



## NOTICE OF EXECUTIVE COMMITTEE MEETING OF THE PBC

**Name of Property:** Sanctuary Cove Principal Body Corporate  
**GTP:** 202  
**Location of Meeting:** Meeting Room 1, Sanctuary Cove Body Corporate Services,  
 Shop 1A, Marine Village, Masthead Way, Sanctuary Cove QLD 4212  
**Date and Time of meeting** Thursday 10<sup>th</sup> October 2024  
 9:00AM

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

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

### Agenda

1. Attendance record
2. Apologies and proxies
3. Quorum
4. Conflict of Interest Member Declaration
5. Recording of meeting
  
6. Motions
  1. Approval of PBC EC Minutes 12<sup>th</sup> September 2024
  2. Approval of PBC EC VOC Minutes 4<sup>th</sup> October 2024
  3. Body Corporate ARC Report 8<sup>th</sup> October 2024

### 7. Correspondence for Information

For noting of the PBC and the PBC EC

No	Date	From	To	Regarding
1.	19 Sept 2024	MN Roystonia	PBC EC	Subdivision on voting entitlements
2.	23 Sept 2024	SCCSL	Zieria Resident – Lot 20	Compliance letter regarding plant growing on Controlled Aspect Wall
3.	24 Sept 2024	MSCD	SC Residents	The Parkway Closure
4.	25 Sept 2024	SCCSL	SC Residents	WPGA Invitation
5.	5 October 2024	SCCSL	PBC EC	Emergency, Disasters & Outages Guide

## 8. Correspondence for Action

For noting of the PBC and the PBC EC

No	Date	From	To	Regarding
1.	18 Sept 2024	MN Plumeria	PBC EC	Residence 7100 parking inside village gates

## 9. Reports for Information

For noting of the PBC and the PBC EC

No	Date	From	To	Regarding
1.	Sep 2024	SCCSL	PBC EC	Ops Report
2.	20 September 2024	FSC	PBC EC	FSC Minutes & Agenda
3.	October 2024	SCCSL	PBC EC	Matters In Progress
4.	September 2024	Compliance	PBC EC	Compliance Report

## 10. General Business

10.1 PBC EGM Motions – October 2024

10.2 Update on SCCSL Board meeting held on 27<sup>th</sup> September 2024.

10.3 Village Gates motion for PBC EGM

10.4 Taymardan Contract renewal (Leaflet Deliveries)

10.5 Vardon Lane rezoning

11. Next Meeting – Thursday 14<sup>th</sup> November 2024 at 9:00am

12. Closure of Meeting

Reply To PO Box 15, SANCTUARY COVE QLD, 4212
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**Proxy form for Body Corporate meetings**

*Building Units and Group Titles Act 1980*

**Section 1 – Body corporate secretary details**

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

**Section 2 – Authorisation**

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

I/we

**Name of owner 1:** .....

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

**Name of owner 2:** .....

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

being the Proprietor/s of the following Lot/s

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

**Name of Body Corporate:**

.....  
hereby appoint,

**Proxy (full name):** .....

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

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

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

**Signature of proxy holder:** ..... **Dated:** \_\_\_ / \_\_\_ / \_\_\_

**Residential address:** .....

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

**Postal address:** .....

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

**VOTING PAPER**

**Executive Committee Meeting for Sanctuary Cove Principal Body Corporate GTP 202**

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

**Date and time of meeting:** **Thursday 10<sup>th</sup> October 2024 – 9:00AM**

**MOTIONS**

<b>1</b>	<b>Approval of PBC EC Minutes 12<sup>th</sup> September 2024 (Agenda Item 6.1)</b>	<b>ORDINARY RESOLUTION</b>
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Proposed by: Statutory Motion

**THAT** the Minutes of the PBC Executive Committee Meeting held on 12<sup>th</sup> September 2024 be accepted as a true and correct record of the proceedings of the meeting.

Yes	
No	
Abstain	

<b>2</b>	<b>Approval of PBC EC VOC Minutes 4<sup>th</sup> October 2024 (Agenda Item 6.2)</b>	<b>ORDINARY RESOLUTION</b>
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Proposed by: Statutory Motion

**THAT** the Minutes of the PBC Executive Committee VOC Meeting held on 4<sup>th</sup> October 2024 be accepted as a true and correct record of the proceedings of the meeting.

Yes	
No	
Abstain	

<b>3</b>	<b>Body Corporate ARC Report – 8<sup>th</sup> October 2024 (Agenda Item 6.3)</b>	<b>ORDINARY RESOLUTION</b>
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Proposed by: Statutory Motion

**THAT** the PBC EC approves the applications recommended for approval by the ARC at its meeting held 8<sup>th</sup> October 2024.

Further **THAT** the PBC EC approves the applications recommended for approval, subject to conditions, by the ARC at its meeting held 8<sup>th</sup> October 2024.

Further **THAT** the PBC EC does not approve the applications which have not been recommended for approval by the ARC at its meeting held 8<sup>th</sup> October 2024.

Further **THAT** the PBC EC approves the applications recommended for approval by the ARC, based upon the recommendations by the Executive Architect and the Snr Body Corporate Manager, at its meeting held 8<sup>th</sup> October 2024.

Yes	
No	
Abstain	



GTP:202

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

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

**MOTION  
INFORMATION**



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

**Location of meeting:** Meeting Room 1, Body Corporate Services, Shop 1A, Masthead Way Sanctuary Cove  
**Date and time of meeting:** Thursday 12<sup>th</sup> September 2024  
**Meeting time:** 09:13AM – 11:16AM  
**Chairperson:** Stuart Shakespeare

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**Attendance**

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

Lot: Felicia GTP 107128 Owner Felicia GTP 107128 Rep: Mr Stuart Shakespeare (SS)  
Lot: Harpullia GTP 107045 Owner Harpullia GTP 107045 Rep: Mr Paul Kernaghan (PK)  
Lot: Molinia GTP 1072442 Owner Molinia GTP 107442 Rep: Mrs Cheryl McBride (CM)  
Lot: Plumeria GTP 2207 Owner Plumeria GTP 2207 Rep: Mr Nicholas Eisenhut (NE)  
Lot: Roystonia GTP 1769 Owner Roystonia GTP 1769 Rep: Mrs Simone Hoyle (SH)

**The following members were present by Proxy:**

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

**Present by Invitation:**

Mrs Jodie Syrett, Manager Body Corporate (Minute Taker)  
Mrs Brogan Watling, In-House Counsel (attended at 10:26am)

**Apologies:**

Mr Dale St George, CEO SCCSL  
Mr Andrew Brown  
Mr Brian Earp

A Quorum was present.

Meeting was recorded.

Nil Conflict of Interest

**1. Motions:**

<b>1</b>	<b>Approval of PBC EC Minutes 8<sup>th</sup> August 2024 (Agenda Item 6.1)</b>	<b>ORDINARY RESOLUTION</b>
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Proposed by: Statutory Motion

**CARRIED**

**RESOLVED THAT** the Minutes of the PBC Executive Committee Meeting held on 8<sup>th</sup> August 2024 be accepted as a true and correct record of the proceedings of the meeting.

Yes	5
No	0
Abstain	0

**NOTE:**

**Requested Governance Review discussion.**

- **Project Motion Approval:** Directors Australia (DA) advised of the project approval, post July PBC meeting.
- **Kick-off Meeting:** 1 Initial orientation session covering SC’s history and structure conducted with DA 7<sup>th</sup> August. Action items – Access to key reference documents in TOR, 2024 PBC/Committee meeting schedule and recording, meeting resources, key project contracts.
- **Next Steps:** DA will desktop review reference material, finalise, and share their project workplan with timings.
- **Stakeholder Engagement:** The PBC Chair and/or Exec will issue invitations to various stakeholder groups, sub-committees chairpersons and MNs as outlined in the project scope and DA workplan timings.
- **Project first and second phase:** Emphasised the importance of adhering to the agreed PBC governance review scope to avoid project creep and ensure key deliverables.
- the governance review will include advisory services in addition to auditing. A workshop to be held, including EC members and selected members’ nominees/residents.

**The EC members held extensive discussion regarding the renewal of Waste Management, Landscaping and Street Sweeping contracts following briefing from Shanyn Fox. The committee was satisfied due diligence was completed and recommended approval.**

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

Proposed by: Statutory Motion

CARRIED

**RESOLVED THAT** the PBC EC approves the applications recommended for approval by the ARC at its meeting held 2<sup>nd</sup> September 2024.

Yes	5
No	0
Abstain	0

Further **RESOLVED THAT** the PBC EC approves the applications recommended for approval, subject to conditions, by the ARC at its meeting held 2<sup>nd</sup> September 2024.

Further **RESOLVED THAT** the PBC EC does not approve the applications which have not been recommended for approval by the ARC at its meeting held 2<sup>nd</sup> September 2024.

Further **RESOLVED THAT** the PBC EC approves the applications recommended for approval by the ARC, based upon the recommendations by the Executive Architect and the Snr Body Corporate Manager, at its meeting held 2<sup>nd</sup> September 2024.

**NOTE:**

**7108:** Renovations commenced at the rear without an application or approval. Email to owner.

**5200** Marine Drive West not North.

**5276:** Built a stone wall without approval within a character zone.

**BUPs:** Two stage process to be formally communicated:

1. Submission to RBC recommendation required (Resolution without Dissent),
2. Submission to ARC for recommendation. .

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

**7. Correspondence for Information**

**S56:**

- CM provided update on correspondence with Ian Hazzard re SCRA s56:
- An error was identified in the correspondence title, s53 rather than s56.
- IH provided 12 reasons why the PBC should not sign s56, some terminology was technical and difficult to understand.
- IH stated that existing rights of the PTBC could be unintentionally amended, changed, or waived because of the proposed change.

- CM advised the PTBC has not responded to several requests to explain the benefits the community would gain from amending s56.

## **8. Correspondence for Action**

### **8.1: Parking Infringements**

- If tenanted, send a non-compliance breach notice to Property Manager to handle (Tenancy Act).

### **8.2: Australia Post Change of Vehicular Transport**

- Noted and no issue.

### **8.3: 4734**

- Correspondence moved under CFI as matter is closed.

### **8.4: Revetment Wall request**

- Requires ARC recommendation accompanied by a timeline. In the future, any requests from Facilities should include a rationale and anticipated outcomes.

## **9. Reports for Information**

### **9.1: Ops Report**

- SS advised EBA negotiations and wages may be contributing to 2 security officers resigning. The industry is known to have a high turnover of staff.

### **9.2: FSC**

- PK and Mika Yanaka (Finance Manager) to streamline the FSC agenda.
- PK provided an overview of the finances, advising deficits are expected in 2024 and 2025. Some will be offset by interest income.
- The main contributors are wage increases and water under-recovery.
- The need for a special levy can be avoided by combining the admin and sinking funds.
- MY will now attend a FSC meetings, and SF will attend CSC meetings.
- Concerns re deficit with A-Class Water and funding of the maintenance facility .
- SF will attend the next PBC EC meeting to discuss upcoming projects and the prioritisation process.
- As there was no CSC representative at the recent meeting due to the CEO's absence, a delegated SCCSL Director should attend future meetings.
- The governance review is focused on assessing and improving communication and processes between the PBC and the subcommittees.

### **9.3: MIPS**

- Update **426 Cypress Point**, remove estimates for the boom gate and change green colour code to ongoing. CM and SH to discuss buggy path maintenance with Barry Teeling.

## **10. General Business**

Chairperson Stuart Shakespeare departed at 10:45am, Cheryl McBride assumed the role of Chairperson for remainder of the meeting.

### **10.1 – PBC EGM Motions Sept 24**

- Approval for retainer with Grace Lawyers
- Approval of filing QCAT application against 4638
- Approval for additional invoice cost of \$4,898.55 from Ian Hazzard advising on s56

### **10.2 – SCCSL Board Update**

- PK advised RBCS was discussed. On completion, contracts outside SC will not be renewed.
- A shareholders' meeting discussed a dispute regarding the removal of a director, mediation is underway and will expire 31st December 2024. If unsuccessful, an arbitration process will be required as per Shareholders Agreement.

### **10.3 – Legal Counsel Update**

- BW advised preparation of a response to Mahoney's regarding issues outstanding from the Buttner Leslie case.
- BW suggested a motion be put forward at the PBC EGM for a general retainer during her maternity leave (Grace Lawyers). BW to draft motion for PK and CM to review.
- PK proposed the PBC EC be authorised to spend a nominal amount without PBC EGM approval to address emergencies.

### **10.5 – Administration Agreement**

- A meeting to discuss the Administration and Management agreement was attended by SH, CM & BW ahead of its expiration in October 2025.
- Potential amendments were considered including the possible individualisation of contracts for the RBCs.
- BW will draft a new agreement and present it to the directors of SCCSL. It will be presented to the RBCs, PBC, and PTBC for feedback and eventual ratification.
- The agreement will be based on a standard contract commonly used by Strata Communities Australia.
- The goal is to finalise the agreement by 31<sup>st</sup> July.

### **10.7 – Compliance 7100 & 2054 (BW)**

#### **7100**

- BW confirmed the PBC's options regarding imposition of breaches is limited due to the restrictions of the RZABLs. She noted that amending the STBL will help enforce parking regulations on the secondary thoroughfare. BW suggested enforcement of the RBC bylaws would yield more success's

#### **2054**

- BW advised that the RV has returned, and one option is to approach Grace to reinstate the application since the owner has not complied with the Referee's order.
- BW suggested contacting the owners in advance to ensure they are aware of the legal process being initiated against them. This approach could avoid legal fees. CM volunteered to visit the 2054 owners.

### **10.8 – Refund of fee**

- 1895 requested \$10 StrataPay fee to be reimbursed for paying levies into PBC instead of RBC account. PBC EC denied request. Owners need to take personal responsibility for their errors.

**10.9 – Construction after hours**

- 5716 reported tradesmen working after hours despite notification. PBC EC advised restricting LPR.

**11. Next Meeting** – Thursday 10<sup>th</sup> October 2024 @ 9:00am

**12.– Meeting Closed @ 11:16AM**

Chairperson: .....





**MINUTES OF ARCHITECTURAL REVIEW COMMITTEE MEETING**

**Body Corporate:** Sanctuary Cove Principal Body Corporate

**Committee:** Architectural Review Committee

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

**Date of Meeting:** Tuesday, 8 October 2024

**Meeting chaired by:** Mrs Caroline Tolmie (CT)

**Meeting Start Time:** 9:03am      **Finish Time:** 11am

**Attendance**

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

Chairperson    Mrs Caroline Tolmie (CT)  
 Ordinary        Mr Stuart Shakespeare (SS)  
 Ordinary        Mr John Venn (JV)  
 Ordinary        Mr Craig Eccles (CE)

Non - Voting	Mr Michael Jullyan (MJ)	Executive Architect
Non – Voting	Ms Kira Cook (KC)	Building Approvals Officer
Non – Voting	Mrs Jodie Syrett (JS)	Manger of Body Corporate

**Apologies**

Ordinary        Mr Paul Lynam (PL)  
 Ordinary        Mr Peter Ginn (PG)

**Conflict of Interest**

Michael Jullyan advised he has a conflict of interest as he was involved in the designing of 4707 The Parkway.

**Meeting Recorded**

No



## BUSINESS ARISING

### 4.2. 8870 The Point Circuit – Revetment Wall

The ARC reviewed and provided feedback to the applicants' request to core through the revetment wall to allow the stormwater to discharge directly into the harbour. The ARC has requested further clarification from the PBC Elected Engineer (SRB Consulting) regarding what additional information is required from the applicant. Additionally, the ARC has requested that the PBC Engineer draft a standard procedure for handling similar future applications.

### 4.3. 5404/5406 Bay Hill Terrace – Driveway Colour Change

The ARC reviewed and provided feedback to the applicants' driveway colour change request. The committee is in favour of the proposed change as the applicant has also gained RBC approval. Approval has been provided with the condition that the works are in accordance with the colours provided.

### 4.4. 8071 Riverside Drive – Pontoon constructed without BAN

The ARC has addressed the unapproved pontoon installation at 8071 Riverside Drive and instructed that Prestige Pontoons be issued a formal breach notice, as the application failed to follow the necessary steps for obtaining the Building Approval Number. Additionally, the ARC has mandated that all future Aspect Inspection Certificates (Form 12) must be hand-signed by the appointed engineer; electronic signatures will no longer be accepted.

### 4.5. 6301 Horizon Court – Courtyard

The ARC reviewed and provided feedback to the request from Mulpha Sanctuary Cove Developments to have the Compliance Agreement Fee returned. The ARC has requested that evidence is provided proving that the courtyard structure has not encroached onto Secondary Thoroughfare. Until such evidence has been provided the ARC are not in favour of the Compliance Agreement Fee being released.

### 4.6. 5276 Marine Drive North – Unapproved Works

Following the September ARC meeting, the committee conducted a site visit at 5276 Marine Drive North to review the unapproved external works. The ARC has advised that the property owners will receive a letter detailing the proper application process for any future external modifications. Regarding the unapproved painting, the ARC has requested that the black downpipes be repainted white to match the colour of the walls.

### 4.7. 6259 Broken Hills Drive – Non-Compliant Works

The ARC has reviewed and provided feedback on concerns regarding the structural integrity of the rear retaining wall and the potential non-compliant setback between the principal structure and the pool pavilion. The ARC has advised that the retaining wall issue is a neighbour-to-neighbour matter, and affected parties should arrange for an independent assessment by a qualified engineer if they have concerns about its stability. As for the setback between the principal structure and the pool pavilion, it was reviewed and found to be compliant.

### 4.8. 5412 Bay Hill Terrace – Driveway Colour Change

The ARC has reviewed and provided feedback on the applicants' request for a driveway colour change. The committee concurs with the RBC's decision, stating that the driveway colour change will only be approved if both parties agree to paint their respective sides of the shared driveway.

**4.9 5481 Bay Hill Terrace – Works (2014) Impacting Common Property**

The ARC will schedule an onsite inspection to assess the extent of the unapproved works. Additionally, the ARC has requested that KC review the 2014 ARC meeting minutes to locate the original approval for the works at 5481 Bay Hill Terrace. In regard to the use of common property it was determined that this is a matter to be addressed by the Colvillia RBC.

**4.10 5716 Observation Crescent – Fencing on PBC Easement**

The ARC reviewed and provided recommendations to the applicants concerns regarding the installation of their side boundary fence abutting a PBC easement. The ARC advised that they support the change of fence type to 1.8m aluminium fence in front of section of side boundary and on the side boundary. Additionally, the retaining wall must be placed outside of the easement, and the ground level within the easement is to be restored to its natural state.

**MOTIONS**

**1 ARC Minutes of Previous Meeting CARRIED**

Proposed by: The Chairperson

**RESOLVED** That the minutes of the Architectural Review Committee meeting held 2 September 2024, as tabled at this meeting, are a true and accurate record of the proceedings of the meeting.

Yes	3
No	0
Abstain	1

**2 5115 St Andrews Terrace, Lot 22 Livingstonia CARRIED**

Proposed by: The Chairperson

**RESOLVED** That the Architectural Review Committee recommends the Florida Room application at 5115 St Andrews Terrace be approved by the Principal Body Corporate (PBC) subject to:

1. **Fascia, Trim, Exposed Metalwork** – Downpipes are to be square profile and return along slab edge to main building.
2. **Fascia, Trim, Exposed Metalwork Colour** - Must match size of existing building gutter and square profile.
3. **Character Zone** – Must comply with Stage 1 DCBL Character Zone 11 requirements.
4. **Stormwater Connection** – Downpipe must connect to existing downpipe.
5. **Balustrades** – Must remain the same.
6. **Mesh Type** - must be black 20/20 or 20/30.
7. **Beams** - A 200mm roof beam is required with bottom of beam set 2.35m above slab.
8. **Roof** - Roof overhang must not exceed 280mm.
9. All works must be wholly contained within the lot boundaries.

Yes	4
No	0
Abstain	0

**NOTE: PBC CHAIRMAN (SS) HAS PLACED THIS APPLICATION ON HOLD UNTIL A MEETING IS HAD WITH LIVINGSTONIA RBC CHAIRMAN.**

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

**3 7104 Marine Drive East, Lot 73 Plumeria CARRIED**

Proposed by: The Chairperson

**RESOLVED** The Architectural Review Committee recommends the application for Major Alterations installation at 7104 Marine Drive East to be approved by the Principal Body Corporate.

Yes	4
No	0
Abstain	0

*The ARC has reviewed the amended plans required for the works to be complaint by certifiers standards, the ARC approves the amendments to the side boundary wall by increasing the height to 1.8m by installing a glass panel on top.*

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

**4 8083 Riverside Drive, Lot 7 Acacia CARRIED**

Proposed by: The Chairperson

**RESOLVED** The Architectural Review Committee recommends the application for Minor Alterations at 8083 Riverside Drive be approved by the Principal Body Corporate, subject to:

Yes	4
No	0
Abstain	0

1. **Class 10 Height** – Amended plans required to confirm height does not exceed 3m and size and positioning remains unchanged.
2. **Secondary Structures Within 1.5m Of Side Boundary** – Gazebo not compliant at 500mm from side boundary. Amended plans to be submitted with a minimum of 1.5m setback.
3. **Fences** – Not compliant at 1.75m, amended plans required with 2m fencing.

**Note:** ARC requested KC to look for previous Gazebo approval to determine if a relaxation was granted for existing side setback.

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

**5 Executive Architect / Building Approvals Officer recommendations – ending 1 Oct 2024** **CARRIED**

Proposed by: The Chairperson

**RESOLVED** That the Architectural Review Committee notes and accepts the following building applications recommended for approval by the Principal Body Corporate EC as submitted by Executive Architect and Building Approvals Officer for the period ending 1 October 2024.

1. **4658-4660 The Parkway, Lots 29 & 30 Bauhinia**  
Information on Pontoon
2. **4799 The Parkway, Lot 91 Araucaria**  
Application for External Painting
3. **5666 Harbour Terrace, Lot 64 Bauhinia**  
Return of Compliance Agreement Fee
4. **5933 Birkdale Terrace, Lot 91 Cassia**  
Application for Fencing
5. **1003 Edgecliff Drive, Lot 3 Tristania**  
Return of Compliance Agreement Fee
6. **4662 The Parkway, Lot 25 Washingtonia**  
Application for Driveway Change
7. **5475- 5481 Bay Hill Terrace, Lots 24 - 21 Colvillia**  
Return of Compliance Agreement Fee
8. **5479 Bay Hill Terrace, Lot 22 Colvillia**  
Return of Compliance Agreement Fee
9. **8020 Key Waters, Lot 12 Harpullia**  
Application for Driveway Change

Yes	4
No	0
Abstain	0

**6 ARC Recommendation to the PBC – 10 Oct 2024** **CARRIED**

Proposed by: The Chairperson

**RESOLVED** That the Architectural Review Committee (ARC) requests the PBC EC consider the matters recommended by the ARC at its meeting held 8 October 2024.

Yes	4
No	0
Abstain	0

## OTHER MATTERS/GENERAL BUSINESS

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### 5234 Bay Hill Terrace, Lot 82 Colvillia – Garage Extension

KC tabled the Report and application for Garage Extension at 5234 Bay Hill Terrace.

**RESOLVED** That the Architectural Review Committee recommends the Garage Extension application at 5234 Bay Hill Terrace be approved by the Principal Body Corporate (PBC) subject to:

1. **Garage Door** – Proposed garage door must match the existing colour and 180mm profile.
2. **Colours must be as follows:**
  - **Wall & Trim:** Dulux Candlebark
  - **Feature Walls:** Dulux Jasper
  - **Accent Colour:** Dulux Linseed
  - **Battens:** Classic Cream
3. **Batten Elements** - must be horizontal 65x18mm with 10-20mm gaps

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

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### 6322 Horizon Court, Lot 118 Araucaria - Carport

MJ requested KC to table the Report and application for Carport at 6322 Horizon Court.

**RESOLVED** That the Architectural Review Committee recommends the Carport application at 6322 Horizon Court be approved by the Principal Body Corporate (PBC) subject to:

1. **Thoroughfare Building Line Class 10 Within 1.5m Of Side Boundary** – Not compliant at 950mm, amended plans to include a minimum of 1.5m from side boundary.
2. **Exterior Colours** – Carport must match the existing house colours.
3. **Stormwater** – Must connect to legal point of discharge.

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

1. **Rear Building Line**

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

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**4707 The Parkway, Lot 7 Araucaria – New Dwelling**

CT requested KC table the Report and application for New Dwelling at 4707 The Parkway.

**RESOLVED** That the Architectural Review Committee recommends the New Dwelling application at 4707 The Parkway be approved by the Principal Body Corporate (PBC) subject to:

1. **Swimming Pool Fences** – Must be in accordance with local authority

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

1. **Front Façade Articulation**
2. **Rear Wall Articulation**

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

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

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

DRAFT

**CORRESPONDENCE  
FOR INFORMATION**



## **Discussion Paper: The Effect of Subdivision on Voting Entitlements in Sanctuary Cove**

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### **Introduction**

This paper examines the implications of the subdivision of the Village Zone on voting entitlements in accordance with Section 72(2) of the Sanctuary Cove Resort Act (SCRA) and is the opinion of the author.

The Village Zone, upon subdivision, saw the creation of two lots: Lot 31 (Harbour 1 apartments) and Lot 32 (Village). This subdivision necessitates the apportionment of voting entitlements among the newly created parcels, a process that has significant ramifications for the governance and financial responsibilities within the Sanctuary Cove community.

### **Subdivision and Voting Entitlement Apportionment**

Section 72(2) of the SCRA stipulates that the subdivision of the Village Zone mandates the redistribution of voting entitlements among the resulting parcels. It is important to note this apportionment does not imply an equal distribution of votes.

Upon subdivision, two lots emerged from the Village Zone: Lot 31, now the Harbour 1 apartments, and Lot 32, the remaining village area. Collectively, these lots form the redefined Village Zone as per the SCRA. Based on available data, the current voting entitlements are apportioned as follows: 1,199 votes for Lot 32 (Village) and 1 vote for Lot 31 (Harbour 1). This maintains the total voting entitlement of 1,200 for the Village Zone as specified under SCRA s 72(1).

### **Notification of Subdivision and Voting Entitlements**

The SCRA requires Mulpha, the proprietor of the Village Zone, to notify the Primary Thoroughfare Body Corporate (PTBC) of the apportionment of voting entitlements following subdivision. The pertinent question is whether this notification has occurred. A review of the PTBC minutes and records is necessary to confirm compliance.

Assuming the notification was executed, Mulpha remains the proprietor of both lots, meaning the notification does not currently alter PTBC operations. It serves as a procedural formality for administrative clarity.

### **Creation of a Body Corporate**

For settlement on individual Harbour 1 apartments, a new Building Format Plan must be registered. This plan, replacing Lot 31, will delineate the structural elements of the Harbour 1 building, thus establishing the Harbour 1 Body Corporate (Harbour 1 BC).

Per Section 66(2) of the SCRA:

- The proprietor must notify the PTBC of the newly formed body corporate.
- The original proprietor ceases to be a PTBC member.
- The newly formed body corporate assumes membership of the PTBC.

This transition implies that upon registration of the Harbour 1 Building Format Plan, Harbour 1 BC will acquire 1 voting entitlement, while the Village retains 1,199 entitlements.

