



NOTICE OF EXECUTIVE COMMITTEE MEETING OF THE PBC

Name of Property: Sanctuary Cove Principal Body Corporate
GTP: 202
Location of Meeting: Meeting Room 1, Sanctuary Cove Body Corporate Services,
Shop 1A, Marine Village, Masthead Way, Sanctuary Cove QLD 4212
Date and Time of meeting Thursday 8th August 2024
9:00AM

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

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

Agenda

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

6. Motions
 1. Approval of PBC EC Minutes 15th July 2024
 2. Approval of PBC EC VOC Minutes 15th July 2024
 3. Body Corporate ARC Report 5th August 2024

7. Correspondence for Information

For noting of the PBC and the PBC EC

No	Date	From	To	Regarding
1.	24 July 2024	PBC	Lot Owner 145	Vessel Moored by Lot 70
2.	24 July 2024	PBC	Lot Owner 70	Vessel Moored at Lot 145
3.	24 July 2024	PBC	Lot Owner 60	Request to install additional carpark
4.	24 July 2024	PBC	Lot Owner 60	Request for Unobtrusive lights in harbour.

8. Correspondence for Action

For noting of the PBC and the PBC EC

No	Date	From	To	Regarding
1.	30 July 2024	Lot 145 Washingtonia	PBC EC	Stamped plans from SRB Engineering for vessel moored at Lot 145 – Decision Notice

9. Reports for Information

For noting of the PBC and the PBC EC

No	Date	From	To	Regarding
1.	July 2024	SCCSL CEO	PBC EC	Ops Report
2.	30 July 2024	CSC	PBC EC	CSC Minutes & Agenda
3.	19 July 2024	FSC	PBC EC	FSC Minutes & Agenda
4.	8 August 2024	SCCSL CEO	PBC EC	Matters In Progress
5.	30 July 2024	SCCSL Compliance	PBC EC	Compliance Report – Closed matters

10. General Business

10.1 PBC EGM Motions – August 2024

10.2 Update on SCCSL Board meeting held on 26th July 2024.

10.3 Update on Financial situation for the PBC/PTBC and SCCSL.

10.4 Voting Entitlement for Harbour One

10.5 OptiComm

11. Next Meeting – Thursday 12th September 2024 at 9:00am

12. Closure of Meeting

Reply To PO Box 15, SANCTUARY COVE QLD, 4212

Proxy form for Body Corporate meetings

Building Units and Group Titles Act 1980

Section 1 – Body corporate secretary details

Name: The Secretary
Address of scheme: C/- Sanctuary Cove Principal Body Corporate, PO Box 15,
SANCTUARY COVE, 4212

Section 2 – Authorisation

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

I/we

Name of owner 1:

Signature: **Dated:** ___ / ___ / ___

Name of owner 2:

Signature: **Dated:** ___ / ___ / ___

being the Proprietor/s of the following Lot/s

Lot number/s: **Plan number:**

Name of Body Corporate:

.....
hereby appoint,

Proxy (full name):

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

- The body corporate meeting to be held on ___ / ___ / ___
- All body corporate meetings held before ___ / ___ / ___ (*expiry date*)
- All body corporate meetings held during the rest of the body corporate's financial year unless I/we serve you with a prior written withdrawal of the appointment

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

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

Residential address:

Suburb: **State:** **Postcode:**

Postal address:

Suburb: **State:** **Postcode:**

VOTING PAPER

Executive Committee Meeting for Sanctuary Cove Principal Body Corporate GTP 202

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

Date and time of meeting: **Thursday 8th August 2024 – 9:00AM**

MOTIONS

1 Approval of PBC EC Minutes 15th July 2024 (Agenda Item 6.1) ORDINARY RESOLUTION

Proposed by: Statutory Motion

THAT the Minutes of the PBC Executive Committee Meeting held on 15th July 2024 be accepted as a true and correct record of the proceedings of the meeting.

Yes	
No	
Abstain	

2 Approval of PBC EC VOC Minutes 15th July 2024 (Agenda Item 6.2) ORDINARY RESOLUTION

Proposed by: Statutory Motion

THAT the Minutes of the PBC Executive Committee VOC Meeting held on 15th July 2024 be accepted as a true and correct record of the proceedings of the meeting.

Yes	
No	
Abstain	

3 Body Corporate ARC Report – 5th August 2024 (Agenda Item 6.3) ORDINARY RESOLUTION

Proposed by: Statutory Motion

THAT the PBC EC approves the applications recommended for approval by the ARC at its meeting held 5th August 2024.

Further **THAT** the PBC EC approves the applications recommended for approval, subject to conditions, by the ARC at its meeting held 5th August 2024.

Further **THAT** the PBC EC does not approve the applications which have not been recommended for approval by the ARC at its meeting held 5th August 2024.

Further **THAT** the PBC EC approves the applications recommended for approval by the ARC, based upon the recommendations by the Executive Architect and the Snr Body Corporate Manager, at its meeting held 5th August 2024.

Yes	
No	
Abstain	

Proposed by: PBC Chairperson

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

Yes	
No	
Abstain	

GTP:202

Name of voter: _____

Signature of voter: _____ Date: _____

**MOTION
INFORMATION**



MINUTES OF PBC EXECUTIVE COMMITTEE MEETING for Sanctuary Cove Principal Body Corporate GTP 202

Location of meeting: Meeting Room 1, Body Corporate Services, Shop 1A, Masthead Way Sanctuary Cove
Date and time of meeting: Monday 15th July 2024
Meeting time: 09:02AM – 1:06PM
Chairperson: Stuart Shakespeare

Attendance

The following members were present in person at the meeting:

Lot: Felicia GTP 107128 Owner Felicia GTP 107128 Rep: Mr Stuart Shakespeare (SS)
Lot: Harpullia GTP 107045 Owner Harpullia GTP 107045 Rep: Mr Paul Kernaghan (PK)
Lot: Livingstonia GTP 1712 Owner Livingstonia GTP 1712 Rep: Mr Brian Earp (BE)
Lot: Molinia GTP 1072442 Owner Molinia GTP 107442 Rep: Mrs Cheryl McBride (CM) @ 9:22am
Lot: Roystonia GTP 1769 Owner Roystonia GTP 1769 Rep: Mrs Simone Hoyle (SH)

The following members were present by Proxy:

The following members were present by Voting Paper:

Lot: Plumeria GTP 2207 Owner Plumeria GTP 2207 Rep: Mr Nicholas Eisenhut (NE)

Present by Invitation:

Mrs Jodie Syrett, Manager Body Corporate (Minute Taker)

Apologies:

Mr Dale St George, CEO SCCSL
Mr Nick Eisenhut
Mr Andrew Brown

A Quorum was present.

Meeting was recorded.

Nil Conflict of Interest

1. Motions:

1 Approval of PBC EC Minutes 16th June 2024 (Agenda Item 6.1) ORDINARY RESOLUTION

Proposed by: Statutory Motion

CARRIED

RESOLVED that the Minutes of the PBC Executive Committee Meeting held on 16th June 2024 be accepted as a true and correct record of the proceedings of the meeting.

Yes	4
No	0
Abstain	1

Members Name	Yes	No	Abstain
Stuart Shakespeare	X		
Andrew Brown			
Cheryl McBride	X		
Simone Hoyle			
Brian Earp	X		
Paul Kernaghan			X
Nicholas Eisenhut	X		

Proposed by: Statutory Motion

CARRIED

RESOLVED that the PBC EC approves the applications recommended for approval by the ARC at its meeting held 1st July 2024.

Yes	5
No	0
Abstain	0

Further **RESOLVED** that the PBC EC approves the applications recommended for approval, subject to conditions, by the ARC at its meeting held 1st July 2024.

Further **RESOLVED** that the PBC EC does not approve the applications which have not been recommended for approval by the ARC at its meeting held 1st July 2024.

Further **RESOLVED** that the PBC EC approves the applications recommended for approval by the ARC, based upon the recommendations by the Executive Architect and the Snr Body Corporate Manager, at its meeting held 1st July 2024.

NOTE:

4799 Painting – CM enquired into the ability to stop an owner painting their property if the neighbour doesn't agree to paint the same colour. The committee asked for this to be reviewed again by ARC.

7110 Neighbour consent – SS expressed concern with neighbour consent for this property due to several relaxations, resulting in one owner feeling pressured to agree to the relaxations. SS advised this procedure moving forward requires a meeting with a party from the ARC/PBC member, and the neighbours in question.

4707 Advice – SS enquired why the EAR is providing advice when there is a conflict of interest.

8071 Easement – SS mentioned that easements are on common property and side easements must comply with boundary regulations. The resident was informed by the Real Estate Agent they could build to the boundary line with the easement; however, this is untrue.

Members Name	Yes	No	Abstain
Stuart Shakespeare	X		
Andrew Brown			
Cheryl McBride	X		
Simone Hoyle			
Brian Earp	X		
Paul Kernaghan	X		
Nicholas Eisenhut	X		

3 Body Corporate – Matters in Progress (Agenda Item 6.3)

ORDINARY RESOLUTION

Proposed by: Statutory Motion

WITHDRAWN

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

Yes	
No	
Abstain	

NOTE: Add to Reports for Information instead of a motion & expected completion date added.

426 Cypress Point – SH requested a timetable of dates for implementation of lights, boom gate & asphalt.

427 OptiComm – Awaiting on a report and presentation to PBC EC for review, ask SC in CSC for a page review to date. SH requested an update by next meeting on the commitment of the CEO around access to technical expert advice.

429 Purchasing Policy – SH discussed this will be included in the Governance Review.

431 EMP – Working group to provide a list of points for residents. Reminder sent out to residents to call 000 in an emergency prior to calling security. Brogan to assist with the jurisdiction regarding state and federal agencies within the cove when an emergency arises.

Members Name	Yes	No	Abstain
Stuart Shakespeare			
Andrew Brown			
Cheryl McBride			
Simone Hoyle			
Brian Earp			
Paul Kernaghan			
Nicholas Eisenhut			

4 Residential By-Law Compliance application to referee – Lot 25, Woodsia (Agenda Item 6.4)

ORDINARY RESOLUTION

Proposed by: PBC Chairperson

CARRIED

RESOLVED that the PBC EC instructs the Body Corporate Manager to lodge an application with the Office of Commissioner as the Body Corporate Management are seeking an Order that the Owners of Lot 25, Woodsia comply with Residential Zone Activity By-Law 3.1 (a) Repair and Maintenance.

Yes	6
No	0
Abstain	0

NOTE:

CM suggested a few sentences in Mandarin with compliance notice for the international residents with Brogan reviewing the wording.

Members Name	Yes	No	Abstain
Stuart Shakespeare	X		
Andrew Brown			
Cheryl McBride	X		
Simone Hoyle	X		
Brian Earp	X		
Paul Kernaghan	X		
Nicholas Eisenhut	X		

5 PBC Governance Review (Agenda Item 6.5) ORDINARY RESOLUTION

Proposed by: PBC Chairperson **CARRIED**

RESOLVED that from the two detailed assessments we conducted of suitably qualified governance auditors and consultants, the PBC EC recommends to the PBC the acceptance of Directors Australia proposal and quote for \$39,200 plus GST to conduct the PBC, PBC EC and sub-committees' governance review, aimed at developing a 'best fit' governance blueprint and framework.

Yes	6
No	0
Abstain	0

NOTE:

Directors Australia are available from the first week of August, pending PBC EGM approval of expenditure.

Members Name	Yes	No	Abstain
Stuart Shakespeare	X		
Andrew Brown			
Cheryl McBride	X		
Simone Hoyle	X		
Brian Earp	X		
Paul Kernaghan	X		
Nicholas Eisenhut	X		

6 Secondary Thoroughfare By-Law (STBL) amendment to control parking (Agenda Item 6.6) ORDINARY RESOLUTION

Proposed by: PBC Chairperson **CARRIED**

RESOLVED that the EC supports the approval of the proposed amendments to the STBLs and that a motion be put to the July PBC EGM this for consideration of the amendment.

Yes	6
No	0
Abstain	0

NOTE: *Wording amendment from HM, BW to check and advise.*

Members Name	Yes	No	Abstain
Stuart Shakespeare	X		
Andrew Brown			
Cheryl McBride	X		
Simone Hoyle	X		
Brian Earp	X		
Paul Kernaghan	X		
Nicholas Eisenhut	X		

Motion 7 Background:

Earlier last year, MBA Lawyers, representing the Primary Thoroughfare Body Corporate (PTBC), sent a letter to the Principal Body Corporate (PBC) Executive Committee. They claimed the PBC was acting unlawfully by opposing the rezoning of golf course land for new residential units, saying the PBC has no authority outside the Residential Zones.

The PBC consulted Grace Lawyers, who advised that the PBC does have the right to object to developments outside the Residential Zones. This is because Section 56 (s56) of the Sanctuary Cove Resort Act (SCRA) gives lawful occupiers of land within the resort a right of way through the Secondary Thoroughfare in the Residential Zones. Therefore, any development outside these zones affects us all.

Despite this, and without consulting the PBC, the PTBC instructed MBA Lawyers to draft a deed for the PBC to sign. This deed would prevent the PBC from objecting to developments and rezoning outside the Residential Zones.

Why This Matters

The PBC has rules (Development Control By-Laws) that limit the number and size of buildings within the Residential Zones. Outside these zones, there are no such controls except for a general rule limiting buildings to four storeys. As new homes are being developed outside the Residential Zones, the PTBC should create new rules to maintain standards.

The PBC is a significant stakeholder in areas outside the Residential Zones, with a 47% interest in the PTBC. This means the PBC has a say in voting rights, funds for upkeep, and ownership of common areas.

The Sanctuary Cove Resort Regulation allows residential apartments in areas like the Recreation Club, Village, and Hotel Zones. Mulpha, the developer, believes this means apartments can become the main use in these zones. This could change the makeup and character of the resort.

For example, Lot 52 is now proposed to have four-storey apartment buildings, doubling the number of units compared to Harbour One. Uncontrolled development like this could harm the resort's environment and quality of life.

In 2022 and 2023, the PBC opposed the rezoning of Lots 52 and 54 due to concerns about uncontrolled development.

Other Considerations

1. Many new buyers in Harbour One are current or former residents of the Residential Zones. They are likely to have friends and family here and can register as eligible visitors, gaining access to the Secondary Thoroughfare.
2. Some residents outside the Residential Zones will be members of the golf club, giving them access to the Secondary Thoroughfare along with other members from outside Sanctuary Cove.
3. Hotel guests, corporate groups, and golf tour groups will continue to have access to the Secondary Thoroughfare to play golf.
4. Commercial vendors and tradespeople will continue to have access to the Secondary Thoroughfare.
5. Section 56 grants a right of way, not a right to use the Secondary Thoroughfare. This right should not be unreasonably restricted by the PBC.

Residents within the Residential Zones must register annually with security for access. It would be reasonable to expect residents outside these zones to do the same if they want to travel through the Residential Zones.

The number plate recognition system can monitor vehicles entering and leaving the Residential Zones to ensure compliance with s56.

Since owners of dwellings outside the Residential Zones do not contribute to the PBC, it seems fair to charge them an annual fee to cover the costs of providing access.

Conclusion

Given these points, the PBC should decline the offer to sign the deed for now. This decision preserves the PBC’s right to object to uncontrolled development. The PBC will continue to explore ways to monitor and manage access to the Secondary Thoroughfare under the current rules.

7	Not to amend S56 of the SCRA (Agenda Item 6.7)	ORDINARY RESOLUTION						
Proposed by: PBC Chairperson		CARRIED						
<p>RESOLVED that the EC does not support the amendment of s56 of the SCRA and proposes the following motion at the forthcoming EGM:</p> <p><i>THAT the PBC does not sign the draft deed proposed by the PTBC and that the PBC investigates the controls that can apply to residents of homes outside of the Residential Zones who wish to have a right of way along the Secondary Thoroughfare roads.</i></p> <p>NOTE: Circulate the Q & A to the MN ahead of the PBC EGM meeting.</p>		<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding: 5px;">Yes</td> <td style="padding: 5px; text-align: center;">6</td> </tr> <tr> <td style="padding: 5px;">No</td> <td style="padding: 5px; text-align: center;">0</td> </tr> <tr> <td style="padding: 5px;">Abstain</td> <td style="padding: 5px; text-align: center;">0</td> </tr> </table>	Yes	6	No	0	Abstain	0
Yes	6							
No	0							
Abstain	0							

Members Name	Yes	No	Abstain
Stuart Shakespeare	X		
Andrew Brown			
Cheryl McBride	X		
Simone Hoyle	X		
Brian Earp	X		
Paul Kernaghan	X		
Nicholas Eisenhut	X		

8 Correspondence for Action (Agenda Item 8) ORDINARY RESOLUTION

Proposed by: PBC Chairperson

CARRIED

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

Yes	6
No	0
Abstain	0

NOTE:

Item 1. Alpinia Common Property – SS requested audits to commence on all RBCs common property to analyse the work required. SS to advise Alpinia MN at next PBC EGM, a scope of work requires completion before any consideration from PBC to take over the common property. Refer to Service Agreement for RBC on scope of work.

Item 2. Harpullia additional parking – Declined due to lack of visibility of traffic around the bend. MBC to send resident the decision notice.

Item 3. Formal Complaint Lot 8 (Zieria) & Lot 99 (Washingtonia) – SS mentioned the process for Lot 8, should have included both parties interviewed prior to an outcome. Regarding Lot 99, evidence wasn't provided that the metal object came from a Landscape mower.

Item 4. Boat 4734 – After considering the information provided by SRB report and the boat being oversized for the pontoon at 4734, the PBC agreed it needs to be removed. MBC to send resident the decision notice.

Item 5. Dog off leash area – SS to provide a response, he mentioned it is hard to find a suitable area.

Members Name	Yes	No	Abstain
Stuart Shakespeare	X		
Andrew Brown			
Cheryl McBride	X		
Simone Hoyle	X		
Brian Earp	X		
Paul Kernaghan	X		
Nicholas Eisenhut	X		

7. Correspondence for Information:

7.1 Decision Notice 1858:

- SS mentioned the decision notice could have been worded more appropriately. The process required a conversation with both parties involved to determine an outcome. According to this decision notice, the resident in question wasn't afforded this opportunity.

7.2 Towing Report:

- SS requested for Brogan to try and obtain the towing policy from Royal Pines as the In-House Counsel.

9. Reports for Information:

9.3 FSC Minutes:

- PK suggested he will reach out to Finance Manager (MY) for clarification around some areas reporting in the negative on the PBC/PTBC financial report. PK raised concerns around a possible deficit with the administrative funds of both the PBC and PTBC.
- SH mentioned the minutes for the last FSC reflected the committee only met for approximately 15 minutes, and enquired if this was normal for each meeting.
- PK mentioned the budget for RBCS and concerns how the time is allocated for the two RBCs with the SC Body Corporate staff.

10. General Business

- Electronic Recording of Sub-Committees for discussion for PBC EGM meeting on 25th July 2024.

Motions for July PBC EGM:

- Governance Review
- Secondary Thoroughfare By-law Parking amendment
- S56

11. Next Meeting – Thursday 8th August 2024 @ 9:00am

12. Closure of Meeting

MEETING CLOSED @ 1:06PM

Chairperson:



UJ

**MINUTES COMMITTEE MEETING,
 OF THE PRINCIPAL BODY CORPORATE GTP 202**

Type of Meeting: Voting Outside Committee Meeting
Date and Time of meeting: Monday 15th July 2024
 Meeting Start: 4:00PM
 Meeting Finish: 4:05PM

ATTENDANCE:

The following members were represented by voting paper:

- Lot: Banksia Lakes GTP 107278 Owner Banksia Lakes GTP 107278 Rep: Mr Andrew Brown (AB)
- Lot: Felicia GTP 107128 Owner Felicia GTP 107128 Rep: Mr Stuart Shakespeare (SS)
- Lot: Harpullia GTP 107045 Owner Harpullia GTP 107045 Rep: Mr Paul Kernaghan (PK)
- Lot: Livingstonia GTP 1712 Owner Livingstonia GTP 1712 Rep: Mr Brian Earp (BE)
- Lot: Plumeria GTP 2207 Owner Plumeria GTP 2207 Rep: Mr Nicholas Eisenhut (NE)
- Lot: Roystonia GTP 1769 Owner Roystonia GTP 1769 Rep: Mrs Simone Hoyle (SH)

QUORUM

A Quorum was present for this meeting.

MOTION

1 Facilities - Approval of reduction in the mandated number of quotes

Proposed by: PBC Chairperson **CARRIED**

<p>THAT the PBC EC approves the reduction in the mandated number of quotes to be obtained from three (3) to one (1) for the Energex connection costs related to the Class A Water Project</p> <p>Notes: Costs are to be apportioned between the PBC 70% \$29,578.78 Inc GST and PTBC 30% \$12,676.42 Inc GST with funds to be expensed from Sinking Fund – 222601 Irrigation Control (project contingency).</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Yes</td> <td style="padding: 5px;">6</td> </tr> <tr> <td style="padding: 5px;">No</td> <td style="padding: 5px;">0</td> </tr> <tr> <td style="padding: 5px;">Abstain</td> <td style="padding: 5px;">0</td> </tr> </table>	Yes	6	No	0	Abstain	0
Yes	6						
No	0						
Abstain	0						

Chairperson.....



MINUTES OF ARCHITECTURAL REVIEW COMMITTEE MEETING

Body Corporate: Sanctuary Cove Principal Body Corporate

Committee: Architectural Review Committee

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

Date of Meeting: Monday, 5 August 2024

Meeting chaired by: Mrs Caroline Tolmie (CT)

Meeting Start Time: 9:02am **Finish Time:** 10:43am

Attendance

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

Chairperson Mrs Caroline Tolmie (CT)
Ordinary Mr Peter Ginn (PG)
Ordinary Mr Craig Eccles (CE)
Ordinary Mr Stuart Shakespeare (SS) – arrived at 9:30am

Non - Voting Mr Michael Jullyan (MJ) Executive Architect
Non – Voting Ms Kira Cook (KC) Building Approvals Officer
Non – Voting Mrs Jodie Syrett (JS) Manager of Body Corporate – arrived at
9:50am

Apologies

Ordinary Mr Paul Lynam (PL)
Ordinary Mr John Venn (JV)

Conflict of Interest

N/A

Meeting Recorded

No



BUSINESS ARISING

4.2. 4605 The Parkway – Front Façade Change

CT noted that the proposed changes to the façade have already been made and requested for ARC members to inspect the property alongside MJ. Following the ARC meeting, MJ, SS, PG, and CE attended 4605 The Parkway to assess the extent of the front façade change. No issues with the façade change were observed and the committee are happy to issue approval accordingly.

4.3. 6260 Broken Hills Drive – Retaining Wall

The applicant responded to the condition noted on his Decision Notice following the July ARC meeting. The applicant queried the condition regarding additional drainage required for their retaining wall installation. The ARC advised that a letter from a Civil Engineer is required which states that the rear landscaping and retaining walls are suitably drained to comply with By-Law 2.15.7 - *Where the Finished Ground Level of a Lot is varied pursuant to By-Law 2.15.5 (a) and (b), any resulting cut and fill areas must incorporate waterproofed retaining walls, contouring, terracing, and Landscaping such that the land is properly drained, structurally stable, and not subject to erosion.*

4.3. 5298 Marine Drive East – Buggy Garage Door

The ARC reviewed and provided feedback to the applicants request to add a roller door to the buggy garage and change the main garage door to match. The committee is in favour of the proposed garage doors and provided approval with the condition that the works are in accordance with examples provided.

MOTIONS

1 ARC Minutes of Previous Meeting CARRIED

Proposed by: The Chairperson

<p>RESOLVED That the minutes of the Architectural Review Committee meeting held 3 June 2024, as tabled at this meeting, are a true and accurate record of the proceedings of the meeting.</p>	Yes	3
	No	0
	Abstain	0

2 6278 Spyglass Hill, Lot 96 Araucaria CARRIED

Proposed by: The Chairperson

<p>RESOLVED That the Architectural Review Committee recommends the New Dwelling application at 6278 Spyglass Hill be approved by the Principal Body Corporate (PBC) subject to:</p> <ol style="list-style-type: none"> 1. Driveway – No dimensions provided, must not exceed 7 meters. 2. Finished Floor/Ground Level – Not compliant at 1.2m within 1.5m of side boundary, amended plans to be provided with a maximum of 0.5m about natural ground. 3. Landscape Open Space – No calculation provided, amended plans to be provided with a minimum of 30%. 4. Swimming Pool Setback – No measurement provided, amended plans to include a minimum of 1.5m. 5. Garbage Bin Enclosure – to be installed maximum 12m from front boundary. 6. Address Numbers – must comply with By-Law 2.18.5 7. Stormwater – must connect to a legal point of discharge <p>Note: Amended plans were provided by the applicant following the assessment of the original plans. The ARC was advised of these amendments and requested MJ to review the plans following the meeting. MJ has advised that all outstanding conditions have now been addressed in the amended plans.</p> <p>Further RESOLVED that the ARC requests the Building Approvals Officer (BAO) to advise the applicant of the outcome.</p>	Yes	3
	No	0
	Abstain	0



3 6276 Spyglass Hill, Lot 95 Araucaria

CARRIED

Proposed by: The Chairperson

RESOLVED The Architectural Review Committee recommends the application for a Patio at 6276 Spyglass Hill to be approved by the Principal Body Corporate, subject to:

Yes	3
No	0
Abstain	0

1. **Floor Space Ratio** - No information provided, amended plans to be provided with a maximum FSR of 60%.
2. **Finished Floor/Ground Levels** – No levels provided, amended plans required.
3. **Retaining Walls** – No levels provided, amended plans required.
4. **Landscape Open Space** - No calculation provided, amended plans to be provided with a minimum of 30%.
5. **Stormwater Connection** - No information provided. Must be connected to legal point of discharge.

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

1. **Lot Coverage**
2. **Rear Wall Articulation**

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

4 8071 Riverside Drive, Lot 50 Harpullia CARRIED

Proposed by: The Chairperson

RESOLVED The Architectural Review Committee does not recommend the application for New Dwelling at 8071 Riverside Drive be approved by the Principal Body Corporate, subject to:

1. **Side Boundary Building Setback Line** – Arbour Screen not compliant at 1.7m side setback on the rear east corner. Neighbours’ comments required for relaxation to be considered.
2. **Rear Building Setback Line - Shade Structures or Similar** – Not compliant at 3.4m high, amended plans to be provided with a maximum of 3m. Neighbours’ comments required for relaxation to be considered.
3. **Car Space Provision - Designated Parking Spaces** – No visitor parking spaces included, amended plans to include 2 nominated visitor parking spaces.
4. **Swimming Pool Fences** - In accordance with requirements of local authority.
5. **Landscape Open Space** - No plans provided. LOS must be a minimum of 30% in accordance with by-law 2.15.13, calculation to be provided on plans.
6. **Trees** – Must not be on Noxious Weed List
7. **Pool Height** – screen planting required; proposed planting to be confirmed in line with approved landscaping list.
8. **Landscaping Must Not Interfere with Amenity of Adjacent Lots or Common Areas** – Lily Pilly along pool side may interfere with views. Additional information required including Lily Pilly botanic name and potential grow height.
9. **Permitted Within 1.5m of Revetment Wall** – Concrete slab with artificial turf not compliant, must comply with By-Law 2.18.9(f)
10. **Privacy For Neighbouring Lots** – Left hand side of master suite deck overlooks neighbours Private Open Space. Amended plans required with privacy screening to a height of 1.5m.
11. **Stormwater Connection** - No information provided. Must be connected to legal point of discharge.
12. **Synthetic Turf** - Specifications of the synthetic turf are as follows:
 - a. Top dressed with 15-20mm of fine washed sand
 - b. Drainage to artificial turf provided.
 - c. Subgrade – 60-80mm aggregate and sand mix.
 - d. Pile height must be 40mm.
 - e. Colour – EG field /olive green or equal.
 - f. Yarn stitch rate of 17/100
 - g. Minimum 10-year warranty

Yes	4
No	0
Abstain	0

NOTE: SS arrived during the discussion of this property.

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

1. **Lot Coverage**
2. **Floor Space Ratio**
3. **Front Boundary Building Setback Line**
4. **Length of Wall Facing Side Boundary**

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

5 Executive Architect / Building Approvals Officer recommendations – ending 29 July 2024 CARRIED

Proposed by: The Chairperson

RESOLVED That the Architectural Review Committee notes and accepts the following building applications recommended for approval by the Principal Body Corporate EC as submitted by Executive Architect and Building Approvals Officer for the period ending 29 July 2024.

Yes	4
No	0
Abstain	0

- 1. 8102 The Circle, Lot 28 Schotia Island**
Release of Compliance Agreement Fee – Exterior Painting
- 2. 4686 The Parkway, Lot 99 Washingtonia**
Application for Solar Panels
- 3. 8096 The Circle, Lot 22 Acacia**
Application for Pontoon
- 4. 1004 Edgecliff Drive, Lot 4 Tristania**
Release of Compliance Agreement Fee – Pontoon
- 5. 4640 The Parkway, Lot 99 Bauhinia**
Release of Compliance Agreement Fee – Major Alterations

6 ARC Recommendation to the PBC–8 August 2024 CARRIED

Proposed by: The Chairperson

RESOLVED That the Architectural Review Committee (ARC) requests the PBC EC consider the matters recommended by the ARC at its meeting held 1 August 2024.

Yes	4
No	0
Abstain	0

OTHER MATTERS/GENERAL BUSINESS

Livingstonia – Screened Enclosure Procedure

The ARC advised that, moving forward, all applications for Livingstonia must first be assessed and approved by the RBC. All applications must then be submitted to the ARC for final approval. Minor applications such as rectification works and cosmetic changes will not require an application fee, however applications for construction of a Florida Room will require a full formal application to be submitted to the ARC following the applicant obtaining RBC approval.

7110 Marine Drive East, Lot 76 Plumeria – New Dwelling

KC tabled the Report and application for New Dwelling for consideration as requested by CT and SS following a meeting with applicant.

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

1. **Pool Deck Battening** – Must be in accordance with DCBL Diagram 3
2. **Plant Pallet** – Minimal information provided. All plants must be selected from the Sanctuary Cove Planting Palette.
3. **Stormwater Connection** – Must be connected to legal point of discharge.
4. **Pool Equipment** – Drawing number A009 to be resubmitted with storeroom amended to pool equipment room.
5. **Volumetric Capacity** – Volumetric Capacity calculation to be recalculated, excluding the pool equipment room.

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

1. **Site Coverage**
 2. **Floor Space Ratio**
 3. **Length of Wall Facing Side Boundary**
 4. **Side Boundary Building Line**
 5. **Rear Building Line Shade Structures or Similar**
 6. **Finished Floor/Ground Levels**
 7. **Retaining Walls**
 8. **Pool Height**
 9. **Privacy For Neighbouring Lots**
- **Note:** ARC have requested for a letter to be sent to owners of 7108 Marine Drive East, confirming they are aware of the extent of the relaxations and any impact they may have on privacy and amenity.

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

Name of voter: _____

Signature of voter: _____ Date: _____

**CORRESPONDENCE
FOR INFORMATION**



24th July 2024

Mr Bradley Rogers
4734 The Parkway
SANCTUARY COVE QLD 4212
Transmission via email:

Dear Bradley,

**VESSEL MOORED BY RICHARD O'FERRALL AT 4734
PROPERTY: 4734 THE PARKWAY, LOT 145 WASHINGTONIA GTP 1703**

We are writing to inform you about the decision made by the PBC regarding the vessel moored at your pontoon by Mr. Richard O'Ferrall.

Although the minutes are still pending drafting and approval, we can confirm that during the PBC EC meeting on the 15th of July 2024, at 9:00am, the committee decided that Mr. Richard O'Farrell's vessel moored at your pontoon must be removed immediately. This decision was based on information provided by Steve at SRB Consulting Engineers, which indicated that this vessel is too large for mooring and incorrectly moored, potentially causing a navigation hazard for other vessels.

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



24th July 2024

Mr Richard & Mrs Diana O'Ferrall
8049 The Parkway
SANCTUARY COVE QLD 4212
Transmission via email:

Dear Richard & Diana,

**VESSEL MOORED AT 4734 THE PARKWAY PONTOON
PROPERTY: 4734 THE PARKWAY, LOT 145 WASHINGTONIA GTP 1703**

We are writing to inform you about the decision made by the PBC regarding your vessel moored at 4734 The Parkway pontoon.

Although the minutes are still pending drafting and approval, we can confirm that during the PBC EC meeting on the 15th of July 2024, at 9:00am, the committee decided that your vessel moored at 4734 The Parkway pontoon must be removed immediately. This decision was based on information provided by Steve at SRB Consulting Engineers, which indicated that this vessel is too large for mooring and incorrectly moored, potentially causing a navigation hazard for other vessels.

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



24th July 2024

Mr Dan & Ms Kym Coaster-Garton
8039 The Parkway
SANCTUARY COVE QLD 4212
Transmission via email:

Dear Dan & Kym,

**REQUEST TO INSTALL AN ADDITIONAL PAVED CAR SPACE
PROPERTY: 8039 THE PARKWAY, LOT 60 HARPULLIA GTP 107045**

We are writing to inform you about the status of your request to install an additional paved car park space across from your property.

Although the minutes are still pending drafting and approval, we can confirm that during the PBC EC meeting on the 15th of July 2024, at 9:00am, the committee decided to decline your request. This decision was based on the recommendation of the Facilities Manager, who cited significant concerns about visibility due to the proximity of the speed hump, the bend/corner, and the street entrance/exit.

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



24th July 2024

Mr Dan Coaster-Garton
8039 The Parkway
SANCTUARY COVE QLD 4212
Transmission via email:

Dear Dan,

**REQUEST TO INSTALL UNOBTRUSIVE LIGHTS IN HARBOUR
PROPERTY: 8039 THE PARKWAY, LOT 60 HARPULLIA GTP 107045**

We are writing to inform you about the status of your request to install unobtrusive lights in the harbour for boats entering and leaving in the dark.

Although the minutes are still pending drafting and approval, we can confirm that during the PBC EC meeting on the 15th of July 2024, at 9:00am, the committee decided to decline your request. Instead, the PBC EC suggested installing a spotlight on your vessel to aid in navigating the harbour at night or early morning.

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

CORRESPONDENCE FOR ACTION



24th July 2024

Mr Richard & Mrs Diana O'Ferrall
8049 The Parkway
SANCTUARY COVE QLD 4212
Transmission via email:

Dear Richard & Diana,

**VESSEL MOORED AT 4734 THE PARKWAY PONTOON
PROPERTY: 4734 THE PARKWAY, LOT 145 WASHINGTONIA GTP 1703**

We are writing to inform you about the decision made by the PBC regarding your vessel moored at 4734 The Parkway pontoon.

Although the minutes are still pending drafting and approval, we can confirm that during the PBC EC meeting on the 15th of July 2024, at 9:00am, the committee decided that your vessel moored at 4734 The Parkway pontoon must be removed immediately. This decision was based on information provided by Steve at SRB Consulting Engineers, which indicated that this vessel is too large for mooring and incorrectly moored, potentially causing a navigation hazard for other vessels.

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

From: Building Approvals
To: Jodie Belyea
Cc: Jodie Belyea
Subject: SC Quayline / contractor issues
Date: Friday, 21 June 2024 9:56:26 AM
Attachments: image001.png

G'day Kira / Jodie

Nice to meet you both yesterday

Thought I'd do a collective response email as these matters generally affect you both.

Firstly – and this is by no means a critique of your abilities – but would highly recommend that request for 'information' from contractors / real estate agents / etc is solely restricted to whatever printed registered documentation you have at your disposal, such as approved quayline plans, specific design covenants, etc. Would further suggest that responding to the "what size boat can I have on property 'XYZ' " is met with "whatever the PBC grants approval for on receipt of scaled / dimensioned application drawings signed by an RPEQ". Would not even recommend telling them "same as what's already there" as this isn't always accurate, either.

JODIE

To reiterate, set quayline distances are the maximum envelope the mooring structure (pontoon) can occupy. This is separate to the actual 'vessel envelope' that sits off the allocated 'mooring face' – the general rule of thumb is that finger pontoons (perpendicular to the revetment wall) are specified where boundary prolongations are narrow or converge significantly (such as internal bends, cul-de-sac ends, etc). In some instances (such as ALYXIA) this may also be a preference to permit larger vessels to be moored where the distance between canal banks is spacious but the Lots themselves are wide enough. T-Head pontoons are generally applicable everywhere else.

Pontoons must be sized and positioned such that there is to be a min 3.0m offset to boundary prolongations on both sides. The actual vessel envelope is therefore an amalgamation of what can then fit in several collateral constraints such as the prolongation width at the quayline, distance to opposing structures, etc – there is a bit more to consider and this is why the predominance of quayline plans for SC – with a few, more recent, exceptions – don't also specify the "mooring / vessel envelope" along with the quayline distance.

Insofar as Richard O'Ferrall is concerned, his actual vessel moored at 4713 The Parkway is too large for permanent mooring (he was forewarned) and in any event, is incorrectly moored, causing undue annoyance to others in the area and is therefore a 'navigation hazard', to be removed.



If you have any questions or we can assist you further, please don't hesitate to contact me.

Steve Belyea
B Eng, M.I.E. Aust, RPEQ 6204
For and on behalf of
SRB CONSULTING ENGINEERS
0400 37 9908

PROJECT - EXISTING PONTOON & GANGWAY

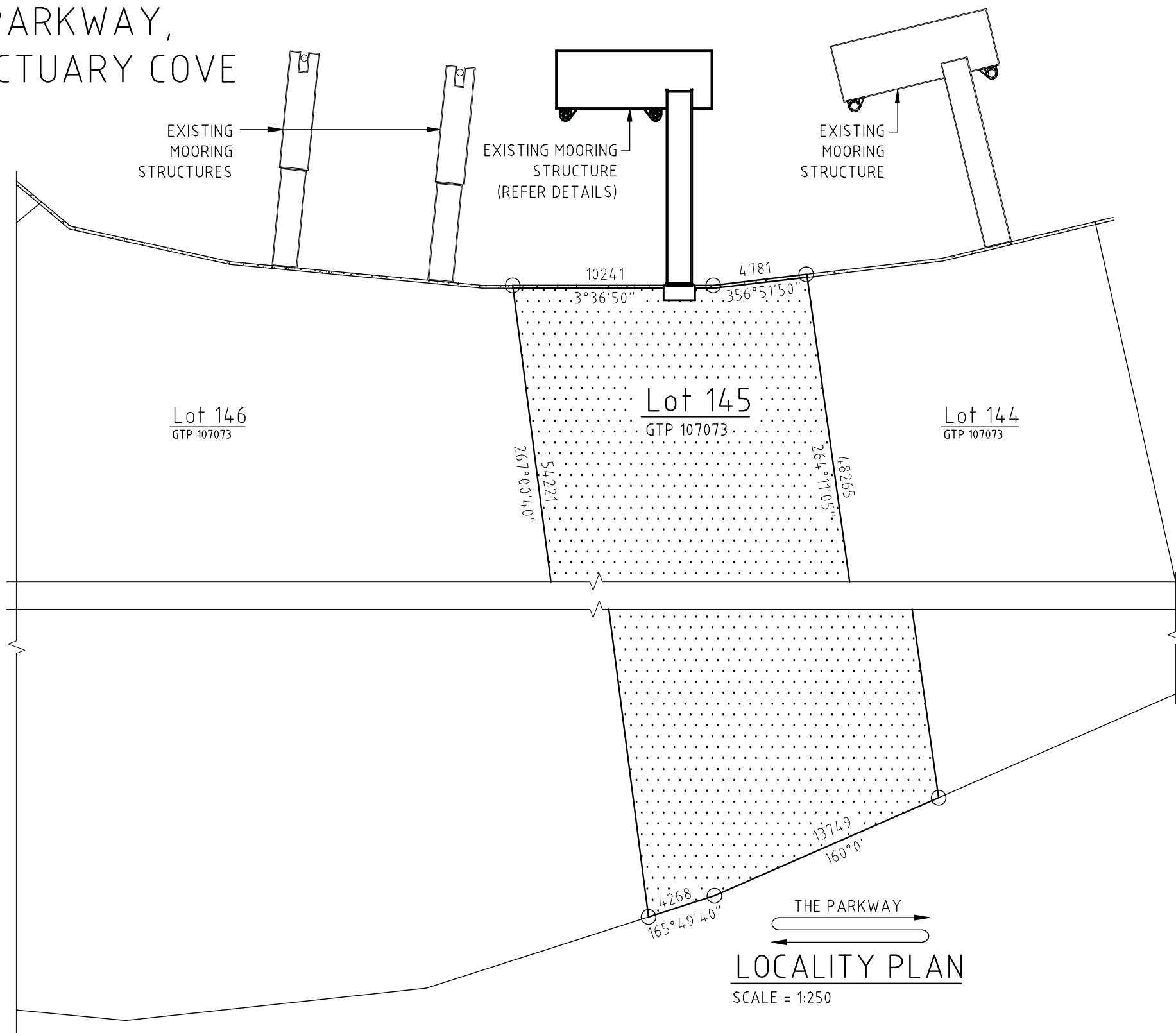
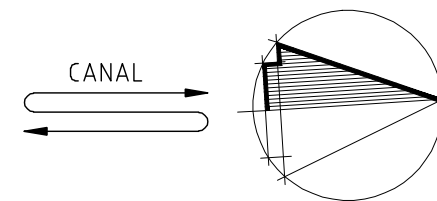
ADDRESS - Lot 145 (#4734) THE PARKWAY,
(WASHINGTONIA) SANCTUARY COVE

CLIENT - O'FARRELL

THE STRUCTURAL COMPONENTS
SUBJECT OF THESE DRAWINGS
(AND DETAILED HEREIN) ARE
ADEQUATE FOR THE INTENDED USAGE
(AS DESCRIBED HEREIN)
AT THE NOMINATED LOCATION.



