

- Development of Long-term Maintenance Dredging Management Plans (LMDMPs) in line with Queensland Maintenance Dredging Strategy for Great Barrier Reef World Heritage Area ports.
- Bathymetric analysis, sediment characterisation and comprehensive beneficial reuse studies

Gippsland Ports (GP)

Port of GIPPSLAND LAKES (Lakes Entrance, Victoria, Aus) (2012 – 2015)

Manager Port Access

- PROCUREMENT of NEW BUILD 650m³ TSHD contract – project managed successful worldwide procurement phase which secured a \$20m State government funded new-build TSHD *Tommy Norton*.
- Project managed and ensured environmental compliance of annual contracted Gippsland Lakes Ocean Access (**GLOA**) maintenance dredging program:
 - 2015 (pre-planning)
 - 2014
 - 2013
 - 2012
- PERMIT – Successfully obtained 10-year Sea Dumping Permit (2013-2023) from Commonwealth regulator (DoEE) for GLOA maintenance dredging program.
- Other Projects:
 - Management of Cutter Suction Dredge and booster pump
 - Management of Sand Transfer Station and Ocean Outfalls
 - Management of Hydrographic services department
 - Crescent and Pelican Island sand nourishment/ habitat improvement projects for migratory birds (Little/Fairy Terns) and Pelican breeding;
 - Loch Sport beach renourishment (Seagull Drive boat ramp)
 - Construction of western ocean outfall structure
 - Under channel slurry pipeline constructions

Port of CORNER INLET and PORT ALBERT (2012 – 2015)

Manager Port Access

- Dredging (maintenance/capital) investigations including:
 - Sediment sampling and analysis plans (Lewis Channel & Port Welshpool)
 - Sediment characterisation
 - Bed-levelling investigations
 - Dredging configuration and placement options
 - Sea-grass studies

Unitywater (UW)

Kawana and Caloundra Program Portfolio (2015-2017)

Principal Project Manager – Network Projects (UW)

- Project managed \$50m+ program of projects including significant pump station upgrades and large 900mm diameter sewer rising mains.
- Project managed \$30m trenchless pipeline contract including installation of 5,800m length of OD900mm HDPE. Over 80% by Horizontal Directional Drill (HDD) construction including:
 - 1600m HDD (sandstone) **longest HDD of this diameter in Australia at time.**
 - 1100m HDD (clay) adjacent to main road
 - 900m HDD (clay) river crossing
 - 500m HDD under major roundabout
 - 300m HDD river crossing
- Project managed \$10m major wastewater pump station upgrade
- Project managed \$3m micro-tunnelling sewer network upgrade
- Project management of design process including design reviews in accordance with SEQ codes, HAZOP workshops. Managing procurement process including preparation of tender documentation, AS4902, AS4000 and AS2124 contracts, tender site briefings, probity and tender evaluation process. Acting as Superintendent's Representative for project construction.

Alex Kochnieff

Principal Environmental Engineer – Director

Alex is an Environmental Engineer, with over 18 years' contaminated land consulting experience within Australia and PNG. He is a 'Suitably Qualified Person', Professional member of Environment Institute of Australia and New Zealand Inc (EIANZ) and Australian Contaminated Land Consultants Association (ACLCA). He has assessed contamination in soil, groundwater, surface water, gas and marine sediments at various urban, rural, airports, marine ports and commercial and industrial sites; remediated hydrocarbon- and asbestos-impacted soils and PFAS impacted groundwater; complete soil waste classification; completed landfill gas risk assessments; provided annual regulator reporting and completed on-site environmental monitoring of leachate, LFG, groundwater, surface water and soil; supported landfill closure design; completed site management plans and contaminated land investigation documents certified by contaminated land auditors; obtained contaminated soil disposal permits and waste levy exemptions; and supervised civil remediation. He has also completed Acid Sulfate Soil (ASS) assessments and management plans, soil and landscape characterisation and management plans, landfill remediation planning.

Alex holds a Bachelor's degree in Environmental Engineering from Griffith University with honours. Key skills include:

- Contaminated land
- Landfill gas
- Acid sulfate soils (ASS)
- Environmental management
- Marine sediments
- Groundwater
- Surface water
- Occupational health and safety – asbestos

Marine: Water quality and receiving environmental monitoring consistent with Queensland monitoring and sampling manual; developed and implemented Phase 2 and 3 sampling and analysis plans in accordance with National Assessment Guidelines for Dredging (NAGD); representative sampling (vessel-based and diver assisted vibracore, piston corer and van-Veen grab samplers); evaluation and interpretation of chemical and analytical data; trend analysis; physical and geochemical characterisation; data validation; contaminant and environmental risk and impact identification; marine pest assessment; Great Barrier Reef Marine Park Authority and Department of Environment and Science reporting.

Contaminated Land: Technical reporting and peer review, stereoscopic Aerial Photograph Interpretation (API), review and gap analysis of historical documentation (government records, property titles, technical literature and reports, licences, permits); critical evaluation of environment data; soil and soil gas sample analysis program design in accordance with NSW EPA, AS4482 and NEPM 1999 (revised 2013) and WA DOA (asbestos); implementing decontamination and quality control measures; representative sampling from solid stem augers, push tubes, hand augers, test pits; landfill gas monitoring and CIRIA, BS8485 and NSW EPA risk assessment; identify and evaluate source-pathway-receptor links and subsequent risk analysis; statistics and trend analysis; NEPM data validation; contaminant and environmental risk and impact identification; contaminated site management planning.

Soil Science (including ASS): Technical reporting and peer review; API; review of soil, land system and geology technical data; identification of mapping scale and sampling intensity in accordance with McKenzie et al., 2008 and Ahern et al., 1998; preparation of costing and field program logistics; representative soil sampling in accordance with McDonald and Isbell, 2009 and Ahern et al., 1998; identification and classification of soils in accordance with Isbell, 2002 including problem soils such as sodic, dispersive, saline and ASS; selection of representative soil profiles and laboratory samples; soil chemical data interpretation; develop soil management for construction. Alex performs these assessments locally and internationally for mines, railways, pipelines, heavy industry and port facilities in extremely challenging and remote working conditions using sound planning, logistical co-ordination and adaptive sampling techniques.

Groundwater: Impact assessment from contaminated sites; groundwater sampling design and method development; installation and development of wells in unconsolidated sediments and rock; gauging, purging (bailer and low flow pump) and sampling for groundwater quality parameters and contaminants implementing decontamination and quality control; evaluation and interpretation of analytical chemical data, ionic composition, cumulative contaminant loading, corrosion and fouling parameters; develop source-pathway-receptors models and identification of potential human health and environmental risks.

Environmental Management Plans: Interpretation of technical environmental impact reports to develop specific and practical management plans in consultation with regulators, constructors and field operators. These plans support and manage environmental approvals and obligations to ensure the practical implementation and mitigation of associated impacts.

PROJECT EXPERIENCE

Marine Projects

Ports North | Port of Cairns Annual Sediment Characterisation and Marine Pest Survey | 2014, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023

Annual sampling and analysis of marine sediments and identification of marine pests; develop and lead field sampling program; vessel-based piston coring and grab sampling; evaluate laboratory data; complete QAQC validation; assess data against NAGD and GBRMP trigger values; statistical analysis; generate multiple reports for various dredge areas; determine suitability of sediment disposal at sea.

Ports North | Long-Term Maintenance Dredging Dredge Spoil Management Plan | 2020-21

Analysis of physical and chemical quality of maintenance dredge sediment based on annual sediment characterisation undertaken since 2010 to support future 10-year long-term permit to obtain State and Federal permits. Assess statistical trends for all parameters and dredge areas; develop optimised sampling strategy justified through statistics; identification of emerging contaminants; preparation of 10-year sampling strategy and template SAP.

North Queensland Bulk Ports | Benthic infauna and sediment characterisation Weipa | 2019

Project lead for implementation Phase 2 NAGD sediment sampling and analysis and infauna sampling; vessel based grab sampling; peer review.

North Queensland Bulk Ports | Sediment Characterisation and Beneficial Reuse Weipa | 2018

Peer review and QAQC of Phase 2 and 3 NAGD sampling and analysis, including ASS.

North Queensland Bulk Ports | Sediment Characterisation Mackay Marina | 2018

Field and report lead; implement Phase 2 and 3 NAGD sampling and analysis of sediments; vessel-based piston coring; contaminant screening; statistical analysis; data validation; assess suitability of sediment disposal at sea.

North Queensland Bulk Ports | Sediment Characterisation Port of Hay Point | 2018

Field lead; implement Phase 2 and 3 NAGD sampling and analysis of marine sediments; field approvals and HSE; contaminant screening; statistical analysis; data validation; diver assisted piston coring; grab sampling; assess suitability of sediment disposal at sea.

North Queensland Bulk Ports | Sediment Characterisation Abbot Point | 2018

Reporting lead; review of existing and historical sediment characterisation data for beneficial reuse assessment; data validation and filtering; report preparation.

Australia Pacific LNG | Receiving Environmental Monitoring Program | 2016 – 2017

Coordination and execution of fortnightly and monthly water quality and mangrove monitoring and reporting. Sampling undertaken during active LNG facility operations and very active shipping channel; vessel based water quality sampling during neap and spring tides; field and laboratory logistics; monthly and annual reporting.

North Queensland Bulk Ports | Sediment Characterisation and Beneficial Reuse Hay Point | 2016

Commonwealth policy changes and restrictions for projects near Great Barrier Reef Marine Park. Sampling and analysis of marine sediments for geotechnical and geochemical characteristics distributed within the port, acid generating capacity and contaminant concentrations. Field lead; diver

assisted piston coring; vessel based grab sampling; field and laboratory QAQC data validation; lead author.

Port of Brisbane | Sediment Sampling Analysis | 2013

Sampling and analysis and subsequent reporting to EHP to permit emergency dredging following 2011 Brisbane floods that deposited significant volumes of contaminated sediments within Moreton Bay and Port operational limits. Assessment focused on dredging potential to negatively impact Moreton Bay with an emphasis on dioxins contamination; vessel-based grab sampling.

Australia Pacific LNG | EIS | 2010

Field lead and reporting; assessment of sediment contaminants for proposed capital dredging associated with the new constructed LNG facilities on Curtis Island, and construction of channel / swing basin and Narrows pipeline crossing. Comprehensive NAGD sampling and analysis program to assess suitability for sediment placement on land or at sea against NAGD and ASS guidelines. Extended field sampling campaign; deep vibrocore sampling from vessel; land-based piston coring within intertidal and extra tidals; field and laboratory logistics; data management and validation.

TERRESTRIAL PROJECTS

Ingham Chicken | Mach1 Environmental | 2023 – current

Remediation and validation sampling of asbestos impacted property to the purpose of Site removal from the Environmental Management Register (EMR). Test pit and trench sampling; logging; onsite advice; validation reporting.

Fortescue Future Industries | Worley Services Pty Ltd | 2023 – current

Contaminated preliminary site assessment for a 200 ha property; soil; asbestos; livestock dip; SAQP; drilling, Conceptual Site Model; construction soil management; support prefeasibility study.

Western Suburbs District Cricket Club | Chelmer Recreation Reserve (landfill), Chelmer | 2021-2023 (current)

Tier 1 site assessment; soil; landfill gas; asbestos; drilling, Conceptual Site Model; landfill gas risk assessment; new building gas protection appraisal, waste disposal characterisation; construction soil management; support Council Approval for Works, disposal permit and waste levy exemption; basis of design validation for asbestos containment and gas protection; onsite construction support.

South Junior Cricket Club Inc. | Hyde Road Park (landfill) | 2023

Landfill gas monitoring survey and risk assessment to support development of infrastructure on State land. Review of design and gas protection for construction.

Wynnum and District Rugby Union Club Inc. | Elenora Park (landfill) | 2022 – 2023

Detailed test pit sampling program, asbestos sampling, waste classification, landfill gas risk assessment, identify gas protection for new buildings, soil management; construction planning; support Council Approval for Works; complete contaminated soil disposal and waste levy exemption permit applications; obtain landfill letter of acceptance and owners consent; develop construction environmental management plan including asbestos management.

Mount Gravatt Youth and Recreational Club Inc. | F.R Caterson Park (landfill) | 2022 – 2023

Landfill gas monitoring bore installation, fortnightly monitoring, risk assessment, gas protection for new buildings; waste disposal characterisation; support Council Approval for Works; soil management; construction planning.

Riverside Junior Rugby Union Club Inc. | Merry Park (landfill) | 2022 – 2023

Limited groundwater quality assessment including human health and environmental impact assessment of confined groundwater use for irrigation; install water supply bore; waste classification; low-flow sampling; water chemistry review; ionic composition; cumulative contaminant loading; assess corrosion and fouling; provide advice on future works to achieve irrigation goals.

Ausbild childcare redevelopment | Warner | 2022

Detailed site assessment and delineation of illegal landfilling; systematic asbestos test pit sampling, Conceptual Site Model; risk assessment; remediation volume and cost estimate; waste disposal characterisation.

Bayside United Sports Recreational Club | Lota (landfill) | 2021-2022

Tier 1 site assessment; soil; landfill gas; asbestos; targeted drilling, Conceptual Site Model; landfill gas risk assessment; gas protection for new buildings; waste disposal characterisation; soil management; construction planning; develop contaminated soil management plan including asbestos management.

Ipswich City Council | Cribb Park and Tony Merrell Closed Landfills | 2022

Closed landfill monitoring program; review historical groundwater, surface water, soil and LFG; Tier 1 screening assessment; qualitative risk assessment; Conceptual Site Model; recommend enhanced monitoring program..

GPS Rugby Club Inc. | Ashgrove Sports Grounds (landfill) | 2021-2022

Tier 1 site assessment; soil; landfill gas; targeted drilling, Conceptual Site Model; landfill gas risk assessment; gas protection for new buildings; waste characterisation; Council Approval for Works.

Ipswich City Council | Briggs Road Closed Landfill | 2021

Review two decades of groundwater, surface water, soil and LFG; Comparison to Tier 1 screening criteria; qualitative risk assessment; review of Conceptual Site Model; enhance monitoring program.

Brisbane City Council | Acid Sulfate Soils Investigation and Management, Pinkenba | 2021

Detailed characterisation, risk/treatment categorisation, liming rate calculation, recommended design actions, soil management, specify performance criteria and environmental management.

S5 Environmental | Due Diligence Investigation, Brendale | 2021

Due diligence contamination investigation of land prior to purchase and proposed for commercial development. Desktop assessment to provide an assessment of potential site risks.

McNab Construction | Queensland Airport Limited, Tweed Head | 2021

Provision of competent person services for civil construction and remediation of asbestos impacted soils, supervision of earthworks, air monitoring, sampling, clearance certificates, validation inspections; validation reporting.

Queensland Bridge and Civil | Qld Transport and Main Roads Park & Ride, Chermside | 2021

Provision of competent person services for civil construction and remediation of asbestos impacted soils, earthworks supervision, air monitoring, clearance certificates, validation inspections, sampling.

Brisbane City Council | Whites Hill, Coorparoo (landfill) | 2021

Suitably Qualified Person services including advice, development and implementation of safe work method statements for intrusive ground works and landfill gas risks.

Brisbane City Council | CP Bottomley Park, Norman Park (landfill) | 2020 and 2021

Suitably Qualified Person services including advice, development and implementation of safe work method statements for intrusive ground works for rugby goal posts and cricket net construction in asbestos impacts soils.

