



*Sanctuary Cove resort Act 1985
Section 27
Buildings Units and Group Titles Act 1980
Building Units and Group Titles Regulations 1998*

NOTICE OF THE EXTRAORDINARY GENERAL MEETING OF THE SANCTUARY COVE PRINCIPAL BODY CORPORATE 202

**Notice of business to be dealt with at the
EXTRAORDINARY GENERAL MEETING of the Sanctuary
Cove Principal Body Corporate 202, to be held at
Meeting Room 1, Sanctuary Cove Body Corporate Services, Shop 1A, Building 1, Masthead Way,
Sanctuary Cove, QLD, 4212 on
27 Jun 2024 at 11:00 AM**

A proxy form and a voting paper have been included to give you the opportunity to be represented at the meeting. Please read the attached General Instructions, to ensure that all documents are completed correctly as failure to do so may jeopardise your entitlement to vote.

INDEX OF DOCUMENTS

- 1. NOTICE AND AGENDA OF MEETING**
- 2. INSTRUCTIONS FOR VOTING**
- 3. VOTING (MOTIONS FROM AGENDA)**
- 4. PROXY FORM**

The following agenda sets out the substance of the motions to be considered at the meeting. The full text of each motion is set out in the accompanying Voting Paper. An explanatory note by the owner proposing a motion may accompany the agenda.

Please take the time to complete and return the voting paper to the reply address below or submit a valid proxy to the PBC Secretary prior to the meeting.

Sanctuary Cove Body Corporate Services Pty Ltd, for the Secretary

Reply To PO Box 15, Sanctuary Cove QLD, 4212
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NOTICE OF THE EXTRAORDINARY GENERAL MEETING OF THE Sanctuary Cove Principal Body Corporate 202

**Notice of business to be dealt with at the
EXTRAORDINARY GENERAL MEETING of the Sanctuary
Cove Principal Body Corporate GTP 202, to be held at
Meeting Room 1, Sanctuary Cove Body Corporate Services, Shop 1A, Building 1, Masthead Way,
Sanctuary Cove, QLD, 4212 on
27 Jun 2024 at 11:00 AM**

To avoid delaying commencement of the meeting, it would be appreciated if proxies and voting papers could be received by this office at least 24 hours prior to the meeting. However, proxies and voting papers will be accepted prior to the commencement of the meeting.

AGENDA

1. Attendance record including admittance of proxies and voting papers
2. Quorum
3. Financial status of RBC's
4. Recording of the meeting
5. Motions
 1. Approval of PBC EGM minutes 30th May 2024;
 2. Approval of PBC Administrative Fund Budget and Contributions Year Ending 31 October 2025;
 3. Approval of PBC Sinking Fund Budget and Contributions Year Ending 31 October 2025;
 4. Approval of PTBC Administrative Fund Budget and Contributions Year Ending 31 October 2025;
 5. Approval of PTBC Sinking Fund Budget and Contributions Year Ending 31 October 2025;
 6. The Members Nominees are permitted access to electronic documents free of charge, which require no additional labour;
 7. Approval of the engagement of TEW to undertake the supply and installation of electrical infrastructure works as required by Energex;
 8. Approval of Legal Expenses: Amendment to Section 56 Sanctuary Cove Resort Act 1985 (Qld) (SCRA) and PTBC Lot Entitlements Amendments;
 9. Amendment to the Secondary Thoroughfare By-Laws to control parking;
 10. Engagement of Lawyer to advise on dispute with Hydro Vision

6. Correspondence for Information

For noting of the PBC and the PBC EC

No	Date	From	To	Regarding
1	11 June 2024	MBA Lawyers	PBC Secretary	S56
2	12 June 2024	Shareholders Nominee Stuart Shakespeare	The Secretary	Notice of Intention
3	14 June 2024	PBC Secretary	Resident in Scotia Island	Lot 55 - Bamboo Screening Decision Notice

4	14 June 2024	PBC Secretary	Resident in Scotia Island	Lot 54 - Bamboo Screening Decision Notice
5	14 June 2024	PBC Secretary	Resident in Washingtonia	Lot 99 - Broken Window by Metal Object
6	14 June 2024	PBC Secretary	Resident in Harpullia	Lot 76 - Request to plant poinciana tree
7	20 June 2024	PBC Secretary	MBA Lawyers	S56

7. Correspondence for Action

For noting of the PBC and the PBC EC

No	Date	From	To	Regarding
1	18 June 2024	Alpinia Chairperson	PBC	Transfer of part of the Alpinia common property to the PBC as ST.
2	May 2024	Darwinia	PBC	Trees leaning onto fences

8. Business Arising

- 8.1 Irrigation for Sanctuary Greens RBCs
- 8.2 Irrigation to the Kerb rules for new lot purchases
- 8.3 Storm Water Pipe damage at Oak Hill Drive
- 8.4 Traffic Island at Pinehurst and Oak Hill Drive
- 8.5 PBC Motions – July 2024 Agenda
- 8.6 Next meeting to be held 25th July 2024

9. Closure of Meeting

GENERAL INSTRUCTIONS EXTRAORDINARY GENERAL MEETING NOTICE

INTERPRETATIONS

Section 39 of the *Sanctuary Cove Resort Act 1985* sets out the following interpretations for:

VOTING RIGHTS Any powers of voting conferred by or under this part may be exercised:

- (a) in the case of a proprietor who is an infant-by the proprietor's guardian;
- (b) in the case of a proprietor who is for any reason unable to control the proprietor's property by the person who for the time being is authorised by law to control that property;
- (c) in the case of a proprietor which is a body corporate-by the person nominated pursuant to section 38 by that body corporate.

Part 3, Section 22 of the *Sanctuary Cove Resort Act 1985*, sets out the following interpretation for:

SPECIAL RESOLUTION

'Special Resolution' means a resolution, which is:

- (a) passed at a duly convened general meeting of the principal body corporate by the members whose lots (whether initial lots, secondary lots, group title lots or building unit lots) have an aggregate lot entitlement of not less than 75% of the aggregate of all lot entitlements recorded in the principal body corporate roll.

Part 3, Division 2B, 47D of the *Sanctuary Cove Resort Act 1985*, sets out the following for proxies for General meetings of the Principal Body Corporate:

APPOINTMENT OF PROXY

- (a) must be in approved form; and
- (b) must be in the English language; and
- (c) cannot be irrevocable; and
- (d) cannot be transferred by the holder of the proxy to a third person; and
- (e) lapses at the end of the principal body corporate's financial year or at the end of a shorter period stated in the proxy; and
- (f) may be given by any person who has the right to vote at a general meeting; and
- (g) subject to the limitations contained in this division, may be given to any individual; and
- (h) must appoint a named individual.

EXPLANATORY SCHEDULE TO VOTING PAPER SANCTUARY COVE PRINCIPAL CTS 202

Motion 10 - Engagement of Lawyer to advise on dispute with Hydro Vision (Agenda 5.10) Preamble/Note

On 8 September 2022, the Sanctuary Cove Principal Body Corporate (**PBC**) and the Sanctuary Primary Thoroughfare Body Corporate (**PTBC**) entered into a fixed price contract with Hydro Vision Pty Ltd for the performance of certain work relating to Stage 1 of the supply of A Class Water to the Resort.

The work achieved practical completion on 22 November 2023.

On 4 March 2023, after the contract was at end and without notice to the PBC and the PTBC, Hydro Vision issued an invoice in the amount of \$240,000 (plus GST) which they have said was for “out-of-scope” tank sub-base work. This cost was not part of the fixed price contract.

Since receiving the invoice, Sanctuary Cove Community Services Limited has been requesting from Hydro Vision evidence to substantiate their invoice. Hydro Vision has provided some photographs of the work being done and an excel spreadsheet listing their costs, but have refused to provide any other material that has been requested (ie invoices from third parties). They have also confirmed that the actual cost to them for the work was around \$160,000 and the remaining \$80,000 accounts for their mark-up.

The concern expressed by SCCSL to Hydro Vision about the process is that they never formally notified the parties of this work until 15 months after it was performed, and they never proposed a variation as required under the contract. This would have allowed the PBC and the PTBC to cost the work through alternate contractors.

In addition to this issue, there has been a delay in the attendance to outstanding defect items by Hydro Vision Pty Ltd and a failure to deliver pump equipment.

Hydro Vision has now issued the PBC and the PTBC with a settlement offer which includes them having no further involvement in the project..

The PBC and the PTBC propose to jointly engage a lawyer to advise on the settlement offer and related issues, the liability for the invoice and a proposed response to Hydro Vision.

The Committee has reviewed both fee estimates. Its recommendation is that the PBC engages Colin Biggers & Paisely. It acknowledges that the fee estimate is slightly higher than that provided by Marino Law, however, the relevant documentation has been considered by Colin Biggers & Paisely in providing their estimate, they have already given some preliminary observations plus they have substantial experience in building contracts.

VOTING PAPER

Extraordinary General Meeting for the Sanctuary Cove Principal Body Corporate GTP 202

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

Date and time of meeting: Thursday 27 June 2024 at 11:00 AM

Instructions

If you want to vote using this voting paper, then *circle or tick* either **YES**, **NO** or **ABSTAIN** opposite each motion you wish to vote on. You may vote for as few or as many motions as you wish. It is not necessary to vote on all motions.

After signing the completed voting paper, forward it promptly to the Secretary at the address shown at the end of the agenda. You may also vote online using the secure link emailed to your email address.

MOTIONS

1	Approval of Previous General Meeting Minutes - 30th May 2024 (Agenda Item 5.1)	Ordinary Resolution
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Statutory Motion Submitted by Committee

THAT the Minutes of the PBC Extraordinary General Meeting held on 30th May 2024 be accepted as a true and correct record of the proceedings of the meeting.

Yes

No

Abstain

2 Approval of PBC Administrative Fund Budget and Contributions Year ending 31 October 2025 (Agenda Item 5.2) Ordinary Resolution

Statutory Motion Submitted by Strata Manager

THAT in accordance with Section 33(1)(h) and Section 24(6) of the Sanctuary Cove Resort Act 1985, the Sanctuary Cove Principal Body Corporate GTP 202 Administration Fund Budget for the year ending 31 October 2025 totalling \$11,505,865.73 + GST = \$12,656,452.31 be approved, with the Administration Fund contributions to be determined at a rate of \$1,577.88 + GST = \$1,735.66 per lot entitlement due and payable on notice issued by the Treasurer as follows:

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

\$/LE	Period Due	Due Date
\$1,577.88 + GST = \$1,735.66	01.11.24 - 31.01.25	30.11.24
\$1,577.88 + GST = \$1,735.66	01.02.25 - 30.04.25	28.02.25
\$1,577.88 + GST = \$1,735.66	01.05.25 - 31.07.25	31.05.25
\$1,577.88 + GST = \$1,735.66	01.08.25 - 31.10.25	31.08.25

3 Approval of PBC Sinking Fund Budget and Contributions Year ending 31 October 2024 (Agenda Item 5.3) Ordinary Resolution

Statutory Motion Submitted by Strata Manager

THAT in accordance with Section 33(1)(h) and Section 24(6) of the Sanctuary Cove Resort Act 1985, the Sanctuary Cove Principal Body Corporate GTP 202 Sinking Fund Budget for the year ending 31 October 2025 totalling \$2,415,009.77 + GST = \$2,656,510.75 be approved, with the Sinking Fund contributions to be determined at a rate of \$331.19 + GST + \$364.30 per lot entitlement due and payable on notice issued by the Treasurer as follows:

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

\$/LE	Period Due	Due Date
\$331.19 + GST = \$364.30	01.11.24 - 31.01.25	30.11.24
\$331.19 + GST = \$364.30	01.02.25 - 30.04.25	28.02.25
\$331.19 + GST = \$364.30	01.05.25 - 31.07.25	31.05.25
\$331.19 + GST = \$364.30	01.08.25 - 31.10.25	31.08.25

4 Approval of PTBC Administrative Fund Budget and Contributions Year Ending 31 October 2025 (Agenda 5.4) Ordinary Resolution

Statutory Motion Submitted by Strata Manager

THAT in accordance with Section 77(1) (h) and Section 24(6) of the Sanctuary Cove Resort Act 1985, the Sanctuary Cove Principal Body Corporate instructs the PBC Members Nominee to the PTBC to vote in favour of the following:

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

THAT the Sanctuary Cove Primary Thoroughfare Body Corporate GTP 201 Administration Fund Budget for the year ending 31 October 2025 totalling \$1,593,079.89 + GST = \$1,752,387.88 be approved, with the Administration Fund contributions to be determined at a rate of \$93.71 + GST = \$103.08 per lot entitlement due and payable on notice issued by the Treasurer as follows:

\$/LE	Period Due	Due Date
\$93.71 + GST \$103.08	01.11.24 - 31.01.25	30.11.24
\$93.71 + GST \$103.08	01.02.25 - 30.04.25	28.02.25
\$93.71 + GST \$103.08	01.05.25 - 31.07.25	31.05.25
\$93.71 + GST \$103.08	01.08.25 - 31.10.25	31.08.25

5 Approval of PTBC Sinking Fund Budget and Contributions Year Ending 31 October 2025 (Agenda 5.5) Ordinary Resolution

Statutory Motion Submitted by Strata Manager

THAT in accordance with Section 77(1) (h) and Section 24(6) of the Sanctuary Cove Resort Act 1985, the Sanctuary Cove Principal Body Corporate instructs the PBC Members Nominee to the PTBC to vote in favour of the following:

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

THAT the Sanctuary Cove Primary Thoroughfare Body Corporate GTP 201 Sinking Fund Budget for the year ending 31 October 2025 totalling \$1,052,300.00 + GST = \$1,157,530 be approved, with the Sinking Fund contributions be determined at a rate of \$61.90 + GST = \$68.09 per lot entitlement due and payable on notice issued by the Treasurer as follows:

\$/LE	Period Due	Due Date
\$61.90 + GST = \$68.09	01.11.24 - 31.01.25	30.11.24
\$61.90 + GST = \$68.09	01.02.25 - 30.04.25	28.02.25
\$61.90 + GST = \$68.09	01.05.25 - 31.07.25	31.05.25
\$61.90 + GST = \$68.09	01.08.25 - 31.10.25	31.08.25

6 The Members Nominees are permitted access to electronic documents free of charge, provided that no additional labour is required. (Agenda 5.6) Ordinary Resolution

Submitted by Committee

THAT the members' nominees of the Sanctuary Cove Principal Body Corporate are permitted access to electronic documents free of charge, provided that no additional labour is required.

FURTHER THAT such files shall exclude those documents held to be commercially confidential, legally privileged or sub-judice. Those documents that require retrieval of records from archives and extensive labour to search for the records as agreed will be charged at cost price. Request may be accessed through the PBC EC.

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

7 Approval of the engagement of TEW to undertake the supply and installation of electrical infrastructure works as required by Energex (Agenda 5.7) Ordinary Resolution

Submitted by Committee

THAT the PBC EGM approve the engagement of TEW to undertake the supply and installation of electrical infrastructure works as required by Energex. Costs are to be apportioned between the PBC 70% \$222,778.80 Inc GST and PTBC 30% \$95,476.63 Inc GST with funds to be expensed from Sinking Fund – 222601 Irrigation Control.

FURTHER THAT, it is noted that due to the contractor's responsibility for the engineering and submission of the electrical application to Energex, only one (1) quote was sourced. Therefore, approves the reduction in the mandated number of quotes to be obtained from three (3) to one (1).

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

8 Approval of Legal Expenses: Amendment to Section 56 Sanctuary Cove Resort Act 1985 (Qld) (SCRA) and PTBC Lot Entitlements Amendments (Agenda 5.8) Ordinary Resolution

Submitted by Committee

THAT approval be given to pay the second invoice from Mr Ian Hazzard LLB (Hons) from McCullough Lawyers, of the proposed amendment to the SCRA Section 56 and the proposed PTBC Lot Entitlement disbursements for the development of dwellings, for an upper limit fee of \$10,000.

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

9 Amendment to the Secondary Thoroughfare By-Laws to control parking (Agenda 5.9) Special Resolution

Statutory Motion Submitted by Committee

THAT the PBC authorises an amendment to the secondary thoroughfare by-laws in accordance with the attached document marked "Annexure A", a copy of which has been circulated with the agenda.

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

10 Engagement of Lawyer to advise on dispute with Hydro Vision (Agenda 5.10) Ordinary Resolution

Submitted by Committee

(Select only one option)

THAT the PBC authorises the engagement of a lawyer to advise it on a dispute that has arisen with a contractor, Hydro Vision, with the cost of the engagement to be split 70/30 between the PBC and PTBC and funds to be expensed from Sinking Fund - 222601 Irrigation Control.

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

NOTE: Please refer to the Explanatory Schedule.

Alternatives for **Motion 10**

A.

OPTION A - Committee Recommendation

THAT the PBC authorises the engagement of Colin Biggers and Paisely to advise it on a dispute that has arisen with a contractor, Hydro Vision, with initial fees estimated to be around \$3,000 plus GST (to be split 70/30 between the PBC and PTBC) but expenditure approved up to the amount of \$7,000 plus GST.

B.

OPTION B

THAT the PBC authorises the engagement of Marino Law to advise it on a dispute that has arisen with a contractor, Hydro Vision, with initial fees estimated to be between \$1,000 - \$1,500 plus GST (to be split 70/30 between the PBC and PTBC) but expenditure approved up to the amount of \$7,000 plus GST.

VOTING

OPTION A

OPTION B

GTP: 202

Lot Number: _____

Unit Number: _____

I/We require that this voting paper, completed by me/us be recorded as my/our vote in respect of the motions set out above.

Name of voter: _____

Signature of voter: _____

Date: _____

ATTACHMENTS

- 1. MOTION INFORMATION**
- 2. 20240530 PBC EGM Minutes booklet**
- 3. Budget Assumptions 2024-2025 v4.2**
- 4. 5.2 PBC_PTBC Budget year ending 31 Oct 2025 V3.1 Draft**
- 5. Class A Water**
- 6. Class A Water 2**
- 7. Class A Water Quote**
- 8. Tax invoice - 857063 (141210-103) - 17 June 2024**
- 9. M 9. Proposed STBL Annexure A**
- 10. Proxy form for Body Corporate Meetings**
- 11. Information About Proxies**
- 12. CORRO FOR INFORMATION**
- 13. 20240611 MBA Email**
- 14. 24-06-12_Sanctuary Cove Community Services Limited_PBC Letter of Intent**
- 15. 2024 Decision Notice PBC EC**
- 16. 2026 Decision Notice_**
- 17. 4686 Decision Notice**
- 18. 8007 Decision Notice PBC EC**
- 19. 20240620 PBC Letter to Clayton**
- 20. Table - Annexure**
- 21. CORRO FOR ACTION**
- 22. CFA 1. Alpinia**
- 23. CFA 1. Alpinia Veg Management Plan**

**MOTION
INFORMATION**



MINUTES OF EXTRAORDINARY GENERAL MEETING for Sanctuary Cove Principal Body Corporate GTP 202

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

Date and time of meeting: Thursday 30 May 2024 at 11:00 AM

Meeting time: 11:03am – 1:12pm

Chairperson: Cheryl McBride

ATTENDANCE

The following members were Present in Person at the meeting:

Lot 21	Mulpha Sanctuary Cove (Developments) Pty Limited – Mr Stephen Anderson
Lot 81	Mulpha Sanctuary Cove (Developments) Pty Limited – Mr Stephen Anderson
Lot 1701	Bauhinia GTP 1701 – Mr Richard Sherman
Lot 1702	Cassia GTP 1702 – Mr Peter Cohen
Lot 1703	Washingtonia GTP 1703 – Mr David Francis
Lot 1712	Livingstonia GTP 1712 – Mr Brian Earp
Lot 1769	Roystonia GTP 1769 – Mrs Simone Hoyle
Lot 1790	Araucaria GTP 1790 – Mrs Caroline Tolmie
Lot 2207	Plumeria GTP 2207 – Mr Nick Eisenhut
Lot 2504	Colvillia GTP 2504 – Mr Robert Nolan
Lot 107106	Schotia Island GTP 107106 – Mr Wayne Bastion
Lot 107217	Tristania GTP 107217 – Mr Mark Winfield
Lot 107278	Banksia Lakes GTP 107278 – Mr Andrew Brown
Lot 107353	Woodsia GTP 107353 – Mr Peter Hay
Lot 107360	Adelia GTP 107360 – Mr Gary Simmons
Lot 107434	Zieria GTP 107434 – Mr Hugh Martin
Lot 107399	Caladenia GTP 107399 – Mr Tony McGinty
Lot 107406	Corymbia GTP 107406 – Mrs Shawlene Nefdt
Lot 107442	Molinia GTP 107442 – Mrs Cheryl McBride
Lot 107488	Darwinia GTP 107488 – Mrs Jane Burke arrived @ 11:38am
Lot 107509	Alphitonia GTP 107509 – Mr Stephen Anderson

The following members present by Voting Paper and In Person:

Lot 21	Mulpha Sanctuary Cove (Developments) Pty Limited	Owner present (pre-voted)
Lot 81	Mulpha Sanctuary Cove (Developments) Pty Limited	Owner present (pre-voted)
Lot 1712	Livingstonia GTP 1712	Owner present (pre-voted)
Lot 1769	Roystonia GTP 1769	Owner present (pre-voted)
Lot 2207	Plumeria GTP 2207	Owner present (pre-voted)
Lot 107217	Tristania GTP 107217	Owner present (pre-voted)
Lot 107442	Molinia GTP 107442	Owner present (pre-voted)
Lot 107509	Alphitonia GTP 107509	Owner present (pre-voted)

The following members present by Voting Paper:

Lot 107045	Harpullia GTP 107045	Electronic vote
Lot 107128	Felicia GTP 107128	Electronic vote
Lot 107209	Alpinia GTP 107209	Electronic Vote

The following members were present by Proxy:

Nominee

Lot 83 Mr Mick McDonald

Representing

Mulpha Sanctuary Cove
(Developments) Pty Limited to Mr
Stephen Anderson

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

Present by Invitation:

Apologies:

Mr Michael Longes
Mrs Dianne Taylor
Mrs Jane Burke
Mr Stuart Shakespeare
Mr Nabil Issa
Mr Paul Kernaghan
Mr Mick McDonald

The following members were not financial for the meeting:

A Quorum was present
Nil Conflict of Interest
The Meeting was recorded.

The Acting Chairperson Cheryl McBride opened the meeting informing the Members Nominees that Justicia and Alyxia are no longer represented by Mulpha.

Motions

1	Approval of Previous General Meeting Minutes - 24th April 2024 (Agenda Item 5.1)	Ordinary Resolution
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Statutory Motion Submitted by Committee

Motion CARRIED.

RESOLVED That the Minutes of the PBC Extraordinary General Meeting held on 24th April 2024 be accepted as a true and correct record of the proceedings of the meeting.

Yes	18
No	2
Abstain	4

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

2	Amendment to the Secondary Thoroughfare By-Laws to control parking	Special Resolution
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Submitted by Committee

Motion did not pass

That the PBC authorises an amendment to the secondary thoroughfare by-laws in accordance with the attached document marked "Annexure A", a copy of which has been circulated with the agenda.

Yes	1346 73.83%
No	222 12.18%
Abstain	37 2.03%

218 LE not represented at the meeting

NOTE: Motion did not pass by special resolution. Motion will be resubmitted at next PBC EGM meeting.

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

3 The Members Nominees are permitted access to electronic documents requiring no additional labour. Ordinary Resolution

Submitted by Committee

Motion withdrawn from the floor of the meeting by the proposer

THAT the members' nominees of the Sanctuary Cove Principal Body Corporate are permitted access to electronic documents requiring no additional labour.

FURTHER THAT such files shall exclude those documents held to be commercially confidential, legally privileged, or sub-judice. Those documents that require retrieval of records from archives and extensive labour to search for the records as agreed will be charged at cost price. Requests may be accessed through the PBC EC.

Yes	0
No	0
Abstain	0

NOTE: Withdrawn as no mention of access to records 'free of charge'. Motion to be resubmitted at the next meeting in June 24.

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

4 Instruct PBC Shareholder Nominee re Removal of PTBC Nominee Director, Stephen Anderson, from the board of SCCSL. POLL VOTE

Submitted by MN for Cassia

Motion CARRIED.

THAT the SC PBC, as shareholders of SCCSL instruct their shareholder nominee, Stuart Shakespeare, to:

1. File a Notice of Intention with SCCSL to remove Stephen Anderson, via ordinary resolution, as a director of the company.
2. Requisition a general meeting of all shareholders (SC PBC and SC PTBC) for the purposes of considering and voting on the resolution (not less than 2 months after the Notice of Intention is communicated).

Yes	989 54.25%
No	406 22.27%
Abstain	232 12.73%

196 LE not represented at the meeting

NOTE: MN for Araucaria asked for motion to be withdrawn due to the legal advice from Clayton Utz. This was denied by a show of hands and a poll vote was called from Cassia MN.

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

6. Correspondence for Information

Emergency Management Plan:

- CM expressed that the EMP did not address the residents' concerns, focusing instead on employees. CM mentioned that WB (Schotia Island) and PC (Cassia) will volunteer to provide input for the EMP. They will collaborate with SF (Facilities Manager) and MT (Security Operations Manager).
- DSTG noted the council's procedures for emergency situations during severe weather conditions for residents. He is considering these procedures and will incorporate them into the EMP, considering the unique characteristics of Sanctuary Cove.

Sitewide Kerbside Irrigation:

- CM noted that certain areas in Sanctuary Greens (Zieria, Molinia and Darwinia) face the issues where irrigation has not been installed on PBC common property.
- GS pointed out that Adelia and Caladenia also lack kerbside/verge irrigation.
- CM mentioned that in these areas, residents are currently paying to irrigate the kerbside. It was a requirement for sign-off that irrigation be installed by the owner upon completion.
- DSTG indicated that a detailed Operations Plan will be distributed within a few weeks. Once A-Class water is operational, the matter will be addressed further.
- HM, GS, SN and JB will form a working group to estimate the amount paid by owners for irrigation.

Brief to Ian McCullough (lawyer) regarding s56:

- CM mentioned the challenges associated with amending s56, noting its complexity.
- CM shared feedback from McCullough, which, being in draft form, cannot be publicly distributed. The need for this advice arose due to the gazetted change in land use from golf to residential. The decision from the Minister was questioned and sought an appeal, which was rejected. The matter was then challenged to define what constitutes a recreational lot. Mulpha responded that it will be used for residential purposes. McCullough's advice is not to agree until the PBC is aware of PTBC's intentions. McCullough has drafted a letter for the PBC to the PTBC members, through their lawyers, seeking an explanation for their claim that the proposed amendment will protect the interests of the residential zone.

Expression of Interest in MN role for Alyxia:

- It was agreed by members, to allow a resident to be considered for MN for Alyxia after the closing date. CM advised reopening the expression of interest for Justicia as well.
- GS inquired about how many RBCs currently lack representation. Currently, Justicia, Alyxia, and Ardisia do not have a representative with an MN.
- PC asked if MNs who consistently miss meetings are being followed up. CM mentioned that MBC has communicated with them about this in the past.
- HM suggested that the Chairperson should contact the respective committee Chairpersons to inform that about the absence of the MN at meetings and consider whether the individual can still commit to their responsibilities.

Landscaping Contract:

- PC suggested a 1–2 page summary of changes would be helpful, rather than having to read the entire contract provided by DSTG.
- CM thanked SF for holding the recent informal meeting noting that it was both helpful and informative.

7. Correspondence for Action

Stormwater pipe damaged – 1858:

- CM advised this is to be addressed internally, DSTG will handle using the Complaints Policy.

Review of Boat Ramp Parking Policy:

- CM discussed the policy for boat ramp parking and emphasized the need to address and agree upon whether exemptions are to be approved.
- WB noted that over the past four weeks, boats, a motorhome, and a buggy have been parked at the boat ramp for extended periods, which violates the by-laws.
- PC mentioned that a recent request to pour a concrete slab outside of tradesman hours was granted by the PBC Chairperson, which directly breaches the by-laws.
- CT explained that in extreme circumstances like this one, consideration needs to be given, as there was no other option and the slab needed to be poured and completed simultaneously.
- DSTG advised he will halt any further exemptions from security moving forward unless approved for emergency circumstances.

8. Business Arising

8.1 - SC PBC Governance Review for discussion:

- CM mentioned it has been approximately 10 years since the last review of the restructure. Changes to the Administrative & Management Agreement are due by July 2025, as the current agreement expires in Oct 2025.
- SH advised that a brief document will be sent to the auditors for quotes. Constructive input will be sought from a working group with the auditors. Once a few quotes are obtained, they will be presented to the PBC for approval.

8.2 – Meeting with Hon David Crisafulli (DC):

- CM advised the meeting was useful and identified the lack of communication with MSCD. It was decided that David will write to MSCD requesting more information regarding the construction types, landscaping, etc.

8.5 – Remediate potential governance failures following SCCSL AGM:

- CM advised the company secretary has now been replaced.
- Motion for PTBC to Chair for the first year has been rescinded.

8.6 – PBC Motions – June 2024:

- Governance Review
- Budgets
- Unclaimed money
- Class A Water
- MNs' access to information free of charge

8.8 – Website:

- DSTG advised that the information regarding login and passwords will be released this week. This information will be available on website and will replace SharePoint.
- PC inquired why the SC Facebook page hasn't been attended to recently. DSTG explained that residents were not using this page, preferring the local page instead. DSTG mentioned that the website has a contract feature which sends an alert, allowing a staff member to respond to the resident's inquiry.

8.10 – Investigation of process for a tow away facility in SC:

- DSTG mentioned the company is going over past legal advice regarding towing. CM advised to contact someone in Royal Pines to source how they set it up.

8.11 – Role description for In-House Legal Counsel:

- DSTG distributed a printout to MN in meeting.

8.12 – GCCC installation of traffic lights on Sickle Ave:

- DSTG advised he has been in communication with Councillor Naomi Fowler and his request has been submitted for review.

General Business:

- CM advised MN to send any pedestrian safety issues to DSTG for review.
- JS provided an update on StrataVote and requested that any teething issues be sent via email, so they can be flagged with StrataVote IT.
- GS recommended moving the start time of the EGMs to 10:00am due to the length of the meetings. A show of hands indicated support for this request.
- HM mentioned that issues such as irrigation are not identified in the budget. He questioned why the process involved going to RBC EGMs before the PBC. SA explained that the RBC must vote on the budgets before they are decided upon at the PBC. CM proposed that HM rework the process to create a better method for budget approvals, but HM declined the offer. SH advised that this issue would be added to the list of items for the governance review.

MEETING CLOSED at 1:12 PM

Motion 2

STAGE	LOTS	ENT	MEMBERS PRESENT	VP	PROXY	VOTE COUNT
s1	1	28	Michael Longes			
s2	2	41	Gary Simmons			
s2	3	39	Stephen Anderson	VP		
s2	4	75	Dianne Taylor	VP		
s2	5	46	No Rep at PBC		No Rep at PBC	
s2	6	55	No Rep at PBC		No Rep at PBC	
s1	7	98	Caroline Tolmie			
s2	8	50	Andrew Brown			
s1	9	92	Richard Sherman			
s2	10	31	Tony McGinty			
s1	11	116	Peter Cohen			
s1	12	104	Robert Nolan			
s2	13	37	Shawlene Nefdt			
s2	14	22	Jane Burke			
s2	15	48	Stuart Shakespeare	VP		
s2	16	19	Nabil Issa			
s1	17	76	Paul Kernaghan	VP		
s2	18	48	No Rep at PBC		No Rep at PBC	
s1	19	96	Brian Earp	VP		
s2	20	30	Cheryl McBride	VP		
s1	21	88	Nicholas Eisenhut	VP		
s1	22	65	Simone Hoyle	VP		
s2	23	113	Wayne Bastion			
s2	24	78	Mark Winfield	VP		
s1	25	115	David Francis			
s2	26	27	Peter Hay			
s2	27	26	Hugh Martin			
s2	28	110	Stephen Anderson	VP		
s2	29	20	Mick McDonald	Proxy SA		
s2	30	30	Stephen Anderson	VP		
	30	1823			3	0

UNFINANCIAL	ELIGIBLE TO VOTE	VOTING (LOTS)			POLL VOTE RESULTS				STD VOTE RESULTS			
		Yes	No	ABSTAIN	YES	NO	ABSTAIN	TOTAL	YES	NO	ABSTAIN	TOTAL
	28											
	41	X			41				1			
	39	X			39				1			
	75	X			75				1			
	46											
	55											
	98	X			98				1			
	50	X			50				1			
	92		X			92				1		
	31	X			31				1			
	116	X			116				1			
	104		X			104				1		
	37			X			37				1	
	22											
	48	X			48				1			
	19											
	76	X			76				1			
	48											
	96	X			96				1			
	30	X			30				1			
	88	X			88				1			
	65	X			65				1			
	113	X			113				1			
	78	X			78				1			
	115	X			115				1			
	27	X			27				1			
	26		X			26				1		
	110	X			110				1			
	20	X			20				1			
	30	X			30				1			
0	1823	0	0	0	1346	222	37	1605	20	3	1	24
0				0	73.83%	12.18%	2.03%		83.33%	12.50%	4.17%	

SUMMARY			
TOTAL MEMBERS AT MEETING		27	
TOTAL MEMBERS ELIGIBLE TO VOTE		27	
LOTS PRESENT AT MEETING		1823	
TOTAL MEMBERS ELIGIBLE TO VOTE		1823	
TOTAL ENTITLEMENTS ELIGIBLE TO VOTE		1823	
YES	1346	73.83%	
NO	222	12.18%	
ABSTAIN	37	2.03%	
	1605	88.04%	
NO VOTE ENT	0	0.00%	

POLL SPECIAL DISSENT
CARRIED FAILED FAILED

Motion 4 - Cassia

STAGE	MEMBERS PRESENT	VP	PROXY	VOTE COUNT
s1	1 Acacia	1	28	1.54%
s2	2 Adelia	1	41	2.25%
s2	3 Alphitonia	1	39	2.14%
s2	4 Alpinia	1	75	4.11%
s2	5 Alyxia	1	46	2.52%
s2	6 Ardisia	1	55	3.02%
s1	7 Araucaria	1	98	5.38%
s2	8 Banksia Lakes	1	50	2.74%
s1	9 Bauhinia	1	92	5.05%
s2	10 Caladenia	1	31	1.70%
s1	11 Cassia	1	116	6.36%
s1	12 Colvillia	1	104	5.70%
s2	13 Corymbia	1	37	2.03%
s2	14 Darwinia	1	22	1.21%
s2	15 Felicia	1	48	2.63%
s2	16 Fuschia	1	19	1.04%
s1	17 Harpullia	1	76	4.17%
s2	18 Justicia	1	48	2.63%
s1	19 Livingstonia	1	96	5.27%
s2	20 Molinia	1	30	1.65%
s1	21 Plumeria	1	88	4.83%
s1	22 Roystonia	1	65	3.57%
s2	23 Schotia Island	1	113	6.20%
s2	24 Tristania	1	78	4.28%
s1	25 Washingtonia	1	115	6.31%
s2	26 Woodsia	1	27	1.48%
s2	27 Zieria	1	26	1.43%
	28 MSCD	1	110	6.03%
	29 MSCD	1	20	1.10%
	30 MSCD	1	30	1.65%
	30	1823		

MEMBERS PRESENT	VP	PROXY	VOTE COUNT
Michael Longes			
Gary Simmons			
Stephen Anderson	VP		
Dianne Taylor	VP		
No Rep at PBC		No Rep at PBC	
No Rep at PBC		No Rep at PBC	
Caroline Tolmie			
Andrew Brown			
Richard Sherman			
Tony McGinty			
Peter Cohen			
Robert Nolan			
Shawlene Nefdt			
Jane Burke			
Stuart Shakespeare	VP		
Nabil Issa			
Paul Kernaghan	VP		
No Rep at PBC		No Rep at PBC	
Brian Earp	VP		
Cheryl McBride	VP		
Nicholas Eisenhut	VP		
Simone Hoyle	VP		
Wayne Bastion			
Mark Winfield	VP		
David Francis			
Peter Hay			
Hugh Martin			
Stephen Anderson	VP		
Mick McDonald	Proxy SA		
Stephen Anderson	VP		
		2	0

UNFINANCIAL	ELIGIBLE TO VOTE	VOTING (LOTS)			POLL VOTE RESULTS				STD VOTE RESULTS				
		Yes	No	ABSTAIN	YES	NO	ABSTAIN	TOTAL	YES	NO	ABSTAIN	TOTAL	
	41			X			41				1		
	39		X			39				1			
	75	X				75				1			
	98		X			98							
	50	X				50				1			
	92	X				92				1			
	31		X			31					1		
	116	X				116				1			
	104	X				104				1			
	37	X				37				1			
	22	X				22				1			
	48	X				48				1			
	76			X				76				1	
	96	X				96				1			
	30	X				30				1			
	88	X				88				1			
	65	X				65				1			
	113	X				113				1			
	78		X			78					1		
	115			X				115				1	
	27	X				27				1			
	26	X				26				1			
	110		X			110					1		
	20		X			20					1		
	30		X			30					1		
0	1627	0	0	0	989	406	232	1627	15	6	3	24	
					54.25%	22.27%	12.73%		62.50%	25.00%	12.50%		

SUMMARY

TOTAL MEMBERS AT MEETING	27
TOTAL MEMBERS ELIGIBLE TO VOTE	27
LOTS PRESENT AT MEETING	1627
TOTAL MEMBERS ELIGIBLE TO VOTE	1627
TOTAL ENTITLEMENTS ELIGIBLE TO VOTE	1627

YES	989	54.25%
NO	406	22.27%
ABSTAIN	232	12.73%
	1627	89.25%
NO VOTE ENT	196	10.75%

POLL **CARRIED** **SPECIAL** **DISSENT** **FAILED**



Executive Summary for Sanctuary Cove Community Services (“SCCSL”), Sanctuary Cove Security Services (“SCSS”), Principal Body Corporate (“PBC”), and Primary Thoroughfare Body Corporate (“PTBC”) 2024-2025 Budgets

Overview

This executive summary provides an integrated view of the 2024-2025 budgets, focusing on maintaining financial stability, ensuring effective administration and management of funds .

Economic Context and Assumptions

- The budget planning for 2024-2025 applies assumptions based on the current economic environment, with significant attention to the impact of inflation and wage growth trends to the cost of goods and services.
- Adopted target inflation rate of 3% expected to stabilise by 2025
- Wage growth anticipated to continue in response to economic market conditions
- Zero-based budgeting to ensure all expenditures are necessary and justified

Projections by Entity

Sanctuary Cove Community Services Limited (SCCSL):

- 17.1% Increase in total expenditure
- \$62k Net profit contribution from Resort Body Corporate Services Pty Ltd
- Major expense increase: Employee costs up 19.7%
 - Staffing levels
 - Salary Increases @ 4.75%

Sanctuary Cove Security Services Pty Ltd (SCSS):

- 9.0% Increase in total expenditure
- Reductions in overall Motor Vehicle/Buggy/ Boat Expenses
- Major expense increase:
 - Employee Costs up 8.1% (Staffing levels, Salary increases @ 4.75%)
 - Salary Increases 4.75%

Principal Body Corporate (PBC):

- 17.7% increase in the total administrative fund expenditure
 -



Sanctuary Cove Community Services Limited and its wholly owned subsidiaries

- Major Expense increases: Ground and Landscaping, Utilities-water, Management fees including facilities management, security fees and increase in PTBC levies
- The sinking fund is increased by the 3% inflation rate to ensure future capital replacements.

Primary Thoroughfare Body Corporate (PTBC):

- 12.1% increase in the total administrative fund expenditure
- Major Expense increases: with Grounds and Garden, Management Fees (incl Facility management fees) and Utility costs

Conclusion

- The 2024-2025 budgets ensure financial stability and effective management for SCCSL, SCSS, PBC, and PTBC.
- Focus on current economic conditions and zero-based budgeting to justify all expenditures.
- Accommodate necessary increases in employee costs and essential services.
- Maintain and enhance the quality of services provided to the Sanctuary Cove community.



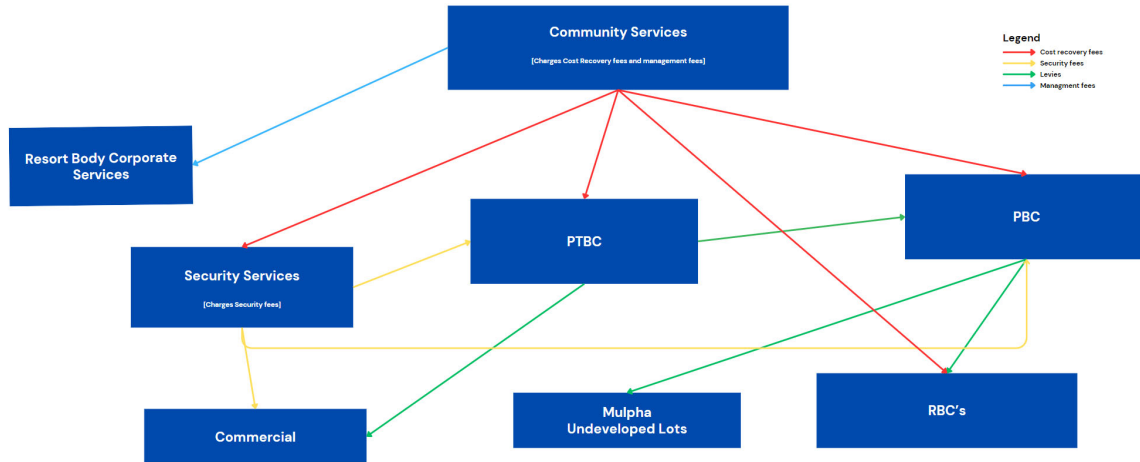
The key elements of each of Sanctuary Cove Community Services Limited (SCCSL) and Sanctuary Cove Security Services Pty Ltd (SCSS) budgets recognise that:

- Sanctuary Cove Community Services Limited is a company created by the Principal Body Corporate (PBC) and the Primary Thoroughfare Body Corporate. Each holding 50% equal shares of the Company.
- The company was incorporated with the purpose to provide “Services” and means Services necessary for the proper administration and operation of the Resort including, without limitation, services with respect to security, administration, asset management, landscaping, communications, provision of utilities, waste management maintenance, community affairs, dispute resolution, coordinating formal communications between stakeholders, coordination and negotiations with various service providers, stakeholders and authorities and other ancillary service as may be necessary from time to time.
- The management of the Services on a day-to-day basis will be undertaken by the Executive of the Company which will report and be responsible to the Board for the provision of services.
- Only management personnel authorised under the Company’s delegated authority, purchasing and other policies including Shareholder policies may enter into contracts for the day-to-day management purposes to provide the Services.
- The core factor in SCCSL’s operations is the delivery of body corporate, administrative, facilities and specialist project management services to the community at Sanctuary Cove. As such, income is derived per the Administration and Management Agreement with the Sanctuary Cove body corporate community.
- The core factor in SCSS’s operations is provision of security services to the community at Sanctuary Cove with income primarily from one source per the Security Services Agreement with the Sanctuary Cove body corporate community.
- The Companies operate on a cost recovery basis only i.e., there are no profit margins. As such fee income is identified as a derivation of total costs, net of possible external income such as interest and other administration and management services provided outside of the resort using existing resources.
- For appropriate management of working capital, the definition of costs recovery is not limited to P&L expense items and will extend to other costs including those of a capital and finance nature.



The below diagram indicates the relationships between the various entities and parties regarding the charging of cost recovery fees / security fees / levies / management fees:

Figure1: Structure Chart - Relationship



Economic Outlook.

The budget drafting and planning commenced during November 2023 and at the time the latest information available reflected the Australia CPI annual rate of 4.1% at December (Weighted average of the eight capital cities), where Brisbane recorded the second largest increase of 4.2% out of the eight capital cities.

Consistent with national trends, the CPI is slowing, noting that the expectation of inflation is to ease down to 3% for the 2024-25, inflationary pressures particularly for goods are expected to persist for longer than expected. The Brisbane CPI for market sector goods and services recorded a 0.8% increase in the December quarter, with an annual inflation rate of 3.8% down from 5.4% annual rate at September 2023.

With the CPI forecast for the 2024 year 4.25% before moderating down to the target rate of 3%, as such the 3.0% RBA target rate has been adopted as the inflation rate for the purpose of the budget.

CPI rates for the for comparison over the past three years for Australia were:

- 2022 7.8%
- 2023 5.4%
- 2024 4.25%

Forecast for the next two years and the inflation rate basis of the Sanctuary Cove Budgets:

- 2025 3.0%
- 2026 3.0%

Economic growth is expected to strengthen in 2025, as inflation returns to the RBA target rate and



BUDGET ASSUMPTIONS 2024-2025

Sanctuary Cove Community Services Limited and its wholly owned subsidiaries

wage growth projected to grow faster than the targeted inflation rate. The Queensland wage growth continues to be impacted by a tight labour market is projected to strengthen further by 4% in 2024. Salary and Wages rates were budgeted to increase by 5.8% for the 2023/2024 budget year in line with award increases and continue impacts of a continuing labour index growth.

Table 1: Sanctuary Cove Community Services Limited ("SCCS")

Sanctuary Cove Community Services Limited	2021	2022	2023	2024 Bud	2025 Bud	2026 Fcast
Other Income	(60,559)	(30,985)	(88,633)	(25,500)	(93,600)	(96,408)
Salary & Wages including oncosta	1,818,675	1,974,394	2,261,373	2,208,006	2,642,357	2,721,627
Occupancy Costs	164,031	203,279	233,369	223,027	233,342	240,343
Motor Vehicle / Buggy Expenses	17,891	10,748	5,794	10,843	1,298	1,337
Computer and IT maintenace fees	72,774	64,005	78,324	83,385	106,932	110,140
Insurance costs	47,159	41,874	48,458	49,658	62,712	64,593
Administration costs	54,427	62,083	85,745	55,313	91,976	94,735
Miscellaneous	165,692	(26,224)	29,680	25,179	33,673	34,683
Total Annual Cost	2,280,090	2,299,174	2,654,110	2,629,911	3,078,689	3,171,050
Cost Allocation						
FTTH (unit trust)	165,334	93,640	0	0	0	0
Security	277,321	226,612	247,267	257,679	343,280	353,578
PTBC	365,382	373,667	454,034	403,841	496,350	511,240
PBC	996,952	1,037,640	1,317,778	1,320,367	1,550,413	1,596,926
RBC's	475,101	567,615	635,031	648,024	688,646	709,306
Total Recovery	2,280,090	2,299,174	2,654,110	2,629,911	3,078,689	3,171,050
% annual Increase	0.6%	0.8%	15.4%	-0.9%	17.1%	3.0%
PTBC per lot entitlements	85.97	87.92	106.83	95.02	116.79	120.29
PBC per lot entitlements	546.87	569.19	722.86	724.28	850.47	875.99
% Allocation						
FTTH	7.25%	4.07%	0.00%	0.00%	0.00%	0.00%
SECURITY	12.16%	9.86%	10.27%	9.68%	11.15%	11.15%
PTBC	16.02%	16.25%	15.80%	15.14%	16.12%	16.12%
PBC	43.72%	45.13%	47.59%	50.11%	50.36%	50.36%
RBC	20.84%	24.69%	26.34%	25.07%	22.37%	22.37%
Total	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

Revenue

Revenue recognition is limited to a recovery of expenditure in accordance with the Administration and Management Agreement. Management fees are determined using cost allocation methodologies based on the proportion of time spent by staff members across the various body corporates in Sanctuary Cove. This proportion is reviewed annually during the budget preparation process.