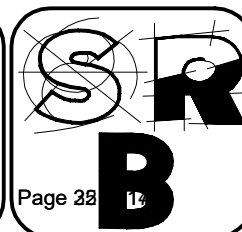
LOCALITY IMAGE



SRB CONSULTING
STRUCTURAL ENGINEERS
PRINCIPAL : STEVE BELYEA

Fax : (07) 55377049 MOB. 0400379908
ABN - 74 225 770 976
e-mail srbconsulting@ozemail.com.au

TITLE LOCALITY PLAN (EXISTING)
PROJECT PONTOON & GANGWAY
LOCATION 4734 THE PARKWAY
SANCTUARY COVE
CLIENT O'FARRELL



DATE DRAWN :
JUNE 2023
SCALE :
AS SHOWN

APPROVED :

STEPHEN R. BELYEA
R.P.E.Q. 6204

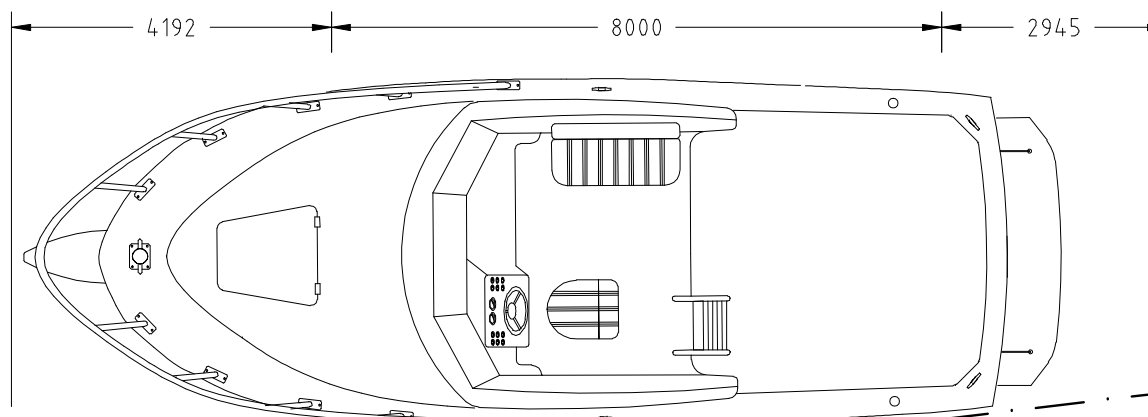
DESIGNED S.R.B.
DRAWN A.J.Q.
CHECKED
CONSTRUCTION ISSUE

DRAWING :
S00
DRAWING SET :
2K23-042

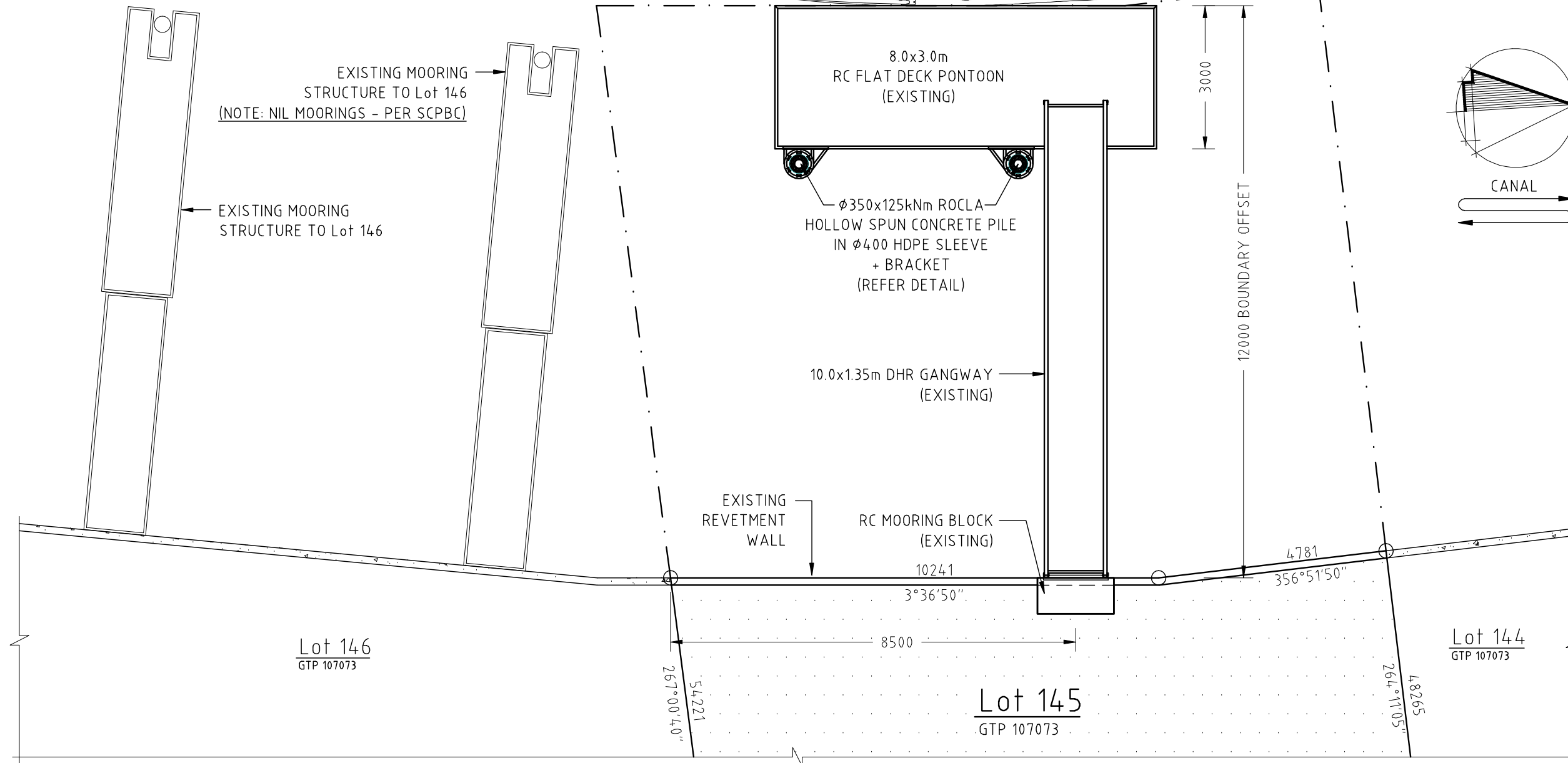
REV.

WET BERTHED VESSEL

MAXIMUM VESSEL LENGTH - 13.6m
 MAXIMUM VESSEL BEAM - 4.8m
 MAXIMUM VESSEL MASS - 15000kg



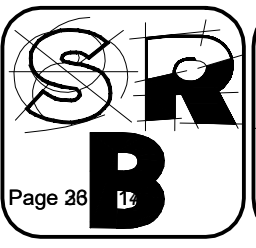
NOTE: NIL MOORINGS WHERE $W_s > 31$ m/s



SITE PLAN
 SCALE = 1:100

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 ABN - 74 225 770 976
 e-mail srbconsulting@ozemail.com.au

TITLE SITE PLAN (EXISTING)
 PROJECT PONTOON & GANGWAY
 LOCATION 4734 THE PARKWAY SANCTUARY COVE
 CLIENT O'FARRELL



DATE DRAWN : JUNE 2023
 SCALE : AS SHOWN

APPROVED :
 STEPHEN R. BELYEA
 R.P.E.Q. 6204

DESIGNED S.R.B.
 DRAWN A.J.Q.
 CHECKED
 CONSTRUCTION ISSUE

DRAWING : S01
 DRAWING SET : 2K23-042

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NOTE: The structural components subject of these drawings (and detailed herein) are adequate for the intended usage (as described herein) at the nominated location.

1.0 GENERAL

- 1.1 All structures depicted herein have been designed to comply with all relevant regulations as set by Queensland Transport (QT), EPA Operational Policy - Coastal Development, Building and Engineering standards for tidal works & Local Authorities (LA)
 - 1.2 All structures depicted herein have been designed in accordance with Australian Standards AS1170.1, AS1170.2, AS1664.1, AS1720.1, AS2159, AS3600, AS3962 & AS4100. Relevant local covenants, where applicable, have been considered in the design.
 - 1.3 The following design loadings form the basis for the design of the structures depicted herein
 - 1.3a Boardwalks / n/a
 - 1.3b Gangway(s) - Live Load 2.0 kPa or Point Load 1.8 kN.
 - 1.3c Pontoon Live Load (Structural) 3.0 kPa or Point Load 6.7 kN, (Floatation) 2.0 kPa
 - 1.3d Railings & Balustrades - n/a
 - 1.3e Design wave height - 0.6m
 - 1.3f Q100 stream velocity (2% exceedance probability) - 0.8m/s maximum
 - 1.3g Design ultimate wind velocity - 33m/s.
 - 1.3h Max vessel length (wet berthed) - 13.6m. / (dry berthed) - n/a.
 - 1.3i Max vessel mass (wet berthed) -15000kgs / (dry berthed) - n/a.
 - 1.3j Max vessel beam width (wet berthed) - 4.8m.
 - 1.3k Anchorage piles (where applicable) have been designed assuming independence from any adjacent revetment structures, with the following minimum soil parameters :
 - i) Soil density - 1.6 tonnes / cubic metre
 - ii) Soil Friction Angle - 27 degrees
 - 1.4 Anchorage, Mooring, Boardwalk or Jetty (where applicable) to be installed in accordance with AS2159 to ensure the following minimum (working) design loads are achieved (Unless Noted Otherwise) :
 - i) Bearing Capacity - 'as-existing'
 - ii) Lateral load to top of Pile - 'as-existing'.

The maximum settlement of any pile under working load shall not exceed 5 mm
 - 1.5 Maximum water level used in the design of any piles shown in the structure is Q100 = A.H.D. +2.40m under normal in-service conditions (refer boat dimensions described above).
The piles have not been designed for flood conditions in excess of Q100 levels shown nor scour of the soil around the base of the piles during flood.
 - 1.6 During construction the structure is to be maintained in a stable condition. No part shall be overstressed at any time. Max. out-of- plane tolerance (triangulation) for piles = 100mm
- NOTE : It is the owners responsibility to ensure that the vessel being berthed does not impose loadings greater than the loadings described herein & maintain the structure in optimum working condition at all times.

2.0 STEEL

- 2.1 All steel work to comply with AS4100. All welds to be 6mm continuous fillet welds U.N.O.
- 2.2 All steel exposed to be hot dipped galvanised in accordance with AS1650 with coating mass not less than 600g/sq.m
- 2.3 Corrosion protection to installers specification - minimum protection x2 coats High build epoxy mastic paint suitable for submerged marine environment.(2.5mm min.)

3.0 CONCRETE

- 3.1 All concrete work to comply with the requirements of AS3600.
- 3.2 Concrete strength to be 50 MPa with a 80 mm slump U.N.O.
- 3.3 Concrete to be compacted and cured by approved methods.
- 3.4 Minimum cover to the reinforcement - 50 mm (Exposure Class C) U.N.O.

4.0 ALUMINIUM

- 4.1 All aluminium to comply with AS1664 and to be (minimum) Grade 6061 T6 U.N.O.
- 4.2 All welds 6 mm continuous fillet welds (CFW) using filled alloy 5356 U.N.O.
- 4.3 Butt welds, where specified, to have full penetration.
- 4.4 Surfaces between aluminium and concrete separated by 2 layers of alcor.
- 4.5 Surfaces between aluminium and stainless steel painted with 2 coats of Zinc Chromate and to be separated by suitable neoprene washers.

5.0 FLOATATION UNITS

- 5.1 Design stability load (in accordance with Appendix A of AS3962) - 1.5 kPa applied across half the width of the floating pontoon and on the entire gangway will produce a maximum tilt not exceeding 15 degrees and will not cause any corner to emerge from the water. The minimum freeboard under such loading will be not less than 75mm at any point on the pontoon.
- 5.2 Polystyrene S.L grade foam to be encased in a high density polyethylene membrane fully welded at the corners and joins to form a complete seal impervious to water and marine organisms known to attach to such structures under typical conditions.
- 5.3 Buoyancy foam water absorption shall not exceed 5% by volume when tested in accordance with ASTM C272.

6.0 TIMBER

- 6.1 All timber work to comply with AS.1720.1 to be minimum F22 durability Class 1 and free of sapwood unless the sapwood is fully treated with an approved non-leachable preservative (CCA type) to a retention level of H3 or better.
- 6.2 All bolted timber connections, where specified, to be galvanised M16 4.6/s cuphead bolts (or stainless steel equivalent) unless directed by the Engineer. Skew nailed fixings, except for nominal connections, will not be approved.
- 6.3 Seal end grains of all bearers, joists, decking and kerb members with a bituminous emulsion coating, or similar, suitable for external marine exposure conditions.

7.0 FIXINGS & FINISHES

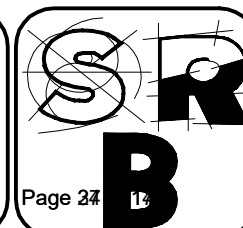
- 7.1 All fixings to be 316 Grade Stainless Steel unless nominated otherwise.
- 7.2 Provide to all members, a rounded or smooth finish to all square cut or sharp edges and corners.
- 7.3 All bolts to be M16 4.6/s (galvanised) U.N.O. All galvanised bolts to have galvanised between the head and the nut.
- 7.4 All bolts to be adequately coated in petroleum gel prior to installation.
- 7.5 Drill holes for screws and coach screws to be not greater than 75% of the shank diameter to a depth the length of the threaded portion of the screw only. Do NOT hammer screw and coach screw into position.
- 7.6 All coach screws, bolts, turn buckles and nails to be checked, and tightened if necessary, 10 weeks after initial installation and erection.

NOTE : IT IS THE CONTRACTOR / INSTALLERS RESPONSIBILITY TO CONFIRM ALL DIMENSIONS SHOWN ARE SUITABLE AND ENSURE SITE CONDITIONS MATCH DESIGN PARAMETERS DESCRIBED HEREIN. ENGINEER TO BE ADVISED OF ANY VARIANCES AND AUTHORISED COMPENSATORY INSTRUCTIONS ISSUED PRIOR TO FABRICATION AND / OR INSTALLATION OF COMPONENTS. IF IN DOUBT, ASK CONTRACTOR TO SUPPLY ENGINEER WITH PILE PERFORMANCE TEST DATA AFTER COMPLETION OF INSTALLATION.


DO NOT SCALE DRAWINGS.

SRB CONSULTING
STRUCTURAL ENGINEERS
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ABN - 74 225 770 976
e-mail srbconsulting@ozemail.com.au

TITLE NOTES
PROJECT PONTOON & GANGWAY
LOCATION 4734 THE PARKWAY
SANCTUARY COVE
CLIENT O'FARRELL



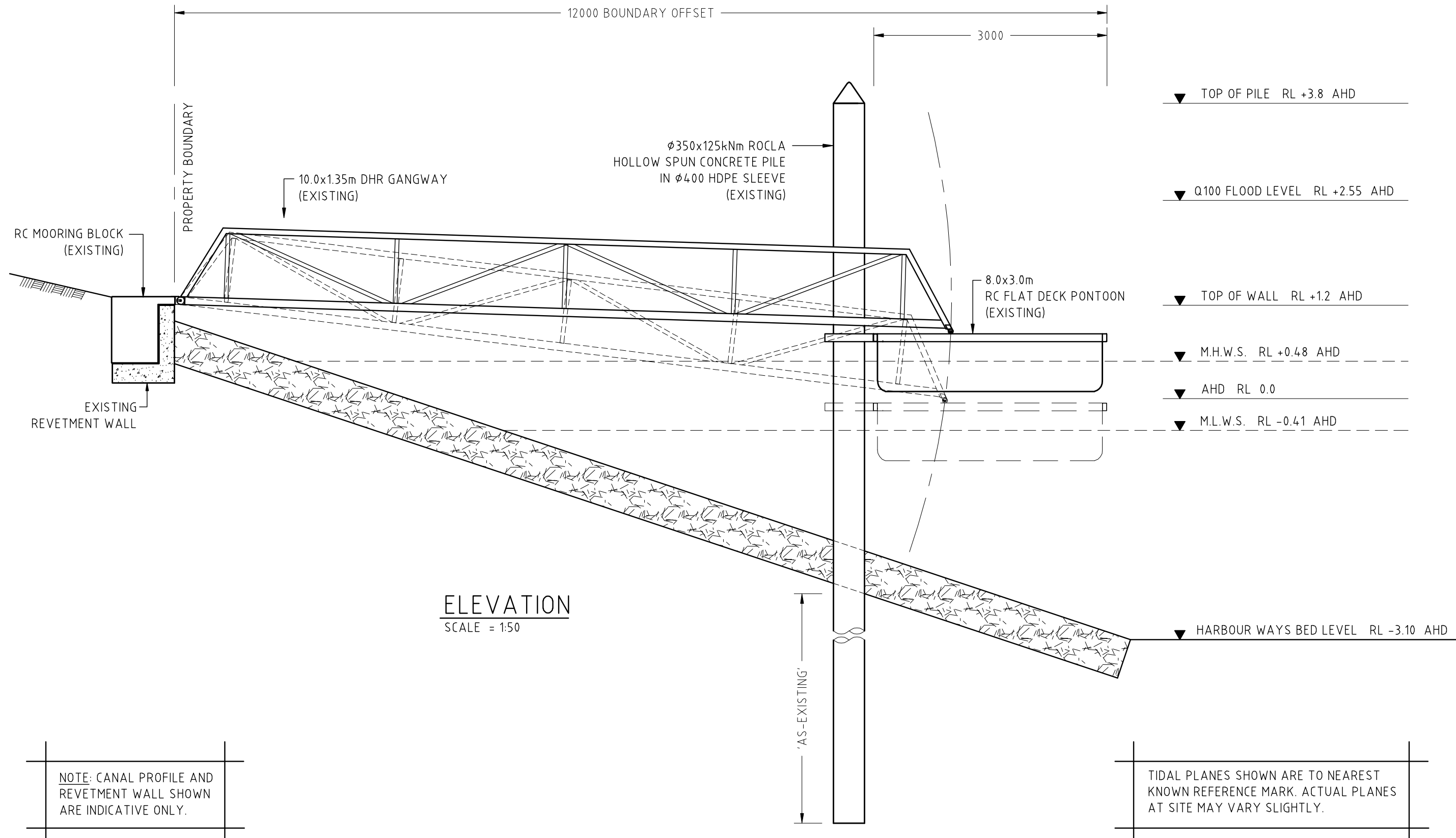
DATE DRAWN :
JUNE 2023
SCALE :
AS SHOWN

APPROVED :

STEPHEN R. BELYEA
R.P.E.Q. 6204

DESIGNED S.R.B.
DRAWN A.J.Q.
CHECKED
CONSTRUCTION ISSUE

DRAWING :
S02
DRAWING SET :
2K23-042

REV.

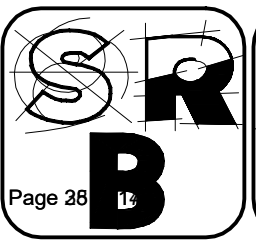


NOTE: CANAL PROFILE AND REVETMENT WALL SHOWN ARE INDICATIVE ONLY.

TIDAL PLANES SHOWN ARE TO NEAREST KNOWN REFERENCE MARK. ACTUAL PLANES AT SITE MAY VARY SLIGHTLY.

SRB CONSULTING
 STRUCTURAL ENGINEERS
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 ABN - 74 225 770 976
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TITLE ELEVATION (EXISTING)
 PROJECT PONTOON & GANGWAY
 LOCATION 4734 THE PARKWAY
 SANCTUARY COVE
 CLIENT O'FARRELL



DATE DRAWN :
 JUNE 2023
 SCALE :
 AS SHOWN

APPROVED :

 STEPHEN R. BELYEA
 R.P.E.Q. 6204

DESIGNED S.R.B.
 DRAWN A.J.Q.
 CHECKED
 CONSTRUCTION ISSUE

DRAWING :
 S03
 DRAWING SET :
 2K23-042

REV.

**REPORTS FOR
INFORMATION**



OPERATIONS REPORT – JULY 2024

Key Performance Indicators

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

Net Expenditure Statement	Security	Security	Community & Others	Community & Others	Resort Body Corporate	Resort Body Corporate	Combined Annual	Combined Annual
	YTD	Budget YTD	YTD	Budget YTD	YTD	Budget YTD	YTD	Budget YTD
Income								
Management Fees	2,847,461	2,844,461	2,012,525	2,012,521	52,849	0	4,664,184	4,661,180
Other services & interest	80,076	65,341	61,502	19,125	0	0	149,033	84,466
Total Income	2,927,538	2,909,803	2,074,027	2,031,646	52,849	0	4,813,217	4,745,647
Expenditure								
Employee expenses	2,363,773	2,436,005	1,813,626	1,659,060	0	0	4,177,398	4,095,066
Other	417,263	465,565	368,675	333,333	49,530	0	594,272	603,096
Total Expenses	2,781,036	2,901,571	2,182,301	1,992,393	49,530	0	4,771,670	4,698,162
Net operating Saving / (Cost)	146,502	8,232	(108,274)	39,253	3,319	0	41,547	47,485
YTD +/- movement compared to budget		138,270		(147,527)		3,319		(5,938)

31 July 2024 Year to Date (“YTD”)

- Consolidated YTD result is 13% behind budget.
- Security YTD is tracking above budget at July.
- Community Services YTD is \$141.8k unfavourable to budget at 31 July 2024.
- Resort Body Corporate YTD is tracking at \$3.3k profit.
- The Consolidated group is currently in the process of updating the detailed full year forecast loss position. The key drivers of the result are listed below:
 - EBA negotiations including projected wage related increases, other wage related costs, bargaining agent fee, drafting and lodgement of the new Single Enterprise Agreement with Fair Work.
 - Employee expenses arising from unbudgeted headcount increase, unbudgeted wage rate increases and unbudgeted Long Service Leave milestone accruals.
 - Company Secretary Fees.



Principal Body Corporate (Expense Variances)

Principal Body Corporate (YTD Expenditure Variances)	FY2024 Actual	FY2024 Budget	Variance \$	Variance %	Note
Accounting - audit	851	851	-	0.0%	
Accounting - tax services	-	-	-	0.0%	
Admin - bank charges	3,436	7,510	4,074	54.3%	
Admin - software licence costs	32,440	24,459	(7,982)	(32.6)%	1
Admin - meetings	521	540	19	3.5%	
Admin - IT Monthly Maintenance	21,814	24,247	2,433	10.0%	
Admin - newsletter	-	-	-	-	
Admin - postage	28,393	27,489	(904)	(3.3)%	2
Admin - print/copy costs	5,156	9,000	3,844	42.7%	
PTBC Levy - Administration Fund	466,500	466,500	-	-	
PTBC Levy - Sinking Fund	335,700	335,700	-	-	
Management Fees	1,009,685	1,009,685	-	-	
Security services	2,654,460	2,654,460	-	-	
Admin - Filing Fee	(655)	750	1,405	187.4%	
Network Manager Service Fees	378,534	264,154	(114,381)	(43.3)%	3
Consultants	12,331	22,500	10,170	45.2%	
Legal Services	43,934	112,500	68,566	60.9%	
Cleaning	12,138	15,000	2,862	19.1%	
Electrical - contract	82,820	94,420	11,600	12.3%	
Electrical - Materials/Machinery	28,639	30,000	1,361	4.5%	
Fire Protection - audit/inspect	-	14,255	14,255	100.0%	
Gross Pollutant Trap - Audit	-	-	-	-	
Gross Pollutant Trap - Mtce	12,451	18,728	6,278	33.5%	
Grounds & Garden - contract	631,340	698,316	66,976	9.6%	
Grounds & Garden - other	41,245	37,500	(3,745)	(10.0)%	4
Grounds & Garden - mulching	23,375	18,750	(4,625)	(24.7)%	5
Grounds & Garden - tree management	92,320	18,750	(73,570)	(392.4)%	6
Hire/Rental- Facilities Compound	52,500	71,250	18,750	26.3%	
Insurance - Brokerage	8,956	9,534	578	6.1%	
Insurance Excess	18,478	5,000	(13,478)	(269.6)%	7
Insurance Premiums	132,537	151,346	18,808	12.4%	
Irrigation - contract	66,752	84,205	17,452	20.7%	
Irrigation - materials/machinery	20,632	28,125	7,493	26.6%	
Irrigation - Golf Lakes Maintenance	42,112	7,500	(34,612)	(461.5)%	8
Irrigation - A class water usage	20,079	103,478	83,399	80.6%	
Pest control	880	8,002	7,122	89.0%	
Plumbing - contract	89,773	103,075	13,301	12.9%	
Plumbing - materials/machinery	85,379	93,750	8,371	8.9%	
MTCE - ANIMAL MANAGEMENT	-	-	-	-	
Motor Vehicle / Buggy Expenses	5,141	11,250	6,109	54.3%	
Repairs & Maintenance	15,585	26,250	10,665	40.6%	
R&M - Harbour	6,800	15,000	8,200	54.7%	
R&M - CCTV	387	3,750	3,363	89.7%	
Roads	31,640	33,750	2,110	6.3%	
Road Sanding	-	30,000	30,000	100.0%	
Road sweeping	53,143	49,353	(3,790)	(7.7)%	9
Signage	2,520	3,000	480	16.0%	
Waste Removal - contract	633,719	643,258	9,539	1.5%	
Waste Removal - other	6,560	22,500	15,940	70.8%	



Land Holding - land tax	47,098	-	(47,098)	(4,709,796.0%)	
Land Holding - rates	15,183	14,502	(681)	(4.7%)	10
Utilities - electricity/gas	122,616	114,115	(8,501)	(7.4%)	11
Water Charges	266,634	63,750	(202,884)	(318.2%)	12
Water Billing	8,939	8,415	(524)	(6.2%)	13
Water Meter Reads	10,820	15,000	4,180	27.9%	
Water Testing	-	-	-	0.0%	
Workers Compensation	62	194	132	68.3%	
Total Expenditure	7,682,353	7,625,415	(56,939)	(0.7%)	

Notes:

- Admin – software licence costs: AssetFinda update costs requiring server upgrade and implementation costs of \$18.8k, monthly fee has been negotiated down to minimise total cost impact.
- Admin – Postage: Postage costs include water billing, levy invoices and body corporate administration related postage requirements.
- Network Manager Fees: Repairs of FTTH cables including The Address, other repairs and asbestos testing of Fibre pits, multiple FTTH installations and materials held, purchase of 50 x ONU at \$61.7k to ensure sufficient stock as the manufacturer is ceasing production whilst an alternative solution is determined. Calix support fees increased from \$3,488.65 to \$3,660.92 per month.
- Grounds & Garden Other: Turf installation at Woodsia, Olympic Dr, pruning and garden upgrade – timing variance. Storm damage insurance settlement \$5.4k finalised
- Grounds & Garden Mulching: Marine Drive North buffer garden – timing variance – no change from prior month
- Grounds & Garden Tree Management: Tree pruning 5722, 5926, Colvillia Park storm damage works, other emergency works in clearing storm damage, Edgecliff Pruning and palm shaping. Storm damage insurance settlement \$7.1k finalised
- Insurance excess: Excess charged in water leak repair claim and storm damage claims.
- Irrigation – Golf Lakes Maintenance: Budget assumed A Class water usage. A water management plan was introduced which is offset by the savings in A class water.
- Road Sweeping: November 2023 contract price increase was 7.5% higher than budgeted
- Land Holding – rates: Actual rates higher than the projected budget.
- Utilities – Electricity/gas: Electricity rates increases were higher than allowed for in the budget by 7.4%.
- Water Charges – Water billing variance for potable and waste attributed to PBC based on proportion of water usage per meter reads and cost of credits applied for water leak relief to residents.
- Water Billing: Water billing costs increased marginally higher than the projected budget, further variances due to timing issues with changed billing frequency from supplier.



Primary Thoroughfare Body Corporate (Expense Variances)

Primary Thoroughfare Body Corporate (YTD Expenditure Variances)	FY2024 Actual	FZ2024 Budget	Variance \$	Variance %	Notes
Accounting - audit	1,676	1,676	-	-	
Admin - bank charges	95	157	62	39.7%	
Admin - software licence costs	14,402	7,343	(7,059)	(96.1)%	1
Admin - meetings	262	274	12	4.4%	
Admin - IT Monthly Maintenance	7,957	8,250	293	3.6%	
Admin - postage	94	180	86	47.9%	
Admin - print/copy costs	990	900	(90)	(10.0)%	2
Management Fees	306,460	306,460	-	-	
Security services	59,741	59,741	-	-	
Admin - Filing Fee	96	-	(96)		3
Consultants	-	7,500	7,500	100.0%	
Legal Services	-	7,500	7,500	100.0%	
Bad Debt Expense	1,815	-	(1,815)		4
Cleaning	3,700	-	(3,700)		5
Debt Collection Fees	-	375	375	100.0%	
Electrical - contract	21,312	20,285	(1,027)	(5.1)%	6
Electrical - Materials/Machinery	13,613	12,150	(1,463)	(12.0)%	7
Fire Protection - audit/inspect	3,314	2,233	(1,081)	(48.4)%	8
Fire Protection - R&M	1,593	-	(1,593)		9
Gross Pollutant Trap- mtce	1,169	786	(383)	(48.7)%	10
Grounds & Garden - contract	145,268	139,159	(6,109)	(4.4)%	11
Grounds & Garden - other	35,104	33,750	(1,354)	(4.0)%	12
Grounds & Garden - mulching	15,033	30,000	14,968	49.9%	
Grounds & Garden - tree management	40,412	22,500	(17,912)	(79.6)%	13
Hire/Rental	143	-	(143)		14
Insurance - Brokerage	687	2,243	1,556	69.4%	
Insurance Excess	1,976	-	(1,976)		15
Insurance Premiums	62,273	86,187	23,914	27.7%	
Irrigation - contract	28,226	36,669	8,442	23.0%	
Irrigation - materials/machinery	3,995	15,000	11,005	73.4%	
Irrigation - Golf Lakes Mtce	42,434	23,400	(19,034)	(81.3)%	16
Irrigation - A class water	6,693	34,493	27,800	80.6%	
Pest Control	2,360	1,650	(710)	(43.0)%	17
Plumbing - contract	11,037	9,849	(1,188)	(12.1)%	18
Plumbing - materials/machinery	6,873	12,000	5,127	42.7%	
Mtce - animal management	127,401	75,000	(52,401)	(69.9)%	19
Repairs & Maintenance	10,348	11,250	902	8.0%	
Repairs & Mtce - air conditioning	3,217	4,125	908	22.0%	
Repairs & Mtce - electrical	4,501	3,750	(751)	(20.0)%	20
Repairs & Mtce - fences	1,800	5,250	3,450	65.7%	
Repairs & Mtce - gates	39,101	33,750	(5,351)	(15.9)%	21
Repairs & Mtce - CCTV	-	3,750	3,750	100.0%	
Roads	8,633	22,500	13,867	61.6%	
Road Sanding	19,765	21,218	1,453	6.8%	
Road sweeping	17,760	15,972	(1,788)	(11.2)%	22
Signage	759	2,625	1,866	71.1%	
Waste Removal - other	696	2,000	1,304	65.2%	



Land Holding - land tax	15,685	-	(15,685)		23
Land Holding - rates	7,263	7,219	(44)	(0.6)%	24
Utilities - electricity/gas	89,360	66,934	(22,425)	(33.5)%	25
Utilities - water	79,510	-	(79,510)		26
Water Meter Reads	-	77	77	100.0%	
Workers Compensation	62	184	122	66.5%	
Total Expenditure	1,266,661	1,158,313	(108,348)	(9.4)%	

Notes:

- Admin – software licence costs: AssetFinda update costs requiring server upgrade and implementation costs of \$7,118, monthly fee has been negotiated down to minimise total cost impact.
- Admin – print/copy costs – Printing costs incurred – timing variance.
- Admin – filing fee – Titles search – no change from prior month.
- Bad Debt Expense – relating to unrecoverable gate repair costs.
- Cleaning – Contractor’s compound cleaning fees were unbudgeted due to completion of the compound in late 2023.
- Electrical contract – minor variance billing cycles are fortnightly, and additional work due to storms.
- Electrical – Materials/Machinery – Purchase of materials for the Address works, Parkway entry and street lighting, thermographic inspection, Calibration/Testing equipment
- Fire Protection – audit/inspect: Fire evacuation diagrams, installation of cabinets & training Facilities Compound, fire equipment servicing at facilities compound.
- Fire Protection – R&M – Smoke alarm service and replacement, replace emergency lights at Security Roundhouse
- Gross Pollutant Trap – mtce – Maintenance works – timing variance
- Grounds & Garden Contract – Landscape solutions monthly contract increase from 1 Nov 2023 was higher than projected budget.
- Grounds & Garden – Other – Slashing, Address Gates, Entry mound turf – timing variance
- Grounds & Garden Tree management – Palm cleaning, Village to Security, Washingtonia bridge entrance and other locations (Buddeh St, and Entry Blvd) Royal Palms and Buddeh St pruning, Storm damage costs.
- Hire/Rental – GCCC charges for Coombabah effluent line- \$143.15 per month.
- Insurance Excess – Christmas Day storm claim excess.
- Irrigation Golf Lakes Maintenance – Bathymetric Survey costs, Water management plan offset by savings in Irrigation-A class water.
- Pest Control – Termite bait – Sickle Bridge – timing variance
- Plumbing Contract – minor variance billing cycles are fortnightly – timing variance
- Mtce – animal management – Corella program commenced in March, Kangaroo Management, Ibis, Fox programs. Additional attendance for removal of wildlife costs as incurred.



- 20. R&M electrical – Load testing performed in January, and generator service.
- 21. R&M gates – Maintenance/Cleaning of Aspen Stone, Pines, Main, North and Vardon Lane gates, Address Gate damage repairs
- 22. Road Sweeping: Contract price effective from November was higher than the projected budget.
- 23. Land Holding – Land tax – annual fee budgeted in October, recognised monthly.
- 24. Land Holding – Rates – Rates notice received was minimally higher by 0.6% against budgeted value.
- 25. Utilities – electricity/gas: Large volume 3-year fixed pricing agreement ended, the accumulated year on year increases and present market conditions resulted in a significant increase against budgeted expenditure.
- 26. Utilities – water: Water billing variance for potable and waste attributed to PTBC based on proportion of water usage per meter reads.

Aged Debtors (excluding intercompany balances)

Company	Total	Current	30 days	Over 30 days
Sanctuary Cove Community Services Ltd	408.9k	408.9k	0	0
Sanctuary Cove Security Services Pty Ltd	1,001k	1,001k	0.02k	0

Staff Numbers

Department	Budgeted	Actual
Body Corporate	16.5	17.1
Security	33.0	33.26
Total	49.5	50.36

Staff turnover YTD (17.87%).

Cash Positions

Account	Bank	Actual Holding	Interest Rate %	Interest Received YTD
PBC – Administration Fund	BOQ	18,615		-
ARC - Administration Fund	MBL	416,000		-
PBC – Sinking Fund (at call)	Macquarie	1,673,147	2.90%	39,537
PBC – Sinking Fund (at call)	BOQ	966	0.00%	-
PBC – Sinking Fund Term Deposit	Macquarie	500,000	4.70%	14,223
PBC – Sinking Fund Term Deposit	Macquarie	1,000,000	4.70%	34,903
PBC – Sinking Fund Term Deposit	Macquarie	250,000	2.90%	8,441



PBC – Sinking Fund Term Deposit	Macquarie	500,000	4.70%	17,442
PBC – Sinking Fund Term Deposit	Macquarie	500,000	4.70%	15,003
PBC – Sinking Fund Term Deposit	Macquarie	500,000	2.90%	11,098
PBC – Sinking Fund Term Deposit	BOQ	3,500,000	4.80%	124,268
PTBC – Administration Fund	BOQ	7,188		-
PTBC – Sinking Fund (at call)	Macquarie	1,283,909	2.90%	31,542
PTBC – Sinking Fund (at call)	BOQ	1,007	0.00%	-
PTBC – Sinking Fund Term Deposit	BOQ	500,000	4.70%	17,475
SCCSL	Macquarie	648,049	2.90%	12,227
SCCSL	Macquarie	10,033	NA	
SCCSL	Macquarie	493,000	NA	
SCCSL	CBA	5	NA	
Security	Macquarie	622,372	2.90%	16,650
Security	Macquarie	200,000	4.80%	7,994
Security	CBA	5		
Security	CBA	3,346		

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

Finance Team Activities

- Periodic review of current finance policies and associated procedures and controls. Ongoing
- Company auditor review and appointment for FY2023-24 Financial Statement audit complete. New auditor will be onsite in August for planning and control testing.
- Preparation of Interim Audit information for PBC, PTBC and RBCs which have requested audits to be performed completed in July.
- Preparation activities for annual reporting obligations – Income Tax RBCs to be lodged in August, Payroll Tax lodgement completed in July, Workcover reconciliation and lodgement for FY2025 to be submitted in August.
- StrataMax Invoice Hub to be reviewed and considered for streamlining invoice approvals. Ongoing.

Efficiencies

- Currently reviewing accounting platform with consideration of upgrading to the next version which allows consolidation for the companies without the need to log in and out of each company, minimising duplication of tasks, increasing efficiencies and mitigating manual errors. Ongoing – reviewing implementation timing.
- A new time and attendance and payroll application will be implemented with a target Go Live date of 1 November 2025. Project work commenced in Mid-June ongoing.



SECURITY SERVICES

Security Statistics (from the 1st of Nov 2023)

Period	Alarm Activations				Medical	Incidents	Keys Issued	Infringe Notices	Accesses
	Fire	General	Panic	Total					
YTD 2024	530	1460	439	2429	123	194	914	1908	240
YTD 2023	383	1181	454	2018	134	208	1253	1126	132

Valet Services (July 2024 – YTD 2024)

	July 2024		July 2023		Year to Date 2024	
	Number	\$ Charge	Number	\$ Charge	Number	\$ Charge
Key Pick-Up	20	\$160.00	19	\$152.00	130	\$1,040.00
Long Term Rental	12	\$1,200.00	5	\$700.00	59	\$7,750.00
Short Term Rental	0	\$0.00	0	\$0.00	0	\$0.00
Access Re arm	3	\$114.00	5	\$211.00	42	\$1,680.00
Other	0	\$0.00	1	\$38.00	27	\$1,173.00
Rental Breaches	0	\$0.00	0	\$0.00	0	\$0.00
Commercial Call Outs	6	\$1,650.00	1	\$275.00	30	\$8,250.00
Total	41	\$3,124.00	31	\$1376.00	288	\$19,893.00

Key Performance Indicators based on approved Operating Plan 2023/2024

<p>Specific Monthly KPO's:</p> <ul style="list-style-type: none"> ➤ Review CCTV cameras approved for Stage 2 Security Technology. ➤ Obtain costings for Hybrid Electric Vehicles to replace Security vehicles (3) in February 2025 ➤ Review Emergency Management Plan <p>Ongoing Monthly KPOs:</p> <ul style="list-style-type: none"> ➤ Provide 24hr Emergency Medical support through First Aid, Defibrillation and Medical Oxygen for an estimated 174 Medical Incidents per annum at an average of 14 Medicals per month. ➤ Provide 24hr Mobile, Marine and Golf Course (night) patrolling subject to Incident Response. Complete building/gate checks and patrols of relevant stakeholder areas. Marine Patrols, subject to boat maintenance and staffing levels. 	<p>Stage 3 CCTV – C-Cure Systems engaged, and to meet in August. Vehicle proposal submitted.</p> <p>In progress and assist with Resident’s Emergency, Disaster & Outage Guide</p> <p>Items Actioned – refer to statistics.</p>
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- Attended to estimate 2,899 alarms per annum at an average of 241 per month; attend to estimate 314 phone or camera activated security/emergency incidents at an average of 26 per month; and when safe to do so respond within 4 minutes.
- Provide Gate access at a monthly average of 27,359 based on a yearly access of 328,315.
- Follow up on Late to Test (LTT) alarm panels not reporting within 24hrs. Forward FTTH matters to the Network Manager, troubleshoot alarm panel faults and liaise with owners to rectify, forward non-compliance to Body Corporate.
- By-Law enforcement – maintain or reduce the current Reminder Notice average of 175 per month, report underage drivers and serious nuisance activity by way of Incident Report. Provide monthly statistics in Security Report.
- Complete a daily Watercraft Register check of residential jetty and pontoon; file completed form at Roundhouse for inspection.
- Speed Camera deployment on the secondary thoroughfare and location rotated twice monthly. Provide photo evidence as basis to issue/enforce Speed Offence Notice. Provide monthly statistics in Security Report.
- Short- and Long-Term Rental checks.
- Parks and open space checks.
- Review of Operational procedures.
- Measure LPR and Visitor Management uptake and access, provide monthly statistic in Security Report.
- Measure Valet Services and provide monthly statistics in Security Report.
- Risk and Compliance – Conduct risk assessments as required operationally, review Security Risk Register, monitor and review Compliance Calendar to ensure Licence and qualifications are compliant.
- Attending and contributing to senior management meetings and planning.



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

In July there were 297 Parking Infringement "Reminder Notices" issued, compared to 178 during the same period the previous year. The table below provides a breakdown of these notices by Body Corporate location.

RBC	No of Breaches	Previous Year	RBC	No of Breaches	Previous Year
Ardisia	88	31	Bauhinia	5	3
Zieria	43	13	Colvillia	4	15
Alpinia	24	20	Darwinia	4	0
Schotia Island	19	15	Fuschia	4	0
Tristania	16	18	Acacia	3	3
Araucaria	14	0	Alyxia	3	0
Roystonia	14	4	Livingstonia	2	3
Caladenia	12	2	Banksia Lakes	1	0
Molinia	9	6	Cassia	1	3
Harpullia	8	4	Woodsia	1	0
Plumeria	8	30	Admin	0	3
Washingtonia	8	4	Corymbia	0	1
Felicia	6	0	Adelia	0	0
	269	147		28	31

Speed Sign/Camera

Speed camera breaches for July are still being processed and will be reported next month.

Fixed Speed Radar Reading

Speed	<40 km/h	41-45 km/h	46- 49 km/h	50-59	60- 69 km/h	70 + km/h	Total Stats
YTD 2022	267,787	54,985	11,143	2,191	381	111	336,598
YTD 2023	367,576	83,587	15,758	2,788	495	95	470,299
YTD 2024	283,717	66,564	11,419	2,120	292	69	364,181
Total	919,080	205,136	38,320	7,099	1,168	275	1,171,078
% Current YTD	77.91%	18.28%	3.14%	0.58%	0.07%	0.02%	100.0%
May 2024	35,343	7,426	1,329	218	32	11	44,359
June 2024	29,369	6,135	980	171	27	1	36,683
July 2024	31,067	6,441	959	205	6	1	38,679
% Current MM	80.32%	16.65%	2.48%	0.52%	0.02%	0.01%	100.0%

Highest Speed

Location	Speed km/h	Date	Time
1019 Edgecliff	68	12.07.24	1100 hrs
2204 The Parkway	84	02.07.24	0730 hrs

Operational

Security attended 28 incidents for the month - 16 General and 12 Medical.

Sixteen (16) General Incidents:

- a) Four (4) were Person related including:
 1. 2 x village staff sleeping on a building stairwell
 2. Verbal abuse between 2 residents after they entered a residential gate
 3. A trip and fall at a roundabout
 4. A leashed dog that was attacked by an off-leash dog

- b) Seven (7) were Vehicle related including:
 1. A vehicle that damaged a hedge in a Village carpark and hit a parked car
 2. A truck that hit the railing on the 22 Ton Bridge
 3. A boom that hit a vehicle when a pedestrian walked ahead of it
 4. A contractor vehicle that hit a center pillar at Cypress Gate
 5. A kangaroo that hit a Security vehicle
 6. A boat that trespassed in Harbour 4
 7. A pontoon that drifted into Harbour 1

- c) Five (5) were Property related including:
 1. Damage to the MDN buggy gate
 2. A buggy that did donuts on The Palms
 3. Theft of buggy chargers from the Hotel
 4. 2 in the Village for a rearm and an insecure premise

There were twelve (12) Medical incidents with 8 of them involving residents. Out of these incidents, 8 patients required transportation to the hospital by QAS for further treatment. The incidents included patients with severe stomach and back pain, a dislocated hip, chest pain and a head injury from a stray golf ball.

