



## NOTICE OF EXECUTIVE COMMITTEE MEETING OF THE PTBC

<b>Name of Property:</b>	Sanctuary Cove Primary Thoroughfare Body Corporate
<b>GTP:</b>	201
<b>Location of Meeting:</b>	Meeting Room 1, Sanctuary Cove Body Corporate Services, Sanctuary Cove QLD 4212
<b>Date and Time of meeting</b>	Thursday 27 <sup>th</sup> June 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 24<sup>th</sup> April 2024
  2. Body Corporate – FSC Minutes – 17<sup>th</sup> May 2024
  3. Body Corporate – FSC Minutes – 21<sup>st</sup> June 2024
  3. Body Corporate – CSC Minutes – 10<sup>th</sup> May 2024
  4. Matters in Progress June 2024
  5. Operations Report May 2024

## 7. Correspondence for Information

No	Date	From	To	Regarding
1	26 April 2024	BCCMA	PTBC	Amendment to SCRA – Section 55
2	7 May 2024	PTBC	Resident in Colvillia	Lot 90 – Decision Notice regarding Bamboo and large trees on GC
3	7 May 2024	PTBC	Resident in Banksia Lakes	Lot 45 – Request for Tuckeroos
4	21 May 2024	PBC Chairperson	PTBC Chairperson	Request to rescind Motion 3 from PTBC EGM held on April 2024
5	19 June 2024	Engeny	PTBC	Water Management Assessment

## 8. Correspondence for Action

No	Date	From	To	Regarding
1	27 June 2023	MBA Lawyers	PBC EC	Amending Section 56 advice

## 9. General Business

### 8.1 Draft Deed of Agreement – Water supply agreement

10. Date of next PTBC EC Meeting – Thursday 29<sup>th</sup> August 2024

11. Closure of Meeting

Reply To PO Box 15, SANCTUARY COVE QLD, 4212
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## 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:** Thursday 27<sup>th</sup> June 2024 10:00am

#### Motions

**1 Minutes of PTBC EC meeting held 24<sup>th</sup> April 2024 (Agenda Item 6.1) ORDINARY RESOLUTION**

Proposed by: Statutory Motion

**THAT** the Minutes of the PTBC Executive Committee Meeting held on 24<sup>th</sup> April 2024 be accepted as a true and correct record of the proceedings of the meeting.

Yes	
No	
Abstain	

**2 Body Corporate – FSC Minutes – 17<sup>th</sup> May 2024 (Agenda Item 6.2) ORDINARY RESOLUTION**

Proposed by: PTBC Chairperson

**THAT** the PTBC EC notes and accepts the FSC Minutes dated 17<sup>th</sup> May 2024 as tabled.

Yes	
No	
Abstain	

**3 Body Corporate – FSC Minutes – 21<sup>st</sup> June 2024 (Agenda Item 6.3) ORDINARY RESOLUTION**

Proposed by: PTBC Chairperson

**THAT** the PTBC EC notes and accepts the FSC Minutes dated 21<sup>st</sup> June 2024 as tabled.

Yes	
No	
Abstain	

**4 Body Corporate – CSC Minutes – 10<sup>th</sup> May 2024 (Agenda Item 6.4) ORDINARY RESOLUTION**

Proposed by: PTBC Chairperson

**THAT** the PTBC EC notes and accepts the CSC Minutes dated 10<sup>th</sup> May 2024 as tabled.

Yes	
No	
Abstain	

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

Proposed by: PTBC Chairperson

**THAT** the PTBC EC notes the Matters in Progress Report June 2024 as tabled and provides an instruction to the Body Corporate Manager to remove items (as detailed at the meeting)

Yes	
No	
Abstain	

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

Proposed by: PTBC Chairperson

**THAT** the PTBC EC notes Operations Report May 2024 as tabled.

Yes	
No	
Abstain	

**7 Correspondence for Information (Agenda Item 7) ORDINARY RESOLUTION**

Proposed by: PTBC Chairperson

**THAT** the PTBC EC notes and accepts the Correspondence for Information, April 2024/May 2024 as tabled.

Yes	
No	
Abstain	

Proposed by: PTBC Chairperson

**THAT** the date of the next PTBC Extraordinary General Meeting will be Thursday 29<sup>th</sup> August 2024 10:00am.

Further **THAT** the date of the next PTBC Executive Committee Meeting will be Thursday 29<sup>th</sup> August 2024 10:00am.

Yes	
No	
Abstain	

GTP:201

Name of voter: \_\_\_\_\_

Signature of voter: \_\_\_\_\_ Date: \_\_\_\_\_

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: .....

**MOTION  
INFORMATION**



**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:** Wednesday 24<sup>th</sup> April 2024  
10:07am – 10:36am

**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: Mulpha Sanctuary Cove Hotel Investments Pty Limited Lot 31 Rep: Mr Barry Teeling

Position: Ordinary Member Name: Mulpha Sanctuary Cove Hotel Investments Pty Limited Lot 32 Rep: Mr Barry Teeling

Position: Ordinary Member Name: Mulpha Sanctuary Cove Hotel Investments Pty Limited Lot 38 Rep: Mr Barry Teeling

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 present at the meeting by Voting Paper and In Person:**

**The following members present by Voting Paper:**

Position: Ordinary Member Name: Principal Body Corporate GTP 202 Rep: Mr Stuart Shakespeare

**The following members were represented at the meeting by Proxy:**



**Present by Invitation:**

Mr Dale St George, PTBC Secretary, (DSG)  
Ms Jodie Cornish, Manager Body Corporate, SCBCS  
Mrs Cheryl McBride – PBC Representative

**Apologies:**

Mr Stuart Shakespeare

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

**Motions**

**1 Minutes of PTBC EC meeting held 29<sup>th</sup> February 2024 (Agenda Item 6.1) ORDINARY RESOLUTION CARRIED**

Proposed by: Statutory Motion

**RESOLVED** that the Minutes of the PTBC Executive Committee Meeting held on 29<sup>th</sup> February 2024 be accepted as a true and correct record of the proceedings of the meeting.

Yes	3
No	0
Abstain	1

**NOTE: Paul Sanders was in attendance from 12pm for the meeting scheduled, however had to depart before meeting commenced at 1:29pm.**

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

**2 Body Corporate – FSC Minutes – 23<sup>rd</sup> February 2024 (Agenda Item 6.2) ORDINARY RESOLUTION CARRIED**

Proposed by: PTBC Chairperson

**RESOLVED** that the PTBC EC notes and accepts the FSC Minutes dated 23<sup>rd</sup> 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		

**3 Body Corporate – FSC Minutes – 22<sup>nd</sup> March 2024 (Agenda Item 6.3)**

**ORDINARY RESOLUTION  
CARRIED**

Proposed by: PTBC Chairperson

**RESOLVED** that the PTBC EC notes and accepts the FSC Minutes dated 22<sup>nd</sup> March 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		

**4 Body Corporate – FSC Minutes – 19<sup>th</sup> April 2024 (Agenda Item 6.4)**

**ORDINARY RESOLUTION  
CARRIED**

Proposed by: PTBC Chairperson

**RESOLVED** that the PTBC EC notes and accepts the FSC Minutes dated 19<sup>th</sup> April 2024 as tabled.

Yes	3
No	0
Abstain	1

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

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

**ORDINARY RESOLUTION  
CARRIED**

Proposed by: PTBC Chairperson

**RESOLVED** 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)

Yes	3
No	0
Abstain	1

**NOTE:**

**Address Gates** – Almost completed, CM read out Adelia’s thanks and appreciation to Shanyyn and her team on job well done.

**Fig Tree** – No action.

**A Class Water** – Waiting on a meeting with the contractor.

**Safety Concerns** – DSTG advised some of the areas of concern have been filled in.

**Site Wide Water** – VOC distributed

**PTBC – Section 56** – Awaiting legal advice

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

**6 Body Corporate – Operations Report (Agenda Item 6.6)**

**ORDINARY RESOLUTION  
CARRIED**

Proposed by: PTBC Chairperson

**RESOLVED** that the PTBC EC notes Operations Report March 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		

Proposed by: PBC Chairperson

**RESOLVED** 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	4
No	0
Abstain	0

**RESOLVED** 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.

**RESOLVED** 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.

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

**8 Correspondence for Information (Agenda Item 7)****ORDINARY RESOLUTION  
CARRIED**

Proposed by: PTBC Chairperson

**RESOLVED** that the PTBC EC notes and accepts the Correspondence for Information, February 2024/March 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		

**9 Correspondence for Action (Agenda Item 8)****ORDINARY RESOLUTION  
CARRIED**

Proposed by: PTBC Chairperson

**RESOLVED** 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	3
No	0
Abstain	1

**NOTE:****ITEM 1** – Issue between RBC and Golf Club not PTBC.**ITEM 2** – 2-to-3-year landscape programme in place, PTBC will take into consideration for concerns.

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

Proposed by: PTBC Chairperson

**RESOLVED** that the date of the next PTBC Extraordinary General Meeting will be Thursday 27<sup>th</sup> June 2024 10:00am.

Further **RESOLVED** that the date of the next PTBC Executive Committee Meeting will be Thursday 27<sup>th</sup> June 2024 10:00am.

Yes	4
No	0
Abstain	0

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

Meeting Closed at @ 10:36am

Chairperson: .....



**2 Selective Review CARRIED**

Proposed by: The Chairperson

Yes	5
No	0
Abstain	0

**RESOLVED** That the FSC notes and accepts the Selective Review items for the PTBC for April 2024 as tabled.

Note:

- Invoice from Biodiversity Australia (BA) was chosen for this month's Selective Review.
- SA queried if BA were effective in their management of fox, corella, hare, fire ants and kangaroo management, DSTG confirmed they were very knowledgeable and responsive.

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

**3 PTBC Financial Statements CARRIED**

Proposed by: The Chairperson

Yes	5
No	0
Abstain	0

**RESOLVED** That the FSC notes and accepts the PTBC Financial Statements as of 30 April 2024 as tabled.

Note:

- No major projects planned for PTBC this year.

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



**4 PTBC Budget Variance Analysis CARRIED**

Proposed by: The Chairperson

Yes	5
No	0
Abstain	0

**RESOLVED** That the FSC notes and accepts the PTBC Budget Variance Analysis as of 30 April 2024 as tabled.

Notes:

- MY advised PTBC is tracking unfavourably to the YTD budget mostly due to water charges.

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

**5 PTBC Detailed Transaction Lists CARRIED**

Proposed by: The Chairperson

Yes	5
No	0
Abstain	0

**RESOLVED** That the FSC notes and accepts the PTBC Detailed Transaction Lists as of 30 April 2024 as tabled.

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

**6 PTBC Cash Flow CARRIED**

Proposed by: The Chairperson

Yes	5
No	0
Abstain	0

**RESOLVED** That the FSC notes and accepts the PTBC Cash Flow as of 30 April 2024 as tabled.

Note:

- MY advised PTBC is tracking within forecast. No major bills expected except for water which is already allocated within the forecast.

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

**7 Draft 2024/2025 Budget CARRIED**

Proposed by: The Chairperson

Yes	5
No	0
Abstain	0

**RESOLVED** That the FSC notes and recommends the approval of the PBC/PTBC Draft Budget for 2024/2025.

Note:

- MY advised that the Sinking Fund will be increased over the coming years and confirmed the forecast is updated every month.
- Updated assets to be provided next month.

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

**8 Date of Next Meeting CARRIED**

Proposed by: The Chairperson

Yes	5
No	0
Abstain	0

**RESOLVED** That the date of the next FSC Meeting will be Friday, 21 June 2024 at 10:15am.

Note:

- PK & MM unable to attend, proxies to be given/already given to SA.

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

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, 21 June 2024  
**Meeting Chaired by:** Mr Stephen Anderson  
**Meeting start time:** 10.15am **Meeting finish time:** 10.29am

ATTENDANCE

**The following Committee members attended the meeting In Person:**

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

PRESENT BY PROXY

Mr Mick McDonald proxy to Mr Stephen Anderson  
 Mr Paul Kernaghan proxy to Mr Stephen Anderson

APOLOGIES

N/A

BY INVITATION

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

QUORUM

The Chairperson declared that a Quorum was present.

MOTIONS

**1 Approval of Minutes of Previous Meeting CARRIED**

Proposed by: The Chairperson

**RESOLVED** That the Minutes of the Finance Sub-Committee Meeting held on 17 May 2024 be accepted as a true and correct record of the proceedings of the meeting.

Yes	5
No	0
Abstain	0

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

**2 Selective Review CARRIED**

Proposed by: The Chairperson

Yes	5
No	0
Abstain	0

**RESOLVED** That the FSC notes and accepts the Selective Review items for the PTBC for May 2024 as tabled.

*Note:*

- *Invoice from Biodiversity Australia was selected for this month's Selective Review for the European Fox Management Program.*
- *Confirmed correct procedures were followed as per Purchasing Policy.*

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

**3 PTBC Financial Statements CARRIED**

Proposed by: The Chairperson

Yes	5
No	0
Abstain	0

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

*Note:*

- *SA noted that the insurance figures listed are quite low, DSTG to investigate.*

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

**4 PTBC Actual v Budget Analysis CARRIED**

Proposed by: The Chairperson

Yes	5
No	0
Abstain	0

**RESOLVED** That the FSC notes and accepts the PTBC Actual v Budget Analysis as of 31 May 2024 as tabled.

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

**5 PTBC Detailed Transaction Lists CARRIED**

Proposed by: The Chairperson

Yes	5
No	0
Abstain	0

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

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

**6 PTBC Cash Flow CARRIED**

Proposed by: The Chairperson

Yes	5
No	0
Abstain	0

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

*Note:*

- *DSTG advised there was no major projects coming up in the Sinking Fund, it is time to consolidate.*

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

**7 Date of Next Meeting CARRIED**

Proposed by: The Chairperson

**RESOLVED** That the date of the next FSC Meeting will be Friday, 19 July 2024 at 10:15am.

Yes	5
No	0
Abstain	0

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

GENERAL BUSINESS

N/A

Chairperson: .....



**2 Minutes of Previous Meeting CARRIED**

Proposed by: The Chairperson

**RESOLVED** That the Minutes of the Contracts Sub-Committee Meeting held on 17 October 2023 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 Shaun Clarke	✓		
Mr Robert Nolan	✓		
Mr Ken Morrisby	✓		

**3 Class A Water – Scope & Defect Review (Stage 1) CARRIED**

Proposed by: The Chairperson

**RESOLVED** That the Contracts Sub-Committee notes the Class A Water Scope and Defect Review as tabled.

Yes	3
No	0
Abstain	0

Notes:

- SC noted that the project, thus far is looking good, specifically how they have contoured the hills at the entryway with new turf.
- SF advised that she recommends an external review on scope of works and defects to ensure that both the PBC and PTBC are covered in the event of breakdown in relationship.
- Energex have now approved the design; connection of the transformer is expected in October/November 2024 with Stage 2 to commence thereafter.
- SC questioned the qualifications of the person SF recommends undertaking the report. SF confirmed they are an Engineer who specialises in electrical and pump works.
- Approximate one month timeframe for report to be prepared once PBC EC have approved, and Engineer has been engaged.
- Lengthy discussion regarding the possible difficulty with the current contractor getting the project finished and commissioned. Discussions regarding the quantum of retentions and the likelihood that these would be adequate to complete the project should the relationship with the contractor deteriorate further. SF assured the committee that the retentions were adequate.

MEMBER	Yes	No	Abstain
Mr Shaun Clarke	✓		
Mr Robert Nolan	✓		
Mr Ken Morrisby	✓		



**4 Tender Documentation Review CARRIED**

Proposed by: The Chairperson

Yes	3
No	0
Abstain	0

**RESOLVED** That the Contracts Sub Committee notes the tender documentation for the Landscaping, Street Sweeping and Waste & Recycling as tabled.

Notes:

- Discussion of the points made by the informal review of the SOW for the Landscaping contract held in the prior week. Extensive page by page review of the specifications and the contract documents for all three contracts. Numerous elements of the documents questioned and several changes agreed.
- SF confirmed EOI is ready to send out today, two Tender advertisement companies have been approached with the intention of broadening the scope of interested parties.
- EOI's will close on 31/05 and tender docs to be released on 07/06.
- Tender opening to occur with CSC in early July.
- SC noted how extensive and professional all documentation is and thanked SF for all of her hard work as always.