### **Fairness of Voting Entitlement Apportionment**

Concerns have been raised regarding the perceived inequity in allocating only 1 voting entitlement to Harbour 1. The current PTBC voting distribution is as follows:

<b>Zone</b>	<b>Voting Entitlements</b>
Golf Course Zone	200
Harbour Zone	200
International Hotel Zone	500
Recreation Club Zone	100
Village Zone	1,200
Administration Zone	50
PBC	2,000
<b>TOTAL</b>	<b>4,250</b>

The Village Zone's voting entitlements, fixed at 1,200 (approximately 28% of total PTBC votes), remain unchanged regardless of internal apportionment. Therefore, the Village Zone's internal voting distribution does not influence the overall PTBC voting structure.

### **Financial and Voting Impact Analysis**

#### **Financial Implications**

The current apportionment significantly affects Mulpha's financial obligations, requiring them to cover 1,199 of the Village Zone's PTBC contributions. This is despite Harbour 1 representing 8% of the Village Zone's area (6,135 sqm out of 75,775 sqm). This disproportionate financial burden on Mulpha reflects a deliberate choice, possibly to maintain control over the PTBC.

#### **Voting Implications**

From a governance perspective, Harbour 1 BC's single vote within a total of 4,250 votes renders it virtually powerless, raising concerns of disenfranchisement among

Harbour 1 apartment owners. This could lead to future demands for a more equitable voting structure within the PTBC.

## **Conclusion**

The apportionment of voting entitlements following the Village Zone subdivision appears to be a strategic decision by Mulpha to preserve control over the PTBC, at the cost of bearing a disproportionate financial burden. This scenario highlights the need for ongoing scrutiny and potential revision of voting entitlements to ensure fair representation and financial responsibility within the Sanctuary Cove community.

---

The following questions aim to address critical aspects of governance, financial management, stakeholder engagement, and sustainability within the Sanctuary Cove community considering the recent subdivision and apportionment of voting entitlements.

### **1. Governance and Representation:**

How can the PBC and PTBC ensure fair representation for all Building Format Plans within the Village Zone, particularly Harbour 1 BC, given their significantly reduced voting power?

### **2. Financial Impost on PTBC and PBC:**

What strategies can the PTBC and PBC employ to manage the increased financial contributions required from the Village Zone, particularly considering the additional costs brought about by the presence of Harbour 1 apartments? (and future developments?)

### **3. Stakeholder Engagement:**

What mechanisms can be put in place to engage and address the concerns of Harbour 1 apartment owners to prevent feelings of disenfranchisement and ensure their active participation in the Sanctuary Cove community?

### **4. Long-Term Sustainability:**

How can the PTBC and PBC plan for the long-term financial and operational sustainability of the community, considering the evolving structure and contributions of different zones, including the newly formed Harbour 1 BC?

### **5. Review and Adjustment of Voting Entitlements:**

Should there be a periodic review of voting entitlements within the PTBC to reflect changes in property ownership, usage, and contribution to community costs? If so, what criteria should be used to adjust these entitlements fairly? DCBLs for the PTBC????

For discussion at the PBC EC Meeting 10<sup>th</sup> October 2024

Cheryl McBride

23 September 2024

Ms Annabel Mackenzie  
1870 Hillcrest Place  
SANCTUARY COVE QLD 4212  
Transmission via email & post:

Dear Annabel,

**PROPERTY: 1870 HILLCREST PLACE, LOT 20 ZIERIA GTP 107434**

All building and landscape design in the area where your property is located is required to conform with the Stage 2 Development Controls.

It has been observed that a climbing plant is growing up against your side of the Controlled Aspect Wall between your house and Lot 19. **Enclosed** is a photograph of the climbing plant.

Pursuant to clause 2.10.1 of the Stage 2 Development Controls, your neighbour is required to maintain the finish of the Controlled Aspect Wall facing your lot so as not to adversely affect the structural soundness or waterproofing of that wall.

A copy of the relevant part of the Stage 2 Development Controls is **attached** for your reference.

Therefore, your neighbour needs –

1. to be able to see the whole of the Controlled Aspect Wall from your property to conduct periodic termite and other inspections to ensure the structural soundness of the wall is maintained; and
2. reasonable access on occasions to inspect and maintain the paint and other building elements of the wall to ensure it is adequately waterproofed.

Accordingly, it is requested that this plant is moved off and away from the Controlled Aspect Wall and that you provide written confirmation and a photo to our office once this has been attended to within ten business days of the date of this letter.

Should you have any queries in relation to the contents of this letter or the DCBLs, please do not hesitate to contact our office on [compliance@scove.com.au](mailto:compliance@scove.com.au).

We thank you in advance for your co-operation and we look forward to receiving confirmation that the plant has been removed from the wall.

Regards,



**Jodie Syrett, Manager of Body Corporate**

For and on behalf of

**Sanctuary Cove Community Services Limited**



width to be 6 metres from the Rear Boundary.

- (ee) in Precinct 51, 4 metres from the Rear Boundary.
- (ff) in Precinct 52, in Precinct 52, 4 metres from the Rear Boundary.
- (gg) in Precinct 53, 6 metres from the Rear Boundary.
- (hh) in Precinct 54, 6 metres from the Rear Boundary, except for 8820-8825 and 8956-8962 which can be 4m to the principle structure and 2m to a roofed shade structure.
- (ii) in Precinct 55, 6 metres from the Rear Boundary.

2.8.2 Walls facing a Rear Boundary must not exceed 10 metres in length before a minimum 1.5 metre step occurs and a separation of a minimum of 5 metres in length, unless covered by an outdoor roofed area (not enclosed) with minimum dimension of 1.5 metres by 5 metres. Walls with stepping less than 1.5 metres deep and 5 metres wide are assessed as having no step.

## 2.9 PARKING AND DRIVEWAY CONTROLS

2.9.1 Each Conventional Aspect Lot must have the following number of car spaces: - 2 Covered Parking Spaces and 2 Uncovered Parking Spaces.

2.9.2 All Uncovered Parking Spaces must be constructed with good quality masonry or concrete, brick pavers, or tiles and be constructed with first class workmanship and finish.

2.9.3 (a) The Lot Owner must construct a driveway with good quality masonry, exposed aggregate (excluding plain concrete), concrete, brick pavers, or tiles and be constructed with first class non-slip finish between the Street kerb line and the fence or boundary line of that Lot.

(b) The Street kerb may be modified to provide a lay back only with the approval in writing of the PBC.

(c) Any sewer or stormwater access hole or turning point must be flush mounted in the driveway.

2.9.4 For Conventional Aspect Lots the maximum number of driveways between the Street kerb and the Street Front Boundary of a Lot is;

(a) one driveway with a maximum width of 7m or;

(b) two driveways with a maximum width of 3.5m

The width of a driveway or driveways, to a Lot shall not exceed 50% of the width of the Street Front Boundary of that Lot

2.9.5 In relation to Conventional Aspect Lots where:

(a)

(i) the levels or depths of the Lot; or

(ii) the conditions of the Lot; or

(iii) the amenity of the locality

make it necessary or appropriate to relax the location of the un-covered visitor parking; and

(b) the PBC approves, in writing, the relaxation,

then the maximum number and width of driveways between the Street Front Boundary and the kerb line for Conventional Aspect Lots must be as set out in the PBC's Approval.

2.9.6 Parking spaces must comply with the dimensional requirements;

(a) for a single Uncovered Parking Space, 5 metres long by 2.6 metres wide internally.

(b) for a single open carport, 6 metres long by 3 metres wide internally.

(c) for a double open carport, 6 metres long by 6 metres wide internally.

(d) for a single Covered Parking Space, 6 metres long by 3 metres wide internally.

(e) for a double Covered Parking Space, 6 metres long by 5.7 metres wide internally.

## 2.10 CONTROLLED ASPECT WALL CONTROLS

2.10.1 The Lot Owner of a Controlled Aspect Lot (for the purpose of this By-law 2.10, referred to as "Owner A") must finish the Adjacent Lot side of the Controlled Aspect Wall compatible with the Principal Structure on their Lot. Owner A must ensure and maintain the structural soundness and waterproofing of their Controlled Aspect Wall.

2.10.2 If the Lot Owner of an Adjacent Lot (for the purpose of this By-law 2.10, referred to as "Owner B") chooses to finish the side of the Controlled Aspect Wall facing their Lot with material and colour that is compatible with their Principal Structure, they must first submit to the Owner A, a plan showing the proposed material and colour and how the finish is to be applied to the Controlled Aspect Wall so that it does not adversely affect the structural soundness or waterproofing of the wall and;

(a) must maintain the finish of the Controlled Aspect Wall facing his/her Lot so as not to adversely affect the structural soundness or waterproofing of the walls; and

(b) must not affix anything to the Controlled Aspect Wall facing his/her Lot.

Owner B's request must not be unreasonably refused by Owner A.

2.10.3 Where a Controlled Aspect Wall abuts a Common Area, the painting, finish and maintenance of both sides of that wall is the responsibility of Owner A.

2.10.4 For Controlled Aspect Lots, the finished floor level of the building abutting the Controlled Aspect Boundary must be a minimum of 0.23 metres and a

maximum of 1.0 metre above the Natural Ground Level at any point in the boundary.

## 2.11 GATEHOUSE & POOL FENCE CONTROLS

2.11.1 Gatehouses located adjacent to a Front Boundary must be constructed:

- (a) to a maximum height of 3.5 metres above Natural Ground Level; and
- (b) must be wholly contained within the lot;
- (c) of either rendered masonry or brick with a first-class finish and may include panels or sections of open metalwork construction; and
- (d) to maximum dimensions of 3 metres wide by 3 metres in length or 4 metres x 4 metres maximum if used as a buggy park; and
- (e) with walls that are no higher than adjacent fences; and
- (f) to match the materials and style of the Principal Structure.

2.11.2 Swimming pools and spa's must be fenced in accordance with the requirements of the applicable Laws. Lot Owners with swimming pools must procure and maintain any certificate required by the applicable Laws (e.g. a Pool Safety Certificate).

2.11.3 Existing or new fences, Gatehouses and gates that:

- (a) abut or face a Front Boundary, Common Area or Golf Course; or

must not be altered nor the fence-line changed, nor altered or re-created closer to a Street than where the existing fence is located, without the Approval of the PBC.

2.11.4 No existing:

- (a) fence may be altered; or
- (b) fence line re-created,

closer to a Street than where the existing fence is located, except as approved by the PBC and only as set out in the PBC's Approval.

## 2.12 EXTERIOR FINISHES AND COLOUR CONTROLS

2.12.1 Exteriors of Principal Structures and Class 10 Buildings must be finished in any, or a combination, of:

- (a) glazing; or
- (b) face masonry; or
- (c) stone; or
- (d) rendered masonry; or
- (e) timber; or other lightweight material as approved by the PBC from time to time; or
- (f) applied monolithic fine-textured finish; or
- (g) off form concrete; or
- (h) copper or zinc cladding; or

- (i) any other high-quality material or finish as approved by the PBC from time to time.

2.12.2 Exterior finishes of Principal Structures, Class 10 Buildings and fences must be within the specified colour range and be of light subdued tones or white to muted mid earth tones. Vibrant primary colours may be permitted in small areas if approved by the PBC.

2.12.3 Fascia boards, trim and exposed metalwork must be:

- (a) painted or stained timber; or
- (b) painted or powder coated metal; or
- (c) high quality metal such as stainless steel, copper or zinc.

2.12.4 Fascia boards, trim and exposed metal work must be finished in a colour which is colour co-ordinated with the Principal Structure and be within the specified range of colours as determined by the PBC from time to time.

2.12.5 Principal Structures and Class 10 Buildings must be roofed in any, or a combination of:

- (a) finished metal; or
- (b) clay or concrete tiles; or
- (c) waterproof concrete slab.

2.12.6 Roofed shade structures must not be roofed in straw, thatch or other similar materials.

2.12.7 A resident must not fit any windows with mirrored glass or coat any windows with aluminium foil, reflected films, or similar material, unless approved by the PBC.

2.12.8 The provisions in respect of initial finishing and subsequent maintenance of Controlled Aspect Walls set out in By-laws 2.10.1 and 2.10.2 apply to any wall of a Principal Structure or Class 10 Building, or fence constructed within the side alignment of a Conventional Aspect Lot.

## 2.13 TENNIS COURTS

2.13.1 The perimeter fencing of a tennis court must not be closer than 3.0 metres to any Lot boundary for full size tennis courts and 2.0 metres to any Lot boundary for half size tennis courts. The setback area must be densely planted with shrubs and other vegetation so as to prohibit the use of a wall on an adjoining Lot as a rebound wall.

2.13.2 Approval must be obtained from Local Authority for any tennis court as required by Laws, which must also comply with the applicable Local Authority code or minimum requirements for construction of tennis courts.

## 2.14 SCREENED ENCLOSURES AND ROOFED SHADE STRUCTURES

2.14.1 Where exterior amenity areas, such as (though not limited to) pools and courtyards, are screened enclosures:



### Item 3



#### Mulpha Sanctuary Cove (Developments) Pty Limited

ACN 098 660 318 ABN 20 098 660 318

Jabiru House, Masthead Way

PO Box 199 Sanctuary Cove QLD 4212 Australia

T 61 7 5577 6500 F 61 7 5530 8455

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#### **RE: Village Gates - Temporary Road Closure (The Parkway)**

Dear Residents,

Thank you for your patience regarding the temporary traffic lane closure. Unfortunately, there was a slight delay in the works due to rain, we appreciate your patience.

As we transition into the next stage of construction which involves the removal of the first island/garden bed, works to widen the roadway for two-way traffic, and construction of a temporary pedestrian footpath, we are committed to ensuring the safety of all users. We have commissioned an assessment of the traffic flow, which considered both entry and exit directions. Traffic Control Innovations (TCI) has indicated that this work will require a full closure of The Parkway to all traffic in both directions, as shown in green in Image 1. However, pedestrian access will still be maintained.

This change will take effect on Monday, 30 September 2024 and is expected to last for approximately one month. We recommend that residents and visitors use alternative entrances (Main Gate or The Pines Gate) during this time. After this period, we anticipate that the upgraded section of the road will be completed, allowing traffic to return to two lanes.

It is expected that the new gates and roadway currently under construction will be completed by late 2024. These will remain open until the existing gates are decommissioned in early 2025 to minimise any further disruption to residents over the holiday season.

Thank you again for your patience and understanding.

Yours sincerely,

**Greg Boevink**

Construction and Quality Manager

Mulpha Sanctuary Cove (Developments) Pty Ltd

Image 1



Image 2



Please be advised that these images are prepared by Traffic Control Innovations (TCI) and are intended solely to be used as a traffic management plans.

AUSTRALIAN  
**WPGA**  
CHAMPIONSHIP  
GOLD COAST



# INVITATION

WPGA Tour of Australasia together with the PGA of Australia,  
Mulpha Events & Sanctuary Cove Golf and Country Club  
invite you to join us at the

## AUSTRALIAN WPGA CHAMPIONSHIP COMMUNITY BRIEFING & MORNING TEA WEDNESDAY 2 OCTOBER

### VENUE

The Botanical Room at Sanctuary Cove Country Club  
(Gleneagles Drive)

### TIMINGS

Arrival | 9:00 AM

Briefing | 9:30 AM

Morning Tea | 10:30 AM

### RSVP

RSVP with dietaries | Monday 30 September

[CLICK HERE TO RSVP](#)



**WPGA TOUR**  
AUSTRALASIA

**PGA**  
AUSTRALIA



**MULPHA**

AUSTRALIA'S  
**GOLDCOAST.**

*Queensland*  
AUSTRALIA



# EMERGENCIES, DISASTERS AND OUTAGES GUIDE



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*Disclaimer: The information contained within this booklet is for general informational purposes only and it is not intended to be professional advice .*

# 1. INTRODUCTION

The Emergencies, Disasters & Outages Guide for Residents has been prepared to bring together relevant information and resources to assist residents within Sanctuary Cove Resort in the event of an emergency, disaster, or outage.

Importantly, your local government area, being the Gold Coast, is primarily responsible for managing disaster events within its local area. The City of Gold Coast’s website provides Gold Coast residents with critical information relating to emergencies, disasters and outages, at <https://www.goldcoast.qld.gov.au/Services/Emergencies-disasters-outages>

You can also subscribe to receive notifications about potentially dangerous situations or simply use the City Dashboard to update yourself on disaster events (including road closures, power outages and weather warnings).





## 2. BE PREPARED

Being prepared for natural disasters and emergencies is essential for safeguarding your life, property, and well-being. Preparedness reduces the immediate and long-term impacts of disasters, allowing for quicker recovery and less stress during and after the event.

See below to see what you can do:

### 1. PREPARE AN EMERGENCY KIT

A well-stocked kit can provide the necessary supplies to sustain you when essential services like drinking water, power, and internet are unavailable. Here's what to include:

- ✓ bottled water
- ✓ tinned food/can opener
- ✓ a torch with spare batteries
- ✓ a portable phone charger
- ✓ a battery radio also with spare batteries
- ✓ a medical kit
- ✓ personal hygiene items
- ✓ copies of important documents in waterproof bags
- ✓ any special needs for your family like infant formula or prescription medicines
- Pets' emergency kit
  - medications
  - sufficient food (including treats) and bottled water for each animal
  - a familiar pet blanket or bedding, toys, grooming equipment.
- ✓
  - a secure pet carrier, lead, or harness
  - animal's sanitation needs—important for their (and your) health—such as newspaper, paper towels, disinfectant, rubbish bags.
  - identification
  - a current photograph of each pet for identification

Store your items in a waterproof container somewhere handy and let the rest of your family know where your kit is. It is recommended that you check and replace items in your kit every six (6) months. Ensure food and water supplies are fresh, and batteries are functional.

## 2. HOW TO PROTECT YOUR HOME AND PETS

Use this checklist to help minimise the impact of severe weather on your home:

- ✓ Ensure your home, contents, and car insurance is adequate and current.  
Regularly check your roof to ensure it's in good condition  
Mow your lawn regularly, remove excess combustible material (e.g. dry grass, dead leaves and branches) from your yard and move any flammable items such as wood piles, paper, boxes, crates and garden furniture well away from the house.
- ✓ Keep gutters, downpipes and drains clear to prevent build up
- ✓ Identify loose objects in your yard and on your balcony, such as outdoor furniture and toys that will have to be put away or secured if a storm approaches
- ✓ Make sure all shades, sails and awnings are properly secured
- ✓ Keep your vehicle undercover
- ✓ Identify the safest room in which to shelter during a storm
- ✓ Learn how to safely turn off your power, water, and gas
- ✓ If you don't already know your neighbours, go, and introduce yourself, they may need a hand getting storm ready.
- ✓ Ensure your house number is clearly displayed for emergency service crews.
- ✓ Trim low-lying branches and keep gutters clear of leaves and debris.
- ✓ Check that pumps, generators, and water systems are working and that your first-aid kit is fully stocked.
- ✓ Check your Security alarm is working

To help minimise the impact of severe weather on your Pets ensure:

- ✓ Your pet has access to plenty of food and fresh water
- ✓ Your pet has shelter and bedding
- ✓ All animals under your care can be properly and easily identified.
- ✓ You have telephone numbers for your veterinarian or animal welfare agency included in your household emergency kit
- ✓ You never leave an animal tied-up or chained without shelter and bedding
- ✓ You never leave an animal in a motor vehicle

In an emergency event:

- ✓ Secure animals inside before an emergency event, so they do not take flight or run away.
- ✓ Ensure all vaccinations remain current.
- ✓ Check to see if it is possible for your pet to be boarded in a safe environment away from the emergency zone.
- ✓ All pets are properly identified. Remember: during times of disaster, telephones may not be available, and it is important any registered method includes your current address.



### 3. MAKE AN EVACUATION PLAN

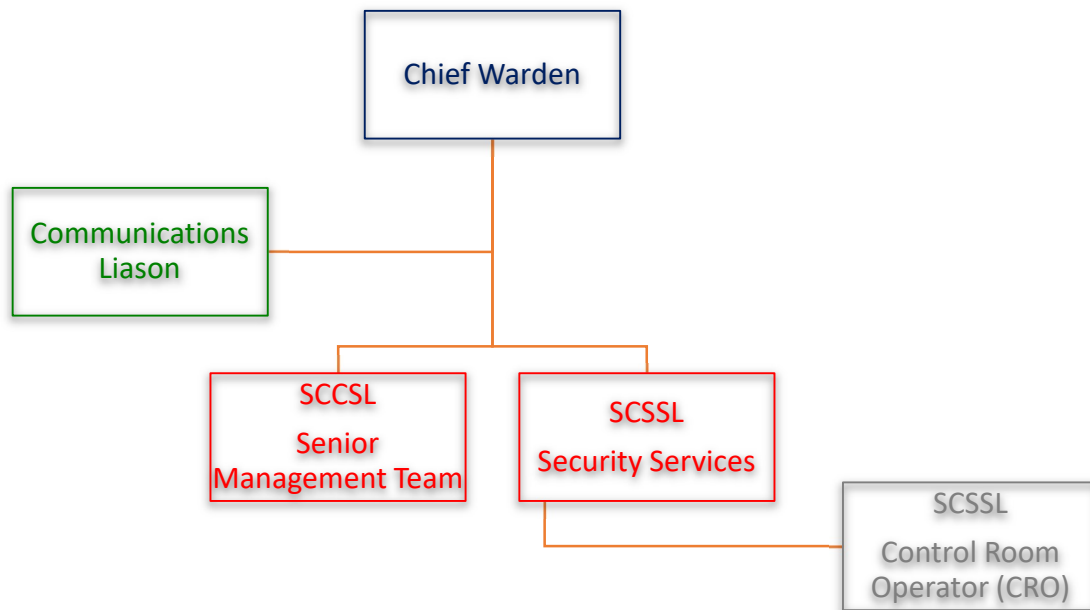
Choose multiple meeting points both inside and outside your home where family members can gather in the event of an emergency. Try to answer the following questions;

- ✓ Where would you go if you had to evacuate your home?
- ✓ Where would you reunite with loved ones if you were separated during an emergency?
- ✓ How would you retrieve your children from school or childcare?
- ✓ What are the emergency evacuation procedures at your child's school, your workplace, childcare center, and other organisations you frequent?
- ✓ Do you know how, where, and when to turn off the power, water, and gas supplies in case of evacuation?
- ✓ What alternative routes could you use if roads around your home/work/school/office were flooded or blocked?
- ✓ What arrangements have you made for your pets in case of evacuation? Ensure you have carriers, leashes, food, water, and medications for your pets, and identify pet-friendly shelters or accommodations.
- ✓ Have you assigned responsibilities to each family member based on their age and capabilities.
- ✓ Do you regularly practice evacuation drills with your family to ensure everyone knows what to do in an emergency? And do you practice using different escape routes and meeting points, and do you emphasize the importance of staying calm and following instructions?
- ✓ Have you ensured that your essential policies and documents, such as insurance policies and wills, are current and provide adequate coverage tailored to the needs of your household and the risks prevalent in your area?



### 3. LOCAL EMERGENCY EVENT INFORMATION

Figure 1 - SCCSL/SCSSL Emergency Management Plan hierarchy of control



Chief Warden	Will take command/oversee during emergency situations, direct and coordinate with Emergency Services and Emergency Control Organisation (ECO) and emergency response teams. This is the highest-ranking Security Officer
Communications Liaison	Ensuring effective information flow between stakeholders as the central point of contact for communication both with external stakeholders.
Senior Management Team	Encompass strategic decision-making, resource allocation, and providing overall direction and support during crises
Security Services	The Security Control Room is manned 24 hours a day and responds to all initial emergency calls. Security will be dispatched by the Control Room in response to an emergency or a received alarm Security Services will liase with the Chief Warden and where safe to do so, taking steps to contain and or control the hazard/event.
CRO – Control Room Operator	Control Room Operators primary responsibility is to monitor and manage operations within the control room to ensure efficiency, safety, and adherence to protocols.

**In event of a severe/emergency situation - INCLUDE MEETING POINT** provisions for electricity, internet and access to clean water, with a designated communications liaison available to assist with any queries or needs. Should residents need to evacuate their homes and evacuation centers become operational, the location will be made available on the <https://dashboard.goldcoast.qld.gov.au/>

## 4. LOCAL SERVICE OUTAGES AND ALERTS

In the event of local service outages or alerts, such as water or sewage disruptions, electrical or FTTH outages, local road closures or project works or pest control activities, Sanctuary Cove Community Services and Security Services have several channels available for communication. These include signage, emails, SMS, and updates on the website <http://www.oursanctuarycove.com.au>. These alerts are crucial for residents within the Resort, providing timely information directly relevant to your living environment.

If you are experiencing a power outage,

1. Please visit <https://www.energex.com.au/outages/outage-finder/outage-finder-map> to identify any outages and their cause in your area and
2. Monitor the site for the “Next Update” times.
3. For Garage Doors and Gates: Pull the emergency release cord to manually open a garage door. Locate the manual release mechanism to open a sliding gate.
4. Check if you have access to backup power through your solar panels or a portable generator.
5. Your alarm system has a backup battery, this will provide power for up to 24 hours. In case of Security or medical emergency, please call 07 5500 3355 – Option 1
6. If anyone in your house relies on electrical equipment for medical reasons, ensure you have notify Security Services on 07 5500 3355.

By following these steps, you will help reduce the number of calls through to security, ensuring that emergency calls can be prioritised.

Our team is committed to providing residents with prompt information once an issue or fault has been identified, along with relevant information such as expected timeframes or impacted areas etc. Should residents ever have any questions or require clarification regarding any messages received, they are encouraged to contact Security Services on 07 5500 3355 or the Body Corporate Office on 07 5500 3333.



