



NOTICE OF EXECUTIVE COMMITTEE MEETING OF THE PTBC

Name of Property:	Sanctuary Cove Primary Thoroughfare Body Corporate
GTP:	201
Location of Meeting:	Meeting Room 1, Sanctuary Cove Body Corporate Services, Sanctuary Cove QLD 4212
Date and Time of meeting	Wednesday 24 th April 2024 10:00am

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. Minutes of PTBC EC meeting held 29th February 2024
 2. Body Corporate – FSC Minutes – 23rd February 2024
 3. Body Corporate – FSC Minutes – 22nd March 2024
 4. Body Corporate – FSC Minutes – 19th April 2024
 5. Matters in Progress March 2024 / April 2024
 6. Operations Report March 2024
 7. Finance – Banking Signatories – Mrs Mika Yanaka

7. Correspondence for Information

No	Date	From	To	Regarding
1	21 February 2024	Mulpha Developments	PBC Secretary	Request for motion at PBC Meeting regarding Section 56 of SCRA
2	28 February 2024	PBC Secretary	Mulpha Developments	Formal correspondence regarding Section 56 of SCRA
3	19 March 2024	Biodiversity	SCCSL	Corella Management Program outcome
4	28 March 2024	DSDILGP	SCCSL	SC Resort Proposed Use Plan Amendment gazetted

8. Correspondence for Action

No	Date	From	To	Regarding
1	8 March 2024	Resident in Colvillia	PTBC	Safety issues associated with Golf Course Land
2	28 March 2024	Banksia Lakes Resident	PTBC	Tree replacement and remaining tree removals.

9. General Business

8.1 Draft Deed of Agreement – Water supply agreement

10. Date of next PTBC EC Meeting – Thursday 27th June 2024

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 Primary Thoroughfare 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 Primary Thoroughfare Body Corporate GTP 201

Name of Property: Sanctuary Cove Primary Thoroughfare Body Corporate
GTP: 201
Location of Meeting: Meeting Room 1, Sanctuary Cove Body Corporate Services, Sanctuary Cove QLD 4212
Date and Time of meeting: Wednesday 24th April 2024 10:00am

Motions

1	Minutes of PTBC EC meeting held 29th February 2024 (Agenda Item 6.1)	ORDINARY RESOLUTION
----------	--	----------------------------

Proposed by: Statutory Motion

THAT the Minutes of the PTBC Executive Committee Meeting held on 29th February 2024 be accepted as a true and correct record of the proceedings of the meeting.

Yes	
No	
Abstain	

2	Body Corporate – FSC Minutes – 23rd February 2024 (Agenda Item 6.2)	ORDINARY RESOLUTION
----------	---	----------------------------

Proposed by: PTBC Chairperson

THAT the PTBC EC notes and accepts the FSC Minutes dated 23rd February 2024 as tabled.

Yes	
No	
Abstain	

3	Body Corporate – FSC Minutes – 22nd March 2024 (Agenda Item 6.3)	ORDINARY RESOLUTION
----------	--	----------------------------

Proposed by: PTBC Chairperson

THAT the PTBC EC notes and accepts the FSC Minutes dated 22nd March 2024 as tabled.

Yes	
No	
Abstain	

4 Body Corporate – FSC Minutes – 19th April 2024 (Agenda Item 6.4)

Proposed by: PTBC Chairperson

<p>THAT the PTBC EC notes and accepts the FSC Minutes dated 19th April 2024 as tabled.</p>	Yes	
	No	
	Abstain	

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

Proposed by: PTBC Chairperson

<p>THAT the PTBC 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)</p>	Yes	
	No	
	Abstain	

6 Body Corporate – Operations Report (Agenda Item 6.6) ORDINARY RESOLUTION

Proposed by: PTBC Chairperson

<p>THAT the PTBC EC notes Operations Report March 2024 as tabled.</p>	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 (Finance Manager) 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.

8 Correspondence for Information (Agenda Item 7)

ORDINARY RESOLUTION

Proposed by: PTBC Chairperson

THAT the PTBC EC notes and accepts the Correspondence for Information, February 2024/March 2024 as tabled.

Yes	
No	
Abstain	

9 Correspondence for Action (Agenda Item 8)

ORDINARY RESOLUTION

Proposed by: PTBC Chairperson

THAT the PTBC 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	

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

ORDINARY RESOLUTION

Proposed by: PTBC Chairperson

THAT the date of the next PTBC Extraordinary General Meeting will be Thursday 27th June 2024 10:00am.

Further **THAT** the date of the next PTBC Executive Committee Meeting will be Thursday 27th June 2024 10:00am.

Yes	
No	
Abstain	

GTP:201

Name of voter: _____

Signature of voter: _____ Date: _____



**MINUTES OF PTBC EXECUTIVE COMMITTEE MEETING
For Sanctuary Cove Primary Thoroughfare Body Corporate GTP 201**

Location of meeting: Meeting Room 1, Sanctuary Cove Body Corporate Services, Sanctuary Cove, QLD 4212
Date and time of meeting: Thursday 29th February 2024
1:29pm – 1:45pm
Chairperson: Mr Stephen Anderson

ATTENDANCE

The following members were present at the meeting in Person:

Position: Chairperson Member Name: Mulpha Sanctuary Cove Investments Pty Ltd Lot 6 Rep: Mr Stephen Anderson
Position: Ordinary Member Name: Principal Body Corporate GTP 202 Rep: Mr Stuart Shakespeare

The following members were present at the meeting by Voting Paper and In Person:

The following members present by Voting Paper:

Position: Ordinary Member Name: Sanctuary Cove Golf and Country Club Holdings Limited Lot 10 Rep: Mr Paul Sanders
Position: Ordinary Member Name: Sanctuary Cove Golf and Country Club Holdings Limited Lot 20 Rep: Mr Paul Sanders
Position: Ordinary Member Name: Sanctuary Cove Golf and Country Club Holdings Limited Lot 51 Rep: Mr Paul Sanders
Position: Ordinary Member Name: Sanctuary Cove Golf and Country Club Holdings Limited Lot 52 SP 301179 Rep: Mr Paul Sanders
Position: Ordinary Member Name: Sanctuary Cove Golf and Country Club Holdings Limited Lot 52 SP 327424 Rep: Mr Paul Sanders
Position: Ordinary Member Name: Sanctuary Cove Golf and Country Club Holdings Limited Lot 53 Rep: Mr Paul Sanders
Position: Ordinary Member Name: Sanctuary Cove Golf and Country Club Holdings Limited Lot 54 Rep: Mr Paul Sanders
Position: Ordinary Member Name: Sanctuary Cove Golf and Country Club Holdings Limited Lot 58 Rep: Mr Paul Sanders
Position: Ordinary Member Name: Sanctuary Cove Golf and Country Club Holdings Limited Rep Lot 16: Mr Paul Sanders
Position: Ordinary Member Name: Sanctuary Cove Golf and Country Club Holdings Limited Lot 1 Rep: Mr Paul Sanders

The following members were represented at the meeting by Proxy:

Position: Ordinary Member Name: Mulpha Sanctuary Cove Hotel Investments Pty Limited Lot 31 Rep: Mr Barry Teeling to Mr Stephen Anderson
Position: Ordinary Member Name: Mulpha Sanctuary Cove Hotel Investments Pty Limited Lot 32 Rep: Mr Barry Teeling to Mr Stephen Anderson
Position: Ordinary Member Name: Mulpha Sanctuary Cove Hotel Investments Pty Limited Lot 38 Rep: Mr Barry Teeling to Mr Stephen Anderson

Present by Invitation:

Mr Dale St George, PTBC Secretary, (DSG)
Ms Jodie Cornish, Manager Body Corporate, SCBCS

Apologies:

Mr Paul Sanders
Mr Barry Teeling

A quorum was present.
Nil Conflict of Interest.
The Meeting was not recorded.

Motions

1 Approval of PTBC EC VOC Minutes 31 October 2023 (Agenda Item 6.1) CARRIED

Proposed by: Statutory Motion

RESOLVED That the VOC Minutes of the PTBC Executive Committee Meeting held on 31 st October 2023 be accepted as a true and correct record of the proceedings of the meeting.	Yes	4
	No	0
	Abstain	0

Members Name	Yes	No	Abstain
Stephen Anderson	X		
Paul Sanders	X		
Barry Teeling	X		
Stuart Shakespeare	X		

2 Approval of PTBC EC VOC Minutes 3 November 2023 (Agenda Item 6.2) CARRIED

Proposed by: Statutory Motion

RESOLVED That the VOC Minutes of the PTBC Executive Committee Meeting held on 3 rd November 2023 be accepted as a true and correct record of the proceedings of the meeting.	Yes	4
	No	0
	Abstain	0

Members Name	Yes	No	Abstain
Stephen Anderson	X		
Paul Sanders	X		
Barry Teeling	X		
Stuart Shakespeare	X		

3 Approval of PTBC EC VOC Minutes 31 January 2024 (Agenda Item 6.3) CARRIED

Proposed by: Statutory Motion

RESOLVED That the VOC Minutes of the PTBC Executive Committee Meeting held on 31st January 2024 be accepted as a true and correct record of the proceedings of the meeting.

Yes	4
No	0
Abstain	0

Members Name	Yes	No	Abstain
Stephen Anderson	X		
Paul Sanders	X		
Barry Teeling	X		
Stuart Shakespeare	X		

4 Body Corporate - Matters in Progress (Agenda Item 6.4) CARRIED

Proposed by: PTBC Chairperson

RESOLVED That the PTBC 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	4
No	0
Abstain	0

Members Name	Yes	No	Abstain
Stephen Anderson	X		
Paul Sanders	X		
Barry Teeling	X		
Stuart Shakespeare	X		

5 Body Corporate – Operations Report (Agenda Item 6.5) CARRIED

Proposed by: PTBC Chairperson

RESOLVED That the PTBC EC notes Operations Report January 2024 as tabled.

