



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 13th March 2025
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 13th February 2025
 2. Approval of PBC EC VOC ARC Minutes 13th February 2025
 3. Approval of Two PBC EC Members VOC Minutes 5th March 2025
 4. Body Corporate ARC Report – 3rd March 2025
 5. Amendment to Secondary Thoroughfare By-law to control dogs
 6. Executive Architect Consultancy Agreement

7. Correspondence for Information - For noting of the PBC and the PBC EC

No	Date	From	To	Regarding
1.	14 Feb 2025	Shaun Clarke	PBC	Fibre To the Home (FTTH)
2.	21 Feb 2025	MN for Araucaria	PBC	Resignation letter
3.	25 Feb 2025	SCCSL	PBC	GM Appoint Announcement
4.	3 Mar 2025	PBC Secretary	Caroline Tolmie	Appreciation Letter
5.	3 Mar 2025	PBC Secretary	Richard Sherman	Appreciation Letter
6.	4 Mar 2025	Mulpha	PBC	WPGA Media Release
7.	4 Mar 2025	PBC Chairperson	Owners	Storm Communication
8.	10 Mar 2025	PBC Chairperson	PBC	Relocation of Geese
9.	10 Mar 2025	PBC Chairperson	PBC	Wildlife Management Control

8. Correspondence for Action - For noting of the PBC and the PBC EC

No	Date	From	To	Regarding
1.	27 Feb 2025	Resident Alyxia	PBC	Damage to FTTH

9. Reports for Information - For noting of the PBC and the PBC EC

No	Date	From	To	Regarding
1.	Feb 2025	SCCSL	PBC EC	Ops Report
2.	20 Feb 2025	FSC	PBC EC	FSC Minutes
3.	February 2025	Compliance	PBC EC	Compliance Report
4.	February 2025	SCCSL	PBC EC	Matters In Progress

10. General Business

10.1 PBC EGM Motions – March 2025

11. Next Meeting – Thursday 10th April 2025 at 09:00am

12. Closure of Meeting

Reply To PO Box 15, SANCTUARY COVE QLD, 4212

Proxy form for Body Corporate meetings

Building Units and Group Titles Act 1980

Section 1 – Body corporate secretary details

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

Section 2 – Authorisation

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

I/we

Name of owner 1:

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

Name of owner 2:

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

being the Proprietor/s of the following Lot/s

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

Name of Body Corporate:

.....
hereby appoint,

Proxy (full name):

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

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

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

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

Residential address:

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

Postal address:

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

VOTING PAPER

Executive Committee Meeting for Sanctuary Cove Principal Body Corporate GTP 202

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

Date and time of meeting: **Thursday 13th March 2025 - 9:00AM**

MOTIONS

1 Approval of PBC EC Minutes 13th February 2025 (Agenda Item 6.1) ORDINARY RESOLUTION

Proposed by: Statutory Motion

THAT the Minutes of the PBC Executive Committee Meeting held on 13th February 2025 be accepted as a true and correct record of the proceedings of the meeting.

Yes	
No	
Abstain	

2 Approval of PBC EC VOC ARC Minutes 13th February 2025 (Agenda Item 6.2) ORDINARY RESOLUTION

Proposed by: Statutory Motion

THAT the VOC Minutes of the PBC Executive Committee Meeting held on 13th February 2025 be accepted as a true and correct record of the proceedings of the meeting.

Yes	
No	
Abstain	

3 Approval of Two PBC EC Members VOC Minutes 5th March 2025 (Agenda Item 6.3) ORDINARY RESOLUTION

Proposed by: Statutory Motion

THAT the VOC Minutes of the PBC Executive Committee Meeting held on 5th March 2025 be accepted as a true and correct record of the proceedings of the meeting.

Yes	
No	
Abstain	

4 Body Corporate ARC Report – 3rd March 2025 (Agenda Item 6.4) ORDINARY RESOLUTION

Proposed by: Statutory Motion

THAT the PBC EC approves the applications recommended for approval by the ARC at its meeting held 3rd March 2025.

Further **THAT** the PBC EC approves the applications recommended for approval, subject to conditions, by the ARC at its meeting held 3rd March 2025.

Further **THAT** the PBC EC does not approve the applications which have not been recommended for approval by the ARC at its meeting held 3rd March 2025.

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 3rd March 2025.

Yes	
No	
Abstain	

Motion Explanation - Dog Off Leash

The amendment of the STBLs to include a requirement for dogs to be on leash on the Secondary Thoroughfare came about from the following emails between the Schotia Island MN, Wayne Bastion and the PBC Chairman, Stuart Shakespeare. **ANNEXURE A**

5 Amendment to Secondary Thoroughfare By-law to control dogs (Agenda Item 6.5) ORDINARY RESOLUTION

Proposed by: Statutory Motion

THAT the PBC EC recommends to the PBC the amendment of the Secondary Thoroughfare By-Laws to control dogs and similar pets on the Secondary Thoroughfare, in accordance with the draft dated 10 March 2025.

Yes	
No	
Abstain	

Motion Information - Think Tank Agreement

Following the withdrawal of the January EGM motion regarding the proposed fee scales for Think Tank Architects to provide assessment services to the PBC on development applications, the following formal agreement has now been drafted that includes reduced rates to those formerly proposed.

No formal agreement has existed up to this point in time, so it's important an agreement is put in place along with the revised scale of fees.

The agreement allows either party to terminate on 45 days' notice. This provides the opportunity for the PBC to consider its options on the future provision of these services, if it so wishes.

Proposed by: Statutory Motion

THAT the PBC enters into an agreement with Think Tank Architects for the provision of advisory services with respect to the assessment of Stage 1 development applications, on the terms set out in the agreement circulated with the agenda.

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 13th February 2025
Meeting time: 09:01AM –10:55 AM
Chairperson: Stuart Shakespeare

Attendance

The following members were present in person at the meeting:

Lot: Felicia GTP 107128 Owner Felicia GTP 107128 Rep: Mr Stuart Shakespeare (SS) (via Teams)
Lot: Harpullia GTP 107045 Owner Harpullia GTP 107045 Rep: Mr Paul Kernaghan (PK)
Lot: Livingstonia GTP 1712 Owner Livingstonia GTP 1712 Rep: Mr Brian Earp (BE)
Lot: Molinia GTP 1072442 Owner Molinia GTP 107442 Rep: Mrs Cheryl McBride (CM)

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

Apologies:

Ms Dianne Taylor

A Quorum was present.

Meeting was recorded.

Nil Conflict of Interest

1. Motions:

1 Approval of PBC EC Minutes 16th January 2025 (Agenda Item 6.1) ORDINARY RESOLUTION

Proposed by: Statutory Motion

CARRIED

THAT the Minutes of the PBC Executive Committee Meeting held on 16th January 2025 be accepted as a true and correct record of the proceedings of the meeting.

Yes	4
No	0
Abstain	0

Members Name	Yes	No	Abstain
Stuart Shakespeare	X		
Cheryl McBride	X		
Brian Earp	X		
Paul Kernaghan	X		
Dianne Taylor			

2 Approval of PBC EC VOC ARC Minutes 20th January 2025 (Agenda Item 6.2) ORDINARY RESOLUTION

Proposed by: Statutory Motion

CARRIED

THAT the VOC Minutes of the PBC Executive Committee Meeting held on 20th January 2025 be accepted as a true and correct record of the proceedings of the meeting.

Yes	3
No	1
Abstain	0

Members Name	Yes	No	Abstain
Stuart Shakespeare	X		
Cheryl McBride	X		
Brian Earp		X	
Paul Kernaghan	X		
Dianne Taylor			

3 Architectural Review Committee Member (Agenda Item 6.3) ORDINARY RESOLUTION

Proposed by: The Chairperson

CARRIED

THAT the PBC EC, noting the endorsement of the member present at the meeting of the ARC, recommends the appointment of Mr John Venn to the role of ARC Chairperson.

Yes	4
No	0
Abstain	0

Members Name	Yes	No	Abstain
Stuart Shakespeare	X		
Cheryl McBride	X		
Brian Earp	X		
Paul Kernaghan	X		
Dianne Taylor			

4 Application to Referee for Harpullia Lot 3 RZABL Breach (Agenda Item 6.4) ORDINARY RESOLUTION

Proposed by: The Chairperson

WITHDRAWN

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 3 Harpullia comply with Residential Zone Activity By-Law 3.1 (a) Repair and Maintenance.

Yes	
No	
Abstain	

NOTE: Committee Member Cheryl (CM) will attempt to communicate first for a resolution before submitting an application.

Members Name	Yes	No	Abstain
Stuart Shakespeare			
Cheryl McBride			
Brian Earp			
Paul Kernaghan			
Dianne Taylor			

Proposed by: Simone Hoyle

WITHDRAWN

THAT the Principal Body Corporate EC (PBC) recommends to the PBC the engagement of Directors Australia to provide consulting services in 2025 to support the implementation of the PBC three-year governance improvement plan. The Directors Australia Governance Blueprint and recommendation and the draft PBC three-year Governance Improvement Plan is included in appendices. The cost of Directors Australia governance consulting services to support the key deliverables in the 2025 Governance Improvement Plan is:

Yes	
No	
Abstain	

2025 Directors Australia Independent Consulting Support Cost

- Total excluding GST: \$21,200
- GST (10%): \$2,120
- Contingency (10% of total including GST): \$2,332
- Directors Australia 2025 Total (including GST and contingency): \$25,652

PBC engagement & alignment sessions - preparation, presentation, and travel

- Two PBC meetings: \$1,980 × 2 = \$3,960 (Including GST)

2025 Final Total

- Grand Total (including GST and contingency): \$29,612

Approval Rationale for Leveraging Independent Governance Expertise and Services:

1. **Sustainable Three-Year Plan:** The proposed PBC three-year governance improvement plan, based on the Director Australia’s Governance Blueprint and prioritisation of their recommendations, is aimed at strengthening PBC, PBC Exec and sub committees’ governance structures, defining roles and terms of reference, refining processes, and improving decision-making effectiveness.
2. **Governance Expertise:** Directors Australia brings extensive governance experience and expertise, with strong legal acumen and a proven track record in supporting the implementation of governance improvement plans and enhancing committee effectiveness within our sector.
3. **Resource Support:** Engaging Directors Australia will provide the necessary resources to support the development of key initiatives outlined in the governance improvement plan, for governance structures, roles and responsibilities, processes, policy updates, and compliance measures.
4. **Independent Oversight:** The use of independent governance experts enhances transparency, supporting a ‘best fit’ governance model aligned with best-practice governance principles. Leveraging independent governance experts throughout this governance improvement initiative strengthens the PBC’s position, making it more defensible in the event of compliance challenges.

Members Name	Yes	No	Abstain
Stuart Shakespeare			
Cheryl McBride			
Brian Earp			
Paul Kernaghan			
Dianne Taylor			

7. Correspondence for Information:

- Noted

8. Correspondence for Action:

- Nothing to discuss

9. Reports for Information:

9.2 Finance:

- The treasurer (PK) indicated that the finances are in line with budget for the first 4 months of the financial year.t

9.5 MIPs:

- **431 Emergency Plan** – Jodie (JS) to follow up with Kira (KC) to see if she obtained app details/costs from the Golf Club.

10. General Business:

10.1 PBC EGM Motions for February 2025:

- ARC Chairperson recommended appointment
- Electric Scooter Policy
- Executive Architect Contract
- Extension of Security Services User Agreement
- Website Invoice from Niche Studio

10.2 Website expenditure:

- Jodie (JS) discussed the work completed by the website company, Niche Studio, and noted that an invoice has been issued for the previous 20 hours of support. This will be tabled for approval at the next PBC EGM.

10.3 Grace invoices outstanding for QCAC application for 4368:

- Brogan (BW) advised there are currently four outstanding invoices totalling \$11,228.88 awaiting PBC approval. She expressed concern over the amount charged for the application, as it significantly exceeds the cost agreement.
- BW acknowledged that a substantial amount of work was conducted for the application and its submission. She asked the PBC EC for their recommendation to address the outstanding amount and presented two options for consideration:
 1. Seek a cost reduction from Grace and, if unsuccessful, place Grace on notice to obtain a cost assessment.
 2. Discontinue engagement with Grace and either have the PBC represent the case or engage another legal firm.
- BW will call one of the Partners at Grace to discuss expenditure and will report to the PBC EC.

- She communicated to Grace to cease any further work unless PBC has given approval.

10.4 Governance – Directors Australia:

- The Chairperson (SS) advised that Simone Hoyle (SH) and Andrew Brown (AB) have recently resigned from the EC. While Simone (SH) will continue as the Member Nominee (MN) for Roystonia on the PBC EGM, Andrew (AB) has resigned from both positions.
- The Chair also confirmed that a **Notice of Vacancy** will be issued today to all Chairpersons and Member Nominees, along with a nomination form for expressions of interest in joining the PBC EC. The deadline for nominations is **Wednesday, 19th February 2025**, to ensure the details can be included in the PBC EGM agenda ahead of the next meeting.
- The Chairperson advised a motion maybe necessary for further work with Directors Australia and.
- PK suggested providing more information to the PBC on how this is going to work and the location of resources to finance future actions.

11. Next Meeting – Thursday 13th March 2025 @ 9:00am

12.– Meeting Closed @ 10:55am

Chairperson: X.....



