



**NOTICE OF EXECUTIVE  
COMMITTEE MEETING  
OF THE PTBC**

**Name of Property:** SANCTUARY COVE PRIMARY Primary Thoroughfare Body Corporate  
**GTP:** 201  
**Location of Meeting:** Meeting Room 1, Sanctuary Cove Body Corporate Services, Shop 1A,  
Building 1, Masthead Way, Sanctuary Cove, QLD, 4212  
**Date and Time of meeting** Thursday 29 August 2024 at 10:00 AM

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
  - 6.1 Approval of PTBC EC minutes held on 27<sup>th</sup> June 2024
  - 6.2 Body Corporate - FSC Minutes - 19<sup>th</sup> July 2024
  - 6.3 Body Corporate - FSC Minutes - 16<sup>th</sup> August 2024
  - 6.4 Body Corporate - CSC Minutes - 9<sup>th</sup> July 2024
  - 6.5 Body Corporate - CSC Minutes - 30<sup>th</sup> July 2024
  - 6.6 Matters in Progress August 2024
  - 6.7 Operations Report July 2024

7. Correspondence for Information

No	Date	From	To	Regarding
1.	June 2024	SandMap	PTBC	SC Lakes Sub-bottom Profiler Survey
2.	6 August 2024	PTBC Chairperson	CEO City of Gold Coast	Application for the transfer of Lot 7 from Primary Thoroughfare
3.	6 August 2024	PTBC Chairperson	Minister for Housing	Application for the transfer of Lot 7 from Primary Thoroughfare

8. General Business

9. Date of next PTBC EC Meeting - Thursday 31<sup>st</sup> October 2024

10. Closure of Meeting

Reply To PO Box 15, Sanctuary Cove QLD, 4212
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# VOTING PAPER

Executive Committee Meeting for the Sanctuary Cove Primary Thoroughfare Body Corporate GTP  
201

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

**Date and time of meeting:** Thursday 29 August 2024 at 10:00 AM

## Instructions

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

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

## MOTIONS

### 1 Approval of Previous PTBC EC Minutes 27th June 2024 (Agenda Item 6.1)

Statutory Motion Submitted by Committee

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**THAT** the Minutes of the PTBC Executive Committee Meeting held on 27th June 2024 be accepted as a true and correct record of the proceedings of the meeting.

Yes

No

Abstain

### 2 Body Corporate – FSC Minutes - 19th July 2024 (Agenda Item 6.2)

Submitted by Committee

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**THAT** the PTBC EC notes and accepts the FSC Minutes dated 19th July 2024 as tabled.

Yes

No

Abstain

**3 Body Corporate - FSC Minutes - 16th August 2024 (Agenda Item 6.3)**

Submitted by Committee

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**THAT** the PTBC EC notes and accepts the FSC Minutes dated 16th August 2024 as tabled.

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

**4 Body Corporate - CSC Minutes - 9th July 2024 (Agenda Item 6.4)**

Submitted by Committee

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**THAT** the PTBC EC notes and accepts the CSC Minutes dated 9th July 2024 as tabled.

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

**5 Body Corporate - CSC Minutes - 30th July 2024 (Agenda Item 6.5)**

Submitted by Committee

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**THAT** the PTBC EC notes and accepts the CSC Minutes dated 30th July 2024 as tabled.

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



**6 Body Corporate - Matters in Progress August 2024 (Agenda Item 6.6)**

Submitted by Committee

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

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

**7 Body Corporate – Operations Report July 2024 (Agenda Item 6.7)**

Submitted by Committee

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

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

**8 Correspondence for Information (Agenda Item 6.8)**

Submitted by Committee

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

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

Submitted by Committee

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**THAT** the date of the next PTBC Extraordinary General Meeting will be Thursday 31st October 2024.

Yes

Further **THAT** the date of the next PTBC Executive Committee Meeting will be 31st October 2024.

No

Abstain

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**GTP: 201**

**Lot Number:** \_\_\_\_\_

**Unit Number:** \_\_\_\_\_

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

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

**Signature of voter:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **ATTACHMENTS**

- 1. MOTION INFORMATION**
- 2. 6.1 20240627 PTBC EC Minutes**
- 3. 6.2 Draft FSC Minutes 20240719 - PTBC**
- 4. 6.3 Draft FSC Minutes 20240816 - PTBC**
- 5. 6.4 Draft CSC Minutes 20240709**
- 6. 6.5 Draft CSC Minutes 20240730**
- 7. 6.6 PTBC MIP 20240819**
- 8. 6.7 Operations Report - July 2024**
- 9. CORRO FOR CORRESPONDENCE**
- 10. CFI 1. Sanctuary Cove Golf and Country Club - Lake Survey - Sediment Depths**
- 11. CFI 1. Consultancy Report - SandMap Sanctuary Cove SBP Survey 2024 v1.0**
- 12. CFI 2. letter PTBC-Council 6-8-24**
- 13. CFI 3. letter PTBC-Minister 6-8-24**
- 14. Proxy form - BC**

**MOTION  
INFORMATION**



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

**Location of meeting:** Meeting Room 1, Sanctuary Cove Body Corporate Services, Sanctuary Cove, QLD 4212  
**Date and time of meeting:** Thursday, 27<sup>th</sup> June 2024  
**Start Time:** 10.46am      **Finish Time:** 10.53am  
**Chairperson:** Mr Stephen Anderson

**ATTENDANCE**

**The following members were present at the meeting in Person:**

Position: Chairperson Member Name: Mulpha Sanctuary Cove Investments/Marina/Marine Village and Developments Pty Ltd Rep: Mr Stephen Anderson  
Position: Ordinary Member Name: Sanctuary Cove Golf and Country Club Holdings Limited Rep: Mr Paul Sanders  
Position: Ordinary Member Name: Principal Body Corporate GTP 202 Rep: Mr Stuart Shakespeare

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

N/A

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

N/A

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

Position: Ordinary Member Name: Mulpha Sanctuary Cove (Developments) Pty Limited Rep: Mr Barry Teeling

**Present by Invitation:**

Mr Dale St George, PTBC Secretary, (DSG)  
Mrs Tamara Jones, Minute Taker

**Apologies:**

N/A

A quorum was present.

Nil Conflict of Interest.

The Meeting was not recorded.

**Motions**

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

Proposed by: Statutory Motion

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

Yes	3
No	0
Abstain	1

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

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

Proposed by: PTBC Chairperson

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

Yes	4
No	0
Abstain	0

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

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

Proposed by: PTBC Chairperson

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

Yes	4
No	0
Abstain	0

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

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

Proposed by: PTBC Chairperson

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

Yes	4
No	0
Abstain	0

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

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

Proposed by: PTBC Chairperson

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

Yes	4
No	0
Abstain	0

**NOTE:**

- *Village Gate works to commence on 8 July 2024, BCS to issue correspondence to residents.*

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

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

Proposed by: PTBC Chairperson

**RESOLVED** that the PTBC EC notes Operations Report May 2024 as tabled.**NOTE:**

- *SS requested that the diagram in the Operations Report which breaks down the lot entitlements for each entity be updated to reflect current ownership.*

Yes	4
No	0
Abstain	0

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

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

Proposed by: PTBC Chairperson

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

Yes	4
No	0
Abstain	0

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

**8 Date of next PTBC EGM / EC Meeting (Agenda Item 10)****ORDINARY RESOLUTION  
CARRIED**

Proposed by: PTBC Chairperson

**RESOLVED** that the date of the next PTBC Extraordinary General Meeting will be Thursday 25<sup>th</sup> July 2024 1:00pm.Further **RESOLVED** that the date of the next PTBC Executive Committee Meeting will be Thursday 29<sup>th</sup> August 2024 10:00am.

Yes	4
No	0
Abstain	0



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

**Meeting closed at 10.53am.**

Chairperson: .....



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

**Body Corporate Committee** Sanctuary Cove Primary Thoroughfare Body Corporate GTP 201 Finance Sub-Committee  
**Location of Meeting:** Meeting Room 1 - Sanctuary Cove Body Corporate Services  
**Date and Time of meeting** Friday, 19 July 2024  
**Meeting Chaired by:** Mr Stephen Anderson  
**Meeting start time:** 10.28am **Meeting finish time:** 10.46am

ATTENDANCE

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

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

APOLOGIES

Ordinary Mr Tony McGinty

BY INVITATION

Finance 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 Minutes of Previous Meeting 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 Selective Review CARRIED**

Proposed by: The Chairperson

Yes	4
No	0
Abstain	0

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

Note:

- Invoice from Secure Access Systems (SAS) was chosen for the Selective Review this month for the North Gate Residential Intercom fault.
- SA queried whether SAS is a Preferred Supplier, MY confirmed they are.
- Quote within Mike Telea’s approval limit so this was not referred onto the committee as per the Purchasing Policy.

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

**3 PTBC Financial Statements CARRIED**

Proposed by: The Chairperson

Yes	4
No	0
Abstain	0

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

Note:

- Admin Fund projected to be in deficit at end of the Financial Year.
- Projected water variances and recovery costs from the Company group which is expected to further the deficit.
- Electricity rate increases due to 3 year fixed rate contract expiry.
- MM noted animal maintenance costs are quite high, MY to investigate further.
- SA & PK recommended investigating implementation of solar, MY to contact Paul Blake from OTI.

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

**4 PTBC Actual v Budget Analysis CARRIED**

Proposed by: The Chairperson

Yes	4
No	0
Abstain	0

**RESOLVED** That the FSC notes and accepts the PTBC Actual v Budget Analysis as of 30 June 2024 as tabled.

Note:

- MY to include any potential recovery costs in forecast.
- Confirmed water variance allocation split accordingly between PBC/PTBC.
- PK queried implication of PTBC projected deficit. MY to investigate SCRA.

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

**5 PTBC Detailed Transaction Lists CARRIED**

Proposed by: The Chairperson

Yes	4
No	0
Abstain	0

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

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

**6 PTBC Cash Flow CARRIED**

Proposed by: The Chairperson

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

Yes	4
No	0
Abstain	0

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

**7 Date of Next Meeting CARRIED**

Proposed by: The Chairperson

**RESOLVED** That the date of the next FSC Meeting will be Friday, 16 August 2024 at 10:15am.

Yes	4
No	0
Abstain	0

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

GENERAL BUSINESS

N/A

Chairperson: .....



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

<b>Body Corporate Committee</b>	Sanctuary Cove Primary Thoroughfare Body Corporate GTP 201 Finance Sub-Committee		
<b>Location of Meeting:</b>	CEO's Office - Sanctuary Cove Body Corporate Services		
<b>Date and Time of meeting</b>	Friday, 16 August 2024		
<b>Meeting Chaired by:</b>	Mr Stephen Anderson		
<b>Meeting start time:</b>	10.54am	<b>Meeting finish time:</b>	11.03am

ATTENDANCE

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

Chairperson	Mr Stephen Anderson (SA)
Ordinary	Mick McDonald (MM)
Ordinary	Mr Paul Kernaghan (PK)

PRESENT BY PROXY

Mr Robert Hare to Mr Stephen Anderson

APOLOGIES

Ordinary	Mr Tony McGinty (TM)
Ordinary	Mr Robert Hare (RH)

BY INVITATION

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

QUORUM

The Chairperson declared that a Quorum was present.

MOTIONS

<b>1</b>	<b>Approval of Minutes of Previous Meeting</b>		<b>CARRIED</b>
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Proposed by: The Chairperson

**RESOLVED** That the Minutes of the Finance Sub-Committee Meeting held on 19 July 2024 be accepted as a true and correct record of the proceedings of the meeting.

Yes	4
No	0
Abstain	0

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

**2 Selective Review CARRIED**

Proposed by: The Chairperson

Yes	4
No	0
Abstain	0

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

Note:

- *Selective Review to be removed from future agendas.*

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

**3 PTBC Financial Statements CARRIED**

Proposed by: The Chairperson

Yes	4
No	0
Abstain	0

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

Note:

- *Sinking Fund balance forecast and cash flow projections reviewed and overruns in FY2024 will need to be recovered in the next budget.*
- *SA requested review of sinking fund balance and sinking fund levy projections.*
- *MY to update current management financials to report by category.*

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

**4 PTBC Actual v Budget Analysis CARRIED**

Proposed by: The Chairperson

Yes	4
No	0
Abstain	0

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

Note:

- *MY to provide electricity analysis based on usage types.*

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

**5 PTBC Detailed Transaction Lists CARRIED**

Proposed by: The Chairperson

Yes	4
No	0
Abstain	0

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

- *The committee recommended that this information be removed from the agenda/meeting packs moving forward, to be requested when required.*

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

**6 PTBC Cash Flow CARRIED**

Proposed by: The Chairperson

Yes	4
No	0
Abstain	0

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

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

**7 PTBC Legal/Consultant Costs Summary CARRIED**

Proposed by: The Chairperson

Yes	4
No	0
Abstain	0

**RESOLVED** That the FSC notes and recommends to the PTBC the approval of the PTBC Legal/Consultant Costs Summary 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

**RESOLVED** That the date of the next FSC Meeting will be Friday, 20 September 2024 at 10:15am.

Yes	4
No	0
Abstain	0

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

GENERAL BUSINESS

Multi-Year Maintenance Works Contracts

- The recommended Waste & Recycling contract exceeds the budget by \$275k excluding GST. A tiered pricing arrangement was negotiated to support the PBC/PTBC is managing the increase in costs.
- The recommended Landscaping contract came in under budget - PBC \$152,418.31 and PTBC \$48,868.40 (ex GST).
- The Street Sweeping Contract came in slightly over budget - PBC \$16,987.96 and PTBC \$1,421.06 (ex GST). However, a decrease in total hours of work was negotiated which resulted in a lower price. *Note: there will be no change to the schedule.*
- MY to prepare FY2025 forecast to show overruns for both PBC & PTBC at next meeting and provide advice on minimising the impact of the multi-year maintenance contracts and the flow on impact from FY2024.
- MY confirmed that Brogan Watling has reviewed and provided guidance on the application of SCRA in respect of the administrative and sinking funds. SCRA does not differentiate between an administrative and sinking fund. All that is required is that the PBC or PTBC establishes a fund into which all amounts received by it are paid. This has also been confirmed by the auditors (PKF).

Chairperson: .....

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, 9 July 2024  
**Meeting Chaired by:** Mr Shaun Clarke  
**Meeting start time:** 10:30am **Meeting finish time:** 11:05am

ATTENDANCE

The following Committee members attended the meeting In Person:

Chairperson Mr Shaun Clarke (SC)  
Ordinary Mr Robert Nolan (RN)  
Ordinary Mr Ken Morrisby (KM)

PRESENT BY PROXY

N/A

BY INVITATION

Facilities Services Manager Ms Shynyn Fox (SF)  
Manager of Body Corporate Mrs Jodie Syrett (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 10 May 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	✓		

#### 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
<b>Current Contract Price - PBC</b>		<b>\$925,803.78 Inc GST</b>					
<b>Current Contract Price - PTBC</b>		<b>\$212,939.10 Inc GST</b>					

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
<b>Current Contract Price - PBC</b> \$77,781.81 Inc GST					
<b>Current Contract Price - PTBC</b> \$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
<b>Current Contract Price - PBC</b> \$992,835.58 Inc GST – Based on 1289 bins				

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

**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



#	MEETING DATE	RESOLUTION	Onus	COMMENTS	EXPECTED COMPLETION DATE
90	06/18	Upgrade of Adelia pedestrian and vehicle access gates	FM	<ul style="list-style-type: none"> <li>Project expected completion – April 2024.</li> <li>Works Complete – Signage “The Address” commenced</li> <li>Works complete no further action required</li> </ul>	Commenced
95	09/19	Village Gate	FM	<ul style="list-style-type: none"> <li>Postponed commencing June 2024 after the boat show.</li> <li>Works to commence end June 2024</li> <li>22/07/24 Early: Current Parkway lanes will be blocked off; traffic diversion will be activated with sign covers removed.</li> </ul>	Commenced
97	10/20	Fig Tree replacement - Boulevard	FM	<ul style="list-style-type: none"> <li>NO action taken – future project</li> </ul>	ON HOLD
101	08/22	A Class Water	CEO	<ul style="list-style-type: none"> <li>Pumps and other equipment for final project installation in safe storage – will bring to site.</li> <li>Energex have approved the new site for the transformer – expect works to commence in June 2024.</li> <li>Water supply agreement 2024 for approval.</li> <li>Energex works component to be approved by PTBC/PBC</li> <li>Energex civil works approved, works estimated to commence End Aug 2024</li> <li>CBP lawyers have been asked to draft response letter to HydroVision</li> </ul>	ONGOING

As at  
19 August 2024



102	03/23	Safety concerns Boulevard pathway - risk	FM	<ul style="list-style-type: none"> <li>Review timing of addressing potential hazards on each side of the Boulevard pathway</li> <li>Mulching has been undertaken; the remainder of works will be undertaken when time permits.</li> </ul>	Pending
104	02/23	Site wide water review	CEO / Golf	<ul style="list-style-type: none"> <li>Lake storage and stormwater runoff investigations to ascertain retention of stormwater.</li> <li>Motion on PTBC Agenda - \$42K (ex gst) for a complete report and recommendations.</li> <li>WO issued</li> <li>Further funding to conduct lake survey of depth approved.</li> </ul>	Commenced
107	05/23	Advice sought by PTBC amending section 56 Sanctuary Cove Resort Act 1985	PTBC	<ul style="list-style-type: none"> <li>Changes gazetted on 28 March 2024</li> <li>Further advice from MBA ongoing.</li> </ul>	ONGOING



## OPERATIONS REPORT – 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
<b>Income</b>								
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
<b>Total Income</b>	<b>2,927,538</b>	<b>2,909,803</b>	<b>2,074,027</b>	<b>2,031,646</b>	<b>52,849</b>	<b>0</b>	<b>4,813,217</b>	<b>4,745,647</b>
<b>Expenditure</b>								
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
<b>Total Expenses</b>	<b>2,781,036</b>	<b>2,901,571</b>	<b>2,182,301</b>	<b>1,992,393</b>	<b>49,530</b>	<b>0</b>	<b>4,771,670</b>	<b>4,698,162</b>
Net operating Saving / (Cost)	146,502	8,232	(108,274)	39,253	3,319	0	41,547	47,485
<b>YTD +/- movement compared to budget</b>		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%	
<b>Total Expenditure</b>	<b>7,682,353</b>	<b>7,625,415</b>	<b>(56,939)</b>	<b>(0.7%)</b>	

**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%	
<b>Total Expenditure</b>	<b>1,266,661</b>	<b>1,158,313</b>	<b>(108,348)</b>	<b>(9.4)%</b>	

**Notes:**

- Admin – software licence costs: AssetFinda update costs requiring server upgrade and implementation costs of \$7,118, monthly fee has been negotiated down to minimise total cost impact.
- Admin – 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
<b>Total</b>	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
<b>Total</b>	<b>41</b>	<b>\$3,124.00</b>	<b>31</b>	<b>\$1376.00</b>	<b>288</b>	<b>\$19,893.00</b>

Key Performance Indicators based on approved Operating Plan 2023/2024

<p><b>Specific Monthly KPO's:</b></p> <ul style="list-style-type: none"> <li>➤ Review CCTV cameras approved for Stage 2 Security Technology.</li> <li>➤ Obtain costings for Hybrid Electric Vehicles to replace Security vehicles (3) in February 2025</li> <li>➤ Review Emergency Management Plan</li> </ul> <p><b>Ongoing Monthly KPOs:</b></p> <ul style="list-style-type: none"> <li>➤ Provide 24hr Emergency Medical support through First Aid, Defibrillation and Medical Oxygen for an estimated 174 Medical Incidents per annum at an average of 14 Medicals per month.</li> <li>➤ Provide 24hr Mobile, Marine and Golf Course (night) patrolling subject to Incident Response. Complete building/gate checks and patrols of relevant stakeholder areas. Marine Patrols, subject to boat maintenance and staffing levels.</li> </ul>	<p>Stage 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 &amp; 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
	<b>269</b>	<b>147</b>		<b>28</b>	<b>31</b>

### 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
<b>YTD 2024</b>	<b>283,717</b>	<b>66,564</b>	<b>11,419</b>	<b>2,120</b>	<b>292</b>	<b>69</b>	<b>364,181</b>
Total	919,080	205,136	38,320	7,099	1,168	275	1,171,078
<b>% Current YTD</b>	<b>77.91%</b>	<b>18.28%</b>	<b>3.14%</b>	<b>0.58%</b>	<b>0.07%</b>	<b>0.02%</b>	<b>100.0%</b>
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
<b>July 2024</b>	<b>31,067</b>	<b>6,441</b>	<b>959</b>	<b>205</b>	<b>6</b>	<b>1</b>	<b>38,679</b>
<b>% Current MM</b>	<b>80.32%</b>	<b>16.65%</b>	<b>2.48%</b>	<b>0.52%</b>	<b>0.02%</b>	<b>0.01%</b>	<b>100.0%</b>



### 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
<b>TOTAL</b>	<b>35</b>	<b>32</b>	<b>57</b>	<b>67</b>

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
<b>Total Patrols</b>	<b>144</b>	<b>525</b>	<b>669</b>
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
<b>Total Lots</b>	<b>1,398</b>	<b>1,398</b>
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

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



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

Contracts Subcommittee

N/A

Maintenance Contracts - Tenders

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

Complete	
In progress	



### Contractor Six (6) Monthly Review

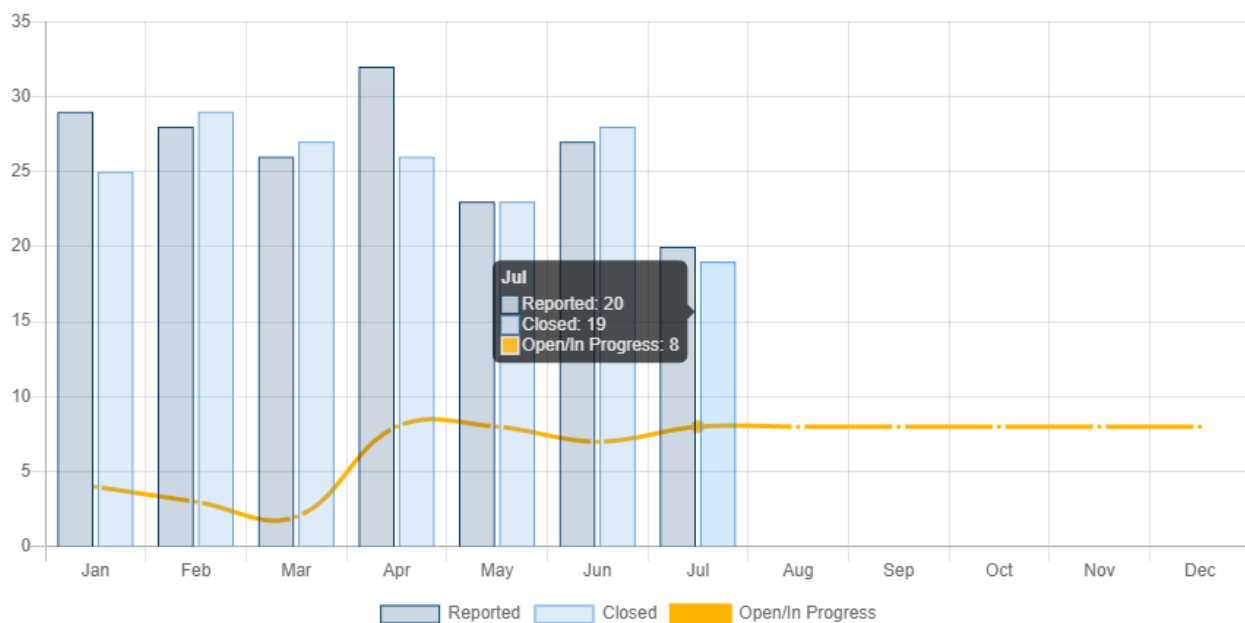
Contract Review	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
FTTH												
Street Sweeping			✓									
Landscaping			✓									
Waste and Recycling			✓									

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

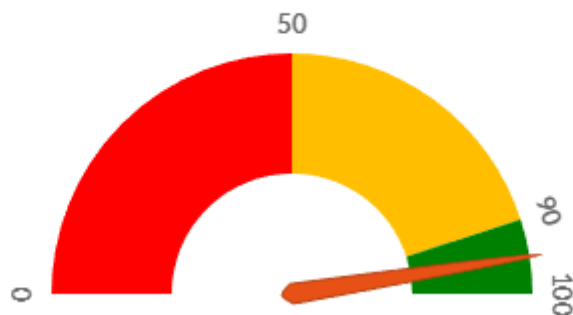
### Hazard Identification/Reporting

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

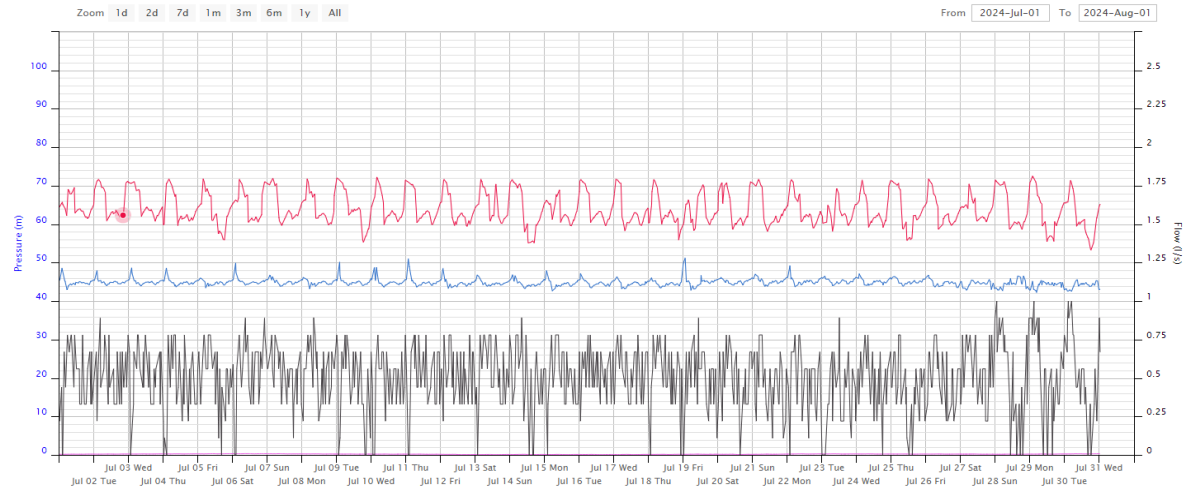
## Sinking Fund Major Projects

In progress	
Complete	
Confirmed	
Estimate	

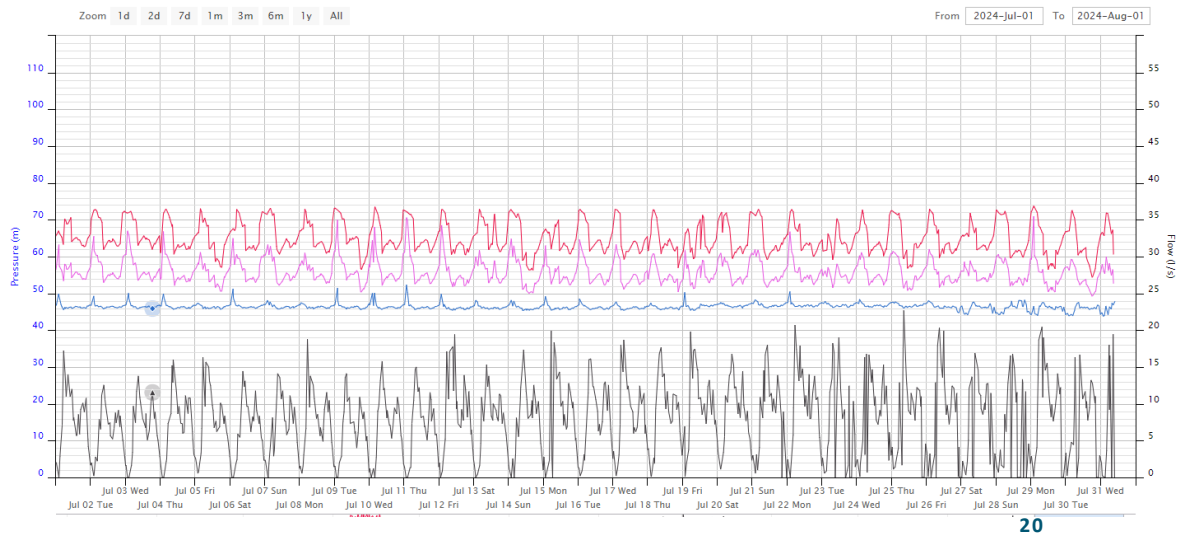
Project	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Asset management system review												
MDN Potable water - Consultant/Reports												
Tulip Lighting Year 2												
Electrical lighting - Butcherbird park bollard lighting (inhouse)												
Revetment Wall												
Irrigation - 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
<b>LEADERSHIP/CUSTOMER SERVICE (WORK REQUESTS/PREVENTATIVE MAINTENANCE)</b>										
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%
<b>GOVERNANCE / COMPLIANCE</b>										
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%
<b>FINANCIAL PERFORMANCE</b>										
Administration Fund – Spend vs Budget	✓	✓	✓	✓	✓	✓	✓	✓	✓	100%
Sinking Fund Projects - Project Tracker	✓	✓	✓	✓	✓	✓	✓	✓	✓	100%
Asset Management System - Sinking Fund Update	✓	✓	✓	✓	✓	✓	✓	✓	✓	100%
Asset Management Report to CEO				✓		✓				100%
Water Billing - Review zero/low reads	✓			✓			✓			100%

Note: 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

<b>Landscape Solutions</b>	<b>Nov-23</b>	<b>Dec-23</b>	<b>Jan-24</b>	<b>Feb-24</b>	<b>Mar-24</b>	<b>Apr-24</b>	<b>May-24</b>	<b>Jun-24</b>	<b>Jul-24</b>	<b>Aug-24</b>	<b>Sep-24</b>	<b>Oct-24</b>
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%			
<b>SPS</b>	<b>Nov-23</b>	<b>Dec-23</b>	<b>Jan-24</b>	<b>Feb-24</b>	<b>Mar-24</b>	<b>Apr-24</b>	<b>May-24</b>	<b>Jun-24</b>	<b>Jul-24</b>	<b>Aug-24</b>	<b>Sep-24</b>	<b>Oct-24</b>
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%			
<b>Cleanaway</b>	<b>Nov-23</b>	<b>Dec-23</b>	<b>Jan-24</b>	<b>Feb-24</b>	<b>Mar-24</b>	<b>Apr-24</b>	<b>May-24</b>	<b>Jun-24</b>	<b>Jul-24</b>	<b>Aug-24</b>	<b>Sep-24</b>	<b>Oct-24</b>
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%			

**CORRESPONDENCE  
FOR INFORMATION**

**From:** [Tamara Jones](#)  
**To:** [Jodie Syrett](#); [Shanyn Fox](#)  
**Subject:** FW: Sanctuary Cove Golf and Country Club - Lake Survey - Sediment Depths  
**Date:** Friday, 26 July 2024 1:34:02 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[image006.png](#)  
[image007.png](#)  
[image008.png](#)  
[Consultancy Report - SandMap Sanctuary Cove SBP Survey 2024 v1.0.pdf](#)  
[Sanctuary Cove Data Deliverables v3.0.zip](#)  
[image010.png](#)  
[image011.png](#)

Afternoon,

Not sure who is best to forward this to in Dale's absence.