35 Complaints were received:

	July 2024	June 2024	May 2024	Apr 2024
Residents	25	23	38	33
Subject not located	2	2	9	10
Rentals	3	5	4	14
PBC/Village/Hotel	5	2	6	10
TOTAL	35	32	57	67

Marine Patrols

There were 669 patrols of Marine Zones 1-5 by Haven and Eden (including transit between zones).

- a) Haven was deployed on 12 dayshifts and 2 nightshifts.
- b) Eden was deployed on 23 dayshifts and 19-night shifts.

July 2024	Haven	Eden	Totals
Zone1/Harbour 1	33	190	223
Zone 2/Harbour 2	31	109	140
Zone 3/Harbour 3	32	92	124
Zone 4/Harbour 4	32	58	90
Zone 5/Roystonia	16	76	92
Total Patrols	144	525	669
Day Patrols	12	23	35
Night Patrols	2	19	21

There were 8 incidents of unauthorised access reported in Private Harbours, Lakes, and Marina Piers:

a) Seven incidents were related to fishing activities:

- Five reports were linked to a Marina Pier.
- Two reports were in a Private Harbour.
- All seven groups involved were moved on without incident.

b) One incident involved a person tying up in a Private Harbour to meet a friend:

- This person was also moved on without incident.

Visitor Management System and License Plate Recognition

	02.07.24	05.08.24
Residents registered with LPR	1,122	1,118
Total not registered with LPR	276	280
Total Lots	1,398	1,398
Resident vehicles/buggies LPR	5,596	5,514
Permanent visitor vehicles LPR	4,639	4,628



Total Vehicles	10,235	10,142
Residents registered VMS Portal	448	446
Res/Builder/multiuser same house	147	143
Number of VMS entries	2,748	2,787

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

LPR (License Plate Recognition) Registration by Residents: Decreased by 4 to 1118 or 78% of resident homes.

VMS (Visitor Management System) Portal Registration: Decreased by 2 to 446.

Active Users on VMS Portal: Decreased by 4 to 143 residents and builders actively using the portal.

Number of VMS Entries for Current Residents and Builders: Increased by 39 to 2787.

LPR Technology Update

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

There are no LPR issues to report.

Workplace Health and Safety

The next meeting is scheduled 6 August 2024.

Scheduled Works

Gate access to Village Gate will be impacted by Mulpha works related to the Village Gate upgrade. Temporary traffic lights will be installed starting 5 August 2024 to manage gate traffic and will remain in place for the rest of the month.

Staff

There was one resignation by a Security Officer 2 months into their probation.



BODY CORPORATE SERVICES

Monthly Action Key Performance Indicators

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

Additional BCS Operations

1. Building Works – Inspections undertaken two times per week by BCS and seven days per week by Security Services Team.
2. Compliance – Inspections are conducted weekly, with reports forwarded to PBC EC for further action on matters with three or more breaches. In July 2024, forty-five breach letters were dispatched.
3. Website Formulation – Is live.
4. Policy and Procedure review: Continues to be reviewed.
5. StrataVote Implementation: The feedback has been positive. Please inform the BC if any improvements are required.
6. August EGMs are about to begin. Please use StrataVote to facilitate a smoother transition for the meeting.



Insurance

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

Legal Expenses

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



FACILITIES SERVICES

After Hours Call Outs

Date	PBC Emergency Repair
18/07/2024	Plumbing investigative works for Sluice/Hydrant replacements

Date	PTBC Emergency Repair
	N/A

Contracts Subcommittee

N/A

Maintenance Contracts - Tenders

CR	Contract Review											
CSC	Contract Sub Committee review of Contract/Tender documentation											
EOI	Invitation for “Expressions of Interest”											
RFT	“Request for Tender” invite Contractors to submit a bid for the provision of goods or services.											
Evaluation	Undertake evaluation of received tenders											
Approval	Seek/Obtain necessary approvals											
Award	Award contract works to successful Tenderer											
Tender	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
FTTH					CR	CSC	EOI	RFT	Eval	Appr	Award	
Street Sweeping					CR	CSC	EOI	RFT	Eval	Appr	Award	
Landscaping					CR	CSC	EOI	RFT	Eval	Appr	Award	
Waste and Recycling					CR	CSC	EOI	RFT	Eval	Appr	Award	

Complete	
In progress	



Contractor Six (6) Monthly Review

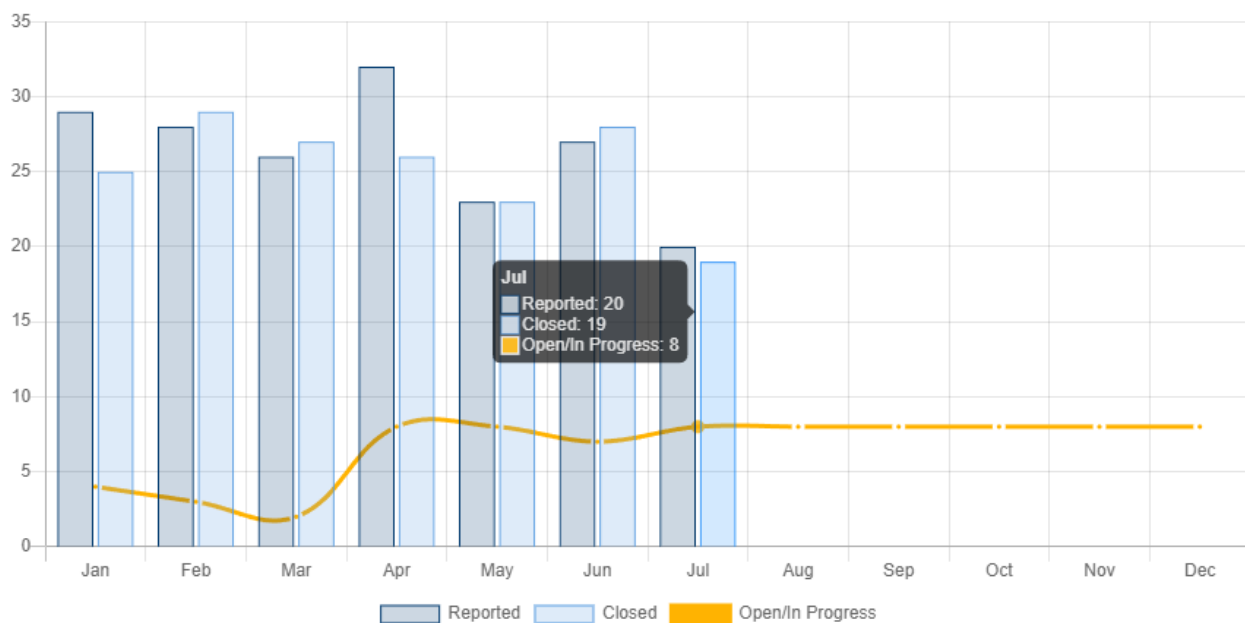
Contract Review	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
FTTH												
Street Sweeping			✓									
Landscaping			✓									
Waste and Recycling			✓									

*6 monthly review to be conducted August 2024 due to tender evaluation schedule

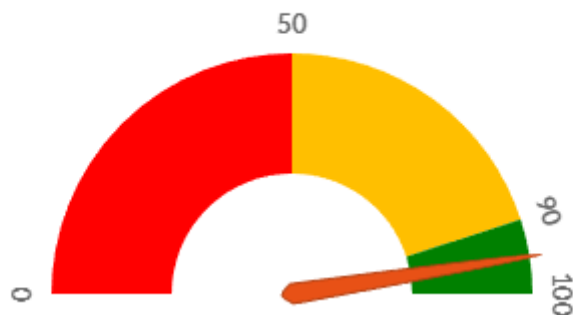
Hazard Identification/Reporting

In the month under review, a total of 20 hazards were reported, with 19 of these being identified by Facilities Services. The highest level of controls implemented was 85.65%- elimination, while engineering controls specifically accounted for 1.85% of the total. Notably, 76.39% of the actions taken were completed within their due dates, and 59.7% of the identified risks were assessed as low.

Summary by Month

























95 % Active Tasks within Deadline



17

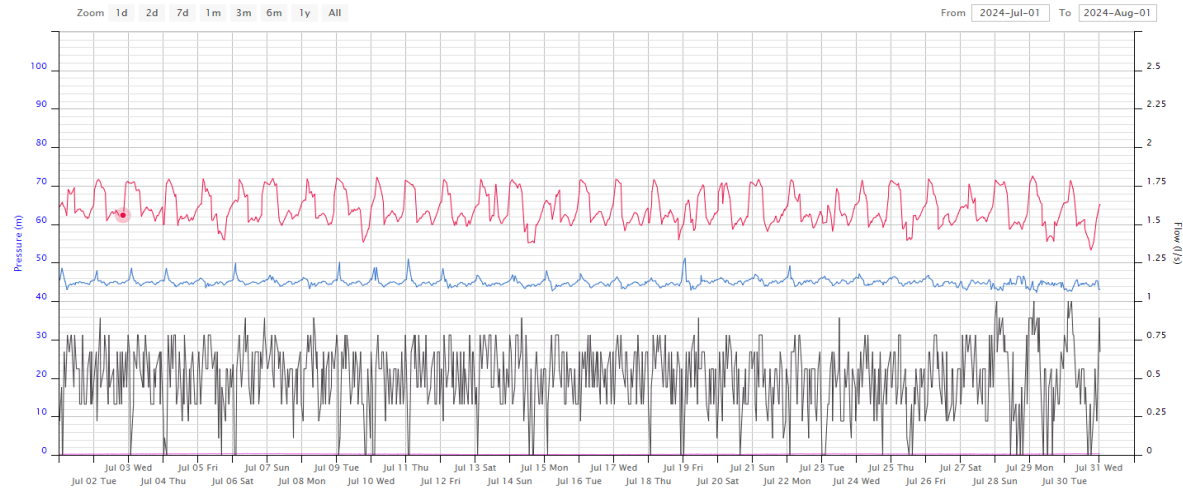
Sinking Fund Major Projects

In progress	
Complete	
Confirmed	
Estimate	

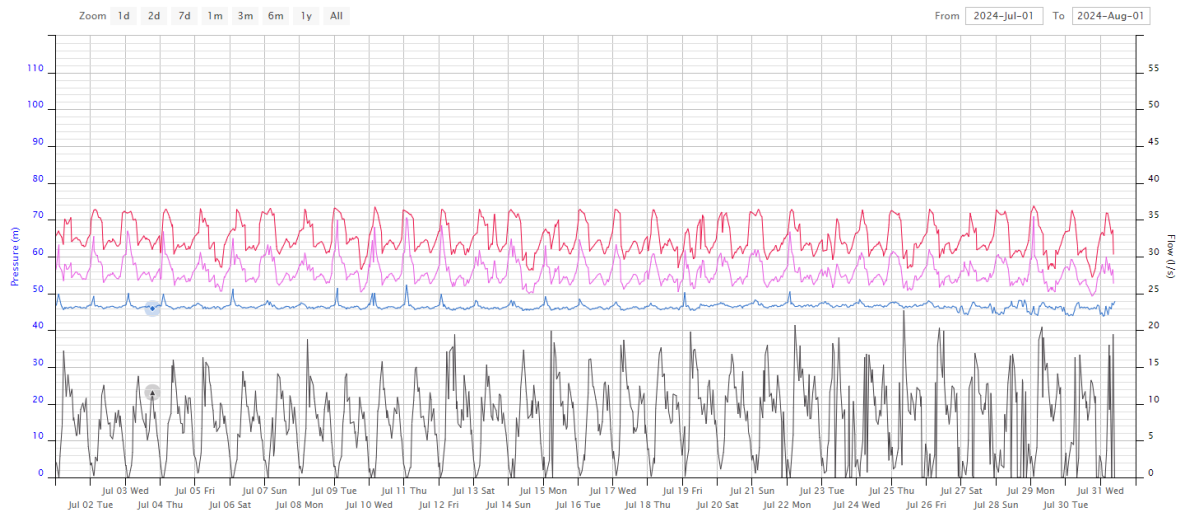
Project	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Asset management system review												
MDN Potable water - Consultant/Reports												
Tulip Lighting Year 2												
Electrical lighting - Butcherbird park bollard lighting (inhouse)												
Revetment Wall												
Irrigation -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

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

📍 Parkway PRV 2 Inside Gate



📍 Parkway PRV 1 Outside Gate



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

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

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

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

April - July 2023 : Total of 5 leaks

April - July 2024: Total of 0 leaks

Key Performance Indicators

FACILITIES SERVICES	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Achieved
LEADERSHIP/CUSTOMER SERVICE (WORK REQUESTS/PREVENTATIVE MAINTENANCE)										
PM - (MO) Percentage closed for month - Target 75%	81%	100%	75%	33%	25%	87%	84%	75%	N/A	63%
Total % (Open vs Closed) Target 80%	82%	76%	75%	84%	84%	85%	80%	70%	70%	100%
Greater > 60 Days (Target <25)	7	10	14	8	16	11	0	8	22	100%
Total Outstanding <100	39	55	69	37	55	35	32	42	45	100%
Plumber jobs remaining > 30 days 2 average	0	2	2	0	1	0	0	2	2	100%
Electrician jobs remaining > 30 days 6 average	0	8	9	1	5	5	4	2	4	100%
Irrigation Jobs remaining > 30 days 5 average	5	6	1	0	1	0	1	1	0	100%
Priority 1 - Target >100 %	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Priority 2 - Target >77.5 %	96%	100%	80%	100%	100%	100%	95%	100%	83%	100%
Priority 3 - Target >75 %	76%	76%	75%	78%	79%	66%	77%	65%	60%	72%
GOVERNANCE / COMPLIANCE										
FM - Monthly Site Inspection	✓	✓	✓	✓	✓	✓	✓	✓	✓	100%
Facilities Services WHS Training - Manual Handling, Ladder	44.44%	44.44%	44.44%	44.44%	44.44%	44.44%	100%	100%	100%	100%
Contractor Induction - Annual target 75%	78%	77%	76%	76%	78%	77%	77%	78%	77%	100%
Hazard identification - Target 2 each / 16 per month	17	16	24	26	21	21	22	23	18	100%
Risk Assessments - Target 2 each (Annual)	-	-	-	-	-	-	-	-	-	100%
Department Procedures - Target 1 (per month) 12 required for year	✓	✓	✓	✓	✓	✓	✓	✓	✓	100%
FM Departmental Audit - Risk Management - 6 Total			N/A			N/A			N/A	100%
FINANCIAL PERFORMANCE										
Administration Fund – Spend vs Budget	✓	✓	✓	✓	✓	✓	✓	✓	✓	100%
Sinking Fund Projects - Project Tracker	✓	✓	✓	✓	✓	✓	✓	✓	✓	100%
Asset Management System - Sinking Fund Update	✓	✓	✓	✓	✓	✓	✓	✓	✓	100%
Asset Management Report to CEO				✓		✓				100%
Water Billing - Review zero/low reads	✓			✓			✓			100%

Note: The total open vs closed and P3 targets have decreased slightly due to the ongoing transfer through to the new Assetfinda Fields application.

Service Providers

Landscape Solutions	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24
1.1 Maximum number of failures P2	100%	100%	100%	100%	100%	100%	100%	100%	100%			
1.2 Response & Repair Timeframe	44%	55%	41%	50%	58%	15%	9%	25%	0%			
1.3 Preventative Maintenance	68%	62%	64%	65%	66%	67%	72%	73%	74%			
1.4 Document Compliance	100%	100%	100%	100%	100%	100%	100%	100%	100%			
1.5 Reporting	100%	100%	100%	100%	100%	100%	100%	100%	100%			
SPS	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24
1.1 Maximum number of failures P2	100%	100%	100%	100%	100%	100%	100%	100%	100%			
1.2 Response & Repair Timeframe	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A			
1.3 Preventative Maintenance	100%	100%	100%	100%	100%	100%	100%	100%	100%			
1.4 Document Compliance	100%	100%	100%	100%	100%	100%	100%	100%	100%			
1.5 Reporting	100%	100%	100%	100%	100%	100%	100%	100%	100%			
Cleanaway	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24
1.1 Missed calls	2	2	4	1	0	3	3	1	2			
1.2 Missed Bins	12	6	3	7	5	7	14	5	10			
1.3 Complaints <5	0	0	6	3	1	0	0	0	2			
1.4 Document Compliance	100%	100%	100%	100%	100%	100%	100%	100%	100%			
1.5 Reporting	0%	0%	0%	0%	0%	0%	0%	0%	0%			

**MINUTES OF THE
CONTRACTS SUB COMMITTEE MEETING
OF THE PBC / PTBC**

Body Corporate Sanctuary Cove Principal Body Corporate GTP 202
Sanctuary Cove Primary Thoroughfare Body Corporate GTP 201

Committee Contracts Sub-Committee

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

Date and Time of meeting Tuesday, 30 July 2024

Meeting Chaired by: Mr Shaun Clarke

Meeting start time: 8.07am **Meeting finish time:** 9.09am

ATTENDANCE

The following Committee members attended the meeting In Person:

Chairperson Mr Shaun Clarke (SC)
Ordinary Mr Robert Nolan (RN)

PRESENT BY PROXY

Mr Ken Morrisby to Mr Shaun Clarke

BY INVITATION

Facilities Services Manager Ms Shanyn Fox (SF)
Finance Manager Ms Mika Yanaka (MY)
EA to the CEO Mrs Tamara Jones (minute taker)

QUORUM

The Chairperson declared that a Quorum was present.

MOTIONS

1 Minutes of Previous Meeting CARRIED

Proposed by: The Chairperson

RESOLVED That the Minutes of the Contracts Sub-Committee Meeting held on 9 July 2024 be accepted as a true and correct record of the proceedings of the meeting.

Yes	3
No	0
Abstain	0

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

2 Waste & Recycling – Maintenance Works Contract

CARRIED

Proposed by: The Chairperson

Yes	3
No	0
Abstain	0

RESOLVED that on the basis of the recommendation provided by management and review of the Tender Evaluation Report the CSC recommends to the PBC that the PBC Waste & Recycling Maintenance works contract be awarded to Cleanaway at a cost per annum of;

Year 1 - \$1,316,658.05 Inc GST
 Year 2 - \$1,428,957.18 Inc GST
 Year 3 - \$1,549,714.32 Inc GST

for the period commencing 1 November 2024 to 31 October 2027 subject to ongoing negotiations with the Facilities Services Manager.

Notes:

- *Cleanaway is the incumbent contractor (effective 1 Nov 2019).*
- *SF & SC have approached this tender process with the aim to minimise risk in a financial sense whilst also considering the tenderers capacity, capability and equipment.*
- *Three responses to the EOI were received, two proceeded to tender.*
- *Both tenderer submissions exceeded the 2024/2025 budget.*
- *JJ 's Waste & Recycling did not include within their fixed price submission, costs for waste and disposal and further noted the PBC would be responsible for the cost of the bins as an additional expense (these are usually owned by the company who is awarded the tender). SC flagged the risk involved in this in the event of damage or theft etc.*
- *Each tenderer was requested to review their pricing in a bid to better align with the approved budget and to note if any decrease in costs would impact the works.*
- *Cleanaway offered a three-year tiered fixed price contract to support the PBC in managing the increase in costs. This will allow the PBC to accurately budget for the remainder of the contract term moving forward.*
- *JJ's Waste & Recycling offered a variable adjustment formula applied on a quarterly basis.*
- *Cleanaway have confirmed that their fixed price comprehensively covers all necessary requirements as per the contract.*
- *SC noted that both tenders had very minor contract departures which SF & BW confirmed were fair and reasonable and that further negotiations would take place with the company selected as the successful bidder.*
- *It was agreed by all, that, despite the increase in contract price, Cleanaway's clear pricing structure ensures financial reliability, enabling accurate budgeting for the contract term.*

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

3 Street Sweeping – Maintenance Works Contract

CARRIED

Proposed by: The Chairperson

Yes	3
No	0
Abstain	0

RESOLVED that on the basis of the recommendation provided by management and review of the Tender Evaluation Report the CSC recommends to the PBC that the PBC Street Sweeping works contract be awarded to Specialised Pavement Services Pty Ltd at a cost of \$93,243.15 Inc GST per annum, for the period commencing 1 November 2024 to 31 October 2027 subject to ongoing negotiations with the Facilities Services Manager.

FURTHER RESOLVED that on the basis of the recommendation provided by management and review of the Tender Evaluation Report the CSC recommends to the PTBC that the PTBC Street Sweeping works contract be awarded to Specialised Pavement Services Pty Ltd at a cost of \$31,081.05 Inc GST per annum, for the period commencing 1 November 2024 to 31 October 2027 subject to ongoing negotiations with the Facilities Services Manager.

Notes:

- *Specialised Pavement Services (SPS) is the incumbent contractor (effective 1 November 2020).*
- *Two responses to the EOI were received, both proceeded to tender.*
- *Each tenderer was requested to review their pricing in a bid to better align with the approved budget and to note if any decrease in costs would impact the works.*
- *HFR Sweeping noted that they were already providing the best price and therefore would not be in a position to lower overall costs.*
- *SPS indicated they could significantly lower their price without compromising quality by reducing their work hours from 15 to 13.5 per week and attributed this to their familiarity with the site, new equipment, and trained staff.*
- *SC confirmed that both were adequately insured.*
- *MY advised that HFR Sweeping pose a considerable financial risk upon assessment of their financials.*
- *SF noted that throughout the contract term with SPS, no issues have been raised with the contractor.*
- *Agreed by all that the contract should be awarded to SPS at the lower negotiated price. This decision includes an amendment to Document B, Clause 2.6, reducing the required hours from 15 to 13.5.*

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

4 Landscaping - Maintenance Works Contract

CARRIED

Proposed by: The Chairperson

Yes	3
No	0
Abstain	0

RESOLVED that on the basis of the recommendation provided by management and review of the Tender Evaluation Report the CSC recommends to the PBC that the PBC Landscaping Maintenance works contract be awarded to Landscape Solutions at a cost of \$1,482,339.86 Inc GST per annum, for the period commencing 1 November 2024 to 31 October 2027 subject to ongoing negotiations with the Facilities Services Manager.

FURTHER RESOLVED that on the basis of the recommendation provided by management and review of the Tender Evaluation Report the CSC recommends to the PTBC that the PTBC Landscaping Maintenance works contract be awarded to Landscape Solutions at a cost of \$221,244.76 Inc GST per annum, for the period commencing 1 November 2024 to 31 October 2027 subject to ongoing negotiations with the Facilities Services Manager.

Notes:

- *Landscape Solutions is the incumbent contractor (effective 1 November 2019).*
- *Eleven companies responded to the EOI, nine proceeded to tender.*
- *SF noted all companies that tendered varied in capability, a contract of this size, nature may have exceeded the capacity of some submissions.*
- *The four top-scoring submissions were asked to review their pricing to better align with the approved budgets and to indicate if any reduction in costs would affect the scope of work.*
- *SF confirmed that of the four top scoring submissions Plant Management Company, Landscape Solutions and Green By Nature have the capability to provide adequate staff levels.*
- *Agreed by all that the contract should be awarded to Landscape Solutions, the highest overall scoring tender. Noting, their original fixed price offer of \$1,482,339.86 Inc GST be accepted, as the fixed price is within PBC/PTBC budgets for the next three years and requires no changes to the scope of works.*

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

5 Minutes of CSC Meeting held 30 July 2024

CARRIED

Proposed by: The Chairperson

RESOLVED that the Contracts Sub-Committee (CSC), requests the PBC & PTBC approve the recommendations of the CSC as resolved at their meeting on 30 July 2024.

Yes	3
No	0
Abstain	0

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

General Business:

N/A



NOTICE OF
CONTRACTS SUB COMMITTEE MEETING
OF THE PTBC / PBC

Body Corporate: Sanctuary Cove Primary & Principal Body Corporate
Committee: Contracts Sub Committee
Location of Meeting: Meeting Room 1, Sanctuary Cove Body Corporate Service
Date of Meeting: Tuesday, 30 July 2024
Time of Meeting: 8.30am

This notice is forwarded to all committee members.

Note: Only committee members are required to attend the meeting. If a committee member is unable to attend, they can assign their proxy to another committee member.

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

AGENDA

1. Attendance record and apologies.
2. Admittance of proxies and voting papers.
3. Quorum.
4. Conflict of Interest Declaration.
5. Business Arising
 - 5.1 Approval of Previous Minutes – 9 July 2024
6. New Business
 - 6.1 Waste & Recycling Maintenance Works Contract
 - 6.2 Street Sweeping Maintenance Works Contract
 - 6.3 Landscaping Maintenance Works Contract

Proxy form for Body Corporate meetings

Building Units and Group Titles Act 1980

Section 1 – Body corporate secretary details

Name: The Secretary
Address of scheme: C/- Sanctuary Cove Principal Body Corporate, PO Box 15,
SANCTUARY COVE, 4212

Section 2 – Authorisation

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

I/we

Name of owner 1:

Signature:Dated: ___ / ___ / ___

Name of owner 2:

Signature:Dated: ___ / ___ / ___

being the Proprietor/s of the following Lot/s

Lot number/s:Plan number:

Name of Body Corporate:

hereby appoint,

Proxy (full name):

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

- The body corporate meeting to be held on ___ / ___ / ___
- All body corporate meetings held before ___ / ___ / ___ (expiry date)
- All body corporate meetings held during the rest of the body corporate's financial year unless I/we serve you with a prior written withdrawal of the appointment unless I/we serve you with a prior written withdrawal of the appointment of Proxy.

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

Residential address:

Suburb:State:Postcode:

Postal address:

Suburb:State:Postcode:

ITEMS OF BUSINESS

1 Minutes of Previous Meeting

Proposed by: The Chairperson

RESOLVED That the Minutes of the Contracts Sub-Committee Meeting held on 9 July 2024 be accepted as a true and correct record of the proceedings of the meeting.

Yes	
No	
Abstain	

2 Waste & Recycling – Maintenance Works Contract

Proposed by: The Chairperson

RESOLVED that on the basis of the recommendation provided by management and review of the Tender Evaluation Report the CSC recommends to the PBC that the PBC Waste & Recycling Maintenance works contract be awarded to Cleanaway at a cost per annum of;

Year 1 - \$1,316,658.05 Inc GST
 Year 2 - \$1,428,957.18 Inc GST
 Year 3 - \$1,549,714.32 Inc GST

Yes	
No	
Abstain	

for the period commencing 1 November 2024 to 31 October 2027 subject to ongoing negotiations with the Facilities Services Manager.

3 Street Sweeping – Maintenance Works Contract

Proposed by: The Chairperson

RESOLVED that on the basis of the recommendation provided by management and review of the Tender Evaluation Report the CSC recommends to the PBC that the PBC Street Sweeping works contract be awarded to Specialised Pavement Services Pty Ltd at a cost of \$93,243.15 Inc GST per annum, for the period commencing 1 November 2024 to 31 October 2027 subject to ongoing negotiations with the Facilities Services Manager.

Yes	
No	
Abstain	

FURTHER RESOLVED that on the basis of the recommendation provided by management and review of the Tender Evaluation Report the CSC recommends to the PTBC that the PTBC Street Sweeping works contract be awarded to Specialised Pavement Services Pty Ltd at a cost of \$31,081.05 Inc GST per annum, for the period commencing 1 November 2024 to 31 October 2027 subject to ongoing negotiations with the Facilities Services Manager.

4 Landscaping - Maintenance Works Contract

Proposed by: The Chairperson

RESOLVED that on the basis of the recommendation provided by management and review of the Tender Evaluation Report the CSC recommends to the PBC that the PBC Landscaping Maintenance works contract be awarded to Landscape Solutions at a cost of \$1,482,339.86 Inc GST per annum, for the period commencing 1 November 2024 to 31 October 2027 subject to ongoing negotiations with the Facilities Services Manager.

Yes	
No	
Abstain	

FURTHER RESOLVED that on the basis of the recommendation provided by management and review of the Tender Evaluation Report the CSC recommends to the PTBC that the PTBC Landscaping Maintenance works contract be awarded to Landscape Solutions at a cost of \$221,244.76 Inc GST per annum, for the period commencing 1 November 2024 to 31 October 2027 subject to ongoing negotiations with the Facilities Services Manager.

5 Minutes of CSC Meeting held 30 July 2024

Proposed by: The Chairperson

RESOLVED that the Contracts Sub-Committee (CSC), requests the PBC & PTBC approve the recommendations of the CSC as resolved at their meeting on 30 July 2024.

Yes	
No	
Abstain	

**MINUTES FROM
PREVIOUS MEETING
FOR APPROVAL**

New Business:

The tender box was unlocked in the presence of the committee, for each contract (Waste & Recycling, Landscaping and Street Sweeping) the tenders were opened in the presence of the committee and the pricing summary page initialled by the Chair.

Refer following page for further information.

With the tenders having been received and noted, they will now be analysed and evaluated according to established procedure. The results of the analysis will be the subject of a further CSC Meeting before the recommendations on best value bidders for each contract are made to the RBCs to consider and approve at future EGMs. A data room will be established before the analyses are presented to the CSC to allow committee members the opportunity to scrutinise the detail of the tender submissions.

General Business:

- The appointment of new members was raised by SC, ideal candidates (possibly 1 or 2 committee members) to have Financial or IT skills.



Tenderer - Landscaping	EOI Received	RFT Sent	Site Inspection	Declined to quote	Opening Date	Fixed price PBC	Fixed price PTBC
BLC Landscapes	30/05/2024	7/06/2024	YES	4/07/2024			
Green by Nature	31/05/2024	7/06/2024	YES		09/07/2024	\$1,832,938.27	\$261,848.32
Landscape Solutions	31/05/2024	7/06/2024	YES		09/07/2024	\$1,482,339.86	\$221,244.76
LD Total	30/05/2024	7/06/2024		20/06/2024			
Marsupial Landscape Management	29/05/2024	7/06/2024			09/07/2024	\$2,489,760.00	\$276,640.00
Martin Brothers	31/05/2024	7/06/2024	YES		09/07/2024	\$1,748,895.47	\$249,842.21
Now Landscapes	31/05/2024	7/06/2024	YES		09/07/2024	\$2,726,752.00	\$389,044.00
Programmed	31/05/2024	7/06/2024	YES		09/07/2024	\$2,310,126.59	\$318,638.15
Regal Innovations	29/05/2024	7/06/2024	YES		09/07/2024	\$2,124,061.80	\$312,261.10
The Advanced Group	31/05/2024	7/06/2024			09/07/2024	\$1,369,500.00	\$267,268.10
The Plant Management Company	28/05/2024	7/06/2024	YES		09/07/2024	\$2,021,250.00	\$288,750.00
Current Contract Price - PBC		\$925,803.78 Inc GST					
Current Contract Price - PTBC		\$212,939.10 Inc GST					

Tenderer – Street Sweeping	EOI Received	RFT Sent	Opening Date	Fixed price PBC	Fixed price PTBC
Hasslefree Recycling	23/05/2024	7/06/2024	09/07/2024	\$93,436.20	\$20,763.60
Specialised Pavement Services	21/05/2024	7/06/2024	09/07/2024	\$102,567.47	\$34,189.38
Current Contract Price - PBC \$77,781.81 Inc GST					
Current Contract Price - PTBC \$25,927.27 Inc GST					

Tenderer – Waste & Recycling	EOI Received	RFT Sent	Opening Date	Fixed price PBC
Cleanaway	29/05/2024	7/06/2024		*\$994,693.70
JJ Richards	31/05/2024	7/06/2024		\$1,493,041.01
Current Contract Price - PBC \$992,835.58 Inc GST – Based on 1289 bins				

*Pricing does not include the purchase of new waste/recycling bins

**WASTE & RECYCLING
MAINTENANCE WORKS
CONTRACT**



WASTE & RECYCLING – MAINTENANCE WORKS CONTRACT

DISTRIBUTION: CSC	ATTACHMENTS:	DATE: July 2024
<p>MOTION that on the basis of the recommendation provided by management and review of the Tender Evaluation Report the CSC recommends to the PBC that the PBC Waste & Recycling works contract be awarded to Cleanaway at a cost per annum of;</p> <p>Year 1- \$1,316,658.05 Inc GST Year 2- \$1,428,957.18 Inc GST Year 3- \$1,549,714.32 Inc GST</p> <p>for the period commencing 1 November 2024 to 31 October 2027 subject to ongoing negotiations with the Facilities Services Manager.</p>		

Objective

To engage a Waste and Recycling contractor to perform necessary services within PBC areas as specified in the maintenance contract, over a term of three (3) years.

Background

The current contract, effective 1 November 2019, was initially set to conclude on 31 October 2022. Due to Cleanaway's high standard of performance, quality, and service under the three-year Waste & Recycling maintenance works agreement, the contract was extended for an additional two (2) years.

Throughout this period, Cleanaway has consistently maintained high standards of service delivery. Although minor deficiencies have been noted, such as delays in notifying of service disruptions and providing monthly reports, the Facilities Services Manager has observed that Cleanaway strives to resolve issues immediately whenever feasible.

Overall, Cleanaway's services have exceeded expectation, with confidence that any issues will be promptly remedied. Their staff possess extensive knowledge of the site, further contributing to the quality of service provided.

Tender Process

To ensure a competitive process and explore other options, Waste & Recycling Expressions of Interest (EOI) were advertised in three (3) areas. This outreach resulted in three (3) responses:

- Veolia Australia & New Zealand (who subsequently declined based on truck lift type)
- Cleanaway (encumbent)
- JJ's Waste & Recycling

Requests for Tender (RFT) were issued on 7 June 2024, and the tenders were opened on 9 July 2024, under the oversight of the CSC committee.



WASTE & RECYCLING – MAINTENANCE WORKS CONTRACT

Financial Summary

Inc GST	Current	Budget 2024/2025
PBC	\$992,835.58	\$1,014,109.95

Pre-Negotiated Submission

Tenderer	Fixed Price	Growth over Existing Contract \$	Growth over existing contract %
Cleanaway	\$1,493,041.01	\$500,205.43	50.38%
JJ's Waste & Recycling*	\$1,484,296.13	\$491,460.55	49.50%

*Calculation includes estimated waste processing/disposal fees and cost to supply new bins as per submission

Negotiated Price Submission

CLEANAWAY

Provided a tiered pricing structure for a three-year term, resulting in a savings of \$176,000 in the first year compared to the original price submission. The contract sum is based on the details in Document D, Annexure 2, with no changes or impacts to the scope noted.

Cleanaway	Year 1	Year 2	Year 3
Fixed Price	\$1,316,658.05	\$1,428,957.18	\$1,549,714.32
Variance - Based on 2024/2025 budget	-\$302,548.10	-\$384,423.93	-\$473,845.07

JJ'S WASTE & RECYCLING

Propose the incorporation of a Rise and Fall mechanism within the Contract enabling the company to provide Sanctuary Cove Resort with the best possible price.

The price review mechanism also allows Sanctuary Cove to receive the benefit of any decrease in costs, which will not otherwise be captured if prices are fixed.

The proposed Rise and Fall formula allows JJ's Waste to accurately adjust the service rates for movement in actual costs on a quarterly basis in line with price fluctuations in fuel and CPI costs which is suitable for a Contract of this nature.

JJ Waste & Recycling propose adjusting service rates on an agreed formula which incorporates both a CPI and Fuel component, with adjustment made on a quarterly basis using base indexes and prices known at time of tender. This basis for adjustment allows the tendered rates to be based on today's prices and adjusts the rates thereafter in line with any movement in CPI and Fuel costs using reliable published indices and prices as summarised in the table below. The updated rates have been based on using this same price adjustment mechanism during the Contract term.

Component	Index / Price	Base Index/ Price	Applicable %
Other Costs	All Groups (Brisbane) ABS Index	139.2	94%
Fuel	Average Diesel Terminal Gate Price for Brisbane (excl. GST, less the current daily diesel fuel rebate published by the ATO)	\$1.3947	6%



WASTE & RECYCLING – MAINTENANCE WORKS CONTRACT

Proposed Rise and Fall Formula

The Contract Rates will be adjusted on the Commencement Date and thereafter quarterly on the first day of January, April, July and October, in each year of the Contract Term and any extension period (“Adjustment Date”).- $A = B \times (C \times (D/E)) + (F \times (G/H))$

Where:

- A = The Adjusted Service Fee;
- B = The Contract Rate as tendered;
- C = The component of the Contract Rates (expressed as a percentage) attributable to changes in the Consumer Price Index: All Groups (Brisbane) being: 94%
- D = The Consumer Price Index: All Groups (Brisbane) Index Number issued by the Australian Bureau of Statistics for the quarter immediately preceding the relevant Adjustment Date;
- E = The Consumer Price Index: All Groups (Brisbane) Index Number most recently issued by the Australian Bureau of Statistics prior to the Tender Closing Date (March 2024 Quarter);
- F = The Fuel component of the Contract Rates (expressed as a percentage) being: 6%
- G = The net average daily Terminal Gate Price (TGP) for Brisbane for diesel fuel for the quarter preceding the Adjustment Date, less the current daily diesel fuel rebate, applicable to the Contractor. The TGP for Brisbane for diesel fuel is the price so published on the Australian Institute of Petroleum's website www.aip.com.au
- H = The net average daily Terminal Gate Price (TGP) for Brisbane for diesel fuel, for the month prior the Tender Closing Date (June 2024), less the current daily diesel fuel rebate, applicable to the Contractor. The TGP for Brisbane for diesel fuel is the price so published on the Australian Institute of Petroleum's website www.aip.com.au

Waste Rebate

Queensland’s Government introduced a waste disposal levy, which commenced on 1 July 2019 and was given legislative effect through the Waste Reduction and Recycling Act 2011 and Waste Reduction and Recycling Regulation 2011.

As Queensland Government is committed to ensuring the levy had no direct impact on households, councils receive annual payments to offset the direct costs of the waste levy liability incurred on the disposal of household and some other municipal solid wastes. As Sanctuary Cove Resort is not covered by these council payments, Management can apply for assistance under the Household Waste payment scheme via the Queensland Rural and Industry Development Authority (QRIDA).

Please see below, rebate payments received for the past five (5)-years.

Year	Rebate Received
2024	\$109,084.71
2023	\$94,632.35
2022	\$81,475.46
2021	\$73,691.35
2020	\$69,984.35



WASTE & RECYCLING – MAINTENANCE WORKS CONTRACT

Tender Evaluation

Overall rankings

Tenderer - Waste & Recycling	Estimated - Waste processing/ disposal	Estimated - Supply of new bins	Fixed price PBC	Total estimate fixed price	Growth over Existing Contract \$	Growth over existing contract %	Staff No#	Total Score
Cleanaway		-	\$ 1,493,041.01	-	\$ 500,205.43	50.38%	9	9.81
JJs Waste & Recycling	\$ 389,550.20	\$ 100,052.23	\$ 994,693.70	\$ 1,484,296.13	\$ 491,460.55	49.50%	5	10.00

Notes:

JJ's Waste & recycling price of \$994,693.70 excludes disposal and processing fees. Disposal fees will be charged separately at the applicable rate provided under Item 1: Materials Schedule of Rates with any changes to these fees passed on directly at time of notification. Disposal/Processing costs for General Waste, Recycled Waste and Green Waste will be charged separately on the monthly invoice based on the actual number of tonnages collected plus an 8% administration fee.

The supply of bins at commencement will be either purchased off the encumbent or supplied brand new. If required to be supplied new by the Principal, the bin supply & delivery will be charged separately at the rates provided under Item 1: Materials Schedule of Rates. A reduced rate may be provided to the Principal for consideration if JJ's Waste & Recycling are able to buy the existing bin stock from the encumbent. The total cost for the initial outlay of new bins may be paid by the Principal as a lump sum at Commencement or as a monthly instalment over the three (3) year initial term of the Contract.

To ensure a fair evaluation of the tender price, the total number of bins was calculated by combining the figures from Document D – Annexure 2, the cost of new wheeled bins from JJ 's Waste & Recycling schedule of rates- prior to commencement, and the estimated waste and disposal costs.

Cleanaway have confirmed that the fixed price provided comprehensively covers all necessary requirements for the execution of the Work.



WASTE & RECYCLING – MAINTENANCE WORKS CONTRACT

Data analysis

Analysis of Waste & Recycling Tender for PBC - Commencing Nov 2024				
Criteria	Weight		Cleanaway	JJs Waste & Recycling
Compliance with RFT	5.00%	Score	6.0	3.5
		Weighted Score	0.30	0.18
Past Performance	10.00%	Score	7.0	9.1
		Weighted Score	0.7	0.91
Technical Capability	10.00%	Score	8.0	8.0
		Weighted Score	0.80	0.80
Corporate Viability	5.00%	Score	5.1	6.1
		Weighted Score	0.26	0.31
Management Skills	5.00%	Score	8.0	8.0
		Weighted Score	0.40	0.40
Materials/Schedule of Rates Price	5.00%	Score	6.0	5.5
		Weighted Score	0.30	0.28
		Total Non-Price Criteria	2.76	2.87
		Normalised Non-Price	9.62	10.00
Weighted Non-Price	40.00%		3.85	4.00
Weighted Price	60.00%	Final Tender	\$1,493,041	\$1,484,296
		Normalised Price	9.94	10.00
		Weighted Price	5.96	6.00
		Total Score	9.81	10.00
Compliance				
Tender Form Complete		Supplied	Yes	Yes
Insurance		Supplied	Yes	Yes
Materials Schedule	Item 1	Supplied	Yes	Yes
Machinery Schedule	Item 2	Supplied	Yes	Yes
Labour Schedule	Item 3	Supplied	Yes	Yes
Addendums		Acknowledged	N/A	N/A
Signed & Witnessed		Supplied	No	Yes
Financial Statements		Supplied	Yes	Yes
Company Structure		Supplied	Yes	Yes
Dun & Bradstreet/Illion Report		Supplied	Partial	Yes
Ass. Memberships		Supplied	Yes	Yes
Recent Projects		Supplied	Yes	Yes
References		Supplied	Yes	Yes
Corporate Viability				
Late Payment Risk				1.54%
Financial Strength				5A
Credit Appraisal				1
Failure Risk				0.16%
Industry average 10.28%. .32% Minimal, .36% Very Low, .59% Low, 1.3% Average, 2.24% Moderate, 4% High, 9.64% Very High, 26.03% Severe				
O = net worth undetermined, N= Negative Tangible network. Negative Balance of equity after deduction of tangibles, 4A=\$10,000,000-\$49,999,999 5A = \$50,000,000 and over				
1 = strong - Minimal Risk, 2 = good - Low Risk, 3 = fair- Moderate risk, 4 = limited- Severe Risk				
Industry average 0.37%				



WASTE & RECYCLING – MAINTENANCE WORKS CONTRACT

Scoring Notes:

CLEANAWAY

Cleanaway's tender submission meet the necessary requirements and demonstrated compliance with the specified criteria. Their response to the Request for Tender (RFT) was adequate, and they addressed compliance regarding fixed pricing effectively, notably, the inclusion of all necessary costs for the execution of the Work.