MEMBER	Yes	No	Abstain
Mr Shaun Clarke	✓		
Mr Robert Nolan	✓		
Mr Ken Morrisby	✓		

**5 Minutes of CSC Meeting held 10 May 2024 CARRIED**

Proposed by: The Chairperson

Yes	3
No	0
Abstain	0

**RESOLVED** That the Contracts Sub-Committee (CSC), requests the PBC & PTBC approve the recommendations of the CSC as resolved at their meeting on 10 May 2024.

MEMBER	Yes	No	Abstain
Mr Shaun Clarke	✓		
Mr Robert Nolan	✓		
Mr Ken Morrisby	✓		

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

				<ul style="list-style-type: none"> <li>• Further funding to conduct lake survey of depth approved.</li> </ul>	
107	05/23	Advice sought by PTBC amending section 56 Sanctuary Cove Resort Act 1985	PTBC	<ul style="list-style-type: none"> <li>• Changes gazetted on 28 March 2024</li> <li>• Further advice from MBA ongoing.</li> </ul>	ONGOING



## OPERATIONS REPORT – MAY 2024

### Key Performance Indicators

Positive / Actioned	Watch / Ongoing	Negative / Not Started
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### Sanctuary Cove Community Services Limited and its wholly owned subsidiaries as of April 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	2,846,461	2,844,461	2,012,525	2,012,521	6,126,048	6,126,048
Other services & interest	63,920	51,130	52,859	14,875	200,865	112,429
Total Income	2,910,382	2,895,591	2,065,384	2,027,396	6,326,913	6,238,477
Expenditure						
Employee expenses	1,827,940	1,883,417	1,391,066	1,293,329	5,509,451	5,433,438
Other	368,071	415,910	282,500	257,784	886,935	805,039
Total Expenses	2,196,012	2,299,327	1,673,567	1,551,113	6,396,386	6,238,478
Net operating Saving / (Cost)	714,370	596,264	391,817	476,283	(69,473)	-
YTD +/- movement compared to budget		118,106		(84,466)		(69,472)

- Security YTD is tracking well above budget.
- Community Services YTD is \$84.5k (17.7%) unfavourable to budget at 31 May 2024. Full year combined forecast projected result deficit at \$69.

### Principal Body Corporate (Expense Variances) as of April 2024

Principal Body Corporate (YTD Expenditure Variances)	FY2024 Actual	FY2024 Budget	Variance \$	Variance %	Note
Admin - bank charges	3,059	5,841	2,782	47.6%	
Admin - software licence costs	30,473	19,246	(11,227)	(58.3)%	1
Admin - meetings	478	420	(58)	(13.7)%	2
Admin - IT Monthly Maintenance	16,967	18,859	1,892	10.0%	
Admin - postage	23,149	21,380	(1,769)	(8.3)%	3
Admin - print/copy costs	4,397	7,000	2,603	37.2%	
PTBC Levy - Administration Fund	466,500	466,500	-	-	
PTBC Levy - Sinking Fund	335,700	335,700	-	-	
Management Fees	1,009,685	1,009,685	-	-	
Security services	2,654,460	2,654,460	-	-	
Admin - Filing Fee	(655)	583	1,239	212.3%	



Network Manager Service Fees	259,785	209,124	(50,661)	(24.2)%	4
Consultants	7,081	17,500	10,420	59.5%	
Legal Services	32,293	87,500	55,207	63.1%	
Cleaning	9,821	11,667	1,846	15.8%	
Electrical - contract	64,803	73,438	8,635	11.8%	
Electrical - Materials/Machinery	23,742	23,333	(409)	(1.8)%	5
Gross Pollutant Trap - Mtce	12,069	18,728	6,660	35.6%	
Grounds & Garden - contract	491,039	543,135	52,096	9.6%	
Grounds & Garden - other	36,531	29,167	(7,365)	(25.2)%	6
Grounds & Garden - mulching	23,375	14,583	(8,792)	(60.3)%	7
Grounds & Garden - tree management	86,176	14,583	(71,593)	(490.9)%	8
Hire/Rental- Facilities Compound	40,833	55,417	14,583	26.3%	
Insurance - Brokerage	6,934	7,415	482	6.5%	
Insurance Excess	18,160	5,000	(13,160)	(263.2)%	9
Insurance Premiums	102,484	117,713	15,229	12.9%	
Irrigation - contract	50,727	65,493	14,766	22.5%	
Irrigation - materials/machinery	14,944	21,875	6,931	31.7%	
Irrigation - Golf Lakes Maintenance	32,754	5,833	(26,921)	(461.5)%	10
Irrigation - A class water usage	20,079	80,483	60,404	75.1%	
Pest control	660	6,224	5,564	89.4%	
Plumbing - contract	69,341	80,169	10,828	13.5%	
Plumbing - materials/machinery	81,307	72,917	(8,391)	(11.5)%	11
Motor Vehicle / Buggy Expenses	3,106	8,750	5,644	64.5%	
Repairs & Maintenance	10,638	20,417	9,779	47.9%	
R&M - Harbour	6,800	11,667	4,867	41.7%	
R&M - CCTV	387	2,917	2,530	86.7%	
Roads	28,381	26,250	(2,131)	(8.1)%	12
Road Sanding	-	30,000	30,000	100.0%	
Road sweeping	41,330	38,386	(2,944)	(7.7)%	13
Signage	2,520	2,333	(187)	(8.0)%	14
Waste Removal - contract	485,013	500,312	15,299	3.1%	
Waste Removal - other	5,683	17,500	11,817	67.5%	
Land Holding - rates	7,443	7,251	(192)	(2.6)%	15
Utilities - electricity/gas	92,482	88,756	(3,727)	(4.2)%	16
Water Charges	256,180	63,750	(192,430)	(301.9)%	17
Water Billing	6,719	6,545	(174)	(2.7)%	18
Water Meter Reads	7,213	10,000	2,787	27.9%	
<b>Total Expenditure</b>	<b>6,983,046</b>	<b>6,935,803</b>	<b>(47,243)</b>	<b>(0.7)%</b>	

### Notes:

1. Admin – software licence costs: AssetFinda update costs requiring server upgrade \$8,211, monthly fee has been negotiated down to minimise total cost impact.
2. Admin – Meetings: Meeting and communication related costs – timing variance
3. Admin – Postage: Postage costs including water billing – timing variance.



4. Network Manager Fees: Repairs of FTTH cables including The Address, other repairs and asbestos testing of Fibre pits, multiple FTTH installations and materials held- timing variance
5. Grounds & Garden Other: Turf installation at Woodsia, Olympic Dr, pruning and garden upgrade – timing variance
6. Grounds & Garden Mulching: Marine Drive North buffer garden – timing variance – no change from prior month
7. 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. No change from prior month
8. Insurance excess: Excess charged in water leak repair claim
9. 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.
10. Plumbing – materials & maintenance: Multiple water leaks requiring repair and vacuum trucks – timing variance
11. Roads: Muirfield PI footpath and road, Cypress Point Road and Schotia Island Bridge works
12. Road Sweeping: Contract price effective from November was higher than the projected budget.
13. Signage: Street signs and sign brackets – timing variance
14. Land Holding – rates: Actual rates higher than the projected budget.
15. Utilities – Electricity/gas: Electricity rates increases
16. 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 – no change from prior month
17. Water Billing: Water billing costs increased marginally higher than the projected budget, further variances due to timing issues with changed billing frequency from supplier.

### Primary Thoroughfare Body Corporate (Expense Variances)

Primary Thoroughfare Body Corporate (YTD Major Expenditure Variances)	FY2024 Actual	FZ2024 Budget	Variance \$	Variance %	Notes
Accounting - audit	59	1,676	1,617	96.5%	
Admin - bank charges	88	122	34	28.1%	
Admin - software licence costs	13,432	6,812	(6,619)	(97.2)%	1
Admin - meetings	262	213	(49)	(23.0)%	2
Admin - IT Monthly Maintenance	6,189	6,417	228	3.6%	



Admin - postage	84	140	56	40.1%	
Admin - print/copy costs	841	700	(141)	(20.2)%	3
Management Fees	306,460	306,460	-	0.0%	
Security services	59,741	59,741	-	0.0%	
Admin - Filing Fee	96	-	(96)		4
Consultants	-	5,833	5,833	100.0%	
Legal Services	-	5,833	5,833	100.0%	
Cleaning	3,000	-	(3,000)		5
Debt Collection Fees	-	292	292	100.0%	
Electrical - contract	16,721	15,777	(944)	(6.0)%	6
Electrical - Materials/Machinery	12,104	9,450	(2,654)	(28.1)%	7
Fire Protection - audit/inspect	3,183	2,233	(950)	(42.5)%	8
Fire Protection - R&M	1,593	-	(1,593)		9
Gross Pollutant Trap- mtce	1,169	786	(383)	(48.7)%	10
Grounds & Garden - contract	113,005	108,235	(4,770)	(4.4)%	11
Grounds & Garden - other	32,357	26,250	(6,107)	(23.3)%	12
Grounds & Garden - mulching	15,033	23,333	8,301	35.6%	
Grounds & Garden - tree management	40,412	17,500	(22,912)	(130.9)%	13
Insurance - Brokerage	687	2,243	1,556	69.4%	
Insurance Excess	1,840	-	(1,840)		14
Insurance Premiums	48,078	86,187	38,109	44.2%	
Irrigation - contract	21,567	28,520	6,953	24.4%	
Irrigation - materials/machinery	2,701	11,667	8,966	76.9%	
Irrigation - Golf Lakes Mtce	38,471	18,200	(20,271)	(111.4)%	15
Irrigation - A class water	6,693	26,828	20,135	75.1%	
Pest Control	1,940	1,283	(657)	(51.2)%	16
Plumbing - contract	8,551	7,660	(890)	(11.6)%	17
Plumbing - materials/machinery	6,930	9,333	2,403	25.7%	
Mtce - animal management	93,410	58,333	(35,077)	(60.1)%	18
Repairs & Maintenance	8,144	8,750	606	6.9%	
Repairs & Mtce - air conditioning	2,060	3,208	1,148	35.8%	
Repairs & Mtce - electrical	4,086	2,917	(1,169)	(40.1)%	19
Repairs & Mtce - fences	-	4,083	4,083	100.0%	
Repairs & Mtce - gates	31,379	26,250	(5,129)	(19.5)%	20
Repairs & Mtce - CCTV	-	2,917	2,917	100.0%	
Roads	6,920	17,500	10,580	60.5%	
Road Sanding	19,765	21,218	1,453	6.8%	
Road sweeping	13,832	12,423	(1,409)	(11.3)%	21



Signage	318	1,750	1,432	81.9%	
Waste Removal - other	696	2,000	1,304	65.2%	
Land Holding - land tax	12,032	-	(12,032)		22
Land Holding - rates	3,560	3,610	49	1.4%	
Utilities - electricity/gas	67,035	52,060	(14,974)	(28.8)%	23
Utilities - water	79,510	-	(79,510)		24
Water Meter Reads	-	51	51	100.0%	
<b>Total Expenditure</b>	<b>1,106,031</b>	<b>1,006,795</b>	<b>(99,236)</b>	<b>(9.9)%</b>	

### Notes:

- Admin – software licence costs: AssetFinda update costs requiring server upgrade and implementation costs of \$7,118, monthly fee has been negotiated down to minimise total cost impact.
- Admin – meetings – Annual fee recognised in January – timing variance.
- Admin – print/copy costs – Printing costs incurred – timing variance.
- Admin – filing fee – Titles search – no change from prior month.
- Cleaning – Contractor’s compound cleaning fees unbudgeted due to completion of the compound in late 2023.
- Electrical contract – minor variance billing cycles are fortnightly, and additional work due to storms.
- Electrical – Materials/Machinery – Purchase of materials for the Address works, Parkway entry and street lighting, thermographic inspection, Calibration/Testing equipment
- Fire Protection – audit/inspect: Fire evacuation diagrams, installation of cabinets & training Facilities Compound, fire equipment servicing at facilities compound.
- Fire Protection – R&M – Smoke alarm service and replacement, replace emergency lights at Security Roundhouse
- Gross Pollutant Trap – mtce – Maintenance works – timing variance
- Grounds & Garden Contract – Landscape solutions monthly contract increase from 1 Nov 2023 was higher than projected budget.
- Grounds & Garden – Other – Slashing, Address Gates, Entry mound turf
- Grounds & Garden Tree management – Palm cleaning, Village to Security, Washingtonia bridge entrance and other locations (Buddeh St, and Entry Blvd) Royal Palms and Buddeh St pruning, Storm damage costs.
- Insurance Excess – Christmas Day storm claim excess.
- Irrigation Golf Lakes Maintenance – Bathymetric Survey costs, Water management plan offset by savings in Irrigation-A class water, Bathymetric Survey costs.
- Pest Control – Termite bait – Sickle Bridge
- Plumbing Contract – minor variance billing cycles are fortnightly, with 3 fortnights in January.





18. Mtce – animal management – Corella program commenced in March, Kangaroo Management, Ibis, Fox programs. Additional attendance for removal of wildlife costs as incurred.
19. R&M electrical – Load testing performed in January, and generator service.
20. R&M gates – Maintenance/Cleaning of Main, North and Vardon Lane gates, Address Gate damage repairs
21. Road Sweeping: Contract price effective from November was higher than the projected budget.
22. Land Holding – Land tax – annual fee budgeted in October, recognised monthly.
23. Utilities – electricity/gas: Large volume 3 year fixed pricing agreement ended, the accumulated year on year increases and present market conditions resulted in a significant increase against budgeted expenditure.
24. Utilities – water: Water billing variance for potable and waste attributed to PTBC based on proportion of water usage per meter reads.

### Aged Debtors (excluding intercompany balances)

Company	Total	Current	30 days	Over 30 days
Sanctuary Cove Community Services Ltd	45.4k	45.4k	0	0
Sanctuary Cove Security Services Pty Ltd	20.1k	6.8k	13.3k	0

### Staff Numbers

Department	Budgeted	Actual
Body Corporate	16.5	17.1
Security	33.0	31.2
<b>Total</b>	<b>49.5</b>	<b>48.3</b>

- Staff turnover YTD (16.56%) – Majority Security turnover.

### Cash Positions

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%	26,445
PBC – Sinking Fund (at call)	BOQ	966		-
PBC – Sinking Fund Term Deposit	Macquarie	500,000	4.70%	13,514



PBC – Sinking Fund Term Deposit	Macquarie	1,000,000	4.70%	27,048
PBC – Sinking Fund Term Deposit	Macquarie	250,000	2.90%	7,229
PBC – Sinking Fund Term Deposit	Macquarie	500,000	4.70%	13,514
PBC – Sinking Fund Term Deposit	Macquarie	500,000	4.70%	11,076
PBC – Sinking Fund Term Deposit	Macquarie	500,000	2.90%	10,313
PBC – Sinking Fund Term Deposit	BOQ	3,500,000	4.80%	96,191
PTBC – Administration Fund	BOQ	7,188		-
PTBC – Sinking Fund (at call)	Macquarie	1,283,909	2.90%	24,583
PTBC – Sinking Fund (at call)	BOQ	1,007		-
PTBC – Sinking Fund Term Deposit	BOQ	500,000	4.70%	13,548
SCCSL	Macquarie	708,104	2.90%	7,896
SCCSL	Macquarie	10,051		
SCCSL	Macquarie	483,500		
SCCSL	CBA	5		
Security	Macquarie	1,119,275	2.90%	11,203
Security	Macquarie	200,000	4.70%	6,732
Security	CBA	-		
Security	CBA	2,772		

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
- Company auditor review and appointment for FY2023-24 Financial Statement audit complete.
- Preparation of Interim Audit information for PBC, PTBC and RBCs which have requested audits to be performed.
- StrataMax Invoice Hub to be reviewed and considered for streamlining invoice approvals. Ongoing

### 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.
- A new time and attendance and payroll application will be implemented with a target Go Live date of 1 November 2025. The team will work from mid-June 2024 to kick off the project.