# 1. EMERGENCY TYPE/ACTIONS

EMERGENCY TYPE	DESCRIPTION	RESIDENTS ACTION
FIRE	Refers to a critical emergency situation in which a fire poses an immediate threat to life, property, or the environment	<ol style="list-style-type: none"> <li>1. Cease Activities</li> <li>2. Press/Activate home Fire duress alarm to notify Security Services (if possible)</li> <li>3. Evacuate yourself/others</li> <li>4. Notify Emergency Services - Queensland Fire Services (QFS) - Triple Zero 000</li> <li>5. Await instruction from Security Services</li> </ol>
EVACUATION	Is the organised process of moving people from a potentially dangerous or hazardous location to a safer place, typically in response to emergencies such as fires, natural disasters, industrial accidents, or security threats.	<ol style="list-style-type: none"> <li>1. Call Emergency Services (if necessary)</li> <li>2. Evacuate home/area to pre-determined assembly/meeting point</li> <li>3. Alert others where possible</li> <li>4. Notify Security Services – 07 5500 3355</li> <li>5. Do not reenter area until the “all clear” has been provided</li> </ol>
BOMB/CHEMICAL	<p>A Bomb incident involves the detonation or threat of detonation of an explosive device, causing potential destruction, injury, or loss of life.</p> <p>A chemical incident involves the release or exposure to hazardous chemicals, which can pose immediate health risks to individuals and the environment, requiring prompt evacuation and decontamination measures.</p>	<ol style="list-style-type: none"> <li>1. Remain calm</li> <li>2. Do not touch, move, or tamper with any suspicious package or substance</li> <li>3. Evacuate immediately</li> <li>4. Notify Emergency Services - Triple Zero 000</li> <li>5. Follow all instructions given by Emergency Services</li> <li>6. Notify Security Services – 07 5500 3355</li> </ol>
MEDICAL EMERGENCY	Refers to a medical emergency, typically a situation where someone's life is in immediate danger and requires immediate medical attention.	<ol style="list-style-type: none"> <li>1. Press/Activate your home medical duress alarm to notify Security Services</li> <li>2. Ensure access is free/clear</li> <li>3. Notify Emergency Services - Triple Zero 000 (if required)</li> <li>4. Follow all instructions given by Emergency/Security Services</li> </ol>
PERSONAL OR PHYSICAL THREAT	Refers to a situation where an individual's safety or well-being is at risk due to the potential for harm or violence from another person, requiring measures such as heightened security, protective actions, or seeking assistance from authorities.	<ol style="list-style-type: none"> <li>1. Press/Activate your home duress alarm to notify Security Services</li> <li>2. Secure yourself/other where possible</li> <li>3. Notify Emergency Services - Triple Zero 000</li> <li>4. Follow all instructions given by Emergency Services</li> </ol>

ACTIVE SHOOTER	Involves an individual or individuals actively engaged in attempting to kill or injure people in a populated area, typically using firearms.	<ol style="list-style-type: none"> <li>1. Press/Activate your home duress alarm to notify Security Services</li> <li>2. Secure yourself/other where possible</li> <li>3. Notify Emergency Services - Triple Zero 000</li> <li>4. Follow all instructions given by Emergency/Security Services.</li> </ol>
EXTERNAL EMERGENCY	Situations that pose a threat to the facility from outside its premises. It could include a range of scenarios such as severe weather events or natural disasters.	<p>Before</p> <ol style="list-style-type: none"> <li>1. Stay informed, continuously monitor weather updates, and follow instructions from local authorities. Be prepared to take immediate action based on changing conditions.</li> <li>2. Secure Outdoor Items and vehicles</li> <li>3. Check Emergency Supplies</li> <li>4. Trim Trees and Shrubs:</li> </ol> <p>During</p> <ol style="list-style-type: none"> <li>1. Stay Indoors</li> <li>2. Monitor Alerts: Continuously monitor weather updates and emergency alerts through local channels, weather apps, or radio to stay informed about the situation and any evacuation orders.</li> <li>3. Keep your phone charged and communicate regularly with family members and neighbors to ensure everyone's safety and well-being.</li> <li>4. Follow Safety Guidelines</li> <li>5. Be Ready to Evacuate</li> </ol> <p>After</p> <ol style="list-style-type: none"> <li>1. Assess Damage, conduct a thorough inspection of your property to assess any damage caused by the severe weather events, such as roof leaks, structural damage, or fallen trees.</li> <li>2. Prioritise safety by checking for any hazards such as downed power lines, gas leaks, or unstable structures.</li> <li>3. Report any emergencies or significant damage to local authorities, utility companies, and emergency services to facilitate assistance and repairs.</li> </ol>

		<ol style="list-style-type: none"> <li>4. Document Damage: Take photographs or videos of any damage to your property for insurance purposes. Keep detailed records of expenses related to repairs or temporary accommodations.</li> <li>5. Clean Up Debris</li> <li>6. Review Emergency Plan</li> <li>7. Support Community Recovery</li> </ol>
ARMED ROBBERY	Involves the use of weapons or the threat of violence to forcefully take property or valuables from individuals or businesses.	<ol style="list-style-type: none"> <li>1. Press/Activate your home duress alarm to notify Security Services</li> <li>2. Secure yourself/other where possible</li> <li>3. Notify Emergency Services - Triple Zero 000</li> <li>4. Follow all instructions given by Emergency Services</li> </ol>

## 5. IMPORTANT CONTACT INFORMATION

SERVICE	EMERGENCY CONTACTS
All life-threatening emergencies (Police, Fire, and Ambulance)	000
State Emergency Services	132 500
Police – Crime Stoppers	1800 333 000
Policelink (reporting of non-urgent matters)	131 444
Sanctuary Cove Security Services	07 5500 3355
Sanctuary Cove Community Services	07 5500 3333
City of Gold Coast – General Enquiries	1800 465 326
Energex/Origin Energy – Emergency	13 19 62
Energex/Origin Energy – General Enquiries	13 12 53
Gold Coast University Hospital – General Enquiries	1300 744 284
Department of Transport and Main Roads	13 19 40

During a disaster, regular updates are provided by local radio stations including:

- ✓ 89.3FM 4CRB
- ✓ 90.9FM Sea FM
- ✓ 91.7FM ABC Gold Coast
- ✓ 92.5 FM Gold FM
- ✓ 94.1 FM Community radio
- ✓ 98.1 FM Radio EB
- ✓ 99.4FM Rebel
- ✓ 102.9 FM Hot Tomato
- ✓ 105.7FM Radio Metro
- ✓ 107.3FM Juice FM.

If you're tuning into the TV, Seven and Nine Gold Coast news also provide regular updates.

## 6. COMMUNITY SUPPORT/RESOURCES

SERVICE	EMERGENCY CONTACTS
Disaster Recovery Payment and Allowance	180 2266
Australia Red Cross	1800 733 276
Queensland Mental Health Commission	<a href="http://Qmhc.qld.gov.au">Qmhc.qld.gov.au</a>
Headspace	131 444
Lifeline	<a href="http://Lifeline.org.au">Lifeline.org.au</a>
Fire & Emergency Services Support Network (24-hour counselling)	1800 805 980
Bunnings Oxenford	07 5656 7500
Gold Coast University Hospital	1800 465 326
Gold Coast Private Hospital	07 5530 0300
Pindara Private Hospital	07 5588 9888

# **CORRESPONDENCE FOR ACTION**



## Item 1

**From:** [Brogan Watling](#)  
**To:** [Bronte Sullivan](#)  
**Cc:** [Jodie Syrett](#)  
**Subject:** FW: Vehicles belonging to David Waller 7100 Marine Drive East  
**Date:** Friday, 20 September 2024 2:48:00 PM  
**Attachments:** [image001.png](#)

---

Hi Bronte

I am not going to be able to assist with resolving this one before my leave but just thought I would fill you in on what should be done.

It looks like this car park is on ST. I don't know what the rules are around parking here – are there signs? What is this area intended for? I don't believe this is captured in the STBLs. If we were going to enforce parking in this area it would have to be under a specific by-law. The new STBL deals with parking in visitor parking, but I am not sure if this area is signed as visitor parking.

If not, this should probably be raised with the PBC EC by Jodie at the next meeting to see how they wish to address parking in this area.

Thanks.

Kind Regards,

**BROGAN WATLING**

In-house Counsel

**Email** [brogan.watling@scove.com.au](mailto:brogan.watling@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](https://oursanctuarycove.com.au)

**My core working hours are Wednesday – Friday 07:30 – 16:00**



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**From:** Compliance <[compliance@scove.com.au](mailto:compliance@scove.com.au)>

**Sent:** Wednesday, 18 September 2024 2:45 PM

**To:** Brogan Watling

**Subject:** FW: Vehicles belonging to David Waller 7100 Marine Drive East

Hello, please see the attached as discussed

**Kind Regards,**

**Bronte Sullivan**

Administration Assistant/Compliance Officer

**Direct** 07 5500 3333 | [bronte.sullivan@scove.com.au](mailto:bronte.sullivan@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)



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**From:** Dale StGeorge <[dale.stgeorge@scove.com.au](mailto:dale.stgeorge@scove.com.au)>

**Sent:** Wednesday, 5 June 2024 10:45 AM

**To:** Mike Telea <[mike.telea@scove.com.au](mailto:mike.telea@scove.com.au)>

**Cc:** Compliance <[compliance@scove.com.au](mailto:compliance@scove.com.au)>

**Subject:** FW: Vehicles belonging to David Waller 7100 Marine Drive East

Can you action – give me a heads up?

Kind Regards,

**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)



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**From:** Nick Eisenhut

**Sent:** Wednesday, June 5, 2024 10:42 AM

**To:** Dale StGeorge <[dale.stgeorge@scove.com.au](mailto:dale.stgeorge@scove.com.au)>

**Subject:** Vehicles belonging to David Waller 7100 Marine Drive East

Hi Dale,

See attached pics of vehicles being stored long term in community visitor car parks. These vehicles in question belong to David Waller at 7100 Marine Drive East.

He had these stored in the Mulpha village carpark since before Xmas 2023 (8 months) but had to move them obviously for the boat show. We brought this matter to the attention of Mulpha on numerous occasions but they seemed uninterested to do anything about it despite them saying that carparking is of a high priority at the latest village meeting they hosted.

He's now storing these in the carpark, just inside the village gate on the parkway. He swaps the Suzuki over for the Holden on a regular basis but the Toyota ute seems not to move at all.

Security need to start issuing notices to these vehicles as he's is making a mockery of our bylaws & taking up spaces that are needed by visitors & tradies etc,

Your attention not this would be appreciated.

Regards

Nick Eisenhut

Both cars belong to  
7100 MDE D Waller





7100 MDE D Waller



7100 MDE  
D Waller



# **REPORTS FOR INFORMATION**



## OPERATIONS REPORT – SEPTEMBER 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 Budget	Combined Annual	Combined Annual Budget	Combined Annual
	YTD	Budget YTD	YTD	Budget YTD	YTD	Budget YTD	YTD	Budget YTD	FYF	Budget
<b>Income</b>										
Management Fees	3,757,567	3,753,817	2,629,918	2,629,911	0	0	6,129,805	6,126,048	6,357,318	6,126,048
Other services & interest	96,271	79,697	83,087	23,375	0	0	191,498	103,072	207,152	112,429
<b>Total Income</b>	<b>3,853,837</b>	<b>3,833,514</b>	<b>2,713,005</b>	<b>2,653,286</b>	<b>0</b>	<b>0</b>	<b>6,321,303</b>	<b>6,229,120</b>	<b>6,564,471</b>	<b>6,238,477</b>
<b>Expenditure</b>										
Employee expenses	2,900,390	2,957,185	2,209,142	2,025,092	0	0	5,109,532	4,982,276	5,590,455	5,433,438
Other	530,809	576,451	450,434	404,655	65,315	0	732,135	723,426	974,016	805,039
<b>Total Expenses</b>	<b>3,431,199</b>	<b>3,533,635</b>	<b>2,659,576</b>	<b>2,429,747</b>	<b>65,315</b>	<b>0</b>	<b>5,841,667</b>	<b>5,705,702</b>	<b>6,564,471</b>	<b>6,238,478</b>
Net operating Saving / (Cost)	422,639	299,878	53,429	223,539	(65,315)	0	479,637	523,418	(0)	-
<b>YTD + / - movement compared to budget</b>		122,760		(170,109)		3,569		(43,781)		0

### 30 September 2024 Year to Date ("YTD")

- Consolidated YTD result is 8.4% behind budget.
- Security YTD is tracking above budget and forecasted to result in line with budget.
- Community Services YTD is \$170.1k unfavourable to budget
- Resort Body Corporate YTD is tracking with expected contribution to the group of \$63.7k

The Consolidated group is continuing the monthly reforecasts and projects a full year forecast loss position for the year. 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	-	220	220	100.0%	
Admin - bank charges	4,508	9,179	4,671	50.9%	
Admin - software licence costs	35,817	30,672	(5,146)	(16.8)%	1
Admin - meetings	565	660	95	14.4%	
Admin - IT Monthly Maintenance	26,662	29,635	2,973	10.0%	
Admin - postage	33,891	33,598	(293)	(0.9)%	2
Admin - print/copy costs	7,485	11,000	3,515	32.0%	
Admin - Other	1,267	-	(1,267)	(126,700.0)%	3
PTBC Levy - Administration Fund	622,000	622,000	-	-	
PTBC Levy - Sinking Fund	447,600	447,600	-	-	
Management Fees	1,320,367	1,320,367	-	-	
Security services	3,500,541	3,500,541	-	-	
Admin - Filing Fee	(591)	917	1,507	164.5%	
Network Manager Service Fees	365,787	331,635	(34,152)	(10.3)%	4
Consultants	22,131	27,500	5,370	19.5%	
Legal Services	48,792	137,500	88,708	64.5%	
Cleaning	14,882	18,333	3,451	18.8%	
Electrical - contract	101,132	115,402	14,270	12.4%	
Electrical - Materials/Machinery	31,142	36,667	5,525	15.1%	
Gross Pollutant Trap - Audit	-	-	-	-	
Gross Pollutant Trap - Mtce	12,451	18,728	6,278	33.5%	
Grounds & Garden - contract	771,613	853,497	81,884	9.6%	
Grounds & Garden - other	48,935	45,833	(3,101)	(6.8)%	5
Grounds & Garden - mulching	23,375	22,917	(458)	(2.0)%	6
Grounds & Garden - tree management	95,225	22,917	(72,309)	(315.5)%	7
Hire/Rental- Facilities Compound	64,167	87,083	22,917	26.3%	
Insurance - Brokerage	10,979	11,653	674	5.8%	
Insurance Excess	18,478	5,000	(13,478)	(269.6)%	8
Insurance Premiums	162,590	184,978	22,388	12.1%	
Irrigation - contract	83,344	102,917	19,572	19.0%	
Irrigation - materials/machinery	31,200	34,375	3,175	9.2%	
Irrigation - Golf Lakes Maintenance	51,470	9,167	(42,304)	(461.5)%	9
Irrigation - A class water usage	25,589	126,473	100,883	79.8%	
Pest control	1,325	9,780	8,455	86.5%	
Plumbing - contract	111,154	125,980	14,826	11.8%	
MTCE - ANIMAL MANAGEMENT	-	-	-	-	
Motor Vehicle / Buggy Expenses	6,923	13,750	6,827	49.7%	
Repairs & Maintenance	19,571	32,083	12,513	39.0%	
R&M - Harbour	15,170	18,333	3,163	17.3%	
R&M - CCTV	387	4,583	4,196	91.6%	
Roads	31,640	41,250	9,610	23.3%	
Road Sanding	-	30,000	30,000	100.0%	
Road sweeping	64,928	60,321	(4,607)	(7.6)%	10
Signage	2,682	3,667	985	26.9%	
Waste Removal - contract	782,532	786,205	3,672	0.5%	
Waste Removal - other	7,158	27,500	20,342	74.0%	
Land Holding - land tax	59,062	-	(59,062)	(5,906,240.0)%	11
Land Holding - rates	15,183	14,502	(681)	(4.7)%	12
Utilities - electricity/gas	151,986	139,473	(12,513)	(9.0)%	13
Water Charges	323,456	85,000	(238,456)	(280.5)%	14
Water Billing	10,820	10,285	(535)	(5.2)%	15
Water Testing	-	-	-	-	
Workers Compensation	62	194	132	68.3%	
<b>Total Expenditure</b>	<b>9,690,447</b>	<b>9,746,559</b>	<b>56,112</b>	<b>0.6%</b>	



**Notes:**

1. Admin – software licence costs: AssetFinda update costs requiring server upgrade and implementation costs of \$18.8k, monthly fee has been negotiated down to minimise total cost impact.
2. Admin – Postage: Postage costs include water billing, levy invoices and body corporate administration related postage requirements.
3. Admin – Other – Costs relating to the reimbursement of damages from a fall of a resident.
4. Network Manager Fees: Repairs of FTTH cables including The Address, other repairs and asbestos testing of Fibre pits and other maintenance, Calix support fees increased from \$3,488.65 to \$3,660.92 per month.
5. Grounds & Garden Other: Turf installation at Woodsia, Olympic Dr, pruning and garden upgrade – timing variance. Storm damage insurance settlement \$5.4k finalised
6. Grounds & Garden Mulching: Marine Drive North buffer garden – timing variance – no change from prior month.
7. Grounds & Garden Tree Management: Tree pruning 5722, 5926, Colvillia Park storm damage works, other emergency works in clearing storm damage, Edgecliff Pruning and palm shaping. Storm damage insurance settlement \$7.1k finalised.
8. Insurance excess: Excess charged in water leak repair claim and storm damage claims.
9. Irrigation – Golf Lakes Maintenance: Budget assumed A Class water usage. A water management plan was introduced which is offset by the savings in A class water usage expenses.
10. Road Sweeping: November 2023 contract price increase was 7.5% higher than budgeted
11. Land Holding – rates: Actual rates higher than the projected budget.
12. Utilities – Electricity/gas: Electricity rates increases were higher than allowed for in the budget by 9.8%.
13. Water Charges – Water billing variance for potable and waste attributed to PBC based on proportion of water usage per meter reads, cost of credits applied for water leak relief to residents and fixed access charges.
14. Water Billing: Water billing costs increased marginally higher than the projected budget, further variances due to timing issues with changed billing frequency from supplier.



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	120	174	55	31.3%	
Admin - software licence costs	16,123	7,343	(8,780)	(119.6)%	1
Admin - meetings	262	304	42	13.9%	
Admin - IT Monthly Maintenance	9,725	9,167	(558)	(6.1)%	2
Admin - postage	132	200	68	33.8%	
Admin - print/copy costs	1,028	1,000	(28)	(2.8)%	3
Management Fees	403,841	403,841	-	-	
Security services	78,830	78,830	-	-	
Admin - Filing Fee	96	-	(96)		4
Consultants	-	8,333	8,333	100.0%	
Legal Services	5,633	8,333	2,701	32.4%	
Bad Debt Expense	1,815	-	(1,815)		5
Cleaning	4,776	-	(4,776)		6
Debt Collection Fees	-	417	417	100.0%	
Electrical - contract	26,174	22,539	(3,635)	(16.1)%	7
Electrical - Materials/Machinery	14,727	13,500	(1,227)	(9.1)%	8
Fire Protection - audit/inspect	3,314	2,233	(1,081)	(48.4)%	9
Fire Protection - R&M	1,593	-	(1,593)		10
Gross Pollutant Trap- mtce	1,169	1,573	404	25.7%	
Grounds & Garden - contract	177,532	154,621	(22,910)	(14.8)%	11
Grounds & Garden - other	42,010	37,500	(4,510)	(12.0)%	12
Grounds & Garden - mulching	15,033	33,333	18,301	54.9%	
Grounds & Garden - tree management	37,612	25,000	(12,612)	(50.4)%	13
Insurance - Brokerage	687	2,243	1,556	69.4%	
Insurance Excess	1,976	-	(1,976)		14
Insurance Premiums	76,468	86,187	9,718	11.3%	
Irrigation - contract	35,286	40,743	5,457	13.4%	
Irrigation - materials/machinery	5,215	16,667	11,452	68.7%	
Irrigation - Golf Lakes Mtce	46,397	26,000	(20,397)	(78.4)%	15
Irrigation - A class water	8,530	38,325	29,795	77.7%	
Pest Control	2,160	1,833	(327)	(17.8)%	16
Plumbing - contract	13,712	10,943	(2,769)	(25.3)%	17
Plumbing - materials/machinery	7,371	13,333	5,962	44.7%	
Mtce - animal management	140,187	83,333	(56,854)	(68.2)%	18
Repairs & Maintenance	14,002	12,500	(1,502)	(12.0)%	19
Repairs & Mtce - air conditioning	3,862	4,583	722	15.7%	
Repairs & Mtce - electrical	4,651	4,167	(484)	(11.6)%	20
Repairs & Mtce - fences	7,000	5,833	(1,167)	(20.0)%	21
Repairs & Mtce - gates	45,777	37,500	(8,277)	(22.1)%	22



Repairs & Mtce - CCTV	766	4,167	3,401	81.6%	
Roads	8,633	25,000	16,367	65.5%	
Road Sanding	-	21,218	21,218	100.0%	
Road sweeping	21,688	17,747	(3,942)	(22.2)%	23
Signage	754	2,625	1,871	71.3%	
Waste Removal - other	696	2,000	1,304	65.2%	
Land Holding - land tax	20,089	-	(20,089)		24
Land Holding - rates	7,263	7,219	(44)	(0.6)%	25
Utilities - electricity/gas	110,140	74,372	(35,769)	(48.1)%	26
Utilities - water	91,049	-	(91,049)		27
Water Meter Reads	-	77	77	100.0%	
<b>Total Expenditure</b>	<b>1,518,087</b>	<b>1,350,499</b>	<b>(167,588)</b>	<b>(12.4)%</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 – IT Monthly Maintenance – timing variance for IT support fees.
- 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 – timing variance – for 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
- 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.
- 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 expense.



16. Pest Control – Termite bait – Sickle Bridge – timing variance
17. Plumbing Contract – minor variance billing cycles are fortnightly, and additional work due to storms.
18. Mtce – animal management – Corella program commenced in March, Kangaroo Management, Ibis, Fox programs. Additional attendance for removal of wildlife costs as incurred.
19. Repairs & Maintenance – Timing Variance – Costs relating to irrigation/concrete edging and other materials.
20. R&M electrical – Timing Variance- Load testing performed in January, and generator service.
21. R&M fences – Sickle bridge balustrade \$5,200
22. R&M gates – Maintenance/Cleaning of Aspen Stone, Pines, Main, North and Vardon Lane gates, Address Gate damage repairs, boom poles.
23. Road Sweeping: Contract price effective from November was higher than the projected budget.
24. Land Holding – Land tax – timing variance annual fee budgeted in October, land tax for the year saw a 10% increase above what was budgeted.
25. Land Holding – Rates – Rates notice received was minimally higher by 0.6% against budgeted value.
26. 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.
27. Utilities – water: Water billing variance for potable and waste attributed to PTBC based on proportion of water usage per meter reads and fixed access charges.

### Aged Debtors (excluding intercompany balances)

Company	Total	Current	30 days	Over 30 days
Sanctuary Cove Community Services Ltd	50.6k	50.6k	0	0
Sanctuary Cove Security Services Pty Ltd	14.2k	1.3k	12.9k	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 (25.81%).



### Cash Positions

Account	Bank	Actual Holding	Interest Rate %	Interest Received YTD
PBC – Administration Fund	BOQ	17,020		-
ARC - Administration Fund	MBL	451,000		-
PBC – Sinking Fund (at call)	Macquarie	1,623,977	2.90%	49,114
PBC – Sinking Fund (at call)	BOQ	966	0.00%	-
PBC – Sinking Fund Term Deposit	Macquarie	-	4.70%	14,223
PBC – Sinking Fund Term Deposit	Macquarie	1,000,000	4.70%	45,075
PBC – Sinking Fund Term Deposit	Macquarie	250,000	2.90%	9,236
PBC – Sinking Fund Term Deposit	Macquarie	500,000	4.70%	20,017
PBC – Sinking Fund Term Deposit	Macquarie	500,000	4.70%	18,931
PBC – Sinking Fund Term Deposit	Macquarie	162,000	2.90%	11,613
PBC – Sinking Fund Term Deposit	BOQ	1,000,000	5.00%	6,438
PBC – Sinking Fund Term Deposit	BOQ	1,000,000	5.00%	3,058
PBC – Sinking Fund Term Deposit	BOQ	1,000,000	4.80%	2,630
PBC – Sinking Fund Term Deposit	BOQ	3,500,000	4.80%	156,947
PTBC – Administration Fund	BOQ	96,565		-
PTBC – Sinking Fund (at call)	Macquarie	2,135,127	2.90%	38,944
PTBC – Sinking Fund (at call)	BOQ	1,007	0.00%	-
PTBC – Sinking Fund Term Deposit	BOQ	200,000	4.75%	1,223
PTBC – Sinking Fund Term Deposit	Macquarie	500,000	4.70%	21,403
SCCSL	Macquarie	393,815	2.90%	15,139
SCCSL	Macquarie	9,856	NA	
SCCSL	Macquarie	481,500	NA	
SCCSL	CBA	5	NA	
Security	Macquarie	719,103	2.90%	22,051
Security	Macquarie	200,000	4.80%	8,339
Security	CBA	5		
Security	CBA	3,461		



Term deposit rates available from BOQ StrataCash and Macquarie Bank are reviewed with consideration given to cashflow, term of investment to maximize returns on cash balances 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. KPMG audit planning meeting completed in August. Final audit has been scheduled for November.
- Preparation of Interim Audit information for PBC, PTBC and RBCs which have requested audits to be performed completed in July. Interim audit finalised in August. Final audit has been scheduled for November.
- Preparation activities for annual reporting obligations – Income Tax RBCs, PBC and PTBC submitted to tax agent for lodgement August, FY2025 Workcover annual lodgement completed.
- Stratamax Invoice Hub to be reviewed and considered for streamlining invoice approvals. On going expected completion February 2025
- New time and attendance planning and implementation meetings – multiple, User acceptance testing to be performed in October.

### 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 to cover the first full pay period after 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	648	1703	526	2877	147	244	1089	2453	348
YTD 2023	566	1539	580	2685	165	292	1558	1777	197

Valet Services (September 2024 – YTD 2024)

	September 2024		September 2023		Year to Date 2024	
	Number	\$ Charge	Number	\$ Charge	Number	\$ Charge
Key Pick-Up	12	\$96.00	10	\$80.00	166	\$1,328.00
Long Term Rental	8	\$1,200.00	7	\$700.00	73	\$9,750.00
Short Term Rental	0	\$0.00	0	\$0.00	0	\$0.00
Access Re arm	2	\$97.00	6	\$228.00	47	\$1,891.00
Other	1	\$38.00	2	\$97.00	28	\$1,211.00
Rental Breaches	0	\$0.00	0	\$0.00	0	\$0.00
Commercial Call Outs	5	\$1,375.00	3	\$825.00	41	\$11,275.00
<b>Total</b>	<b>28</b>	<b>\$2,806.00</b>	<b>28</b>	<b>\$1,930.00</b>	<b>355</b>	<b>\$25,455.00</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 November 2024</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</li> </ul>	<p>Stage 3 CCTV – awaiting C-Cure Systems to collate quotes. Vehicle proposal approved and brought forward to October 2024. In progress and assist with Resident's Emergency, Disaster &amp; Outage Guide</p> <p>Items Actioned – refer to statistics.</p>
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areas. Marine Patrols, subject to boat maintenance and staffing levels.

- Attend to estimate 2,899 alarms per annum at an average of 241 per month; attend to estimate 314 phone or camera activated security/emergency incidents at an average of 26 per month; and when safe to do so respond within 4 minutes.
- Provide Gate access at a monthly average of 27,359 based on a yearly access of 328,315.
- Follow up on Late to Test (LTT) alarm panels not reporting within 24hrs. Forward FTTH matters to the Network Manager, troubleshoot alarm panel faults and liaise with owners to rectify, forward non-compliance to Body Corporate
- By-Law enforcement – maintain or reduce the current Reminder Notice average of 175 per month, report underage drivers and serious nuisance activity by way of Incident Report. Provide a monthly statistic in Security Report.
- Complete a daily Watercraft Register check of residential jetty and pontoon; file completed form at Roundhouse for inspection.
- Speed Camera deployment on the secondary thoroughfare and location rotated twice monthly. Provide photo evidence as basis to issue/enforce Speed Offence Notice. Provide monthly statistic in Security Report.
- Short and Long Term Rental checks.
- Parks and open space checks.
- Review of Operational procedures.
- Measure LPR and Visitor Management uptake and access, provide monthly statistic in Security Report.
- Measure Valet Services and provide monthly statistic in Security Report.
- Risk and Compliance – Conduct risk assessments as required operationally, review Security Risk Register, monitor and review Compliance Calendar to ensure Licence and qualifications are compliant.
- Attend and contribute to senior management meetings and planning.