MINUTES COMMITTEE MEETING, OF THE PRINCIPAL BODY CORPORATE GTP 202

Type of Meeting: Voting Outside Committee Meeting
Date and Time of meeting: Thursday 13th February 2025
Meeting Start: 4:05PM
Meeting Finish: 4:10PM

ATTENDANCE:

The following members were represented by voting paper:

Lot: Harpullia GTP 107045 Owner Harpullia GTP 107045 Rep: Mr Paul Kernaghan (PK)

Lot: Molinia GTP 107442 Owner Molinia GTP 107442 Rep: Mrs Cheryl McBride (CM)

Lot: Felicia GTP 107128 Owner Felicia GTP 107128 Rep: Mr Stuart Shakespeare (SS)

QUORUM

A Quorum was present for this meeting.



MOTION

1 Body Corporate ARC Report 3rd February 2025 **ORDINARY RESOLUTION**

Proposed by: PBC Chairperson

CARRIED

RESOLVED that the PBC EC approves the applications recommended for approval by the ARC at its meeting held 3rd February 2025.

Yes	3
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 3rd February 2025.

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 3rd February 2025.

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 Body Corporate Manager, at its meeting held 3rd February 2025.

Chairperson.....



**MINUTES OF
VOTE OUTSIDE COMMITTEE MEETING
for PBC EC BODY CORPORATE**

Name of Property: PBC EC
GTP: 202
Date and Time of Meeting: Wednesday 05 March 2025
Meeting Start: 4:00 PM
Meeting Finish: 4:05 PM

ATTENDANCE:

The following Committee members were present by voting paper:

Position: Cheryl McBride
Position: Stuart Shakespeare
Position: Dianne Taylor
Position: Brian Earp

QUORUM

A quorum was present for this meeting.

MOTIONS

1	Appointment of Two MN to the PBC EC Committee (Agenda Item 1)	Motion CARRIED
----------	--	-----------------------

RESOLVED that the PBC EC approves the appointment of two Member Nominees, Mr. Tony McGinty and Mr. Mark Winfield, as ordinary members of the PBC EC as agreed by the PBC at its General Meeting on the 27th February 2025.

Yes	3
No	0
Abstain	1



MINUTES OF ARCHITECTURAL REVIEW COMMITTEE MEETING

Body Corporate: Sanctuary Cove Principal Body Corporate

Committee: Architectural Review Committee

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

Date of Meeting: Monday, 3 March 2025

Meeting chaired by: Mr John Venn

Meeting Start Time: 9:05am **Finish Time:** 10:33am

Attendance

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

Chairperson	Mr John Venn (JV)	
Ordinary	Mr Stuart Shakespeare (SS)	
Ordinary	Mr Craig Eccles (CE)	
Non - Voting	Mr Michael Jullyan (MJ)	Executive Architect
Non – Voting	Mrs Caitlin Coombridge	Building Approvals Manager

Apologies

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

Conflict of Interest
No

Meeting Recorded
No

BUSINESS ARISING

4.2 5201 Marine Drive West – Unapproved Works

The matter was discussed amongst the committee at length. It was agreed that the BAM is to reach out to the owner and request a copy of their certification documentation/building permit. If the structure does not have the necessary approvals, the non-compliance is to be issued to QBCC (Queensland Building and Construction Commission). In conjunction with this, an application to the Referee is to be prepared.

MOTIONS

1 ARC Minutes of Previous Meeting CARRIED

Proposed by: The Chairperson

RESOLVED That the minutes of the Architectural Review Committee meeting held 3 February 2025, as tabled at this meeting, are a true and accurate record of the proceedings of the meeting.

Yes	1
No	0
Abstain	2

2 7110 Marine Drive East, Lot 76 Plumeria CARRIED

Proposed by: The Chairperson

RESOLVED The Architectural Review Committee does not recommend the Screened Enclosure application at 7110 Marine Drive East be approved by the Principal Body Corporate (PBC) due to:

1. Site Coverage – not compliant at 47.2%; and
2. Floor Space Ratio – not compliant at 65.41%

Yes	3
No	0
Abstain	0

Note - SS advised that the Final Inspection for all previous approvals is still yet to be completed. BAM to follow up with owner.

3 5356 Marine Drive North, Lot 61 Roystonia CARRIED

Proposed by: The Chairperson

RESOLVED The Architectural Review Committee does not recommend the Gatehouse application at 5356 Marine Drive North be approved by the Principal Body Corporate (PBC) due to:

1. **Zero Line Lot Opposite Boundary** – not compliant with proposed gatehouse built to boundary;
2. **Secondary Structures within 1.5m of Side Boundary** – not compliant at 4.8m;
3. **Exterior Finish** – no information on screen details and proposed colours provided; and
4. **Roof of Secondary Structure** – proposed flat roof not compliant with Design Standards, to be amended to a low pitched roof to maintain symmetry of the streetscape.

Yes	3
No	0
Abstain	0

4 4700 The Parkway, Lot 129 Washingtonia CARRIED

Proposed by: The Chairperson

RESOLVED The Architectural Review Committee recommends the Swimming Pool application at 4700 The Parkway be approved by the Principal Body Corporate (PBC) subject to:

1. **Landscape Open Space** – minimum 30% of residual area to be maintained as softscape;
2. **Swimming Pool Setback** – not compliant at 1m, amended plans to be provided with pool to be moved 1.5m from side boundary;
3. **Pool Height** – must be screened, have concealed plumbing & be constructed with concrete;
4. **Swimming Pool Filter Pump** - must be enclosed in an Acoustic Enclosure due to close proximity to side boundary; and
5. **Stormwater** – must connect to a legal point of discharge.

Yes	3
No	0
Abstain	0

7 4680 The Parkway, Lot 96 Washingtonia

CARRIED

Proposed by: The Chairperson

RESOLVED The Architectural Review Committee recommends the Minor Cosmetic application at 4680 The Parkway be approved by the Principal Body Corporate (PBC) subject to:

Yes	3
No	0
Abstain	0

1. Painting works (Roof Areas, Gutter Facias, Gable Facias & Downpipes) approved on the basis the colour is similar match to existing colour;
2. Garage Door replacement approved in Evening Haze colour;
3. Driveway Replacement approved to proposed colour listed on email dated 12.02.25 and requested crossover. Conduit must be laid beneath the driveway to enable irrigation to service the Secondary Thorough. Specifications of the conduit area as follows:
 - a. 150mm diameter PVC Conduit
 - b. 500-600mm from the inside of the kerb
 - c. 300mm depth to the top of the pipe
 - d. 300mm protrusion from both ends of the driveway
4. Replacement Block Work around Front Garden approved with proposed Versa Wall Blocks with Capping stones in Oatmeal; and
5. Swimming Pool retile approved subject to proposed tile provided to committee for approval.

Note – the committee discussed the proposition of rendering the façade and it was agreed that they are not in a position to approve such works as it does not match the areas character zone.

8 8030 Key Waters, Lot 22 Harpullia

CARRIED

Proposed by: The Chairperson

RESOLVED The Architectural Review Committee does not recommend the Minor Alterations application at 8030 Key Waters be approved by the Principal Body Corporate (PBC) due to:

Yes	3
No	0
Abstain	0

1. **Lot Coverage** – no information provided, amended plans to be provided with calculation;
2. **Floor Space Ratio** – no information provided, amended plans to be provided with calculation;
3. **Open Void Area Under Deck** – no information provided, to be included on amended plans;
4. **Swimming Pool Fences** – in accordance with requires of local authority;
5. **Swimming Pool Setback** – no dimensions provided, to be included on amended plans and comply with setback of 1.5m to side boundary and 2.5m to rear to be maintained;
6. **Pool Height** – must be screened, have concealed plumbing & be constructed with concrete;
7. **Swimming Pool Filter Pump** - must be enclosed in an Acoustic Enclosure due to close proximity to side boundary; and
8. **Volumetric Capacity of the Batter Zone** – Calculations have not yet been provided. Calculations to be provided to show the flood storage of the batter zone is not diminished as a result of the works. The calculations provided must be to the top of the slope, not to GCCC requirements.



9 Executive Architect / Building Approvals Officer recommendations – ending 24 February 2025 CARRIED

Proposed by: The Chairperson

RESOLVED That the Architectural Review Committee notes and accepts the following applications recommended for approval by the Principal Body Corporate as submitted by Executive Architect and Building Approvals Officer for the period ending 24 February 2025.

Yes	3
No	0
Abstain	0

- 1. 1028 Edgecliff Drive, Lot 28 Tristania**
Release of Compliance Agreement Fee

10 ARC Recommendation to the PBC – 3 March 2025 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 3 February 2025.

Yes	3
No	0
Abstain	0

DRAFT

OTHER MATTERS/GENERAL BUSINESS

6.1 5465 Bay Hill Terrace – Air Conditioning Unit

It was agreed amongst the Committee that the Air Conditioning Unit cannot be installed on the roof. The committee recommended upgrading the existing Air Conditioning system or relocating the unit to courtyard.

6.2 4647 The Parkway – Final Inspection Report

The committee reviewed the Final Inspection Report and agreed that the bond cannot be returned until such time as landscaping plans are submitted for review. It was noted that the installation of outdoor stairs to the boundary wall and the elevated planter bed are not compliant with the Development Control By-Laws.

6.3 5829 Coveside Lane – Final Inspection Report

The committee reviewed the Final Inspection Report and agreed that the bond can be returned accordingly.

6.4 8053 Riverside Drive - Final Inspection Report

It was agreed that the BAM is to reach out to the owner and request an updated Landscape Open Space calculation now that the Synthetic Turf and other landscaping components have not been completed in accordance with the approved plans. The committee have requested that the hardscape be softened at the front of the property to include more plants/trees.

Name of voter: _____

Signature of voter: _____ Date: _____

ANNEXURE A

Motion Explanation - Dog Off Leash

The amendment of the STBLs to include a requirement for dogs to be on leash on the Secondary Thoroughfare came about from the following emails between the Schotia Island MN, Wayne Bastion and the PBC Chairman, Stuart Shakespeare. ANNEXURE A

From: Wayne Bastion <w_bastion@hotmail.com>

Date: 11 February 2025 at 8:12:58 am AEST

To: stuart@shakespeares.info

Cc: Cheryl McBride <cheryl.mcbride@teamleisure.com.au>, leeu <leeu@bigpond.com>

Subject: Re: Regular Patrols of Paul Toose Park

Hi Stuart,

Thank you for your reply.

In respect to your comments I would suggest that any proposed motion on “dogs off leash” needs to be seen as a PBC supported motion and presented as an estate wide By Law to ensure SC residents abide by Council and Statewide laws to protect all residents from the possible dangerous interaction with dogs off leash throughout the Cove and not just in the park on SI.

However, I believe there appears to be much broader implications to this change in approach than just dogs off leash and it may be prudent to seek independent legal advice on the application and validity of ALL “ Part 4 - User Restrictions” within the RZBL’S outside the residential lots and how effective and useful they are to control actions taken outside a residents boundary!

I find it incomprehensible that the original designers of the SCRA and associated By-Laws did not intend that these by- laws would not be used “outside” the residents boundary lines to control activities in the cove!

Lee and I would like to discuss this and in particular the idea on how to approach/ deal with the Council on your return.

Regards

Wayne

On 6 Mar 2025, at 1:46 pm, stuart@shakespeares.info wrote:

Hi Wayne

A review and re-write of the STBLs is certainly needed. It's about workload at present. I don't recall anyone raising the need to rewrite the STBLs or the RZABLs during the Governance Blueprint review last year. It's not too late to add these tasks into the recommendations.

Given the unleashed dogs and the associated behaviours are a hot issue, my suggestion the PBC implements an amendment to the STBLs to cover this issue now. The State Govt has been very slow in implementing the gazetting the STBL amendment about parking within the ST. I suspect this is due, in part, to the change of govt and staff. Last week they came back after a long delay wanting a complete copy of the STBLs with the amendment included. I think they do this because the Minister approves the whole document, not just the amendment. Such being case we could put a motion up at the March EGM seeking the PBC's approval to add the amendment dealing with the dogs. Then this could be included in the document we put up for the Ministers approval.

You may recall that the RZABLs were completely rewritten about 5 years ago at the instigation of the PBC. They failed to pass by Special Resolution of the PBC and were subsequently abandoned. The lesson there was to be very careful what gets put into a re-write and make sure the draft is well circled in advance to each RBC for their feedback and support, before its finally put to the MNs to vote on at an EGM. This is how we got the Stage 1 DCBL rewrite across the line a few years ago. The other issue with a re-write is that a full gazettal process is required at state level, whereas minor amendments can be approved by the Minister, which is quicker.

The EC meets next Thursday, depending on the outcome from Alfred. At present it's already a struggle getting the agenda together. I'm happy to receive any suggested amended wording to the STBLs regarding the dogs from the SI RBC, or if this is not possible, I'll try to get some wording together and run it past Brogan and yourself for the EC's consideration then put up the motion for the PBC approval on the 27th.

Regards

Stuart

From: Wayne Bastion <w_bastion@hotmail.com>

Date: 6 March 2025 at 2:46:29 pm AEST

To: stuart@shakespeares.info

Cc: Brogan Watling <brogan.watling@scove.com.au>, Jodie Syrett

<Jodie.Syrett@scove.com.au>, leeu <leeu@bigpond.com>, Derek Glinka

<cheryl.mcbride@teamleisure.com.au>

Subject: Re: PBC MEETING | Secondary Thoroughfare and application of RZABLS

Hi Stuart,

Thank you for this reply. Given what you have stated below with the issues you face with workloads and time pressures with the Minister's approval of current STBL change that are currently in play would the easiest option be to simply use the wording of the current ByLaw in RZABL 4.5.3 . It could be pointed out to the government that this is essential to be able to comply with both state and council laws applicable to controlling animals outside residential properties within SC.