### 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	424	1229	355	2008	99	157	718	1315	194
YTD 2023	268	924	334	1526	97	110	989	867	101

Valet Services (May 2024 – YTD 2024)

	May 2024		May 2023		Year to Date 2024	
	Number	\$ Charge	Number	\$ Charge	Number	\$ Charge
Key Pick-Up	20	\$160.00	19	\$152.00	89	\$712.00
Long Term Rental	6	\$1,000.00	7	\$900.00	41	\$5,750.00
Short Term Rental	0	\$0.00	0	\$0.00	0	\$0.00
Access Re arm	7	\$308.00	5	\$190.00	35	\$1,393.00
Other	2	\$76.00	2	\$76.00	22	\$920.00
Rental Breaches	0	\$0.00	0	\$0.00	0	\$0.00
Commercial Call Outs	7	\$1,925.00	10	\$2,750.00	24	\$6,600.00
<b>Total</b>	<b>42</b>	<b>\$3,469.00</b>	<b>43</b>	<b>\$4,068.00</b>	<b>211</b>	<b>\$15,375.00</b>

Key Performance Indicators based on approved Operating Plan 2023/2024

<p><b>Specific Monthly KPO's:</b></p> <ul style="list-style-type: none"> <li>➤ Review CCTV cameras approved for Stage 2 Security Technology.</li> <li>➤ Obtain costings for Hybrid Electric Vehicles to replace Security vehicles (3) in February 2025</li> <li>➤ Review Emergency Management Plan</li> </ul> <p><b>Ongoing Monthly KPOs:</b></p> <ul style="list-style-type: none"> <li>➤ 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.</li> <li>➤ 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.</li> </ul>	<p>Stage 2 CCTV – final report received C-Cure Systems. Estimates submitted for Budget</p> <p>In progress</p> <p>Items Actioned – refer to statistics.</p>
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- Attend 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 a monthly statistic 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 statistic in Security Report.
- Short and Long Term Rental checks.
- Parks and open space checks.
- Review of Operational procedures.
- Measure LPR and Visitor Management uptake and access, provide monthly statistic in Security Report.
- Measure Valet Services and provide monthly statistic 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.
- Attend and contribute to senior management meetings and planning.

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

In May there were 308 Parking Infringement "Reminder Notices" issued, compared to 159 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	88	26	Adelia	4	3
Zieria	36	11	Admin	4	2
Plumeria	34	15	Felicia	4	2
Tristania	28	13	Fuschia	4	0
Alpinia	24	13	Colvillia	3	3
Washingtonia	18	11	Banksia Lakes	2	1
Caladenia	9	6	Corymbia	2	2
Molinia	9	6	Acacia	1	2
Roystonia	9	2	Bauhinia	1	2
Schotia Island	8	20	Cassia	1	3
Araucaria	7	2			
Darwinia	6	7			
Harpullia	6	7			
	<b>282</b>	<b>139</b>		<b>26</b>	<b>20</b>

### Speed Sign/Camera

In May, a total of 24 instances of speeding were detected and Speeding Notices are being prepared for vehicles that can be identified.

### 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	223,281	53,988	9,480	1,744	259	67	288,819
Total	858,644	192,560	36,381	6,723	1135	273	1,095,716
% Current YTD	77.31%	18.69%	3.28%	0.60%	0.09%	0.03%	100.0%
Mar 2024	32,438	7,675	1,463	255	19	12	41,862
Apr 2024	29,295	6,707	1,234	277	46	9	37,568
May 2024	35,343	7,426	1,329	218	32	11	44,359
% Current MM	77.67%	16.75%	2.99%	0.49%	0.07%	0.03%	100.0%



### Highest Speed

Location	Speed km/h	Date	Time
1019 Edgecliff	64	3.05.24	1330 hrs
2204 The Parkway	84	12.05.24	2030 hrs

### Operational

Security attended to 42 incidents for the month - 27 General and 15 Medical.

Twenty-seven (27) General Incidents:

- a) Twelve (12) were Person related including:
  1. 6 were for disorderly and intoxicated guests at the Hotel
  2. 2 were for Domestic disputes.
  3. 2 were for Trespass including a drunk male who was escorted out of the res area and a man who knocked on the door twice after getting the wrong house number
  4. A Mulpha staff member abused over a parking notice issued in the Village
  5. A postal delivery contractor bitten by a resident's dog
  
- b) Ten (10) were Vehicle related including:
  1. 3 for Damage to a res gate or boom
  2. 1 for vehicle damage at a gate
  3. 2 for vehicle accidents including a near miss and a tree knocked over on the Boulevard
  4. 2 for U/L taking of buggies which were both recovered undamaged
  5. A civil dispute over a Sea Pen at a recently sold home
  6. A jetty from Cypress Pt that drifted in Harbour 2
  
- c) Five (5) were Property related including:
  1. 3 for fire and PIR alarms in the Village
  2. A gas leak from a burst main
  3. A concrete spill onto the roadway

There were fifteen (15) Medical incidents with 12 of them involving residents. Out of these incidents, 14 patients required transportation to the hospital by QAS for further treatment.

67 Complaints were received:

	May 2024	Apr 2024	Mar 2024	Feb 2024
Residents	38	33	28	27
Subject not located	9	10	12	9
Rentals	4	14	9	5
PBC/Village/Hotel	6	10	6	10
<b>TOTAL</b>	<b>57</b>	<b>67</b>	<b>51</b>	<b>37</b>

Marine Patrols

There were 590 patrols of Marine Zones 1-5 by Haven and Eden (including transit between zones).

- a) Haven was deployed on 15 dayshifts and 14 nightshifts.
- b) Eden was deployed on 11 dayshifts and 10 night shifts.

May 2024	Haven	Eden	Totals
Zone1/Harbour 1	123	54	177
Zone 2/Harbour 2	70	54	124
Zone 3/Harbour 3	60	51	111
Zone 4/Harbour 4	41	54	95
Zone 5/Roystonia	53	30	83
<b>Total Patrols</b>	<b>347</b>	<b>243</b>	<b>590</b>
Day Patrols	15	11	26
Night Patrols	14	10	24

Patrols for the month have been impacted by absenteeism and staffing levels.

There were 7 incidents of unauthorised access in Private Harbours, lakes and Marina Piers:

- a) They were all fishing related, 6 moved on without further incident and 1 group left prior to Security arriving.

Visitor Management System and License Plate Recognition

	02.05.24	05.06.24
Residents registered with LPR	1,179	1,128
Total not registered with LPR	247	298
<b>Total Lots</b>	<b>1,426</b>	<b>1,426</b>
Resident vehicles/buggies LPR	5,651	5,694
Permanent visitor vehicles LPR	4,496	4,560
<b>Total Vehicles</b>	<b>10,147</b>	<b>10,254</b>
Residents registered VMS Portal	443	443
Res/Builder/multi user same house	145	147
<b>Number of VMS entries</b>	<b>2,794</b>	<b>2,807</b>



**Total Number of Body Corporate Owners:** 1426 (as at 8.04.24).

**LPR (License Plate Recognition) Registration by Residents:** Decreased by 51 to 1128 or 79% of resident homes.

**VMS (Visitor Management System) Portal Registration:** Remains unchanged for the month at 443.

**Active Users on VMS Portal:** 147 residents and builders are actively using the portal.

**Number of VMS Entries for Current Residents and Builders:** Increased by 13 to 2807.

#### 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.

LPR issues were sporadic across all gates with Pines Gate registering the highest number of 7. They were corrected after referral to our provider and database adjustments.

#### Workplace Health and Safety

The next meeting is scheduled 11 June 2024.

#### Scheduled Works

Following receipt of the final report for Stage 2 CCTV, project manager C-Cure Systems is being asked to quote for Stage 3 CCTV that will review equipment, placement and data management of Stages 1 and 2 and collaborate with Security on additional locations or areas of risk.

#### Staff

There are 2 staff members currently on Work Cover. The first person has a long-term PTSD injury linked to a sudden death at a Village restaurant in 2023 and there is no change to his status. The second person who is recovering from a neck injury in the office and is back up to 10.5 and 11.5 hour shifts to the end of June.

Three new Security Officers commence their Induction Training 10 June 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 are conducted weekly, with reports forwarded to PBC EC for further action on matters with three or more breaches. In May 2024, twenty-four breach letters were dispatched.
3. Website Formulation – Public landing page has been finalized and is now live.
4. Policy and Procedure review: Continues to be underway.
5. StrataVote Implementation: implemented and currently being used in EGMs and PBC.
6. June EGMs have commenced, with notifications dispatched to committee members.
7. Stage 2 DCBL working group underway.



### 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

<b>Date</b>	<b>PBC Emergency Repair</b>
	N/A

<b>Date</b>	<b>PTBC Emergency Repair</b>
	N/A

#### Contracts Subcommittee

10 May 2024

- Tender Documetation Review
- Class A Water Scope and Defect Review

#### Maintenance Contracts - Tenders

<b>CR</b>	Contract Review											
<b>CSC</b>	Contract Sub Committee review of Contract/Tender documentation											
<b>EOI</b>	Invitation for "Expressions of Interest"											
<b>RFT</b>	"Request for Tender" invite Contractors to submit a bid for the provision of goods or services.											
<b>Evaluation</b>	Undertake evaluation of received tenders											
<b>Approval</b>	Seek/Obtain necessary approvals											
<b>Award</b>	Award contract works to successful Tenderer											
<b>Tender</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>
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	<span style="background-color: green; width: 20px; height: 10px; display: inline-block;"></span>
In progress	<span style="background-color: orange; width: 20px; height: 10px; display: inline-block;"></span>



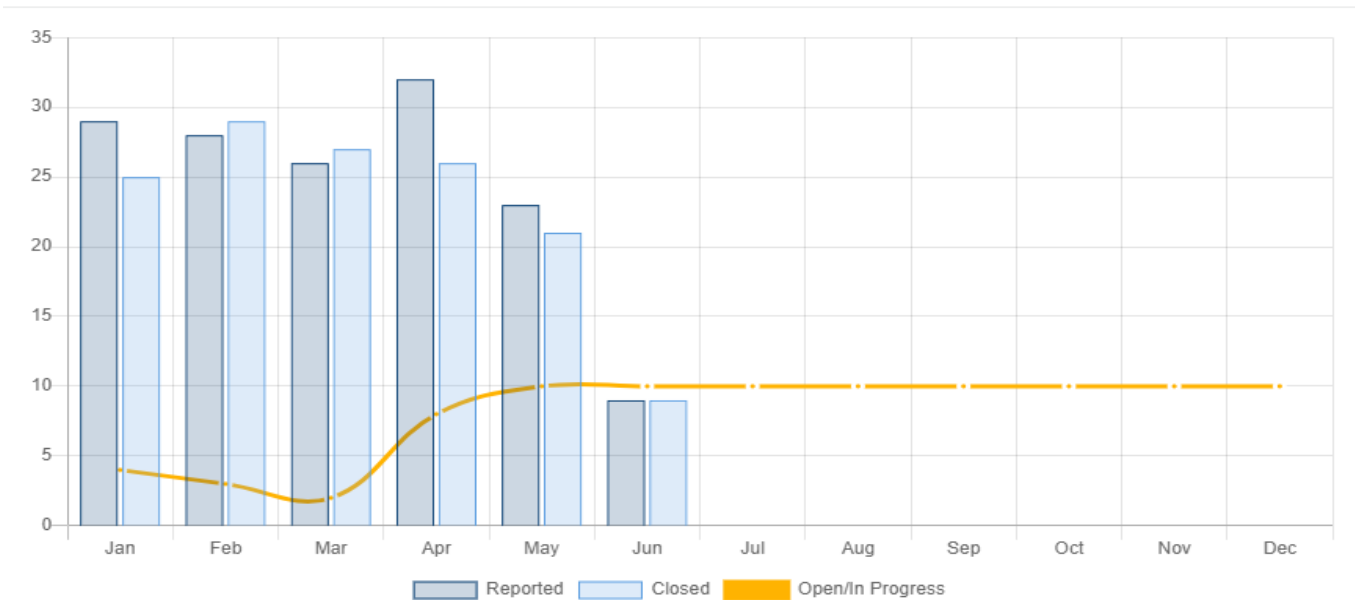
### Contractor Six (6) Monthly Review

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 28<sup>th</sup> March 2024 for the latest update on landscaping contractor review.

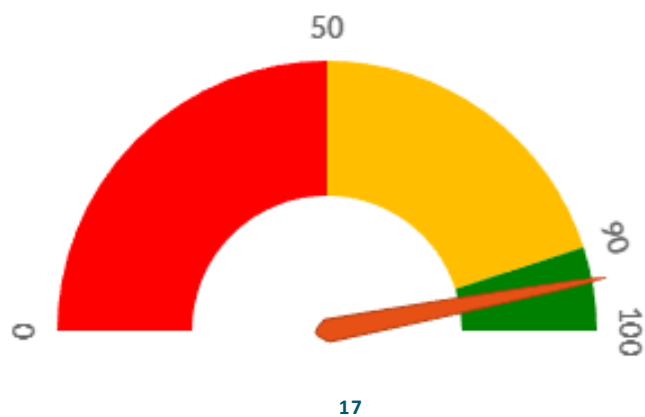
### Hazard Identification/Reporting

#### Summary by Month







The graph highlights a decrease in reported hazards during May. Of the 23 hazards reported, 20 originated from the Facilities Services Team. All 20 hazards raised by the Facilities Team were resolved within the month. The primary control measure used was hazard elimination.

**94 % Active Tasks within Deadline**



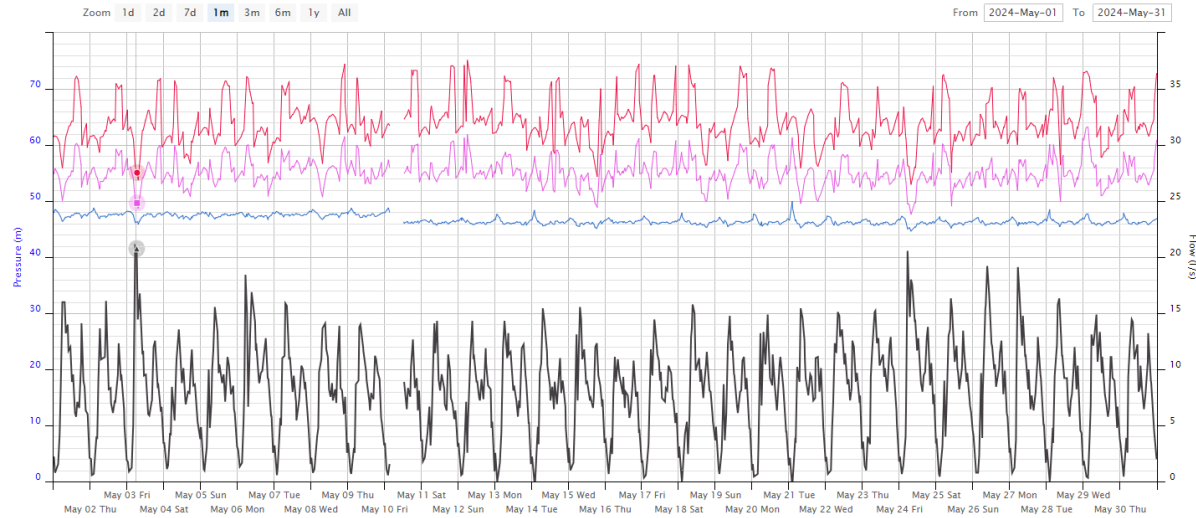
## Sinking Fund Major Projects

In progress	
Complete	
Confirmed	
Estimate	

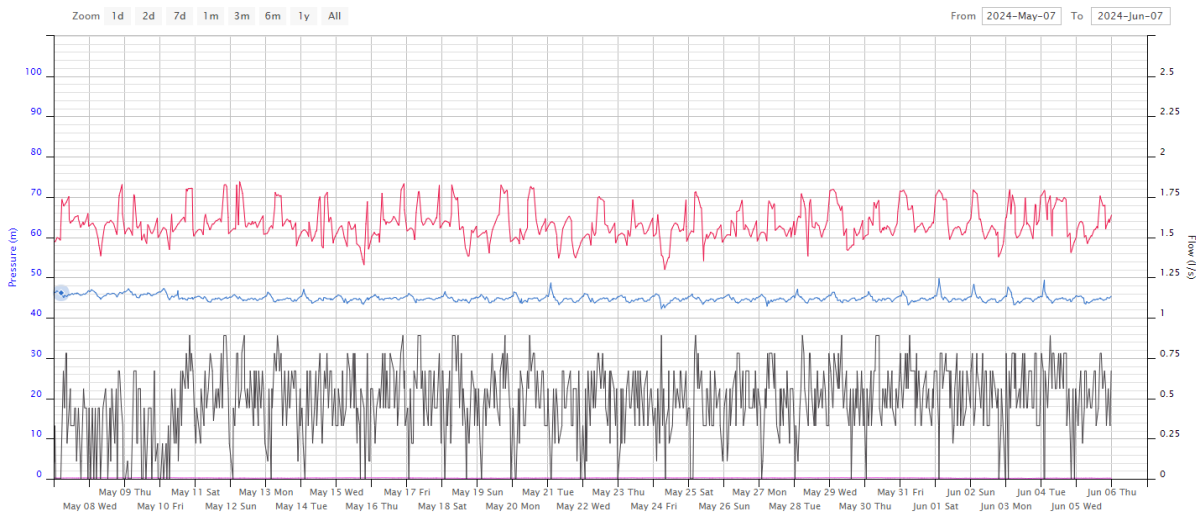
Project	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Asset management system review										Estimate		
MDN Potable water - Consultant/Reports				In progress	In progress	In progress	In progress	In progress				
Tulip Lighting Year 2	Complete	Complete	Complete	Complete	Complete	Complete	Complete			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