South Brisbane District Cricket Club | SQP Services, Fairfield | 2020

Suitably Qualified Person services including advice, development and implementation of safe work method statements for intrusive ground works in a landfill for cricket fence in ash impacts soils.

Brisbane City Council | CP Bottomley Park, Norman Park (landfill) | 2020

Targeting investigation of unauthorised reuse of contaminated spoil including construction and demolition waste asbestos; disposal characterisation; development of clean-up rectification works; disposal permit and waste levy exemption applications.

Brisbane City Council | Lanham Park (landfill) Grange | 2020

Tier 1 limited site assessment of portion of a lot impacted by filling and asbestos; targeted drilling, preliminary Conceptual Site Model; disposal characterisation; soil management (reuse, disposal).

Australian Sports Lighting Solutions | Merry Park (landfill), Bulimba | 2020

Tier 1 site assessment of portion of a lot; Acid Sulfate Soils and contamination associated with historical filling and asbestos; targeted drilling, Conceptual Site Model; risk assessment; disposal characterisation; soil management; construction planning and supervision; validation reporting.

S5 Environmental | Preliminary Site Investigation, Fortitude Valley | 2019

Tier 1 site assessment to assess potential presence of contamination to support development application and construction of a commercial tower.

Ipswich City Council | Cribb Park Closed Landfill | 2019

Suitably Qualified Person services including provision of advice, develop and implement safe work method statements for intrusive ground works and landfill gas risks.

Patton's Slipway | Kirribilli, NSW | 2019

Peer review of preliminary investigation of slipway, identification of risks to construction and future site users, recommendation of management.

Roads and Maritime Services | Milson Park, Kirribilli, NSW | 2019

Peer review of tier 1 investigation of terrestrial and marine areas contaminated with heavy metals and organotins from slipway operations, identification of construction and future site user risk, recommendation of management

Rio Tinto Aluminium | Weipa | 2019

Prefeasibility and feasibility study of landfill stage 1 closure and stage 2 leachate management options. Alex project managed and provided technical support to the design team.

Brisbane City Council | Rochedale (landfill) | 2019

Tier 1 limited site assessment of open parkland impacted by filling and asbestos; historical review and test pit sampling investigation; factual reporting.

Brisbane City Council | Kangaroo Point Pedestrian Bridge and Breakfast Creek Bridge | 2019

Preliminary desktop investigation of contaminated land and acid sulfate soils risk for construction; develop Conceptual Site Model and construction management actions

Brisbane City Council | Site 16 Closed Landfill | 2017-2019

Leachate investigation and detailed design of remediation capping. Alex project managed and provided technical support to the design team.

Brisbane City Council | Site 42 Closed Landfill | 2017 – 2018

Delineation of landfill gas and leachate migration offsite; detailed Conceptual Site Model; risk assessment; installation and sampling of landfill gas and groundwater; state and local road permits.

Brisbane City Council | Closed Landfill | 2018

Tier 1 assessment of road upgrades adjacent to former gasworks, soil characterisation; provision of soil characterisation and management for construction.

Brisbane City Council | Nudgee Closed Landfill | 2017, 2018, 2019, 2020, 2021

Regulatory reporting for Annual Return; environmental performance and regulatory compliance report for groundwater, surface water and LFG. Statistical analysis and comparison to Tier 1 screening criteria.

Moreton Bay Regional Council | Boundary Rd Depot Development, Narangba | 2017 – 2018

Detailed Tier 1 investigation of historical nightsoil landfill to assess the site's suitability for commercial use. Conceptual Site Model; groundwater, surface water, soil and landfill gas.

Moreton Bay Regional Council | Portion of Bunya Landfill closure | 2015 – 2018

Contaminated Land Investigation Document (CLID) generation including detailed Tier 1 investigation and development of site management plan (SMP); site suitability statement; certification by auditor and CLID approval by State. This site represents the first site in QLD where contaminated land legislation is applied to a closed landfill.

Falconer | Southern Cross Cement | Port of Brisbane | 2017

Preliminary Tier 1 investigation of potential contamination from historical site use and site's future suitability for commercial/industrial use

AGL | Suncoast Macadamias Baseline Soil Assessment | 2016

Baseline Tier 1 investigation of contamination from co-power generation (Cogen) infrastructure.

Brisbane City Council | Multiple Landfill Investigation | 2016

Various baseline Tier 1 soil investigations across several engineered and residential landfill sites to assess each risk profile.

QLD Department of State Development Infrastructure and Planning | Abbot Point Growth Gateway | 2014

Coordination of all land-based activities including, scope and budget control, land access and site establishment, stakeholder liaison, health and safety, cultural heritage, sub-contractor engagement and management, execution of field work (Tier 1 contaminated land investigation, soil terrain survey), review of ASS investigations, reporting and staff mentoring.

Incitec Pivot Ltd | Acid Transfer Pipeline and Rail Loading Facility, Townsville | 2014

Combined ASS, Tier 1 contaminated land and geotechnical assessment across four active brownfield sites. Field team lead consisting of two drilling rigs; lead technical author for reporting.

NSW Treasury | Coffs Harbour Slipway Remediation | 2014

Detailed Tier 1 investigation of terrestrial and marine areas contaminated with heavy metals and organotins from slipway operations.

Australia Pacific LNG Pty Ltd gas fields and pipelines | Soil Surveys | 2010 – 2013

Identify baseline soils and landform units in accordance with McKenzie et al., 2008, identify problematic soil attributes (salinity, erosion, sodicity), develop mitigation for disturbance and rehabilitation.

Port of Brisbane | Baseline Environmental Investigations | 2007 – 2012

Multiple targeted drilling and soil assessment project including groundwater monitoring well installation and monitoring to assess site conditions prior to end of lease contracts.

Preliminary investigations of service stations | Various QLD/NSW projects | 2004 – 2011

Targeted drilling and soil assessment, groundwater well installation and environmental licence monitoring assessing current site conditions and potential for off-site migration of contamination.

Australia Pacific LNG Pty Ltd | Acid Sulfate Soils Management Plan | 2011

Synthese ASS data identify problematic landforms, acidic hot spots, management categories and treatment techniques to ensure a consistent approach to management throughout construction and obtain environmental approval for site development. The ASSMP met these objectives and was used as a master document to develop all subsequent subordinate ASSMPs for specific construction activities.

Port of Townsville Limited | Baseline contaminated land investigations | 2009 – 2011

Due diligence investigation of various sites created during the Townsville port expansion / land reclamation project and end/start of lease investigations. Acid sulfate soils, contaminated soils, groundwater.

Various environmental licence groundwater monitoring | 2004 – 2011

Various pesticide and chemical (L and DNAPLs) manufacturing and petroleum clients throughout QLD. Assess groundwater quality, conditions and flow direction against licence conditions and Tier 1 criteria, potential for offsite migration and regulatory reporting.

Australia Pacific LNG Pty Limited | Gladstone Narrows pipeline crossing | 2010

Execution of special constraint assessment of marine ASS sediments and terrestrial soils along a 5.4 km pipeline across the Narrows to Curtis Island. Pre-consultation with regulators; vibracore sampling from a flat bottom vessel and hovercraft; reporting of ASS hazard analysis. Description of main duties/responsibilities including project title.

CaSPA | Coombabah WWTP Stage 5 Upgrade and Stapylton WWTP Construction | 2010

Manage drilling and ASS sampling program for construction of two wastewater treatment plants, technical reporting to support development approval and construction management.

Napa Napa, Port Moresby Harbour, PNG Gulf Province | Papua New Guinea (PNG) LNG Project EIS | 2009

360 km pipeline. Tier 1 contaminated land and ASS assessment; challenging security, logistics and background soil data and legislation; engagement with locals; remote sampling via helicopter.

Port of Townsville Ltd (POTL) | C607/BR Environmental Investigations | 2008 – 2009

Multiple preliminary and detailed tier 1 contaminated land and ASS assessments required assessment of historical contamination associated with power station and filling operations.

Various Detailed Environmental Site Investigations | 2002 – 2007

Various clients and projects throughout QLD consisting of detailed Tier 1 soil and groundwater assessments at cattle dips, radioisotope laboratory, underground and above ground fuel storage, asbestos in soil, road upgrades, schools and mineral sand deposits.

Mobil Oil Australia | Multiple Groundwater Monitoring, Stage 1 and 2 Environmental Site Assessments | 2004 – 2006

Multiple preliminary and detailed Tier 1 soil and groundwater assessments of service station and bulk fuel storage facilities throughout Queensland.

Pacific National Queensland | Validation and Remediation Works - Moolabin Railway Yard | 2006

Detailed Tier 1 assessment and subsequent validation and remediation sampling of a diesel spill.

Department of Defence | 2005

10% Unexploded Ordnance Survey: Assessed potential unexploded ordnance at historical grenade and rifle range. Execution of field activities and supervision of works.

Environmental Management

Site Environmental Officer | Gold Coast Airport Southern Terminal Expansion – Lend Lease | 2021 – Current

Onsite management of environmental performance throughout construction; daily and weekly compliance inspections, routine surface water and groundwater monitoring, monthly compliance reporting; contaminated spoil management and waste classification.

Department of State Development | Evidence Based Report – Priority Port of Townsville | 2017

Phase 1 master planning process: environmental data collection and analysis to identify key environmental constraints associated with future port development.

Site Environmental Officer | Pimpama Wastewater and Recycled Water Treatment Plant | 2007 – 2008

Manage environmental performance throughout construction KPIs. Continuous EMP updates, weekly compliance inspections, routine surface water and groundwater monitoring, sampling ASS, dangerous goods compliance, consultation with various stakeholders, conducting environmental awareness and obligation 'toolboxes', monthly compliance reporting and environmental compliance and KPI auditing.

Redlands Shire Council | Review of Environmental Factors | 2008

Identified and assessed potential environmental constraints of car park construction (involving reclamation) on Macleay Island in the Internationally Significant Ramsar site Moreton Bay.

Cairns Regional Council | Catchment Management – Mt Peter | 2007

Ensure overall reduction in stormwater pollutant loads to comply with the Water Quality Objectives of Trinity Inlet and Desired Standards of Service for future urban development. MUSIC Water quality modelling for the Interim Ultimate and Interim Ultimate Mitigated scenarios targeting urban areas for Water Sensitive Urban Design (WSUD)

Queensland Water Infrastructure | Review of Environmental Factors | 2007

Identification and assessment of potential environmental constraints associated with two potential water treatment plants and four potential pipeline routes.

Etheridge Shire Council (ESC) | Waste Management and Disposal Study | 2007

Develop environmentally sound waste management solutions; assess current disposal practices at four unmanned and unlined landfills; current and future waste generation and recommended future disposal options.

Occupational Health and Safety

Australian Defence Force and Defence Housing Authority | Asbestos Re-surveys | 2005 – 2007

Develop and execute field auditing program identifying and evaluating asbestos-containing materials at 600+ facilities and 160 residencies throughout QLD using DEMS database and data enhancement to client specifications.

QBuild | Asbestos Removal Supervision | 2004 – 2007

Class B superintendant of asbestos roof, ceiling and tile replacements; supervised contractors; managed asbestos waste, air monitoring and analysis of samples in NATA-registered laboratory. Receipting asbestos samples and implementing quality assurance/quality control.

Department of State Development | Hazardous Materials Audit-Proposed Charlton North Industrial Estate | 2005

Execution of hazardous-substances audit (identified and evaluated radioactive, PCB and asbestos-containing materials) of residences.

QUALIFICATIONS / AFFILIATIONS

Bachelor of Engineering in Environmental Engineering (Hons), Griffith University, Brisbane, 2005

Environment Institute of Australia and New Zealand (EIANZ) – Professional member

Australian Contaminated Land Consultants Association (ACLCA), Queensland – Professional member

Asbestos awareness training 2020 – deemed competent person and previously a Class B license holder

Suitably Qualified Person – Contaminated Land

PUBLICATIONS / PRESENTATIONS

Co-authored and presented “Work Life Balance in Engineering: Challenges in the retention of young professionals” at the 2007 Engineers Australia (Queensland) Engineering Challenges in Qld forum

Traill C, Kochnieff A, Holz G, de Man S, Christison A (2012). Soil assessment and management for Coal Seam Gas (CSG) pipelines in southern Queensland. Proceedings of the 5th Joint Australian and New Zealand Soil Science Conference, Hobart, Tasmania. 2-7 December 2012.

WORK HISTORY

2021 to Present Principal Environmental Engineer / Director, SQP Consulting, Gold Coast

2015 to 2021 Senior Environmental Engineer, Advisian, Brisbane

2013 to 2015 Senior Environmental Engineer, WorleyParsons, Brisbane

2007 to 2013 Environmental Engineer, WorleyParsons, Brisbane

2004 to 2007 Environmental Engineer, Parsons Brinckerhoff, Brisbane


Attachment B – Insurances

Certificate of Currency

Professional Indemnity

This Certificate:

- has been issued on behalf of your insurer by BizCover Pty Ltd, please contact BizCover for any enquiries
- is issued for informational purposes only, it does not form part of the Policy terms and conditions
- does not amend, extend or alter the coverage afforded by the policy listed;
- is only a summary of the cover provided. For full particulars, reference must be made to the current policy wording & schedule;
- In the case of inconsistency between this Certificate and the Policy Schedule, the Policy Schedule shall prevail.
- is current only at the date of issue.

Name Of Insured	Swash Project Delivery Pty Ltd Trading As Swash Project Delivery Pty Ltd (ABN: 96633530346)
Occupation	Engineering <ul style="list-style-type: none"> • Consulting Engineering • Project Management
Policy Number	S0B/24204/000/23/N
Insurance Period	4.00pm Local Standard Time on 19 Nov 2023 to 4.00pm Local Standard Time on 19 Nov 2024
Limit of Indemnity	AUD\$1,000,000 any one claim and AUD\$2,000,000 in the aggregate during the insurance period
Excess	Professional Indemnity: AUD\$5,000 each and every claim.
Retroactive Date	Unlimited, excluding known claims and circumstances
Reinstatements	1
Insurer/Underwriter	DUAL Australia Pty Ltd on behalf of certain underwriters at Lloyd's in accordance with the authorisation granted under Unique Market Reference Number: B1736DU2300031
Signature	
Name of Signatory	Damien Coates
Capacity/Title	Chief Executive Officer, DUAL Asia Pacific
Date of Issue	19 Nov 2023

Please note

- This Certificate is issued subject to the policy's terms and conditions and by reference to the insured's declaration. The information set out in this Certificate is accurate as at the date of signature and there is no obligation imposed on the signatory to advise of any alterations.
- The issue of this Certificate imparts no obligation on the insurer to notify any party relying on it should the policy later be cancelled or altered for any reason.
- This Certificate is issued as a matter of information only and confers no rights upon the certificate holder.

Office Pack Policy Certificate of Currency

The policy details referred to below are current as at Tuesday, 30 May 2023. Whilst a period of insurance is indicated below, it should be noted that the policy may be cancelled prior to the expiry date. This certificate summarises the public and products liability section of the policy only. This document does not form part of the policy documentation.