BUDGET ASSUMPTIONS 2024-2025

Sanctuary Cove Community Services Limited and its wholly owned subsidiaries

Expenses

Assumptions for expenditure are based on current corporate structure. In line with a zero-based budget approach consideration is given to each of the cost elements in expenditure. Budgeted expenditure is reviewed line by line applying the inflation rate or alternatively a rate reflecting historical pricing trends as deemed appropriate.

Chart 1: SCCSL Expense Bridge FY24 to FY25

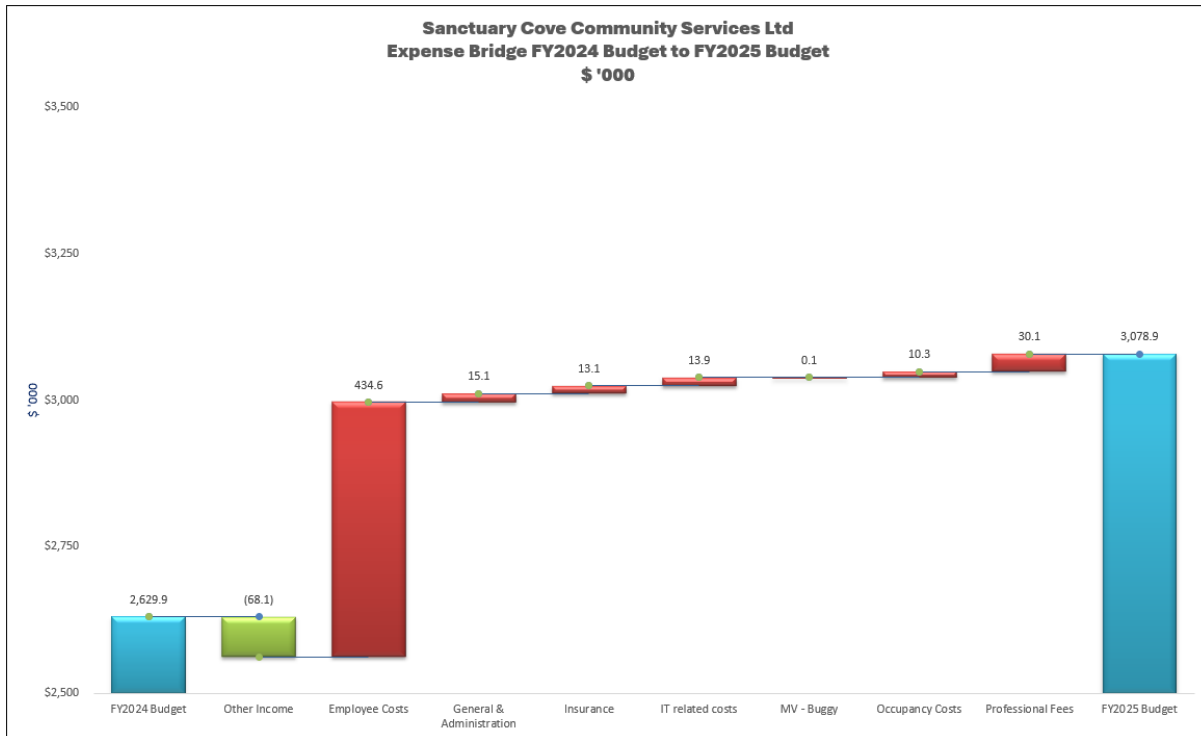


Table 2: SCCSL Employee related expenses summary:

	31/10/2025	Total	PBC	PTBC	RBC	Security	RBCS
Gross Wages		2,016,911	1,024,732	302,313	460,732	229,135	-
Payroll Tax		121,955	61,962	18,280	27,859	13,855	-
Superannuation		267,749	136,035	40,133	61,163	30,418	-
Workers Compensation		25,031	12,718	3,752	5,718	2,844	-
Other indirect employee costs		210,710	107,055	31,583	48,133	23,938	-
		2,642,357	1,342,502	396,060	603,605	300,190	-
			50.8%	15.0%	22.8%	11.4%	-
	31/10/2024	Total	PBC	PTBC	RBC	Security	RBCS
Gross Wages		1,805,348	914,665	256,590	453,780	180,313	-
Payroll Tax		95,683	48,477	13,599	24,050	9,556	-
Superannuation		205,121	103,923	29,153	51,558	20,487	-
Workers Compensation		23,415	11,863	3,328	5,885	2,339	-
Other indirect employee costs		78,440	39,741	11,149	19,716	7,834	-
		2,208,006	1,118,668	313,819	554,990	220,529	-
			50.7%	14.2%	25.1%	10.0%	0.0%
		19.7%	0.1%	0.8%	-2.3%	1.4%	0.0%

The 2024/25 employee related expenses budget includes a 4.75% increase in employee salary and wage rates, reflecting our commitment to fair compensation and competitive benefits for our



Sanctuary Cove Community Services Limited and its wholly owned subsidiaries

workforce. Driving an increase to the overall Employee related expense budget. The comparison to 2023/24 budget requires consideration of several key factors contributing to the increase of the 2024/25 budget.

The Superannuation Guarantee rate continues to increase by 0.5% each year to 11.5% from 1 July 2024 until it reaches 12% from 1 July 2025. The budget includes the impact of the increase on both wages paid during the year and the impact on existing leave entitlements.

In the 2022/23, Australia experienced an unprecedented surge in wage growth, reaching its highest level in a decade. This significant escalation and continued wage growth in Queensland in 2024, necessitated adjustments to our salary and wage structures, resulting in a disparity between the actuals for 2023, the budget for 2024, and the proposed budget for 2024/25. The 2024 budget for Salary and Wages including oncosts is 2.4% lower than the 2023 Actuals (ref: Table 1), being a contributing factor for the large increase % between the 2024 budget and the 2025 budget.

Our remuneration frameworks were directly impacted by the significant rise in modern award rates (2022: 4.6%, 2023: 5.75%). Ensuring compliance with the "Better off over all" tests and maintaining competitiveness to retain or secure key staff became crucial considerations. Importantly, these award rate increases effective 1 July 2023 was officially reported by Fair Work after the 2024 budget had been finalised, leading to uncontrollable omissions in our assumptions and increasing the variance between actual costs in both 2022/23 actuals and 2023/24 budgets.

The competitive nature of the job market, combined with prevailing wage growth, further necessitated increases to remuneration packages. This was vital for retaining existing talent and attracting replacement key personnel, thereby contributing to the increases seen in the budget for 2024/2025.

The 2023 Strata Management Benchmarking Report by Macquarie highlighted several challenges in the industry.

- Rising staff and operational costs increases
- Costs relating to loss of key staff and replacement (recruitment)
- Competitive environment for strata managers with salaries trending upwards with strata businesses offering competitive salaries to retain talent and attract strata managers.
- Strata Managers chase higher pay, with increasing turnover. The rate of changing employers has doubled since 2018 from 14% to 33%.
- QLD Strata manager turnover 27.1%
- QLD Average Strata manager total remuneration is \$95k.
- QLD Finding and recruiting staff is a challenge -72% of QLD strata business owners.

Additionally, the continuous improvement focusses of our Body Corporate Management Services team required a reorganisation of staff to adequately perform the services required with the growing Sanctuary Cove precinct. With high turnover in the Strata Business Sector in QLD and across the country, it became essential to review staffing levels to ensure minimum coverage in the event of unplanned employee exits.



Sanctuary Cove Community Services Limited and its wholly owned subsidiaries

In retrospect, the budget for 2023/2024 was understated due to the combined effects of wage growth, modern award adjustments, and a competitive labour market. This underestimation, along with an increase in our workforce, amplified the discrepancy between the actuals for 2023 and the budget for 2024, necessitating a more substantial budgetary allocation for 2024/2025. In summary, the significant increase in our budget for employee-related costs for the 2024/2025 fiscal year, relative to the actuals for 2023 and the budget for 2024, is due to these unforeseen and substantial cost drivers in addition to the additional (3) headcount. These factors were not adequately accounted for in our prior budgetary planning, necessitating adjustments to our budget allocations for the upcoming fiscal year.

Staffing Plans

Lean vs Optimal staffing plans

Lean staffing is an approach that aims to achieve optimal performance by efficiently managing work volumes with the available staff.

Optimal staffing plans determine the right number of employees needed to meet business objectives efficiently. These plans consider workload, roles, and responsibilities.

The company continues to adopt the Lean staffing plan to minimise the head count and associated costs to efficiently perform work and service requirements of the company. The lean staffing model adopted allows for mildly adequate coverage for staff on leave, with other staff contributing efforts to take on additional work loads. The plan does not allow complete coverage for redundancies such as resignations or terminations.

Table 3: SCCSL Staffing Plan

Staffing Plan	Lean	Optimal
Corporate	2	2
Finance	5	5
Facilities	4.5	7
Body Corporate	7	9
Total	18.5	23

This staffing plan excludes the employed plumber, electrician and irrigation staff who are fully on charged to PBC / PTBC.

Costs of goods and services continue to increase across Australia, as impacted by the flow on effect from prior year CPI growth, Living Cost Indexes (“LCI”) rising by 4.0% to 6.9% for the 12 months to December 2023. Various expenses have been impacted as businesses increase costs for goods and services with continued increase of fuel and energy costs, insurances and information technology related costs.

Software and IT related expenses continue to increase at higher rates than inflation and at higher frequency, as such the budget has factored in the increase.

Electricity rates are expected to rise significantly in 2023/24 with the likelihood with continued rises in 2024/25.



BUDGET ASSUMPTIONS 2024-2025

Sanctuary Cove Community Services Limited and its wholly owned subsidiaries

Sanctuary Cove Security Services Pty Ltd ("SCSS")

The Security budget reflects current service level agreements. The Marine Village agreement is currently on a month-to-month arrangement with an annual CPI increase. The Harbour Zone agreement is currently being finalised till 2025 and other Security agreements expire at the end of 2024 (Hotel 2025).

Valet services are increased annually for CPI as necessary, however SCSS has reduced the number of valet services charged for over the past 2 years.

Table 4: Sanctuary Cove Security Services Pty Ltd ("SCSS")

Sanctuary Cove Security Services Pty Ltd	2021	2022	2023	2024 Bud	2025 Bud	2026 Fcast
Other Income						
Salary & Wages including oncosts	2,860,753	3,010,718	3,073,699	3,222,932	3,485,028	4,007,662
Occupancy Costs	11,480	14,775	15,977	16,297	16,655	17,155
Motor Vehicle / Buggy / Boats Expenses	101,264	111,169	147,192	179,025	156,039	160,722
Computer and equipment cost	88,779	66,131	37,675	61,921	65,384	67,346
Insurance costs	23,700	19,505	21,244	23,797	29,933	30,832
Administration costs	217,072	176,694	208,681	249,845	338,812	349,065
Miscellaneous						
Total Annual Cost	3,303,048	3,398,992	3,504,467	3,753,817	4,091,851	4,632,782
Cost Allocation						
Golf zone	26,953	27,314	28,183	30,031	32,735	37,062
Harbour Zone	30,000	31,471	33,959	33,767	33,768	38,232
Marina Village Zone	9,777	10,099	10,790	10,920	11,248	12,735
Rec Club Zone	50,536	51,214	28,183	30,031	32,735	37,062
Admin Zone	16,845	17,071	17,615	18,769	20,459	23,164
Residential Zone (PBC)	3,126,300	3,161,001	3,268,131	3,500,541	3,822,522	4,327,848
Hotel Zone	47,124	48,000	50,928	50,928	52,456	59,390
PTBC Zone	70,752	71,699	66,678	78,830	85,929	97,288
Total Recovery	3,378,287	3,417,869	3,504,467	3,753,817	4,091,851	4,632,782
% annual Increase		1.2%	2.5%	7.1%	9.0%	13.2%
PTBC per lot entitlements	59.29	60.44	55.61	59.59	63.37	71.75
PBC per lot entitlements	1,714.92	1,733.96	1,792.72	1,920.21	2,096.83	2,374.03

Revenue

Revenue recognition is limited to security service fee charges derived in accordance with the Security Services Agreement plus an estimate of Valet Services. Apportionment of revenue attributable to the Security User Agreements is budgeted as follows:

Table 5: SCSS Revenue allocation



BUDGET ASSUMPTIONS 2024-2025

Sanctuary Cove Community Services Limited and its wholly owned subsidiaries

	22/23	23/24	24/25
Security Services: Harbour Zone	0.9%	0.90%	0.87%
Security Services: Golf Zone	0.8%	0.80%	0.80%
Security Services: Marina Village Zone	0.3%	0.29%	0.28%
Security Services:CCRCA (Rec.Club)	0.8%	0.80%	0.80%
Security Services:Admin Zone	0.5%	0.50%	0.50%
Security Services: Residential Zone (PBC)	93.3%	93.25%	93.33%
Security Services: Hotel Zone	1.4%	1.36%	1.32%
PTBC	2.1%	2.10%	2.10%
TOTAL	100.0%	100.00%	100.00%

Valet services are ancillary to the primary business and are included in the budget based on average recent returns only.

Expenses

Assumptions for expenditure are based on current corporate structure and strategic plan. In line with zero based budget consideration is given to each of the cost elements in expenditure. Cost reduction opportunities especially for salaries will be reviewed as alternative technology options are considered.

Chart 2: SCSS Expense Bridge FY24 to FY25

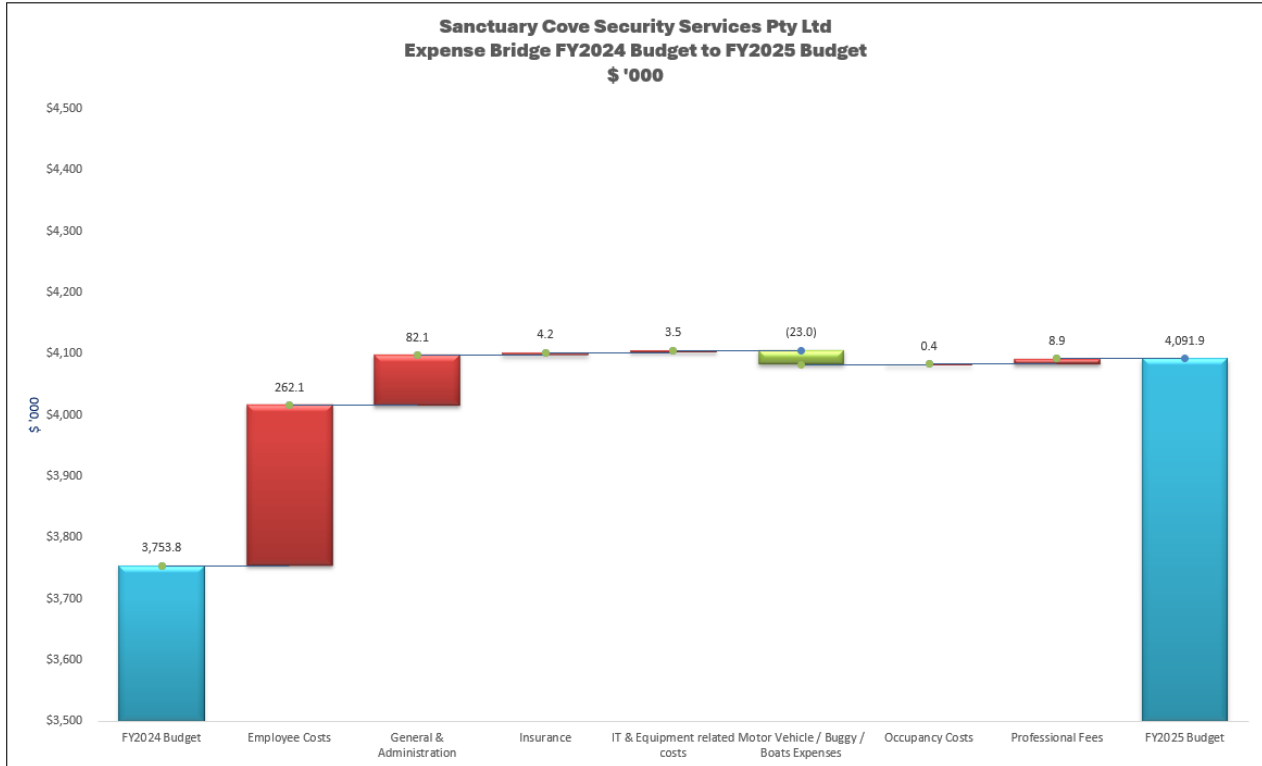


Table 6: SCSS Staffing Plan

Staffing Plan	Lean	Optimal
Supervisors	4	6
Second in Charge	4	6
Control Room Assistants	4	6
Admin	4.6	5.6
Security Officers	17	24
Total	33.6	47.6

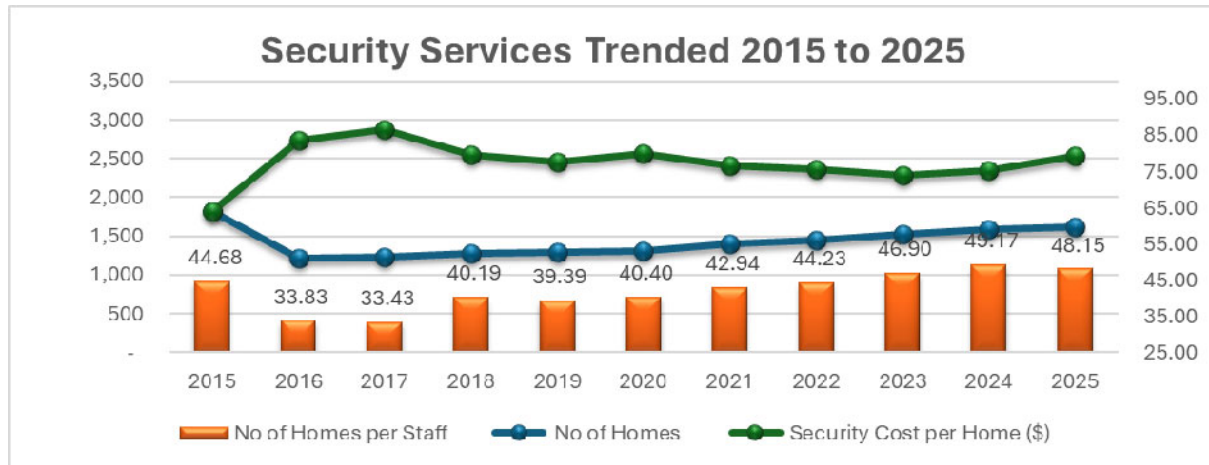


Security services has adopted a lean staffing plan to with the aim of minimising costs through efficient workforce planning efforts. Due to the high turnover of Security Officers due to wage rates and the specialist nature of security services SCSS provides together with the increasing number of houses, consideration must be given to the required increase in staffing levels to ensure sufficient coverage as well as maintain the safety and wellbeing of our security staff. Continuing under the principles of a lean staffing plan, it is recommended to increase the staffing level for security officers in 2026 as per the table below. Additionally, a requirement for an OH&S administration officer to fulfill the specific employer obligations regarding Occupational Health and Safety (OH&S), which are outlined in the Work Health and Safety Act 2011 (WHS Act) and relevant regulations. The allowance for this role has been included in the 2025 budget under Admin.

Table 7: SCSS Staffing levels

Headcount Summary	31 Oct 24 Bud	31 Oct 25 Bud	31 Oct 26 Fcast
Supervisors	4	4	4
Second in Charge	4	4	4
Control Room Assistants	4	4	4
Admin	3.4	4.6	4.6
Security Officers	17	17	21
	32.4	33.6	37.6

Chart 3: Security Services trend against number of homes



Enterprise bargaining

The Single Enterprise Agreement’s (“SEA”) nominal expiry date was 15 September 2023, which covers Security and Community employees. Employee representatives submitted their bargaining submissions and a notice of representational rights have been issued to all employees covered by the SEA. Whilst we are in the midst of the bargaining process, it is necessary to consider the following items which may impact the 2024/25 budget and 2023/24 actual results.

- Wage rate increase demands higher than budgeted increases.
- New allowances and employee entitlements
- Engagement of a human resource consultant or employment specialist lawyers to draft and



BUDGET ASSUMPTIONS 2024-2025

Sanctuary Cove Community Services Limited and its wholly owned subsidiaries

lodge the agreed SEA.

CAPEX recommendations - Company

The Company has adopted a policy to recognise all asset acquisitions as assets of the administration and management services provider - Sanctuary Cove Community Services Ltd. Where assets are commissioned for use by Security operations, all finance, rental, and depreciation costs are on-charged at cost amount.

When considering funding for capital acquisition two options exist:

- (Finance) CBA Master Finance Facility with Sanctuary Cove Community Services (total commitment limit \$700,000). This provides access to equipment loan, lease and operating rental arrangements depending on the nature of the item(s) and \$ amount. The costs, namely interest & depreciation/amortisation or rental, are budgeted in operating expenses and recovered over the useful life period. This can create a cost timing variance between finance term and retention over useful life.
- (Cashflow) Recognition of an additional item to the annual budget for provision for capex replacement which identifies with Clause 5.1(b) of the Administration and Management Agreement. Funding would then form part of the quarterly fee bills issued and acquisitions expensed through fixed asset purchases in cashflow.

Sanctuary Cove Community Services Consolidated – Operating Surplus/Deficit – 2022/2023

Table 8: FY2023 Consolidated Result

	Security	Security	Community & Others	Community & Others	Consolidated	Consolidated
	YTD	Budget YTD	YTD	Budget YTD	FYF	Budget
Income						
Management Fees	3,516,716	3,539,705	2,672,439	2,408,085	5,923,559	5,700,524
Other services & interest	100,466	81,940	81,120	49,020	192,404	130,960
Total Income	3,617,182	3,621,645	2,753,560	2,457,105	6,115,963	5,831,484
Expenditure						
Employee expenses	3,076,259	3,040,952	2,261,373	2,045,169	5,337,632	5,086,121
Other	540,923	580,698	492,187	411,935	778,331	745,367
Total Expenses	3,617,182	3,621,650	2,753,560	2,457,104	6,115,963	5,831,488
Net operating Saving / (Cost)	0	(5)	0	1	0	(5)

SCCSL resulted in a preliminary net deficit position of \$254,264 for the FY2023 year. Cost recovery adjustments were made prior to the finalisation of the accounts and the recovery of costs were allocated to the PBC and PTBC as follows:

Residential Zone (PBC)	171,688
PTBC	<u>82,577</u>
TOTAL	<u><u>254,264</u></u>



BUDGET ASSUMPTIONS 2024-2025

Sanctuary Cove Community Services Limited and its wholly owned subsidiaries

SCSS resulted in a preliminary net surplus position of \$24,344 for the FY2023 year. Cost return adjustments were made prior to the finalisation of the accounts and the surplus was allocated to the PBC and PTBC as follows:

Residential Zone (PBC)	17,041
PTBC	<u>7,303</u>
TOTAL	<u><u>24,344</u></u>

The final result for SCCSL and SCSS was zero for the FY2023 year.

Principal Body Corporate

In line with a zero-based budget approach the Bodies Corporate Admin Fund operates on a cost recovery basis only i.e., there are no profit margins. As such levy income is identified as a derivation of total costs.

Contracts are budgeted at their current contracted rate with an allowance for growth in Residential Bodies Corporate where appropriate.

The sinking fund provides for future capital replacements. Sinking Fund levies are determined using a 40-year asset replacement forecast, considering asset values, useful life, condition, and replacement costs as of each asset at Sanctuary Cove. The integrity of the data in Asset Finda has been independently reviewed by AFMC and GHD. All new assets as well as replacements are entered into Asset Finda, the useful lives and preventative maintenance processes are all used to updated Asset Finda which is used for future Sinking fund forecasts.

Table 9: PBC Anticipated Future Levies

Sanctuary Cove Principal Body Corporate - Budget levy Summary for Year Ending 31 October 2025												
Fund	Actual		Estimate		Estimate		Estimate		Estimate		Estimate	
	2023	% Change	2024	% Change	2025	% Change	2026	% Change	2027	% Change	2028	% Change
Administration	10,097,130	1.9%	10,071,808	(0.3)%	11,882,520	18.0%	12,050,757	1.4%	12,390,855	1.9%	12,741,177	2.8%
Previous years surplus utilised	(1,440,065)	149%	(429,450)	-70%	(376,655)	-12%	-		-		-	
Sinking	2,276,344	0.0%	2,344,670	3.0%	2,415,010	3.0%	2,487,460	3.0%	2,562,084	3.0%	2,638,946	3.0%
Total Funds Levies	10,933,408	(5.8)%	11,987,028	9.6%	13,920,876	16.1%	14,538,217	4.4%	14,952,938	2.1%	15,380,123	2.9%
Number of Lots	1,823		1,823		1,823		1,823		1,823		1,823	
Levies per Lot												
Administration	4,749		5,289		6,312		6,610		6,797		6,989	
Sinking Fund	1,249		1,286		1,325		1,364		1,405		1,448	
Total Levies per annum	5,997		6,575		7,636		7,975		8,202		8,437	
Change Yr on Yr	(368)		578		1,061		339		227		234	
% +/-	(5.8)%		9.6%		16.1%		4.4%		2.9%		2.9%	



BUDGET ASSUMPTIONS 2024-2025

Sanctuary Cove Community Services Limited and its wholly owned subsidiaries

Chart 4: PBC Historical Levies

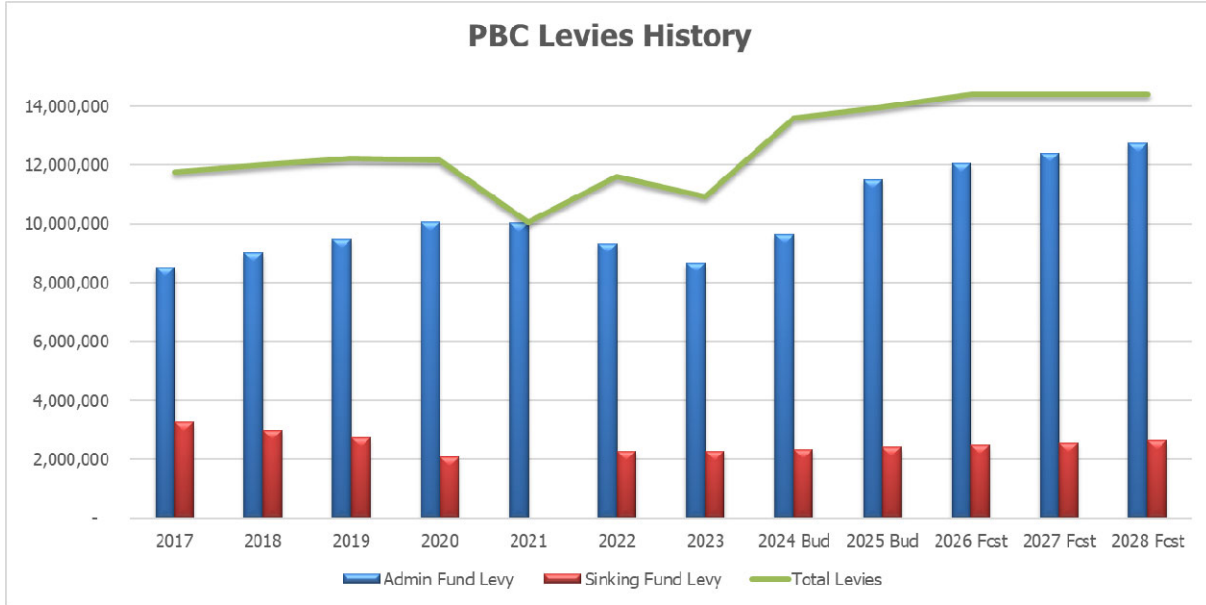
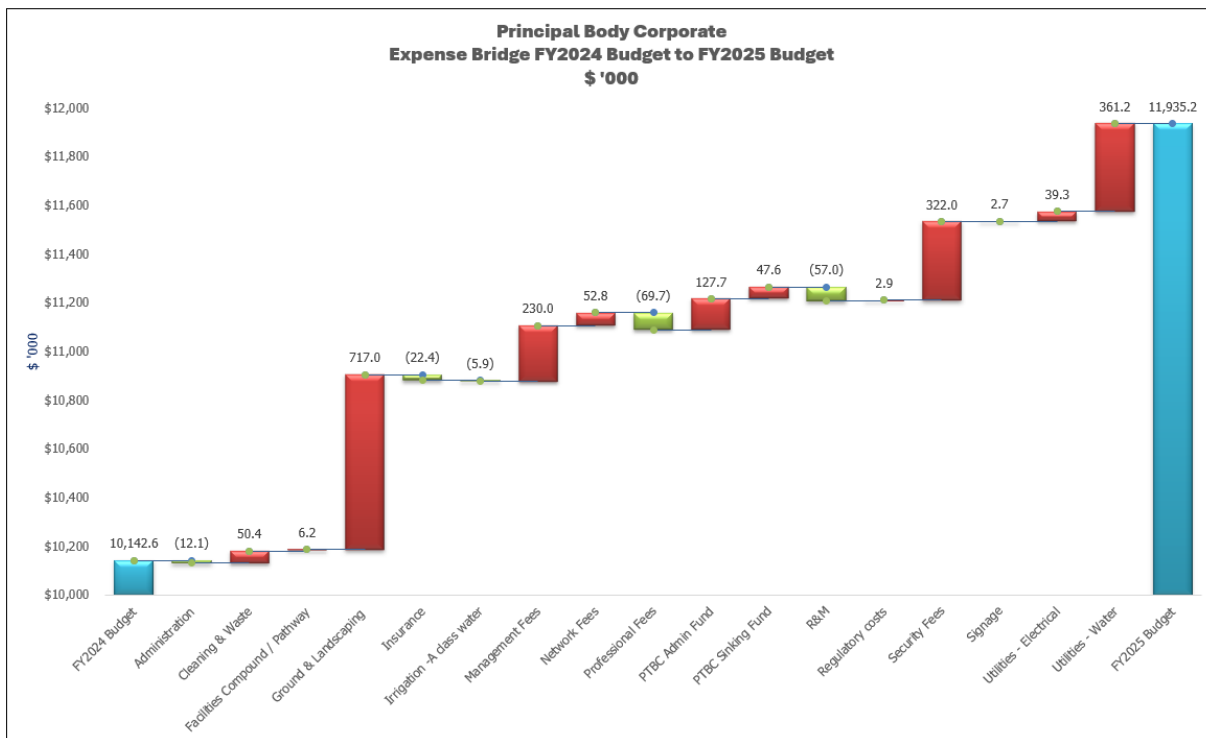


Chart 5: PBC Expense Bridge FY24 to FY25



In order to ensure the viability of the Sinking fund and to avoid a depletion of the fund, especially in light of increasing replacement costs, the Sinking fund has been budgeted to increase by 3% which is the long-term inflation estimate.



Sanctuary Cove Community Services Limited and its wholly owned subsidiaries

The PBC expenses are budgeted to be **17.7% higher** than the previous year (Total admin fund Expenditure increases from \$10,142,568 to \$11,935,216 (ignoring the projected add back of the previous year surplus) and in the increases are driven by the current economic climate where we continue to witness the rising costs of goods and services from FY2023. Other key drivers of the increases are illustrated in Chart 5, with Grounds and Garden, Utilities and Management Fees (incl Facility management fees) and Security Fees.

PBC Operating Surplus 2022/2023

\$376,655 in savings achieved by the company in operations for the PBC in 2021/2022 have been applied against the 2024/2025 Budgeted levies, these savings are lower than that applied in the previous year so the net levy reflects an increase however the actual budgeted costs are similar to the previous year.

Table 10: PBC Major Variances

Principal Body Corporate (Major Variances)	FY2023 Actual	FY2023 Budget	Variance +/-
Mutual & Non Mutual Revenue	320,720	29,397	291,323
Management Fees	1,317,778	1,146,090	(171,688)
Security services	3,250,619	3,285,171	34,552
Network Manager Service Fees	388,262	387,323	(939)
Consultants	43,920	30,000	(13,920)
Legal Services	60,006	70,000	9,994
Electrical	135,399	159,389	23,990
Irrigation	261,484	298,476	36,992
Fire Protection - audit/inspect	13,665	11,000	(2,665)
Grounds & Garden	1,013,341	1,268,000	254,659
Plumbing	244,305	256,985	12,680
Insurance	185,803	218,673	32,870
Roads	115,707	127,671	11,964
Signage	6,327	4,000	(2,327)
Land Holding - rates	14,828	13,949	(879)
Utilities - electricity/gas	151,265	133,426	(17,839)
Water Charges	656,774	320,000	(336,774)
Water Billing	11,582	10,675	(907)
Admin - bank charges	6,167	540	(5,627)
Other Expenses	2,163,963	2,385,160	221,197
Net Result	376,655		376,655

Primary Thoroughfare Body Corporate

In line with a zero-based budget approach the Bodies Corporate Admin Fund operates on a cost recovery basis only i.e., there are no profit margins. As such levy income is identified as a derivation of total costs.

Contracts are budgeted at their current contracted rate with an allowance for growth in where appropriate.

The sinking fund provides for future capital replacements. Sinking Fund levies are determined using a 40-year asset replacement forecast, considering asset values, useful life, condition, and replacement costs as of each asset at Sanctuary Cove. The integrity of the data in Asset Finda has



BUDGET ASSUMPTIONS 2024-2025

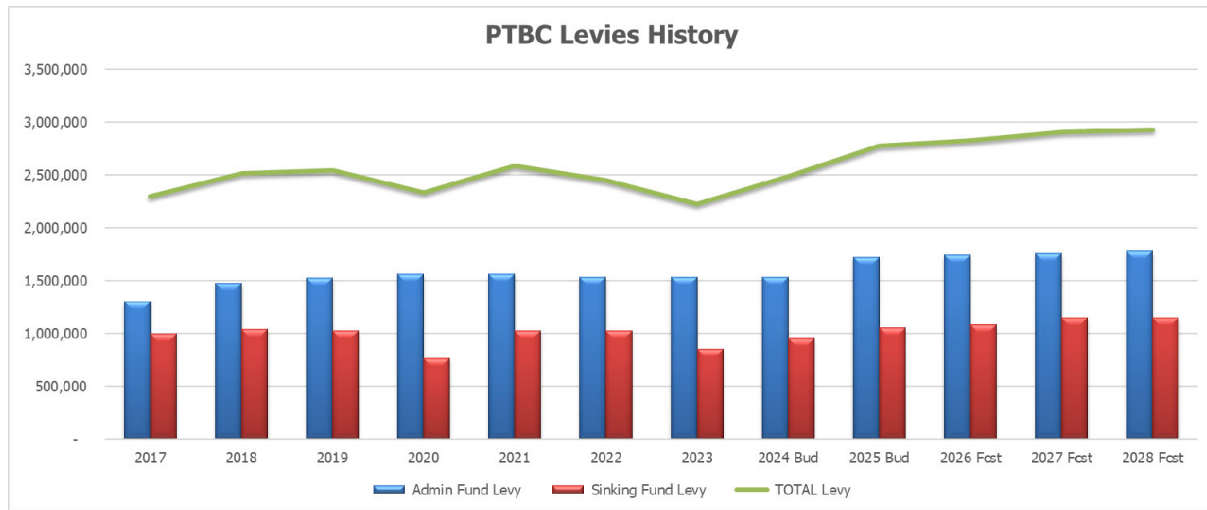
Sanctuary Cove Community Services Limited and its wholly owned subsidiaries

been independently reviewed by AFMC and GHD. All new assets as well as replacements are entered into Asset Finda, the useful lives and preventative maintenance processes are all used to updated Asset Finda which is used for future Sinking fund forecasts.

Table 12: PTBC Anticipated Future Levies

Sanctuary Cove Primary Thoroughfare Body Corporate - Budget levy Summary for Year Ending 31 October 2025												
Fund	Actual		Estimate		Estimate		Estimate		Estimate		Estimate	
	2023	% Change	2024	% Change	2025	% Change	2026	% Change	2027	% Change	2028	% Change
Administration	1,532,218	0.2%	1,533,333	0.1%	1,719,136	12.1%	1,741,021	1.3%	1,758,072	2.3%	1,775,635	2.0%
Previous years surplus utilised	159,232	53.1%	211,583	32.9%	126,056	-	-	-	-	-	-	-
Sinking	850,000	(16.8)%	951,150	11.9%	1,052,300	10.6%	1,083,869	3.0%	1,116,385	6.1%	1,149,877	6.1%
Total Fund Levies	2,222,986	(9.16)%	2,272,900	2.2%	2,645,380	16.4%	2,824,890	6.8%	2,874,457	8.7%	2,925,512	3.6%
No of Lots	4,250		4,250		4,250		4,250		4,250		4,250	
Levies Per Lot												
Administration	323		311		375		410		414		418	
Sinking	200		224		248		255		263		271	
Total Levies per annum	523		535		623		665		677		689	
Change Yr on Yr	(52)		12		88		42		12		12	
% +/-	(9.04)%		2.29%		16.45%		6.74%		1.80%		1.77%	
		Estimate		Estimate								
Registered RBC's, PBC & PTBC		27		27								
Subcommittees		3		3								
Formal Meetings held per year circa		168		168								

Chart 6: PTBC Historical Levies



The PTBC sinking fund contribution was reduced in 2022/2023 and was planned to return to previous levels over the 2024 and 2025 budget years with a 3% inflationary adjustment to ensure the long-term viability of this fund.

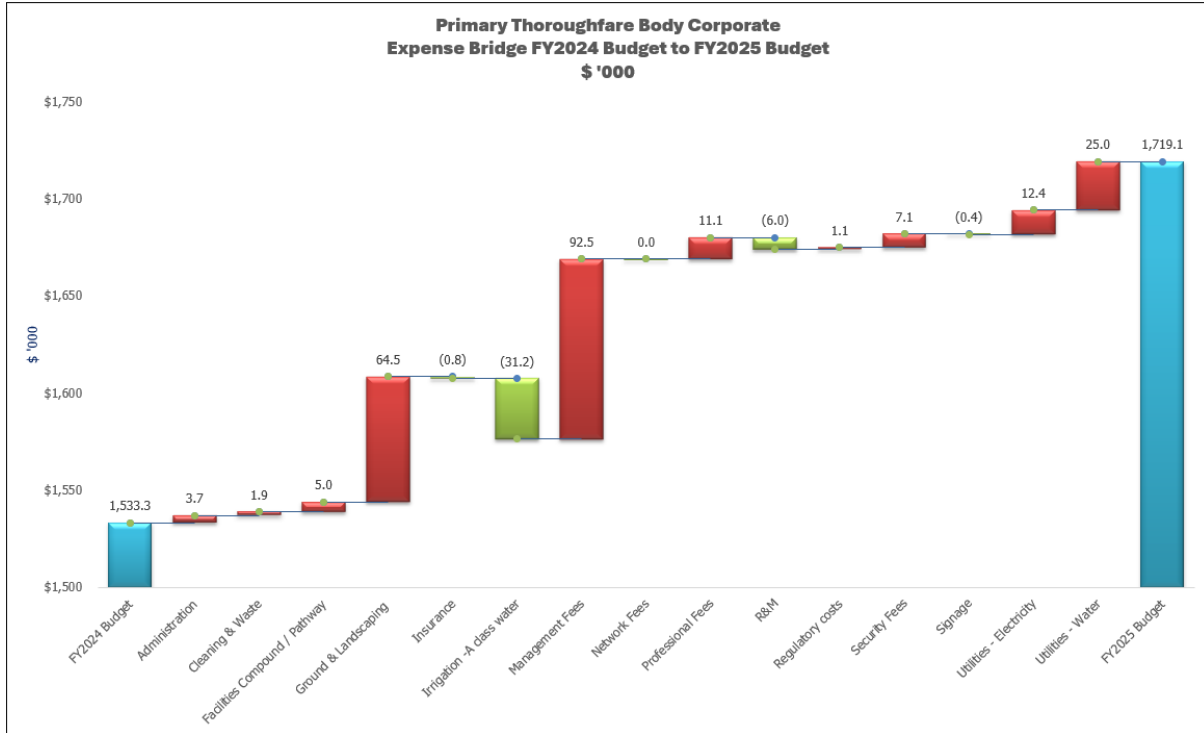
The PTBC expenses are budgeted to be **12.1% higher** than the previous year (Total admin fund Expenditure increases from \$1,533,333 to \$1,719,136 (ignoring the projected add back of the previous year surplus). Increases are driven by the current economic climate where we continue to witness the rising costs of goods and services from FY2023. Other key drivers of the increases are illustrated in Chart 7, with Grounds and Garden, Management Fees (incl Facility management fees) and Utility costs.



BUDGET ASSUMPTIONS 2024-2025

Sanctuary Cove Community Services Limited and its wholly owned subsidiaries

Chart 7: PTBC Expense Bridge FY24 to FY25



PTBC Operating Surplus 2022/2023

\$126,056 in savings were achieved by the company in operations for the PTBC in 2022/2023. These savings are lower than prior year and have been applied against the 2023/2024 Budgeted levies.

Table 13: PTBC Major Variances

PTBC (Major Variances)	FY2023 Actual	FY2023 Budget	Variance +/-
Mutual & Non Mutual Revenue	2,229	0	2,229
Management Fees	454,034	380,454	(73,581)
Security services	66,281	73,981	7,700
Consultants	9,235	10,000	765
Legal Services	20,042	10,000	(10,042)
Bad Debt Expense	2,090	0	(2,090)
Cleaning	1,775	0	(1,775)
Fire Protection - audit/inspect	1,899	600	(1,299)
Gross Pollutant Trap- mtce	1,238	0	(1,238)
Grounds & Garden	224,583	259,505	34,922
Plumbing	11,990	28,754	16,764
Insurance	62,592	99,483	36,891
Irrigation	120,585	152,899	32,315
Repairs & Maintenance	70,524	59,396	(11,128)
Mtce - animal management	109,065	141,110	32,045
Other Expenses	252,459	316,036	63,577
Net Result	126,056		126,056



Sanctuary Cove Community Services Limited and its wholly owned subsidiaries

Each year upon finalisation of the audited accounts of Sanctuary Cove Community Services consolidated, PBC and PTBC, any surpluses or shortfalls will be accounted for in the relevant year the surplus or shortfall occurred.