Yes	4
No	0
Abstain	0

Members Name	Yes	No	Abstain
Stephen Anderson	X		
Paul Sanders	X		
Barry Teeling	X		
Stuart Shakespeare	X		

6 Body Corporate – FSC Minutes (Agenda Item 6.6)**CARRIED**

Proposed by: PTBC Chairperson

RESOLVED That the PTBC EC notes and accepts the FSC Minutes dated 24th November 2023 as tabled.

Yes	4
No	0
Abstain	0

Members Name	Yes	No	Abstain
Stephen Anderson	X		
Paul Sanders	X		
Barry Teeling	X		
Stuart Shakespeare	X		

7 Body Corporate – FSC Minutes (Agenda Item 6.7)**WITHDRAWN**

Proposed by: PTBC Chairperson

RESOLVED That the PTBC EC notes and accepts the FSC Minutes dated 23rd February 2024 as tabled.

Yes	
No	
Abstain	

NOTE: Completed minutes were missing, to be tabled at next meeting.

Members Name	Yes	No	Abstain
Stephen Anderson			
Paul Sanders			
Barry Teeling			
Stuart Shakespeare			

8 2024 PTBC EGM Dates (Agenda Item 6.8)**CARRIED**

Proposed by: PTBC Chairperson

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

Wednesday 24 April 2024

Thursday 27 June 2024

Thursday 29 August 2024

Thursday 31 October 2024

Monday 9 December 2024

Yes	4
No	0
Abstain	0

Members Name	Yes	No	Abstain
Stephen Anderson	X		
Paul Sanders	X		
Barry Teeling	X		
Stuart Shakespeare	X		

9 2024 PTBC EC Dates (Agenda Item 6.9) CARRIED

Proposed by: PTBC Chairperson

RESOLVED That the PTBC EC resolves to call an Executive Committee Meeting of the PTBC on the following dates:
 Wednesday 24 April 2024
 Thursday 27 June 2024
 Thursday 29 August 2024
 Thursday 31 October 2024
 Monday 9 December 2024

Yes	4
No	0
Abstain	0

Members Name	Yes	No	Abstain
Stephen Anderson	X		
Paul Sanders	X		
Barry Teeling	X		
Stuart Shakespeare	X		

10 Correspondence for Information (Agenda Item 7) CARRIED

Proposed by: PTBC Chairperson

RESOLVED That the PTBC EC notes and accepts the Correspondence for Information, February 2024 as tabled.

Yes	4
No	0
Abstain	0

Members Name	Yes	No	Abstain
Stephen Anderson	X		
Paul Sanders	X		
Barry Teeling	X		
Stuart Shakespeare	X		

11 Correspondence for Action (Agenda Item 8)**CARRIED**

Proposed by: PTBC Chairperson

THAT the PTBC 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	4
No	0
Abstain	0

NOTE: PTBC agreed to the removal of the tree situation on PTBC land Banksia Lakes

Members Name	Yes	No	Abstain
Stephen Anderson	X		
Paul Sanders	X		
Barry Teeling	X		
Stuart Shakespeare	X		

12 Date of next PTBC EGM / EC Meeting (Agenda Item 10)**CARRIED**

Proposed by: PTBC Chairperson

RESOLVED that the date of the next PTBC Extraordinary General Meeting will be Wednesday 24th April 2024 10:00am.

Yes	4
No	0
Abstain	0

Further **RESOLVED** that the date of the next PTBC Executive Committee Meeting will be Wednesday 24th April 2024 10:00am.

Members Name	Yes	No	Abstain
Stephen Anderson	X		
Paul Sanders	X		
Barry Teeling	X		
Stuart Shakespeare	X		

Meeting Closed at @ 1:45pm

Chairperson:

Motion 6.2

MINUTES OF THE FINANCE SUB COMMITTEE MEETING OF THE PTBC

Body Corporate Committee	Sanctuary Cove Primary Thoroughfare Body Corporate GTP 201 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:	11.16am	Meeting finish time:	11.22am

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 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 PTBC for January 2024 as tabled.

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

3 PTBC Financial Statements CARRIED

Proposed by: The Chairperson

Yes	4
No	0
Abstain	0

RESOLVED That the FSC notes and accepts the PTBC Financial Statements as of 31 January 2024 as tabled.

NOTE:

Admin Fund has resulted in a net deficit position of \$57.7k, \$33.2k favourable to the YTD budget.

MM noted that the Sinking Fund looks great considering the major projects that have been undertaken over the last few years.

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

4 PTBC Budget Variance Analysis CARRIED

Proposed by: The Chairperson

Yes	4
No	0
Abstain	0

RESOLVED That the FSC notes and accepts the PTBC Budget Variance Analysis as of 31 January 2024 as tabled.

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

5 PTBC Detailed Transaction Lists CARRIED

Proposed by: The Chairperson

RESOLVED That the FSC notes and accepts the PTBC Detailed Transaction Lists as of 31 January 2024 as tabled.

Yes	4
No	0
Abstain	0

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

6 PTBC Cash Flow CARRIED

Proposed by: The Chairperson

RESOLVED That the FSC notes and accepts the PTBC Cash Flow as of 31 January 2024 as tabled.

Yes	4
No	0
Abstain	0

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

7 PTBC Budget Timeline CARRIED

Proposed by: The Chairperson

RESOLVED That the FSC notes and accepts the PTBC Budget Timeline as tabled.

Yes	4
No	0
Abstain	0

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

8 PTBC 40-Year Predictive Model CARRIED

Proposed by: The Chairperson

RESOLVED That the FSC notes and accepts the PTBC 40-Year Predictive Model as tabled.

Yes	4
No	0
Abstain	0

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

9 Date of Next Meeting CARRIED

Proposed by: The Chairperson

RESOLVED That the date of the next FSC Meeting will be Friday, 23 March 2024 at 10:15am.

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:

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

Body Corporate Committee Sanctuary Cove Primary Thoroughfare Body Corporate GTP 201 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: 10.27am **Meeting finish time:** 10.46am

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)

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	4
No	0
Abstain	0

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

2 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 PTBC for February 2024 as tabled.

Note:

- *Smart Stone invoice was selected for this month for their work at The Address gate upgrade.*
- *It was noted that the PBC Representative failed to vote on the VOC.*

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

3 PTBC Financial Statements CARRIED

Proposed by: The Chairperson

Yes	4
No	0
Abstain	0

RESOLVED That the FSC notes and accepts the PTBC Financial Statements as of 29 February 2024 as tabled.

NOTE:

- *\$38k favourable to budget.*
- *Animal Management contract ends very soon, discussion surrounding the Corella Management Program ensued. DSTG asked to investigate trialling the method of crushing pinecones using a mower-like machine to further deter the corellas.*

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

4 PTBC Budget Variance Analysis CARRIED

Proposed by: The Chairperson

Yes	4
No	0
Abstain	0

RESOLVED That the FSC notes and accepts the PTBC Budget Variance Analysis as of 29 February 2024 as tabled.

Notes:

- *TM queried the \$348,574 listed as "Other Expenses" in the Admin Fund. DSTG confirmed these were things like management fees, contractual items etc. SA suggested that in future, a note is made to avoid confusion.*

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

5 PTBC Detailed Transaction Lists CARRIED

Proposed by: The Chairperson

Yes	4
No	0
Abstain	0

RESOLVED That the FSC notes and accepts the PTBC Detailed Transaction Lists as of 29 February 2024 as tabled.

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

6 PTBC Cash Flow CARRIED

Proposed by: The Chairperson

Yes	4
No	0
Abstain	0

RESOLVED That the FSC notes and accepts the PTBC Cash Flow as of 29 February 2024 as tabled.

Note:

- It was noted that the cash flow was looking great, DSTG confirmed that the PTBC is tracking toward a further surplus by the end of the year.

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

7 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, 19 April 2024 at 10:15am.

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

GENERAL BUSINESS

N/A

Chairperson:

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

Body Corporate Committee Sanctuary Cove Primary Thoroughfare Body Corporate GTP 201 Finance Sub-Committee
Location of Meeting: Meeting Room 1 - Sanctuary Cove Body Corporate Services
Date and Time of meeting Friday, 19 April 2024
Meeting Chaired by: Mr Stephen Anderson
Meeting start time: 10.39am **Meeting finish time:** 11.01am

ATTENDANCE

The following Committee members attended the meeting In Person:

Chairperson Mr Stephen Anderson (SA)
 Ordinary Mr Mick McDonald (MM)

PRESENT BY PROXY

Mr Robert Hare proxy to Mr Mick McDonald

APOLOGIES

Ordinary Mr Tony McGinty (TM)

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 Minutes of Previous Meeting CARRIED

Proposed by: The Chairperson

RESOLVED That the Minutes of the Finance Sub-Committee Meeting held on 22 March 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 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 PTBC for March 2024 as tabled.

Note:

- The Seymour Consultants invoice was chosen for March 2024 for review.
- Seymour Consultants conducted Fire Safety Evacuation Training, provided a Fire Safety Evacuation Plan and prepared/submitted a Annual Occupiers Statement for the Facilities Compound.

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

3 PTBC Financial Statements CARRIED

Proposed by: The Chairperson

Yes	3
No	0
Abstain	0

RESOLVED That the FSC notes and accepts the PTBC Financial Statements as of 31 March 2024 as tabled.

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

4 PTBC Budget Variance Analysis CARRIED

Proposed by: The Chairperson

Yes	3
No	0
Abstain	0

RESOLVED That the FSC notes and accepts the PTBC Budget Variance Analysis as of 31 March 2024 as tabled.

Notes:

- The Admin Fund is in a net surplus position of \$9.6k YTD.

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

5 PTBC Detailed Transaction Lists CARRIED

Proposed by: The Chairperson

RESOLVED That the FSC notes and accepts the PTBC Detailed Transaction Lists as of 31 March 2024 as tabled.

Yes	3
No	0
Abstain	0

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

6 PTBC Cash Flow CARRIED

Proposed by: The Chairperson

RESOLVED That the FSC notes and accepts the PTBC Cash Flow as of 31 March 2024 as tabled.