This should come from the EC to garner the required support of the MN's being a site wide requirement not just for SI.

Regards

Wayne

SECONDARY THOROUGHFARE BY-LAWS

The by-laws are arranged as follows:

1.	PRELIMINARY	1
2.	ADOPTION OF THE TRAFFIC REGULATIONS 1962.....	1
3.	MODIFICATION OF THE TRAFFIC REGULATIONS 1962.....	1
4.	ADDITIONAL BY-LAWS	2
5.	OFFENCES	2
6.	WATER SUPPLY	3

1. PRELIMINARY

These by-laws may be cited as ‘The Secondary Thoroughfare By-laws’.

2. ADOPTION OF THE TRAFFIC REGULATIONS 1962

2.1 Subject to the modifications provided herein, the *Traffic Regulations 1962*, shall be read with and as forming part of these by-laws.

2.2 In these by-laws, ‘*Traffic Regulations 1962*’ means the regulations published pursuant to the *Traffic Act 1949* in the Gazettes specified in Schedule 2 hereof.

2.3 The *Traffic Regulations 1962* as so modified shall be by-laws in force on the secondary thoroughfares.

3. MODIFICATION OF THE TRAFFIC REGULATIONS 1962

3.1 For the purposes of these by-laws, references to the *Traffic Regulations 1962* shall be read as follows:

- (a) references to ‘*Commissioner*’, ‘*District Superintendent*’, ‘*Superintendent*’ and ‘*Commissioner of Main Roads*’ shall be read as references to ‘*Sanctuary Cove Principal Body Corporate*’, provided that where such references occur in or with reference to the Schedule to Part 13 of the *Traffic Regulations 1962*, those terms shall be read as having the meanings which they bear therein;
- (b) references to the ‘*Manual of Uniform Traffic Devices*’ shall be read as references to Schedule 1 hereto; and
- (c) references to ‘*Official Traffic Signs*’ shall be read as references to signs in accordance with Schedule 1 hereto.

3.2 The following provisions of the *Traffic Regulations 1962* shall not be read with and shall not form part of these by-laws:

3, 4(1)(b), 16(2), 16(3), 58, 59, 90B(5), 90B(6), 90C, 92A, 92B, 92C, 103-120, 127-142, 144B, and 161-184.

3.3 The following provisions of the *Traffic Regulations 1962* shall be read with and as forming part of these by-laws as though amended in the following manner:

Regulation	Amendment
-------------------	------------------

Regulation

Amendment

4(1)(e)

Add the following definitions

‘Road’ means any road upon the secondary thoroughfare;

‘Principal Body Corporate’ means the Sanctuary Cove Principal Body Corporate established pursuant to the *Sanctuary Cove Resort Act 1985* (as amended); and

‘Secondary Thoroughfare’ means secondary thoroughfare as defined in the *Sanctuary Cove Resort Act 1985* (as amended).

13(1)

In lieu of *‘the public’* insert *‘road users’*.

149 & 149A

In lieu of *‘lawful authority’* insert *‘the authority of the Principal Body Corporate’*.

4. ADDITIONAL BY-LAWS

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

- (a) every person who lawfully occupies any land within a residential zone in the site is entitled to use the roads on the secondary thoroughfare;
- (b) save as aforesaid, no other person shall drive on or otherwise use the roads except with the permission of the Principal Body Corporate;
- (c) the said permission of the Principal Body Corporate shall not be unreasonably refused if it is requested by an owner or occupier of land within the site;
- (d) the Principal Body Corporate may erect, maintain and cause to be operated gatehouses for the purposes of regulating or prohibiting with these by-laws and the Act;
- (e) the Principal Body Corporate may delegate to the operators of any such gatehouse or to any other person the function of deciding whether to grant such permission. Any such delegation shall not limit the power of the Principal Body Corporate to grant such permission. The Principal Body Corporate may revoke such delegation at any time;
- (f) any person who has the permission of the Principal Body Corporate or its delegate to drive on or otherwise use the roads is entitled to do so to the extent of such permission;
- (g) any such permission may be limited in time, in the parts of the roads which may be driven on or otherwise used, in the manner in which such driving or use may take place and in any other manner whatsoever;
- (h) the Principal Body Corporate may revoke any such permission granted by it or its delegate at any time and such delegate may revoke any such permission granted by the Principal Body Corporate or such delegate at any time, provided that where such permission is given pursuant to the request of an owner or occupier of land within the site, the Principal Body Corporate or delegate shall not unreasonably revoke such permission; and
- (i) for the purposes of the control, management, administration, use and enjoyment of those parts of the secondary thoroughfares that are inundated by water, the provisions of the *Queensland Marine Act 1985* (as amended) and its regulations shall apply to those parts of the secondary thoroughfare.

5. DOGS AND SIMILAR HOUSEHOLD PETS

- 5.1 Dogs and similar household pets, when on the Secondary Thoroughfare, must be kept on a leash held by a person capable of controlling the pet.
- 5.2 The Principal Body Corporate may, at its discretion, establish a designated off-leash area within the Secondary Thoroughfare.

- 5.3 Dogs and similar household pets using a designated off-leash area within the Secondary Thoroughfare must abide by the conditions of use of that area as notified by the Principal Body Corporate.
- 5.4 Dogs and similar household pets, must not be on the Secondary Thoroughfare if the Principal Body Corporate reasonably determines that a pet is an annoyance to people within and adjacent to the Secondary Thoroughfare and the nature of this annoyance is communicated to the person who is in control of, or who owns, the pet.
- 5.5 A person controlling a dog or similar household pet on the Secondary Thoroughfare will be held liable for any unreasonable disturbance, damage to any person or any property caused by that pet.
- 5.6 By-law 5 does not make lawful having animal on the Secondary Thoroughfare which would otherwise be unlawful under any applicable by-law of the City of the Gold Coast or a law of the state government.

6. **OFFENCES**

A person who contravenes or fails to comply with any provision of these by-laws commits an offence against the by-laws and is liable as provided for in the Act.

7. WATER SUPPLY

7.1 Water Supply:

- (a) The Principal Body Corporate shall be empowered to enter into an Agreement with the Primary Thoroughfare Body Corporate which, inter alia, for the purpose of this by-law makes provision for a supply of water to the Principal Body Corporate to, inter alia, allow water to be supplied for use by the Principal Body Corporate on the Secondary Thoroughfare. The agreement may contain all terms and conditions reasonably required by the Principal Body Corporate and The Primary Thoroughfare body corporate providing the same are lawful in terms of the Act and relevant by-laws. Without limiting the generality of the foregoing the Principal Body Corporate is empowered to expend money to pay the Primary Thoroughfare Body Corporate for:
 - (i) the water supplied to the Secondary Thoroughfare at the same rate per kilolitre as is charged to the Primary Thoroughfare Body Corporate for water supplied to it; and
 - (ii) other costs properly and reasonably incurred in respect of or arising out of or in connection with the said water supply and the administration of the Agreement.
- (b) The Principal Body Corporate shall, in conjunction with the agreement referred to in by-law 6.1(a) be authorised to grant to the Local Authority and/or the Primary Thoroughfare Body Corporate the right (by their servants, agents, employees and/or contractors) to access the Secondary thoroughfare for the purpose of:
 - (i) reading and/or inspecting the water meters, water pipes, reticulation systems and/or plant on the Secondary Thoroughfare and lots or parcels or land within the residential zones; and
 - (ii) maintaining and keeping (at the cost and expense of the Principal Body Corporate) in a state of good serviceable repair the water meters and mains, machinery, pumps, generators, reticulation systems and plant (eg taps) on the Secondary Thoroughfare (in default of the Principal Body Corporate doing so).

CONSULTING AGREEMENT

THIS CONSULTING AGREEMENT (the "Agreement") is dated this day of _____

BETWEEN

Sanctuary Cove Principal Body Corporate c/- Sanctuary Cove Community Services Limited, Shop 1A, Building 1, Masthead Way, Sanctuary Cove QLD 4212 (the **Client**)

AND

Think Tank Architects Pty Ltd ACN 110 893 493, 70 Bay Terrace, Wynnum QLD 4178 (the **Consultant**)

BACKGROUND

- A. The Client requires the Services of the Consultant.
- B. The Consultant agrees to provide the Services to the Client on the terms and conditions set out in this Agreement.

IN CONSIDERATION of the Background, the Client and the Consultant (the "Parties") agree to the following terms and conditions:

THE SERVICES

1. When requested by the Client in writing, the Consultant is to provide an Assessment Report (in a form resembling Schedule 3) within 10 business days of that request and the Client is to pay a set fee for that report in accordance with Schedule 1.
2. The Consultant is to virtually attend monthly meetings of the Architectural Review Committee to present and discuss the Assessment Reports it provides to the Client and the Client is to pay a set fee for that attendance in accordance with Schedule 1.
3. When requested by the Client in writing, the Consultant is to answer queries or provide clarification on recommendations it has made to the PBC about a development application or proposed development application or about the interpretation and application of the DCBLs, within three business days of that request being made in accordance with the hourly rate set in Schedule 1.
4. When requested by the Client in writing, the Consultant is to provide his recommendation on plans that have been re-submitted with amendments, within five business days of that request being made.
5. When requested by the Client in writing and agreed to by the Parties, the Consultant may provide an additional service either for an agreed lump sum fee or for the time expended based on the hourly rate in accordance with Schedule 1.
6. The Consultant is otherwise not entitled to seek payment for other services unless pre-approved in writing by the Client.

(Collectively, the **Services**)

TERM OF AGREEMENT

7. The term of this Agreement (the "Term") is three years from the date of this Agreement.
8. Either of the Parties may terminate this Agreement by providing 45 days' written notice to the other party.

PERFORMANCE

9. In providing the Services, the Consultant is required to adhere to and provide recommendations based on the DCBLs and is not to make recommendations that would otherwise contravene the DCBLs. Where a Development Application does not comply with the DCBLs, the Consultant must make this known to the Client.
10. The Parties agree to do everything necessary to ensure that the terms of this Agreement take effect.

FEES

11. All fees paid by the Client to the Consultant under this Agreement are to be in Australian Dollars.
12. Within five business days of the end of each calendar month, the Consultant will present an itemised invoice for any services provided in the previous month.
13. Provided there are no discrepancies in an invoice submitted by the Consultant to the Client, the Client will pay the fee invoice within 30 days of receipt.
14. If this Agreement is terminated by either of the Parties any Services not completed within the notice period will be paid to the Consultant by the Client on a pro rata basis agreed to by the Parties.
15. The Consultant may impose an additional fee on an invoice not paid within 30 days equal to an annual interest rate of 10% on the outstanding amount.

REIMBURSEMENT OF EXPENSES

16. Unless agreed otherwise by the Parties, the fees paid by the Client to the Consultant for the Services under this Agreement include all expenses incurred by the Consultant.
17. No claim for reimbursement of expenses by the Consultant will be paid by the Client without pre-approval by the Client in writing.

CONFIDENTIALITY

18. Confidential information (the "Confidential Information") refers to any data or information relating to the business of the Client which would reasonably be considered to be proprietary to the Client including, but not limited to, accounting records, business processes, and client records and that is not generally known in the industry of the Client and where the release of that Confidential Information could reasonably be expected to cause harm to the Client.
19. The Consultant agrees that they will not disclose, divulge, reveal, report or use, for any purpose, any Confidential Information which the Consultant has obtained, except as authorised by the Client or as required by law. The obligations of confidentiality will apply during the Term and will survive indefinitely upon termination of this Agreement.
20. All written and oral information and material disclosed or provided by the Client to the Consultant under this Agreement is Confidential Information regardless of whether it was provided before or after the date of this Agreement or how it was provided to the Consultant.

OWNERSHIP OF INTELLECTUAL PROPERTY

21. All intellectual property and related material (the "Intellectual Property") that is developed or produced by the Consultant under this Agreement is owned by the Client for the exclusive purpose of fulfilling its ongoing responsibilities.
22. Distribution and copyright of Intellectual Property produced by the Consultant under this agreement are reserved by the Client for the exclusive purpose of fulfilling its ongoing responsibilities.

RETURN OF PROPERTY

23. Upon the expiry or termination of this Agreement, the Consultant will return to the Client any property, documentation, records, or Confidential Information which is the property of the Client.

INDEPENDENT CONTRACTOR

24. In providing the Services under this Agreement, the Client acknowledges the Consultant is acting as an independent consultant and not as an employee.
25. The Parties acknowledge that this Agreement does not create a partnership or joint venture between them and is exclusively for the provision the Services.

EQUIPMENT

26. Except as otherwise provided in this Agreement, the Consultant will provide at the Consultant's own expense, any equipment, software, materials and any other supplies necessary to deliver the Services in accordance with the Agreement.

CONFLICT OF INTEREST

27. The Consultant warrants that, other than as previously declared in writing to the Client at the commencement of this Agreement, no actual, perceived or potential conflicts of interest exist, or are anticipated, relevant to the Consultant's provision of the Services under this Agreement.
28. For the avoidance of any doubt, the Client considers a conflict of interest to include (but not be limited to) the provision of design services or other related advice to lot owners, builders or other designers (**Third Party**) within the Residential Zone of Sanctuary Cove Resort.
29. As soon as the Consultant becomes aware that an actual, perceived or potential conflict has arisen or is likely to arise, the Consultant will:
- a) immediately notify the Client;
 - b) promptly provide the Client with all relevant information relating to the conflict; and
 - c) comply with any requirements notified by the Client to resolve or otherwise manage the conflict (which may include refusing or ceasing to provide any services or advice to the Third party).
30. As soon as practicable after disclosing any actual, perceived or potential conflict verbally, the Consultant must provide detailed written confirmation to the Client setting out the conflict.
31. If the Consultant fails to notify the Client as set out in this clause or does not comply with the Client's reasonable requirements to resolve or manage the conflict, the Client may terminate this Agreement immediately.