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												

### ⊙ Parkway PRV 1 Outside Gate



### ⊙ Parkway PRV 2 Inside Gate



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.*

We conducted a review of the same period last year (prior to commissioning) and observed a significant reduction in leaks across the site:

**15th Jan to 7th June 2023: Total of 12 leaks**

**15th Jan to 7th June 2024: Total of 3 leaks**

## Key Performance Indicators

FACILITIES SERVICES	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Achieved
<b>LEADERSHIP/CUSTOMER SERVICE (WORK REQUESTS/PREVENTATIVE MAINTENANCE)</b>								
PM - (MO) Percentage closed for month - Target 75%	81%	100%	75%	33%	25%	87%	84%	63%
Total % (Open vs Closed) Target 80%	82%	76%	75%	84%	84%	85%	80%	100%
Greater > 60 Days (Target <25)	7	10	14	8	16	11	0	100%
Total Outstanding <100	39	55	69	37	55	35	32	100%
Plumber jobs remaining > 30 days 2 average	0	2	2	0	1	0	0	100%
Electrician jobs remaining > 30 days 6 average	0	8	9	1	5	5	4	100%
Irrigation Jobs remaining > 30 days 5 average	5	6	1	0	1	0	1	100%
Priority 1 - Target >100 %	100%	100%	100%	100%	100%	100%	100%	100%
Priority 2 - Target >77.5 %	96%	100%	80%	100%	100%	100%	95%	100%
Priority 3 - Target >75 %	76%	76%	75%	78%	79%	66%	77%	75%
<b>GOVERNANCE / COMPLIANCE</b>								
	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Total
FM - Monthly Site Inspection	✓	✓	✓	✓	✓	✓		100%
Facilities Services WHS Training - Manual Handling, Ladder	44.44%	44.44%	44.44%	44.44%	44.44%	44.44%	100%	
Contractor Induction - Annual target 75%	78%	77%	76%	76%	78%	77%	77%	100%
Hazard identification - Target 2 each / 16 per month	17	16	24	26	21	21	22	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			N/A			N/A		100%
<b>FINANCIAL PERFORMANCE</b>								
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%	100%	Jan-00					
1.2 Response & Repair Timeframe	44%	55%	41%	50%	58%	15%	9%					
1.3 Preventative Maintenance	68%	62%	64%	65%	66%	67%	72%					
1.4 Document Compliance	100%	100%	100%	100%	100%	100%	100%					
1.5 Reporting	100%	100%	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%	100%	100%					
1.2 Response & Repair Timeframe	N/A	N/A	N/A	N/A	N/A	N/A	N/A					
1.3 Preventative Maintenance	100%	100%	100%	100%	100%	100%	100%					
1.4 Document Compliance	100%	100%	100%	100%	100%	100%	100%					
1.5 Reporting	100%	100%	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	3	3					
1.2 Missed Bins	12	6	3	7	5	7	14					
1.3 Complaints <5	0	0	6	3	1	0	0					
1.4 Document Compliance	100%	100%	100%	100%	100%	100%	100%					
1.5 Reporting	0%	0%	0%	0%	0%	0%	0					

**CORRESPONDENCE  
FOR INFORMATION**

## Amendment to Sanctuary Cove Resort Act 1985

Please see 'amendment' to Section 55 Temporary closure of thoroughfares, current as of 26 April 2024 NOTE only changes are subsections 1(a) and (b):

NEW:

### 55 Temporary closure of thoroughfares

- (1) Subject to subsection (2), if the primary thoroughfare body corporate or the principal body corporate determines that any work is to be carried out on a primary thoroughfare or, as the case may be, a secondary thoroughfare which work is of such a nature as will or would require the temporary closure to some or all traffic on any road, the primary thoroughfare body corporate or, as the case may be, the principal body corporate shall give notice of intention to temporarily close the road at least 7 days prior to the closure by—
  - (a) if the body corporate has a website—publishing the notice on the website; and
  - (b) giving the notice in writing to each member of the body corporate who is the proprietor of a lot access to which is likely to be affected by the closure.
- (1A) The notice shall—
  - (a) specify the classes of traffic to be excluded; and
  - (b) identify the location of the road to be closed; and
  - (c) specify the period or periods of the closure; and
  - (d) specify the nature of the work being carried out.
- (2) The provisions of subsection (1) do not apply where the work to be carried out is of an emergent nature.

OLD:

**55 Temporary closure of thoroughfares**

- (1) Subject to subsection (2), if the primary thoroughfare body corporate or the principal body corporate determines that any work is to be carried out on a primary thoroughfare or, as the case may be, a secondary thoroughfare which work is of such a nature as will or would require the temporary closure to some or all traffic on any road, the primary thoroughfare body corporate or, as the case may be, the principal body corporate shall give notice of intention to temporarily close the road at least 7 days prior to the closure by—
  - (a) public notice in a newspaper circulating in the site and the adjacent site; and
  - (b) written notice given to each member of the primary thoroughfare body corporate or, as the case may be, the principal body corporate access to whose lot is or is likely to be affected by the closure.
- (1A) The notice shall—
  - (a) specify the classes of traffic to be excluded; and
  - (b) identify the location of the road to be closed; and
  - (c) specify the period or periods of the closure; and
  - (d) specify the nature of the work being carried out.
- (2) The provisions of subsection (1) do not apply where the work to be carried out is of an emergent nature.



7<sup>th</sup> May 2024

Mr Kevin & Mrs Malveen Riley  
5201 Marine Drive West  
SANCTUARY COVE, QLD 4212  
Transmission via email: malveen.riley@outlook.com

Dear Kevin & Malveen,

**SAFETY CONCERNS & PRESENTATION ASSOCIATED WITH LARGE TREES AND BAMBOO ON GOLF COURSE LAND**

We are writing to provide an update regarding the request for the attendance to address the removal of large branches and the maintenance of ground-based plants in a specific area on the Palms Golf Course.

Following discussions during the PTBC EC meeting held on 24<sup>th</sup> April 2024 at 10:00am, the committee has determined that this issue falls under the jurisdiction of the RBC and the Golf Course, rather than the PTBC.

We kindly request that you contact your RBC Chairperson directly to address your concerns with the Golf Course and initiate further action.

Thank you for your understanding and cooperation in this matter. If you have any questions or concerns, please do not hesitate to contact the office on (07) 5500 3333 or via email at [ptbc@scove.com.au](mailto:ptbc@scove.com.au).

For and on behalf of  
**Sanctuary Cove Primary Thoroughfare Body Corporate GTP 201**

**Dale St George**  
Secretary



7<sup>th</sup> May 2024

Mr Mathew Williams  
2295 Vardon Lane  
SANCTUARY COVE, QLD 4212  
Transmission via email: mlwill@onthenet.com.au

Dear Mathew,

**REQUEST FOR TUCKEROO TREES TO BE REPLACED WITH WATERHOUSEA FLORIBUNDA, AND THE REMOVAL OF REMAINING FIG TREES ALONG VARDON LANE**

We are writing to provide an update regarding the request for the replacement of tuckeroo trees with Waterhousea Floribunda trees and the removal of remaining Fig trees along Vardon Lane.

Following discussions during the PTBC EC meeting held on 24<sup>th</sup> April 2024 at 10:00am, the committee has decided to deny the request. This decision is based on the existing Landscape Management Plan, which specifies tuckeroo trees as an approved species for Vardon Lane.

Regarding the removal of the remaining Fig trees, while this matter was not conclusively decided upon during the meeting, the committee acknowledged your concerns and assured that they will be taken into consideration moving forward.

Thank you for your understanding and cooperation in this matter. If you have any questions or concerns, please do not hesitate to contact the office on (07) 5500 3333 or via email at [ptbc@scove.com.au](mailto:ptbc@scove.com.au).

For and on behalf of  
**Sanctuary Cove Primary Thoroughfare Body Corporate GTP 201**

**Dale St George**  
Secretary

**From:** [sjandos001@gmail.com](mailto:sjandos001@gmail.com)  
**To:** [Jodie Syrett](#)  
**Subject:** FW: Village Gate Relocation Project-  
**Date:** Friday, 24 May 2024 9:14:53 AM

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Hi Jodie

Can you please ensure this is on the agenda for the next PTBC meeting?

Cheers

Steve

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**From:** [stuart@shakespeares.info](mailto:stuart@shakespeares.info) <[stuart@shakespeares.info](mailto:stuart@shakespeares.info)>  
**Sent:** Tuesday, May 21, 2024 5:14 PM  
**To:** [barry.teeling@mulpha.com.au](mailto:barry.teeling@mulpha.com.au)  
**Cc:** [sjandos001@gmail.com](mailto:sjandos001@gmail.com); [Cheryl.McBride@teamleisure.com](mailto:Cheryl.McBride@teamleisure.com); [Jodie.Syrett@scove.com.au](mailto:Jodie.Syrett@scove.com.au)  
**Subject:** Village Gate Relocation Project-

Hi Barry

As a follow up on your statement at the 8 May community information event, I confirm on behalf of the PBC, that Mulpha will be bearing all costs related to the village gate relocation project.

The April PTBC EGM Motion 3 needs to be rescinded at the forthcoming PTBC EGM, to accord with this commitment.

Regards  
Stuart Shakespeare  
PBC Chairperson

# MEMORANDUM

**Project:** QC4070\_001 SCGCC Water Management Assessment

**Date:** 24 May 2024

**To:** Sanctuary Cove Primary Thoroughfare Body Corporate

**From:** Engeny

**ATT:** Paul Sanders, Dale St George

**CC:**

**Subject:** Sanctuary Cove Golf and Country Club – Opportunity and Constraint Identification and Modelling

## INTRODUCTION

Engeny have been commissioned by Sanctuary Cove Primary Thoroughfare Body Corporate to undertake an assessment of the lakes at the Sanctuary Cove Golf and Country Club (SCGCC), Gold Coast, to identify methods that could be implemented to improve the management of water and erosion within the golf course lake system. Engeny undertook a site inspection on the 11th December 2023 and 13th December 2023 to get an understanding of the current lake systems to assist with identifying the constraints and opportunities. Refer to Engeny’s *QC4070\_001-REP-001-1-Site Assessment and Investigation Summary* (2024), for further information.

The information gathered from the site inspection was implemented into the hydrological and water balance modelling, which is further detailed in this memorandum.

Figure 1 provides an overview of the two golf course (Palms and Pines).



**Figure 1: Site Locality Map**



# HYDROLOGICAL ASSESSMENT

## Overview

The hydrological rainfall-runoff routing modelling software Watershed Boundary Network Model (WBNM) and Storminjector were utilised to produce runoff hydrographs for various design storm events including 1%, 2%, 5%, 10%, 20%, 50% and 63.2% AEP storm events. This was completed in accordance with the Australian Rainfall and Runoff (AR&R) guidelines (Ball et. al, 2019). Key inputs and assumptions made during the development of this hydrologic model are detailed in the following sections.

## Catchment and Sub-Catchment Delineation

Engeny accessed the available topographic levels from the Queensland Government Elvis website and the underground drainage network provided by the client, to determine the contributing catchments to each of the lakes. A total catchment area of around 261 Ha was delineated for the site comprising of 25 sub catchments. The sub-catchment delineation for the area of interest is shown in Figure 2.

The catchment parameters implemented into the hydrological software; Watershed Bounded Network Model (WBNM) are provided in Table 1.

**Table 1: WBNM Catchment Information**

Catchment Name	Associated Lake	Area (Ha)	Impervious Fraction %	Pervious Fraction %
SUB1	Lake 18	2.80	10	90
SUB2	Lake 5	1.04	13	87
SUB3	Lake 4	3.28	2	98
SUB4	Lake 17	12.92	21	79
SUB5	Lake 6	25.72	29	71
SUB6	Lake 1	4.93	21	79
SUB7	Lake 12	27.73	35	65
SUB8	Lake 10	2.26	25	75
SUB9	Lake 22	4.46	38	62
SUB10	Lake 2	4.64	44	56
SUB11	Lake 11	9.91	30	70
SUB12	Lake 16	10.53	18	82
SUB13	Lake 15	12.85	15	85
SUB14	Lake 23	9.35	20	80
SUB15	Lake 14	9.43	32	68
SUB16	Lake 21	22.19	38	62
SUB17	Lake 19	35.63	16	84

Catchment Name	Associated Lake	Area (Ha)	Impervious Fraction %	Pervious Fraction %
SUB18	Lake 20	7.34	25	75
SUB19	Lake 13	1.04	6	94
SUB20	Lake 24	15.73	32	68
SUB21	Lake 9	9.04	14	86
SUB22	Lake 8	6.16	7	93
SUB23	Lake 7	8.75	38	62
SUB24	Lake 3	6.44	31	69
SUB25	Lake 19	6.96	37	63



## Intensity-Frequency-Duration (IFD) Data

AR&R 2019 IFD data for the study area was sourced from the Bureau of Meteorology (BoM) using the online 2019 Rainfall IFD request system. Data was requested for the catchment centroid, represented by the coordinates of -27.8632679 and 153.3632183. The temporal rainfall patterns were downloaded from the AR&R Data Hub and adopted for WBNM.

### Peak Flows

Attachment 1 provides a summary of the critical results for several catchments for the simulated events. Table 2 highlights the peak discharge flows for the most frequent (63.2%) and a very rare (1%) storm event, indicating sub-catchment 25 discharging into Lake 19 has the largest peak flows in these storm events. Deepening the lake or adding extra storage in this catchment area would be beneficial for improving the reservoir capacity and will increase water availability for irrigation purposes.

**Table 2: Peak Discharge**

Catchment Name	63.2% AEP (m <sup>3</sup> /s)	1% AEP (m <sup>3</sup> /s)
SUB1	0.2	1.1
SUB2	0.1	0.5
SUB3	0.3	1.5
SUB4	1.0	4.2
SUB5	1.9	8.0
SUB6	0.4	1.9
SUB7	2.2	9.0
SUB8	0.2	1.0
SUB9	0.5	1.9
SUB10	0.8	3.2
SUB11	1.6	6.3
SUB12	1.6	6.3
SUB13	2.3	8.7
SUB14	2.8	10.5
SUB15	2.9	12.1
SUB16	2.1	8.4
SUB17	2.5	9.4
SUB18	4.9	19.7
SUB19	2.9	11.0

Catchment Name	63.2% AEP (m <sup>3</sup> /s)	1% AEP (m <sup>3</sup> /s)
SUB20	1.5	6.0
SUB21	3.3	12.3
SUB22	4.8	18.4
SUB23	2.4	9.1
SUB24	1.2	4.7
SUB25	7.3	29.0

# WATER BALANCE MODEL

## Bathymetric Survey

Engeny engaged Woolpert to undertake the bathymetric survey of the lakes. Engeny used this data to identify the existing volumes and depths of each of the lake within The Pines and The Palms Golf Course. The survey took place the 9<sup>th</sup>, 12<sup>th</sup> and 13<sup>th</sup> of February of 2024, and included the area, volume, base level (top of sediment), and existing water surface level of each lake. Table 3 summarises the survey findings that were provided by Woolpert.