Yes	3
No	0
Abstain	0

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

7 Date of Next Meeting CARRIED

Proposed by: The Chairperson

RESOLVED That the date of the next FSC Meeting will be Friday, 17 May 2024 at 10:15am.

Yes	3
No	0
Abstain	0

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

GENERAL BUSINESS

N/A

Chairperson:

Motion 6.5

#	MEETING DATE	RESOLUTION	Onus	COMMENTS	EXPECTED COMPLETION DATE
90	06/18	Upgrade of Adelia pedestrian and vehicle access gates	FM	<ul style="list-style-type: none"> Project expected completion – April 2024. 	Commenced
95	09/19	Village Gate	FM	<ul style="list-style-type: none"> Postponed commencing June 2024 after the boat show. 	Commenced
97	10/20	Fig Tree replacement - Boulevard	FM	<ul style="list-style-type: none"> NO action taken – future project 	ON HOLD
101	08/22	A Class Water	CEO	<ul style="list-style-type: none"> Pumps and other equipment for final project installation in safe storage – will bring to site. Energex have approved the new site for the transformer – expect works to commence in June 2024. Water supply agreement 2024 for approval. 	ONGOING
102	03/23	Safety concerns Boulevard pathway - risk	FM	<ul style="list-style-type: none"> Review timing of addressing potential hazards on each side of the Boulevard pathway Mulching has been undertaken; the remainder of works will be undertaken when time permits. 	Pending
104	02/23	Site wide water review	CEO / Golf	<ul style="list-style-type: none"> Lake storage and stormwater runoff investigations to ascertain retention of stormwater. Motion on PTBC Agenda - \$42K (ex gst) for a complete report and recommendations. WO issued 	Commenced

				<ul style="list-style-type: none"> • Further funding to conduct lake survey of depth approved. 	
107	05/23	Advice sought by PTBC amending section 56 Sanctuary Cove Resort Act 1985	PTBC	<ul style="list-style-type: none"> • Correspondence issued by Mulpha to the PTBC and PBC to commence this stalled process. • Will be addressed at March 2024 meetings. 	ONGOING



OPERATIONS REPORT – MARCH 2024

Key Performance Indicators

Positive / Actioned	Watch / Ongoing	Negative / Not Started
---------------------	-----------------	------------------------

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			✓									

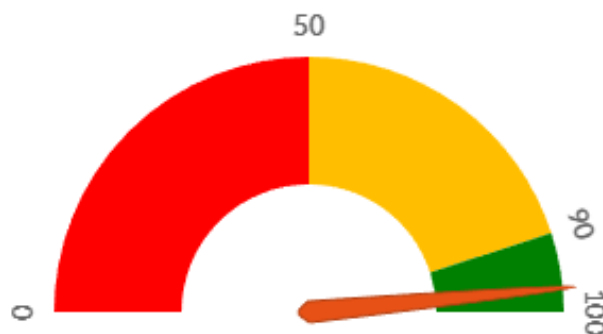
*Please refer to Newsletter dated 28th March 2024 for the latest update on landscaping contractor review.

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.

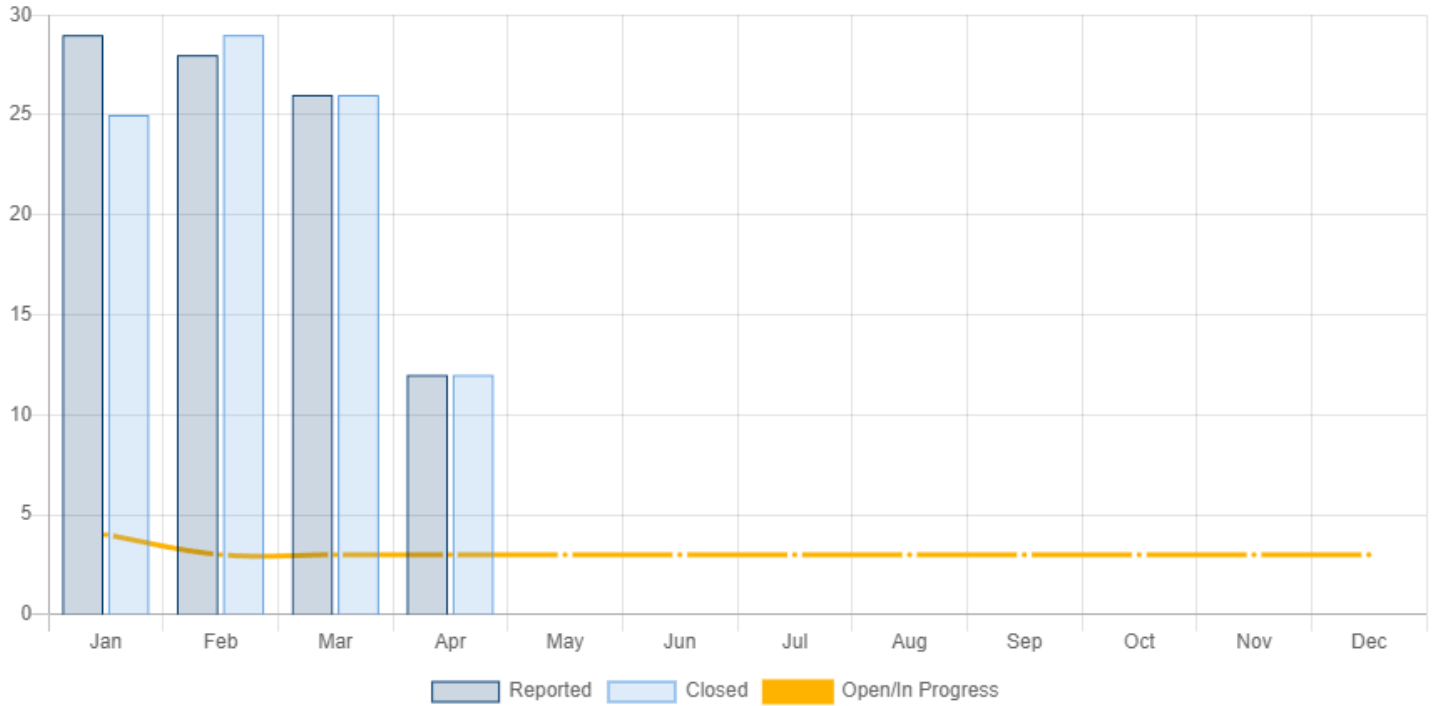
By centralising safety data and processes, this software streamlines the management of safety procedures, ensuring compliance with regulatory requirements and industry standards. Its ability to capture, track, and analyse safety incidents in real-time empowers the company to proactively identify potential 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

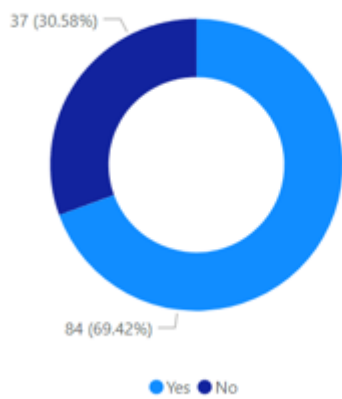




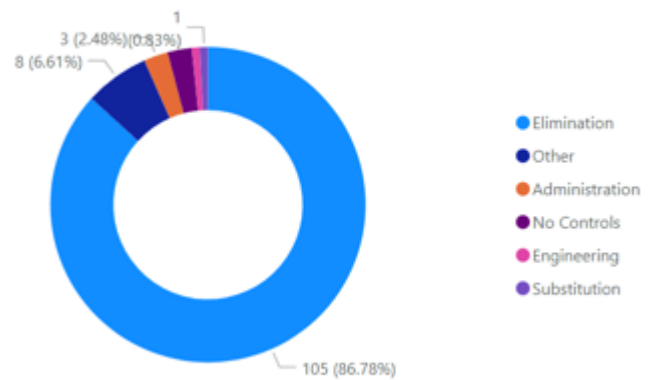
Summary by Month





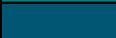
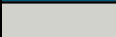
Actions Closed within Due Date

















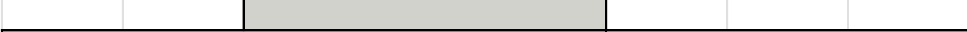
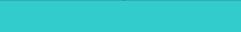