Insured:	Damian Gregory Snell t/as Swash Project Delivery
Primary Address:	3 Indigo Court PEREGIAN SPRINGS QLD 4573
Policy Number:	OPK-93523
Brokerage:	Austbrokers Countrywide
Business:	Engineer – Civil (Consulting Only), Project Manager, Engineer – Environmental (Consulting Only)
Period of Insurance:	18/06/2023 at 4pm to 18/06/2024 at 4pm LST
Insurer:	Berkley Insurance Company t/as Berkley Insurance Australia via Focus Underwriting
Policy Wording:	Office Pack Policy OPP2021.04.06

Public & Products Liability

\$20,000,000 any one claim for general liability and in the aggregate for products liability

This certificate of currency has been authorised in Melbourne, Victoria on Tuesday, 30 May 2023 .

**CORRESPONDENCE
FOR INFORMATION**

Item 1

From: [Faye Wyer](#)
To: [Jodie Syrett](#); [Dale StGeorge](#)
Cc: [Peter Hay](#); [p.m.sanders41](#); [johnwcharlton](#)
Subject: Resignation from position of members Nominee for Woodsia
Date: Tuesday, 19 March 2024 7:27:43 PM

Dear Jodie,
Please accept my resignation from the position of Members Nominee for Woodsia and tend my apologies for leaving the PBC meeting so early.

I did think that I would be able to support my Body Corporate in this manner but unfortunately my husband's health has taken a turn for the worse and I do not have the time. I wish to remain on the Committee but the position of Members Nominee would take up more time than I can give it, more's the shame.

Peter Hay, our Chairperson, has indicated that he is willing to assume the position once it is available. Should there be anything I should do further Jodie please let me know,

Thank you
Kind Regards
Faye Wyer

WOODSIA BODY CORPORATE GTP 107353

A part of the Sanctuary Cove Resort Community



MINUTES OF VOTING OUTSIDE OF COMMITTEE MEETING FOR THE WOODSIA BODY CORPORATE

Name of Property: Woodsia
GTP: 107353
Type of Committee Meeting: Voting Outside Committee Meeting
Date and Time of Meeting: Monday, 25 March 2024 at 3:00PM

ATTENDANCE:

The following Committee members were present by voting paper:

Position: Treasurer: Mrs Mary Sanders
 Position: Ordinary Member: Mr John Charlton
 Position: Ordinary Member: Mrs Faye Wyer

QUORUM

A quorum was present for this meeting.

MOTION

1 Appointment of a Members Nominee to the PBC

Proposed by: The Committee

CARRIED

RESOLVED that following the resignation of Mrs Faye Wyer and pursuant to the Sanctuary Cove Resort Act 1985 Section 24, the Woodsia Body Corporate appoints Mr Peter Hay to hold the position of Members Nominee to the Principal Body Corporate.

Yes	3
No	0
Abstain	0

*Sanctuary Cove Resort Act 1985***SANCTUARY COVE RESORT (AMENDMENT OF PROPOSED USE PLAN) NOTICE (NO. 1) 2024****Short title**

1. This notice may be cited as the *Sanctuary Cove Resort (Amendment of Proposed Use Plan) Notice (No. 1) 2024*.

Commencement

2. This Notice commences on 28 March 2024.

Definition

3. In this Notice –

“Proposed Use Plan” means the proposed use plan for Sanctuary Cove and the proposed plan for the adjacent site of Sanctuary Cove as in force immediately after 31 July 2020.

Approval of amendment

4. Pursuant to section 12M of the *Sanctuary Cove Resort Act 1985*, the Governor in Council on 28 March 2024 approved the amendment to the Proposed Use Plan without modifications or conditions, as detailed in the Schedule.

Inspection

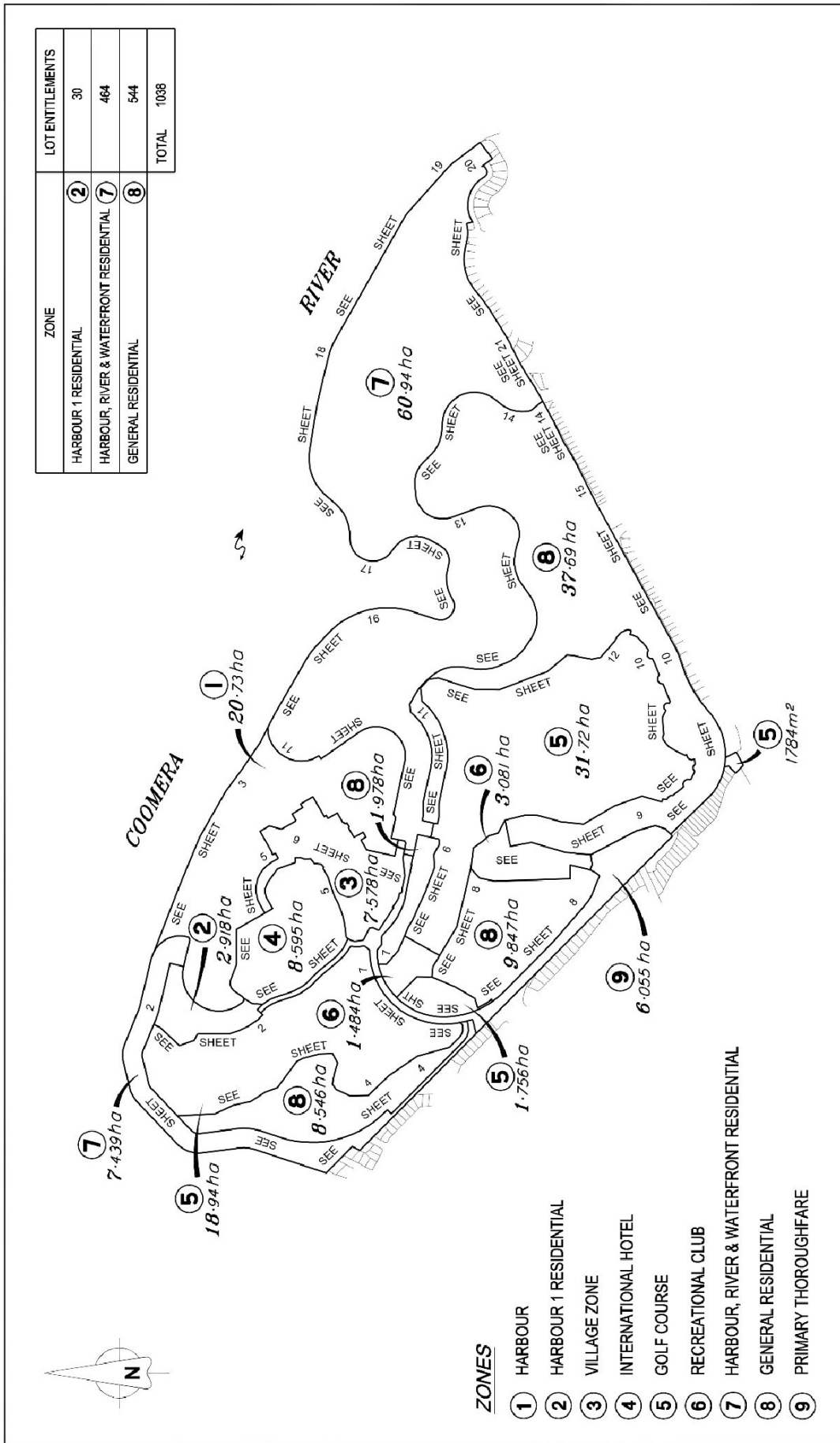
5. A copy of the approved amendment is available for inspection during business hours at the office of the chief executive at the Department of Housing, Local Government, Planning and Public Works, 1 William St, Brisbane, Queensland. Please call 13 74 68 or email director-general@housing.qld.gov.au to arrange a viewing time.

SCHEDULE**SANCTUARY COVE RESORT****PROPOSED USE PLAN**

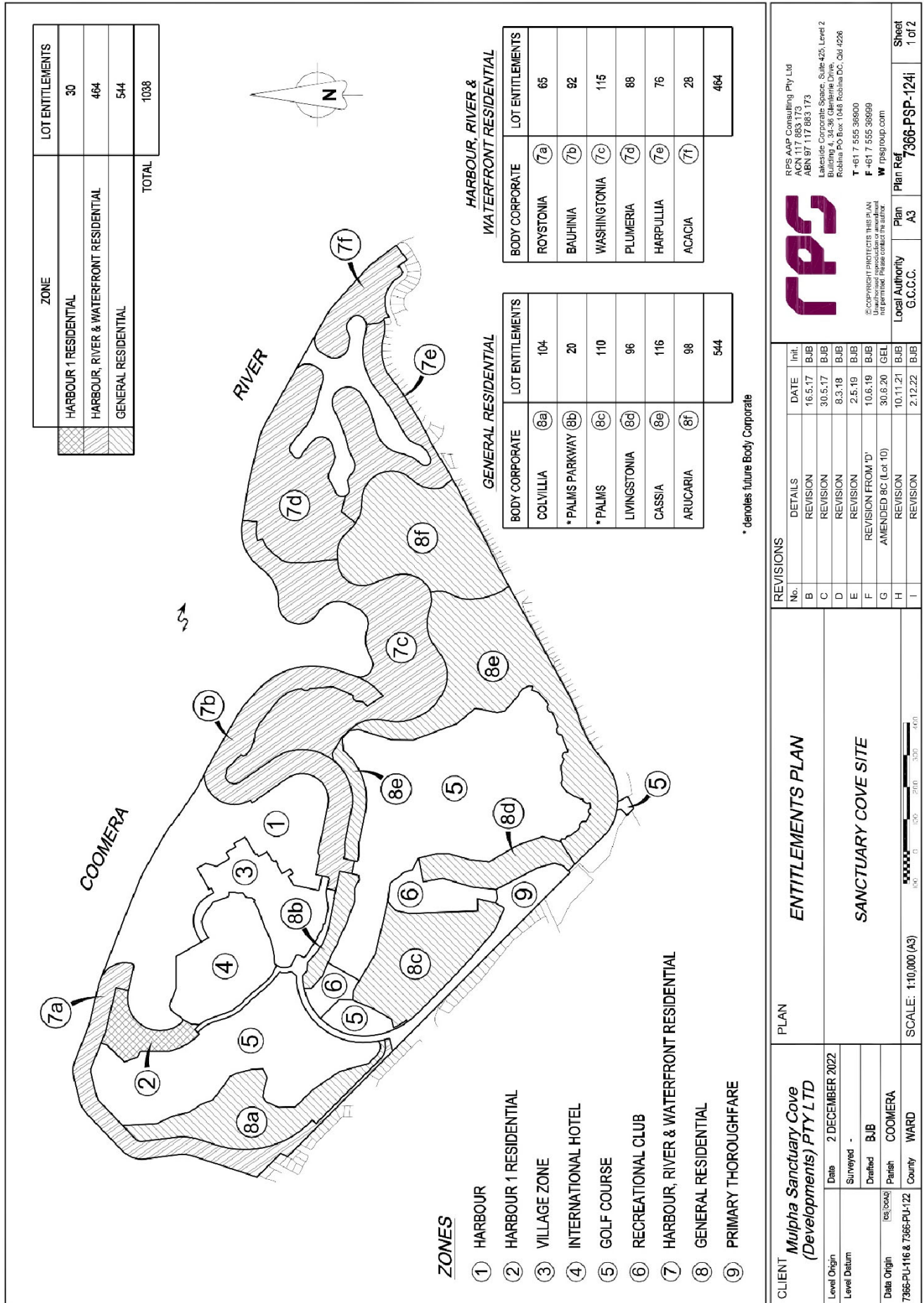
The Sanctuary Cove Resort Proposed Use Plan is amended to vary the boundaries of the general residential zone, golf course zone, primary thoroughfare zone, recreation club zone and village zone. This will remove part of the primary thoroughfare zone to become part of the general residential zone (Lot 7 on SP186788); remove part of the golf course zone to become part of the general residential zone (Lot 10 on SP289998); remove part of the village zone to become part of the primary thoroughfare zone (Lot 38 on SP320263); remove part of the golf course zone to become part of the recreation club zone (Lot 52 on SP327424); and remove part of the golf course zone to become part of the general residential zone (Lot 58 on SP314518). This is by replacing the Sanctuary Cove Resort Proposed Use Plan for the Site, Plan Reference 7366-PU-116h (approved 31 July 2020 by the Governor in Council) with the new Sanctuary Cove Resort Proposed Use Plan, Plan Reference 7366-PU-116j, Revision J (Sheet 1 of 21 below); and by replacing the existing Sanctuary Cove Resort Entitlements Plans, Plan Reference 7366-PSP-124g (approved 31 July 2020 by the Governor in Council), Revision G with the new Sanctuary Cove Resort Entitlements Plans 7366-PSP-124i, Revision I (Sheets 1 of 2 and 2 of 2 below).

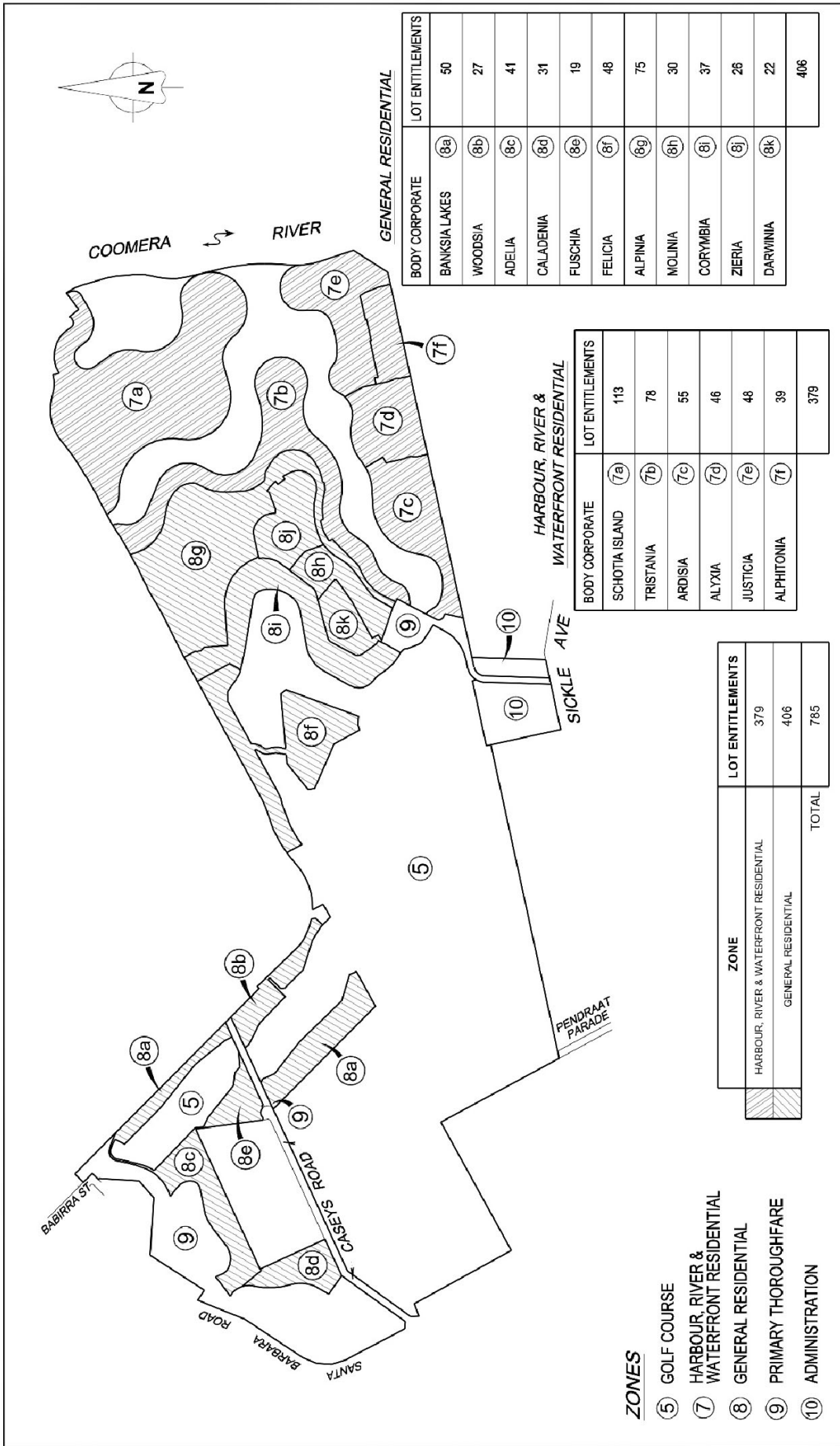
ENDNOTES

1. Approved by the Governor in Council on 28 March 2024.
2. Published in the Gazette on 28 March 2024.
3. Not required to be laid before the Legislative Assembly.
4. The administering agency is the Department of Housing, Local Government, Planning and Public Works.