Warm Regards,  
**TAMARA JONES**  
 EA to the CEO

**Direct** 07 5500 3322 | [tamara.jones@scove.com.au](mailto:tamara.jones@scove.com.au)  
**Main** 07 5500 3333 | [enquiries@scove.com.au](mailto:enquiries@scove.com.au)  
**Address** PO Box 15 | Shop 1A, Building 1, Masthead Way Sanctuary Cove Q 4212  
**Web** [oursanctuarycove.com.au](http://oursanctuarycove.com.au)



**SANCTUARY COVE COMMUNITY SERVICES LIMITED | SANCTUARY COVE BODY CORPORATE PTY LTD**

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**From:** Carson Ly <Carson.Ly@engeny.com.au>  
**Sent:** Thursday, July 25, 2024 5:29 PM  
**To:** Dale StGeorge <dale.stgeorge@scove.com.au>; Paul Sanders <pauls@scgcc.com.au>  
**Cc:** Tamara Jones <tamara.jones@scove.com.au>; Laura Liebenau <laural@scgcc.com.au>; Brendon Bolt <Brendon.Bolt@engeny.com.au>  
**Subject:** FW: Sanctuary Cove Golf and Country Club - Lake Survey - Sediment Depths

Hi Dale and Paul,

I am not sure if Rod sent this one through to you. Please see attached for the survey for the lakes at Sanctuary Cove Golf and Country Club.

I have reviewed the data and as specified by Rod below, the results show that the average sediment depths within the lakes range between 100-600mm. Based on the average depths we have done a desktop analysis to get an understanding of the volume of sediment across all 24 lakes. The volumes of the lakes are based off the survey conducted by Woolpert which SandMap suggest being inaccurate (refer email below). I will contact SandMap to see if they can provide a storage curve for all the lakes they assessed. However, based on the information we have to date, the sediment within the lakes makes up approximately 19% of the volume.

Lake no.	Lake Area (m2)	Sediment Depth_Mean (m)	Volume_Mean (m3)	Volumes of Lakes (m3)
1	2881.6	0.29	835.7	3303
2	14825.3	0.11	1630.8	3209
3	11127.9	0.16	1780.5	2051
4	18429.5	0.21	3870.2	293
5	17734.9	0.15	2660.2	1291

6	12747.2	0.13	1657.1	4790
7	25677.6	0.6	15406.6	29009
8	16129.7	0.6	9677.8	1617
9	25210.0	0.6	15126.0	8190
10	1537.8	0.19	292.2	4171
11	3727.0	0.2	745.4	16002
12	2729.2	0.19	518.6	50584
13	4648.0	0.15	697.2	293
14	3950.9	0.14	553.1	51231
15	3348.0	0.14	468.7	20772
16	31212.3	0.17	5306.1	29228
17	20140.0	0.15	3021.0	46497
18	730.0	0.22	160.6	2882
19	2720.9	0.14	380.9	51083
20	7186.7	0.15	1078.0	26916
21	3807.4	0.17	647.3	7163
22	945.4	0.11	104.0	2107
23	5142.7	0.1	514.3	11428
24	22927.1	0.15	3439.1	7163
Total			70,571.3	381,273
% of existing volume based			19%	

It would be good to have a meeting on this to discuss the way forward.

Please give me a call or let me know when you are free.

Kind regards,

 **Carson Ly**  
Senior Engineer  
0411 536 761

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**From:** Rod Tansley <[rod.tansley@sandmap.com.au](mailto:rod.tansley@sandmap.com.au)>

**Sent:** Monday, July 15, 2024 9:22 AM

**To:** Carson Ly <[Carson.Ly@engeny.com.au](mailto:Carson.Ly@engeny.com.au)>

**Cc:** Brendon Bolt <[Brendon.Bolt@engeny.com.au](mailto:Brendon.Bolt@engeny.com.au)>; Sean Mccagh <[sean.mccagh@sandmap.com.au](mailto:sean.mccagh@sandmap.com.au)>

**Subject:** RE: Sanctuary Cove Golf and Country Club - Lake Survey - Sediment Depths

Hi Carson,

Apologies for the delay on this. The data has proven more difficult to interpret than first estimated and our geophysicist has had to spend a lot of time manually interpreting the results. This was largely due to the presence of weed in the lakes which tends to blanket sonar acquisition, or at least penetrating sonar waves.

The other issue has been the differences found in the Woolpert bathymetry compared to our data. It is likely that the single beam unit used in that survey didn't penetrate the weeds and as such the depths provided are often to the top of the weeds. Our system was a lower frequency and as such would have had more penetration abilities. Usually we would provide a sub bottom layer and you can subtract this from the bathymetry layer to obtain volumes. In this case it may be slightly incorrect to do that so we have provided sediment thicknesses instead.

Happy to work with you further once you have looked over the report and data to get the result you are after. I understand you may be disappointed not to get great results for every lake but I can assure you that Dr Douglas Bergersen is one of the most skilled and respected geophysicists in Australia and the results achieved are the best that could be achieved in the conditions found.

Regards,

**Rod Tansley**

Technical Director

**M** +61 417 333 497

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**W** [www.sandmap.com.au](http://www.sandmap.com.au)



---

**From:** Carson Ly <[Carson.Ly@engeny.com.au](mailto:Carson.Ly@engeny.com.au)>

**Sent:** Friday, July 12, 2024 8:26 AM

**To:** Rod Tansley <[rod.tansley@sandmap.com.au](mailto:rod.tansley@sandmap.com.au)>

**Cc:** Brendon Bolt <[Brendon.Bolt@engeny.com.au](mailto:Brendon.Bolt@engeny.com.au)>; Sean Mccagh <[sean.mccagh@sandmap.com.au](mailto:sean.mccagh@sandmap.com.au)>

**Subject:** RE: Sanctuary Cove Golf and Country Club - Lake Survey - Sediment Depths

Hi Rod,

Are you able to give me an update on the below?

Kind regards,



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---

**From:** Rod Tansley <[rod.tansley@sandmap.com.au](mailto:rod.tansley@sandmap.com.au)>

**Sent:** Wednesday, June 19, 2024 10:14 PM

**To:** Carson Ly <[Carson.Ly@engeny.com.au](mailto:Carson.Ly@engeny.com.au)>

**Cc:** Brendon Bolt <[Brendon.Bolt@engeny.com.au](mailto:Brendon.Bolt@engeny.com.au)>; Sean Mccagh <[sean.mccagh@sandmap.com.au](mailto:sean.mccagh@sandmap.com.au)>

**Subject:** RE: Sanctuary Cove Golf and Country Club - Lake Survey - Sediment Depths

Hi Carson,

Our geophysicist tells me that the processing is even more painstaking than usual as the weed in most of the lakes is causing the automatic tracking processes to fail. This means that all data is having to be manually processed. He estimates the end of next week for the data but will update you again if this changes. Apologies for the delay, not much we can do to hurry this up unfortunately.

Regards,

**Rod Tansley**

Technical Director

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**E** [Rod.Tansley@sandmap.com.au](mailto:Rod.Tansley@sandmap.com.au)

**W** [www.sandmap.com.au](http://www.sandmap.com.au)



---

**From:** Rod Tansley <[rod.tansley@sandmap.com.au](mailto:rod.tansley@sandmap.com.au)>

**Sent:** Wednesday, June 19, 2024 9:01 AM

**To:** Carson Ly <[Carson.Ly@engeny.com.au](mailto:Carson.Ly@engeny.com.au)>

**Cc:** Brendon Bolt <[Brendon.Bolt@engeny.com.au](mailto:Brendon.Bolt@engeny.com.au)>; Sean Mccagh <[sean.mccagh@sandmap.com.au](mailto:sean.mccagh@sandmap.com.au)>

**Subject:** Re: Sanctuary Cove Golf and Country Club - Lake Survey - Sediment Depths

Hi Carson,

It's with our geophysicist at the moment. I'll chase him up and get back to you. There is a lot of manual processing work that takes quite a few days, quite painstaking to go through a lot of data.

Regards,

Rod

---

**From:** Carson Ly <[Carson.Ly@engeny.com.au](mailto:Carson.Ly@engeny.com.au)>  
**Sent:** Wednesday, June 19, 2024 8:58:30 AM  
**To:** Rod Tansley <[rod.tansley@sandmap.com.au](mailto:rod.tansley@sandmap.com.au)>  
**Cc:** Brendon Bolt <[Brendon.Bolt@engeny.com.au](mailto:Brendon.Bolt@engeny.com.au)>; Sean Mccagh <[sean.mccagh@sandmap.com.au](mailto:sean.mccagh@sandmap.com.au)>  
**Subject:** RE: Sanctuary Cove Golf and Country Club - Lake Survey - Sediment Depths

Hi Rod,

Just wanted to follow up if you have an ETA for the data.

Give me a call if that is easier.

Kind regards,

 **Carson Ly**  
**Senior Engineer**  
0411 536 761

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**From:** Rod Tansley <[rod.tansley@sandmap.com.au](mailto:rod.tansley@sandmap.com.au)>  
**Sent:** Thursday, June 13, 2024 9:51 PM  
**To:** Carson Ly <[Carson.Ly@engeny.com.au](mailto:Carson.Ly@engeny.com.au)>  
**Cc:** Brendon Bolt <[Brendon.Bolt@engeny.com.au](mailto:Brendon.Bolt@engeny.com.au)>; Sean Mccagh <[sean.mccagh@sandmap.com.au](mailto:sean.mccagh@sandmap.com.au)>  
**Subject:** RE: Sanctuary Cove Golf and Country Club - Lake Survey - Sediment Depths

Hi Carson,

Just letting you know that we have completed the sub bottom profiling work of the golf course lakes in the field now. We were not able to survey one of the lakes as it was fenced off completely and there was no access. This was also the lake that had no bathymetry so I assume Woolpert also did not have access.

Some of the lakes were quite weedy and shallow and as such this tends to blank out the transducer. Where the lakes are very shallow there is limited penetration as well. We do hope to get some good results but just making you aware that conditions in the lake do affect the results.

Our geophysicist is now analysing the data but this will take some time due to the huge volume of data acquired that requires manual analysis to pick out the layers required. I will keep you posted with time estimates as I get them.

Your golf course staff were extremely helpful and I'd like to thank them for their assistance and cooperation, certainly made the job easier for us.

Regards,

**Rod Tansley**  
Technical Director

**M** +61 417 333 497

**E** [Rod.Tansley@sandmap.com.au](mailto:Rod.Tansley@sandmap.com.au)

**W** [www.sandmap.com.au](http://www.sandmap.com.au)



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**From:** Carson Ly <[Carson.Ly@engeny.com.au](mailto:Carson.Ly@engeny.com.au)>  
**Sent:** Tuesday, May 28, 2024 11:48 AM  
**To:** Rod Tansley <[rod.tansley@sandmap.com.au](mailto:rod.tansley@sandmap.com.au)>  
**Cc:** Brendon Bolt <[Brendon.Bolt@engeny.com.au](mailto:Brendon.Bolt@engeny.com.au)>; Sean Mccagh <[sean.mccagh@sandmap.com.au](mailto:sean.mccagh@sandmap.com.au)>  
**Subject:** RE: Sanctuary Cove Golf and Country Club - Lake Survey - Sediment Depths

Hi Rod,

Yes they have been pretty hands on. I haven't really had to deal with anyone else to date.

FYI – they are better with emails than via phone call.

Kind regards,

 **Carson Ly**  
**Senior Engineer**  
0411 536 761

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**From:** Rod Tansley <[rod.tansley@sandmap.com.au](mailto:rod.tansley@sandmap.com.au)>  
**Sent:** Tuesday, May 28, 2024 11:45 AM  
**To:** Carson Ly <[Carson.Ly@engeny.com.au](mailto:Carson.Ly@engeny.com.au)>  
**Cc:** Brendon Bolt <[Brendon.Bolt@engeny.com.au](mailto:Brendon.Bolt@engeny.com.au)>; Sean Mccagh <[sean.mccagh@sandmap.com.au](mailto:sean.mccagh@sandmap.com.au)>  
**Subject:** RE: Sanctuary Cove Golf and Country Club - Lake Survey - Sediment Depths

Hi Carson,

Thanks, can I assume they already know about the project? I would usually talk to the course manager but happy to go higher.

Yes, we did receive the data thank you. I was hoping to get the bathymetry data only for each lake but I managed to extract it from the DWG file so should be ok.

Thanks,

**Rod Tansley**  
Technical Director

**M** +61 417 333 497

**E** [Rod.Tansley@sandmap.com.au](mailto:Rod.Tansley@sandmap.com.au)

**W** [www.sandmap.com.au](http://www.sandmap.com.au)



---

**From:** Carson Ly <[Carson.Ly@engeny.com.au](mailto:Carson.Ly@engeny.com.au)>  
**Sent:** Tuesday, May 28, 2024 11:40 AM  
**To:** Rod Tansley <[rod.tansley@sandmap.com.au](mailto:rod.tansley@sandmap.com.au)>  
**Cc:** Brendon Bolt <[Brendon.Bolt@engeny.com.au](mailto:Brendon.Bolt@engeny.com.au)>; Sean Mccagh <[sean.mccagh@sandmap.com.au](mailto:sean.mccagh@sandmap.com.au)>  
**Subject:** RE: Sanctuary Cove Golf and Country Club - Lake Survey - Sediment Depths

Hi Rod,

Thanks for the update.

I believe the best people to discuss the logistics with would be either Paul Sanders or Dale St George. Both signatures below.

**Paul Sanders**  
**Chief Executive Officer**



Sanctuary Cove Golf and Country Club Pty Ltd & Holdings Limited  
PO Box 805 | Sanctuary Cove Qld 4212 | Australia  
Tel: +61 7 5699 9000 | Fax: +61 7 5699 9099  
Email: [pauls@scgcc.com.au](mailto:pauls@scgcc.com.au)  
Web: [www.sanctuarycovegolf.com.au](http://www.sanctuarycovegolf.com.au)

**Laura Liebenau | Executive Assistant to the Chief Executive Officer**  
Tel: +61 7 5699 9012  
Email: [laural@scgcc.com.au](mailto:laural@scgcc.com.au)

**DALE ST GEORGE**

Chief Executive Officer

**Direct** 07 5500 3321 | [dale.stgeorge@scove.com.au](mailto:dale.stgeorge@scove.com.au)  
**Main** 07 5500 3333 | [enquiries@scove.com.au](mailto:enquiries@scove.com.au)  
**Address** PO Box 15 | Shop 1A, Building 1, Masthead Way Sanctuary Cove Q 4212  
**Web** [stratamax.com.au/Portal/login](http://stratamax.com.au/Portal/login)

Also, can you please confirm whether the data came through all good for you?

Let me know if you need anything further from me.

 **Carson Ly**  
**Senior Engineer**  
[0411 536 761](tel:0411536761)

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**From:** Rod Tansley <[rod.tansley@sandmap.com.au](mailto:rod.tansley@sandmap.com.au)>  
**Sent:** Tuesday, May 28, 2024 11:16 AM  
**To:** Carson Ly <[Carson.Ly@engeny.com.au](mailto:Carson.Ly@engeny.com.au)>  
**Cc:** Brendon Bolt <[Brendon.Bolt@engeny.com.au](mailto:Brendon.Bolt@engeny.com.au)>; Sean Mccagh <[sean.mccagh@sandmap.com.au](mailto:sean.mccagh@sandmap.com.au)>  
**Subject:** RE: Sanctuary Cove Golf and Country Club - Lake Survey - Sediment Depths

Hi Carson,

We have all the equipment ready for this project to start and looking at this week. The weather is looking a little questionable but we'll see how that goes. I have a key staff member who was going to run this project down with the flu at the moment which has delayed a little but will hopefully be on deck again shortly.

For us to run the sub bottom profiling equipment on the lakes we will need to launch and retrieve a 3m flat bottomed punt at each lake. Can you let me know who I need to arrange access to the golf course with? I also need to discuss whether we can have a vehicle on the course to pull the small trailer associated with the vessel or whether it is preferred we use a golf cart, if there is one available with a towball. The punt is light and will be launched and retrieved by hand but we will need to get it close to each lake.

Thanks,

**Rod Tansley**  
Technical Director  
**M** +61 417 333 497  
**E** [Rod.Tansley@sandmap.com.au](mailto:Rod.Tansley@sandmap.com.au)  
**W** [www.sandmap.com.au](http://www.sandmap.com.au)



---

**From:** Rod Tansley  
**Sent:** Thursday, May 23, 2024 11:32 PM

**To:** Carson Ly <[Carson.Ly@engeny.com.au](mailto:Carson.Ly@engeny.com.au)>  
**Cc:** Brendon Bolt <[Brendon.Bolt@engeny.com.au](mailto:Brendon.Bolt@engeny.com.au)>; Sean Mccagh <[sean.mccagh@sandmap.com.au](mailto:sean.mccagh@sandmap.com.au)>; Gene Rippin <[gene.rippin@sandmap.com.au](mailto:gene.rippin@sandmap.com.au)>; Amber Tansley <[Amber.Tansley@sandmap.com.au](mailto:Amber.Tansley@sandmap.com.au)>  
**Subject:** RE: Sanctuary Cove Golf and Country Club - Lake Survey - Sediment Depths

Hi Carson,

Are you able to supply us with the bathymetry for the 24 lakes that you have had surveyed? We will need this to determine the sediment depth from our sub bottom profiling but will also help with planning for the project next week.

Thanks,

**Rod Tansley**  
Technical Director

**M** +61 417 333 497  
**E** [Rod.Tansley@sandmap.com.au](mailto:Rod.Tansley@sandmap.com.au)  
**W** [www.sandmap.com.au](http://www.sandmap.com.au)



---

**From:** Rod Tansley  
**Sent:** Monday, May 20, 2024 9:18 PM  
**To:** Carson Ly <[Carson.Ly@engeny.com.au](mailto:Carson.Ly@engeny.com.au)>  
**Cc:** Brendon Bolt <[Brendon.Bolt@engeny.com.au](mailto:Brendon.Bolt@engeny.com.au)>; Sean Mccagh <[sean.mccagh@sandmap.com.au](mailto:sean.mccagh@sandmap.com.au)>; Gene Rippin <[gene.rippin@sandmap.com.au](mailto:gene.rippin@sandmap.com.au)>; Amber Tansley <[Amber.Tansley@sandmap.com.au](mailto:Amber.Tansley@sandmap.com.au)>  
**Subject:** RE: Sanctuary Cove Golf and Country Club - Lake Survey - Sediment Depths

Hi Carson,

No problem, we are currently pretty busy and I am on the Murray River in SA on a project at present but will be back on the weekend. We will look at scheduling for a start next week, weather permitting. I will get back to you with more detail over the next few days as we move forward with planning.

Thanks,

**Rod Tansley**  
Technical Director

**M** +61 417 333 497  
**E** [Rod.Tansley@sandmap.com.au](mailto:Rod.Tansley@sandmap.com.au)  
**W** [www.sandmap.com.au](http://www.sandmap.com.au)



---

**From:** Carson Ly <[Carson.Ly@engeny.com.au](mailto:Carson.Ly@engeny.com.au)>  
**Sent:** Monday, May 20, 2024 7:56 PM  
**To:** Rod Tansley <[rod.tansley@sandmap.com.au](mailto:rod.tansley@sandmap.com.au)>  
**Cc:** Brendon Bolt <[Brendon.Bolt@engeny.com.au](mailto:Brendon.Bolt@engeny.com.au)>  
**Subject:** RE: Sanctuary Cove Golf and Country Club - Lake Survey - Sediment Depths

Hi Rod,

As client wants the data asap, it would just be as soon as you can get out there.

What is your availability? The data that you provide will play a key role in the decision based on the clients request for it.

Give me a call if you would like to chat further on this.

Kind regards,



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**From:** Rod Tansley <rod.tansley@sandmap.com.au>  
**Sent:** Thursday, May 16, 2024 7:09 PM  
**To:** Carson Ly <Carson.Ly@engeny.com.au>  
**Cc:** Brendon Bolt <Brendon.Bolt@engeny.com.au>  
**Subject:** RE: Sanctuary Cove Golf and Country Club - Lake Survey - Sediment Depths

Hi Carson,

We recently received the go ahead for this project and have been a little slow to touch base with you sorry. We had some other projects come in after our proposal was submitted that has us quite busy but are looking at scheduling a time now.

What is your timeframe for the job and how much notice would you need for us to make a start in the field? I have a couple of time slots in mind but wanted to see if they will work with you.

Thanks,

**Rod Tansley**  
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**From:** Carson Ly <Carson.Ly@engeny.com.au>  
**Sent:** Friday, March 15, 2024 8:41 AM  
**To:** Rod Tansley <rod.tansley@sandmap.com.au>  
**Cc:** Brendon Bolt <Brendon.Bolt@engeny.com.au>  
**Subject:** Sanctuary Cove Golf and Country Club - Lake Survey - Sediment Depths

Hi Rod,

As discussed, are you able to give me a fee to undertake sub-bottom profiling of the waterbodies at Sanctuary Cove Golf and Country club? The intention of the survey is to identify the sediment depths of each waterbody.

There are 24 waterbodies throughout the course which totals approx. 26ha. I have individually measured each waterbody (see table below).

Within your fee can you also provide a timeframe for when these works can be undertaken?

Please note that bathymetric survey for the existing base (top of sediment) which can be provided for your comparison. However, I do not believe Lake 25 has had survey to the top of the sediment so please allow for this in cost estimate.

Lake id (internal)	Area (sq.m)	Golf Course
1	2881.61	Pines
2	14825.32	Pines
3	11127.94	Pines
4	18429.53	Pines
5	17734.85	Pines
6	12747.17	Pines
7	25677.6	Pines

8	16129.72	Pines
9	25209.97	Pines
10	1537.84	Pines
11	3727.04	Pines
12	2729.22	Pines
13	4648.02	Palms
14	3950.85	Palms
15	3347.97	Palms
16	31212.32	Palms
17	20140.03	Palms
18	730.02	Palms
19	2720.86	Palms
20	7186.72	Palms
21	3807.44	Palms
22	945.43	Palms
23	5142.71	Palms
24	22927.14	Palms
25	5761.47	Palms
<b>Total</b>	<b>259517.32</b>	



Figure 1 - Pines Golf Course





Figure 2 - Palms Golf Course

Let me know if you require anything further from me.

Give me a call if you would like to further discuss.

Kind regards,

**Carson Ly**  
Engineer



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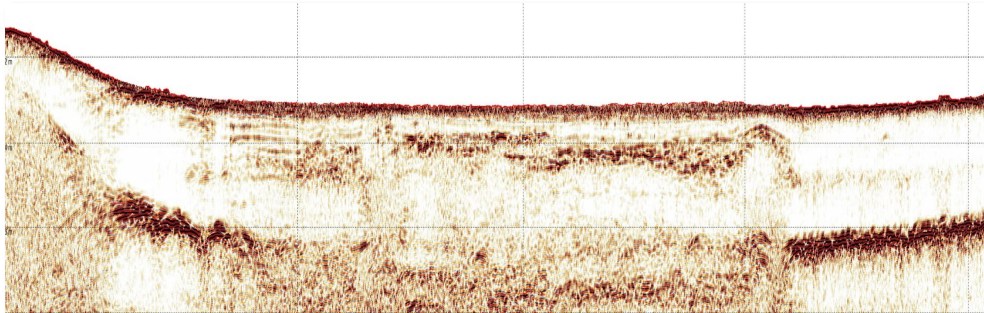
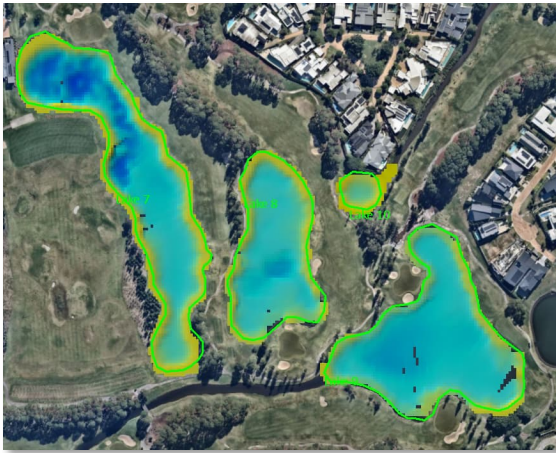


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*Sanctuary Cove Lakes Subbottom Profiler Survey  
2024*

*SandMap  
June 2024*



*Assembled by D. Bergersen*

*10 July 2024*

*Version 1.0*

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## 1.0 Introduction

Acoustic Imaging Pty Ltd (AI) was contracted by SandMap Pty Ltd (SM) to process twenty four (24) subbottom profiler (SBP) data sets acquired across various lakes in the Sanctuary Cove golf complex in SE Queensland (Figure 1).



Figure 1: Sanctuary Cove survey site.

An Innomar *smart* SBP system was provided for the project. Positioning data were provided by a SM-supplied GNSS unit with RTK aiding. Background bathymetry across the lakes was derived from a Woolpert single beam echo sounder (SBES) survey provided by SM.

The aim of the survey was to determine the sediment infill thickness in advance of an excavation / dredging program. These thicknesses will be used to estimate sediment volume to be removed as part of that program. Data deliverables for this survey consist of:

- ASCII XYThickness files for each of the lakes.
- SEG-Y files for “raw” SBP data.
- Summary report discussing survey results..



## 2.0 System Components and Calibration

### 2.1 Innomar *smart* Subbottom Profiler

The SBP system used for the lake surveys was an Innomar *smart* system consisting of a topside transceiver unit and an acoustic transducer. Navigation data were provided by a RTK-enabled GNSS device transmitting NMEA GGA strings supplied by SM.



Figure 2: Innomar *smart* Subbottom Profiler system.

As an overview of the mapping technology, sub-bottom profilers emit an acoustic signal vertically downwards and monitor the return signal reflected from the seafloor and subsurface layers. Reflectors are generated when the acoustic signal encounters a boundary between two layers with different acoustic impedance (related to material density and velocity). In the case of the lake surveys the infill unit was expected to produce a strong contrast to the underlying cut/base surface.

The Innomar *smart* system operates at a primary frequency of 100kHz with a secondary frequency of 10kHz. For this survey the system was operated with 1 pulse cycle resulting in a total pulse width of 100  $\mu$ sec or approximately 7.5cm vertical resolution.

Given the shallow nature of the survey sites, the recording length per ping for the SBP survey was 10m. Hence maximum acoustic pulse transmission (ping) rate was around 25 pings per second. At an average vessel speed of ~2-3kts, this resulted in approximately 10-15 pings per m as the vessel moved across the site.

The table below shows the operational parameters associated with the Innomar *smart* system for these surveys.

Table 1: Acquisition parameter for Innomar *smart* system

<b>Parameter</b>	<b>Settings for SBP survey</b>
Primary source level	> 236 dB re 1 $\mu$ Pa @ 1 m
Secondary source level	> 200 dB re 1 $\mu$ Pa @ 1 m
Primary centre frequency	100 kHz
Secondary frequency	10 kHz
Beam angle	+/- 2.5° @ -3 dB
Transmitter pulse length	100 $\mu$ sec
Recording range	10m
Sampling rate	70 kHz @ 16bit
Ping rate	approx. 25 Hz

Data supplied for this report consisted of full waveform .RAW files converted to .SEGY format for import to the processing / analysis software (i.e., SonarWiz).

The GDA2020 geographic coordinates (LONGITUDE and LATITUDE) logged with the data were converted to Easting/Northing projected coordinates in the form of GDA2020 / MGA Zone 56.

### 3.0 Data Processing

The subbottom profiler data were processed using a combination of Innomar ISE and Chesapeake Technology Inc (CTI) SonarWiz software using the following workflow:

- Convert RAW files to SEG-Y format using the Innomar SESConvert application.
- Load SEG-Y files into SonarWiz with a Project coordinate system of GDA2020 / MGA Zone 56.
- Bottom track the seabed (sediment / water interface) using automated techniques and re-track with manual intervention where necessary.
- Create seabed reflector from Tracked Bottom.
- Apply AGC filter and other image enhancement algorithms to 10kHz channel data.
- Grid Woolpert single beam echo sounder data set provided by SM at 3m bin size and load bathymetry surface into the SonarWiz Project to visually compare depths associated with old data set to new data set.
- Manually interpret/digitize the reflector marking the base of the infill unit where identifiable.
- Compute infill sediment thickness where applicable using an average speed of sound of 1600m/s.
- Export sediment thickness as X,Y,Thickness ASCII files.

Note that a number of lakes exhibited extensive weed areas which inhibit the ability of any acoustic sensor from consistently imaging the lake bed. As such, manual digitizing of the lake bed reflector was extensive and in some cases subjective.

Data deliverables included:

- ASCII XYThickness files for each lake.
- SEG-Y files for “raw” SBP data.
- Summary report discussing survey results.

## 4.0 Interpretation and Results

As a general statement, the quality of the SBP data was good. The approach of mounting the SBP on a small dinghy was probably correct given the amount of weeds in some of the lakes because an Automated Surface Vessel platform without jet propulsion probably would have struggled to achieve similar coverage. Two factors did inhibit SBP performance across the various sites.

First was the weed accumulations within the lakes. Such features can be detrimental to the performance of any acoustic instrument (SBP or single beam echo sounder) because they tend to block the source pulse through air captured in their structure. The higher the frequency of the acoustic source, the more susceptible the instruments are to false detections for imaging the lake bottom. In this latest data set, automated bottom tracking of the lake bed reflector failed in many instances. As such, manual interpretation was required. It's unclear to what degree this needed to be done with the Woolpert bathymetry data and hence it was only used for comparison purposes as part of this project. A further discussion of deviations between the Woolpert data set and this most recent data set appears in Section 4.2 below.

Acoustic penetration by the SBP system is also influenced by water depth and sediment coarseness across each of the sites. In terms of water depth, the first multiple, related to the two-way time for the acoustic source pulse to travel to the lake bed then back to the surface (air-water interface) and finally back to the lake bed, normally prevents the identification of any useful acoustic returns beyond this depth in the SBP profiles. The 1<sup>st</sup> multiple appears in the SBP images at approximately twice the water depth. So, for example, in 1m of water acoustic structure within the SBP images is masked below 2m.

Across some of the lakes, no acoustic penetration was achieved or an infill layer was not identified. These lakes had a sand covered lake bed which I presume is essentially the cut surface created during lake construction. The Innomar Smart instrument has a proven capability for penetrating up to 4m through pure unconsolidated sand sediments so the absence of any subsurface reflectors suggests that the lake bed unit is reasonably consolidated and homogeneous.

### 4.1 Infill Unit

Figures 3 through 50 below show representative profiles and the infill unit thickness as identified across the 24 lakes. Some brief summaries for each lake are contained within the following paragraphs.

Lakes 1, 2, and 3 are in the SW corner of the Sanctuary Cove golf complex and show some infill unit penetration although this is a bit inconsistent across each lake. Lake 3 shows the most infill with nearly a meter of sediment accumulated in the central portion of the lake.

Lakes 4, 5, and 6 reside in the southern portion of the complex. Lakes 4 and 5 show similar amounts of sediment accumulation as the lakes above, whereas Lake 6 is largely devoid of sediment infill.

Lakes 7, 8, 9, and 10 are located in the SE corner of Sanctuary Cove. Substantial sediment accumulation exists in Lakes 7, 8, and 9 (>2m in some areas) whereas Lake 10 shows little infill.

Lakes 11 and 12 exist on the eastern side of course and are relatively small bodies of water showing essentially no infill.

Lakes 13, 14, and 15 are NW-SE oriented linear lakes located across the west central section of the complex. These are very shallow lakes with no acoustic penetration achieved. Lake 13 exhibited muted acoustic returns across certain areas suggesting weed beds on the lake bottom may be present.

Lakes 16 through 21 meander up the eastern side of Sanctuary Cove. Lakes 16 and 17 are large water body features. Towards the centre of these lakes some acoustic penetration appears to occur but neither have a consistent subsurface reflector to trace. Hence the infill unit is denoted as minimal. The Woolpert bathymetry coverage across Lake 17 is sporadic which seems a bit odd as SBP data suggests weed presence is minimal. Lakes 18, 19, 20, and 21 are smaller, shallower features exhibiting <40cm of sediment infill.