**Table 3: Bathymetric Survey Summary**

Lake/Pond Associated Engeny	Height/Depth (m)	Volume to Height (m <sup>3</sup> )	Plan Area (m <sup>2</sup> )	Base R.L (m)
1	1.66	3303	4694	1.96
2	1.36	3209	4068	1.96
3	1.38	2051	3491	1.98
4	-	-	-	-
5	1.78	1291	1247	3.18
6	2.05	4790	4381	0.98
7	2.62	29009	22805	0.94
8	1.99	1617	1434	0.9
9	2.12	8190	6723	0.91
10	2.74	4171	2812	1.08
11	1.8	16002	17873	0.81
12	2.79	50584	28907	0.87
13	0.93	293	649	0.93

Lake/Pond Associated Engeny	Height/Depth (m)	Volume to Height (m³)	Plan Area (m²)	Base R.L. (m)
14	4.18	51231	26032	0.01
15	3.14	20772	15183	0.02
16	3.23	29228	14038	0.03
17	2.84	46497	25872	0.22
18	1.64	2882	2837	0.17
19	3.11	51083	25148	0
20	3.16	26916	15878	0
21	2.21	7163	5470	0.62
22	1.39	2107	2643	0.59
23	1.66	11428	11362	0.02
24	-	-	-	-

## Model Input Parameters and Assumptions

Based on the sub-catchment delineation and the bathymetric data provided, Engeny utilised MUSIC Model for Urban Stormwater Improvement Conceptualisation) to undertake a high-level water balance assessment using the recommended parameters detailed in 'MUSIC Modelling Guidelines Version 3' dated in 2018. A summary of the critical input parameters is included in Table 4.

**Table 4: MUSIC Input Parameters**

Parameter	Description																										
Rainfall Data	The closest rainfall station to the assessed area is located in Coomera Foxwell Road, QLD (Station 9040516). However, MUSIC guidelines recommend adopting the Gold Coast City Council (north) Beenleigh Bowls Club station (40406) within a 10-year period between 1990 and 2000. This 10-year period was defined as the most complete and suitable for the assessment and was used for the MUSIC modelling.																										
Potential Evapotranspiration (PET)	PET adopted in the MUSIC model is estimated based on the annual average areal actual evapotranspiration DEM provided by BoM for each month as described below: <table border="1" data-bbox="389 1630 1315 1740"> <thead> <tr> <th>Month</th> <th>Jan</th> <th>Feb</th> <th>Mar</th> <th>Apr</th> <th>May</th> <th>Jun</th> <th>July</th> <th>Aug</th> <th>Sep</th> <th>Oct</th> <th>Nov</th> <th>Dec</th> </tr> </thead> <tbody> <tr> <td>Average PET (mm)</td> <td>201</td> <td>162</td> <td>155</td> <td>108</td> <td>74</td> <td>59</td> <td>60</td> <td>76</td> <td>108</td> <td>155</td> <td>179</td> <td>207</td> </tr> </tbody> </table>	Month	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec	Average PET (mm)	201	162	155	108	74	59	60	76	108	155	179	207
Month	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec															
Average PET (mm)	201	162	155	108	74	59	60	76	108	155	179	207															
Pond/Lake	The pond design parameters are established using bathymetric survey data (Refer <b>Table 3</b> ) and MUSIC guidelines. Several key assumptions were adopted during the pond modelling set-up as: <ul style="list-style-type: none"> <li>• Low extended detention depth was assumed for each pond.</li> <li>• A zero-exfiltration rate was applied under the assumption that the pond is lined.</li> <li>• The initial pond volume equals the permanent pool volume, assuming the pond starts the MUSIC simulation at full capacity.</li> <li>• Outflow design parameters were assumed to be minimal.</li> <li>• The modelling simulations assumes the lake recharge is sourced only by rainfall in; water supplied by Council is not considered.</li> </ul>																										

Parameter	Description
Reuse/Irrigation Rate	<p>Several key assumptions were adopted during the reuse modelling set-up as</p> <ul style="list-style-type: none"> <li>The irrigation rate of 700 ML/year is adopted as specified by the client, which is distributed evenly to each harvesting lake based on their area.</li> <li>It is assumed that 700ML/year of water is currently being provided by Gold Coast Council.</li> <li>MUSIC modelling was set-up with a maximum allowable pond drawdown of 0.5 meters. This value is applied to ensure the lake systems have a volume of water to maintain golf course landscape and not overexpose lake edges.</li> </ul>
Catchment	Catchment is set-up based on WBNM parameters specified in Table 1 and MUSIC guidelines for urban residential land.

## Model Set-Up

The MUSIC model set-up was designed around four main treatment nodes (ponds) linked to a single receiving point as described in **Figure 3**. Lakes were grouped based on their connectivity through balance pipes and their intended function (either for harvesting or non-harvesting) as outlined in Table 5. Two scenarios were established and simulated accordingly.

- Scenario 1:** To simulate the existing system accurately, the model is set-up focusing on 15 harvesting ponds (Lake Group A and D) as they are currently active (Refer Figure 2). These ponds are equipped with a pumping system integrated into the irrigation network. For this simulation, a reuse setup is adopted, calculating an irrigation rate derived from a total harvesting volume of around 330 ML, targeting an estimated irrigation rate of 700 ML per year.
- Scenario 2:** Scenario 2 is set-up to simulate an alternative approach where all the 24 lakes across both golf courses are being used for harvesting and irrigation. To implement this scenario, SCGCC will need to invest in additional pump station, an irrigation pipeline network, the repair and installation of backflow prevention devices in each discharge point, etc. For this simulation, a reuse setup is adopted, calculating an irrigation rate derived from a total harvesting volume of around 380 ML, targeting an estimated irrigation rate of 700 ML per year (As specified by client).

**Table 5: Pond/Lake Grouping**

Lake Group	Lake	Irrigation Rate (ML/year)		MUSIC Model Adopted Height (m)	Volume (ML)	Total Plan Area (Ha)
		Scenario 1: Existing Scenario	Scenario 2			
A	Lake 18 Lake 21 Lake 22 Lake 17 Lake 16 Lake 15 Lake 23 Lake 14 Lake 20 Lake 19	531.2	457.7	1.7	249.3	14.4
B	Lake 1 Lake 2 Lake 3	Do not apply as they are stormwater lakes.	15.7	0.7	8.6	1.2
C	Lake 6 Lake 7	Do not apply as they are stormwater lakes.	62.1	1.2	33.8	2.7
D	Lake 12 Lake 11 Lake 13 Lake 10 Lake 9	168.8	148.5	1.4	79.2	5.7
E	Lake 5 Lake 4 Lake 24 Lake 8	Do not apply as they are stormwater lakes.	16.1	1.2	10.4	0.9

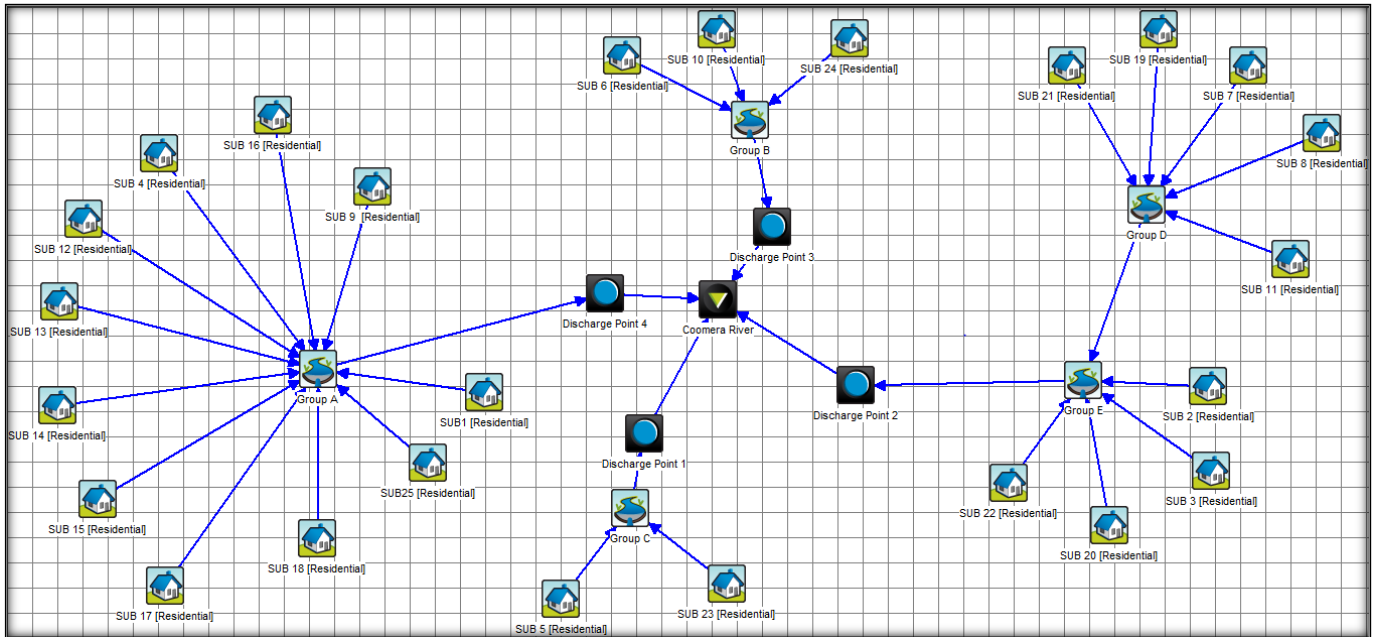


Figure 3: MUSIC Model Schematic

## Water Balance Model Results

The outputted data from the modelling is presented in Table 6, with a graphical representation of the time history of the lake water level presented in Attachment 2 for the existing scenario and in Attachment 3 for scenario 2. Some of the key findings are:

- Lake Group B is considered insufficiently deep to accommodate a maximum drawdown of -0.5 metres, as it would only leave a water level of 0.2 meters, which can adversely affect aquatic life and the aesthetics of the golf course landscape.
- Given the assumed maximum drawdown level of -0.5 meters, the average annual outflows of water released from the ponds (which is 165ML/year for the existing scenario and 219 ML/year for scenario 2) is insufficient to meet the irrigation demands of the golf course. Therefore, additional potable water provided by Council (536 ML/year for the existing scenario and 481 ML/year for scenario 2) is necessary to meet this demand, or alternatively, the maximum allowable drawdown level should be adjusted to a lower setting.
- 40% of the inflow water is lost through evapotranspiration (ET).

Table 6: MUSIC Output Analysis

Parameter	Lake Group Used for Irrigation								
	Existing Scenario			Scenario 2					Total
	A	D	Total	A	B	C	D	E	
Irrigation Demand (ML/year)	531.2	168.8	700.0	457.7	15.7	62.1	145.5	19.0	700.0
Average Water Release (ML/year)	115.7	48.8	164.5	108.7	12.4	36.2	45.7	15.8	218.8
Irrigation Demand Shortfall (ML/year)	415.5	120.0	535.5	349.0	3.3	25.9	99.8	3.2	481.2
Average Annual ET(ML/year)	278.9	110.4	389.3	278.9	23.2	52.5	110.4	17.7	482.8
Average Annual Inflow (ML/year)	557.2	227.9	785.1	557.2	76.1	162.8	227.9	179.4	1203.4
Average Annual Overflow (ML/year)	171.2	72.0	243.2	177.9	40.7	75.2	75.1	146.6	515.5
Average Annual Outflow (ML/year)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Hydrological Effectiveness (%)	0%	0%	-	0%	0%	0%	0%	0%	-



# PROPOSED WATER USAGE IMPROVEMENTS

Based on the water model balance results, the proposed water usage improvements to maximise the water storage and reuse, the following actions are recommended:

- In both of the scenarios assessed, there is an opportunity to reduce the shortfall in irrigation demand by using and/or collecting the overflows from each lake for irrigation purposes. This approach would significantly contribute to meeting the irrigation demand in Scenario 2, although it would not be sufficient to fully meet the irrigation demand in the existing scenario.
- SCGCC will need to repair the backflow prevention devices and/or raise the height of the overflow pit to prevent saline water entering the system from downstream river system and to optimise rainfall storage capacity.
- Adoption of a suitable draw down level, such as 0.5m will assist in maximising potential inflows from the catchment. Further consultation will be required as to a suitable level. Adjusting to a lower setting operating volumes in the ponds, will increase the water release from the ponds and can supply more of the irrigation demand, however, it can adversely affect aquatic life and the aesthetics of the golf course landscape.
- Operating all the lakes as harvesting ponds could increase the average irrigation water supply by approximately 149 m<sup>3</sup>/d. This potential saving in water purchase costs for SCGCC could be significant if all lakes are lined and integrated into the irrigation network of the golf course. However, conducting a cost-benefit analysis is recommended to evaluate the feasibility of this investment.

## PROPOSED SILT TRAPS

After inspecting the lakes of SCGCC it is noted that no silt traps were identified. Engeny discussed this further with the superintendent (Paul Mclean) as well as Jeff Ray from Mulpha Developments (Original Engineer for the Development), in which they noted that no silt traps were included in the initial construction of the Sanctuary Cove developments.



Currently, the inclusion of a proposed silt trap is not required as the catchments of each lake are largely stabilised and therefore would result in minimal benefit. However, for a cost effective solution to minimise silt and general rubbish from the catchment, a litter basket in each stormwater inlet pit could be implemented. The purpose of a litter basket is to capture gross pollutants at the entry point to prevent it from discharging into the lakes.

A further preventative measure is to ensure that any future redesign/construction works of the golf course implements a proper erosion sediment control plan to minimise the impacts of sediment runoff into the lakes.

# EROSION TREATMENT

Table 7 identifies the proposed erosion control strategies required for each of the identified erosion types in the *Site Assessment and Investigation Report*.

**Table 7: Proposed Erosion Treatment**

Example Erosion Types	Priority	Proposed Treatment	Example Photo
<p>Grassed Flatter edge batters – Batters to water’s edge are relatively flat and are grassed. These areas also have less fetch for wave action to be generated.</p>	<p><b>Low Priority</b></p>	<p>To prevent further erosion in this area a riparian buffer and additional planting should be implemented through the reinstatement of ground covers (i.e. lomandras) to stabilise the banks. On-going monitoring and maintenance of the lake bank is required.</p>	
<p>Vegetated edges – Native grass species provided at lake edge which appears to provide some protection to the erosion processes. It is noted some edge erosion is occurring and on-going monitoring will be required.</p>	<p><b>Low Priority</b></p>	<p>As an initial measure, on-going monitoring and maintenance is required. However, to prevent any further erosion additional planting to widen the vegetated edges will assist with stabilising the banks.</p>	

Example Erosion Types	Priority	Proposed Treatment	Example Photo
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Weeds Infestation – Weeds on lake edge providing some protection to the erosion, monitoring of erosion is required.

**Low Priority**

If weeds are to be removed, replacement vegetation should be implemented to prevent on-going erosion in this area. On-going monitoring is required as well as works on the reinstatement of ground covers, and edge planting.



Erosion process commencing – grass cover maintained to lakes edge, however, small drop noted at water's edge which is evidence of the initial stage so the erosion process occurring.

**Medium Priority**

To prevent further erosion in this area a 1:4 batter is suggested to be installed. In addition, a riparian buffer should be implemented through the reinstatement of ground covers and edge planting with on-going monitoring.



Erosion setback from waters edge – In some areas of the course the batters into the lakes edge are flat but with little vegetation. It can be seen that an eroded drop off as formed at the edge of the grassed surface.

**Medium Priority**

To prevent further erosion in this area a 1:4 batter is suggested to be installed. In addition, a riparian buffer should be implemented through the reinstatement of ground covers and edge planting with on-going monitoring.



Example Erosion Types	Priority	Proposed Treatment	Example Photo
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Erosion forming at top of steep batter – In some areas of the course there are lake edges that are steep over erosion is noted to be forming well above the lake edge where the batter transition into the grass layer above. This is likely due to runoff reporting over the grassed surface and creating some undercutting at the transition to the poorly vegetated batter.

**Medium Priority**

To prevent further erosion in this area a 1:4 batter is suggested to be installed. In addition, a riparian buffer should be implemented through the reinstatement of ground covers and edge planting with on-going monitoring.



Undermining of edge below steeper grassed batter leading into lakes edge – In these areas of the course the erosion appears to be occurring at or below the water level, which may indicate the soil type is also contributing to the issue. The thicker grass appears to hold some structure to system which is preventing the sheer face noted elsewhere on site.

**High Priority**

To prevent further erosion in this area a 1:4 batter that is fully vegetated. However, due to being space constrained, to prevent the undermining of the lake batter it is recommended to install rock at the toe of batter where it is keyed in, and further planting of the existing batter be undertaken to further stabilisation. An alternative approach is to construct a retaining wall.