CLIENT Mulpha Sanctuary Cove (Developments) PTY LTD		PLAN PROPOSED USE PLAN	
Level Origin Level Datum	Date 30 NOVEMBER 2022	Scale: 1:10000 (A3)	
Data Origin 7366-PU-116	Surveyed - Drafted: BJB Parish: COOMERA County: WARD	SANCTUARY COVE	
REVISIONS		DETAILS	
No.	DATE	INTL	
C	REVISION SKIPPED	1.6.17	BJB
D	REVISION	2.5.19	BJB
E	REVISION FROM 'D'	10.6.19	BJB
F	REVISION 'AMENDED' FROM TITLE	1.4.20	BJB
G	REMOVE 'AMENDED' FROM TITLE	30.6.20	GEL
H	AMENDED 6 (LOT 10)	8.11.21	BJB
I	REVISION	30.11.22	BJB
J	REVISION		
Local Authority G.C.C.C.		Plan A3	Plan Ref 7366-PU-116j
RFS RFS AAP Consulting Pty Ltd ACN 117 883 173 ABN 97 117 883 173 Lakeside Corporate Space, Suite 425, Level 2 Building 4, 34-38 Chelmeria Drive, Robina PO Box 1048 Robina Q.C. 4225 T +61 7 555 36900 F +61 7 555 36999 W rfsgroup.com		© COPYRIGHT PROTECTS THIS PLAN FROM UNLAWFUL REPRODUCTION WITHOUT THE WRITTEN PERMISSION OF THE AUTHOR	
Sheet 1 of 21			





ZONES

- ⑤ GOLF COURSE
- ⑦ HARBOUR, RIVER & WATERFRONT RESIDENTIAL
- ⑧ GENERAL RESIDENTIAL
- ⑨ PRIMARY THOROUGHFARE
- ⑩ ADMINISTRATION

ZONE	LOT ENTITLEMENTS
HARBOUR, RIVER & WATERFRONT RESIDENTIAL	379
GENERAL RESIDENTIAL	406
TOTAL	785

BODY CORPORATE	LOT ENTITLEMENTS
SCHOTTIA ISLAND (7a)	113
TRISTANIA (7b)	78
ARDSIA (7c)	55
ALYXIA (7d)	46
JUSTITIA (7e)	48
ALPHITONIA (7f)	39
TOTAL	379

BODY CORPORATE	LOT ENTITLEMENTS
BANKSIA LAKES (8a)	50
WOODSIA (8b)	27
ADELIA (8c)	41
CALADENIA (8d)	31
FUSCHIA (8e)	19
FELICIA (8f)	48
ALPINIA (8g)	75
MOLINIA (8h)	30
CORYMBIA (8i)	37
ZIERIA (8j)	26
DARWINIA (8k)	22
TOTAL	406

CLIENT MULPHA SANCTUARY COVE (Developments) PTY LTD		PLAN ENTITLEMENTS PLAN FOR THE ADJACENT SITE SANCTUARY COVE	
Level Datum Date Surveyed Drafted Data Origin	2 DECEMBER 2022 RPS GC BJB COOMERA	No. B C D E F G H I	DETAILS REVISION REVISION REVISION REVISION FROM 'D' AMENDED 8C (Lot 10) REVISION REVISION
Date Surveyed Drafted Data Origin	2 DECEMBER 2022 RPS GC BJB COOMERA	DATE 16.5.17 30.5.17 8.3.18 2.5.19 10.6.19 10.11.21 2.12.22	INIT. BJB BJB BJB BJB GEL BJB BJB
Scale: 1:10,000 (A3)	Scale: 1:10,000 (A3)	Scale: 1:10,000 (A3)	Scale: 1:10,000 (A3)
Local Authority G.C.C.C.	Plan Ref A3	Plan Ref 7366-PSP-124j	Sheet 2 of 2



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 ABN 97 117 883 173
 Lakeside Corporate Space, Suite 425, Level 2
 Building 4, 34-36 Glenelg Drive,
 Robina PO Box 1048 Robina QLD 4226
 T +61 7 555 36900
 F +61 7 555 36999
 W rpsgroup.com

Item 4

From: [Cheryl McBride](#)
To: [mark winfield](#); [PBC](#); [longesm](#); [Gary Simmons](#); [dianneontheqc](#); [Caroline Tolmie](#); [andrewbrownsydney](#); [Richard Sherman](#); [tmcginty52](#); [petercohen3](#); [robert nolan](#); [shawlene](#); [G and J Burke](#); [Stuart Shakespeare](#); [nabilola](#); [Paul Kernaghan](#); [Brian Earp](#); [sjandos001](#); [Mickmcdonald22](#); [Nick Eisenhut](#); [Simone Hoyle](#); [Wayne Bastion](#); [Anthony Ellingford](#); [pedrohay](#); [HUGH MARTIN](#)
Cc: [Dale StGeorge](#); [Brogan Watling](#); [portia.plato@gmail.com](#)
Subject: Ground Maintenance & Security
Date: Monday, 8 April 2024 1:14:27 PM

Good afternoon, Mark,

Thank you for your expressed concerns re the landscaping/ grounds' maintenance and security services in SC.

Pls find below my thoughts:

Cheryl McBride OAM

M.ED., B.Leg.S, B.Ed., Gr.Dip.-Rem.Ed, Dip. Teach.

To the PBC,

I am sure you are all well aware that there has been an obvious change/deterioration/reduction in grounds maintenance and security services in Sanctuary Cove over the past 8 years. The issues residents have about these services are mentioned to me and others regularly and are even put on social media sites. For a while, I suggested that people should be patient as there had been several unplanned events to deal with and such have an impact on continuity of services. I go out of my way to defend everything concerning Sanctuary Cove, the services, and the people involved at all levels of its governance.

[Cheryl] Agreed. The current appearance of the grounds is poor. Like others, I contacted the Facilities Manager to make inquiries. I would like to hear the Manager's perspective and presentation of evidence/ data that underpin the current situation. If there are cogent reasons behind the predicament, the vast majority of residents will be patient and understanding. Communicating the identification of a problem and a potential solution is essential.

However, the majority of our residents believe things need to be changed from where they stand today, and that the quality of landscaping and grounds maintenance be returned to how they were managed and kept 5 – 10 years ago. Whilst residents are very happy and supportive of security response and reliability, generally, they, like me, can see that numbers have been cut, many security personal are not particularly happy (they say so), and they are obviously under some pressure.

(Cheryl) Rather than rely on an individual observation re security services, I would prefer to see some evaluative data that supports your assumption. Other residents have expressed a different opinion.

My take on this is that there has been some diligence in getting the best prices for key contracts, however the scope and outcomes have been compromised, and continue to be compromised by contractors, to make awarded contracts profitable for themselves. In short, contract prices have forced people to take short cuts. When this happens the work

standard drops and people are not happy.

[Cheryl] Perhaps this observation could be verified by a representative from the contracts sub committee and the Facilities Manager who is inextricably involved in the contractual negotiations.

I am not pointing the finger at anyone here as I am well aware that we work to budgets and those involved in setting budgets and awarding contracts do their best. But what happens over time is the attrition we see manifested today. At some point you need to press the reset button and look at the whole thing from a new base to achieve the outcomes you want. At these strategic moments in governance, you need to redefine the scope and pay the proper price without compromise. For us, I believe we need more money to be able to provide our services properly. This is not 5 – 10 years ago, it's today, and it needs to be reset and made right for today.

[Cheryl] I am not sure this is a governance issue as much as it is a service provision not being held to a rigorous standard. Are the contractors fulfilling the expectations and are they achieving the outcomes delineated in their contract (and within the constraints of weather events)? Again, communication is required. The vacuum of information can lead to conjecture without substance.

The frequency of mowing, the quality of gardening, and response time to mess cleanups are not where we want them to be. Let's talk to the contractors and ask them what they need in the scope that covers our expectation, what they can actually do and deliver, and how much money is required to achieve it, in today's "cost of people" environment. From this we can quickly develop a new scope that will be better for us (the customers) and more realistic in commercial terms for the contractor. When you are confident your scope will deliver the proper outcomes, and know the real costs involved, you are better placed in confidently setting budgets and awarding contracts.

Given that we are much bigger in numbers (residents and houses) than we were 10 years ago, we actually need our security teams increased above what they were then, not decreased. Right now, the teams are busting their butts to provide the services and staff turnover has not been good because of it. We don't want that. We want the right size team, with backups, and we want them all happy in their jobs. Once again, in hitting the reset button, we should ask them "what is your perfect world" to deliver 100% effectiveness. I am sure they will tell you, and therein lies the inputs for your scope, budget, and contract.

Obviously more money is needed to achieve all of the above, and that's a given. So, the rest button needs to be pressed on what level of income the Body Corporates must collect and payout for the acceptable standards and outcomes. While I don't like to see the residents hammered for a hefty increase in fees, they should know that things have been kept low for them all the while the quality of services have been incrementally compromised over the years. It is the duty of the governance people involved to acknowledge the progressive attrition and fix this and set the right fees for the right services as soon as possible. Right now, residents and contractors aren't happy, and like in most things, the right money spent properly will fix the problems.

[Cheryl] Your assumptions and suggested solutions may be correct. However, to act without a substantial evaluation could negate effective decision making. I suggest we work with

evidence based on triangulated data before we make conclusions and decisions.

So, I suggest these two key contracts are urgently and pragmatically reviewed and a new base established.

[Cheryl] This action could be a component of an evaluation.

Once done, we can work out how much more the residents need to pay in fees to meet the new budgets. Whatever it is, we need to set the fees accordingly at the next opportunity.

[Cheryl] As above. Due diligence is required prior to making this conclusion.

We are at a renewal point where we can either return Sanctuary Cove to its former excellence, or start seeing more unrest and reputational damage across the board.

Kind regards
Mark Winfield

Item 5



3rd April 2024

Dear Sanctuary Cove community,

I write to you with regards to various news outlets reporting on the very recent announcement by the State Government to approve a rezoning application relating to various parcels of land within Sanctuary Cove. Mulpha requested assistance from the Sanctuary Cove PBC to distribute this letter to all Sanctuary Cove residents. As the communication contains important information relative to every SC resident, the PBC EC members agreed to facilitate its distribution.

Mulpha were hoping to communicate to the Sanctuary Cove broader community re: the rezoning approval received from the State Government late last week before the story became public.

However, *The Gold Coast Bulletin* published a story on Tuesday the 2nd April regarding this, before we had a chance to communicate directly with you and this unfortunately also included some inaccurate information.

Mulpha was only advised late afternoon of the previous day via a phone call to me as Mulpha's Development Director, that the story was running of which he was asked only for a quote. Mulpha was not privy to the detailed content of the article. As such, we wanted to share with you all the facts about the State Government's approval.

At our Community Event at Café 19 last year, Mulpha announced its intention to develop up to 100 apartments on Lot 52, – not 200 as reported. The actual number is subject to the final architectural design. The rezoning approval relates, in part, to Lot 52 being changed from Golf Course to Recreation Club Zoning, which permits residential units.

Additionally, the article referred to the release of 110 land lots. This relates to the existing development parcel in the Stage 1 residential zone to the west of the Recreation Club that has an existing approval for 110 land lots. The other adjacent Stage 1 development parcel, also in the residential zone, has an existing approval for 20 land lots and is the parcel currently being created on the approach to the Village Gate.

As well as Lot 52, the rezoning approval relates to relatively minor rezoning adjustments involving portions of unused golf course plus primary thoroughfare and Village land that relate to the rationalization of these two development parcels. This will lead to improved lot sizes and layouts as well as creating land for the new and relocated Village Gates that will be constructed immediately after the boat show.

Mulpha is committed to continuing to provide a high-quality lifestyle to a select demographic within Sanctuary Cove and that means limiting new apartment numbers and investing in high quality housing and facilities.

Mulpha plan to have a town hall presentation to the broader community on the 8th May 2024 where we will discuss the plans for Lot 52 in more detail. We encourage you to reserve your spot when the invitations are issued in the near future.

Kind Regards

Barry Teeling

Development Director – Mulpha

MULPHA SANCTUARY COVE [DEVELOPMENTS] PTY LIMITED

Jabiru house, Masthead Way
Sanctuary Cove QLD 4212

Mailing Address
PO Box 199
Sanctuary Cove QLD 4212



Frequently asked questions

What has been approved for Lot 52?

A change from Golf Course to Recreation Club Zoning which permits residential units.

Where is Lot 52?

It is located on the eastern corner adjacent to the roundabout entrance to the resort hotel.

What is the maximum height?

Buildings generally are limited by legislation to a maximum four storeys in Sanctuary Cove.

What is the timing?

Works on the land lots will commence in July 2024 whilst the apartments on Lot 52 will likely start in the second half of 2025, with the project completed in 2027.

When will the homes go to market?

This is yet to be confirmed but likely in 2025.

How will this benefit existing Sanctuary Cove residents?

The new development will offer more diversified housing to residents and Gold Coast buyers. Seventy percent of buyers for Harbour One live within the gates. This will be a different type of housing offering with a different outlook but will nevertheless be of the same premium quality that we consider an essential feature of the Cove.

Will this development impact negatively on the standard of living for existing residents?

While there has been concern expressed by existing residents that the new development will lead to a decline in the standard of living at the resort, Mulpha believes it is critical to provide diversified products to allow generations to co-exist in Sanctuary Cove. From downsizers looking for a lower maintenance lifestyle to young families, offering a mix of houses and apartments is essential to creating a successful community.

Community Conversations resident event

Please attend our next Community Conversations event for all Sanctuary Cove residents on Wednesday, 8th May, 5:30pm to 7pm. Mulpha representatives will be present to answer your questions and provide a more comprehensive outline of the above re-zoning. An invitation will be issued in the near future.

MULPHA SANCTUARY COVE [DEVELOPMENTS] PTY LIMITED

Jabiru house, Masthead Way
Sanctuary Cove QLD 4212

Mailing Address
PO Box 199
Sanctuary Cove QLD 4212



WATER SAVING ACTIONS REPORT

History

After recommendations from the Body Corporate the PTBC agreed to conduct a water meter audit.

Prior to and up to this point in time, individual Lot Owners were responsible for the maintenance and replacement of their domestic water meters.