REPRESENTATIVES

32. Unless the Parties agree otherwise the Consultant's representative that will be responsible for providing the Services under this Agreement will be Michael Jullyan. The Client's representative will be the General Manager or a delegated alternative in the absence of the General Manager.

NOTICE

33. All notices, requests, demands or other communications required or permitted by the terms of this Agreement will be given in writing and delivered to the Parties at the following addresses:
- a) Sanctuary Cove Principal Body Corporate
c/- The General Manger, Sanctuary Cove Community Services Limited
Shop 1A, Building 1, Masthead Way, Sanctuary Cove QLD 4212
psc@scove.com.au
 - b) Michael Jullyan
Think Tank Architects Pty Ltd
6/70 Bay Terrace, Wynnum, QLD, 4178
michael@ttarchitects.com.au

or to such other address as the Parties may from time to time notify.

INDEMNIFICATION

34. The Consultant shall indemnify, defend, and hold the Client harmless from and against any and all claims, liabilities, damages, losses, costs, and expenses (including reasonable legal fees) arising out of or in connection with the Consultant's negligence, breach of this Agreement, or conduct that is contrary to the Code of Practice for Architects in Queensland.

INSURANCE

35. The Consultant must secure and at all times maintain professional indemnity insurance for the term of this Agreement. Further, the Consultant must provide proof of such an insurance policy to the Client upon request.

MODIFICATION OF AGREEMENT

36. Any amendment or modification of this Agreement or additional obligation assumed by either Party in connection with this Agreement will only be binding if evidenced in writing signed by each Party or an authorised representative of each Party.

TIME OF THE ESSENCE

37. Time is of the essence in this Agreement. No extension or variation of this Agreement will operate as a waiver of this provision.

ASSIGNMENT

38. The Consultant will not voluntarily, or by operation of law, assign or otherwise transfer its obligations under this Agreement without the prior written consent of the Client.

ENTIRE AGREEMENT

39. There shall be no representation, warranty, collateral agreement or condition affecting this Agreement except as expressly provided in this Agreement.

INTERPRETATION

40. Headings are inserted for the convenience of the Parties only and are not to be considered when interpreting this Agreement.
41. Words in the singular mean and include the plural and vice versa. Words in the masculine mean and include the feminine and vice versa.

GOVERNING LAW

42. This Agreement will be governed by and construed in accordance with the laws of the State of Queensland.

SEVERABILITY

43. In the event that any of the provisions of this Agreement are held to be invalid or unenforceable in whole or in part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of this Agreement.

WAIVER

44. The waiver by either Party of a breach, default, delay or omission of any of the provisions of this Agreement by the other Party will not be construed as a waiver of any subsequent breach of the same or other provisions.

EXECUTED AS AN AGREEMENT

The Common Seal Sanctuary Cove Principal Body Corporate was hereunto affixed in the presence of

AFFIX SEAL HERE

Executed by Think Tank Architects Pty Ltd ACN 110 893 493 in accordance with section 127 of the *Corporations Act 2001* (Cth)

Secretary Name

Secretary Signature

Executive Committee Member Name

Executive Committee Member Signature

Director Name

Director Signature

Director/Secretary Name

Director/Secretary Signature

Schedule 1 – Fees

Rate by Type	First Submission	Second Submission
1. New House and Major Alterations	\$750	\$350
2. Minor Alteration	\$450	\$250
3. Minor Additions <ul style="list-style-type: none"> ● Decks ● Screened Enclosures ● Roofed Shade Structures 	\$300	\$150
4. Minor External Works <ul style="list-style-type: none"> ● Pool ● Landscaping ● Colours ● Artificial Turf 	\$200	\$100

Other Rates	Amount
6. Each Hour (by approval in advance)	\$300
7. Each Preliminary Lot Assessment	\$300
8. Each Monthly ARC Meeting	\$300

Note:

- a. Virtual attendance at ARC meetings may be by Teams or Zoom.
- b. The fees include any travel time or associated costs.

Schedule 2 – Definitions

Assessment Report	means a report prepared by the Consultant on a Development Application for compliance with the DCBLs.
DCBLs	means the current Stage 1 Development Control By-Laws created under the <i>Sanctuary Cove Resort Act 1985</i> (Qld).
Development Application	means an application received by the Client from a lot owner for Development Work in the Residential Zone.
Development Work	has the meaning given to this term in the DCBLs.
Residential Zone	has the meaning given to this term in the <i>Sanctuary Cove Resort Act 1985</i> (Qld).

Schedule 3 – Example Assessment Report

SANCTUARY COVE - STAGE 1
EXECUTIVE ARCHITECT REVIEW



Assessed to: Sanctuary Cove Stage 1 Development Control Bylaws 2023

DATE:	30.1.25
PROJECT:	New house and Pool
ADDRESS:	[REDACTED]
RPD:	[REDACTED]
OWNER:	[REDACTED]
PRECINCT:	Precinct 1
ALLOTMENT TYPE:	Zero Line Lot
SITE AREA:	1284.99sqm
PLANS REFERENCED	RKD [REDACTED] BA1C,2C,2.1C,2.4C,2.5C,2.6C,3C,4B,4.1B, 4.2A,4.3B,4.4B,4.5B5B,5.1B9B,9.2B
SUBMISSION #	1

PO Box 5129
Manly QLD
Australia 4179
Ph: (07) 3348 3727
Fx: (07) 3396 1719
Email: michael@ttarchitects.com.au
ACN: 110893493

CRITERIA	ALLOWED	PROPOSED	COMMENTS
2.2.1 PRINCIPAL STRUCTURES RESIDENTIAL LOT	1	1	Compliant
2.3.2 PRINCIPAL STRUCTURE HEIGHT Precinct 1	(THE LESSER OF) 1S/5.5m	1S/5.5m BRL=4.1 Max height RL 9.6	Compliant
2.3.4 SECONDARY STRUCTURES	1S/4.5m 1S/3m	Nil	
2.4.2 LOT COVERAGE Precinct 1	45%	44.88%	Compliant
2.5.2 FLOOR SPACE RATIO Precinct 1	55%	38.7%	Compliant
2.6.1 THOROUGHFARE BUILDING LINE (a) thoroughfare not less than 18m (b) thoroughfare 16-18m (c) thoroughfare 14-16m (d) thoroughfare 6-14m	8.0m 6.0m 5.0m 6.0m	12.371m	Compliant
2.6.2 THOROUGHFARE BUILDING LINE SECONDARY STRUCTURES	4.0m	Nil	NA
2.6.4 THOROUGHFARE BUILDING SECONDARY STRUCTURE WITHIN 1.5M OF SIDE BOUNDARY (a) must be 1m behind any neighbouring structure (b) access must be from the side and front requires landscape screening (c) must be of similar material, roof, height and colors as neighbouring building		Nil	NA
2.6.5 FRONT FAÇADE ARTICULATION Thoroughfare facing wall		6.46m	Compliant

Maximum 10m length 1m minimum step 2.5m minimum separation			
2.7.1 SIDE BOUNDARY BUILDING LINE up to 4.5m above natural ground level from 4.5-7.5m above natural ground level from 7.5-10.5m above natural ground level from 10.5-12m above natural ground level	1.5m 2.0m 2.5m 3.0m	1.5m to screen 3m to wall	Compliant
2.7.2 GARAGE LOCATED WITHIN 1.5M OF SIDE BOUNDARY Maximum height above natural ground No openings in wall facing boundary Maximum wall length Is of fire rated construction No structures within 1.5m on adjacent property	4.5m 9m	Nil	NA
2.7.3 ZERO LINE LOT Max 12m before 500mm step and 3m separation 6sqm courtyard min 1.5m dimension Upper level windows screened within 2m of side boundary		12.330m wall length	Not compliant – minor relaxation of max wall length required – Recommended for consideration due to minor nature
2.7.4 ZERO LINE LOT OPPOSITE BOUNDARY 3m setback maximum 5m height 3.5m setback over 5m to 8 height 4m setback over 8m to 11m height 4.5m setback over 11m		3m to wall 1.5m to screens	ARC to discuss whether screens are to be assessed.
2.7.7 SECONDARY STRUCTURES WITHIN 1.5M OF SIDE BOUNDARY Max 4m for opposite side boundary Max 12m for zero lot boundary 2.7.8 EXTERNAL WALL FACING SIDE BOUNDARY Max 12m length Minimum 1m step Minimum 3m separation between 12m walls		Nil	NA
2.7.10 SIDE BUILDING LINE RENOVATIONS Renovation or replacement of existing walls to maintain existing side building line		New build	NA
2.8.1 REAR BUILDING LINE (b) Abuts body of water	6.0m	7.033m	Compliant
2.8.3 REAR BUILDING LINE SHADE STRUCTURES OR SIMILAR Side setback Rear setback Maximum height Maximum length	1.5m 1.5m 3m 50% of rear boundary	Nil	NA
2.8.5 REAR WALL ARTICULATION Max wall length Minimum wall step Minimum wall separation	10m 1.5m 5m	7.55m	Compliant

2.9.1 CAR SPACE PROVISION -enclosed spaces 6x3m	2	6	Compliant
2.9.2 CAR SPACE PROVISION -designated parking spaces 5.4m x 2.6m	2	2	Compliant
2.9.3 DRIVEWAY FINISH	Masonry paving or exposed agg, stone tiles non slip finish	Cobble paver	Compliant
2.9.5 DRIVEWAYS One driveway max width Two driveways max width Frontage is less than 11m max width Driveway max 50% of frontage	7m 3.5m 5.5m	1@4m	Compliant
2.10.4 FINISHED FLOOR LEVELS Min 0.23 above NGL Max 0.5m above NGL		NGL ranges from RL 3.6-4 before batterzone. House floor RL 4.3 indicating courtyards could be circa RL4.2 and possible 600mm above ground.	Not compliant Requires condition not to raise NGL more than 500mm within 1.5m of side boundary Pool concourse to be re-designed
2.11.4 FENCES On Conventional Lots Side and rear fence from front setback line to rear boundary Painted tilt slab or rendered masonry 2m high above natural ground except Cannot be used as retaining walls Batter zone, adjacent golf or water body 1.2m black flat top aluminium pool fence Front fence 2m high above natural ground Face brickwork or rendered and painted masonry Min 2.5m from back of kerb May include open metal work with 400mm solid base		2m high brick with metal panels	Compliant Condition side fences to remain or be compliant with DCBLs
2.11.5 SWIMMING POOL FENCES	in accordance with req. of local authority		Requires condition
2.12.1(a) EXTERIOR FINISH any or a combination of glazing face brick stone rendered masonry timber or other approved light weight material applied monolithic fine textured finish off form concrete			Compliant

any other approved good quality material			
2.12.1(b) HOUSING GROUPS Must be matching colors and materials, finishes and detailing		Nil	NA
2.12.2 EXTERIOR COLOURS light subdued colours, whites, greys, muted mid earth tones. Vibrant colours, charcoal and black permitted in small areas		Off white brick and render Black roof	Compliant Not compliant
2.12.3 FASCIA, TRIM, EXPOSED METALWORK painted or stained timber painted or powder coated metal high quality metal finish ie copper SS zinc		No info	TBC
2.12.4 FASCIA, TRIM, EXPOSED METALWORK COLOUR co-ordinated with the principal structure		No info	TBC
2.12.5 ROOF OF PRINCIPAL STRUCTURE AND SECONDARY STRUCTURES finished metal clay or concrete tiles concrete slab other approved high quality finished		Concrete tiles	Compliant
2.14.3 OPEN ROOFED STRUCTURES Max 30sqm Min 1.5m side and rear setback Min 1.5m separation to principal structure Max 3.5m height above natural ground Design compatible with Principle Structure		Nil	NA
2.15.3 LANDSCAPING MUST NOT INTERFERE WITH AMENITY OF ADJACENT LOTS OR COMMON AREAS		No info	TBC
2.15.6 FINISHED FLOOR/GROUND LEVELS Max 0.5m above natural ground within 1.5m of side boundary		NGL ranges from RL 3.6-4 before batterzone. House floor RL 4.3 indicating courtyards could be circa RL4.2 and possible 600mm above ground.	Not compliant Requires condition not to raise NGL more than 500mm within 1.5m of side boundary Pool concourse to be re-designed
2.15.8 RETAINING WALLS Maximum 1m high Painted rendered masonry, concrete or rockwork		Rear pool wall 1.61m	Not compliant
2.15.10 OPEN VOID AREA UNDER DECKS 50% screened with decorative battens and shrubs		Solid	Not compliant
2.15.13 LANSACPE OPEN SPACE Minimum 30% of residual area	173sqm of soft scape required	No info	TBC
2.15.15 Plant Palette All plants are preferred to be selected from the Sanctuary Cove Planting Palette		No info	TBC