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

In September there were 284 Parking Infringement "Reminder Notices" issued, compared to 232 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	58	9	Molinia	7	8
Zieria	23	31	Araucaria	6	10
Roystonia	21	4	Cassia	5	2
Alpinia	20	8	Corymbia	5	0
Alyxia	17	1	Felicia	5	8
Washingtonia	14	25	Colvillia	4	11
Bauhinia	12	13	Acacia	3	7
Plumeria	12	25	Adelia	2	5
Tristania	10	8	Alphitonia	2	0
Caladenia	9	3	Banksia Lakes	2	5
Darwinia	8	5	Fuschia	1	9
Schotia Island	8	14	Admin	0	1
Harpullia	7	20		0	0
	<b>219</b>	<b>166</b>		<b>42</b>	<b>66</b>

Speed Sign/Camera

Speed camera breaches for September have been limited due to charging issues. There were 5 speeding breaches identified and these will be processed with the issue of an appropriate notice.

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>350,392</b>	<b>81,121</b>	<b>13,859</b>	<b>2,585</b>	<b>392</b>	<b>82</b>	<b>448,431</b>
Total	985,755	219,693	40,760	7,564	1,268	288	1,255,328
<b>% Current YTD</b>	<b>78.14%</b>	<b>18.08%</b>	<b>3.09%</b>	<b>0.58%</b>	<b>0.09%</b>	<b>0.02%</b>	<b>100.0%</b>
July 2024	31,067	6,441	959	205	6	1	38,679
Aug 2024	32,859	7,140	1,214	242	47	5	41,507
<b>Sep 2024</b>	<b>33,816</b>	<b>7,417</b>	<b>1,226</b>	<b>223</b>	<b>53</b>	<b>8</b>	<b>42,743</b>
<b>% Current MM</b>	<b>79.12%</b>	<b>17.35%</b>	<b>2.87%</b>	<b>0.52%</b>	<b>0.12%</b>	<b>0.02%</b>	<b>100.0%</b>



### Highest Speed

Location	Speed km/h	Date	Time
1019 Edgecliff	72	11.09.24	0530 hrs
2204 The Parkway	84	5.09.24	1400 hrs

### Operational

Security attended to 37 incidents for the month - 28 General and 9 Medical.

Twenty eight (28) General Incidents:

- a) Five (5) were Person related including:
  1. 2 x intoxicated/disorderly guests at the Hotel
  2. A stabbing incident at Destinos
  3. A Long Term Rental breach for repeat parking offences
  4. A resident's dog attacked by an off-leash dog.
  
- b) Eleven (11) were Vehicle related including:
  1. 2 x cars taken from the residential area, both with keys left in the vehicle and later recovered
  2. 1 x car allegedly taken from the Hotel but found in the Village carpark
  3. A resident's unlocked vehicle that was moved within a visitor car park at Village Gate
  4. 3 x vehicles that tailgated and hit the boom/gate
  5. A minor crash between 2 resident vehicles
  6. A minor crash by a buggy in the Village
  7. A buggy that hit a vehicle and rolled in the IGA carpark
  8. A sinking boat in the Marina
  
- c) Twelve (12) were Property related including:
  1. 7 x alarms in the Village for Fire/PIR activation
  2. Damage to the gate sensor at Sanctuary Cove Storage
  3. Theft of recycled bottles from the Village
  4. A Tinnie recovered by its owner after drifting into the Hotel harbour
  5. Damage to a front door lock – possible break and enter attempt
  6. A paint spill in the residential area from Pines Gate

There were nine (9) Medical incidents with 6 of them involving residents. Out of these incidents, 3 patients required transportation to the hospital for further treatment. One of these included a restaurant patron in the Village who was resuscitated by Security staff after going into cardiac arrest.

49 Complaints were received:

	September 2024	August 2024	July 2024	June 2024
Residents	27	33	25	23
Subject not located	10	4	2	2



Rentals	6	7	3	5
PBC/Village/Hotel	6	5	5	2
<b>TOTAL</b>	<b>49</b>	49	35	32

### Marine Patrols

There were 479 patrols of Marine Zones 1-5 by Haven and Eden (including transit between zones).

- a) Haven was deployed on 14 dayshifts and 10 nightshifts.
- b) Eden was deployed on 13 dayshifts and 8 night shifts.

September2024	Haven	Eden	Totals
Zone1/Harbour 1	86	79	165
Zone 2/Harbour 2	47	49	96
Zone 3/Harbour 3	37	42	79
Zone 4/Harbour 4	25	34	59
Zone 5/Roystonia	41	39	80
<b>Total Patrols</b>	<b>236</b>	<b>243</b>	<b>479</b>
Day Patrols	14	13	27
Night Patrols	10	8	18

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

a) All of the incidents were related to fishing activities:

- Five reports were from a Marina Pier
- Two were from the 22 Ton Bridge
- One was from a Private Harbour.
- All eight groups involved were moved on without incident.

### Visitor Management System and License Plate Recognition

	03.09.24	8.10.24
Residents registered with LPR	1,107	1116
Total not registered with LPR	319	310
<b>Total Lots</b>	<b>1,426</b>	<b>1,426</b>



Resident vehicles/buggies LPR	5,500	5,444
Permanent visitor vehicles LPR	4647	4,742
Total Vehicles	10,147	10,186
Residents registered VMS Portal	446	447
Res/Builder/multi user same house	144	144
Number of VMS entries	2,782	2725

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

**LPR (License Plate Recognition) Registration by Residents:** Increased by 9 to 1116 or 79% of resident homes.

**VMS (Visitor Management System) Portal Registration:** Increased by 1 to 447.

**Active Users on VMS Portal:** No change - 144 residents and builders actively using the portal.

**Number of VMS Entries for Current Residents and Builders:** Decreased by 57 to 2725.

### 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 this month.

### Workplace Health and Safety

The next meeting is scheduled 8 October 2024.

### Scheduled Works

Village Gate was closed 30.09.24 and is scheduled to open in approximately one month. Traffic has been temporarily diverted to Main Gate.

### Staff

The CRA vacancy has been filled and the new employee is due to start 14.10.24. Interviews are currently being held for the one remaining Security Officer vacancy.



### 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 are conducted twice weekly by BCS and daily by the Security Services Team.
2. Compliance – Weekly inspections are carried out, with reports sent to the PBC EC for further action on matters involving three or more breaches. In August 2024, thirty-four (34) breach letters were issued for RZ ABL compliance and four (4) breach letters issued for parking compliance.
3. Website Formulation – Please refer to the website rather than SharePoint for all current information including Acts & By-Laws, BC Minutes, Agendas & forms.
4. StrataVote Implementation: Please encourage committees to utilise this tool ahead of meetings, as it helps meetings run more smoothly and efficiently.
5. PBC AGM is fast approaching in December. The PBC/PTBC EC nominations letters have been distributed to the committees for consideration and must be returned no later than **31 October 2024**.
6. In-House Counsel Brogan Watling has commenced her Maternity Leave until approximately December 2024.
7. The Referee Application for Woodsia is about to be submitted due to non-compliance.



### Insurance

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

### Legal Expenses

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



### FACILITIES SERVICES

#### After Hours Call Outs

Date	PBC Emergency Repair
24/09/2024	Sluice Valve installation
10/09/2024	Pump Station 17 – Hydraulic Issue

Date	PTBC Emergency Repair
	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											
Tender	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
FTTH										In progress	In progress	
Street Sweeping					Complete	Complete	Complete	Complete	Complete	Complete	Complete	
Landscaping					Complete	Complete	Complete	Complete	Complete	Complete	Complete	
Waste and Recycling					Complete	Complete	Complete	Complete	Complete	Complete	Complete	

Complete	<span style="background-color: green; width: 20px; height: 10px; display: inline-block;"></span>
In progress	<span style="background-color: orange; width: 20px; height: 10px; display: inline-block;"></span>





### Contractor Six (6) Monthly Review

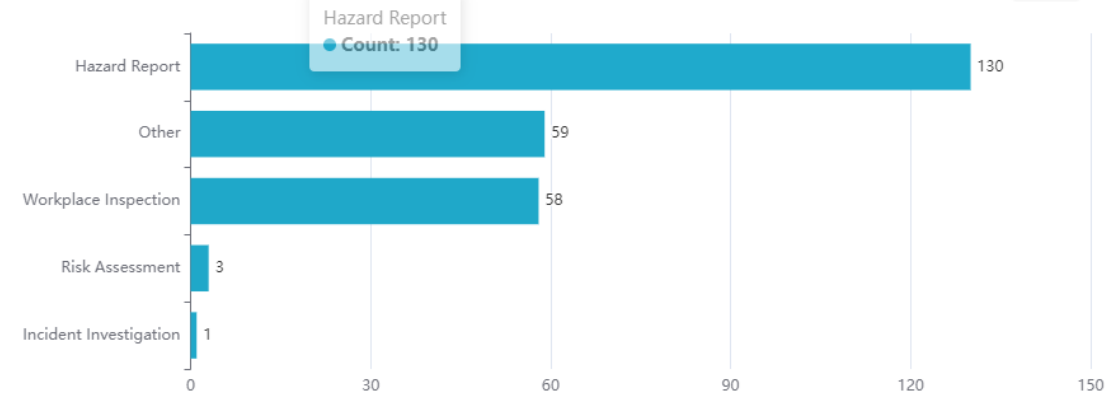
Contract Review	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
FTTH											IP	
Street Sweeping			✓								IP	
Landscaping			✓								IP	
Waste and Recycling			✓								IP	

\*6 monthly review to be conducted September/October 2024 due to tender evaluation schedule.

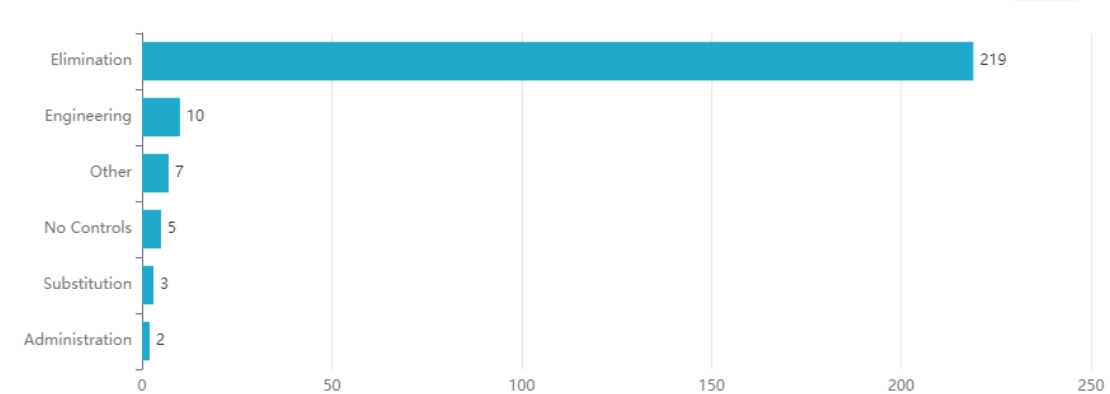
### Hazard Identification/Reporting

In the month under review, a total of 20 hazards were reported, with 17 of these being identified by Facilities Services. The highest level of controls implemented was 100% - Elimination.

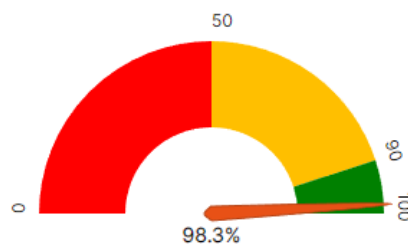
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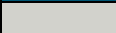
#### Highest Level of Controls Implemented



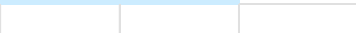
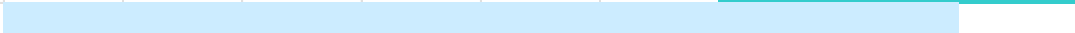
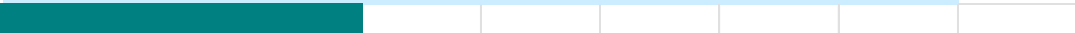








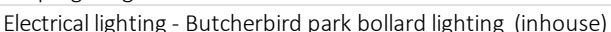
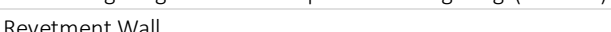


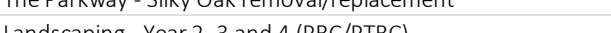
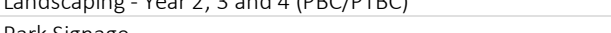


















































































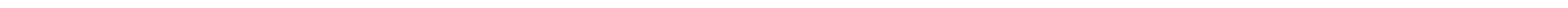


#### 98.3% Tasks Closed in Last 30 Days Prior to Deadline

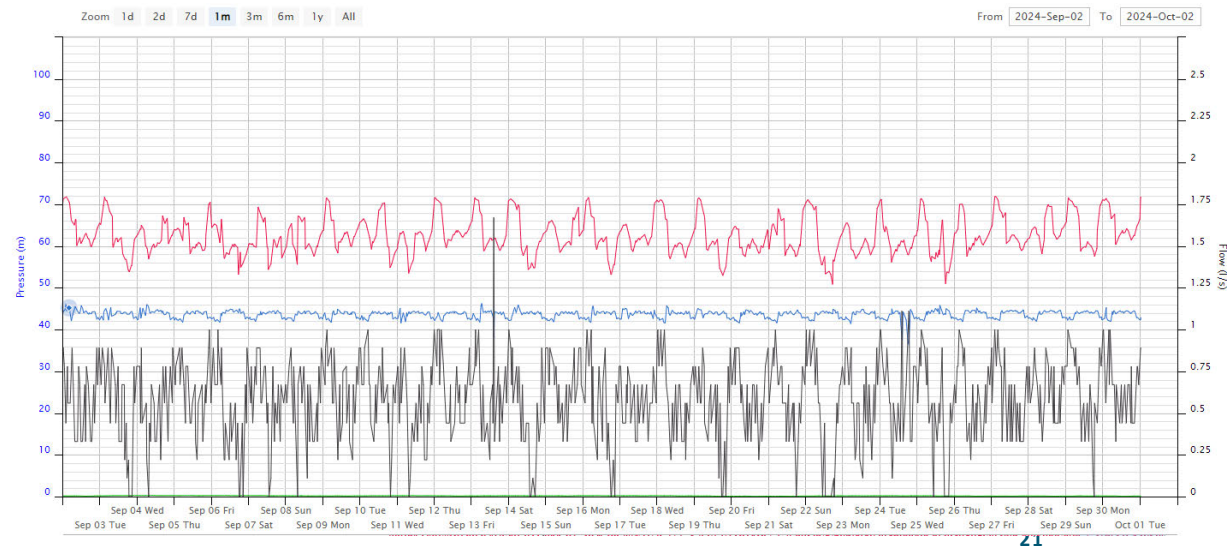
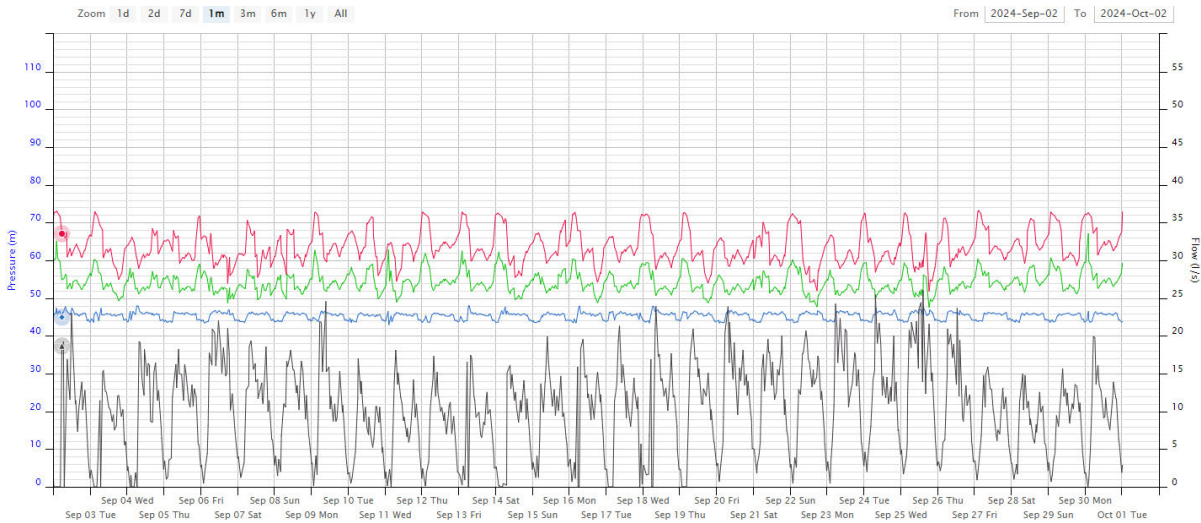


## Sinking Fund Major Projects

In progress	
Complete	
Confirmed	
Estimate	

Project	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Asset management system review												
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												



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:

Start Date	End Date	Total leaks
15/01/2024	13/09/2024	3
15/01/2023	13/09/2023	40

## Key Performance Indicators

FACILITIES SERVICES	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-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%	83%	77%	92%	AF - issue	74%
Total % (Open vs Closed) Target 80%	82%	76%	75%	84%	84%	85%	80%	79%	75%	82%	82%	100%
Greater > 60 Days (Target <25)	7	10	14	8	16	11	0	8	22	4	11	100%
Total Outstanding <100	39	55	69	37	55	35	32	42	45	40	39	100%
Plumber jobs remaining > 30 days 2 average	0	2	2	0	1	0	0	2	2	2	1	100%
Electrician jobs remaining > 30 days 6 average	0	8	9	1	5	5	4	2	4	4	4	100%
Irrigation Jobs remaining > 30 days 5 average	5	6	1	0	1	0	1	1	0	0	1	100%
Priority 1 - Target >100 %	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Priority 2 - Target >77.5 %	96%	100%	80%	100%	100%	100%	95%	100%	100%	100%	100%	100%
Priority 3 - Target >75 %	76%	76%	75%	78%	79%	83%	77%	77%	76%	79%	75%	77%
<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%	100%	100%
Contractor Induction - Annual target 75%	78%	77%	76%	76%	78%	77%	77%	78%	77%	76%	76%	100%
Hazard identification - Target 2 each / 16 per month	17	16	24	26	21	21	22	23	18	17	17	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				✓		✓				N/A		100%
Water Billing - Review zero/low reads	✓			✓			✓			✓		100%

Please note – Fault with the AF reporting/syncing, preventing the review of PM data for September 2024.

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%	100%	100%	
1.2 Response & Repair Timeframe	44%	55%	41%	50%	58%	15%	9%	25%	0%	0%	25%	
1.3 Preventative Maintenance	68%	62%	64%	65%	66%	67%	72%	73%	74%	76%	76%	
1.4 Document Compliance	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	
1.5 Reporting	100%	100%	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%	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	N/A	N/A	
1.3 Preventative Maintenance	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	
1.4 Document Compliance	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	
1.5 Reporting	100%	100%	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	
1.2 Missed Bins	12	6	3	7	5	7	14	5	10	14	8	
1.3 Complaints <5	0	0	6	3	1	0	0	0	2	0	1	
1.4 Document Compliance	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	
1.5 Reporting	0%	0%	0%	0%	0%	100%	100%	100%	100%	100%	100%	

**NOTICE OF  
FINANCE SUB COMMITTEE MEETING  
OF THE PBC & PTBC**

<b>Body Corporate:</b>	Sanctuary Cove Principal & Primary Bodies Corporate
<b>Committee:</b>	Finance Sub Committee
<b>Location of Meeting:</b>	Meeting Room 1 - Sanctuary Cove Body Corporate Services
<b>Date of Meeting:</b>	Friday, 20 September 2024
<b>Time of Meeting:</b>	10.00am

This notice is forwarded to all committee members.

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

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

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#### AGENDA

1. Attendance record and apologies
2. Admittance of proxies and voting papers.
3. Quorum
4. Business Arising
  - 4.1 Approval of Previous Minutes (PBC FSC)
  - 4.2 Approval of Previous Minutes (PTBC FSC)
  - 4.3 Action Items
5. Financials
  - 5.1 PBC Financial Statements
  - 5.2 PTBC Financial Statements
  - 5.3 PBC Actual v Budget Analysis
  - 5.4 PTBC Actual v Budget Analysis
  - 5.5 PBC Cash Flow
  - 5.6 PTBC Cash Flow
  - 5.7 PBC Legal/Consultant Costs Summary
  - 5.8 PTBC Legal/Consultant Costs Summary
6. Next Meeting – Friday, 18 October 2024



Proxy form for Body Corporate meetings  
Building Units and Group Titles Act 1980

**Section 1 – Body corporate secretary details**

Name: The Secretary  
Address of scheme: C/- Sanctuary Cove Primary & Principal Bodies Corporate  
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: .....

hereby appoint,

Proxy (full name): .....

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

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

Signature of proxy holder: .....Dated: \_\_\_ / \_\_\_ / \_\_\_

Residential address: .....

Suburb: .....State: .....Postcode: .....

Postal address: .....

Suburb: .....State: .....Postcode: .....

## ITEMS OF BUSINESS

### 1 Approval of Minutes of Previous Meeting

Proposed by: The Chairperson

**RESOLVED** That the Minutes of the Finance Sub-Committee Meeting for the PBC held on 16 August 2024 be accepted as a true and correct record of the proceedings of the meeting.

Yes	
No	
Abstain	

### 2 Approval of Minutes of Previous Meeting

Proposed by: The Chairperson

**RESOLVED** That the Minutes of the Finance Sub-Committee Meeting for the PTBC held on 16 August 2024 be accepted as a true and correct record of the proceedings of the meeting.

Yes	
No	
Abstain	

### 3 Action Items

Proposed by: The Chairperson

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

Yes	
No	
Abstain	

### 4 PBC Financial Statements

Proposed by: The Chairperson

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

Yes	
No	
Abstain	

**5 PTBC Financial Statements**

Proposed by: The Chairperson

**RESOLVED** That the FSC notes and recommends to the PTBC the approval of the PTBC Financial Statements as at 31 August 2024 as tabled.

Yes	
No	
Abstain	

**6 PBC Actual v Budget Analysis**

Proposed by: The Chairperson

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

Yes	
No	
Abstain	

**7 PTBC Actual v Budget Analysis**

Proposed by: The Chairperson

**RESOLVED** That the FSC notes and recommends to the PTBC the approval of the PTBC Actual v Budget Analysis as at 31 August 2024 as tabled.

Yes	
No	
Abstain	

**8 PBC Cash Flow**

Proposed by: The Chairperson

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

Yes	
No	
Abstain	

**9 PTBC Cash Flow**

Proposed by: The Chairperson

**RESOLVED** That the FSC notes and recommends to the PTBC the approval of the PTBC Cash Flow as at 31 August 2024 as tabled.

Yes	
No	
Abstain	

**10 PBC Legal/Consultant Costs Summary**

Proposed by: The Chairperson

**RESOLVED** That the FSC notes and recommends to the PBC the approval of the PBC Legal/Consultant Costs Summary as tabled.

Yes	
No	
Abstain	

**11 PTBC Legal/Consultant Costs Summary**

Proposed by: The Chairperson

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

Yes	
No	
Abstain	

**12 Date of Next Meeting**

Proposed by: The Chairperson

**RESOLVED** That the date of the next FSC Meeting will be Friday, 18 October 2024 at 10:00am.

Yes	
No	
Abstain	

**PBC FSC  
MINUTES FROM  
PREVIOUS MEETING**

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

**Body Corporate Committee** Sanctuary Cove Principal Body Corporate GTP 202 Finance Sub-Committee  
**Location of Meeting:** CEO's Office - Sanctuary Cove Body Corporate Services  
**Date and Time of meeting** Friday, 16 August 2024  
**Meeting Chaired by:** Mr Stephen Anderson  
**Meeting start time:** 9.56am **Meeting finish time:** 10.50am

ATTENDANCE

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

Chairperson Mr Stephen Anderson (SA)  
 Ordinary Mr 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 Manager Ms Mika Yanaka (MY)  
 EA to CEO Mrs Tamara Jones (minute taker)

QUORUM

The Chairperson declared that a Quorum was present.

MOTIONS

**1 Approval of Previous Minutes CARRIED**

Proposed by: The Chairperson

**RESOLVED** That the Minutes of the Finance Sub-Committee Meeting held on 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 Action Items CARRIED**

Proposed by: The Chairperson

Yes	4
No	0
Abstain	0

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

Note:

*FTTH – Directors are currently reviewing the matter; however it is likely that a recommendation will be made to the PBC to urgently request an extension from OptiComm. TJ to advise Jodie Syrett accordingly.*

*Purchasing Policy – MY to touch base with Cheryl McBride regarding the most practical way forward given the current Governance Review that is being undertaken by the PBC. SA suggested also reaching out to the Auditors.*

*Budget Approvals – Further update to be provided next month once RBC EGMs have concluded.*

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

**3 Selective Review CARRIED**

Proposed by: The Chairperson

Yes	4
No	0
Abstain	0

**RESOLVED** That the FSC notes and accepts the Selective Review items for the PBC for 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	✓		



**4 PBC Financial Statements CARRIED**

Proposed by: The Chairperson

Yes	4
No	0
Abstain	0

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

Note:

- 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	✓		

**5 PBC Actual v Budget Analysis CARRIED**

Proposed by: The Chairperson

Yes	4
No	0
Abstain	0

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

Note:

- MY confirmed that the reforecast for FY2024 included in the meeting pack does not include the impact of the upcoming multi-year maintenance works contracts as they relate to FY2025. Reforecast of FY2024 at August together with a forecast of FY2025 to be provided for review next month.
- MY to investigate reclassification of Calix equipment to Sinking Fund.

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

**6 PBC Detailed Transaction Lists CARRIED**

Proposed by: The Chairperson

Yes	4
No	0
Abstain	0

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

Note:

- *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	✓		

**7 PBC Cash Flow CARRIED**

Proposed by: The Chairperson

Yes	4
No	0
Abstain	0

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

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

**8 PBC Legal/Consultant Costs Summary CARRIED**

Proposed by: The Chairperson

Yes	4
No	0
Abstain	0

**RESOLVED** That the FSC notes and recommends to the PBC the approval of the PBC Legal/Consultant Costs Summary as tabled.

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

**9 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 10:00am.

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: .....

**PTBC FSC  
MINUTES FROM  
PREVIOUS MEETING**

**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:** CEO's Office - Sanctuary Cove Body Corporate Services  
**Date and Time of meeting** Friday, 16 August 2024  
**Meeting Chaired by:** Mr Stephen Anderson  
**Meeting start time:** 10.54am **Meeting finish time:** 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

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

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: .....