After researching the optimum age performance of water meters from Australian standards and with the City of the Gold Coast, we learnt that a water meter loses its effective recording use after 8 years – this could mean a loss of accurate recording of anywhere between 35 to 25% usage.

As of April 2018, there were 1,378 residential water meters installed at Sanctuary Cove and 16 Commercial meters. Of the 1,378 meters, 746 meters were 8 years or more older, 658 were 10 years and older, 574 were 12 years and older and 309 meters were 18 years or older.

As the residential water meters were located with the PBC, the PBC agreed to replace meters on an ongoing basis to ensure that the equipment was current, accurate and did not rely on residents to upgrade their meters.

The PTBC also began a placement program to replace commercial meters located on PTBC land there are sixteen of these.

The program so far is as follows:

Year	Domestic	Commercial
2018		2
2019	621	1
2020	315	2
2021	90	3
2022	115	3
2023	64	3
Total	1,205	14

Current Actions & Results

We have seen a drop in water loss as per the graph below but cannot yet achieve a consistent pattern – A.

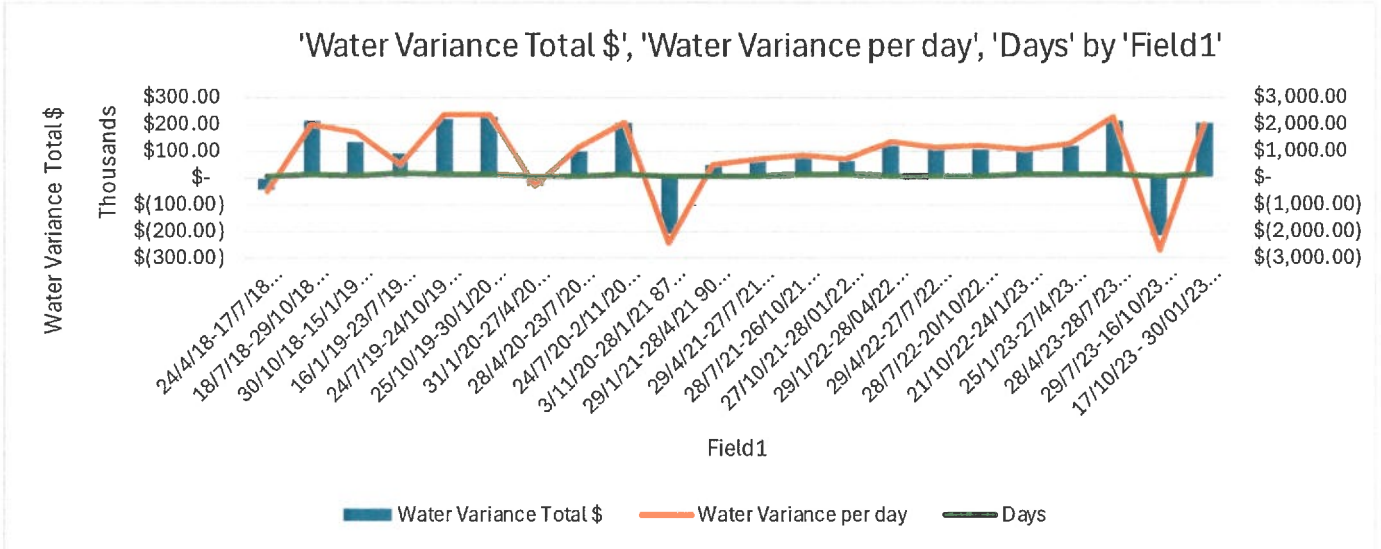
The City Council has replaced the two main water meters feeding Sanctuary Cove, and we are now able to monitor the daily consumption B/ C.

The Pressure Reduction Management system has also been installed, this system is designed to stabilise the water pressure being supplied by the city and then regulate the pressure internally across the site.



WATER SAVING ACTIONS REPORT

A.



B.

CITY OF GOLDCOAST

MiWater

Your water usage report

Property:

Time Period:

SANTA BARBARA ROAD

February 2024

HOPE ISLAND QLD 4212 Assessment: 1523177

Last Period (January 2024):

This Period:

Change:

185,934 KL

111,543 KL

74,391 KL

or

or

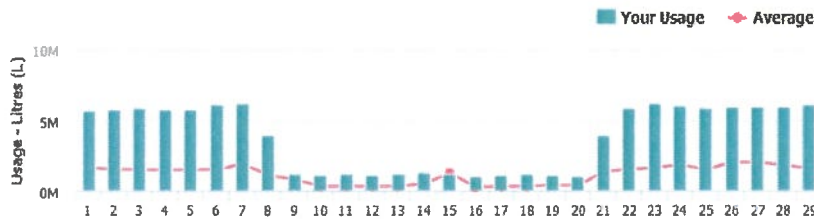
or

\$ 875,748*

\$ 525,369*

\$ 350,379*

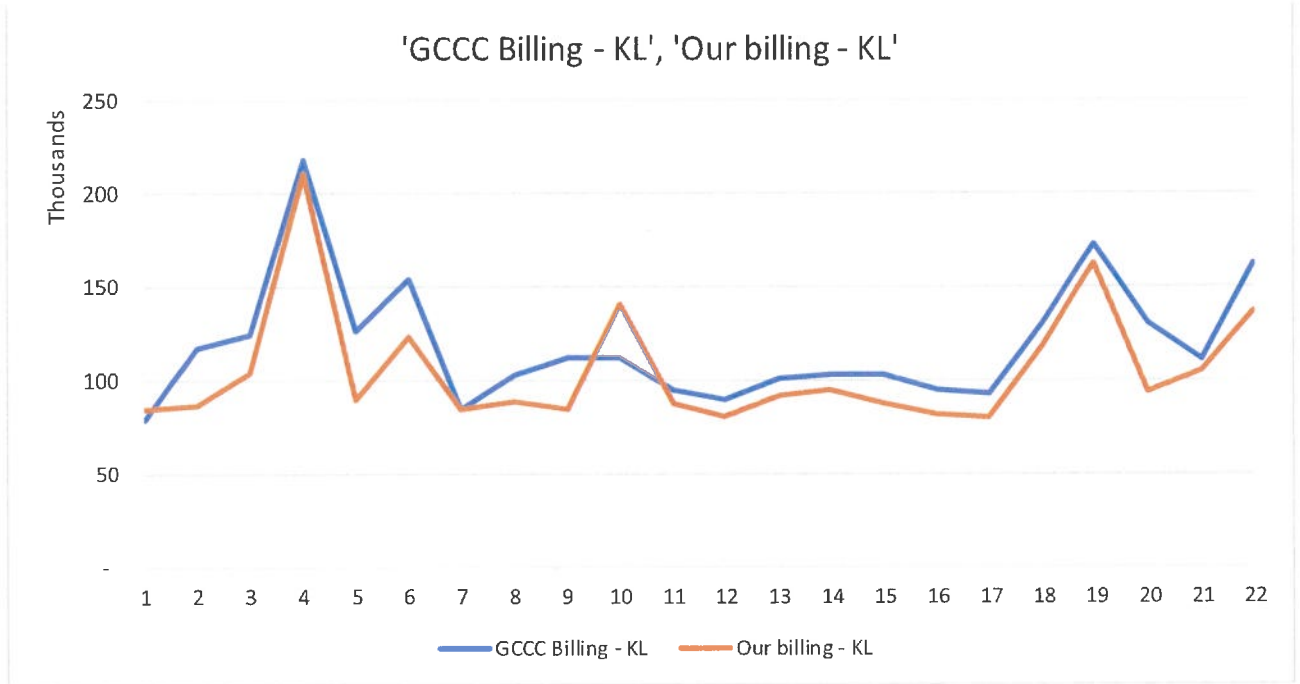
Period Consumption:



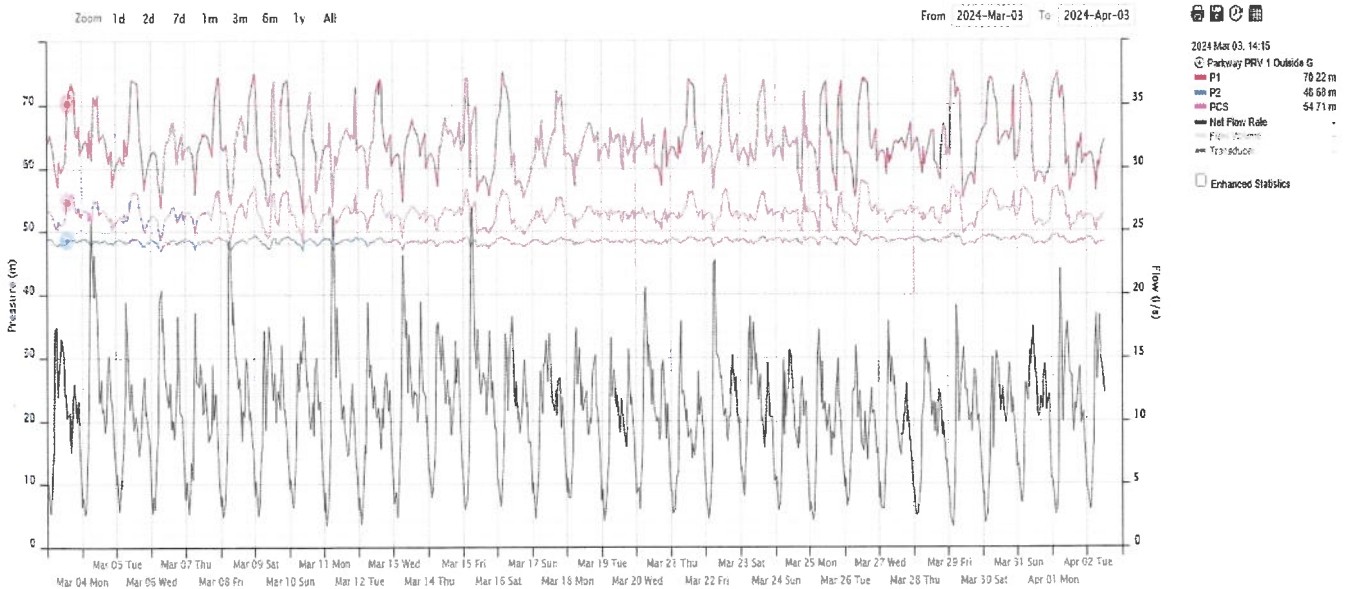


WATER SAVING ACTIONS REPORT

C.



⊕ Parkway PRV 1 Outside Gate



Red and Pink lines- Council Supply

Blue lines- Sanctuary Cove Flow rate after Pressure Reduction

Black lines- Flow rate (Demand)

CORRESPONDENCE FOR ACTION

Item 1

Zieria RBC
Sanctuary Cove.
11 March, 2024.

The Chairman
Principal Body Corporate
Sanctuary Cove.

Dear Sir,

Re: Sitewide Kerbside Irrigation Roll Out in Sanctuary Cove.

1 Introduction.

Zieria RBC comprises of 26 lots, only 2 of which are undeveloped.

All homes in Zieria are mandated to lay turf on the nature strip adjacent to the home and install irrigation systems to maintain this turf.

2 Requests for Information regarding the installation of sitewide irrigation.

Following from discussions with BCS personnel, Dale St. George has confirmed the following with regard to my request.

1 “nothing planned at this stage in the 2024/2025 Budgets”

2 “2024/2025 Budget was set and approved last year – we are now working on 2025/2026 and as stated previously will certainly review with other priorities.”

The Minutes of the Finance Sub-Committee of 23 February state “DSTG advised assumptions for 2024/2025 Budgets submitted this month, drafts to be issued to the PBC and PTBC FSC next month. Draft budgets must be put to the RBCs in June/July.”

It is clear that the information supplied to the FSC in February contradicts what I have been told. The 2024/2025 budget has not been set and approved last year as previously stated and draft budgets will only be provided to the RBCs in June.

3 Budget Process.

There is no evidence that I can find that RBCs have been consulted on any items that they may wish to be included in the budget. I can also find no records of PBC discussion on the budget which leads me to the conclusion that the budget process is solely a BCS matter.

3 Budget Process cont.

I would argue that the exclusion of RBCs in the debate prior to drafting the budget is a major error. The presentation of “draft budgets” in June /July does not allow sufficient time for debate and any agreed changes to be made.

Millions of Dollars have been spent on providing irrigation water storage but there appears to be no plan for the roll out of the irrigation system to the new RBCs where it is required.

4 Further Anomaly.

As explained earlier Zieria currently irrigates its kerbside turf with high cost potable water at the owner’s expense. However, Zieria residents also pay via their SC levy towards the cost of the water consumed by the existing irrigation system of which they are not part. In effect Zieria residents are being charged twice for kerbside irrigation, or, put another way they are subsidising the cost of water to those residents who currently have kerbside irrigation.

5 Conclusion.

I believe that a proposal for the roll out of irrigation to all RBCs should be developed with the intention to install irrigation to those RBCs that currently do not have irrigation at the earliest opportunity.

Secondly, the current practice of charging RBCs for the consumption of irrigation water which is not available to them should cease and prior charges should be refunded.

I trust this will receive your consideration.

Yours faithfully,

Hugh Martin

Members Nominee for Zieria RBC.

Item 2

From: [Building Approvals](#)
To: [PBC](#)
Subject: FW: Security Plan Assessment - 8825 The Point Circuit, Sanctuary Cove
Date: Monday, 18 March 2024 3:17:04 PM
Attachments: [image001.png](#)

Good Afternoon,

Could you please kindly assist with the below?

The owner is wanting to appeal a pool setback decision to the PBC.

Thank you!

Kind Regards,

CAITLIN COOMBRIDGE

Building Approvals Manager

Direct 07 5500 3316 | caitlin.coombridge@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 stratamax.com.au/Portal/login



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From: Jacquie Daly
Sent: Monday, March 18, 2024 3:14 PM
To: Building Approvals <buildingapprovals@scove.com.au>
Subject: Re: Security Plan Assessment - 8825 The Point Circuit, Sanctuary Cove

Hi Caitlin

Hope you had a great weekend, can i just clarify something the next PBC meeting will be on Thursday 4 April do we have to write and submit our submission before the day or can we go on the day and present our case or can we submit our case and still be

able to attend to discuss it.

Kind Regards

Jacquie

On 8 Mar 2024, at 8:35 am, Building Approvals
<buildingapprovals@scove.com.au> wrote:

Good Morning Jacquie,

My apologies for missing you yesterday afternoon!

As requested, please find attached the Sanctuary Cove Community Services Limited Stamped and Approved Plans for proposed development works at 8825 The Point Circuit, Sanctuary Cove. These are now ready to be issued to your chosen certifier for certification. Please ensure the attached plans are those which are certified, as **we cannot accept certified plans which do not show the SCCSL approval stamp**. Once certified, please provide a copy of same back to our office.

I have also received feedback from the Architectural Review Committee chairperson regarding the proposed 200mm pool setback relaxation. They unfortunately are not agreeable with allowing such a major relaxation and believe a 800mm relaxation is already quite generous considering the requirement is 1.5m. From this point, I have listed below the next steps for your consideration:

- Writing to the Principal Body Corporate (PBC) requesting reconsideration of the proposed 200mm pool setback relaxation. Correspondence can be issued to pbc@scove.com.au which will be tabled at the next meeting scheduled for Thursday, 4 April 2024; or
- Our office can stamp the pool plans as is, noting a “Plan Endorsement” that the pool is to be constructed minimum 800mm from boundary.