Plants must not be on the Noxious Plants list			
2.15.19 SERVICE CONDUIT 150 diameter/500mm inside kerb/300mm depth		No info	TBC
2.16.1 SWIMMING POOL SETBACKS as measured to waters edge - side or rear boundary - abutting water	1.5m 2.5m	1.7m to water	Not compliant
2.16.3 POOL HEIGHT Pools 500mm above natural ground Must be screened Must have concealed plumbing Must be concrete		No screening	Not compliant - requires planting
2.16.5 SWIMMING POOL FILTER PUMP minimum setback 2m from boundary of adjoining premises and be fully enclosed	2m	yes	Compliant
2.18.1 EXTERNAL METERS, HWU AND SERVICES must be fully screened or enclosed		yes	Compliant
2.18.2 GARBAGE BIN ENCLOSURE Fully screened Accessible from street Maximum 12m from front boundary		yes	Compliant
2.18.5 ADDRESS NUMBERS min. 100mm/ max. 200mm Brass or similar material Not be painted Be illuminated or reflective			Requires condition
2.18.6 LETTER BOX complying with Aus Post req. accessible from secondary thoroughfare		yes	Compliant
2.18.9(c) BATTER ZONE Volumetric capacity of the entire batter zone may not be reduced		No calculation provided	TBC
2.18.9(f) PERMITTED WITHIN 1.5M OF REVETMENT WALL Loose paving elements Anchor and abutment blocks for pontoons Approved fences Plants and synthetic turf		Edge of stairs minor encroachment	To be redesigned
2.19.2 PRIVACY FOR NEIGHBOURING LOTS Without compromising its distant views where a Principal Structure overlooks a private open space or directly into an opening in an adjoining residence it must have 1.5m sill height Screening 75% closed Provide adequate screen planting			Compliant
2.20 CHARACTER ZONES Design must have consistent architectural theme, style and elements and comply with Character Zone Design Standards			NA
STORMWATER CONNECTION Stormwater is required to be connected to a legal point of discharge			Compliant
2.21.1 RESTRICTIONS Clothes line not to be visible Mirror glass not permitted Signage not permitted Secondary Structure with out Principal Structure			Compliant
NOTIFIABLE APPLICATION REQUIRED		No	

NOTES	ARC to discuss screen setback, roof colour , retaining wall screening, side wall articulation. Additional information and changes to plans required
RECOMMENDATIONS	Not recommended for approval

SYNTHETIC TURF CRITERIA	ALLOWED	PROPOSED	COMMENTS
No artificial turf on secondary thoroughfare			
Transition zone provided between secondary thoroughfare and artificial turf			
Top dressed with 15-20mm of fine washed sand			
Drainage to artificial turf provided			
Subgrade – 60-80mm aggregate and sand mix			
Pile height	40mm		
Colour – EG field /olive green or equal			
Yarn stitch rate	17/100		
Warranty	10 year min		
UV stability			
NOTES			
RECOMMENDATIONS			

Signed: **Mr Michael Jullyan** B.App.Sc.BE B.Arch ARAIA

**CORRESPONDENCE
FOR INFORMATION**

ITEM 1

stuart@shakespeares.info

From: Shaun Clarke
Sent: Friday, 14 February 2025 12:31 PM
To: Stuart SHAKESPEARE
Cc: Shanyn Fox; Paul Kernaghan
Subject: Confidential: FTTH Project
Attachments: Future of FTTH For Sanctuary Cove (2).pages; Untitled attachment 00404.htm

Stu,

As discussed last week Shanyn and I have drafted a Project Outline for the FTTH Review (attached below). We have also consulted with Henry in Mike's absence to ensure that the security team are on board from the start.

In crafting the Project Outline we have made a number of assumptions (for example the time available to us, and that the community internet spine and the security systems are not separable) which may need to be adjusted as we progress. The good news is that the system architecture mapping is further progressed than I thought and that there are several apparently suitable consulting entities we can quickly call in for assessment. I have taken the liberty of seconding Steve Kelly to the team as a temporary member of the Contracts Committee to provide some expert technical input. He will have to execute a confidentiality agreement at our first round table.

I have undertaken in the Project Outline to seek input from the community on the project, but as yet have not decided what form this might take. Don't want to start any major conflicts with folks who know the answer before the question is asked so suggestions are welcome. You will also note that the Project Outline is not overly proscriptive in detailing what we plan to do and that the commercial aspects of the future system are seemingly dealt with lightly. I want us to have some freedom in the fact gathering phase, the commercial questions will inevitably fall out as w progress.

Happy to entertain questions and suggestions from yourself and Paul and in particular how we obtain an imprimatur to get started.

Regards,

Shaun



DRAFT PROJECT OUTLINE



Contents

PROJECT SCOPE 3

PROJECT TEAM..... 3

PROJECT RESOURCES AND BUDGET 3

PROJECT TIMELINE 4

STAGE ONE - WHERE WE ARE AT 4

STAGE TWO - WHERE WE WOULD LIKE TO BE 4

STAGE THREE - OPTIONS FOR THE FUTURE 5

STAGE FOUR - RECOMMENDATIONS TO THE PBC ON WAY(S) FORWARD/SEEK
FEEDBACK..... 5

STAGE FIVE - STRATEGY & TENDERING FOR AGREED RECOMMENDATIONS..... 5

STAGE SIX - OBTAIN NECESSARY APPROVALS & BUDGET APPROVAL..... 5

STAGE SEVEN - COMMENCE EXECUTION OF APPROVED SOLUTION/PROJECT
WORKS 5



PROJECT SCOPE

The Scope of the Future FTTH Project is firstly to assess the current status of the installed physical architecture of the system spine (FTTH) providing internet and other related services to the residential community in Sanctuary Cove and Security systems/network, to analyse its dependencies, its deficiencies and potential to provide essential services to the community and potentially other related parties.

Secondly, the Project will assess the community's expectations and requirements and investigate economically viable alternatives for providing those services to the community. An accepted premise of the study is that the current system architecture is close to end of life and a decision on the way forward is urgent and essential.

PROJECT TEAM

The proposed core team delivering the Project is;

Shaun Clarke	Chair - Contracts Sub-Committee
Shanyn Fox	Facilities Services Manager
Mike Telea	Security Operations Manager
Henry Poloai	Security Operations Supervisor

It is proposed that the community be canvassed to assess whether qualified and willing residents would be prepared to constructively contribute to the analysis. A maximum of two (2) such participants is envisaged. Adhoc input may be required by other members of Sanctuary Cove Community Services.

The Project Team will report to the Chair, Principal Body Corporate.

In addition, it is proposed to engage a suitably qualified external consultant to assist in advising on the adequacy of the current system architecture and future options for delivering the services deemed necessary and economically viable for the community and, potentially, its partners.

PROJECT RESOURCES AND BUDGET

It is not proposed to offer emollients to residents who participate in or assist the project team. Community Services staff seconded to provide assistance will be remunerated through existing salary structures.

Funding for the proposed external consultant will be assessed when potential providers have submitted capability and costing proposals. A justified proposal will be submitted to the PBC EGM for approval before the chosen consultant is selected and engaged.



PBC - FIBRE TO THE HOME (FTTH)

At time of writing the Project Team has no estimate of possible costs for the consultant.

PROJECT TIMELINE

The timeline is currently driven by the expiry of the agreement with Opticomm, who holds the existing Network Management Agreement with the PBC. This agreement covers the maintenance of the current physical system/network and the provision of help desk services. The current term is set to expire in April 2026, with the option of a one-year extension.

The Project Team is aware that some components of the current physical system architecture are aging and nearing the end of their serviceable life. Several parts/components are no longer available for sourcing or servicing. However, it is understood that the system is not at risk of an imminent catastrophic failure, as redundancies are in place to ensure continued operation.

Proposed Key Dates:

Estimate	
April 2025	Proposal to the PBC re external consultant & budget
May 2025	Completion of Stage One and interim report to the PBC
August 2025	Completion of Stage Three and update report to the PBC
November 2025	Completion of Stage Four, presentation to the PBC, assess feedback
February 2026	Complete Stage 5 - Develop Implementation plan, EOIs, Tender docs etc
May 2026	Complete Stage 6 - Final proposal to PBC for approval
June 2026	Commence Stage 7 - Implementation of approved solution

STAGED PROPOSAL

STAGE ONE - WHERE WE ARE AT

1. Short History of Current FTTH Installation
2. Past Economics, Current Ownership and Financial Position
3. Current Operational Status
4. Current Scope of Installation
5. Current Dependencies
6. Current Services Supported/Offered to Client
7. Current System Performance

STAGE TWO - WHERE WE WOULD LIKE TO BE

1. Current Technical Deficiencies in the Installation
2. Current deficiencies in the Service Offer to Client
3. Potential Additional/Enhanced Service Offering to Clients
4. Potential Impact of Current System Failure



PBC - FIBRE TO THE HOME (FTTH)

5. Likelihood of Current System Failure
6. Is Current Structural Reach of The System Adequate
7. Potential Further Reach of System Architecture

STAGE THREE - OPTIONS FOR THE FUTURE

1. What Features of System Architecture Are Critical to The Community
2. What Enhanced Features Could/Should Be Offered to The Community
3. What Options Are Available to Provide Critical/Enhanced Features to The SC Community
4. Cost Benefits Analysis Of Options (Capex/Opex)
5. Strategic Implications of Principal Options
6. Ownership and Funding Options

STAGE FOUR - RECOMMENDATIONS TO THE PBC ON WAY(S) FORWARD/SEEK FEEDBACK

This stage will be built on the consultants' report provided to the Project Team and will present a set of recommendations to improve, upgrade, or adjust the current FTTH system. The focus will be on addressing gaps, enhancing system performance, and ensuring scalability for future needs. The recommendations will include ways to enhance the system's current capabilities, integrate new technologies, and ensure it can support both current and future needs. The goal is to provide the PBC with clear, actionable options that will help ensure the system's long-term efficiency and sustainability, while also fixing any current issues.

Secondly, seek feedback and assess the community's expectations and requirements and investigate economically viable alternatives for providing those services to the community. An accepted premise of the study is that the current system architecture is close to the end of life and a decision on the way forward is urgent and essential.

STAGE FIVE - STRATEGY & TENDERING FOR AGREED RECOMMENDATIONS

Develop and execute a comprehensive strategy for implementing the approved recommendations, including the preparation and execution of the tendering process.

This stage involves defining clear timelines, resource allocation, and stakeholder responsibilities to ensure seamless project coordination. It includes drafting and issuing tender documentation, managing the tender process, evaluating submissions, and finalising contract awards.

STAGE SIX - OBTAIN NECESSARY APPROVALS & BUDGET APPROVAL

To secure the necessary approvals and budget allocation for the project work, ensuring that all required authorisations are in place before moving forward with the project.

This stage focuses on aligning with the body corporate's governance processes, securing approval for proposed works, and ensuring that the budget is available, agreed upon and allocated accordingly.

STAGE SEVEN - COMMENCE EXECUTION OF APPROVED SOLUTION/PROJECT WORKS

To initiate the execution of the agreed-upon solution and project work, ensuring that all project activities are carried out according to the approved scope, timeline, and budget. This stage focuses on the effective mobilisation of resources, coordination of project teams, and implementation of

14th Feb 2025



PBC - FIBRE TO THE HOME (FTTH)

the approved strategy, with an emphasis on meeting quality standards and staying on track with the overall project goals.

ITEM 2

From: [Caroline Tolmie](#)
To: [Jodie Syrett](#)
Subject: Resignation from the PBC
Date: Friday, 21 February 2025 1:26:56 PM

Good Morning Jodie,

Could you please forward this to the PBC for me.
Many thanks,
Caroline

Good Afternoon Stuart and the PBC Committee,

As many of you are aware, Rob & I have sold our home at 4711 The Parkway, in Araucaria and it has now settled.

We will be leaving the Cove and returning to acreage on Tamborine Mountain in March.

We have made many life long friends in this beautiful community and I have thoroughly enjoyed representing Araucaria at the PBC as their Members Nominee and Chairman.

I also enjoyed my time serving on the EC and for my years as the Chairman of the ARC, which I resigned from last month.

The new Members Nominee and Chairman for Araucaria will be Maxine Monroe, who I brought along to the meeting last month.

I hope that Sanctuary Cove continues to thrive and grow.

With warm regards
Caroline Tolmie

ITEM 3

Appointment Announcement: Cassie McAuliffe – General Manager, Sanctuary Cove Community Services

Following an extensive recruitment process, the Board are pleased to announce the appointment of Cassie McAuliffe as the new General Manager of Sanctuary Cove Community Services Limited. Cassie brings over 20 years of experience in asset management and body corporate roles, with a strong focus on premium properties within multi-layered schemes.

Throughout her career, Cassie has successfully managed high-profile developments, including new projects and complex mixed-use schemes. Most recently, she served as Asset Manager of Jewel, a \$1.3 billion, three-tower development comprising residential lots, retail outlets, and an international hotel. In this role, Cassie oversaw the transition from construction to full operational management, establishing key financial and operational frameworks to ensure long-term success.

Cassie has also played a pivotal role in the launch of multiple strata developments with Mirvac in Western Australia, spent seven years leading owner relations and strata management at Palazzo Versace, and worked extensively with developers of Hope Island Resort. Additionally, she recently consulted on a management rights bid for the Queens Wharf Residences at The Star in Brisbane.

A proven leader, Cassie has experience in developing and guiding high-performing teams, managing large operational budgets, and ensuring high-quality service delivery. With a deep understanding of governance, compliance, risk management, and customer relations, she has built a reputation for fostering strong professional relationships and delivering strategic outcomes.

We are optimistic that Cassie's expertise, leadership, and commitment to excellence will be a great asset to Sanctuary Cove Community Services. Cassie's role commences on Monday 3rd March 2025. Please join us in welcoming her to the team!

ITEM 4



3 March 2025

Mrs Caroline Tolmie

Transmission via email: 

Dear Caroline,

I hope this letter finds you well.

On behalf of the Sanctuary Cove Principal Body Corporate, I would like to express our sincere gratitude for your exceptional service on the Principal Body Corporate as a Member's Nominee.