# **ACTION ITEMS**

ITEM #	DATE	RESOLUTION	COMMENT	EXPECTED COMPLETION DATE
1	March 2023	FTTH Contract Extension	<ul style="list-style-type: none"> <li>• OptiComm proposing to purchase the FTTH network for \$1. They will spend approx. 700k to upgrade network from Calix to Nokia. They will take care of future maintenance &amp; new installs. 5% of wholesale revenue generated by the Network to PBC (approx. 30k per annum).</li> <li>• Engagement of consultant has been determined as necessary.</li> </ul>	
2	August 2023	PBC Purchasing Policy	<ul style="list-style-type: none"> <li>• Under review.</li> <li>• FSC to review new policy once complete.</li> <li>• Three separate purchasing policies to be developed for PBC, PTBC and SCCSL.</li> <li>• Discussion with auditors scheduled at year end audit</li> <li>• To reach out to Directors Australia for any input or guidance for PBC</li> </ul>	
3	November 2023	Budget Approvals 2024/2025	<p>FSC dates</p> <ul style="list-style-type: none"> <li>• Cost split allocation to be assessed and confirmed.</li> <li>• Sinking fund projects submitted – Nov 2023.</li> <li>• Reconcile Sinking Fund Plan – FSC – Nov 2023</li> <li>• Assess YTD progress of current projects – PBC / PTBC – Nov 2023.</li> <li>• Assumptions submitted – FSC / SCCSL – Jan 2024.</li> <li>• SCCSL &amp; Unit Trust Indicative draft budget – FSC – Jan 2024</li> <li>• 1st draft budget– All entities - Operations &amp; Admin – FSC/ PBC / PTBC – Jan 2024 – SCCSL Feb 2024</li> <li>• Final draft budget – all entities - Operations &amp; Admin – FSC/ PBC / PTBC – Feb 2024</li> <li>• Finalise Sinking fund projects – FSC / PBC / PTBC/ RBC's – Feb 2024</li> <li>• Confirm assumptions – FSC / PBC / PTBC – Feb 2024</li> <li>• Review Levy Movement – PBC / PTBC – Feb 2024</li> <li>• Final budget - all entities – March 2024</li> <li>• Final budget approval at RBC EGM / PBC / PTBC EGM – July / Aug 2024</li> <li>• Final budget approval SCCSL – July 2024</li> </ul>	August 2024 Completed

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

# **PBC FINANCIAL STATEMENTS**

**Sanctuary Cove**  
**Principal Body Corporate**  
Finance Subcommittee Review  
For the period ended 31 August 2024

# Sanctuary Cove Principal G.T.P. 202

## BALANCE SHEET

AS AT 31 AUGUST 2024

	ACTUAL 31/08/2024	ACTUAL 31/10/2023
<b><u>OWNERS FUNDS</u></b>		
Administrative Fund	1,339,016.94	806,104.11
Sinking Fund	7,586,481.16	6,326,756.23
<b><u>TOTAL</u></b>	<b><u>\$ 8,925,498.10</u></b>	<b><u>\$ 7,132,860.34</u></b>

### THESE FUNDS ARE REPRESENTED BY

#### CURRENT ASSETS

Cash At Bank	294,278.52	62,488.89
Pbc Bond A/C Deposits	430,000.00	416,750.00
Mbl Pbc Fix Term 1	500,000.00	0.00
Mbl Pbc Fix Term 2	1,000,000.00	1,000,000.00
Mbl Pbc Fix Term 3	250,000.00	1,000,000.00
Mbl Pbc Fix Term 5	162,000.00	500,000.00
Mbl Pbc Fix Term 8	0.00	500,000.00
Mbl Pbc Fix Term 9	500,000.00	500,000.00
Boq Pbc Fix Term 1	3,500,000.00	3,500,000.00
Boq Pbc Fix Term 2	1,000,000.00	0.00
Boq Pbc Fix Term 3	500,000.00	0.00
Scscl - 50% Shareholding	5,500.00	5,500.00
Macquarie At Call	1,623,976.96	1,265,426.20
Boq At Call Pbc	966.04	966.04
Levies Billed Not Due	0.00	3,296,421.52
Prepayments	60.00	60.00
Levies In Arrears	139,234.48	0.00
Other Arrears	0.00	4,876.50
Utility Arrears	17,392.65	352,209.28
Secondary Debtors	455.91	33,228.72
Provision For Doubtful Debts	220.00	0.00
Inventory Ftth	74,888.77	0.00
Accruals Receivables	130,118.09	206,153.99
Prepayments	108,733.59	1,673,987.85
<b><u>TOTAL CURRENT ASSETS</u></b>	<b>1,312,326.91</b>	<b>7,185,208.65</b>

#### NON-CURRENT ASSETS

<b><u>TOTAL NON-CURRENT ASSETS</u></b>	<b>0.00</b>	<b>0.00</b>
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## Sanctuary Cove Principal G.T.P. 202

### BALANCE SHEET

AS AT 31 AUGUST 2024

	ACTUAL 31/08/2024	ACTUAL 31/10/2023
<b><u>TOTAL ASSETS</u></b>	<b>10,237,825.01</b>	<b>14,318,068.99</b>
<b><u>CURRENT LIABILITIES</u></b>		
Gst Clearing Account	69,993.21	22,978.51
Payg Clearing Account	0.22	0.00
Provision - Income Tax	32,026.75	88,381.77
Revenue Received In Advance	0.00	4,254.54
Arc Bond Liability	430,000.00	416,750.00
Ftth Liability	136,054.02	164,254.02
Creditors	328,425.00	2,447,276.16
Accruals	315,713.14	1,044,452.26
Levies Billed Not Due	0.00	2,996,746.84
Prepayments	54.57	54.55
Other Payments In Advance	60.00	60.00
<b><u>TOTAL LIABILITIES</u></b>	<b>1,312,326.91</b>	<b>7,185,208.65</b>
<b><u>NET ASSETS</u></b>	<b><u>\$ 8,925,498.10</u></b>	<b><u>\$ 7,132,860.34</u></b>

## Sanctuary Cove Principal G.T.P. 202

### STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 01 NOVEMBER 2023 TO 31 AUGUST 2024

	ACTUAL 01/11/23-31/08/24	BUDGET 01/11/23-31/10/24	VARIANCE %	ACTUAL 01/11/22-31/10/23
<b><u>ADMINISTRATIVE FUND</u></b>				
<b><u>INCOME - ADMINISTRATIVE FUND</u></b>				
Administrative Fund Levy	9,642,344.20	9,642,357.00	100.00	8,657,062.40
Mutual Revenue - Certificates	211.22	0.00		534.67
Mutual Revenue - Debt Recovery	14,187.99	0.00		27,665.94
Mutual Revenue - Lot Mows	42,999.79	53,165.00	80.88	47,614.42
Mutual Revenue - Other	0.00	0.00	0.00	120,000.00
Mutual Revenue - Water Potable	1,073,379.89	1,458,942.93	73.57	1,527,872.25
Mutual Revenue - Water Waste	835,684.76	1,100,606.07	75.93	1,159,670.56
Mutual Revenue - Ftth	16,971.96	19,583.00	86.67	50,270.66
Non-Mutual Rev-Arc Application	58,921.76	150,000.00	39.28	77,322.61
Non-Mutual Rev - Certificates	5,769.68	0.00		7,373.89
Non-Mutual Rev - Electricity	21,600.52	20,000.00	108.00	23,351.55
Non-Mutual Revenue - Ftth	71,496.00	10,000.00	714.96	82,344.00
Non-Mut Rev-Interest Received	206,214.52	0.00		0.00
<b><u>TOTAL ADMIN. FUND INCOME</u></b>	<b>11,989,782.29</b>	<b>12,454,654.00</b>		<b>11,781,082.95</b>
<b><u>EXPENDITURE - ADMIN. FUND</u></b>				
Accounting - Audit	851.00	4,095.00	20.78	4,100.50
Accounting - Tax Services	0.00	220.00	0.00	220.00
<b><u>ADMIN - BANK CHARGES</u></b>				
Admin - Bank Charges	4,383.56	10,013.00	43.78	6,167.09
Admin - Software Licence Costs	33,569.36	33,278.00	100.88	27,596.96
Admin - Meetings	543.18	720.00	75.44	939.03
Admin - It Maintenance Fees	24,238.10	32,329.00	74.97	28,982.39
Admin - Postage	31,210.05	36,653.00	85.15	35,949.12
Admin - Print/Copy Costs	7,398.34	12,000.00	61.65	6,659.95
Arc Related Costs	45,991.37	150,000.00	30.66	59,015.22
Ptbc Levy Cost	1,069,600.00	1,069,600.00	100.00	1,046,181.80
Management Fees	1,320,367.00	1,320,367.00	100.00	1,317,777.79
Security Services Fees	3,500,541.17	3,500,541.00	100.00	3,250,619.39
Admin - Filing Fees	(590.82)	1,000.00	(59.08)	798.65
Network Manager Service Fees	332,330.54	359,150.00	92.53	388,262.15
Consultant Services	12,330.50	30,000.00	41.10	43,919.72
Legal Services	48,792.26	150,000.00	32.53	60,006.10
Cleaning	13,606.92	20,000.00	68.03	17,354.73
Debt Collection Costs	327.27	0.00		490.91



## Sanctuary Cove Principal G.T.P. 202

### STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 01 NOVEMBER 2023 TO 31 AUGUST 2024

	ACTUAL	BUDGET	VARIANCE	ACTUAL
	01/11/23-31/08/24	01/11/23-31/10/24	%	01/11/22-31/10/23
Electrical - Contract	91,676.68	125,893.00	72.82	92,330.20
Electrical-Materials/Machinery	29,674.76	40,000.00	74.19	43,068.95
Fire Protection-Audit/Inspect	0.00	14,255.00	0.00	13,665.00
Gross Pollutant Trap - Mtce	12,450.60	18,728.00	66.48	13,782.43
Grounds & Garden - Contract	701,476.50	931,088.00	75.34	815,852.96
Grounds & Garden - Other	45,728.79	50,000.00	91.46	56,898.32
Grounds & Garden - Mulching	23,375.00	25,000.00	93.50	57,878.41
Grounds & Garden - Tree Mgmt	93,145.17	25,000.00	372.58	82,711.67
Hire & Rental	58,333.30	95,000.00	61.40	41,774.17
Insurance - Brokerage	9,967.57	12,712.00	78.41	11,293.95
Insurance - Excess	18,478.12	5,000.00	369.56	0.00
Insurance- Premium	147,563.49	201,794.00	73.13	174,509.09
Income Tax Expense	77,032.38	0.00		0.00
Irrigation - Contract	75,253.16	112,273.00	67.03	157,454.30
Irrigation -Material/Machinery	27,597.06	37,500.00	73.59	29,406.57
Irrigation - Golf Lakes Mtce	46,791.20	10,000.00	467.91	56,149.44
Irrigation - A Class Water	25,589.33	137,970.00	18.55	18,473.66
Oncharged - Debt Recovery	14,187.99	0.00		27,665.95
Oncharged - Lot Mows	25,143.18	31,987.00	78.60	28,586.00
Pest Control	880.00	10,669.00	8.25	3,130.00
Plumbing - Contract	100,551.33	137,433.00	73.16	104,918.04
Plumbing - Materials/Machinery	86,336.50	125,000.00	69.07	139,387.34
Motor Vehicle/Buggy Expenses	5,622.24	15,000.00	37.48	7,801.00
Repairs & Maintenance	16,831.04	35,000.00	48.09	22,936.43
Rep & Mtce - Harbour	6,800.00	20,000.00	34.00	17,614.00
Rep & Mtce - Cctv	387.10	5,000.00	7.74	103.00
Roads	31,639.67	45,000.00	70.31	41,422.50
Road Sanding	0.00	30,000.00	0.00	15,211.00
Road Sweeping	59,035.50	65,804.00	89.71	59,073.24
Signage	2,520.18	4,000.00	63.00	6,326.57
Waste Removal - Contract	709,547.40	857,678.00	82.73	838,107.02
Waste Removal - Other	6,560.36	30,000.00	21.87	16,688.00
Land Holding - Land Tax	53,395.03	56,734.00	94.11	18,772.32
Land Holding - Rates	15,183.27	14,502.00	104.70	14,828.18
Utilities - Electricity / Gas	139,257.31	152,153.00	91.52	151,265.30
Utilities - Water	323,456.29	85,000.00	380.54	656,774.18
Utilities - Water Oncharged	1,909,147.73	2,559,549.00	74.59	2,687,542.81
Water Billing	9,837.93	11,220.00	87.68	11,581.82

## Sanctuary Cove Principal G.T.P. 202

### STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 01 NOVEMBER 2023 TO 31 AUGUST 2024

	ACTUAL 01/11/23-31/08/24	BUDGET 01/11/23-31/10/24	VARIANCE %	ACTUAL 01/11/22-31/10/23
Water Meter Reads	10,864.94	20,000.00	54.32	14,286.01
Workers Compensation	61.56	194.00	31.73	182.68
<b>TOTAL ADMIN. EXPENDITURE</b>	<b>11,456,869.46</b>	<b>12,884,102.00</b>		<b>12,844,494.01</b>
<b>SURPLUS / DEFICIT</b>	<b>\$ 532,912.83</b>	<b>\$ (429,448.00)</b>		<b>\$ (1,063,411.06)</b>
Opening Admin. Balance	806,104.11	806,104.11	100.00	1,869,515.17
<b>ADMINISTRATIVE FUND BALANCE</b>	<b>\$ 1,339,016.94</b>	<b>\$ 376,656.11</b>		<b>\$ 806,104.11</b>

## Sanctuary Cove Principal G.T.P. 202

### STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 01 NOVEMBER 2023 TO 31 AUGUST 2024

	ACTUAL 01/11/23-31/08/24	BUDGET 01/11/23-31/10/24	VARIANCE %	ACTUAL 01/11/22-31/10/23
<b><u>SINKING FUND</u></b>				
<b><u>INCOME - SINKING FUND</u></b>				
Sinking Fund Levies	2,344,643.16	2,344,669.68	100.00	2,276,363.52
Interest Earned	93,178.02	67,858.00	137.31	301,070.50
<b><u>TOTAL SINKING FUND INCOME</u></b>	<b>2,437,821.18</b>	<b>2,412,527.68</b>		<b>2,577,434.02</b>
<b><u>EXPENDITURE - SINKING FUND</u></b>				
S/Fund Income Tax Expense	25,320.02	0.00		96,773.38
Consultant S/Fund Reports	0.00	30,000.00	0.00	875.00
Bridges	0.00	0.00	0.00	2,475.00
Electrical Lights	274,306.82	200,000.00	137.15	267,250.41
Facilities Equipment	0.00	1,460.00	0.00	0.00
Fences/Gates	0.00	0.00	0.00	9,204.50
Ftth	0.00	40,000.00	0.00	0.00
Hydraulic/Electrical Supplies	6,730.39	0.00		10,430.23
Harbour	22,187.90	0.00		3,232.90
Irrigation Control	72,662.85	0.00		2,454,413.06
Irrigation Mains	0.00	0.00	0.00	(315.00)
Irrigation Valves	0.00	31,791.00	0.00	0.00
Landscape	378,980.83	73,920.00	512.69	175,118.23
Pathways	0.00	240,000.00	0.00	55,874.00
Pumps	67,495.63	60,000.00	112.49	0.00
Roads	37,148.90	0.00		161,359.00
Roadways-Kerbs & Gutters	290,547.00	750,000.00	38.74	1,105,272.00
Security System	(26,464.13)	445,068.00	(5.95)	264,798.06
Stormwater Point	7,680.00	0.00		68,805.16
Switchboard Meter	600.00	67,943.00	0.88	0.00
Vehicles	2,160.00	0.00		54,749.80
Walls Fences	5,450.00	0.00		630.00
Water Lines	(24,316.64)	0.00	0.00	359,501.96
Water Pipelines	3,170.60	0.00		0.00
Water Point	34,436.08	250,000.00	13.77	49,605.47
<b><u>TOTAL SINK. FUND EXPENDITURE</u></b>	<b>1,178,096.25</b>	<b>2,190,182.00</b>		<b>5,140,053.16</b>
<b><u>SURPLUS / DEFICIT</u></b>	<b><u>\$ 1,259,724.93</u></b>	<b><u>\$ 222,345.68</u></b>		<b><u>\$ (2,562,619.14)</u></b>
Opening Sinking Fund Balance	6,326,756.23	6,326,756.23	100.00	8,889,375.37
<b><u>SINKING FUND BALANCE</u></b>	<b><u>\$ 7,586,481.16</u></b>	<b><u>\$ 6,549,101.91</u></b>		<b><u>\$ 6,326,756.23</u></b>

# **PTBC FINANCIAL STATEMENTS**

**Sanctuary Cove  
Primary Thoroughfare  
Body Corporate**

Finance Subcommittee Review

For the period ended 31 August 2024

# Sanctuary Cove Primary G.T.P. 201

## BALANCE SHEET

AS AT 31 AUGUST 2024

	ACTUAL 31/08/2024	ACTUAL 31/10/2023
<b><u>OWNERS FUNDS</u></b>		
Administrative Fund	217,337.06	337,639.08
Sinking Fund	1,895,459.13	1,578,838.77
<b><u>TOTAL</u></b>	<b><u>\$ 2,112,796.19</u></b>	<b><u>\$ 1,916,477.85</u></b>

### THESE FUNDS ARE REPRESENTED BY

#### CURRENT ASSETS

Cash At Bank	96,564.87	19,223.05
Mbl Ptbc Fix Term 1	500,000.00	500,000.00
Boq Ptbc Fix Term 4	200,000.00	0.00
Sccsl - 50% Shareholding	5,500.00	5,500.00
Macquarie At Call	2,135,127.13	1,686,726.93
Boq At Call Ptbc	1,006.85	1,006.85
Levies Billed Not Due	0.00	625,047.62
Utility Arrears	0.00	92,799.15
Secondary Debtors	9,808.66	1,852.20
Accruals Receivables	1,730.14	786,754.92
Prepayments	66,844.37	243,842.63
<b><u>TOTAL CURRENT ASSETS</u></b>	<b>903,785.83</b>	<b>2,046,275.50</b>

#### NON-CURRENT ASSETS

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

<b>3,016,582.02</b>	<b>3,962,753.35</b>
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#### CURRENT LIABILITIES

Gst Clearing Account	22,014.25	10,213.45
Payg Clearing Account	0.01	0.00
Provision - Income Tax	4,231.97	16,114.77
Creditors	776,072.81	396,696.67
Accruals	101,466.80	1,052,902.51
Levies Billed Not Due	0.00	568,225.10
Prepayments	(0.01)	(0.01)
Levies In Advance	0.00	2,123.01

# Sanctuary Cove Primary G.T.P. 201

## BALANCE SHEET

AS AT 31 AUGUST 2024

	ACTUAL 31/08/2024	ACTUAL 31/10/2023
<b><u>TOTAL LIABILITIES</u></b>	<b>903,785.83</b>	<b>2,046,275.50</b>
<b><u>NET ASSETS</u></b>	<b><u>\$ 2,112,796.19</u></b>	<b><u>\$ 1,916,477.85</u></b>

## Sanctuary Cove Primary G.T.P. 201

### STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 01 NOVEMBER 2023 TO 31 AUGUST 2024

	ACTUAL 01/11/23-31/08/24	BUDGET 01/11/23-31/10/24	VARIANCE %	ACTUAL 01/11/22-31/10/23
<b><u>ADMINISTRATIVE FUND</u></b>				
<b><u>INCOME - ADMINISTRATIVE FUND</u></b>				
Administrative Fund Levy	1,321,750.20	1,321,736.20	100.00	1,373,136.36
Mutual Revenue - Water	2,265,513.04	0.00		3,353,223.09
Mutual Revenue - Water Potable	365,475.54	0.00		458,872.76
Mutual Revenue - Water Waste	275,763.76	0.00		458,481.94
Non-Mutual Rev - Certificates	96.64	0.00		33.82
Non-Mutual Rev - Other	1,000.00	0.00		2,045.46
Non-Mut Rev-Interest Received	36,481.43	0.00		0.00
<b><u>TOTAL ADMIN. FUND INCOME</u></b>	<b>4,266,080.61</b>	<b>1,321,736.20</b>		<b>5,645,793.43</b>
<b><u>EXPENDITURE - ADMIN. FUND</u></b>				
Accounting - Audit	1,676.43	3,352.00	50.01	3,309.50
Accounting - Tax Services	0.00	220.00	0.00	220.00
<b><u>ADMIN - BANK CHARGES</u></b>				
Admin - Bank Charges	119.63	209.00	57.24	119.72
Admin - Software Licence Costs	14,910.40	8,846.00	168.56	11,605.04
Admin - Meetings	261.82	365.00	71.73	278.19
Admin - It Maintenance Fees	8,840.80	11,000.00	80.37	10,720.88
Admin - Postage	132.43	240.00	55.18	170.84
Admin - Print/Copy Costs	1,036.16	1,200.00	86.35	1,030.16
Management Fees	403,841.01	403,841.00	100.00	454,034.44
Security Services Fees	78,830.16	78,816.00	100.02	66,280.75
Admin - Filing Fees	96.40	0.00		0.00
Consultant Services	0.00	10,000.00	0.00	9,235.00
Legal Services	5,632.50	10,000.00	56.32	20,042.00
Bad Debt Expense	1,815.00	0.00		2,090.00
Cleaning	4,200.00	0.00		1,775.00
Debt Collection Costs	0.00	500.00	0.00	0.00
Electrical - Contract	23,762.55	27,047.00	87.86	22,186.14
Electrical-Materials/Machinery	14,342.56	16,200.00	88.53	12,511.91
Fire Protection-Audit/Inspect	3,314.18	2,233.00	148.42	1,898.64
Fire Protection- Repairs & Svc	1,592.70	0.00		0.00
Gross Pollutant Trap - Mtce	1,169.40	1,573.00	74.34	1,237.84
Grounds & Garden - Contract	161,400.00	185,546.00	86.99	182,144.28
Grounds & Garden - Other	39,410.23	45,000.00	87.58	38,838.62
Grounds & Garden - Mulching	15,032.50	40,000.00	37.58	3,600.00



## Sanctuary Cove Primary G.T.P. 201

### STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 01 NOVEMBER 2023 TO 31 AUGUST 2024

	ACTUAL 01/11/23-31/08/24	BUDGET 01/11/23-31/10/24	VARIANCE %	ACTUAL 01/11/22-31/10/23
Grounds & Garden - Tree Mgmt	40,412.44	30,000.00	134.71	26,300.00
Hire & Rental	286.25	1,782.00	16.06	6,426.88
Insurance - Brokerage	686.90	2,243.00	30.62	1,994.45
Insurance - Excess	1,976.42	10,000.00	19.76	(20,000.00)
Insurance- Premium	69,370.69	86,187.00	80.49	80,597.54
Income Tax Expense	10,377.95	0.00		0.00
Irrigation - Contract	31,973.91	48,891.00	65.40	74,506.74
Irrigation -Material/Machinery	5,214.62	20,000.00	26.07	2,505.04
Irrigation - Golf Lakes Mtce	44,415.40	31,200.00	142.36	37,414.86
Irrigation - A Class Water	8,529.78	45,990.00	18.55	6,157.89
Pest Control	2,560.00	2,200.00	116.36	1,200.00
Plumbing - Contract	12,388.09	13,132.00	94.34	7,993.12
Plumbing - Materials/Machinery	7,007.74	16,000.00	43.80	3,996.75
Mtce - Animal Management	133,794.05	100,000.00	133.79	109,065.16
Repairs & Maintenance	10,759.22	15,000.00	71.73	14,815.42
Rep & Mtce - Air Conditioning	3,436.71	5,500.00	62.49	2,978.43
Rep & Mtce - Electrical	4,650.93	5,000.00	93.02	1,794.50
Rep & Mtce - Fences	1,800.00	7,000.00	25.71	12,000.00
Rep & Mtce - Gates	41,423.45	45,000.00	92.05	38,935.56
Rep & Mtce - Cctv	766.08	5,000.00	15.32	0.00
Roads	8,633.00	30,000.00	28.78	6,194.53
Road Sanding	19,765.00	21,218.00	93.15	19,765.00
Road Sweeping	19,724.30	21,296.00	92.62	19,691.16
Signage	754.46	3,500.00	21.56	2,948.91
Waste Removal - Other	696.00	4,000.00	17.40	0.00
Land Holding - Land Tax	17,976.31	20,239.00	88.82	6,875.48
Land Holding - Rates	7,263.27	7,219.00	100.61	6,916.81
Utilities - Electricity / Gas	100,459.32	89,246.00	112.56	92,230.49
Utilities - Water	91,048.72	0.00		1,574.66
Utilities - Water Oncharged	2,906,753.20	0.00		4,270,577.79
Water Meter Reads	0.00	103.00	0.00	0.00
Workers Compensation	61.56	184.00	33.46	182.68
<b>TOTAL ADMIN. EXPENDITURE</b>	<b>4,386,382.63</b>	<b>1,533,318.00</b>		<b>5,678,968.80</b>
<b>SURPLUS / DEFICIT</b>	<b>\$ (120,302.02)</b>	<b>\$ (211,581.80)</b>		<b>\$ (33,175.37)</b>
Opening Admin. Balance	337,639.08	337,639.08	100.00	370,814.45
<b>ADMINISTRATIVE FUND BALANCE</b>	<b>\$ 217,337.06</b>	<b>\$ 126,057.28</b>		<b>\$ 337,639.08</b>

## Sanctuary Cove Primary G.T.P. 201

### STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 01 NOVEMBER 2023 TO 31 AUGUST 2024

	ACTUAL 01/11/23-31/08/24	BUDGET 01/11/23-31/10/24	VARIANCE %	ACTUAL 01/11/22-31/10/23
<b><u>SINKING FUND</u></b>				
<b><u>INCOME - SINKING FUND</u></b>				
Sinking Fund Levies	951,150.20	951,150.00	100.00	849,999.99
Sinking Fund Discount	0.00	0.00	0.00	0.01
Mutual Rev - Rental Compound	58,333.30	70,000.00	83.33	41,774.17
Interest Earned	18,833.16	13,632.00	138.15	69,748.19
Non-Mutual Rev - Other	0.00	25,000.00	0.00	0.00
<b><u>TOTAL SINKING FUND INCOME</u></b>	<b>1,028,316.66</b>	<b>1,059,782.00</b>		<b>961,522.36</b>
<b><u>EXPENDITURE - SINKING FUND</u></b>				
S/Fund Income Tax Expense	5,201.16	0.00		15,684.77
Consultant S/Fund Reports	89,170.00	20,000.00	445.85	4,850.00
Bridges	62,880.84	0.00		77,037.24
Buildings Ptbc	0.00	35,270.00	0.00	0.00
Building-Contractors Compound	0.00	0.00	0.00	231,212.98
Electrical Lights	80,340.64	0.00		44,956.80
Facilities Equipment	0.00	166.00	0.00	0.00
Insurance - Charges Recovered	0.00	0.00	0.00	(954.80)
Hydraulic/Electrical Supplies	2,305.26	0.00		5,732.01
Irrigation Control	20,176.63	0.00		1,050,578.43
Irrigation Valves	0.00	1,936.00	0.00	0.00
Landscape	121,205.68	30,000.00	404.02	51,695.57
Pathways	0.00	207,000.00	0.00	39,433.81
Pumps	5,914.50	10,000.00	59.14	79,885.80
Roadways-Kerbs & Gutters	3,340.00	0.00		58,980.00
Security System	102,485.57	0.00		28,654.14
Switchboard Meter	16,975.50	12,100.00	140.29	0.00
Vehicles	0.00	0.00	0.00	23,464.20
Walls Fences	192,740.52	350,000.00	55.07	68,314.63
Water Lines	8,960.00	0.00		0.00
Water Point	0.00	10,000.00	0.00	0.00
<b><u>TOTAL SINK. FUND EXPENDITURE</u></b>	<b>711,696.30</b>	<b>676,472.00</b>		<b>1,779,525.58</b>
<b><u>SURPLUS / DEFICIT</u></b>	<b><u>\$ 316,620.36</u></b>	<b><u>\$ 383,310.00</u></b>		<b><u>\$ (818,003.22)</u></b>
Opening Sinking Fund Balance	1,578,838.77	1,578,838.77	100.00	2,396,841.99
<b><u>SINKING FUND BALANCE</u></b>	<b><u>\$ 1,895,459.13</u></b>	<b><u>\$ 1,962,148.77</u></b>		<b><u>\$ 1,578,838.77</u></b>

**PBC  
ACTUAL V BUDGET  
ANALYSIS**

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

The Admin Fund YTD has resulted in a net surplus position of \$890.8k, \$246.9k favourable to the YTD budget. Total expenses incurred YTD \$9.4m, \$30.3k (0.3%) unfavourable to budget.