I do apologise for not having better news for you on a Friday.

Please let me know if you have any further queries.

Kind Regards,
CAITLIN COOMBRIDGE

Building Approvals Manager

Direct 07 5500 3316 | caitlin.coombridge@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 stratamax.com.au/Portal/login

<image001.png>

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From: Jacquie Daly
Sent: Thursday, March 7, 2024 10:51 AM
To: Building Approvals <buildingapprovals@scove.com.au>
Subject: Re: Security Plan Assessment - 8825 The Point Circuit, Sanctuary Cove

Hi Caitlin

Thankyou for the email and Steve is addressing the security plan for assessment but can we please ask for stamped plans so that we can get them to our certifier so we can start to get things under way with him as we are coming to a deadline with him. We understand that you are awaiting feedback but can we get stamped plans to continue.

Kind Regards

Jacquie

On 6 Mar 2024, at 7:49 am, Building Approvals <buildingapprovals@scove.com.au> wrote:

Good Morning Steven and Jacquie,

As discussed on Friday, I forwarded the proposed Security Plan to our Security Team for assessment and have received the following feedback:

Can you please ask for some clearer plans if possible?

We also need the Heat Detectors and the Main Alarm Panel labelled.

If you could please provide the above at your earliest convenience, that would be greatly appreciated.

Please be advised that I am also still awaiting feedback from the ARC Chairperson and will confirm as soon as I have a response.

Thank you!

Kind Regards,

CAITLIN COOMBRIDGE

Building Approvals Manager

Direct 07 5500

3316 | caitlin.coombridge@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 stratamax.com.au/Portal/login

<image001.png>

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<20240308 8825 Ardisia Stamped and Approved Plans - New Dwelling.pdf>

Item 3

From: [Chris Kritzinger](#)
To: [Jodie Syrett](#)
Subject: PBC EC Meeting
Date: Wednesday, 3 April 2024 1:02:39 PM

Dear Jodie,

Keira informed me that your next PBC EC meeting is on Thursday 11th April next week. I would appreciate it if you could add the following objection to the Agenda:

For the past few months we have had a rather large fishing vessel moored at 4734 The Parkway which is the property adjacent to Harbour Terraces (HT). The bow of the boat extends into the HT water frontage, and its height enables its occupants to see directly into the Florida Room and Main Bedroom of our Unit at 4732 The Parkway, thereby becoming an invasion of our privacy.

After speaking with one of the BC members we subsequently found out that the owner of the boat received approval from the “ engineer’s department “ allowing two jetties access for the boat's mooring purposes despite its large size, one jetty at the owner’s residence at 8049 The Parkway, and the other at our neighbour’s property. I believe that our neighbour may be co-owner of the boat as well but do not have any confirmation of this. Apparently mooring of the boat at the owner’s residence at 8049 The Parkway has been disallowed due to invasion of privacy and I would like to hereby formally complain for a similar reason and request that the boat be moved to a more appropriate jetty.

Kindly convey my request to the committee at your forthcoming meeting.
If you require any additional information or photos, please let us know.

Yours Sincerely
Chris and Norah Kritzinger

From: [Sue Burridge](#)
To: [Stuart Shakespeare](#); [Derek Glinka](#); [petercohen3](#); [earpbj@bigpond.com](#); [Paul Kernaghan](#); [Nick Eisenhut](#)
Cc: [Jodie Syrett](#)
Subject: Vessel "Allure" moored at 4734 The Parkway, Sanctuary Cove
Date: Wednesday, 3 April 2024 3:05:28 PM

Dear Executive Committee Member

Further to our letter dated 28th March, 2024 in relation to the mooring of the above vessel, we have now been advised by Jodie from BCS that our concern has been tabled with the PBC EC for discussion & a decision at the Meeting on 11th April, 2024.

We are requesting that the PBC EC ask the Owner to remove his vessel forthwith. This is the same Owner & same vessel who requested an exemption on the jetty outside his home at 8049/ 8050 The Parkway in the middle of last year. We are at a loss to understand why Mr O'Farrell has not been instructed to remove his offending vessel from 4734 The Parkway & seek an appropriate mooring elsewhere, for such a large vessel. Further, we understand that neighbouring Owners were consulted at 8049/8050 The Parkway prior to the exemption being granted, which are elevated homes & would therefore look over the top of the vessel. Please note that none of the effected neighbours of 4734 The Parkway have ever been consulted, despite the fact that four HT apartments are ground level.

To restate our case -

1. We were referred to Building Approvals from BCS & have made several requests since 14/10/23 as to whether the vessel is legally moored sitting in the Secondary Thoroughfare outside the quayline. In February 24 it was only by accident we were informed by BA that 'the vessel is now parked legally, as the jetty has been recertified'. We pointed out that this was not our initial query & were then referred to the PBC.
2. We have requested a copy of the recertification of the jetty, but BCS have politely refused. However, we understand this document will be available for your viewing at the Meeting.
3. Quayline drawings show the vessel is illegally positioned.
4. Correspondence indicated that the PBC was not creating a precedent for other waterways by granting an exemption to Allure in Harbour 3 as 'unique conditions applied'.
5. We do not object to a vessel being parked at 4734 per se, but the height & size of 'Allure' is inappropriate (see image 2 - note height of 'Allure' compared to a similar length vessel of a different design). Please note that 'Allure' is a large fishing boat with a flybridge (3 levels) which does not allow us to see over the top of the vessel & the Owner is able to look directly into our living area & bedrooms. (See image 1 -taken from our home).
6. The vessel is branded '41 feet' which could well be longer than 4734 waterfront boundary.
7. Four ground level apartments in Harbour Terrace, situated at the end of this Harbour 2 cul-de-sac, are significantly impacted by loss of view, privacy & property values. Please note that one of the effected apartments are leased & the Owner is possibly unaware of this problem.
8. The nature in which this matter has been handled during the last 5 months is unsatisfactory, unreasonable & immoral. It is unfortunate that the PBC has allowed this situation to go on for so long.

We welcome an onsite inspection prior to the EC Meeting.

Best regards
Ross Wharton

--

This email has been checked for viruses by AVG antivirus software.
www.avg.com

From: [Sue Burridge](#)
To: [Jodie Syrett](#)
Cc: [Stuart Shakespeare](#)
Subject: Vessel moored at 4734 The Parkway, SC
Date: Tuesday, 26 March 2024 3:44:01 PM

Dear Secretary of PBC

Please find listed below a timeline of events & correspondence regarding the above.

14/10/23 Mr O'Farrell moored his vessel "Allure" at 4734 The Parkway jetty.
15/10/23 Ross Wharton (RW) sent an email to BCS requesting a copy of the quayline drawing for Harbour 2.
19/10/23 The Building Approval Manager (BAM) forwarded a copy of the quayline plan.
19/10/23 RW emailed Building Approvals (BA) to query whether or not the vessel was parked legally sitting in the Secondary Thoroughfare outside the quayline.
15/11/23 RW emailed BA asking if there was any progress on his query.
30/11/23 RW had telephone conversation with BAM.
1/12/23 RW confirms conversation by email. The BAM commented about 'this part of Harbour 2 waterway being a quiet cul-de-sac'. However, we are no closer to resolving this issue, which was raised on 15/10/23.
4/12/23 reply received from BAM saying 'I'm pleased to confirm that we have reached out to the owner for additional information on the current vessel moored at the pontoon structure'.
20/12/23 RW email BA to get an update.
21/12/23 BAM replied 'I am pleased to advise that our office is currently pursuing the matter & we have been liaising with the Owner direct'.
11/1/24 Another ground floor HT owner has complained to BCS regarding the size of the vessel berthed at 4734. BCS confirmed the vessel was too large for the jetty but no mention of action being taken, if any.
2/24 RW spoke with BAM to get an update & was informed that 'the vessel is now parked legally as the jetty has been recertified'.
16/3/24 RW contacted Security - the Owner & Polished Marine Detailing were working on the vessel causing excessive noise with a polisher/grinder at 2.20pm on a Saturday afternoon. Security reported they spoke with the Owner who said he 'was working on the vessel with a mate'.
16/3/24 Security had to be contacted again at night as the jetty light had been left on, which was shining into homes.
17/3/24 Altercation with a neighbor & the vessel Owner who was working on the boat again with a grinder & the neighbor was about to entertain lunch guests (Sunday). Security advised.
20/3/24 RW spoke with BC Manager to find out who he should complain to regarding the outcome & handling of this matter.
21/3/24 Received an email from BAM advising 'they cannot pursue the matter further to have the vessel relocated as the pontoon structure has been recertified to moor the boat currently at the property'.

Our concerns are as follows -

1. the nature in which this matter has been handled is unsatisfactory. We still have no answer on the legality of the vessel sitting in the Secondary Thoroughfare. 5 months later we are told the vessel is now legally parked due to recertification.
2. Despite several emails from RW, it appears 4734 jetty was recertified 'under the radar' to suit the length of Mr. O'Farrell's vessel without any consultation with the effected Owners.

This sets a precedence within SC in not giving any protection to waterside property Owners who have paid for water views.

3. Five Owners who reside at the end of this Harbour 2 cul-de-sac are significantly impacted by loss of view, privacy & property values.

4. The vessel blocks safe access to one of the designated jetties of HT.

5. No surrounding vessels are of a similar height or size compared to "Allure".

6. In the future it appears that any vessel of this size (or perhaps larger) will be allowed to moor at 4734 jetty, which creates an ongoing problem.

We request that Mr O'Farrell be asked to remove his vessel from 4734 jetty & any permission from the PBC be withdrawn forthwith.

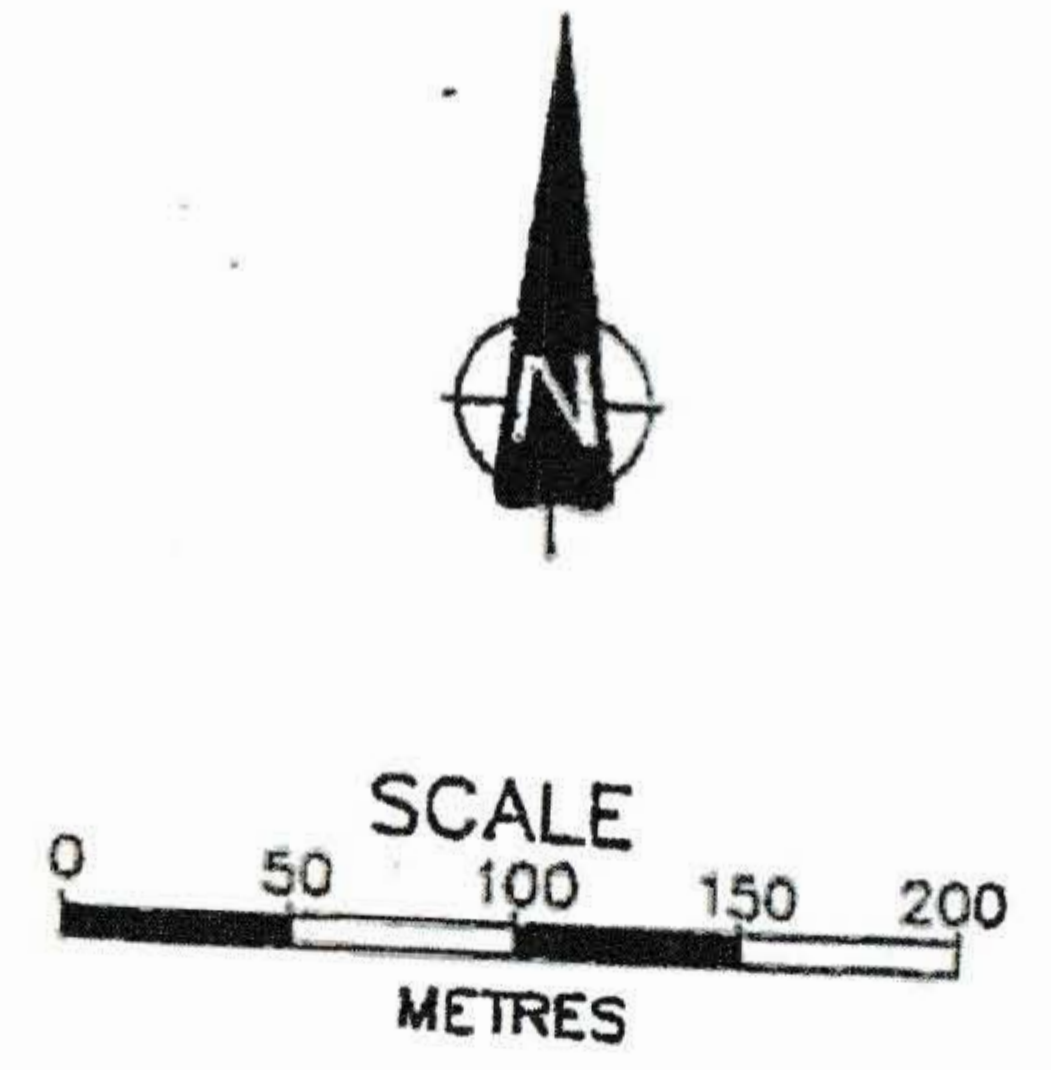
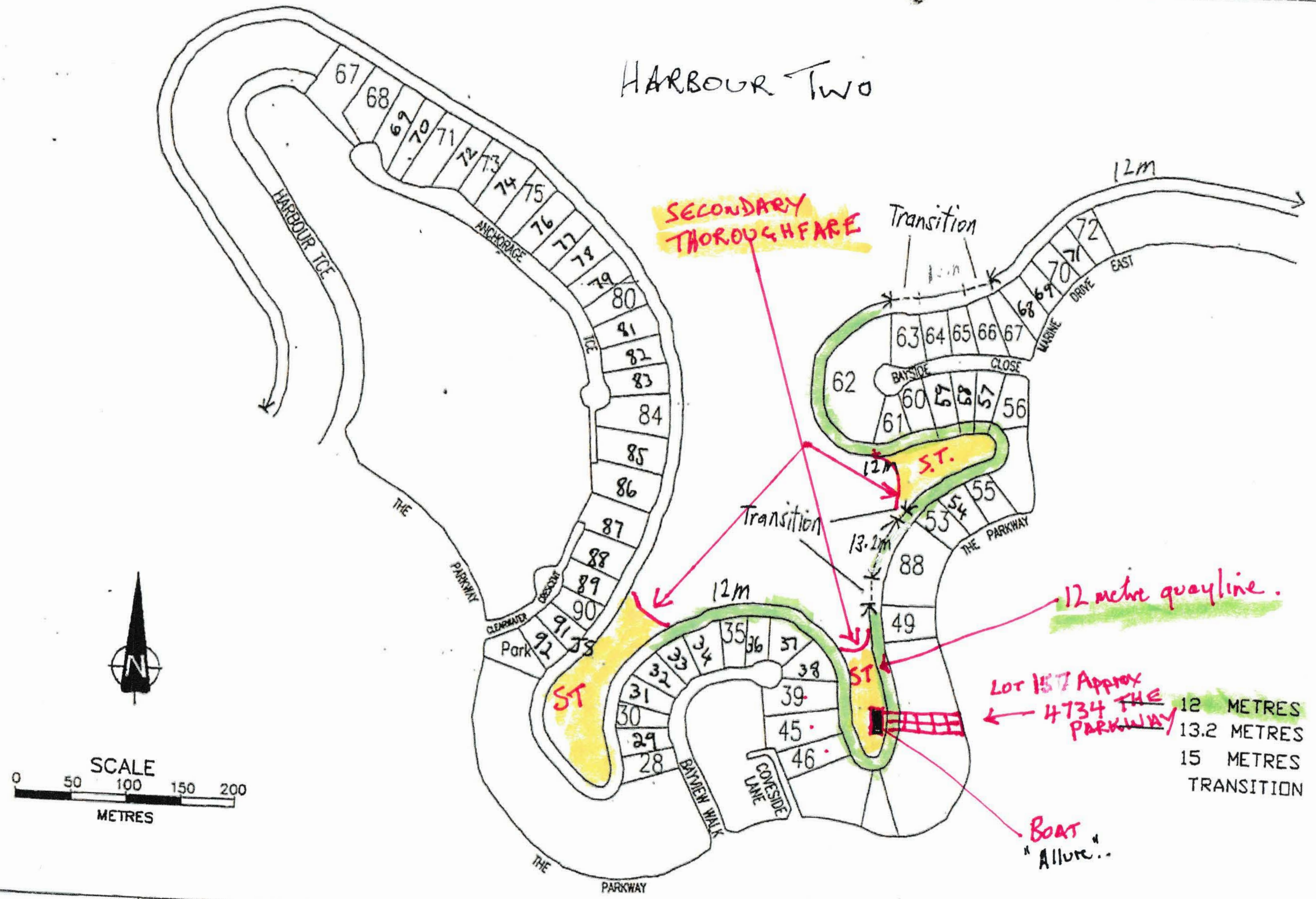
Regards