Highest Level of Controls Implemented



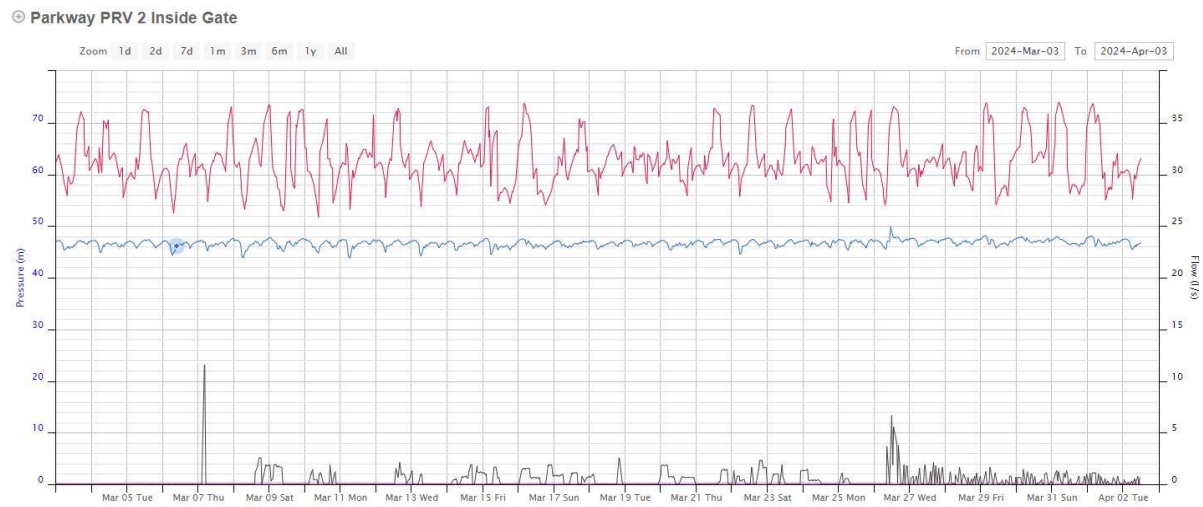
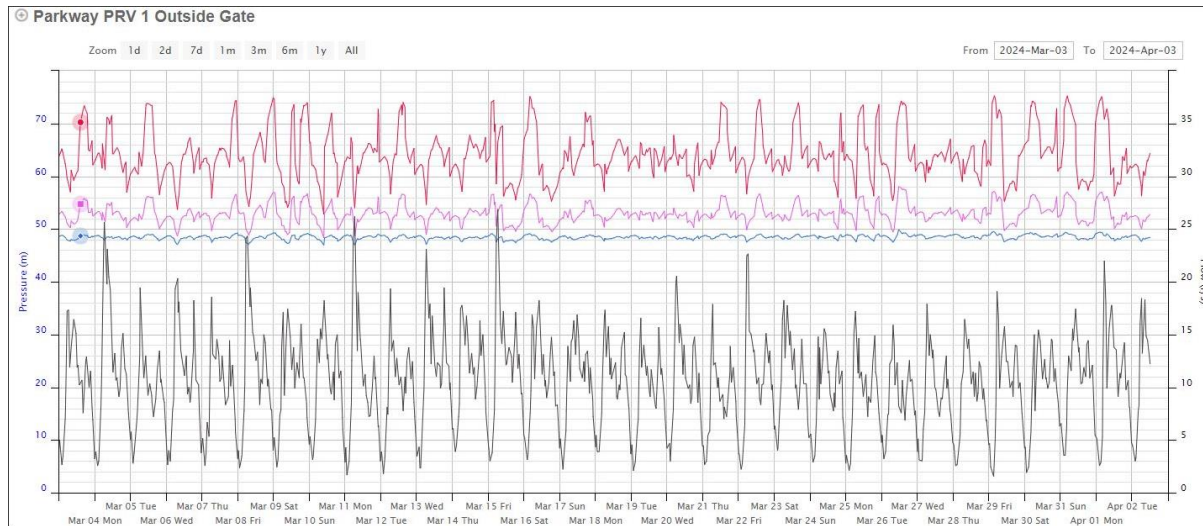
Sinking Fund Major Projects

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%							

**CORRESPONDENCE
FOR INFORMATION**



The Secretary
Principal Body Corporate
Primary Thoroughfare Body Corporate
PO Box 15
Sanctuary Cove QLD 4212

Dear Secretary

Re: Request for motion at next PBC & PTBC meetings

As you are aware, the PTBC has proposed an amendment to Section 56 of SCRA in relation to access behind the gates by non-members of the PBC in June 2023. Mulpha believes this is an important issue and needs to be put before the community to be resolved. As this change to Section 56 affects lot holder rights and entitlements it is Mulpha's view that this will require a special resolution of the RBC's, PBC and the PTBC.

The proposed motion is as follows:

The PBC/PTBC supports the wording of the proposed amended Section 56 of the Sanctuary Cove Resort Act and authorises the PBC/PTBC to sign the draft deed as per attachment 1. The proposed wording of the amended Section 56 is as follows:

56 Occupier's right to use thoroughfares

(1) Subject to the application of any primary thoroughfare by-law or any secondary thoroughfare by-law, only persons who: (

(a) are members of the Principal Body Corporate; or

(b) have a lawful right to:

(i) be on land contained in the General Residential Zone; or

(ii) be on land contained in the Golf Course Zone,

have a right of way over the primary thoroughfare and the secondary thoroughfare.

(2) A primary thoroughfare by-law or a secondary thoroughfare by-law that, but for this subsection, would have the effect of unreasonably restricting the persons permitted in subsection (1) from having access to or access from the land referred to in subsection (1)(b) will have no force or effect unless the person for the time being entitled to occupy that land consents in writing to that restriction.

(3) For the purposes of this section, where land is the subject of a registered mortgage, the mortgagee shall be deemed to be a person who lawfully occupies that land.

Can you please advise the timing and the process for getting this motion passed by the PBC/PTBC & RBC's?

Yours faithfully

A handwritten signature in blue ink, appearing to read "Barry Teeling".

Barry Teeling
Mulpha Sanctuary Cove (Developments) Pty Ltd

MULPHA SANCTUARY COVE [DEVELOPMENTS] PTY LIMITED

Jabiru house, Masthead Way
Sanctuary Cove QLD 4212

Mailing Address
PO Box 199
Sanctuary Cove QLD 4212

.MBA.

LAWYERS

Deed of Agreement

between

Sanctuary Cove Primary Thoroughfare Body Corporate

and

Sanctuary Cove Principal Body Corporate

Contents

1. Definitions and interpretation	3
2. Conditions precedent	5
3. Agreement to support Proposal	6
4. Mutual warranties	6
5. Default and Termination	7
6. Notices	7
7. General	8
Schedule 1 Amended Section 56	11
Execution	12

MBA.

LAWYERS

Date

Parties

Sanctuary Cove Primary Thoroughfare Body Corporate (PTBC)

Address: c/- Sanctuary Cove Community Services Ltd, PO Box 15, Sanctuary Cove QLD 4212

Sanctuary Cove Principal Body Corporate (PBC)

Address: c/- Sanctuary Cove Community Services Ltd, PO Box 15, Sanctuary Cove QLD 4212

Recitals

- A The parties are governed by the *Sanctuary Cove Resort Act 1985* (**SCRA**);
- B Section 56 of the SCRA regulates the right of use of thoroughfares in Sanctuary Cove;
- C The parties have agreed to provide mutual support to a proposal to the Minister for the amendment of section 56 of the SCRA in accordance with the terms of this deed;
- D This deed is intended to be legally binding and the parties agree to give effect to the arrangements contemplated by it.

Operative provisions

1. Definitions and interpretation

Definitions

- 1.1 The following definitions apply in this deed unless the context requires otherwise:

Amended Section 56 means the proposed amended wording to Section 56 as contained in Schedule 1.

Approving Resolutions means all approvals for the Proposal to be submitted to the Minister that are required to be obtained by each party.

Business Day means a day (other than a Saturday, Sunday or public holiday) when banks in Brisbane, Queensland are open for business.

Conditions Precedent means each party respectively passing the Approving Resolutions required for the party to provide its support to the Proposal and be bound by this deed.

Effective Date means the date that is 30 days from which the Conditions Precedent are satisfied or waived in accordance with this deed.

Governmental Agency means any government or governmental, semi-governmental, administrative, fiscal or judicial body, department, commission, authority, tribunal, agency or entity whether foreign, federal, state, territorial or local.

Meeting means an extraordinary general meeting of each the members of each respective party to this deed, convened in accordance with the SCRA and the *Building Units and Group Titles Act 1980* (Qld).

Minister means the Queensland State Treasurer and Minister for Infrastructure and Planning, who at the date of this deed is the Honourable Cameron Dick MP.

Proposal means the written submission by the parties to the Minister proposing the adoption of Amended Section 56 into law.

Sanctuary Cove means the luxury waterfront suburb located at Masthead Way, Sanctuary Cove, QLD 4212.

Section 56 means section 56 of the SCRA as in effect as at the date of this deed.

Sunset Date means the date 60 days from the date of this deed.

Interpretation

1.2 The following rules of interpretation apply in this deed unless the context requires otherwise:

- (a) headings in this deed are for convenience only and do not affect its interpretation or construction;
- (b) no rule of construction applies to the disadvantage of a party because this deed is prepared by (or on behalf of) that party;
- (c) where any word or phrase is defined, any other part of speech or other grammatical form of that word or phrase has a cognate meaning;
- (d) a reference to a document (including this deed) is a reference to that document (including any schedules and annexures) as amended, consolidated, supplemented, novated or replaced;
- (e) references to recitals, clauses, subclauses, paragraphs, annexures or schedules are references to recitals, clauses, subclauses, paragraphs, annexures and schedules of or to this deed;
- (f) in each schedule to this deed, a reference to a paragraph is a reference to a paragraph in that schedule;
- (g) a reference to any statute, proclamation, rule, code, regulation or ordinance includes any amendment, consolidation, modification, re-enactment or reprint of it or any statute, proclamation, rule, code, regulation or ordinance replacing it;
- (h) an expression importing a natural person includes any individual, corporation or other body corporate, partnership, trust or association and any Governmental Agency and that person's personal representatives, successors, permitted assigns, substitutes, executors and administrators;
- (i) a reference to writing includes any communication sent by post, facsimile or email;

- (j) a reference to time refers to time in Brisbane, Queensland and time is of the essence;
- (k) all monetary amounts are in Australian currency;
- (l) a reference to a liability includes a present, prospective, future or contingent liability;
- (m) the word "**month**" means calendar month and the word "**year**" means 12 calendar months;
- (n) the meaning of general words is not limited by specific examples introduced by "**include**", "**includes**", "**including**", "**for example**", "**in particular**", "**such as**" or similar expressions;
- (o) a reference to a "**party**" is a reference to a party to this deed (including any person that executes a deed of adherence to this deed), and a reference to a "**third party**" is a reference to a person that is not a party to this deed;
- (p) a reference to any thing is a reference to the whole and each part of it;
- (q) a reference to a group of persons is a reference to all of them collectively and to each of them individually;
- (r) words in the singular include the plural and vice versa; and
- (s) a reference to one gender includes a reference to the other genders.

2. Conditions precedent

2.1 Notwithstanding any other provisions of this deed, the parties acknowledge and agree that the obligations of the parties under this deed will not become binding, unless and until the Condition Precedent is:

- (a) satisfied; or
- (b) waived in accordance with this deed.

Convene meeting

2.2 The parties must each respectively convene a Meeting as soon as practicable after the date of this deed to consider and thought fit pass the Approving Resolutions.