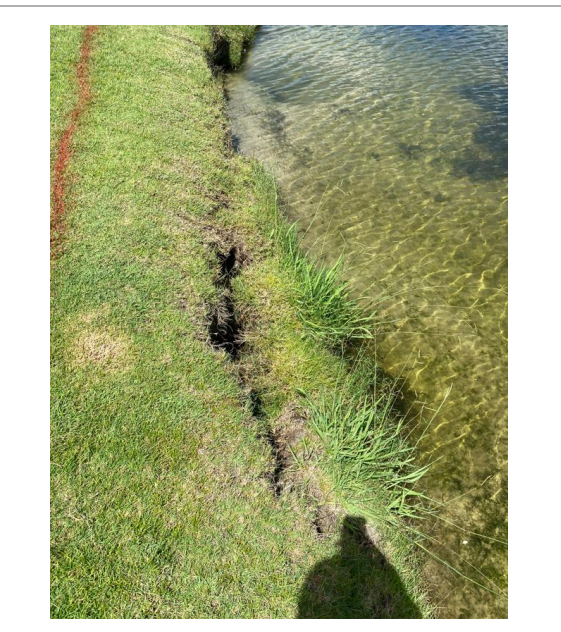


Undermining of batter into lakes edge – Grassed fairway line receding – In these areas of the course, a vertical face is forming below the edge of the grass. These areas appear to be a little more open to the wind which may be resulting in additional exposure to erosive wind and wave action.

**High Priority**

To prevent further erosion in this area a 1:4 batter that is fully vegetated. However, due to being space constrained, to prevent the undermining of the lake batter it is recommended to install rock at the toe of batter where it is keyed in, and further planting of the existing batter be undertaken to further stabilisation. An alternative approach is to construct a retaining wall.



Example Erosion Types	Priority	Proposed Treatment	Example Photo
<p>Major undercutting forming at the lake edge – edge in parts is undercut up to 1m under the grassed area above. Likely due to increased fetch and wave action. Safety issue due to low integrity and likelihood of collapse if weight placed above.</p>	<p><b>High Priority</b></p>	<p>To prevent further erosion in this area a 1:4 batter that is fully vegetated. However, due to being space constrained, to prevent the undermining of the lake batter it is recommended to install rock at the toe of batter where it is keyed in, and further planting of the existing batter be undertaken to further stabilisation. An alternative approach is to construct a retaining wall.</p>	
<p>Major undercutting formed at the lake edge causing the grassed batter to collapse into the lake. Likely due to increased fetch and wave action. Safety issue due to low integrity and likelihood of ongoing erosion issues.</p>	<p><b>High Priority</b></p>	<p>To prevent further erosion in this area a 1:4 batter that is fully vegetated. However, due to being space constrained, to prevent the undermining of the lake batter it is recommended to install rock at the toe of batter where it is keyed in, and further planting of the existing batter be undertaken to further stabilisation. An alternative approach is to construct a retaining wall.</p>	

# REFERENCES

- Ball et. al, 2019. Australian Rainfall and Runoff (AR&R) guidelines.
- Healthy Land and Water, 2018. MUSIC Modelling Guidelines Version 3.
- Engeny, 2024. Site Assessment and Investigation Summary

## DISCLAIMER

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# ATTACHMENT 1 - PEAK DISCHARGE FOR DIFFERENT STORM EVENTS

**Table A1: Storminjector Peak Discharge (m3/s)**

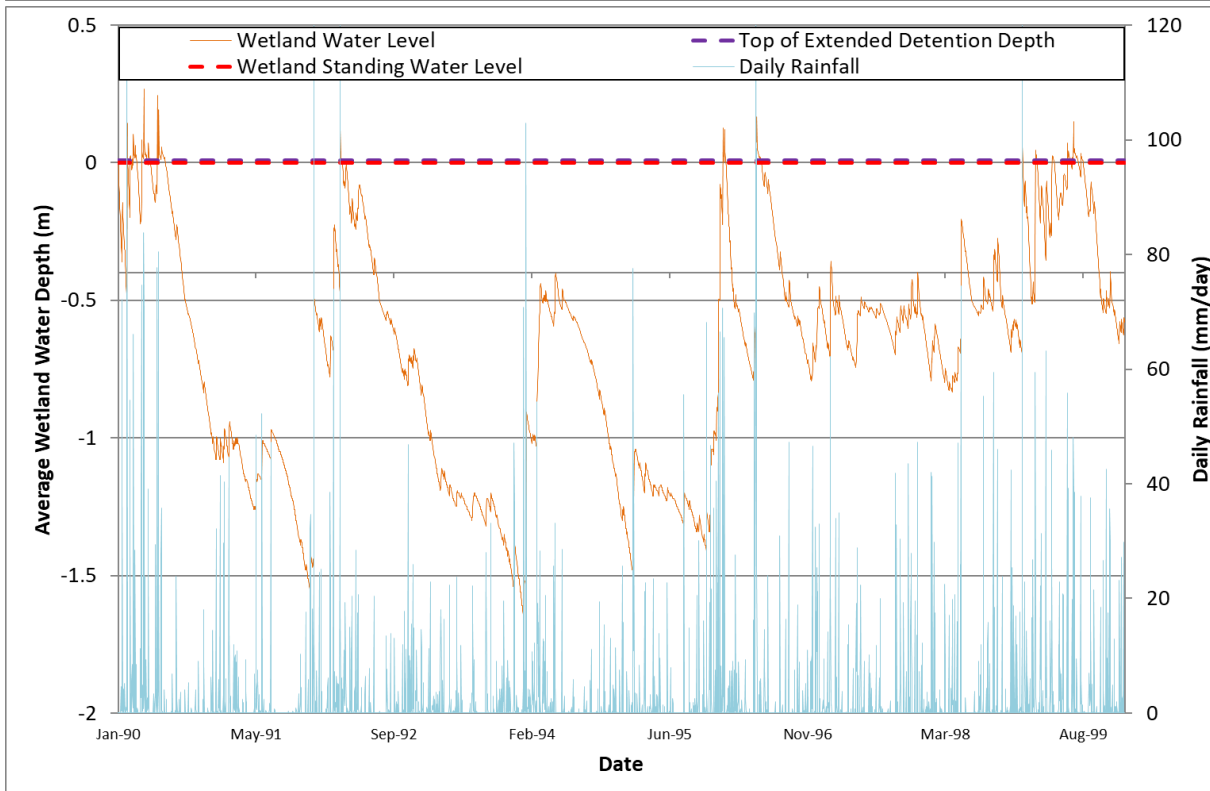
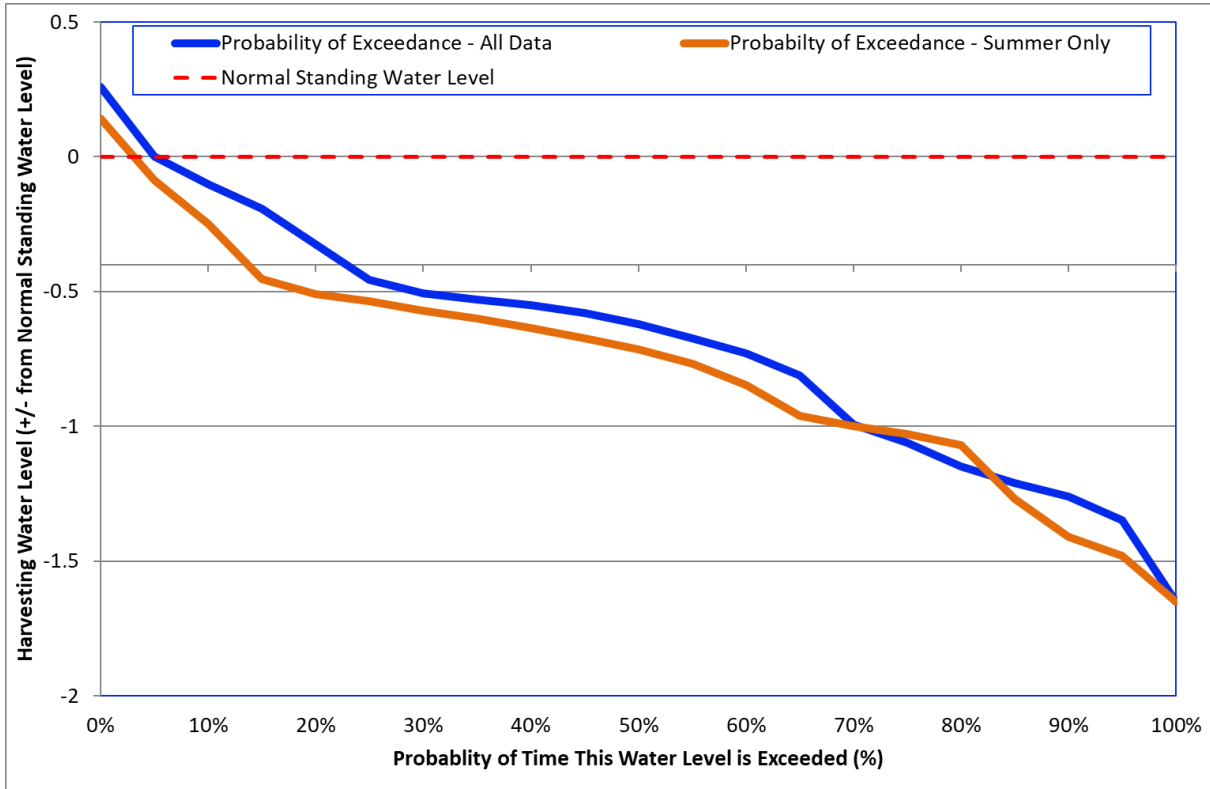
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SUB2	0.1	0.1	0.2	0.3	0.4	0.4	0.5
SUB3	0.3	0.4	0.7	0.9	1.1	1.3	1.5
SUB4	1.0	1.2	2.1	2.5	3.1	3.8	4.2
SUB5	1.9	2.3	4.1	4.7	6.5	7.2	8.0
SUB6	0.4	0.5	0.9	1.2	1.5	1.7	1.9
SUB7	2.2	2.7	4.6	6.0	6.6	8.1	9.0
SUB8	0.2	0.3	0.4	0.6	0.8	0.9	1.0
SUB9	0.5	0.6	1.0	1.2	1.5	1.7	1.9
SUB10	0.8	0.9	1.5	2.0	2.4	2.9	3.2
SUB11	1.6	1.9	3.0	3.8	4.7	5.5	6.3
SUB12	1.6	1.9	3.0	3.8	4.7	5.5	6.3
SUB13	2.3	2.7	4.4	5.3	6.5	7.6	8.7
SUB14	2.8	3.3	5.5	6.3	7.6	9.2	10.5
SUB15	2.9	3.7	5.9	7.1	8.9	10.6	12.1
SUB16	2.1	2.5	4.2	5.0	6.1	7.5	8.4
SUB17	2.5	2.9	4.6	6.1	7.3	8.3	9.4
SUB18	4.9	6.3	10.6	12.1	14.6	17.2	19.7
SUB19	2.9	3.4	5.2	6.7	8.5	9.7	11.0
SUB20	1.5	1.7	3.0	3.6	4.6	5.3	6.0
SUB21	3.3	3.8	6.2	7.3	9.2	10.8	12.3
SUB22	4.8	5.8	9.4	10.9	13.6	16.1	18.4
SUB23	2.4	2.8	4.4	5.7	7.2	8.0	9.1
SUB24	1.2	1.4	2.6	2.9	3.7	4.1	4.7
SUB25	7.3	9.3	15.9	18.3	22.1	25.4	29.0



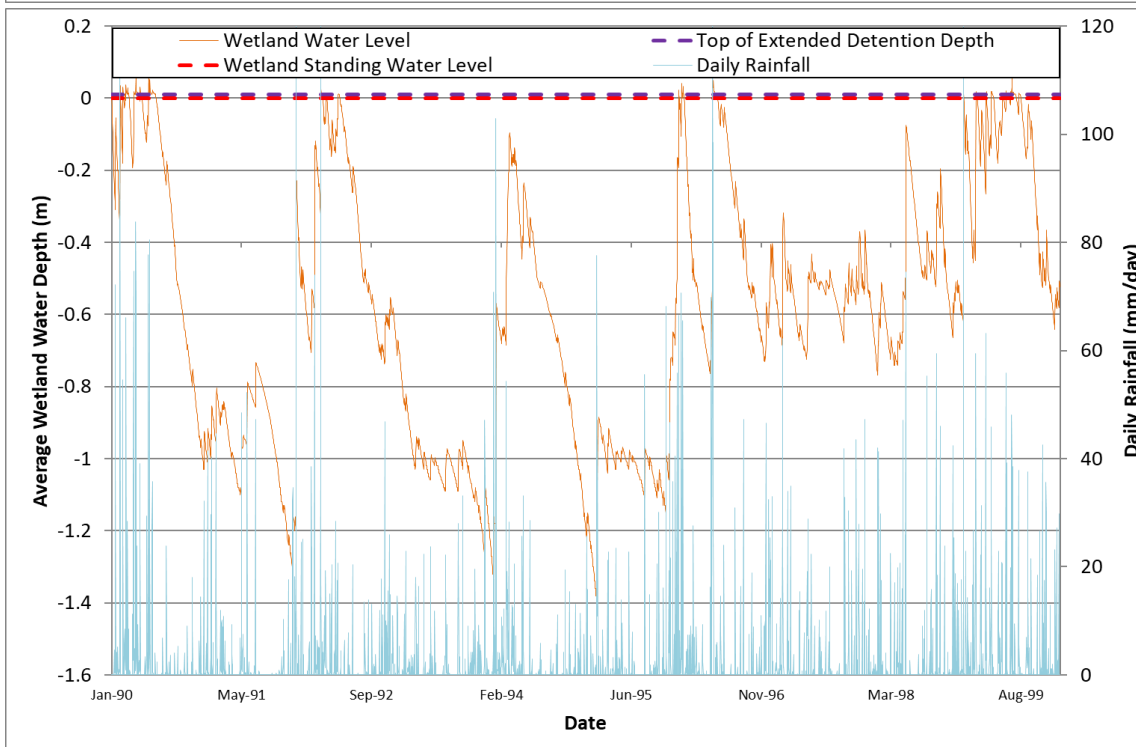
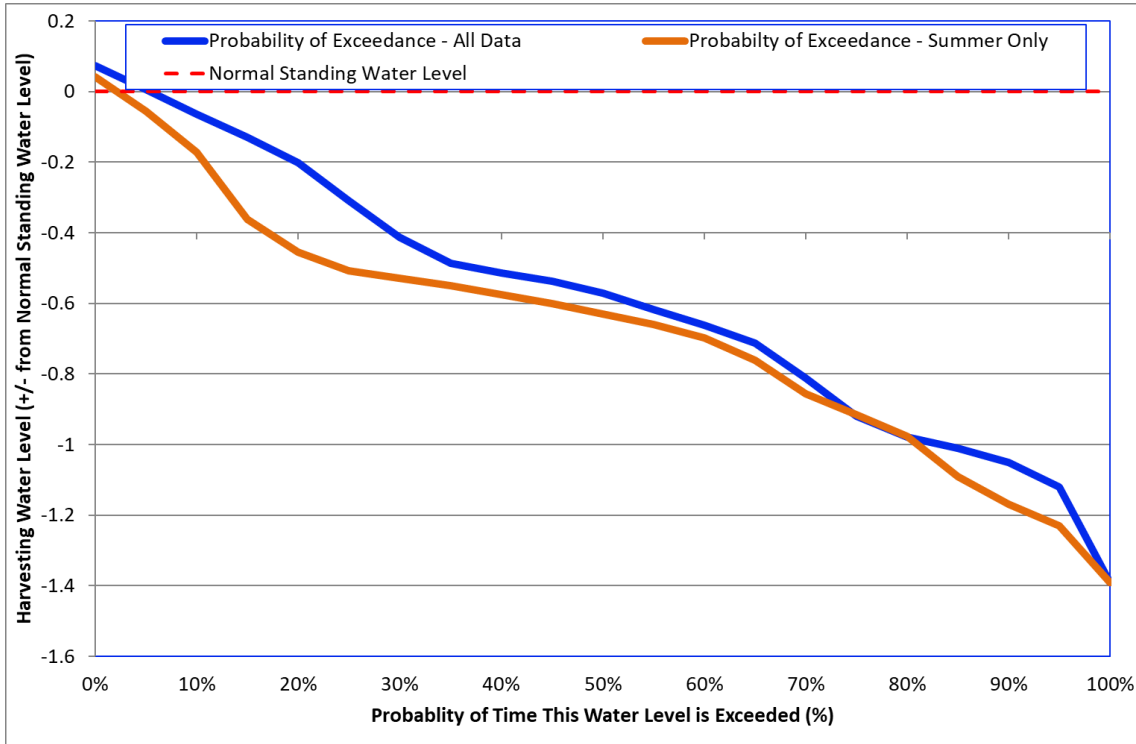
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# ATTACHMENT 2: EXISTING SCENARIO