Lakes 22 and 23 lie to the north and show very little sediment infill (<30cm).

Lake 24 is the northernmost lake and appears to have considerable weed content (Figure 49). The acoustic returns across this lake were poor but there may be some sediment infill to the north.

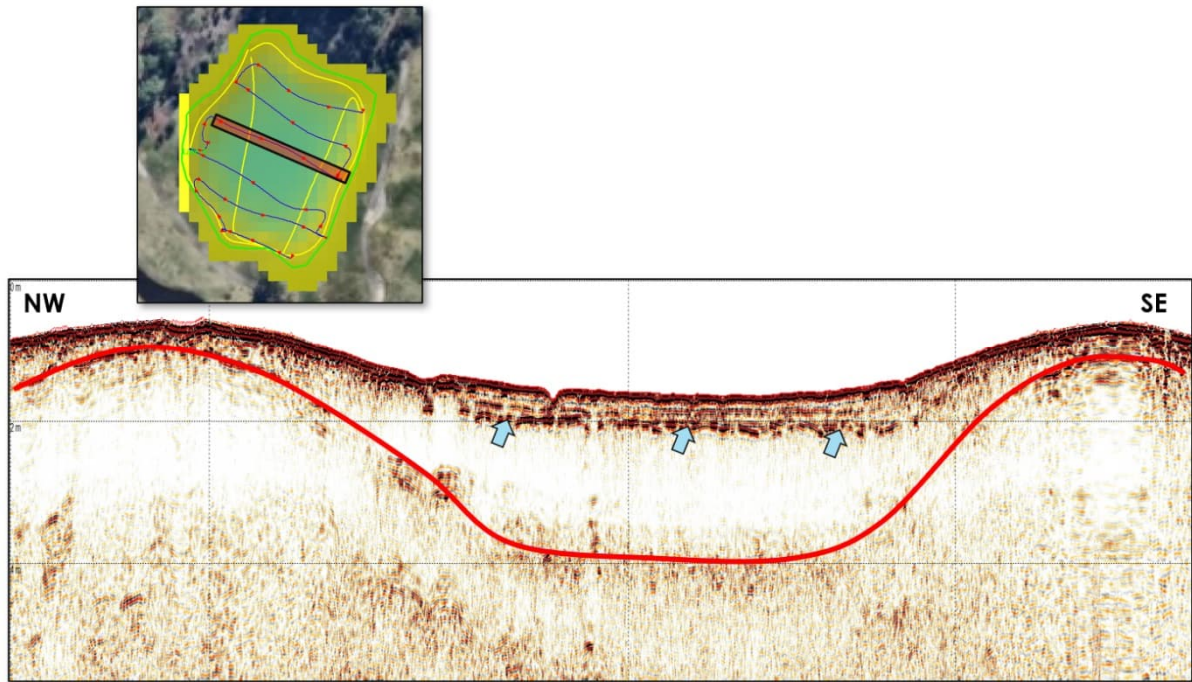


Figure 3: SBP transects across Lake 1 of the Sanctuary Cove site. Blue arrows indicate the base of the infill unit and the red line shows the location of the lake bed multiple. Vertical scale lines at 20m intervals and horizontal scales lines at 2m intervals.

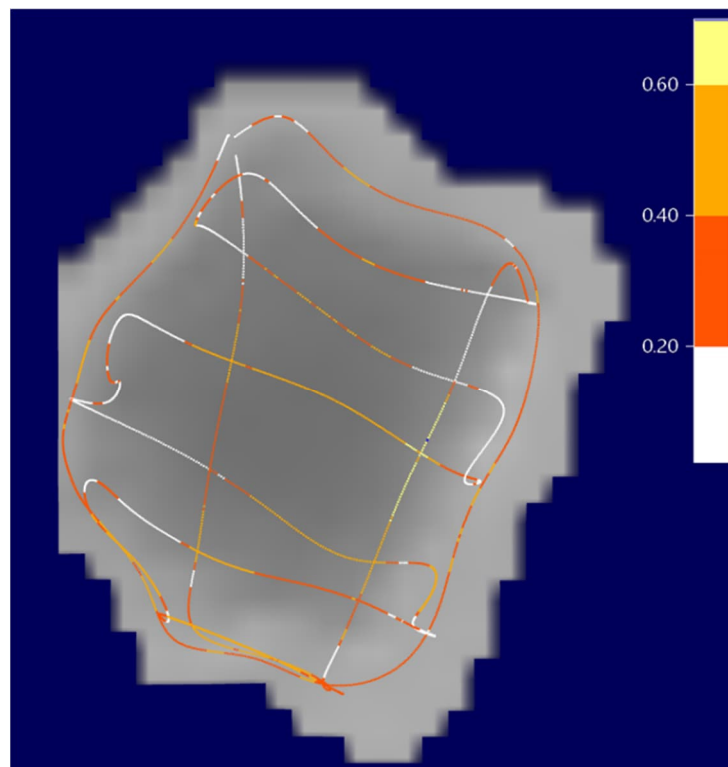


Figure 4: Infill sediment unit thickness across Lake 1.



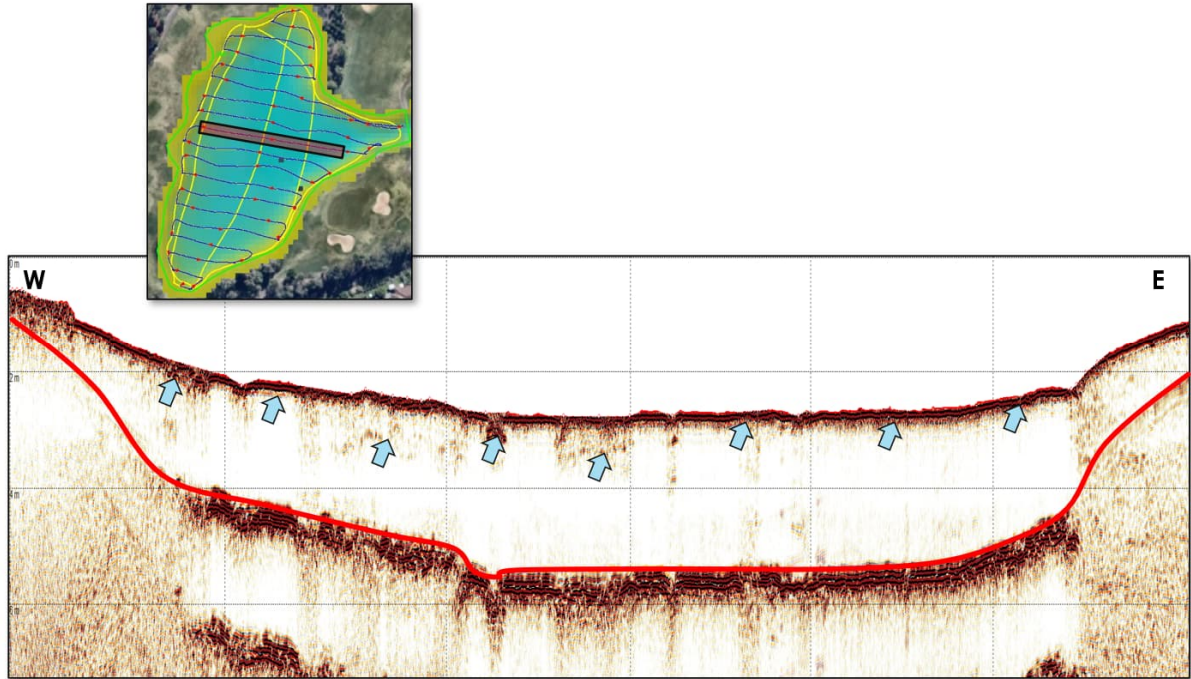


Figure 5: SBP transects across Lake 2 of the Sanctuary Cove site. Blue arrows indicate the base of the infill unit and the red line shows the location of the lake bed multiple. Vertical scale lines at 20m intervals and horizontal scales lines at 2m intervals.

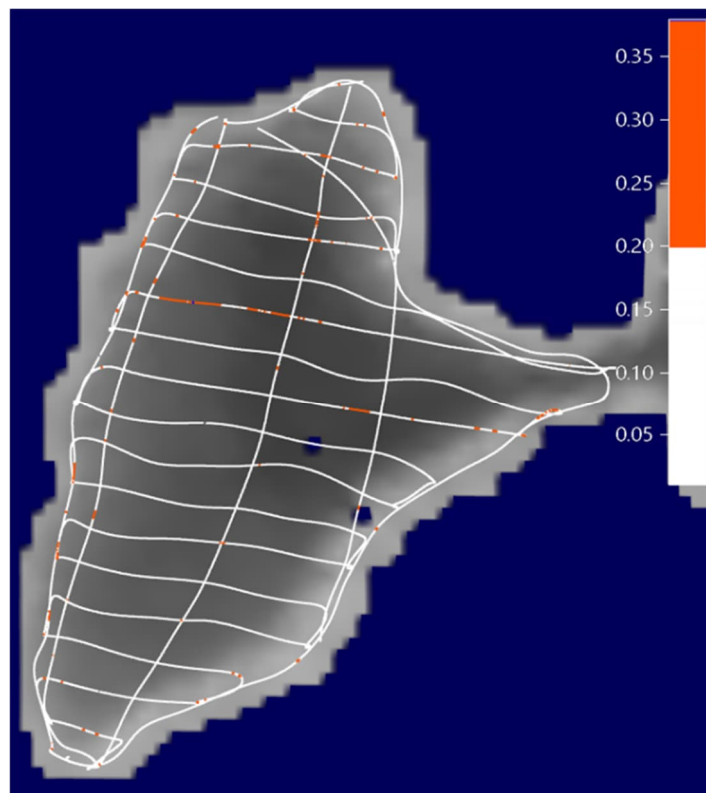


Figure 6: Infill sediment unit thickness across Lake 2.

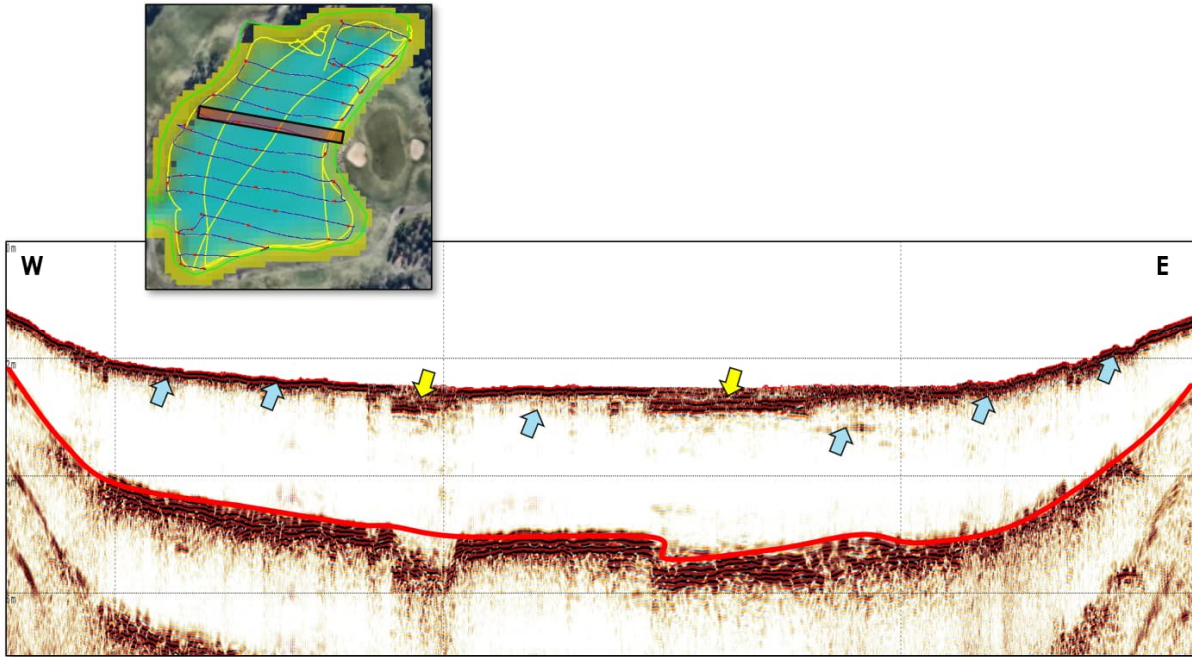


Figure 7: SBP transects across Lake 3 of the Sanctuary Cove site. Blue arrows indicate the base of the infill unit, yellow arrows indicate possible weed infill, and the red line shows the location of the lake bed multiple. Vertical scale lines at 20m intervals and horizontal scale lines at 2m intervals.

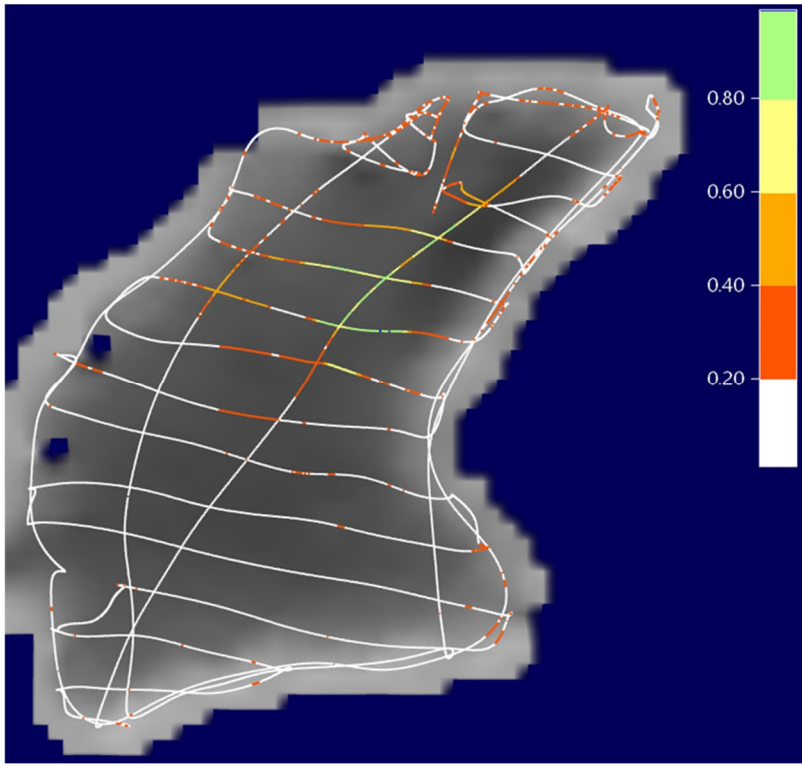


Figure 8: Infill sediment unit thickness across Lake 3.

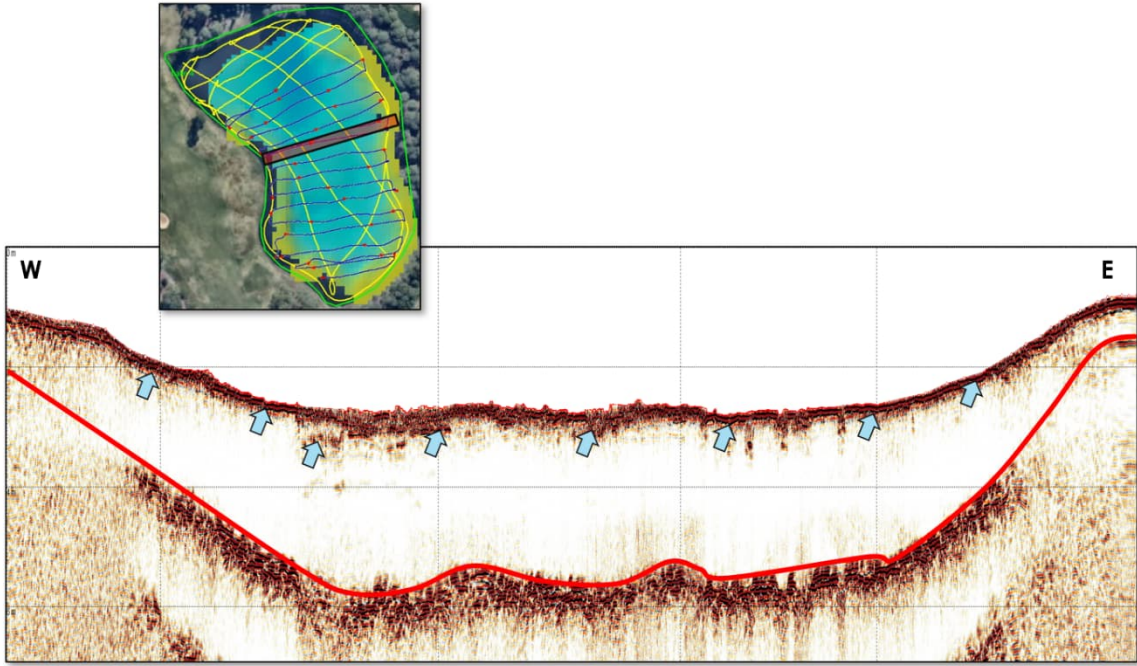


Figure 9: SBP transects across Lake 4 of the Sanctuary Cove site. Blue arrows indicate the base of the infill unit, and the red line shows the location of the lake bed multiple. Vertical scale lines at 20m intervals and horizontal scales lines at 2m intervals.

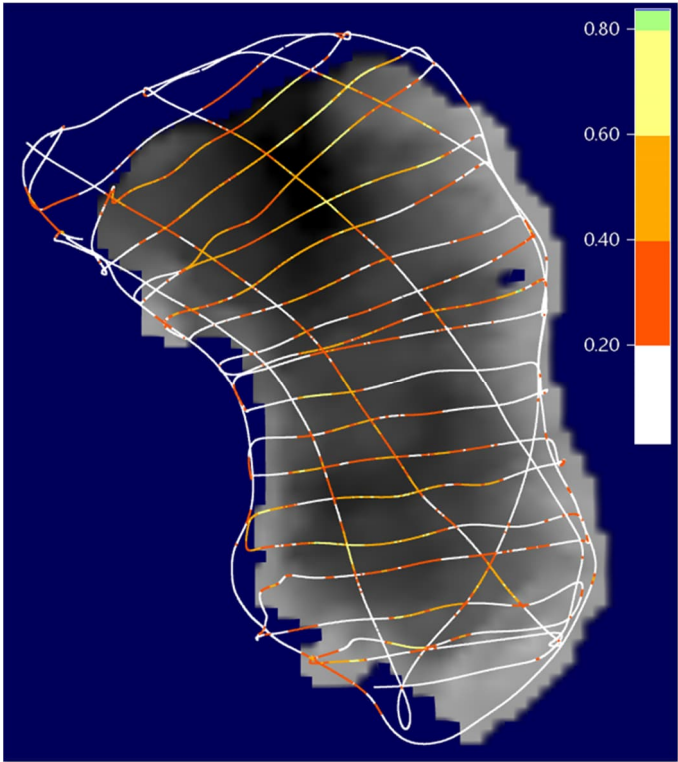


Figure 10: Infill sediment unit thickness across Lake 4.



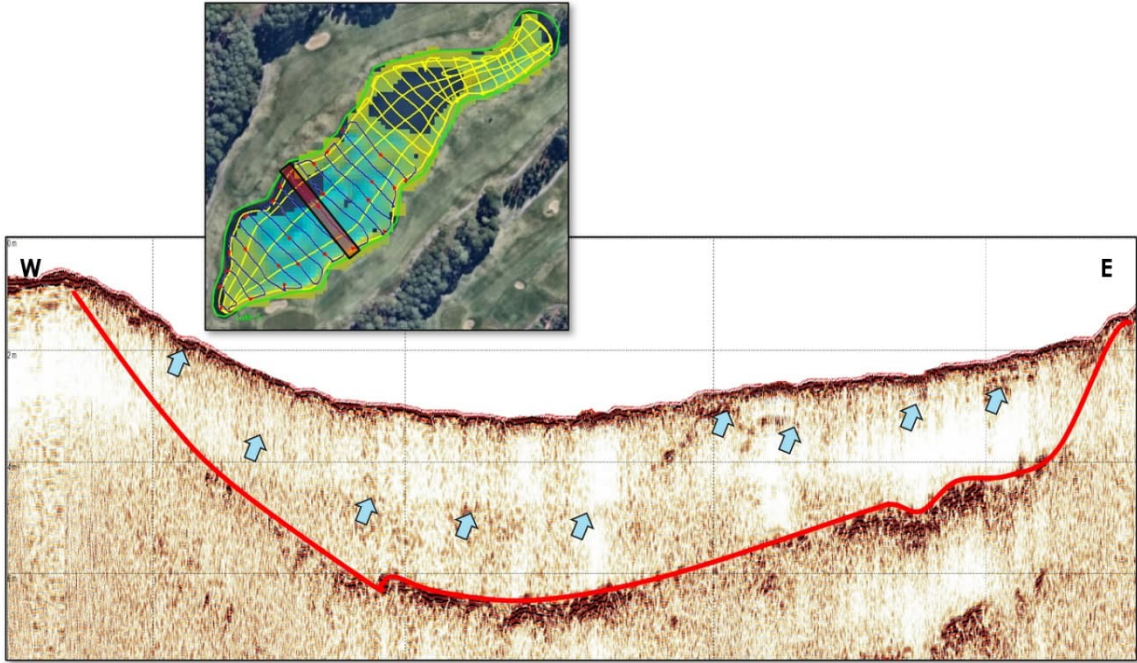


Figure 11: SBP transects across Lake 5 of the Sanctuary Cove site. Blue arrows indicate the base of the infill unit and the red line shows the location of the lake bed multiple. Vertical scale lines at 20m intervals and horizontal scales lines at 2m intervals.



Figure 12: Infill sediment unit thickness across Lake 5.

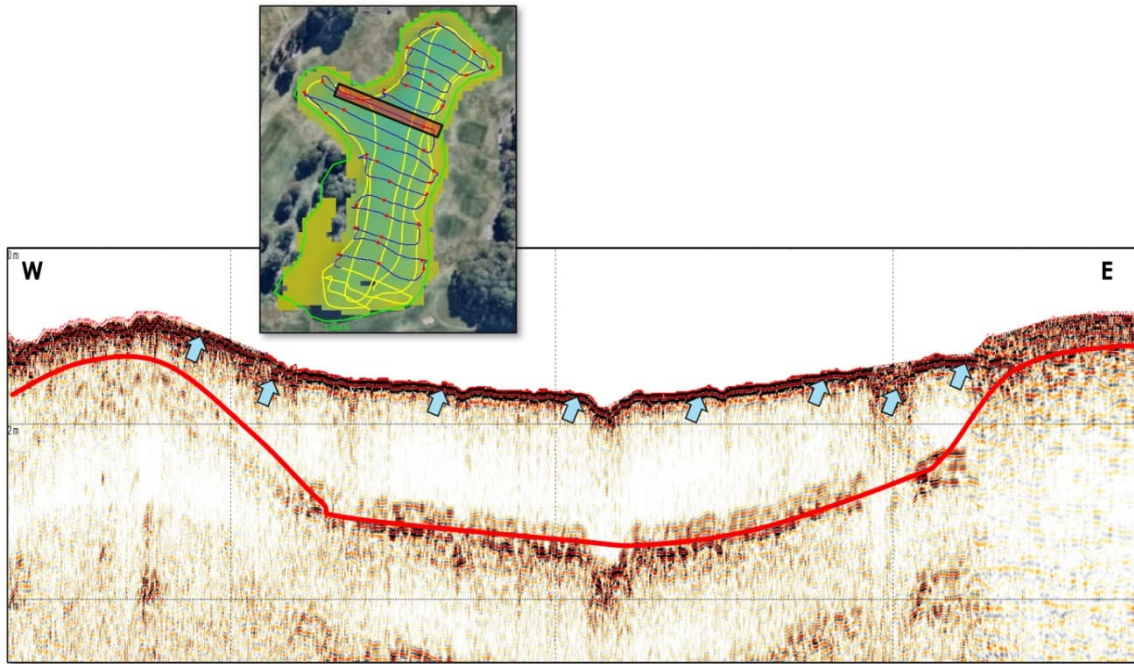


Figure 13: SBP transects across Lake 6 of the Sanctuary Cove site. Blue arrows indicate the base of the infill unit and the red line shows the location of the lake bed multiple. Vertical scale lines at 20m intervals and horizontal scales lines at 2m intervals.

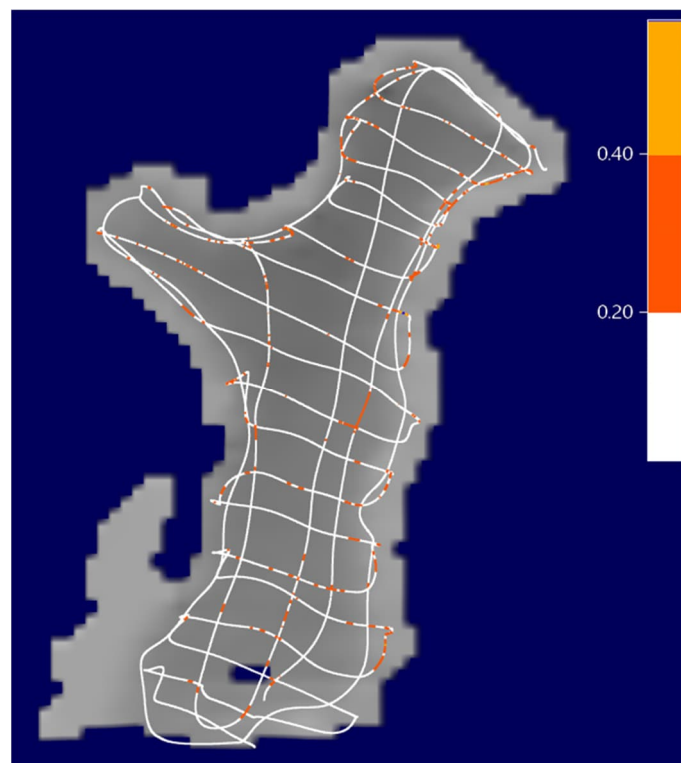


Figure 14: Infill sediment unit thickness across Lake 6.

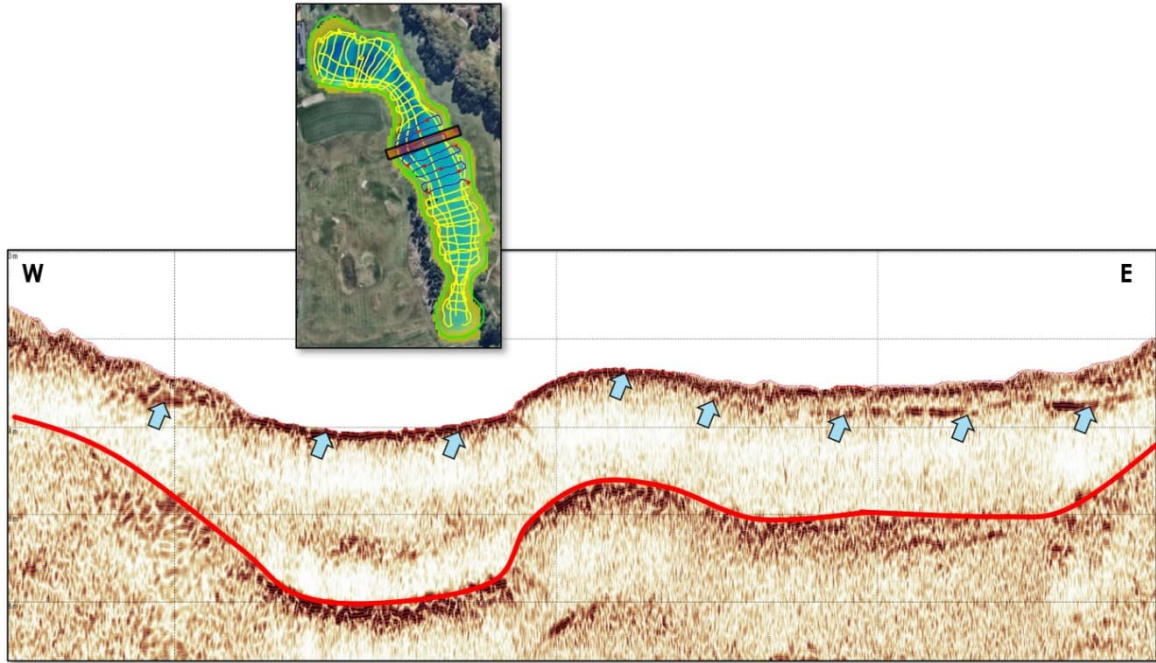


Figure 15: SBP transects across Lake 7 of the Sanctuary Cove site. Blue arrows indicate the base of the infill unit and the red line shows the location of the lake bed multiple. Vertical scale lines at 20m intervals and horizontal scales lines at 2m intervals.

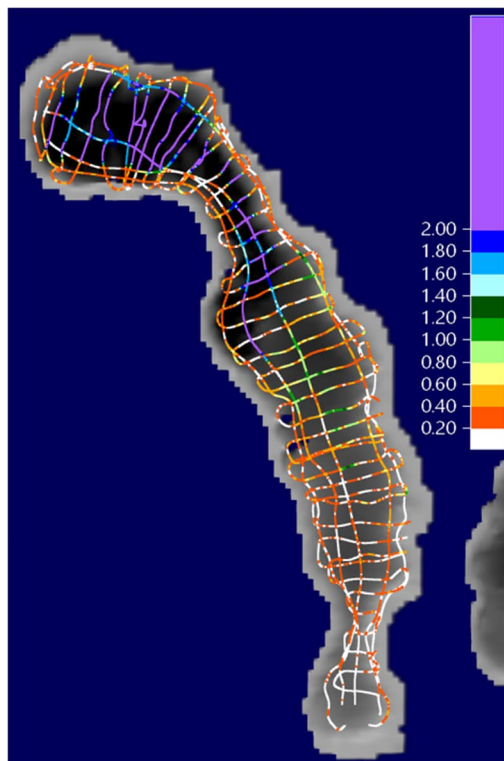


Figure 16: Infill sediment unit thickness across Lake 7.



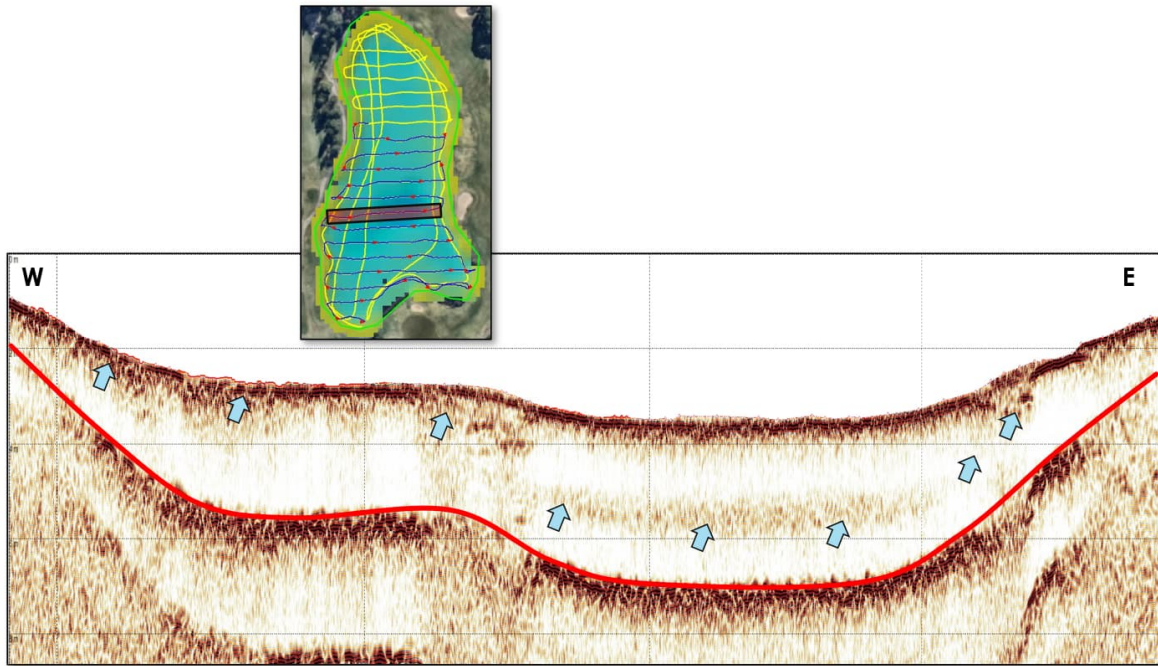


Figure 17: SBP transects across Lake 8 of the Sanctuary Cove site. Blue arrows indicate the base of the infill unit and the red line shows the location of the lake bed multiple. Vertical scale lines at 20m intervals and horizontal scales lines at 2m intervals.