Reliability emerged as a significant strength for Cleanaway, as highlighted by both references provided. These references were from businesses comparable to that of Sanctuary Cove Resort. Additionally, Cleanaway demonstrated its technical capability by highlighting its experienced drivers, skilled runners, and a thorough knowledge of Sanctuary Cove. Compliance with requirements for plant, materials were also noted.

Cleanaway submitted consolidated financial statements of the group which did not include details on segment reporting. The group exhibits strong profitability and effective asset utilisation, with a solid ability to cover interest expenses but also noting its liquidity and operating cash flow ratios indicate potential short-term financial strain noting moderate debt level of the group is generally acceptable.

Cleanaway has offered a three-year tiered fixed price rate to support the PBC in managing the increase in costs. By providing this structure, it will enable the PBC to accurately budget/account for the entirety of the contract term.

Overall, Cleanaway's tender submission demonstrated compliance, technical capability, and reliability.

**Cleanaway included minor contract departures within their proposal, which will be negotiated at the relevant time if they are selected as the preferred tender.*

JJ'S WASTE & RECYCLING

JJ's Waste & Recycling demonstrated marginal compliance with the Request for Tender (RFT). Their fixed pricing did not encompass all associated costs, including the provision of bins, disposal fees, and waste processing charges. As a result, estimates have been allowed for to best evaluate their tender submission.

Despite this, JJ's Waste and Recycling received a high score of 9.1 for past performance. References highlighted the company's approachable nature, strong deliverables, and effective teamwork. This strong past performance indicates a reliable track record in delivering services.

In terms of corporate viability, JJ's Waste and Recycling, under the parent company J.J. Richards & Sons Pty Ltd, shows strong financial stability. The company has a robust liquidity position and a conservative debt level, which reflects its ability to meet short-term obligations effectively. Although the company has a lower profit margin, its EBITDA margin of 25% demonstrates strong profitability. Other financial ratios indicate a lower asset utilisation rate and limited interest coverage, which is generally acceptable given the capital-intensive nature of the business.

The overall contract price presented by JJ's Waste and Recycling could vary based on the bin supply method and total ongoing price. When asked about adjusting the contract price, they provided a cost calculation formula, making budgeting and forecasting difficult for the PBC due to variable rates. Despite this, their materials schedule of rates was lower than competitors.



WASTE & RECYCLING – MAINTENANCE WORKS CONTRACT

Overall, JJ's Waste and Recycling's submission demonstrated strong technical capability and financial stability, though it demonstrated marginal compliance with the RFT and complexity in cost calculations.

**JJ's Waste & Recycling also included minor contract departures within their proposal, which will be negotiated at the relevant time if they are selected as the preferred tender.*

Recommendation

Award Contract to Cleanaway

Cleanaway's submission met all requirements and demonstrated strong compliance with the RFT. They provided a three-year tiered fixed price rate, ensuring financial predictability and enabling accurate budgeting for the contract term. Whereas JJ's Waste and Recycling showed marginal compliance with the RFT, and fixed pricing that did not cover all associated costs, complicating budgeting and forecasting.

Cleanaway's reliability is well-supported by strong references and their technical capability, including experienced staff and a commitment to sustainability.

Despite potential short-term financial strain indicated by liquidity and cash flow ratios, their overall financial stability is strong. Minor contract departures noted can be addressed during negotiations.

In conclusion, Cleanaway's clear pricing structure and demonstrated reliability make them the preferable choice for the contract.

**STREET SWEEPING
MAINTENANCE WORKS
CONTRACT**



STREET SWEEPING – MAINTENANCE WORKS CONTRACT

DISTRIBUTION: CSC	ATTACHMENTS:	DATE: July 2024
<p>MOTION that on the basis of the recommendation provided by management and review of the Tender Evaluation Report the CSC recommends to the PBC that the PBC Street Sweeping works contract be awarded to Specialised Pavement Services Pty Ltd at a cost of \$93,243.15 Inc GST per annum, for the period commencing 1 November 2024 to 31 October 2027 subject to ongoing negotiations with the Facilities Services Manager.</p> <p>FURTHER RESOLVED that on the basis of the recommendation provided by management and review of the Tender Evaluation Report the CSC recommends to the PTBC that the PTBC Street Sweeping works contract be awarded to Specialised Pavement Services Pty Ltd at a cost of \$31,081.05 Inc GST per annum, for the period commencing 1 November 2024 to 31 October 2027 subject to ongoing negotiations with the Facilities Services Manager.</p>		

Objective

To engage a street sweeping contractor to perform necessary street sweeping services within PBC/PTBC areas as specified in the maintenance contract, over a term of three (3) years.

Background

The incumbent contractor for street sweeping services is Specialised Pavement Services (SPS). The current contract, effective 1 November 2020, was originally set to conclude on 31 October 2023. However, due to the high standard of performance, quality, and service provided by SPS under the three (3) year Street Sweeping maintenance works agreement, an offer to extend the contract for an additional year was made.

In response to this extension offer, the General Manager of SPS submitted a proposal for a CPI-related rate increase, driven by substantial rises in operating costs, particularly in fuel and wages and was necessary to maintain the high service standards SPS has consistently delivered.

The Offer was accepted by the PBC EGM 28 September 2023 and PTBC EGM 26 October 2023

Tender Process

To ensure a competitive process and explore other options, Street Sweeping Expressions of Interest (EOI) were advertised in three (3) areas. This outreach resulted in two (2) responses:

- HFR Sweeping (HFR)
- Specialised Pavement Services (SPS), the incumbent contractor

Requests for Tender (RFT) were issued on 7 June 2024, and the tenders were subsequently opened on 9 July 2024, under the oversight of the CSC committee.



STREET SWEEPING – MAINTENANCE WORKS CONTRACT

Financial Summary

Inc GST	Current	Budget 2024/2025
PBC	\$77,781.81	\$74,556.39
PTBC	\$25,927.27	\$29,517.89

Pre-Negotiated Submission

HFR Sweeping

	Tender- Fixed Price	Growth % over existing contract
PBC	\$93,436.20	20.13%
PTBC	\$20,763.60	-19.92%
Total hours per week		16.5

SPS

	Tender- Fixed Price	Growth % over existing contract
PBC	\$102,567.47	31.87%
PTBC	\$34,189.38	31.87%
Total hours per week		15

Negotiated Price

**Refer to notes on page 3 for any scope adjustments, potential impacts on deliverables, timelines, or overall project quality.*

HFR Sweeping

	Tender- Fixed Price	Growth % over existing contract
PBC	\$93,436.20	20.13%
PTBC	\$20,763.60	-19.92%
Total hours per week		16.5

SPS

	Tender- Fixed Price	Growth % over existing contract
PBC	\$93,243.15	19.88%
PTBC	\$31,081.05	19.88%
Total hours per week		13.5



STREET SWEEPING – MAINTENANCE WORKS CONTRACT

Tender Evaluation

Overall rankings

*Cells highlighted in red, indicates the fixed price is within the 2024/2024 budget

Tenderer - Street Sweeping	Fixed price PBC	Fixed price PTBC	Total Tender price	PBC - Growth over existing Contract \$	PBC - Growth over existing Contract %	PTBC - Growth over existing contract \$	PTBC - Growth over existing contract %	Total Score
HFR Sweeping	\$93,436.20	\$20,763.60	\$114,199.80	\$15,654.39	20.13%	-\$5,163.67	-19.92%	9.04
SPS	\$102,567.47	\$34,189.38	\$136,756.85	\$24,785.66	31.87%	\$8,262.11	31.87%	9.01

Negotiated Price

Tenderer - Street Sweeping	Hours	Fixed price PBC	Fixed price PTBC	Total Tender price	PBC - Growth over existing Contract \$	PBC - Growth over existing Contract %	PTBC - Growth over existing contract \$	PTBC - Growth over existing contract %
HFR Sweeping	16.5	\$93,436.20	\$20,763.60	\$114,199.80	\$15,654.39	20.13%	-\$5,163.67	-19.92%
SPS	13.5	\$93,243.15	\$31,081.05	\$124,324.20	\$15,461.34	19.88%	\$5,153.78	19.88%

HFR Sweeping – Negotiation response

From past experience, our business is built on excellence in our relationships with our major clients – and not just price. Our tender was based on an hourly rate of \$121 ex GST per hour. Last time I checked the market rate was over \$24 more per hour. We don't charge for waste disposal and absorb that cost. I saw an invoice from a competitor only yesterday charging \$88 per visit for waste disposal. We don't even charge extra for weekend work, emergency callouts, fuel surcharges and extra sweeps when the seasons demand. Our goal is for the Cove to be looking great – simple. And the residents we both know expect the same. I acknowledge you have a budget but, as you can appreciate, our price is as low as we can go.



STREET SWEEPING – MAINTENANCE WORKS CONTRACT

Specialised Pavement Services – Negotiation response

From a pricing point of view SPS believe clause 2.6 – Expertise & Personnel could be removed without a reduction in quality to provide cost savings. The note of “minimum of 5 hours” in this clause means even in the event SPS can deliver the required scope of works to the required quality in a shorter time period SPS still have to allow for 5 hours of time. This clause does not incentivise the contractor to complete the works in the most efficient manner, rather just ensures each contractor allows for 15 hours per week to complete the works. SPS utilising new equipment & highly trained staff believe that we can complete the works more efficiently (compared to that of a competitor using older equipment). SPS believe that as an average across the week we would be able to complete the works in 13.5 hours opposed to the 15 hours currently allowed for. By removing this clause SPS would be able to reduce our overall services cost to \$124,324.20 (INC GST).

PBC – \$93,243.15 (INC GST)

PTBC - \$31,081.05 (INC GST)

From a scope of works perspective and reduction in overall road length or frequency will reduce the cost. SPS would be happy to work with Sanctuary Cove Body Corporate with regards to this, input would be required from the Body Corporate as to which roads and frequencies should be reduced.



STREET SWEEPING – MAINTENANCE WORKS CONTRACT

Data analysis

Analysis of Street Sweeping Tender for PTBC/PBC - Commencing Nov 2024				
Criteria	Weight		HFR Sweeping	SPS
Compliance with RFT	5.00%	Score	5.5	8.0
		Weighted Score	0.275	0.4
Past Performance	10.00%	Score	8.5	8.3
		Weighted Score	0.85	0.825
Technical Capability	10.00%	Score	7.0	9.0
		Weighted Score	0.7	0.9
Corporate Viability	5.00%	Score	3.81	7.15
		Weighted Score	0.19	0.36
Management Skills	5.00%	Score	4.5	8.0
		Weighted Score	0.225	0.4
Fleet/Equipment	5.00%	Score	5.5	8.5
		Weighted Score	0.275	0.425
		Total Non-Price Criteria	2.52	3.31
		Normalised Non-Price	7.61	10.00
Weighted Non-Price	40.00%		3.04	4.00
Weighted Price	60.00%	Final Tender	\$114,200	\$136,757
		Normalised Price	10.00	8.35
		Weighted Price	6.00	5.01
		Total Score	9.04	9.01
Compliance				
Tender Form Complete		Supplied	Yes	Yes
Insurance		Supplied	Yes	Yes
Materials Schedule	Item 1	Supplied	Yes	Yes
Machinery Schedule	Item 2	Supplied	Yes	Yes
Labour Schedule	Item 3	Supplied	Yes	Yes
Addendums		Acknowledged	N/A	N/A
Signed & Witnessed		Supplied	Yes	Yes
Financial Statements		Supplied	Yes	Yes
Company Structure		Supplied	Yes	Yes
Dun & Bradstreet/Ilion Report		Supplied	Partial	Yes
Ass. Memberships		Supplied	N/A	N/A
Recent Projects		Supplied	Yes	Yes
References		Supplied	Yes	Yes
Corporate Viability				
Late Payment Risk				0.92%
Financial Strength			0	0
Credit Appraisal			2	2
Failure Risk			3.83%	0.05%
Industry average 10.28%. .32% Minimal, .36% Very Low, .59% Low, 1.3% Average, 2.24% Moderate, 4% High, 9.64% Very High, 26.03% Severe				
O = net worth undetermined				
1 = strong, 2 = good, 3 = fair, 4 = limited				
Industry average 0.37%				



STREET SWEEPING – MAINTENANCE WORKS CONTRACT

Scoring Notes:

HFR Sweeping has demonstrated satisfactory compliance with the Request for Tender (RFT) requirements scoring a 5.5.

Pricing Notes:

- The contractor has confirmed they will provide more than the required 15 hours of service per the specifications.
- HFR will absorb all waste dumping charges, including those for road sanding residue.
- They will also complete nominal sweeping requests at no extra charge.
- HFR Sweeping has demonstrated strong technical capabilities through their extensive experience and knowledge from previous site engagements. The company operates a fleet of 17 vehicles, with 5 currently capable of completing these works and a 6th vehicle scheduled to be added to the fleet in late 2024.

References (past performance) scored an average of 8.5, with both references indicating strong performance and solid client relationships. However, administrative improvements were noted and reflected within their tender submission, which subsequently lowered their management score to 4.5, indicating marginal compliance.

On assessment of the financial ratios based on the information provided highlighted potential, significant financial and operational challenges and awarding the tender to them may pose considerable financial risks.

Risks:

- Liquidity Risk/Interest Coverage/Debt to Equity: The ratios indicate a risk of potential challenges to meet short-term obligations and debt servicing, increasing risk of financial distress and highly sensitive to any downturns in cashflows.
- Negative Profitability and ROA: Negative net income and negative operating profit margins, suggest that HFR is not currently generating sufficient income from its operations, raising concerns about its long-term sustainability.

Overall, HFR Sweeping presents a strong proposal with notable strengths in service provision and cost savings to the PBC/PTBC.

SPS scored highly with an average of 8.5, demonstrating exceeding compliance with the RFT by effectively demonstrating their technical, functional, and operational performance.

Pricing Notes:

- Utilises a modern sweeping fleet.
- Capable of providing power washing services.
- Committed to 15 hours of service per week.

SPS excelled in the management skills portion of the evaluation due to their comprehensive information on Work Health and Safety, Quality Assurance, Environmental Sustainability, and GPS Reporting. They also received strong endorsements from their references, who highlighted the company's experience as a key strength.



STREET SWEEPING – MAINTENANCE WORKS CONTRACT

Financial statements provided were missing a cashflow statement. On assessment of the financial ratios based on the information provided SPS suggest strength in liquidity, profitability, debt management and operational efficiency.

SPS has a large fleet with modern technology and have noted the inclusion of the new model Bucher Municipal V65T Sweeper if awarded the contract.

Recommendation

Award Contract to SPS

After a thorough evaluation of the tender submissions, it is recommended to award the three-year street sweeping maintenance contract to SPS at the negotiated lower price. This decision includes an amendment to Document B, Clause 2.6, reducing the required hours from 15 to 13.5.

SPS scored highly across all non-price criteria, demonstrating excellence in service quality, technical capability, and reliability. Their commitment to using a modern sweeping fleet, specifically the new model Bucher Municipal V65T Sweeper, demonstrates their commitment to utilising advanced equipment.

In addition to street sweeping, SPS can provide cleaning services, offering a more comprehensive and integrated approach to maintaining the resort's cleanliness and aesthetic appeal. This added capability enhances their value and aligns well with the resort's maintenance needs.

Mitigation of Financial Risks - There are significant financial risks and concerns regarding the long-term sustainability of HFR Sweeping. Given these potential issues, awarding the contract to HFR Sweeping could put at risk the quality and reliability of the services. SPS, has demonstrated financial reliability, making them a more secure and dependable choice.

Therefore, it is recommended to award the three-year street sweeping maintenance contract to SPS based on their high service offering, financial reliability, and overall value to the resort.

**LANDSCAPING MAINTENANCE
WORKS CONTRACT**



LANDSCAPING – MAINTENANCE WORKS CONTRACT

DISTRIBUTION: CSC	ATTACHMENTS: 1	DATE: July 2024
<p>MOTION that on the basis of the recommendation provided by management and review of the Tender Evaluation Report the CSC recommends to the PBC that the PBC Landscaping Maintenance works contract be awarded to Landscape Solutions at a cost of \$1,482,339.86 Inc GST per annum, for the period commencing 1 November 2024 to 31 October 2027 subject to ongoing negotiations with the Facilities Services Manager.</p> <p>FURTHER RESOLVED that on the basis of the recommendation provided by management and review of the Tender Evaluation Report the CSC recommends to the PTBC that the PTBC Landscaping Maintenance works contract be awarded to Landscape Solutions at a cost of \$221,244.76 Inc GST per annum, for the period commencing 1 November 2024 to 31 October 2027 subject to ongoing negotiations with the Facilities Services Manager.</p>		

Objective

To engage a Landscaping contractor to perform necessary maintenance services within PBC/PTBC areas as specified in the maintenance contract, over a term of three (3) years.

Background

The incumbent contractor is Landscape Solutions. The current contract, effective 1 November 2019, was originally set to conclude on 31 October 2022. In recognition of the high standard of performance, quality, and service provided by Landscape Solutions under the three (3) year maintenance works agreement an offer to extend the contract for an additional two (2) years was made.

Given the rising costs of materials, consumables, and wages, and considering the current economic climate, the PBC and PTBC agreed on the 25 August 2022 to adjust the existing contract price according to the Consumer Price Index (CPI).

Challenges and Performance

Since their inception at Sanctuary Cove, Landscape Solutions has navigated numerous challenges, including record rainfall and severe storms. These extreme weather events led to issues with mowing frequencies and weed management, necessitating adjustments in their approach and consequently resulting in varied levels of service standards. Additionally, fluctuations in staffing levels during certain periods have adversely impacted the efficiency and quality of their work. Despite these challenges, many areas of their performance have met the high-quality standards required within the scope. Landscape Solutions has been adaptable and proactive in their efforts to improve, demonstrating a commitment to addressing identified issues.

Scope Review

Following a comprehensive review of the landscaping works within the resort, it was determined that certain limitations within the current contract necessitated a thorough scope review. This review is essential to ensure that the new contract adequately addressed the evolving requirements and expectations of the community.



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Tender Process

To ensure a competitive process and explore other options, Landscaping Maintenance works Expressions of Interest (EOI) were advertised in three (3) areas. This outreach resulted in eleven (11) responses:

- BLC Landscapes
- Green by Nature
- Landscape Solutions
- LD Total
- Marsupial Landscape Management
- Martin Brothers
- Now Landscapes
- Programmed
- Regal Innovations
- The Advanced Group
- The Plant Management Company

Requests for Tender (RFT) were issued on 7 June 2024, and the tenders were subsequently opened on 9 July 2024, under the oversight of the CSC committee where nine (9) responses were received.

Financial Summary

Inc GST	Current	Budget 2024/2025
PBC	\$925,803.78	\$1,650,000.00
PTBC	\$212,939.10	\$275,000.00

Pre-Negotiated Submission

Tenderer- Landscaping	Fixed price PBC	Fixed price PTBC	Total Tender price	PBC Growth %	PTBC Growth %
Green by Nature	\$1,832,938.27	\$261,848.32	\$2,094,786.59	97.98%	22.97%
Landscape Solutions	\$1,482,339.86	\$221,244.76	\$1,703,584.62	60.11%	3.90%
Marsupial Landscape Management	\$2,489,760.00	\$276,640.00	\$2,766,400.00	168.93%	29.92%
Martin Brothers	\$1,748,895.47	\$249,842.21	\$1,998,737.68	88.91%	17.33%
Now Landscapes	\$2,726,752.00	\$389,044.00	\$3,115,796.00	194.53%	82.70%
Programmed	\$2,310,126.59	\$318,638.15	\$2,628,764.74	149.53%	49.64%
Regal Innovations	\$2,124,061.80	\$312,261.10	\$2,436,322.90	129.43%	46.64%
The Advanced Group	\$1,369,500.00	\$267,268.10	\$1,636,768.10	47.93%	25.51%
The Plant Management Company	\$2,021,250.00	\$288,750.00	\$2,310,000.00	118.32%	35.60%



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Negotiated Price

On 18 July 2024, an email was sent to the top four performing submissions to further negotiate the terms, focusing on the following areas:

- Pricing
Aiming to align project costs more closely with the approved PBC/PTBC budgets and exploring potential adjustments to reduce costs without compromising the quality and integrity of the contract.
- Scope of Works
Assessing how any proposed changes might impact deliverables, timelines, and overall project quality.

All four (4) contractors submitted their best offers.

LANDSCAPE SOLUTIONS

Offer 1 - will deliver the full tendered scope and specification in full, however the change proposed that will align with price below is that Landscape Solutions will fluctuate manpower on site seasonally between 18 and 12 people as we deem fit to fulfill all the KPI's.

PBC	\$1,319,309.65 Inc GST
PTBC	\$219,154.43 Inc GST

Offer 2- shortens the weekly mowing frequency from 7 months to 4 months of the year between December & March inclusive, given these are the peak growing months for grasses. This would drop the overall annual mowing frequency across the estate from 41 to 35 cuts and would increase the trimming and edging program to align with the 35 cuts, every other component of the specification and the KPI's for the turf works and horticultural services will remain as per the new 2024 scope and specification. Additionally, this second alternative offer, allows Landscape Solutions to fluctuate its onsite headcount to suit the seasonal works, given the need to adjust up for the weekly mowing cycle in summer and down for the fortnightly cycle as necessary.

PBC	\$1,257,982.79 Inc GST
PTBC	\$143,221.42 Inc GST

Offer 3- changes the mowing program from seasonal to fortnightly all year round, which will equate to an even spread of 26 cuts per annum. This drop in frequency to spread the mowing out across the entire site to fortnightly will deliver the outcome as per the services being carried out today in July 2024, however, it would add additional cuts in through the winter period, whereas currently, the frequency is approximately 21 services, this 3rd alternative would carry 26 cuts, every other component of the specification and the KPI's for the turf works and horticultural services will remain as per the 2024 scope and specification. This third alternative offer would see a fixed crew on site that would deliver all works given the frequencies of the scope and specification are all equidistantly spread across the year.

PBC	\$1,122,462.78 Inc GST
PTBC	\$137,607.70 Inc GST



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MARTIN BROTHERS

Option 1- Less Qualified Team:

- Description: Add 2 Assisting Hands, remove 1 Foreman, and 1 Leading Hand.
- Impact: Maintains the number of FTEs but with less qualified personnel in some roles.
- Principal Body Corporate: \$1,732,559 (including GST)
- Primary Thoroughfare Body Corporate: \$247,508 (including GST)
- Total Price: \$1,980,067 (including GST)
- Discount on Original Price: \$18,671

Option 2- Winter Month Offset:

- Description: Remove 1 Assisting Hand during the winter months (6 months).
- Impact: Reduces the number of FTEs during off-peak periods.
- Principal Body Corporate: \$1,705,534 (including GST)
- Primary Thoroughfare Body Corporate: \$243,648 (including GST)
- Total Price: \$1,949,182 (including GST)
- Discount on Original Price: \$49,556

Option 3- Combination:

- Description: Combines Option 1 and Option 2.
- Impact: Further reduces costs by implementing both the less qualified team and winter month offset.
- Principal Body Corporate: \$1,689,197 (including GST)
- Primary Thoroughfare Body Corporate: \$241,314 (including GST)
- Total Price: \$1,930,511 (including GST)
- Discount on Original Price: \$68,227

Option 4- Remove Compound Rent:

- Description: Removes the \$30,000 rent for the compound (shared between PBC & PTBC).
- Note that we would require a compound inside Sanctuary Cove provided by the Primary Body Corporate if available. During our tender, we identified some onsite facilities that would be suitable.
- Impact: Maintains the number of FTEs and service quality while removing the compound rent.
- Principal Body Corporate: \$1,722,645 (including GST)
- Primary Thoroughfare Body Corporate: \$246,092 (including GST)
- Total Price: \$1,968,738 (including GST)
- Discount on Original Price: \$30,000

GREEN BY NATURE

Pricing

GBN Response - Our conforming pricing provided originally was our best offer as this is an amazing site GBN knows the standard that is required so we gave it our most competitive price possible understanding the scope of works and quality staff needed to ensure that the site can be maintained at that level all year round. We are unable to adjust our pricing for the conforming offer.



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Scope of Works

GBN Response- We have further reviewed the scope of works looking for potential savings and are able to provide two options for the consideration.

- a) *Allowing Apprentices – as part of our original submission we also provided a non -conforming offer for the consideration of the estate. The proposed departure to the contract requirement is to allow for apprentice’s to be utilised on the site. The non-conforming offer is for the provision of 5 staff who are apprentices for the site. The advantages of this approach for Sanctuary Cove are lower cost of service and better retention of staff as there is a career development pathway within the site for training apprentices. This staff retention is key to the long-term success of the contract as intellectual property is retained on the site and their works are closely supervised and audited by qualified staff and management teams. The downside is you do lose them to TAFE for approx. 40 days per year for offsite training. This approach has been used successfully across several of our existing contracts to great success, with the apprentices learning whilst performing some of the lower-end tasks such as litter pickup, and site clean up after hedging and blow downs. This increases staff retention on sites as it can be difficult to retain qualified staff to perform these tasks on an ongoing basis.*
- b) *Extended mowing cycle times – In reviewing the specification with a view to providing a change to the scope of works that has the least impact on quality with the largest reduction in cost. We believe that there is an opportunity to extend the mowing cutting cycle to every 7 days over the growing season for a 30-week period and 10 days for the remainder of the year. The extension of the cycle time reduces the number of cuts required on an annual basis which results in a reduced number of staff required to service the contract. The extension of only 2 days on the requested cycle time does not have a significant impact on the quality of the turf. The extended cycle can present challenges for residents where crews are cutting areas on different days throughout the year. In our experience provided this is communicated to the residents through regular reporting and communication, which we will deliver, this alleviates any issues. We are confident in our ability to manage the 7-day cycle operationally through our use of sophisticated planning and reporting tools that provide visibility and transparency to the schedule both operationally and for our customers & residents.*

Please see the table of the options presented and the price variance between options for the consideration

Options	Annual Price (inc GST)	Reduction to Conforming Option	% Savings from Conforming
Conforming offer	PBC- \$1,879,430.65 PTBC- \$268,490.09 Total- \$2,147,920.74		
Option A – Apprentices allowed	PBC- \$1,832,938.27 PTBC- \$261,848.32 Total \$2,094,786.59	\$6,641.77 \$46,492.39 \$53,134.16	-2.50%
Option B – Extended mowing cycle (7 days peak, 10 days off peak)	PBC- \$1,747,030.03 PTBC- \$249,576.43 Total \$1,996,611.47	\$18,913.66 \$132,395.62 \$151,309.28	-7.04%

Pricing Note – as the contract is fixed for the initial term, we have included an allowance for 3.5% on the contract to be fixed for the initial term. Another potential saving is to allow the contract to be adjusted annually by CPI then we can provide a reduction in the year one contract pricing by the full



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3.5% for all 3 options provided above. Through our extensive experience of service high profile estates like Sanctuary Cove the two options presented strike the balance between reduction in cost of the service whilst minimizing the impact on the quality of the site presentation.

THE PLANT MANAGEMENT COMPANY

Reviewed our Tendered Price and have identified ways in which we can review 1) Pricing without compromising the tendered scope and quality and reviewed 2) Scope of Works to propose further savings by adjusting the Scope to work more closely with the approved PBC/PTBC budgets.

A) Pricing

PMC can adjust our Pricing to Total \$2,196,700 Inc GST

- PTBC \$255,937.50 per annum excl GST (\$281,531.25 incl GST)
- PBC \$1,741,062.50 per annum excl GST (\$1,915,168.75 incl GST)

This price reduction is possible based on the following adjustments to our tendered information;

- a) Replace new vehicles with 1–5-year-old vehicles
 - Please note, all other equipment and machinery will be new to not detract from the quality and integrity of the works
- b) Replace Battery Powered ride-on mower with Kubota ZD (Diesel powered)
- c) Reduce payment Terms to 14 days rather than the 30 days included in tender

B) Scope of Works

PMC has the experience and knowledge of the Scope of Works at Sanctuary Cove to understand the requirements to effectively manage them. We are confident in managing the landscapes to the Scope with the proposed on-site structures and machinery selected, that we believe once the site is returned to a suitable level after 12 months of 16 staff, we could undertake the Scope with an average of 14 staff per annum. We believe in this due to the experience and leadership provided in our team structure, along with the correct selection of equipment for the Scope to be delivered.

Proposed Scope Adjustment – reduce staff numbers to an average of 14 staff in year 2 and 3 of the contract. An average of 14 staff will be delivered by having 16 staff during the higher frequency growing season, reducing to 12 staff in the slower growing Winter period. No change will be made to our on-site leadership of one Supervisor and four Team Leaders, it will just be the number of technicians supporting this leadership team that will change. There will also be no adjustment to the machinery selected and proposed.

Proposed Pricing Adjustment;

Year 1 – Total \$1,997,000 excl GST – 16 staff (\$2,196,700 incl GST)

- PTBC \$255,937.50 per annum excl GST (\$281,531.25 incl GST)
- PBC \$1,741,062.50 per annum excl GST (\$1,915,168.75 incl GST)

Year 2 – Total \$1,800,000 excl GST – 14 staff average (\$1,980,000 incl GST)

- PTBC \$225,000.00 per annum excl GST (\$247,500.00 incl GST)
- PBC \$1,575,000.00 per annum excl GST (\$1,732,500.00 incl GST)

Year 3 – Total \$1,800,000 excl GST – 14 staff average (\$1,980,000 incl GST)



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- PTBC \$225,000.00 per annum excl GST (\$247,500.00 incl GST)
- PBC \$1,575,000.00 per annum excl GST (\$1,732,500.00 incl GST)

PMC note: It is anticipated that there will be no negative impact on deliverables, timelines and overall project quality because of the proposed scope adjustment. For clarity, we will require the 16 staff in the first year to get the site to an acceptable level to ensure ongoing maintenance will achieve the outcomes with an average of 14 staff in year 2 and 3.

Tender Evaluation

Overall Rankings

Please see attachment 1

Data Analysis

Please see attachment 1

Scoring Notes:

GREEN BY NATURE

Green By Nature provided a satisfactory submission overall, their initial offer included 16 staff averaged annually and hours of work being 7am to 3pm daily. Giving justification to a score of 6.5 as full compliance with the RFT was not received.

They scored highly in past performance with an average rating of 9.1, with references noting their communication and reliability in delivering on promises as their strengths. Additionally, they performed well in Management skills and Additional criteria (Proposed Scope of Works) demonstrating strong technical abilities, experience, and understanding to execute the works effectively.

However, the financial information provided was for the group as a whole and did not include segment reporting. While the profit margin and ROA are alarmingly low, indicating profitability and efficiency issues, in contrast the interest coverage ratio is strong with a moderate level of leverage and liquidity ratio is health. Additionally, while its current liquidity position is satisfactory, maintaining or improving this ratio would further strengthen its financial stability.

Green By Nature's pricing was under budget for the PTBC, but significantly over budget for the PBC. Despite revisions, including cost reductions and adjustments to staff levels and mowing frequencies, their proposal did not offer substantial community benefits.

LANDSCAPE SOLUTIONS

The incumbent contractor has demonstrated extensive site knowledge, which is crucial in addressing the unique needs of Sanctuary Cove. Their submission scored 7.0 in compliance with the RFT, indicating full adherence to the specified requirements. They also scored highly, 7.5, for Technical Capability and Management Skills, reflecting their commitment to quality management, safety, environmental considerations, and sustainability. This score reflects their deep understanding of the work and the expertise required to effectively manage and execute the contract while adhering to high standards.



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Their proposal included a detailed service delivery plan for the next three (3) years, outlining the team structure, incorporating a dedicated spray technician, further highlighting their commitment to quality service.

Landscape Solutions did not provide a cashflow statement weighting adjusted based on assessable values. The financial metrics reveal a company with solid profitability and exceptional asset utilisation, as indicated by the profit margin and ROA. The strong liquidity ratio suggests a sound ability to meet short-term liabilities, which is a positive indicator of financial health.

Landscape Solutions was one of only two companies whose initial tender prices aligned with the PBC/PTBC budgets. Among these, they outperformed in the non-priced criteria, demonstrating superior capability and value beyond just cost considerations. This combination of technical competence, thorough planning, and budget alignment positions them as a strong candidate for continued engagement.

Landscape solutions was also asked to provide their “best” offer which included varying levels of staff adjustment and changes in mowing frequencies. However, since their initial tender submission came in under the proposed budget, it is believed that the initial fixed price offers, are the best value for money when considering all scope of work requirements.

MARSUPIAL LANDSCAPE MANAGEMENT

Marsupial Landscape Management scored 5.0 for compliance with RFT requirements, indicating satisfactory adherence. However, their tender submission did not demonstrate the technical capabilities needed to carry out the works at Sanctuary Cove. This was further confirmed by references and the types of current projects they handle. Despite having 30 years of experience as a company, their work appeared to be more suited to council-level projects rather than the high-quality horticultural standards required for this project.

MARTIN BROTHERS

Martin Brothers demonstrated a strong understanding of the required scope and RFT requirements. They provided a detailed account of their quality assurance processes, equipment registers, and project-specific references. Although their work primarily involved design and construct projects with maintenance periods after completion, they were able to show their dedication to producing a high level of service and quality. This was further validated by references, resulting in an average score of 9.5 for Past Performance.

As there was limited financial information available, the Finance Manager was unable to perform financial health ratio analysis. Only Revenue statement provided, from their statement of comprehensive income, as such it is not possible to determine or evaluate the corporate financial viability.

Upon review of their pricing, they were able to offer four pricing options to help the PBC/PTBC align with current budgets, with the maximum discount on their tendered price being \$68,227. These changes, which included adjustments in staffing numbers and qualifications as well as the removal of compound rental costs, were insufficient to bring their costs in line with budget requirements, ultimately meaning they did not provide the best value for money.



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NOW LANDSCAPES

Now Landscapes received a score of 5.0 signifying satisfactory overall compliance with the Request for Tender. They excelled in Past Performance with a high score of 9.0, with references highlighting their professionalism and communication as strength. However, it was noted that the types of contracts handled were smaller in scope compared to the requirements of Sanctuary Cove, such as having 2x staff onsite only once a week.

Additionally, their submission lacked a complete Balance Sheet and Profit & Loss statement, only showing revenue components, which prevented a thorough financial health ratio analysis.

PROGRAMMED

Programmed specialises in integrated workforce and facility management solutions; however, their core expertise may not align with the technical and operational demands of large-scale landscaping and garden maintenance. Their current projects lack experience with the scale and complexity required for Sanctuary Cove, impacting their Technical Capabilities score (4.5 – Marginal Compliance).

The score of 8.0 in Management Skills reflects exceeding compliance, which is expected given their focus on project and facility management. Despite this, their predominant expertise in facility management rather than specialised landscaping raises concerns about their suitability for substantial landscaping maintenance contracts.

REGAL INNOVATIONS

Regal Innovations has demonstrated a history of delivering high-quality work across their projects in New South Wales, supported by positive evaluations and successful project completions. They also received a high score in Additional Criteria for their proposed partnership with Greenway Solutions for turf management, highlighting their commitment to quality

However, with their recent expansion into QLD, raised concerns regarding their ability to maintain these high standards. Specifically, challenges related to staffing levels and the recruitment of quality personnel in these new regions could impact their performance and service delivery.

THE ADVANCED GROUP

The Advanced Group Australia is a multifaceted company providing a range of services, primarily focused on labour hire, recruitment, and workforce solutions across various industries. It is noted within their tender submission that they have recently launched a number of other services to their portfolios, such as Landscaping and garden design and maintenance. Due to the limited information provided to substantiate their technical capabilities in these areas, they may not possess the necessary knowledge and skills required for high-quality and efficient landscaping maintenance. Because of this they received a score in 'Technical Capability' of 2.0 (unsatisfactory response).

Additionally, they did not supply all the required information to support their tender submission, resulting in several non-weighted areas receiving less-than-satisfactory compliance ratings.



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THE PLANT MANAGEMENT COMPANY

The Plant Management Company scored 7.0, demonstrating full compliance with the RFT requirements. They exhibited extensive site knowledge and technical capabilities, including staff qualifications, proposed plant and equipment, and a comprehensive scope covering turf care, pest management, horticultural works, and weed control. Their recent projects and contracts, including their role as the incumbent contractor for Hope Island Resort, are comparable to Sanctuary Cove, further demonstrating their ability to carry out the required contract works.

Due to limited financial information not, all financial tests could be completed, so the weighting was adjusted based on assessable data. The company shows profitability and efficient asset use, as evidenced by the profit margin and ROA. However, the liquidity ratio indicates a potential short-term financial strain, and the high debt to equity ratio points to significant leverage, which requires some degree of caution.

Initially over budget, their revised pricing with cost reductions and a tiered staff approach brought their proposal closer to the approved budget, but it still exceeded the budgeted amounts. In their revised proposal, they suggested cost reductions by adjusting vehicle and plant age and shortening payment terms to 14 days. They also proposed a tiered approach, starting with increasing staff levels to 16 to restore site conditions and then reducing to 14 staff for the remaining two years.

Recommendation

After a comprehensive evaluation of all submissions, it is recommended to award the landscaping contract to Landscape Solutions. Their initial submission was notably under budget and fully met all the requirements specified in the Request for Tender (RFT).

Furthermore, Landscape Solutions has successfully demonstrated their Technical Capability, Corporate Viability, and Management Skills throughout their submission. They have provided detailed evidence of their ability to deliver high-quality work, supported by a proven track record of successful projects. Their proposal includes a clear plan for meeting all project requirements efficiently, which underscores their readiness to undertake and complete the project to the highest standards.

Their proposal not only provided the best value for money but also thoroughly addressed all aspects of the new scope specifications. Landscape Solutions' offer is within the approved budget for the next three years, ensuring financial stability in this area.

Given these factors, Landscape Solutions stands out as the most capable and cost-effective choice for this contract.

OVERALL RANKINGS

PRICES SHOWN ARE INCLUSIVE OF GST													
Tenderer - Landscaping	EOI Received	RFT Sent	Site Inspection	Declined to quote	Opening Date	Fixed price PBC	Fixed price PTBC	Total Tender price	PBC - Growth over existing Contract %	PTBC - Growth over existing contract %	Staff No#	Total Score	Ranking
BCLandscapes	30/05/2024	7/06/2024	YES	4/07/2024				-					
Green by Nature	31/05/2024	7/06/2024	YES		9/07/2024	\$ 1,832,938.27	\$ 261,848.32	\$ 2,094,786.59	97.98%	22.97%	16	8.69	2
Landscape Solutions	31/05/2024	7/06/2024	YES		9/07/2024	\$ 1,482,339.86	\$ 221,244.76	\$ 1,703,584.62	60.11%	3.90%	16	9.56	1
LD Total	30/05/2024	7/06/2024		20/06/2024				\$ -					
Marsupial Landscape Management	29/05/2024	7/06/2024			9/07/2024	\$ 2,489,760.00	\$ 276,640.00	\$ 2,766,400.00	168.93%	29.92%	22	6.16	
Martin Brothers	31/05/2024	7/06/2024	YES		9/07/2024	\$ 1,748,895.47	\$ 249,842.21	\$ 1,998,737.68	88.91%	17.33%	16	8.09	4
Now Landscapes	31/05/2024	7/06/2024	YES		9/07/2024	\$ 2,726,752.00	\$ 389,044.00	\$ 3,115,796.00	194.53%	82.70%	16	6.09	
Programmed	31/05/2024	7/06/2024	YES		9/07/2024	\$ 2,310,126.59	\$ 318,638.15	\$ 2,628,764.74	149.53%	49.64%	16.5	6.94	
Regal Innovations	29/05/2024	7/06/2024	YES		9/07/2024	\$ 2,124,061.80	\$ 312,261.10	\$ 2,436,322.90	129.43%	46.64%	16	7.38	
The Advanced Group	31/05/2024	7/06/2024			9/07/2024	\$ 1,369,500.00	\$ 267,268.10	\$ 1,636,768.10	47.93%	25.51%	16	6.65	
The Plant Management Company	28/05/2024	7/06/2024	YES		9/07/2024	\$ 2,021,250.00	\$ 288,750.00	\$ 2,310,000.00	118.32%	35.60%	16	8.14	3
PBC - Current Contract Price		\$ 925,803.78 Inc GST											
PTBC - Current Contract Price		\$ 212,939.10 Inc GST											
2024/2025 PBC Budget		\$1,650,000.00 Inc GST											
2024/2025 PTBC Budget		\$275,000.00 Inc GST											
Total		\$1,925,000.00 Inc GST											

*Cells highlighted in red, indicate the fixed price it is within the 2024/2025 approved budget parameters.