Your dedication, hard work, and valuable insights have had a lasting impact on our community. Your presence is greatly missed around the committee table, and your friendship is truly valued.

Thank you for your contributions and for helping to make our community a better place. Wishing you and your family happiness and success in the years ahead.

Kind regards,



Mrs Cheryl McBride

Secretary

On behalf of the Sanctuary Cove Principal Body Corporate

ITEM 5



3 March 2025

Mr Richard Sherman

Transmission via email: _____

Dear Richard,

I hope this letter finds you well.

On behalf of the Sanctuary Cove Principal Body Corporate, I would like to express our sincere gratitude for your exceptional service on the Principal Body Corporate as a Member's Nominee.

Your dedication, hard work, and valuable insights have had a lasting impact on our community. Your presence is greatly missed around the committee table, and your friendship is truly valued.

Thank you for your contributions and for helping to make our community a better place. Wishing you and your family happiness and success in the years ahead.

Kind regards,

A handwritten signature in black ink, appearing to read 'C McBride'.

Mrs Cheryl McBride

Secretary

On behalf of the Sanctuary Cove Principal Body Corporate

ITEM 6

From: [Kara Roberts](#)
To: [Stuart Shakespeare](#); [PBC](#)
Cc: [Corey Rattray-Wood](#)
Subject: RE: Media Release: 2025 Australian WPGA Championship & Gold Coast Festival of Golf Cancelled due to Cyclone
Date: Tuesday, 4 March 2025 9:04:53 AM
Attachments: [i](#)

Many thanks, Stuart.

KARA ROBERTS

Marketing Manager / Mulpha Events Pty Ltd

OFFICE Jabiru House, P.O. Box 199, Sanctuary Cove QLD 4212

PHONE +61 7 5577 6106 MOBILE **0412 100 550**

EMAIL Kara.Roberts@mulpha.com.au WEB www.mulphaevents.com.au

This email (including any attachments) contains information which is confidential and may be subject to legal privilege. If you are not the intended recipient you must not use, distribute or copy this email. If you have received this email in error please notify the sender immediately and delete this email. It is your responsibility to check any attachments for viruses and defects before opening or sending them on. Mulpha Australia Limited or its subsidiaries will not be liable for any virus damage caused by this message. Any views expressed in this email are not necessarily the views of Mulpha Australia Limited.



On 4 Mar 2025, at 8:33 am, Kara Roberts <Kara.Roberts@mulpha.com.au> wrote:

Hi Stuart & Jodie,

I hope you're well!

Can we please ask for your assistance with distributing the below communications to owners and residents announcing the cancellation of the Australian WPGA Championship and Gold Coast Festival of Golf due to Cyclone Alfred.

Many thanks in advance for your assistance.

Kara

KARA ROBERTS

Marketing Manager / Mulpha Events Pty Ltd



OFFICE Jabiru House, P.O. Box 199, Sanctuary Cove QLD 4212

PHONE +61 7 5577 6106 MOBILE **0412 100 550**

EMAIL Kara.Roberts@mulpha.com.au WEB www.mulphaevents.com.au

This email (including any attachments) contains information which is confidential and may be subject to legal privilege. If you are not the intended recipient you must not use, distribute or copy this email. If you have received this email in error please notify the sender immediately and delete this email. It is your responsibility to check any attachments for viruses and defects before opening or sending them on. Mulpha Australia Limited or its subsidiaries will not be liable for any virus damage caused by this message. Any views expressed in this email are not necessarily the views of Mulpha Australia Limited.



MEDIA RELEASE: 2025 AUSTRALIAN WPGA CHAMPIONSHIP & GOLD COAST FESTIVAL OF GOLF CANCELLED DUE TO CYCLONE

For immediate release: Tuesday, March 4 2025

Following extensive consultation with all stakeholders, the 2025 Australian WPGA Championship and Gold Coast Festival of Golf have been cancelled due to the impending impact of Cyclone Alfred.

After monitoring weather forecasts and following dialogue with the Queensland Government, Gold Coast City Council, Mulpha Group, Sanctuary Cove Golf and Country Club and the Ladies European Tour, we have taken the unprecedented decision to cancel the event ahead of the first days play set to take place on Thursday.

With the predicted high rainfall, extreme winds and expected flooding, the decision has been made to ensure the safety of players, staff, fans and all stakeholders, which remains the priority.

Although supremely disappointing, all stakeholders now look ahead to 2026 with the tournament blueprint already in place to ensure we have an exciting Australian WPGA Championship and Gold Coast Festival of Golf.

Jimmy Emanuel

Corporate Communications Manager

Golf Australia and PGA of Australia

M: 0422 582 876

E: jimmy.emanuel@golf.com.au



Our mailing address is:

Golf Australia and PGA of Australia

Australian Golf Centre, Sandringham Golf Links, Cheltenham Road, Cheltenham 3192 |

Victoria | Australia

4th March 2025

Dear Resident,

Extreme weather conditions are expected due to Cyclone Alfred, currently off the southeast Queensland coast. Please stay informed by monitoring official weather warnings, prepare your property accordingly, and follow safety recommendations.

Attached, you will find the **PBC Emergencies, Disasters, and Outages Guide** and the link to **Gold Coast City Council's latest communication** to assist you. Additionally, if you are aware of fellow residents who may require assistance, please try to offer help where possible. In case of an emergency, please contact:

- **000** for life-threatening situations
- **132 500** for storm-related emergency assistance

<https://dashboard.goldcoast.qld.gov.au/>

While Security Services 5500 3355 and the Body Corporate Office 5500 3333 can be reached, please be mindful that resources and telephone systems may be limited during this time.

A community centre is being considered to support residents immediately after the weather event. Further details will be provided as the situation develops.

Please take all necessary precautions and stay safe.

Regards
Stuart Shakespeare
PBC Chairman

ITEM 8

From: [nominee Felicia](#)
To: [Jodie Syrett](#)
Subject: Relocation of Geese
Date: Monday, 10 March 2025 3:03:41 PM

Hi Jodie

At the last PTBC EGM meeting a motion was proposed to relocate the geese from the area adjacent to The Parkway leading up to the main gates. The reason for the motion is that Mulpha will soon be commencing bulk earthworks over the entire area west of the Recreation Club site for the purpose of developing the General Residential Zone housing lots in this area.

During the earthworks period, and until the proposed water bodies are formed, Mulpha are proposing that the PTBC accept the relocation of the geese from this area (General Residential site - Fairways sub-division site) to the Primary Thoroughfare island reserve in the lake adjacent to Sanctuary Cove Blvd, at no cost to the PTBC (ie funded by Mulpha). Mulpha has sought advice from Biodiversity Australia with their recommendation that the geese be re-located to this nearby site and their opinion is that the island in the lake would be a suitable site as it's unlikely to have carnivorous predators, such as foxes, living on the island.

Biodiversity would relocate the birds to the island reserve and back again to the original location once the new water bodies and surrounding areas are suitable to do so.

At my suggestion, the motion was withdrawn pending my notification to the PBC that the geese were being relocated and that I considered it reasonable to support the motion at the next PTBC EGM.

Could you please include this email in Correspondence for Information at the forthcoming PBC EC and EGM meetings.

Regards

Stuart Shakespeare
PBC Chairman

ITEM 9

From: [nominee Felicia](#)
To: [Jodie Syrett](#)
Subject: February 2025 PTBC Motion 7_Wildlife Management Contract
Date: Monday, 10 March 2025 3:33:05 PM

Hi Jodie

At the last PTBC EGM the motion below was passed. I abstained on the basis that -

1. I had not received prior notification of this motion and was therefore unable to consult with the PBC on its contents.

2. My view expressed at the meeting, that the PTBC duties under the SCRA do not extend beyond the Primary Thoroughfare, therefore this motion may be invalid.

3. PBC MNs have expressed the view that the money spent on Corella Management to date has not reduced the number of birds markedly. In fact the numbers appear greater this season.

4. It may be more appropriate to have a multi-party agreement with Biodiversity on a proportionate basis that reflects the portion of responsibility of each party.

I will keep the PBC informed on this matter when more is known and responses have been received.

Please include this email in Correspondence for Information at the forthcoming PBC EC and EGM meetings.

Regards
Stuart Shaeksepeare
PBC Chairman

THE MOTION

THAT the PTBC approves the 3-year Wildlife Management Program proposed by Biodiversity Australia, at a cost of \$149,504.20 (inc GST) per year, with funds to be expensed annually from the Administration Fund – 12680 Animal Management.

Pricing per year

- European Fox Management - \$6,050.00 Inc GST
- Corella Management - \$26,111.80 Inc GST
- Australian White Ibis Management \$45,056.00 Inc GST
- Macropod Management \$54,000.00 Inc GST
- Hare Control \$18,286.40 Inc GST

Further THAT and that due to the nature of the works the PTBC approves the reduction in the required number of quotes to be obtained from three (3) to one (1).

**CORRESPONDENCE
FOR ACTION**

ITEM 1

From: [Building Approvals](#)
To: [Jodie Syrett](#)
Subject: FW: 8979 The Point Circuit - Damage To FTTH Pits
Date: Thursday, 27 February 2025 11:00:35 AM
Attachments: [image001.png](#)
[Haymans Electrical Invoice.pdf](#)
[tceq Invoice 7703.pdf](#)

Hey Jodie,

I'm not too sure if you are across the below regarding damage to the FTTH Pit at 8979 The Point Circuit but there has been quite a bit of back and forth regarding payment of the Invoices and they are adamant they will not pay TCE's invoice.

Would you be able to raise the matter with the PBC to see what they would like our next steps to be?

Thank you!

Kind Regards,

CAITLIN COOMBRIDGE

Building Approvals Manager

Direct 07 5500 3316 | caitlin.coombridge@scove.com.au
Main 07 5500 3333 | enquiries@scove.com.au
Address PO Box 15 | Shop 1A, Building 1, Masthead Way Sanctuary Cove Q 4212
Web stratamax.com.au/Portal/login



SANCTUARY COVE COMMUNITY SERVICES LIMITED

This email and any files transmitted with it are subject to copyright, confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify us via telephone or email and delete this email and any attachments from your computer.

From: Hugh Wadsworth
Sent: Thursday, 27 February 2025 10:21 AM
To: Building Approvals <buildingapprovals@scove.com.au>; ; Anita O'Leary Hayden Mitchell <>; Sandy Phillips
Subject: FW: 8979 The Point Circuit - Damage To FTTH Pits

Hi Caitlin,

Thanks for the additional information and as stated in my previous email, we are more than happy to pay for the pit lid. I can see this was damaged whilst we were in control of the site. However, I disagree with the exorbitant bill from BMI.

Were we provided a quote prior to the commencement of work? Were we notified that there was damaged inside the pit?

I highly doubt a crack to the pit lid has caused damage within the pit.

I feel we are being hit with a bill to finish unfinished infrastructure works!

I could lift any NBN lid on the side of the road and there would be mud inside. It's not a waterproof or fully sealed pit.

Hugh Wadsworth | Construction Manager

Stylemaster Homes - Head Office

91 Bridge Street, Fortitude Valley Qld ["click for map"](#)

P 07 3368 9700 M 0439 369 475 www.stylemasterhomes.com.au

From: Building Approvals <buildingapprovals@scove.com.au>

Date: Thursday, 13 February 2025 at 3:19 pm

To: Hugh Wadsworth **Subject:** RE: 8979 The Point Circuit -
Damage To FTTH Pits

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Afternoon Hayden,

Thank you for your email below.

Please be advised that the Tax Invoice from BMI Australia is for the labour to rectify the pit due to damage inside the pit caused by the portaloo/skip placed on top. As the works were extensive and necessary to connect fibre to the neighbouring property, the site supervisor could not have carried out these works accordingly.

I have provided some additional photos for reference showing the pit lid prior to works commencing and thereafter the portaloo/skip was removed.

Should you have any further queries, please feel free to contact our office.

Kind Regards,

CAITLIN COOMBRIDGE

Building Approvals Manager

Direct 07 5500 3316 | caitlin.coombridge@scove.com.au
Main 07 5500 3333 | enquiries@scove.com.au
Address PO Box 15 | Shop 1A, Building 1, Masthead Way Sanctuary Cove Q 4212
Web stratamax.com.au/Portal/login



SANCTUARY COVE COMMUNITY SERVICES LIMITED

This email and any files transmitted with it are subject to copyright, confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify us via telephone or email and delete this email and any attachments from your computer.

From: Hugh Wadsworth
Sent: Thursday, 13 February 2025 9:45 AM
To: Building Approvals <buildingapprovals@scove.com.au>
Cc: Maureen Flower ; [Anita O'Leary](mailto:Anita.O'Leary)
[Hayden Mitchell](mailto:Hayden.Mitchell)

Subject: 8979 The Point Circuit - Damage To FTTH Pits

Good Morning Jodie,

I'm writing to you today in regards to the exorbitant claim body corporate are making to replace 1 x pit lid at the above address.

I'm unsure where the \$950.04 plus GST figure was plucked from? Our site supervisor Hayden was notified by Sanctuary Cove to relocate the toilet due to the assumption that the pit was located underneath the toilet. No other communication was received from Sanctuary Cove.

The photos attached show the pit approx. 50mm under some dirt and grass. Your AS Cons would have noted the exact location of these pits so they should not have been hard to locate and uncover.

If you required the 50mm of dirt to be moved, Hayden could taken the shovel out of his ute and moved in 2 minutes. Yet no communication was received.

Stylemaster Homes is more than happy to pay the amount of \$115.87 plus GST for the supply of the new concrete lid.