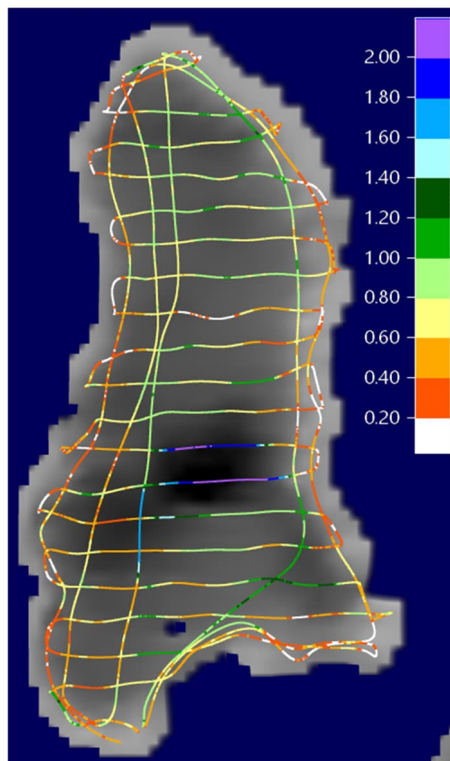


Figure 18: Infill sediment unit thickness across Lake 8.

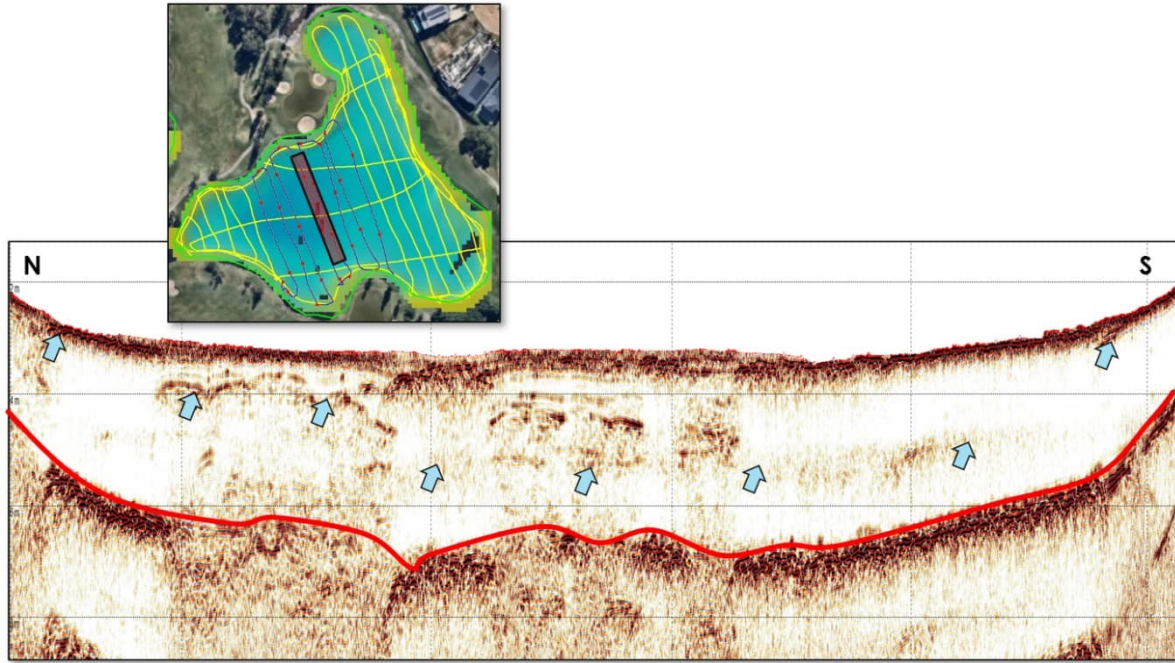


Figure 19: SBP transects across Lake 9 of the Sanctuary Cove site. Blue arrows indicate the base of the infill unit and the red line shows the location of the lake bed multiple. Vertical scale lines at 20m intervals and horizontal scales lines at 2m intervals.

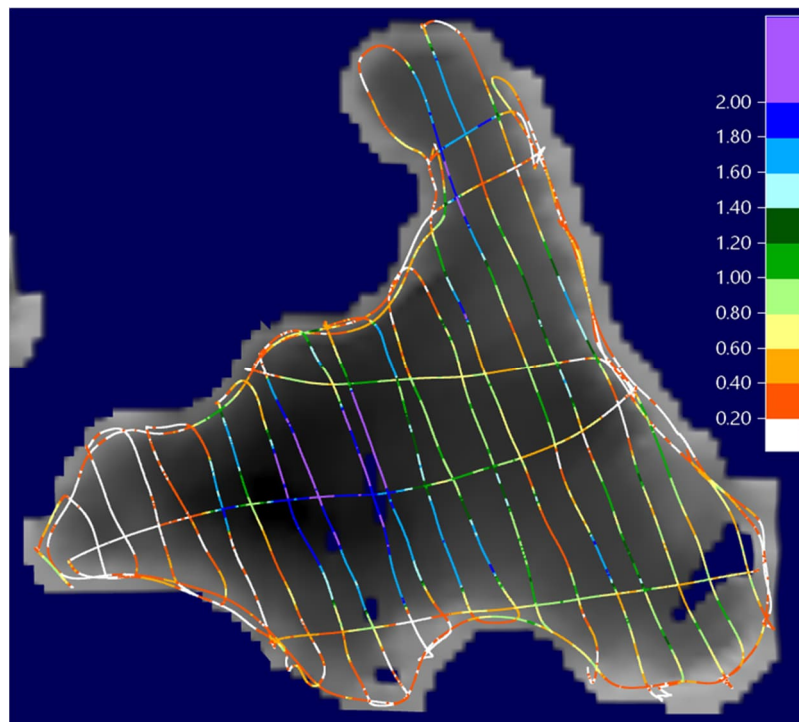


Figure 20: Infill sediment unit thickness across Lake 9.

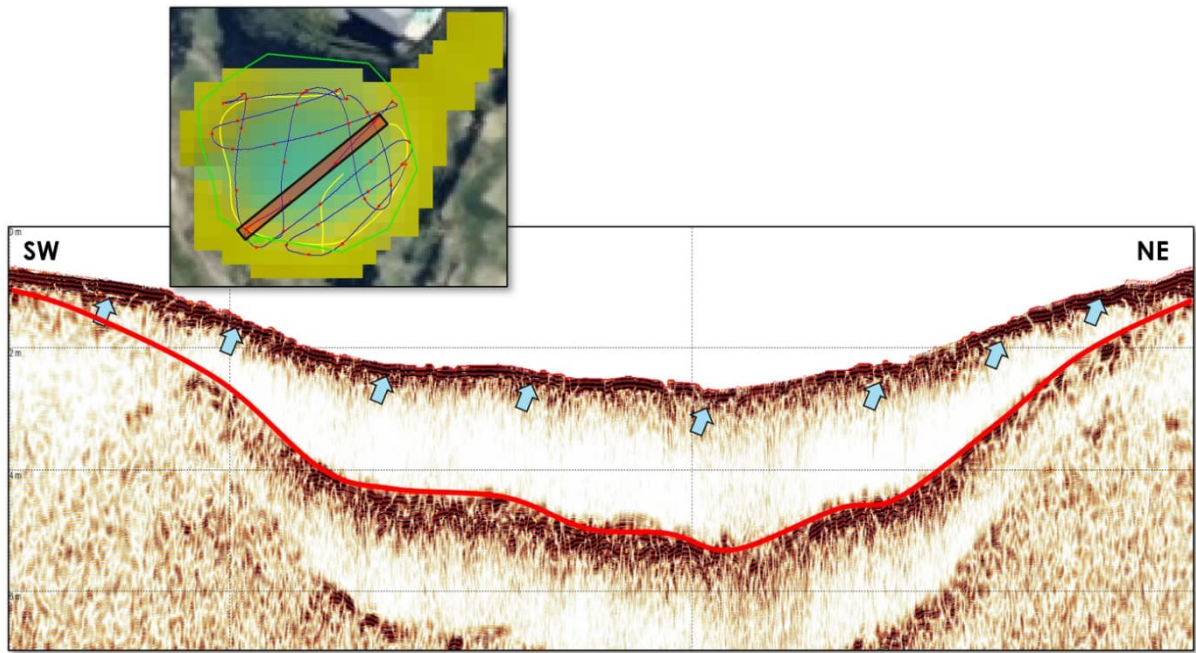


Figure 21: SBP transects across Lake 10 of the Sanctuary Cove site. Blue arrows indicate the base of the infill unit and the red line shows the location of the lake bed multiple. Vertical scale lines at 20m intervals and horizontal scale lines at 2m intervals.

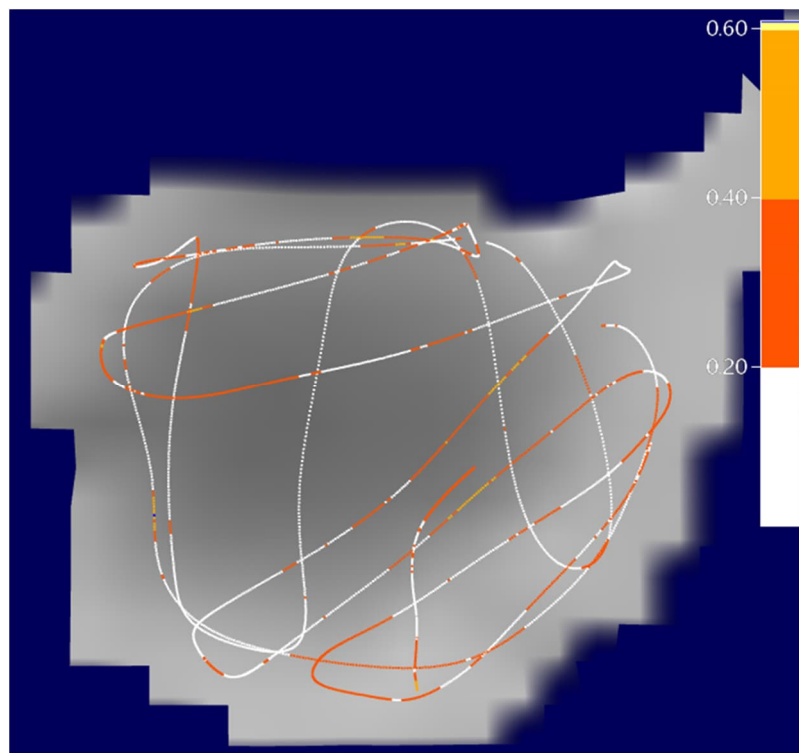


Figure 22: Infill sediment unit thickness across Lake 10.



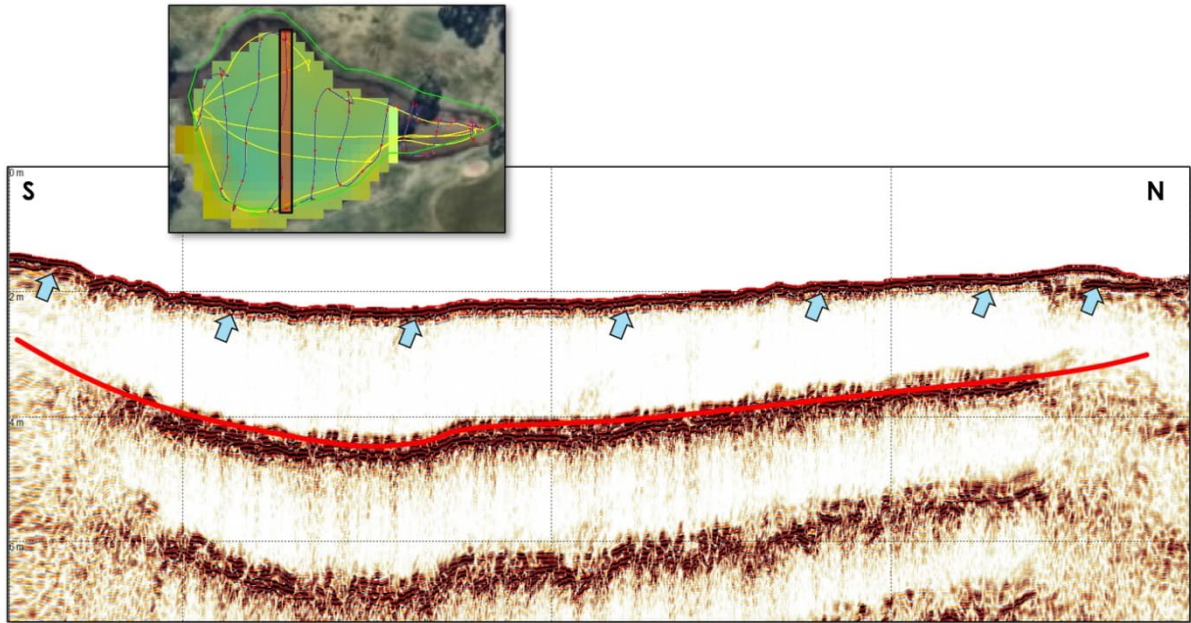


Figure 23: SBP transects across Lake 11 of the Sanctuary Cove site. Blue arrows indicate the base of the infill unit and the red line shows the location of the lake bed multiple. Vertical scale lines at 20m intervals and horizontal scales lines at 2m intervals.

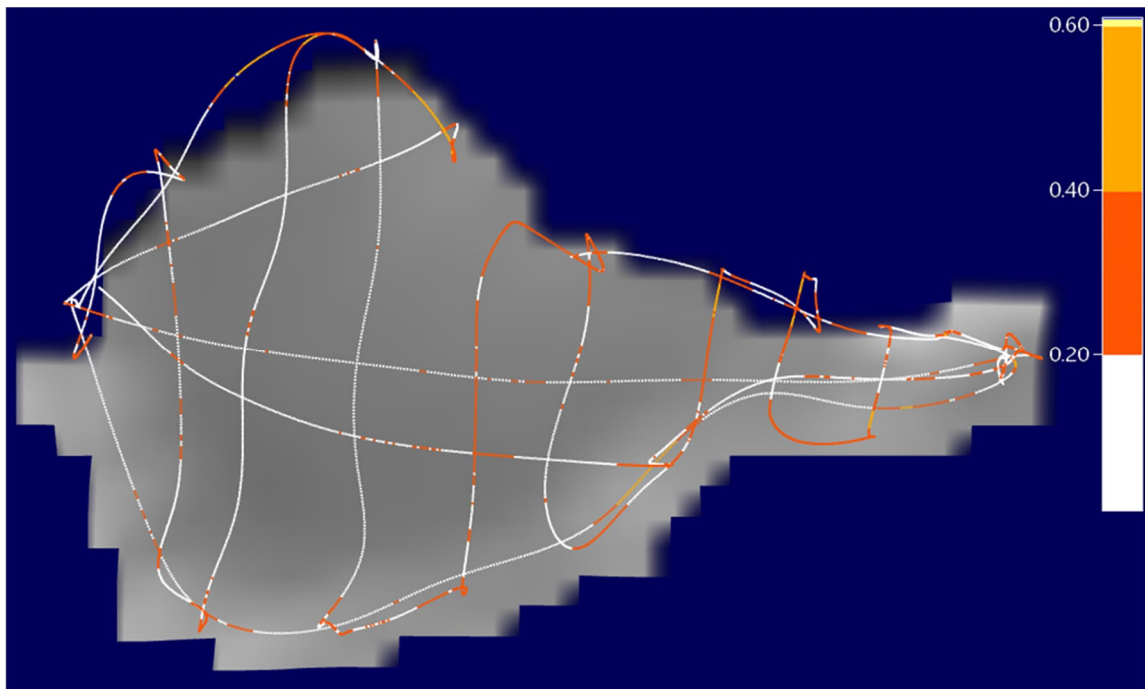


Figure 24: Infill sediment unit thickness across Lake 11.

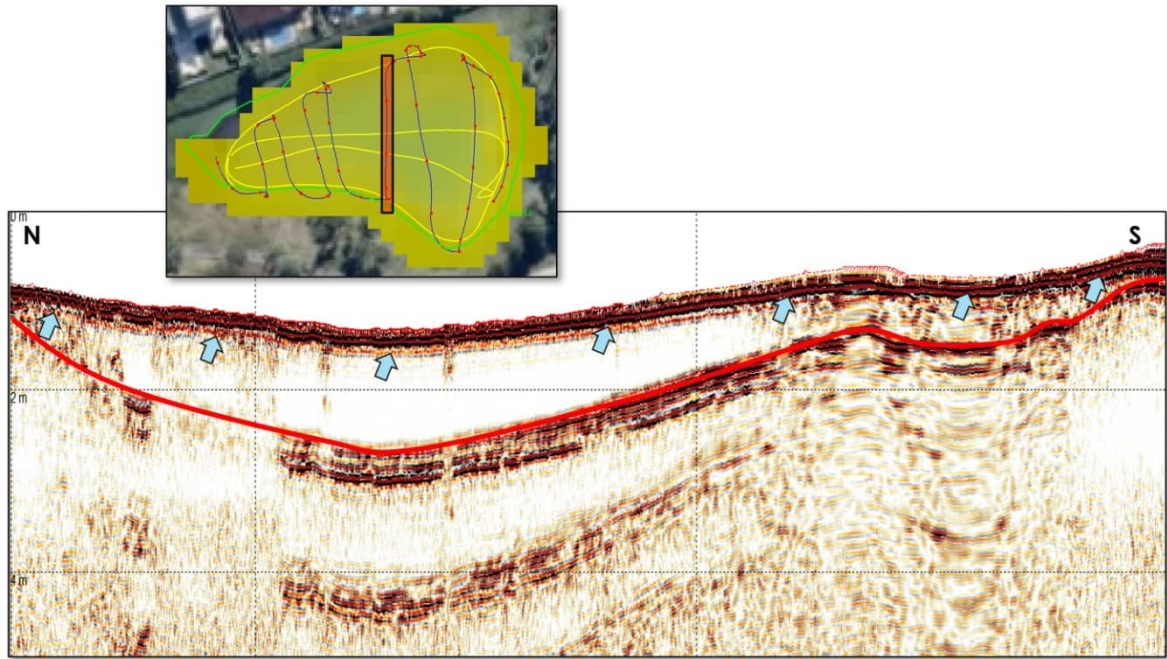


Figure 25: SBP transects across Lake 12 of the Sanctuary Cove site. Blue arrows indicate the base of the infill unit and the red line shows the location of the lake bed multiple. Vertical scale lines at 20m intervals and horizontal scales lines at 2m intervals.



Figure 26: Infill sediment unit thickness across Lake 12.



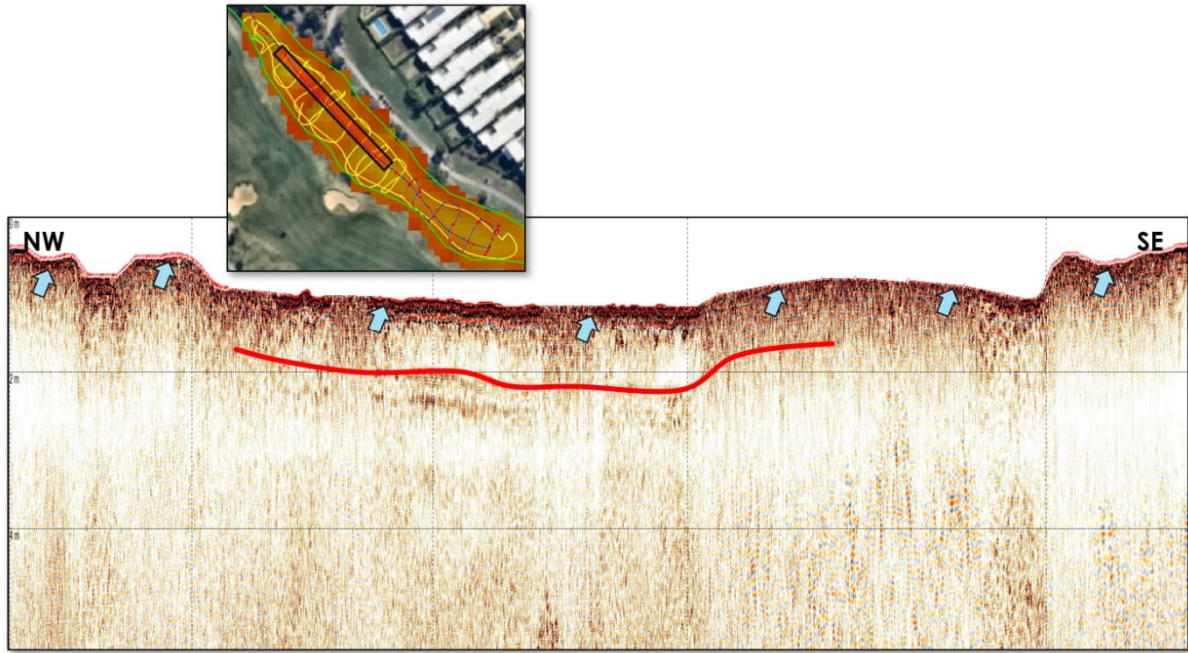


Figure 27: SBP transects across Lake 13 of the Sanctuary Cove site. Blue arrows indicate the base of the infill unit and the red line shows the location of the lake bed multiple. Vertical scale lines at 20m intervals and horizontal scales lines at 2m intervals.

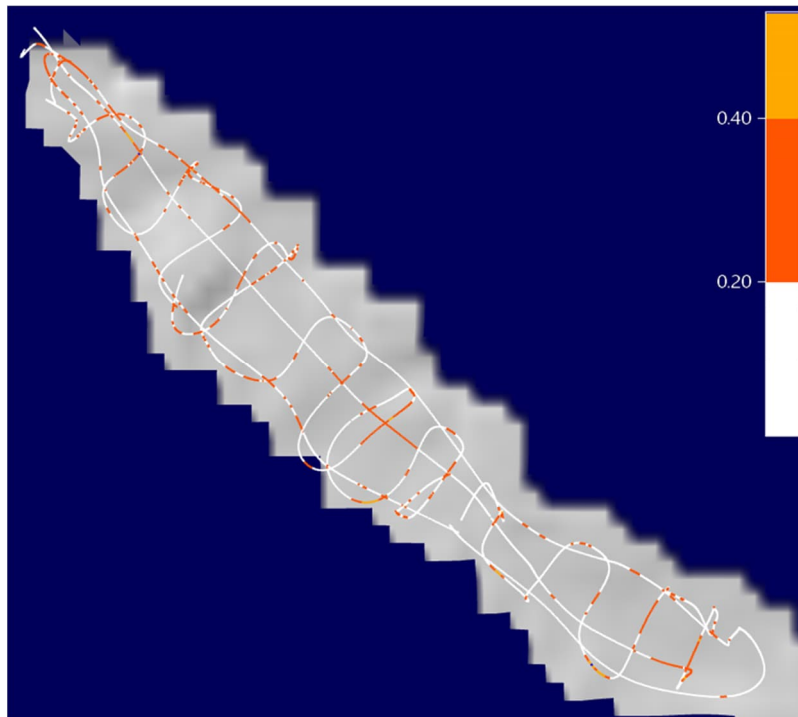


Figure 28: Infill sediment unit thickness across Lake 13.

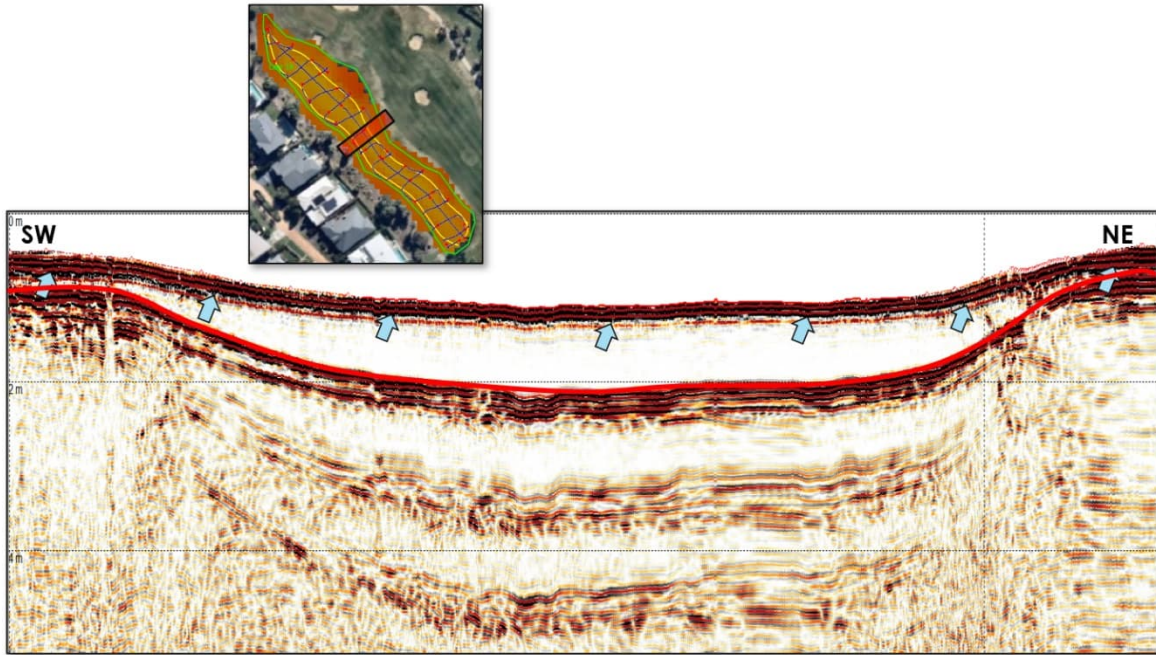


Figure 29: SBP transects across Lake 14 of the Sanctuary Cove site. Blue arrows indicate the base of the infill unit and the red line shows the location of the lake bed multiple. Vertical scale lines at 20m intervals and horizontal scales lines at 2m intervals.

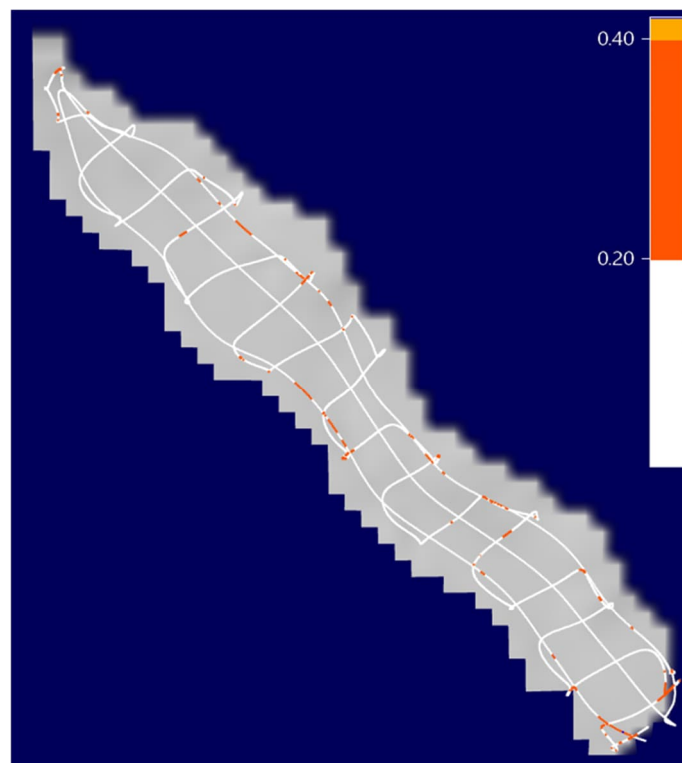


Figure 30: Infill sediment unit thickness across Lake 14.

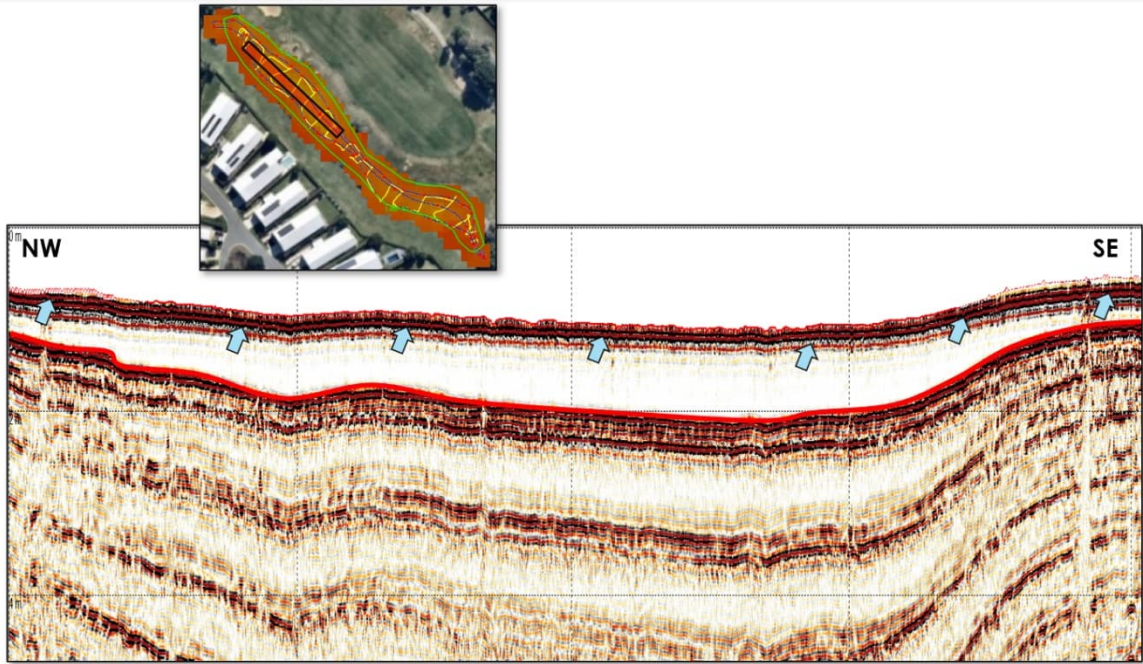


Figure 31: SBP transects across Lake 15 of the Sanctuary Cove site. Blue arrows indicate the base of the infill unit and the red line shows the location of the lake bed multiple. Vertical scale lines at 20m intervals and horizontal scales lines at 2m intervals.