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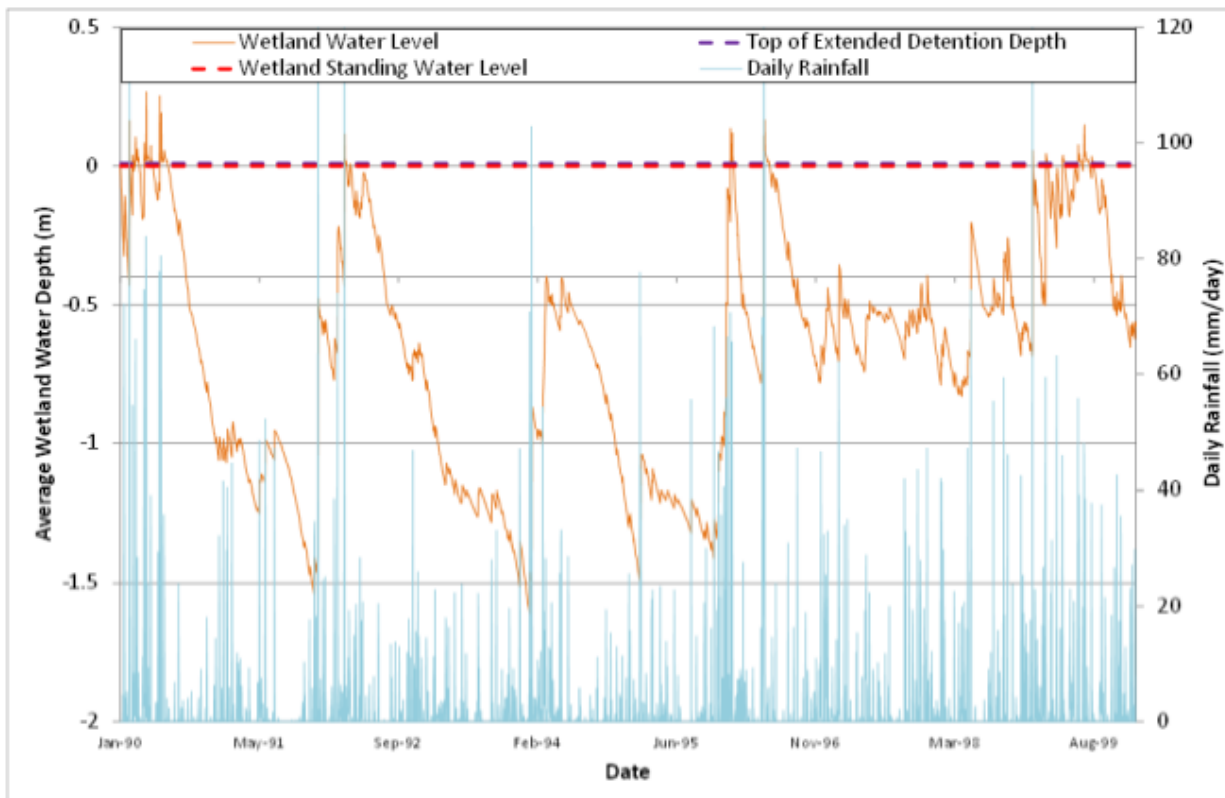
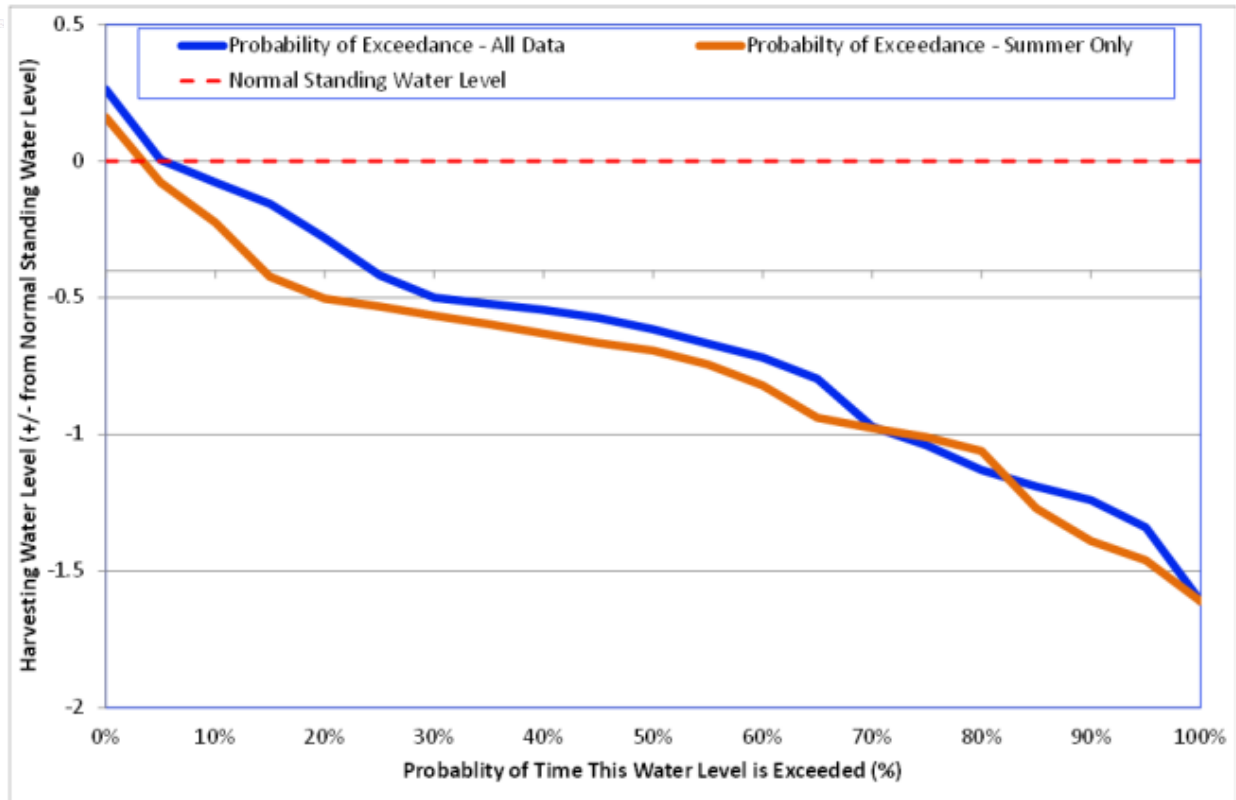
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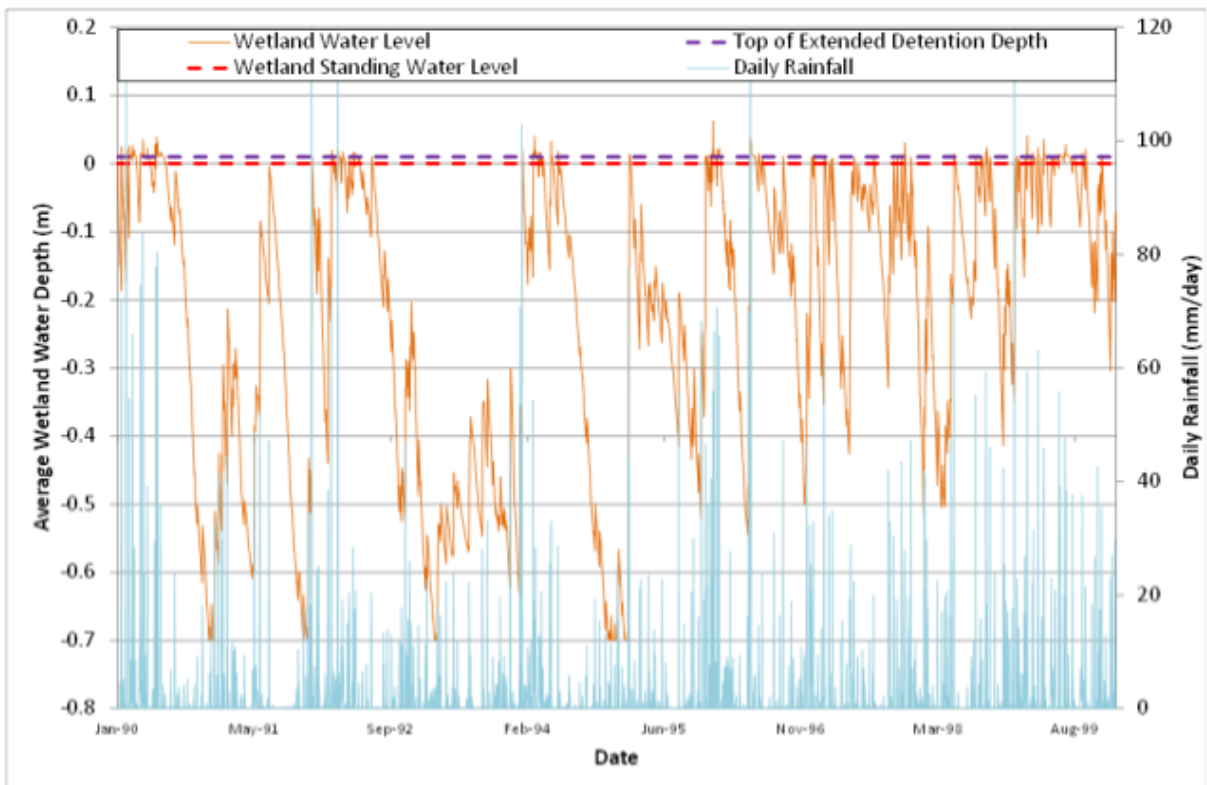
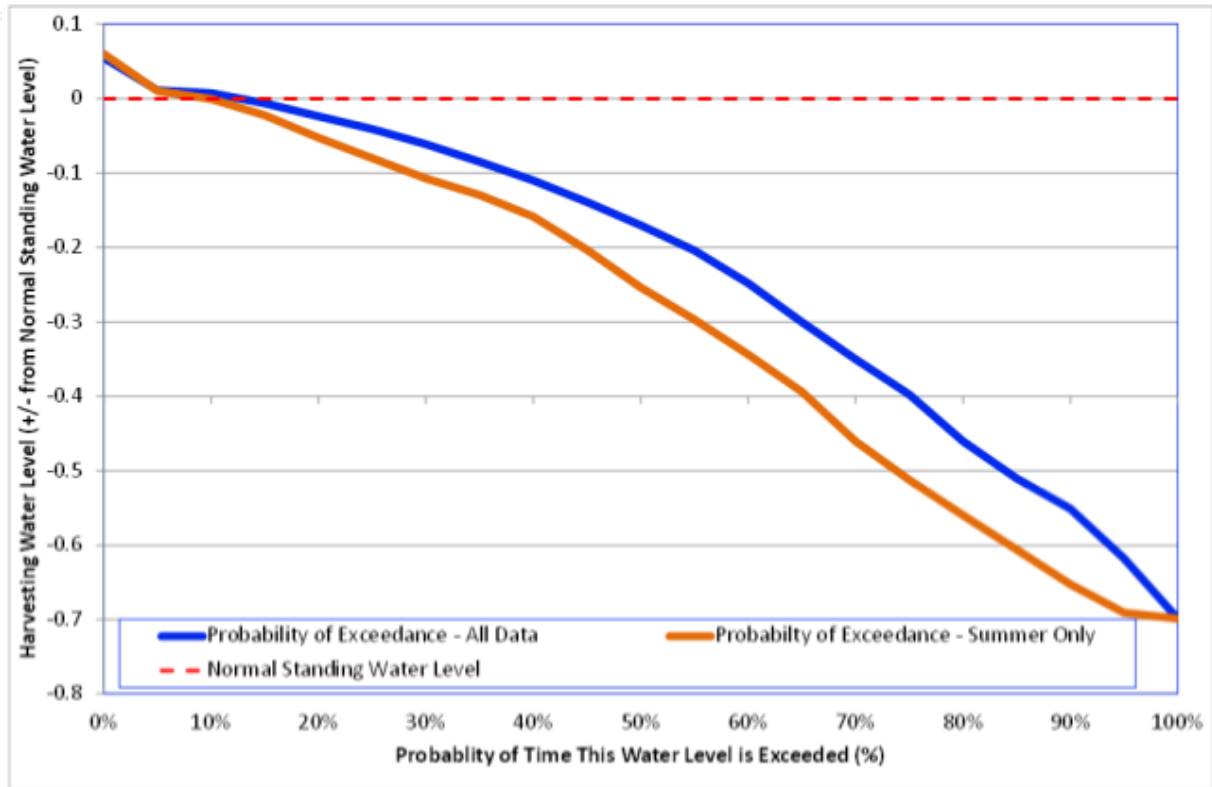
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# ATTACHMENT 3: SCENARIO 2