Principal Body Corporate (YTD Expenditure Variances)	FY2024 Actual	FY2024 Budget	Variance \$	Variance %	Note
Admin - bank charges	4,384	8,344	3,961	47.5%	
Admin - software licence costs	33,569	28,065	(5,504)	(19.6)%	1
Admin - meetings	543	600	57	9.5%	
Admin - IT Monthly Maintenance	24,238	26,941	2,703	10.0%	
Admin - postage	31,210	30,543	(667)	(2.2)%	2
Admin - print/copy costs	7,398	10,000	2,602	26.0%	
PTBC Levy - Administration Fund	622,000	622,000	-	-	
PTBC Levy - Sinking Fund	447,600	447,600	-	-	
Management Fees	1,320,367	1,320,367	-	-	
Security services	3,500,541	3,500,541	-	-	
Admin - Filing Fee	(591)	833	1,424	170.9%	
Network Manager Service Fees	332,331	304,120	(28,211)	(9.3)%	3
Consultants	12,331	25,000	12,670	50.7%	
Legal Services	48,792	125,000	76,208	61.0%	
Cleaning	13,607	16,667	3,060	18.4%	
Electrical - contract	91,677	104,911	13,234	12.6%	
Electrical - Materials/Machinery	29,675	33,333	3,659	11.0%	
Gross Pollutant Trap - Mtce	12,451	18,728	6,278	33.5%	
Grounds & Garden - contract	701,477	775,907	74,430	9.6%	
Grounds & Garden - other	45,729	41,667	(4,062)	(9.7)%	4
Grounds & Garden - mulching	23,375	20,833	(2,542)	(12.2)%	5
Grounds & Garden - tree management	93,145	20,833	(72,312)	(347.1)%	6
Hire/Rental- Facilities Compound	58,333	79,167	20,833	26.3%	
Insurance - Brokerage	9,968	10,594	626	5.9%	
Insurance Excess	18,478	5,000	(13,478)	(269.6)%	7
Insurance Premiums	147,563	168,162	20,598	12.2%	

Irrigation - contract	75,253	93,561	18,308	19.6%	
Irrigation - materials/machinery	27,597	31,250	3,653	11.7%	
Irrigation - Golf Lakes Maintenance	46,791	8,333	(38,458)	(461.5)%	8
Irrigation - A class water usage	25,589	114,975	89,386	77.7%	
Pest control	880	8,891	8,011	90.1%	
Plumbing - contract	100,551	114,527	13,976	12.2%	
Plumbing - materials/machinery	86,337	104,167	17,830	17.1%	
Motor Vehicle / Buggy Expenses	5,622	12,500	6,878	55.0%	
Repairs & Maintenance	16,831	29,167	12,336	42.3%	
R&M - Harbour	6,800	16,667	9,867	59.2%	
R&M - CCTV	387	4,167	3,780	90.7%	
Roads	31,640	37,500	5,860	15.6%	
Road Sanding	-	30,000	30,000	100.0%	
Road sweeping	59,036	54,837	(4,198)	(7.7)%	9
Signage	2,520	3,333	813	24.4%	
Waste Removal - contract	709,547	714,732	5,184	0.7%	
Waste Removal - other	6,560	25,000	18,440	73.8%	
Land Holding - rates	15,183	14,502	(681)	(4.7)%	10
Utilities - electricity/gas	139,257	126,794	(12,463)	(9.8)%	11
Water Charges	323,456	85,000	(238,456)	(280.5)%	12
Water Billing	9,838	9,350	(488)	(5.2)%	13
Water Meter Reads	10,865	15,000	4,135	27.6%	
<b>Total Expenditure</b>	<b>9,385,040</b>	<b>9,415,309</b>	<b>30,269</b>	<b>0.3%</b>	

#### Notes:

1. Admin – software licence costs: AssetFinda update costs requiring server upgrade and implementation costs of \$18.8k, monthly fee has been negotiated down to minimise total cost impact.
2. Admin – Postage: Postage costs include water billing, levy invoices and body corporate administration related postage requirements.
3. Network Manager Fees: Repairs of FTTH cables including The Address, other repairs and asbestos testing of Fibre pits and other maintenance, Calix support fees increased from \$3,488.65 to \$3,660.92 per month.
4. Grounds & Garden Other: Turf installation at Woodsia, Olympic Dr, pruning and garden upgrade – timing variance. Storm damage insurance settlement \$5.4k finalised

5. Grounds & Garden Mulching: Marine Drive North buffer garden – timing variance – no change from prior month
6. 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
7. Insurance excess: Excess charged in water leak repair claim and storm damage claims.
8. 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 usage expenses.
9. Road Sweeping: November 2023 contract price increase was 7.5% higher than budgeted
10. Land Holding – rates: Actual rates higher than the projected budget.
11. Utilities – Electricity/gas: Electricity rates increases were higher than allowed for in the budget by 9.8%.
12. Water Charges – Water billing variance for potable and waste attributed to PBC based on proportion of water usage per meter reads, cost of credits applied for water leak relief to residents and fixed access charges.
13. Water Billing: Water billing costs increased marginally higher than the projected budget, further variances due to timing issues with changed billing frequency from supplier.

### **Aged Balance List:**

#### Aged Debtors:

- Mutual revenue receivables \$139.2k, all of which are current.
- Second Debtors \$0.5k, all of which are current

#### Aged Creditors:

- Creditors balance is \$328.4k, \$124.4k is current with \$6.0k in 30days, \$60.7k in 60 days for Land tax on payment hold until 1 Oct 2024 due date, \$121k held in retention for Hydro Vision.

## Reforecast at 31 August 2024

Sanctuary Cove Principal Body Corporate									
Administrative Fund									
For the period 01 November 2023 to 31 August 2024									
Current Month			Description	YTD - Jul 24			FYF - Oct 24		
Actual	Budget	Variance		Actual	Budget	Variance	Actual	Budget	Variance
<b>Income</b>									
2,410,586	2,410,589	(3)	Administrative Fund Levy	9,642,344	9,642,357	(13)	9,642,357	9,642,357	-
35,788	35,788	-	C/fwd Operating Surplus utilised	357,875	357,875	-	429,450	429,450	-
43,502	5,897	37,606	Interest & Other income	275,608	58,968	216,641	205,597	70,761	134,836
<b>2,489,876</b>	<b>2,452,274</b>	<b>37,602</b>	<b>Total Income</b>	<b>10,275,827</b>	<b>10,059,200</b>	<b>216,627</b>	<b>10,277,404</b>	<b>10,142,568</b>	<b>134,836</b>
<b>Expenses</b>									
310,682	310,682	-	Management Fees	1,320,367	1,320,367	-	1,527,558	1,320,367	(207,191)
846,081	846,081	-	Security Services	3,500,541	3,500,541	-	3,500,541	3,500,541	-
155,500	155,500	-	PTBC Levy - Administration Fund	622,000	622,000	-	622,000	622,000	-
111,900	111,900	-	PTBC Levy - Sinking Fund	447,600	447,600	-	447,600	447,600	-
278,523	365,731	87,208	Other Expenses	3,494,531	3,524,800	30,269	4,436,830	4,252,059	(184,771)
<b>1,702,686</b>	<b>1,789,894</b>	<b>87,208</b>	<b>Total Expenses</b>	<b>9,385,040</b>	<b>9,415,309</b>	<b>30,269</b>	<b>10,534,530</b>	<b>10,142,567</b>	<b>(391,962)</b>
<b>787,190</b>	<b>662,380</b>	<b>124,810</b>	<b>Total Surplus / (Deficit)</b>	<b>890,788</b>	<b>643,891</b>	<b>246,897</b>	<b>(257,125)</b>	<b>-</b>	<b>(257,125)</b>
<b>Sanctuary Cove Principal Body Corporate</b>									
<b>Sinking Fund</b>									
For the period 01 November 2023 to 31 August 2024									
FY2025 Levy allocation			YTD Actual	Balance projected Expenditure	Balance 31.10.24	<b>PBC Fund Balances</b>			
Opening balance c/fwd 31/10/23			6,326,756			<b>Administration Fund</b>			
<b>Income</b>						Opening balance c/fwd 31/10/23 \$ 806,104			
Sinking Fund Levies			2,344,670	27	2,344,670	Current year surplus / (deficit) \$ (257,125)			
Interest & Other income			67,858	-	67,858	Prior year surplus allocation \$ (429,450)			
<b>Total Income</b>			<b>2,412,527</b>	<b>27</b>	<b>2,412,528</b>	<b>Projected Admin Fund c/b \$ 119,529</b>			
<b>Expenditure</b>			<b>2,312,528</b>	<b>1,499,386</b>	<b>2,652,162</b>	<b>Sinking Fund</b>			
						Opening balance c/fwd 31/10/23 \$ 6,326,756			
						Current year surplus / (deficit) \$ (239,634)			
						<b>Projected Admin Fund c/b \$ 6,087,122</b>			
						<b>Total Fund Balance \$ 6,206,651</b>			
			<b>Total Sinking Fund Surplus</b>		<b>6,087,122</b>				

**SANCTUARY COVE PRINCIPAL BODY CORPORATE**  
**BUDGET VARIANCE**  
**Administration Fund Budget Variance - Period Ending 31 August 2024**  
**DRAFT UNAUDITED - FOR MANAGEMENT PURPOSES ONLY**

Actual AUG 24	Budget AUG 24	Variance \$	Details	Actual YTD AUG 24	Budget YTD AUG 24	Variance \$	Variance %	FYF FY2024	Budget FY 2024	Variance \$	Variance %	FYA FY2023
			<b>Income</b>									
2,410,586	2,410,589	(3)	Admin Fund Levy	9,642,344	9,642,357	(13)		9,642,357	9,642,357	-	0.0%	8,657,062
35,788	35,788	-	C/fwd Operating Surplus utilised	357,875	357,875	-		429,450	429,450	-	0.0%	1,440,066
23,223		23,223	Non Mutual Revenue - Interest	129,182		129,182		129,182	-	129,182		
			<b>Expenses</b>									
-	-	-	Accounting - audit	851	851	-	0.0%	4,460	4,095	(365)	(8.9)%	4,101
-	-	-	Accounting - tax services	-	-	-	-	220	220	-	0.0%	220
948	834	(113)	Admin - bank charges	4,384	8,344	3,961	47.5%	6,384	10,013	3,630	36.2%	6,167
1,129	3,607	2,477	Admin - software licence costs	33,569	28,065	(5,504)	(19.6)%	35,603	33,278	(2,325)	(7.0)%	27,597
22	60	38	Admin - meetings	543	600	57	9.5%	720	720	-	0.0%	939
2,424	2,694	270	Admin - IT Monthly Maintenance	24,238	26,941	2,703	10.0%	29,086	32,329	3,243	10.0%	28,982
-	-	-	Admin - newsletter	-	-	-	-	-	-	-	0.0%	-
2,817	3,054	238	Admin - postage	31,210	30,543	(667)	(2.2)%	37,930	36,653	(1,277)	(3.5)%	35,949
2,243	1,000	(1,243)	Admin - print/copy costs	7,398	10,000	2,602	26.0%	8,998	12,000	3,002	25.0%	6,660
155,500	155,500	-	PTBC Levy - Administration Fund	622,000	622,000	-	0.0%	622,000	622,000	-	0.0%	646,182
111,900	111,900	-	PTBC Levy - Sinking Fund	447,600	447,600	-	0.0%	447,600	447,600	-	0.0%	400,000
310,682	310,682	-	Management Fees	1,320,367	1,320,367	-	0.0%	1,527,558	1,320,367	(207,191)	(15.7)%	1,317,778
846,081	846,081	-	Security services	3,500,541	3,500,541	-	0.0%	3,500,541	3,500,541	-	0.0%	3,250,619
65	83	19	Admin - Filing Fee	(591)	833	1,424	170.9%	-	1,000	1,000	100.0%	799
(46,204)	39,966	86,170	Network Manager Service Fees	332,331	304,120	(28,211)	(9.3)%	392,486	359,150	(33,336)	(9.3)%	388,262
-	2,500	2,500	Consultants	12,331	25,000	12,670	50.7%	70,281	30,000	(40,281)	(134.3)%	43,920
4,858	12,500	7,642	Legal Services	48,792	125,000	76,208	61.0%	100,000	150,000	50,000	33.3%	60,006
1,469	1,667	197	Cleaning	13,607	16,667	3,060	18.4%	16,465	20,000	3,535	17.7%	17,355
8,856	10,491	1,635	Electrical - contract	91,677	104,911	13,234	12.6%	112,659	125,893	13,235	10.5%	92,330
1,036	3,333	2,297	Electrical - Materials/Machinery	29,675	33,333	3,659	11.0%	40,000	40,000	-	0.0%	43,069
-	-	-	Fire Protection - audit/inspect	-	14,255	14,255	100.0%	14,255	14,255	-	0.0%	13,665
-	-	-	Gross Pollutant Trap - Audit	-	-	-	-	-	-	-	0.0%	-
-	-	-	Gross Pollutant Trap - Mtce	12,451	18,728	6,278	33.5%	12,451	18,728	6,278	33.5%	13,782
70,137	77,591	7,454	Grounds & Garden - contract	701,477	775,907	74,430	9.6%	841,751	931,088	89,337	9.6%	815,853
4,484	4,167	(317)	Grounds & Garden - other	45,729	41,667	(4,062)	(9.7)%	60,000	50,000	(10,000)	(20.0)%	56,898
-	2,083	2,083	Grounds & Garden - mulching	23,375	20,833	(2,542)	(12.2)%	25,000	25,000	-	0.0%	57,878
825	2,083	1,258	Grounds & Garden - tree management	93,145	20,833	(72,312)	(347.1)%	110,000	25,000	(85,000)	(340.0)%	82,712
5,833	7,917	2,083	Hire/Rental- Facilities Compound	58,333	79,167	20,833	26.3%	71,500	95,000	23,500	24.7%	41,774
1,011	1,059	48	Insurance - Brokerage	9,968	10,594	626	5.9%	12,712	12,712	-	0.0%	11,294
-	-	-	Insurance Excess	18,478	5,000	(13,478)	(269.6)%	18,478	5,000	(13,478)	(269.6)%	-
15,026	16,816	1,790	Insurance Premiums	147,563	168,162	20,598	12.2%	177,616	201,794	24,178	12.0%	174,509
8,501	9,356	855	Irrigation - contract	75,253	93,561	18,308	19.6%	93,965	112,273	18,308	16.3%	157,454
6,965	3,125	(3,840)	Irrigation - materials/machinery	27,597	31,250	3,653	11.7%	35,000	37,500	2,500	6.7%	29,407
4,679	833	(3,846)	Irrigation - Golf Lakes Maintenance	46,791	8,333	(38,458)	(461.5)%	56,149	10,000	(46,149)	(461.5)%	56,149
5,511	11,498	5,987	Irrigation - A class water usage	25,589	114,975	89,386	77.7%	34,589	137,970	103,381	74.9%	18,474
-	889	889	Pest control	880	8,891	8,011	90.1%	10,000	10,669	669	6.3%	3,130
10,778	11,453	675	Plumbing - contract	100,551	114,527	13,976	12.2%	123,457	137,433	13,975	10.2%	104,918
958	10,417	9,459	Plumbing - materials/machinery	86,337	104,167	17,830	17.1%	105,000	125,000	20,000	16.0%	139,387
-	-	-	MTCE - ANIMAL MANAGEMENT	-	-	-	-	-	-	-	0.0%	-
481	1,250	769	Motor Vehicle / Buggy Expenses	5,622	12,500	6,878	55.0%	9,141	15,000	5,859	39.1%	7,801
1,246	2,917	1,671	Repairs & Maintenance	16,831	29,167	12,336	42.3%	30,000	35,000	5,000	14.3%	22,936
-	1,667	1,667	R&M - Harbour	6,800	16,667	9,867	59.2%	15,000	20,000	5,000	25.0%	17,614
-	417	417	R&M - CCTV	387	4,167	3,780	90.7%	5,000	5,000	-	0.0%	103
-	3,750	3,750	Roads	31,640	37,500	5,860	15.6%	45,000	45,000	-	0.0%	41,423



**SANCTUARY COVE PRINCIPAL BODY CORPORATE**  
**BUDGET VARIANCE**  
**Administration Fund Budget Variance - Period Ending 31 August 2024**  
**DRAFT UNAUDITED - FOR MANAGEMENT PURPOSES ONLY**

Actual AUG 24	Budget AUG 24	Variance \$	Details	Actual YTD AUG 24	Budget YTD AUG 24	Variance \$	Variance %	FYF FY2024	Budget FY 2024	Variance \$	Variance %	FYA FY2023
-	-	-	Road Sanding	-	30,000	30,000	100.0%	10,000	30,000	20,000	66.7%	15,211
5,893	5,484	(409)	Road sweeping	59,036	54,837	(4,198)	(7.7)%	70,711	65,804	(4,906)	(7.5)%	59,073
-	333	333	Signage	2,520	3,333	813	24.4%	4,000	4,000	-	0.0%	6,327
75,828	71,473	(4,355)	Waste Removal - contract	709,547	714,732	5,184	0.7%	857,678	857,678	-	0.0%	838,107
-	2,500	2,500	Waste Removal - other	6,560	25,000	18,440	73.8%	30,000	30,000	-	0.0%	16,688
6,297	-	(6,297)	Land Holding - land tax	53,395	-	(53,395)	-	68,508	56,734	(11,774)	(20.8)%	18,772
-	-	-	Land Holding - rates	15,183	14,502	(681)	(4.7)%	15,183	14,502	(681)	(4.7)%	14,828
16,642	12,679	(3,962)	Utilities - electricity/gas	139,257	126,794	(12,463)	(9.8)%	172,541	152,153	(20,389)	(13.4)%	151,265
56,822	21,250	(35,572)	Water Charges	323,456	85,000	(238,456)	(280.5)%	419,456	85,000	(334,456)	(393.5)%	656,774
899	935	36	Water Billing	9,838	9,350	(488)	(5.2)%	12,688	11,220	(1,468)	(13.1)%	11,582
45	-	(45)	Water Meter Reads	10,865	15,000	4,135	27.6%	14,515	20,000	5,485	27.4%	14,286
-	-	-	Water Testing	-	-	-	-	-	-	-	0.0%	-
-	-	-	Workers Compensation	62	194	132	68.3%	194	194	-	0.0%	183
1,702,686	1,789,894	87,208	<b>Total Expenses</b>	9,385,040	9,415,309	30,269	0.3%	10,534,530	10,142,567	(391,962)	(3.9)%	10,041,193
			<b>Recoveries: Income / (Expense)</b>									
7,330	12,500	(5,170)	ARC Income	58,922	125,000	(66,078)	(52.9)%	150,000	150,000	-	0.0%	77,323
(2,180)	(12,500)	10,320	ARC Expenses	(45,991)	(125,000)	79,009	(63.2)%	(150,000)	(150,000)	-	0.0%	(59,015)
2,725	1,667	1,059	Electricity - recovered	21,601	16,667	4,934	29.6%	20,000	20,000	-	0.0%	23,352
4,111	4,430	(320)	Lot mows - recovered	43,000	44,304	(1,304)	(2.9)%	53,165	53,165	-	0.0%	47,614
(2,485)	(2,666)	181	Lot mows - oncharged	(25,143)	(26,656)	1,513	(5.7)%	(31,987)	(31,987)	-	0.0%	(28,586)
(138)	639,887	(640,025)	Water - recovered	1,909,065	1,919,662	(10,597)	(0.6)%	2,559,549	2,559,549	-	0.0%	2,687,543
(104)	-	(104)	Water - Waste recovered	-	-	-	-	-	-	-	-	-
242	(639,887)	640,129	Water - oncharged	(1,909,148)	(1,919,662)	10,514	(0.5)%	(2,559,549)	(2,559,549)	-	0.0%	(2,687,543)
115	-	115	Mutual Revenue- Debt recovery	14,188	-	14,188	-	14,188	-	14,188	0.0%	27,666
(115)	-	(115)	Oncharged- Debt recovery	(14,188)	-	(14,188)	-	(14,188)	-	(14,188)	0.0%	(27,666)
(82)	-	(82)	Debt Collection costs - not recovered	(327)	-	(327)	-	(327)	-	(327)	0.0%	(491)
739	-	739	Non-Mutual Revenue - Certificates	5,770	-	5,770	-	5,770	-	5,770	0.0%	7,374
-	-	-	Non-Mutual Revenue - Other	-	-	-	-	-	-	-	0.0%	-
7,056	833	6,223	Non-Mutual Revenue - FTTH	71,496	8,333	63,163	758.0%	10,000	10,000	-	0.0%	82,344
-	-	-	Mutual Revenue - Certificates	211	-	211	-	211	-	211	0.0%	535
3,065	1,632	1,433	Mutual Revenue - FTTH	16,972	16,319	653	4.0%	19,583	19,583	-	0.0%	50,271
-	-	-	Mutual Revenue - Other	-	-	-	-	-	-	-	0.0%	120,000
20,279	5,897	14,382	<b>Total Recoveries: overs / (unders)</b>	146,426	58,968	87,459	148.3%	76,415	70,761	5,654	8.0%	320,720
787,190	662,380	124,810	<b>TOTAL Surplus /(Deficit)</b>	890,788	643,891	246,897	38.3%	(257,125)	-	(257,125)		376,655

**SANCTUARY COVE PRINCIPAL BODY CORPORATE**  
**Sinking Fund expenditure**  
**YTD 01/11/23 - 31/08/24**

Project	Balance 31.10.23	Levy	Approved Budgeted Spend	YTD Actual	Balance Projected Expenditure	Balance 31.10.24	Comments
Annual Contribution - as per AssetFinda		2,344,670		2,344,643			
Interest received - excluding YTD Tax		67,858		67,858			
Total Including Interest		2,412,527		2,412,501			
Levy per 1823 lots		1,286					
% Change		0					
<b>Spend per Asset Finda</b>							
Sinking Fund Accumulation Contributions	-					-	
Bridges_PBC	454,511			-	-	454,511	
Electrical_Lights_PBC	810,307	-	(200,000)	(274,307)	(5,000)	531,001	Tulip Lights-Streetlights x 118, Year 2 claims 1 to 6, allowance of \$5k for damaged lighting
Facilities_Equip	-	10,000	(1,460)		(1,460)		
FTTH_PBC	266,491		(40,000)	-	(25,000)	241,491	
Harbour_PBC (including revetment walls)	875,431	-	-	(22,188)	-	853,243	Edgecliff Drive Jetty
Hydraulic & Electrical Supplies (inc vehicles for electrical/plumbing)	(8,042)	45,000	-	(6,730)	-	30,227	Reciprocating Saw, Milwaukee pump
Irrigation_Control_PBC (inc A Class water)	(1,569,718)	1,110,009	-	(72,663)	(300,000)	(832,372)	A class water, 70% share of Energex works
Irrigation_Mains_PBC	306,527	(306,212)	-	-	-	315	
Irrigation_Valves_PBC	91,058	10,000	(31,791)	-	(5,000)	96,058	
Kerb_PBC	145,507	100,000	(750,000)	(290,547)	(434,444)	(479,484)	Yr 4 - Kerbing, Yr 1 - Village Gates
Landscape_PBC (including parks and playgrounds)	200,406	350,000	(73,920)	(378,981)	(116,505)	54,920	Jabiru Park swing deposit, garden upgrade between Livingstonia & Cassia Lakeside Terraces, Sunningdale Court roundabout landscape upgrade, Marine Drive North buffer garden. Xmas Storm claim settled. \$3909.09 settled \$3909.09 claimed. Schotia North and Silky Oaks project
Path_PBC	628,818	127,785	(240,000)	-	-	756,603	
Pumps_PBC	142,199	50,000	(60,000)	(67,496)	(80,000)	44,703	Marine Drive North irrigation pump, Building Management System
Reports	156,525	20,000	(30,000)	-	(30,000)	146,525	Asset Management System Review
Roads_PBC (including parking)	548,592		-	(37,149)	(223,488)	287,956	5221 Bay Hill Terrace road, 5410 Bay Hill Terrace road, 4 x parking bays Edgecliff Drive, Sign Posts, Road pavers for stock, village Gates & Olympic Drive paving
Security_System_PBC (including alarm monitoring)	82,209	697,078	(445,068)	26,464		805,751	
Stormwater_Line_PBC	362,710		-	-	-	362,710	
Stormwater_Point_PBC	255,646	-	-	(7,680)	(5,000)	242,966	
Switchboard_Meter_PBC	209,171	53,868	(67,943)	(600)	(67,343)	195,096	Switchboard upgrades
Wall_Fences_PBC (including gates)	97,749	10,000	-	(5,450)	-	102,299	Xmas Storm claim settled. \$4400.00 settled \$9679 claimed.
Wastewater_Line_PBC	450,000	50,000	-	-	-	500,000	
Wastewater_MH_PBC	441,133	25,000	-	-	-	466,133	
Wastewater_RM_PBC	340,000	40,000	-	-	-	380,000	
Water_Lines_PBC	224,439		-	21,146	(21,146)	224,439	Pressure management system claim 3. Water insurance claim, reimburse NTS invoices
Water_Point_PBC (includes sluice valves, fire hydrants, water meters )	355,221	75,000	(250,000)	(34,436)	(185,000)	210,785	Fire hydrants, Vacuum excavate valve Edgecliff Drive, Sluice valve Olympic Drive, Water meter replacement and hydrant/sluice valve replacement
WW_H_Connection_PBC	318,539	(200,000)	-	-	-	118,539	
New Asset - Facilities Compound	-	-	-	-	-	-	
Vehicles	(47,989)	45,000	-	(2,160)	-	(5,149)	New and old vehicle logos
<b>Total Spend</b>	<b>6,137,439</b>	<b>2,312,528</b>	<b>(2,190,182)</b>	<b>(1,152,776)</b>	<b>(1,499,386)</b>	<b>5,789,266</b>	

**SANCTUARY COVE PRINCIPAL BODY CORPORATE**

**BUDGET VARIANCE**

**Administration Fund Budget Variance - Period Ending 31 August 2024**

Details	Actual YTD AUG 24	Budget FY 2024	Budget Balance	Budget Utilisation	FYF FY2024	Budget FY 2024	Variance \$	Variance %	FYA FY2023
<b>Income</b>									
Administration Fund Levy	9,642,344	9,642,357			9,642,357	9,642,357	0	0.0%	8,657,062
Other Revenue (net)	275,608	70,761			205,597	70,761	134,836	190.6%	320,720
<b>Total Income</b>	<b>9,917,952</b>	<b>9,713,118</b>			<b>9,847,954</b>	<b>9,713,118</b>	<b>134,836</b>	<b>1.4%</b>	<b>8,977,782</b>
<b>Expenses</b>									
Electrical	121,351	165,893	44,542	73.2%	152,659	165,893	13,234	8.0%	135,399
Fire & Safety	-	14,255	14,255	0.0%	14,255	14,255	(0)	(0.0)%	13,665
FTTH	332,331	359,150	26,819	92.5%	392,486	359,150	(33,336)	(9.3)%	388,262
Grounds & Garden	863,725	1,031,090	167,365	83.8%	1,036,751	1,031,090	(5,661)	(0.5)%	1,013,341
Irrigation	175,231	297,743	122,512	58.9%	219,704	297,743	78,039	26.2%	261,484
Plumbing	186,888	262,433	75,545	71.2%	228,457	262,433	33,976	12.9%	244,305
Repairs & Maintenance	117,431	223,397	105,966	52.6%	173,556	223,397	49,841	22.3%	130,822
Roads	90,675	140,804	50,129	64.4%	125,711	140,804	15,093	10.7%	115,707
Waste removal	716,108	887,678	171,570	80.7%	887,678	887,678	0	0.0%	854,795
Utilities	483,416	268,373	(215,043)	(180.1)%	619,200	268,373	(350,827)	(130.7)%	833,907
Audit and Taxation	851	4,315	3,464	19.7%	4,680	4,315	(365)	(8.5)%	4,321
General Administration	100,813	126,187	25,374	79.9%	118,914	126,187	7,273	5.8%	107,276
Rates & Taxes	68,578	71,236	2,658	96.3%	83,691	71,236	(12,455)	(17.5)%	33,601
Insurance	176,009	219,506	43,497	80.2%	208,807	219,506	10,699	4.9%	185,803
Consulting Fees	12,331	30,000	17,670	41.1%	70,281	30,000	(40,281)	(134.3)%	43,920
Legal Fees	48,792	150,000	101,208	32.5%	100,000	150,000	50,000	33.3%	60,006
PTBC Levy - Administration Fund	622,000	622,000	-	100.0%	622,000	622,000	-	0.0%	646,182
PTBC Levy - Sinking Fund	447,600	447,600	-	100.0%	447,600	447,600	-	0.0%	400,000
Management Fees	1,320,367	1,320,367	-	100.0%	1,527,558	1,320,367	(207,191)	(15.7)%	1,317,778
Security Services Fees	3,500,541	3,500,541	(0.17)	(100.0)%	3,500,541	3,500,541	(0)	(0.0)%	3,250,619
<b>Total Expenses</b>	<b>9,385,040</b>	<b>10,142,568</b>	<b>757,528</b>	<b>92.5%</b>	<b>10,534,530</b>	<b>10,142,568</b>	<b>(391,962)</b>	<b>(3.9)%</b>	<b>10,041,193</b>
<b>TOTAL Surplus /(Deficit)</b>	<b>532,913</b>	<b>(429,450)</b>			<b>(686,575)</b>	<b>(429,450)</b>	<b>(257,125)</b>	<b>(59.9)%</b>	<b>(1,063,411)</b>
C/fwd Surplus Allocation	357,875	429,450			429,450	429,450			
<b>Net Surplus / (Deficit)</b>	<b>890,788</b>	<b>-</b>	<b>-</b>		<b>(257,125)</b>	<b>-</b>	<b>(257,125)</b>		
			Opening Administration Fund Balance		806,104	429,450			1,869,515
			Current Surplus / Deficit		(686,575)	(429,450)			(1,063,411)
			<b>Closing Administration Fund Balance</b>		<b>119,529</b>	<b>-</b>			<b>806,104</b>

**PTBC  
ACTUAL V BUDGET  
ANALYSIS**

**Primary Thoroughfare Body Corporate (PTBC)**  
**ADMINISTRATION FUND**  
**For the year period 1 November 2023 to 31 August 2024**

The Admin Fund YTD has resulted in a surplus position of \$56.0k, \$91.6k unfavourable to the YTD budget.