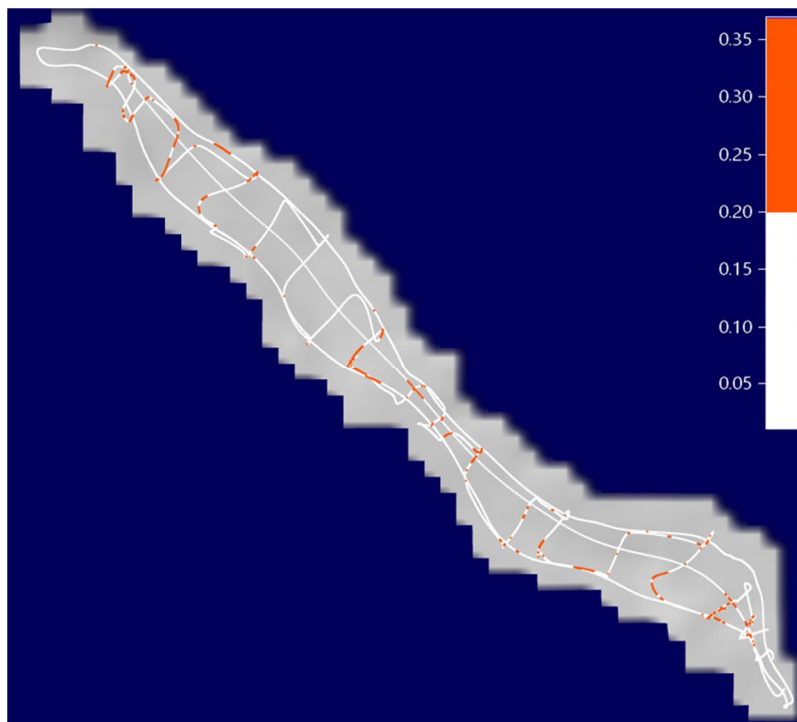


Figure 32: Infill sediment unit thickness across Lake 15.



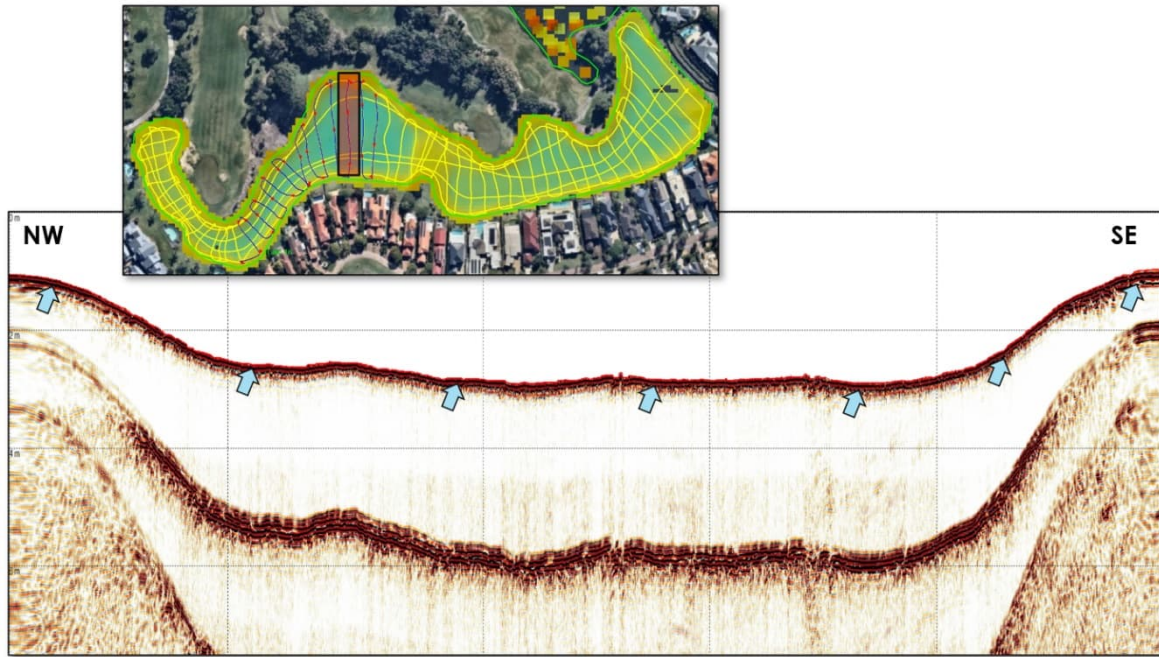


Figure 33: SBP transects across Lake 16 of the Sanctuary Cove site. Blue arrows indicate the base of the infill unit and the red line shows the location of the lake bed multiple. Vertical scale lines at 20m intervals and horizontal scale lines at 2m intervals.

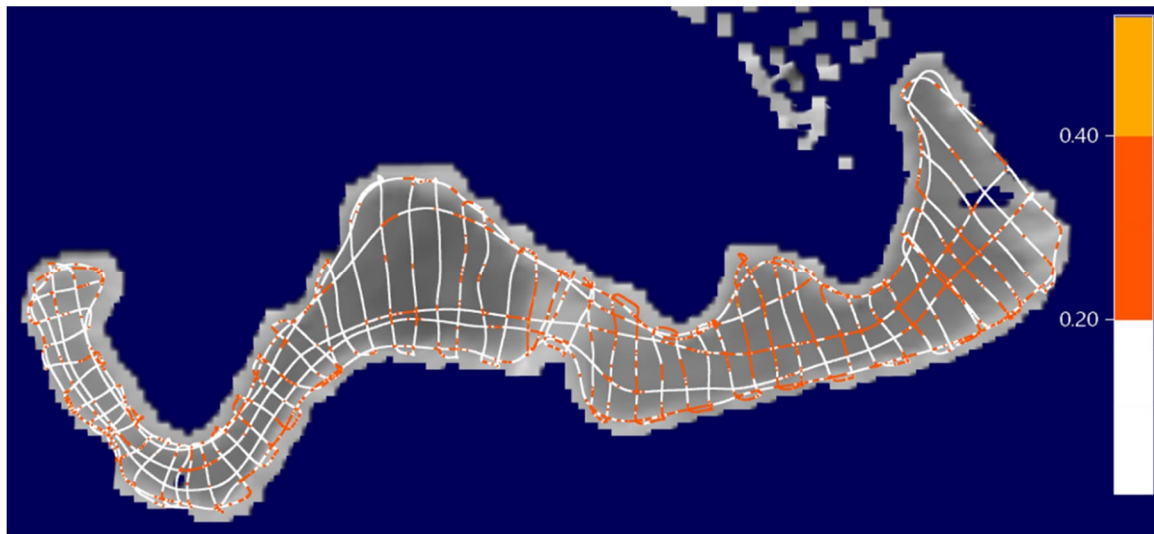


Figure 34: Infill sediment unit thickness across Lake 16.

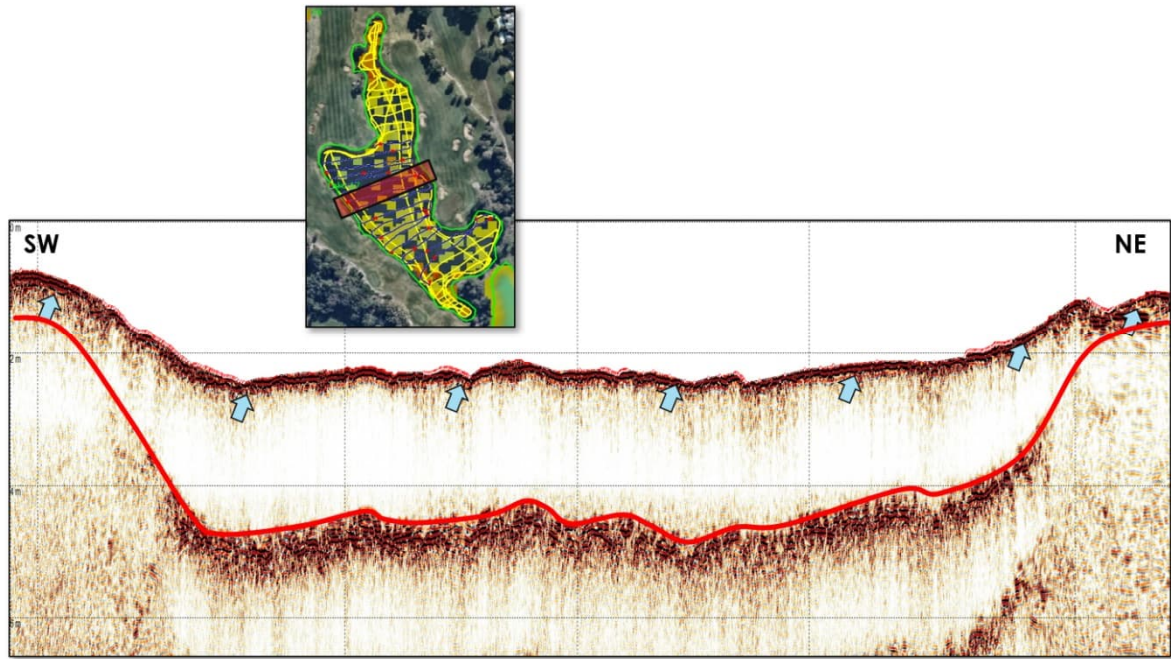


Figure 35: SBP transects across Lake 17 of the Sanctuary Cove site. Blue arrows indicate the base of the infill unit and the red line shows the location of the lake bed multiple. Vertical scale lines at 20m intervals and horizontal scales lines at 2m intervals.

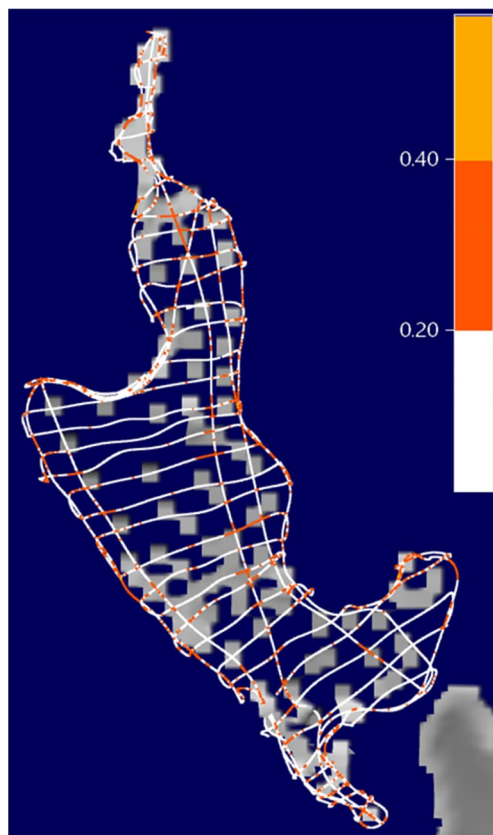


Figure 36: Infill sediment unit thickness across Lake 17.

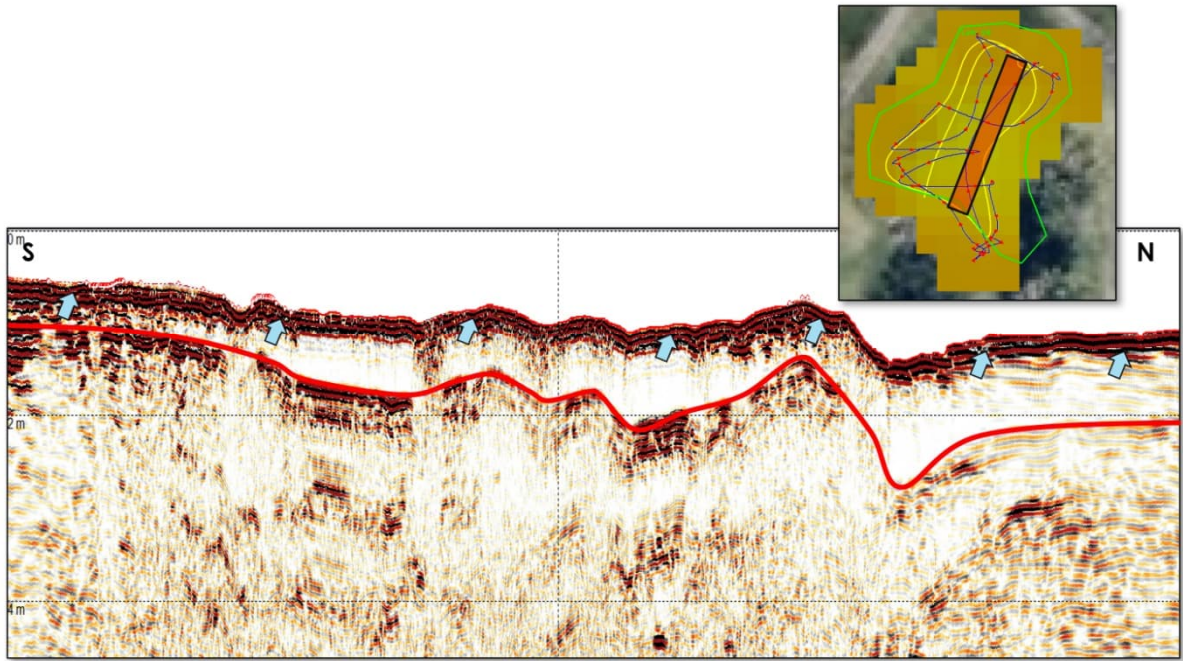


Figure 37: SBP transects across Lake 18 of the Sanctuary Cove site. Blue arrows indicate the base of the infill unit and the red line shows the location of the lake bed multiple. Vertical scale lines at 20m intervals and horizontal scales lines at 2m intervals.

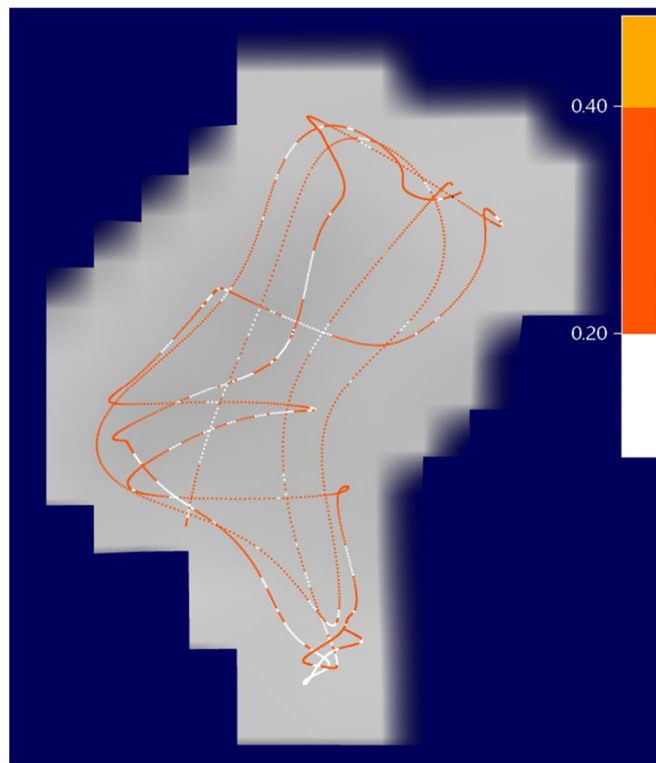


Figure 38: Infill sediment unit thickness across Lake 18.



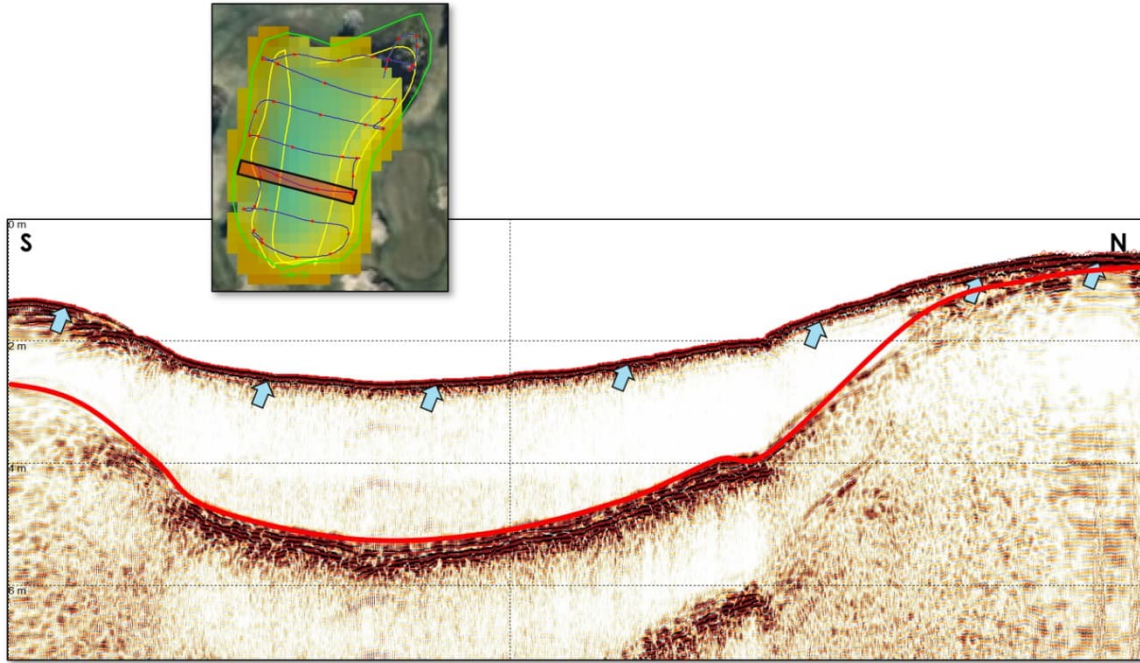


Figure 39: SBP transects across Lake 19 of the Sanctuary Cove site. Blue arrows indicate the base of the infill unit and the red line shows the location of the lake bed multiple. Vertical scale lines at 20m intervals and horizontal scales lines at 2m intervals.

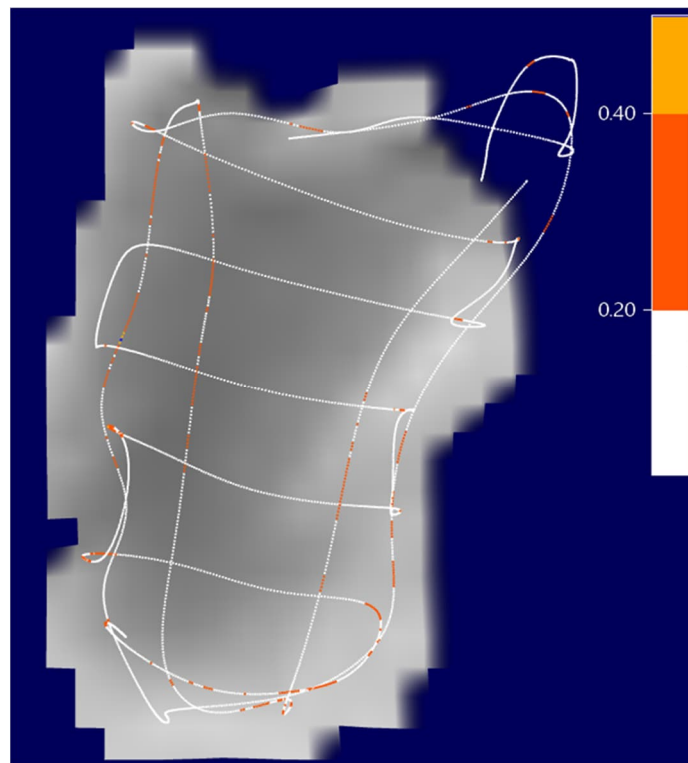


Figure 40: Infill sediment unit thickness across Lake 19.

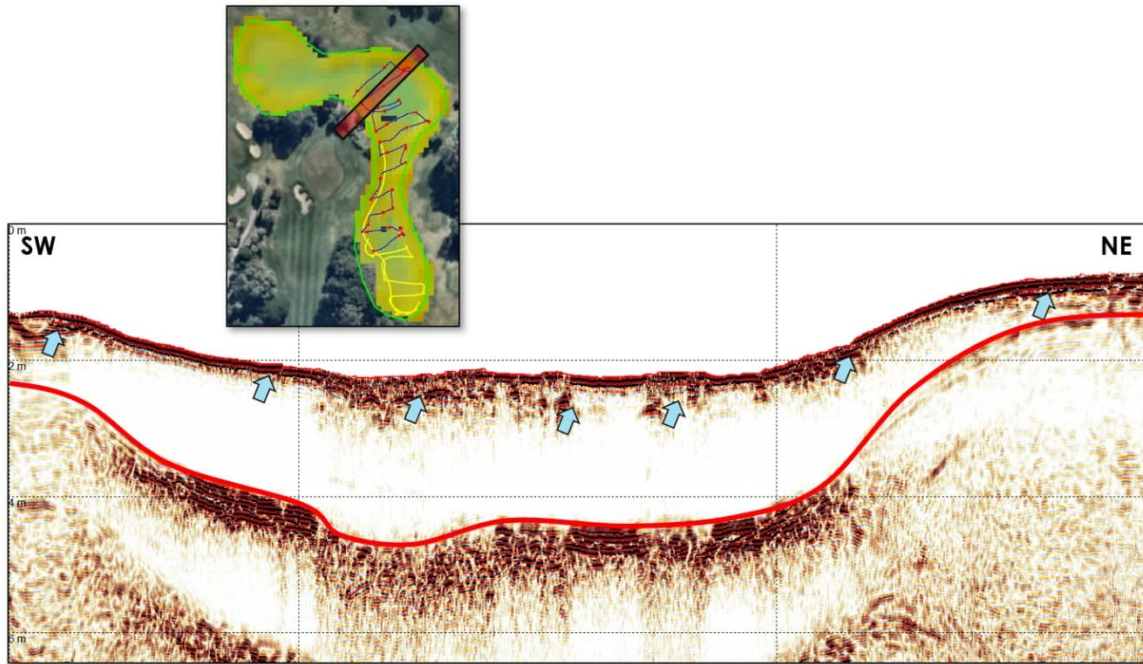


Figure 41: SBP transects across Lake 20 of the Sanctuary Cove site. Blue arrows indicate the base of the infill unit and the red line shows the location of the lake bed multiple. Vertical scale lines at 20m intervals and horizontal scales lines at 2m intervals.

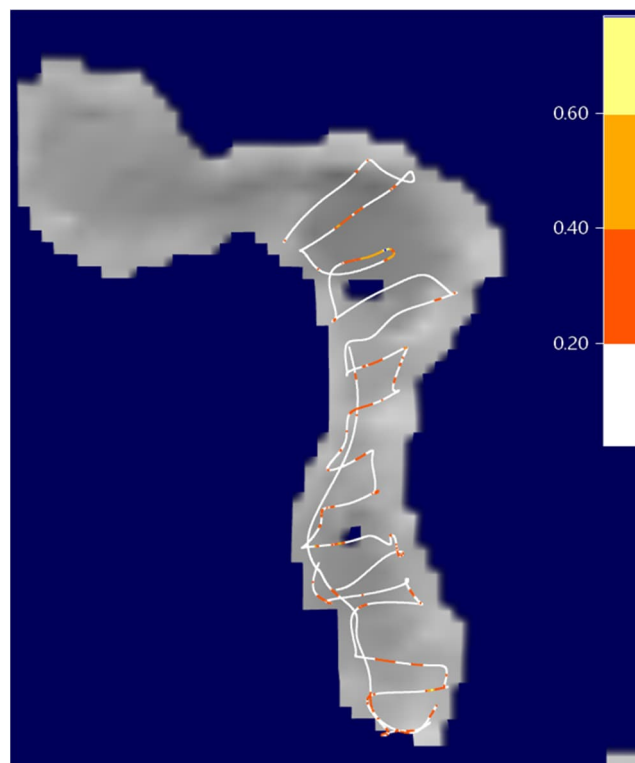


Figure 42: Infill sediment unit thickness across Lake 20.



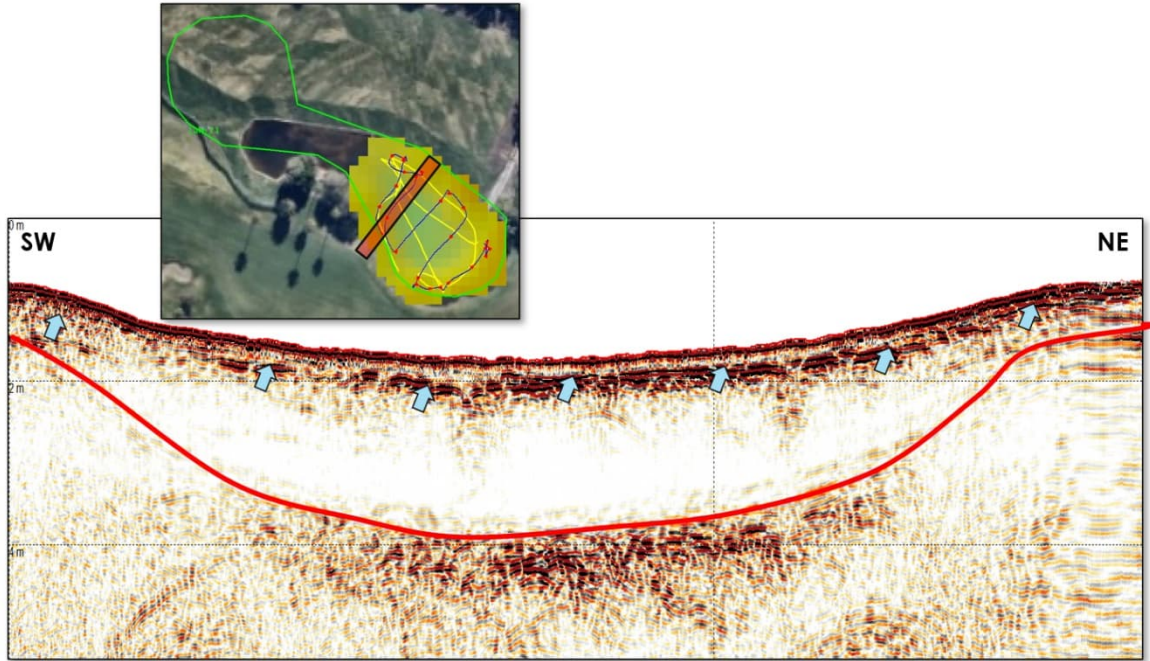


Figure 43: SBP transects across Lake of the Sanctuary Cove site. Blue arrows indicate the base of the infill unit, and the red line shows the location of the lake bed multiple. Vertical scale lines at 20m intervals and horizontal scales lines at 2m intervals.

21

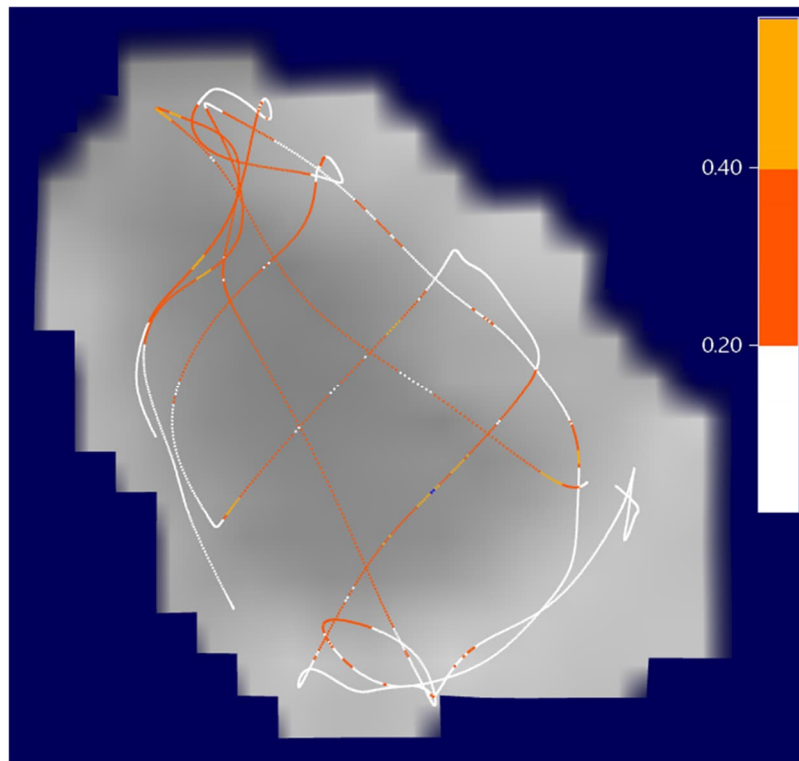


Figure 44: Infill sediment unit thickness across Lake 21.

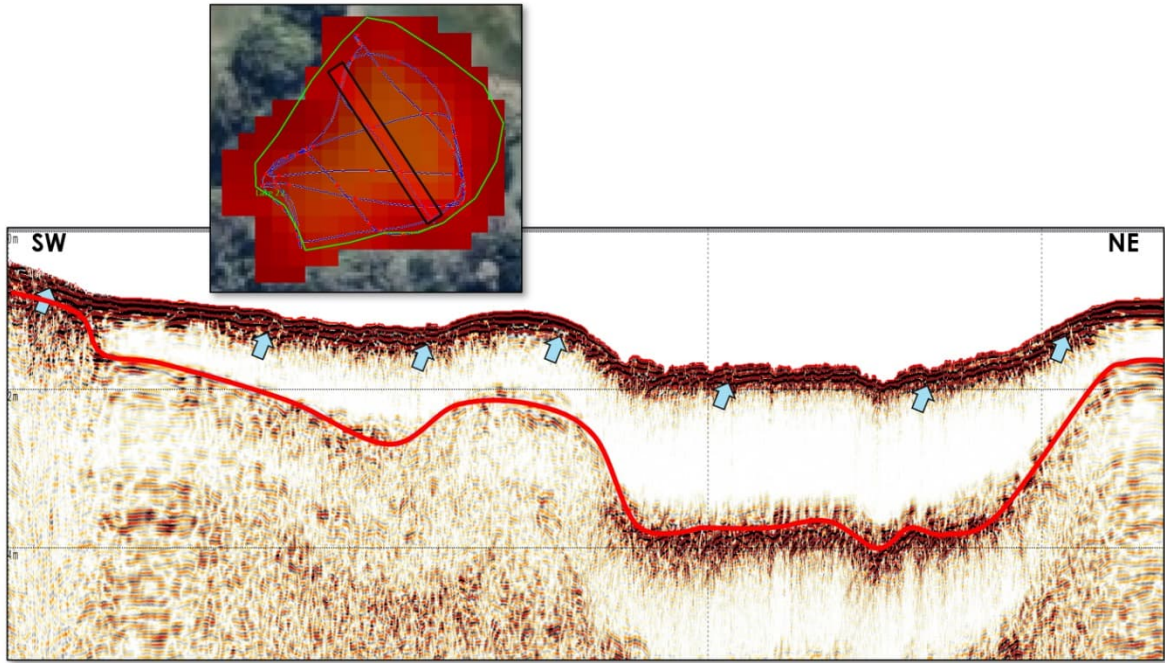


Figure 45: SBP transects across Lake 22 of the Sanctuary Cove site. Blue arrows indicate the base of the infill unit and the red line shows the location of the lake bed multiple. Vertical scale lines at 20m intervals and horizontal scales lines at 2m intervals.

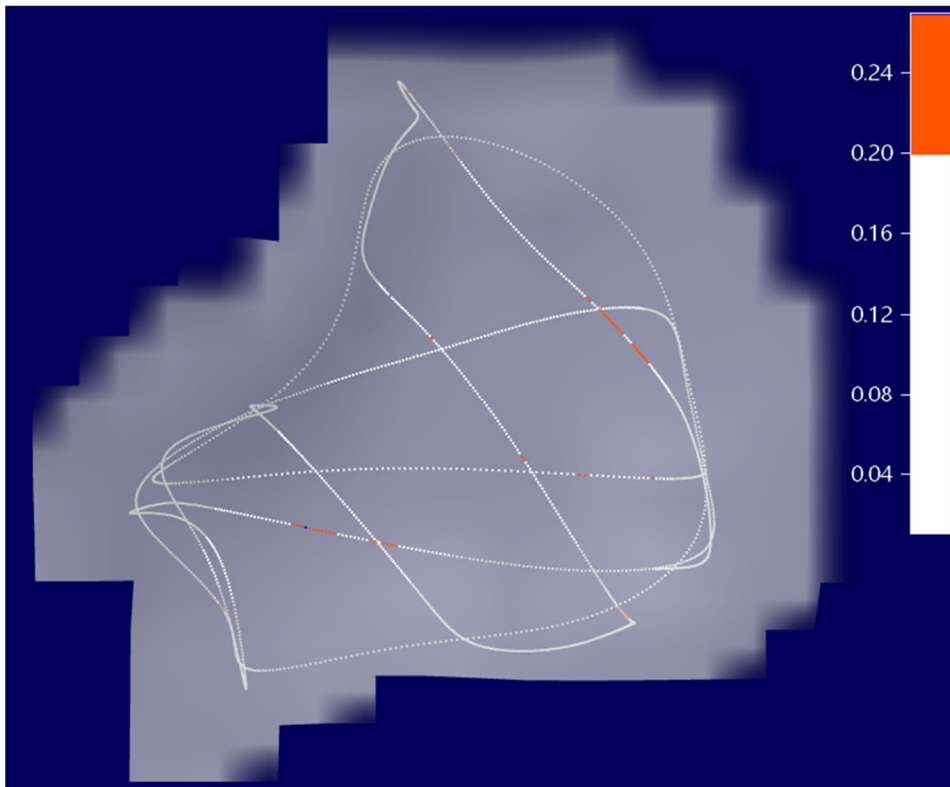


Figure 46: Infill sediment unit thickness across Lake 22.