DATA ANALYSIS

Analysis of Landscaping Tender for PTBC/PBC - Commencing Nov 2024													
Criteria	Weight		BLC Landscapes	Green by Nature	Landscape Solutions	LD Total	Marsupial Landscape Management	Martin Brothers	Now Landscapes	Programmed	Regal Innovations	The Advanced Group	The Plant Management Company
Compliance with RFT	5.00%	Score		6.5	7.0		5.0	6.5	6.0	6.0	6.5	4.0	7.0
		Weighted Score		0.325	0.35		0.25	0.325	0.3	0.3	0.325	0.2	0.35
Past Performance	10.00%	Score		9.5	8.8		8.3	9.5	9.0	7.8	8.5	0.0	9.5
		Weighted Score		0.95	0.875		0.825	0.95	0.9	0.775	0.85	0	0.95
Technical Capability	10.00%	Score		7.5	7.5		5.0	5.5	5.5	4.5	4.5	2.0	8.0
		Weighted Score		0.75	0.75		0.5	0.55	0.55	0.45	0.45	0.2	0.8
Corporate Viability	5.00%	Score		4.75	5.58		1.41	0.18	0.00	5.12	5.84	0.00	2.57
		Weighted Score		0.2375	0.279		0.0705	0.009	0	0.256	0.292	0	0.129
Management Skills	5.00%	Score		8.0	7.5		4.0	7.5	7.0	8.0	7.0	2.0	8.0
		Weighted Score		0.4	0.375		0.2	0.375	0.35	0.4	0.35	0.1	0.4
Proposed/Schedule of Works	5.00%	Score		8.0	5.5		3.0	4.5	3.0	5.5	6.0	0.0	7.0
		Weighted Score		0.4	0.275		0.15	0.225	0.15	0.275	0.3	0	0.35
		Total Non-Price Criteria		3.06	2.90		2.00	2.43	2.25	2.46	2.57	0.50	2.98
		Normalised Non-Price		10.00	9.48		6.52	7.95	7.35	8.02	8.38	1.63	9.73
Weighted Non-Price	40.00%			4.00	3.79		2.61	3.18	2.94	3.21	3.35	0.65	3.89
Weighted Price	60.00%	Final Tender		\$2,094,787	\$1,703,585		\$2,766,400	\$1,998,738	\$3,115,796	\$2,628,765	\$2,436,323	\$1,636,768	\$2,310,000
		Normalised Price		7.81	9.61		5.92	8.19	5.25	6.23	6.72	10.00	7.09
		Weighted Price		4.69	5.76		3.55	4.91	3.15	3.74	4.03	6.00	4.25
		Total Score		8.69	9.56		6.16	8.09	6.09	6.94	7.38	6.65	8.14
				2	1			4					3
Compliance													
Tender Form Complete		Supplied		Yes	Partial		Yes	Yes	Yes	Yes	Yes	Yes	Yes
Insurance		Supplied		Yes	Yes		Yes	Yes	Yes	Yes	Yes	Yes	Yes
Materials Schedule	Item 1	Supplied		Yes	Yes		Yes	Yes	Yes	Yes	Yes	Yes	Yes
Machinery Schedule	Item 2	Supplied		Yes	Yes		Yes	Yes	Yes	Yes	Yes	Yes	Yes
Labour Schedule	Item 3	Supplied		Yes	Yes		Yes	Yes	Yes	Yes	Yes	Yes	Yes
Addendums		Acknowledged		N/A	N/A		N/A	N/A	N/A	N/A	N/A	N/A	N/A
Signed & Witnessed		Supplied		Yes	Yes		Yes	Yes	Yes	Yes	Yes	Yes	Yes
Financial Statements		Supplied		Yes	Yes		Yes	Yes	Partial	Yes	Yes	No	Yes
Company Structure		Supplied		Yes	Yes		Yes	Yes	Yes	Yes	Yes	Yes	Yes
Dun & Bradstreet/Ilion Report		Supplied		Yes	Yes		Yes	TRUST	Yes	Yes	Yes	No	Yes
Ass. Memberships		Supplied		Yes	Yes		Yes	Yes	No	Yes	Yes	Yes	N/A
Recent Projects		Supplied		Yes	Yes		Yes	Yes	Yes	Yes	Yes	Yes	Yes
References		Supplied		Yes	Yes		Yes	Yes	Yes	Yes	Yes	Yes	Yes
Corporate Viability													
Late Payment Risk				2.56%	11.81%		2.98%		7.50%	2.88%	0.80%		0.89%
Financial Strength				N	O		O		O	5A	4A		O
Credit Appraisal				1	1		2	TRUST	2	1	1		1
Failure Risk				0.02%	0.46%		0.31%		1.32%	0.02%	0.01%		0.29%
Industry average 10.28%. .32% Minimal, .36% Very Low, .59% Low, 1.3% Average, 2.24% Moderate, 4% High, 9.64% Very High, 26.03% Severe													
O = net worth undetermined, N= Negative Tangible network. Negative Balance of equity after deduction of tangibles, 4A=\$10,000,000-\$49,999,999 5A = \$50,000,000 and over													
1 = strong - Minimal Risk, 2 = good - Low Risk, 3 = fair- Moderate risk , 4 = limited- Sever Risk													
industry average 0.37%													



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

Body Corporate Committee Sanctuary Cove Principal Body Corporate GTP 202
Finance Sub-Committee
Location of Meeting: Meeting Room 1 - Sanctuary Cove Body Corporate Services
Date and Time of meeting Friday, 19 July 2024
Meeting Chaired by: Mr Stephen Anderson
Meeting start time: 10.00am **Meeting finish time:** 10.28am

ATTENDANCE

The following Committee members attended the meeting In Person:

Chairperson Mr Stephen Anderson (SA)
Ordinary Mr Mick McDonald
Ordinary Mr Robert Hare (RH)
Ordinary Mr Paul Kernaghan

APOLOGIES

Ordinary Mr Tony McGinty (TM)

BY INVITATION

Finance Manager Ms Mika Yanaka (MY)
EA to CEO Mrs Tamara Jones (minute taker)

QUORUM

The Chairperson declared that a Quorum was present.

MOTIONS

1 Approval of Previous Minutes CARRIED

Proposed by: The Chairperson

RESOLVED That the Minutes of the Finance Sub-Committee Meeting held on 21 June 2024 be accepted as a true and correct record of the proceedings of the meeting.

Yes	2
No	0
Abstain	2

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

2 Action Items CARRIED

Proposed by: The Chairperson

Yes	4
No	0
Abstain	0

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

Note:

- FTTH: OptiComm asked to provide further proposal, MY to follow up.
- Purchasing Policy: MY to revise and get feedback from PBC EC, BW to consider SCRA. PK suggested trying to keep the new policy in like with the new Administration & Management agreement.
- Budget: PBC/PTBC budgets approved. Individual RBC budgets going up to RBC EGMs in August. PK queried whether the process could be streamlined moving forward – MY to investigate.

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

3 Selective Review CARRIED

Proposed by: The Chairperson

Yes	4
No	0
Abstain	0

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

Note:

- Invoice from Plant Management Company was selected for the Selective Review this month for the Schotia Island Sewer Pump Station landscaping works.
- Rectification to the landscaping surrounding the pump station upon completion of the pump station works.

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

4 PBC Financial Statements CARRIED

Proposed by: The Chairperson

Yes	4
No	0
Abstain	0

RESOLVED That the FSC notes and recommends to the PBC the approval of the PBC Financial Statements as at 30 June 2024 as tabled.

Note:

- Admin Fund projected to be in a deficit at the end of the Financial Year.
- Two more water bills are to be received prior to the end of this Financial Year and the Company may need to seek recovery costs from PBC/PTBC. All of which is expected to create a further deficit.
- MY to undertake a more critical analysis.
- SA raised the PBC Governance Review and requested that they provide how they propose to rearrange the budget to cover the costs of the review.

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

5 PBC Actual v Budget Analysis CARRIED

Proposed by: The Chairperson

Yes	4
No	0
Abstain	0

RESOLVED That the FSC notes and recommends to the PBC the approval of the PBC Actual v Budget Analysis as of 30 June 2024 as tabled.

Note:

- PK suggested MY undertake a realistic analysis of the forecast for this year and next and advise best case scenario vs. worst case scenario, how does the Administration and Sinking Funds look and how can we mitigate any issues.
- MY to undertake the above once the next water bill has been received which should be any day now.
- MY raised the issue of a non-respondent vacant lot mow debtor who owes \$220, committee agreed that this should be written off.

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

6 PBC Detailed Transaction Lists CARRIED

Proposed by: The Chairperson

Yes	4
No	0
Abstain	0

RESOLVED That the FSC notes and recommends to the PBC the approval of the PBC Detailed Transaction Lists as of 30 June 2024 as tabled.

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

7 PBC Cash Flow CARRIED

Proposed by: The Chairperson

Yes	4
No	0
Abstain	0

RESOLVED That the FSC notes and recommends to the PBC the approval of the PBC Cash Flow as of 30 June 2024 as tabled.

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

8 Date of Next Meeting CARRIED

Proposed by: The Chairperson

Yes	4
No	0
Abstain	0

RESOLVED That the date of the next FSC Meeting will be Friday, 16 August 2024 at 10:00am.

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

GENERAL BUSINESS

N/A

Chairperson:



NOTICE OF FINANCE SUB COMMITTEE MEETING OF THE PBC

Body Corporate:	Sanctuary Cove Principal Body Corporate
Committee:	Finance Sub Committee
Location of Meeting:	Meeting Room 1 - Sanctuary Cove Body Corporate Services
Date of Meeting:	Friday, 19 July 2024
Time of Meeting:	10.00am

This notice is forwarded to all committee members.

Note: Only committee members are required to attend the meeting. If a committee member is unable to attend, they can assign their proxy to another committee member.

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

AGENDA

1. Attendance record and apologies
2. Admittance of proxies and voting papers.
3. Quorum
4. Business Arising
 - 4.1 Approval of Previous Minutes
 - 4.2 Action Items
 - 4.3 Selective Review
5. Financials
 - 5.1 Financial Statements
 - 5.2 Actual v Budget Analysis
 - 5.3 Detailed Transaction Lists
 - 5.4 Cash Flow
6. Next Meeting – Friday, 23 August 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 Body Corporate, PO Box 15,
SANCTUARY COVE, 4212

Section 2 – Authorisation

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

I/we

Name of owner 1:

Signature: **Dated:** ___ / ___ / ___

Name of owner 2:

Signature: **Dated:** ___ / ___ / ___

being the Proprietor/s of the following Lot/s

Lot number/s: **Plan number:**

Name of Body Corporate:

hereby appoint,

Proxy (full name):

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

- The body corporate meeting to be held on ___ / ___ / ___
- All body corporate meetings held before ___ / ___ / ___ (*expiry date*)
- All body corporate meetings held during the rest of the body corporate's financial year unless I/we serve you with a prior written withdrawal of the appointment unless I/we serve you with a prior written withdrawal of the appointment of Proxy.

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

Residential address:

Suburb: **State:** **Postcode:**

Postal address:

Suburb: **State:** **Postcode:**

ITEMS OF BUSINESS

1 Approval of Minutes of Previous Meeting

Proposed by: The Chairperson

RESOLVED That the Minutes of the Finance Sub-Committee Meeting held on 21 June 2024 be accepted as a true and correct record of the proceedings of the meeting.

Yes	
No	
Abstain	

2 Action Items

Proposed by: The Chairperson

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

Yes	
No	
Abstain	

3 Selective Review

Proposed by: The Chairperson

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

Yes	
No	
Abstain	

4 PBC Financial Statements

Proposed by: The Chairperson

RESOLVED That the FSC notes and recommends to the PBC the approval of the PBC Financial Statements as at 30 June 2024 as tabled.

Yes	
No	
Abstain	

5 PBC Actual v Budget Analysis

Proposed by: The Chairperson

RESOLVED That the FSC notes and recommends to the PBC the approval of the PBC Actual v Budget Analysis as at 30 June 2024 as tabled.

Yes	
No	
Abstain	

6 PBC Detailed Transaction Lists

Proposed by: The Chairperson

RESOLVED That the FSC notes and recommends to the PBC the approval of the PBC Detailed Transaction Lists as at 30 June 2024 as tabled.

Yes	
No	
Abstain	

7 PBC Cash Flow

Proposed by: The Chairperson

RESOLVED That the FSC notes and recommends to the PBC the approval of the PBC Cash Flow as at 30 June 2024 as tabled.

Yes	
No	
Abstain	

8 Date of Next Meeting

Proposed by: The Chairperson

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

Yes	
No	
Abstain	

**MINUTES FROM
PREVIOUS MEETING
FOR APPROVAL**



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

Body Corporate Committee Sanctuary Cove Principal Body Corporate GTP 202
Finance Sub-Committee
Location of Meeting: Meeting Room 1 - Sanctuary Cove Body Corporate Services
Date and Time of meeting Friday, 21 June 2024
Meeting Chaired by: Mr Stephen Anderson
Meeting start time: 10.00am **Meeting finish time:** 10.15am

ATTENDANCE

The following Committee members attended the meeting In Person:

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

PRESENT BY PROXY

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

APOLOGIES

N/A

BY INVITATION

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

QUORUM

The Chairperson declared that a Quorum was present.

MOTIONS

1 Approval of Previous Minutes CARRIED

Proposed by: The Chairperson

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

Yes	5
No	0
Abstain	0

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

2 Action Items CARRIED

Proposed by: The Chairperson

Yes	5
No	0
Abstain	0

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

Note:

- *FTTH: Paper put up to the PBC EC with recommendation to sell. Further investigation to be undertaken with suggestion to engage an expert to guide us through the sale process.*
- *Purchasing Policy: To be tabled at next meeting.*
- *Budgets: All RBCs have now voted (2 voted no). Up to the PBC next to vote.*

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

3 Selective Review CARRIED

Proposed by: The Chairperson

Yes	5
No	0
Abstain	0

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

Note:

- *Invoice from Mass Products Pty Ltd was selected for this month's Selective Review for the Sewage Pump Station Refurbishment.*
- *Confirmed correct procedures were followed as per Purchasing Policy.*

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

4 PBC Financial Statements CARRIED

Proposed by: The Chairperson

Yes	5
No	0
Abstain	0

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

Note:

- We did not get as much from the insurance claim payout from the damage caused by the tornado on Christmas night as initially thought.
- Water over budget. System in place is working (12 leaks this time last year vs 3 leaks this year). Billing to be brought into line with City of Gold Coast billing cycle.

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

5 PBC Actual v Budget Analysis CARRIED

Proposed by: The Chairperson

Yes	5
No	0
Abstain	0

RESOLVED That the FSC notes and recommends to the PBC the approval of the PBC Actual v Budget Analysis as of 31 May 2024 as tabled.

Note:

- Software/Licence costs were queried as they are above budget. This is due to the AssetFinda upgrade where the server was upgraded combined with implementation costs which totalled \$18.8k. The monthly fee was negotiated down to minimise total cost impact.

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

6 PBC Detailed Transaction Lists CARRIED

Proposed by: The Chairperson

Yes	5
No	0
Abstain	0

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

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

7 PBC Cash Flow CARRIED

Proposed by: The Chairperson

Yes	5
No	0
Abstain	0

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

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

8 Date of Next Meeting CARRIED

Proposed by: The Chairperson

Yes	5
No	0
Abstain	0

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

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

GENERAL BUSINESS

N/A

Chairperson:

ACTION ITEMS

FINANCE SUBCOMMITTEE ACTION ITEMS AS AT JULY 2024

ITEM #	DATE	RESOLUTION	COMMENT	EXPECTED COMPLETION DATE
1	March 2023	FTTH Contract Extension	<ul style="list-style-type: none"> • OptiComm proposing to purchase the FTTH network for \$1. They will spend approx. 700k to upgrade network from Calix to Nokia. They will take care of future maintenance & new installs. 5% of wholesale revenue generated by the Network to PBC (approx. 30k per annum). • Considering going out to tender for FTTH due to issues being experienced with OptiComm. FSC to consider before proceeding. • Report to be tabled at upcoming PBC EC Meeting. 	
2	August 2023	PBC Purchasing Policy	<ul style="list-style-type: none"> • Under review. • FSC to review new policy once complete. • Three separate purchasing policies to be developed for PBC, PTBC and SCCSL. 	
3	November 2023	Budget Approvals 2024/2025	<p>FSC dates</p> <ul style="list-style-type: none"> • Cost split allocation to be assessed and confirmed. • Sinking fund projects submitted – Nov 2023. • Reconcile Sinking Fund Plan – FSC – Nov 2023 • Assess YTD progress of current projects – PBC / PTBC – Nov 2023. • Assumptions submitted – FSC / SCCSL – Jan 2024. • SCCSL & Unit Trust Indicative draft budget – FSC – Jan 2024 • 1st draft budget– All entities - Operations & Admin – FSC/ PBC / PTBC – Jan 2024 – SCCSL Feb 2024 • Final draft budget – all entities - Operations & Admin – FSC/ PBC / PTBC – Feb 2024 • Finalise Sinking fund projects – FSC / PBC / PTBC/ RBC’s – Feb 2024 • Confirm assumptions – FSC / PBC / PTBC – Feb 2024 • Review Levy Movement – PBC / PTBC – Feb 2024 • Final budget - all entities – March 2024 • Final budget approval at RBC EGM / PBC / PTBC EGM – June 2024 • Final budget approval SCCSL – July 2024 	

Green =Complete, Yellow = In progress, Red = Not Yet In progress

SELECTIVE REVIEW



Plant Management Horticultural

P O Box 1557
Eagle Farm Qld 4009

Telephone: (07) 32684101

A.B.N.: 18 065 340 052

A.C.N. 065 340 052

Invoice No: 10118914

Date: 10/06/2024

Your Order No: 00010319

Invoice To: Sanctuary Cove Principal G.T.P. 202
C/- Sanctuary Cove Principal
PO Box 15
Sanctuary Cove QLD 4212
Australia

Customer

We appreciate your business.

Description	Amount
-------------	--------

Services for the month of June

Schotia Island Pump Station Landscape Works #15 Opposite 2094 The Circle as Per Quote QU1757 - completed 06/06/2024 -J3648	\$5,828.63
---	------------

Net 30 after EOM

Sale Amount: \$5,828.63

GST: \$582.86

Total Inc GST: \$6,411.49

Direct Deposit
BSB No: 084-435
Account No: 628473110

Invoices can be emailed directly to your office:
Contact fam1@pmhort.com.au for more

Plant Management Horticultural Services Pty Ltd T/A The Plant Management Company



QUOTATION

Customer

Sanctuary Cove Primary G.T.P.201
C/- Sanctuary Cove Primary B/C PO Box 15
Sanctuary Cove QLD 4212
Peter Gannon
peter.gannon@scove.com.au

Quote No: QU1757
Quote Date: 13 February 2024
Quote Valid: 13 March 2024
Site: Riverside Drive
Sanctuary Cove QLD 4212
Pages: Page 1 of 4

Quote | Schotia Island Pump Station Landscape Works

Dear Peter,

Thank you for the opportunity to supply the following quotation for Schotia Island Pump Station Landscape Works located at Riverside Drive as requested.

The work would be carried out by our professional uniformed staff. If you would like works to proceed or have any queries, please contact me when convenient as per the details below.

Regards,

Dale Godfrey
Area Supervisor
The Plant Management Company
Tel: 0732684101
Mob: +61421384049
Email: dgodfrey@pmhort.com.au

QUOTATION

Customer

Sanctuary Cove Primary G.T.P.201
C/- Sanctuary Cove Primary B/C PO Box 15
Sanctuary Cove QLD 4212
Peter Gannon
peter.gannon@scove.com.au

Quote No: QU1757
Quote Date: 13 February 2024
Quote Valid: 13 March 2024
Site: Riverside Drive
Sanctuary Cove QLD 4212
Pages: Page 2 of 4

Quote | Schotia Island Pump Station Landscape Works

Scope of Works

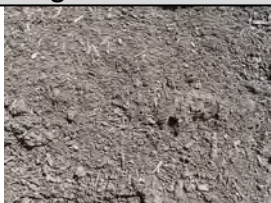

Schotia Island Pump Station Landscape Works

- Supply and install 3m³ x organic gardens soil.
- Supply and install 17 x 45L Lilly Pilly.
- Supply and install 2m³ x 1 inch hoop pine.
- Fertilise and water after installation.

Investment

Subtotal:	\$5,282.63
GST:	\$528.26
Total:	\$5,810.89

Materials

Quantity	Unit	Description	Image
2	m ³	Organic Garden Soil A blend of soil, coarse sand, composted sawdust, composted pine bark and composted organics. Suits general landscaping and garden bed rejuvenation or can be used for going under turf.	
2	20Kg	Rooster Buster - Fertiliser Organic fertiliser pellets	


QUOTATION

Customer

Sanctuary Cove Primary G.T.P.201
C/- Sanctuary Cove Primary B/C PO Box 15
Sanctuary Cove QLD 4212
Peter Gannon
peter.gannon@scove.com.au

Quote No: QU1757
Quote Date: 13 February 2024
Quote Valid: 13 March 2024
Site: Riverside Drive
Sanctuary Cove QLD 4212
Pages: Page 3 of 4

Quote | Schotia Island Pump Station Landscape Works

17	45L	<p>Syzygium australe Resilience Resilience Lilly Pilly Syzygium Resilience is a resilient and versatile evergreen shrub. With glossy green leaves, it forms a dense canopy ideal for privacy screens or hedging. It tolerates both drought and wet soil, making it adaptable to various conditions. This fast-growing plant produces white fluffy flowers followed by edible berries, attracting birds. Syzygium Resilience is low-maintenance, pest-resistant, and reaches a height of 4m. It adds beauty and functionality to garden spaces, making it a popular choice for landscapers. Popular also for topiary. Grows approx to 4m H x 2-3m W. MATURE HEIGHT: MATURE WIDTH: 2-4m 1-2m POSITION: SOIL TYPE: Full Sun, Semi Shade Loam, Sandy, Well Drained</p>	
1	Unit	<p>Delivery Fees Delivery Fees</p>	



QUOTATION

Customer

Sanctuary Cove Primary G.T.P.201
C/- Sanctuary Cove Primary B/C PO Box 15
Sanctuary Cove QLD 4212
Peter Gannon
peter.gannon@scove.com.au

Quote No: QU1757
Quote Date: 13 February 2024
Quote Valid: 13 March 2024
Site: Riverside Drive
Sanctuary Cove QLD 4212
Pages: Page 4 of 4

Quote | Schotia Island Pump Station Landscape Works

Agreement and Contract Notes

Notes:

- All works to be performed as per our standard terms and conditions, a copy of which is available upon request.

----- END -----



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

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

Date and time of meeting: Thursday 28th March 2024

Meeting time: 11:00AM – 12:53PM

Chairperson: Chairperson – Stuart Shakespeare

ATTENDANCE

The following members were Present in Person at the meeting:

Lot: Alpinia GTP 107209 Owner: Alpinia GTP 107209 Rep: Mrs Dianne Taylor
Lot Araucaria GTP 1790 Owner: Aracauria GTP 1790 Rep: Mrs Caroline Tolmie
Lot: Banksia Lakes GTP 107278 Owner: Banksia Lakes GTP 107278 Rep: Mr Andrew Brown
Lot: Caladenia GTP 107399 Owner: Caladenia GTP 107399 Rep: Mr Tony McGinty
Lot: Cassia GTP 1702 Owner: Cassia GTP 1702 Rep: Mr Peter Cohen
Lot: Colvillia GTP 2504 Owner: Colvillia GTP 2504 Rep: Mr Robert Nolan
Lot: Corymbia GTP 107406 Owner: Corymbia GTP 107406 Rep: Mrs Shawlene Nefdt
Lot: Darwinia GTP 107488 Owner: Darwinia GTP 107488 Rep: Mrs Jane Burke
Lot: Felicia GTP 107128 Owner: Felicia GTP 107128 Rep: Mr Stuart Shakespeare
Lot: Harpullia GTP 107045 Owner: Harpullia GTP 107045 Rep: Mr Paul Kernaghan
Lot: Livingstonia GTP 1712 Owner: Livingstonia GTP 1712 Rep: Mr Brian Earp
Lot: Molinia GTP 107442 Owner: Molinia GTP 107442 Rep: Ms Cheryl McBride
Lot: Roystonia GTP 1769 Owner: Roystonia GTP 1769 Rep: Mrs Simone Hoyle
Lot: Schotia Island GTP 107106 Owner Schotia Island GTP 107106 Rep: Mr Wayne Bastion
Lot: Tristania GTP 107217 Owner: Tristania GTP 107217 Rep: Mr Mark Winfield
Lot: Woodsia GTP 107353 Owner: Woodsia GTP 107353 Rep: Mr Peter Hay
Lot: Zieria GTP 107434 Owner: Zieria GTP 107434 Rep: Mr Hugh Martin
Lot: 83 Owner: Mulpha Sanctuary Cove (Developments) Pty Limited Rep: Mr Mick McDonald

The following members present by Voting Paper and In Person:

Lot: 83 Owner: Mulpha Sanctuary Cove (Developments) Pty Limited Rep: Mr Mick McDonald

The following members present by Voting Paper:

Lot: Alyxia GTP 107456 Owner: Alyxia GTP 107456 Rep: Mr Stephen Anderson
Lot: Alphitonia GTP 107509 Owner: Alphitonia GTP 107509 Rep: Mr Stephen Anderson
Lot: Adelia GTP 107360 Owner: Adelia GTP 107360 Rep: Mr Gary Simmons
Lot: Bauhinia GTP 1701 Owner: Bauhinia GTP 1701 Rep: Mr Richard Sherman
Lot: Fuschia GTP 107432 Owner: Fuschia GTP 107432 Rep: Mr Nabil Issa
Lot: Justicia GTP 107472 Owner: Justicia GTP 107472 Rep: Mr Stephen Anderson
Lot: Plumeria GTP 2207 Owner: Plumeria GTP 2207 Rep: Mr Nicholas Eisenhut
Lot: Washingtonia GTP 1703 Owner: Washingtonia GTP 1703 Rep: Mr Anthony Ellingford
Lot: 21 Owner: Mulpha Sanctuary Cove (Developments) Pty Limited Rep: Stephen Anderson
Lot: 81 Owner: Mulpha Sanctuary Cove (Developments) Pty Limited Rep: Stephen Anderson

The following members were present by Proxy:

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

Present by Invitation:

Ms Jodie Cornish, Manager Body Corporate, SCBCS (Minute Taker)

Apologies:

- Mr Tony Ellingford
- Mr Gary Simmons
- Mr Richard Sherman
- Mr Nicholas Eisenhut
- Mr Nabil Issa
- Mr Stephen Anderson
- Mr Michael Longes
- Mr Dale St George

The following members were not financial for the meeting: **NIL**

A quorum was present.

The Meeting was recorded.

Motions

1	Body Corporate - Approval of Previous General Meeting Minutes – 8th February 2024 (Agenda Item 5.1)	ORDINARY RESOLUTION
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Proposed by: Statutory Motion	CARRIED
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<p>RESOLVED that the Minutes of the PBC Extraordinary General Meeting held on 8th February 2024 be accepted as a true and correct record of the proceedings of the meeting.</p> <p>NOTE: MN for Caladenia stated he voted ‘Yes’ for Motion 2 not ‘No’ as recorded.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Yes</td> <td style="width: 50%;">23</td> </tr> <tr> <td>No</td> <td>3</td> </tr> <tr> <td>Abstain</td> <td>2</td> </tr> </table>	Yes	23	No	3	Abstain	2
Yes	23						
No	3						
Abstain	2						

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia				Fuschia			X
Adelia	X			Justicia	X		
Alpinia	X			Harpullia	X		
Alyxia	X			Livingstonia	X		
Alphitonia	X			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 20 (S)	X		
Darwinia	X			MSCD Lot 81 (S)	X		
Felicia	X			MSCD Lot 83 (M)	X		

2 Body Corporate - Approval of Previous General Meeting Minutes – 29th February 2024 (Agenda Item 5.2) ORDINARY RESOLUTION

Proposed by: Statutory Motion

CARRIED

RESOLVED that the Minutes of the PBC Extraordinary General Meeting held on 29th February 2024 be accepted as a true and correct record of the proceedings of the meeting.

Yes	22
No	2
Abstain	4

NOTE: MN for Schotia Island submitted Annexure A attached

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia				Fuschia			X
Adelia	X			Justicia	X		
Alpinia	X			Harpullia	X		
Alyxia	X			Livingstonia	X		
Alphitonia	X			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 20 (S)	X		
Darwinia	X			MSCD Lot 81 (S)	X		
Felicia	X			MSCD Lot 83 (M)			X

3	Facilities – Expenditure for the engagement of Mass products to upgrade pit access systems for sewer pump station 15 (Agenda Item 5.3)	ORDINARY RESOLUTION
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Proposed by: PBC Chairperson

CARRIED

RESOLVED that The PBC agrees to expend \$14,430.90 Inc GST, plus a 10% contingency in the amount of \$1,443.00 Inc GST for the engagement of Mass Products for costs associated to upgrade the pit access systems for sewer pump station 15. Funds to be expensed from the Sinking Fund – Pumps – 22312.

Yes	28
No	0
Abstain	0

And further notes that in order to maintain a consistency of access lid equipment across site, only one (1) quote was obtained. The PBC approves the reduction in the required number of quotes to be obtained from two (2) to one (1).

FURTHER RESOLVED that The PBC agrees to expend \$6,996.00 INC GST, plus a 10% contingency in the amount of \$699.00 Inc GST for the engagement of Smartstone Group Pty Ltd for costs associated with the civil works. Funds to be expensed from the Sinking Fund – Pumps – 22312.

And further notes that as this contractor is listed as a preferred supplier for this type of work, only one (1) quote was obtained.

FURTHER RESOLVED that The PBC agrees to expend \$5,810.89 Inc GST plus a 10% contingency in the amount of \$581 Inc GST for the engagement of The Plant Management Company to undertake garden restoration works. Funds to be expensed from the Sinking Fund – Pumps – 22312.

And further notes that as this contractor is listed as a preferred supplier for this type of work, only one (1) quote was obtained.

NOTE: In DSTG absence, request for Shanyyn’s attendance if available to answer Facilities questions.

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia				Fuschia	X		
Adelia	X			Justicia	X		
Alpinia	X			Harpullia	X		
Alyxia	X			Livingstonia	X		
Alphitonia	X			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 20 (S)	X		
Darwinia	X			MSCD Lot 81 (S)	X		
Felicia	X			MSCD Lot 83 (M)	X		

Preamble Motion 4

In most situations, two visitor parking places must be provided on a driveway, within a residential lot.

There have been instances where vehicles have been parking long-term outside of a residential lot, on the Secondary Thoroughfare roads, verges, and other areas. As a general rule, this is not permitted within residential areas of the resort. This is encapsulated to a degree within the Residential Zone Activity By-Laws and the Development Control By-Laws.

To better control the parking of vehicles within the Secondary Thoroughfares, a recommendation is that the Secondary Thoroughfare By-Laws be amended to include a bylaw that forbids or limits the parking in these areas.

It’s appreciated that there are circumstances where trade and maintenance people may have to park in the Secondary Thoroughfare but there are instances where residents, or their visitors, are not complying with this requirement on an ongoing basis.

4 Amendment to the Secondary Thoroughfare By-Laws to control parking (Agenda Item 5.4)

SPECIAL RESOLUTION

Proposed by: PBC Chairperson

MOTION INVALID

RESOLVED that the following amendment be made to the Secondary Thoroughfare By-Laws -
Unless approved otherwise by the Principal Body Corporate, a person must not, and must not permit any invitee to –

Yes	
No	
Abstain	

- 1. park a vehicle or allow a vehicle to stand on any part of the Secondary Thoroughfare unless that part of the Secondary Thoroughfare has been clearly delineated as a car park; and*
- 2. where a car park is delineated in a Secondary Thoroughfare, park a vehicle for more than four hours.*

NOTE: Motion invalid due to a suggested amendment to remove ‘more than 4 hours’ and replace with ‘overnight 6pm to 6am’

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia				Fuschia			
Adelia				Justicia			
Alpinia				Harpullia			
Alyxia				Livingstonia			
Alphitonia				Molinia			
Araucaria				Plumeria			
Ardisia				Roystonia			
Banksia Lakes				Schotia Island			
Bauhinia				Tristania			
Caladenia				Washingtonia			
Cassia				Woodsia			
Colvillia				Zieria			
Corymbia				MSCD Lot 20 (S)			
Darwinia				MSCD Lot 81 (S)			
Felicia				MSCD Lot 83 (M)			

Preamble Motion 5

At the February EGM the motion that sought approval for the Mulpha boat show organisers to run bus transfers through the residential areas was withdrawn because some members argued that there was insufficient information for the members to make an informed decision.

The PBC Chair met with the organisers to obtain responses to community concerns and questions.

The boat show is a significant annual event that continues to increase in popularity. The secondary benefit to the residents is the attention the event draws to SC as a unique resort environment to live in and experience. This must be weighed up against the inconvenience to, and peace and quiet of, residents during the 4-day event.

With the ongoing diminishment of land within the resort for boat show parking, the organisers are needing to find alternative car parking locations. All public carparking (about 2500 cars) is now offsite on theme park and council land with coach transfers to the event. Additional parking for about 1500 vehicles is required for support staff. Exhibitors are parking at the Rec Club and adjacent land and Cypress Point (700 to 800). Parking for hotel and village retail staff vehicles (about 400) is to be accommodated on Mulpha's Sickle Ave site. The organisers are requesting PBC approval to transfer people from this carpark to the village via the residential areas, using 20-seat buses.

The organisers have advised and acknowledged the following -

- No general public or exhibitors will be permitted to use the Sickle Ave carpark or the shuttle buses through the residential areas. Boat show security personnel will supervise this requirement and the bus drivers will also be instructed to monitor as well.
- Hotel and Village retail staff start, and finish times are staggered through each day. The buses would run between 7am and 5.30pm daily with a peak period from 8am to 10am. The buses are anticipated to be on 20-to-30-minute cycles depending on demand. Three buses would be used during the peak periods and two during the intervening period.
- The buses could run outside the resort, along Sickle Ave and Hope Island Road but the concern is for potential delays due to traffic congestion into the main entry of the resort.
- To mitigate disturbance and inconvenience the organisers have agreed to change the proposed route through the Village Gate to access via the security roundhouse gate. The route taken would be along the Parkway to the Schotia Island Bridge roundabout then a right along Edgecliff Drive to the Sickle Ave gate. The buses would use the visitors' lane at the gates so as not to delay residents' access.
- The drivers will not let passengers off or on the buses along the prescribed route.
- The PBC's approval is for this year's event only. The intention is to seek PBC approval each year well in advance of the event. Sufficient information and consultation will be provided for the PBC to make an informed decision.
- Free entry tickets to the event will be provided to residential owners again this year.

The organisers have provided an information summary for inclusion in the EGM meeting booklet.

5 Approval for shuttle buses through residential zone during Boat Show (Agenda Item 5.5)

POLL VOTE BY CASSIA

Proposed by: PBC Chairperson

MOTION INVALID

RESOLVED that the PBC EGM approves and accepts shuttle buses to transit through the residential zone during the 2024 Sanctuary Cove International Boat Show. The shuttle will commence from an event car park located off Sickie Avenue into the cove to cater for Village tenants and hotel staff and potentially other additional stakeholder groups as required.

Yes	
No	
Abstain	

NOTE: Motion invalid due to a suggested removal of 'and potentially other additional stakeholder groups as required'.

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia				Fuschia			
Adelia				Justicia			
Alpinia				Harpullia			
Alyxia				Livingstonia			
Alphitonia				Molinia			
Araucaria				Plumeria			
Ardisia				Roystonia			
Banksia Lakes				Schotia Island			
Bauhinia				Tristania			
Caladenia				Washingtonia			
Cassia				Woodsia			
Colvillia				Zieria			
Corymbia				MSCD Lot 20 (S)			
Darwinia				MSCD Lot 81 (S)			
Felicia				MSCD Lot 83 (M)			

Preamble Motion 6

29 June 2023, the Sanctuary Cove Principal Body Corporate (PBC) executive committee (EC) members received a communication from MBA lawyers, under instruction from the Primary Thoroughfare Body Corporate (PTBC), to enter a Deed of Agreement to amend Section 56 of the Sanctuary Cove Resort Act 1985 (Qld) (SCRA). The fee for legal service from MBA Lawyers was paid by Mulpha Sanctuary Cove Developments (MSCD).

The PTBC proposed the following at p10:

- (a) The PTBC and PBC enter the enclosed Deed of Agreement.*
- (b) The parties work together to obtain any necessary expert opinion or advice in relation to the town planning effects an amended Section 56 would have.*

Rather than provide a written reply, the PBC Chairperson entered into a verbal agreement with MSCD and Sanctuary Cove Golf and Country Club Holdings (SCGCCH) representatives to confer on s56 and other associated matters with the ultimate intent of obtaining independent legal advice on amendments to the SCRA encompassing all possible outcomes. Mulpha's interest in continuing this process appears to have ceased.

No further communication from the PTBC or MSCD was received until February 2024 when Mr Barry Teeling, Mulpha's Development Manager Qld, wrote to the PBC with a repeated request to execute the same Deed of Agreement. The implication was the amendment would benefit the PBC and PTBC, with a particular emphasis on the preservation of the rights and entitlements of the owners within the Residential Zones.

The PBC EC members do not share Mr Teeling's opinion and consider the amendment may have the potential to undermine the original intention of the SCRA, adversely impact the rights and entitlements of the residential zone lot owners and increase the likelihood of a government approval for the development of lots 52 and 54, and similar future developments.

There is an important requirement for the PBC to seek the independent advice of an expert lawyer who is experienced in the SCRA and statutory planning legislation.

In Correspondence for Information, you will notice:

1. June 2023 letter and draft deed from MBA Lawyers.
2. February 2024 Mulpha letter from Mr Barry Teeling
3. February 2024 PBC response letter to Mr Barry Teeling
4. Briefing note to solicitors
5. Quotes from three solicitors

After assessing the quotes and the particular experience of the responsible person and their response to items 1 to 4 above, the PBC EC members are recommending that legal advice is sought from Mr Ian Hazzard, Partner, McCullough Robertson Lawyers.

Mr Hazzard has assisted the Qld Govt in the past to review and draft legislation including the Sanctuary Cove Resort Act 1985 (Qld), Land Sales Act 1984 (Qld), Integrated Resort Development Act 1987 (Qld), and the body Corporate Community Management Act 1997 (Qld).

Despite, his higher charge compared to less experienced legal counsel, Mr Hazzard is the most experienced and a recognised expert with hands-on involvement. A higher hourly charge from an experienced specialist can result in greater efficiency, and most importantly, better outcomes.

6 Approval of Legal Expenses: Amendment to Section 56 Sanctuary Cove Resort Act 1985 (Qld) (SCRA) and PTBC Lot Entitlement Amendments (Agenda Item 5.6) ORDINARY RESOLUTION

Proposed by: PBC Chairperson

CARRIED

RESOLVED that approval be given to engage the services of Mr Ian Hazzard LLB (Hons), McCullough Robertson Lawyers, to advise on the potential effects on the PBC residential owners 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 with an option of a further \$10,000, subject to PBC’s approval.

Yes	22
No	1
Abstain	5

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia				Fuschia	X		
Adelia	X			Justicia			X
Alpinia	X			Harpullia	X		
Alyxia			X	Livingstonia	X		
Alphitonia			X	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 20 (S)			X
Darwinia	X			MSCD Lot 81 (S)			X
Felicia	X			MSCD Lot 83 (M)		X	

6. Correspondence for Information

- MN for Zieria submitted Annexure B attached referring to the Chairpersons letter dated 6th March 2024

Correspondence for Action

- MN for Zieria stated the installation for sitewide irrigation should be factored into the budget for 2024/2025. He mentioned he was required to install irrigation to maintain the turf on the nature strip adjacent to his home before receiving his bond back from Body Corporate Services.
- The Chair requested he submit all the correspondence relating to this issue for further investigation.

7. Business Arising

- MN for Harpullia requested a copy of the Preferred Suppliers List and queried when it was last reviewed.
- Discussion for PBC MN to have access to records without fee, the Chair raised some concerns from BCS where the requests could get out of control and become time consuming. Request access for PBC to have all information on the portal, including PTBC agenda and minutes.
- Remove 7.2 Village update MSCD and replace with Town Hall meeting MSCD. Require more communication from MSCD regarding work and future developments.
- Request a copy of Town Hall presentation from MSCD.
- Request for update from DSTG on water leak situation and what is being done.
- Breach of Code of Conduct discussed, plans for Independent Governance Review for steps forward.
- RBCS discussed a motion for next meeting to cease sourcing new RBCs for RBCS until further information is sourced.

7.1 PBC Motions – April 2024:

- Approval for legal costs for compliance enforcement Lot 37 & Lot 41
- STBL amendment
- Shuttle buses for Boat Show amendment
- PBC MN request for information without fee and can be sent electronically
- Independent Governance Review
- RBCS cease sourcing new RBCs until further notice

7.2 Town Hall Meeting MSCD

7.3 Next meeting to be held Wednesday 24 April 2024 @ 11:00 due to Thursday being Public Holiday - Anzac Day.

MEETING CLOSED @ 12:53pm

Chairperson:



SEWER PUMP STATION LID/ACCESS SYSTEM UPGRADE

DISTRIBUTION: PBC	ATTACHMENTS: 4	DATE: March 2024
MOTION RESOLVED The PBC agrees to expend \$14,430.90 Inc GST, plus a 10% contingency in the amount of \$1,443.00 Inc GST for the engagement of Mass Products for costs associated to upgrade the pit access systems for sewer pump station 15. Funds to be expensed from the Sinking Fund – Pumps – 22312. And further notes that in order to maintain a consistency of access lid equipment across site, only one (1) quote was obtained. The PBC approves the reduction in the required number of quotes to be obtained from two (2) to one (1). FURTHER RESOLVED The PBC agrees to expend \$6,996.00 INC GST, plus a 10% contingency in the amount of \$699.00 Inc GST for the engagement of Smartstone Group Pty Ltd for costs associated with the civil works. Funds to be expensed from the Sinking Fund – Pumps – 22312. And further notes that as this contractor is listed as a preferred supplier for this type of work, only one (1) quote was obtained. FURTHER RESOLVED The PBC agrees to expend \$5,810.89 Inc GST plus a 10% contingency in the amount of \$581 Inc GST for the engagement of The Plant Management Company to undertake garden restoration works. Funds to be expensed from the Sinking Fund – Pumps – 22312. And further notes that as this contractor is listed as a preferred supplier for this type of work, only one (1) quote was obtained.		

Objective

To upgrade the lids/access systems at Pump Station, in order to provide a safe working environment for maintenance workers and to achieve compliance with all relevant WHS standards & legislation. In particular AS 3996-2006 – Access Covers and Grates, which specifies requirements for access covers and grates for use in vehicular and pedestrian areas.

Background

Whilst completing regular site inspections and undertaking a risk assessment of the removal and replacement of sewer pumps from pits, it was noted that 60% of the current sewer pump stations at Sanctuary Cove are no longer compliant with relevant WHS standards and require replacement / upgrade in order to provide a safe working environment.

Current risks when working over non-compliant sewer pits are;

- Potential fall from heights
- Confined space works
- Electrical shock
- Biological/Atmospheric

The recommended pit access system has grates in place, which when the lids are opened prevents falls from height into the sewer pump well and eliminates the serious risk of death or injury to workers.



SEWER PUMP STATION LID/ACCESS SYSTEM UPGRADE

Please see below photos of existing sewer pump station 15.



Please see below example of the proposed new access system upgrade.



Scope of works

The proposed works outlined in this proposal offer optimal value for expenditure while prioritising safety in the work environment, facilitating access to floats, cables, and enabling visual inspections with lids open.

Pump Station 15 perimeter is surrounded by a block retaining wall which prevents access to the sides or back of both existing covers. This limited space around them makes it extremely unsafe and difficult for operators to open the covers with the added risk of not having any fall protection when the lids are open or in the process of being opened. A minimum 600mm walkway clearance around the covers must be allowed for.

Access System Inclusions:

- Temp Fencing of each site.
- Reinstatement of topsoil & turf where required.
- Excavation/concrete cutting/supply of new concrete slabs where required.



SEWER PUMP STATION LID/ACCESS SYSTEM UPGRADE

- Extending pump rails & guides to enable safe removal of pumps where required.
- Supply and install new float bar and hooks.
- Removal of existing cover and frame, supply, and installation of new aluminium access covers
- Inclusive of services location prior to excavation
- Disposal off site of all excavated concrete, dirt/soil as required.

Civil Works scope Inclusions:

- Uplift the existing retaining wall blocks and stack to one side for re-use.
- Excavate the area to the required size and remove the spoil from site.
- Supply and pour an extension to the existing concrete slab.
- Relay the existing blocks to the required new size and supply additional retaining wall blocks and caps to make up the difference.
- Construct river rock path with larger rock retaining walls to access pump station.

Revegetation works scope inclusions:

- Supply and install 3m³ x organic gardens soil.
- Supply and install 17 x 45L Lilly Pilly.
- Supply and install 2m³ x 1 inch hoop pine.
- Fertilise and water after installation.

Pricing

Mass Products have previously installed upgraded access systems at five other sewer pit locations around site with substantial cost savings compared with other quotations received at the time.