Sanctuary Cove Principal Body Corporate - Budget levy Summary for Year Ending 31 October 2025												
Fund	Actual		Estimate		Estimate		Estimate		Estimate		Estimate	
	2023	% Change	2024	% Change	2025	% Change	2026	% Change	2027	% Change	2028	% Change
Administration	10,097,130	1.9%	10,071,808	(0.3)%	11,882,520	18.0%	12,050,757	1.4%	12,390,855	1.9%	12,741,177	2.8%
Previous years surplus utilised	(1,440,065)	149%	(429,450)	-70%	(376,655)	-12%	-		-		-	
Sinking	2,276,344	0.0%	2,344,670	3.0%	2,415,010	3.0%	2,487,460	3.0%	2,562,084	3.0%	2,638,946	3.0%
Total Funds Levies	10,933,408	(5.8)%	11,987,028	9.6%	13,920,876	16.1%	14,538,217	4.4%	14,952,938	2.1%	15,380,123	2.9%
Number of Lots	1,823		1,823		1,823		1,823		1,823		1,823	
Levies per Lot												
Administration	4,749		5,289		6,312		6,610		6,797		6,989	
Sinking Fund	1,249		1,286		1,325		1,364		1,405		1,448	
Total Levies per annum	5,997		6,575		7,636		7,975		8,202		8,437	
Change Yr on Yr	(368)		578		1,061		339		227		234	
% +/-	(5.8)%		9.6%		16.1%		4.4%		2.9%		2.9%	

Draft version 3.1

Sanctuary Cove Principal Body Corporate - Administration Fund Budget Year Ending 31 October 2025

DRAFT Version 3.1

3.0%

Description	Actual	Actual	Budget	Budget Draft	Forecast	Forecast	Forecast	Growth Rate
	Yr End Oct 2022	Yr End Oct 2023	Yr End Oct 2024	Yr End Oct 2025	Yr End Oct 2026	Yr End Oct 2027	Yr End Oct 2028	Budget 2025 Comments
LEVIES - ADMINISTRATION FUND	9,905,011	10,097,130	10,071,808	11,882,520	12,050,757	12,390,855	12,741,177	
less credit for previous year surplus	(577,549)	(1,440,065)	(429,450)	(376,655)				
NET ADMINISTRATION FUND LEVY	9,327,462	8,657,065	9,642,358	11,505,866	12,050,757	12,390,855	12,741,177	
Insurance	-	-	-	-	-	-	-	
Insurance - oncharged	-	-	-	-	-	-	-	
Lot Mows	53,165	47,614	53,165	54,760	56,402	58,094	59,837	23/24 Budget + 3%
Lot Mows - oncharged	(30,464)	(28,586)	(31,987)	(32,947)	(33,935)	(34,953)	(36,002)	23/24 Budget + 3%
Waste	-	-	-	-	-	-	-	
Waste - oncharged	-	-	-	-	-	-	-	
Water	1,986,998	2,687,543	2,768,169	2,851,214	2,936,751	3,024,853	3,115,599	23/24 Budget + 3%
Water - oncharged	(1,986,998)	(2,687,543)	(2,768,169)	(2,851,214)	(2,936,751)	(3,024,853)	(3,115,599)	23/24 Budget + 3%
ARC Income	125,461	77,323	150,000	154,500	159,135	163,909	168,826	Estimate budgeted to be fully recovered
ARC Related costs	(120,515)	(59,015)	(150,000)	(154,500)	(159,135)	(163,909)	(168,826)	
Admin Charge	-	(491)	-	-	-	-	-	
Certificates	-	7,909	-	-	-	-	-	
Mutual revenue- Debt recovery	(4,832)	27,666	-	-	-	-	-	
Debt recovery costs	4,832	(27,666)	-	-	-	-	-	
Electricity	18,365	23,352	20,000	30,882	31,809	32,763	33,746	Assumes 15% increase in electricity rates from FY2023 actuals YOY.
Non- Mutual Revenue- FTTH	26,376	82,344	10,000	-	-	-	-	Opticomm transfer assumption
Non-Mutual Revenue - Other	1,697	-	-	-	-	-	-	
Non-Mutual Revenue - Water	-	-	-	-	-	-	-	
Mutual Revenue- FTTH	19,583	50,270	19,583	-	-	-	-	Opticomm transfer assumption
Mutual Revenue - Other	-	120,000	-	-	-	-	-	
TOTAL ADMIN. FUND INCOME	9,421,129	8,977,784	9,713,118	11,558,561	12,105,033	12,446,759	12,798,758	
Accounting - audit	3,804	4,101	4,095	4,351	4,481	4,616	4,754	External auditor audit of annual financial reports.
Accounting - tax services	180	220	220	233	240	248	255	External tax agent for lodgement of tax return
Admin - bank charges	2,656	6,167	10,013	6,543	6,739	6,941	7,149	Audit certificate fee and other bank charges, stratapay fees now incurred by PBC due to water Billing from PBC since 2022 year (Previously RBC's billed water)
Admin - software licence costs	30,525	27,597	33,278	29,278	30,156	31,061	31,992	Software licence fees - BC Max, Toro, Secure Access Systems & Asset Finda (split 70% PBC / 30% PTBC in line with asset value). Additional stratamax licences for water billing negotiated to be reduced.
Admin - meetings	636	939	720	996	1,026	1,057	1,089	Meeting refreshments - monthly allowance
Admin - IT Monthly Maintenance	28,375	28,982	32,329	30,747	31,669	32,619	33,598	Share of Cybernet monthly costs - support for Extranet, Cameras, Stratamax
Admin - postage	34,641	35,949	36,653	38,138	39,282	40,461	41,675	Use of contractor to deliver residents mail - 22/23 Actual YOY increase at 3%
Admin - print/copy costs	11,097	6,660	12,000	7,066	7,278	7,496	7,721	Print copy costs - allowance \$1000pm reduced to align with 22/23 Actual YOY increase at 3%
Admin - filing fees	533	799	1,000	848	873	899	926	Filing fees-estimate - 22/23 Actual YOY increase at 3%
PTBC Levy - Administration Fund	670,873	646,182	622,000	749,685	819,304	827,328	835,593	PTBC Admin Fund levy contribution. Lot entitlements 2,000 x PTBC Admin Levy
PTBC Levy - Sinking Fund	480,727	400,000	447,600	495,200	510,056	525,358	541,118	PTBC Sinking Fund Levy contribution. Lot entitlements 2,000 x PTBC Sinking Fund Levy
Management Fees	1,051,158	1,317,778	1,320,367	1,550,413	1,583,485	1,627,688	1,673,219	Administration and Management Agreement services, from community.
Management Fees - prior year (surplus) / deficit from operations	(67,619)	-	-	-	-	-	-	
Security services	3,161,001	3,250,619	3,500,541	3,822,522	3,715,270	3,825,160	3,938,366	Contribution to 24/7 Security services per User Agreement
Security Services - prior year surplus from operations	(69,817)	-	-	-	-	-	-	
Network Manager Service Fees	528,386	388,262	359,150	411,907	424,264	436,992	450,102	FTTH related costs - PBC 100%. Includes cost such as APNIC, Calix and Opticomm and has been updated with costs as at October 2022. Offset by mutual and non mutual revenue in fund income.
Consultants	33,768	43,920	30,000	46,595	47,993	49,432	50,915	Allocation for Consulting fees
Legal Services	224,967	60,006	150,000	63,660	65,570	67,537	69,563	Allocation for Legal Fees
Cleaning	12,540	17,355	20,000	18,412	18,964	19,533	20,119	Boat ramp, Jabiru Park, pressure cleaning estimate
Electrical -charged wages	77,610	92,330	125,893	92,081	94,844	97,689	100,620	Salary and Oncosts, Fuel and MV Expenses and work related equipment not included in Materials/machinery,
Electrical - Materials / Machinery	32,130	43,069	40,000	45,692	47,063	48,475	49,929	Licences, includes estimate for 50% of an apprentice to be shared with plumbing
Fire Protection - audit/inspect	13,180	13,665	14,255	14,497	14,932	15,380	15,841	Allocation for materials and machinery for electrical works, maintenance and repairs
Grounds & Garden - contract	805,118	815,853	931,088	1,500,000	1,545,000	1,591,350	1,639,091	Inspection, testing and repairs.
Grounds & Garden - mulching	59,621	57,878	25,000	100,000	103,000	106,090	109,273	Contract - Landscape Solutions (CONTRACT ENDS 31.10.24). Expected significant increase in landscaping tender submissions and from the increased areas
Grounds & Garden - other	60,154	56,898	50,000	60,363	62,174	64,039	65,960	Mulching Program
Grounds & Garden - Tree Management	69,864	82,712	25,000	87,749	90,382	93,093	95,886	General landscape maintenance, some of which will be seasonal/cyclical
Hire Facilities Compound & Pathway Livingstonia	-	41,774	95,000	101,177	104,213	107,339	110,559	Tree Management Program
Insurance - Brokerage	10,506	11,294	12,712	11,982	12,341	12,711	13,093	PTBC Rental of facilities compound. Estimate \$70k per annum
Insurance Excess	-	-	5,000	-	-	-	-	2023/2024 proposal cost (85% allocation), plus 10%
Insurance Premiums	178,427	174,509	201,794	185,137	190,691	196,411	202,304	Allowance 1 claim - excess cost \$5,000
								Strata, public liab. Estimate for cost Y/E 31.01.23 proposed renewal plus 10%

Sanctuary Cove Principal Body Corporate - Administration Fund Budget Year Ending 31 October 2025

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3.0%

Irrigation - charged wage	170,913	157,454	112,273	137,142	141,256	145,494	149,859	Salary and Oncosts, Fuel and MV Expenses and work related equipment not included in Materials/machinery
Irrigation - Materials / Machinery	15,320	29,407	37,500	30,289	31,198	32,134	33,098	Estimate contract materials and machinery plus allowance for handover of development areas
Irrigation - Entrance Lakes Maintenance	56,149	56,149	10,000	-	-	-	-	Management of certain lakes on the golf course related to current irrigation configuration of the site \$6,660.66pm (PBC Share 70.25%). Reduce to NIL when A class water is running
Irrigation - A class water usage	13,169	18,474	137,970	142,109	146,372	150,764	155,286	788,400 annual estimate x .20 till June 2024 and then increased to .30. PBC Share
Pest control	8,195	3,130	10,669	10,989	11,319	11,659	12,008	Pest control
Plumbing - charged wages	92,830	104,918	137,433	108,066	111,308	114,647	118,087	Salary and Oncosts, Fuel and MV Expenses and work related equipment not included in Materials/machinery, Licences, includes estimate for 50% of an apprentice to be shared with Electrician
Plumbing - Materials / Machinery	104,429	139,387	125,000	147,876	152,312	156,881	161,588	Allocation for materials and machinery for plumbing works, maintenance and repairs
Gross Pollutant Trap - maintenance	780	13,782	18,728	14,621	15,060	15,512	15,977	GPT inspection 20/21 Act + 3 x 3%. DERM requirement
MV / Buggy Expenses	6,083	7,801	15,000	8,276	8,524	8,780	9,043	Maintenance Officer Ute and Buggy running expenses
Repairs & Maintenance	25,064	22,936	35,000	24,333	25,063	25,815	26,590	General maintenance of common property and assets.
Repairs & Maintenance - Harbour	13,236	17,614	20,000	18,687	19,247	19,825	20,419	Includes maint on Mike Gore Island \$10k p.a. and other maint \$10k
Repairs & Maintenance - CCTV	-	103	5,000	109	113	116	119	General maintenance estimate CCTV
Roads	48,583	41,423	45,000	43,946	45,264	46,622	48,021	Maintenance of roads/hazard management.
Road Sanding	18,505	15,211	30,000	16,137	16,621	17,120	17,634	Estimate for annual sanding of paved roads. Expected to reduce after new paving
Road sweeping	59,073	59,073	65,804	67,779	69,812	71,906	74,063	Specialised Pavement Services. Projected increase on contract renewal
Signage	3,890	6,327	4,000	6,713	6,914	7,122	7,335	Estimate allowance
Waste Removal - contract	754,700	838,107	857,678	921,918	949,576	978,063	1,007,405	Contract - Cleanaway CONTRACT ENDS 31.10.24. \$992,835.58 inc GST + allowance for 75 new homes less \$80k Waste levy recovery. Projected increase on contract renewal
Waste Removal - other	6,918	16,688	30,000	17,704	18,235	18,782	19,346	Waste contract - industrial bin(s) & dump fees. Doggy bags
Land Holding - land tax	53,830	18,772	56,734	58,436	60,189	61,994	63,854	Estimate of annual assessment based on valuation of land owned as at 30 June each year.
Land Holding - rates	13,189	14,828	14,502	15,731	16,203	16,689	17,190	Council rates and charges. 3% increase p.a
Utilities - electricity/gas	143,419	151,265	152,153	191,445	197,189	203,104	209,197	Electricity supply streetlights, pump stations and other. FY2023 Actual + 2 x 12.5%. Conservative allocation as electricity rates increases are expected to continue in 2024 and to 2025
Water Billing	26,946	11,582	11,220	12,287	12,656	13,036	13,427	Outsource Water Billing activity. Rate to be reviewed during 2023
Water Charges	476,526	656,774	85,000	450,000	463,500	477,405	491,727	PBC share of GCCC water supply fixed service fee and estimate for PBC approved water credit applications (no water discrepancy budgeted).
Water Meter Reads	12,253	14,286	20,000	15,156	15,611	16,079	16,562	External supplier - cost of quarterly residential water meter reads.
Workers Compensation	183	183	194	194	200	206	212	Workcover estimate
TOTAL ADMIN. FUND EXPENDITURE	9,569,228	10,041,195	10,142,567	11,935,216	12,105,033	12,446,759	12,798,758	
Surplus / (Deficit)	(148,099)	(1,063,411)	(429,449)	(376,655)	-	-	-	
Less credit of prior year surplus								
Refund of Surplus - See Mutual Revenue Other in Income	-	-	-	-	-	-	-	
Opening Administration Fund Balance	2,017,614	1,869,515	806,104	376,655	(0)	(0)	(0)	
TOTAL ADMIN. FUND BALANCE	1,869,515	806,104	376,655	(0)	(0)	(0)	(0)	
Number of units of entitlement	1,823	1,823	1,823	1,823	1,823	1,823	1,823	
Amount per unit of entitlement	5,117	4,749	5,289	6,312	6,610	6,797	6,989	

Sanctuary Cove Principal Body Corporate - Administration Fund Budget Year Ending 31 October 2025

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3.0%

Allocation	Yr End 31 Oct 22	Yr End Oct 2023	Yr End Oct 2024	Yr End Oct 2025	Yr End Oct 2026	Yr End Oct 2027	Yr End Oct 2028
Acacia	143,264	132,966	148,100	176,722	185,091	190,315	195,696
Adelia	209,779	194,701	216,860	258,772	271,026	278,675	286,554
Alphitonia		-	206,282	246,149	257,806	265,081	272,576
Alpinia	383,742	356,160	396,696	473,363	495,780	509,772	524,184
Alyxia	235,362	218,445	243,307	290,329	304,078	312,660	321,500
Araucaria	501,423	465,382	518,349	618,527	647,819	666,102	684,934
Ardisia	281,411	261,184	290,910	347,133	363,572	373,833	384,402
Banksia Lakes	255,828	237,440	264,464	315,575	330,520	339,848	349,456
Bauhinia	470,724	436,890	486,614	580,658	608,157	625,320	643,000
Caladenia	158,613	147,213	163,968	195,657	204,922	210,706	216,663
Cassia	593,521	550,861	613,556	732,134	766,806	788,447	810,739
Colvillia	532,122	493,875	550,085	656,396	687,481	706,884	726,869
Corymbia	189,313	175,706	195,703	233,526	244,585	251,487	258,598
Darwinia	112,564	104,474	116,364	138,853	145,429	149,533	153,761
Felicia	245,595	227,942	253,885	302,952	317,299	326,254	335,478
Fuschia	97,215	90,227	100,496	119,919	125,598	129,142	132,793
Harpullia	388,859	360,909	401,985	479,674	502,390	516,569	531,174
Justicia	245,595	227,942	253,885	302,952	317,299	326,254	335,478
Livingstonia	491,190	455,885	507,771	605,904	634,598	652,508	670,956
Molinia	153,497	142,464	158,678	189,345	198,312	203,909	209,674
Plumeria	450,257	417,894	465,457	555,412	581,715	598,132	615,043
Roystonia	332,576	308,672	343,803	410,248	429,676	441,802	454,293
Schotia Island	578,171	536,614	597,689	713,200	746,975	768,056	789,771
Tristania	399,092	370,406	412,564	492,297	515,611	530,163	545,152
Washingtonia	588,404	546,112	608,267	725,823	760,196	781,650	803,749
Woodsia	138,147	128,218	142,811	170,411	178,481	183,518	188,706
Zieria	133,031	123,469	137,521	164,099	171,870	176,721	181,717
AVEO	562,822	522,368	581,821	694,265	727,144	747,665	768,804
Not registered/Non RBC	455,374	422,643	264,464	315,575	330,520	339,848	349,456
	9,327,489	8,657,062	9,642,357	11,505,866	12,050,757	12,390,855	12,741,177

Draft version

PRINCIPAL BODY CORPORATE

Budgeted Levy split - Year End 31 October 2025

(exc. GST)

	GTP	ADMIN FUND LEVY					SINKING FUND LEVY					TOTAL				
		1st Qtr Budget	2nd Qtr Budget	3rd Qtr Budget	4th Qtr Budget	TOTAL	1st Qtr Budget	2nd Qtr Budget	3rd Qtr Budget	4th Qtr Budget	TOTAL	1st Qtr Budget	2nd Qtr Budget	3rd Qtr Budget	4th Qtr Budget	TOTAL
		1,577.88	1,577.88	1,577.88	1,577.88	6,311.50	331.19	331.19	331.19	331.19	1,324.74	1,909.06	1,909.06	1,909.06	1,909.06	7,636.25
AVEO Sanctuary Cove Trust	110	173,566.27	173,566.27	173,566.27	173,566.27	694,265.07	36,430.48	36,430.48	36,430.48	36,430.48	145,721.93	209,996.75	209,996.75	209,996.75	209,996.75	839,987.00
Acacia	28	44,180.50	44,180.50	44,180.50	44,180.50	176,722.02	9,273.21	9,273.21	9,273.21	9,273.21	37,092.85	53,453.72	53,453.72	53,453.72	53,453.72	213,814.87
Adelia	41	64,692.88	64,692.88	64,692.88	64,692.88	258,771.53	13,578.63	13,578.63	13,578.63	13,578.63	54,314.54	78,271.52	78,271.52	78,271.52	78,271.52	313,086.06
Alphitonia	39	61,537.13	61,537.13	61,537.13	61,537.13	246,148.53	12,916.26	12,916.26	12,916.26	12,916.26	51,665.05	74,453.39	74,453.39	74,453.39	74,453.39	297,813.57
Alpinia	75	118,340.64	118,340.64	118,340.64	118,340.64	473,362.55	24,838.96	24,838.96	24,838.96	24,838.96	99,355.86	143,179.60	143,179.60	143,179.60	143,179.60	572,718.41
Alyxia	46	72,582.26	72,582.26	72,582.26	72,582.26	290,329.03	15,234.57	15,234.57	15,234.57	15,234.57	60,938.26	87,816.82	87,816.82	87,816.82	87,816.82	351,267.29
Araucaria	98	154,631.77	154,631.77	154,631.77	154,631.77	618,527.07	32,456.25	32,456.25	32,456.25	32,456.25	129,824.99	187,088.01	187,088.01	187,088.01	187,088.01	748,352.06
Ardisia	55	86,783.13	86,783.13	86,783.13	86,783.13	347,132.54	18,215.24	18,215.24	18,215.24	18,215.24	72,860.96	104,998.38	104,998.38	104,998.38	104,998.38	419,993.50
Banksia Lakes	50	78,893.76	78,893.76	78,893.76	78,893.76	315,575.03	16,559.31	16,559.31	16,559.31	16,559.31	66,237.24	95,453.07	95,453.07	95,453.07	95,453.07	381,812.27
Bauhinia	92	145,164.52	145,164.52	145,164.52	145,164.52	580,658.06	30,469.13	30,469.13	30,469.13	30,469.13	121,876.52	175,633.65	175,633.65	175,633.65	175,633.65	702,534.58
Caladenia	31	48,914.13	48,914.13	48,914.13	48,914.13	195,656.52	10,266.77	10,266.77	10,266.77	10,266.77	41,067.09	59,180.90	59,180.90	59,180.90	59,180.90	236,723.61
Cassia	116	183,033.52	183,033.52	183,033.52	183,033.52	732,134.08	38,417.60	38,417.60	38,417.60	38,417.60	153,670.40	221,451.12	221,451.12	221,451.12	221,451.12	885,804.48
Colvillia	104	164,099.02	164,099.02	164,099.02	164,099.02	656,396.07	34,443.36	34,443.36	34,443.36	34,443.36	137,773.46	198,542.38	198,542.38	198,542.38	198,542.38	794,169.53
Corymbia	37	58,381.38	58,381.38	58,381.38	58,381.38	233,525.53	12,253.89	12,253.89	12,253.89	12,253.89	49,015.56	70,635.27	70,635.27	70,635.27	70,635.27	282,541.08
Darwinia	22	34,713.25	34,713.25	34,713.25	34,713.25	138,853.01	7,286.10	7,286.10	7,286.10	7,286.10	29,144.39	41,999.35	41,999.35	41,999.35	41,999.35	167,997.40
Felicia	48	75,738.01	75,738.01	75,738.01	75,738.01	302,952.03	15,896.94	15,896.94	15,896.94	15,896.94	63,587.75	91,634.95	91,634.95	91,634.95	91,634.95	366,539.78
Fuschia	19	29,979.63	29,979.63	29,979.63	29,979.63	119,918.51	6,292.54	6,292.54	6,292.54	6,292.54	25,170.15	36,272.17	36,272.17	36,272.17	36,272.17	145,088.66
Harpullia	76	119,918.51	119,918.51	119,918.51	119,918.51	479,674.05	25,170.15	25,170.15	25,170.15	25,170.15	100,680.60	145,088.66	145,088.66	145,088.66	145,088.66	580,354.66
Justicia	48	75,738.01	75,738.01	75,738.01	75,738.01	302,952.03	15,896.94	15,896.94	15,896.94	15,896.94	63,587.75	91,634.95	91,634.95	91,634.95	91,634.95	366,539.78
Livingstonia	96	151,476.02	151,476.02	151,476.02	151,476.02	605,904.06	31,793.88	31,793.88	31,793.88	31,793.88	127,175.50	183,269.89	183,269.89	183,269.89	183,269.89	733,079.57
Molinia	30	47,336.26	47,336.26	47,336.26	47,336.26	189,345.02	9,935.59	9,935.59	9,935.59	9,935.59	39,742.34	57,271.84	57,271.84	57,271.84	57,271.84	229,087.36
Plumeria	88	138,853.01	138,853.01	138,853.01	138,853.01	555,412.06	29,144.39	29,144.39	29,144.39	29,144.39	116,577.54	167,997.40	167,997.40	167,997.40	167,997.40	671,989.60
Roystonia	65	102,561.89	102,561.89	102,561.89	102,561.89	410,247.54	21,527.10	21,527.10	21,527.10	21,527.10	86,108.41	124,088.99	124,088.99	124,088.99	124,088.99	496,355.96
Schotia Island	113	178,299.89	178,299.89	178,299.89	178,299.89	713,199.58	37,424.04	37,424.04	37,424.04	37,424.04	149,696.16	215,723.93	215,723.93	215,723.93	215,723.93	862,895.74
Tristania	78	123,074.26	123,074.26	123,074.26	123,074.26	492,297.05	25,832.52	25,832.52	25,832.52	25,832.52	103,330.09	148,906.79	148,906.79	148,906.79	148,906.79	595,627.15
Washingtonia	115	181,455.64	181,455.64	181,455.64	181,455.64	725,822.58	38,086.41	38,086.41	38,086.41	38,086.41	152,345.65	219,542.06	219,542.06	219,542.06	219,542.06	878,168.23
Woodsia	27	42,602.63	42,602.63	42,602.63	42,602.63	170,410.52	8,942.03	8,942.03	8,942.03	8,942.03	35,768.11	51,544.66	51,544.66	51,544.66	51,544.66	206,178.63
Zieria	26	41,024.75	41,024.75	41,024.75	41,024.75	164,099.02	8,610.84	8,610.84	8,610.84	8,610.84	34,443.36	49,635.60	49,635.60	49,635.60	49,635.60	198,542.38
	1,773	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Not registered (Mulpha SC Dev PL)	50	78,893.76	78,893.76	78,893.76	78,893.76	315,575.03	16,559.31	16,559.31	16,559.31	16,559.31	66,237.24	95,453.07	95,453.07	95,453.07	95,453.07	381,812.27
	1,823	2,876,466.43	2,876,466.43	2,876,466.43	2,876,466.43	11,505,865.73	603,752.44	603,752.44	603,752.44	603,752.44	2,415,009.77	3,480,218.88	3,480,218.88	3,480,218.88	3,480,218.88	13,920,875.50

Sanctuary Cove Primary Thoroughfare Body Corporate - Budget levy Summary for Year Ending 31 October 2025

Fund	Actual		Estimate		Estimate		Estimate		Estimate		Estimate	
	2023	% Change	2024	% Change	2025	% Change	2026	% Change	2027	% Change	2028	% Change
Administration	1,532,218	0.2%	1,533,333	0.1%	1,719,136	12.1%	1,741,021	1.3%	1,758,072	2.3%	1,775,635	2.0%
Previous years surplus utilised	- 159,232	53.1%	- 211,583	32.9%	- 126,056		-		-		-	
Sinking	850,000	(16.8)%	951,150	11.9%	1,052,300	10.6%	1,083,869	3.0%	1,116,385	6.1%	1,149,877	6.1%
Total Fund Levies	2,222,986	(9.16)%	2,272,900	2.2%	2,645,380	16.4%	2,824,890	6.8%	2,874,457	8.7%	2,925,512	3.6%
No of Lots	4,250		4,250		4,250		4,250		4,250		4,250	
Levies Per Lot												
Administration	323		311		375		410		414		418	
Sinking	200		224		248		255		263		271	
Total Levies per annum	523		535		623		665		677		689	
Change Yr on Yr	(52)		12		88		42		12		12	
% +/-	(9.04)%		2.29%		16.45%		6.74%		1.80%		1.77%	
		<i>Estimate</i>		<i>Estimate</i>								
Registered RBC's, PBC & PTBC		27		27								
Subcommittees		3		3								
Formal Meetings held per year circa		168		168								

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Sanctuary Cove Primary Thoroughfare Body Corporate - Administration Budget for Year Ending 31 October 2024

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Description	Actual 2022	Actual 2023	Budget 2024	Budget 2025	3.0%	3.0%	3.0%	Growth rate	COMMENTS
					Forecast 2026	Forecast 2027	Forecast 2028		
LEVIES ADMINISTRATION FUND	1,529,629	1,532,218	1,533,333	1,719,136	1,741,021	1,758,072	1,775,635		
less credit for previous year surplus	(104,009)	(159,232)	(211,583)	(126,056)					
NET ADMINISTRATION FUND LEVY	1,425,620	1,373,136	1,321,750	1,593,080	1,741,021	1,758,072	1,775,635		
Non-Mutual Rev - Other	787	2,079							
Mutual Revenue - Other (Incl Prior Year refund)									
TOTAL ADMIN. FUND INCOME	1,426,407	1,375,216	1,321,750	1,593,080	3,482,043	3,516,144	3,551,270		
Accounting - audit	3,113	3,310	3,352	3,511	3,511	3,511	3,511		External auditor audit of annual financial reports.
Accounting - tax services	180	220	220	220	220	220	220		External tax agent for lodgement of tax return
Admin - software licence costs	6,306	11,605	8,846	12,312	12,312	12,312	12,312		Assetfinda licence, MapInfo costs, MapInfo upgrades, Stratamax, software upgrades/purchases
Admin - meetings	348	278	365	295	295	295	295		Meetings allowance for communication equipment
Admin - IT Monthly Maintenance	10,300	10,721	11,000	11,374	11,374	11,374	11,374		Share of Cybernet monthly costs - support for Cameras, Gates, StrataMax
Admin - postage	205	171	240	181	181	181	181		Postage costs.
Admin - print/copy costs	1,077	1,030	1,200	1,093	1,093	1,093	1,093		Print copy costs.
Admin - bank charges	167	120	209	127	127	127	127		
Management Fees	373,667	454,034	403,841	496,350	506,937	521,088	535,664		Administration and Management Agreement services, from community.
Security services	71,699	66,281	78,830	85,929	97,226	100,124	103,110		Contribution to 24/7 Security services per User Agreement
Network Manager Service Fees	-	-	-	-	-	-	-		Network Service Agreement. Refer FTTH budget - PTBC 0%, PBC 100%
Consultants	26,920	9,235	10,000	9,797	9,797	9,797	9,797		Estimate allowance based on 2022/23 actuals
Legal Services	4,773	20,042	10,000	21,263	21,263	21,263	21,263		Estimate allowance based on 2022/23 actuals
Cleaning	-	1,775	-	1,883	1,883	1,883	1,883		
Debt Collection	-	2,090	500	500	500	500	500		Estimate allowance
Electrical - charged wage	17,905	22,186	27,047	23,937	23,937	23,937	23,937		Salary and Oncosts, Fuel and MV Expenses, Licences, includes estimate for 50% of an apprentice to be shared with plumbing
Electrical - Materials / Machinery	13,862	12,512	16,200	13,274	13,274	13,274	13,274		Estimate contract materials and machinery. Estimate allowance based on 2022/23 actuals
Fire Protection - audit/inspect	-	1,899	2,233	2,015	2,015	2,015	2,015		Inspection, testing and repairs. Estimate allowance based on 2022/23 actuals
Gross Pollutant Trap - MTCE	113	1,238	1,573	1,573	1,573	1,573	1,573		Gross Pollutant Trap- estimate assumes no change to 2023/24 budget
Grounds & Garden - contract	179,747	182,144	185,546	250,000	250,000	250,000	250,000		Contract - Landscape Solutions (CONTRACT ENDS 31.10.24). Expected significant increase in landscaping tender submissions.
Grounds & Garden - mulching	3,755	3,600	40,000	40,000	40,000	40,000	40,000		Based on 2023/24 budgeted
Grounds & Garden - other	49,121	38,839	45,000	45,000	45,000	45,000	45,000		General landscape maintenance , some of which will be seasonal/cyclical. Based on 2023/24 budgeted
Grounds & Garden - Tree Management	22,814	26,300	30,000	30,000	30,000	30,000	30,000		Based on 2023/24 budgeted
Hire/Rental	7,320	6,427	1,782	6,818	6,818	6,818	6,818		GCCC lease of effluent easement + 2x5%. Portable shed and Toilet rentals should no longer be required
Insurance - Brokerage	1,854	1,994	2,243	2,115	2,115	2,115	2,115		2023/2024 proposal cost (15% allocation), plus 10%
Insurance Excess	10,000	(20,000)	10,000	10,000	10,000	10,000	10,000		Allowance 1 claim - excess cost \$10,000
Insurance Premiums	83,888	80,598	86,187	85,506	85,506	85,506	85,506		Strata, public liab. Inflationary increase based on 2022/23 Actuals
Irrigation - contract	74,427	74,507	48,891	58,774	58,774	58,774	58,774		CONTRACT ENDS 31.10.23. 3 year agreement. Bringing in house to be considered.
Irrigation - Materials / Machinery	15,632	2,505	20,000	2,658	2,658	2,658	2,658		Estimate contract materials and machinery based on 2022/23 Actuals
Irrigation - Entrance Lakes Maintenance	23,778	37,415	31,200	-	-	-	-		Management of certain lakes on the golf course related to current irrigation configuration of the site was - \$6,660.66pm, 29.75% share. NIL when A class water is running. Entry lakes maintenance for 2023 and 2024 moved from Grounds & Garden- other and increased to October 2022 actual cost level.

Sanctuary Cove Primary Thoroughfare Body Corporate - Administration Budget for Year Ending 31 October 2024

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Irrigation - A class water usage	4,390	6,158	45,990	45,990	45,990	45,990	45,990	788,400 annual estimate x .20 till June 2023 and then increased to .30. PTBC Share
Plumbing - contract	6,894	7,993	13,132	8,624	8,624	8,624	8,624	Salary and Oncosts, Fuel and MV Expenses, Licences
Plumbing - materials/machinery	22,303	3,997	16,000	16,000	16,000	16,000	16,000	Estimate contract materials and machinery provision for plumbing R&M
Pest Control	2,373	1,200	2,200	2,200	2,200	2,200	2,200	Termite Bait Inspection
Mtce - animal management	41,525	109,065	100,000	100,000	100,000	100,000	100,000	Kangaroo fertility management plan Yr 5 per contract + \$20k for other animals
Repairs & Maintenance	16,685	14,815	15,000	15,000	15,000	15,000	15,000	General maintenance of common property and assets.
Repairs & Maintenance - air conditioning	3,886	2,978	5,500	5,500	5,500	5,500	5,500	Maintenance of air conditioning at the Roundhouse. Contract \$120pm. + \$4k allowance for repairs
Repairs & Maintenance - electrical	3,108	1,795	5,000	5,000	5,000	5,000	5,000	General lighting and electrical repairs
Repairs & Maintenance - fences	6,505	12,000	7,000	12,360	12,360	12,360	12,360	Allowance for fence repairs.
Repairs & Maintenance - gates	42,608	38,936	45,000	45,000	45,000	45,000	45,000	Allowance for repair. Cost previously shared with PBC.
Repairs & Maintenance - CCTV	5,105	-	5,000	5,000	5,000	5,000	5,000	General maintenance of CCTV provision for R&M
Roads	37,517	6,195	30,000	30,000	30,000	30,000	30,000	Maintenance of roads/hazard management maintained 2023/24 budget value provision
Road Sanding	17,110	19,765	21,218	22,510	22,510	22,510	22,510	Estimate for annual sanding of paved roads.
Road sweeping	19,393	19,691	21,296	26,834	26,834	26,834	26,834	Specialised Pavement Services. Projected increase on contract renewal
Signage	3,890	2,949	3,500	3,129	3,129	3,129	3,129	Provision for signage
Waste Removal - other	1,450	-	4,000	4,000	4,000	4,000	4,000	Provision for skip bin usage
Land Holding - land tax	18,128	6,875	20,239	21,251	21,251	21,251	21,251	Estimate of annual assessment based on valuation of land owned as at 30 June each year.
Land Holding - rates	6,555	6,917	7,219	7,263	7,263	7,263	7,263	Council rates and charges
Electricity - charges	80,949	92,230	89,246	101,684	101,684	101,684	101,684	LPE - Electricity supply Coombabah pump station, roundhouse, streetlighting (Origin) and other. LPE embedded network rates fixed till 31/01/2024, large increases expected to these rates.
Water Charges	1,575	1,575	-	25,000	25,000	25,000	25,000	Estimate for PTBC share of water variance amount after reconciliation to GCCC water charges
Water Meter Reads	94	-	103	103	103	103	103	External contractor cost of commercial zone quarterly water meter reads
Water Testing	-	-	-	-	-	-	-	GCCC water testing, Nil post deregistration as water provider
Workers Compensation	183	183	184	184	184	184	184	Workcover estimate
TOTAL ADMIN FUND EXPENDITURE	1,318,832	1,408,392	1,533,333	1,719,136	1,741,021	1,758,072	1,775,635	
Surplus / (Deficit)	107,574	(33,176)	(211,583)	(126,056)	1,741,021	1,758,072	1,775,635	
Refund of Surplus	-	-	-	-	-	-	-	
Opening Admin Fund Balance	263,240	370,815	337,639	337,638	211,582	1,952,604	3,710,676	
TOTAL ADMIN FUND BALANCE	370,815	337,638	126,056	211,582	1,952,604	3,710,676	5,486,311	
Number of units of entitlement	4,250	4,250	4,250	4,250	4,250	4,250	4,250	
Amount per unit of entitlement per budget	335.44	323.06	311.00	374.84	409.65	413.66	417.80	
	Actual	Actual	Budget	Budget	Forecast	Forecast	Forecast	
	2022	2023	2024	2025	2026	2027	2028	
Allocation								
Sanc Cove Golf & Country Club	2,348	2,262	2,177	2,624	2,868	2,896	2,925	
RECC Properties	335	323	311	375	410	414	418	
Mulpha Sanctuary Cove Developments	14,088	13,569	13,062	15,743	17,205	17,374	17,547	
Mulpha Sanctuary Cove Hotel	167,720	161,540	155,500	187,421	204,826	206,832	208,898	
Mulpha Sanctuary Cove Marina	67,088	64,616	62,200	74,968	81,930	82,733	83,559	
Mulpha Sanctuary Cove Marine Village	402,528	387,696	373,200	449,811	491,583	496,397	501,356	
Mulpha Sanctuary Cove Developments	6,373	6,139	5,909	7,122	7,783	7,860	7,938	
Sanctuary Cove Golf and Country Club	67,088	64,616	62,200	74,968	81,930	82,733	83,559	
PBC	670,880	646,160	622,000	749,685	819,304	827,328	835,593	
Mulpha Sanctuary Cove Investments	27,171	26,169	25,191	30,362	33,182	33,507	33,842	
	1,425,619	1,373,090	1,321,750	1,593,080	1,741,021	1,758,072	1,775,635	

Sanctuary Cove Primary Thoroughfare Body Corporate
Sinking Fund expenditure
Proposed Budget for the year ending 2025

Project	2021/22	2022/23 Budget			2023/24 Budget (Current Year)			2024/25 Forecast			2025/26 Forecast			2026/27 Forecast			2027/28 Forecast		
	Balance 31.10.22	Levy	Actual Spend	Balance	Levy	Estimated Spend	Balance	Levy	Estimated Spend	Balance	Levy	Estimated Spend	Balance	Levy	Spend	Balance	Levy	Spend	Balance
Annual Contribution - as per AssetFinda		850,000			951,150			1,052,300			1,083,869			1,116,385			1,149,877		
Facilities Compound Rental		50,000			70,000			72,240			74,552			76,937			79,399		
Livingstonia Path rental		0			25,000			25,800			26,626			27,478			28,357		
Interest received		16,000			13,632			28,609			31,684			31,007			39,227		
Total Including Interest		916,000			1,059,782			1,178,949			1,216,731			1,251,807			1,296,860		
Levy per 4250 lots		200			224			248			255			263			271		
% Change		-16.79%			11.90%			23.80%			27.51%			17.37%			9.27%		
Spend per Asset Finda																			
Bridges_PTBC	68,138	0	77,037	141,101	50,000	0	191,101	38,442	0	229,543	20,000	0	249,543	30,000	0	279,543	25,000	0	304,543
Buildings_PTBC	6,812	148,280	0	9,412	0	(35,270)	(25,857)	50,000	(6,625)	17,518	50,000	(40,000)	27,518	50,000	(46,722)	30,796	50,000	(19,200)	61,596
Electrical_Lights_PTBC	49,764	50,000	44,002	155,762	150,000	0	305,762	36,048	(20,990)	320,820	40,000	(73,849)	286,971	30,000	(14,880)	302,091	30,000	(8,260)	323,831
Facilities Equipment_PTBC	0	0	0	0	1,000	(166)	834	166	0	1,000	20,000	(16,176)	4,824	10,000	(3,886)	10,938	5,000	0	15,938
FTTH_PBC	554,200	(824,651)	0	554,200	171,000	0	725,200	99,452	0	824,652	0	0	824,652	0	0	824,652	0	0	824,652
Harbour_PTBC (including revetment walls)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hydraulic & Electrical Supplies	148	14,225	5,732	(5,584)	0	0	(5,584)	700	0	(4,884)	0	0	(4,884)	5,000	0	116	5,000	0	5,116
Irrigation_Control_PTBC (inc A Class water)	803,458	0	1,050,578	(247,121)	295,525	0	48,404	0	0	48,404	(45,000)	0	3,404	0	0	3,404	340,000	0	343,404
Irrigation_Mains_PTBC	315,525	0	0	315,525	(315,525)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Irrigation_Valves_PTBC	87,015	0	0	88,015	0	(1,936)	86,079	0	0	86,079	20,000	0	106,079	20,000	0	126,079	20,000	0	146,079
Kerb_PTBC	(157,413)	268,391	58,980	(166,393)	20,000	0	(146,393)	375,000	(16,996)	211,612	340,187	(450,000)	101,799	110,000	0	211,799	20,000	0	231,799
Landscape_PTBC (including parks and playgrounds)	373,494	120,388	51,696	571,799	20,000	(30,000)	561,799	0	(30,000)	531,799	40,000	(36,172)	535,627	40,000	(100,000)	475,627	120,000	(100,000)	495,627
Path_PTBC	337,199	55,000	39,434	347,765	1,000	(207,000)	141,765	110,000	0	251,765	40,000	(243,000)	48,765	30,000	0	78,765	20,000	0	98,765
Pumps_PTBC	2,426	30,000	79,886	(27,459)	21,598	(10,000)	(15,862)	30,000	(10,000)	4,138	50,000	(48,400)	5,738	50,000	(28,435)	27,303	40,000	(24,058)	43,245
Reports	49,198	20,000	4,850	64,348	0	(20,000)	44,348	10,000	(20,000)	34,348	20,000	(20,000)	34,348	50,000	(20,000)	64,348	30,000	(20,000)	74,348
Roads_PTBC (including parking)	(180,403)	521,609	0	(180,403)	0	0	(180,403)	0	0	(180,403)	277,967	(600,000)	(502,436)	176,178	0	(326,258)	40,000	0	(286,258)
Security_System_PTBC	49,787	11,000	28,654	56,723	2,000	0	58,723	50,000	(38,522)	70,201	100,000	(80,212)	89,989	100,000	(14,575)	175,414	50,000	(16,355)	209,058
Stormwater_Line_PTBC	50,000	0	0	50,000	0	0	50,000	(45,000)	0	5,000	0	0	5,000	0	0	5,000	0	0	5,000
Stormwater_Point_PTBC	37,100	0	0	37,100	0	0	37,100	72,400	0	109,500	0	0	109,500	0	0	109,500	0	0	109,500
Switchboard_Meter_PTBC	80,000	0	0	90,000	0	(12,100)	77,900	0	(18,150)	59,750	10,000	(12,100)	57,650	5,000	(2,420)	60,230	10,000	(18,480)	51,750
Wall_Fences_PTBC (including gates)	(252,518)	247,000	68,315	(245,832)	292,148	(350,000)	(303,684)	103,269	0	(200,415)	105,000	(15,972)	(111,387)	173,482	(176,524)	(114,429)	94,899	(16,724)	(36,254)
Wastewater_Line_PTBC	413,712	(16,766)	0	413,712	0	0	413,712	0	0	413,712	5,000	0	418,712	50,000	0	468,712	25,000	0	493,712
Wastewater_MH_PTBC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Wastewater_RM_PTBC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Water_Lines_PTBC	150,000	0	0	150,000	0	0	150,000	33,341	0	183,341	80,371	0	263,712	285,186	(500,000)	48,898	300,000	0	348,898
Water_Point_PTBC (includes sluice valves, fire hydrants, water meters)	(103,110)	209,714	0	(93,110)	0	(10,000)	(103,110)	0	(38,701)	(141,811)	25,000	(25,900)	(142,711)	20,000	0	(122,711)	15,000	(14,450)	(122,161)
WW_H_Connection_PTBC	71,120	0	0	71,120	0	0	71,120	0	0	71,120	0	0	71,120	5,000	0	76,120	20,000	0	96,120
New Asset - Facilities Compound	(408,812)	61,810	231,213	(578,215)	351,036	0	(227,179)	208,170	0	(19,010)	11,245	0	(7,765)	5,000	0	(2,765)	30,000	0	27,235
Vehicles	(0)	0	23,464	(23,464)	0	0	(23,464)	0	0	(23,464)	0	0	(23,464)	0	0	(23,464)	0	0	(23,464)
Total Spend	2,396,841	916,000	1,763,841	1,549,001	1,059,782	(676,471)	1,932,311	1,171,988	(199,984)	2,904,315	1,209,770	(1,661,781)	2,452,304	1,244,846	(907,442)	2,789,708	1,289,899	(237,528)	3,842,079

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PRIMARY THROUGHFARE BODY CORPORATE

Budgeted Levy split - Year End 31 October 2025

(exc. GST)

	Lots	ADMIN FUND LEVY					SINKING FUND LEVY					TOTAL				
		1st Qtr Budget	2nd Qtr Budget	3rd Qtr Budget	4th Qtr Budget	TOTAL	1st Qtr Budget	2nd Qtr Budget	3rd Qtr Budget	4th Qtr Budget	TOTAL	1st Qtr Budget	2nd Qtr Budget	3rd Qtr Budget	4th Qtr Budget	TOTAL
Per Lot		93.71	93.71	93.71	93.71	374.84	61.90	61.90	61.90	61.90	247.60	155.61	155.61	155.61	155.61	622.44
Sanc Cove Golf & Country Club	7	655.97	655.97	655.97	655.97	2,623.90	433.30	433.30	433.30	433.30	1,733.20	1,089.27	1,089.27	1,089.27	1,089.27	4,357.10
RECC Properties	1	93.71	93.71	93.71	93.71	374.84	61.90	61.90	61.90	61.90	247.60	155.61	155.61	155.61	155.61	622.44
Mulpha Sanctuary Cove Developments	42	3,935.84	3,935.84	3,935.84	3,935.84	15,743.38	2,599.80	2,599.80	2,599.80	2,599.80	10,399.20	6,535.64	6,535.64	6,535.64	6,535.64	26,142.58
Mulpha Sanctuary Cove Hotel	500	46,855.29	46,855.29	46,855.29	46,855.29	187,421.16	30,950.00	30,950.00	30,950.00	30,950.00	123,800.00	77,805.29	77,805.29	77,805.29	77,805.29	311,221.16
Mulpha Sanctuary Cove Marina	200	18,742.12	18,742.12	18,742.12	18,742.12	74,968.47	12,380.00	12,380.00	12,380.00	12,380.00	49,520.00	31,122.12	31,122.12	31,122.12	31,122.12	124,488.47
Mulpha Sanctuary Cove Marine Village	1,200	112,452.70	112,452.70	112,452.70	112,452.70	449,810.79	74,280.00	74,280.00	74,280.00	74,280.00	297,120.00	186,732.70	186,732.70	186,732.70	186,732.70	746,930.79
Mulpha Sanctuary Cove Developments	19	1,780.50	1,780.50	1,780.50	1,780.50	7,122.00	1,176.10	1,176.10	1,176.10	1,176.10	4,704.40	2,956.60	2,956.60	2,956.60	2,956.60	11,826.40
Sanctuary Cove Golf and Country Club	200	18,742.12	18,742.12	18,742.12	18,742.12	74,968.47	12,380.00	12,380.00	12,380.00	12,380.00	49,520.00	31,122.12	31,122.12	31,122.12	31,122.12	124,488.47
Mulpha Sanctuary Cove Investments	81	7,590.56	7,590.56	7,590.56	7,590.56	30,362.23	5,013.90	5,013.90	5,013.90	5,013.90	20,055.60	12,604.46	12,604.46	12,604.46	12,604.46	50,417.83
PBC	2,000	187,421.16	187,421.16	187,421.16	187,421.16	749,684.66	123,800.00	123,800.00	123,800.00	123,800.00	495,200.00	311,221.16	311,221.16	311,221.16	311,221.16	1,244,884.66
	4,250	398,269.97	398,269.97	398,269.97	398,269.97	1,593,079.89	263,075.00	263,075.00	263,075.00	263,075.00	1,052,300.00	661,344.97	661,344.97	661,344.97	661,344.97	2,645,379.89

Draft version



CLASS A WATER PROJECT – ENERGEX WORKS

DISTRIBUTION: CSC	ATTACHMENTS: 1	DATE: May 2024
<p>MOTION that the PBC EGM approve the engagement of TEW to undertake the supply and installation of electrical infrastructure works as required by Energex. Costs are to be apportioned between the PBC 70% \$222,778.80 Inc GST and PTBC 30% \$95,476.63 Inc GST with funds to be expensed from Sinking Fund – 222601 Irrigation Control.</p> <p>Furthermore, it is noted that due to the contractor's responsibility for the engineering and submission of the electrical application to Energex, only one (1) quote was sourced. Therefore, approves the reduction in the mandated number of quotes to be obtained from three (3) to one (1).</p>		

Objective

To engage TEW to complete the electrical infrastructure works, as approved by Energex, in preparation for the electrical connection for the Class A Water Project. This includes the installation of a pad mount transformer on a raised platform, construction of a concrete pit, and the under bore installation across the road for conduits, ensuring compliance with Energex specifications and current flood level requirements.

Background

Initially, TEW was engaged by the principal contractor, Hydro Vision, to manage the electrical engineering component of the Class A Water Project. Since the Energex connection was not included in the tendered/contracted works, a variation to the contract was always necessary.

Recognising TEW's expertise and existing involvement in the electrical aspect of the project, a meeting was convened to determine the optimal approach for handling this additional aspect of the project. It was collectively agreed that it would be in the best interest of the overall project for Hydro Vision to manage this aspect of the project in conjunction with TEW, leading to the issuance of Variation 3 to facilitate its execution.

Unfortunately, delays resulting from external factors beyond the control of the PBC/PTBC led to the lapse of Energex application in November 2023. In response to these circumstances, it was considered prudent to directly engage TEW for the application and infrastructure works component, thereby streamlining the process for all involved parties.

Subsequently, the design and application have since been resubmitted. Energex provided design approval April 2024 and advised that the necessary works can now proceed in preparation for the Energex transformer installation and connection. It is anticipated that these works will be finalised and ready for connection August/September 2024.



CLASS A WATER PROJECT – ENERGEX WORKS

Scope of works

Pad mount Transformer Installation: Due to current Q100 flood levels, the transformer is to be installed on a raised platform 1.5m from ground level. Installation of a raised PMT (Pad Mount Transformer) site inclusive of the following as per approved Energex design,

- Retaining walls,
- Fencing,
- Site Earthing,
- Site Reinstatement.
- Supply of materials
- Supply of labour and machinery
- Install sand backfill once pad mount transformer is energised by Energex.
- Install pad mount transformer concrete surround.

Concrete Pit: Energex has requested a concrete pit, which involves substantial additional costs.

Despite efforts to negotiate, Energex did not approve any alternatives.