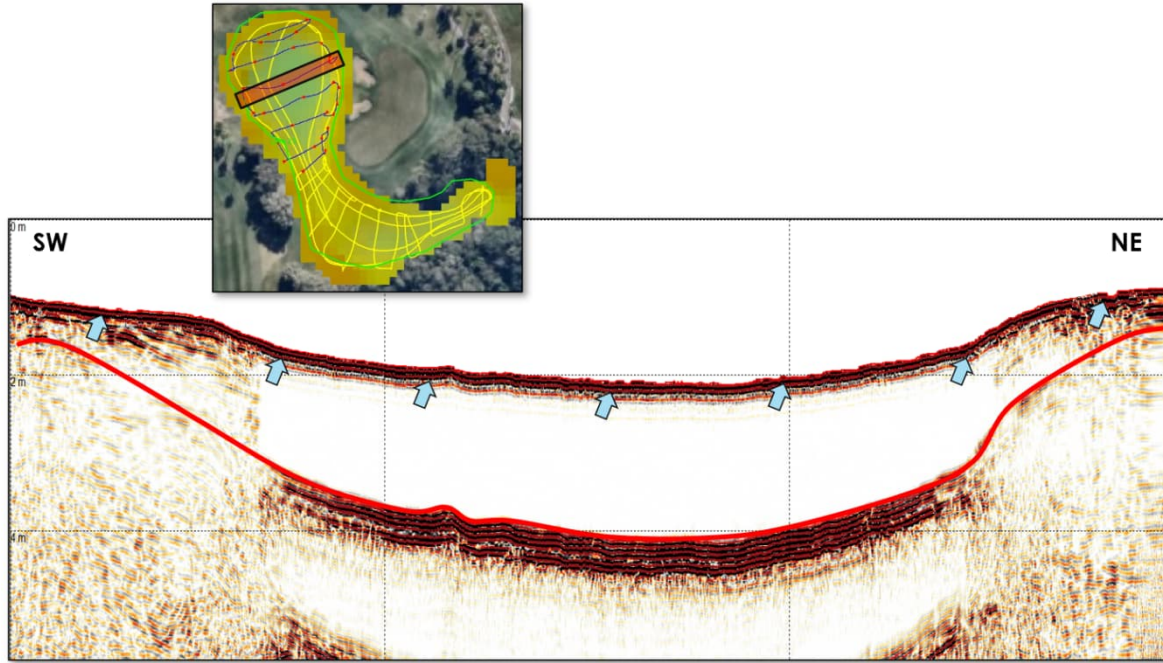


Figure 47: SBP transects across Lake 23 of the Sanctuary Cove site. Blue arrows indicate the base of the infill unit and the red line shows the location of the lake bed multiple. Vertical scale lines at 20m intervals and horizontal scales lines at 2m intervals.

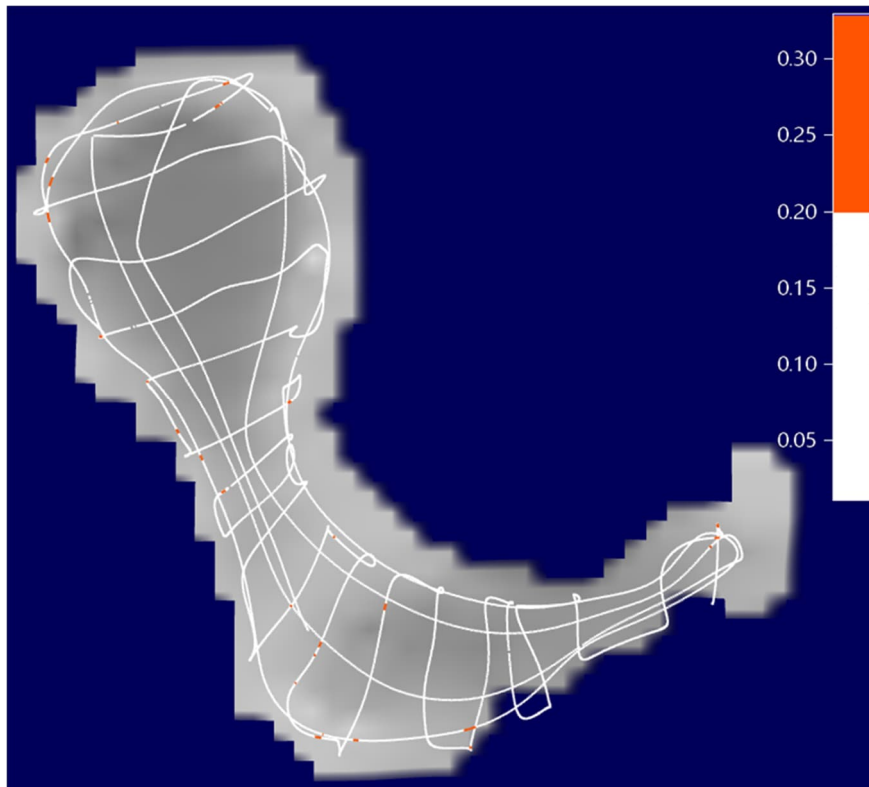


Figure 48: Infill sediment unit thickness across Lake 23.



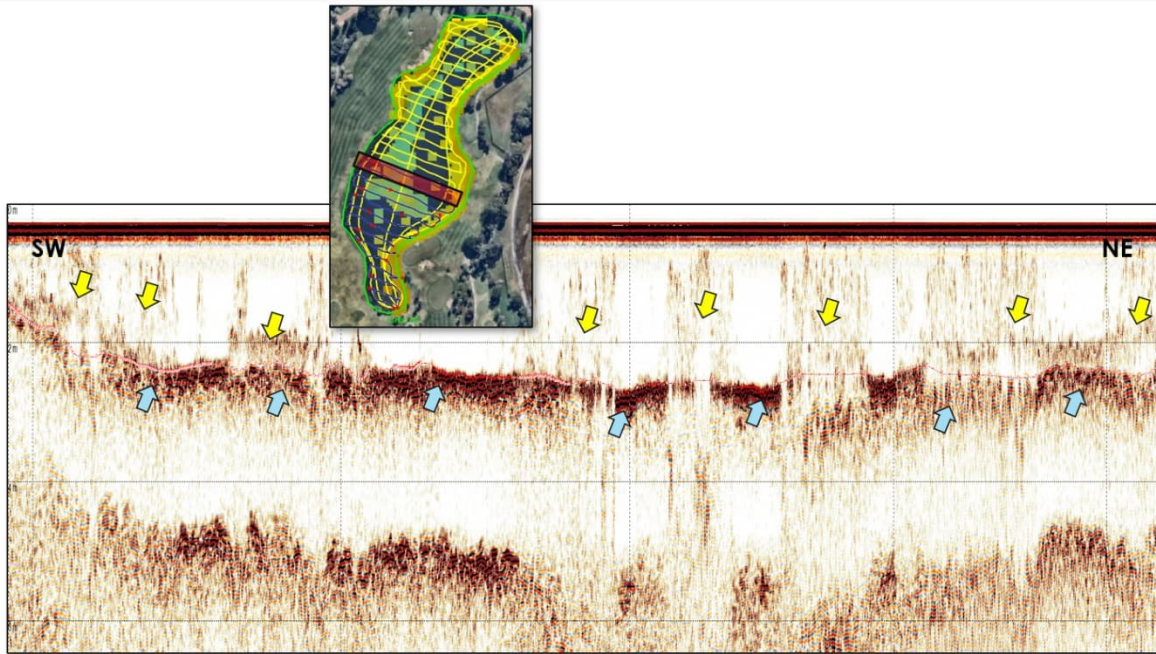


Figure 49: SBP transects across Lake 24 of the Sanctuary Cove site. Blue arrows indicate the base of the infill unit and the red line shows the location of the lake bed multiple. Yellow arrows mark the location of weed beds typically found across many of the lakes. Vertical scale lines at 20m intervals and horizontal scales lines at 2m intervals.

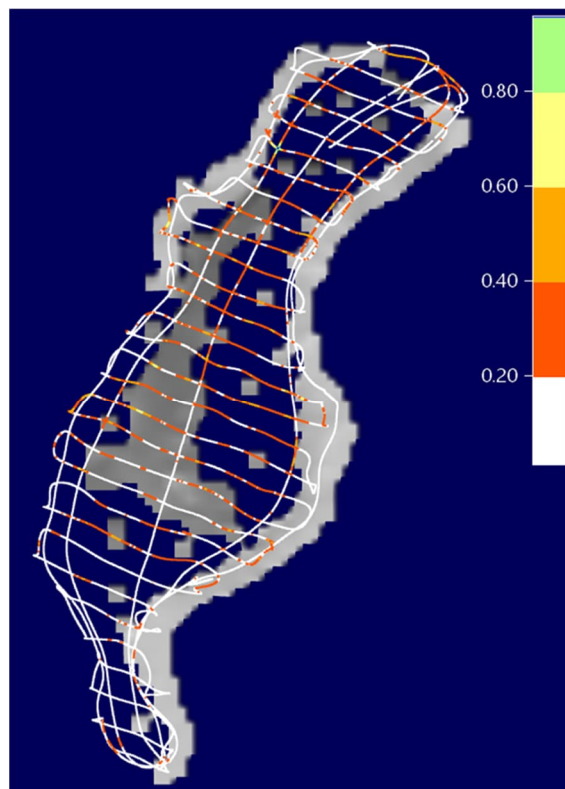


Figure 50: Infill sediment unit thickness across Lake 24.

Base statistics for the infill unit across all of the lakes is shown in Table 2. Calculation of sediment volumes was not conducted as part of this report but could be achieved by gridding both lake bed reflector and the base of infill reflector and then implementing a surface difference between the two.

Table 2: Sediment infill unit.

Lake	Minimum (m)	Maximum (m)	Mean (m)	Median (m)
1	0.02	0.70	0.29	0.29
2	0.01	0.38	0.11	0.10
3	0.01	0.99	0.16	0.13
4	0.01	0.84	0.21	0.14
5	0.01	1.05	0.15	0.12
6	0.01	0.57	0.13	0.12
7	0.01	3.93	0.60	0.28
8	0.02	2.20	0.60	0.59
9	0.01	2.49	0.60	0.38
10	0.01	0.61	0.19	0.18
11	0.01	0.61	0.20	0.19
12	0.04	0.59	0.19	0.18
13	0.01	0.53	0.15	0.14
14	0.01	0.42	0.14	0.14
15	0.01	0.37	0.14	0.13
16	0.01	0.53	0.17	0.17
17	0.01	0.57	0.15	0.15
18	0.09	0.48	0.22	0.23
19	0.03	0.50	0.14	0.14
20	0.02	0.77	0.15	0.14
21	0.01	0.57	0.17	0.13
22	0.01	0.27	0.11	0.11
23	0.01	0.33	0.10	0.10
24	0.01	0.96	0.15	0.12

## 4.2 Lake Bed Differences between Woolpert SBES and Sandmap SBP

During the digitizing of the subsurface reflector some differences were noted between the lake bed as imaged by the SBP system and the gridded lake bed derived from the Woolpert SBES data. Figure 51 shows a typical SBP transect across one of the lakes with the Woolpert gridded data shown as a green line above the SBP image. The SBP image (depth) has not been corrected for transducer draft so an offset between the two data sets is expected. The offset is reasonably consistent across the main body of the lake but a divergence emerges towards the lake shoreline.

Whilst it is unclear what may be causing this divergence (smoothing caused by the gridding of the SBES data? Incorrect picks for the lake bed reflectors in the SBES data caused by the presence of weeds?) I felt it was important to note for sediment volume calculations. These differences may not influence sediment volumes unduly as the shoreline regions could be isolated from the calculations.

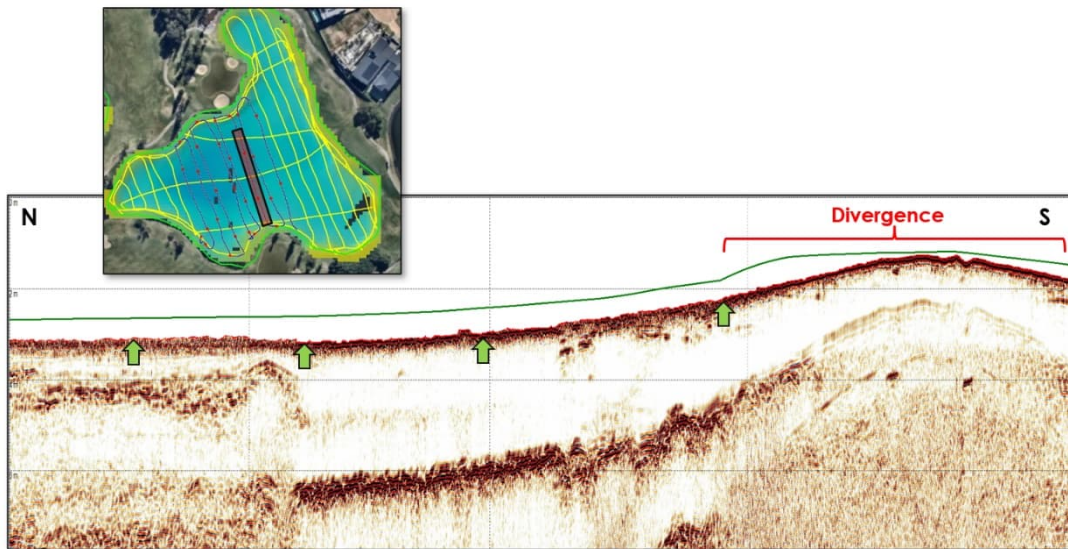


Figure 51: SBP transects across the lake.

## 5.0 Summary

The quality of the SBP data acquired as part of this project was good across most lakes but did suffer through the presence of weeds in some areas. The decision by SM to conduct the survey using a dinghy was probably correct as it allowed greater access to areas influenced by weeds. Propeller driven Autonomous Surface Vessels tend to struggle in such areas.

Most of the lakes exhibited very little sediment infill. Exceptions included Lakes 7, 8, and 9 which showed areas with >2m of sediment accumulation, and to a lesser extent Lakes 3, 4, and 5 which contained areas of around 1m of infill. Most of the other lakes were largely devoid of any acoustic penetration or it was patchy across the central portions of those lakes.

Sediment volumes were not calculated as part of this report but the raw data exists for doing such an analysis. I recommend defining dredge area polygons isolating the lake shorelines from the computations to minimize the influence of areas that show a divergence between the Woolpert SBES data and the most recent SBP data.

## APPENDIX A – Limitations and Assumptions of the Subbottom Profiler Reflection Method

The subbottom profiler (SBP) transects presented in this report are vertical profiles spatially located beneath the SBP transducer. These profiles consist of series of time records showing acoustic returns from subsurface interfaces.

The SBP transducer emits an acoustic pulse into the water column. Some acoustic energy is reflected off the seabed whilst some penetrates the subsurface to be reflected off other interfaces.

Subsurface interfaces are caused by changes in density and velocity of subsurface units. The magnitude of these changes influences the strength of the acoustic return and the ability of the acoustic signal to penetrate further into the subsurface.

The ability to discriminate individual units / reflectors depends on the frequency and pulse length set for the SBP system during acquisition. Typical maximum resolution is between 7.5cm to 10cm.

Thickness of sediment units is computed by converting the amount of time measured between two interpreted reflectors to a metric measurement using a sediment velocity. Generally, the sediment velocity is assumed because sediment samples (i.e., cores) don't exist. Different sediment types and different levels of compaction / cementation result in different sediment velocities. For unconsolidated sand-size sediment, typical assumed velocities range between 1600-1700 m/sec.

Extension of interpreted results from a SBP survey (depth of reflectors, thickness of subsurface units) across a larger region relies on interpolation between individual transects. Ideally core data is available for better control of assumed sediment velocities and tie-in with interpreted reflectors. Alternatively, the geophysical data associated with a SBP survey can be used to plan a geotechnical sampling program (grab samples, coring, etc.) and then the interpretation can be revisited to better align regional results with the point data associated with the sampling program.





6<sup>TH</sup> August 2024

Chief Executive Officer  
City of Gold Coast  
PO Box 5042  
GOLD COAST MC 9726

Attention: Ms Alisha Swain  
Executive General Manager of Planning and Regulation  
[mail@goldcoast.qld.gov.au](mailto:mail@goldcoast.qld.gov.au)

Dear Ms Alisha Swain,

**Application pursuant to section 58 of the *Sanctuary Cove Resort Act 1985 (SCRA)* for the transfer of Lot 7 on SP186788 (primary thoroughfare) from the Primary Thoroughfare Body Corporate to Mulpha Sanctuary Cove (Developments) Pty Ltd**

Sanctuary Cove Body Corporate Services acts as body corporate manager for the Primary Thoroughfare Body Corporate at Sanctuary Cove (**PTBC**).

The PTBC is requesting the Gold Coast City Council's approval under section 58 of SCRA to transfer Lot 7 on SP186788 to Mulpha Sanctuary Cove (Developments) Pty Ltd.

### **Background**

Section 58 of SCRA provides that no part of a primary thoroughfare may be transferred without the prior approval of:

- (a) the PTBC given by special resolution (copy attached);
- (a) the local government; and
- (b) the Minister.

Pursuant to section 12M of the Sanctuary Cove Resort Act 1985, the Governor in Council on 28 March 2024 approved the amendment to the Proposed Use Plan as specified in Queensland Government Gazette no. 73 (dated 28 March 2024) (**Amended Proposed Use Plan**).

The Amended Proposed Used Plan varied the boundaries of the General Residential Zone and the Primary Thoroughfare Zone to provide that Lot 7 on SP186788 ceases to form part of the Primary Thoroughfare Zone and became part of the General Residential Zone.



**Attached** is a copy of the PTBC's special resolution resolving to transfer Lot 7 on SP186788 to Mulpha Sanctuary Cove (Developments) Pty Ltd. We also **attach** a copy of the draft transfer documents documenting this arrangement for your records.

As an aside, Lot 38 on SP320263 will be a new primary thoroughfare lot and will be transferred to the PTBC (again to accord with the Amended Proposed Use Plan).

### **Request**

The PTBC requests that the Gold Coast City Council provides its prior approval under section 58 of SCRA to the transfer by the PTBC to Mulpha Sanctuary Cove (Developments) Pty Ltd of Lot 7 on SP186788 by providing a letter of approval or such other documentation required to enable the transfer to register in the Queensland Land Titles Registry.

We are in the process of requesting the Minister's approval as required under section 58 of SCRA.

Please contact us on [ptbc@scove.com.au](mailto:ptbc@scove.com.au) if you require additional information to assess the request for approval.

Yours sincerely



Stephen Anderson  
PTBC Chairperson



**MINUTES OF PTBC EXTRAORDINARY GENERAL MEETING**  
**For Sanctuary Cove Primary Thoroughfare Body Corporate GTP 201**

**Location of meeting:** Meeting Room 1, Sanctuary Cove Body Corporate Services, Sanctuary Cove, QLD 4212  
**Date and time of meeting:** Thursday 26<sup>th</sup> May 2022  
12:32pm -12:49pm  
**Chairperson:** Mr Stephen Anderson

**ATTENDANCE**

**The following members were Present In Person:**

Position: Chairperson Member Name: Mulpha Sanctuary Cove Investments Pty Ltd Lot 6 Rep: Mr Stephen Anderson  
Position: Ordinary Member Name: Principal Body Corporate GTP 202 Lot 278 Rep: Mr John Taylor  
Position: Ordinary Member Name: Mulpha Sanctuary Cove Marine Village Pty Limited Lot 33 Rep: Mr Mathew Williams  
Position: Ordinary Member Name: Mulpha Sanctuary Cove Marina Pty Limited Lot 34 Rep: Mr Mathew Williams  
Position: Ordinary Member Name: Mulpha Sanctuary Cove Marina Pty Limited Lot 10 Rep: Mr Mathew Williams  
Position: Ordinary Member Name: Mulpha Sanctuary Cove Hotel Investments Pty Limited Lot 40 Rep: Mr Mathew Williams  
Position: Ordinary Member Name: Sanctuary Cove Golf and Country Club Holdings Limited Lot 10 Rep: Mr Paul Sanders  
Position: Ordinary Member Name: Sanctuary Cove Golf and Country Club Holdings Limited Lot 20 Rep: Mr Paul Sanders  
Position: Ordinary Member Name: Sanctuary Cove Golf and Country Club Holdings Limited Lot 51 Rep: Mr Paul Sanders  
Position: Ordinary Member Name: Sanctuary Cove Golf and Country Club Holdings Limited Lot 52 SP 301179 Rep: Mr Paul Sanders  
Position: Ordinary Member Name: Sanctuary Cove Golf and Country Club Holdings Limited Lot 52 SP 327424 Rep: Mr Paul Sanders  
Position: Ordinary Member Name: Sanctuary Cove Golf and Country Club Holdings Limited Lot 53 Rep: Mr Paul Sanders  
Position: Ordinary Member Name: Sanctuary Cove Golf and Country Club Holdings Limited Lot 54 Rep: Mr Paul Sanders  
Position: Ordinary Member Name: Sanctuary Cove Golf and Country Club Holdings Limited Lot 58 Rep: Mr Paul Sanders  
Position: Ordinary Member Name: Sanctuary Cove Golf and Country Club Holdings Limited Rep Lot 16: Mr Paul Sanders  
Position: Ordinary Member Name: Sanctuary Cove Golf and Country Club Holdings Limited Lot 1 Rep: Mr Paul Sanders

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

Position: Ordinary Member Name: Mulpha Sanctuary Cove Developments Pty Limited Lot 24 Rep: Mr Keith Allardice

**Apologies:**

Mr Keith Allardice

**Present by Invitation:**

Mr Dale St George, Secretary  
Ms Nicole James, Minute taker

**Quorum**

A quorum was achieved for the meeting.

**Resolutions**

**1 Approval of Previous General Meeting Minutes – 28<sup>th</sup> April 2022** **ORDINARY RESOLUTION**

Proposed by: Statutory Motion

**CARRIED**

**RESOLVED** That the Minutes of the PTBC Extraordinary General Meeting held on 28<sup>th</sup> April 2022 be accepted as a true and correct record of the proceedings of the meeting.

Yes	13
No	0
Abstain	4

Members Name	Yes	No	Abstain
Stephen Anderson	x		
Paul Sanders	x		
Mathew Williams			x
John Taylor	x		
Keith Allardice	x		

<b>2</b>	<b>Lot 7 on SP 186788 removed from the Primary Thoroughfare Zone and included in the General Residential Zone; and to transfer Lot 7 on SP 186788 to Mulpha Sanctuary Cove (Developments) Pty Ltd ACN 098 660 318</b>	<b>SPECIAL RESOLUTION</b>
----------	---	---------------------------

Proposed by: the Chairperson

**CARRIED**

**BACKGROUND NOTE:**

*The PTBC resolve to do all things required to comply with section 58 prior to the making of an application to the Gold Coast City Council and Minister (administering the Sanctuary Cove Resort Act, 1985) to transfer Lot 7 on SP186788 to Mulpha Sanctuary Cove (Developments) Pty Ltd ACN 098 660 318 following the rezoning.*

Yes	17
No	0
Abstain	0

**RESOLVED** that the PTBC resolve by **Special Resolution** that:

- (a) the PTBC transfer to Mulpha Sanctuary Cove (Developments) Pty Ltd ACN 098 660 318 ("Mulpha") the whole of Lot 7 on SP186788, Title Reference 50614025 on the condition that Mulpha provide the undertaking in the paragraph immediately below and subject to receipt of the approval of the Gold Coast City Council ("GCCC") and the Minister administering the *Sanctuary Cove Resort Act, 1985* ("Minister") and Lot 7 on SP186788 being included in the General Residential Zone;
- (b) the PTBC sign and provide such transfer to Mulpha upon receipt of their undertaking that the transfer will not be lodged for registration with the Registrar of Titles until receipt of the approval of the GCCC and the Minister and Lot 7 on SP186788 being included in the General Residential Zone; and
- (c) the PTBC do all such acts and things to cause registration of the transfer following receipt of approval of the GCCC and the Minister and Lot 7 on SP186788 being included in the General Residential Zone.

Members Name	Yes	No	Abstain
Stephen Anderson	x		
Paul Sanders	x		
Mathew Williams	x		
John Taylor	x		
Keith Allardice	x		

**3 Lot 7 on SP 186788 removed from the Primary Thoroughfare Zone and included in the General Residential Zone; and to transfer Lot 7 on SP 186788 to Mulpha Sanctuary Cove (Developments) Pty Ltd ACN 098 660 318** **ORDINARY RESOLUTION**

Proposed by: the Chairperson

**CARRIED**

**BACKGROUND NOTE:**

*In order effect resolution 2, both Council approval and Ministerial approval is required.*

Yes	17
No	0
Abstain	0

**RESOLVED** that the PTBC resolves by **Ordinary Resolution** to:

- (a) lodge with the Gold Coast City Council the application for approval to the transfer of Lot 7 on SP186788 to Mulpha Sanctuary Cove (Developments) Pty Ltd ACN 098 660 318; and
- (b) lodge to the Minister (administering the *Sanctuary Cove Resort Act, 1985*) the application for approval to the transfer of Lot 7 on SP186788 to Mulpha Sanctuary Cove (Developments) Pty Ltd ACN 098 660 318,

and to pursue the application and to provide the Gold Coast City Council and Minister all other things necessary or requested by the Gold Coast City Council and Minister to decide the application.

Members Name	Yes	No	Abstain
Stephen Anderson	x		
Paul Sanders	x		
Mathew Williams	x		
John Taylor	x		
Keith Allardice	x		

<b>4</b>	<b>Lot 38 - New Gatehouse/Primary Thoroughfare Lot created and removed from the Village Zone and included in the Primary Thoroughfare Zone; and New Gatehouse/Primary Thoroughfare Lot to be transferred to PTBC</b>	<b>ORDINARY RESOLUTION</b>
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Proposed by: the Chairperson

**CARRIED**

Yes	17
No	0
Abstain	0

**BACKGROUND NOTE:**

*Subject to rezoning of Lot 38 on SP320263 to be included in the Primary Thoroughfare Zone and Lot 38 on SP320263 being transferred to the PTBC as primary thoroughfare, Mulpha will move the gates and undertake the refurbishment works to the gates.*

**RESOLVED** that the PTBC resolves by **Ordinary Resolution** to:

- (a) accept the transfer of the whole of Lot 38 on SP320263 as primary thoroughfare effective at or about the time that Lot 38 on SP320263 is included in the Primary Thoroughfare Zone, subject to the Lot 38 on SP320263 being gazetted to be included in the Primary Thoroughfare Zone; and
- (b) sign the transfers as transferee (being a transfer from Mulpha Sanctuary Cove Marine Village Pty Ltd ACN 098 660 372 ("Mulpha") of Lot 38 on SP320263) and provide such transfer to Mulpha upon receipt of their undertaking that the transfer will not be lodged for registration with the Registrar of Titles until Lot 38 on SP320263 has been gazetted to be included in the Primary Thoroughfare Zone pursuant to the SCRA; and
- (c) to do all acts and things to effect registration of the transfer of Lot 38 on SP320263 to the PTBC, free from encumbrances following Lot 38 on SP320263 being included in the Primary Thoroughfare Zone.

Members Name	Yes	No	Abstain
Stephen Anderson	x		
Paul Sanders	x		
Mathew Williams	x		
John Taylor	x		
Keith Allardice	x		

**5 PTBC Facilities Compound** **ORDINARY RESOLUTION**

Proposed by: the Chairperson **CARRIED**

**RESOLVED** that the PTBC approves additional expenditure in the amount of \$182,359.10 inc. GST for the increase in costs associated with the previously approved Facilities Compound, the additional amount of \$182,359.10 Inc. GST being:

Yes	16
No	0
Abstain	1

- Structure \$78,246.30 Inc. GST - GRC Construction Group
- Civils - \$104,112.80 Inc. GST – Cameron Constructions

with funds to be expensed from the PTBC Sinking fund – Buildings -22179.

Members Name	Yes	No	Abstain
Stephen Anderson	x		
Paul Sanders	x		
Mathew Williams	x		
John Taylor	x		
Keith Allardice			x

**BUSINESS ARISING**

**9.1 Asset Improvement Programme**

**1. Facilities Compound**

Due to commence electrical works next week. Weather dependant for landscaping works. Two consultation sessions with Santa Barbara residents scheduled next week.

**2. A Class Water**

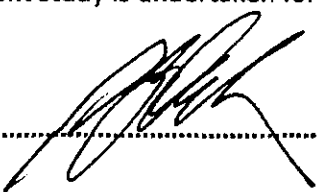
Tenders close 17<sup>th</sup> June 2022. 4 -6 expected submissions.

**GENERAL BUSINESS**

**1. Buggy Path – Cypress Point**

Issued for discussion to PTBC on behalf of PBC. Agreement for Licence Agreement to be signed between PTBC and MSCD. Ongoing insurance and maintenance aspects a requirement of any agreement. Access control by MSCD. Add to MIP for PTBC.

**2. The Parkway Roundabout – raised at PBC EGM today as a hazard. PTBC to install additional signage and paint lines around roundabout in the first instance. Temporary speed calmer to be installed for short term whilst other measures are being reviewed. Matter to be taken into account when Traffic Management study is undertaken for new Village Gate.**

Chairman ..... 