Prices are listed as ex GST

Contractor	Cost	Works
Mass Products	\$ 13,119.00	Access System supply and installation
Smartstone Group Pty Ltd	\$6,360.00	Civil Works
Plant Management	\$5,282.63	Restoration of garden
TOTAL	\$24,761.63	

Attachments

- Mass Products- Quotations 00425
- Civil Works Quotation- Smartstone Group Pty Ltd – Email
- Plant Management - Revegetation Quotation QU1757

FINANCIAL STATEMENTS

Sanctuary Cove Principal G.T.P. 202

BALANCE SHEET

AS AT 30 JUNE 2024

	ACTUAL 30/06/2024	ACTUAL 31/10/2023
<u>OWNERS FUNDS</u>		
Administrative Fund	824,399.43	806,104.11
Sinking Fund	7,354,858.45	6,326,756.23
<u>TOTAL</u>	<u>\$ 8,179,257.88</u>	<u>\$ 7,132,860.34</u>

THESE FUNDS ARE REPRESENTED BY

CURRENT ASSETS

Cash At Bank	3,107.66	62,488.89
Pbc Bond A/C Deposits	395,075.00	416,750.00
Mbl Pbc Fix Term 1	500,000.00	0.00
Mbl Pbc Fix Term 2	1,000,000.00	1,000,000.00
Mbl Pbc Fix Term 3	250,000.00	1,000,000.00
Mbl Pbc Fix Term 5	162,000.00	500,000.00
Mbl Pbc Fix Term 8	0.00	500,000.00
Mbl Pbc Fix Term 9	500,000.00	500,000.00
Boq Pbc Fix Term 1	3,500,000.00	3,500,000.00
Sccsl - 50% Shareholding	5,500.00	5,500.00
Macquarie At Call	2,910,246.49	1,265,426.20
Boq At Call Pbc	966.04	966.04
Levies Billed Not Due	0.00	3,296,421.52
Prepayments	60.00	60.00
Other Arrears	4,417.00	4,876.50
Utility Arrears	(10,563.83)	352,209.28
Secondary Debtors	1,520.00	33,228.72
Accruals Receivables	71,561.03	206,153.99
Prepayments	93,622.70	1,673,987.85
<u>TOTAL CURRENT ASSETS</u>	1,208,254.21	7,185,208.65

NON-CURRENT ASSETS

<u>TOTAL NON-CURRENT ASSETS</u>	0.00	0.00
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TOTAL ASSETS

9,387,512.09	14,318,068.99
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CURRENT LIABILITIES

Sanctuary Cove Principal G.T.P. 202

BALANCE SHEET

AS AT 30 JUNE 2024

	ACTUAL 30/06/2024	ACTUAL 31/10/2023
Gst Clearing Account	34,469.41	22,978.51
Payg Clearing Account	(0.11)	0.00
Provision - Income Tax	38,187.88	88,381.77
Revenue Received In Advance	0.00	4,254.54
Arc Bond Liability	395,075.00	416,750.00
Ftth Liability	149,613.71	164,254.02
Creditors	258,612.23	2,447,276.16
Accruals	332,181.52	1,044,452.26
Levies Billed Not Due	0.00	2,996,746.84
Prepayments	54.57	54.55
Other Payments In Advance	60.00	60.00
<u>TOTAL LIABILITIES</u>	1,208,254.21	7,185,208.65
<u>NET ASSETS</u>	<u>\$ 8,179,257.88</u>	<u>\$ 7,132,860.34</u>

Sanctuary Cove Principal G.T.P. 202

STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 01 NOVEMBER 2023 TO 30 JUNE 2024

	ACTUAL 01/11/23-30/06/24	BUDGET 01/11/23-31/10/24	VARIANCE %	ACTUAL 01/11/22-31/10/23
<u>ADMINISTRATIVE FUND</u>				
<u>INCOME - ADMINISTRATIVE FUND</u>				
Administrative Fund Levy	7,231,758.15	9,641,727.66	75.00	8,657,062.40
Mutual Revenue - Certificates	211.22	0.00		534.67
Mutual Revenue - Debt Recovery	10,321.82	0.00		27,665.94
Mutual Revenue - Lot Mows	35,073.49	53,165.00	65.97	47,614.42
Mutual Revenue - Other	0.00	0.00	0.00	120,000.00
Mutual Revenue - Water Potable	792,562.77	1,458,942.93	54.32	1,527,872.25
Mutual Revenue - Water Waste	610,696.23	1,100,606.07	55.49	1,159,670.56
Mutual Revenue - Ftth	11,169.13	19,583.00	57.03	50,270.66
Non-Mutual Rev-Arc Application	49,664.49	150,000.00	33.11	77,322.61
Non-Mutual Rev - Certificates	4,678.36	0.00		7,373.89
Non-Mutual Rev - Electricity	16,446.53	20,000.00	82.23	23,351.55
Non-Mutual Revenue - Ftth	57,288.00	10,000.00	572.88	82,344.00
<u>TOTAL ADMIN. FUND INCOME</u>	8,819,870.19	12,454,024.66		11,781,082.95
<u>EXPENDITURE - ADMIN. FUND</u>				
Accounting - Audit	851.00	4,095.00	20.78	4,100.50
Accounting - Tax Services	0.00	220.00	0.00	220.00
<u>ADMIN - BANK CHARGES</u>				
Admin - Bank Charges	3,221.46	10,013.00	32.17	6,167.09
Admin - Software Licence Costs	31,456.40	33,278.00	94.53	27,596.96
Admin - Meetings	499.54	720.00	69.38	939.03
Admin - It Maintenance Fees	19,390.48	32,329.00	59.98	28,982.39
Admin - Postage	25,892.15	36,653.00	70.64	35,949.12
Admin - Print/Copy Costs	4,753.39	12,000.00	39.61	6,659.95
Arc Related Costs	35,471.37	150,000.00	23.65	59,015.22
Ptbc Levy Cost	802,200.00	1,069,600.00	75.00	1,046,181.80
Management Fees	1,009,685.39	1,320,367.00	76.47	1,317,777.79
Security Services Fees	2,654,460.03	3,499,912.00	75.84	3,250,619.39
Admin - Filing Fees	(655.35)	1,000.00	(65.54)	798.65
Network Manager Service Fees	352,894.36	359,150.00	98.26	388,262.15
Consultant Services	11,880.50	30,000.00	39.60	43,919.72
Legal Services	34,966.18	150,000.00	23.31	60,006.10
Cleaning	11,094.26	20,000.00	55.47	17,354.73
Debt Collection Costs	245.45	0.00		490.91
Electrical - Contract	73,154.61	125,893.00	58.11	92,330.20

Sanctuary Cove Principal G.T.P. 202

STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 01 NOVEMBER 2023 TO 30 JUNE 2024

	ACTUAL	BUDGET	VARIANCE	ACTUAL
	01/11/23-30/06/24	01/11/23-31/10/24	%	01/11/22-31/10/23
Electrical-Materials/Machinery	25,022.80	40,000.00	62.56	43,068.95
Fire Protection-Audit/Inspect	0.00	14,255.00	0.00	13,665.00
Gross Pollutant Trap - Mtce	12,450.60	18,728.00	66.48	13,782.43
Grounds & Garden - Contract	561,203.20	931,088.00	60.27	815,852.96
Grounds & Garden - Other	41,244.79	50,000.00	82.49	56,898.32
Grounds & Garden - Mulching	23,375.00	25,000.00	93.50	57,878.41
Grounds & Garden - Tree Mgmt	85,992.67	25,000.00	343.97	82,711.67
Hire & Rental	46,666.64	95,000.00	49.12	41,774.17
Insurance - Brokerage	7,945.16	12,712.00	62.50	11,293.95
Insurance - Excess	18,509.94	5,000.00	370.20	0.00
Insurance- Premium	117,510.57	201,794.00	58.23	174,509.09
Irrigation - Contract	58,132.97	112,273.00	51.78	157,454.30
Irrigation -Material/Machinery	17,814.63	37,500.00	47.51	29,406.57
Irrigation - Golf Lakes Mtce	37,432.96	10,000.00	374.33	56,149.44
Irrigation - A Class Water	20,078.75	137,970.00	14.55	18,473.66
Oncharged - Debt Recovery	10,321.82	0.00		27,665.95
Oncharged - Lot Mows	20,173.18	31,987.00	63.07	28,586.00
Pest Control	880.00	10,669.00	8.25	3,130.00
Plumbing - Contract	78,748.71	137,433.00	57.30	104,918.04
Plumbing - Materials/Machinery	82,677.23	125,000.00	66.14	139,387.34
Motor Vehicle/Buggy Expenses	4,815.60	15,000.00	32.10	7,801.00
Repairs & Maintenance	13,525.81	35,000.00	38.65	22,936.43
Rep & Mtce - Harbour	6,800.00	20,000.00	34.00	17,614.00
Rep & Mtce - Cctv	387.10	5,000.00	7.74	103.00
Roads	27,430.73	45,000.00	60.96	41,422.50
Road Sanding	0.00	30,000.00	0.00	15,211.00
Road Sweeping	47,250.40	65,804.00	71.80	59,073.24
Signage	2,520.18	4,000.00	63.00	6,326.57
Waste Removal - Contract	559,727.00	857,678.00	65.26	838,107.02
Waste Removal - Other	6,560.36	30,000.00	21.87	16,688.00
Land Holding - Land Tax	0.00	56,734.00	0.00	18,772.32
Land Holding - Rates	7,442.69	14,502.00	51.32	14,828.18
Utilities - Electricity / Gas	107,702.84	152,153.00	70.79	151,265.30
Utilities - Water	261,632.60	85,000.00	307.80	656,774.18
Utilities - Water Oncharged	1,403,316.48	2,559,549.00	54.83	2,687,542.81
Water Billing	7,607.22	11,220.00	67.80	11,581.82
Water Meter Reads	7,213.02	20,000.00	36.07	14,286.01
Workers Compensation	0.00	194.00	0.00	182.68

Sanctuary Cove Principal G.T.P. 202

STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 01 NOVEMBER 2023 TO 30 JUNE 2024

	ACTUAL 01/11/23-30/06/24	BUDGET 01/11/23-31/10/24	VARIANCE %	ACTUAL 01/11/22-31/10/23
<u>TOTAL ADMIN. EXPENDITURE</u>	8,801,574.87	12,883,473.00		12,844,494.01
<u>SURPLUS / DEFICIT</u>	<u>\$ 18,295.32</u>	<u>\$ (429,448.34)</u>		<u>\$ (1,063,411.06)</u>
Opening Admin. Balance	806,104.11	806,104.11	100.00	1,869,515.17
<u>ADMINISTRATIVE FUND BALANCE</u>	<u>\$ 824,399.43</u>	<u>\$ 376,655.77</u>		<u>\$ 806,104.11</u>

Sanctuary Cove Principal G.T.P. 202

STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 01 NOVEMBER 2023 TO 30 JUNE 2024

	ACTUAL 01/11/23-30/06/24	BUDGET 01/11/23-31/10/24	VARIANCE %	ACTUAL 01/11/22-31/10/23
<u>SINKING FUND</u>				
<u>INCOME - SINKING FUND</u>				
Sinking Fund Levies	1,758,482.37	2,344,669.68	75.00	2,276,363.52
Interest Earned	235,123.03	67,858.00	346.49	301,070.50
<u>TOTAL SINKING FUND INCOME</u>	1,993,605.40	2,412,527.68		2,577,434.02
<u>EXPENDITURE - SINKING FUND</u>				
S/Fund Income Tax Expense	78,460.20	0.00		96,773.38
Consultant S/Fund Reports	0.00	30,000.00	0.00	875.00
Bridges	0.00	0.00	0.00	2,475.00
Electrical Lights	274,306.82	200,000.00	137.15	267,250.41
Facilities Equipment	0.00	1,460.00	0.00	0.00
Fences/Gates	0.00	0.00	0.00	9,204.50
Ftth	0.00	40,000.00	0.00	0.00
Hydraulic/Electrical Supplies	6,730.40	0.00		10,430.23
Harbour	11,862.90	0.00		3,232.90
Irrigation Control	35,917.05	0.00		2,454,413.06
Irrigation Mains	0.00	0.00	0.00	(315.00)
Irrigation Valves	0.00	31,791.00	0.00	0.00
Landscape	171,108.44	73,920.00	231.48	175,118.23
Pathways	0.00	240,000.00	0.00	55,874.00
Pumps	67,495.63	60,000.00	112.49	0.00
Roads	37,148.90	0.00		161,359.00
Roadways-Kerbs & Gutters	290,547.00	750,000.00	38.74	1,105,272.00
Security System	(26,464.13)	445,068.00	(5.95)	264,798.06
Stormwater Point	7,680.00	0.00		68,805.16
Switchboard Meter	600.00	67,943.00	0.88	0.00
Vehicles	2,160.00	0.00		54,749.80
Walls Fences	5,450.00	0.00		630.00
Water Lines	(24,316.64)	0.00	0.00	359,501.96
Water Pipelines	3,170.60	0.00		0.00
Water Point	23,646.01	250,000.00	9.46	49,605.47
<u>TOTAL SINK. FUND EXPENDITURE</u>	965,503.18	2,190,182.00		5,140,053.16
<u>SURPLUS / DEFICIT</u>	<u>\$ 1,028,102.22</u>	<u>\$ 222,345.68</u>		<u>\$ (2,562,619.14)</u>
Opening Sinking Fund Balance	6,326,756.23	6,326,756.23	100.00	8,889,375.37
<u>SINKING FUND BALANCE</u>	<u>\$ 7,354,858.45</u>	<u>\$ 6,549,101.91</u>		<u>\$ 6,326,756.23</u>

ACTUAL V BUDGET ANALYSIS

**Sanctuary Cove
Principal Body Corporate**
Budget Variance Analysis
For the period ended 30 June 2024

**Principal Body Corporate (PBC)
ADMINISTRATION FUND
For the year period 1 November 2023 to 31 June 2024**

The Admin Fund YTD has resulted in a net surplus position of \$304.6k, \$7k (2.4%) favourable to the YTD budget.
Total expenses incurred YTD \$7.3m, \$64.4k (0.7%) unfavourable to budget.

Principal Body Corporate (YTD Expenditure Variances)	FY2024 Actual	FY2024 Budget	Variance \$	Variance %	Note
Admin - bank charges	3,221	6,676	3,454	51.7%	
Admin - software licence costs	31,456	21,852	(9,604)	(44.0)%	1
Admin - meetings	500	480	(20)	(4.1)%	2
Admin - IT Monthly Maintenance	19,390	21,553	2,162	10.0%	
Admin - postage	25,892	24,435	(1,458)	(6.0)%	3
Admin - print/copy costs	4,753	8,000	3,247	40.6%	
PTBC Levy - Administration Fund	466,500	466,500	-	-	
PTBC Levy - Sinking Fund	335,700	335,700	-	-	
Management Fees	1,009,685	1,009,685	-	-	
Security services	2,654,460	2,654,460	-	-	
Admin - Filing Fee	(655)	667	1,322	198.3%	
Network Manager Service Fees	352,894	236,639	(116,256)	(49.1)%	4
Consultants	11,881	20,000	8,120	40.6%	
Legal Services	34,966	100,000	65,034	65.0%	
Cleaning	11,094	13,333	2,239	16.8%	
Electrical - contract	73,155	83,929	10,774	12.8%	
Electrical - Materials/Machinery	25,023	26,667	1,644	6.2%	
Gross Pollutant Trap - Mtce	12,451	18,728	6,278	33.5%	
Grounds & Garden - contract	561,203	620,725	59,522	9.6%	
Grounds & Garden - other	41,245	33,333	(7,911)	(23.7)%	5
Grounds & Garden - mulching	23,375	16,667	(6,708)	(40.3)%	6
Grounds & Garden - tree management	85,993	16,667	(69,326)	(416.0)%	7
Hire/Rental- Facilities Compound	46,667	63,333	16,667	26.3%	
Insurance - Brokerage	7,945	8,475	530	6.3%	
Insurance Excess	18,510	5,000	(13,510)	(270.2)%	8
Insurance Premiums	117,511	134,529	17,019	12.7%	

Irrigation - contract	58,133	74,849	16,716	22.3%	
Irrigation - materials/machinery	17,815	25,000	7,185	28.7%	
Irrigation - Golf Lakes Maintenance	37,433	6,667	(30,766)	(461.5)%	9
Irrigation - A class water usage	20,079	91,980	71,901	78.2%	
Pest control	880	7,113	6,233	87.6%	
Plumbing - contract	78,749	91,622	12,873	14.1%	
Plumbing - materials/machinery	82,677	83,333	656	0.8%	
Motor Vehicle / Buggy Expenses	4,816	10,000	5,184	51.8%	
Repairs & Maintenance	13,526	23,333	9,808	42.0%	
R&M - Harbour	6,800	13,333	6,533	49.0%	
R&M - CCTV	387	3,333	2,946	88.4%	
Roads	27,431	30,000	2,569	8.6%	
Road Sanding	-	30,000	30,000	100.0%	
Road sweeping	47,250	43,870	(3,381)	(7.7)%	10
Signage	2,520	2,667	146	5.5%	
Waste Removal - contract	559,727	571,785	12,058	2.1%	
Waste Removal - other	6,560	20,000	13,440	67.2%	
Land Holding - rates	7,443	7,251	(192)	(2.6)%	11
Utilities - electricity/gas	107,703	101,435	(6,268)	(6.2)%	12
Water Charges	261,633	63,750	(197,883)	(310.4)%	13
Water Billing	7,607	7,480	(127)	(1.7)%	14
Water Meter Reads	7,213	10,000	2,787	27.9%	
Total Expenditure	7,332,047	7,267,684	(64,362)	(0.9)%	

Notes:

1. Admin – software licence costs: AssetFinda update costs requiring server upgrade and implementation costs of \$18.8k, monthly fee has been negotiated down to minimise total cost impact.
2. Admin – Meetings: Meeting and communication related costs – timing variance
3. Admin – Postage: Postage costs including water billing – timing variance.
4. Network Manager Fees: Repairs of FTTH cables including The Address, other repairs and asbestos testing of Fibre pits, multiple FTTH installations and materials held, purchase of 50 x ONU at \$61.7k to ensure sufficient stock as the manufacturer is ceasing production whilst an alternative solution is determined.

5. Grounds & Garden Other: Turf installation at Woodsia, Olympic Dr, pruning and garden upgrade – timing variance. Storm damage insurance settlement \$5.4k finalised
6. Grounds & Garden Mulching: Marine Drive North buffer garden – timing variance – no change from prior month
7. Grounds & Garden Tree Management: Tree pruning 5722, 5926, Colvillia Park storm damage works, other emergency works in clearing storm damage, Edgecliff Pruning and palm shaping. Storm damage insurance settlement \$7.1k finalised
8. Insurance excess: Excess charged in water leak repair claim and storm damage claims.
9. Irrigation – Golf Lakes Maintenance: Budget assumed A Class water usage. A water management plan was introduced which is offset by the savings in A class water.
10. Roads: Muirfield PI footpath and road, Cypress Point Road and Schotia Island Bridge works, pressure clean, paving repairs, road markings.
11. Land Holding – rates: Actual rates higher than the projected budget.
12. Utilities – Electricity/gas: Electricity rates increases
13. Water Charges – Water billing variance for potable and waste attributed to PBC based on proportion of water usage per meter reads and cost of credits applied for water leak relief to residents
14. Water Billing: Water billing costs increased marginally higher than the projected budget, further variances due to timing issues with changed billing frequency from supplier.

Aged Balance List:

Aged Debtors:

- Mutual revenue receivables \$4.4k, \$3.8k in current, and \$0.6k(net \$220) for non-respondent vacant lot mow debtor sitting in 120+ days.
- Second Debtors \$1.5k, all of which are current

Aged Creditors:

- Creditors balance is \$258.6k, \$121.3k is current with \$0.3k in 30days, \$121k held in retention for Hydro Vision.

SANCTUARY COVE PRINCIPAL BODY CORPORATE
BUDGET VARIANCE
Administration Fund Budget Variance - Period Ending 30 June 2024
DRAFT UNAUDITED - FOR MANAGEMENT PURPOSES ONLY

Actual JUN 24	Budget JUN 24	Variance \$	Details	Actual YTD JUN 24	Budget YTD JUN 24	Variance \$	Variance %	Budget Balance	Budget Utilisation %	FYF FY2024	Budget FY 2024	Variance \$	Variance %	FYA FY2023
			Income											
-	-	-	Admin Fund Levy	7,231,758	7,231,768	(10)		2,410,599	75.0%	9,642,357	9,642,357	-	0.0%	8,657,062
35,788	35,788	-	C/fwd Operating Surplus utilised	286,300	286,300	-		143,150	66.7%	429,450	429,450	-	0.0%	1,440,066
			Expenses											
851	851	-	Accounting - audit	851	851	-	0.0%	3,244	20.8%	4,255	4,095	(160)	(3.9)%	4,101
-	-	-	Accounting - tax services	-	-	-	-	220	0.0%	220	220	-	0.0%	220
163	834	672	Admin - bank charges	3,221	6,676	3,454	51.7%	6,792	32.2%	7,221	10,013	2,792	27.9%	6,167
984	2,607	1,623	Admin - software licence costs	31,456	21,852	(9,604)	(44.0)%	1,822	94.5%	33,278	33,278	-	0.0%	27,597
22	60	38	Admin - meetings	500	480	(20)	(4.1)%	220	69.4%	720	720	-	0.0%	939
2,424	2,694	270	Admin - IT Monthly Maintenance	19,390	21,553	2,162	10.0%	12,939	60.0%	32,329	32,329	-	0.0%	28,982
2,743	3,054	312	Admin - postage	25,892	24,435	(1,458)	(6.0)%	10,761	70.6%	36,653	36,653	-	0.0%	35,949
356	1,000	644	Admin - print/copy costs	4,753	8,000	3,247	40.6%	7,247	39.6%	12,000	12,000	-	0.0%	6,660
-	-	-	PTBC Levy - Administration Fund	466,500	466,500	-	0.0%	155,500	75.0%	622,000	622,000	-	0.0%	646,182
-	-	-	PTBC Levy - Sinking Fund	335,700	335,700	-	0.0%	111,900	75.0%	447,600	447,600	-	0.0%	400,000
-	-	-	Management Fees	1,009,685	1,009,685	-	0.0%	310,682	76.5%	1,320,367	1,320,367	-	0.0%	1,317,778
-	-	-	Security services	2,654,460	2,654,460	-	0.0%	846,081	75.8%	3,500,541	3,500,541	-	0.0%	3,250,619
-	83	83	Admin - Filing Fee	(655)	667	1,322	198.3%	1,655	(65.5)%	1,000	1,000	-	0.0%	799
93,109	27,515	(65,594)	Network Manager Service Fees	352,894	236,639	(116,256)	(49.1)%	6,255	98.3%	425,150	359,150	(66,000)	(18.4)%	388,262
4,800	2,500	(2,300)	Consultants	11,881	20,000	8,120	40.6%	18,120	39.6%	20,000	30,000	10,000	33.3%	43,920
2,674	12,500	9,827	Legal Services	34,966	100,000	65,034	65.0%	115,034	23.3%	100,000	150,000	50,000	33.3%	60,006
1,273	1,667	393	Cleaning	11,094	13,333	2,239	16.8%	8,906	55.5%	20,000	20,000	-	0.0%	17,355
8,351	10,491	2,140	Electrical - contract	73,155	83,929	10,774	12.8%	52,739	58.1%	120,000	125,893	5,893	4.7%	92,330
1,280	3,333	2,053	Electrical - Materials/Machinery	25,023	26,667	1,644	6.2%	14,977	62.6%	40,000	40,000	-	0.0%	43,069
-	-	-	Fire Protection - audit/inspect	-	-	-	-	14,255	0.0%	14,255	14,255	-	0.0%	13,665
382	-	(382)	Gross Pollutant Trap - Mtce	12,451	18,728	6,278	33.5%	6,278	66.5%	18,728	18,728	-	0.0%	13,782
70,164	77,591	7,427	Grounds & Garden - contract	561,203	620,725	59,522	9.6%	369,885	60.3%	931,088	931,088	-	0.0%	815,853
4,714	4,167	(547)	Grounds & Garden - other	41,245	33,333	(7,911)	(23.7)%	8,755	82.5%	50,000	50,000	-	0.0%	56,898
-	2,083	2,083	Grounds & Garden - mulching	23,375	16,667	(6,708)	(40.3)%	1,625	93.5%	25,000	25,000	-	0.0%	57,878
(184)	2,083	2,267	Grounds & Garden - tree management	85,993	16,667	(69,326)	(416.0)%	(60,993)	344.0%	85,993	25,000	(60,993)	(244.0)%	82,712
5,833	7,917	2,083	Hire/Rental- Facilities Compound	46,667	63,333	16,667	26.3%	48,333	49.1%	75,000	95,000	20,000	21.1%	41,774
1,011	1,059	48	Insurance - Brokerage	7,945	8,475	530	6.3%	4,767	62.5%	12,712	12,712	-	0.0%	11,294
350	-	(350)	Insurance Excess	18,510	5,000	(13,510)	(270.2)%	(13,510)	370.2%	20,000	5,000	(15,000)	(300.0)%	-
15,026	16,816	1,790	Insurance Premiums	117,511	134,529	17,019	12.7%	84,283	58.2%	181,794	201,794	20,000	9.9%	174,509
7,406	9,356	1,950	Irrigation - contract	58,133	74,849	16,716	22.3%	54,140	51.8%	95,557	112,273	16,716	14.9%	157,454
2,871	3,125	254	Irrigation - materials/machinery	17,815	25,000	7,185	28.7%	19,685	47.5%	29,500	37,500	8,000	21.3%	29,407
4,679	833	(3,846)	Irrigation - Golf Lakes Maintenance	37,433	6,667	(30,766)	(461.5)%	(27,433)	374.3%	56,149	10,000	(46,149)	(461.5)%	56,149
-	11,498	11,498	Irrigation - A class water usage	20,079	91,980	71,901	78.2%	117,891	14.6%	71,970	137,970	66,000	47.8%	18,474
220	889	669	Pest control	880	7,113	6,233	87.6%	9,789	8.2%	10,669	10,669	-	0.0%	3,130
9,407	11,453	2,045	Plumbing - contract	78,749	91,622	12,873	14.1%	58,684	57.3%	129,433	137,433	8,000	5.8%	104,918
1,370	10,417	9,047	Plumbing - materials/machinery	82,677	83,333	656	0.8%	42,323	66.1%	105,000	125,000	20,000	16.0%	139,387
1,710	1,250	(460)	Motor Vehicle / Buggy Expenses	4,816	10,000	5,184	51.8%	10,184	32.1%	8,816	15,000	6,184	41.2%	7,801
2,888	2,917	29	Repairs & Maintenance	13,526	23,333	9,808	42.0%	21,474	38.6%	35,000	35,000	-	0.0%	22,936
-	1,667	1,667	R&M - Harbour	6,800	13,333	6,533	49.0%	13,200	34.0%	20,000	20,000	-	0.0%	17,614
-	417	417	R&M - CCTV	387	3,333	2,946	88.4%	4,613	7.7%	5,000	5,000	-	0.0%	103
(950)	3,750	4,700	Roads	27,431	30,000	2,569	8.6%	17,569	61.0%	45,000	45,000	-	0.0%	41,423
-	-	-	Road Sanding	-	30,000	30,000	100.0%	30,000	0.0%	30,000	30,000	-	0.0%	15,211
5,920	5,484	(436)	Road sweeping	47,250	43,870	(3,381)	(7.7)%	18,554	71.8%	70,711	65,804	(4,906)	(7.5)%	59,073
-	333	333	Signage	2,520	2,667	146	5.5%	1,480	63.0%	4,000	4,000	-	0.0%	6,327
74,714	71,473	(3,241)	Waste Removal - contract	559,727	571,785	12,058	2.1%	297,951	65.3%	857,678	857,678	-	0.0%	838,107
877	2,500	1,623	Waste Removal - other	6,560	20,000	13,440	67.2%	23,440	21.9%	30,000	30,000	-	0.0%	16,688
-	-	-	Land Holding - land tax	-	-	-	-	56,734	0.0%	63,825	56,734	(7,092)	(12.5)%	18,772
-	-	-	Land Holding - rates	7,443	7,251	(192)	(2.6)%	7,059	51.3%	14,502	14,502	-	0.0%	14,828
15,221	12,679	(2,541)	Utilities - electricity/gas	107,703	101,435	(6,268)	(6.2)%	44,450	70.8%	170,703	152,153	(18,550)	(12.2)%	151,265
5,452	-	(5,452)	Water Charges	261,633	63,750	(197,883)	(310.4)%	(176,633)	307.8%	261,633	85,000	(176,633)	(207.8)%	656,774

SANCTUARY COVE PRINCIPAL BODY CORPORATE
BUDGET VARIANCE
Administration Fund Budget Variance - Period Ending 30 June 2024
DRAFT UNAUDITED - FOR MANAGEMENT PURPOSES ONLY

Actual JUN 24	Budget JUN 24	Variance \$	Details	Actual YTD JUN 24	Budget YTD JUN 24	Variance \$	Variance %	Budget Balance	Budget Utilisation %	FYF FY2024	Budget FY 2024	Variance \$	Variance %	FYA FY2023
888	935	47	Water Billing	7,607	7,480	(127)	(1.7)%	3,613	67.8%	14,820	11,220	(3,600)	(32.1)%	11,582
-	-	-	Water Meter Reads	7,213	10,000	2,787	27.9%	12,787	36.1%	15,713	20,000	4,287	21.4%	14,286
-	-	-	Workers Compensation	-	-	-	-	194	0.0%	194	194	-	0.0%	183
349,001	331,881	(17,120)	Total Expenses	7,332,047	7,267,684	(64,362)	(0.9)%	2,810,521	72.3%	10,303,778	10,142,567	(161,211)	(1.6)%	10,041,193
			Recoveries: Income / (Expense)											
11,656	12,500	(844)	ARC Income	49,664	100,000	(50,336)	(50.3)%	100,336	33.1%	150,000	150,000	-	0.0%	77,323
(4,910)	(12,500)	7,590	ARC Expenses	(35,471)	(100,000)	64,529	(64.5)%	(114,529)	23.6%	(150,000)	(150,000)	-	0.0%	(59,015)
2,450	1,667	783	Electricity - recovered	16,447	13,333	3,113	23.3%	3,553	82.2%	20,000	20,000	-	0.0%	23,352
3,815	4,430	(615)	Lot mows - recovered	35,073	35,443	(370)	(1.0)%	18,092	66.0%	53,165	53,165	-	0.0%	47,614
(2,485)	(2,666)	181	Lot mows - oncharged	(20,173)	(21,325)	1,151	(5.4)%	(11,814)	63.1%	(31,987)	(31,987)	-	0.0%	(28,586)
(5,452)	-	(5,452)	Water - recovered	1,403,259	1,279,775	123,485	9.6%	1,156,290	54.8%	2,559,549	2,559,549	-	0.0%	2,687,543
5,452	-	5,452	Water - oncharged	(1,403,316)	(1,279,775)	(123,542)	9.7%	(1,156,233)	54.8%	(2,559,549)	(2,559,549)	-	0.0%	(2,687,543)
369	-	369	Mutual Revenue- Debt recovery	10,322	-	10,322	-	-	-	-	-	-	0.0%	27,666
(369)	-	(369)	Oncharged- Debt recovery	(10,322)	-	(10,322)	-	-	-	-	-	-	0.0%	(27,666)
-	-	-	Debt Collection costs - not recovered	(245)	-	(245)	-	-	-	-	-	-	0.0%	(491)
494	-	494	Non-Mutual Revenue - Certificates	4,678	-	4,678	-	-	-	-	-	-	0.0%	7,374
7,088	833	6,255	Non-Mutual Revenue - FTTH	57,288	6,667	50,621	759.3%	47,288	572.9%	10,000	10,000	-	0.0%	82,344
158	-	158	Mutual Revenue - Certificates	211	-	211	-	-	-	-	-	-	0.0%	535
171	1,632	(1,461)	Mutual Revenue - FTTH	11,169	13,055	(1,886)	(14.4)%	8,414	57.0%	19,583	19,583	-	0.0%	50,271
-	-	-	Mutual Revenue - Other	-	-	-	-	-	-	-	-	-	0.0%	120,000
18,437	5,897	12,540	Total Recoveries: overs / (unders)	118,584	47,174	71,410	151.4%	51,397	167.6%	70,761	70,761	-	0.0%	320,720
(294,776)	(290,197)	(4,580)	TOTAL Surplus / (Deficit)	304,595	297,558	7,037	2.4%	(205,374)	-	(161,200)	-	(161,200)		376,655

SANCTUARY COVE PRINCIPAL BODY CORPORATE
Sinking Fund expenditure
YTD 01/11/23 - 30/06/24

Project	2023/24 Approved Budget					Balance 31.10.24	Comments
	Balance 31.10.23	Levy	Approved Budgeted Spend	YTD Actual	Balance Projected Expenditure		
Annual Contribution - as per AssetFinda		2,344,670		1,758,482			
Interest received - excluding YTD Tax		67,858		156,663			
Total Including Interest		2,412,527		1,915,145			
Levy per 1823 lots		1,286					
% Change		0					
Spend per Asset Finda							
Sinking Fund Accumulation Contributions	-	-				-	
Bridges_PBC	454,511	100,000		-	-	554,511	
Electrical_Lights_PBC	810,307	-	(200,000)	(274,307)	(5,000)	531,001	Tulip Lights-Streetlights x 118, Year 2 claims 1 to 6, allowance of \$5k for damaged lighting
Facilities_Equip	-	10,000	(1,460)		(1,460)		
FTTH_PBC	266,491		(40,000)	-	(25,000)	241,491	
Harbour_PBC (including revetment walls)	875,431	-	-	(11,863)	-	863,568	Edgecliff Drive Jetty
Hydraulic & Electrical Supplies (inc vehicles for electrical/plumbing)	(8,042)	45,000	-	(6,730)	-	30,227	Reciprocating Saw, Milwaukee pump
Irrigation_Control_PBC (inc A Class water)	(1,569,718)	1,110,009	-	(35,917)	(300,000)	(795,626)	A class water, 70% share of Energex works
Irrigation_Mains_PBC	306,527	(306,212)	-	-	-	315	
Irrigation_Valves_PBC	91,058	10,000	(31,791)	-	(5,000)	96,058	
Kerb_PBC	145,507	100,000	(750,000)	(290,547)	(434,444)	(479,484)	Yr 4 - Kerbing, Yr 1 - Village Gates
Landscape_PBC (including parks and playgrounds)	200,406	350,000	(73,920)	(171,108)	(200,000)	179,297	Jabiru Park swing deposit, garden upgrade between Livingstonia & Cassia Lakeside Terraces, Sunningdale Court roundabout landscape upgrade, Marine Drive North buffer garden. Xmas Storm claim settled. \$3909.09 settled \$3909.09 claimed.
Path_PBC	628,818	127,785	(240,000)	-	-	756,603	
Pumps_PBC	142,199	50,000	(60,000)	(67,496)	(80,000)	44,703	Marine Drive North irrigation pump, Building Management System
Reports	156,525	20,000	(30,000)	-	(30,000)	146,525	Asset Management System Review
Roads_PBC (including parking)	548,592		-	(37,149)	(150,800)	360,643	5221 Bay Hill Terrace road, 5410 Bay Hill Terrace road, 4 x parking bays Edgecliff Drive, Sign Posts, Road pavers for stock, village Gates & Olympic Drive paving
Security_System_PBC (including alarm monitoring)	82,209	697,078	(445,068)	26,464	(471,532)	334,219	
Stormwater_Line_PBC	362,710		-	-	-	362,710	
Stormwater_Point_PBC	255,646	-	-	(7,680)	(5,000)	242,966	
Switchboard_Meter_PBC	209,171	53,868	(67,943)	(600)	(67,343)	195,096	Switchboard upgrades
Wall_Fences_PBC (including gates)	97,749	10,000	-	(5,450)	-	102,299	Xmas Storm claim settled. \$4400.00 settled \$9679 claimed.
Wastewater_Line_PBC	450,000	50,000	-	-	-	500,000	
Wastewater_MH_PBC	441,133	25,000	-	-	-	466,133	
Wastewater_RM_PBC	340,000	40,000	-	-	-	380,000	
Water_Lines_PBC	224,439		-	21,146	(21,146)	224,439	Pressure management system claim 3. Water insurance claim, reimburse NTS invoices
Water_Point_PBC (includes sluice valves, fire hydrants, water meters)	355,221	75,000	(250,000)	(23,646)	(226,354)	180,221	Fire hydrants, Vacuum excavate valve Edgecliff Drive, Sluice valve Olympic Drive, Water meter replacement and hydrant/sluice valve replacement
WW_H_Connection_PBC	318,539	(200,000)	-	-	-	118,539	
New Asset - Facilities Compound	-	-	-	-	-	-	
Vehicles	(47,989)	45,000	-	(2,160)	-	(5,149)	New and old vehicle logos
Total Spend	6,137,439	2,412,528	(2,190,182)	(887,043)	(2,023,079)	5,631,305	

DETAILED TRANSACTION LISTS

SANCTUARY COVE PRINCIPAL G.T.P. 202

C/- Sanctuary Cove Principal PO Box 15 Sanctuary Cove QLD 4212

Transactions for the period from 01/11/23 to 30/06/24

For Selected Accounts

AND (ge.Field14 = 28)

Date	Details	Type	Reference	Reference Details	Amount
11110 Mutual Revenue - Certificates					
07/06/24	GST MA003856	Journal	J0108626		1.76
07/06/24	Lot Search Inspection of Body Corporate Records - Principal Body Corporate	Debtor Invoice	MA003856	Max Leslie 03100510	-19.35
17/06/24	Lot Search Inspection of Body Corporate Records - Florida Room Documents	Debtor Invoice	MA003861	David Dunlop 03100513	-19.35
17/06/24	Lot Search Inspection of Body Corporate Records - Florida Room	Debtor Invoice	MA003862	Tamara Sheeran 03100514	-19.35
17/06/24	Lot Search Inspection of Body Corporate records - Florida Room	Debtor Invoice	MA003863	Howard & Simone Hughes 03100515	-19.35
17/06/24	GST MA003861	Journal	J0108110		1.76
17/06/24	GST MA003862	Journal	J0108115		1.76
17/06/24	GST MA003863	Journal	J0108119		1.76
24/06/24	Lot Search Lot Search PBC - Florida Room	Debtor Invoice	MA003870	Graeme Allan 03100520	-19.35
24/06/24	AWMR Actual Water Meter Read 5620 Harbour Terrace	Debtor Invoice	MA003871	D Fleming 03100150	-77.55
24/06/24	GST MA003871	Journal	J0108642		7.05
24/06/24	GST MA003870	Journal	J0108634		1.76
Total:					\$-158.45
11120 Mutual Revenue - Debt Recovery					
07/06/24	Ex Water Billing E-11120	Journal	J0107721		-406.33
07/06/24	GST J0107721	Journal	J0107722		36.94
Total:					\$-369.39
11140 Mutual Revenue - Lot Mows					
25/06/24	Vacant Lot Mow Vacant Lot Mow 21 June 2024	Debtor Invoice	MA003872	Alpinia Gtp 107209 02100016	-65.00
25/06/24	Vacant Lot Mow Vacant Lot Mow 21 June 2024	Debtor Invoice	MA003873	Alphitonia Gtp 107509 02100039	-325.00
25/06/24	Vacant Lot Mow Vacant Lot Mow 21 June 2024	Debtor Invoice	MA003874	Alyxia Gtp 107456 02100035	-390.00
25/06/24	Vacant Lot Mow Vacant Lot Mow 21 June 2024	Debtor Invoice	MA003875	Ardisia Gtp 107449 02100017	-845.00
25/06/24	Vacant Lot Mow Vacant Lot Mow 21 June 2024	Debtor Invoice	MA003876	Banksia Lakes Gtp 107278 02100031	-65.00
25/06/24	Vacant Lot Mow Vacant Lot Mow 21 June 2024	Debtor Invoice	MA003877	Darwinia Gtp 107488 02100038	-130.00
25/06/24	Vacant Lot Mow Vacant Lot Mow 21 June 2024	Debtor Invoice	MA003878	Justicia Gtp 107472 02100037	-260.00
25/06/24	Vacant Lot Mow Vacant Lot Mow 21 June 2024	Debtor Invoice	MA003879	Harpullia Gtp 107045 02100028	-65.00
25/06/24	Vacant Lot Mow Vacant Lot Mow 21 June 2024	Debtor Invoice	MA003880	Molinia Gtp 107442 02100020	-130.00
25/06/24	Vacant Lot Mow Vacant Lot Mow 21 June 2024	Debtor Invoice	MA003881	Roystonia Gtp 1769 02100029	-65.00
25/06/24	Vacant Lot Mow Vacant Lot Mow 21 June 2024	Debtor Invoice	MA003882	Schotia Island Gtp 107106 02100033	-195.00
25/06/24	Vacant Lot Mow Vacant Lot Mow 21 June 2024	Debtor Invoice	MA003883	Tristania Gtp 107217 02100030	-975.00
25/06/24	Vacant Lot Mow Vacant Lot Mow 21 June 2024	Debtor Invoice	MA003884	Zieria Gtp 107434 02100015	-130.00
25/06/24	1039 Edgecliff Place Mowing/Water Easement Lot 37 Tristania	Debtor Invoice	MA003885	Tristania Gtp 107217 02100030	-211.00
25/06/24	4707 The Parkway Mowing Lot 7 Araucaria	Debtor Invoice	MA003886	Araucaria Gtp 1790 02100025	-346.00
25/06/24	GST MA003872	Journal	J0108266		5.91
25/06/24	GST MA003873	Journal	J0108270		29.55
25/06/24	GST MA003874	Journal	J0108274		35.45
25/06/24	GST MA003875	Journal	J0108278		76.82
25/06/24	GST MA003876	Journal	J0108282		5.91
25/06/24	GST MA003877	Journal	J0108286		11.82
25/06/24	GST MA003878	Journal	J0108290		23.64
25/06/24	GST MA003879	Journal	J0108294		5.91
25/06/24	GST MA003880	Journal	J0108298		11.82
25/06/24	GST MA003881	Journal	J0108302		5.91
25/06/24	GST MA003882	Journal	J0108306		17.73
25/06/24	GST MA003883	Journal	J0108310		88.64

SANCTUARY COVE PRINCIPAL G.T.P. 202

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Transactions for the period from 01/11/23 to 30/06/24

For Selected Accounts

AND (ge.Field14 = 28)