Total expenses incurred YTD \$1.47m, \$118.8k (8.8%) unfavourable to budget.

Primary Thoroughfare Body Corporate (YTD Expenditure Variances)	FY2024 Actual	FY2024 Budget	Variance \$	Variance %	Notes
Accounting - audit	1,676	1,676	-	-	
Admin - bank charges	120	174	55	31.3%	
Admin - software licence costs	14,910	7,343	(7,568)	(103.1)%	1
Admin - meetings	262	304	42	13.9%	
Admin - IT Monthly Maintenance	8,841	9,167	326	3.6%	
Admin - postage	132	200	68	33.8%	
Admin - print/copy costs	1,036	1,000	(36)	(3.6)%	2
Management Fees	403,841	403,841	-	-	
Security services	78,830	78,830	-	-	
Admin - Filing Fee	96	-	(96)		3
Consultants	-	8,333	8,333	100.0%	
Legal Services	5,633	8,333	2,701	32.4%	
Bad Debt Expense	1,815	-	(1,815)		4
Cleaning	4,200	-	(4,200)		5
Debt Collection Fees	-	417	417	100.0%	
Electrical - contract	23,763	22,539	(1,223)	(5.4)%	6
Electrical - Materials/Machinery	14,343	13,500	(843)	(6.2)%	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	1,573	404	25.7%	
Grounds & Garden - contract	161,400	154,621	(6,779)	(4.4)%	10
Grounds & Garden - other	39,410	37,500	(1,910)	(5.1)%	11

Grounds & Garden - mulching	15,033	33,333	18,301	54.9%	
Grounds & Garden - tree management	40,412	25,000	(15,412)	(61.6)%	12
Insurance - Brokerage	687	2,243	1,556	69.4%	
Insurance Excess	1,976	-	(1,976)		13
Insurance Premiums	69,371	86,187	16,816	19.5%	
Irrigation - contract	31,974	40,743	8,769	21.5%	
Irrigation - materials/machinery	5,215	16,667	11,452	68.7%	
Irrigation - Golf Lakes Mtce	44,415	26,000	(18,415)	(70.8)%	14
Irrigation - A class water	8,530	38,325	29,795	77.7%	
Pest Control	2,560	1,833	(727)	(39.6)%	15
Plumbing - contract	12,388	10,943	(1,445)	(13.2)%	16
Plumbing - materials/machinery	7,008	13,333	6,326	47.4%	
Mtce - animal management	133,794	83,333	(50,461)	(60.6)%	17
Repairs & Maintenance	10,759	12,500	1,741	13.9%	
Repairs & Mtce - air conditioning	3,437	4,583	1,147	25.0%	
Repairs & Mtce - electrical	4,651	4,167	(484)	(11.6)%	18
Repairs & Mtce - fences	1,800	5,833	4,033	69.1%	
Repairs & Mtce - gates	41,423	37,500	(3,923)	(10.5)%	19
Repairs & Mtce - CCTV	766	4,167	3,401	81.6%	
Roads	8,633	25,000	16,367	65.5%	
Road Sanding	19,765	21,218	1,453	6.8%	
Road sweeping	19,724	17,747	(1,978)	(11.1)%	20
Signage	754	2,625	1,871	71.3%	
Waste Removal - other	696	2,000	1,304	65.2%	
Land Holding - land tax	17,976	-	(17,976)		21
Land Holding - rates	7,263	7,219	(44)	(0.6)%	22
Utilities - electricity/gas	100,459	74,372	(26,088)	(35.1)%	23
Utilities - water	91,049	-	(91,049)		24
Water Meter Reads	-	77	77	100.0%	
<b>Total Expenditure</b>	<b>1,469,251</b>	<b>1,350,499</b>	<b>(118,752)</b>	<b>(8.8)%</b>	

Notes:

1. 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.
2. Admin – print/copy costs – Printing costs incurred – timing variance.
3. Admin – filing fee – Titles search – no change from prior month.
4. Bad Debt Expense – relating to unrecoverable gate repair costs.
5. Cleaning – Contractor’s compound cleaning fees were unbudgeted due to completion of the compound in late 2023.
6. Electrical contract – minor variance billing cycles are fortnightly, and additional work due to storms.
7. Electrical – Materials/Machinery – Purchase of materials for the Address works, Parkway entry and street lighting, thermographic inspection, Calibration/Testing equipment
8. Fire Protection – audit/inspect: Fire evacuation diagrams, installation of cabinets & training Facilities Compound, fire equipment servicing at facilities compound.
9. Fire Protection – R&M – Smoke alarm service and replacement, replace emergency lights at Security Roundhouse
10. Grounds & Garden Contract – Landscape solutions monthly contract increase from 1 Nov 2023 was higher than projected budget.
11. Grounds & Garden – Other – Slashing, Address Gates, Entry mound turf – timing variance
12. 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.
13. Insurance Excess – Christmas Day storm claim excess.
14. Irrigation Golf Lakes Maintenance – Bathymetric Survey costs, Water management plan offset by savings in Irrigation -A class water expense.
15. Pest Control – Termite bait – Sickle Bridge – timing variance
16. Plumbing Contract – minor variance billing cycles are fortnightly, and additional work due to storms.
17. Mtce – animal management – Corella program commenced in March, Kangaroo Management, Ibis, Fox programs. Additional attendance for removal of wildlife costs as incurred.
18. R&M electrical – Load testing performed in January, and generator service.
19. R&M gates – Maintenance/Cleaning of Aspen Stone, Pines, Main, North and Vardon Lane gates, Address Gate damage repairs
20. Road Sweeping: Contract price effective from November was higher than the projected budget.

21. Land Holding – Land tax – annual fee budgeted in October, recognised monthly.
22. Land Holding – Rates – Rates notice received was minimally higher by 0.6% against budgeted value.
23. Utilities – electricity/gas: Large volume 3 year fixed pricing agreement ended, the accumulated year on year increases and present market conditions resulted in a significant increase against budgeted expenditure.
24. Utilities – water: Water billing variance for potable and waste attributed to PTBC based on proportion of water usage per meter reads and fixed access charges.

Aged Receivables and Payables Balance List:

- Mutual revenue receivables balance is \$nil.
- Second Debtors receivables balance is \$9.8k, 5k is in current, with \$4.7k in 60+ days – relating to gate damages.
- Creditors balance is \$776.1k of which the majority is current at \$774.1k, \$1.5k at 30 days, \$0.5k at 60 days due to vendor invoice placed on payment hold.  
All creditors will clear in August 2024.





**SANCTUARY COVE PRIMARY THOROUGHFARE BODY CORPORATE**

**BUDGET VARIANCE**

Administration Fund Budget Variance - Period Ending 31 August 2024

**DRAFT UNAUDITED - FOR MANAGEMENT PURPOSES ONLY**

Actual AUG 24	Budget AUG 24	Variance \$	Details	Actual YTD AUG 24	Budget YTD AUG 24	Variance \$	Variance %	FYF FY2024	FYB FY2024	Variance \$	Variance %	PYA FY2023
<b>Income</b>												
330,438	330,438	0	Admin Fund Levy	1,321,750	1,321,750	0	0.0%	1,321,750	1,321,750	0	0.0%	1,373,136
17,632	17,632	-	C/fwd Operating Surplus utilised	176,319	176,319	-		211,583	211,583	-	0.0%	159,232
-	-	-	Non Mutual Revenue - Certificates	97	-	97		97	-	97		34
4,580	-	-	Non Mutual Revenue - Interest	26,103	-	-		26,103	-	26,103		
<b>Expenses</b>												
-	-	-	Accounting - audit	1,676	1,676	(0)	(0.0)%	3,709	3,352	(357)	(10.6)%	3,310
-	-	-	Accounting - tax services	-	-	-		220	220	-	0.0%	220
25	17	(8)	Admin - bank charges	120	174	55	31.3%	170	209	39	18.8%	120
508	-	(508)	Admin - software licence costs	14,910	7,343	(7,568)	(103.1)%	15,929	8,846	(7,083)	(80.1)%	11,605
-	30	30	Admin - meetings	262	304	42	13.9%	365	365	-	0.0%	278
884	917	33	Admin - IT Monthly Maintenance	8,841	9,167	326	3.6%	10,621	11,000	379	3.4%	10,721
-	-	-	Admin - Newsletter	-	-	-		2,670	-	(2,670)	0.0%	-
39	20	(19)	Admin - postage	132	200	68	33.8%	172	240	68	28.2%	171
46	100	54	Admin - print/copy costs	1,036	1,000	(36)	(3.6)%	1,200	1,200	-	0.0%	1,030
97,381	97,381	-	Management Fees	403,841	403,841	-	0.0%	465,729	403,841	(61,888)	(15.3)%	454,034
19,090	19,090	-	Security services	78,830	78,830	-	0.0%	78,830	78,830	-	0.0%	66,281
-	-	-	Admin - Filing Fee	96	-	(96)		96	-	(96)	0.0%	-
-	833	833	Consultants	-	8,333	8,333	100.0%	-	10,000	10,000	100.0%	9,235
5,633	833	(4,799)	Legal Services	5,633	8,333	2,701	32.4%	10,000	10,000	-	0.0%	20,042
-	-	-	Bad Debt Expense	1,815	-	(1,815)		1,815	-	(1,815)		2,090
500	-	(500)	Cleaning	4,200	-	(4,200)		5,200	-	(5,200)	0.0%	1,775
-	42	42	Debt Collection Fees	-	417	417	100.0%	-	500	500	100.0%	-
2,450	2,254	(196)	Electrical - contract	23,763	22,539	(1,223)	(5.4)%	28,763	27,047	(1,715)	(6.3)%	22,186
730	1,350	620	Electrical - Materials/Machinery	14,343	13,500	(843)	(6.2)%	16,200	16,200	-	0.0%	12,512
-	-	-	Fire Protection - audit/inspect	3,314	2,233	(1,081)	(48.4)%	3,314	2,233	(1,081)	(48.4)%	1,899
-	-	-	Fire Protection - R&M	1,593	-	(1,593)		1,593	-	(1,593)	0.0%	-
-	786	786	Gross Pollutant Trap- mtce	1,169	1,573	404	25.7%	1,169	1,573	404	25.7%	1,238
16,132	15,462	(670)	Grounds & Garden - contract	161,400	154,621	(6,779)	(4.4)%	193,581	185,546	(8,035)	(4.3)%	182,144
4,307	3,750	(557)	Grounds & Garden - other	39,410	37,500	(1,910)	(5.1)%	45,000	45,000	-	0.0%	38,839
-	3,333	3,333	Grounds & Garden - mulching	15,033	33,333	18,301	54.9%	40,000	40,000	-	0.0%	3,600
-	2,500	2,500	Grounds & Garden - tree management	40,412	25,000	(15,412)	(61.6)%	40,412	30,000	(10,412)	(34.7)%	26,300
143	1,782	1,638	Hire/Rental	286	1,782	1,495	83.9%	716	1,782	1,066	59.8%	6,427
-	-	-	Insurance - Brokerage	687	2,243	1,556	69.4%	2,243	2,243	-	0.0%	1,994
-	-	-	Insurance Excess	1,976	-	(1,976)		1,976	10,000	8,024	80.2%	(20,000)
7,098	-	(7,098)	Insurance Premiums	69,371	86,187	16,816	19.5%	83,566	86,187	2,621	3.0%	80,598
3,748	4,074	326	Irrigation - contract	31,974	40,743	8,769	21.5%	39,974	48,891	8,917	18.2%	74,507
1,220	1,667	447	Irrigation - materials/machinery	5,215	16,667	11,452	68.7%	8,000	20,000	12,000	60.0%	2,505
1,982	2,600	618	Irrigation - Golf Lakes Mtce	44,415	26,000	(18,415)	(70.8)%	48,378	31,200	(17,178)	(55.1)%	37,415
1,837	3,833	1,996	Irrigation - A class water	8,530	38,325	29,795	77.7%	12,230	45,990	33,760	73.4%	6,158
200	183	(17)	Pest Control	2,560	1,833	(727)	(39.6)%	2,560	2,200	(360)	(16.4)%	1,200
1,351	1,094	(257)	Plumbing - contract	12,388	10,943	(1,445)	(13.2)%	15,188	13,132	(2,056)	(15.7)%	7,993
135	1,333	1,198	Plumbing - materials/machinery	7,008	13,333	6,326	47.4%	9,708	16,000	6,292	39.3%	3,997
6,393	8,333	1,940	Mtce - animal management	133,794	83,333	(50,461)	(60.6)%	146,581	100,000	(46,581)	(46.6)%	109,065
412	1,250	838	Repairs & Maintenance	10,759	12,500	1,741	13.9%	15,000	15,000	-	0.0%	14,815
220	458	238	Repairs & Mtce - air conditioning	3,437	4,583	1,147	25.0%	5,500	5,500	-	0.0%	2,978
150	417	267	Repairs & Mtce - electrical	4,651	4,167	(484)	(11.6)%	5,000	5,000	-	0.0%	1,795
-	583	583	Repairs & Mtce - fences	1,800	5,833	4,033	69.1%	3,500	7,000	3,500	50.0%	12,000

**SANCTUARY COVE PRIMARY THOROUGHFARE BODY CORPORATE  
BUDGET VARIANCE**

**Administration Fund Budget Variance - Period Ending 31 August 2024**

**DRAFT UNAUDITED - FOR MANAGEMENT PURPOSES ONLY**

<b>Actual AUG 24</b>	<b>Budget AUG 24</b>	<b>Variance \$</b>	<b>Details</b>	<b>Actual YTD AUG 24</b>	<b>Budget YTD AUG 24</b>	<b>Variance \$</b>	<b>Variance %</b>	<b>FYF FY2024</b>	<b>FYB FY2024</b>	<b>Variance \$</b>	<b>Variance %</b>	<b>PYA FY2023</b>
2,323	3,750	1,427	Repairs & Mtce - gates	41,423	37,500	(3,923)	(10.5)%	50,000	45,000	(5,000)	(11.1)%	38,936
766	417	(349)	Repairs & Mtce - CCTV	766	4,167	3,401	81.6%	766	5,000	4,234	84.7%	-
-	2,500	2,500	Roads	8,633	25,000	16,367	65.5%	10,000	30,000	20,000	66.7%	6,195
-	-	-	Road Sanding	19,765	21,218	1,453	6.8%	21,218	21,218	-	0.0%	19,765
1,964	1,775	(190)	Road sweeping	19,724	17,747	(1,978)	(11.1)%	23,568	21,296	(2,272)	(10.7)%	19,691
(5)	-	5	Signage	754	2,625	1,871	71.3%	1,500	3,500	2,000	57.1%	2,949
-	-	-	Waste Removal - other	696	2,000	1,304	65.2%	1,300	4,000	2,700	67.5%	-
2,292	-	(2,292)	Land Holding - land tax	17,976	-	(17,976)		22,562	20,239	(2,323)	(11.5)%	6,875
-	-	-	Land Holding - rates	7,263	7,219	(44)	(0.6)%	7,263	7,219	(44)	(0.6)%	6,917
11,099	7,437	(3,662)	Utilities - electricity/gas	100,459	74,372	(26,088)	(35.1)%	124,459	89,246	(35,213)	(39.5)%	92,230
11,539	-	(11,539)	Utilities - water	91,049	-	(91,049)		121,398	-	(121,398)	0.0%	1,575
-	-	-	Water Meter Reads	-	77	77	100.0%	-	103	103	100.0%	-
-	-	-	Workers Compensation	62	184	122	66.5%	184	184	-	0.0%	183
202,590	192,186	10,404	<b>Total Expenses</b>	1,469,251	1,350,499	(118,752)	(8.8)%	1,751,098	1,533,332	(217,766)	(14.2)%	1,408,391
			<b>Recoveries: Income / (Expense)</b>									
575,672		(575,672)	Water - recovered	2,906,752		(2,906,752)		2,906,752	-	(2,906,752)		3,505,181
(575,673)		575,673	Water - oncharged	(2,906,753)		2,906,753		(2,906,753)	-	2,906,753		(3,505,181)
-		-	Non Mutual Revenue - Other	1,000		(1,000)		1,000	-	(1,000)		2,045
(1)	-	(1)	<b>Total Recoveries: overs / (unders)</b>	999	-	(999)		999	-	(999)		2,045
150,059	155,884	(5,825)	<b>TOTAL Surplus /(Deficit)</b>	56,017	147,570	(91,553)	(62.0)%	(190,566)	-	(190,566)		126,056

**Sanctuary Cove Primary Thoroughfare Body Corporate**  
**Sinking Fund expenditure**  
**YTD 01/11/23 - 31/08/24**

Project	Balance 31.10.23	Levy	Approved Budgeted Spend	YTD Actual	Balance Projected Expenditure	Budget Balance 31.10.24	Comments
Annual Contribution - as per AssetFinda		951,150		951,150			
Facilities Compound rental		70,000		58,333			Facilities compound rental
Livingstonia Path rental		25,000					
Interest received		13,632		13,632			Interest earned before tax accrued
Total Including Interest		1,059,782		1,023,116		1,023,116	
Levy per 4250 lots		224					
% Change		11.90%					
<b>Spend per Asset Finda</b>							
Sinking Fund Accumulation Contributions						0	
Bridges_PTBC	141,101	50,000		(62,881)	(20,000)	108,220	Pressure clean, SC Blvd Bridge Upgrade, Inspections in August, allowance for additional works
Buildings_PTBC	9,412	-	(35,270)	-	(5,000)	4,412	
Electrical_Lights_PTBC	155,762	150,000		(80,341)	(10,000)	215,421	Delay to FY2025
Facilities Equipment_PTBC	-	1,000	(166)	-	(166)	834	
FTTH_PTBC	554,200	171,000		-	0	725,200	
Harbour_PTBC (including revetment walls)	-	-		-	0	-	
Hydraulic & Electrical Supplies	(5,583)	-		(2,305)	0	(7,888)	Bunnings - workbenches, storage, bins for facilities compound, ground sweeper
Irrigation_Control_PTBC (inc A Class water)	(247,121)	295,525		(20,177)	(83,476)	(55,248)	A Class Water Project, 30% share of Energex works
Irrigation_Mains_PTBC	315,525	(315,525)		-	0	0	
Irrigation_Valves_PTBC	88,015	-	(1,936)	-	(1,936)	86,079	
Landscape_PTBC (including parks and playgrounds)	571,799	20,000	(30,000)	(121,206)	0	470,593	Pine Hurst Drive upgrade, The address Gate
Path_PTBC	347,765	1,000	(207,000)	-	0	348,765	
Pumps_PTBC	(27,459)	21,598	(10,000)	(5,915)	(4,086)	(15,862)	Irrigation upgrade
Reports	64,348	-	(20,000)	(89,170)	0	(24,822)	Energy water retention & review report
Roads_PTBC (including parking)	(180,403)	-		-	0	(180,403)	Repairs for roads - Marine drive nth\
Security_System_PTBC	21,133	2,000		(102,486)	0	(79,353)	security delayed
Stormwater_Line_PTBC	50,000	-		-	0	50,000	
Stormwater_Point_PTBC	37,100	-		-	0	37,100	
Switchboard_Meter_PTBC	90,000	-	(12,100)	(16,976)	(30,000)	43,025	Gate/Generator Access -sf to confirm
Wall_Fences_PTBC (including gates)	(245,832)	292,148	(350,000)	(192,741)	(140,000)	(286,425)	Camera's and fence hire for The Address gates, installation of fence near The Pines gate. Xmas Day Storm Clair
Wastewater_Line_PTBC	413,712	-		-	0	413,712	
Wastewater_MH_PTBC	-	-		-	-	-	
Wastewater_RM_PTBC	-	-		-	-	-	
Water_Lines_PTBC	150,000	-		(8,960)	-	141,040	
Water_Point_PTBC (includes sluice valves, fire hydrants, water meters)	(93,110)	-	(10,000)	-	(10,000)	(103,110)	
WW_H_Connection_PTBC	71,120	-		-	-	71,120	
Building-Contractors Compound	(640,025)	351,036		-	-	(288,989)	
Vehicles	(23,464)	-	-	-	-	(23,464)	
	-	-		-	-	-	
<b>Total Spend</b>	<b>1,451,601</b>	<b>1,059,782</b>	<b>(676,472)</b>	<b>(706,495)</b>	<b>(309,663)</b>	<b>1,023,116</b>	

**SANCTUARY COVE PRINCIPAL BODY CORPORATE**

**BUDGET VARIANCE**

**Administration Fund Budget Variance - Period Ending 31 August 2024**

Details	Actual YTD AUG 24	Budget FY 2024	Budget Balance	Budget Utilisation	FYF FY2024	Budget FY 2024	Variance \$	Variance %	FYA FY2023
<b>Income</b>									
Administration Fund Levy	1,321,750	1,321,736			1,321,750	1,321,736	14	0.0%	1,373,136
Other Revenue (net)	27,199	(500)	27,699		27,199	(500)	27,699	(5,539.9)%	2,079
<b>Total Income</b>	<b>1,348,949</b>	<b>1,321,236</b>	<b>27,699</b>		<b>1,348,949</b>	<b>1,321,236</b>	<b>27,713</b>		<b>1,375,216</b>
Animal Management	133,794	100,000	(33,794)	133.8%	146,581	100,000	(46,581)	(46.6)%	109,065
Electrical	38,105	43,247	5,142	88.1%	44,963	43,247	(1,716)	(4.0)%	34,698
Fire & Safety	4,907	2,233	(2,674)	219.7%	4,907	2,233	(2,674)	(119.8)%	1,899
FTTH	-	-	-		-	-	-	0.0%	-
Grounds & Garden	256,255	300,547	44,292	85.3%	318,993	300,547	(18,446)	(6.1)%	250,883
Irrigation	90,134	146,081	55,947	61.7%	108,582	146,081	37,499	25.7%	120,585
Plumbing	19,396	29,132	9,736	66.6%	24,896	29,132	4,236	14.5%	11,990
Repairs & Maintenance	71,807	91,555	19,749	78.4%	90,911	91,555	644	0.7%	84,113
Roads	48,122	72,514	24,392	66.4%	54,786	72,514	17,728	24.4%	45,651
Waste removal	696	4,000	3,304	17.4%	1,300	4,000	2,700	67.5%	-
Utilities	191,508	89,349	(102,159)	214.3%	245,858	89,349	(156,509)	(175.2)%	93,805
Audit and Taxation	1,676	3,572	1,896	46.9%	3,929	3,572	(357)	(10.0)%	3,530
General Administration	27,274	22,044	(5,230)	123.7%	30,552	22,044	(8,508)	(38.6)%	26,198
Rates & Taxes	25,240	27,458	2,218	91.9%	29,826	27,458	(2,368)	(8.6)%	13,792
Insurance	72,034	98,430	26,396	73.2%	87,786	98,430	10,644	10.8%	62,592
Consulting Fees	-	10,000	10,000	0.0%	-	10,000	10,000		9,235
Legal Fees	5,633	10,000	4,368	56.3%	10,000	10,000	-	0.0%	20,042
PTBC Levy - Administration Fund	-	-	-		-	-	-	0.0%	-
PTBC Levy - Sinking Fund	-	-	-		-	-	-	0.0%	-
Management Fees	403,841	403,841	(0)	100.0%	465,729	403,841	(61,888)	(15.3)%	454,034
Security Services Fees	78,830	78,816	(14)	100.0%	78,830	78,816	(14)	(0.0)%	66,281
<b>Total Expenses</b>	<b>1,469,251</b>	<b>1,532,819</b>	<b>63,568</b>	<b>95.9%</b>	<b>1,748,428</b>	<b>1,532,819</b>	<b>(215,609)</b>	<b>(14.1)%</b>	<b>1,408,391</b>
<b>TOTAL Surplus /(Deficit)</b>	<b>(120,302)</b>	<b>(211,583)</b>	<b>(35,868)</b>	<b>83.0%</b>	<b>(399,479)</b>	<b>(211,583)</b>	<b>243,323</b>	<b>(115.0)%</b>	<b>(33,175)</b>
FY2023 c/fwd Surplus Allocation	176,319	176,319			211,583	211,583			
<b>Net Surplus / (Deficit)</b>	<b>56,017</b>	<b>(35,264)</b>	<b>(35,868)</b>		<b>(187,896)</b>	<b>0</b>	<b>(187,896)</b>		
			Opening Administration Fund Balance		337,639	211,583			370,814
			Current Surplus / Deficit		(399,479)	(211,583)			(33,175)
			<b>Closing Administration Fund Balance</b>		<b>(61,840)</b>	<b>0</b>			<b>337,639</b>