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

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

**Commencement**

2. This Notice commences on 28 March 2024.

**Definition**

3. In this Notice –

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

**Approval of amendment**

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

**Inspection**

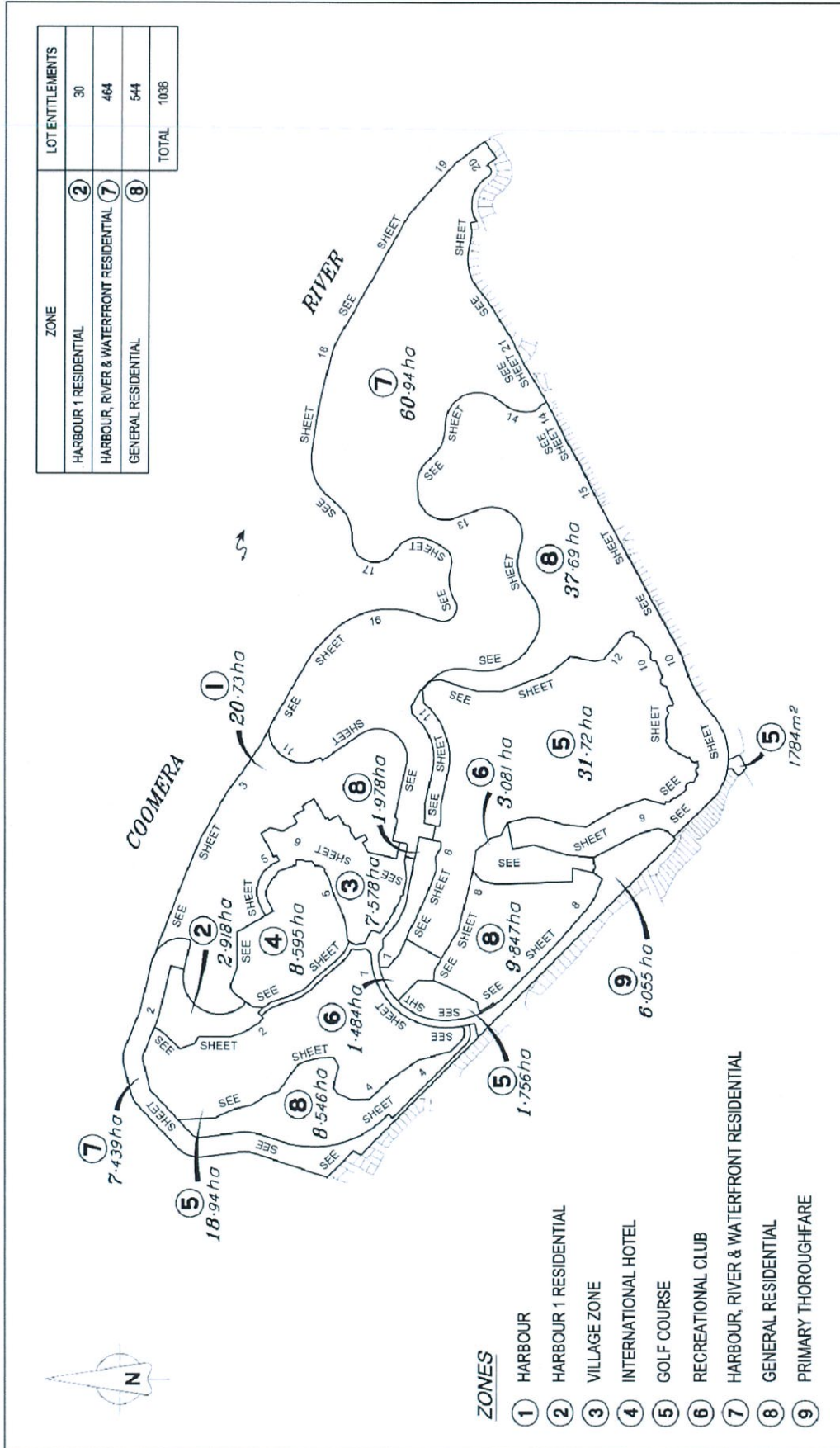
5. A copy of the approved amendment is available for inspection during business hours at the office of the chief executive at the Department of Housing, Local Government, Planning and Public Works, 1 William St, Brisbane, Queensland. Please call 13 74 68 or email [director-general@housing.qld.gov.au](mailto:director-general@housing.qld.gov.au)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

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

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

**ENDNOTES**

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

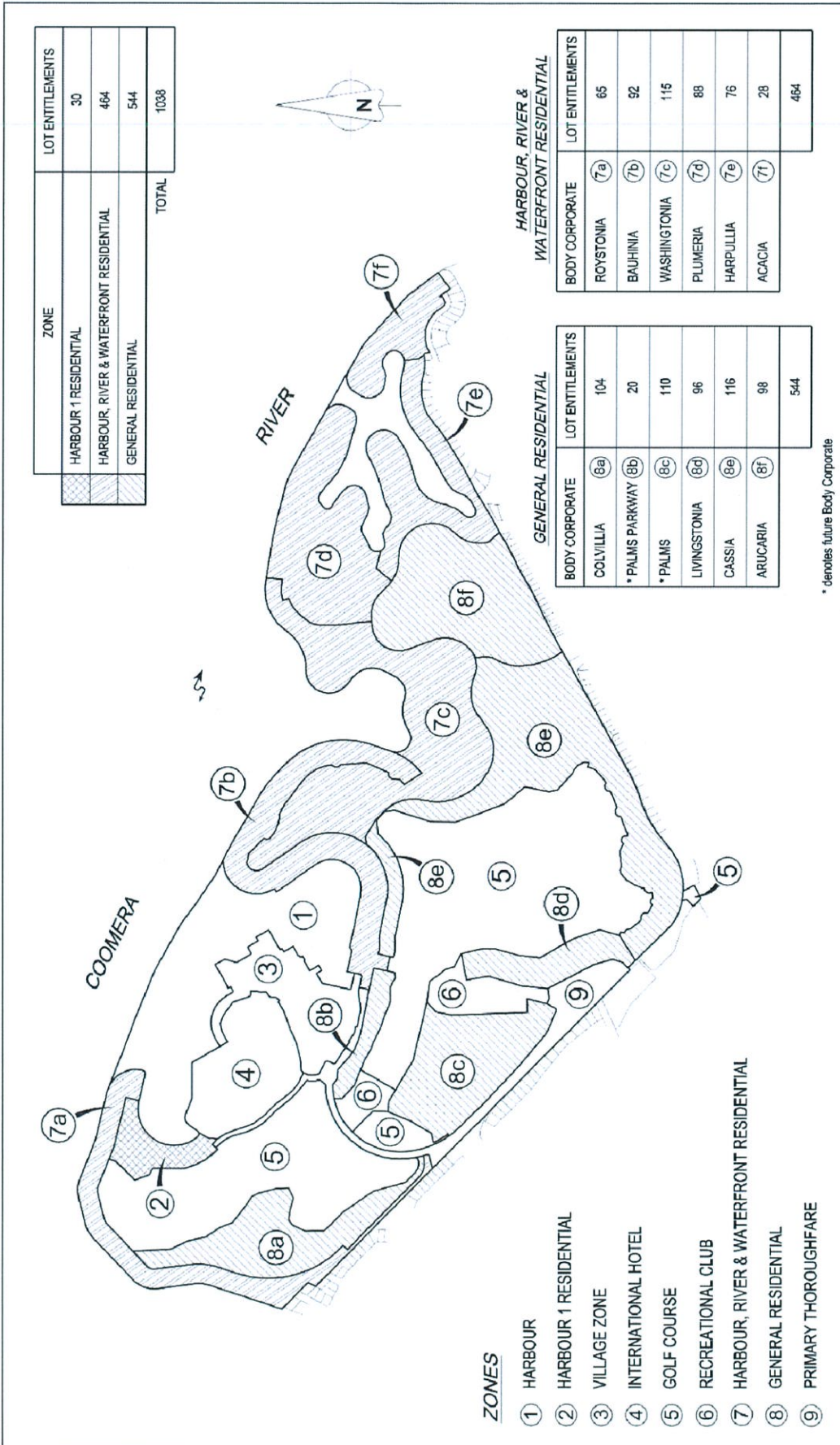


CLIENT		PLAN		REVISIONS		DETAILS	
Mulpha Sanctuary Cove (Developments) PTY LTD	7366-PU-116	PROPOSED USE PLAN	SAUNCTUARY COVE	No.	DATE	DATE	INIT
Level Datum	30 NOVEMBER 2022			C	18.17	18.17	B/B
Surveyed	-			D	2.5.19	2.5.19	B/B
Defined	B/B			E	10.6.19	10.6.19	B/B
Parish	COOMERA			F	1.4.20	1.4.20	B/B
County	WARD			G	30.6.20	30.6.20	G/E/L
Scale	1:10000 (A3)			H	8.11.21	8.11.21	B/B
				J	30.11.22	30.11.22	B/B



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 W rpsgroup.com

Local Authority  
 G.C.C.C.  
 Plan  
 A3  
 Plan Ref  
 7366-PU-116  
 Sheet  
 1 of 21



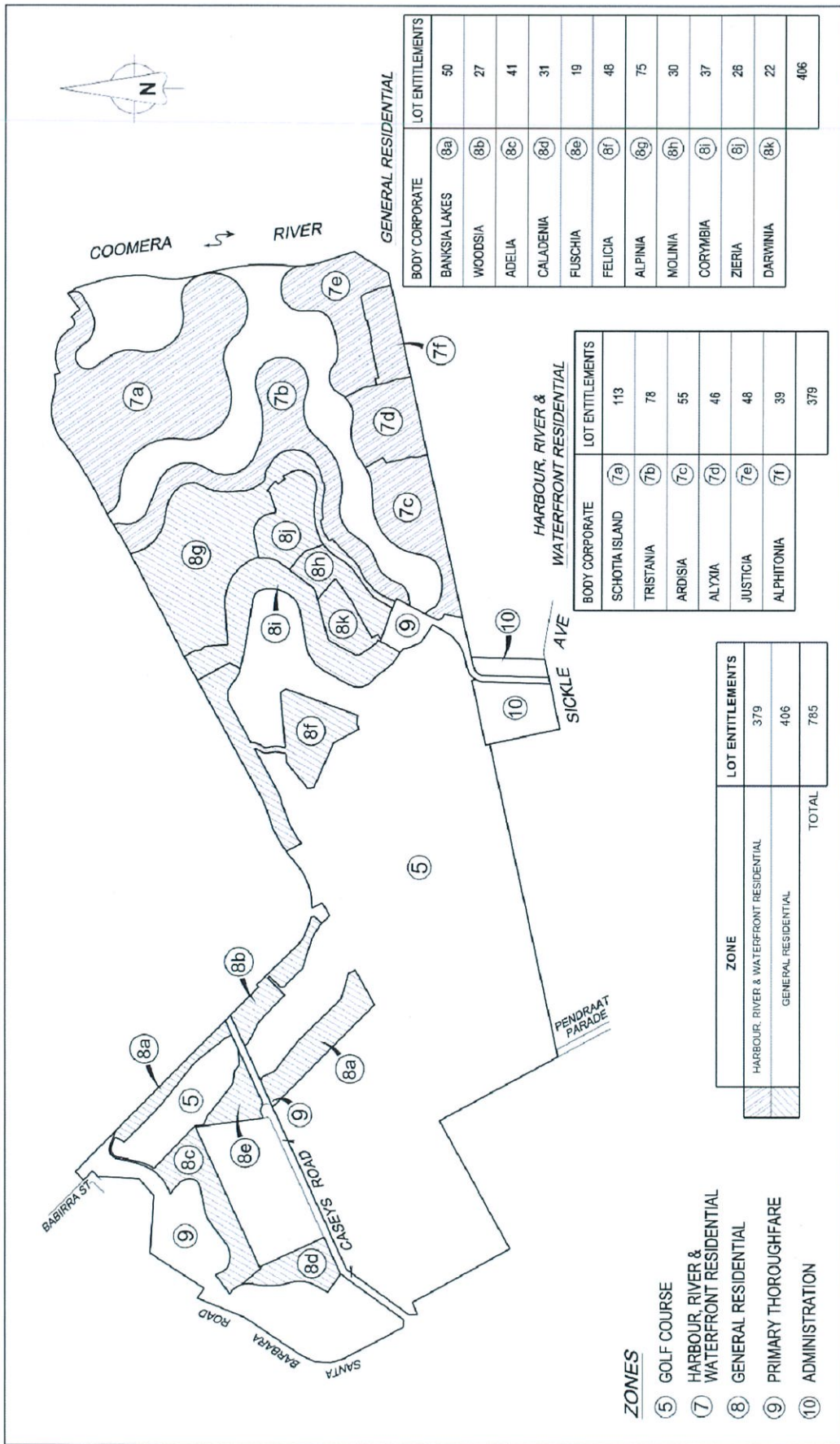
CLIENT		PLAN		ENTITLEMENTS PLAN		REVISIONS	
<b>Mulpha Sanctuary Cove (Developments) PTY LTD</b>		<b>ENTITLEMENTS PLAN</b>		<b>ENTITLEMENTS PLAN</b>			
Level Origin	Date	2 DECEMBER 2022					
Level Datum	Surveyed						
	Drafted	BJB					
Data Origin	Parish	COOMERA					
7366-PU-116 & 7366-PU-12	County	WARD					
	SCALE:	1:10,000 (A3)					
	Local Authority	G.C.C.C.	Plan	A3	Plan Ref	7366-PSP-124j	Sheet
							1 of 2

**RPS**

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**ZONES**

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

ZONE	LOT ENTITLEMENTS
HARBOUR, RIVER & WATERFRONT RESIDENTIAL	379
GENERAL RESIDENTIAL	406
<b>TOTAL</b>	<b>785</b>

BODY CORPORATE	LOT ENTITLEMENTS
SCHOTIA ISLAND (7a)	113
TRISTANIA (7b)	78
ARDISIA (7c)	55
ALYXIA (7d)	46
JUSTICIA (7e)	48
ALPHITONIA (7f)	39
<b>TOTAL</b>	<b>379</b>

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

<b>CLIENT</b> MULPHA SANCTUARY COVE (Developments) PTY LTD		<b>PLAN</b> ENTITLEMENTS PLAN FOR THE ADJACENT SITE SANCTUARY COVE																																					
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County	Ward	PLAN REF: 7366-PSP-124i																																					
		SHEET: 2 of 2																																					



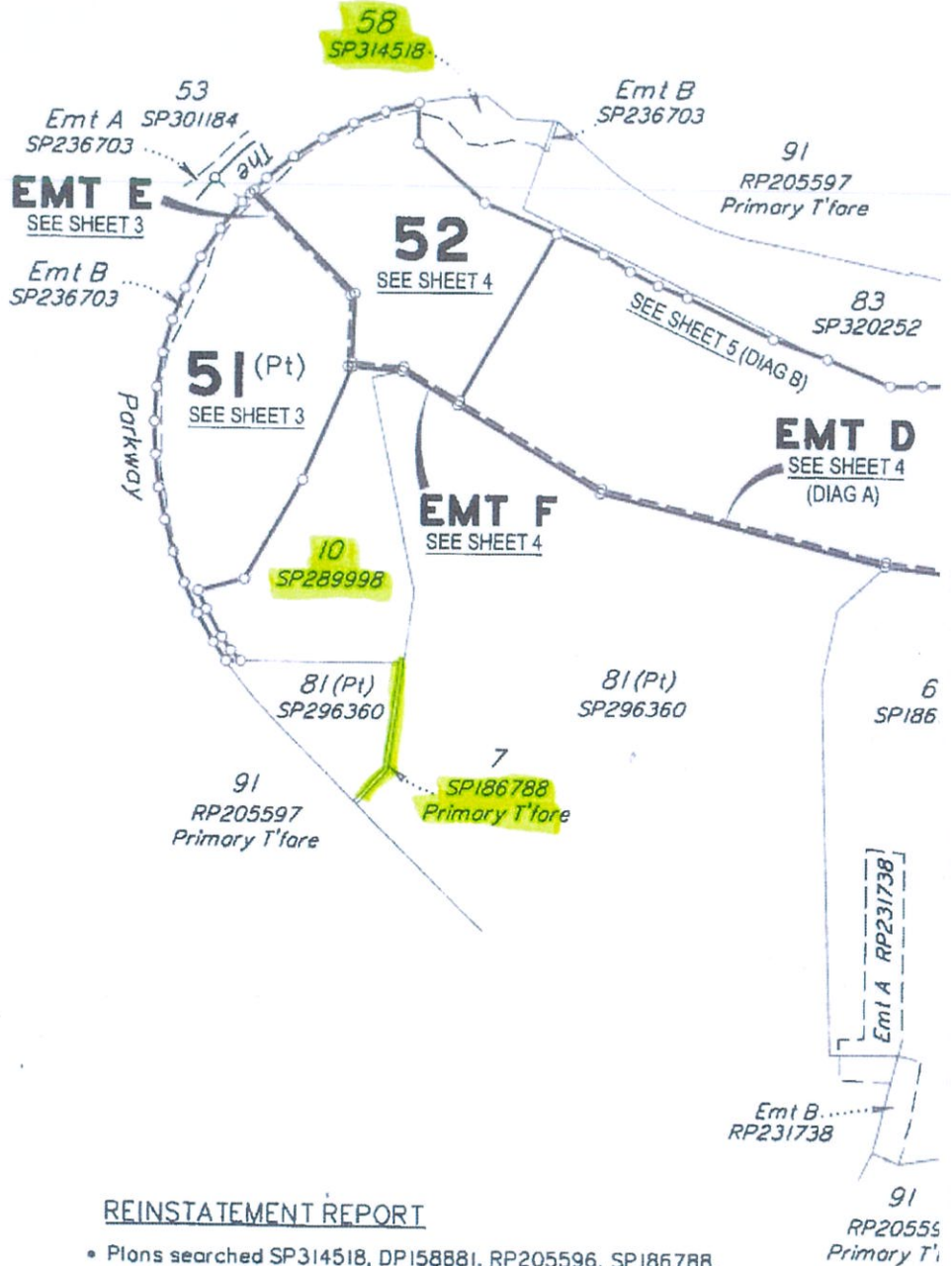
RPS AAF Consulting Pty Ltd  
 45/47-49/51  
 A/N 37 417 833 173  
 Lakeside, Coopers Plains, Suite 425, Level 2  
 Building 4, 34-36 Convent Drive  
 Roma PO Box 1048 Roma QLD 4420  
 T +61 7 555 38900  
 F +61 7 555 38999  
 W rpsgroup.com

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RPS AUSTRALIA EAST PTY LTD (ACN 140 292 762) hereby certify that the land comprised in this plan was surveyed by the corporation, by Jay Thomas SLATER, Surveying Graduate, for whose work the corporation accepts responsibility, under the supervision of Brian Phillip Rogers, Cadastral Surveyor and that the plan is accurate, that the said survey was performed in accordance with the Survey and Mapping Infrastructure Act 2003 and Surveyors Act 2003 and associated Regulations and Standards and that the said survey was completed on 1/10/2021.

Date 27/10/2021

Authorised Delegate



Plan of Lots 51, 52 & 54 and Easements D & E in Lot 51 & Easement F in Lot 52  
 Conveying Lot 59 on SP314518

LOCAL GOVERNMENT: GOLD COAST CITY LOCALITY: HOPE ISLAND

Meridian: SP314518

Survey Records: No

**REINSTATEMENT REPORT**

- Plans searched SP314518, DPI58881, RP205596, SP186788, SP289998 & RP205597.
- Many original corner marks and reference marks were found.
- There were no disagreements with previous surveys.
- Original dimensions were available and adopted.

Peg placed at all new corners unless otherwise stated.

Original information compiled from SP314518 in the Department of Resources.

Scale: 1:4000

Format: STANDARD

Barcode: SP327424

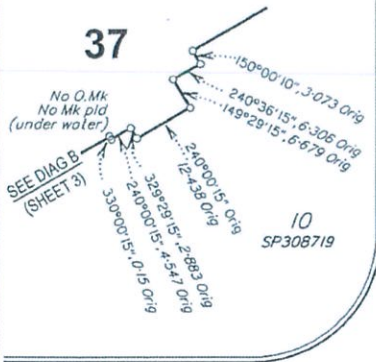
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DIAGRAM A

Scale 1:1000

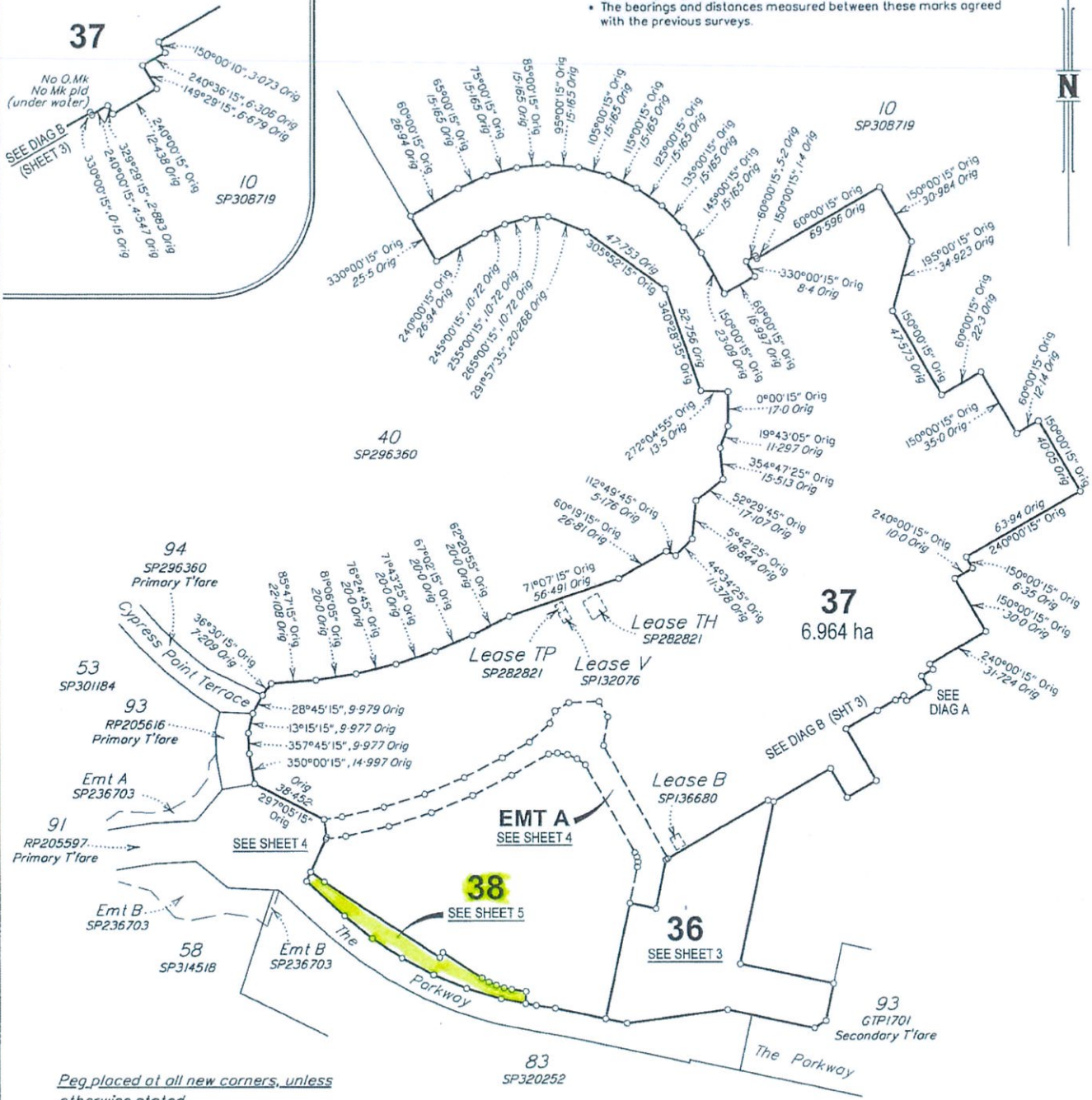


REINSTATEMENT REPORT

- Plans searched GTP1701, RP205597, RP205616, DP120801, SP132076, SP136680, SP282821, SP296360, SP308719 & SP320254.
- Sufficient corner and/or Reference Marks were found to reinstate the necessary original corners.
- The bearings and distances measured between these marks agreed with the previous surveys.



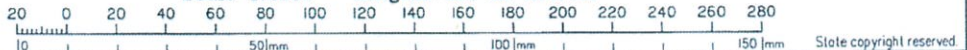
RPS GC 7366-BC / FINAL 1.10.2021



Peg placed at all new corners, unless otherwise stated.

Original information compiled from SP320254 in the Department of Resources.

Scale 1:2000 - Lengths are in Metres.



RPS AUSTRALIA EAST PTY LTD (ACN 140 292 762) hereby certify that the land comprised in this plan was surveyed by the corporation, by Jay Thomas SLATER, Surveying Graduate, for whose work the corporation accepts responsibility, under the supervision of Brian Phillip Rogers, Cadastral Surveyor and that the plan is accurate, that the said survey was performed in accordance with the Survey and Mapping Infrastructure Act 2003 and Surveyors Act 2003 and associated Regulations and Standards and that the said survey was completed on 14/9/2021.

*[Signature]*  
Authorised Delegate

Date 1/10/2021

Plan of Lots 36-38 and Easement A in Lot 37

Cancelling Lot 35 on SP320254

LOCAL GOVERNMENT: GOLD COAST CITY LOCALITY: HOPE ISLAND  
Meridian: SP320254 Survey Records: No

Scale: 1:2000  
Format: STANDARD





6<sup>th</sup> August 2024

Meaghan Scanlon MP  
Minister for Housing, Local Government and Planning and Minister for Public Works  
GPO Box 5078  
BRISBANE QLD 4001

Attention: Karley Lawler  
Manager of Planning and Development Services (SEQ South)  
[seqsouthplanning@dSDLGP.qld.gov.au](mailto:seqsouthplanning@dSDLGP.qld.gov.au)

Dear Minister

**Application pursuant to section 58 of the *Sanctuary Cove Resort Act 1985 (SCRA)* for the transfer of Lot 7 on SP186788 (primary thoroughfare) from the Primary Thoroughfare Body Corporate to Mulpha Sanctuary Cove (Developments) Pty Ltd**

Sanctuary Cove Body Corporate Services acts as body corporate manager for the Primary Thoroughfare Body Corporate at Sanctuary Cove (PTBC).

The PTBC is requesting the Minister's prior approval under section 58 of SCRA to transfer proposed Lot 7 on SP186788 to Mulpha Sanctuary Cove (Developments) Pty Ltd.

**Background**

Section 58 of SCRA provides that no part of a primary thoroughfare may be transferred without the prior approval of:

- (a) the PTBC given by special resolution (copy attached);
- (a) the local government; and
- (b) the Minister.

Pursuant to section 12M of the Sanctuary Cove Resort Act 1985, the Governor in Council on 28 March 2024 approved the amendment to the Proposed Use Plan as specified in Queensland Government Gazette no. 73 (dated 28 March 2024) (**Amended Proposed Use Plan**).

The Amended Proposed Used Plan varied the boundaries of the General Residential Zone and the Primary Thoroughfare Zone to provide that Lot 7 on SP186788 ceases to form part of the Primary Thoroughfare Zone and became part of the General Residential Zone.





**Attached** is a copy of the PTBC's special resolution resolving to transfer Lot 7 on SP186788 to Mulpha Sanctuary Cove (Developments) Pty Ltd. We also **attach** a copy of the draft transfer documents documenting this arrangement for your records.

As an aside, Lot 38 on SP320263 will be a new primary thoroughfare lot and will be transferred to the PTBC (again to accord with the Amended Proposed Use Plan).

### **Request**

The PTBC requests that the Minister provides its prior approval under section 58 of SCRA to the transfer Lot 7 on SP186788 to Mulpha Sanctuary Cove (Developments) Pty Ltd by providing a letter of approval or such other documentation required to enable the transfer to register in the Queensland Land Titles Registry.

We are also currently in the process of requesting local government approval under section 58 of SCRA.

Please contact us on [ptbc@scove.com.au](mailto:ptbc@scove.com.au) if you require additional information to assess the request for approval.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Stephen Anderson', with a long horizontal line extending to the right.

Stephen Anderson  
PTBC Chairperson



**MINUTES OF PTBC EXTRAORDINARY GENERAL MEETING  
For Sanctuary Cove Primary Thoroughfare Body Corporate GTP 201**

**Location of meeting:** Meeting Room 1, Sanctuary Cove Body Corporate Services, Sanctuary Cove, QLD 4212  
**Date and time of meeting:** Thursday 26<sup>th</sup> May 2022  
12:32pm - 12:49pm  
**Chairperson:** Mr Stephen Anderson

**ATTENDANCE**

**The following members were Present In Person:**

Position: Chairperson Member Name: Mulpha Sanctuary Cove Investments Pty Ltd Lot 6 Rep: Mr Stephen Anderson  
Position: Ordinary Member Name: Principal Body Corporate GTP 202 Lot 278 Rep: Mr John Taylor  
Position: Ordinary Member Name: Mulpha Sanctuary Cove Marine Village Pty Limited Lot 33 Rep: Mr Mathew Williams  
Position: Ordinary Member Name: Mulpha Sanctuary Cove Marina Pty Limited Lot 34 Rep: Mr Mathew Williams  
Position: Ordinary Member Name: Mulpha Sanctuary Cove Marina Pty Limited Lot 10 Rep: Mr Mathew Williams  
Position: Ordinary Member Name: Mulpha Sanctuary Cove Hotel Investments Pty Limited Lot 40 Rep: Mr Mathew Williams  
Position: Ordinary Member Name: Sanctuary Cove Golf and Country Club Holdings Limited Lot 10 Rep: Mr Paul Sanders  
Position: Ordinary Member Name: Sanctuary Cove Golf and Country Club Holdings Limited Lot 20 Rep: Mr Paul Sanders  
Position: Ordinary Member Name: Sanctuary Cove Golf and Country Club Holdings Limited Lot 51 Rep: Mr Paul Sanders  
Position: Ordinary Member Name: Sanctuary Cove Golf and Country Club Holdings Limited Lot 52 SP 301179 Rep: Mr Paul Sanders  
Position: Ordinary Member Name: Sanctuary Cove Golf and Country Club Holdings Limited Lot 52 SP 327424 Rep: Mr Paul Sanders  
Position: Ordinary Member Name: Sanctuary Cove Golf and Country Club Holdings Limited Lot 53 Rep: Mr Paul Sanders  
Position: Ordinary Member Name: Sanctuary Cove Golf and Country Club Holdings Limited Lot 54 Rep: Mr Paul Sanders  
Position: Ordinary Member Name: Sanctuary Cove Golf and Country Club Holdings Limited Lot 58 Rep: Mr Paul Sanders  
Position: Ordinary Member Name: Sanctuary Cove Golf and Country Club Holdings Limited Rep Lot 16: Mr Paul Sanders  
Position: Ordinary Member Name: Sanctuary Cove Golf and Country Club Holdings Limited Lot 1 Rep: Mr Paul Sanders

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

Position: Ordinary Member Name: Mulpha Sanctuary Cove Developments Pty Limited Lot 24 Rep: Mr Keith Allardice

**Apologies:**

Mr Keith Allardice

**Present by Invitation:**  
 Mr Dale St George, Secretary  
 Ms Nicole James, Minute taker

**Quorum**  
 A quorum was achieved for the meeting.

**Resolutions**

**1. Approval of Previous General Meeting Minutes – 28<sup>th</sup> April 2022** **ORDINARY RESOLUTION**

Proposed by: Statutory Motion **CARRIED**

**RESOLVED** That the Minutes of the PTBC Extraordinary General Meeting held on 28<sup>th</sup> April 2022 be accepted as a true and correct record of the proceedings of the meeting.

Yes	13
No	0
Abstain	4

Members Name	Yes	No	Abstain
Stephen Anderson	x		
Paul Sanders	x		
Mathew Williams			x
John Taylor	x		
Keith Allardice	x		

**2 Lot 7 on SP 186788 removed from the Primary Thoroughfare Zone and included in the General Residential Zone, and to transfer Lot 7 on SP 186788 to Mulpha Sanctuary Cove (Developments) Pty Ltd ACN 098 660 318** **SPECIAL RESOLUTION**

Proposed by: the Chairperson

**CARRIED**

**BACKGROUND NOTE:**

*The PTBC resolve to do all things required to comply with section 58 prior to the making of an application to the Gold Coast City Council and Minister (administering the Sanctuary Cove Resort Act, 1985) to transfer Lot 7 on SP186788 to Mulpha Sanctuary Cove (Developments) Pty Ltd ACN 098 660 318 following the rezoning.*

Yes	17
No	0
Abstain	0

**RESOLVED** that the PTBC resolve by **Special Resolution** that:

- (a) the PTBC transfer to Mulpha Sanctuary Cove (Developments) Pty Ltd ACN 098 660 318 ("Mulpha") the whole of Lot 7 on SP186788, Title Reference 50614025 on the condition that Mulpha provide the undertaking in the paragraph immediately below and subject to receipt of the approval of the Gold Coast City Council ("GCCC") and the Minister administering the *Sanctuary Cove Resort Act, 1985* ("Minister") and Lot 7 on SP186788 being included in the General Residential Zone;
- (b) the PTBC sign and provide such transfer to Mulpha upon receipt of their undertaking that the transfer will not be lodged for registration with the Registrar of Titles until receipt of the approval of the GCCC and the Minister and Lot 7 on SP186788 being included in the General Residential Zone; and
- (c) the PTBC do all such acts and things to cause registration of the transfer following receipt of approval of the GCCC and the Minister and Lot 7 on SP186788 being included in the General Residential Zone.