Date	Details	Type	Reference	Reference Details	Amount
Mutual Revenue - Lot Mows 11140 (Continued)					
25/06/24	GST MA003884	Journal	J0108314		11.82
25/06/24	GST MA003885	Journal	J0108318		19.18
25/06/24	GST MA003886	Journal	J0108322		31.45
Total:					\$-3815.44
11161 Mutual Revenue - Water Potable					
03/05/24	Ex Water Billing E-11161	Journal	J0107961		225.77
03/05/24	Ex Water Billing E-11161	Journal	J0107956		306.58
03/05/24	Ex Water Billing E-11161	Journal	J0108687		1943.39
03/05/24	Ex Water Billing E-11161	Journal	J0108764		-279.89
03/05/24	Ex Water Billing E-11161	Journal	J0107747		-1440.30
03/05/24	Ex Water Billing E-11161	Journal	J0107519		933.97
03/05/24	Ex Water Billing E-11161	Journal	J0107524		-106.92
03/05/24	Ex Water Billing E-11161	Journal	J0107529		386.77
03/05/24	Ex Water Billing E-11161	Journal	J0107534		-311.97
03/05/24	Ex Water Billing E-11161	Journal	J0107539		778.28
03/05/24	Ex Water Billing E-11161	Journal	J0107544		-87.28
10/06/24	Ex Water Billing E-11161	Journal	J0107742		3103.75
Total:					\$5452.15
11162 Mutual Revenue - Water Waste					
03/05/24	Ex Water Billing E-11162	Journal	J0107748		-2342.15
03/05/24	Ex Water Billing E-11162	Journal	J0107545		-587.32
03/05/24	Ex Water Billing E-11162	Journal	J0107540		587.32
03/05/24	Ex Water Billing E-11162	Journal	J0107535		-291.88
03/05/24	Ex Water Billing E-11162	Journal	J0107530		291.88
03/05/24	Ex Water Billing E-11162	Journal	J0107525		-704.78
03/05/24	Ex Water Billing E-11162	Journal	J0107520		704.78
03/05/24	Ex Water Billing E-11162	Journal	J0108765		-1466.51
03/05/24	Ex Water Billing E-11162	Journal	J0108688		1466.51
03/05/24	Ex Water Billing E-11162	Journal	J0107957		231.37
03/05/24	Ex Water Billing E-11162	Journal	J0107962		-231.37
10/06/24	Ex Water Billing E-11162	Journal	J0107743		2342.15
Total:					\$0.00
11170 Mutual Revenue - Fthh					
25/06/24	Install FTTH @ 2101 00001280005	Journal	J0108254	Surplus Revenue	-170.55
Total:					\$-170.55
11210 Non-Mutual Rev-Arc Application					
06/06/24	Application Fee Lot 9 Alyxia (8839 The Point Circuit)	Debtor Invoice	MA003852	Po-Hsiang Tu 03100509	-3889.00
06/06/24	FTTH Install FTTH Lot 17 Banksia Lakes (2267 Banksia Lakes Drive)	Debtor Invoice	MA003854	Sanctuary Cove Community Serv 03100049	-2640.00
06/06/24	GST MA003852	Journal	J0107636		353.55
06/06/24	Lot 9 Alyxia 00001275002	Journal	J0107642	8839 The Point Circuit	2400.00
06/06/24	GST MA003854	Journal	J0107659		240.00
06/06/24	Lot 17 Banksia Lakes 00001276001	Journal	J0107663	2267 Banksia Lakes Dr	2400.00
12/06/24	Application Fee Lot 111 Cassia (5903 Muirfield Place) Major Alterations	Debtor Invoice	MA003858	Holtz Holdings Pty Ltd 03100511	-1470.00
12/06/24	GST MA003858	Journal	J0107946		133.64
14/06/24	GST MA003860	Journal	J0108039		106.36
14/06/24	Application Fee Lot 32 Araucaria (6260 Broken Hills Drive) Patio	Debtor Invoice	MA003860	Mr K & Mrs A Ramachandran 03100512	-1170.00

SANCTUARY COVE PRINCIPAL G.T.P. 202

C/- Sanctuary Cove Principal PO Box 15 Sanctuary Cove QLD 4212

Transactions for the period from 01/11/23 to 30/06/24

For Selected Accounts

AND (ge.Field14 = 28)

Date	Details	Type	Reference	Reference Details	Amount
Non-Mutual Rev-Arc Application 11210 (Continued)					
17/06/24	Install FTTH @ 6278 00001279002	Journal	J0108200	Lot 96 Araucaria	2400.00
18/06/24	GST MA003864	Journal	J0108136		580.82
18/06/24	Application Fee Lot 96 Araucaria (6278 Spyglass Hill) New dwelling	Debtor Invoice	MA003864	Simonds Homes 03100516	-6389.00
20/06/24	Application Fee Lot 7 Araucaria (4707 The Parkway) New dwelling	Debtor Invoice	MA003866	Mr B C Teeling 03100518	-6389.00
20/06/24	Application fee Lot 50 Harpullia (8071 Riverside Drive) Pontoon	Debtor Invoice	MA003868	Prestige Pontoons 03100173	-960.00
20/06/24	GST MA003866	Journal	J0108190		580.82
20/06/24	Install FTTH @ 4707 00001278002	Journal	J0108196	Lot 7 Araucaria	2400.00
20/06/24	GST MA003868	Journal	J0108208		87.27
26/06/24	GST MA003887	Journal	J0108394		43.18
26/06/24	Application Fee Lot 22 Acacia (8096 The Circle) Pontoon resubmission	Debtor Invoice	MA003887	Gc Marine Pty Ltd 03100306	-475.00
Total:					-\$-11656.36
11220 Non-Mutual Rev - Certificates					
04/06/24	AWMR Actual Water Meter Read Lot 121 Washingtonia (5839 The Parkway)	Debtor Invoice	MA003849	Infotrack Pty Ltd 03100368	-77.55
04/06/24	AWMR Actual Water Meter Read Lot 28 Tristania (1028 Edgecliff Drive)	Debtor Invoice	MA003850	Mon Solicitors 03100434	-77.55
04/06/24	GST MA003849	Journal	J0107499		7.05
04/06/24	GST MA003850	Journal	J0107506		7.05
05/06/24	GST MA003851	Journal	J0107605		7.05
05/06/24	AWMR Actual water meter read Lot 97 Plumeria (7124 Marine Drive East)	Debtor Invoice	MA003851	McInnes Wilson Lawyers 03100508	-77.55
07/06/24	AWMR Actual Water Meter Read Lot 109 Araucaria (6312 Horizon Court)	Debtor Invoice	MA003855	Infotrack Pty Ltd 03100368	-77.55
07/06/24	GST MA003856	Journal	J0108622		-1.76
07/06/24	GST MA003855	Journal	J0107695		7.05
07/06/24	GST MA003856	Journal	J0107715		1.76
12/06/24	AWMR Actual water meter read Lot 41 Bauhinia (5620 Harbour Terrace)	Debtor Invoice	MA003859	Infotrack Pty Ltd 03100368	-77.55
12/06/24	GST MA003859	Journal	J0107985		7.05
20/06/24	GST MA003867	Journal	J0108203		7.05
20/06/24	AWMR Actual water meter read Lot 14 Tristania (1014 Edgecliff Drive)	Debtor Invoice	MA003867	Infotrack Pty Ltd 03100368	-77.55
24/06/24	GST MA003871	Journal	J0108638		-7.05
24/06/24	GST MA003870	Journal	J0108630		-1.76
24/06/24	GST MA003870	Journal	J0108225		1.76
24/06/24	GST MA003871	Journal	J0108229		7.05
26/06/24	GST MA003888	Journal	J0108646		7.05
26/06/24	AWMR Actual Water Meter Read Lot 64 Alpinia (3064 Forest Hills Drive)	Debtor Invoice	MA003888	Infotrack Pty Ltd 03100368	-77.55
Total:					-\$-493.50
11230 Non-Mutual Rev - Electricity					
03/06/24	StreetlightingMay24 J0107054	Journal	J0107375	Ptbc	2328.30
27/06/24	Streetlights May 24 00001284003	Journal	J0108757	Ptbc	-2428.12
27/06/24	Streetlights June 24 00001284005	Journal	J0108759	Ptbc	-2349.90
Total:					-\$-2449.72
11290 Non-Mutual Revenue - Ftth					
31/05/24	GST DA011980	Journal	J0107651		712.00

SANCTUARY COVE PRINCIPAL G.T.P. 202

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Transactions for the period from 01/11/23 to 30/06/24

For Selected Accounts

AND (ge.Field14 = 28)

Date	Details	Type	Reference	Reference Details	Amount
Non-Mutual Revenue - FttH 11290 (Continued)					
31/05/24	Rebate May 2024 SR00003529	Creditor Invoice	DA011980	Opticomm Ltd 08200790	-7832.00
03/06/24	Rebate May 24 J0107050	Journal	J0107373	Opticomm	7152.00
27/06/24	Rebate June 2024 00001284001	Journal	J0108755	Opticomm	-7120.00
Total:					-\$7088.00
12050 Accounting - Audit					
28/06/24	InterimAuditYE311024 00001287001	Journal	J0108875	Pkf	851.00
Total:					\$851.00
12070 Admin - Bank Charges					
28/06/24	GST B0000613	Journal	J0108881		-16.28
28/06/24	StrataPay Trans/Svce	Payment	B0000613		179.10
Total:					\$162.82
12100 Admin - Software Licence Costs					
03/06/24	WebsiteDesign/Devel J0107064	Journal	J0107383	Niche Studio W/O # 5168	-2230.00
03/06/24	SQL Server Assetfind J0107108	Journal	J0107425	Ptbc W/O # 10541	-8398.60
03/06/24	SafetyChampionAnnual D0010496	Journal	J0107281		371.14
03/06/24	AssetFinda Implement J0106992	Journal	J0107319	Ptbc	-8211.00
03/06/24	AssetFindaApr-May24 J0106994	Journal	J0107321	Ptbc	-1225.00
04/06/24	GST DA012008	Journal	J0107833		-839.86
04/06/24	SQL Server Upgradex2 Univerus M0000407	Creditor Invoice	DA012008	Sanctuary Cove Primary Gtp 201 08200427	9238.46
27/06/24	WebsiteDesign/Devel 00001285013	Journal	J0108780	Niche Studio W/O #5168	2230.00
27/06/24	Implementation 00001282001	Journal	J0108691	Assetfinda	8211.00
27/06/24	April-June 2024 00001282003	Journal	J0108693	Assetfinda	1837.50
Total:					\$983.64
12110 Admin - Meetings					
03/06/24	CommunicationChgs D0011255	Journal	J0107289		21.82
Total:					\$21.82
12115 Admin - It Maintenance Fees					
11/06/24	ManagedserviceJun24 2010-8306	Creditor Invoice	DA012024	Sanctuary Cove Community Svcs 08200422	2666.19
11/06/24	GST DA012024	Journal	J0108072		-242.38
Total:					\$2423.81
12125 Admin - Postage					
03/06/24	ContractMay24 J0106996	Journal	J0107323	Taymardan	-2459.08
03/06/24	PostageMay24 J0106998	Journal	J0107325	Sccsl	-38.24
03/06/24	BingMay24 J0107000	Journal	J0107327	Sccsl	-1758.19
20/06/24	Contract May 2024 230103	Creditor Invoice	DA012032	Taymardan Pty Ltd 08200475	2704.99
20/06/24	GST DA012032	Journal	J0108262		-245.91
27/06/24	Contract June 24 00001282005	Journal	J0108695	Taymardan	2459.08
27/06/24	Postage May 24 00001282007	Journal	J0108697	Sccsl	38.24
27/06/24	Postage June 24 00001282009	Journal	J0108699	Sccsl	26.18
27/06/24	Bing May-Jun 24 00001282011	Journal	J0108701	Sccsl	2015.71
Total:					\$2742.78
12130 Admin - Print/Copy Costs					
03/06/24	PrintingMay24 J0107002	Journal	J0107329	Sccsl	-893.42
11/06/24	GST MA003857	Journal	J0107864		1.05
11/06/24	Printing Lot search - photocopying	Debtor Invoice	MA003857	Mrs N & Mr E G Finberg 03100505	-11.60

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Date	Details	Type	Reference	Reference Details	Amount
Admin - Print/Copy Costs 12130 (Continued)					
27/06/24	Print May-Jun 24 00001282013	Journal	J0108703	Sccsl	1260.31
Total:					\$356.34
12140 Arc Related Costs					
13/05/24	GST DA012056	Journal	J0108452		-23.00
13/05/24	Pontoon @ 7389 2K24-050B	Creditor Invoice	DA012056	Srb Consulting Engineers 08200455	253.00
03/06/24	ARC Applications J0107124	Journal	J0107439	Thinktank	-1200.00
03/06/24	Pontoons J0107126	Journal	J0107441	Srb Consulting	-230.00
04/06/24	GST DA011972	Journal	J0107552		-45.00
04/06/24	GST DA011973	Journal	J0107554		-30.00
04/06/24	GST DA011974	Journal	J0107556		-45.00
04/06/24	GST DA011975	Journal	J0107558		-45.00
04/06/24	GST DA011976	Journal	J0107560		-45.00
04/06/24	GST DA011977	Journal	J0107562		-75.00
04/06/24	Pontoon @ 8096 2K24-058A	Creditor Invoice	DA012058	Srb Consulting Engineers 08200455	253.00
04/06/24	MajorAlts@5608 2212	Creditor Invoice	DA011972	Think Tank Architects Pty Ltd 08200484	495.00
04/06/24	MeetingToReviewForms 2212	Creditor Invoice	DA011973	Think Tank Architects Pty Ltd 08200484	330.00
04/06/24	MajorAlts@4631 2212	Creditor Invoice	DA011974	Think Tank Architects Pty Ltd 08200484	495.00
04/06/24	Pool/Turf@6316 2212	Creditor Invoice	DA011975	Think Tank Architects Pty Ltd 08200484	495.00
04/06/24	Pool/Alfresco@5617 2212	Creditor Invoice	DA011976	Think Tank Architects Pty Ltd 08200484	495.00
04/06/24	May Monthly Fee 2212	Creditor Invoice	DA011977	Think Tank Architects Pty Ltd 08200484	825.00
04/06/24	GST DA012058	Journal	J0108460		-23.00
06/06/24	GST DA012059	Journal	J0108464		-23.00
06/06/24	GST DA012060	Journal	J0108468		-46.00
06/06/24	GST DA012015	Journal	J0107999		25.00
06/06/24	GST DA012035	Journal	J0108334		-25.00
06/06/24	Commiss@8839 10448	Creditor Invoice	DA011984	Sanctuary Cove Community Svcs 08200422	275.00
06/06/24	Commiss@8839 Paid to SCCSL,s/be Security 10448	Creditor Invoice	DA012015	Sanctuary Cove Community Svcs 08200422	-275.00
06/06/24	Pool @ 1017 2K24-058B	Creditor Invoice	DA012059	Srb Consulting Engineers 08200455	253.00
06/06/24	Pontoon @ 4604 2K24-058C	Creditor Invoice	DA012060	Srb Consulting Engineers 08200455	506.00
06/06/24	Commiss@8839 10448	Creditor Invoice	DA012035	Sanctuary Cove Security Svcs 08200429	275.00
06/06/24	GST DA011984	Journal	J0107711		-25.00
13/06/24	Pontoon @ 7389 2K24-050D	Creditor Invoice	DA012057	Srb Consulting Engineers 08200455	253.00
13/06/24	Pontoon @ 8096 2K24-058C	Creditor Invoice	DA012061	Srb Consulting Engineers 08200455	253.00
13/06/24	GST DA012061	Journal	J0108472		-23.00
13/06/24	GST DA012057	Journal	J0108456		-23.00
18/06/24	GST DA012031	Journal	J0108258		-25.00
18/06/24	Commiss@6278 10494	Creditor Invoice	DA012031	Sanctuary Cove Security Svcs 08200429	275.00
24/06/24	Commiss@4707 10519	Creditor Invoice	DA012048	Sanctuary Cove Security Svcs 08200429	275.00
24/06/24	Pontoon @ 8071 2K24-058D	Creditor Invoice	DA012062	Srb Consulting Engineers 08200455	253.00
24/06/24	GST DA012062	Journal	J0108476		-23.00
24/06/24	GST DA012048	Journal	J0108420		-25.00
27/06/24	ARC applications 00001285091	Journal	J0108858	Think Tank	900.00
Total:					\$4910.00
12200 Network Manager Service Fees					
29/05/24	GST DA012027	Journal	J0108234		-127.20
29/05/24	Repair pit @ 8835 7630	Creditor Invoice	DA012027	Tce Queensland Pty Ltd 08200476	1399.20
31/05/24	Install FTTH @ 2101 7644	Creditor Invoice	DA012030	Tce Queensland Pty Ltd 08200476	1556.50
31/05/24	Contract May 2024 SR00003529	Creditor Invoice	DA011979	Opticomm Ltd 08200790	29058.34
31/05/24	GST DA011979	Journal	J0107649		-2641.67
31/05/24	GST DA012030	Journal	J0108246		-141.50

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Date	Details	Type	Reference	Reference Details	Amount
Network Manager Service Fees 12200 (Continued)					
03/06/24	Contract May 24 J0107004	Journal	J0107331	Opticomm	-26416.67
03/06/24	Business Package D0011450	Journal	J0107315		58.02
03/06/24	CalixEssentialSuppor D0010499	Journal	J0107283		3488.65
03/06/24	VMware Annual Renewa D0010501	Journal	J0107285		124.40
03/06/24	50xUPS J0107080	Journal	J0107399	Optical Solutions W/O # 10314	-10643.59
11/06/24	ManagedserviceJun24 2010-8306	Creditor Invoice	DA012025	Sanctuary Cove Community Svcs 08200422	935.00
11/06/24	GST DA012025	Journal	J0108074		-85.00
12/06/24	GST DA012036	Journal	J0108338		-170.90
12/06/24	Install FTTH @ 2267 7636	Creditor Invoice	DA012036	Tce Queensland Pty Ltd 08200476	1879.90
25/06/24	Install FTTH @ 2267 00001281001	Journal	J0108342	Tce Queensland Inv 7636	-1709.00
25/06/24	Install FTTH @ 2101 00001280001	Journal	J0108250	Tce Queensland Inv 7644	-1415.00
25/06/24	Install FTTH @ 2101 00001280003	Journal	J0108252	Onu, Ups, P/Cord	-814.45
27/06/24	Contract June 24 00001282015	Journal	J0108705	Opticomm	26416.67
27/06/24	50 x UPS 00001285035	Journal	J0108802	Optical Solutions W/O #10314	10643.59
27/06/24	102 x ONU 00001285039	Journal	J0108806	Optical Solutions W/O #10499	61714.20
Total:					\$93109.49
12225 Consultant Services					
30/04/24	CCTV Stage 2 Project 6427	Creditor Invoice	DA011985	Secure By Design 08200535	5280.00
30/04/24	GST DA011985	Journal	J0107751		-480.00
31/05/24	GST DA011983	Journal	J0107707		-320.00
31/05/24	TrafficCalmingReview GCI08703	Creditor Invoice	DA011983	Ttm Consulting Pty Ltd 08200753	3520.00
03/06/24	TrafficCalmingReview J0107082	Journal	J0107401	Ttm Consulting W/O # 10354	-3200.00
03/06/24	Trist3A/3BHandover J0107058	Journal	J0107377	Knobel Consulting W/O # 313	-4400.00
03/06/24	Justicia Entry J0107060	Journal	J0107379	Knobel Consulting W/O # 439	-240.00
27/06/24	Trist3A/3BHandover 00001285001	Journal	J0108768	Knobel Consulting W/O # 313	4400.00
27/06/24	Justicia Entry 00001285003	Journal	J0108770	Knobel Consulting W/O # 439	240.00
Total:					\$4800.00
12230 Legal Services					
27/06/24	PBC v 4638 00001286001	Journal	J0108864	Grace Lawyers Inv 173443	1815.00
27/06/24	PBC v 4728 00001286003	Journal	J0108866	Grace Lawyers Inv 173544	858.50
Total:					\$2673.50
12250 Cleaning					
01/06/24	GST DA011987	Journal	J0107759		-107.33
01/06/24	01.05.24-31.05.24 JabiruPkToilet 22	Creditor Invoice	DA011987	Heather Nicholls 08201011	1180.65
03/06/24	30/4/24-31/5/24 J0107006	Journal	J0107333	Heather Nicholls	-996.65
10/06/24	GST DA012011	Journal	J0107843		-20.00
10/06/24	Contract June 2024 3662	Creditor Invoice	DA012011	Luminagua Pty Ltd 08200102	220.00
27/06/24	01/06/24-30/06/24 00001282017	Journal	J0108707	Heather Nicholls	996.65
Total:					\$1273.32
12300 Electrical - Contract					
03/06/24	Electrical22/5-31/5 J0107008	Journal	J0107335	Sccsl	-2537.39
03/06/24	Fuel 21/5-31/5/24 J0107010	Journal	J0107337	Scss	-134.35
03/06/24	Electrical22/5-31/5 J0107012	Journal	J0107339	Sccsl	-599.16
03/06/24	Communication Chgs D0011257	Journal	J0107293		6.30
03/06/24	767AD51/2/24-31/1/25 D0011446	Journal	J0107307		65.90
03/06/24	769AD51/2/24-31/1/25 D0011444	Journal	J0107303		21.75
07/06/24	GST DA011990	Journal	J0107769		-18.39
07/06/24	GST DA011991	Journal	J0107771		-1.92

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Date	Details	Type	Reference	Reference Details	Amount
Electrical - Contract 12300 (Continued)					
07/06/24	Fuel 21/05-03/06/24 10465	Creditor Invoice	DA011990	Sanctuary Cove Security Svcs 08200429	202.28
07/06/24	Fuel 21/05-03/06/24 10465	Creditor Invoice	DA011991	Sanctuary Cove Security Svcs 08200429	21.07
19/06/24	Fuel 4/6-17/6/24 10496	Creditor Invoice	DA012043	Sanctuary Cove Security Svcs 08200429	299.31
19/06/24	Fuel 4/6-17/6/24 10496	Creditor Invoice	DA012044	Sanctuary Cove Security Svcs 08200429	30.79
19/06/24	GST DA012043	Journal	J0108404		-27.21
19/06/24	GST DA012044	Journal	J0108406		-2.80
24/06/24	GST DA012106	Journal	J0108678		-149.79
24/06/24	GST DA012102	Journal	J0108668		-620.89
24/06/24	Electrical June 24 2010-8309	Creditor Invoice	DA012102	Sanctuary Cove Community Svcs 08200422	6829.76
24/06/24	Trades/Maint June 24 2010-8310	Creditor Invoice	DA012106	Sanctuary Cove Community Svcs 08200422	1647.72
27/06/24	Wages 19/6-30/6/24 00001282019	Journal	J0108709	Scscl	2537.39
27/06/24	Fuel June 24 00001282021	Journal	J0108711	Scss	181.86
27/06/24	Wages 19/6-30/6/24 00001282023	Journal	J0108713	Scscl	599.16
Total:					\$8351.39
12320 Electrical-Materials/Machinery					
28/05/24	Stock 486723-425	Creditor Invoice	DA011981	Haymans Electrical 08200852	23.76
28/05/24	Stock 486830-425	Creditor Invoice	DA011982	Haymans Electrical 08200852	122.32
28/05/24	GST DA011981	Journal	J0107699		-2.16
28/05/24	GST DA011982	Journal	J0107703		-11.12
30/05/24	GST DA011978	Journal	J0107645		-95.54
30/05/24	GST DA012007	Journal	J0107829		-83.10
30/05/24	Calibration/Testing SEQ55679	Creditor Invoice	DA011978	Mobile Test N Cal Australia PI 08200931	1050.94
30/05/24	Knuckle Boom IN78937	Creditor Invoice	DA012007	All Access Hire Pty Ltd 08201111	914.10
31/05/24	Stock 487266-425	Creditor Invoice	DA012002	Haymans Electrical 08200852	155.98
31/05/24	GST DA012002	Journal	J0107813		-14.18
03/06/24	KnuckleBoomHire J0107104	Journal	J0107423	All Access Hire W/O # 10534	-765.00
03/06/24	Stock May 2024 J0107122	Journal	J0107437	Haymans W/O # 10588	-40.40
03/06/24	Calibration/Testing J0107092	Journal	J0107411	Mobile Test N Cal W/O # 10405	-598.84
03/06/24	KnuckleBoomHire J0107094	Journal	J0107413	All Access Hire W/O # 10411	-765.00
03/06/24	Stock 487563-425	Creditor Invoice	DA012018	Haymans Electrical 08200852	522.37
03/06/24	GST DA012018	Journal	J0108048		-47.49
05/06/24	GST DA012019	Journal	J0108052		-20.95
05/06/24	Stock 487799-425	Creditor Invoice	DA012019	Haymans Electrical 08200852	230.45
06/06/24	GST MA003853	Journal	J0107655		28.66
06/06/24	Electrical-Materials Calibration/Testing Electrical Equipment PTBC work order # 10650	Debtor Invoice	MA003853	Sanctuary Cove Ptbc 03100002	-315.28
07/06/24	GST DA012020	Journal	J0108056		-4.43
07/06/24	Stock 488124-425	Creditor Invoice	DA012020	Haymans Electrical 08200852	48.73
13/06/24	Stock 488863-425	Creditor Invoice	DA012037	Haymans Electrical 08200852	136.51
13/06/24	GST DA012037	Journal	J0108346		-12.41
18/06/24	GST DA012039	Journal	J0108354		-3.03
18/06/24	Stock 489271-425	Creditor Invoice	DA012039	Haymans Electrical 08200852	33.33
24/06/24	Electrical June 24 2010-8309	Creditor Invoice	DA012103	Sanctuary Cove Community Svcs 08200422	801.14
24/06/24	GST DA012103	Journal	J0108670		-72.83
27/06/24	Stock 00001285045	Journal	J0108812	Haymans W/O #10630	21.60
27/06/24	Bunnings June 2024 00001285067	Journal	J0108834	Bunnings W/O #10703	42.32
Total:					\$1280.45
123951 Gross Pollutant Trap - Mtce					
07/06/24	GST DA012021	Journal	J0108060		-38.20
07/06/24	LitterBasket@2147 INV-4987	Creditor Invoice	DA012021	Urban Asset Solutions Pty Ltd 08201124	420.20

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Date	Details	Type	Reference	Reference Details	Amount
Total:					\$382.00
12400 Grounds & Garden - Contract					
28/05/24	Tender Advertising 2010-8299	Creditor Invoice	DA012005	Sanctuary Cove Community Svcs 08200422	121.00
28/05/24	GST DA012005	Journal	J0107823		-11.00
03/06/24	Tender Advertising J0107100	Journal	J0107419	Sccsl W/O # 10495	-82.50
15/06/24	ContractJune2024 -5151-00286	Creditor Invoice	DA012038	Landscape Solutions 08200284	77150.32
15/06/24	GST DA012038	Journal	J0108350		-7013.67
Total:					\$70164.15
12420 Grounds & Garden - Other					
27/06/24	GardenEdge@2192 00001285055	Journal	J0108822	Landscape Solutions W/O #10679	873.60
27/06/24	Root Barrier @ 8042 00001285041	Journal	J0108808	King Landscapes W/O #10619	3840.00
Total:					\$4713.60
12422 Grounds & Garden - Tree Mgmt					
31/05/24	BoatRampCarpark -5151-00284	Creditor Invoice	DA011998	Landscape Solutions 08200284	1215.50
31/05/24	StormDamagedTrees -5151-00282	Creditor Invoice	DA011999	Landscape Solutions 08200284	1401.40
31/05/24	Pruning@1871 -5151-00283	Creditor Invoice	DA012000	Landscape Solutions 08200284	2666.62
31/05/24	GST DA011998	Journal	J0107797		-110.50
31/05/24	GST DA011999	Journal	J0107801		-127.40
31/05/24	GST DA012000	Journal	J0107805		-242.42
03/06/24	Pruning@5410 J0107078	Journal	J0107397	King Landscapes W/O # 10186	-450.00
03/06/24	Pruning @ Boat Ramp J0107090	Journal	J0107409	Landscape Solution W/O # 10396	-1105.00
03/06/24	3xTrees@1869 Storm J0107084	Journal	J0107403	Landscape Solution W/O # 10370	-1457.50
03/06/24	Pruning @ 1872 J0107086	Journal	J0107405	Landscape Solution W/O # 10371	-2424.20
03/06/24	PalmShapingPointCct J0107072	Journal	J0107391	Jc Trees W/O # 9729	-3900.00
27/06/24	Pruning@5410 00001285033	Journal	J0108800	King Landscapes W/O #10186	450.00
27/06/24	PalmShapingPointCct 00001285027	Journal	J0108794	Jc Tree Services W/O #9729	3900.00
Total:					\$-183.50
12430 Hire & Rental					
10/06/24	GST DA011995	Journal	J0107785		-583.33
10/06/24	Compound June 2024 M0000408	Creditor Invoice	DA011995	Sanctuary Cove Primary Gtp 201 08200427	6416.66
Total:					\$5833.33
12435 Insurance - Brokerage					
03/06/24	Feb-May 2024 J0107014	Journal	J0107341	Resilium	-4044.81
27/06/24	Feb-Jun 24 00001282025	Journal	J0108715	Resilium	5056.01
Total:					\$1011.20
12440 Insurance - Excess					
27/06/24	Ute CanopyElectrical 00001285049	Journal	J0108816	Sccsl W/O #10659	350.00
Total:					\$350.00
12450 Insurance- Premium					
03/06/24	3Buggy1/2/24-31/1/25 D0011447	Journal	J0107309		104.17
03/06/24	814IL21/2/24-31/1/25 D0011449	Journal	J0107313		65.90
11/06/24	Public Liability 00001277001	Journal	J0107868	01.03.24-31.12.24	953.28
11/06/24	Infrastructure 00001277003	Journal	J0107870	01.03.24-31.12.24	13903.11
Total:					\$15026.46
12500 Irrigation - Contract					
03/06/24	813IL21/2/24-31/1/25 D0011448	Journal	J0107311		65.90

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Date	Details	Type	Reference	Reference Details	Amount
Irrigation - Contract 12500 (Continued)					
03/06/24	Communication Chgs D0011258	Journal	J0107295		6.49
03/06/24	Communication Chgs D0011259	Journal	J0107297		4.54
03/06/24	769AD51/2/24-31/1/25 D0011442	Journal	J0107299		22.41
03/06/24	Irrigation22/5-31/5 J0107016	Journal	J0107343	Scssl	-2128.68
03/06/24	Irrigation22/5-31/5 J0107018	Journal	J0107345	Scssl	-617.32
03/06/24	Fuel 22/5-31/5 J0107020	Journal	J0107347	Scss	-157.54
07/06/24	GST DA011992	Journal	J0107775		-27.71
07/06/24	GST DA011993	Journal	J0107777		-1.97
07/06/24	Fuel 21/05-03/06/24 10466	Creditor Invoice	DA011992	Sanctuary Cove Security Svcs 08200429	304.82
07/06/24	Fuel 21/05-03/06/24 10466	Creditor Invoice	DA011993	Sanctuary Cove Security Svcs 08200429	21.71
19/06/24	Fuel 4/6-17/6/24 10497	Creditor Invoice	DA012045	Sanctuary Cove Security Svcs 08200429	95.39
19/06/24	Fuel 4/6-17/6/24 10497	Creditor Invoice	DA012046	Sanctuary Cove Security Svcs 08200429	31.72
19/06/24	GST DA012045	Journal	J0108410		-8.67
19/06/24	GST DA012046	Journal	J0108412		-2.88
24/06/24	GST DA012104	Journal	J0108674		-154.33
24/06/24	GST DA012107	Journal	J0108682		-532.17
24/06/24	Trades/Maint June 24 2010-8310	Creditor Invoice	DA012104	Sanctuary Cove Community Svcs 08200422	1697.65
24/06/24	Irrigation June 24 2010-8311	Creditor Invoice	DA012107	Sanctuary Cove Community Svcs 08200422	5853.82
27/06/24	Wages 19/3-30/6/24 00001282027	Journal	J0108717	Scssl	2128.68
27/06/24	Wages 19/6-30/6/24 00001282029	Journal	J0108719	Scssl	617.32
27/06/24	Fuel June 24 00001282031	Journal	J0108721	Scss	186.83
Total:					\$7406.01
12520 Irrigation -Material/Machinery					
15/05/24	GST DA012017	Journal	J0108044		-9.20
15/05/24	Stock 1003865779	Creditor Invoice	DA012017	Reece Plumbing (Pbc) 08200868	101.17
27/05/24	Stock 1561381	Creditor Invoice	DA011969	Reece Plumbing (Pbc) 08200868	188.62
27/05/24	Stock 343011113	Creditor Invoice	DA011970	Reece Plumbing (Pbc) 08200868	-96.95
27/05/24	GST DA011969	Journal	J0107510		-17.15
27/05/24	GST DA011970	Journal	J0107514		8.81
03/06/24	GST DA012003	Journal	J0107817		-16.90
03/06/24	Stock May 2024 J0107118	Journal	J0107433	Reece W/O # 10584	-278.67
03/06/24	Stock May 2024 J0107120	Journal	J0107435	Reece W/O # 10585	-171.47
03/06/24	Sim01.06.24-30.06.24 53914-24228	Creditor Invoice	DA012003	M2m One Pty Ltd 08200660	185.90
11/06/24	Stock 1561455	Creditor Invoice	DA012028	Reece Plumbing (Pbc) 08200868	1212.64
11/06/24	Stock 1004462014	Creditor Invoice	DA012029	Reece Plumbing (Pbc) 08200868	793.29
11/06/24	Stock 1561456	Creditor Invoice	DA012023	Reece Plumbing (Pbc) 08200868	233.65
11/06/24	GST DA012023	Journal	J0108068		-21.24
11/06/24	GST DA012028	Journal	J0108238		-110.24
11/06/24	GST DA012029	Journal	J0108242		-72.12
18/06/24	GST DA012040	Journal	J0108358		-23.34
18/06/24	Stock 1561486	Creditor Invoice	DA012040	Reece Plumbing (Pbc) 08200868	256.72
20/06/24	GST MA003869	Journal	J0108213		18.58
20/06/24	Irrigation Repair Repair damaged irrigation at 8042 The Parkway, Sanctuary Cove Materials - \$94.40	Debtor Invoice	MA003869	David And Loraine McLaren 03100519 Labour - \$110.00	-204.40
27/06/24	Stock 00001285073	Journal	J0108840	Reece W/O #10723	40.04
27/06/24	Stock 00001285085	Journal	J0108852	Reece W/O #10760	54.52
27/06/24	Stock 00001285087	Journal	J0108854	Reece W/O #10761	69.53
27/06/24	Stock 00001285069	Journal	J0108836	Reece W/O #10708	729.11
Total:					\$2870.90
12540 Irrigation - Golf Lakes Mtce					
03/06/24	WtrMgmtPlanMay24 J0107022	Journal	J0107349	Ptbc	-4679.12

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Irrigation - Golf Lakes Mtce 12540 (Continued)					
27/06/24	WtrMgmtPlanMay24 00001282033	Journal	J0108723	Ptbc	4679.12
27/06/24	WtrMgmtPlanJun24 00001282035	Journal	J0108725	Ptbc	4679.12
Total:					\$4679.12
12545 Oncharged - Debt Recovery					
06/06/24	GST DA011986	Journal	J0107755		-36.94
06/06/24	3080 to 06/06/24 173277	Creditor Invoice	DA011986	Grace Lawyers Pty Ltd-Brisbane 08200238	406.33
Total:					\$369.39
12550 Oncharged - Lot Mows					
27/06/24	61 x lot mows 00001285017	Journal	J0108784	Plant Management W/O #9219	2135.00
27/06/24	1039 Edgecliff Pl 00001285019	Journal	J0108786	Plant Management W/O #9220	140.00
27/06/24	4707 The Parkway 00001285021	Journal	J0108788	Plant Management W/O #9221	210.00
Total:					\$2485.00
12600 Pest Control					
27/06/24	JabiruPKToilet 00001285025	Journal	J0108792	Ecology Care W/O #9686	120.00
27/06/24	Bocce Court 00001285037	Journal	J0108804	Ecology Care W/O #10455	100.00
Total:					\$220.00
12640 Plumbing - Contract					
03/06/24	Plumbing22/5-31/5 J0107024	Journal	J0107351	Sccsl	-2947.50
03/06/24	Plumbing22/5-31/5 J0107026	Journal	J0107353	Sccsl	-599.16
03/06/24	Fuel22/5-31/5 J0107028	Journal	J0107355	Sccsl	-169.36
03/06/24	769AD51/2/24-31/1/25 D0011443	Journal	J0107301		21.75
03/06/24	CommunicationChgs D0011254	Journal	J0107287		29.09
03/06/24	766AD51/2/24-31/1/25 D0011445	Journal	J0107305		65.90
03/06/24	Communication Chgs D0011256	Journal	J0107291		6.30
07/06/24	GST DA011988	Journal	J0107763		-22.24
07/06/24	GST DA011989	Journal	J0107765		-1.92
07/06/24	Fuel 21/05-03/06/24 10464	Creditor Invoice	DA011988	Sanctuary Cove Security Svcs 08200429	244.62
07/06/24	Fuel 21/05-03/06/24 10464	Creditor Invoice	DA011989	Sanctuary Cove Security Svcs 08200429	21.07
19/06/24	Fuel 4/6-17/6/24 10495	Creditor Invoice	DA012041	Sanctuary Cove Security Svcs 08200429	127.82
19/06/24	Fuel 4/6-17/6/24 10495	Creditor Invoice	DA012042	Sanctuary Cove Security Svcs 08200429	30.79
19/06/24	GST DA012041	Journal	J0108398		-11.62
19/06/24	GST DA012042	Journal	J0108400		-2.80
24/06/24	GST DA012105	Journal	J0108676		-149.79
24/06/24	GST DA012100	Journal	J0108662		-737.24
24/06/24	Plumbing June 24 2010-8308	Creditor Invoice	DA012100	Sanctuary Cove Community Svcs 08200422	8109.65
24/06/24	Trades/Maint June 24 2010-8310	Creditor Invoice	DA012105	Sanctuary Cove Community Svcs 08200422	1647.72
27/06/24	Wages 19/6-30/6/24 00001282037	Journal	J0108727	Sccsl	2947.50
27/06/24	Wages 19/6-30/6/24 00001282039	Journal	J0108729	Sccsl	599.16
27/06/24	Fuel June 24 00001282041	Journal	J0108731	Scss	197.58
Total:					\$9407.32
12660 Plumbing - Materials/Machinery					
28/05/24	WtrPressureBlaster 2010-8298	Creditor Invoice	DA011996	Sanctuary Cove Community Svcs 08200422	136.57
28/05/24	GST DA011996	Journal	J0107789		-12.42
03/06/24	Turf@5491 J0107074	Journal	J0107393	Plantmanagement W/O # 9912	-3116.88
03/06/24	Service Water Blastr J0107088	Journal	J0107407	Sccsl W/O # 10393	-124.15
03/06/24	LeakDetection@5288 J0107066	Journal	J0107385	CoastalLeak W/O # 8640	-170.00
13/06/24	Pump Stick 14253503	Creditor Invoice	DA012034	Sydney Tools Pty Ltd 08201090	318.00

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Date	Details	Type	Reference	Reference Details	Amount
Plumbing - Materials/Machinery 12660 (Continued)					
13/06/24	GST DA012034	Journal	J0108330		-28.91
24/06/24	GST DA012101	Journal	J0108664		-70.97
24/06/24	Plumbing June 24 2010-8308	Creditor Invoice	DA012101	Sanctuary Cove Community Svcs 08200422	780.65
27/06/24	PlumbersUteGenerator 00001285071	Journal	J0108838	Scscl W/O #10709	185.45
27/06/24	Turf@5491 00001285029	Journal	J0108796	Plant Management W/O #9912	3116.88
27/06/24	LeakDetection@5288 00001285015	Journal	J0108782	Coastal Leak W/O #8640	170.00
27/06/24	Bunnings June 2024 00001285083	Journal	J0108850	Bunnings W/O #10753	9.08
27/06/24	Bunnings June 2024 00001285075	Journal	J0108842	Bunnings W/O #10736	68.12
27/06/24	Bunnings June 2024 00001285077	Journal	J0108844	Bunnings W/O #10737	108.40
Total:					\$1369.82
12730 Motor Vehicle/Buggy Expenses					
31/05/24	Repair Buggy 8025C0 18575	Creditor Invoice	DA011971	Carts 'n' Parts Australia 08200755	1476.00
31/05/24	GST DA011971	Journal	J0107548		-134.18
03/06/24	Fuel22/5-31/5 J0107030	Journal	J0107357	Scss	-101.66
07/06/24	GST DA011994	Journal	J0107781		-11.74
07/06/24	Fuel 21/05-03/06/24 10467	Creditor Invoice	DA011994	Sanctuary Cove Security Svcs 08200429	129.18
19/06/24	Fuel 4/6-17/6/24 10498	Creditor Invoice	DA012047	Sanctuary Cove Security Svcs 08200429	250.06
19/06/24	GST DA012047	Journal	J0108416		-22.73
27/06/24	Fuel June 24 00001282043	Journal	J0108733	Scss	125.03
Total:					\$1709.96
12740 Repairs & Maintenance					
31/05/24	Bunnings May 24 31May2024	Creditor Invoice	DA012012	Bunnings Group Ltd (Pbc) 08200886	2245.29
31/05/24	GST DA012012	Journal	J0107859		-204.12
03/06/24	Bunnings May 2024 J0107110	Journal	J0107427	Bunnings W/O # 10556	-310.35
03/06/24	Bunnings May 2024 J0107112	Journal	J0107429	Bunnings W/O # 10557	-351.45
03/06/24	Bunnings May 2024 J0107116	Journal	J0107431	Bunnings W/O # 10560	-278.25
03/06/24	Bunnings May 2024 J0107096	Journal	J0107415	Bunnings W/O # 10441	-340.58
10/06/24	Bocce Court/Wall 3697	Creditor Invoice	DA012014	Luminagua Pty Ltd 08200102	1347.50
10/06/24	GST DA012014	Journal	J0107951		-122.50
27/06/24	Bunnings June 2024 00001285061	Journal	J0108828	Bunnings W/O #10692	170.67
27/06/24	Bunnings June 2024 00001285051	Journal	J0108818	Bunnings W/O #10671	123.21
27/06/24	Lock JabiruPkToilet 00001285053	Journal	J0108820	Scscl W/O #10673	270.00
27/06/24	Bunnings June 2024 00001285047	Journal	J0108814	Bunnings W/O #10656	25.42
27/06/24	Bunnings June 2024 00001285065	Journal	J0108832	Bunnings W/O #10702	81.51
27/06/24	Bunnings June 2024 00001285089	Journal	J0108856	Bunnings W/O #10762	231.50
Total:					\$2887.85
12784 Roads					
19/06/24	Concrete spill Clean up of the road pavers from spill concrete on 15/05/2024 The Parkway and Forest Hills Drive, SANCTUARY COVE	Debtor Invoice	MA003865	Huh Pty Limited 03100517 Vehicle registration XB34JS - Nucon Concrete Truck	-1045.00 Attention: Vinnie Te Hau
19/06/24	GST MA003865	Journal	J0108170		95.00
Total:					\$-950.00
12792 Road Sweeping					
28/05/24	Tender Advertising 2010-8299	Creditor Invoice	DA012004	Sanctuary Cove Community Svcs 08200422	121.00
28/05/24	GST DA012004	Journal	J0107821		-11.00
31/05/24	GST DA012001	Journal	J0107809		-589.26
31/05/24	Contract May 2024 113037	Creditor Invoice	DA012001	Specialised Pavement Services 08200857	6481.81
03/06/24	Tender Advertising J0107098	Journal	J0107417	Scscl W/O # 10495	-82.50
03/06/24	ContractMay24 J0107032	Journal	J0107359	Specialisedpavementservices	-5892.56