Satisfaction of conditions

2.3 The parties must use all reasonable endeavours, so far as lies within their respective powers, to procure that the Condition Precedent is satisfied as soon as practicable and in any event by the Sunset Date.

Waiver

2.4 The Condition Precedent may only be waived by written agreement between all parties.

Notice

2.5 Each party must promptly notify the other parties in writing as soon as it becomes aware the Condition Precedent is satisfied or becomes, or is likely to become, incapable of being satisfied.

3. Agreement to support Proposal

- 3.1 With effect on and from the Effective Date, the parties agree to provide mutual support and do all things reasonably practicable and within their power to cause the submission of the Proposal.
- 3.2 The parties acknowledge and agree that:
- (a) the agreement to provide mutual support to the Proposal only extends to the parties each respectively supporting the amendment of Section 56 to the Amended Section 56 and does result in the either party providing support to any further amendment(s) of the SCRA unless otherwise agreed in writing between them;
 - (b) the effect of Amended Section 56 will:
 - (i) provide the parties with greater control over the rights of access and use of thoroughfares within Sanctuary Cove; and
 - (ii) fundamentally alter the original purpose of access and usage rights of the thoroughfares in Sanctuary Cove;
 - (c) they have acted reasonably in considering and providing their support of the Proposal, including but not limited to obtaining specialist town planning advice, independent legal advice and obtaining the Approving Resolutions;
 - (d) by providing their support to the Proposal it does not guarantee the Proposal will be accepted or that Amended Section 56 will come into effect; and
 - (e) nothing in this deed:
 - (i) prejudices or adversely affects any right, power, authority, discretion or remedy otherwise available to either party before the Effective Time; or
 - (ii) discharges, releases or otherwise affects any liability or obligation of a party before the Effective Time.

4. Mutual warranties

As at the time of execution of this deed and as at the Effective Time, each party represents and warrants to each other party that each of the following statements is true, accurate and not misleading by reference to the facts, matters and circumstances existing at the relevant time:

- (a) **(powers)** it has the power and authority to execute, deliver and perform its obligations under this deed and the transactions contemplated by this deed, and no limit on its powers will be exceeded as a result of the entry into and/or performance of this deed;
- (b) **(authorisations)** it has taken all necessary actions, and obtained all required consents, to enable it to execute, deliver and perform its obligations under this deed, and any such authorisations are in full force and effect;
- (c) **(non-contravention)** its execution and performance this deed does not, and will not, contravene or conflict with to the best of its knowledge after due inquiry:
 - (i) any agreement binding on it or any of its assets, or constitute a default or termination event (howsoever described) under any such agreement; or

- (ii) any law or regulation, or judicial or official order, that is applicable to it;
- (d) **(binding obligations)** its obligations under this deed are legal, valid, binding and enforceable;
- (e) **(no duress)** its entry into this deed is not the result of any fraud, duress, coercion, pressure or undue influence exercised by or on behalf of any person, and it is entering into this deed freely and voluntarily;
- (f) **(legal advice)** it has sought and obtained independent legal advice in respect of this deed from legal advisers of its own selection, and its respective legal rights and obligations under this deed, and the legal and practical effects of this deed, have been fully explained to it by its legal advisers; and

5. Default and Termination

Event of Termination

5.1 It is an event of termination if:

- (a) a party does not pass its respective Approving Resolutions by the Sunset Date; and/or
- (b) a party does not comply with its obligations under this deed, rendering that party in default, and the party does not remedy that default within 14 days of receiving written notice from the non-defaulting party requiring it to remedy the default.

Termination of deed

5.2 This deed will automatically terminate if an event of termination referred to in clause 5.1 occurs.

Effect of termination

5.3 If this deed is terminated under clause 5.2 then:

- (a) The provisions of this deed will cease to have effect; and
- (b) In addition to any other rights, powers or remedies provided by law, each party retains the rights it has against any other party in respect of any past breach or any claim that has arisen before termination.

6. Notices

6.1 A notice given to a party under this deed must be:

- (a) in writing in English;
- (b) sent to the address, fax number or email address of the relevant party as set out in the list of parties that starts on page 3 of this deed (or such other address, fax number or email address as the relevant party may notify to the other parties from time to time); and
- (c) delivered/sent either:
 - (i) personally;
 - (ii) by commercial courier;
 - (iii) by pre-paid post;

- (iv) if the notice is to be served by post outside the country from which it is sent, by airmail;
- (v) by fax; or
- (vi) by e-mail.

6.2 A notice is deemed to have been received:

- (a) if delivered personally, at the time of delivery;
- (b) if delivered by commercial courier, at the time of signature of the courier's receipt;
- (c) if sent by pre-paid post, 48 hours from the date of posting;
- (d) if sent by airmail, five days after the date of posting;
- (e) if sent by fax, at the time shown in the transmission report generated by the machine from which the fax was sent; or
- (f) if sent by e-mail, 4 hours after the sent time (as recorded on the sender's e-mail server), unless the sender receives a notice from the party's email server or internet service provider that the message has not been delivered to the,

except that, if such deemed receipt is not within business hours (meaning 9:00 am to 5:30 pm on a Business Day), the notice will be deemed to have been received at the next commencement of business hours in the place of deemed receipt.

6.3 To prove service, it is sufficient to prove that:

- (a) in the case of post – that the envelope containing the notice was properly addressed and posted;
- (b) in the case of fax – the notice was transmitted to the fax number of the party; and
- (c) in the case of email – the email was transmitted to the party's email server or internet service provider.

7. General

Further assurances

7.1 Each party must (at its own expense, unless otherwise provided in this deed) promptly execute and deliver all such documents, and do all such things, as any other party may from time to time reasonably require for the purpose of giving full effect to the provisions of this deed.

Third parties

7.2 This deed is made for the benefit of the parties to it and their successors and permitted assigns and is not intended to benefit, or be enforceable by, anyone else.

Costs

7.3 All costs and expenses in connection with the negotiation, preparation and execution of this deed, and any other agreements or documents entered into or signed pursuant to this deed, will be borne by the party that incurred the costs.

Entire agreement

- 7.4 This deed contains the entire understanding between the parties in relation to its subject matter and supersedes any previous arrangement, understanding or agreement relating to its subject matter. There are no express or implied conditions, warranties, promises, representations or obligations, written or oral, in relation to this deed other than those expressly stated in it or necessarily implied by statute.

Severability

- 7.5 If a provision of this deed is invalid or unenforceable in a jurisdiction:
- (a) it is to be read down or severed in that jurisdiction to the extent of the invalidity or unenforceability; and
 - (b) that fact does not affect the validity or enforceability of that provision in another jurisdiction, or the remaining provisions.

No waiver

- 7.6 No failure, delay, relaxation or indulgence by a party in exercising any power or right conferred upon it under this deed will operate as a waiver of that power or right. No single or partial exercise of any power or right precludes any other or future exercise of it, or the exercise of any other power or right under this deed.

Amendment

- 7.7 This deed may not be varied except by written instrument executed by all of the parties.

Assignment

- 7.8 A party must not assign or otherwise transfer, create any charge, trust or other interest in, or otherwise deal in any other way with, any of its rights under this deed without the prior written consent of the other parties.

Counterparts

- 7.9 This deed may be executed in any number of counterparts, each of which is an original and which together will have the same effect as if each party had signed the same document.

Electronic exchange

- 7.10 Delivery of an executed counterpart of this deed by facsimile, or by email in PDF or other image format, will be equally effective as delivery of an original signed hard copy of that counterpart.
- 7.11 If a party delivers an executed counterpart of this deed under clause 7.10:
- (a) it must also deliver an original signed hard copy of that counterpart, but failure to do so will not affect the validity, enforceability or binding effect of this deed; and
 - (b) in any legal proceedings relating to this deed, each party waives the right to raise any defence based upon any such failure.

Instrument a deed

- 7.12 Notwithstanding that this document is a deed and that each obligation hereunder is a covenant, the obligations of a party under this document do not bind that party unless and until this document has been executed and delivered by each other party.

Governing law and jurisdiction

- 7.13 This deed and any disputes or claims arising out of or in connection with its subject matter or formation (including non-contractual disputes or claims) are governed by, and shall be construed in accordance with, the laws of Queensland, Australia.
- 7.14 The parties irrevocably agree that the courts of Queensland, Australia have exclusive jurisdiction to settle any dispute or claim that arises out of, or in connection with, this deed or its subject matter or formation (including non-contractual disputes or claims).

* * * *

56 Occupier's right to use thoroughfares

- (1) *Subject to the application of any primary thoroughfare by-law or any secondary thoroughfare by-law, only persons who:*
- (a) *are members of the Principal Body Corporate; or*
 - (b) *have a lawful right to:*
 - (i) *be on land contained in the General Residential Zone; or*
 - (ii) *be on land contained in the Golf Course Zone,*
- have a right of way over the primary thoroughfare and the secondary thoroughfare.*
- (2) *A primary thoroughfare by-law or a secondary thoroughfare by-law that, but for this subsection, would have the effect of unreasonably restricting the persons permitted in subsection (1) from having access to or access from the land referred to in subsection (1)(b) will have no force or effect unless the person for the time being entitled to occupy that land consents in writing to that restriction.*
- (3) *For the purposes of this section, where land is the subject of a registered mortgage, the mortgagee shall be deemed to be a person who lawfully occupies that land.*

Execution

EXECUTED as a deed.

Signed under the common seal of the Sanctuary Cove Primary Thoroughfare Body Corporate affixed by two (2) duly appointed members of the executive committee:

Full Name & Capacity	Seal	Signature

Signed under the common seal of the Sanctuary Cove Principal Body Corporate affixed by two (2) duly appointed members of the executive committee:

Full Name & Capacity	Seal	Signature

Partner: Clayton Glenister
Contact: Tessa Calver-James
Our Ref: CG:TCJ:2307135
Your Ref:

29 June 2023

The Executive Committee
Sanctuary Cove Principal Body Corporate
c/- Sanctuary Cove Community Services Ltd
PO Box 15
Sanctuary Cove 4212

By Email Only: dale.stgeorge@scove.com.au

Dear Executive Committee

Amending Section 56 Sanctuary Cove Resort Act 1985

We act for the Sanctuary Cove Primary Thoroughfare Body Corporate (**PTBC**). We are instructed to write to you on their behalf.