- Installation of a Type 3 cable pit as per Energex Specifications.
- Supply of materials
- Supply of labour and machinery

Under Bore Installation: Energex requires an under bore across Caseys Road for the installation of conduits.

- Electrical under bore on Casey's Road.
- Installation as per Energex conduiting and compliance.
- Works to be undertaken at nighttime.
- Supply of Traffic control and appropriate permits.

Electrical and civil design in accordance with Energex standards and specifications

- IFC and as-constructed drawing submission
- RPEQ certification.
- Site surveying.
- Legal and title lodgement with the Land Title Office.

Pricing

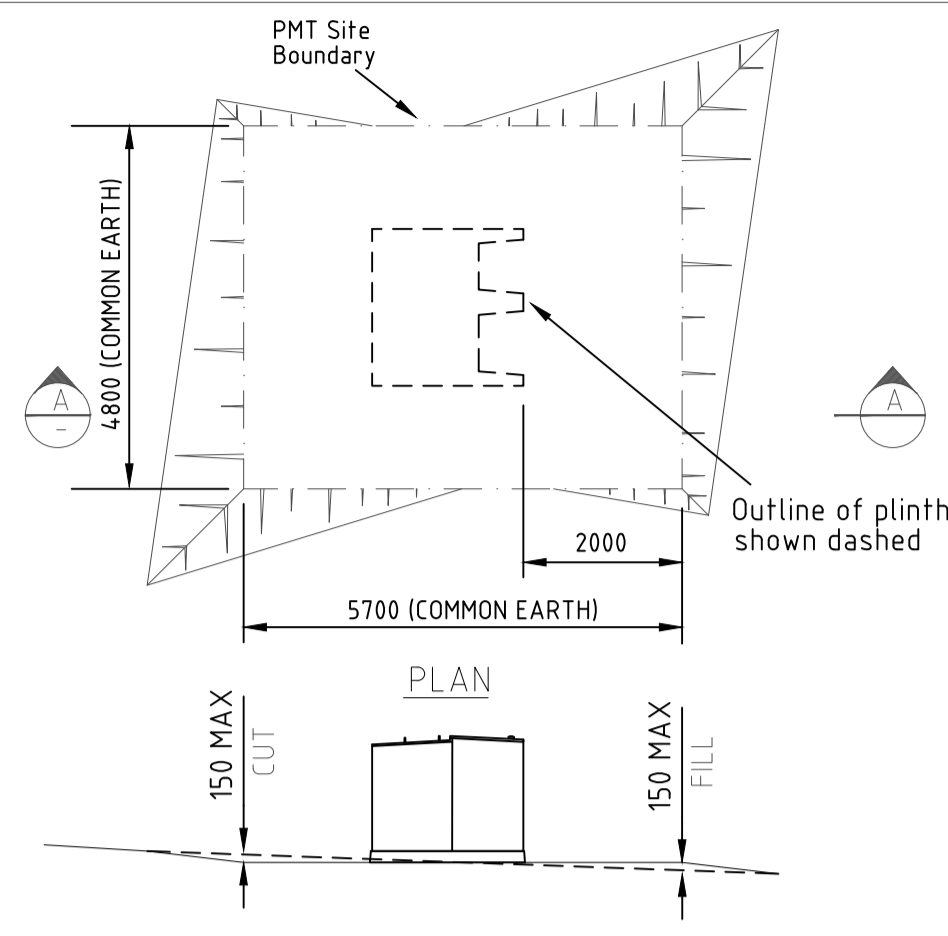
DESCRIPTION	Total ex GST
Raised PMT site	\$115,385.00
Type 3 Cable Pit	\$91,885.00
Electrical Design	\$34,545.00
Electrical Under Bore	\$42,535.00
TEW Project Management and Site Supervision	\$28,800.00
Minus Cost for Previously Claimed Money	-\$23,826.88
Total fixed Price	\$289,323.12



CLASS A WATER PROJECT – ENERGEX WORKS

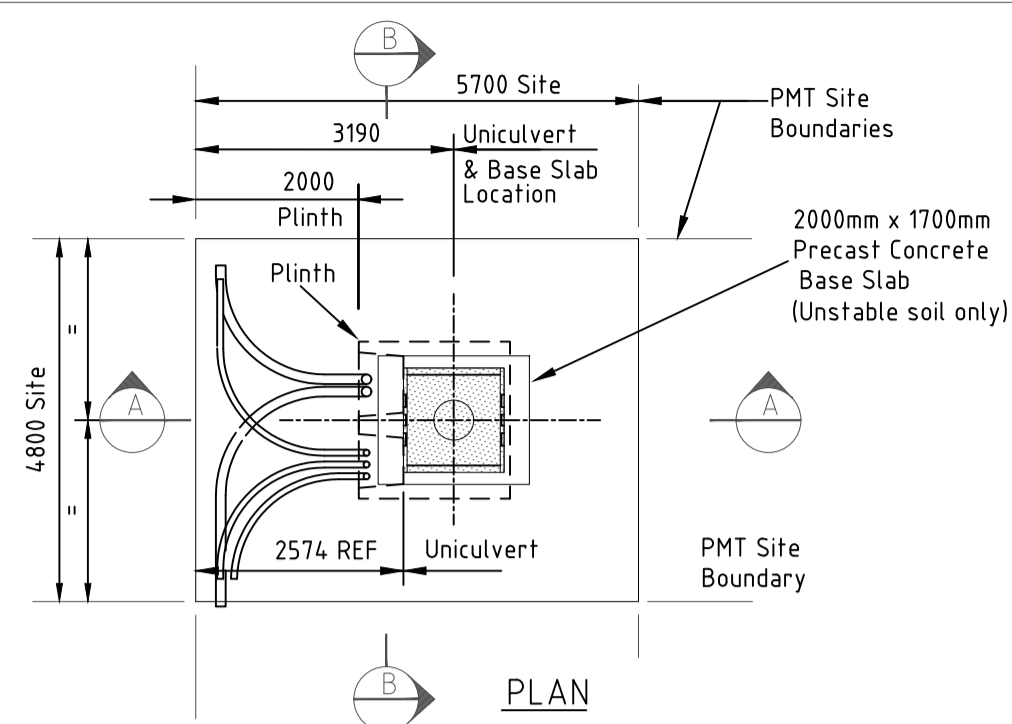
Attachments

1. Quote 55274-02_0
2. Energex Padmount transformer plan and details

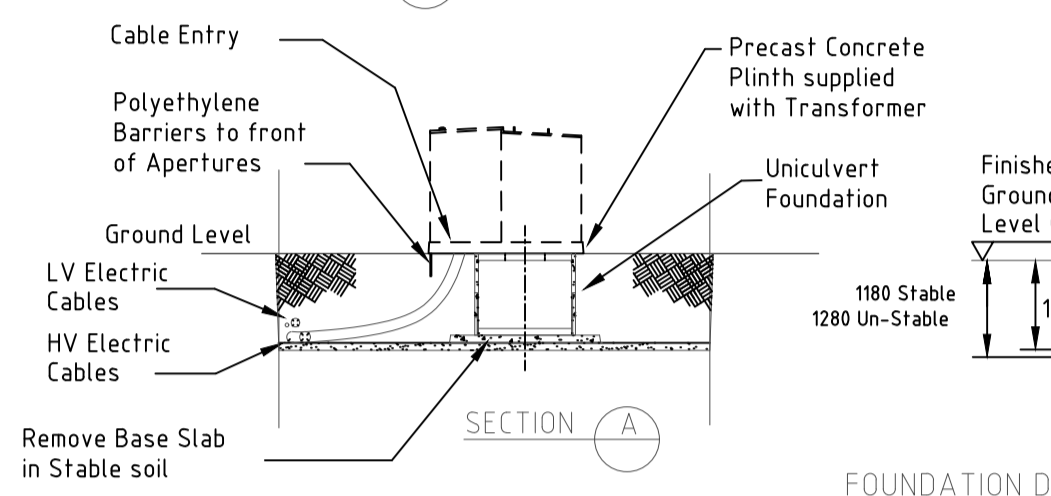


- NOTE:**
- ENERGEX's padmount clearance zone shall be levelled and surrounding area graded to ensure no water ponding.
 - No services other than the ENERGEX's electric cables shall pass through this substitution site.
 - Clear access to the transformer shall be maintained for ENERGEX's personnel and heavy equipment.
 - After installation is complete the site surface is to be finished with a concrete slab.
 - Mature landscaping (including trees, sprinklers etc.) shall not encroach onto the substitution site.

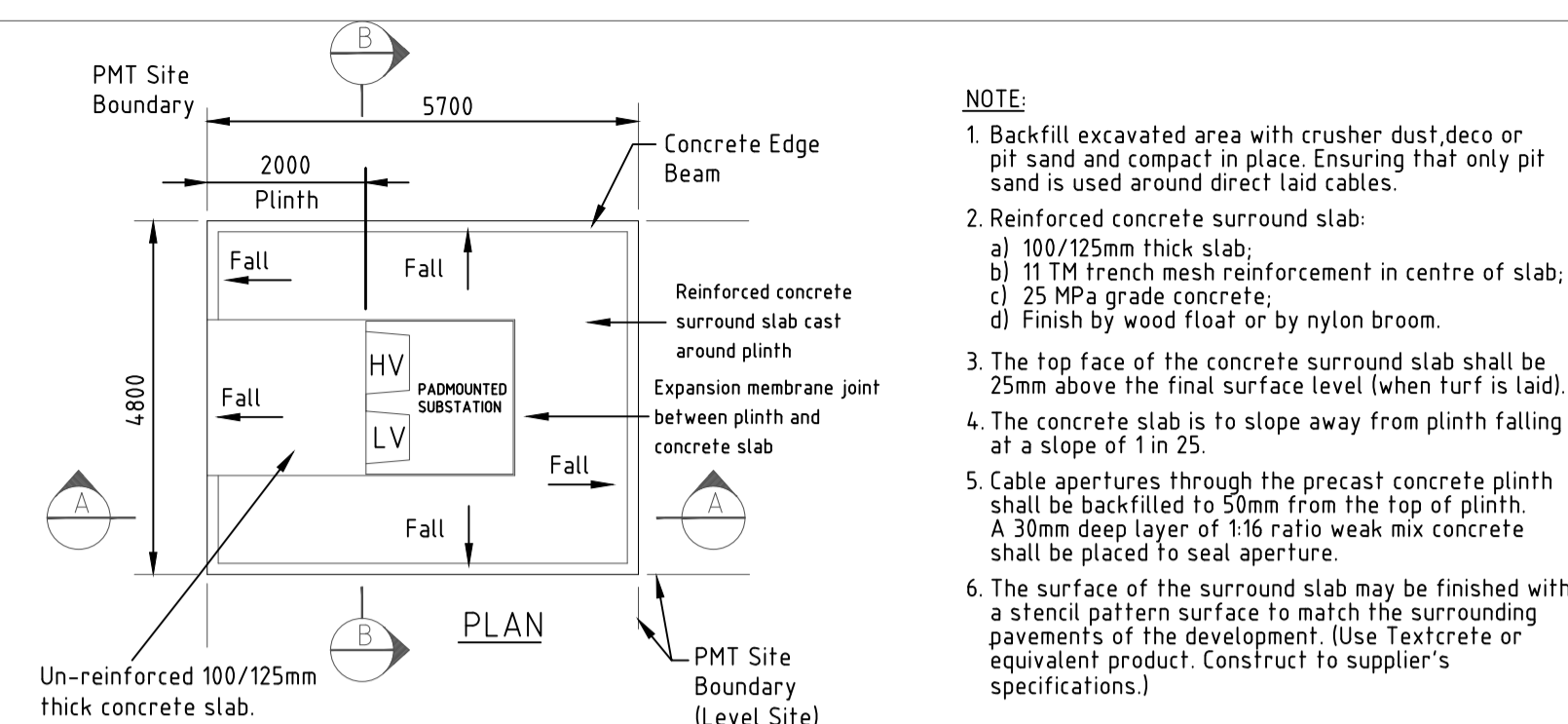
SITE PREPARATION DETAIL



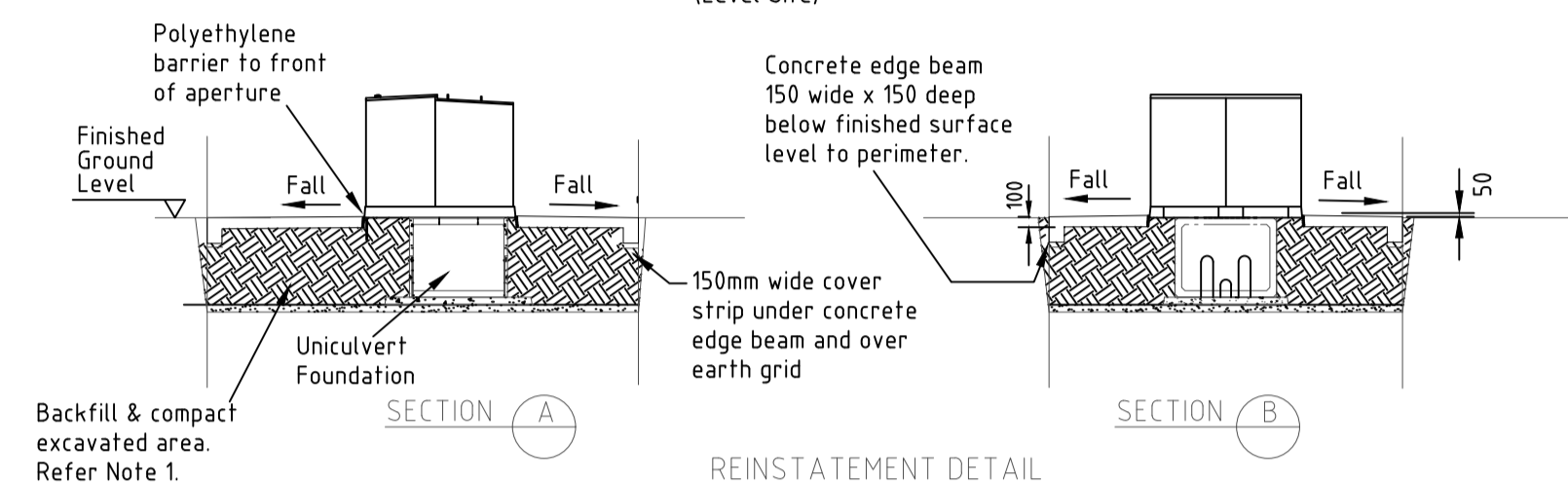
- NOTES:**
- Foundation design details are as follows:
 - Unstable soils are soft clay to sandy gravel with a soil strength 50 - 150 kPa. These soil types REQUIRE a base slab as shown.
 - Stable soils are very stiff clay to shale/rock with soil strength of 150kPa or higher. These soil types DO NOT REQUIRE a base slab.
 - Lift uniculvert and base slab separately with 4 x 13" Reid Swiflith lifting eyes.
 - Position top face of Uniculvert at finished ground level. (Refer Civil Construction Drawings)
 - Installed Uniculvert shall be level.
 - If deep excavation is required under transformer cubset and in front of foundation, plinth front edge shall be propped while excavation remains open.
- Foundation Components:**
- 1 x Uniculvert (Stock Code 19959)
 - 2 x End Walls (Stock Code 19959)
 - 1 x Base Slab (Stock Code 19958)
- Uniculvert and End Walls come assembled with a Layer of Preformed Sealant to the perimeter of the Uniculvert End and between the Mating Surfaces.
- Only remove minimum Knockout Area required to pass Conduits (Max. Conduit 150mm Nom. Dia) or Cables through uniculvert void by tapping out Concrete.
 - Seal between conduits/cables and concrete end wall at knockout interface by grouting with high strength sand and cement grout after conduit installation to prevent entry of vermin and backfill ingress to uniculvert void.
 - Excavate to property boundaries to facilitate installation of earth grid.
 - Consumer's mains (where present) shall not cross HV mains or run back under transformer.



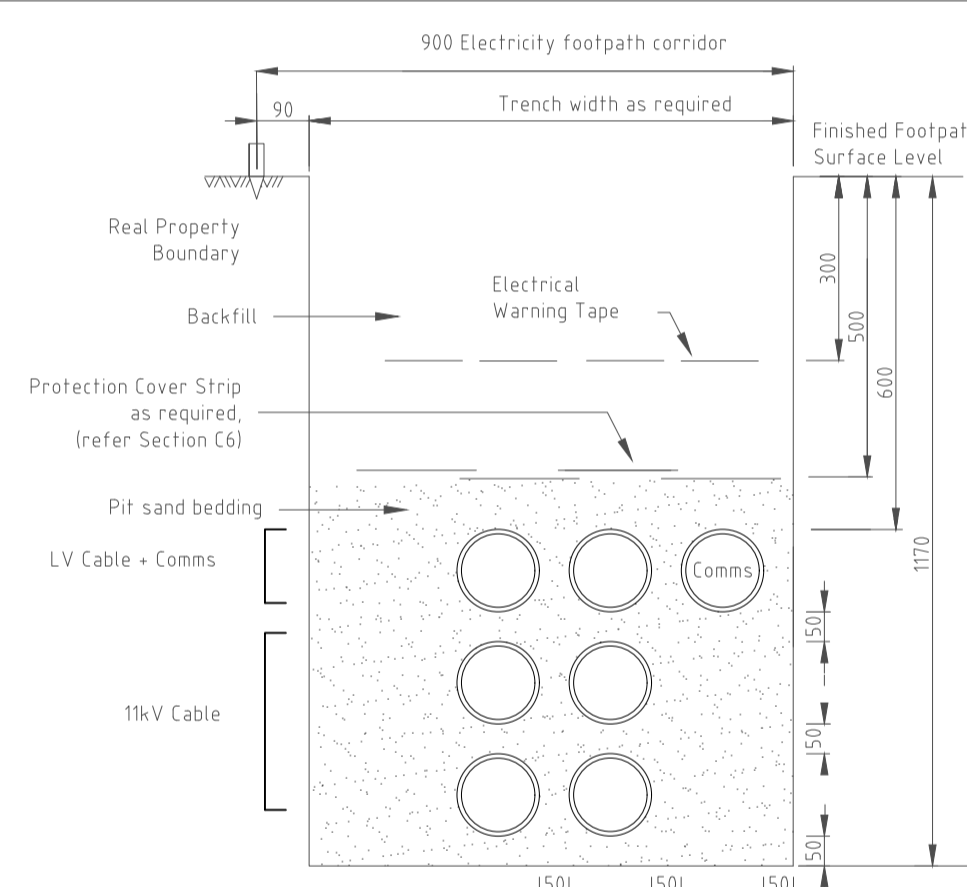
FOUNDATION DETAIL



- NOTE:**
- Backfill excavated area with crusher dust deco or pit sand and compact in place. Ensuring that only pit sand is used around direct laid cables.
 - Reinforced concrete surround slab:
 - 100/125mm thick slab;
 - 11 Mm French mesh reinforcement in centre of slab;
 - 25 MPa grade concrete;
 - Finish by wood float or by nylon broom.
 - The top face of the concrete surround slab shall be 25mm above the final surface level (when turf is laid).
 - The concrete slab is to slope away from plinth falling at a slope of 1 in 25.
 - Cable apertures through the precast concrete plinth shall be backfilled to 50mm from the top of plinth. A 30mm deep layer of 1:16 ratio weak mix concrete shall be placed to seal aperture.
 - The surface of the surround slab may be finished with a stencil pattern surface to match the surrounding pavements of the development. (Use Textcrete or equivalent product. Construct to supplier's specifications.)



REINSTATEMENT DETAIL

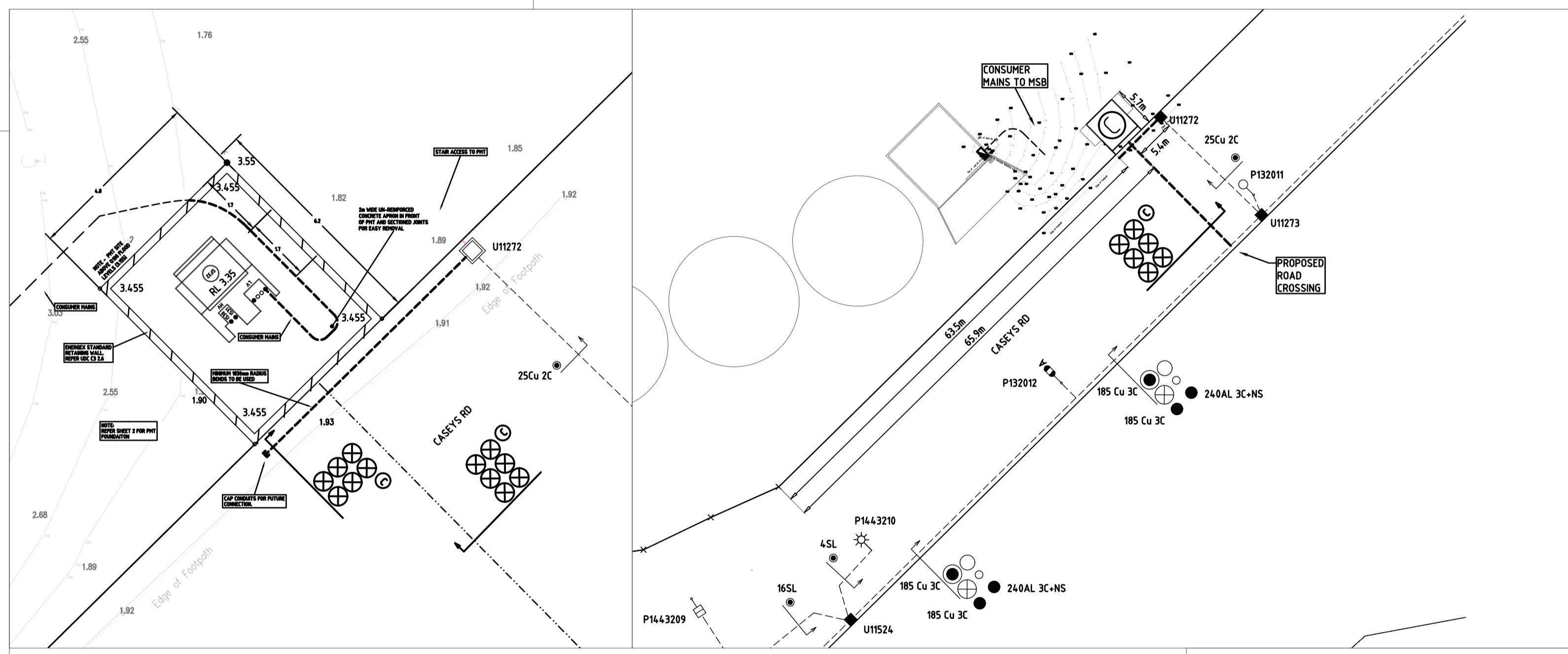


TYPICAL CROSS SECTION - 11kV AND C&I (FOOTPATH ON PUBLIC ROADS)

- Notes:**
- ENERGEX Communication conduit to be 100mm while located top kerbside.
 - Power cable conduits to be 125mm orange, light duty.
 - Separation for conduits - 50mm minimum up to 160mm desirable.
 - Increased cover required for road crossings.
 - Select Backfill and Pit sand bedding complying with ENERGEX UDCM Section C2
 - For de-rating factors for cables in duct bank, refer to the Plant Rating Manual

NOTES:

- CABLE CONDUIT SHALL BE OF THE FOLLOWING TYPE: LIGHT DUTY ELECTRICAL CONDUIT TO AS/NZS 2053. CONDUIT BENDS SHALL HAVE A MINIMUM RADIUS OF 1830mm.
- CONDUITS SHALL BE 125mm ORANGE FOR ELECTRICAL AND 100mm WHITE (LOCATED TOP KERBSIDE) AS SPECIFIED BY ENERGEX AND SHALL BE SUPPLIED AND INSTALLED BY THE DEVELOPER OR ENERGEX. CONDUITS SHALL BE SECURELY SEALED TO PREVENT INGRESS OF DIRT UNTIL CABLE INSTALLATION AND THEN RESEALED.
- EACH CONDUIT TO BE FITTED WITH A 6mm BRAID POLYPROPYLENE DRAW ROPE TO PULL IN HAULAGE ROPE. (MINIMUM BREAKING STRENGTH OF 10kN)
- ENERGEX MAY NEED TO INSTALL AN EARTH WIRE AND EARTH RODS IN CONDUIT TRENCHES FROM THE SUBSTATION SITE.
- ELECTRICITY SUPPLY CONDUITS AND CABLES SHALL HAVE POLYMERIC CABLE PROTECTION COVER STRIPS PLACED 100mm ABOVE THE TOP CONDUIT FACE OF THE ELECTRICITY SUPPLY CONDUITS AND CABLES. CABLE PROTECTION COVER STRIP SHALL BE LAPPED WHEN PLACED TOGETHER, 100mm MINIMUM ALONG THE LONGITUDINAL AXIS, 40mm MINIMUM ALONG THE TRANSVERSE AXIS AND SHALL EXTEND 40mm MINIMUM PAST THE EXTERNAL EDGES OF THE CONDUIT/CABLE BANK.
- POLYMERIC CABLE PROTECTION COVER SHALL BE A MINIMUM OF 5mm THICK AS DESCRIBED IN THE AUSTRALIAN STANDARD; AS4702 FFR POLYMERIC CABLE PROTECTION COVERS.
- REDUCED CONDUIT SEPARATION MAY BE ACCEPTED TO AVOID SPECIFIC OBSTACLES
- MIN. DEPTHS SHOWN ARE THOSE DEPTHS REQUIRED BY CODE OF PRACTICE, WORKS (MINOR ROADS) AND DMR (ARTERIAL ROADS).



SITE DETAIL PLAN

SITE PLAN

Note
ENERGEX will not commission the transformer until the transformer site has been completed to ENERGEX specifications (including the concrete surround).

ENERGEX specifications for construction of the transformer site and installation of conduits on private property are available at the following web address:
https://apps.energex.com.au/service_providers/technical_docs/asp/technical_documents.asp

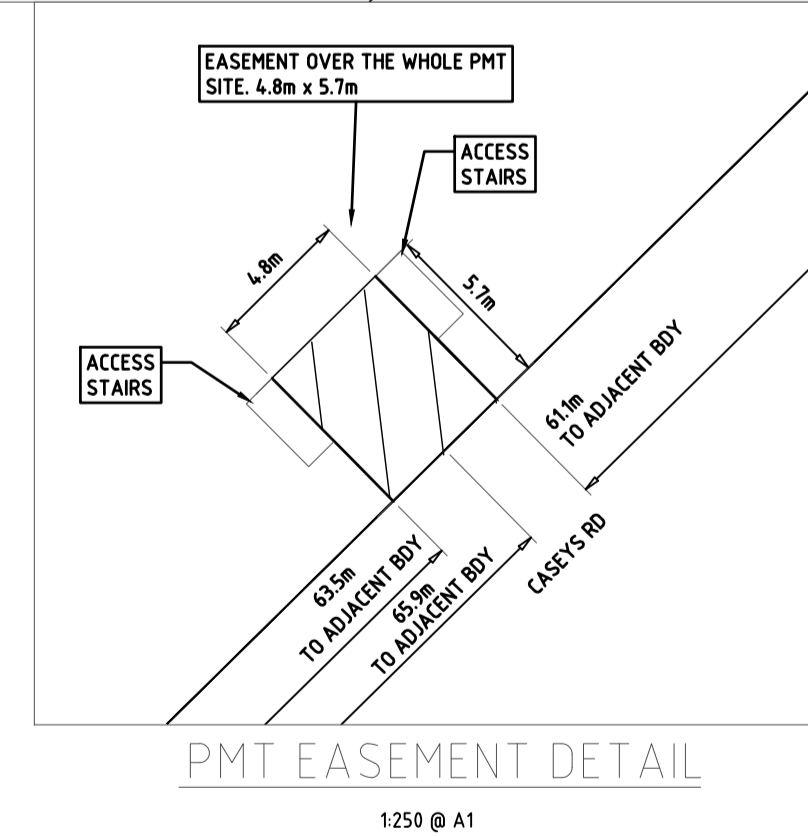
Underground Distribution Construction Manual
Section C1 - Conduits
Section C2 - Excavations & Reinstatements
Section C3 - Padmount Transformer Sites

The site contractor is to refer all substitution construction queries to their electrical consultant.

REQUIRED TASKS	DATE COMPLETED		CHECKED BY
	YES	NO	
CUSTOMER RESPONSIBILITIES			
24 HOUR ACCESS PROVIDED			
PADMOUNTED SUBSTATION SITE IS LEVEL			
PADMOUNTED SUBSTATION SITE SIZE - 5.7M x 4.8M			
RETAINING WALLS (UNCL. RPEQ APPROVAL IF REQUIRED)			
PADMOUNTED SUBSTATION SITE IS CLEAR OF ALL SERVICES			
CORRECT FOUNDATION INSTALLED			
CONDUITS ARE INSTALLED (INCLUDING BUNGS & DRAW WIRES)			
CONDUITS TRENCHES BACKFILLED & COMPACTED			
FENCES INSTALLED			
HAVE 2000mm DEDICATED CLEAR ZONE IN FRONT OF PLINTH			
CUSTOMER RESPONSIBILITIES PRIOR TO COMMISSIONING			
SITE BACKFILLED & COMPACTED (INCLUDING UNDER PLINTH)			
BOUNDARY SURROUND & SITE SURFACE CONCRETED			
AREA SUITABLY DRAINED (NO PONDING)			
SITE CLEANED-UP NEATLY			

NOTE: X if applicable

- Notes:**
- Substation site complies with clearances from Hazardous Area. No hazardous substances on site.
 - Substation site not located within 10m from a Hydrant as per AS24-19.1
 - External works to be completed by builder/developer. (Footpath conduits, bollards etc.)
 - PMT site to be inspected and handed to Energex at least 6 weeks prior to supply date.
 - Proposed substitution floor 75mm above interim Residential Flood level (IRFL)
 - Minimum 2m clearance required between PMT earth grid and any Telstra plant.
 - Padmount site shall not be located within 3m from a Gas Station as per AS/NZS 5601.1
 - Civil RPEQ certification (form 16) required to certify all civil construction works by customer



PMT EASEMENT DETAIL

DATE	DESCRIPTION
05/02/24	PRELIMINARY ISSUE FOR INFORMATION ONLY.

56 CASEYS RD
HOPE ISLAND, 4212

23-0362-01

FOR FURTHER INFORMATION PLEASE CONTACT : LUKE ARACE PETER EUSTACE & ASSOCIATES (07-55961425)

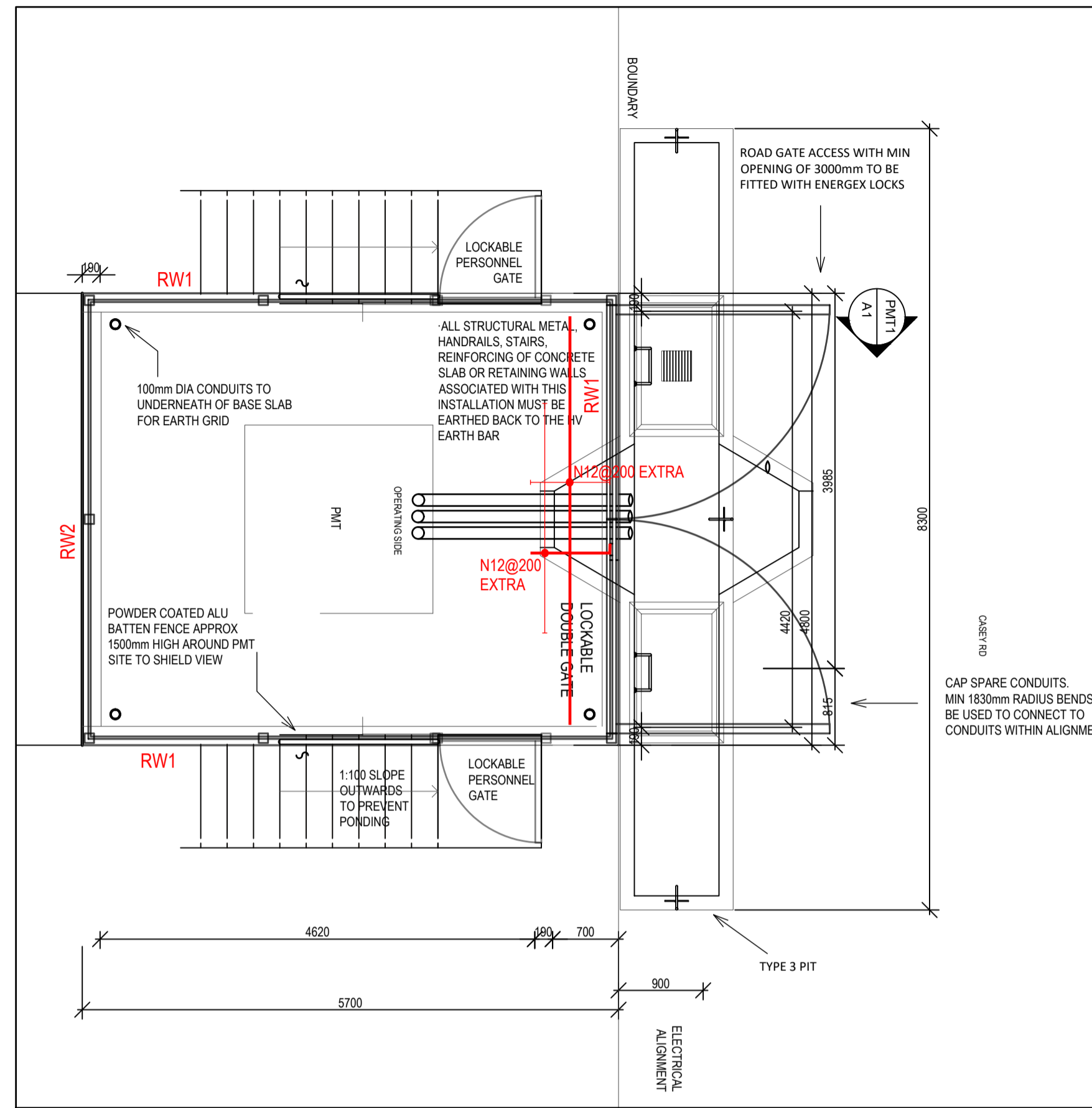
CULVERT INSPECTION REQUIRED BEFORE TRANSFORMER IS DELIVERED - 5 BUSINESS DAYS PRIOR NOTICE NEEDED.
CONDUITS INSPECTION REQUIRED PRIOR TO BACKFILLING
CONTACT MATHEW RITCHIE PH. 0409766249 EMAIL: matthewritchie@energex.com.au
TRANSFORMER WILL NOT BE ENERGISED UNTIL ALL REQUIREMENTS ARE MET.

ENERGEX
PADMOUNT CONSTRUCTION
GENERAL LAYOUT DRAWINGS
LANDLOCKED
COMMON EARTHING

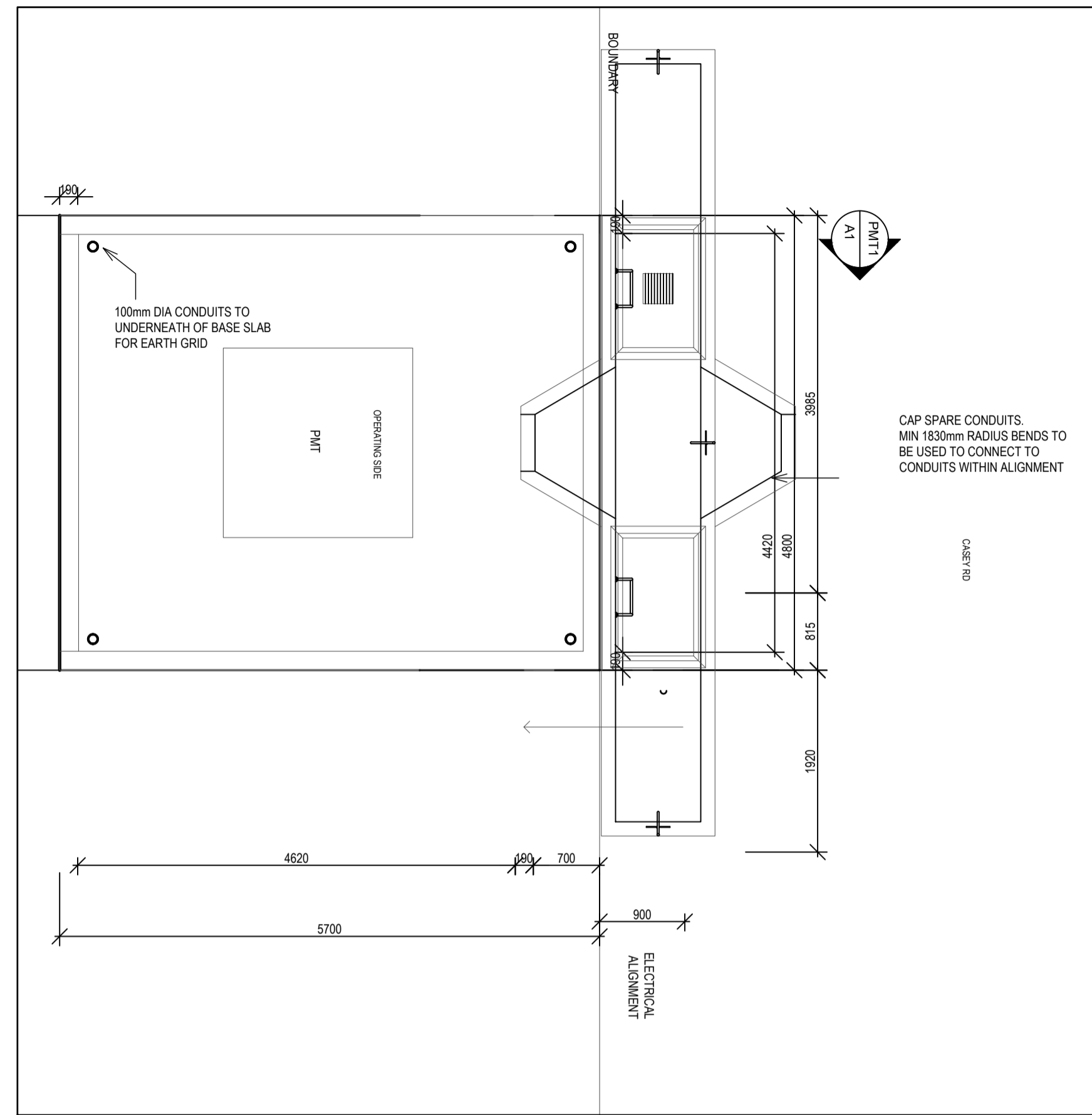
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APPROVED: DESIGN DATE: FILE:

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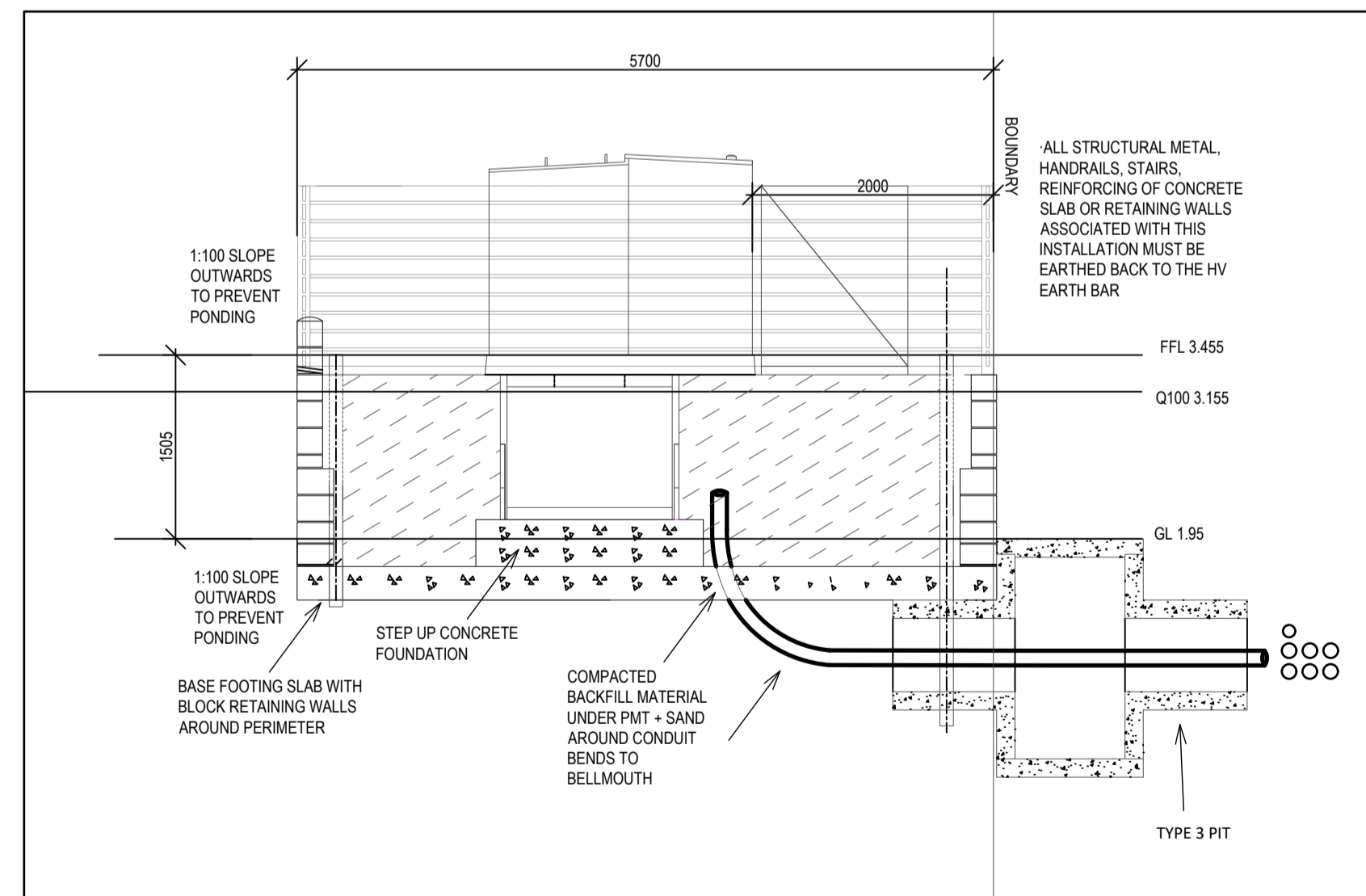
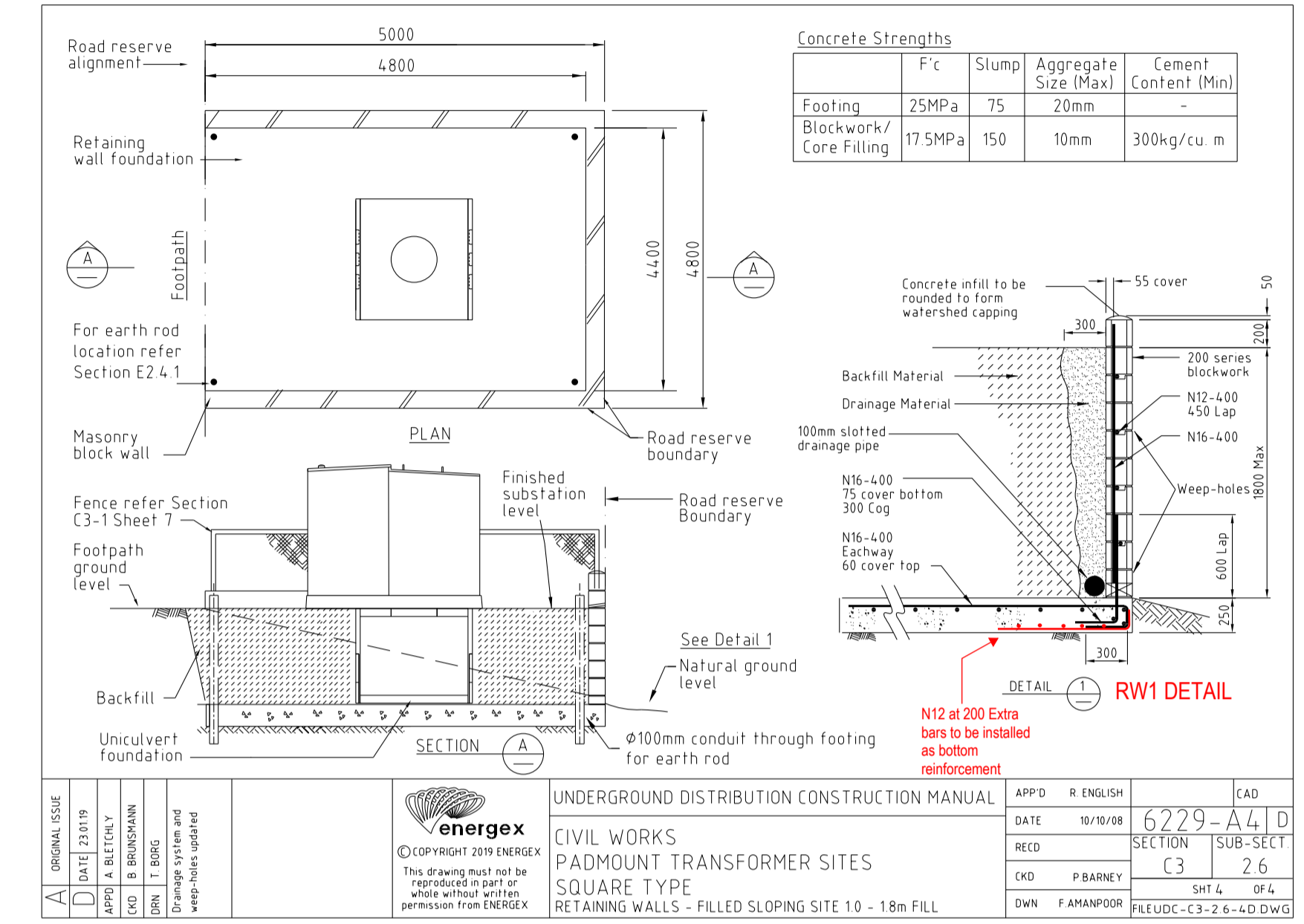
SHEET 1 of 4