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Date	Details	Type	Reference	Reference Details	Amount
Road Sweeping 12792 (Continued)					
27/06/24	Contract Jun 24 00001282045	Journal	J0108735	Specialised Pavement Services	5892.56
Total:					\$5920.05
12800 Waste Removal - Contract					
28/05/24	GST DA012006	Journal	J0107825		-11.00
28/05/24	Tender Advertising 2010-8299	Creditor Invoice	DA012006	Sanctuary Cove Community Svcs 08200422	121.00
31/05/24	ContractMay24 14479189	Creditor Invoice	DA012010	Cleanaway Operations P/L (Pbc) 08200751	92245.69
31/05/24	GST DA012010	Journal	J0107839		-8385.97
03/06/24	ContractMay24 J0107034	Journal	J0107361	Cleanaway	-75214.82
03/06/24	WasteRebateJun24 J0106102	Journal	J0107317		-9090.39
03/06/24	Tender Advertising J0107102	Journal	J0107421	Sccsl W/O # 10495	-165.00
27/06/24	Contract Jun 24 00001282047	Journal	J0108737	Cleanaway	75214.82
Total:					\$74714.33
12820 Waste Removal - Other					
31/05/24	GST DA012009	Journal	J0107837		-30.00
31/05/24	Green Waste 14479189	Creditor Invoice	DA012009	Cleanaway Operations P/L (Pbc) 08200751	330.00
03/06/24	GreenwasteAugustaDr J0107076	Journal	J0107395	Cleanaway W/O # 10185	-447.35
27/06/24	Greenwaste @ 2047 00001285057	Journal	J0108824	Cleanaway W/O #10683	577.27
27/06/24	Greenwaste AugustaDr 00001285031	Journal	J0108798	Cleanaway W/O #10185	447.35
Total:					\$877.27
12830 Land Holding - Land Tax					
03/06/24	LandTaxJul-Oct23 J0107036	Journal	J0107363		-18911.00
27/06/24	Land Tax Jul-Oct23 00001282049	Journal	J0108739		18911.00
Total:					\$0.00
12860 Utilities - Electricity / Gas					
03/06/24	Origin J0107038	Journal	J0107365		-22062.00
03/06/24	StreetlightMay24 J0107040	Journal	J0107367	Origin	-7761.00
03/06/24	AGL J0107042	Journal	J0107369		-6.00
20/06/24	QB077054764Feb-May24 77957947	Creditor Invoice	DA012049	Origin Energy 130112 08200347	235.12
20/06/24	31143862910Mar-May24 79492014	Creditor Invoice	DA012050	Origin Energy 130112 08200347	138.52
20/06/24	QB123612913Feb-May24 77951439	Creditor Invoice	DA012051	Origin Energy 130112 08200347	125.94
20/06/24	31168946697Feb-May24 77846450	Creditor Invoice	DA012052	Origin Energy 130112 08200347	189.06
20/06/24	31200741653Feb-May24 77845001	Creditor Invoice	DA012053	Origin Energy 130112 08200347	612.55
20/06/24	31203816188Feb-May24 77842039	Creditor Invoice	DA012054	Origin Energy 130112 08200347	402.28
20/06/24	QB084438314Feb-May24 77837972	Creditor Invoice	DA012063	Origin Energy 130112 08200347	390.04
20/06/24	31203562658Feb-May24 77840897	Creditor Invoice	DA012064	Origin Energy 130112 08200347	423.59
20/06/24	31167946137Feb-May24 77834989	Creditor Invoice	DA012065	Origin Energy 130112 08200347	209.05
20/06/24	31203082673Feb-May24 77831957	Creditor Invoice	DA012066	Origin Energy 130112 08200347	451.05
20/06/24	31203217591Feb-May24 77831956	Creditor Invoice	DA012067	Origin Energy 130112 08200347	381.78
20/06/24	31170787411Feb-May24 77830500	Creditor Invoice	DA012068	Origin Energy 130112 08200347	282.88
20/06/24	31157306540Feb-May24 77829044	Creditor Invoice	DA012069	Origin Energy 130112 08200347	196.49
20/06/24	31203488795Feb-May24 77827587	Creditor Invoice	DA012070	Origin Energy 130112 08200347	652.99
20/06/24	31203217575Feb-May24 77820252	Creditor Invoice	DA012071	Origin Energy 130112 08200347	484.83
20/06/24	QB091341073Feb-May24 77826084	Creditor Invoice	DA012072	Origin Energy 130112 08200347	113.89
20/06/24	31200199885Feb-May24 77817394	Creditor Invoice	DA012073	Origin Energy 130112 08200347	395.11
20/06/24	31203114214Feb-May24 77813990	Creditor Invoice	DA012074	Origin Energy 130112 08200347	299.80
20/06/24	QB083410281Feb-May24 77810391	Creditor Invoice	DA012075	Origin Energy 130112 08200347	877.10
20/06/24	31168946424Feb-May24 77805657	Creditor Invoice	DA012076	Origin Energy 130112 08200347	333.38
20/06/24	31202346839Feb-May24 77805695	Creditor Invoice	DA012077	Origin Energy 130112 08200347	624.85

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Date	Details	Type	Reference	Reference Details	Amount
Utilities - Electricity / Gas 12860 (Continued)					
20/06/24	31200741827Feb-May24 77802528	Creditor Invoice	DA012078	Origin Energy 130112 08200347	212.90
20/06/24	31168436146Feb-May 2 77766491	Creditor Invoice	DA012079	Origin Energy 130112 08200347	224.69
20/06/24	31168946517Feb-May24 77751084	Creditor Invoice	DA012080	Origin Energy 130112 08200347	183.16
20/06/24	QB092030610Feb-Apr24 77749701	Creditor Invoice	DA012081	Origin Energy 130112 08200347	2525.92
20/06/24	Qld Govt Rebate 77749701	Creditor Invoice	DA012082	Origin Energy 130112 08200347	-162.50
20/06/24	31200586982Feb-May24 77749670	Creditor Invoice	DA012083	Origin Energy 130112 08200347	451.30
20/06/24	31200403880Feb-May24 77745582	Creditor Invoice	DA012084	Origin Energy 130112 08200347	156.50
20/06/24	31168946854Feb-May24 77737620	Creditor Invoice	DA012085	Origin Energy 130112 08200347	140.61
20/06/24	QB081725953Feb-Apr24 77734960	Creditor Invoice	DA012086	Origin Energy 130112 08200347	460.73
20/06/24	QB091341669Feb-May24 77732199	Creditor Invoice	DA012087	Origin Energy 130112 08200347	115.23
20/06/24	QB080833717Feb-Apr24 77692409	Creditor Invoice	DA012088	Origin Energy 130112 08200347	180.60
20/06/24	31200420935Feb-Apr24 77686891	Creditor Invoice	DA012089	Origin Energy 130112 08200347	217.46
20/06/24	31200838621Feb-Apr24 77684161	Creditor Invoice	DA012090	Origin Energy 130112 08200347	589.82
20/06/24	31200922105Jan-Apr24 77664247	Creditor Invoice	DA012091	Origin Energy 130112 08200347	223.19
20/06/24	31200050900Feb-Apr24 77680161	Creditor Invoice	DA012092	Origin Energy 130112 08200347	411.31
20/06/24	31200307414Feb-Apr24 77661476	Creditor Invoice	DA012093	Origin Energy 130112 08200347	1019.57
20/06/24	31158783175Feb-Apr24 77659130	Creditor Invoice	DA012094	Origin Energy 130112 08200347	115.23
20/06/24	QB080833475Feb-Apr24 77658047	Creditor Invoice	DA012095	Origin Energy 130112 08200347	186.50
20/06/24	31200995258Jan-Apr24 77657021	Creditor Invoice	DA012096	Origin Energy 130112 08200347	158.84
20/06/24	QB078826112Feb-Apr24 77657038	Creditor Invoice	DA012097	Origin Energy 130112 08200347	289.55
20/06/24	31200676024Feb-Apr24 77651778	Creditor Invoice	DA012098	Origin Energy 130112 08200347	418.95
20/06/24	GST DA012063	Journal	J0108480		-35.46
20/06/24	GST DA012064	Journal	J0108484		-38.51
20/06/24	GST DA012065	Journal	J0108488		-19.00
20/06/24	GST DA012066	Journal	J0108492		-41.00
20/06/24	GST DA012067	Journal	J0108496		-34.71
20/06/24	GST DA012068	Journal	J0108500		-25.72
20/06/24	GST DA012069	Journal	J0108504		-17.86
20/06/24	GST DA012070	Journal	J0108508		-59.36
20/06/24	GST DA012071	Journal	J0108512		-44.08
20/06/24	GST DA012072	Journal	J0108516		-10.35
20/06/24	GST DA012073	Journal	J0108520		-35.92
20/06/24	GST DA012074	Journal	J0108524		-27.25
20/06/24	GST DA012075	Journal	J0108528		-79.74
20/06/24	GST DA012076	Journal	J0108532		-30.31
20/06/24	GST DA012077	Journal	J0108536		-56.80
20/06/24	GST DA012078	Journal	J0108540		-19.35
20/06/24	GST DA012079	Journal	J0108544		-20.43
20/06/24	GST DA012080	Journal	J0108548		-16.65
20/06/24	GST DA012081	Journal	J0108552		-229.63
20/06/24	GST DA012082	Journal	J0108554		14.77
20/06/24	GST DA012083	Journal	J0108558		-41.03
20/06/24	GST DA012084	Journal	J0108562		-14.23
20/06/24	GST DA012085	Journal	J0108566		-12.78
20/06/24	GST DA012086	Journal	J0108570		-41.88
20/06/24	GST DA012087	Journal	J0108574		-10.48
20/06/24	GST DA012088	Journal	J0108578		-16.42
20/06/24	GST DA012089	Journal	J0108582		-19.77
20/06/24	GST DA012090	Journal	J0108586		-53.62
20/06/24	GST DA012091	Journal	J0108590		-20.29
20/06/24	GST DA012092	Journal	J0108594		-37.39
20/06/24	GST DA012093	Journal	J0108598		-92.69

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Utilities - Electricity / Gas 12860 (Continued)					
20/06/24	GST DA012094	Journal	J0108602		-10.48
20/06/24	GST DA012095	Journal	J0108606		-16.95
20/06/24	GST DA012096	Journal	J0108610		-14.44
20/06/24	GST DA012097	Journal	J0108614		-26.32
20/06/24	GST DA012098	Journal	J0108618		-38.09
20/06/24	GST DA012049	Journal	J0108424		-21.37
20/06/24	GST DA012050	Journal	J0108428		-12.59
20/06/24	GST DA012051	Journal	J0108432		-11.45
20/06/24	GST DA012052	Journal	J0108436		-17.19
20/06/24	GST DA012053	Journal	J0108440		-55.69
20/06/24	GST DA012054	Journal	J0108444		-36.57
27/06/24	Origin 00001282051	Journal	J0108741		14579.00
27/06/24	Streetlights May 24 00001282053	Journal	J0108743	Origin	8093.74
27/06/24	Streetlights Jun 24 00001282055	Journal	J0108745	Origin	7833.00
27/06/24	AGL 00001282057	Journal	J0108747		53.00
Total:					\$15220.52
12900 Utilities - Water					
30/06/24	Wtr Credits Jun 24 00001289001	Journal	J0108888		5452.12
Total:					\$5452.12
12920 Utilities - Water Oncharged					
30/06/24	Wtr Credits Jun 24 00001289002	Journal	J0108889		-5452.12
Total:					-\$5452.12
12929 Water Billing					
24/06/24	GST DA012055	Journal	J0108448		-88.79
24/06/24	Water Billing June24 2010-8316	Creditor Invoice	DA012055	Sanctuary Cove Community Svcs 08200422	976.67
Total:					\$887.88
21245 Interest Earned					
03/06/24	Term Deposit J0107046	Journal	J0107371	May 24	55126.03
10/06/24	184-446 238860555	Payment	B0000596		-5858.90
10/06/24	184-446 262399298	Payment	B0000597		-5858.90
10/06/24	184-446 299139956	Payment	B0000598		-5858.90
10/06/24	Interest	Payment	B0000599		-5858.90
10/06/24	Transfer to 184-446	Payment	B0000600		5858.90
10/06/24	Interest	Payment	B0000601		-5858.90
10/06/24	Transfer to 184-446	Payment	B0000602		5858.90
10/06/24	Interest	Payment	B0000603		-5858.90
10/06/24	Transfer to 184-446	Payment	B0000604		5858.90
12/06/24	Interest	Payment	B0000607		-128.77
12/06/24	Transfer to 184-446	Payment	B0000608		128.77
12/06/24	184-446 238860555	Payment	B0000609		-128.77
27/06/24	Term Deposit 00001283001	Journal	J0108751	To June	-59663.01
28/06/24	Interest	Payment	B0000614		-595.89
28/06/24	Transfer to 184-446	Payment	B0000615		595.89
28/06/24	Interest	Payment	B0000616		-386.14
28/06/24	Transfer to 184-446	Payment	B0000617		386.14
28/06/24	184-446 299179200	Payment	B0000618		-386.14
28/06/24	184-446 296756885	Payment	B0000619		-595.89
28/06/24	Interest	Payment	B0000620		-6567.29

SANCTUARY COVE PRINCIPAL G.T.P. 202

C/- Sanctuary Cove Principal PO Box 15 Sanctuary Cove QLD 4212

Transactions for the period from 01/11/23 to 30/06/24

For Selected Accounts

AND (ge.Field14 = 28)

Date	Details	Type	Reference	Reference Details	Amount
Total:					-\$-29791.77
22100 S/Fund Income Tax Expense					
03/06/24	PAYG Nov23-May24 J0107277	Journal	J0107443		-70362.80
30/06/24	Nov 23 - Jun 24 00001290001	Journal	J0108890	PAYG Accrual	78460.20
Total:					\$8097.40
222201 Electrical Lights					
27/06/24	Stock 00001285079	Journal	J0108846	Haymans W/O #10745	805.34
Total:					\$805.34
222371 Hydraulic/Electrical Supplies					
28/05/24	GST DA011997	Journal	J0107793		-159.90
28/05/24	Thermal Imager 486725-425	Creditor Invoice	DA011997	Haymans Electrical 08200852	1758.90
27/06/24	Diaphragm Pump 2 00001285081	Journal	J0108848	Sccsl W/O #10749	1781.19
Total:					\$3380.19
22280 Landscape					
27/06/24	Schotia South 00001285059	Journal	J0108826	Plant Management W/O #10686	4276.00
27/06/24	Paul Toose 00001285063	Journal	J0108830	Landscape Solutions W/O #10696	830.70
Total:					\$5106.70
22312 Pumps					
01/05/24	GST DA012033	Journal	J0108326		-767.50
01/05/24	Pump Stn # 1 INV-14521	Creditor Invoice	DA012033	Caretech Plumbing & Gas P/L 08200754	8442.50
03/06/24	PitUpgradePumpStn1 J0107068	Journal	J0107387	Caretechplumbing W/O # 9620	-7675.00
03/06/24	PitUpgradePumpStn2 J0107070	Journal	J0107389	Caretechplumbing W/O # 9621	-7675.00
10/06/24	SchotiaislandPumpStn 10118914	Creditor Invoice	DA012022	The Plant Management Company 08200481	6411.49
10/06/24	GST DA012022	Journal	J0108064		-582.86
27/06/24	Pit Upgrade PumpStn2 00001285023	Journal	J0108790	Caretech Plumbing W/O #9621	7675.00
Total:					\$5828.63
223191 Roads					
27/06/24	Cracked Dwy @ 8042 00001285043	Journal	J0108810	Smart Stone W/O #10620	5454.00
Total:					\$5454.00
22506 Water Point					
03/06/24	Pmt3PressureMgmt J0107062	Journal	J0107381	Ghd Australia W/O # 4343	-5332.60
27/06/24	Pmt 3 Pressure Mgmt 00001285005	Journal	J0108772	Ghd Australia W/O #4343	5332.60
27/06/24	Pmt 4 Pressure Mgmt 00001285007	Journal	J0108774	Ghd Australia W/O #4344	1780.20
27/06/24	Pmt 5 Pressure Mgmt 00001285009	Journal	J0108776	Ghd Australia W/O #4345	1780.20
27/06/24	Pmt 6 Pressure Mgmt 00001285011	Journal	J0108778	Ghd Australia W/O #4346	1780.20
Total:					\$5340.60
Report Total:					\$334784.85

CASH FLOW

Sanctuary Cove Principal Body Corporate - Cashflow forecast Year ending 31 October 2024

	Total	Actual Nov-23	Actual Dec-23	Actual Jan-24	Actual Feb-24	Actual Mar-24	Actual Apr-24	Actual May-24	Actual Jun-24	Forecast Jul-24	Forecast Aug-24	Forecast Sep-24	Forecast Oct-24
Trading A/c - opening balance	62,489	62,489	677,306	23,086	34,363	44,125	18,615	11,916	220,252	3,108	6,502	20,433	25,076
Revenue - Admin													
ADMINISTRATIVE FUND LEVY	10,666,217	2,584,855	66,793	-	2,375,364	274,910	-	2,423,280	228,364	281,346	189,456	1,807,942	433,906
NON-MUTUAL REV - CERTIFICATES	5,470	1,415	94	482	763	465	617	982	651	-	-	-	-
NON-MUTUAL REV-ARC APPLICATION	66,284	6,240	1,150	1,150	3,790	9,819	11,874	10,844	21,417	-	-	-	-
	10,737,970	2,592,511	68,037	1,632	2,379,916	285,194	12,491	2,435,106	250,433	281,346	189,456	1,807,942	433,906
Expenses - Admin													
ACCOUNTING - AUDIT	3,572	-	3,572	-	-	-	-	-	-	-	-	-	-
ACCOUNTING - TAX SERVICES	242	242	-	-	-	-	-	-	-	-	-	-	-
ADMIN - BANK CHARGES	7,593	621	66	62	-	-	-	-	-	1,711	1,711	1,711	1,711
ADMIN - SOFTWARE LICENCE COSTS	43,241	84	-	-	18,416	502	91	3,234	9,238	2,919	2,919	2,919	2,919
ADMIN - MEETINGS	752	24	48	-	240	358	-	-	-	21	21	21	21
ADMIN - IT MAINTENANCE FEES	36,287	2,740	5,479	(147)	2,666	5,332	2,666	2,666	2,666	3,054	3,054	3,054	3,054
ADMIN - NEWSLETTER	-	-	-	-	-	-	-	-	-	-	-	-	-
ADMIN - POSTAGE	43,087	5,186	-	2,705	5,203	5,410	-	7,465	2,705	3,603	3,603	3,603	3,603
ADMIN - PRINT/COPY COSTS	10,735	1,795	-	-	2,022	-	-	1,850	-	1,267	1,267	1,267	1,267
ARC RELATED COSTS	128,671	2,365	8,256	-	8,619	2,090	7,573	4,576	4,525	22,667	22,667	22,667	22,667
PTBC LEVY COST - ADMIN	807,290	171,050	-	-	171,050	-	-	294,140	-	-	-	171,050	-
PTBC LEVY COST - SINKING	492,360	123,090	-	-	123,090	-	-	123,090	-	-	-	123,090	-
MANAGEMENT FEES	1,641,260	592,410	-	-	348,357	-	-	358,744	-	-	-	341,750	-
SECURITY SERVICES FEES	3,850,596	1,039,407	-	-	911,186	-	-	950,568	-	-	-	949,434	-
ADMIN - FILING FEES	564	-	-	-	-	-	-	-	-	-	380	184	-
NETWORK MANAGER SERVICE FEES	389,606	54,755	28,014	22,529	26,085	43,102	31,632	39,514	29,654	28,581	28,581	28,581	28,581
CONSULTANT SERVICES	39,968	8,086	2,232	-	495	854	-	-	9,488	11,253	2,520	2,520	2,520
LEGAL SERVICES	140,824	10,749	4,780	6,078	8,551	1,936	-	8,961	-	51,971	15,933	15,933	15,933
CLEANING	21,067	1,316	4,609	1,316	1,400	1,834	1,316	1,316	1,401	1,640	1,640	1,640	1,640
Debt Collection Costs	-	-	-	-	-	-	-	-	-	-	-	-	-
ELECTRICAL - CONTRACT	128,358	7,479	8,837	8,880	13,328	10,638	9,591	10,049	9,207	12,587	12,587	12,587	12,587
ELECTRICAL-MATERIALS/MACHINERY	47,332	3,268	2,783	1,626	2,128	7,501	2,349	6,786	4,747	4,036	4,036	4,036	4,036
FIRE PROTECTION-AUDIT/INSPECT	12,716	-	-	-	-	12,716	-	-	-	-	-	-	-
FIRE PROTECTION- REPAIRS & SVE	-	-	-	-	-	-	-	-	-	-	-	-	-
GROSS POLLUTANT TRAP - AUDIT/INSPECT	-	-	-	-	-	-	-	-	-	-	-	-	-
GROSS POLLUTANT TRAP - MAINTENANCE	14,982	-	-	-	-	-	14,562	-	420	-	-	-	-
GROUNDS & GARDEN - CONTRACT	993,758	74,983	77,150	77,150	77,150	77,150	77,150	77,150	77,271	77,150	77,150	112,150	112,150
GROUNDS & GARDEN - OTHER	62,272	-	9,500	12,152	8,075	4,973	43	12,378	330	3,705	3,705	3,705	3,705
GROUNDS & GARDEN - MULCHING	41,650	-	-	-	3,715	-	25,713	-	-	3,056	3,056	3,056	3,056
GROUNDS & GARDEN - TREE MANAGEMENT	101,775	6,105	11,868	13,805	47,905	5,313	5,610	5,885	5,284	-	-	-	-
HIRE & RENTAL	96,001	6,417	6,417	6,417	6,417	6,417	6,417	6,417	6,417	10,417	10,417	10,417	13,417
INSURANCE - BROKERAGE	-	-	-	-	-	-	-	-	-	-	-	-	-
INSURANCE - EXCESS	-	-	-	-	-	-	-	-	-	-	-	-	-
INSURANCE- PREMIUM	222,335	-	-	-	178,856	2,245	-	-	-	-	-	41,234	-
INSURANCE- ONCHARGED	-	-	-	-	-	-	-	-	-	-	-	-	-
IRRIGATION - CONTRACT	111,166	12,637	2,986	7,728	9,782	9,355	7,618	8,430	8,120	11,128	11,128	11,128	11,128
IRRIGATION -MATERIAL/MACHINERY	40,062	10,057	576	554	3,956	802	1,441	2,175	7,139	3,340	3,340	3,340	3,340
IRRIGATION - GOLF LAKES MAINTENANCE	48,416	5,147	5,147	5,147	-	10,294	5,147	(12,466)	-	7,500	7,500	7,500	7,500
IRRIGATION - POTABLE WATER USAGE	84,491	6,840	-	-	-	8,970	-	4,268	-	16,103	16,103	16,103	16,103
ONCHARGED - DEBT RECOVERY	16,001	4,580	740	4,100	1,540	1,245	2,160	1,230	406	-	-	-	-
ONCHARGED - LOT MOWS	34,650	2,343	2,797	2,825	2,536	2,849	2,849	2,772	2,772	3,024	3,834	3,024	3,024
ONCHARGED - LOT MOWS	-	-	-	-	-	-	-	-	-	-	-	-	-
ONCHARGED - WASTE REMOVAL	-	-	-	-	-	-	-	-	-	-	-	-	-
MUTUAL REVENUE - LOT MOWS	(55,834)	(4,577)	(4,067)	(4,067)	(5,438)	(8,589)	-	(4,427)	(4,327)	(5,086)	(5,086)	(5,086)	(5,086)
PEST CONTROL	9,281	-	-	495	-	-	132	99	-	1,249	2,458	3,599	1,249
PLUMBING - CONTRACT	125,936	8,729	10,142	10,012	13,968	11,779	9,949	9,296	10,237	10,456	10,456	10,456	10,456
PLUMBING - MATERIALS/MACHINERY	137,150	4,232	2,554	13,500	33,866	13,983	7,368	13,430	4,944	4,201	13,024	13,024	13,024
MTCE - ANIMAL MANAGEMENT	-	-	-	-	-	-	-	-	-	-	-	-	-
MOTOR VEHICLE / BUGGY EXPENSES	16,891	457	306	877	354	495	599	570	2,042	6,236	1,651	1,651	1,651
REPAIRS & MAINTENANCE	35,068	(39)	2,982	633	2,692	2,983	1,798	1,221	2,288	3,881	6,540	3,881	6,210
REP & MTCE - FENCES	-	-	-	-	-	-	-	-	-	-	-	-	-
REP & MTCE - GATES	-	-	-	-	-	-	-	-	-	-	-	-	-

Sanctuary Cove Principal Body Corporate - Cashflow forecast Year ending 31 October 2024

	Total	Actual Nov-23	Actual Dec-23	Actual Jan-24	Actual Feb-24	Actual Mar-24	Actual Apr-24	Actual May-24	Actual Jun-24	Forecast Jul-24	Forecast Aug-24	Forecast Sep-24	Forecast Oct-24
REPAIRS & MAINTENANCE - HARBOUR	19,555	-	-	-	-	5,280	2,200	-	-	2,444	3,444	2,743	3,444
REPAIRS & MAINTENANCE- CCTV	5,009	-	-	-	-	-	-	-	426	917	917	917	1,833
ROADS	52,996	(1,946)	4,136	4,312	9,075	2,882	528	9,629	3,421	4,778	6,626	4,778	4,778
ROAD SANDING	27,500	-	-	-	-	-	-	-	-	5,500	5,500	5,500	11,000
ROAD SWEEPING	77,320	5,415	6,482	6,482	6,482	6,482	6,482	6,482	6,603	6,603	6,603	6,603	6,603
SIGNAGE	7,942	2,666	2,633	996	515	638	-	495	-	-	-	-	-
WASTE REMOVAL - CONTRACT	1,070,461	86,689	87,690	82,782	89,556	84,685	86,587	90,639	92,367	92,367	92,367	92,367	92,367
WASTE REMOVAL - OTHER	29,794	1,183	-	-	-	-	2,790	1,370	330	3,535	3,535	3,535	13,516
LAND HOLDING - LAND TAX	56,734	-	-	-	-	-	-	-	-	56,734	-	-	-
LAND HOLDING - RATES	14,694	-	-	-	7,443	-	-	-	-	-	7,251	-	-
UTILITIES - ELECTRICITY / GAS	160,366	16,374	1,253	43,949	5,970	17,303	15,667	12,678	155	11,755	11,755	11,755	11,755
UTILITIES - ELEC. ONCHARGED	(16,993)	5,241	-	(2,178)	-	(1,738)	(2,273)	(4,906)	-	(2,785)	(2,785)	(2,785)	(2,785)
UTILITIES - WATER	492,741	139,923	-	-	-	170,356	-	82,461	-	-	-	100,000	-
UTILITIES - WATER, ONCHARGED	2,671,762	605,065	-	-	-	851,462	-	575,349	-	-	-	639,887	-
UTILITIES - WATER, ONCHARGED	(2,283,898)	(349,004)	(5,957)	(15,949)	(719,582)	(112,640)	(28,577)	(412,303)	-	-	-	(639,887)	-
WATER BILLING	11,877	918	918	-	1,465	977	977	977	977	1,167	1,167	1,167	1,167
WATER METER READS	19,932	3,996	-	-	-	3,941	-	3,993	-	2,000	2,000	2,000	2,000
WATER TESTING	-	-	-	-	-	-	-	-	-	-	-	-	-
WORKERS COMPENSATION	213	-	-	-	-	-	-	-	-	-	213	-	-
	12,400,178	2,679,100	294,929	314,770	1,429,133	1,272,164	308,155	2,308,251	301,252	486,685	404,787	2,153,808	447,144
Net movement - Admin Fund	(1,662,208)	(86,589)	(226,891)	(313,138)	950,783	(986,970)	(295,664)	126,855	(50,819)	(205,339)	(215,331)	(345,866)	(13,238)
Revenue - Sinking Fund													
SINKING FUND LEVIES	3,256,836	628,507	-	-	577,929	66,847	577,929	589,248	55,529	116,061	45,135	483,588	116,061
INTEREST EARNED	26,431	-	-	-	-	-	-	1,176	25,255	-	-	-	-
NON-MUTUAL REV - OTHER	-	-	-	-	-	-	-	-	-	-	-	-	-
NON-MUTUAL REV - INSURANCE REC	-	-	-	-	-	-	-	-	-	-	-	-	-
	3,283,266	628,507	-	-	577,929	66,847	577,929	590,423	80,784	116,061	45,135	483,588	116,061
Expenses - Sinking													
S/FUND INCOME TAX EXPENSE	-	-	-	-	-	-	-	-	-	-	-	-	-
Bridges	-	-	-	-	-	-	-	-	-	-	-	-	-
Electrical_Lights	344,882	84,476	117,722	22,285	31,065	277	79,590	1,324	4,018	-	1,375	1,375	1,375
Equipment - computer	1,205	-	-	-	-	-	-	-	-	-	402	402	402
FTTH	20,625	-	-	-	-	-	-	-	-	-	6,875	6,875	6,875
Harbour (including revetment walls)	12,715	-	-	-	9,372	-	3,343	-	-	-	-	-	-
Hydraulic & Electrical Supplies (inc vehicles for electrical/plumbing)	6,810	-	-	-	1,425	-	2,748	878	1,759	-	-	-	-
Irrigation_Control (inc A Class water)	413,792	160,524	404	-	5,363	-	-	-	-	-	82,500	82,500	82,500
Irrigation_Mains	3,886	-	-	-	-	-	-	-	-	3,886	-	-	-
Irrigation_Valves	4,125	-	-	-	-	-	-	-	-	-	1,375	1,375	1,375
Kerb	769,685	-	-	-	-	122,438	146,673	50,490	-	91,667	119,472	119,472	119,472
Landscape (including parks and playgrounds)	390,770	42,583	16,984	12,497	21,675	4,300	127,731	-	-	-	55,000	55,000	55,000
Path	29,333	-	-	-	-	-	-	-	-	29,333	-	-	-
Pumps	123,887	-	27,489	(6,506)	-	2,033	-	6,996	22,873	5,002	22,000	22,000	22,000
Reports	32,083	-	-	-	-	-	-	-	-	7,333	8,250	8,250	8,250
Roads (including parking)	173,375	27,428	-	16,604	4,932	-	-	-	-	-	41,470	41,470	41,470
Security_System (including alarm monitoring)	169,050	43,333	-	-	-	14,076	62,058	-	-	49,582	-	-	-
Stormwater_Line	-	-	-	-	-	-	-	-	-	-	-	-	-
Stormwater_Point	12,573	-	-	-	-	-	-	8,448	-	-	1,375	1,375	1,375
Switchboard_Meter	64,522	-	-	-	-	-	-	660	-	8,304	18,519	18,519	18,519
Wall_Fences (including gates)	10,835	-	-	-	-	1,606	9,229	-	-	-	-	-	-
Wastewater_Line	-	-	-	-	-	-	-	-	-	-	-	-	-
Wastewater_MH	-	-	-	-	-	-	-	-	-	-	-	-	-
Wastewater_RM	-	-	-	-	-	-	-	-	-	-	-	-	-
Water_Lines	30,645	-	-	-	13,200	-	-	-	-	-	5,815	5,815	5,815
Water_Point (includes sluice valves, fire hydrants, water meters)	203,785	5,513	-	11,157	562	-	-	-	-	32,221	51,444	51,444	51,444
WW_H_Connection	-	-	-	-	-	-	-	-	-	-	-	-	-
New Asset - Contractors Compound	-	-	-	-	-	-	-	-	-	-	-	-	-
Facilities_Equip	-	-	-	-	-	-	-	-	-	-	-	-	-

Sanctuary Cove Principal Body Corporate - Cashflow forecast Year ending 31 October 2024

	Total	Actual Nov-23	Actual Dec-23	Actual Jan-24	Actual Feb-24	Actual Mar-24	Actual Apr-24	Actual May-24	Actual Jun-24	Forecast Jul-24	Forecast Aug-24	Forecast Sep-24	Forecast Oct-24
Vehicles	(25,811)	(25,811)	-	-	-	-	-	-	-	-	-	-	-
	2,792,771	338,047	162,599	56,037	87,595	144,731	431,372	68,796	28,651	227,328	415,872	443,079	415,872
Net movement - Sinking Fund	490,495	290,460	(250,080)	(56,037)	490,335	(77,883)	146,558	521,628	52,133	(111,267)	(370,737)	40,509	(299,811)
Funds invested on call - transfers in/(out)	1,175,960	415,000	(177,249)	360,000	(1,424,000)	1,025,900	104,913	(440,146)	(218,458)	320,000	600,000	310,000	300,000
Bonds (refer offset effect in investment account)	-	-	-	-	-	-	-	-	-	-	-	-	-
FITH loan redemptions	-	-	-	-	-	-	-	-	-	-	-	-	-
Instalment tax	1,143	-	-	(30,307)	-	-	31,450	-	-	-	-	-	-
GST	58,836	(4,054)	-	50,759	(7,356)	13,443	6,044	-	-	-	-	-	-
BALANCE - CASH AT BANK	126,715	677,306	23,086	34,363	44,125	18,615	11,916	220,252	3,108	6,502	20,433	25,076	12,027
Funds invested	1,266,392	1,266,392	1,633,110	1,433,376	1,076,558	2,524,720	1,674,113	1,033,333	2,120,958	1,033,333	2,911,213	713,333	2,311,213
Interest earned	78,720	31,718	15,266	3,182	24,162	4,393	-	-	-	-	-	-	-
Funds invested on call - transfers in/(out)	(213,900)	(415,000)	285,000	(360,000)	1,424,000	(855,000)	(640,780)	1,087,625	790,255	(320,000)	(600,000)	(310,000)	(300,000)
	1,131,213	883,110	1,933,376	1,076,558	2,524,720	1,674,113	1,033,333	2,120,958	2,911,213	713,333	2,311,213	403,333	2,011,213
(To)/from Term deposit	750,000	750,000	(500,000)	-	-	-	-	-	-	-	-	500,000	-
BALANCE - MACQUARIE / BOQ AT CALL	1,881,213	1,633,110	1,433,376	1,076,558	2,524,720	1,674,113	1,033,333	2,120,958	2,911,213	713,333	2,311,213	903,333	2,011,213
MBL TD			500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000
MBL TD		1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
MBL TD		250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000
MBL TD				-	-	-	-	-	-	-	-	-	-
MBL TD		500,000	500,000	500,000	500,000	500,000	500,000	162,000	162,000	162,000	162,000	162,000	162,000
MBL TD				-	-	-	-	-	-	-	-	-	-
MBL TD				-	-	-	-	-	-	-	-	-	-
MBL TD		500,000	500,000	500,000	500,000	500,000	500,000	500,000	-	-	-	-	-
MBL TD		500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000
BOQ TD				-	-	-	-	-	-	-	-	-	-
MBL TD				-	-	-	-	-	-	-	-	-	-
BOQ TD		3,500,000	3,500,000	3,500,000	3,500,000	3,500,000	3,500,000	3,500,000	3,500,000	3,500,000	3,500,000	3,500,000	3,500,000
Cash at Bank - ROW 150		677,306	23,086	34,363	44,125	18,615	11,916	220,252	3,108	6,502	20,433	25,076	12,027
BoQ at Call - ROW 159		966	966	966	966	966	966	966	966	966	966	966	966
Macquarie at Call - ROW 159		1,632,144	1,432,410	1,075,592	2,523,754	1,673,147	1,032,366	2,119,992	2,910,246	712,367	2,310,246	902,367	2,010,246
TOTAL		8,560,417	8,206,463	7,860,921	9,318,845	8,442,728	7,795,249	8,753,210	8,826,320	6,631,834	8,243,646	6,840,409	7,935,240



#	MEETING DATE	RESOLUTION	RESPONSIBILITY	COMMENTS	EXPECTED COMPLETION DATE
316	11/24	Stage 2 DCBL’s RESOLVED that the PBC authorise the ARC and Developer to meet and finalise the DCBL documentation: FURTHER RESOLVED that the PBC is required to review the revised final documentation and the PBC will then approve if it is satisfactory.	ARC/ BCM	<ul style="list-style-type: none"> o Stage 2 commence working group February 2024. o Teams meeting held 22/4/24 with SS, CT, AL, EAR, JS to discuss changes o End of 2024 RBC resolution 	End of 2024
399	05/22	Amenities across the Resort	PBC	<ul style="list-style-type: none"> o Sept 21 raised by previous Chair, low priority – parking bays being installed. o Parking bays have been installed 	On hold
419	08/22	Village Gate	PBC	<ul style="list-style-type: none"> o Mulpha will commence works on the infrastructure for the gates and the townhouse development opposite. o Works expected to take three months. o Gate structure postponed until June 2024 after the boat show. o Gates structure and design, the mirror image of the Pines. o 16/07/24 Traffic diversion signage installed (Temp covered). o 17/07/24 Contractor to install site fencing o 18/07/24 Pedestrian barrier fence to be installed. o 22/07/24 Early: Current Parkway lanes will be blocked off, traffic diversion will be activated with sign covers removed. 	Commenced mid July 24



#	MEETING DATE	RESOLUTION	RESPONSIBILITY	COMMENTS	EXPECTED COMPLETION DATE
425	03/23	Village update from Mulpha to be included in future Agendas for the PBC EGM	Mulpha	<ul style="list-style-type: none"> Mulpha rep to provide a monthly update. SS mentioned Barry Teeling advised Mulpha paying for everything including landscaping 	Mulpha
426	04/23	Cypress Point licence agreement and buggy path repairs	PBC	<ul style="list-style-type: none"> Pricing for Boom Gate, similar to Livingstonia being obtained. DSG advised he will look into temporary lighting. Awaiting prices on boom gate DSTG advised asphalt considered after boat show 	SF to look at in 2024/2025 budget
427	05/23	OptiComm Sale	PBC	<ul style="list-style-type: none"> Update of possible OptiComm sale Recent meeting on 10th Oct 23 with OptiComm to discuss proposals. Received proposal, will be presented to PBC EC in early 2024. DSTG to complete a report for June 24 	Ongoing
429	03/24	Purchasing Policy updated	PBC	<ul style="list-style-type: none"> Purchasing policy to be updated – Finance Manager and CEO. 	Aug 24 Governance Review
430	07/24	Secondary Thoroughfare By-Law	PBC	<ul style="list-style-type: none"> Visitor’s Parking Signage 	Passed at PBC EGM July 24
431	07/24	Emergency Management Plan	PBC	<ul style="list-style-type: none"> Tailored for Residents. 	Aug 24 Governance Review

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

As at 8th August 2024



Ongoing
Working Progress
Mulpha
On hold



PBC – COMPLIANCE REPORT

July 2024

CLOSED COMPLIANCE MATTERS April - Ongoing					
PROPERTY NUMBER	MATTER	1 st Notice	2 nd Notice	3 rd Notice	CLOSED
Lot 144 Washingtonia	Rendering	09.04.2024			11.04.2024
Lot 54 Banksia Lakes	Unightly Items	11.04.2024			15.04.2024
Lot 85 Cassia	Property Maintenance	12.04.2024			22.04.2024
Lot 19 Caladenia	Rendering	26.02.2024			22.04.2024
Lot 25 Ardisia	Landscaping	20.03.2024	10.04.2024		24.04.2024
Lot 5 Fuschia	Property Maintenance	10.04.2024			25.04.2024
Lot 16 Fuschia	Rendering	10.04.2024			25.04.2024
Lot 2 Alyxia	Landscaping	14.03.2024	11.04.2024		30.04.2024
Lot 9 Plumeria	Property Maintenance	24.04.2024			10.05.2024
Lot 24 Woodsia	Rendering	26.04.2024			13.05.2024
Lot 17 Fuschia	Rendering	12.04.2024	26.04.2024		15.05.2024
Lot 19 Fuschia	Rendering	12.04.2024	26.04.2024		15.05.2024
Lot 48 Harpullia	Rendering	19.04.2024	03.05.2024		15.05.2024
Lot 53 Araucaria	Unightly Items	10.05.2024			15.05.2024
Lot 51 Ardisia	Landscaping	14.05.2024			27.05.2024
Lot 53 Ardisia	Landscaping	14.05.2024			27.05.2024
Lot 114 Roystonia	Rendering	29.04.2024			27.05.2024
Lot 1 Zieria	Landscaping	01.05.2024			27.05.2024
Lot 52 Ardisia	Landscaping	14.05.2024			27.05.2024
Lot 58 Schotia Island	Property Maintenance	22.04.2024	13.05.2024		27.05.2024
Lot 11 Fuschia	Rendering	10.04.2024	26.04.2024	15.05.2024	28.05.2024
Lot 66 Washingtonia	Rendering	10.05.2024			30.05.2024
Lot 116 Roystonia	Rendering	29.04.2024			31.05.2024
Lot 37 Adelia	Rendering	01.05.2024	28.05.2024		12.06.2024
Lot 7 Plumeria	Remdering	10.05.2024			14.06.2024
Lot 16 Caladenia	Landscaping	11.06.2024			18.06.2024
Lot 64 Washingtonia	Unightly Items	05.06.2024			18.06.2024
Lot 11 Caladenia	Landscaping	11.06.2024			26.06.2024
Lot 47 Adelia	Landscaping	13.06.2024			28.06.2024
Lot 46 Adelia	Landscaping	13.06.2024			28.06.2024
Lot 3 Schotia Island	Rendering	05.06.2024			03.07.2024
Lot 124 Roystonia	Rendering	12.06.2024			05.07.2024
Lot 25 Caladenia	Landscaping	11.06.2024	28.06.2024		10.07.2024
Lot 39 Adelia	Rendering	15.03.2022	22.07.2022	29.07.2022	11.07.2024
Lot 121 Schotia Island	Rendering	21.03.2023			11.07.2024
Lot 36 Schotia Island	Rendering	11.04.2024	02.05.2024	19.06.2024	15.07.2024



PBC – COMPLIANCE REPORT

July 2024

Lot 38 Adelia	Landscaping	28.06.2024	15.07.2024		16.07.2024
Lot 7 Zieria	Property Maintenance	24.04.2024	27.05.2024	26.06.2024	16.07.2024
Lot 63 Washingtonia	Animals	04.07.2024			18.07.2024
Lot 25 Adelia	Rendering	28.05.2024	27.06.2024		19.07.2024
Lot 45 Banksia Lakes	Rendering	28.05.2024	18.06.2024	10.07.2024	22.07.2024
Lot 20 Araucaria	Property Maintenance	28.06.2024	18.07.2024		22.07.2024
Lot 37 Araucaria	Rendering	23.07.2024			29.07.2024
Lot 65 Washingtonia	Property Maintenance	05.06.2024	28.06.2024	19.07.2024	30.07.2024
Lot 36 Plumeria	Vehicles	16.07.2024			30.07.2024