Ross Wharton (4718 The Parkway)





HARBOUR Two



Notes
 PLAN COMPILED FROM
 LANDS DEPARTMENT DCDB
 File Reference
 803368
COMPUTER-DATA/ACAD/SUPPORT/CDS/QUAYLINES/GOLDOLWAY

SANCTUARY COVE PROPOSED QUAYLINES

Drawn
 J.LAUNDY
 Checked
 Approved

DEPARTMENT OF
 ENVIRONMENT AND HERITAGE
 COASTAL DEVELOPMENT SECTION

Plan Number
SANCOVE-01
 Date
 APRIL 1994

From: [Sue Burridge](#)
To: [Jodie Syrett](#)
Cc: [Stuart Shakespeare](#); [Derek Glinka](#)
Subject: Vessel "Allure" moored at 4734 The Parkway, SC
Date: Wednesday, 10 April 2024 10:50:03 AM

Good Morning Jodie

We would be grateful if the above image could be circulated to the PBC EC tomorrow during the discussion of 'Allure' illegally berthed in the Secondary Thoroughfare.

Based on previous information we have received & will forward separately, if permission is granted the PBC may be liable if there are any incidents/accidents.

With thanks & regards
Sue Burridge (4718 The Parkway)

--

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From: Anthony Ellingford
Subject: My Resignation
Date: 1 April 2024 11:22
To: Brian Earp



The PBC Secretary.

Hi Brian

The time has come for me to tender my resignation as the PBC Treasurer and Executive Committee member with immediate effect. It has been an honour to serve the Sanctuary Cove residents. I have definitely decided to live in Guernsey, my family issues have to take precedent over individual preferences.

Wishing you the EC and PBC all the very best.

Tony Ellingford

From: Anthony Ellingford anthonyellingford@gmail.com

Subject: Resignation

Date: 1 April 2024 11:11

To: David Chell davidchell@hotmail.com, David Dyer david.elga@myowntel.net.au, Bob Fifield rfifield@iaformulae.com.au, Clare and Wayne Kirby wayne@kirbyfamily.id.au, David Francis fionaanddavid@bigpond.com, Cheryl McBride cheryl.mcbride@teamleisure.com.au

AE

Hi Folks,

Hope you have all had a wonderful Easter break, I have certainly had a socially busy and boozy one!!!

The time has come for me to tender my resignation as Chairperson and Members Nominee for Washingtonia with immediate effect. It has been an honour to serve the Washingtonia residents, but I have definitely decided to live in Guernsey, my family issues have to take precedent over individual preferences.

It is my suggestion that David Dyer serve out the balance of my term as Chairperson, he has been involved in PBC matters for many years and has stood in for me admirably on many occasions.

I wish you all the best for the future

Cheers

Tony Ellingford

Item 5

From: [Building Approvals](#)
To: [Jodie Syrett](#)
Subject: FW: Conflict of Interest
Date: Monday, 8 April 2024 10:12:08 AM
Attachments: [image001.png](#)

Good Morning Jodie,

Please see email below from the owner of 2268 Banksia Lakes Drive regarding their request at the upcoming PBC EC meeting.

Thank you!

Kind Regards,

CAITLIN COOMBRIDGE

Building Approvals Manager

Direct 07 5500 3316 | caitlin.coombridge@scove.com.au
Main 07 5500 3333 | enquiries@scove.com.au
Address PO Box 15 | Shop 1A, Building 1, Masthead Way Sanctuary Cove Q
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From: Steven McQuillan
Sent: Friday, April 5, 2024 5:28 PM
To: Building Approvals <buildingapprovals@scove.com.au>
Subject: Conflict of Interest

Hi Caitlin

I understand that PBC EC members have a legal obligation to act in the best interest of body corporate (all owners) and not their own interest.

I wish to raise a potential conflict of interest for a committee member of PBC EC in our application for relaxation of the rear boundary setback.

As a matter of background during 2019, my family was involved in a protracted and very bitter legal dispute with committee member Mr Brian Earp who is the representative for Livingstonia GTP. The dispute was resolved in the Supreme Court in late 2019.

Confidentially, can you please raise this conflict of interest with the Chairperson of PBC EC to have Mr Brian Earp be abstained from voting or discussing the relaxation request with the other committee members as I feel our previous personal business dealings would conflict his decision making and any discussions with the committee.

Regards

Steven

Steven McQuillan

PV Partners Pty Ltd

Chartered Accountants

Phone: (07) 5649 8685

PO Box 239, Southport QLD 4215

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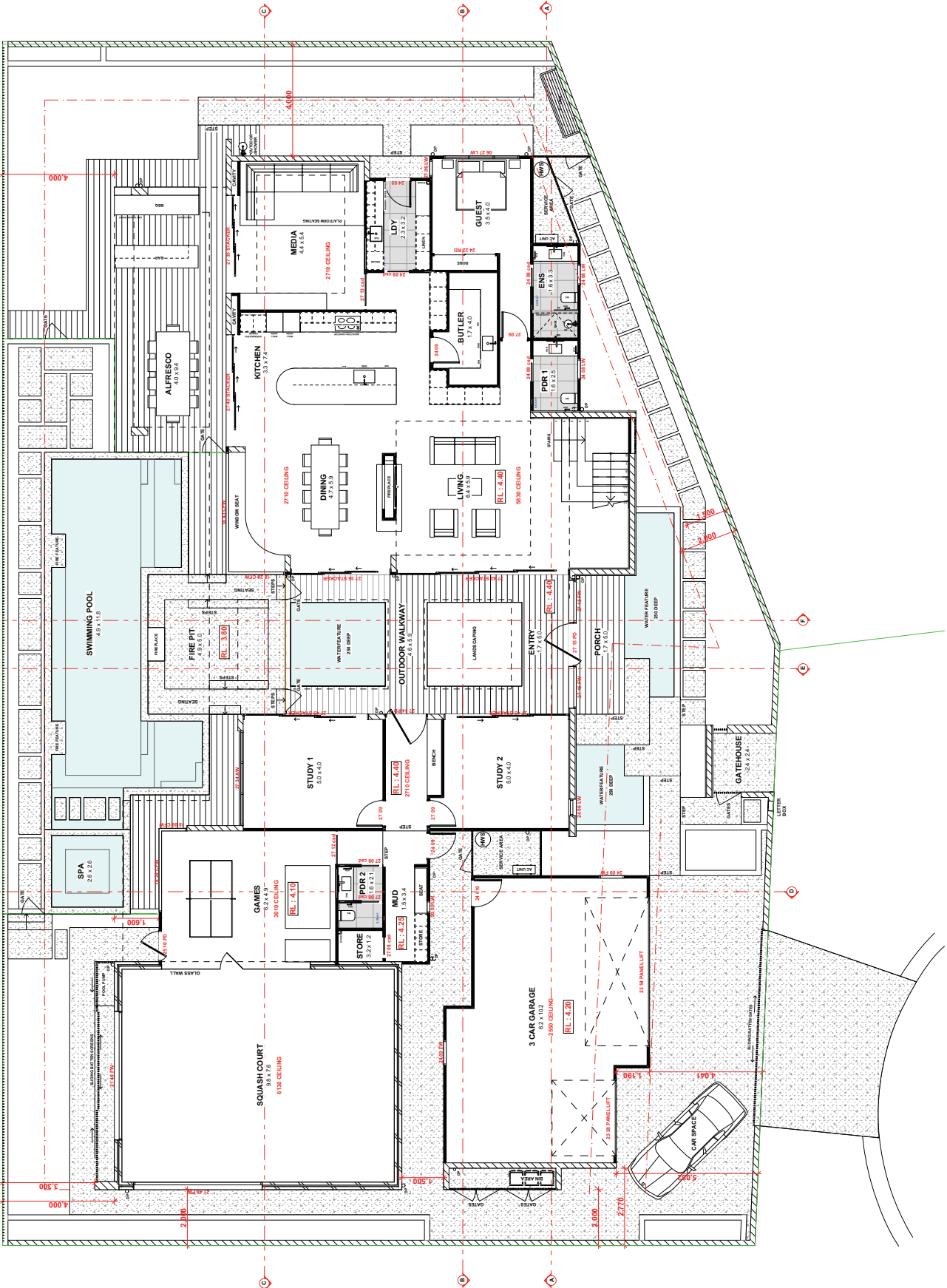
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HOPE ISLAND



- ESR CALCULATIONS**
- LOWER FLOOR CLASS 10 - 65.37m²
 - GARAGE ALLOWANCE - 55.00m²
 - 50% REMAINING - 5.18m²
 - ALFRESCO - 41.27m²
 - 50% ALFRESCO - 20.64m²
 - WALKWAYS - 53.73m²
 - 50% WALKWAYS - 26.86m²
 - LIVING AREAS - 363.71m²
 - UPPER FLOOR LIVING AREA - 218.27m²
 - BALCONY 1&2 - 17.15m²
 - 50% BALCONY 1&2 - 8.58m²
 - TOTAL ALLOWABLE - 656.80m²
 - TOTAL ACHIEVED - 643.24m²
 - SITE COVER 1088.00m²
 - SITE AREA - 494.10m²
 - ALLOWABLE (45%) - 427.51m²
 - LIVING AREAS - 65.37m²
 - GARAGE - 492.88m²
 - TOTAL -



client: Steve & Allison McQuillan
 project number: 23015
 drawing number: 204
 drawing title: 21032024

PROPOSED RESIDENCE
 2288 Bantkalea Lakes Drive,
 Hope Island, QLD

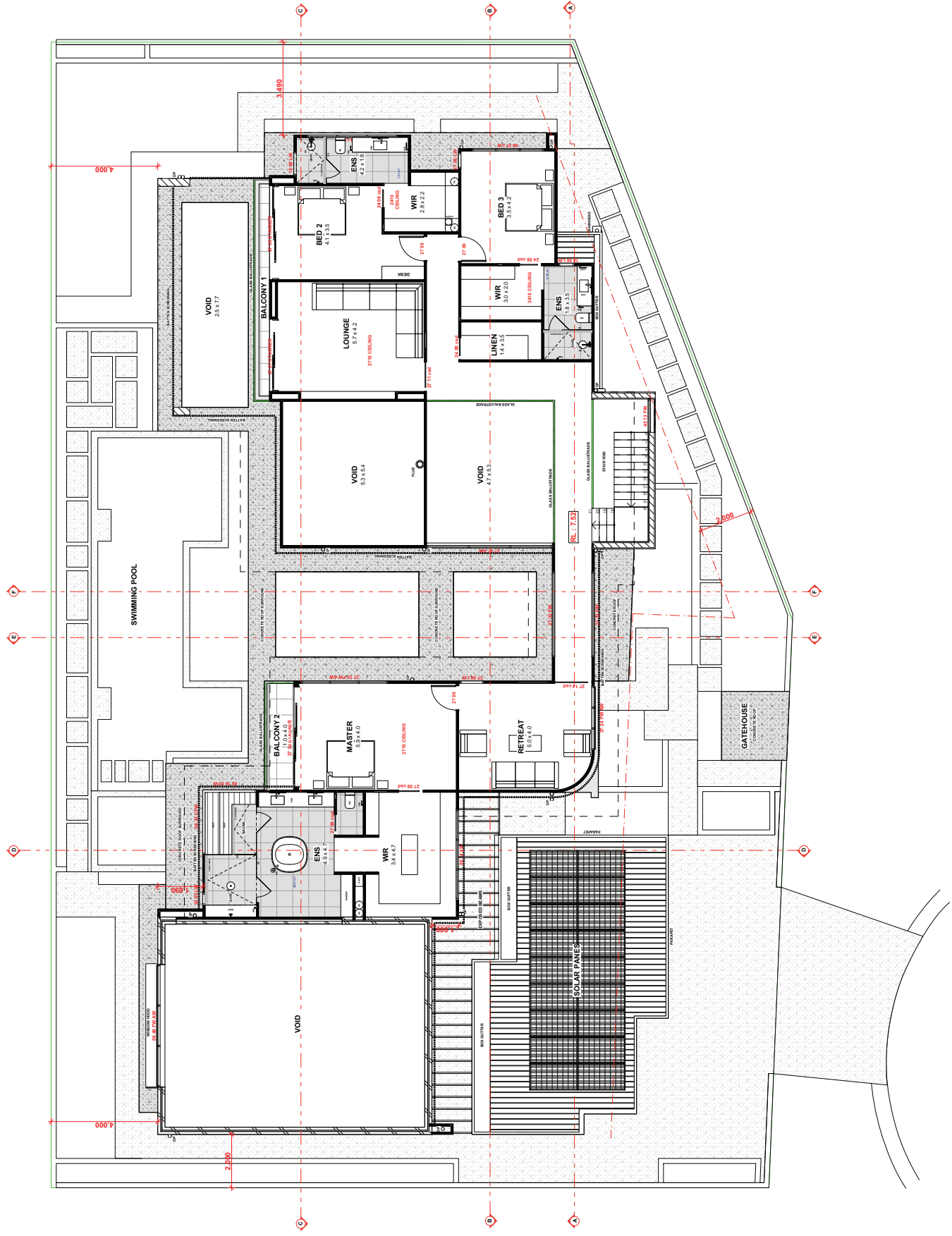
SCALE: 1:100 on A2
 DRAWN: BR
 CHECKED: SamRay

DATE: 2023/01/10
 ISSUE: G
 REVISION: 1:100 on A2
 DRAWN: BR
 CHECKED: SamRay

REV.	DATE	DESCRIPTION	BY	CHK	REV.	DATE	DESCRIPTION
A	20/03/23	PRELIM APPROVAL	BR	BR	G	20/03/23	SETBACK RELAXATION
B	21/03/23	PRELIM APPROVAL	BR	BR			
C	21/03/23	PRELIM ELEVATION/SECTION	BR	BR			
D	21/03/23	PRELIM ELEVATION/PLAN	BR	BR			
E	21/03/23	PRELIM ELEVATION/PLAN	BR	BR			
F	20/03/23	ASC APPROVAL PLAN REVISED	BR	BR			

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 www.storydesigncollective.com.au
 GRS 46P 73B
 GRC 14L 8P 73B/24
 GRC 14L 8P 73B/24
 GRC 14L 8P 73B/24
 GRC 14L 8P 73B/24





client: Steve & Allison McQuillan
 project number: 23015
 drawing number: 205
 drawing title: FIRST FLOOR PLAN
 scale: 1:100 on A2
 status: checked
 drawn: SR
 checked: Sam Ray

REV.	DATE	DESCRIPTION	BY	CHK	DATE	DESCRIPTION
A	20/03/23	PRELIM EXISTING	SR	SR	20/03/23	SETBACK RELEASE
B	20/03/23	PRELIM EXISTING	SR	SR	20/03/23	SETBACK RELEASE
C	20/03/23	PRELIM EXISTING	SR	SR	20/03/23	SETBACK RELEASE
D	20/03/23	PRELIM EXISTING	SR	SR	20/03/23	SETBACK RELEASE
E	20/03/23	PRELIM EXISTING	SR	SR	20/03/23	SETBACK RELEASE
F	20/03/23	PRELIM EXISTING	SR	SR	20/03/23	SETBACK RELEASE

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 GRS 887 778
 GREG LEE B193284
 JESSICA WOOD B193284
 JESSICA WOOD B193284





V.	DATE	DESCRIPTION	INIT.	DATE	DESCRIPTION	INIT.
A	03/05/23	PRELIM LAYOUT	SR			
B	04/11/23	PRELIM ELEVATION REVISIONS	SR			
C	04/11/23	PRELIM ELEVATION REVISIONS	SR			
D	04/11/23	PRELIM ELEVATION PLANS	SR			
E	22/02/24	PRELIM ELEVATION PLANS	SR			
F	22/02/24	PRELIM ELEVATION PLANS REVISION	SR			

Item 6

From: [The Pilates Suite](#)
To: [PBC](#)
Subject: Business in Sanctuary Cove
Date: Friday, 5 April 2024 9:32:20 PM

Good evening ,

I have been looking seriously at properties for purchase to live in as our principal place of residence as a family for the last few months .