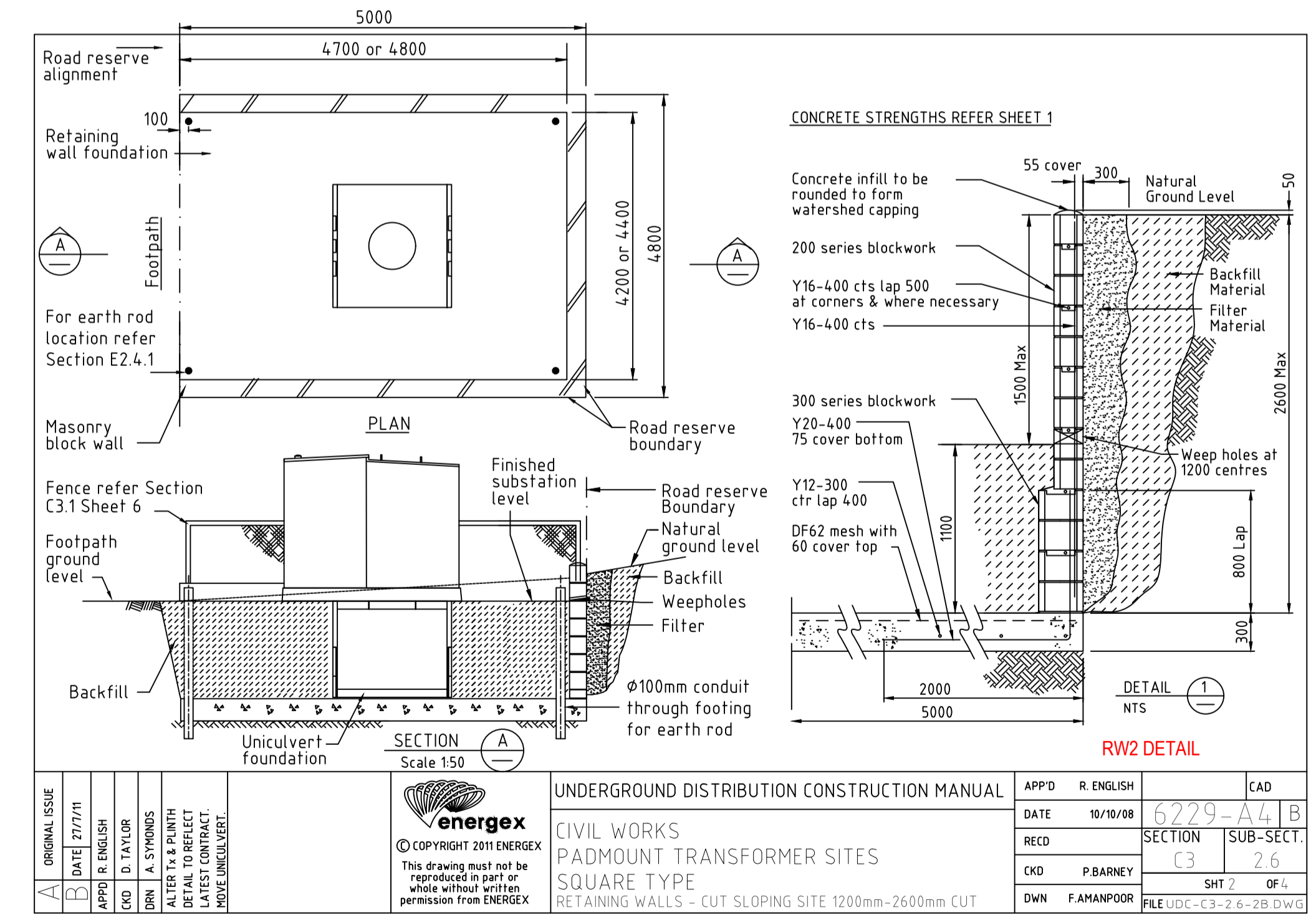
PMT SITE - TOP-DOWN VIEW - FFL
1:50@A1



PMT SITE - TOP-DOWN VIEW - GL
1:50@A1



PMT SITE - SECTION A1
1:50@A1



OSKA CONSULTING GROUP
Project: 56 CASEYS ROAD, HOPE ISLAND, 4212
Title: ENERGETX PADMOUNT TRANSFORMER PLAN & DETAILS
Drawn By: AP Date: 04.04.2024 Scale: NTS
Drawing No: ST-SK02 Rev: B

OSKA CONSULTING GROUP
OSKA Structural Consultants Pty Ltd
The OSKA Consulting Group - 90/Box 429 Brisbane Town Centre
ABN 48 207 148 Queensland Australia 429
Suite 8 Corporate House Telephone: +61 7 552 7744
170 Victoria Parade Email: info@oska.net.au
Verde Lakes Q 4227 www.oska.net.au
We, OSKA Consulting Group, being Structural Engineers, hereby certify that the office has undertaken the design of the structural engineering elements, shown on the drawing.
This abovementioned building work has been designed in accordance with the relevant provisions of the Standard Building Regulations, Part 91 of the BCA and the relevant Australian Standard Codes and following accepted engineering practice and principles, in accordance with the standards which it may be subjected, calculated in accordance with the relevant design codes.
Mark D'Arcy
RPEQ No: 9369 04.04.24
OSKA PROJECT No: 23298_2

DATE	DESCRIPTION
05/02/24	FOR INFORMATION ONLY

56 CASEYS RD
HOPE ISLAND, 4212

PE CONSULTING ENGINEERS
STREET ADDRESS: U14, 39 Lawrence Dr, Naurangi QLD 4211
POSTAL ADDRESS: PO Box 2835, Nering DC, QLD 4211
TELEPHONE: (07) 5596 1425
EMAIL: info@pece.com.au
WEB: pece.com.au

23-0362-01

FOR FURTHER INFORMATION PLEASE CONTACT : LUKE ARACE PETER EUSTACE & ASSOCIATES (07-55961425)

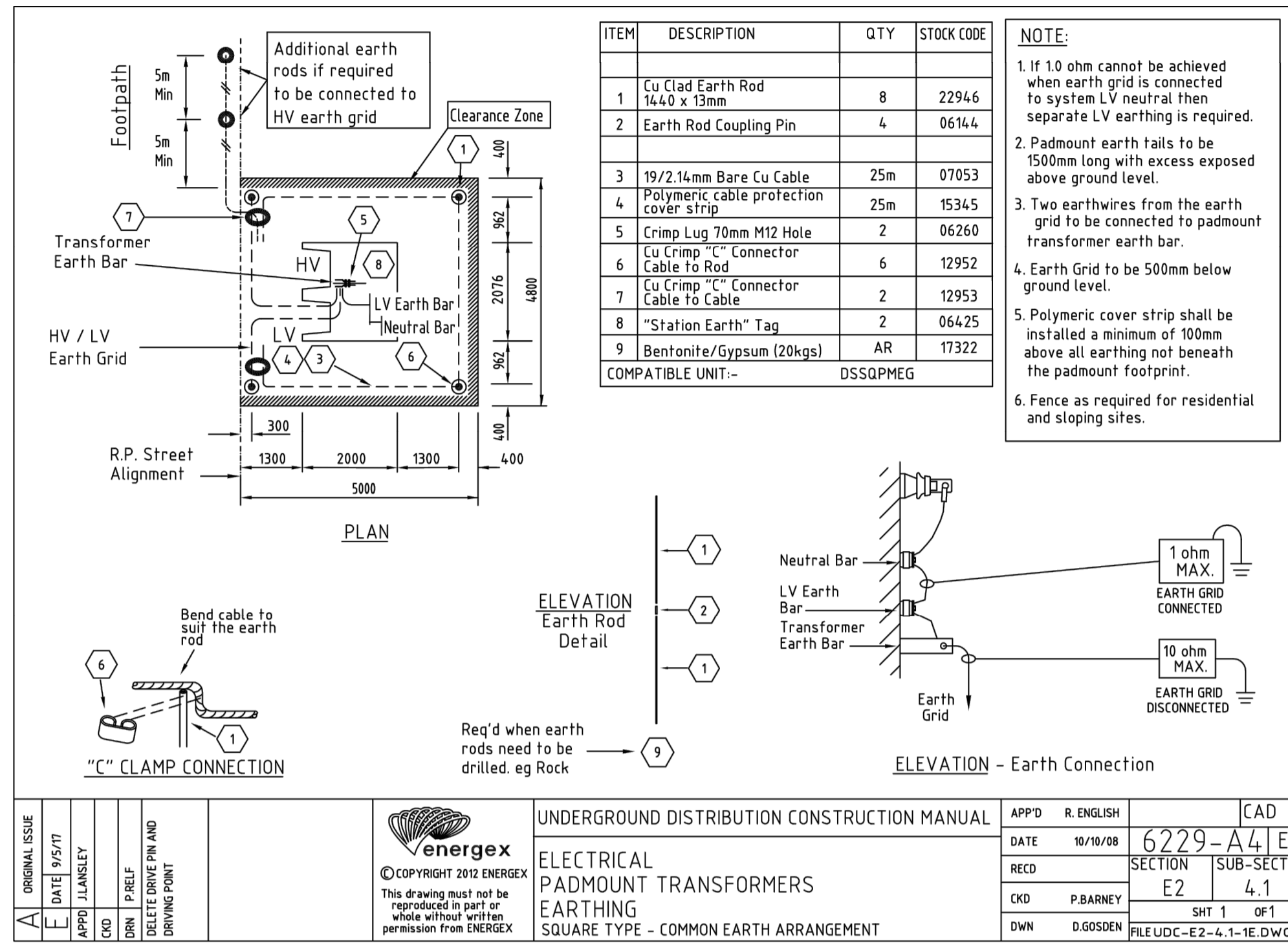
CULVERT INSPECTION REQUIRED BEFORE TRANSFORMER IS DELIVERED - 5 BUSINESS DAYS PRIOR NOTICE NEEDED.
CONDUITS INSPECTION REQUIRED PRIOR TO BACKFILLING
CONTACT MATHEW RITCHIE PH. 0409766249 EMAIL: matthewritchie@energex.com.au
TRANSFORMER WILL NOT BE ENERGISED UNTIL ALL REQUIREMENTS ARE MET.

ENERGEX
PADMOUNT CONSTRUCTION
GENERAL LAYOUT DRAWINGS
LANDLOCKED
COMMON EARTHING

SCALE: DO NOT SCALE (PLOT SCALE=1:1000)
APPROVED: DATE:
DESIGN: FILE:

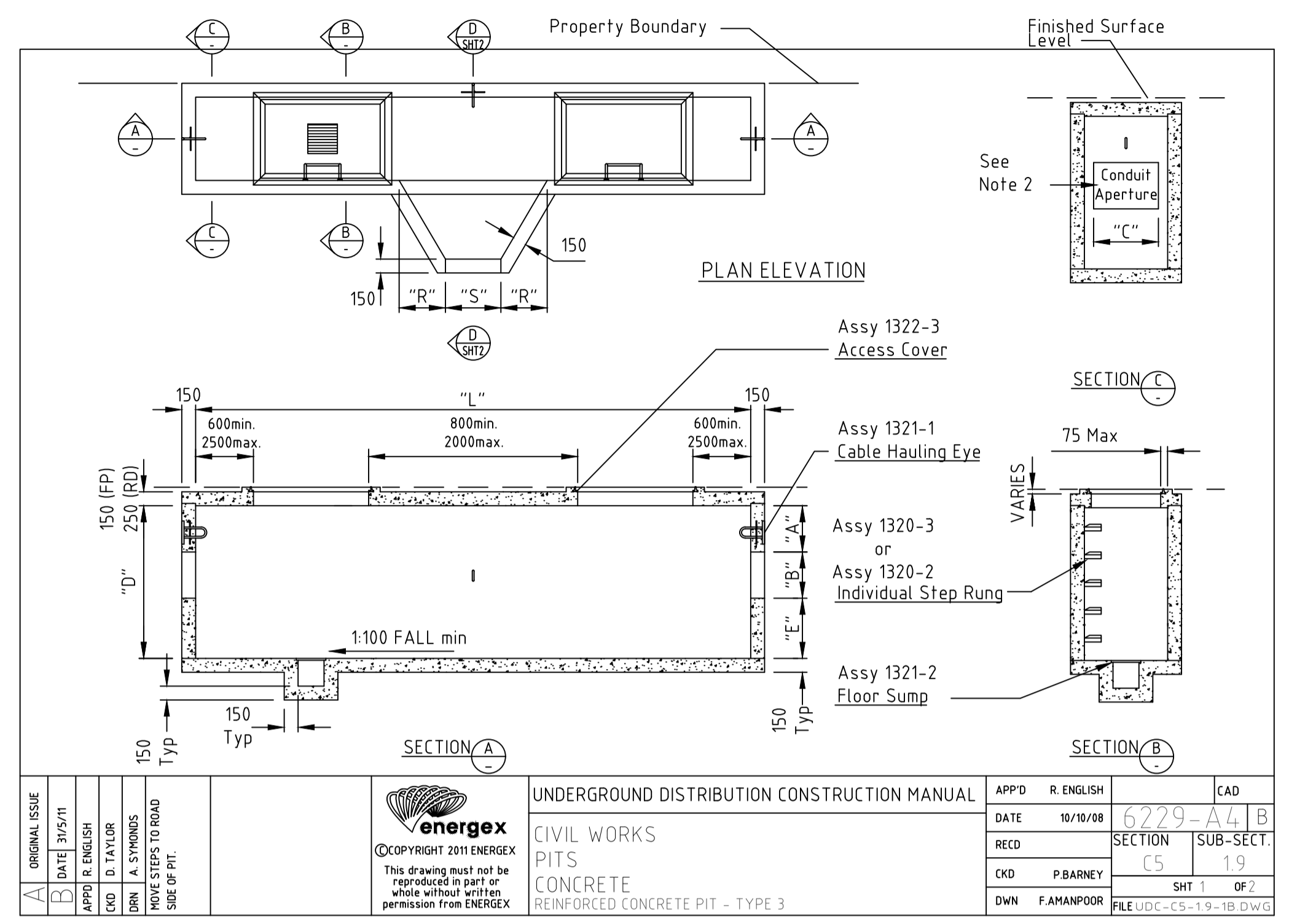
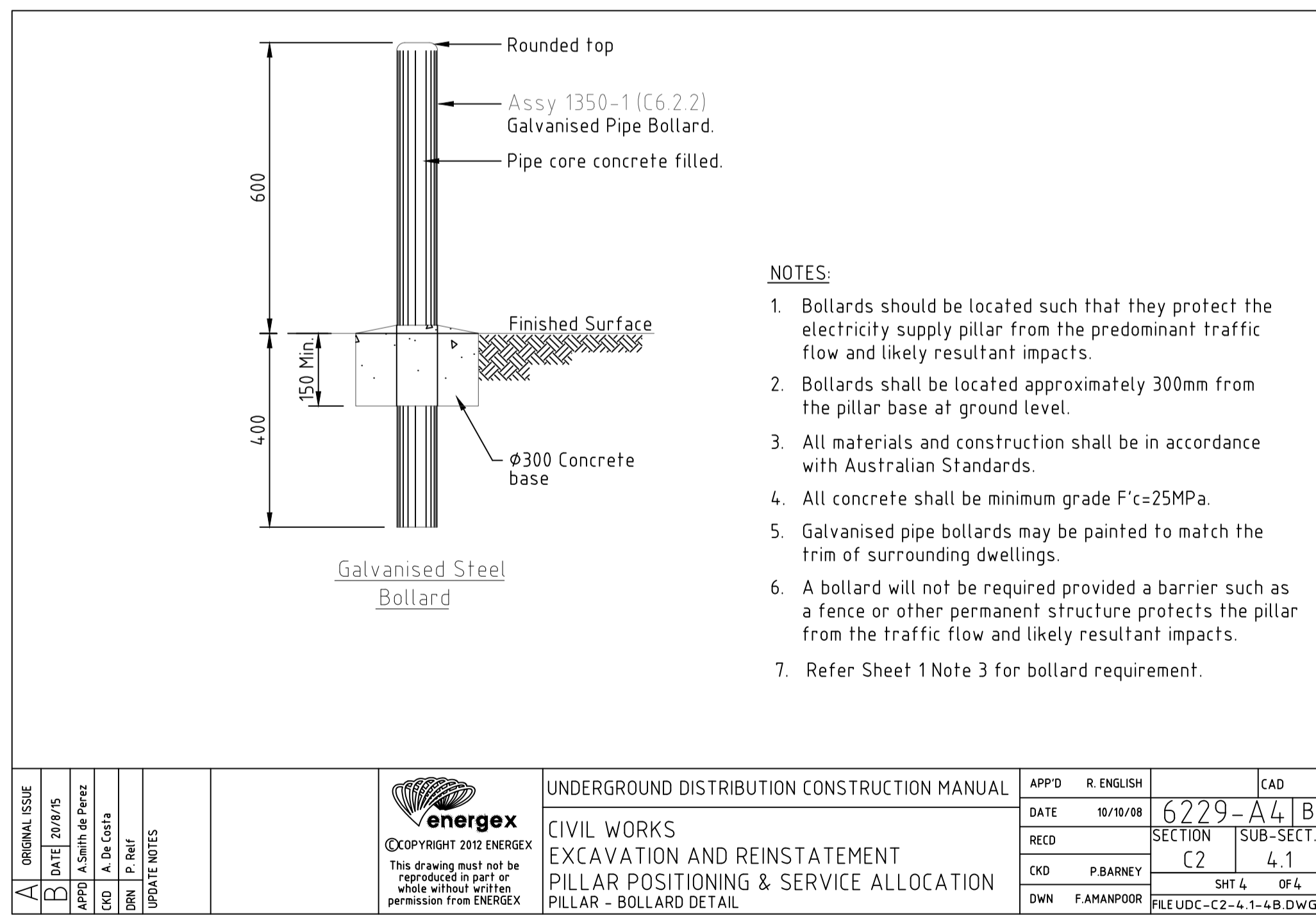
WR7986618

SHEET 2 of 4



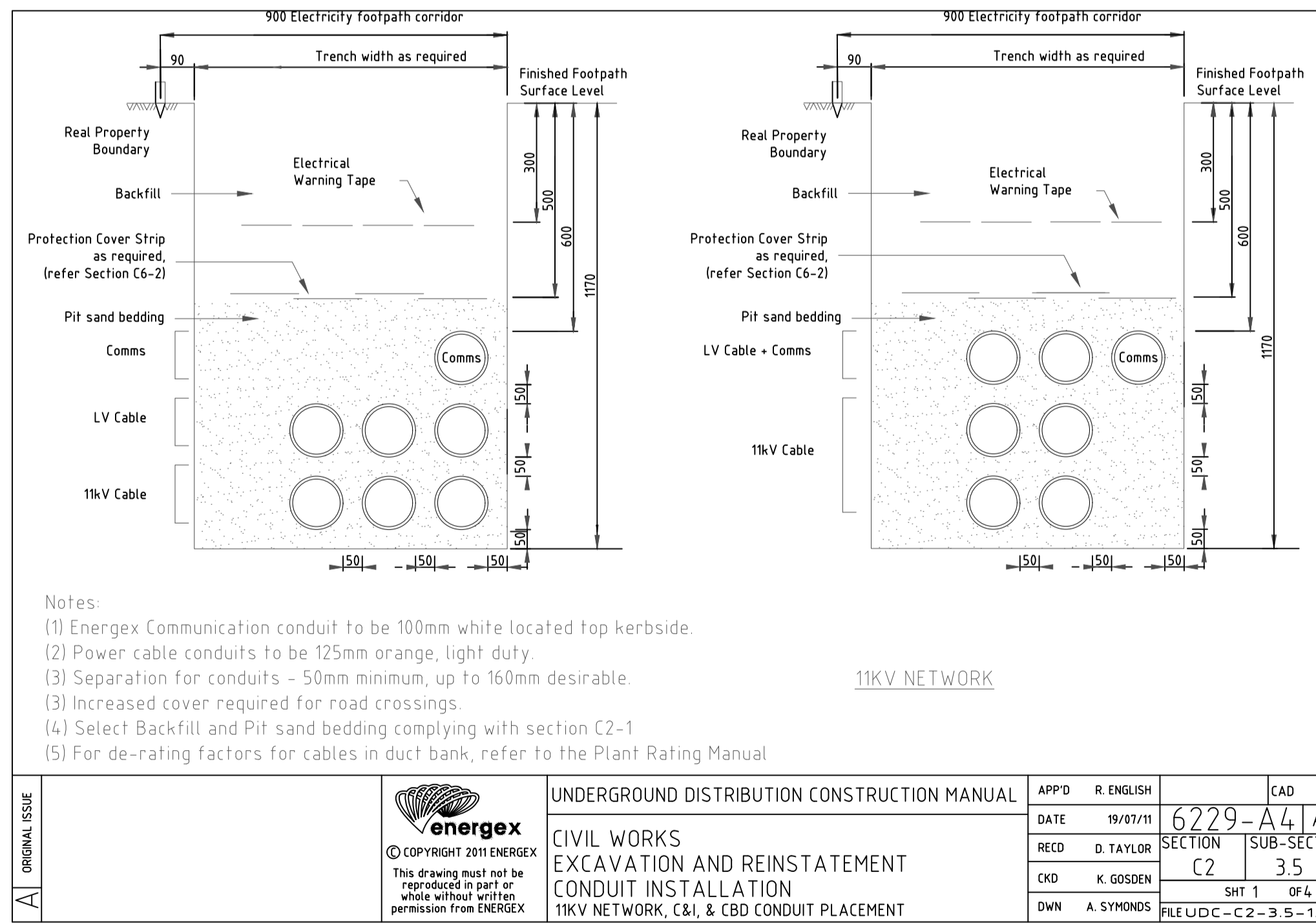
DISCLAIMER: THESE DRAWINGS MAY NOT SUIT EVERY APPLICATION, AND MAY NEED TO BE INCORPORATED WITH THE CUSTOMERS BUILDING DESIGN AND SUBMITTED WITH THE APPLICATION. A FINAL ENERGEX APPROVAL IS REQUIRED FOR EVERY APPLICATION REQUIRING INSTALLATION OF AN ENERGEX ASSET ON PRIVATE PROPERTY.

- NOTES:
 1) ALWAYS CONFIRM CORRECT DRAWING UPDATES WITH ENERGEX ON-LINE TECHNICAL DOCUMENT MANUALS
 2) REFER TO ENERGEX FOR ANY VARIATIONS TO THESE DRAWINGS.



DISCLAIMER: THESE DRAWINGS MAY NOT SUIT EVERY APPLICATION, AND MAY NEED TO BE INCORPORATED WITH THE CUSTOMERS BUILDING DESIGN AND SUBMITTED WITH THE APPLICATION. A FINAL ENERGEX APPROVAL IS REQUIRED FOR EVERY APPLICATION REQUIRING INSTALLATION OF AN ENERGEX ASSET ON PRIVATE PROPERTY.

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 2) REFER TO ENERGEX FOR ANY VARIATIONS TO THESE DRAWINGS.



OSKA CONSULTING GROUP
 CONSULTING GROUP
 Project: 56 CASEYS ROAD, HOPE ISLAND, 4212
 Title: ENERGEX PADMOUNT TRANSFORMER PLAN & DETAILS
 Drawn By: AP Date: 04.04.2024 Scale: NTS
 Drawing No: ST-SK03 Rev: B
 Mark D'Arcy RPEQ No: 9388 04.04.24
 OSKA PROJECT No: 23096_3

DESCRIPTION FOR INFORMATION ONLY	DATE	56 CASEYS RD HOPE ISLAND, 4212	 STREET ADDRESS: 11/14, 99 Lawrence Dr, Newcott QLD 4211 POSTAL ADDRESS: PO Box 2833, Newcott QLD 4211 TELEPHONE: (07) 5596 1425 EMAIL: info@pece.com.au WEB: pece.com.au	FOR FURTHER INFORMATION PLEASE CONTACT : LUKE ARACE PETER EUSTACE & ASSOCIATES (07-55961425)	ENERGEX PADMOUNT CONSTRUCTION GENERAL LAYOUT DRAWINGS LANDLOCKED COMMON EARTHING	SCALE: DO NOT SCALE (PLOT SCALE-1:1000)
						APPROVED: DATE: DESIGN: FILE:
P						WR7986618 SHEET 3 of 4

ENERGEX SPECIFICATION

1.0 INTRODUCTION

This specification caters for padmounted transformer stations on customers premises within property and not fronting road reserve.

Padmounted transformer foundations to be built according to site sketch and design standards contained in this document.

It is the responsibility of the customer's consultant to ensure that the information contained herein is passed on to the relevant contractors.

2.0 NEGOTIATIONS BETWEEN ENERGEX AND CUSTOMER

1. An application is made to ENERGEX giving information with regards to the size and type of load, site plans and drawings, and the location of the required supply.
2. If a substation is required, the substation site is agreed upon by ENERGEX and the customer.
3. ENERGEX accepts a site sketch detailing the substation construction details, specification, standard drawings (An RPEQ approved drawing may be required for structural plans).
4. ENERGEX prepares a Network Connection Contract with a request for payment (if required). Customer to accept Network Connection Contract and returns with any payment required.
5. Customer excavates PMT site, installs foundation and conduit trenches.
6. Customer leaves PMT site and conduit trench open for ENERGEX inspection as required.
7. ENERGEX inspects PMT site and conduit installation.
8. ENERGEX installs earthing and PMT cable
9. Customer installs their LV consumers mains
10. Customer reinstates PMT surface with concrete apron surround
11. ENERGEX energizes substation providing that:
 - a. Customer responsibilities are fulfilled.
 - b. All payments have been received (including storage fee if applicable).
 - c. ENERGEX has a signed Network Connection Contract.
 - d. ENERGEX easements secured (if required).

3.0 BUILDING GENERAL

3.1 Building Services:-

No services other than ENERGEX's electric lines and approved parts of the customer's electrical mains shall pass through or under the substation area.

3.2 Workmanship:-

Building work shall be completed in a neat tradesman like manner and shall be as detailed on the drawings.

3.3 Construction:-

All civil construction works must be undertaken in accordance with the requirements specified in ENERGEX Work Category Specification WCS61 "Underground Civil Construction".

The padmounted transformer site shall be prepared by the customer. An access area of 4800mm x 5700mm is required for cabling, earthing, installation and safe operation of apparatus. Proposed overhangs must be approved by Energex & be greater than 5.0m above padmount site.

The transformer site shall be above the local flood level (Q100/DFL which ever is higher) with the top of the concrete plinth 25mm above the finished yard level. Cable apertures through the precast concrete plinth shall be backfilled to 50mm from the top of plinth.

The concrete slab is to slope away from plinth falling at a slope of 1 in 25.

The transformer site shall be level +25mm with a maximum cut and fill of +150 mm and shall be concreted in accordance with ENERGEX Underground Distribution Construction Manual Sect C3.

Concrete filled 140mm OD 5.6mm thick galvanised steel pipes may be required outside the site for protection from vehicles in car parks, etc. Refer to ENERGEX Underground Distribution Construction Manual Section C3.

For a steep sloping site a retaining wall and guard rail will be required to be constructed by the customer. Refer to ENERGEX Underground Distribution Construction Manual.

4.0 ACCESS

4.1 Personnel:-

ENERGEX's staff shall have access to the substation at all times without having to enter security areas. The onus will be on the customer to maintain said access 24 hours a day, 7 days a week.

A minimum of 2.0 metres of clear access shall be provided in front of the substation cabinet. This will provide a safe working platform and access around the lockable doors when opened for emergency operations.

4.2 Heavy Equipment - Stable Ground Sites:-

Padmounted transformers are hauled by flat bed trucks and "Franna" style mobile cranes. Any access or manoeuvring area which will be used for the purpose of off loading or loading transformers should be constructed to take a minimum loading of 31 tonnes in all weather conditions.

The headroom along the access route is required to be 5.0m with no obstructions over the crane manoeuvring area. The width of access required for reasonably straight routes should be increased on bends and in the manoeuvring area near the substation equipment access door required for the off loading of the transformer from the truck by the mobile

Any reinstatement which may be necessary in the event of damage to concrete slab, paving tiles or road surfaces etc. is the responsibility of the owner of the property.

5.00 CABLE CONDUITS

All conduits, associated fittings and bends shall comply with the requirements of AS/NZS 2053 as specified by ENERGEX and shall be supplied and installed by the developer. Conduits shall be securely sealed by builder to prevent ingress of dirt until cable installation by ENERGEX and then resealed by ENERGEX. All above ground conduits shall be U.V. stabilised.

Refer to ENERGEX Underground Distribution Construction Manual for details of conduit installation within the padmount transformer site.

Each conduit to be fitted with a 6mm braided polypropylene draw rope.

ENERGEX may need to install an earth wire and earth rods in conduit trenches from the substation site.

Polymeric cable protection cover shall be placed over all conduits and cables outside the electricity footpath alignment. To provide protection, electricity supply conduits and cables shall have polymeric cable protection covers placed 100mm above the top conduit face of the electricity supply conduits and cables. Cable protection covers shall be lapped when placed together; 100mm minimum along the longitudinal axis, 40mm minimum along the transverse axis and shall extend 40mm minimum past the external edges of the conduit/cable bank.

Polymeric cable protection cover shall be a minimum of 5mm thick as described in Australian Standard; AS/NZS 4702 for Polymeric Cable Protection Covers.

The supply of polymeric cable protection covers and marked plastic warning tape shall be the responsibility of the developer and they shall be manufactured and supplied in accordance with the ENERGEX Underground Distribution Construction Manual Section C6.

6.00 EARTHING

An earthing system consisting of driven earth rods, a continuous earth ring around the substation connecting the rods and earthing tails connected to ENERGEX equipment and gates will be installed by ENERGEX. The earthing system may be required to be extended into cable trenches adjoining the transformer site.

The builder shall notify ENERGEX's works co-ordinator one week prior to trench and site foundation excavation to allow the installation of the earthing system and location of the earthing tails for equipment earthing.

7.00 CUSTOMER'S CABLES

Where supply is made available from the LV busbars of the transformer, the customer shall supply all connectors, stainless steel bolts, nuts, washers, cable cleats and supports and connect to the terminals as directed by ENERGEX.

Where supply is made available from a circuit of a low voltage distribution board, the customer shall supply all connectors, stainless steel bolts, nuts, washers and connect to the terminals as directed by ENERGEX.

Under no circumstances shall the customer cabling pass through or under the padmounted transformer culvert, nor the culvert end wall "knock-out" sections be removed.

8.00 UNDERGROUND CABLE PITS

Refer to ENERGEX Underground Distribution Construction Manual Section C5 for concrete pits.

9.0 EASEMENTS

The builder/developer is to provide Energex initially with a written undertaking that the easements will be granted so that the project may proceed during the design process. Easement shall cover the HV cable route, substation site and remote earth grid area (if applicable). The ENERGEX network will not be commissioned until all the required easements have been registered.

The developer/builder is required to grant the easements as noted on the Easement/Site Plans referred to by Energex in the Network Connection Contract prior to the supply being made available.

All costs associated with the registering, surveying, document preparation etc shall be borne by the builder/ developer.

The builder/developer shall Liaise with Energex's property department in relation to ensuring that all necessary documentation is completed. Contact Energex Property on propertyenquiries@energex.com.au including your project reference number.

The following general details will apply:-
 - all documents shall be acceptable to the Department of Natural Resources
 - The grantee should be shown as "Energex Limited (ACN 078 849 055)"
 - refer to Memorandum No 708346714 for underground electricity (memorandum is registered with Natural Resources)

The builder/developer will forward the document to Energex for review and execution. Energex will then return the documents to the builder/developer for registration with the department of Natural Resources.

The builder/developer is to return a copy of the Registration Confirmation Statement to Energex.

All private services easements must be registered prior to supply being made available to the future development sites.

10.0 RETAINING WALLS / FENCES

Retaining walls shall be installed where a change in ground level of 300mm or more occurs within 2000mm of the substation clearance zone. Fences shall be installed for:

- Residential areas (Typically 1200mm high)
- Sloping sites (either front to back or left-right).

Fences and Retaining walls shall be constructed to ENERGEX standards to satisfy minimum clearance zones of common earth configurations. Refer to section C3-1 for retaining wall construction notes. Alternative designs to those provided in this manual will require a Civil Engineer's Certification.

Safety fences shall comply with the requirements of the Workplace Health and Safety Act, AS1657 and AS1926 and all amendments.

Metal retaining wall fences shall be used in CMEN areas. (Refer UDCM C3.1 Sheet 6)

All retaining walls and safety fencing on private property shall be maintained by the owner at no cost to Energex.

All fencing materials shall be galvanised or finished in an equally durable manner. All chainwire and support wires shall be PVC coated and coloured black or green.

All elevated areas shall be provided with toe boards and infill type fencing.

11.00 ENERGEX COMMUNICATION CONDUIT

Conduit
 ENERGEX communication conduit shall be white, Medium Duty (MD), UPVC to AS/NZS 2053, Energex Technical Specification TS270 and AS1345. Conduit couplings shall comply with all the above requirements.

Tracer/Draw Rope
 The electricity communications conduit when installed shall be fitted with a continuous metallic tracer/draw rope suitable for passing an electricity current through to accurately identify the conduit.

Installation
 ENERGEX communication conduit installation:
 100mm conduit shall be located adjacent to the top Low Voltage conduits on the kerb side of the trench, between the LV conduits and any Public Lighting conduit.

OSKA CONSULTING GROUP
 OSKA Structural Consulting Pty Ltd
 56 CASEYS ROAD, HOPE ISLAND, 4212
 Phone: 07 5596 1425
 Email: info@oska.com.au

Project: 56 CASEYS ROAD, HOPE ISLAND, 4212
 Title: ENERGEX PADMOUNT TRANSFORMER PLAN & DETAILS
 Drawn By: AP Date: 04.04.2024 Scale: NTS
 Drawing No: ST-SK04 Rev: B

Mark D'Arcy
 RPEQ No.: 5398
 OSKA PROJECT No: 23026_2

DESCRIPTION FOR INFORMATION ONLY	DATE	56 CASEYS RD	FOR FURTHER INFORMATION PLEASE CONTACT :	LUKE ARACE	PETER EUSTACE & ASSOCIATES (07-55961425)	ENERGEX	SCALE DO NOT SCALE (PLOT SCALE-1:1000)
	A	HOPE ISLAND, 4212	CULVERT INSPECTION REQUIRED BEFORE TRANSFORMER IS DELIVERED - 5 BUSINESS DAYS PRIOR NOTICE NEEDED.	CONTACT MATHEW RITCHIE PH. 0409766249 EMAIL: matthewritchie@energex.com.au		PADMOUNT CONSTRUCTION GENERAL LAYOUT DRAWINGS LANDLOCKED COMMON EARTHING	APPROVED: DESIGN DATE: FILE:
			23-0362-01	TRANSFORMER WILL NOT BE ENERGISED UNTIL ALL REQUIREMENTS ARE MET.		WR7986618	SHEET 4 of 4

PE CONSULTING ENGINEERS
 STREET ADDRESS: U14, 29 Lawrence Dr, Newry QLD 4211
 POSTAL ADDRESS: PO Box 2835, Newry QLD 4211
 TELEPHONE: (07) 5596 1425
 EMAIL: info@pece.com.au
 WEB: pece.com.au



22.05.2024

Ref: Q55274-02_0

Shanyn Fox
Sanctuary Cove
Shop 1A, Building 1, Masthead Way
Sanctuary Cove Q 4212

Email: shanyn.fox@scove.com.au

Dear Shanyn,

Project Name: CLASS WATER PROJECT CONTRACT 1 WORKS D&C SPECIFICATION

Scope of Work: Energex Design and Construction

1. Raised PMT Site
 - a. Installation of a raised PMT (Pad Mount Transformer) site inclusive of the following as per approved Energex design,
 - i. Retaining walls,
 - ii. Fencing,
 - iii. Site Earthing,
 - iv. Site Reinstatement.
 - b. Supply of materials
 - c. Supply of labour and machinery
 - d. Install sand backfill once pad mount transformer is energised by Energex.
 - e. Install pad mount transformer concrete surround.
2. Type 3 Cable Pit
 - a. Installation of a Type 3 cable pit as per Energex Specifications.
 - b. Supply of materials
 - c. Supply of labour and machinery
3. Electrical Design
 - a. Electrical and civil design in accordance with Energex standards and specifications
 - b. IFC and as-constructed drawing submission
 - c. RPEQ certification.
 - d. Site surveying.
 - e. Legal and title lodgement with the Land Title Office.
4. Electrical Under Bore
 - a. Electrical under bore on Casey's Road. Installation as per Energex conduiting and compliance.
 - b. Works to be undertaken at nighttime.
 - c. Supply of Traffic control and appropriate permits.
5. TEW Site Supervision and Project Management
 - a. TEW site supervision of Energex approved subcontractor.
 - b. Subcontractor management
 - c. Subcontractor procurement and contract execution.
6. Minus Cost for Previously Claimed Money.
 - a. Minus cost for money TEW has claimed on this variation with Hydrovision.

Caveats

1. It is assumed excess trenching materials will be dumped on Sanctuary Cove land.



2. It is assumed trenching material is suitable as backfill material.
3. Excavations in waterlogged or saturated ground is excluded, dewatering of any excavations due to ground water will be an additional cost.
4. Testing, treatment, or disposal of any contaminated soils, ground water or asbestos is excluded.
5. Excavation or Boring of rock or rock like substances. Rock shall be defined as per ENERGEX SWP2, 8.7.5 Excavation in Rock. If rock is encountered, we will request direction from the client how to proceed and present costs for proceeding prior to any excavation works.
6. Additional earthing requirements if specified Earth is unachievable and if an Earthing Drill Contractor is required, this will be charged at cost +.
7. Government and/or Local Authority or Consultant Inspections or Certification is excluded.

Quotation Value (Excluding GST)

Item No.	Description	Total \$
1	Raised PMT Site	\$ 115,385.00
2	Type 3 Cable Pit	\$ 91,885.00
3	Electrical Design	\$ 34,545.00
4	Electrical Under bore	\$ 42,535.00
5	TEW Project Management and Site Supervision	\$ 28,800.00
6	Minus Cost for Previously Claim Money	-\$ 23,826.88
	Total Fixed Price	\$ 289,323.12

Should you have any questions regarding any of the information provided within the quotation please do not hesitate to contact me directly on 0435 123 278.

Yours Sincerely,
Chris Siliato

All Pricing Provided by TEW is Ex GST; Please pay the total amount on or before the due date for payment. If you are unable to pay the total amount, please respond with a payment schedule within 15 business days after the date you received this invoice/payment claim as required under the Building Industry Fairness (Security of Payment) Act 2017.

Invoice no. 857063
Partner Ian Hazzard
Direct Line 07 3233 8976
Email ihazzard@mccullough.com.au
Our reference IWH:141210-103

17 June 2024

Tax invoice

Sanctuary Cove Principal Body Corporate
PO Box 804
SANCTUARY COVE QLD 4212

Amendment of Section 56 Sanctuary Cove Resort Act 1985 (Qld)

Professional fees	\$8,262.00
Costs (disbursements)	\$128.34
GST	\$830.52
Total payable including GST	\$9,220.86

Payment due 1 July 2024
Please return the attached remittance advice with your payment

Remittance advice

Client: Sanctuary Cove Principal Body Corporate
 Matter: Amendment of Section 56 Sanctuary Cove Resort Act 1985 (Qld)
 Our reference: IWH:141210-103


Please send this advice with your payment to:


Finance Department	Invoice date	17 June 2024
McCullough Robertson Lawyers	Invoice no.	857063
GPO Box 1855	Invoice due	1 July 2024
BRISBANE QLD 4001	Invoice total AUD	\$9,220.86

Payment methods

Cheque - Enclosed is a cheque for \$ _____ made payable to **McCullough Robertson**

Cyber fraud warning
 There has been an increase in the number and sophistication of criminal cyber fraud attempts. Please telephone your contact person at McCullough Robertson (on a separately verified number) if you are concerned about the authenticity of any communication you receive from us. It is especially important that you do so to verify details recorded in any electronic communication (text or email) from us requesting that you pay, transfer or deposit money. This includes our bank account details, as recorded in the first of our tax invoices you receive. Note that we will never contact you by electronic communication alone to tell you of a change to our payment details.

	<p>Billers Code: 277491 Ref: 141210103009</p>	<p>Telephone and Internet Banking – BPAY® Contact your bank or financial institution to make this payment from your cheque, savings, debit or transaction account. More info: www.bpay.com.au ® Registered to BPAY Pty Ltd ABN 69 079 137 518</p>
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  	<p>Credit card – surcharges apply. Visa and Mastercard 1.29%, AMEX 2.19% Visit https://mwpay.link/mcculloughrobertson Payment reference: 857063</p>
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Direct deposit – Please deposit into the following account using the payment reference stated below and forward your remittance advice to credit@mccullough.com.au

BSB number:	334 040	Account name:	McCullough Robertson General Account
Account number:	551 220 237	Bank:	St George
Swift code for international transfers:	SGBLAU2S		
Payment reference:	857063		

Interest charges
 We reserve the right to charge interest on overdue accounts at the rate equal to the Cash Rate Target set by the Reserve Bank of Australia (as at the date the account was rendered) plus 2%. This is a benchmark rate of interest.

Retention of records
 We retain client files for seven years from the date the matter is closed. Client files relating to estate administration, wills or enduring powers of attorney are retained for twenty years from the date the matter is closed. We will destroy your file after these timeframes, unless you otherwise direct us in writing. Items held by us on your behalf in secure storage are retained indefinitely.

Time summary

Initials	Name	Title	Hours	Rate	Fee
IWH	Ian Hazzard	Partner	7.30	765.00	\$5,584.50
SAM	Stuart Macnaughton	Partner	3.50	765.00	\$2,677.50
Total professional fees					\$8,262.00

Costs (disbursements) details

Date	Description	GST	Amount (ex GST)
13.05.2024	QLD: Plan Image - SP327424 - GST-free	\$0.00	\$20.72
13.05.2024	QLD: Title Search - 52SP327424 - GST-free	\$0.00	\$19.06
13.05.2024	QLD: Dealing Image - 721495654 - GST-free	\$0.00	\$45.37
13.05.2024	QLD: Plan Image - SP327424 - Taxable	\$1.29	\$12.92
13.05.2024	QLD: Title Search - 52SP327424 - Taxable	\$1.47	\$14.71
13.05.2024	QLD: Dealing Image - 721495654 - Taxable	\$1.56	\$15.56
Total		\$4.32	\$128.34

Time details

Date	Initials	Description	Hours	Rate	Fee \$
03.04.2024	SAM	Reviewing email Ian Hazzard about judicial review and considering documents and responding, reviewing documents; draft PBC submission; building cap documents, Sanctuary Cove Regulation.	1.70	765.00	1,300.50
03.04.2024	SAM	Reviewing further email Ian Hazzard about regulation amendment.	0.20	765.00	153.00
04.04.2024	SAM	Reviewing, considering and responding to emails from Ian Hazzard about Sanctuary Cove regulation, effect and position for PTBC.	0.60	765.00	459.00
04.04.2024	SAM	Reviewing draft email to Cheryl; amending and forwarding to Ian Hazzard for further discussions.	0.30	765.00	229.50
05.04.2024	SAM	Reviewing email Ian Hazzard to Cheryl McBride and discussing with Ian Hazzard.	0.20	765.00	153.00
05.04.2024	SAM	Reviewing rough draft, discussing with Ian Hazzard.	0.20	765.00	153.00
16.04.2024	SAM	Reviewing email from Ian Hazzard with rough draft, reviewing and amending in track.	0.30	765.00	229.50
13.05.2024	IWH	Reviewing the instructions from Cheryl McBride contained in her email at 7.53pm Sunday, 12 May about: (a) implications of section 56 SCRA, with the current drafting and proposed drafting; and (b) advice about the transfer of one PTBC lot entitlement for the new residential use development in the Village Zone.	0.50	765.00	382.50
13.05.2024	IWH	Drafting advice about section 56 implications and issues, following the instruction from Cheryl McBride to do so.	0.90	765.00	688.50
13.05.2024	IWH	Reviewing the provisions of the Sanctuary Cove Resort Act 1985 in relation to the allocation of entitlements within a Primary Thoroughfare Zone	0.60	765.00	459.00
13.05.2024	IWH	Drafting advice to PBC about mechanism for allocation of voting entitlements in a Primary Thoroughfare Zone	0.70	765.00	535.50
13.05.2024	IWH	Further redrafting the advice in respect of section 56 Sanctuary Cove Resort Act proposed amendments and voting entitlements within non-residential zone	0.60	765.00	459.00
14.05.2024	IWH	Drafting further changes to the advice to the PBC	0.40	765.00	306.00
22.05.2024	IWH	Reviewing emails to and from Cheryl McBride about our work scope	0.30	765.00	229.50
22.05.2024	IWH	Finalising advice and sending to Cheryl McBride	0.30	765.00	229.50
27.05.2024	IWH	Preparation for the meeting tomorrow with Cheryl McBride	0.60	765.00	459.00
28.05.2024	IWH	Drafting PBC draft letter to MBA in reply to their letter of 29 June 2023, ahead of discussion today with Cheryl McBride	0.50	765.00	382.50

Date	Initials	Description	Hours	Rate	Fee \$
28.05.2024	IWH	Telephone call with Cheryl McBride at high level to discuss stepped approach and draft email from PBC to MBA which I will send today	0.40	765.00	306.00
28.05.2024	IWH	Drafting changes to the proposed pro forma PBC letter to MBA or to the PTBC and sending to Cheryl McBride	0.20	765.00	153.00
28.05.2024	IWH	Reviewing email received from Cheryl McBride at 1.47 today attaching, amongst other things, the Notice of Executive Committee Meeting of the PBC held on 28 August 2023	0.50	765.00	382.50
28.05.2024	IWH	Reviewing further email from Cheryl McBride attaching: (a) undated email from office Sanctuary Cove (Developments) Pty Ltd to the PBC and the PTBC; and (b) PBC reply of 28 February 2024 signed by Brian Earp on behalf of the PBC.	0.30	765.00	229.50
28.05.2024	IWH	Drafting further changes to the draft email to MBA following the exchanges today with Cheryl McBride	0.50	765.00	382.50
				Total	\$8,262.00

4. ADDITIONAL BY-LAWS

A person shall not, at any time, drive a vehicle upon any road on the secondary thoroughfare unless at that time such person is lawfully entitled to drive that vehicle on a public road:

- (a) every person who lawfully occupies any land within a residential zone in the site is entitled to use the roads on the secondary thoroughfare;
- (b) save as aforesaid, no other person shall drive on or otherwise use the roads except with the permission of the Principal Body Corporate;
- (c) the said permission of the Principal Body Corporate shall not be unreasonably refused if it is requested by a lawful owner or occupier of land within a Residential Zone as defined in the Sanctuary Cove Resort Act 1985 (Qld);
- (d) the Principal Body Corporate may erect, maintain and cause to be operated gatehouses for the purposes of regulating or prohibiting with these by-laws and the Act;
- (e) the Principal Body Corporate may delegate to the operators of any such gatehouse or to any other person the function of deciding whether to grant such permission. Any such delegation shall not limit the power of the Principal Body Corporate to grant such permission. The Principal Body Corporate may revoke such delegation at any time;
- (f) any person who has the permission of the Principal Body Corporate or its delegate to drive or otherwise use the roads is entitled to do so to the extent of such permission;
- (g) any such permission may be limited in time, in the parts of the Secondary Thoroughfare which are roads or otherwise used, in the manner in which such driving or use may take place and in any other manner whatsoever;
 - (i) a vehicle of a service provider to a lawful owner or occupier of land within a Residential Zone may stand on any a part of the Secondary Thoroughfare between the hours of 7am – 5pm Monday – Friday, and 8am – 1pm on a Saturday (excluding public holidays);
 - (ii) unless approved otherwise by the Principal Body Corporate, a lawful owner or occupier of land within a Residential Zone must not park a vehicle or allow a vehicle to stand on any part of the Secondary Thoroughfare unless:
 - (1) The vehicle belongs to an invitee and is parked on a part of the Secondary Thoroughfare that has been clearly marked as a visitor car park; and
 - (2) The vehicles of the invitee must not be parked overnight from 6pm to 6am.
- (h) the Principal Body Corporate may revoke any such permission granted by it or its delegate at any time and such delegate may revoke any such permission granted by the Principal Body Corporate or such delegate at any time, provided that where such permission is given pursuant to the request of an owner or occupier of land within the site the, the Principal Body Corporate or delegate shall not unreasonably revoke such permission; and
- (i) for the purposes of the control, management, administration, use and enjoyment of those parts of the secondary thoroughfares that are inundated by water the provisions of the Queensland Marine Act 1985 (as amended) and its regulations shall apply to those parts of the secondary thoroughfare.