# **PBC CASH FLOW**

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

	Total	Actual Nov-23	Actual Dec-23	Actual Jan-24	Actual Feb-24	Actual Mar-24	Actual Apr-24	Actual May-24	Actual Jun-24	Actual Jul-24	Actual Aug-24	Forecast Sep-24	Forecast Oct-24
<b>Trading A/c - opening balance</b>	62,489	62,489	677,306	23,086	34,363	44,125	18,615	11,916	220,252	3,108	19,672	294,279	8,612
<b>Revenue - Admin</b>	10,976,646	2,592,511	68,037	1,632	2,379,916	285,194	12,491	2,435,106	250,433	2,983	2,553,638	139,690	255,014
<b>Expenses - Admin</b>	12,464,055	2,679,100	294,929	314,770	1,429,133	1,272,164	308,155	2,308,251	301,252	238,226	2,152,248	698,163	467,664
<b>Net movement - Admin Fund</b>	<b>(1,487,409)</b>	<b>(86,589)</b>	<b>(226,891)</b>	<b>(313,138)</b>	<b>950,783</b>	<b>(986,970)</b>	<b>(295,664)</b>	<b>126,855</b>	<b>(50,819)</b>	<b>(235,243)</b>	<b>401,390</b>	<b>(558,473)</b>	<b>(212,649)</b>
<b>Revenue - Sinking Fund</b>	3,232,542	628,507	-	-	577,929	66,847	577,929	590,423	80,784	7,539	635,734	-	66,847
<b>Expenses - Sinking</b>	3,035,355	338,047	162,599	56,037	87,595	144,731	431,372	68,796	28,651	66,970	151,173	747,193	752,193
<b>Net movement - Sinking Fund</b>	<b>197,187</b>	<b>290,460</b>	<b>(250,080)</b>	<b>(56,037)</b>	<b>490,335</b>	<b>(77,883)</b>	<b>146,558</b>	<b>521,628</b>	<b>52,133</b>	<b>(59,430)</b>	<b>484,561</b>	<b>(747,193)</b>	<b>(685,346)</b>
BALANCE - CASH AT BANK		677,306	23,086	34,363	44,125	18,615	11,916	220,252	3,108	19,672	294,279	8,612	8,618
BALANCE - MACQUARIE / BOQ AT CALL		1,633,110	1,433,376	1,076,558	2,524,720	1,674,113	1,033,333	2,120,958	2,911,213	2,184,752	1,624,943	604,943	206,943
Term Deposits Held		6,250,000	6,750,000	6,750,000	6,750,000	6,750,000	6,750,000	6,412,000	5,912,000	5,912,000	5,912,000	8,000,000	7,500,000
<b>Total Cash and Cash Investments</b>		<b>7,883,110</b>	<b>8,183,376</b>	<b>7,826,558</b>	<b>9,274,720</b>	<b>8,424,113</b>	<b>7,783,333</b>	<b>8,532,958</b>	<b>8,823,213</b>	<b>8,096,752</b>	<b>7,536,943</b>	<b>8,604,943</b>	<b>7,706,943</b>

# **PTBC CASH FLOW**



	Total	Actual Nov-23	Actual Dec-23	Actual Jan-24	Actual Feb-24	Actual Mar-24	Actual Apr-24	Actual May-24	Actual Jun-24	Actual Jul-24	Actual Aug-24	Forecast Sep-24	Forecast Oct-24
<b>Trading A/c - opening balance</b>	19,223	19,223	1,121,331	6,995	177,446	71,867	5,770	1,702	84,206	2,377	3,787	96,565	3,776
<b>Revenue - Admin</b>	5,169,236	1,111,525	101,988	105,015	278,804	1,198,507	30,619	1,157,199	104,295	102,709	968,767	-	9,809
<b>Expenses - Admin</b>	5,161,987	1,300,467	98,307	73,410	310,449	1,441,465	64,835	1,169,680	70,137	86,301	224,106	205,284	117,548
<b>Net movement - Admin Fund</b>	<b>7,248</b>	<b>(188,942)</b>	<b>3,681</b>	<b>31,605</b>	<b>(31,645)</b>	<b>(242,959)</b>	<b>(34,216)</b>	<b>(12,481)</b>	<b>34,158</b>	<b>16,408</b>	<b>744,661</b>	<b>(205,284)</b>	<b>(107,739)</b>
<b>Revenue - Sinking Fund</b>	1,208,615	194,067	78,380	80,271	171,747	6,478	6,472	277,463	9,840	83,868	203,847	17,802	78,380
<b>Expenses - Sinking</b>	1,095,061	86,100	3,544	85,471	177,681	84,171	151,878	69,266	263	7,909	88,146	202,948	137,683
<b>Net movement - Sinking Fund</b>	<b>113,554</b>	<b>107,968</b>	<b>74,836</b>	<b>(5,201)</b>	<b>(5,934)</b>	<b>(77,693)</b>	<b>(145,407)</b>	<b>208,197</b>	<b>9,576</b>	<b>75,959</b>	<b>115,701</b>	<b>(185,146)</b>	<b>(59,302)</b>
BALANCE BOQ StrataCash		1,121,331	6,995	177,446	71,867	5,770	1,702	84,206	2,377	3,787	96,565	3,776	5,336
BALANCE MACQ / BOQ AT CALL		510,874	1,699,732	1,698,198	1,766,198	1,511,643	1,329,915	1,346,457	1,483,818	1,575,416	2,136,134	1,826,134	1,656,134
Term Deposits Held		500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	700,000	700,000	700,000
<b>Total Cash and Cash Investments</b>		<b>2,132,205</b>	<b>2,206,727</b>	<b>2,375,644</b>	<b>2,338,065</b>	<b>2,017,413</b>	<b>1,831,618</b>	<b>1,930,663</b>	<b>1,986,196</b>	<b>2,079,203</b>	<b>2,932,699</b>	<b>2,529,910</b>	<b>2,361,470</b>

**PBC  
LEGAL/CONSULTANT  
COSTS SUMMARY**

Summary of Legal costs - Year Ending 31 October 2024

Sanctuary Cove Principal Body Corporate				<i>Budget</i>	<b>\$ 150,000</b>
Grace Lawyers	31.10.23	Inv 165572	PBC v Buttner	\$	935
Grace Lawyers	31.10.23	Inv 165714	PBC v Lot 41 Schotia Island	\$	973
Grace Lawyers	31.10.23	Inv 165713	PBC v Lot 37 Adelia	\$	2,829
Grace Lawyers	30.11.23	Inv 166457	PBC v Buttner	\$	4,345
Grace Lawyers	30.11.23	Inv 166784	PBC v Lot 41 Schotia Island	\$	3,329
Grace Lawyers	31.12.23	Inv 167444	PBC v Buttner	\$	2,200
Grace Lawyers	31.01.24	Inv 168284	PBC v Buttner	\$	3,520
Grace Lawyers	31.01.24	Inv 168312	PBC v Lot 41 Schotia Island	\$	1,595
Grace Lawyers	08.02.24	Inv 166785	PBC v Lot 37 Adelia	\$	1,331
Grace Lawyers	29.02.24	Inv 169663	PBC v Buttner	\$	1,760
Grace Lawyers	30.04.24	Inv 172100	PBC v Buttner	\$	557
McCullough Robertson Lawyers	19.04.24	Inv 853055	S56 Amendment	\$	7,589
Grace Lawyers	27.06.24	Inv 173443	PBC v Buttner	\$	1,815
Grace Lawyers	27.06.24	Inv 173544	PBC v 4728	\$	859
Grace Lawyers	31.01.24	Inv 168315	PBC v Lot 37 Adelia	\$	1,475
McCullough Robertson Lawyers	17.06.24	Inv 857063	S56 Amendment	\$	8,383
Grace Lawyers	30.06.24	Inv 174766	PBC v Buttner	\$	440
<i>Colin Biggers &amp; Paisley</i>	<i>21.08.24</i>	<i>WO 11064</i>	<i>Hydrovision dispute</i>	<i>\$</i>	<i>4,200</i>
Grace Lawyers	31.07.24	Inv 175981	PBC v Buttner	\$	2,058
Colin Biggers & Paisley	31.07.24	Inv 764458A	Hydrovision dispute	\$	2,800
				<b>\$</b>	<b>52,992</b>
				<b>Variance to Budget</b>	<b>\$ 97,008</b>

Summary of Consultant costs - Year Ending 31 October 2024

Sanctuary Cove Principal Body Corporate			Budget	Admin fund	Sinking fund
			\$	\$ 30,000	\$ 30,000
Knobel Consulting	WO 1901	Justicia Stage 3A	\$	1,250	
Knobel Consulting	WO 3594	Engineering services for proposed handover of Spyglass Hill	\$	1,880	
Knobel Consulting	WO 4201	Sanctuary Point Stage 2B handover			\$ 4,050
Pinnacle Engineering Group	WO 4803	Pathway loops 2, 3, 4 & visitor carparks-Construction Phase 3A contract administration & supervision			\$ 2,317
Pinnacle Engineering Group	WO 4804	Pathway loops 2, 3, 4 & visitor carparks-Construction Phase 3B contract administration & supervision			\$ 2,317
Pinnacle Engineering Group	WO 4805	Pathway loops 2, 3, 4 & visitor carparks-Construction Phase 3C contract administration & supervision			\$ 2,317
Pinnacle Engineering Group	WO 4806	Pathway loops 2, 3, 4 & visitor carparks-Development approval Phase detailed civil engineering design			\$ 750
Knobel Consulting	WO 6219	Sanctuary Point Stage 4-City Plan review	\$	1,000	
Knobel Consulting	WO 6220	Sanctuary Point Stage 4-Initial Pre-Start meeting	\$	600	
Knobel Consulting	WO 6225	Sanctuary Point Stage 4-Prepare handover documentation	\$	2,500	
Knobel Consulting	WO 6226	Sanctuary Point Stage 4-Delivery of documentation	\$	500	
Knobel Consulting	WO 6228	Sanctuary Point Stage 3B-Initial Pre-Start meeting	\$	600	
Knobel Consulting	WO 6233	Sanctuary Point Stage 3B-Prepare handover documentation	\$	1,471	
Knobel Consulting	WO 6234	Sanctuary Point Stage 3B-Delivery of documentation	\$	500	
Knobel Consulting	Inv 24402	Sanctuary Point Stage 3B-Prepare handover documentation	\$	1,030	
Knobel Consulting	Inv 24573	Sanctuary Point Stage 4-Liaise with consultants/contractor for drawing/plans	\$	1,000	
Urban Play	Inv 00017499	Jabiru Park safety inspection January 2024	\$	450	
Urban Play	Inv 00017755	Jabiru Park safety inspection April 2024	\$	625	
Urban Play	WO 9572	Jabiru Park safety inspection July 2024	\$	450	
Urban Play	WO 9573	Jabiru Park safety inspection October 2024	\$	450	
GHD Australia	Inv 112-0195701	Marine Dr North water main replacement termination of agreement	\$	776	
TTM Consulting	Inv GCI08703	Traffic calming review Stage 1-site visit and measurements	\$	3,200	
Secure By Design	Inv 6427	Stage 2 CCTV Project Management Fee	\$	4,800	
		Reventment wall review Sep / Oct - Estimate	\$	8,000	
Directors Australia		PBC Governance Review	\$	39,200	
			\$	70,281	\$ 11,750
			<b>Variance to Budget</b>	<b>\$ (40,281)</b>	<b>\$ 18,250</b>

**PTBC  
LEGAL/CONSULTANT  
COSTS SUMMARY**

Summary of Legal costs - Year Ending 31 October 2024

Sanctuary Cove Primary Thoroughfare Body Corporate				<i>Budget</i>	<b>\$ 10,000</b>
Colin Biggers & Paisley	21.08.24	WO 11063	Hydrovision dispute	\$	1,800
MBA Lawyers	01.08.24	Inv 12657	Section 56 SCRA	\$	4,433
Colin Biggers & Paisley	31.07.24	Inv 764458B	Hydrovision dispute	\$	1,200
				\$	7,433
<b>Variance to Budget</b>				<b>\$</b>	<b>2,568</b>

Summary of Consultant costs - Year Ending 31 October 2024

Sanctuary Cove Primary Thoroughfare Body Corporate			<b>Budget</b>	<b>Admin fund</b>	<b>Sinking fund</b>
			<b>\$</b>	<b>10,000</b>	<b>\$</b>
					<b>20,000</b>
<i>Engeny Australia Pty Ltd</i>	<i>32047QC</i>	<i>Consultancy Services Jan 24 - SCGC Water Management Assessment</i>			17,000
<i>Engeny Australia Pty Ltd</i>	<i>WO 8917</i>	<i>Water Retention &amp; Review Report-Draft Opportunities &amp; Constraints Matrix</i>			13,000
<i>Engeny Australia Pty Ltd</i>	<i>WO 8918</i>	<i>Water Retention &amp; Review Report-Final Opportunities &amp; Constraints Matrix</i>			5,000
<i>Engeny Australia Pty Ltd</i>	<i>WO 8919</i>	<i>Water Retention &amp; Review Report-Forward works plan to identify works to progress project</i>			3,000
<i>Engeny Australia Pty Ltd</i>	<i>WO 8920</i>	<i>Water Retention &amp; Review Report-Summarized memorandum concluding findings</i>			4,970
<i>Engeny Australia Pty Ltd</i>	<i>WO 10073</i>	<i>Water Retention &amp; Review Report-Engagement/co-ordination of contractor and further works</i>			5,200
<i>Sandmap</i>	<i>WO 10435</i>	<i>Hydrographic Survey</i>			41,000
				-	89,170
<b>Variance to Budget</b>			<b>\$</b>	<b>10,000</b>	<b>\$ (69,170)</b>



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

**Body Corporate Committee** Sanctuary Cove Principal & Primary Bodies Corporate Finance Sub-Committee  
**Location of Meeting:** Meeting Room 1 - Sanctuary Cove Body Corporate Services  
**Date and Time of meeting** Friday, 20 September 2024  
**Meeting Chaired by:** Mr Stephen Anderson  
**Meeting start time:** 9.58am **Meeting finish time:** 10.42am

ATTENDANCE

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

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

APOLOGIES

N/A

BY INVITATION

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

QUORUM

The Chairperson declared that a Quorum was present.

MOTIONS

**1 Approval of Previous Minutes CARRIED**

Proposed by: The Chairperson

**RESOLVED** That the Minutes of the Finance Sub-Committee Meeting for the PBC held on 16 August 2024 be accepted as a true and correct record of the proceedings of the meeting.

Yes	4
No	0
Abstain	1

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

**2 Approval of Previous Minutes CARRIED**

Proposed by: The Chairperson

Yes	5
No	0
Abstain	0

**RESOLVED** That the Minutes of the Finance Sub-Committee Meeting for the PTBC held on 16 August 2024 be accepted as a true and correct record of the proceedings of the meeting.

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

**3 Action Items CARRIED**

Proposed by: The Chairperson

Yes	5
No	0
Abstain	0

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

*Note:*

- *FTTH: Scoping consultants to review current proposal. PK advised SF has written to OptiComm to extend the agreement for a further twelve months.*
- *Purchasing Policy: MY reached out to Cheryl and Simone (EC Members) for feedback and guidance from them and Directors Australia’s input, if any.*
- *Budgets: All approved in August.*

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



**4 PBC Financial Statements CARRIED**

Proposed by: The Chairperson

Yes	5
No	0
Abstain	0

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

Note:

- The PBC is \$257k behind the ideal position within the budget, primarily due to water variances, management fees and costs relating to the Christmas storm.
- SA queried if there were any upcoming Sinking Fund projects that would incur major costs, MY confirmed Class A Water project.
- SF to assist MY with updating Sinking Fund projected spend to update forecasted spend for the remaining 2 months of the year.

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

**5 PTBC Financial Statements CARRIED**

Proposed by: The Chairperson

Yes	5
No	0
Abstain	0

**RESOLVED** That the FSC notes and recommends to the PTBC the approval of the PTBC Financial Statements as at 31 August 2024 as tabled.

Note:

- The PTBC is \$118k behind budget, primarily due to water variances and utilities—specifically fixed-price annual contracts that have ended.
- MM queried whether land tax was included in the budget. MY confirmed it is a timing variance, as the land tax is budgeted in October but the expense is booked monthly.

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

**6 PBC Actual v Budget Analysis CARRIED**

Proposed by: The Chairperson

Yes	5
No	0
Abstain	0

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

Note:

- MTD calculations will be removed from the Budget Variance Sheet, with the committee agreeing to include only YTD figures moving forward.
- MY to include further detail regarding expected completion dates for projects in Budget Variance sheet.

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

**7 PTBC Actual v Budget Analysis CARRIED**

Proposed by: The Chairperson

Yes	5
No	0
Abstain	0

**RESOLVED** That the FSC notes and recommends to the PTBC the approval of the PTBC Actual v Budget Analysis as at 31 August 2024 as tabled.

Note:

- PTBC is projected to exceed the budget by \$217k by the end of the financial year, primarily due to animal management costs, water variances, and management fees.

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

**8 PBC Cash Flow CARRIED**

Proposed by: The Chairperson

Yes	5
No	0
Abstain	0

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

Note:

- *PK enquired about the tighter PBC cash flow compared to previous months. MY explained that it is due to term deposits being reinvested and some timing discrepancies.*
- *MY assured that there are no liquidity concerns.*

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

**9 PTBC Cash Flow CARRIED**

Proposed by: The Chairperson

Yes	5
No	0
Abstain	0

**RESOLVED** That the FSC notes and recommends to the PTBC the approval of the PTBC Cash Flow as at 31 August 2024 as tabled.

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

**10 PBC Legal/Consultant Costs Summary CARRIED**

Proposed by: The Chairperson

Yes	5
No	0
Abstain	0

**RESOLVED** That the FSC notes and recommends to the PBC the approval of the PBC Legal/Consultant Costs Summary as tabled.

Note:

- *Buttner v Leslie matter ongoing, accumulated costs becoming excessive. It will be determined once the matter has been settled whether the PBC can recover any costs.*

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

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

Proposed by: The Chairperson

Yes	5
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.

Note:

- *Hydro Vision dispute ongoing.*

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

**12 Date of Next Meeting CARRIED**

Proposed by: The Chairperson

Yes	5
No	0
Abstain	0

**RESOLVED** That the date of the next FSC Meeting will be Friday, 18 October 2024 at 10:00am.

*Note:*

- *PK is unable to attend this meeting, proxy given to SA.*

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

GENERAL BUSINESS

N/A

Chairperson: .....

As at 9<sup>th</sup> October 2024

#	MEETING DATE	RESOLUTION	RESPONSIBILITY	COMMENTS	EXPECTED COMPLETION DATE
316	11/24	Stage 2 DCBL's RESOLVED that the PBC authorise the ARC and Developer to meet and finalise the DCBL documentation: FURTHER RESOLVED that the PBC is required to review the revised final documentation and the PBC will then approve if it is satisfactory.	ARC/ BCM	<ul style="list-style-type: none"> <li>o Stage 2 commence working group February 2024.</li> <li>o Teams meeting held 22/4/24 with SS, CT, AL, EAR, JS to discuss changes</li> <li>o End of 2024 RBC resolution</li> </ul>	End of 2024
399	05/22	Amenities across the Resort	PBC	<ul style="list-style-type: none"> <li>o Sept 21 raised by previous Chair, low priority – parking bays being installed.</li> <li>o Parking bays have been installed</li> </ul>	On hold
419	08/22	Village Gate	PBC	<ul style="list-style-type: none"> <li>o Mulpha will commence works on the infrastructure for the gates and the townhouse development opposite.</li> <li>o Works expected to take three months.</li> <li>o Gates structure and design, the mirror image of the Pines.</li> <li>o 16/07/24 Traffic diversion signage installed (Temp covered).</li> <li>o 17/07/24 Contractor to install site fencing</li> <li>o 18/07/24 Pedestrian barrier fence to be installed.</li> <li>o 22/07/24 Early: Current Parkway lanes will be blocked off; traffic diversion will be activated with sign covers removed.</li> <li>o 30/09/24 Temp Road closure for approx. 1 month.</li> </ul>	Commenced mid July 24



#	MEETING DATE	RESOLUTION	RESPONSIBILITY	COMMENTS	EXPECTED COMPLETION DATE
426	04/23	Cypress Point licence agreement and buggy path repairs	PBC	<ul style="list-style-type: none"> <li>SF advised lighting hasn't been budgeted for, however may be able to utilise Solar ones at Village gates once completed.</li> </ul>	SF to look at in 2024/2025 budget
427	05/23	OptiComm Sale	PBC	<ul style="list-style-type: none"> <li>Update of possible OptiComm sale</li> <li>Recent meeting on 10<sup>th</sup> Oct 23 with OptiComm to discuss proposals.</li> <li>Received proposal, will be presented to PBC EC in early 2024.</li> <li>DSTG to complete a report for June 24</li> <li>PBC EGM approved extension of one year contract OptiComm.</li> <li>CSC informal meeting scheduled – 11/10/2024</li> </ul>	Ongoing
429	03/24	Purchasing Policy updated	PBC	<ul style="list-style-type: none"> <li>Purchasing policy to be updated – Finance Manager and CEO.</li> </ul>	Aug 24 Governance Review
430	07/24	Secondary Thoroughfare By-Law	PBC	<ul style="list-style-type: none"> <li>Visitor's Parking Signage</li> <li>Email sent 4/9/24 for gazettal.</li> </ul>	Passed at PBC EGM July 24
431	07/24	Emergency Management Plan	PBC	<ul style="list-style-type: none"> <li>Tailored for Residents.</li> <li>Completed by Shanyn (SF), awaiting approval of PBC EC.</li> </ul>	PBC EC to review

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

Ongoing
Working Progress
Mulpha
On hold



**Residential Zone Activity By-Law (RZABL) Compliance**

Sanctuary Cove Body Corporate Services seek instructions on how to proceed with the below ongoing RZABL noncompliance matters.

The below referenced matters forwarded to the PBC indicate instances where no subsequent response has been received, neither action has been taken despite issuing at least three non-compliance notices to the respective lot owners. All notices are sent via email and post to ensure that they are being received.

- **The current cost to file an application for Order of the Referee is \$88.90 ex GST.**
- **The current cost to file an application with Queensland Civil and Administrative Tribunal (QCAT) is \$367 inc GST.**

**1. Lot 61 Felicia, 2214 Arnold Palmer Drive - RZABL 3.1 (a) Repair & Maintenance**

<b>Distribution:</b> PBC
<p>MOTION</p> <p>That the PBC EC instructs the Body Corporate Manager to lodge an application with the Office of Commissioner and Body Corporate Management seeking an Order that the Owners of Lot 61 Felicia comply with Residential Zone Activity By-Law 3.1 (c) Repair and Maintenance.</p> <p>RESOLVED</p>

**Background**

The property was initially reported to the compliance team on July 10, 2024. The front landscaping is currently overgrown and poorly maintained, failing to meet the established standards set forth in the RZABLs. These guidelines are designed to preserve the architectural aesthetics and overall appearance of the community.

**1<sup>st</sup> Notice – 10.07.2024**

First notice was issued requesting for the overgrown vegetation to be attended to. No correspondence from owner or rectification. A period of 21 days was given to rectify the matter.

**2<sup>nd</sup> Notice – 01.08.2024**

- Second notice was issued requesting for the overgrown vegetation to be attended to. No correspondence from owner or rectification. A further 14 days were given to rectify the matter.

**3<sup>rd</sup> Notice – 19.08.2024**





- Third Notice was issued advising the matter must be immediately rectified. It was outlined in the notice that the PBC may start proceedings in the Magistrates Court or lodge a dispute, and no correspondence or action was taken from the owner of the property.



## 2. Lot 3 Harpullia, 8011 Key Waters - RZABL 3.1 (a) Repair & Maintenance

**Distribution:** PBC

**MOTION**

That the PBC EC instructs the Body Corporate Manager to lodge an application with the Office of Commissioner and Body Corporate Management seeking an Order that the Owners of Lot 61 Felicia comply with Residential Zone Activity By-Law 3.1 (a) Repair and Maintenance.

**RESOLVED**

### **Background**

The property was first reported to the compliance team on the 10<sup>th</sup> of July 2024. The property has noticeable staining covering the upper exterior portions of the principal structure. The staining on the rendering does not comply to the established standards outlined in the RZABLs, which are designed to uphold architectural aesthetics within the community.



1<sup>st</sup> Notice – 10.07.2024

- First Notice was issued requesting for the property to be cleaned and/or repainted, no correspondence or action was taken from the owners to rectify the matter. A period of 28 days was given to rectify the matter.

2<sup>nd</sup> Notice – 20.08.2024

- Second notice was issued requesting for the property to be cleaned and/or repainted, no correspondence or action was taken from the owners. A further 28 days were given to rectify the matter.

3<sup>rd</sup> Notice – 15.05.2024

- Third and final notice was sent advising the matter must be immediately rectified. It was outlined in the notice that the PBC may start proceedings in the Magistrates Court or lodge a dispute, and no correspondence or action was taken from the owners of the property.





### 3. Lot 12 Araucaria, 6257 Broken Hills Drive - RZABL 3.1 (a) Repair & Maintenance

**Distribution:** PBC

**MOTION**

That the PBC EC instructs the Body Corporate Manager to lodge an application with the Office of Commissioner and Body Corporate Management seeking an Order that the Owners of Lot 61 Felicia comply with Residential Zone Activity By-Law 3.1 (a) Repair and Maintenance.

**RESOLVED**

#### **Background**

The property was first reported to the compliance team on the 11<sup>th</sup> of June 2024. The property has very noticeable stained rendering covering the side and front upper exterior portions of the principal structure. The staining on the rendering does not comply to the established standards outlined in the RZABLs, which are designed to uphold architectural aesthetics within the community.

#### 1<sup>st</sup> Notice – 11.06.2024

- First notice was issued requesting for the property to be cleaned and/or repainted. No correspondence or action was taken to rectify the matter. A period of 28 days was given before a second notice would be issued.

#### 2<sup>nd</sup> Notice – 09.07.2024

- Second notice was issued requesting for the property to be cleaned and/or repainted, no correspondence or action was taken from the owners. A further 28 days were given to rectify the matter.

Note – The property underwent change of ownership on the 22.07.2024. Matter was placed on hold until further instructions from BC Manager.

#### Email sent – 29.08.2024

- An email was sent to the new owners of the property regarding the existing stained rendering. It outlined that the previous owners had received two notices, but no response or action was taken. We requested that the property be cleaned and/or repainted by September 30, 2024, and provided recommendations for contractors. Unfortunately, we have not received any acknowledgment or correspondence from the new owners.





3<sup>rd</sup> Notice – 03.10.2024

- Third and final notice was sent advising the matter must be immediately rectified. It was outlined in the notice that the PBC may start proceedings in the Magistrates Court or lodge a dispute, and no correspondence or action was taken from the owners of the property.