Regards,

Hugh Wadsworth | *Construction Manager*



Haymans Electrical
118 Siganto Drive
HELENSVALE QLD 4212
Tel: 07 5580 4581 Fax: 07 5580 4583

A DIVISION OF METAL MANUFACTURES PTY LIMITED (A.B.N. 13 003 762 641)
Electrical and Data Suppliers

Tax Invoice No: 497974-425

Contract:
Sale Person: **MATTD**
Our Reference: **609245**
Order Date: **23/08/24**
Buyer:

Date: **23/08/24 06:15**
Your Order: **POINT CIRC**
Your Job No: **CRAIG**

Subject to Metal Manufactures Pty Limited Standard Terms of Sale current at the time of this sale which are available at <http://www.mmem.com.au/terms-of-sale> or on request.

Sanctuary Cove Principal Body Corp
PO Box 15
SANCTUARY COVE 4212

Deliver to: 197357
Sanctuary Cove Principal Body Corp
5 Masthead Way
SANCTUARY COVE QLD 4212

Special Instructions

Attention: BRET 0412 463 000



Document has been sent electronically

Part Number Description	Ord	B/Ord	Ship	UOM	Unit Price	Per	GST Line Value Amt Excl GST
BURIDS6/8NBN # P6/P8 NBN Concrete Cover Kit 2xLid + Crossbar NK02	1	0	1	EA	115.8700	1	11.59 115.87
<p>*****Specially ordered in products inc cut***** *****cable and custom light fittings etc are***** *****non-returnable . MMEM PTY LTD***** *****terms and conditions apply.*****</p>							

Ship via: Goods sold over the Trade Counter	Total excl GST	115.87
	GST	11.59
	Total incl GST	127.46
Name _____	Signature _____	

Part Number	B/Ord	Ship	Unit Price	Per	Line Value Excl GST	Part Number	B/Ord	Ship	Unit Price	Per	Line Value Excl GST
BURIDS6/8NBN	0		115.8700	1	115.87						
# P6/P8 NBN Concrete Cover Kit 2xLid + Crossbar NK02											
										GST 11.59	Total Invoice \$127.46

Deliver to: Sanctuary Cove Principal Body Corp 5 Masthead Way SANCTUARY COVE QLD 4212	Sale Person: MATTD Cust No: 197357 Order Date: 23/08/24 Your Order: POINT CIRC	Your Job No.: CRAIG Contract: Our Reference: 609245 Buyer:
--	---	---



INV

No: **497974-425**
Date: **23/08/24 06:15**

Special Instructions

INVOICE Ver 06-09-20 15:02

240823_197357_497974-425







REPORTS FOR INFORMATION



ITEM 1

OPERATIONS REPORT – FEBRUARY 2025

SECURITY SERVICES

Security Statistics (from the 1st Nov 2024)

Period	Alarm Activations				Medical	Incidents	Keys Issued	Infringe Notices	Accesses
	Fire	General	Panic	Total					
YTD 2025	244	724	216	1124	54	88	364	838	69
YTD 2024	240	780	221	1241	61	93	435	532	116

Valet Services (February 2025 – YTD 2025)

	February 2025		February 2024		Year to Date 2025	
	Number	\$ Charge	Number	\$ Charge	Number	\$ Charge
Key Pick-Up	14	\$112.00	10	\$80.00	49	\$392.00
Long Term Rental	5	\$500.00	4	\$400.00	25	\$2,700.00
Short Term Rental	0	\$0.00	0	\$0.00	0	\$0.00
Access Rearm	6	\$228.00	4	\$152.00	21	\$819.00
Other	0	\$0.00	1	\$38.00	5	\$190.00
Rental Breaches	0	\$0.00	0	\$0.00	1	\$250.00
Commercial Call Outs	3	\$825.00	0	\$0.00	20	\$5,929.00
Total	28	\$1,665.00	19	\$670.00	121	\$10,280.00

<p>Specific Monthly KPO's:</p> <ul style="list-style-type: none"> ➤ Review CCTV cameras approved for Stage 2 Security Technology. <p>Ongoing Monthly KPOs:</p> <ul style="list-style-type: none"> ➤ Provide 24hr Emergency Medical support through First Aid, Defibrillation and Medical Oxygen for an estimated 174 Medical Incidents per annum at an average of 14 Medicals per month. ➤ Provide 24hr Mobile, Marine and Golf Course (night) patrolling subject to Incident Response. Complete building/gate checks and patrols of relevant stakeholder areas. Marine Patrols, subject to boat maintenance and staffing levels. 	<p>Stage 3 CCTV – receive report from C-Cure Systems, review costings with Finance TBD.</p> <p>Items Actioned – refer to statistics.</p>
--	--



- 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 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 statistics in the 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 February there were 168 Parking Infringement "Reminder Notices" issued, compared to 117 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
Zieria	21	10	Alphitonia	3	0
Ardisia	18	29	Alyxia	3	0



Plumeria	16	5	Colvillia	3	1
Tristania	16	2	Washingtonia	3	9
Caladenia	12	5	Acacia	2	3
Alpinia	10	10	Fuschia	2	2
Schotia Island	10	10	Harpullia	2	8
Darwinia	9	2	Corymbia	1	0
Felicia	8	6	Livingstonia	1	0
Roystonia	8	0	Woodsia	1	0
Molinia	6	3	Admin	0	3
Bauhinia	5	2	Araucaria	0	3
Adelia	4	2	Banksia Lakes	0	0
Cassia	4	2	Corymbia	0	0
	147	88		21	29

Speed Sign/Camera

Due to issues with the charging system—the charging plug had to be replaced after its pins were damaged—recordings of speed camera breaches in February were limited to just five vehicles, three of which belonged to residents.

Fixed Speed Radar Reading

Speed	<40 km/h	41-45 km/h	46- 49 km/h	50-59 Km/h	60- 69 km/h	70 + km/h	Total Stats
YTD 2023	367,576	83,587	15,758	2,788	495	95	470,299
YTD 2024	393,685	90,307	15,505	2,830	472	100	502,899
YTD 2025	168,994	37,230	6,891	1,270	243	61	214,689
Total	930,255	211,124	38,154	6,888	1210	256	1,187,887
% Current YTD	78.72%	17.34%	3.21%	0.59%	0.11%	0.03%	100.0%
Dec 2024	24,313	16,157	3,011	569	99	29	44,178
Jan 2024	31,790	7171	1317	222	31	12	40543
Feb 2024	29,295	6,571	1,238	208	64	15	37,391
% Current MM	78.35%	17.57%	3.31%	0.56%	0.17%	0.04%	100.0%

Highest Speed.

Location	Speed km/h	Date	Time
1019 Edgecliff	66	01.01.25	0830 hrs
2204 The Parkway	87	26.01.25	2000 hrs



Operational

Security attended to 27 incidents for the month – 11 General and 16 Medical.

Eleven (11) General Incidents:

- a) Three (3) were Person related including:
 - 1. A resident alleged to have been assaulted at a party by another resident
 - 2. A disorderly group of guests at the Hotel
 - 3. A tiler working onsite after hours

- b) Six (6) were Vehicle related including:
 - 1. A resident buggy that caught fire while charging
 - 2. 2 buggies that tailgated and hit the boom
 - 3. A contractor vehicle that lost control and hit a curb and damaged their wheel
 - 4. A vehicle that tailgated
 - 5. A vehicle refused gate access

- c) Two (2) were Property related including:
 - 1. 2 x alarms in the Village for Fire/PIR activation

Sixteen (16) Medical incidents:

10 residents, 5 visitors and a hotel employee were involved. These included:

- An elderly female who suffered a fall in their bathroom
- A gardener who cut the tip of their finger on a mower blade
- 3 residents who suffered an insect bite
- A marine Berthholder with a hip injury
- An elderly male who cut their toe
- A male who suffered a heart attack
- 7 patients with heart related symptoms including shortness of breath, racing pulse, chest pain and pacemaker alarms
- An elderly male who fell at home and injured their arm.

9 patients were transported to hospital and a further 3 were driven to hospital by a family member.

51 Complaints were received:

	February 2025	January 2025	December 2024	November 2024
Residents	30	23	31	34
Subject not located	9	4	15	5
Rentals	11	7	10	10
Marina	1	6	4	7
TOTAL	51	40	60	56



Marine Patrols

There were 464 patrols of Marine Zones 1-5 by Haven and Eden (including transit between zones).

- a) Haven was deployed on 0 dayshifts and 0 nightshifts.
- b) Eden was deployed on 22 dayshifts and 20 nightshifts.

February 2025	Haven	Eden	Totals
Zone1/Harbour 1	0	159	159
Zone 2/Harbour 2	0	94	94
Zone 3/Harbour 3	0	85	85
Zone 4/Harbour 4	0	63	63
Zone 5/Roystonia	0	63	63
Total Patrols	0	464	464
Day Patrols	0	22	22
Night Patrols	0	20	20

Reduced patrols have been due to maintenance on the motors for Haven.

There were 12 incidents of unauthorised access reported in Private Harbours, Lakes, and Marina Piers:

- a) All 12 incidents were related to fishing activities:
 - 2 from a Private Harbour and Point Circuit pontoon
 - 2 from Boulevard Bridge and Memorial Lake
 - 3 from the 22 Ton and Harbour 3 Bridge
 - 3 from a Marina Pier and Village
 - 2 from The Pines course
- b) All groups were moved on without incident

Visitor Management System and License Plate Recognition

	05.02.25	03.03.25
Residents registered with LPR	1,121	1,145
Total not registered with LPR	305	281
Total Lots	1,426	1,426
Resident vehicles/buggies LPR	5,606	5,016
Permanent visitor vehicles LPR	4,970	5,632



Total Vehicles	10,576	10,648
Residents registered VMS Portal	449	443
Res/Builder/multiuser same house	131	122
Number of VMS entries	2,585	2,475

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

LPR (License Plate Recognition) Registration by Residents: Increased by 24 to 1145 or 80% of resident homes.

VMS (Visitor Management System) Portal Registration: Decreased by 6 to 443.

Active Users on VMS Portal: Decreased by 9 to 122 residents and builders actively using the portal.

Number of VMS Entries for Current Residents and Builders: Decreased by 110 to 2,475.

LPR Technology Update

Under the current LPR fault criteria, a vehicle is considered to have a fault if it is registered in the LPR database, stops correctly at the designated read point, but the license plate is not read. These faults are reviewed and, if possible, corrected in the software by Security, and if necessary, they are reported to the service provider for further review.

Four LPR issues were recorded this month with all being adjusted and 1 plate location was too high for the LPR camera to attain a read.

Workplace Health and Safety

The next meeting has been re-scheduled to March 2025.

Scheduled Works

Nil to report

Staff

One of 2 Security Officer vacancies has been filled, and interviews are ongoing for the second position.

Negotiations to renew the Enterprise Agreement meeting are ongoing and a meeting with the Bargaining Reps is scheduled for mid-March 2025.



BODY CORPORATE SERVICES

Monthly Action Key Performance Indicators

Month	Description	Actioned
Monthly	➤ General Meeting agenda issue min 7 days prior to each meeting with minutes drafted and issued to Chairperson within 14 business days	Complete
	➤ Committee meeting agenda issue min 7 days prior to each committee meeting with minutes drafted and issued to Chairperson within 14 business days post meeting.	Complete
	➤ Extranet / portal content management – Minutes & Agendas	Complete
	➤ General Meeting and Committee Meeting minutes issued prior to 21 days.	Complete
	➤ Minimum 1 site compliance inspections each week to inc real estate and building compliance	Complete
	➤ Bi – Monthly Body Corporate Manager site inspection with Compliance Officer.	Complete
	➤ Body Corporate Manager site BUP inspection with MBC quarterly.	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 weekly by BCS and daily by the Security Services Team.
2. **Compliance** – Weekly inspections are completed, with reports submitted to the PBC EC for further action on cases involving three or more breaches. In January 2025, a total of nineteen (19) breach letters were issued for RZABL compliance, and four (4) breach letters were issued for parking compliance.
3. **Website Access** – Please refer to the website for all current information instead of SharePoint. If you are having trouble logging in, please reach out to enquiries@scove.com.au.
4. **Policy and Procedure review** – The review process is ongoing.
5. **StrataVote** – Committees are encouraged to utilise this tool to enhance the efficiency and effectiveness of meetings. This year showed a large increase to online voting for the AGM's.
6. **RBC AGMs** – Annual General Meetings for February 2025 have now been completed. Welcome to our new Committee Members and Members Nominees.
7. **Committee Induction Sessions** – Two days will be scheduled soon for any new committee members who wish to gain a better understanding of Body Corporate.
8. **Referee Applications** – The referee application outcome for Woodsia was decided in favour of the PBC.
9. **Staff Updates** – Caitlin Coombridge has returned from maternity leave and resumed her role as Building Approvals Manager Monday- Thursday.
10. **Compliance** – Kira Cook has handed in her resignation as Compliance Officer, her last day being 19th March 2025. She has been a great asset to the Body Corporate Services. In the coming weeks I will be advertising to fill this role.