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June PBC EGM Motion 9 - Communication to All Members Nominees

Dear Members Nominees

At last month's EGM the motion to amend the Secondary Thorough By-Laws (STBLs) by special resolution was declared passed on a poll vote. This result was determined by the recently adopted Stratamax software system.

A subsequent check on the vote revealed that Stratamax had applied the BUGTA rules on a special resolution, by a poll vote, to determine the outcome of the motion. These rules vary from the SCRA rules which take precedence.

The SCRA requires a special resolution by a poll vote for the creation of, or a change to, STBLs. It defines such a resolution as being not less than 75% of the aggregate of all lot entitlements recorded in the PBC roll. That is 1368 in favour. This is more stringent than a special resolution under the BUGTA.

So subsequently the motion to amend the STBLs was deemed defeated by a small margin.

The same motion is being presented again as Motion 9 at the forthcoming EGM.

I appeal to all of you to give careful consideration to this motion.

There are two instances in the Plumeria and Schotia Island RBCs, where a large recreation vehicle (RV) is parked permanently at the front of a lot that protrudes onto the Secondary Thoroughfare. Following ongoing complaints from local lot owners, notices were sent to the responsible owners to remove the vehicles because they contravened the Residential Zone Activity By-Laws (RZABLS). The vehicles were not moved. An application to the referee to issue orders failed because it was ruled that the STBLs didn't contain restrictions on parked vehicles. Therefore, the STBLs need amending to include parking restrictions to bring them in line with restrictions that exist within the RZABLS, which only have jurisdiction within owners' lots.

Further action to have these two RVs removed is now progressing through the Magistrates Court. All up, this will cost over \$20,000 in legal fees. We should do what we can to tidy up the STBLs to avoid ongoing and unnecessary expenditures of this kind.

Understandably, there may be differing views on the precise wording of the amendments. However, the wording has been agreed upon in consultation with interested and affected owners and supported by legal opinion.

Some RBCs are concerned about other parking issues on parts of the Secondary Thoroughfare that concern their owners. For example, in Colvillia. The intent is not to apply the proposed changes to the STBLs where the prevailing circumstances are very different and a pragmatic approach has been taken.

It's important we work together to maintain the quality of the Sanctuary Cove neighbourhood and to keep our costs down. Your RBC's support of the motion would be greatly appreciated.

Regards

Stuart Shakespeare

PBC Chairman

21 June 2024

Proxy form for Body Corporate meetings

Building Units and Group Titles Act 1980

Section 1 – Body corporate secretary details

Name: The Secretary

Address of scheme: C/- Sanctuary Cove Principal, PO Box 15 SANCTUARY COVE, QLD, 4212

Section 2 – Authorisation

Notes: The Regulations set out a number of restrictions on the use of proxies, including an ability for the body corporate to further restrict their use including prohibition. If there is insufficient space, please attach separate sheets.

I/we

Name of owner 1:

Signature: Dated: ___ / ___ / ___

Name of owner 2:

Signature: Dated: ___ / ___ / ___

being the Proprietor/s of the following Lot/s

Lot number/s: Plan number:

Name of Body Corporate:

SANCTUARY COVE PRINCIPAL

hereby appoint,

Proxy (full name):

as my/our proxy to vote on my/our behalf (*including adjournments*) at (please tick **one**)

The body corporate meeting to be held on ___ / ___ / ___

All body corporate meetings held before ___ / ___ / ___ (*expiry date*)

All body corporate meetings held during the rest of the body corporate's financial year unless I/we serve you with a prior written withdrawal of the appointment

unless I/we serve you with a prior written withdrawal of the appointment of Proxy.

Signature of proxy holder: Dated: ___ / ___ / ___

Residential address:

Suburb: State: Postcode:

Postal address:

Suburb: State: Postcode:

Information about Proxies

This page is for information only and not part of the prescribed form.

Lot Owners can appoint a trusted person as their representative at meetings, to vote in ballots or represent them on the committee. This person is your proxy.

To authorise a proxy, you must use the prescribed form and deliver it to the owner's corporation secretary. If appointing a Power of Attorney as a proxy, you should attach a copy of the Power of Attorney.

Proxies automatically lapse 12 months after the form is delivered to the secretary, unless an earlier date is specified.

Proxies must act honestly and in good faith and exercise due care and diligence. Proxies cannot transfer the proxy to another person.

A Lot Owner can revoke the authorisation at any time and choose to vote on a certain issue or attend a meeting.

It is illegal for someone to coerce a Lot Owner into making another person their proxy.

Owners' corporations must keep the copy of the Proxy authorisation for 12 months.

**CORRESPONDENCE
FOR INFORMATION**

Livingstonia Chairman/Secretary

From: Clayton Glenister <clayton.glenister@mba-lawyers.com.au>
Sent: Tuesday, 11 June 2024 9:55 AM
To: livingstonia.scove@outlook.com
Cc: Dale StGeorge; Ana Duarte
Subject: FW: Section 56 SCRA [MCR-W.FID4472299]
Attachments: Letter to PBC re Section 56.docx

Dear Brian,

Thank you for your letter of 30 May 2024.

In response we draw your attention to our letter of 27 June 2023, specifically paragraphs 3-6.

We trust this answers your query.

Regards

Clayton Glenister | Managing Partner

MBA.
LAWYERS

T: 07 5539 9688
E: clayton.glenister@mba-lawyers.com.au
Shop 5003, Level 1 Robina Town Centre
ROBINA QLD 4226



Gold Coast | Brisbane

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PRINCIPAL BODY CORPORATE
Sanctuary Cove

Notice of Intention

12 June 2024

The Secretary
Sanctuary Cove Community Services Limited
Shop 1A, Building 1, Masthead Way Sanctuary Cove Q 4212

Delivered by email to conor.pujol@boardroomlimited.com.au

To the Board Members and Shareholders,

As the Shareholder's Nominee for the Sanctuary Cove Principal Body Corporate (PBC), I am instructed to formally present a Notice of Intention to remove Stephen Anderson from the Board of Directors of Sanctuary Cove Community Service Ltd (SCCSL) and subsidiaries, via ordinary resolution, at a general meeting of shareholders.

The PBC, as a shareholder, has lost confidence in Mr Anderson, as a Director of SCCSL and its subsidiaries.

Mr Anderson is entitled under the *Corporations Act 2001 203D(4)* to put his case to members and shareholders by providing the company with a written statement for circulation and delivering a verbal communication, prior to the vote, at the proposed meeting (date below).

Mr Anderson currently holds the role of Shareholders Nominee for the Sanctuary Cove Primary Thoroughfare Body Corporate. Due consideration may be given to securing a suitable replacement in anticipation of his removal.

As required by the *Corporations Act 2001 s203D(2)*, a period of two months is required post presentation of the Notice of Intention to remove Stephen Anderson as a Director of SCCSL and its subsidiaries. For that specific purpose, I hereby call a general meeting of the SCCSL shareholders to be convened at the company Masthead Way meeting room, Sanctuary Cove, on 15 August 2024 at 11am

Yours sincerely

A handwritten signature in black ink, appearing to read 'Stuart Shakespeare'.

Stuart Shakespeare
Shareholders Nominee
Sanctuary Cove Principal Body Corporate



14th June 2024

Mr Leon & Mrs Heather James
2024 The Circle
SANCTUARY COVE QLD 4212
Transmission via email: heathertjames1@gmail.com

Dear Leon & Heather,

**REQUEST FOR BAMBOO SCREENING TO BE REMOVED
PROPERTY: 2026 THE CIRCLE, LOT 54 SCHOTIA ISLAND GTP 107106**

We are writing to inform you about the status of your request to remove the bamboo screening at 2026 The Circle.

Although the minutes are still pending drafting and approval, we can confirm that during the PBC EC meeting on the 13th of June 2024, at 9:00am, the committee decided to approve the screening to remain in place until the end of the year, following the recommendation of the Executive Architect. This decision was made after thoroughly considering all the provided information to ensure privacy for the residents at 2026.

If you have any questions or concerns, please do not hesitate to contact the office on (07) 5500 3333 or via email at pbcc@scove.com.au.

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

Brian Earp

Brian Earp
Secretary
Sanctuary Cove Principal Body Corporate GTP 202



14th June 2024

Mr Roger & Mary Hives
2026 The Circle
SANCTUARY COVE QLD 4212
Transmission via email: rmhives@gmail.com

Dear Roger & Mary,

**REQUEST FOR BAMBOO SCREENING TO BE REMOVED
PROPERTY: 2026 THE CIRCLE, LOT 54 SCHOTIA ISLAND GTP 107106**

We are writing to inform you about the status of the request by the residents of 2024 to remove the bamboo screening on your property.

Although the minutes are still pending drafting and approval, we can confirm that during the PBC EC meeting on the 13th of June 2024, at 9:00am, the committee decided to approve the screening to remain in place until the end of the year, following the recommendation of the Executive Architect. This decision was made after thoroughly considering all the provided information to ensure privacy.

If you have any questions or concerns, please do not hesitate to contact the office on (07) 5500 3333 or via email at pbcs@scove.com.au.

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

Brian Earp

Brian Earp
Secretary
Sanctuary Cove Principal Body Corporate GTP 202



14th June 2024

Mr Peter Slaski
4686 The Parkway
SANCTUARY COVE QLD 4212
Transmission via email: paterpetersl@gmail.com

Dear Peter,

**REQUEST FOR BROKEN WINDOW TO BE REPLACED
PROPERTY: 4686 THE PARKWAY, LOT 99 WASHINGTONIA GTP 1703**

We are writing to provide a further update regarding your request for reimbursement for the damage to your window caused by an unknown metal object.

Although the minutes are still pending drafting and approval, we can confirm that during the PBC EC meeting on the 13th of June 2024, at 9:00am, the committee decided, after further review of the information, that this incident falls under your RBC for a decision on the reimbursement for the broken window. There is not sufficient evidence to prove that the window was broken due to the contracted landscaping.

If you have any questions or concerns, please do not hesitate to contact the office on (07) 5500 3333 or via email at psc@scove.com.au.

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

Brian Earp

Brian Earp
Secretary
Sanctuary Cove Principal Body Corporate GTP 202



14th June 2024

Mr Dale & Mrs Melissa Brede
8007 Key Waters
SANCTUARY COVE QLD 4212
Transmission via email: millysfreespirit@outlook.com

Dear Dale & Melissa,

**REQUEST TO PLANT A POINCIANA TREE
PROPERTY: 8007 KEY WATERS, LOT 76 HARPULLIA GTP 107045**

We are writing to inform you about your request to plant a poinciana tree on the verge outside your property.

Although the minutes are still pending drafting and approval, we can confirm that during the PBC EC meeting on the 13th of June 2024, at 9:00am, the committee decided to decline your request. Based on the recommendation of the Facilities Manager, there are many services located in this area, and the tree roots could impact the main lines and infrastructure.

If you have any questions or concerns, please do not hesitate to contact the office on (07) 5500 3333 or via email at pbcc@scove.com.au.

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

Brian Earp

Brian Earp
Secretary
Sanctuary Cove Principal Body Corporate GTP 202



20th June 2024

Mr Clayton Glenister

MBA Lawyers

Transmission via email: clayton.glenister@mba-lawyers.com.au

Dear Clayton

Section 56 SCRA

Thank you for your email of 11 June.

Our further comments are attached in a table with a column for the PTBC to insert comments/replies and return to us for further consideration.

Many thanks.

Brian Earp

Mr Brian Earp

Sanctuary Cove Principal Body Corporate Secretary

Annexure

Section 56 SCRA

Item	Issue	PBC comments	PTBC comments/reply
1	Item 5 of MBA 27 June 2023 letter	<p>1 Refers to amendments being made to enable the PTBC and PBC to have greater control over regulating access and usage rights of the thoroughfare within Sanctuary Cove.</p> <p>2 Please explain, particularly the words in bold in the previous comment.</p>	
2	Item 6 of MBA 27 June 2023 letter	<p>1 Refers to the proposed amendments could resolve current concerns the PBC holds in relation to developments occurring at Sanctuary Cove and the impacts such developments may have on the management of the thoroughfares moving forward.</p> <p>2 Please explain, particularly the words in bold in the previous comment.</p>	
3	Proposed drafting of section 53 amendment	<p>1 The PBC understands the comments in items 3 and 4 of the MBA 27 June 2023 email, based on the current drafting of section 56.</p> <p>2 Part of the proposed amendment is:</p> <p><i>'... only persons who:</i> <i>(a) are members of the Principal Body Corporate;</i> <i>or</i> <i>(b) have a lawful right to:</i></p>	

Item	Issue	PBC comments	PTBC comments/reply
		<p style="text-align: center;">(i) <i>be on land contained in the General Residential Zone; or</i></p> <p style="text-align: center;">(ii) <i>be on land contained in the Golf Course Zone,</i></p> <p style="text-align: center;"><i>have a right of way over the primary thoroughfare and the secondary thoroughfare’.</i></p> <p>3 Amended section 56 may only provide restricted access rights.</p> <p>4 The amended section excludes owners of land in other Precincts, not included in the amended section 56, from accessing the primary thoroughfare or secondary thoroughfare.</p> <p>5 How is that intended to operate?</p>	
4	Government and Gold Coast City Council	<p>1 Any amendment to SCRA would need the support of Government and Gold Coast City Council with appropriate amending legislation.</p> <p>2 What is the attitude of Government and Gold Coast City Council to the proposed amendment?</p>	

CORRESPONDENCE FOR ACTION

Sanctuary Cove PBC Chair & Members
c/o Sanctuary Cove Body Corporate Services
Sanctuary Cove, 4212

10th June, 2024

To the Chair & Members of the Sanctuary Cove PBC,

On Behalf of the Alpinia BC I am contacting you to request that the PBC consider a transfer of part of the Alpinia common property to the PBC as secondary throughfare. We believe that the PBC is in a better position to manage this area as they do the other areas of the secondary throughfare in Sanctuary Cove.

I have attached a map of the area which outlines the relevant area we are wanting to transfer over as well as a recently completed Vegetation Management Plan , for your consideration. We have undertaken recent remedial works as well a replacement of trees and there are no current issues.

Thank you for your time and consideration.

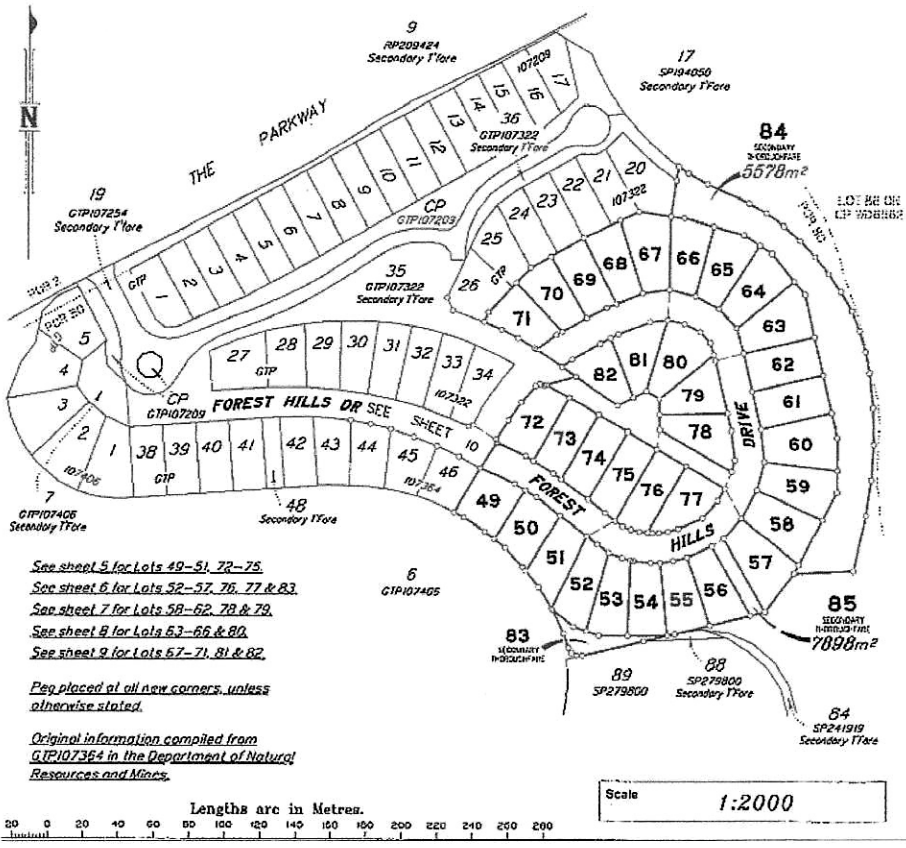
Kind Regards,



Caroline Brisebois
Chair, Alpinia Body Corporate

Attachments;

1. Map of Area
2. Alpinia Vegetation Management Plan



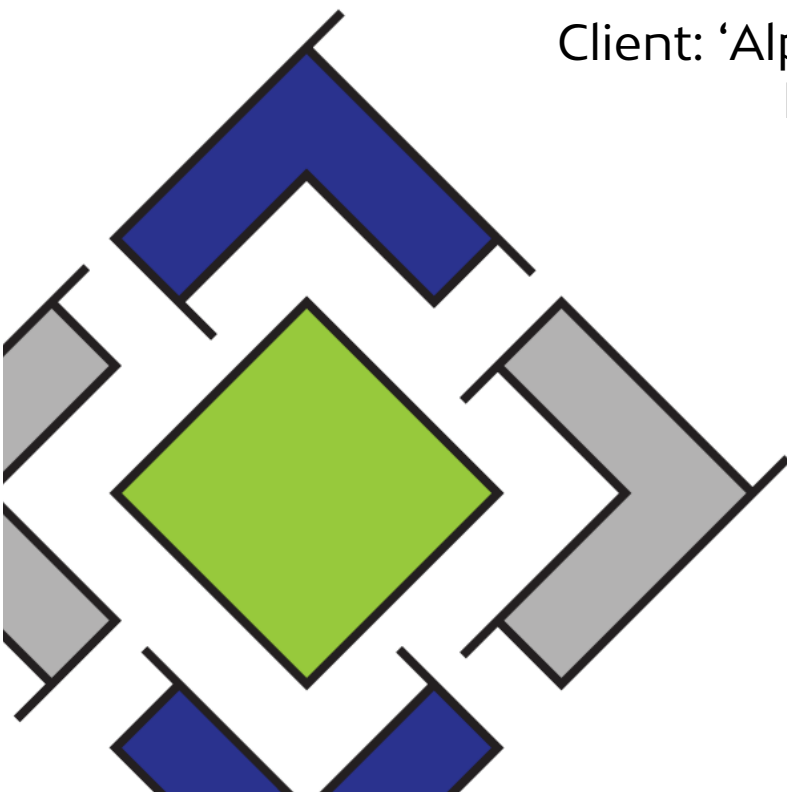


a: 54 Johns Rd, Mudgeeraba/3 Hilton Tce, Tewantin
p: PO Box 1714 Southport BC QLD 4215
e: chay@urbanfc.com.au/mark@urbanfc.com.au
m: 0416 038 296/0438 789 296
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Vegetation Management Plan

The Parkway, Hope Island
Lot 0 GTP107209

Client: 'Alpinia'/Sanctuary Cove BCs
Issue Date: February 2024



Document Control

File Reference	PAR04
Title	Vegetation Management Plan
Revision	A
Status	Final
Effective Date	February 2024
Author	Chay King/Mark Jones
Distribution	'Alpinia' Body Corporate GTP107209 Sanctuary Cove Body Corporate Urban Forest Concepts (File Copy)
Mode	Digital

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1.0 Introduction

Urban Forest Concepts has been appointed by *Sanctuary Cover Body Corporate* to prepare vegetation management documentation regarding select common-property areas of the 'Alpinia GTP107209' estate in general accordance with provisions of the following policies/legislation:

- *AS4373 – 2007: Pruning of Amenity Trees.*
- *AS4687 – 2007: Temporary Fencing and Hoardings.*
- *AS4970 – 2009: Protection of Trees on Development Sites.*
- *GCCC City Plan s9.4.14 – Vegetation Management Code.*
- *Queensland Planning Act 2016.*

Trees are a significant aspect of life in both urban and regional areas, providing many benefits to people and communities. Some of these benefits include landscape amenity/character significance, climate moderation and enhancement of air quality as well as increase in property value.

Notwithstanding, all vegetation has the potential to become an unacceptable risk at some point and people, property/infrastructure and activities are therefore potentially at risk of injury, damage or disruption wherever trees are present.

While it is not possible to eliminate all vegetation hazards, the primary goal of tree assessment is to minimise and manage observed risk to a reasonable/practical level via a systematic approach over a specific horizon, while also recognising and incorporating their value into the built environment.

This is accomplished during qualitative vegetation assessment via determining the variables for probability and consequence of either tree failure and/or damage to identified human/property assets.

Collectively these factors are used to categorise the level of risk, which inform pragmatic 'on-ground' recommendations for resolving the vegetation management objective over a structured timeframe, and a budget forecast for achieving the highest visual amenity and landscape character appeal within the urban context.

2.0 Site Details

The subject site is situated at The Parkway, Hope Island, and incorporates the following registered allotment:

- **Lot 0 GTP107209**

This land is designated within the 'Special Purpose, Special Development Areas Precinct' and 'Special Development Area – Sanctuary Cove' zones under provisions of Gold Coast City Council's *City Plan 2016* document (refer **FIGURE 1**).

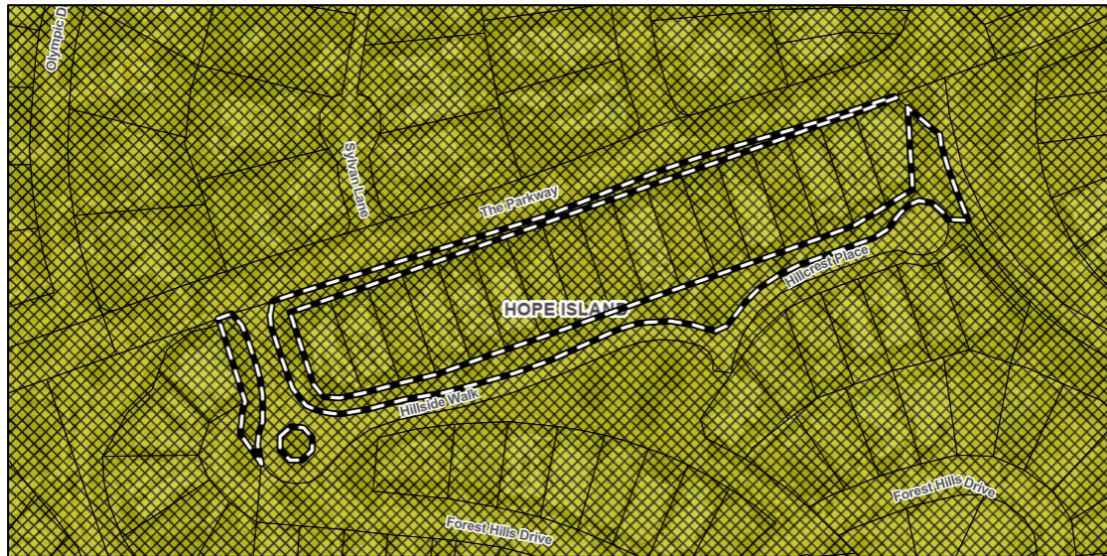


FIGURE 1: Zoning Map Excerpt (Source: GCCC City Plan)

The site is additionally designated within the 'Urban Footprint' Regional Landuse Category of the *SEQ Regional Plan 2017* (refer **FIGURE 2**).

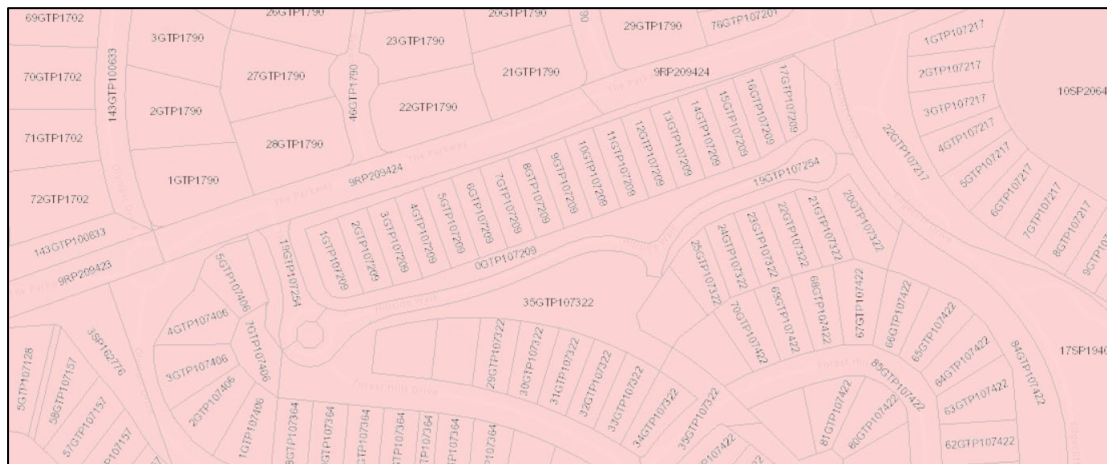


FIGURE 2: Land Use Map Excerpt (Source: SEQ Regional Plan)

This land has been previously modified for intensive urban development and generally comprises a mixture of residential/open space landuses and associated infrastructure throughout.

3.0 Vegetation Assessment

3.1 Methodology

The vegetation assessment process (refer **FIGURE 3**) can be summarised as follows:

1. Identification of targets (hazards/assets).
2. Analysis of the site for factors that could contribute to or mitigate risk i.e. structural or site conditions that may lead to failure/damage, the potential loads on a tree and a tree's adaptations to weakness, to judge the likelihood of failure/damage (consequence/probability).
3. Evaluation of the targets' values and potential failure/damage risk to inform a systematic management program commensurate with the Client's risk tolerance/objectives (project horizon/priority)
4. Mitigation options based on findings of the investigation and associated residual risks (recommended action/alternative strategy where relevant).
5. Ongoing monitoring of site for any change to conditions and communication of observations with Client.

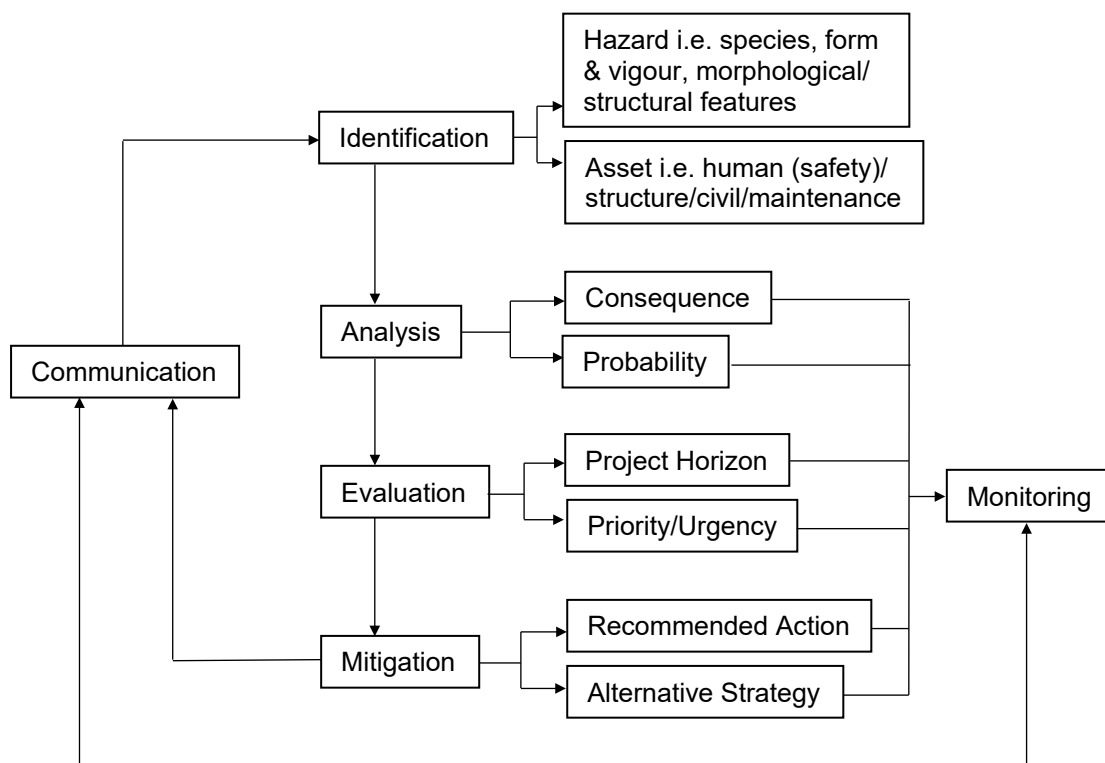


FIGURE 3: Vegetation Assessment Process Flowchart

3.2 Tree Inventory

Relevant metrics for each identified tree also include the following:

- botanical name
- common name

- estimated height (m)
- average radial canopy projection (m)
- diameter at breast height (m)
- overall form
- overall vigour

Findings are detailed within the *Vegetation Inventory* (refer **APPENDIX 1**) which also corresponds with identification numbering on the *Vegetation Survey Plan* (refer **APPENDIX 2**) for visual cross-reference.

3.3 Risk Matrix

For each identified tree, the hazard-type(s) were determined during field inspection i.e. public safety and root damage to adjacent structures as relevant.

Recommended action priorities in accordance with a tree risk matrix (refer **FIGURE 4 & TABLE 1**) are subsequently determined via the probability of occurrence and level of consequence (refer **APPENDIX 1**) based on experienced interpretation/combination of numerous variables including but not limited to the following:

- Tree specimen type.
- Adjacent asset type(s).
- Any visible asset damage attributable to tree specimen.
- Structural features/morphological habit of tree specimen (including form/vigour).
- Separation between tree specimen and relevant asset(s).

Recommended action priorities are typically determined over a 4-year horizon/timeframe based on site-specific observations, which is considered generally practical and appropriate for achieving the overall vegetation management objective.

Consequence	Probability		
	More Likely	Possible	Less Likely
Higher	1	2	3
Moderate	2	3	4
Lower	3	4	5

FIGURE 4: Risk Matrix – Probability/Consequence

TABLE 1: Risk Matrix – Priority/Recommended Timeframe

Priority	Recommended Timeframe
1	Action within 1 st year
2	Action within 2 nd year
3	Action within 3 rd year
4	Action within 4 th year
5	Annual Audit

A summary of action timeframes for the site/identified trees by both count and percentage is also designated within **TABLE 2 & FIGURE 5** following:

TABLE 2: Action Timeframes (by Count)

Priority	Count
1	15
2	2
3	1
4	1
5	16
TOTAL	35

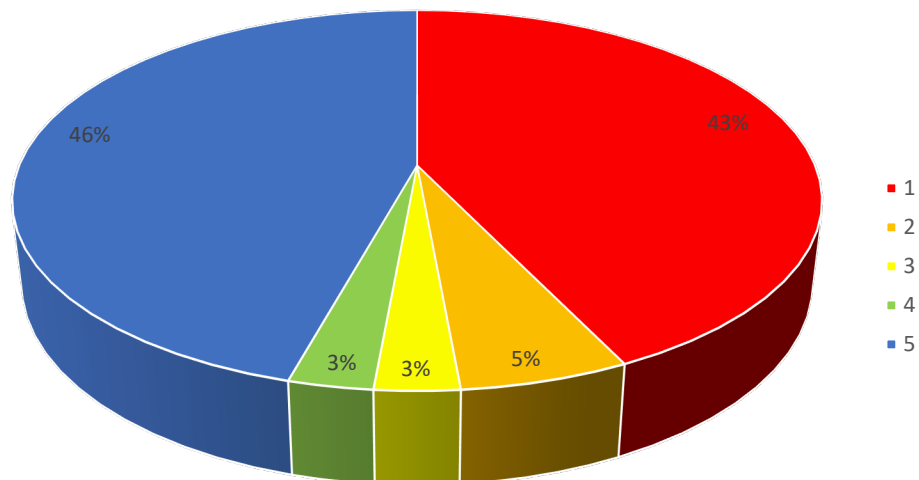


FIGURE 5: Action Timeframes (by Percentage)

3.4 Recommendations

Action-types recommended for the site (refer also **APPENDIX 1**) for achieving the vegetation management objective are as follows:

- Removal and replacement with more suitable specimen in alternative location.
- Deadwood removal.
- Canopy-lift.
- Limb-reduction.

- Remove tree.
- Monitor.
- Stump-grind.

Cost-estimates provided (refer **APPENDIX 1**) include allowance for the following scope of works (refer **TABLE 3**):

TABLE 3: Cost Estimate Inclusions

Action Type	Scope Allowance/Inclusions
<input type="checkbox"/> Removal and replacement with more suitable specimen in alternative location	<ul style="list-style-type: none"> ▪ Minimum AQF level 3 arborist to undertake works ▪ Controlled felling of tree specimen ▪ Stump-grinding (minimum 200mm depth) ▪ Removal of all cut-vegetation/excess root-grindings ▪ Green waste tip fees ▪ Rectification of surface i.e. grade/level into existing adjacent profile and reinstate mulch ▪ Supply replacement tree ▪ Installation including soil/mulch/staking/ties as required ▪ Site left clean and tidy on completion of works
<input type="checkbox"/> Deadwood removal	<ul style="list-style-type: none"> ▪ Minimum AQF level 3 arborist to undertake works ▪ All works carried out to <i>AS4373 – 2007: Pruning of Amenity Trees</i> ▪ Removal of dead limbs/branches ▪ Minimum diameter of dead branches to be cut is 50mm ▪ Removal of all cut-timber ▪ Green waste tip fees ▪ Site left clean and tidy on completion of works
<input type="checkbox"/> Canopy-lift	<ul style="list-style-type: none"> ▪ Minimum AQF level 3 arborist to undertake remedial pruning works ▪ All works carried out to <i>AS4373 – 2007: Pruning of Amenity Trees</i> ▪ Remove lower laterals/branches as required to raise height of 'clear trunk'. ▪ Removal of all cut-vegetation ▪ Green waste tip fees ▪ Site left clean and tidy on completion of works

<input type="checkbox"/> Limb-reduction	<ul style="list-style-type: none"> ▪ Minimum AQF level 3 arborist to undertake works ▪ All works carried out to AS4373 - 2007: <i>Pruning of Amenity Trees</i> ▪ Remove target limbs/branches as required to reduce overhanging canopy extent ▪ Removal of all cut-vegetation ▪ Green waste tip fees ▪ Site left clean and tidy on completion of works
<input type="checkbox"/> Remove tree	<ul style="list-style-type: none"> ▪ Minimum AQF level 3 arborist to undertake works ▪ Controlled felling of tree specimen with stump cut as close to existing ground level/grade as practical ▪ Removal of all cut-vegetation ▪ Green waste tip fees ▪ Site left clean and tidy on completion of works
<input type="checkbox"/> Monitor	<ul style="list-style-type: none"> ▪ Minimum level 5 arborist to monitor trees ▪ Monitor tree vitality (health & vigour) ▪ Monitor pest and disease activity ▪ Reporting & any recommended actions to be taken
<input type="checkbox"/> Stump-grind	<ul style="list-style-type: none"> ▪ Minimum qualification AHCARB206 – operate and maintain stump grinding machines ▪ Minimum grinding depth of 200mm below ground level ▪ Back-fill stump hole/root trench to original ground level with sandy loam ▪ Removal of all excess root-grindings ▪ Green waste tip fees ▪ Site left clean and tidy on completion of works

For all replacement trees, a 3-month establishment/maintenance program is also recommended for optimal results as follows:

- Qualified horticulturalist to undertake establishment works
- Watering twice per week for first month/once a week for two remaining months
- Monitor tree vitality (health & vigour)
- Monitor for pest & disease activity

- Report monthly
- Cost estimate (excluding GST) = **\$2560.00** for 3 months per year

An annual audit of identified 'Priority 5' trees (refer **APPENDIX 1**) is additionally recommended to determine any material changes to site conditions/risk as follows:

- Minimum level 5 arborist to monitor trees
- Monitor tree health, condition, growth-habit, structure, stability, hazards, proximate growing environment, distribution of foliage and amount of deadwood
- Monitor for pest and disease activity/integrated pest management
- If a condition is observed requiring attention subsequent to the initial investigation, that condition should be documented and scheduled in with an appropriate timeframe using the Urban Forest Concepts risk matrix
- Cost estimate (excluding GST) = **\$925.00** per year

Note that, to avoid uncertain assumptions about ultimate/final delivery of the project by any landholder, cost estimates stated within **APPENDIX 1** are current at time of writing but subject to final tender and not adjusted for CPI/any potential economies of scale.

3.5 Limitations

Trees are a complex living organism for which growth habit and structural integrity depend on a range of dynamic biological/climatic variables, and subject to the potential effects of external influence an annual audit of findings is advisable. Recommendations herein are only provided based on industry 'best-practice' and as such Urban Forest Concepts will not be held liable for damage/loss incurred by any trees.

4.0 Vegetation Management

4.1 Tree Specifications

4.1.1 Tree Species Suitability

Different species of trees are suited to different planting typologies, and vary with regard to a number of factors including, among others:

- General physiological requirements
- Soil moisture and nutrient requirements
- Adaptation to local climate and microclimates
- Long-term maintenance requirements (e.g., pruning)
- Root system characteristics
- Canopy form and aesthetics
- Pest and disease susceptibility
- Pollution tolerance
- Fruit and seed production
- Invasive potential and 'weediness'

4.1.2 Tree Installation

Proper plant material installation is one of the most critical elements of successful tree establishment and long-term survival. The following factors must be considered during the installation of plant materials. Implementation of best practice outlined below will significantly increase the likelihood of successful establishment and long-term tree survival.

In addition to general planting site constraints (soil quality, soil volume, drainage, above- and below-ground conflicts, etc.), there are additional factors which must be considered prior to, during, and following the installation of plant materials. These include:

- Root pruning
- Season of planting
- Plant material transportation and handling
- Planting hole preparation
- Backfilling and irrigation
- Staking/guying

These factors notwithstanding, the majority of failed plantings result from one or more of three key factors: planting too deep, and under- or over-watering. If healthy, site-appropriate trees are planted at the correct depth and are properly irrigated, the plantings will stand a much higher chance of success.

Root pruning

Trees 150 mm or larger may benefit from having been root pruned at least one growing season prior to harvesting. After root pruning the trees will need additional water. Better growers will do this as part of their normal practice. To ensure that this is undertaken, large trees should be pre-purchased at least one year in advance and arrangements with the grower made to root prune and maintain the trees.

Season of planting

In general, trees should be planted in early spring or fall, thereby avoiding periods of active shoot elongation when roots may grow poorly. Ideally, project schedules should take the appropriate planting season for the proposed plant material into consideration to ensure that the likelihood of tree survival is improved. If schedules are inflexible, smaller planting stock or larger root ball to calliper ratios may increase the chances of survival.

Plant material transportation and handling

Plant material is fragile, and must be handled accordingly. The overall objectives of handling planting stock are to maintain root ball integrity, prevent stem scarring, and reduce the likelihood of plant tissue desiccation. Trees should therefore be thoroughly irrigated at the nursery prior to shipping, should be shipped in closed trucks or with foliage wrapped to reduce evapotranspiration, and should be kept out of direct sunlight until planting.

Additionally, trees should not be rolled on their root balls (to prevent cracking), and should never be lifted by the trunk or dropped. If trees are to be held on-site for an extended period of time (exceeding two hours), they should be regularly irrigated. The holding area should be sheltered from both sun and wind.

Planting hole preparation

Proper preparation of the planting hole will have a significant effect upon the outcome of tree installation, and must take into account characteristics of the site soils. In well-drained soils, the planting hole should be dug as wide as possible to a depth not exceeding or slightly shallower than the height of the root ball. Planting the tree too deep will deprive the root system of oxygen, prevent gas exchange, and restrict water. The bottom of the hole should be undisturbed; if disturbed, soil should be lightly compacted to prevent root ball subsidence. The holes should be dug wide as possible, and at least three times the root ball diameter. The sides of the planting hole should be sloped and scarified. The tree should be installed so that the top roots in the root ball are just below the soil surface; this may require removal (by hand) of some soil from the root ball. The trunk flare should be set slightly above final grade.

Backfilling and irrigation

Backfill soil should be loose and friable, with most large clods of soil being broken up. Some soil clods should be retained to provide pore space and improved soil structure. Backfill soil should be lightly tamped by foot once one-half of the planting hole is filled, and should be irrigated to eliminate air pockets and provide moisture. The remainder of the planting hole should then be filled, without adding soil to the top of the root ball. In well-drained soils, a 25 to 40 mm high saucer of soil should be formed around the edge of the root ball. Mulch should be added on top of and around the root ball to a depth not exceeding 80 mm, and set a minimum of 40 mm away from the root flare/trunk. Following planting, the root ball should be thoroughly irrigated; irrigating too quickly and for too short a period of time may not allow water to adequately penetrate the root ball.

Staking/guying

Staking or guying can be used for two purposes: to anchor an unstable root ball, and to support a weak trunk. The objective of anchor staking is to prevent root ball rotation, which can lead to

newly-planted trees falling over and can prevent proper root development. Anchor staking is usually achieved by driving two or more wooden stakes or metal posts into the ground and tying the tree to the stake. Stakes should be installed so that the root ball is firmly supported while allowing the trunk to move slightly. This encourages strengthening of the trunk, as the tree compensates for inherent weaknesses by developing wood where required.

A number of different anchor staking systems are available, and selection of the proper system will be site- and species-dependent. All trees, however, should be tied to stakes using hessian jute webbing, 50mm wide. Hose-wrapped wire should not be used. Most anchoring systems should be removed within one year following planting, unless trees are planted in poorly-drained or highly sandy soils which may inhibit the rapid development of strong anchor roots or a firm root/soil interface. Where appropriate, staking should be avoided altogether.

Trunk support staking may be required when small-caliper or poorly-developed trees are to be planted. It is always preferable to avoid planting trees with weak or poorly-developed stems, but when such planting is required, support stakes should be installed. These stakes should be installed to the lowest point necessary to hold the tree upright, and should be installed close to the trunk using soft webbing or similar materials.

All anchor and support staking must be removed in a timely manner, or the newly-planted trees risk being girdled or otherwise deformed.

4.1.3 Tree Maintenance

Four key horticultural elements must be taken into consideration following proper planting and mulching. These include:

- Watering
- Pruning
- Fertilisation
- Pest, disease and competition control

Watering

Planted trees require supplemental irrigation until they become successfully established, at which time natural rainfall should be sufficient to supply the water needs of trees planted in good sites. The critical zone for irrigation is the newly-planted tree's root ball. Irrigating surrounding soils is not necessary and can in fact be counter-productive.

Adequate supplemental irrigation of the root ball encourages establishment by increasing the rate of root development, especially root penetration out of the root ball and into surrounding landscape soils.

Irrigation is absolutely critical to the success of tree plantings. If irrigation is cut off before establishment, the likelihood of tree mortality is substantially increased. Conversely, overabundant irrigation, especially in poorly drained clay or compacted soils, can essentially drown roots by depriving them of gas and nutrient exchange capacity.

Proper watering needs to consider the timing of watering, and the amount of water provided. Until the establishment period, trees should be watered manually. In general, trees planted in early spring or autumn will require watering every other day for approximately 1-2 months, with subsequent once-weekly watering until establishment.

Trees planted in mid-summer should be watered daily for at least one week, and then on the schedule outlined previously. Periods of drought may necessitate more frequent watering for

spring or autumn planted trees. Larger trees may require watering every other day for up to three months, and ex-ground trees may have a longer establishment period than bagged stock.

Trees should be irrigated such that soil is kept moist at nearly all times, but complete soil saturation should be avoided. There is no 'right amount' of water to apply, but as a general rule a tree in well-drained soil should receive between four and eight litres of water per 2.5 cm trunk diameter at each irrigation. The exact amount will vary depending on soil drainage and other site-specific requirements.

A simple test to determine soil moisture content can be conducted by squeezing a handful of root ball soil. If water drips from the soil ball, water volume should be reduced. If the soil crumbles, water volume should be increased. Ideally, the soil should stay together. Root ball moisture content can also be felt by inserting a finger into the root ball.

□ Pruning

Newly-planted trees should not be pruned to 'compensate' for root loss due to transplanting, as such pruning is ineffective and may in fact slow root growth. However, young tree pruning should be undertaken to promote good canopy structure, particularly for trees with a natural decurrent (rounded and spreading) growth habit. Pruning should be undertaken at least 3 times within the first 10 to 15 years following planting, and more if required. The focus of such pruning should be to eliminate or prevent poor structural conditions such as included bark, co-dominant stems or sprouts, or to remove broken, dead, diseased, badly injured or infested branches.

Young trees should be trained to develop a central leader, if possible, although some species will not respond well to such pruning due to their natural form. Training should also be undertaken to encourage and maintain appropriate clearance from structures and over streets and footpaths. Consideration should be given to retaining temporary branches for two to five years, with the purpose of encouraging good stem taper and protecting the trunk.

□ Fertilisation

Trees generally do not need to be fertilized at time of planting. This does not mean, however, that fertilization is never appropriate – the decision to fertilize should always be supported by a soil fertility analysis and recommendations of a soil test.