I have been advised to best come to you via Kirra Cook from the body corporate with regards to home run businesses.

Initially Kirra advised any home run businesses were prohibited without mentioning the exceptions which I fit well and truly under .

Currently I run a business from home in Hope Island . I am a Stott Pilates trained pilates instructor who only offers private sessions to a client base I have had for 10 years .

Your by laws state that if your home is primarily a residence , which it is first and foremost , secondary a professional or administrative business which the former I am (fully certified , council approved) I don't have signage as I don't advertise , then these are exceptions to the prohibition in which case I believe I can continue to operate .

A number of my clients are also residents in Sanctuary Cove utilizing the services of other home businesses and look forward to the ease it will afford them should we be successful with a purchase .

Prior to purchasing I would like to be assured that I can continue my service to the community at the high standard at which I operate .

I am very happy to come and meet with you to discuss this further and present to you exactly what I do offer.

I look forward to your response at your convenience .

Kind Regards ,
Ingrid

stuart@shakespeares.info

From: mark@markwinfield.com
Sent: Sunday, 7 April 2024 7:29 PM
To: 'PBC'; 'longesm'; 'Gary Simmons'; 'dianneonthehc'; 'Caroline Tolmie'; 'andrewbrownsydney'; 'Richard Sherman'; 'tmcginty52'; 'petercohen3'; 'robert nolan'; 'shawlene'; 'G and J Burke'; 'Stuart Shakespeare'; 'nabilola'; 'Paul Kernaghan'; 'Brian Earp'; 'Derek Glinka'; 'sjandos001'; 'Mickmcdonald22'; 'Nick Eisenhut'; 'Simone Hoyle'; 'Wayne Bastion'; 'Anthony Ellingford'; 'pedrohay'; 'HUGH MARTIN'
Cc: 'Dale StGeorge'; 'Brogan Watling';
Subject: RE: Off-Leash dog area - Paul Toose Park

To the PBC,

There are a number of residents that are not at all happy about the continuing restriction put upon them in letting their dogs chase balls on the large open area of Paul Toose Park on Schotia Island. As you would know we do not have an "off-leash" dog area in Sanctuary Cove. This issue has come up many times over the past 10 years, and for the last 15 years or more, a group of about 20 residents bring their dogs to the Paul Toose Park between 3.00pm and 6.00pm each afternoon. I am one of them. The residents stand around having chats with other dog owners while tossing a ball out into the field of grass for the dogs to chase and bring back. 90% of the dogs are small dogs. That is the extent of the dog activity. Residents either walk or buggy ride to the Park from all areas of the Cove. Once a year we hold a Christmas dog party where more than 150 residents and their dogs come to celebrate the season as more of an end of year party for the dog owners who have come regularly or occasionally throughout the year and know each other well. This is a wonderful and exciting occasion. Sometimes the group of residents come together to celebrate (remember) the life of a dog who has very recently passed away, and was part of the group.

The problem we have is that coming together and allowing our dogs to chase balls is illegal. Dogs must be on leashes at all times when they leave their properties. The Paul Toose Park is signed accordingly, and this is a control law of the City of Gold Coast Council.

Recently a Schotia Island resident, who strongly opposed dogs being off leash in Paul Toose Park, made yet another phone call to the Council to tell them of our heinous crimes in the Cove. On a Sunday afternoon six weeks ago a dog inspector showed up and told all those there that they would incur a \$600 fine for each dog off their leash. Upon arrival that inspector was surrounded by little dogs licking him and showing how happy they were to see him. He clearly did not want to be there when he saw the disappointment on so many resident's faces, as well as seeing firsthand the perfect environment for dogs to play in a gated community. He left without issuing one fine. He has not been back since. We also have regular visits by our security personal. They too are welcomed by the dogs, and more importantly by the residents who have a unique moment to talk to security one-on-one, rather than just waving to them in their car. Discussion is not about dogs, but rather the bigger issues in the Cove. When security come, they see residents happy to see them and very happy to engage in conversation, they see no problems with dogs running to retrieve balls, and no threat to the quite enjoyment of any other Sanctuary Cove resident. They too leave, and like the Council Inspector, wish they did not have to police this harmless activity in a most appropriate place, conducted by caring residents.

So, what we have here is the community doing something good for themselves and their dogs and not hurting anybody. That's the truth of it. But because a small minority see fit to stop that happening, and leave the park empty, they complain over and over with the law on their side, and nobody really likes it.

To the PBC's credit they asked Body Corporate Services to investigate this whole off-leash dog area in 2016 – 2017. In response, Body Corporate Services commissioned a report titled - Report of a Feasibility Study into the Establishment of an Off-Leash Dog Park within the Sanctuary Cove Resort. This report looked into suitable locations for an off-leash area.

An extract of the Report follows:

2. BACKGROUND.

Dog ownership in Sanctuary Cove is estimated at 650+. With the popularity of dog ownership, off-leash areas have been recognised as a facility catering to the health and wellbeing of both dogs and their owners. When properly established and managed, OLDP areas represent a valuable asset, providing physical and psychological benefits to the community through exercise and social interaction.

These benefits include:

- Opportunities for dogs to participate in physical and mental exercise. Well exercised dogs are less likely to behave in a destructive way or cause a nuisance such as excessive barking or straying.*
- Increasing socialisation for dogs. Having frequent interaction with other dogs and people leads to healthier and happier dogs, thereby reducing the likelihood of aggressive behaviour.*
- Creating a safe environment for dogs to play. Owners can exercise their dogs off-leash without encountering cars, bikes or pedestrians while also providing an outlet for natural dog behaviours (running, chasing, foraging, and barking).*
- Opportunities for dog owners to socialise. Owners are able to interact with others within their community and form bonds that increase engagement with their neighbours, improving their mental and emotional health.*
- Increased responsible dog ownership. Using the off-leash area reduces the likelihood of conflict with other users of open space recreational areas and provides an avenue to educate dog owners about animal health and welfare.*

During the development of the Report surveys were conducted and the result was 75.7% of residents surveyed (of 536 total residents) said they would welcome and support an off leash area for the dogs and Paul Toose Park was indeed the best location. 22.6% said no and the rest were undecided. Of the 75.7% that said yes, 15% were not dog owners.

So, with this support a motion was put forward to change the RZABL's and the STBL's to allow an Off-Leash Dog Park in Sanctuary Cove.

The legal advice relied upon for this is as follows:

By-Laws will need to be changed

Grace Lawyers have been approached for advice. Their response follows:

“Section 4A of the Sanctuary Cover Resort Act 1985 (SCRA) states that an approved use for a zone / part of a zone is what is approved under the regulation. Schedule 1 of the Sanctuary Cove Resort Regulation 2020 (SCRR) states that a “park” is an approved use of the general residential zone (that is, secondary thoroughfare) as well as the primary thoroughfare zone. “Park” is defined in schedule 1, part 3 of the SCRA as:

***"park"** means land which is provided for use or intended for use for open air recreation and which—*

(a) has been ornamentally laid out or repaired; or

(b) is maintained to preserve or enhance its natural beauty; or

(c) has been prepared or is maintained as a grassed or landscaped area.

and includes facilities provided on the land for the enjoyment or convenience of visitors to the park including—

- (d) exercise or light refreshment booths; or*
- (e) picnic places, places for enjoying views, nature areas, vehicular parking areas and footways; or*
- (f) shelters and other public conveniences; or*
- (g) children's play areas.*

We are of the view that an off-leash dog park would be an approved use under the SCRA / SCRR because it is a "type" of park, which is an approved use of those particular zones. It would be used as an open-air recreation area which is maintained as a grassed or landscaped area and includes facilities provided on the land for the enjoyment or convenience of visitors.

In terms of what needs to be done in to establish an off-leash dog park, I am of the view that:

- *If the off-leash dog park is to be in the secondary thoroughfare:*
 - *The PBC's Residential Zone Activity By-Law (RZABL) 4.5.3 should be changed. At present, this by-law requires dogs to be kept on a leash when they are not inside a residential lot. I say it should be changed rather than it must be changed because a RZABL only applies to land in the residential zone other than secondary throughfare pursuant to section 96A of the SCRA. So RZABL 4.5.3 would not apply to Schotia Island. But I still think it should be changed because that nuance of the SCRA would be missed by most proprietors or occupiers in the residential zone, so it could cause confusion. A change to RZABL 4.5.3 must be approved by special resolution and by the Minister.*
 - *The Secondary Thoroughfare By-Laws (STBL) do not specifically address animals / pets on the secondary throughfare. If an off-leash dog park is established on the secondary thoroughfare, a new STBL should be made to create rules to govern the use of dog-park (e.g., that owners would need to clean up any messes created by their dogs, that the dogs would need to be leashed until they arrived at the park, any safety concerns, etc). A new STBL must be approved by special resolution and by the Minister".*

In essence this means that both the RZABLs and the Secondary Thoroughfare By Laws would need to be amended. History would indicate that this could take up to two years to achieve.

It is my understanding that the vote to change the By-Laws failed. This is mainly because the vote involved every resident of Sanctuary Cove, not just a survey group, and it is always very hard to get consensus (the required percentage) on changing By-Laws, no matter what it is. This is because there is always a bias against change unless it really concerns people directly. The dog issue clearly did not concern enough people living in the Cove. And I get that.

Where do we go from here.

We have an unworkable situation at present. The majority of people living here are not interested in dogs nor are bothered by them. A small group of dog owners like to meet each afternoon at Paul Toose Park and give their dogs a run. People generally stay for 20 - 30 minutes for this exercise. There are a couple of people who, for some unknown reason, what to see it all shut down knowing they have the law on their side, even though it does not really affect them at all. Obviously when they see us there, their blood pressure rises simply because of what they are perceiving in their own mind. From that they demand action, and everyone is made to feel threatened and uncomfortable.

It is my belief that 90% of residents really don't care about an amenity they are unlikely to use. A bit like a basketball court on a hill. Dogs running after balls on Paul Toose Park would not concern them. 90% of residents have not even visited Paul Toose Park, and most have lived here for a long time. The only way the great majority of residents would vote to change a By-Law to enable our quite enjoyment of Paul Toose Park for

this purpose is if they were properly informed and the benefits of the amenity more realistically and factually described. Issues like this need to be properly sold to those who don't know and are generally not concerned. Not influenced by misinformation and unreasonable vocal objectors. Most objection to anything we do in here emanates from the vocal minority stating and propagating unfounded perceptions to influence others. We have seen this repeatedly.

I personally do not want to give up on this issue. I want to raise a motion again to change the relevant By-Laws to enable an off leash dog area on a section of Paul Toose Park. Furthermore, I want the proper and true support material developed and circulated to give all residents the facts and outline the need for this change. In the meantime, I want to PBC to pass a vote to allow the off-leash activity to be permissible in this park until the By-Laws have changed. It is not unusual for the PBC to do this. They can call it a trial period if they need to. If the vote is a no again, then we are all back to square one, and an unsavoury, unrealistic environment of unnecessary restriction will persist. And nobody likes it.

The report raised a couple of issues which I want to address. These might also be reliant issues of the minority objectors.

Owners not picking up dog crap.

Let me say that the dog owners I am talking about do pick it up. They all carry bags, and they are all watching each other and the dogs. No owner would let a dog leave a dump while 15 other people are watching. The reality is that the real offenders are not people in the Park but rather some of those dogs being walked along streets of the Cove on leashes with their master's and where nobody is watching, and the master knows it. They dump and ignore. It does not happen at Paul Toose Park between 3.00pm and 6.00pm each afternoon. That's the facts.

Dogs barking behind fences.

There are a couple houses backing on to Paul Toose Park where dogs are locked in their back yards. We know where they are. When we, humans, walk around the boundary edge of the park, and close to their back fences without our dog, they bark viciously and repeatedly at the human. I have tested this. It's not pleasant. These dogs are not friendly, they bark loudly at the presence of anything, and I am sure they drive their owners mad. Maybe their owners have them for security (I've no idea why). I am also aware that one of these owners, with the most vicious dogs, is the greatest vocal objector to having other dogs off-leash on Paul Toose Park and calls Security and the Council.

Dogs destroying the park.

Hardly. There are 2 dogs in our group that dig small holes in the dirt occasionally (big enough for their small snouts). They are stopped immediately. I cannot speak for what goes on before 3.00pm or after 6.00pm though. In a Park of 1.5 acres, there might be 6 small holes which we fill in every week or so. The Park has far bigger problems than 6 small holes. It is poorly maintained by the landscape contractors, and has been for a few years. Probably because 90% of residents don't go there and don't complain. Often the grass is higher than my knees. Weed infestation is terrible. The truth is dog damage is negligible. If the park was used for sports, the damage would likely be far greater.

Other people threatened

I concede that there was one owner in our group that did not control his two recalcitrant dogs at all. When people walking dogs around the fringe of Paul Toose Park were spotted by these two crazy animals, they would take off after them and bark. It wasn't good. And this guy just couldn't be told. He spoiled things for everyone else. That said, nobody was bitten, just alarmed. This guy and his dogs have since left the Cove and it no longer happens. No other dog in the group of 20+ behave like this. They are too busy sniffing each other's anatomy and chasing balls.

Can we please discuss this at the next appropriate time - PBC

Thanks
Mark Winfield