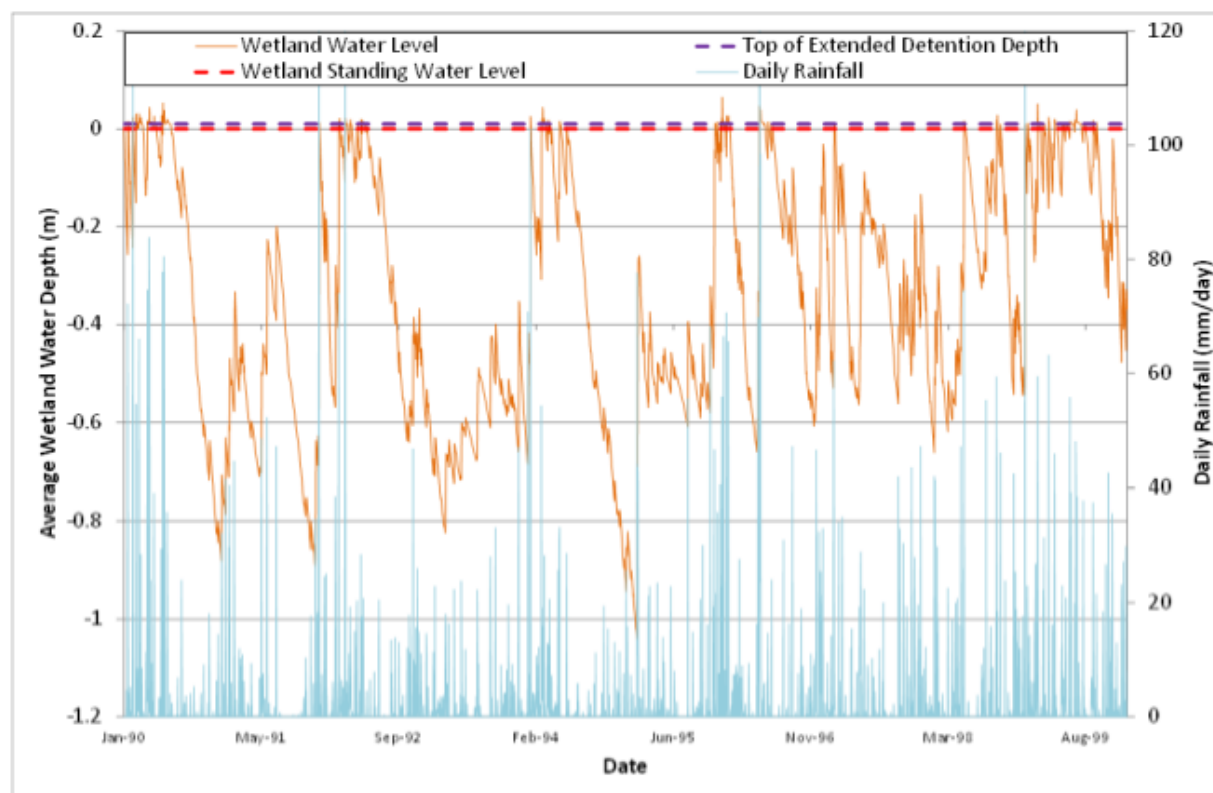
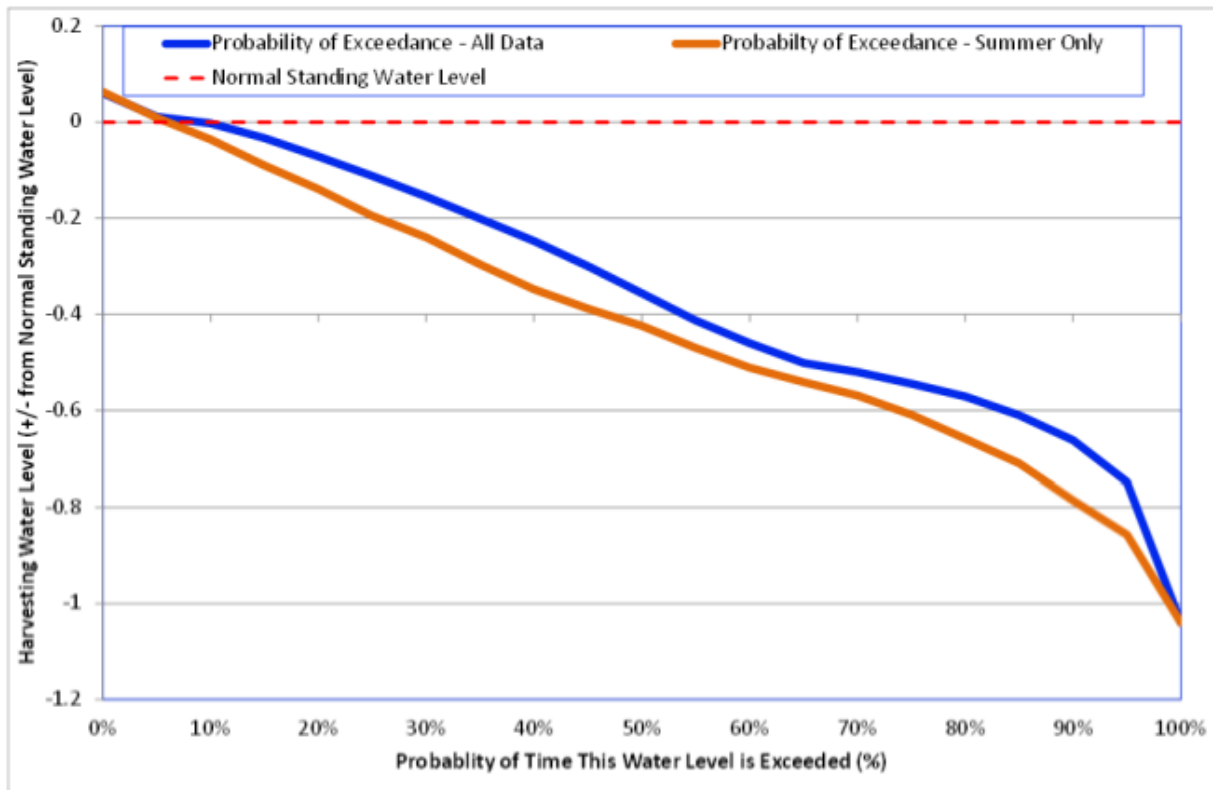
### Group A



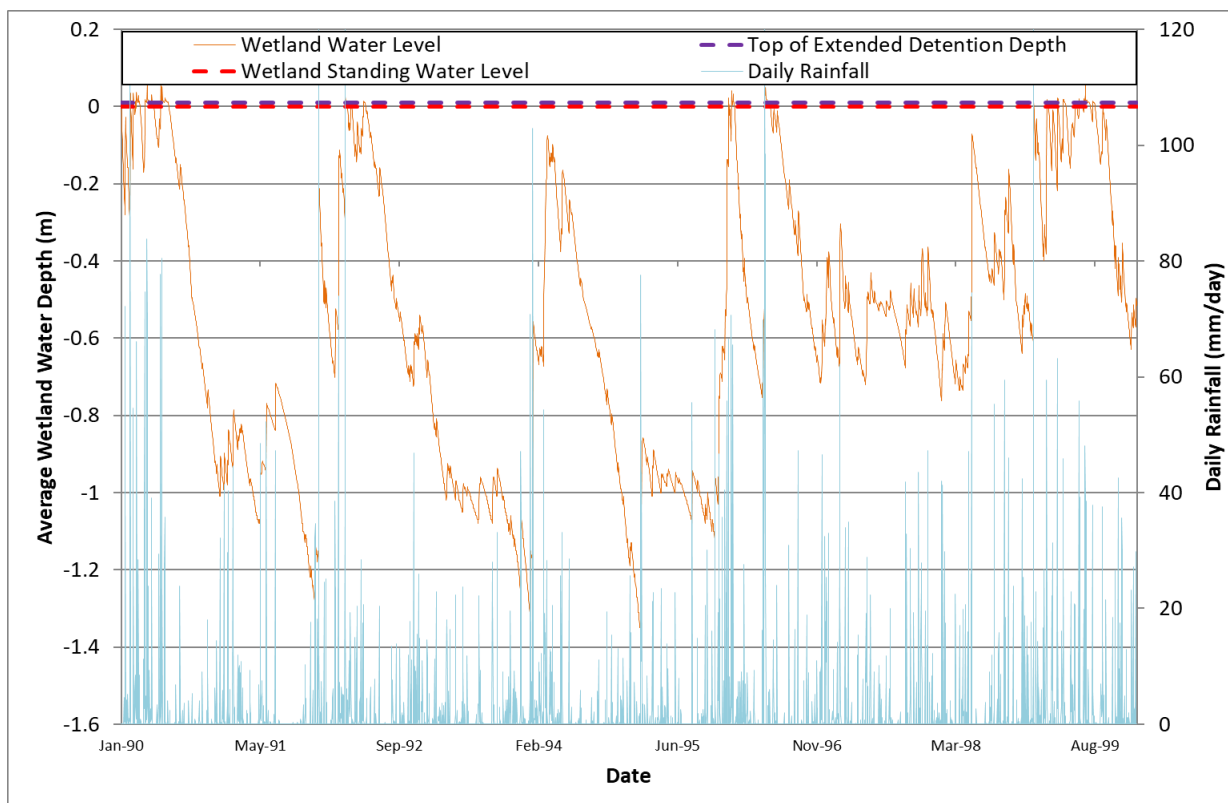
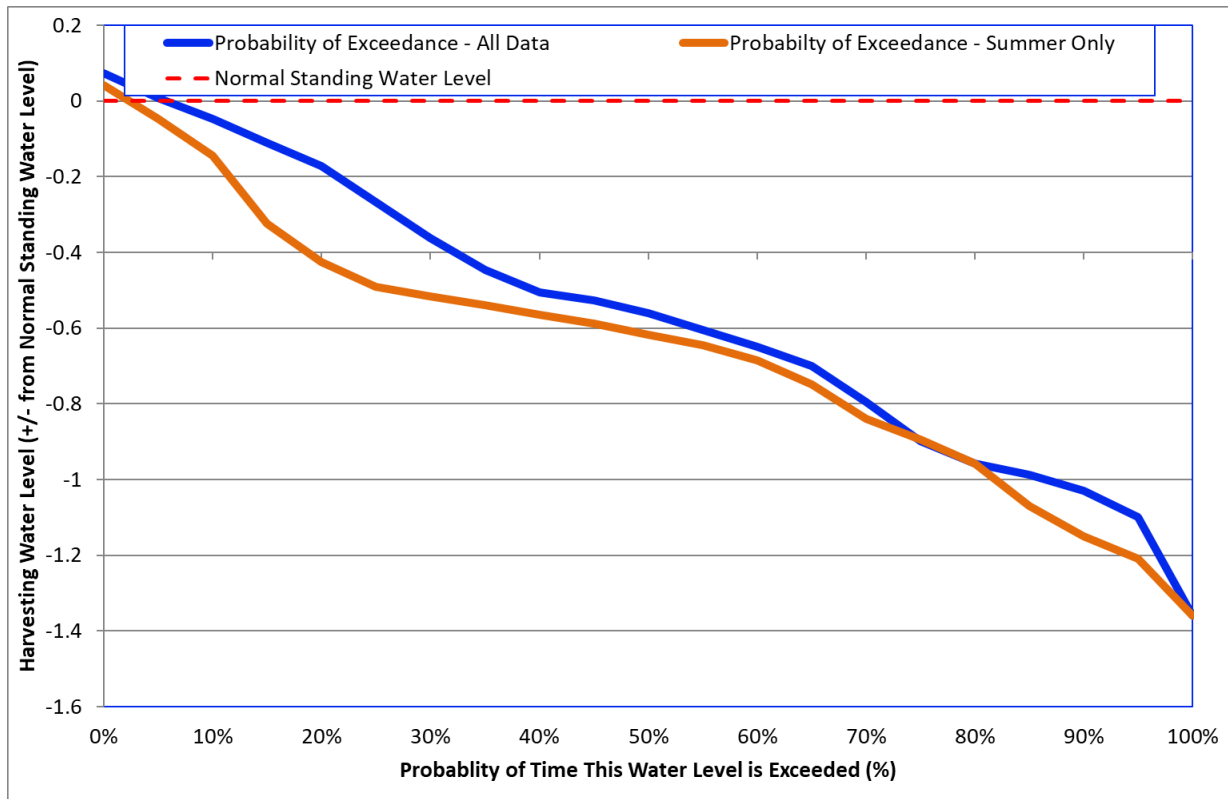
**Group B**



### Group C

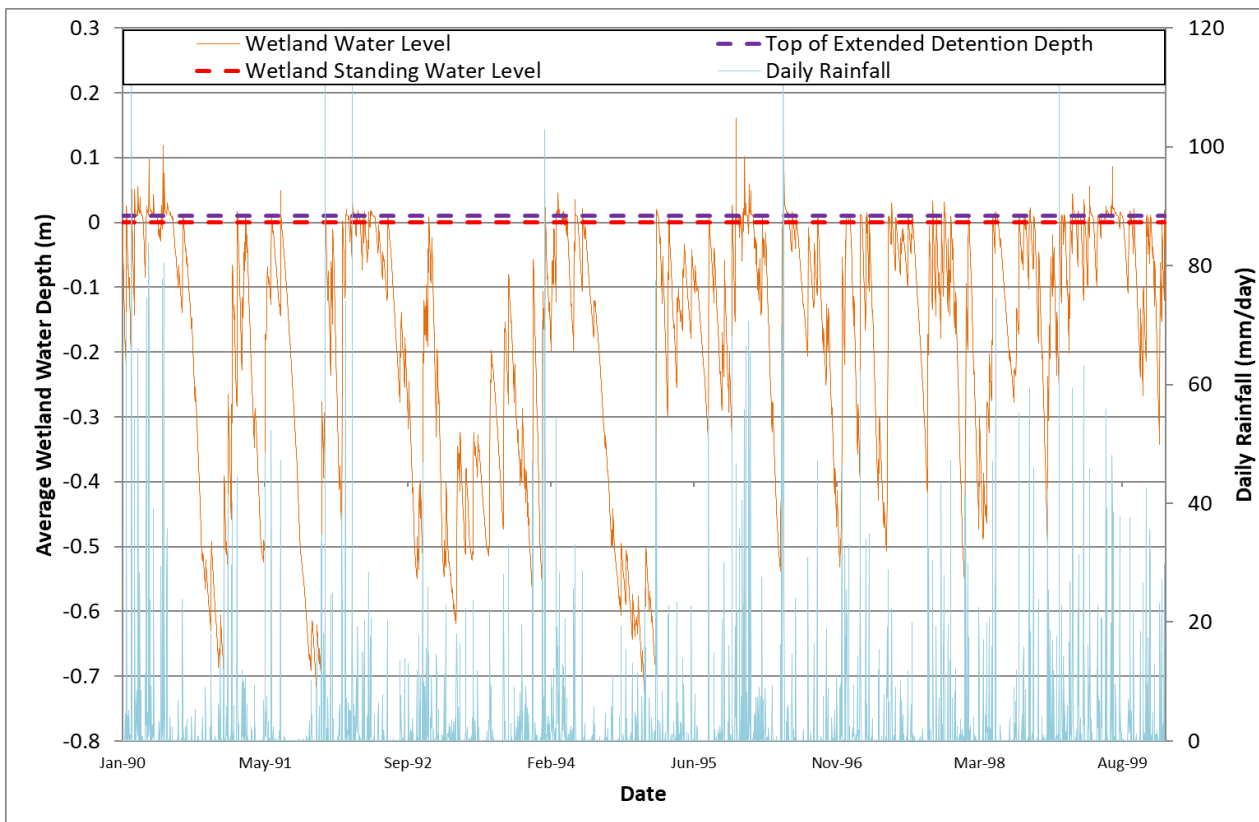
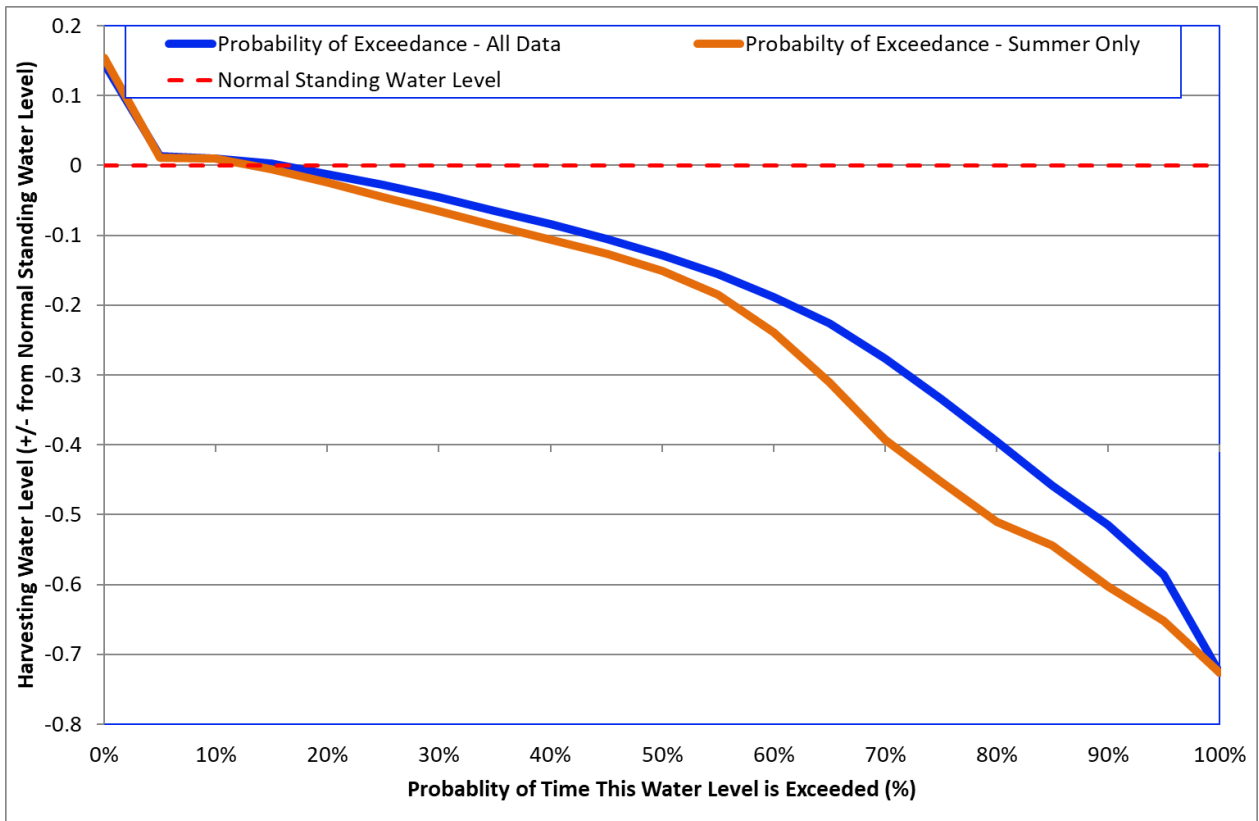


### Group D



### Group E





# **CORRESPONDENCE FOR ACTION**

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

27 June 2023

The Executive Committee  
Sanctuary Cove Principal Body Corporate

c/- Sanctuary Cove Community Services Ltd  
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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.

### **Moving Forward**

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

12. 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.
13. 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

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