Section 56 Sanctuary Cove Resort Act 1985 (Qld) (SCRA)

1. Our client has recently undertaken a review of section 56 of the SCRA (**Section 56**), which for your ease in reference reads as follows:

"56 Occupier's right to use thoroughfares

- (1) *Subject to the application of any primary thoroughfare by-law or any secondary thoroughfare by-law, every person who lawfully occupies any land within the site or the adjacent site has a right of way over the primary thoroughfare and the secondary thoroughfare.*
- (2) *A primary thoroughfare by-law or a secondary thoroughfare by-law that, but for this subsection, would have the effect of unreasonably restricting access to or access from any land within the site or the adjacent site shall in respect of that land have no force or effect unless the person for the time being entitled to occupy that land consents in writing to that restriction.*
- (3) *For the purposes of this section, where land is the subject of a registered mortgage, the mortgagee shall be deemed to be a person who lawfully occupies that land."*

2. Section 56 regulates:

- (a) who is lawfully entitled to use the primary thoroughfare and secondary thoroughfare; and
- (b) to what extent a primary thoroughfare by-law (**PTBL**) or a secondary thoroughfare by-law (**STBL**) can restrict the use of the primary thoroughfare and secondary thoroughfare.

3. In short, a person (or that person's mortgagee (as applicable)) who lawfully occupies land within, or adjacent to, primary thoroughfare or secondary thoroughfare, has a lawful right of way over that relevant thoroughfare and a PTBL or STBL cannot restrict that right of way for that person.
4. The intent of Section 56 is to enable all occupiers in Sanctuary Cove the right of way over primary or secondary thoroughfare for the purpose of lawfully accessing land within Sanctuary Cove. This assists with the ease of congestion in foot/buggy/vehicle traffic and provides a practical logistical solution for ensuring accessibility to land within Sanctuary Cove.

Amending Section 56

5. We are instructed that our client is supportive of amendments being made to Section 56 to enable both our client and the Sanctuary Cove Principal Body Corporate (**PBC**), greater control over regulating access and usage rights of the thoroughfare within Sanctuary Cove.
6. We are instructed our client considers that amendments to Section 56 could resolve current concerns the PBC hold in relation to developments occurring at Sanctuary Cove and the impact such developments may have on the management of the thoroughfares moving forward.
7. We are instructed our client considers it is in the best interests of both the PBC and the PTBC for Section 56 to be amended.
8. To amend Section 56, a proposal must be made to the relevant State Minister proposing the amended Section 56 wording and putting forward the need for such change with adequate explanation.
9. Our client considers the best prospects of success for such proposal would be if both the PBC and PTBC endorsed their support on same.

Deed of Agreement

10. Our client proposes the following:
 - (a) The PTBC and PBC enter the **enclosed** Deed of Agreement;
 - (b) The parties work together to obtain any necessary expert opinion or advice in relation to the town planning effects an amended Section 56 would have;
 - (c) The PTBC and PBC respectively call and hold meetings to approve the endorsement of support to a proposal to amend Section 56 (**Approving Resolutions**); and
 - (d) Subject to the Approving Resolutions being passed, the PBC and PTBC make and endorse a formal proposal to the relevant State Minister for the amendment of Section 56.
11. For the avoidance of doubt, the entering of the Deed of Agreement will not commit either party to supporting further amendment to the SCRA beyond amending Section 56.

Moving Forward

12. Our client requests a response from the PBC on the propositions put forward in this letter within 28 days from the date of issue.

13. Our client is inviting of a conference between the respective executive committees to discuss the contents of this letter should the PBC consider it necessary.
14. Our client reserves its right to move forward with progressing the proposal to amend Section 56 in all respects.

We await your earliest reply.

Yours faithfully

Clayton Glenister
Managing Partner
clayton.glenister@mba-lawyers.com.au

Tessa Calver-James
Senior Associate
tessa.calver-james@mba-lawyers.com.au



28 February 2024

Mr Barry Teeling
Mulpha Sanctuary Cove (Developments) Pty Ltd
Jabiru House, Masthead Way
Sanctury Cove, Qld 4212

Delivered by email to Barry.Teeling@mulpha.com.au cc to Jodie.Syrett@scove.com.au

Subject: SCRA s56 - Your letter to the PBC

Dear Mr Teeling

Receipt of your undated letter to the Secretary late last week is acknowledged.

You may recall in discussions with PBC Chairperson, Stuart Shakespeare, that s56 is one of several related matters discussed last year. It was understood that the goal was to reach an overarching agreement and that any aspects requiring amendments to the SCRA would be combined in one application.

I refer to the 29/06/2023 MBA Lawyers letter written on behalf of the PTBC and funded by MSCD:

*Para 10 (b) **The parties work together** to obtain any necessary expert opinion or advice in relation to the town planning effects an amended Section 56 would have.*

It would appear that Mulpha has little interest in furthering these discussions, at this stage.

As previously emphasised, the proposed amendment of s56 is substantially a PBC matter.

Such being the case, the PBC EC will seek approval from the PBC 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.



PRINCIPAL BODY CORPORATE
Sanctuary Cove

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.

The EC will endeavour to put a motion up at the March EGM seeking the above approval. Following the outcome of the motion, the PBC can indicate the timeframe it requires to reach an agreement on its position.

Please be mindful that normally amendments to the SCRA or by-laws requiring RBC approvals are reserved for the scheduled RBC AGMs in June and February. Convening a general meeting of all the RBC's is a substantial undertaking that's not usually implemented for one motion.

Yours Faithfully

Brian Earp

Brian Earp
Secretary
Principal Body Corporate



Phone 1300 319 954
 info@biodiversityaust.com.au
www.biodiversityaust.com.au

ABN 81 127 154 787

Tuesday, 19 March 2024

Sanctuary Cove Body Corporate
 Attention: Dale St George

Delivery via: Email [dale.stgeorge@scove.com.au]

SEQ Hub

6/42 Burnside Road, Ormeau
 QLD 4208
 Phone 1300 319 954
 info@biodiversityaust.com.au
www.biodiversityaust.com.au

RE: Corella Management Program

Dear Dale,

As requested, please find details pertaining to the outcome of the Corella management program conducted at Sanctuary Cove, Hope Island, Queensland.

1. Background Information

Sanctuary Cove homes two species of Corella, Little Corellas (*Cacatua sanguinea*) and Long-billed Corellas (*Cacatua tenuirostris*). Corellas are a widespread throughout Australia, congregating in large flocks where seeding grasses and water sources are abundant, making Sanctuary Cove the ideal habitat.

Biodiversity Australia has been conducting Corella Management within Sanctuary Cove since 2021, with dispersal efforts being successful. However, with fluctuating weather conditions, the Corella Population has increased insignificantly, making current management strategies difficult.

2. Scope of Works

2.1 Corella management program

The Corella management program was conducted for a duration of 12 weeks between 13th November 2023 and 16th February 2023. Dispersal was conducted by means of a variety of non-lethal tools, including pyrotechnics to aid with the harassment. All pyrotechnic release were undertaken by a suitably qualified, experienced, and licenced Biodiversity Australia field technician.

Dispersal activities were conducted over three days per week within the 12-week program. Works were conducted predominantly at dusk, where Corellas were beginning to settle down for the evening. Dispersal efforts at this time caused disruption to the flocks, resulting in them leaving Sanctuary Cove grounds and seeking shelter elsewhere.

3. Results

Throughout the 12 weeks, Corella management activities dispersed flocks of up to 360 individuals. Table 1 below displays the results from the program conducted throughout Sanctuary Cove. Figure 1 depicts the



population spikes throughout the program. Works were conducted throughout Sanctuary Cove with focus on areas where complaints were received through Sanctuary Cove Services.

Week	Dates	Weather	Corella Observed	Corella Remaining after Dispersal
1	13/11/23-17/11/23	Fine Conditions	50	0
2	20/11/23-24/11/23	Overcast, Rainy Conditions	173	0
3	27/11/23-01/12/23	Overcast, Rainy Conditions	359	0
4	04/12/23-08/12/23	Fine Conditions	425	0
5	11/12/23-15/12/23	Overcast, Rainy and Storm Conditions	76	0
6	18/12/23-22/12/23	Fine Conditions	325	0
7	08/01/24-12/01/24	Fine, Windy Conditions	190	0
8	15/01/24-19/01/24	Fine, Overcast Conditions	165	0
9	22/01/24-26/01/24	Fine, Overcast Conditions	350	0
10	29/01/24-02/02/24	Fine, Overcast Conditions	165	0
11	05/02/24-09/02/24	Fine Conditions	350	0
12	12/02/24-16/02/24	Fine, Overcast Conditions	300	0