□ Pest, Disease and Competition Control

Due to the stresses associated with transplanting, newly-planted trees may be more susceptible to pest infestation, disease and pathogen infection, and competition from other types of vegetation.

➤ Pests and diseases

Pests and disease problems affecting young trees frequently begin in the nursery before the trees are transplanted into the landscape. For this reason, careful inspection of nursery stock before delivery is important to ensure diseased or infested stock is not established. Should newly-planted trees show signs or symptoms of pest infestation or disease, an Integrated Pest Management (IPM) approach should be implemented to control the problem.

➤ Competing vegetation

Tree establishment can be delayed and overall tree health may suffer on sites with competing vegetation, particularly herbaceous weeds and turfgrass. Horticultural practices to minimise weed competition should be undertaken when trees are planted in the landscape.

As outlined below, strategies to minimize weed competition include proper site design, correct site preparation and planting, and adequate subsequent maintenance.

- ✓ **Site design requirements**
 - Select densely-canopied trees to shade out weeds
 - Design sites for easy maintenance access
- ✓ **Site preparation**
 - Remove weeds and cultivate site soils prior to planting
 - Prepare the site to ensure good drainage
 - Provide adequate irrigation
 - Plant new trees properly
 - Apply mulch
- ✓ **Site maintenance**
 - Monitor and remove weeds regularly throughout the growing season, and remove weeds before they are well established
 - Establish thresholds for acceptable weed levels
 - Maintain adequate mulch levels
 - Reduce mowing intensity to encourage deeper turf/grass rooting
 - Avoid soil cultivation and edging in root zones, as it causes soil compaction and injures shallow roots

4.2 Tree Recommendations

Recommended replacement trees for this site include the following three species (refer **PLATES 1 – 3** following) to be planted @ 1:1 (remove:replace) ratio and minimum 45L stock-size generally in accordance with the specifications included in **SECTION 4.1** above (refer also **APPENDIX 3**):



PLATE 1: Ivory Curl Tree (*Buckinghamia celsissima*)



PLATE 2: Golden Penda (*Xanthostemon chrysanthus*)



PLATE 3: Tulipwood (*Harpullia pendula*)

4.3 Deadwood Removal

Deadwooding is the removal of dead laterals/branches. The minimum diameter of dead timber to be removed is 50mm. The location of the final cut is to be as close to the branch collar as possible. The live tissue is not to be damaged when removing deadwood from within the canopy.

4.4 Canopy-lift

Canopy-lifting is the removal of lower branches from a tree and is a form of canopy modification. The outcome is to change the form and habit of the tree. Canopy-lifting is usually done to balance the tree, to allow vehicle or pedestrian access, allow light to penetrate certain areas or to remove limbs near structures or buildings.

To minimise stress to the tree and to develop or maintain good trunk taper, at least one half of the foliage distribution in trees should be on the branches that arise in the lower two-thirds of the trunk.

4.5 Limb-reduction

Some trees grow larger than desirable for aesthetic, safety or access reasons. These trees may interfere with overhead utilities, grow into adjacent trees/structures/thoroughfares or become hazardous because of their size, branch length or condition.

Reduction-pruning is used to moderate the size of the tree by decreasing the length of one or more stems and branches.

Reduction-pruning is best accomplished by cutting limbs back to their point of origin or to a lateral branch capable of sustaining the remaining limb and assuming apical dominance. This is referred to as a reduction cut.

A common rule-of-thumb is that the remaining lateral branch must be one-third the diameter of the removed portion. This will vary with species, age, prevailing climate and condition of the tree.

4.6 Remove Tree

The tree canopy is to be felled in a controlled manner by the project arborist to avoid potential damage to any adjacent specimens or proximate infrastructure. If the stump is to be left *in situ*, the remaining trunk will be cut as close to existing ground level/grade as practical. If a replacement tree is required *in situ*, the root-ball and/or any visible roots are to be cut out via fine-jet high-pressure water to satisfactorily accommodate the new stock. All cut-vegetation and root-material is to be chipped and removed offsite unless directed otherwise.

4.7 Monitor

Inspection of identified trees is recommended to determine any material changes to site conditions including an assessment of tree health, condition, growth-habit, structure, stability, hazards and the proximate growing environment. The distribution of foliage and amount of deadwood will also be considered. The need for any pruning will be determined as well as the potential impacts that tree roots are having on the surrounding hardscapes and infrastructure.

Incorporating an integrated pest management system may be required, which can be formulated to create a successful, cost-effective solution to controlling insects/disease if damaging any trees within the estate/complex.

The four steps to an effective Integrated Pest Management program are:

- a. Monitoring & Identifying Pests
- b. Setting Tolerances & Thresholds for action
- c. Prevention
- d. Control

If a condition is observed requiring attention subsequent to the initial investigation, that condition should be documented and scheduled in with an appropriate timeframe using the Urban Forest Concepts risk matrix.

4.8 Stump-grind

Stump-grinding can be an onerous task with many factors needing prior consideration including:

- underground services,
- parked cars,
- narrow streets,
- footpaths, and
- other trees.

All spoil will be removed from the site and backfilled with A Horizon 60/40 sandy soil loam. Physical barriers specifically designed for stump grinding must be set up between the stump grinder and any object that may be impacted by the grinding. Proper site setup and traffic control is to be implemented where required.

5.0 Vegetation Summary

This document has been prepared with regard to vegetation management works throughout select common-property areas of the 'Alpinia GTP107209' estate.

Tree assessment metrics have been determined in the field and probabilities/consequences of a risk matrix applied to identified specimens to inform pragmatic 'on-ground' recommendations for resolving the vegetation management objective over a structured timeframe, and a budget forecast for achieving the highest visual amenity and landscape character appeal within the built environment.

In summary it is therefore submitted that vegetation works recommended herein are broadly commensurate with strategic planning objectives for the site and will not have an unacceptable landscape/environmental impact.

Compliance with relevant provisions of the Gold Coast City Plan document is contained within **APPENDIX 4**.

6.0 Appendices

APPENDIX 1 – Vegetation Inventory

APPENDIX 2 – Vegetation Survey Plan

APPENDIX 3 – GCCC Standard Drawings

APPENDIX 4 – Vegetation Management Code

7.0 Bibliography

Australian Standard AS4373 (2007): *Pruning of Amenity Trees*.

Australian Standard AS4687 (2007): *Temporary Fencing and Hoardings*.

Australian Standard AS4970 (2009). *Protection of Trees on Development Sites*.

Department of Infrastructure, Local Government & Planning (2017). *ShapingSEQ: South East Queensland Regional Plan*.

Gold Coast City Council (2016): *Gold Coast City Plan*.

Office of the Queensland Parliamentary Council (2016). *Planning Act*.

APPENDIX 1

VEGETATION INVENTORY

Vegetation Inventory

Priority	Recommended Timeframe
1	Action within 1st year
2	Action within 2nd year
3	Action within 3rd year
4	Action within 4th year
5	Annual Audit

ID#	Botanical Name	Common Name	Height	RCP	DBH [^]	Arboricultural Assessment					Recommended Action	Priority	Cost Estimate (ex. GST)
						Form	Vigour	Hazard	Consequence	Probability			
1	<i>Araucaria cunninghamii</i>	Hoop Pine	18	6	0.48	Sound	Sound-Average	Safety	Higher	More Likely	Deadwood	1	\$500.00
2	<i>Eucalyptus tereticornis</i>	Forest Red Gum	18	10	0.61	Sound	Sound	Negligible	Lower	Less Likely	Monitor	5	TBA
3	<i>Eucalyptus tereticornis</i>	Forest Red Gum	18	8	0.47	Sound	Sound	Negligible	Lower	Less Likely	Monitor	5	TBA
4	<i>Ficus virens</i>	White Fig	8	4	0.24	Average	Sound	Structure	Higher	More Likely	Remove, stump-grind	1	\$750.00
5	<i>Ficus virens</i>	White Fig	15	10	0.62	Sound-Average	Sound	Structure	Higher	More Likely	Remove/replace, stump-grind	1	\$2,200.00
6	<i>Ficus virens</i>	White Fig	6	3	0.11	Poor	Average	Structure	Higher	More Likely	Remove, stump-grind	1	\$400.00
7	<i>Eucalyptus propinqua</i>	Grey Gum	18	5	0.52	Sound	Sound	Negligible	Lower	Less Likely	Monitor	5	TBA
8	<i>Ficus virens</i>	White Fig	5	2	0.06	Poor	Sound-Average	Structure	Higher	More Likely	Remove, stump-grind	1	\$150.00
9	<i>Eucalyptus tereticornis</i>	Forest Red Gum	16	6	0.45	Sound	Sound	Negligible	Lower	Less Likely	Monitor	5	TBA
10	<i>Ficus virens</i>	White Fig	4	3	0.06	Poor	Sound	Structure	Higher	More Likely	Remove, stump-grind	1	\$140.00
11	<i>Ficus virens</i>	White Fig	14	12	0.53	Sound-Average	Sound	Structure	Higher	More Likely	Remove/replace, stump-grind	1	\$2,400.00
12	<i>Eucalyptus tereticornis</i>	Forest Red Gum	18	8	0.51	Sound-Average	Sound	Negligible	Lower	Less Likely	Monitor	5	TBA
13	<i>Ficus virens</i>	White Fig	10	8	0.20	Poor	Sound	Structure	Higher	More Likely	Remove, stump-grind	1	\$450.00
14	<i>Melaleuca leucadendra</i>	Weeping Paperbark	16	6	0.54	Sound	Sound	Structure	Higher	Less Likely	Remove, stump-grind	3	\$1,600.00
15	<i>Eucalyptus tereticornis</i>	Forest Red Gum	14	4	0.24	Sound	Sound	Negligible	Lower	Less Likely	Monitor	5	TBA
16	<i>Ficus virens</i>	White Fig	10	8	0.29	Average	Sound	Structure	Higher	More Likely	Remove/replace, stump-grind	1	\$1,400.00
17	<i>Eucalyptus tereticornis</i>	Forest Red Gum	8	3	0.15	Sound	Sound	Negligible	Lower	Less Likely	Monitor	5	TBA
18	<i>Lophostemon confertus</i>	Brush Box	10	4	0.27	Sound-Average	Sound	Negligible	Lower	Less Likely	Monitor	5	TBA
19	<i>Ficus virens</i>	White Fig	14	3	0.25	Sound	Sound	Structure	Higher	More Likely	Remove, stump-grind	1	\$850.00
20	<i>Lophostemon confertus</i>	Brush Box	10	4	0.21	Average-Poor	Sound	Safety/structure	Higher	Possible	Remove, stump-grind	2	\$750.00
21	<i>Lophostemon confertus</i>	Brush Box	12	4	0.25	Sound	Sound	Negligible	Lower	Less Likely	Monitor	5	TBA
22	<i>Lophostemon confertus</i>	Brush Box	12	4	0.26	Sound	Sound	Negligible	Lower	Less Likely	Monitor	5	TBA
23	<i>Eucalyptus propinqua</i>	Grey Gum	12	6	0.35	Average	Sound	Safety	Higher	More Likely	Remove, stump-grind	1	\$1,400.00
24	<i>Lophostemon confertus</i>	Brush Box	12	4	0.21	Sound	Sound	Negligible	Lower	Less Likely	Monitor	5	TBA
25	<i>Lophostemon confertus</i>	Brush Box	12	4	0.26	Sound-Average	Sound	Negligible	Lower	Less Likely	Monitor	5	TBA
26	<i>Eucalyptus tereticornis</i>	Forest Red Gum	6	1	0.42	Poor	Poor	Safety/structure	Higher	More Likely	Remove, stump-grind	1	\$500.00
27	<i>Eucalyptus tereticornis</i>	Forest Red Gum	15	8	0.51	Sound	Sound	Negligible	Lower	Less Likely	Monitor	5	TBA
28	<i>Corymbia intermedia</i>	Pink Bloodwood	12	3	0.30	Sound-Average	Sound	Structure	Moderate	Less Likely	Remove/replace, stump-grind	4	\$1,500.00
29	<i>Eucalyptus propinqua</i>	Grey Gum	18	10	0.45	Sound-Average	Sound	Safety	Higher	Possible	Limb-reduction, deadwood	2	\$600.00
30	<i>Eucalyptus propinqua</i>	Grey Gum	18	5	0.40	Sound	Sound	Negligible	Lower	Less Likely	Monitor	5	TBA
31	<i>Eucalyptus propinqua</i>	Grey Gum	20	8	0.53	Sound	Sound	Negligible	Lower	Less Likely	Monitor	5	TBA
32	<i>Eucalyptus propinqua</i>	Grey Gum	16	8	0.45	Sound	Sound	Safety	Higher	More Likely	Deadwood	1	\$150.00
33	<i>Ficus virens</i>	White Fig	3	3	0.11	Poor	Sound	Structure	Higher	More Likely	Remove, stump-grind	1	\$150.00
34	<i>Lophostemon confertus</i>	Brush Box	12	10	0.53	Sound-Average	Sound	Safety	Higher	More Likely	Canopy-lift	1	\$450.00
35	<i>Araucaria cunninghamii</i>	Hoop Pine	10	3	0.31	Sound	Average	Safety	Lower	Less Likely	Monitor	5	TBA

[^] DBH_{total} = √(DBH₁)² + (DBH₂)² + (DBH₃)² + (DBH₄)² + (DBH₅)² under AS4970.

APPENDIX 2

VEGETATION SURVEY PLAN

(Adapted From: Digital Globe/
Department of Resources)



PROJECT:
VEGETATION MANAGEMENT PLAN
 THE PARKWAY, HOPE ISLAND
 LOT 0 GTP107209

PROJECT NO.:
 PAR04

DATE:
 FEBRUARY 2024

DRAWING:
VEGETATION SURVEY - AERIAL IMAGE

DRAWING NO.: PAR04_VS-AI SCALE: ~1:600 @ A3

ISSUE: A DRAWN: CK/MJ SHEET NO.: 1 OF 1

LEGEND:

■ TREE LOCATION

169 ID#

NOTES:

ADAPTED FROM:
DIGITAL GLOBE
 DEPARTMENT OF RESOURCES

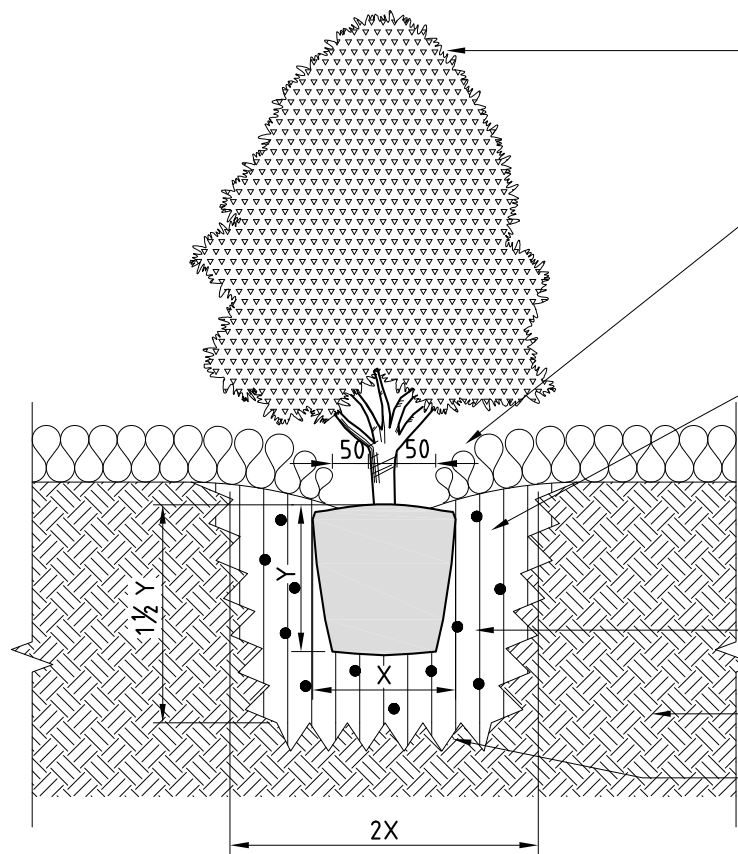
URBAN FOREST CONCEPTS

URBAN FOREST CONCEPTS
 P: PO BOX 1714, SOUTHPORT BC QLD 4215
 E: chay@urbanfc.com.au/mark@urbanfc.com.au
 M: 0416 038 296/0438 789 296

CLIENT:
'ALPINIA' BODY CORPORATE GTP107209

Page 108

APPENDIX 3
STANDARD DRAWINGS
(Source: GCCC)



PLANT AS SPECIFIED. SET OUT FOR APPROVAL BY LANDSCAPE ARCHITECT PRIOR TO PLANTING. STAKE IF SPECIFIED IN PLANT SCHEDULE.

MULCH LAYER MIN. 100mm DEPTH. MAINTAIN 50mm SEPARATION BETWEEN MULCH AND STEM OF PLANT.

IMPORTED SOIL MIX AS SPECIFIED. MINIMUM DEPTH 300mm. PLACE AND LIGHTLY COMPACT THE SOIL MIX IN LAYERS TO PREVENT AIR POCKETS. FORM SHALLOW DEPRESSION IN SOIL AROUND TOP OF ROOTBALL TO IMPROVE WATER RETENTION TO PLANT.

PLACE SLOW RELEASE FERTILISER AS SPECIFIED AROUND ROOTBALL.

EXISTING SOIL/SUBSTRATE

EXISTING BASE SUB-GRADE TO BE RIPPED A MINIMUM OF 150mm.

TYPICAL SHRUB/GROUNDCOVER PLANTING - SECTION

PLANTING NOTES

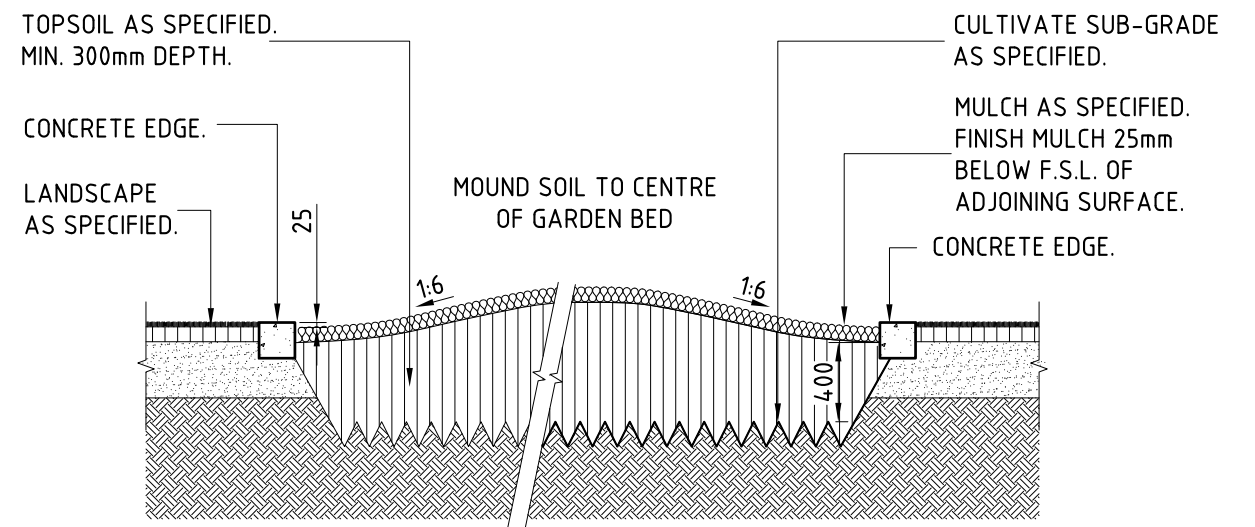
CULTIVATE EXISTING SUB-GRADE TO 150mm DEPTH. REMOVE STONES EXCEEDING 50mm DIAMETER AND ANY ORGANIC MATTER EXCEEDING 25mm ϕ INCLUDING ROOTS, STICKS AND WEEDS BROUGHT TO THE SURFACE DURING CULTIVATION. REMOVE ANY MATERIAL DETRIMENTAL TO PLANT GROWTH.

EITHER AMELIORATE EXISTING SITE TOPSOIL AS SPECIFIED OR IMPORT SOIL MIX. ALL IMPORTED SOIL MIXES SHALL COMPLY WITH AS 4419-2003 'SOILS FOR LANDSCAPING AND GARDEN USE'- CLAUSE 4.6 "SOIL BLEND", COMPLYING WITH THE REQUIREMENTS OF AS4419 SECTIONS 5, 7 AND 8 WITH pH FALLING WITHIN THE RANGE REQUIRED FOR NON ACID NOR ALKALINE SOILS AS DEFINED BY CLAUSE 5.6(a), WITH PHOSPHOROUS CONTENT SUITABLE FOR PHOSPHOROUS-SENSITIVE PLANTS AS DEFINED BY CLAUSE 5.9 AND THE FURTHER REQUIREMENTS THAT THE ELECTRICAL CONDUCTIVITY WHEN TESTED IN ACCORDANCE WITH AS4419 APPENDIX D, NOT EXCEED 1.2 dS/m. PROVIDE TEST CERTIFICATE FOR IMPORTED SOIL MIX PRIOR TO BRINGING ON SITE. REFER TO SPECIFICATIONS.

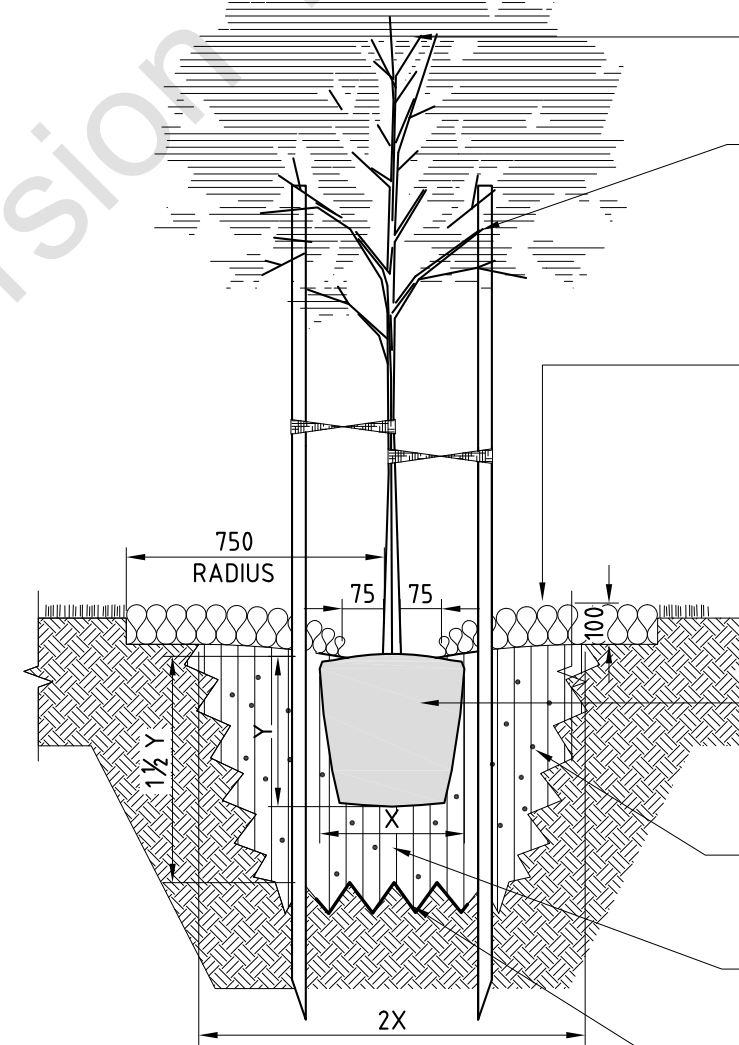
AFTER APPROVAL OF THE PROPOSED SOIL MIX, DEPOSIT AND SPREAD SOIL MIX TO ACHIEVE A 300mm MINIMUM THICKNESS TO ALL PLANTING AREAS AFTER SLAB OR EDGE CONSTRUCTION. EXCAVATE THE PLANTING HOLES FOR TREES TO A MINIMUM OF TWICE THE WIDTH (2x) AND ONE AND A HALF TIMES (1 1/2x) THE DEPTH OF THE ROOTBALL.

COMPACT SOIL MIX LIGHTLY IN LAYERS OF 150mm, ENSURING THAT NO AIR POCKETS REMAIN IN THE SOIL. RAKE OVER LIGHTLY TO ACHIEVE SMOOTH SOIL PROFILES, AND ENSURE THAT ANY MOUNDING HAS A SMOOTH AND EVEN PROFILE.

USE 25mm GRADE HOOP PINE BARK OR EQUIVALENT MULCH IN A 100mm LAYER, FREE FROM SOIL, WEEDS & ANY OTHER MATERIAL TOXIC TO PLANT GROWTH. SPREAD EVENLY & RAKE SMOOTH. FINISH MULCH 25mm BELOW FINISHED SURFACE LEVEL OF SURROUNDING EDGE/TREATMENT.

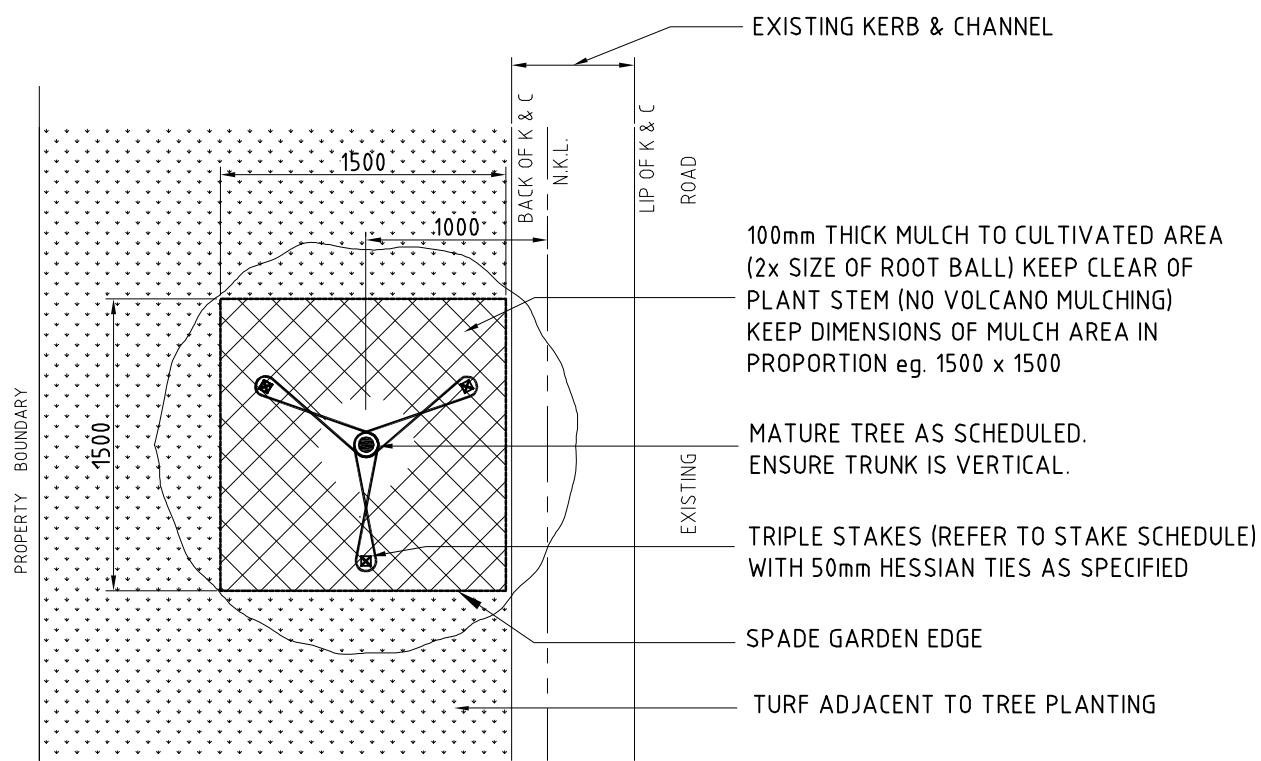


TYPICAL PLANTING BED - SECTION

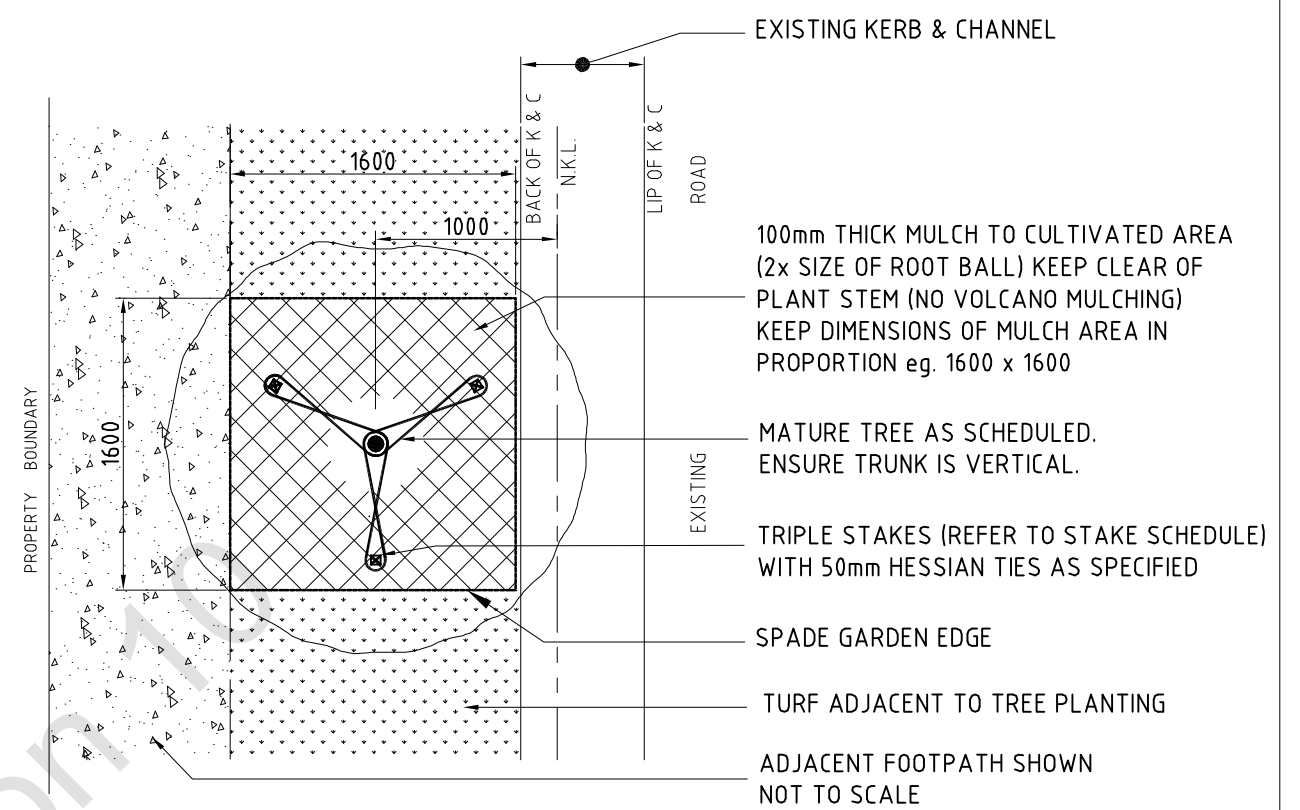


TYPICAL TREE PLANTING - SECTION

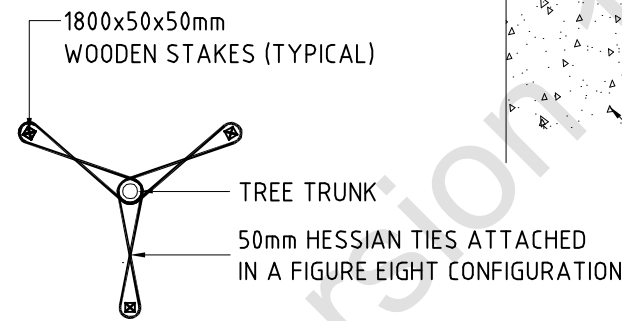
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					DRAWN BY CITY OF GOLD COAST			TREE AND SHRUB PLANTING DETAIL
					PASSED - COORDINATOR OPEN SPACE ASSETS	THIS DRAWING HAS BEEN SOURCED FROM BRISBANE CITY COUNCIL STANDARD DRAWINGS 2001 - SERIES 700 : PARKS		
					NAME: CAMERON TAYLOR 17/10/13			
					APPROVED - MANAGER PARKS & RECREATIONAL SERVICES			
No.	AMENDMENT	APPROVED	DATE	ISSUED	NAME: RON JACOBS 17/10/13			



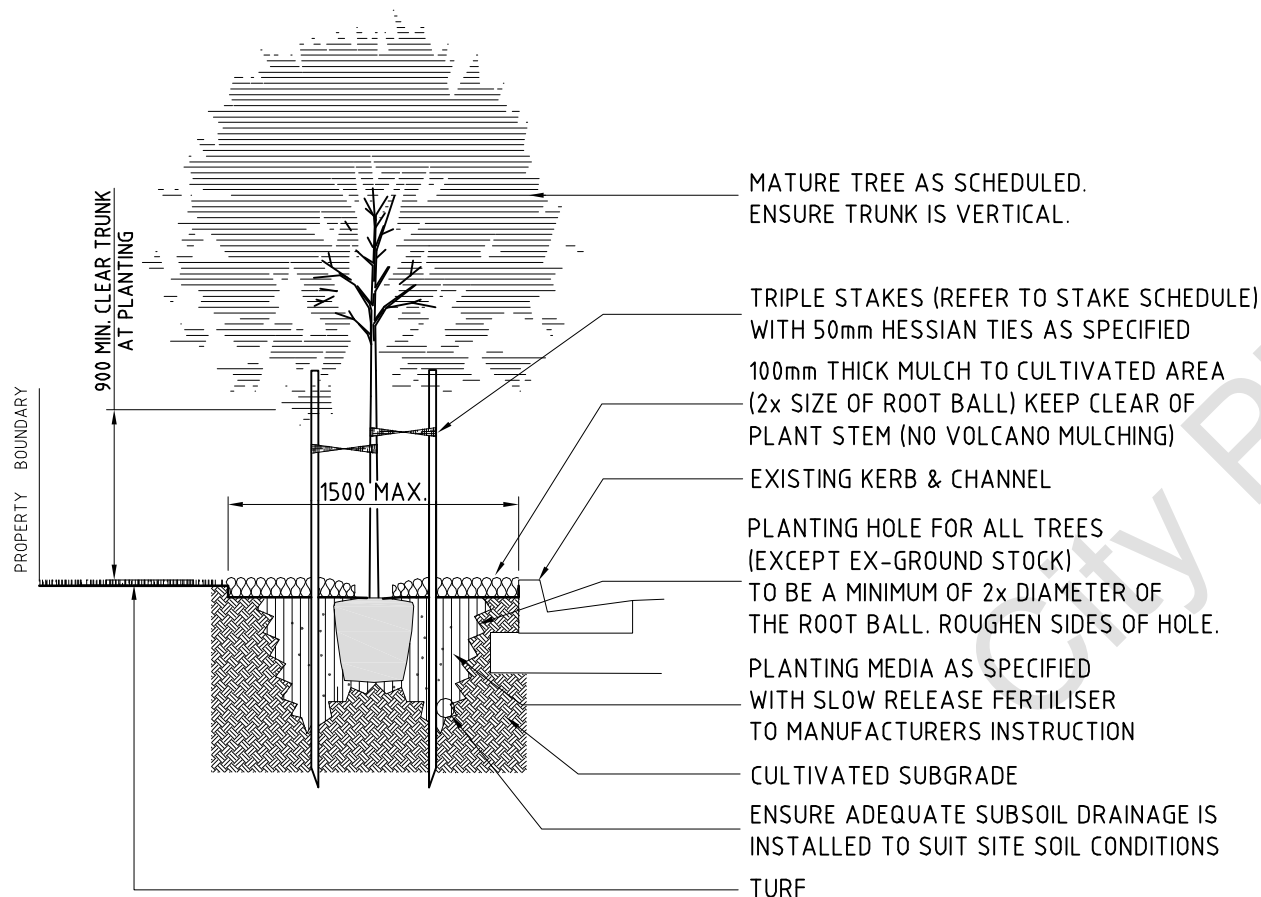
TREE PLANTING NO FOOTPATH - PLAN



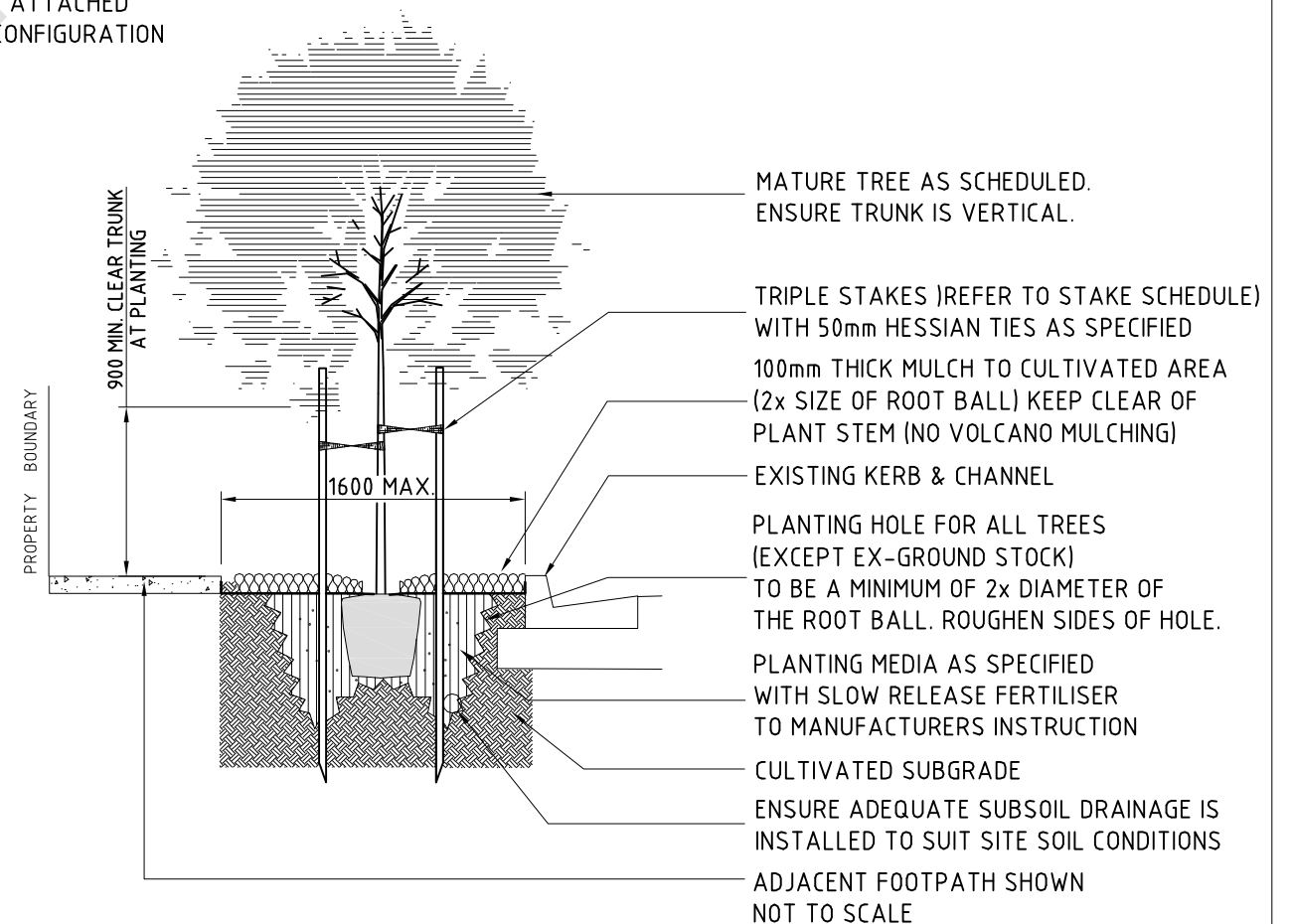
TREE PLANTING WITH FOOTPATH - PLAN



TREE STAKING DETAIL

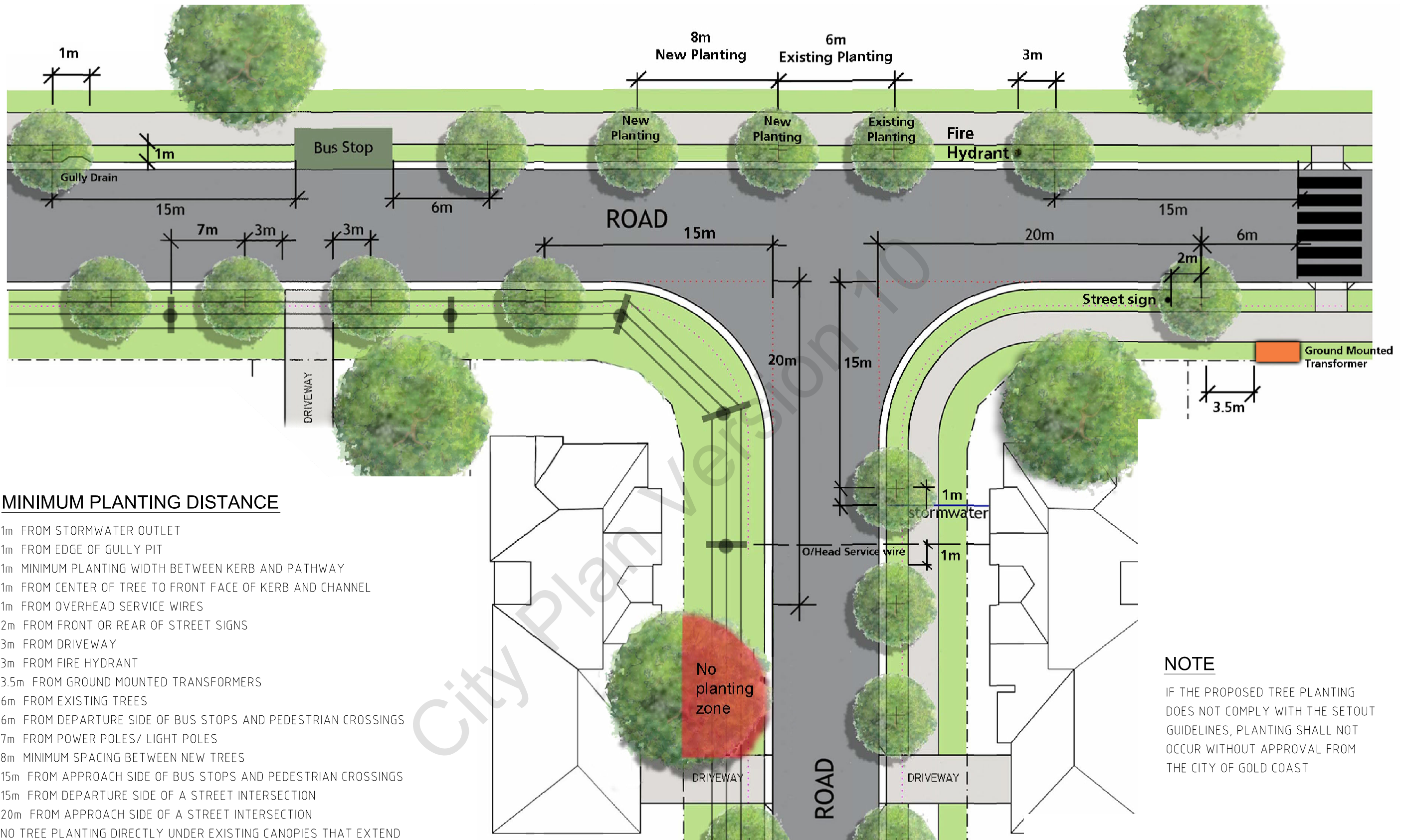


TREE PLANTING NO FOOTPATH - SECTION



TREE PLANTING WITH FOOTPATH - SECTION

<p>CITY OF GOLD COAST.</p> <p>City of Gold Coast PO Box 5042 Gold Coast MC 9729 P: 1300 GOLDCOAST</p>	<p>THIS DRAWING IS NOT TO BE AMENDED WITHOUT REFERENCE TO STANDARDS COMMITTEE</p>			<p>CONTROLLED DOCUMENT</p>	<p>DO NOT SCALE TAKE FIGURED DIMENSIONS ONLY</p>	<p>STANDARD DRAWING</p> <p>STREET TREE PLANTING DETAIL MULCH & CULTIVATION</p>	<p>STANDARD DRAWING No.</p> <p>05-102</p>
					<p>DRAWN BY CITY OF GOLD COAST</p>		<p>ISSUE</p> <p>2015 EDITION Page 111</p>
					<p>PASSED - COORDINATOR OPEN SPACE ASSETS</p>		
					<p>NAME: CAMERON TAYLOR 17/10/13</p>		
					<p>APPROVED - MANAGER PARKS & RECREATIONAL SERVICES</p>		
<p>No.</p>	<p>AMENDMENT</p>	<p>APPROVED</p>	<p>DATE</p>	<p>ISSUED</p>	<p>NAME: RON JACOBS 17/10/13</p>		



MINIMUM PLANTING DISTANCE

- 1m FROM STORMWATER OUTLET
- 1m FROM EDGE OF GULLY PIT
- 1m MINIMUM PLANTING WIDTH BETWEEN KERB AND PATHWAY
- 1m FROM CENTER OF TREE TO FRONT FACE OF KERB AND CHANNEL
- 1m FROM OVERHEAD SERVICE WIRES
- 2m FROM FRONT OR REAR OF STREET SIGNS
- 3m FROM DRIVEWAY
- 3m FROM FIRE HYDRANT
- 3.5m FROM GROUND MOUNTED TRANSFORMERS
- 6m FROM EXISTING TREES
- 6m FROM DEPARTURE SIDE OF BUS STOPS AND PEDESTRIAN CROSSINGS
- 7m FROM POWER POLES/ LIGHT POLES
- 8m MINIMUM SPACING BETWEEN NEW TREES
- 15m FROM APPROACH SIDE OF BUS STOPS AND PEDESTRIAN CROSSINGS
- 15m FROM DEPARTURE SIDE OF A STREET INTERSECTION
- 20m FROM APPROACH SIDE OF A STREET INTERSECTION
- NO TREE PLANTING DIRECTLY UNDER EXISTING CANOPIES THAT EXTEND TO AND BEYOND THE KERB AND CHANNEL

NOTE

IF THE PROPOSED TREE PLANTING DOES NOT COMPLY WITH THE SETOUT GUIDELINES, PLANTING SHALL NOT OCCUR WITHOUT APPROVAL FROM THE CITY OF GOLD COAST

<p>CITY OF GOLD COAST</p> <p>City of Gold Coast PO Box 5042 Gold Coast MC 9729 P: 1300 GOLDCOAST</p>	<p>THIS DRAWING IS NOT TO BE AMENDED WITHOUT REFERENCE TO STANDARDS COMMITTEE</p>				<p>CONTROLLED DOCUMENT</p>	<p>DO NOT SCALE TAKE FIGURED DIMENSIONS ONLY</p>	<p>STANDARD DRAWING</p>	<p>STANDARD DRAWING No.</p>
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No.	AMENDMENT	APPROVED	DATE	ISSUED				

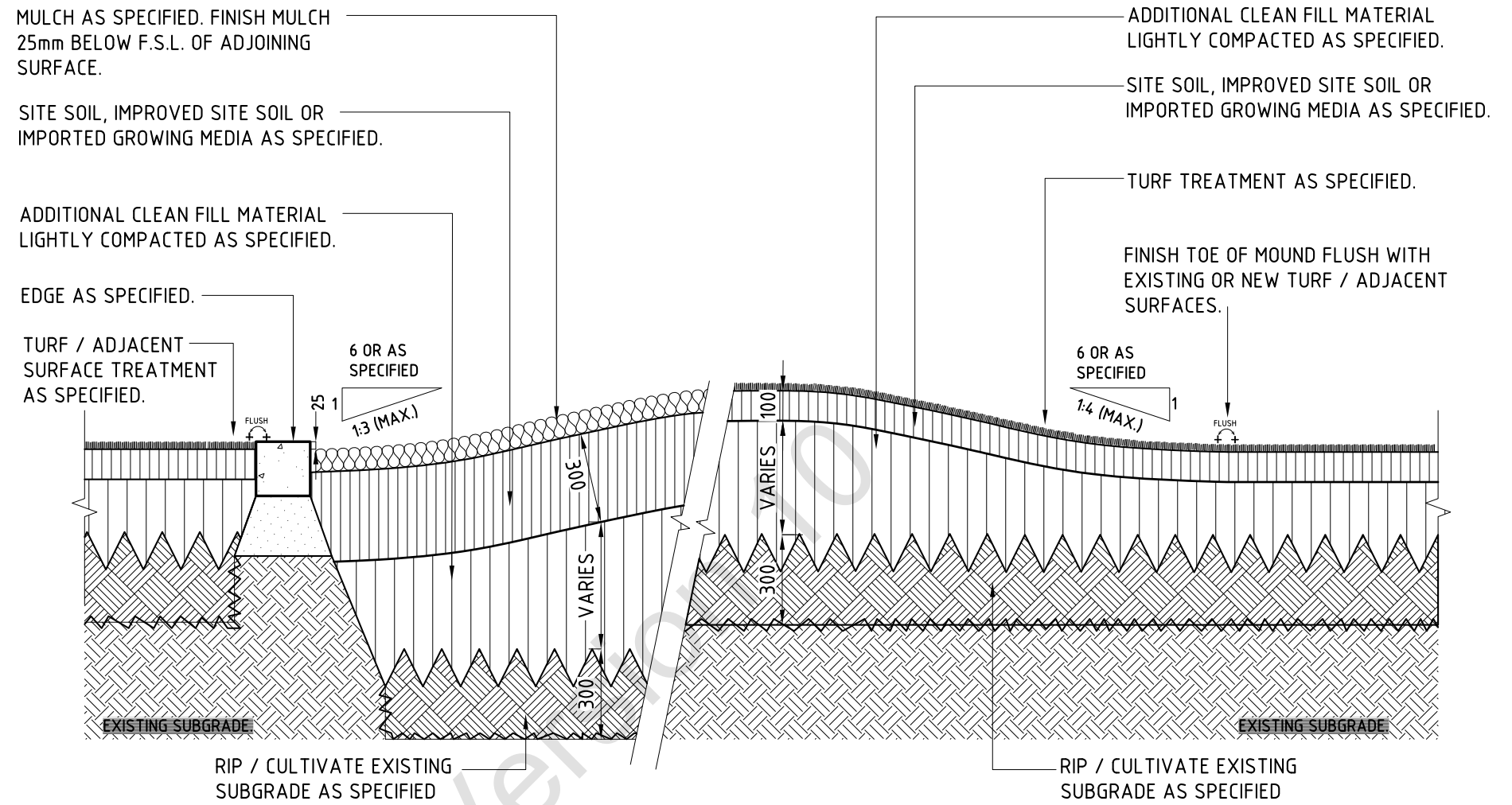
NOTES:

WHERE THE MOUND IS WITHIN THE CROWN SPREAD OF EXISTING TREES, THE GRADING OF THE MOUND IS TO BE ADJUSTED ON SITE TO AVOID COMPACTION OF TREE ROOTS.