Members Name	Yes	No	Abstain
Stephen Anderson	x		
Paul Sanders	x		
Mathew Williams	x		
John Taylor	x		
Keith Allardice	x		

**3 Lot 7 on SP.186788 removed from the Primary Thoroughfare Zone and included in the General Residential Zone; and to transfer Lot 7 on SP 186788 to Mulpha Sanctuary Cove (Developments) Pty Ltd ACN 098 660 318** **ORDINARY RESOLUTION**

Proposed by: the Chairperson

**CARRIED**

**BACKGROUND NOTE:**

*In order effect resolution 2, both Council approval and Ministerial approval is required.*

Yes	17
No	0
Abstain	0

**RESOLVED** that the PTBC resolves by **Ordinary Resolution** to:

- (a) lodge with the Gold Coast City Council the application for approval to the transfer of Lot 7 on SP186788 to Mulpha Sanctuary Cove (Developments) Pty Ltd ACN 098 660 318; and
- (b) lodge to the Minister (administering the *Sanctuary Cove Resort Act, 1985*) the application for approval to the transfer of Lot 7 on SP186788 to Mulpha Sanctuary Cove (Developments) Pty Ltd ACN 098 660 318,

and to pursue the application and to provide the Gold Coast City Council and Minister all other things necessary or requested by the Gold Coast City Council and Minister to decide the application.

Members Name	Yes	No	Abstain
Stephen Anderson	X		
Paul Sanders	X		
Mathew Williams	X		
John Taylor	X		
Keith Allardice	X		

**4 Lot 38 - New Gatehouse/Primary Thoroughfare Lot created and removed from the Village Zone and included in the Primary Thoroughfare Zone; and New Gatehouse/Primary Thoroughfare Lot to be transferred to PTBC** **ORDINARY RESOLUTION**

Proposed by: the Chairperson

**CARRIED**

Yes	17
No	0
Abstain	0

**BACKGROUND NOTE:**

*Subject to rezoning of Lot 38 on SP320263 to be included in the Primary Thoroughfare Zone and Lot 38 on SP320263 being transferred to the PTBC as primary thoroughfare, Mulpha will move the gates and undertake the refurbishment works to the gates.*

**RESOLVED** that the PTBC resolves by **Ordinary Resolution** to:

- (a) accept the transfer of the whole of Lot 38 on SP320263 as primary thoroughfare effective at or about the time that Lot 38 on SP320263 is included in the Primary Thoroughfare Zone, subject to the Lot 38 on SP320263 being gazetted to be included in the Primary Thoroughfare Zone; and
- (b) sign the transfers as transferee (being a transfer from Mulpha Sanctuary Cove Marine Village Pty Ltd ACN 098 660 372 ("Mulpha") of Lot 38 on SP320263) and provide such transfer to Mulpha upon receipt of their undertaking that the transfer will not be lodged for registration with the Registrar of Titles until Lot 38 on SP320263 has been gazetted to be included in the Primary Thoroughfare Zone pursuant to the SCRA; and
- (c) to do all acts and things to effect registration of the transfer of Lot 38 on SP320263 to the PTBC, free from encumbrances following Lot 38 on SP320263 being included in the Primary Thoroughfare Zone.

Members Name	Yes	No	Abstain
Stephen Anderson	x		
Paul Sanders	x		
Mathew Williams	x		
John Taylor	x		
Keith Allardice	x		

**5 PTBC Facilities Compound****ORDINARY RESOLUTION**

Proposed by: the Chairperson

**CARRIED**

**RESOLVED** that the PTBC approves additional expenditure in the amount of \$182,359.10 inc. GST for the increase in costs associated with the previously approved Facilities Compound, the additional amount of \$182,359.10 Inc. GST being:

Yes	16
No	0
Abstain	1

- Structure \$78,246.30 Inc. GST - GRC Construction Group
- Civils - \$104,112.80 Inc. GST – Cameron Constructions

with funds to be expensed from the PTBC Sinking fund – Buildings -22179.

Members Name	Yes	No	Abstain
Stephen Anderson	x		
Paul Sanders	x		
Mathew Williams	x		
John Taylor	x		
Keith Allardice			x

**BUSINESS ARISING****9.1 Asset Improvement Programme****1. Facilities Compound**

Due to commence electrical works next week. Weather dependant for landscaping works. Two consultation sessions with Santa Barbara residents scheduled next week.

**2. A Class Water**

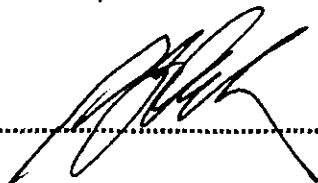
Tenders close 17<sup>th</sup> June 2022. 4 -6 expected submissions.

**GENERAL BUSINESS****1. Buggy Path – Cypress Point**

Issued for discussion to PTBC on behalf of PBC. Agreement for Licence Agreement to be signed between PTBC and MSCD. Ongoing insurance and maintenance aspects a requirement of any agreement. Access control by MSCD. Add to MIP for PTBC.

**2. The Parkway Roundabout – raised at PBC EGM today as a hazard. PTBC to install additional signage and paint lines around roundabout in the first instance. Temporary speed calmer to be installed for short term whilst other measures are being reviewed. Matter to be taken into account when Traffic Management study is undertaken for new Village Gate.**

Chairman .....



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

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

**Commencement**

2. This Notice commences on 28 March 2024.

**Definition**

3. In this Notice –

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

**Approval of amendment**

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

**Inspection**

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

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

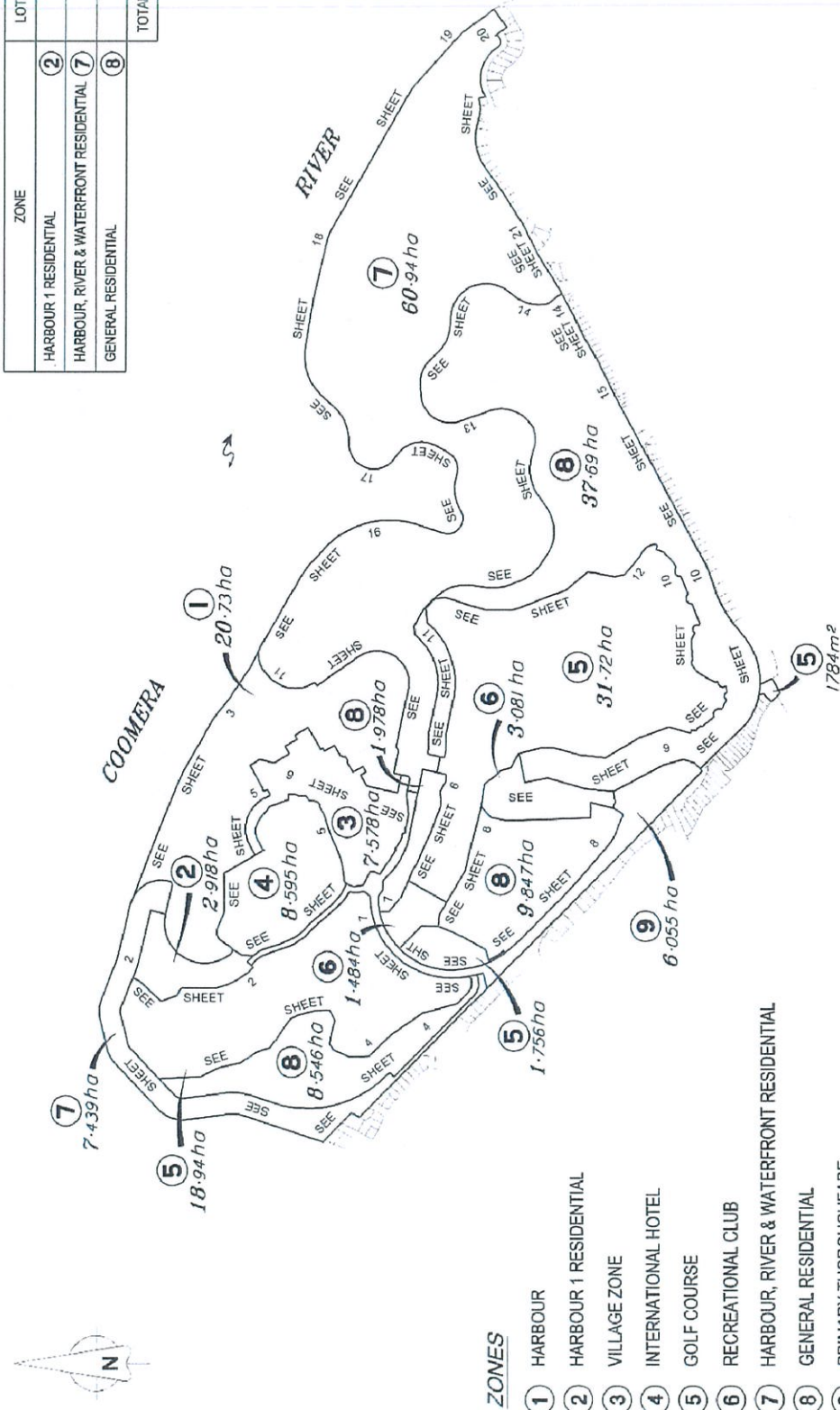
The Sanctuary Cove Resort Proposed Use Plan is amended to vary the boundaries of the general residential zone, golf course zone, primary thoroughfare zone, recreation club zone and village zone. This will remove part of the primary thoroughfare zone to become part of the general residential zone (Lot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

**ENDNOTES**

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



ZONE	LOT ENTITLEMENTS
HARBOUR 1 RESIDENTIAL (2)	30
HARBOUR, RIVER & WATERFRONT RESIDENTIAL (7)	464
GENERAL RESIDENTIAL (8)	544
<b>TOTAL</b>	<b>1038</b>

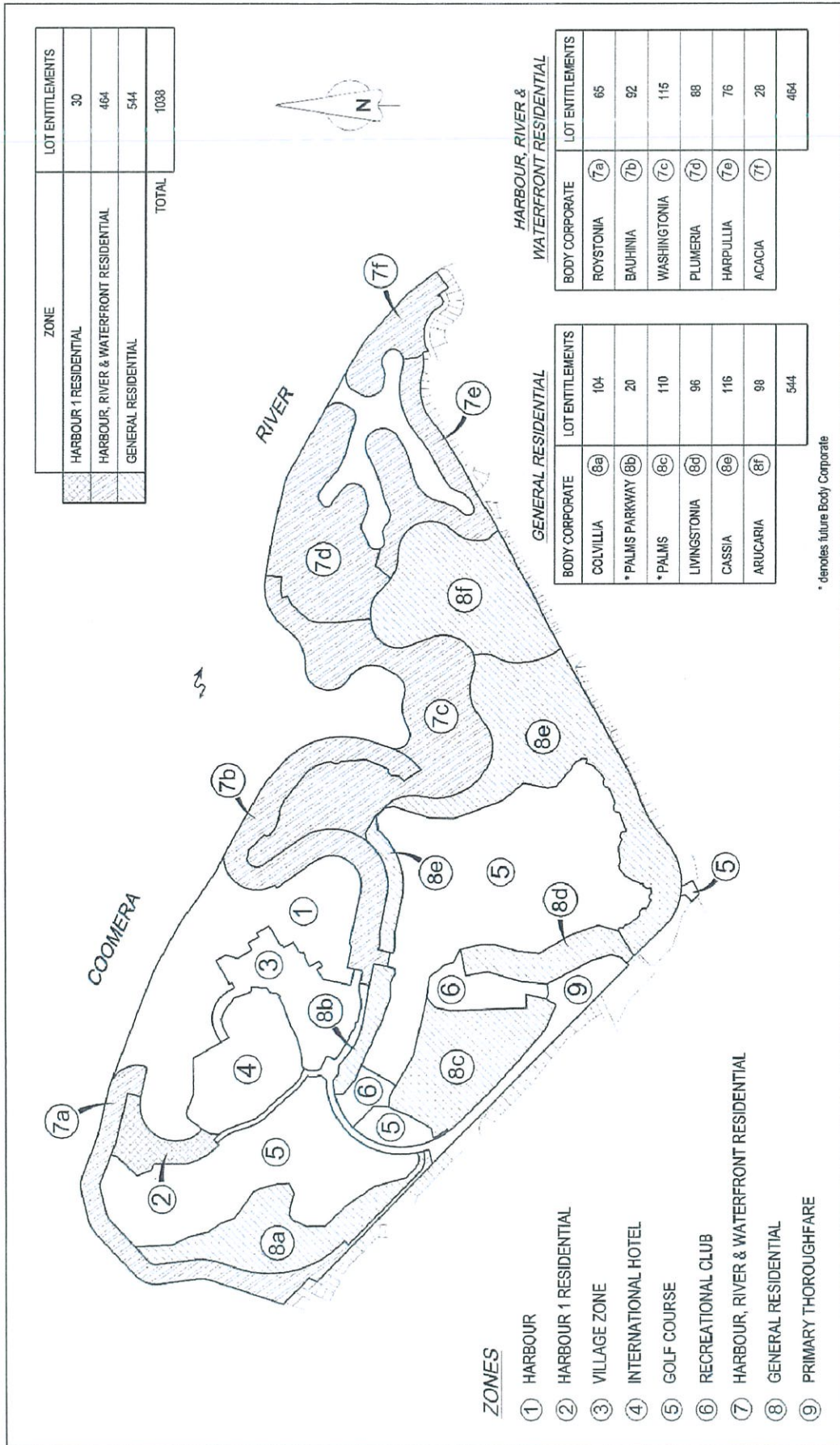


<p><b>CLIENT</b> Mulpha Sanctuary Cove (Developments) Pty Ltd</p>		<p><b>PLAN</b> <b>PROPOSED USE PLAN</b></p>																																					
Level Origin	Date	30 NOVEMBER 2022	<p><b>SAINTUARY COVE</b></p>																																				
Level Datum	Surveyed	-																																					
	Drafted	BJB																																					
Date Origin	Parcel	COOMERA	<p>SCALE: 1:10000 (A3)</p>																																				
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<p><b>Sheet</b> 1 of 21</p>		<p><b>Sheet</b> 1 of 21</p>																																					



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 W rpsgroup.com

I/COMPILER PROTECTS THIS PLAN  
 NOT PERMITTED TO BE REPRODUCED  
 WITHOUT THE WRITTEN PERMISSION OF RPS



**CLIENT**  
Mulpha Sanctuary Cove  
(Developments) PTY LTD

**PLAN**  
ENTITLEMENTS PLAN

**Scale:** 1:10,000 (A3)

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**Local Authority**  
G.C.C.C.

**Plan Ref.**  
7366-PSP-124i

**Sheet**  
1 of 2

**REVISIONS**

**Scale:** 1:10,000 (A3)

**PLAN**  
ENTITLEMENTS PLAN

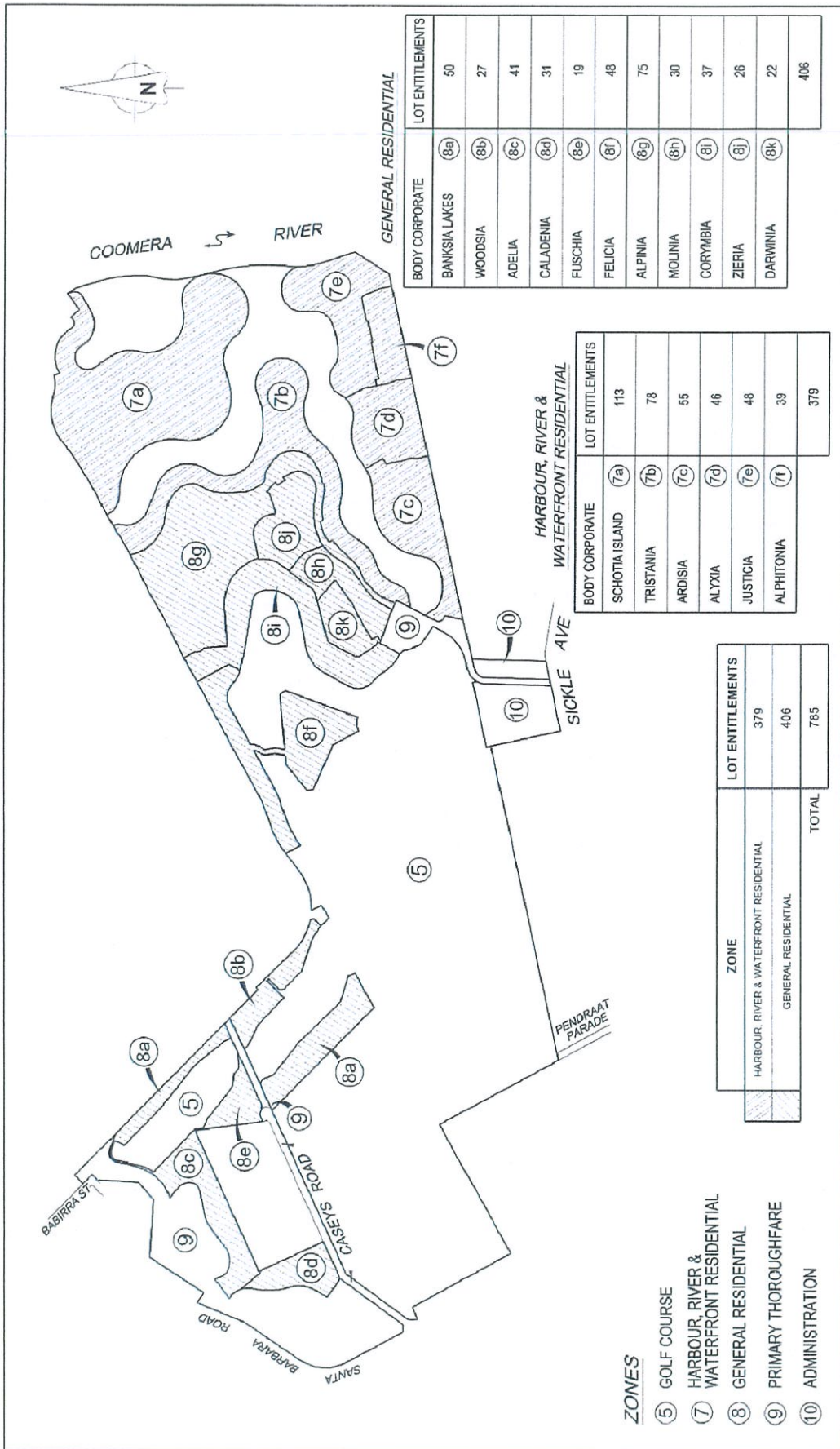
**SANCTUARY COVE SITE**

**RPS**

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ABN 97 117 883 173  
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**CLIENT**  
MULPHA SANCTUARY COVE  
(Developments) PTY LTD

**Level Datum**  
Date: 2 DECEMBER 2022

**Level Origin**  
Surveyed: RPS GC

**Date Origin**  
CS (5000) Dated: BJB  
Parish: COOMERA  
County: WARD

**ENTITLEMENTS PLAN**

FOR THE ADJACENT SITE  
SANCTUARY COVE

SCALE: 1:10,000 (A3)

**REVISIONS**

No.	DETAILS	DATE	INIT.
B	REVISION	16.5.17	BJB
C	REVISION	30.5.17	BJB
D	REVISION	8.3.18	BJB
E	REVISION	2.5.19	BJB
F	REVISION FROM 'D'	10.6.19	BJB
G	AMENDED BC (Lot 10)	30.6.20	GEL
H	REVISION	10.11.21	BJB
I	REVISION	2.12.22	BJB

**Local Authority**  
G.C.C.C.

**Plan Ref**  
7366-PSP-124i

**Sheet**  
2 of 2

**RPS**

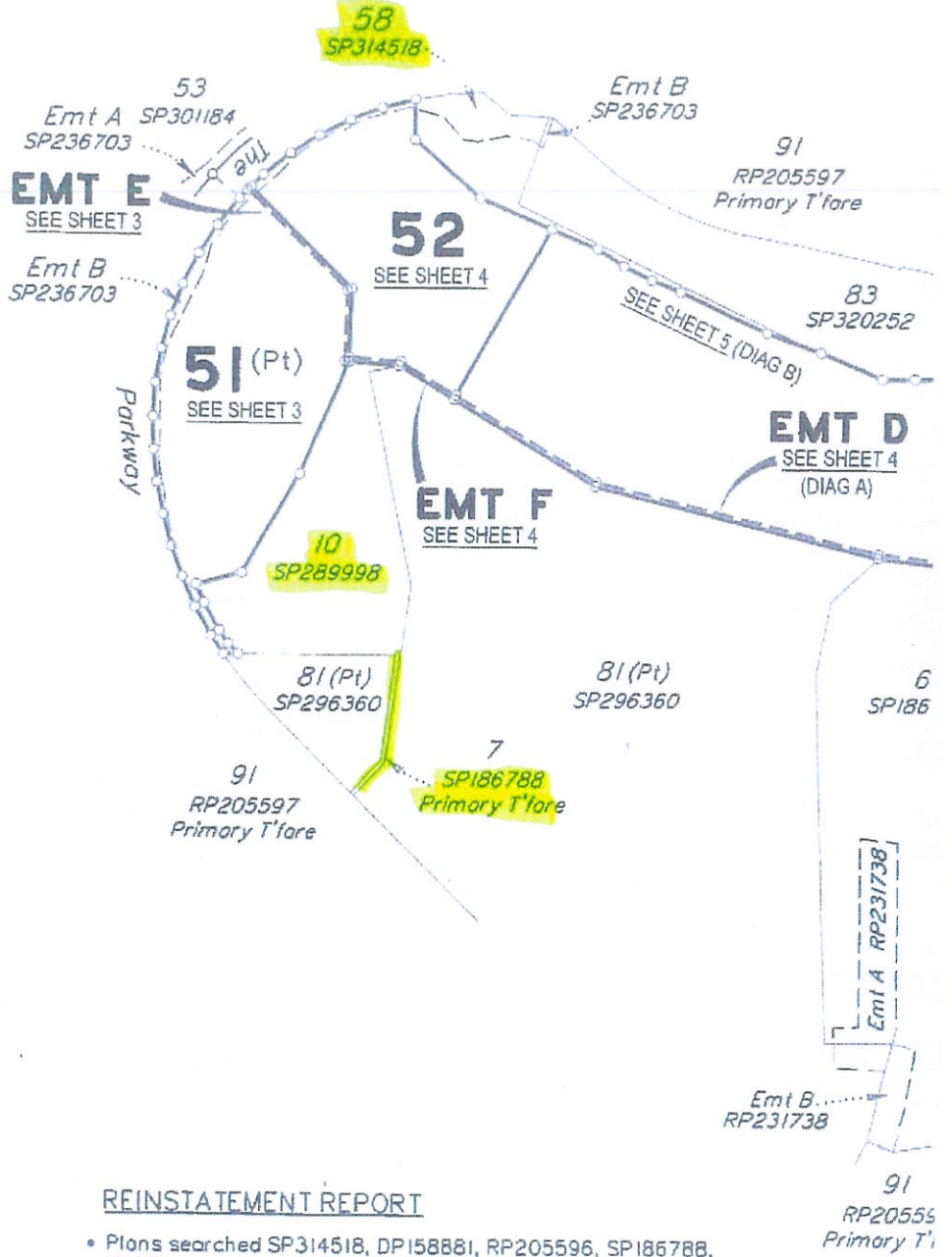
RPS AAP Consulting Pty Ltd  
ACN 117 883 173  
ABN 97 117 883 173  
Lakeside Corporate Space, Suite 425, Level 2  
Building 4, 34-36 Clementine Drive  
Rockdale NSW 1510 (Sydney) NSW, Australia  
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RPS AUSTRALIA EAST PTY LTD (ACN 140 292 762) hereby certify that the land comprised in this plan was surveyed by the corporation, by Jay Thomas SLATER, Surveying Graduate, for whose work the corporation accepts responsibility, under the supervision of Brian Phillip Rogers, Cadastral Surveyor and that the plan is accurate, that the said survey was performed in accordance with the Survey and Mapping Infrastructure Act 2003 and Surveyors Act 2003 and associated Regulations and Standards and that the said survey was completed on 1/10/2021.

Date 27/10/2021

*[Signature]*  
 Authorised Delegate



**REINSTATEMENT REPORT**

- Plans searched SP314518, DPI58881, RP205596, SPI86788, SP289998 & RP205597.
- Many original corner marks and reference marks were found.
- There were no disagreements with previous surveys.
- Original dimensions were available and adopted.

*Peg placed at all new corners unless otherwise stated.*

*Original information compiled from SP314518 in the Department of Resources.*

Scale 1:4000 - Lengths are in Metres.



**Plan of Lots 51, 52 & 54 and Easements D & E in Lot 51 & Easement F in Lot 52**

*Concealing Lot 59 on SP314518*

LOCAL GOVERNMENT: GOLD COAST CITY LOCALITY: HOPE ISLAND

Meridian: SP314518

Survey Records: No

Scale: 1:4000  
 Format: STANDARD



SP327424

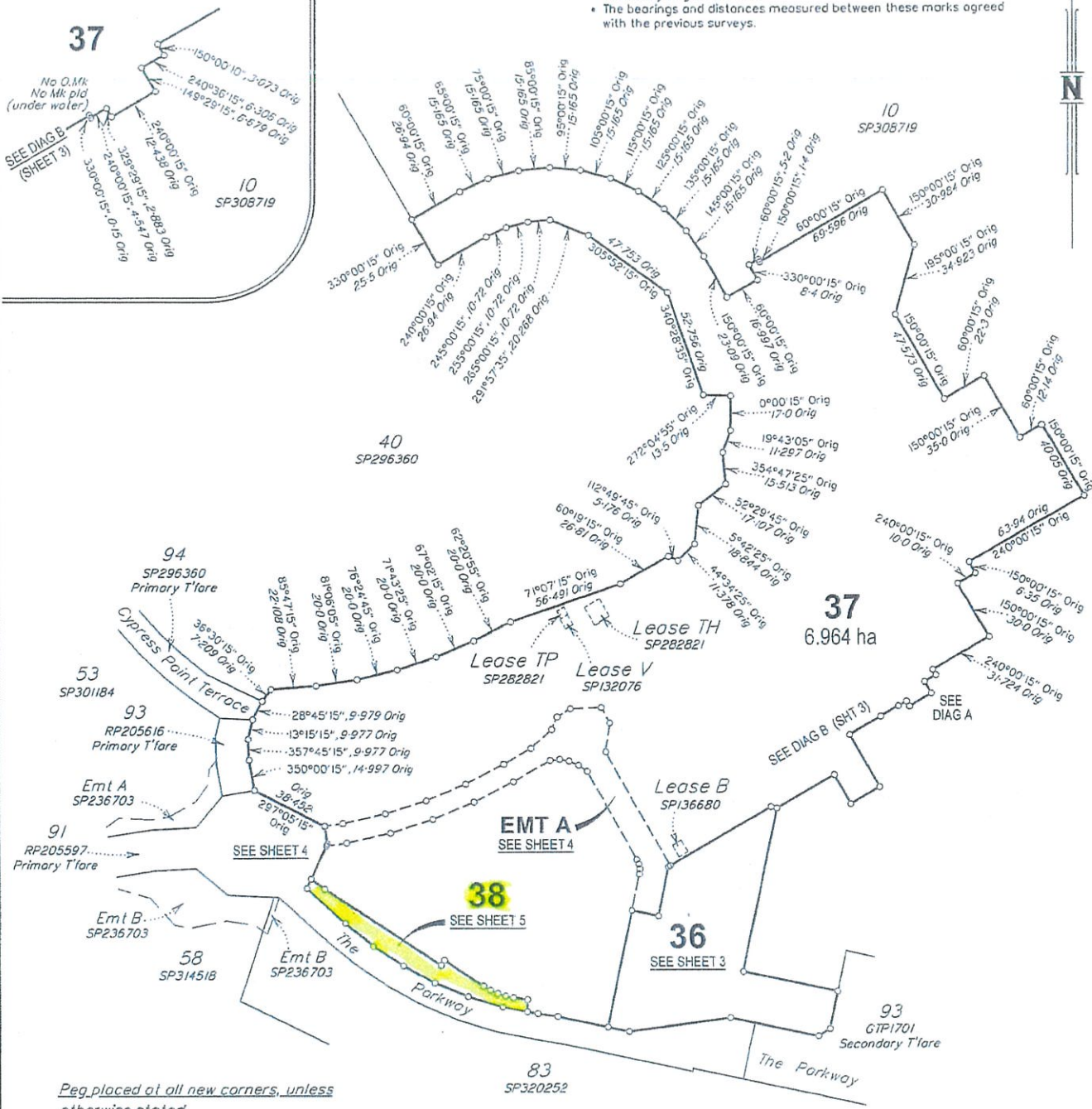
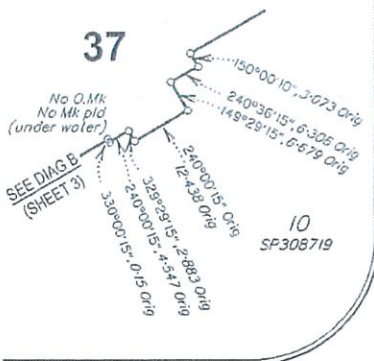


DIAGRAM A

Scale 1:1000

REINSTATEMENT REPORT

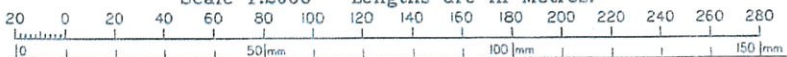
- Plans searched GTF1701, RP205597, RP205616, DP120801, SP132076, SP136680, SP282821, SP296360, SP308719 & SP320254.
- Sufficient corner and/or Reference Marks were found to reinstate the necessary original corners.
- The bearings and distances measured between these marks agreed with the previous surveys.



Peg placed at all new corners, unless otherwise stated.

Original information compiled from SP320254 in the Department of Resources.

Scale 1:2000 - Lengths are in Metres.



RPS AUSTRALIA EAST PTY LTD (ACN 140 292 762) hereby certify that the land comprised in this plan was surveyed by the corporation, by Jay Thomas SLATER, Surveying Graduate, for whose work the corporation accepts responsibility, under the supervision of Brian Phillip Rogers, Cadastral Surveyor and that the plan is accurate, that the said survey was performed in accordance with the Survey and Mapping Infrastructure Act 2003 and Surveyors Act 2003 and associated Regulations and Standards and that the said survey was completed on 14/9/2021.

*[Signature]*  
Authorized Delegate

Date 1/10/2021

**Plan of Lots 36-38 and Easement A in Lot 37**

Cancelling Lot 35 on SP320254

LOCAL GOVERNMENT: GOLD COAST CITY LOCALITY: HOPE ISLAND

Meridon: SP320254 Survey Records: No

Scale: 1:2000  
Format: STANDARD

**SP320263**

RPS GC 7365-BC / FINAL 1.10.2021

# Proxy form for Body Corporate meetings

Building Units and Group Titles Act 1980

## Section 1 – Body corporate secretary details

Name: The Secretary

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

## Section 2 – Authorisation

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

I/we

Name of owner 1: .....

Signature: ..... Dated: \_\_\_ / \_\_\_ / \_\_\_

Name of owner 2: .....

Signature: ..... Dated: \_\_\_ / \_\_\_ / \_\_\_

being the Proprietor/s of the following Lot/s

Lot number/s: ..... Plan number: .....

Name of Body Corporate:

**SANCTUARY COVE PRIMARY**

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: .....