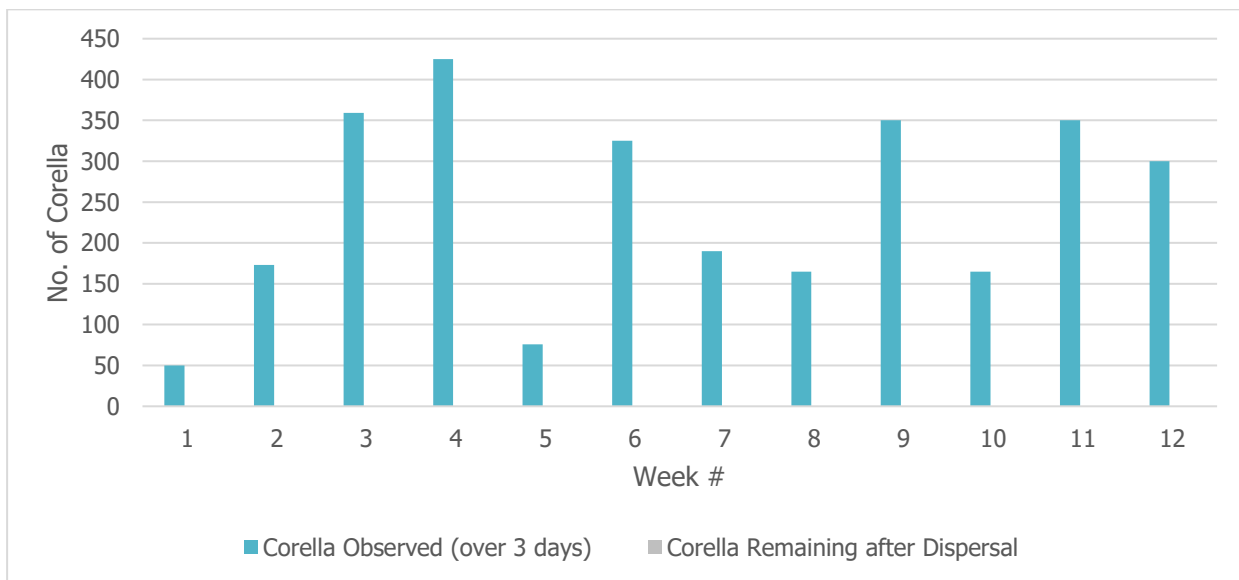


Figure 1 - Weekly Dispersal Data



4. Recommendations

With a clear indication of the overall corella numbers declining through the dispersal period, Biodiversity Australia recommend that corella dispersal is continued as for the further behavioural training the imprint the negativity of being on location.

It is also recommended that for the first month of a further three-month program, on ground implementation is increased to five days per week to have a more permanent presence then reducing back to the three-day presence do to heading into breeding season.

Evaluation of the program is to then be re-assessed at the end of this term.

*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

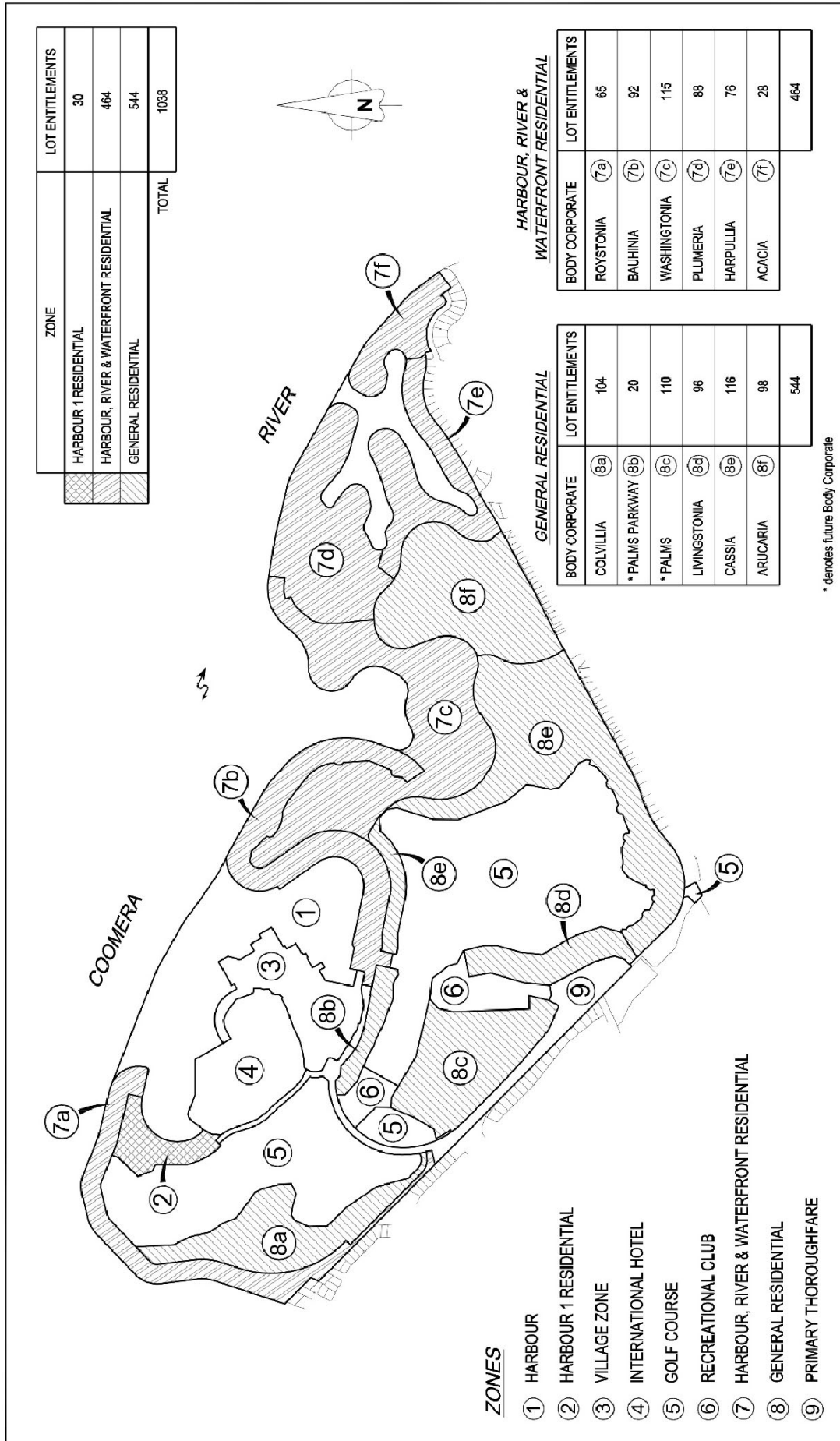
5. A copy of the approved amendment is available for inspection during business hours at the office of the chief executive at the Department of Housing, Local Government, Planning and Public Works, 1 William St, Brisbane, Queensland. Please call 13 74 68 or email director-general@housing.qld.gov.au to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

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

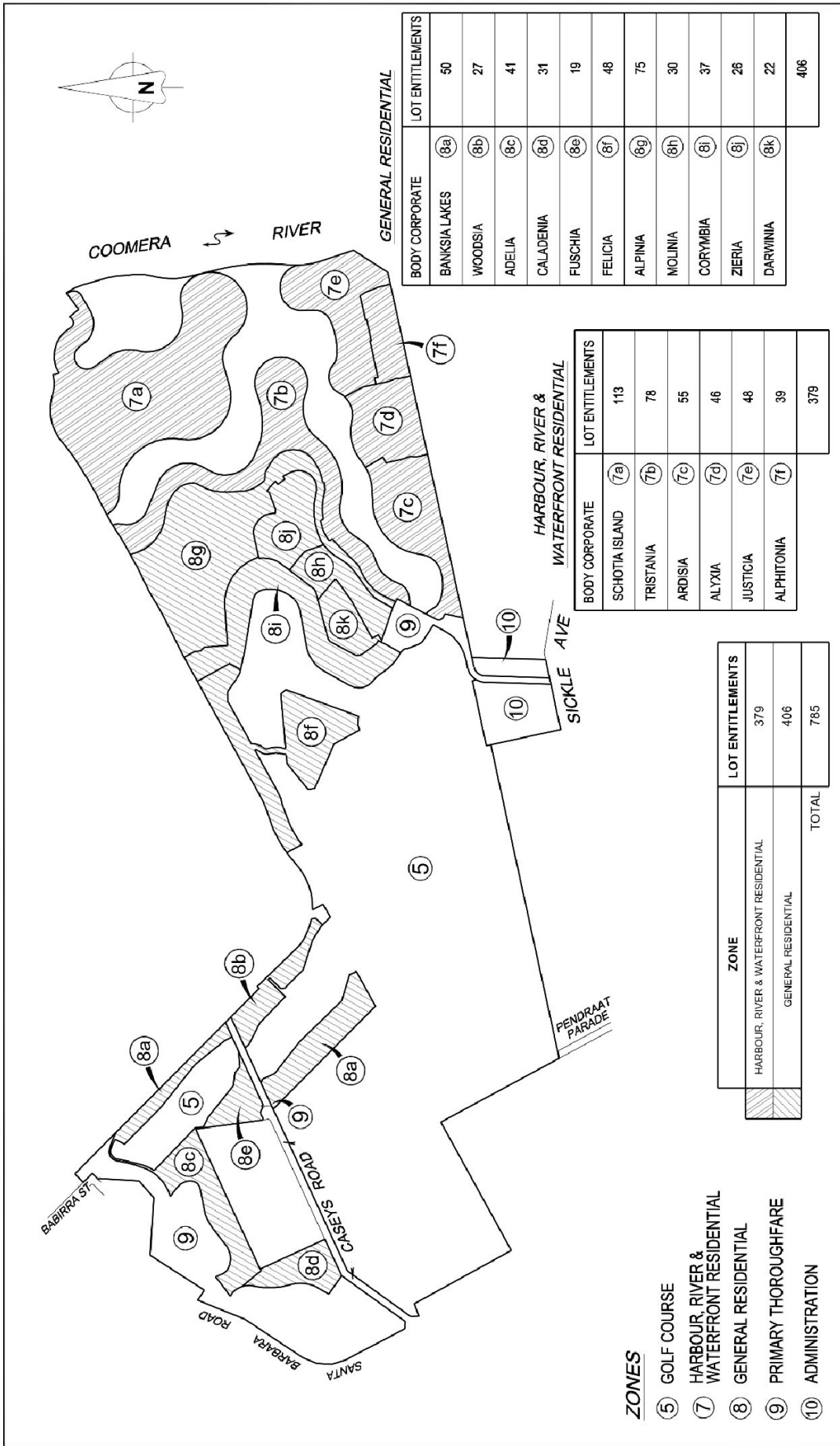
The Sanctuary Cove Resort Proposed Use Plan is amended to vary the boundaries of the general residential zone, golf course zone, primary thoroughfare zone, recreation club zone and village zone. This will remove part of the primary thoroughfare zone to become part of the general residential zone (Lot 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 Mupha Sanctuary Cove (Developments) PTY LTD		PLAN ENTITLEMENTS PLAN																																					
Level Origin	Date	Level Origin	Date																																				
Level Datum	2 DECEMBER 2022	Level Datum																																					
Date Origin	Surveyed	Date Origin	Surveyed																																				
7366-PL-116 & 7366-PL-122	-	7366-PL-116 & 7366-PL-122	-																																				
08/2024	BUB	08/2024	BUB																																				
Parish	COOMERA	Parish	COOMERA																																				
County	WARD	County	WARD																																				
SCALE: 1:10,000 (A3)		SCALE: 1:10,000 (A3)																																					
REVISIONS <table border="1"> <thead> <tr> <th>No.</th> <th>DETAILS</th> <th>DATE</th> <th>INIT.</th> </tr> </thead> <tbody> <tr> <td>B</td> <td>REVISION</td> <td>16.5.17</td> <td>BUB</td> </tr> <tr> <td>C</td> <td>REVISION</td> <td>30.5.17</td> <td>BUB</td> </tr> <tr> <td>D</td> <td>REVISION</td> <td>8.3.18</td> <td>BUB</td> </tr> <tr> <td>E</td> <td>REVISION</td> <td>2.5.19</td> <td>BUB</td> </tr> <tr> <td>F</td> <td>REVISION FROM 'D'</td> <td>10.6.19</td> <td>BUB</td> </tr> <tr> <td>G</td> <td>AMENDED 8C (Lot 10)</td> <td>30.6.20</td> <td>GEL</td> </tr> <tr> <td>H</td> <td>REVISION</td> <td>10.11.21</td> <td>BUB</td> </tr> <tr> <td>I</td> <td>REVISION</td> <td>2.12.22</td> <td>BUB</td> </tr> </tbody> </table>		No.	DETAILS	DATE	INIT.	B	REVISION	16.5.17	BUB	C	REVISION	30.5.17	BUB	D	REVISION	8.3.18	BUB	E	REVISION	2.5.19	BUB	F	REVISION FROM 'D'	10.6.19	BUB	G	AMENDED 8C (Lot 10)	30.6.20	GEL	H	REVISION	10.11.21	BUB	I	REVISION	2.12.22	BUB	RPS RPS AAP Consulting Pty Ltd ABN 97 117 883 173 Lakeside Corporate Space, Suite 425, Level 2 Lakeside Corporate Space Robina PO Box 1 048 Robina DC, Qld 4226 T +61 7 555 38900 F +61 7 555 38999 W rpsgroup.com	
No.	DETAILS	DATE	INIT.																																				
B	REVISION	16.5.17	BUB																																				
C	REVISION	30.5.17	BUB																																				
D	REVISION	8.3.18	BUB																																				
E	REVISION	2.5.19	BUB																																				
F	REVISION FROM 'D'	10.6.19	BUB																																				
G	AMENDED 8C (Lot 10)	30.6.20	GEL																																				
H	REVISION	10.11.21	BUB																																				
I	REVISION	2.12.22	BUB																																				
Local Authority G.C.C.C.		Plan Ref 7366-PSP-124i																																					
Sheet 1 of 2																																							