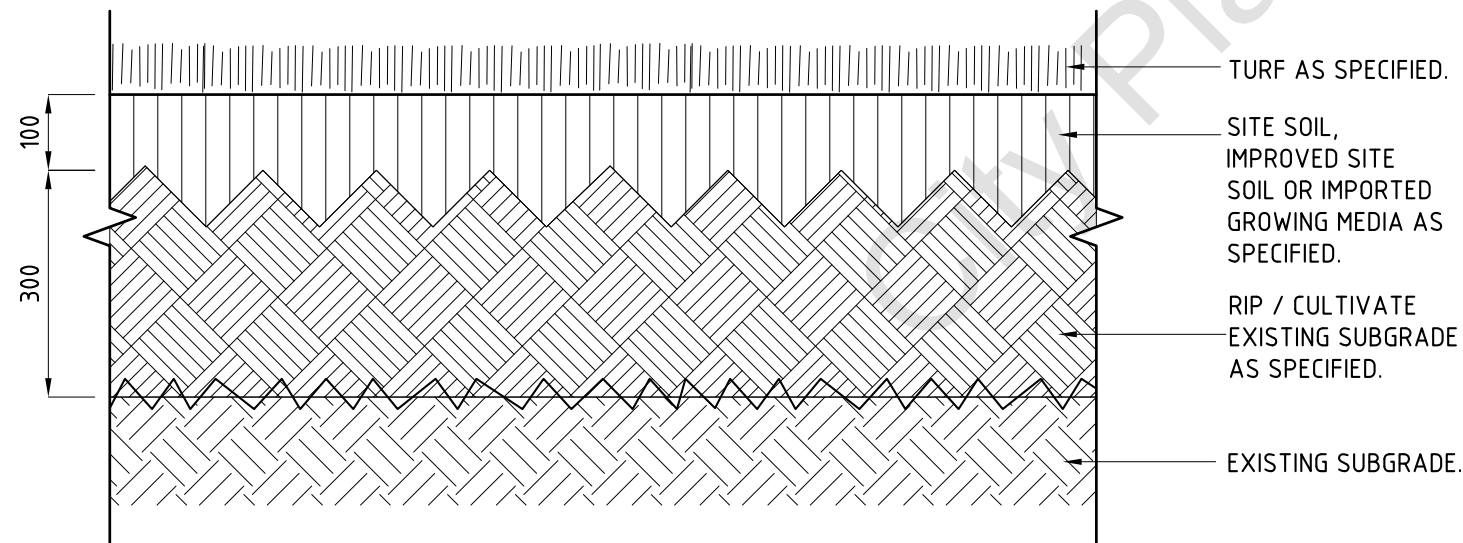
MOUNDS SHALL BE FORMED FROM IMPORTED FILL WITH TOPSOIL OVER TO DEPTHS AS REQUIRED. IMPORTED FILL MATERIAL WILL BE USED TO FORM MOUNDS WHERE THE EXISTING SITE SOIL IS INADEQUATE IN TERMS OF QUANTITY OR QUALITY. THE IMPORTED FILL SHOULD MEET CURRENT AUSTRALIAN STANDARD AS4419-2003 'SOILS FOR LANDSCAPING AND GARDEN USE'.

SLOPES TO MOUNDS SHALL BE NO GREATER THAN 1:3 IN GARDEN AREAS AND 1:4 IN TURFED AREAS UNLESS OTHERWISE SHOWN ON PLAN. ALL INTERSECTIONS OF PLANES SHALL BE ROUNDED AND GRADUAL AND CURVES GENEROUS. ENSURE ALL MOUNDS HAVE A SMOOTH AND EVEN PROFILE (SUITABLE FOR MOWING PURPOSES).

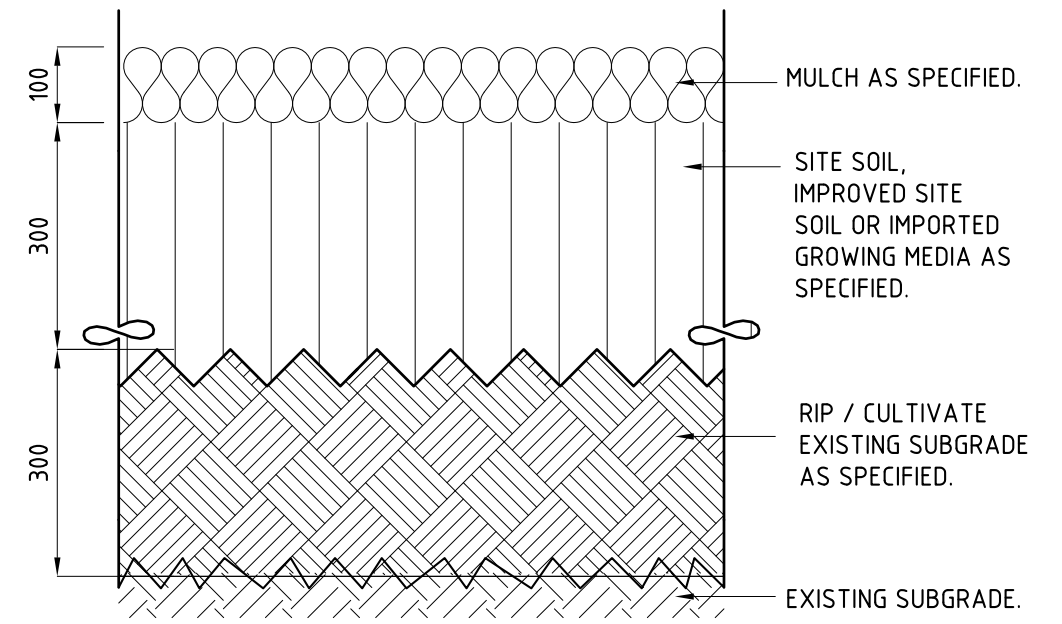
PLACE CLEAN FILLING IN LAYERS APPROXIMATELY 150mm THICK COMPACTED TO 85% OF THE DRY DENSITY RATIO OF THE SURROUNDING SOIL AS DETERMINED BY AS 1289.5.4.1. MINIMISE SLUMPING AND FURTHER INTERNAL PACKING DOWN. CONSTRUCT CHANGES IN GRADE OVER A MINIMUM WIDTH OF 500mm TO SMOOTH, GRADUAL AND ROUNDED PROFILES. ALLOW FOR PLACEMENT OF TOPSOIL AND TURF OR MULCH WHERE APPLICABLE. REFER TO PLANS FOR LEVELS OF TOP OF MOUND (IF APPLICABLE). MOUND SOIL TO CENTRE OF GARDEN BED.



TYPICAL MOUNDED PLANTING BED AND TURF AREAS - SECTION

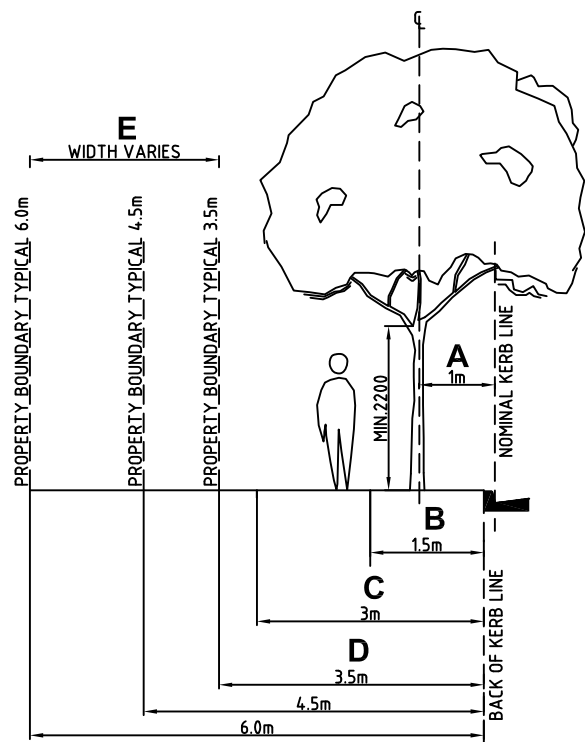


TYPICAL TURF MEDIA PROFILE - SECTION



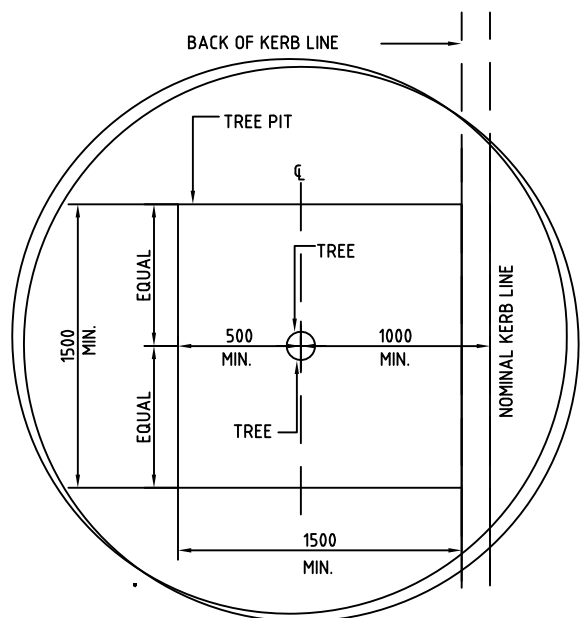
TYPICAL PLANTING MEDIA PROFILE - SECTION

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					<p>PASSED - COORDINATOR OPEN SPACE ASSETS</p> <p>NAME: CAMERON TAYLOR 17/10/13</p>		
					<p>APPROVED - MANAGER PARKS & RECREATIONAL SERVICES</p> <p>NAME: RON JACOBS 17/10/13</p>		
	<p>No.</p>	<p>AMENDMENT</p>	<p>APPROVED</p>	<p>DATE</p>	<p>ISSUED</p>		



- A CENTRE LINE OF TREE SETBACK 1.0M FROM NOMINAL KERB LINE.
- B 'GREEN STRIP' AREA SETBACK A MIN. 1.5m FROM BACK OF KERB LINE.
- C LOW SHRUB ZONE - MAX. MATURE HEIGHT 900mm ABOVE ROAD PAVEMENT. STREET TREES MIN. CLEAR TRUNK 2200mm.
- D EUCALYPTUS SPP. & CORYMBIA SPP. 'FREE ZONE'. STRUCTURAL SOIL ZONES MUST BE CONSIDERED FOR STREET TREES IN THIS AREA.
- E OPPORTUNITY TO PROVIDE A VARIETY OF VEGETATION SUBJECT TO CPTD, SPATIAL REQUIREMENTS, SERVICES, ACCESS AND CHARACTER.

TYPICAL SET BACKS & CLEARANCES FOR ROAD VERGES



TYPICAL PLANTING PIT FOR ROAD VERGES

Notes and diagrams taken from GCCC Landscape Works Documentation Manual and from GCCC Design Principles for New Vegetation for GCCC Returned Works GCRT Corridor, July 2010

TREE PLANTING

MINIMUM SIZE FOR STREET TREE PLANTING IS TO BE AS FOLLOWS:

- SINGLE STREET TREE PLANTINGS - MINIMUM 45 LITRE ESTABLISHED STOCK
- GROUPED PLANTINGS (THREE OR MORE) - MINIMUM 300mm ESTABLISHED STOCK
- TREES TO COMPLY WITH THE REQUIREMENTS OF "SPECIFYING TREES - A GUIDE TO ASSESSMENT OF TREE QUALITY" BY ROSS CLARK. (NATSPEC PUBLICATION).

ROAD VERGES

ROAD VERGES VARY IN WIDTH, BUT ARE TYPICALLY 3.5m, 4.5m, AND 6.0m WIDE. COUNCIL STANDARD ENGINEERING ROAD RESERVE CROSS SECTIONS PROVIDE FOR AN ALLOCATION OF VERGE SPACE FOR STREET PLANTING. TREE PLANTING IS TO BE SETBACK A MINIMUM 1.0m FROM NOMINAL KERBLINE. IF A GREATER PLANTING AREA IS REQUIRED TO THE BACK OF KERB, LOCATION AND ARRANGEMENT OF ANY FOOTPATH AREAS IS TO BE DETERMINED IN CONSULTATION WITH COUNCIL PRIOR TO SUBMITTING DETAILED LANDSCAPE PLANS.

- ALL PLANTING (INCLUDING SHRUBS AND GROUNDCOVERS) IS TO COMPLY WITH MINIMUM TRAFFIC ENGINEERING DESIGN PROVISIONS FOR 'LINE OF SITE' RESTRICTIONS AND TRAFFIC SAFETY REQUIREMENTS.
- SINGLE TREE PLANTING IS TO HAVE REGARD TO THE SPATIAL REQUIREMENTS OF THE SPECIES AND THE IMPACTS ON EFFECTIVENESS OF STREET LIGHTING AND FLEXIBILITY FOR DRIVEWAYS AND ACCESSES ESPECIALLY IN RESIDENTIAL AREAS.

REFER ALSO TO STANDARD DRAWING 05-103 STREET TREE PLANTING - SET OUT GUIDE FOR ROAD WORKS.

ROUNDBABOUTS

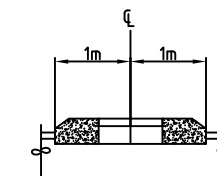
- PLANTING IN ROUNDBABOUTS IS TO BE SETBACK FROM THE INSIDE OF THE ROUNDBABOUT KERB EDGE AS FOLLOWS:
- 0.0m - 1.0m SETBACK - PAVEMENT TREATMENT ONLY
- 1.0m - 3.0m SETBACK - SHRUBS / GROUND COVERS ONLY. SHRUBS AND GROUND COVERS TO HAVE A MAXIMUM MAINTAINED MATURE HEIGHT OF 600mm ABOVE THE ROAD PAVEMENT (NOT TOP OF KERB).
- 3.0m - >3.0m SETBACK - TREES AND SHRUBS/GROUNDCOVERS. TREES ARE TO BE PRIMARILY ROUNABOUTS OF 6.0m IN DIAMETER IN LOW SPEED ZONES OF 50km/h OR LESS, A SMALL SINGLE TRUNKED TREE WITH MATURE DIA. OF 100mm MAY BE LOCATED IN THE CENTRE OF THE ROUNDBABOUT, PROVIDING SUCH ACHIEVES A CLEAR TRUNK HEIGHT AT PLANTING OF 1.5m ABOVE THE ROAD PAVEMENT LEVEL.

MEDIAN STRIPS

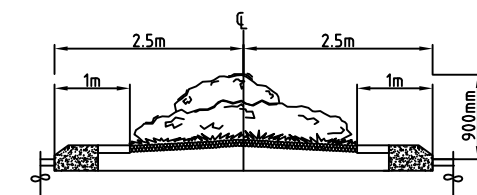
PLANTING IN MEDIAN STRIPS IS TO BE SET BACK FROM THE FACE OF THE MEDIAN STRIP KERB EDGE AS FOLLOWS:

- 0.0m - 1.0m SETBACK - APPROPRIATE TURF OR HARD PAVEMENT TREATMENT
- 1.0m - 2.5m SETBACK - SHRUBS / GROUND COVERS ONLY. SHRUBS AND GROUND COVERS TO HAVE A MAXIMUM MAINTAINED MATURE HEIGHT OF 900mm ABOVE THE ROAD PAVEMENT (NOT TOP OF KERB).
- 2.5m - >2.5m SETBACK - TREES AND SHRUBS/GROUNDCOVERS. TREES ARE TO BE PRIMARILY SINGLE TRUNKED SPECIES. TREE SPACING WILL BE DETERMINED DEPENDING ON THE SPECIES SPATIAL REQUIREMENTS AND CLEARANCE FROM SERVICE ELEMENTS AND LIGHT POLES.

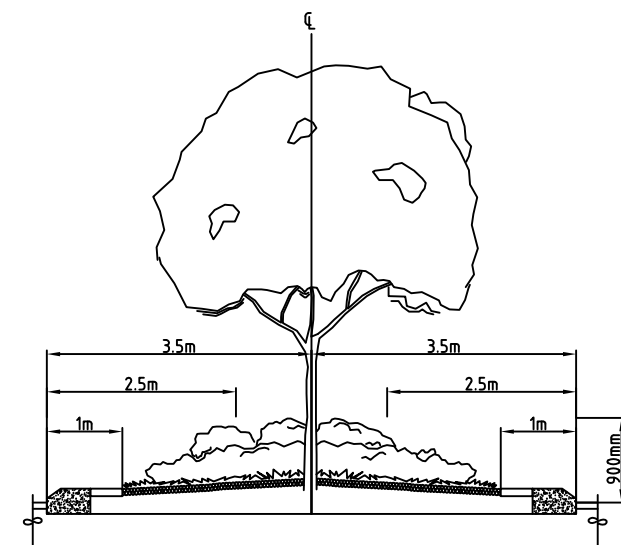
IN MEDIAN STRIPS OF 3500mm - 5000mm WIDTH LOCATED IN A LOW SPEED ZONE OF 50km/h OR LESS, SMALL TREES WITH A MATURE TRUNK DIAMETER OF 100mm MAY BE LOCATED CENTRALLY IN THE MEDIAN STRIP PROVIDED SUCH ACCORDS WITH TRAFFIC ENGINEERING VISIBILITY AND SAFETY REQUIREMENTS. ENDS OF MEDIAN STRIPS ARE NOT TO BE PLANTED MINIMUM 1.0 m SETBACK IS REQUIRED.



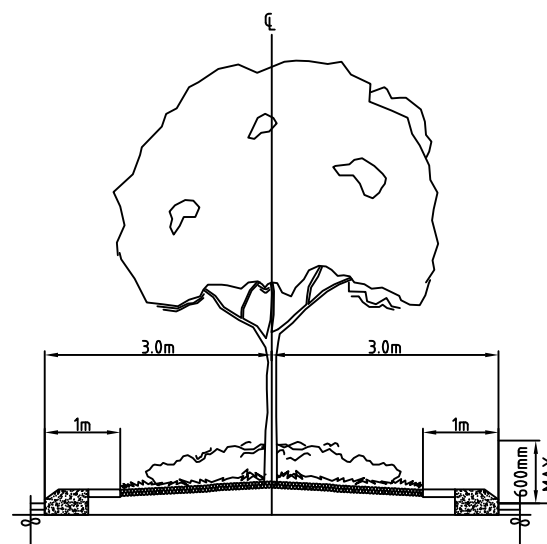
MEDIAN - 0.0m TO 1.0m SETBACK



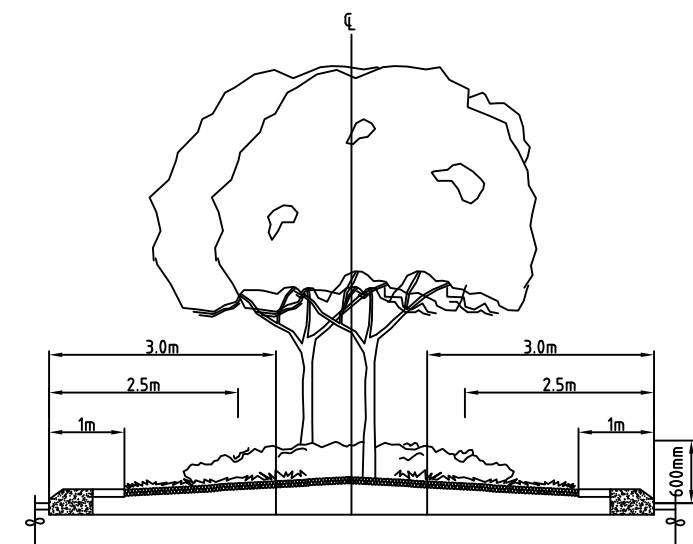
MEDIAN - 1.0m TO 2.5m SETBACK



MEDIAN - 2.5m TO >2.5m SETBACK



ROUNDBABOUT OF 6.0m dia. IN LOW SPEED ZONES OF 50km/h OR LESS

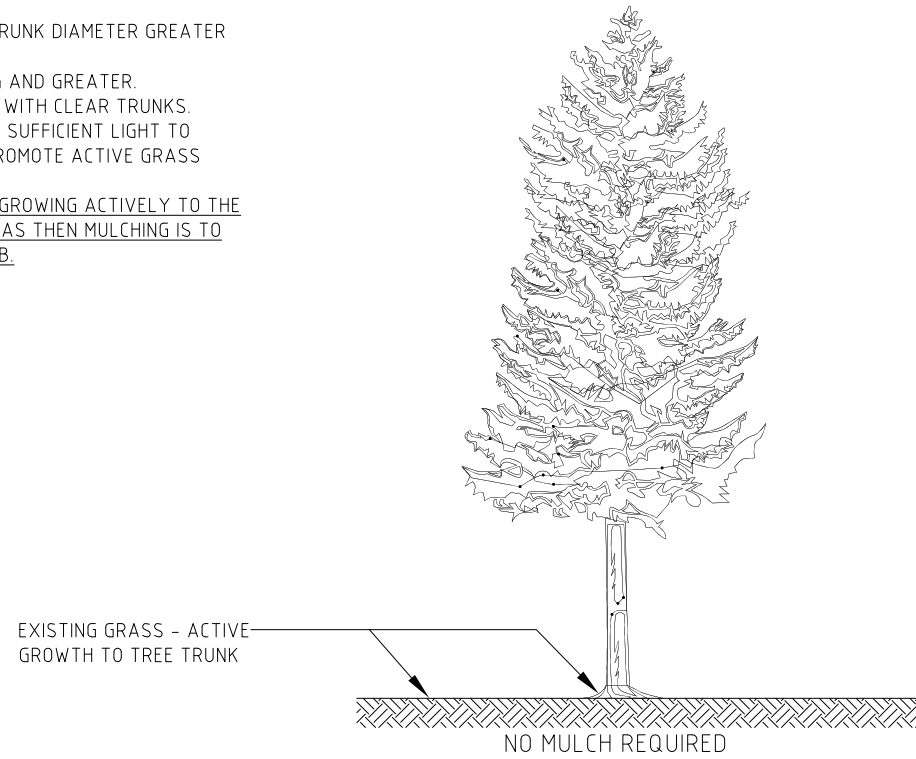


ROUNDBABOUT GENERALLY

<p>CITY OF GOLD COAST</p> <p>City of Gold Coast PO Box 5042 Gold Coast MC 9729 P: 1300 GOLDCOAST</p>	<p>THIS DRAWING IS NOT TO BE AMENDED WITHOUT REFERENCE TO STANDARDS COMMITTEE</p>			<p>CONTROLLED DOCUMENT</p>	<p>DO NOT SCALE TAKE FIGURED DIMENSIONS ONLY</p>	<p>STANDARD DRAWING</p> <p>PLANTING - MINIMUM SETBACKS ROAD VERGES, ROUNDBABOUTS & MEDIAN STRIPS</p>	<p>STANDARD DRAWING No.</p> <p>05-105</p>
					<p>DRAWN BY</p> <p>CITY OF GOLD COAST</p>		<p>ISSUE</p> <p>2015 EDITION</p>
					<p>PASSED - COORDINATOR OPEN SPACE ASSETS</p> <p>SIGNED:</p> <p>NAME: CAMERON TAYLOR DATE: 05/06/15</p>		<p>Page 114</p>
					<p>APPROVED - MANAGER PARKS & RECREATIONAL SERVICES</p> <p>SIGNED:</p> <p>NAME: RON JACOBS DATE: 05/06/15</p>		
	No.	AMENDMENT	APPROVED	DATE	ISSUED		

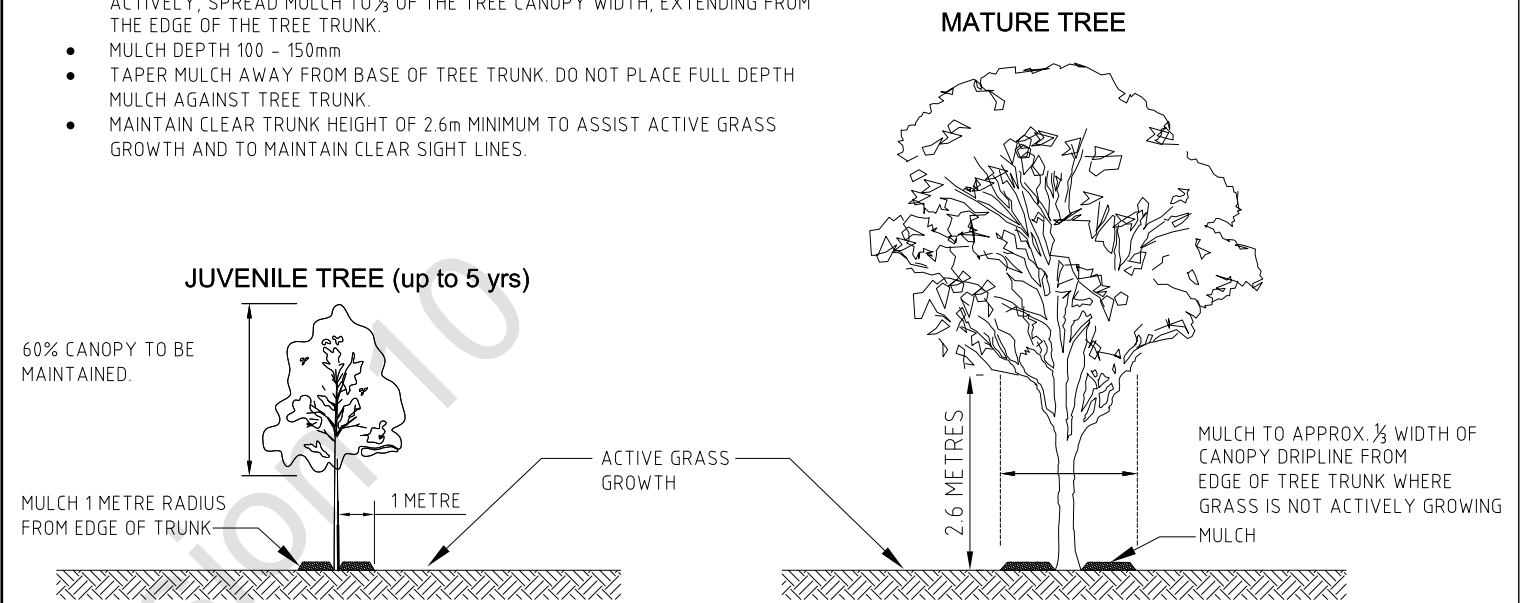
CATEGORY A MATURE PARK TREES WITH ACTIVE GRASS GROWTH TO TRUNK

- MATURE PARK TREES (GENERALLY TRUNK DIAMETER GREATER THAN 400MM).
- TRUNK DIAMETER GENERALLY 400mm AND GREATER.
- GENERALLY THESE ARE TALL TREES WITH CLEAR TRUNKS.
- TREE CANOPIES ARE OPEN ALLOWING SUFFICIENT LIGHT TO PENETRATE TO GROUND LEVEL TO PROMOTE ACTIVE GRASS GROWTH.
- IN INSTANCES WHERE GRASS IS NOT GROWING ACTIVELY TO THE TRUNK AND SURFACE HAS BARE AREAS THEN MULCHING IS TO BE UNDERTAKEN AS FOR CATEGORY B.



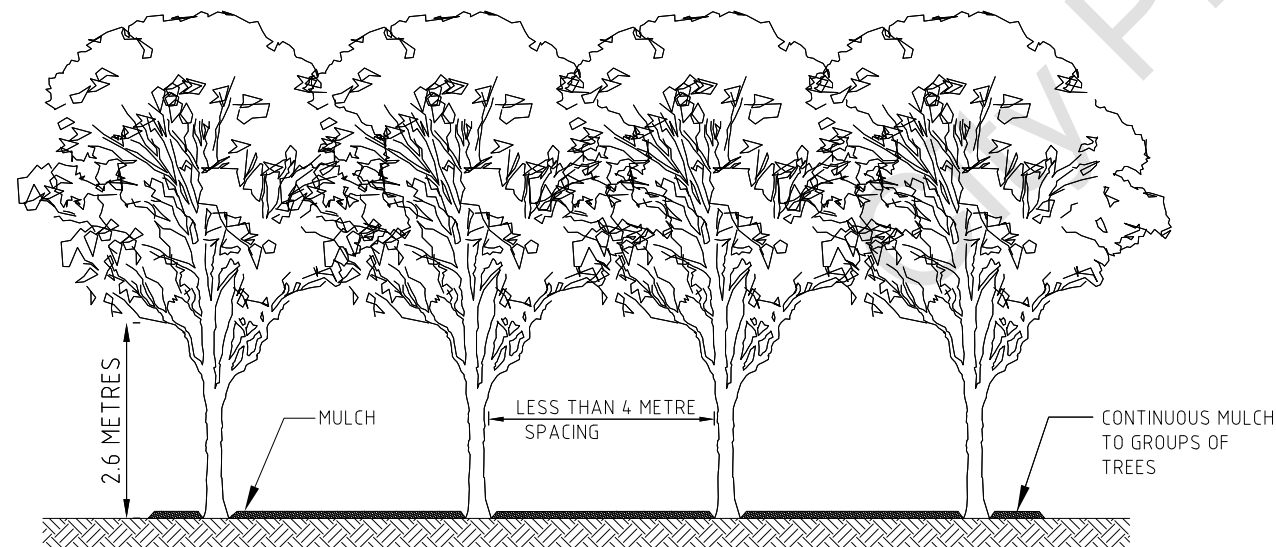
CATEGORY B GENERAL PARK TREES INCLUDING JUVENILE TREES

- WHERE GRASS GROWTH IS NOT GROWING EFFICIENTLY TO THE TRUNK OF THE TREE, MULCH WITH A MINIMUM 1 METRE RADIUS EXTENDING FROM OUTSIDE EDGE OF TRUNK.
- WHERE BARE AREAS OCCUR UNDER THE TREE AND OR GRASS IS NOT GROWING ACTIVELY, SPREAD MULCH TO $\frac{1}{2}$ OF THE TREE CANOPY WIDTH, EXTENDING FROM THE EDGE OF THE TREE TRUNK.
- MULCH DEPTH 100 - 150mm
- TAPER MULCH AWAY FROM BASE OF TREE TRUNK. DO NOT PLACE FULL DEPTH MULCH AGAINST TREE TRUNK.
- MAINTAIN CLEAR TRUNK HEIGHT OF 2.6m MINIMUM TO ASSIST ACTIVE GRASS GROWTH AND TO MAINTAIN CLEAR SIGHT LINES.



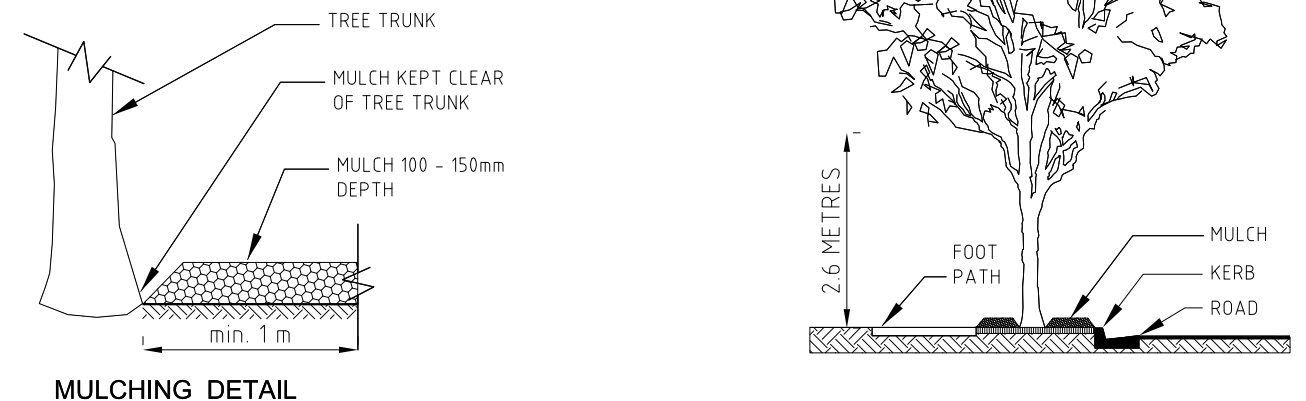
CATEGORY C TREES IN GROUPS (COPSE)

- TREES GROWING LESS THAN 4 METRES APART. (2 OR MORE TREES)
- SAME MULCH DEPTHS AND WIDTHS AS FOR CATEGORY B, HOWEVER MULCH IS JOINED TO FORM A CONTINUOUS MULCH COVER BENEATH THE GROUP OF TREES.
- TAPER MULCH AWAY FROM BASE OF TREE TRUNK. DO NOT PLACE FULL DEPTH MULCH AGAINST TREE TRUNK.
- IN HIGH VISITATION AREAS, A SOFT FALL MULCH IS TO BE USED THAT IS SUITABLE FOR SITTING ON.
- MAINTAIN CLEAR TRUNK HEIGHT OF 2.6M TO ASSIST ACTIVE GRASS GROWTH AT EDGES AND TO MAINTAIN CLEAR SIGHT LINES.



CATEGORY D STREET TREES (FOOTPATHS AND MEDIANS)

- MULCH WITH A MINIMUM 1 METRE RADIUS EXTENDING FROM OUTSIDE EDGE OF TRUNK.
- WHERE TREES ARE GROWING IN A GRASS VERGE BETWEEN FOOTPATH AND KERB, MULCH FROM FOOTPATH TO KERB.
- WHERE TREES ARE SPACED LESS THAN 4 METRES APART, MULCH IS TO BE IN A CONTINUOUS LAYER BETWEEN TREES, AS FOR CATEGORY C.
- SAME MULCH DEPTHS AND WIDTHS AS FOR CATEGORY B.
- TAPER MULCH AWAY FROM BASE OF TREE TRUNK. DO NOT PLACE FULL DEPTH MULCH AGAINST TREE TRUNK.
- MAINTAIN CLEAR TRUNK HEIGHT OF 2.6M TO ASSIST ACTIVE GRASS GROWTH AND TO MAINTAIN CLEAR SIGHT LINES.
- WHERE TREES TRUCK IS GREATER THAN 400MM AND GRASS IS ACTIVELY GROWING TO TRUNK, AS FOR CATEGORY A.



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No.	AMENDMENT	APPROVED	DATE	ISSUED

DO NOT SCALE TAKE FIGURED DIMENSIONS ONLY	
DRAWN BY	CITY OF GOLD COAST
PASSED - COORDINATOR OPEN SPACE ASSETS	
NAME: CAMERON TAYLOR	30/09/16
APPROVED - MANAGER PARKS & RECREATIONAL SERVICES	
NAME: RON JACOBS	30/09/16

STANDARD DRAWING

TREE MULCHING MAINTENANCE DETAIL

STANDARD DRAWING No.	05-106
ISSUE	2016 EDITION Page 115

APPENDIX 4

VEGETATION MANAGEMENT CODE

(Adapted From: GCCC)

City Plan code template

This code template supports the preparation of a development application against either the acceptable outcome(s) or performance outcome(s) contained in the code. Development assessment rules are outlined in **Section 5.3.3** of the City Plan.

Please note:

For assessment against the overall outcomes, refer to the appropriate code.

Note: The whole of the planning scheme is identified as the assessment benchmark for impact assessable development. This specifically includes assessment of impact assessable development against this strategic framework. The strategic framework may contain intentions and requirements that are additional to and not necessarily repeated in zone, overlay or other codes. In particular, the performance outcomes in zone codes address only a limited number of aspects, predominantly related to built form. Development that is impact assessable must also be assessed against the overall outcomes of the code as well as the strategic framework.

9.4.14 Vegetation management code

9.4.14.1 Application

This code applies to assessing material change of use, reconfiguring a lot or operational work for development where indicated within **Part 5 Tables of assessment**.

When using this code, reference should be made to **Section 5.3.2** and, where applicable, **Section 5.3.3**, in **Part 5**.

The requirements for accepted development in Part A of this code provide guidance on what is considered acceptable damage to assessable vegetation before it becomes assessable development. Each required outcome in Part A will apply to a particular circumstance. The table below outlines the applicable provision relating to the type of damage.

Damage type	Provision(s)
Vegetation close to property boundaries	RO1 – RO2
Vegetation close to buildings	RO3
Vegetation close to pool fencing	RO4
Pest species vegetation	RO5
Threatening vegetation	RO6
Damage to vegetation for fire safety	RO7
Damage on agricultural land	RO8

Damage type	Provision(s)
Vegetation maintenance	RO9
All damage not described in the required outcomes	PO1

Note: The required outcomes in Part A of this code will not apply to vegetation that is identified under a vegetation protection order or planted as an approved landscape plan or condition of approval.

Note: For general guidance on pruning and managing the growth of vegetation refer to *AS 4373–2007 Pruning of amenity trees*.

Note: Vegetation clearing must not result in harm to native wildlife. Where native wildlife is present it is recommended that a licensed wildlife spotter catcher be employed to oversee works.

9.4.14.2 Purpose

- (1) The purpose of the Vegetation management code is to provide for the protection and management of assessable vegetation.
- (2) The purpose of the code will be achieved through the following overall outcomes:
 - (a) Vegetation of environmental, historical, cultural, visual and character significance is retained.
 - (b) Vegetation is retained to provide habitats for threatened flora and fauna, prevent erosion and ensure slope stabilisation.
 - (c) Damage to assessable vegetation is only undertaken if it directly obstructs approved development or is a threat to persons or property.
 - (d) Vegetation management plans are prepared for development which has the potential to cause damage to vegetation.
 - (e) Any potential damage caused to vegetation by development is extensively investigated and mitigated.

9.4.14.3 Specific benchmarks for assessment

PART B – ASSESSABLE DEVELOPMENT BENCHMARKS

Table 9.4.14-2: Vegetation management code – for assessable development

Performance outcomes	Acceptable outcomes	Does the proposal meet the acceptable outcome? If not, justify how the proposal meets <u>either</u> the performance outcome or overall outcome	Internal use
Vegetation management plan			
PO1 Damage to assessable vegetation does not occur where the vegetation: (a) provides habitats for threatened flora	AO1 A Vegetation Management Plan, prepared by a suitably qualified person, is submitted as part of an Operational Work (Vegetation	COMPLIES. A VEGETATION MANAGEMENT PLAN IS APPENDED TO THIS OPERATIONAL WORKS APPLICATION.	

Performance outcomes	Acceptable outcomes	Does the proposal meet the acceptable outcome? If not, justify how the proposal meets <u>either</u> the performance outcome or overall outcome	Internal use
<p>and fauna;</p> <p>(b) is of historical, cultural or visual significance;</p> <p>(c) provides erosion prevention and slope stabilisation;</p> <p>(d) is necessary to maintain the character of the local area; or</p> <p>(e) assists in the conservation of the city's biodiversity.</p> <p>Note: A Vegetation Management Plan, prepared in accordance with SC6.8 City Plan policy – Environmental management plans is the Council's preferred method of addressing this performance outcome.</p>	<p>Clearing) application to show compliance with the Performance outcome. This plan includes, but is not limited to:</p> <p>(a) the location of the existing or approved dwellings, building or structures;</p> <p>(b) the location of waterways, ridge tops and steep slopes (greater than 25%) on and adjacent to the site;</p> <p>(c) the location of the assessable vegetation to which the damage is proposed, and reasonable particulars of its vegetation type, including species, height and girth and whether it is:</p> <ul style="list-style-type: none"> • habitat for threatened flora and fauna; • of historical, cultural, character or visual significance; • essential for erosion prevention and slope stabilisation, including within waterway buffers; • significant to the conservation of the city's biodiversity; • vegetation that contributes to waterway and wetland health. <p>(d) a statement of the reasons for the damage and any relevant factors associated with the purpose of the proposed damage;</p> <p>(e) particulars of how vegetation to be</p>		

Performance outcomes	Acceptable outcomes	Does the proposal meet the acceptable outcome? If not, justify how the proposal meets <u>either</u> the performance outcome or overall outcome	Internal use
	<p>retained will be protected during works in accordance with AS 4970–2009 <i>Protection of trees</i> on development sites;</p> <p>(f) particulars of how the vegetation is to be damaged and, if relevant, how the damaged material is to be removed or disposed of;</p> <p>(g) a plan indicating the location, size and species of replacement vegetation to compensate for the loss of damaged vegetation; and</p> <p>(h) a staging plan for clearing greater than 4ha of vegetation.</p> <p>Note: To remove a single tree on residential premises only a basic Vegetation Management Plan is required to be submitted to Council. The Vegetation Management Plan can be prepared by the property owner and may only require limited details about the above elements. Guidance on the content of a Vegetation Management Plan can be found in SC6.8 City Plan policy – Environmental management plans.</p>		

Correspondence for Action – Darwinia

May 2024

1. Background

Darwinia Park was established by the developer prior to the final development and sale of the 22 lots in Darwinia.

A major issue impacted lots 19, 20, 21 & 22 since 25th December 2023. Aside from the extreme weather event on Christmas evening, intermittent heavy rains resulted in flooding in the yards of the previously mentioned lots on 4 additional, separate occasions. Through necessity, owners replaced infrastructure damaged by the accumulation of water in their yards.

The land on the park side of the boundary fence is up to 1m higher than the land in the yards of the affected lots. When the rainfall is heavy and prolonged, the water gathers on the park side and eventually flows into the lower side of the lots.

The park remains sodden and muddy for up to 10 days.

Action Required

- a) An assessment of the landfall on the lower side of Darwinia Park.
- b) Consideration for drainage along the lower side of the path to channel the excess water to the side streets at each end of the park.

2. Background

At the development and marketing stage, approximately 30 small trees were planted in groups of 4, on the fence line between Darwinia Park and the adjoining lots. Although not mature, the trees have grown and some are leaning on the fencing. It is predicable that further grown will lead to a greater problem.

Action Required

- a) An assessment of the trees currently and potentially causing damage to fencing.
- b) Removal of the trees to other parts of Sanctuary Cove where they will not cause damage.
- c) Replacement of the affected trees with hedging commensurate with other areas in Darwinia Park.

The latter area of concern was previously referred to the Facilities Manager, Shanyyn Fox with no resultant action. I would appreciate a response from my communication.

Yours sincerely,

Signature

Jane Burke

Chairperson & Members Nominee

Darwinia 0411 461 680