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 (7b)	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 Level Origin Date Origin	Date Surveyed Drafted Parish County	2 DECEMBER 2022 RPS GC BJB COOMERA WARD	SCALE: 1:10,000 (A3)																																			
RPS © COPYRIGHT PROTECTS THIS PLAN Unauthorised reproduction or alteration is prohibited by law.		RPS AAP Consulting Pty Ltd ACN 117 883 173 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 36950 F +61 7 555 36959 W rpsgroup.com																																				
REVISIONS <table border="1"> <thead> <tr> <th>No.</th> <th>DETAILS</th> <th>DATE</th> <th>INIT.</th> </tr> </thead> <tbody> <tr> <td>B</td> <td>REVISION</td> <td>16.5.17</td> <td>BJB</td> </tr> <tr> <td>C</td> <td>REVISION</td> <td>30.5.17</td> <td>BJB</td> </tr> <tr> <td>D</td> <td>REVISION</td> <td>8.3.18</td> <td>BJB</td> </tr> <tr> <td>E</td> <td>REVISION</td> <td>2.5.19</td> <td>BJB</td> </tr> <tr> <td>F</td> <td>REVISION FROM 'D'</td> <td>10.6.19</td> <td>BJB</td> </tr> <tr> <td>G</td> <td>AMENDED 8C (Lot 10)</td> <td>30.6.20</td> <td>GEL</td> </tr> <tr> <td>H</td> <td>REVISION</td> <td>10.11.21</td> <td>BJB</td> </tr> <tr> <td>I</td> <td>REVISION</td> <td>2.12.22</td> <td>BJB</td> </tr> </tbody> </table>		No.	DETAILS	DATE	INIT.	B	REVISION	16.5.17	BJB	C	REVISION	30.5.17	BJB	D	REVISION	8.3.18	BJB	E	REVISION	2.5.19	BJB	F	REVISION FROM 'D'	10.6.19	BJB	G	AMENDED 8C (Lot 10)	30.6.20	GEL	H	REVISION	10.11.21	BJB	I	REVISION	2.12.22	BJB	Local Authority G.C.C.C.
No.	DETAILS	DATE	INIT.																																			
B	REVISION	16.5.17	BJB																																			
C	REVISION	30.5.17	BJB																																			
D	REVISION	8.3.18	BJB																																			
E	REVISION	2.5.19	BJB																																			
F	REVISION FROM 'D'	10.6.19	BJB																																			
G	AMENDED 8C (Lot 10)	30.6.20	GEL																																			
H	REVISION	10.11.21	BJB																																			
I	REVISION	2.12.22	BJB																																			
Plan Ref: 7366-PSP-124j		Plan A3	Sheet 2 of 2																																			

CORRESPONDENCE FOR ACTION

Item 1

From: [enquiries](#)
To: [PTBC](#)
Subject: FW: Safety Issues Associated with Golf Course Land
Date: Tuesday, 12 March 2024 11:35:51 AM

From: Malveen Riley <malveen.riley@outlook.com>
Sent: Friday, March 8, 2024 4:48 PM
To: ptbc@scove.com.au.
Cc: Malveen Riley <malveen.riley@outlook.com>; enquiries <enquiries@scove.com.au>
Subject: Safety Issues Associated with Golf Course Land

Attn:

Chairman of Golf Club Committee

Dear Sir,

The purpose of this correspondence is to raise a number of safety / presentation issues regarding the section of the Palms Golf Course at the rear of 5200 & 5201 Marine Drive West, Sanctuary Cove. I have lived in 5201 Marine Drive West now for almost 3 years, and despite continual approaches to the Colvillia Body Corporate Committee and the PBC Body Corporate Sanctuary Cove, the issue in question has not been addressed. During the 3 year period, I have also directly contacted the Golf Course maintenance & landscaping manager but again nothing has occurred to ensure the land in question is maintained to both a safe standard and a "presentable standard" that we believe is required throughout Sanctuary Cove.

I seek your support in resolving the following issues as a matter of urgency:

- **The area in question is primarily a fire hazard and safety issue for the adjoining properties**
- **The large trees at the rear of 5200 Marine Drive West overhang the residential fence line. These trees and bamboo are to a height of about a 3 storey house on the fence line**
- **As expected, these trees drop large branches onto the ground and as a consequence the "ground based plants" in the area are not cleaned as part of the required maintenance policy. This results in effectively a 500 -700 high weed and bush base**
- **Given the above mentioned areas lack of maintenance, effectively from the Marine Drive Entry Gate to the rear of 5201 Marine Drive West has resulted in a very unsafe and hazardous area**
- **The undergrowth area has become a breeding ground for cane toads, lizards and unfortunately SNAKES. In the last month, we have personally located 4 snakes, (including a snakes nest on our fence line in our back yard). While I understand that snakes are "normal" on a golf course, the undergrowth provides a perfect breeding area for them directly at the rear of our property**

- **The area in the tops of the trees is also a very intense area for the nesting of ibis. The ibis are very keen to nest in the area given that the majority of trees have interconnecting and broken branches between different trees and it effectively forms a platform for these birds to use**
- **The noise that these birds generate throughout the night is unacceptable, even though the PBC assures us they are dealing with the matter through a Bio-Diversity company. I can assure your that this is only considered a waste of body corporate fees as the birds continually live in the area, especially given the lack of maintenance of the area**
- **We have spent considerable fees ensuring our private back yard is clear / clean, (so as to ensure that any dangerous animals can be seen immediately they enter our property), however the poor state of the golf course grounds, means that it is effectively a waste of our funds**
- **I am more than happy to meet a committee member of the Golf Club on site, to point out my concerns and to question why the subject area is so poorly maintained in what could only be described as a premium Gold Coast area**

Should you wish to discuss this matter, before I elevate this to a fully formal issue, my mobile is or my email address is

malveen.riley@outlook.com

Kind Regards

**Kevin P. Riley
5201 Marine Drive West
Hope Island, QLD, 4212**











Item 2

From: [Mathew Williams](#)
To: [PTBC](#)
Subject: Street tree approval for Vardon Lane
Date: Wednesday, 27 March 2024 9:43:09 PM

To the PTBC Chair

It is my understanding that approval has been provided for the removal of two fig trees in Vardon Lane and replacement with Tuckeroos.

The owners in Vardon Lane would prefer the same trees that have been planted from main gate down to the Golf Clubhouse along The Parkway in front of the Estate which we believe are *Waterhousea Floribunda*.

We would also request consideration be given to the remaining fig trees and their removal progressively with a design replanting masterplan for the stretch of The Parkway to Sanctuary Cove Boulevard.

Drainage has been blocked by tree roots along the fence line that will require addressing with numerous areas of rectification as the roots have and are continuing to do damage.

Regards
Mathew