Legal Expenses

Legal Subject	Reason for Legal	2023-24 Previous	2024-25 Committed	Cumulative
Leslie v Buttner	DCBL Compliance	18,617.25	10,844.27	29,461.52
PBC S56	Section 56	24,898.60		24,898.60
PBC v Lot 41 Schotia Is	RZABL Compliance	10,004.50		10,004.50
PBC v Lot 37 Adelia	RZABL Compliance	11,625.62		11,625.62
Total		65,145.97	10,844.27	75,990.24
Budget			63,660.00	
Balance Uncommitted			52,815.73	



FACILITIES SERVICES

OPERATIONS REPORT – FEB 2025

After Hours call outs

Date	PBC Emergency Repair
	N/A

Date	PTBC Emergency Repair
	N/A

Contracts Subcommittee

18-02-2025 – FTTH/Security

Contractor Six (6) Monthly Review

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

Contractor Key Performance Indicators

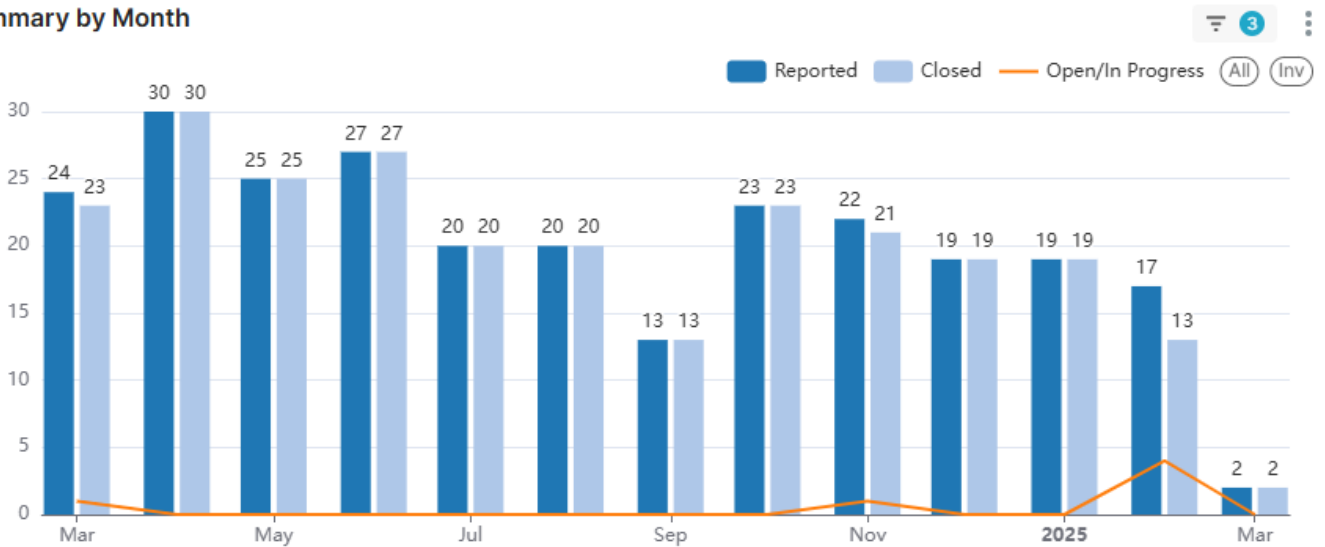
Landscape Solutions	Feb-25
1. Quality of Standard - 11/11	9
2. Complaint/Compliment - Maximum of 5 compliants per month	0%
3. Response and Repair timeframes (Work Requests)	
P1	100%
P2	100%
P3	48%
4 Document Compliance	100%
5 Reporting	100%
SPS	Feb-25
1. Complaint/Compliment - Maximum of 1 compliants per month	0%
2. Schedule of Works	100%
3. Document Compliance	100%
4. Reporting	100%
Cleanaway	Feb-25
1. Quality of Standard of works - Missed bins (not services within required timeframe)	6
2. Complaint/Compliment - Maximum of 3 compliants per month	0
3. Schedule	100%
4. Document Compliance	100%
5. Reporting	100%



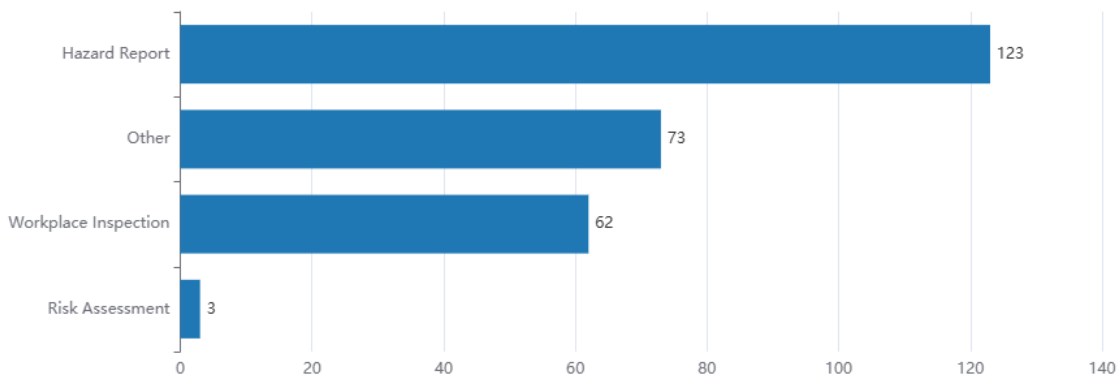
Hazard Identification/Reporting

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.

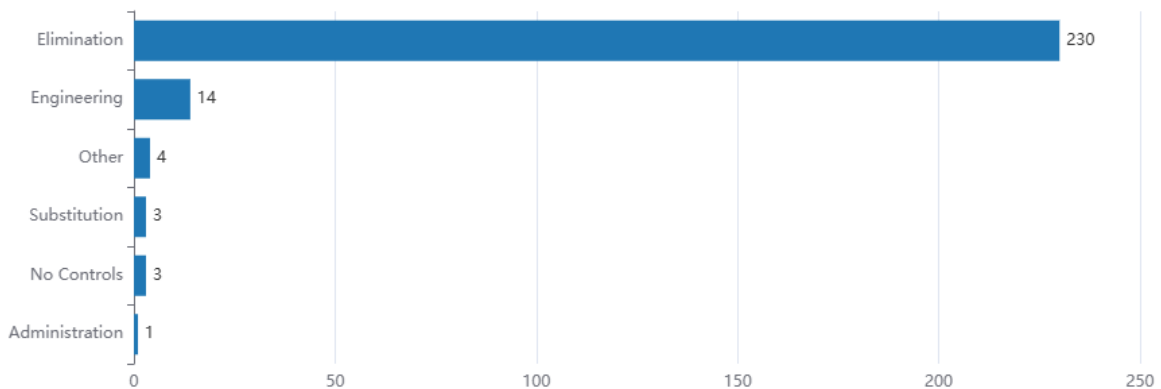
Summary by Month



Actions Generated By



Highest Level of Controls Implemented



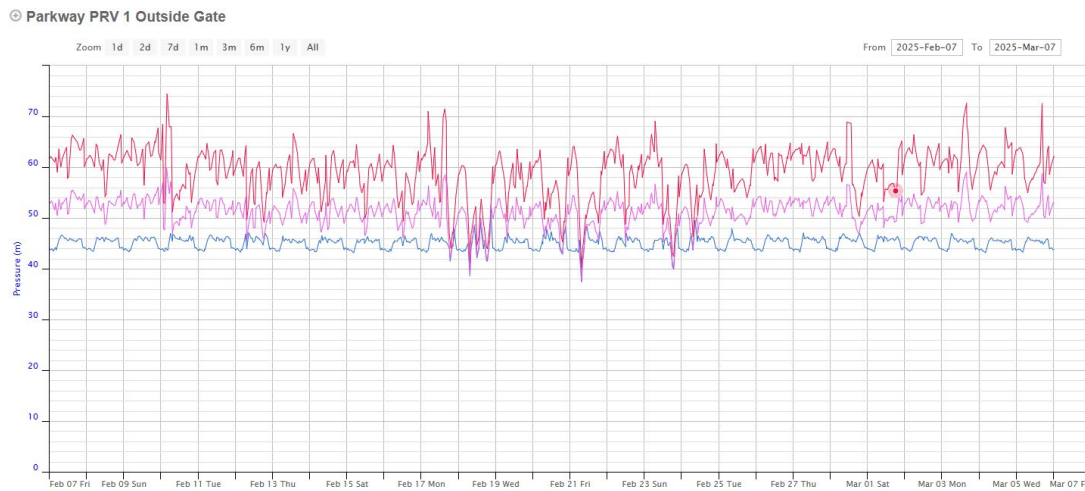


Water Management

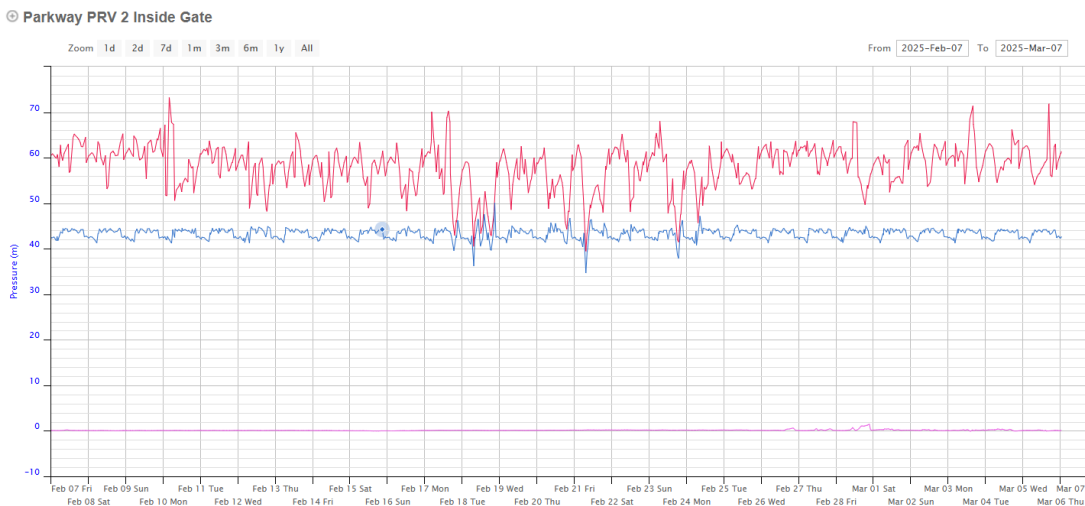
The PRV system is comprised of two pressure reducing valves and ten smart controllers. Commissioning of the system commenced 15 January 2024. Immediate reductions in pressure levels and fluctuations in the internal water network supply to Sanctuary Cove have been observed.

Prior to the installation and commissioning of the pressure management system, pressure readings at a typical point in Sanctuary Cove (from GCCC) fluctuated between 600 kPa and 840 kPa, depending on the time of day. *Data logging of pressures was undertaken 24/7 for a period from 14/7/20 – 7/08/20.* Currently, the pressures delivered from the PRV to Sanctuary Cove residents have been stabilised to a range of 400 kPa to 450 kPa.

PRV 1



PRV 2



The Red/Pink axis represents the GCCC supply pressure. The Blue axis represents the supply pressure to the Sanctuary Cove site from the PRVs. Please refer to below graphs/data illustrating significant fluctuations in the incoming supply pressure from GCCC compared to the current supply pressures at Sanctuary Cove.



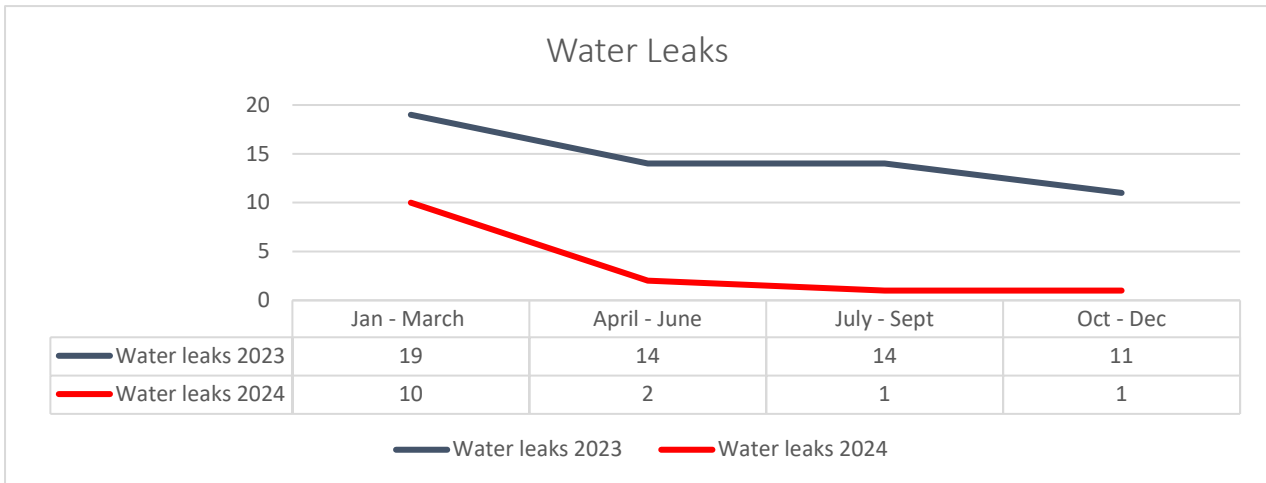
Water Loss/Leaks

The implementation and commissioning of the Pressure Management System has resulted in a significant reduction in water leaks across the site. As a result, the variance between the charges we receive from the GCCC and the amounts we charge out has notably decreased.

December 2023 - Aquaanalytics provided an Unavoidable Annual Real Loss (UARL) of 131,640 kl/m³/year (approximately 33,000 kl/quarter) for Sanctuary Cove, calculated using International Water Association (IWA) formulas.

- (April – July 2024)- Calculations show a variance/loss of 6,747 kl/quarter = 78 kl/day
- (July – October 2024) Calculations show a variance/loss of 7,688 kl/quarter = 93 kl/day

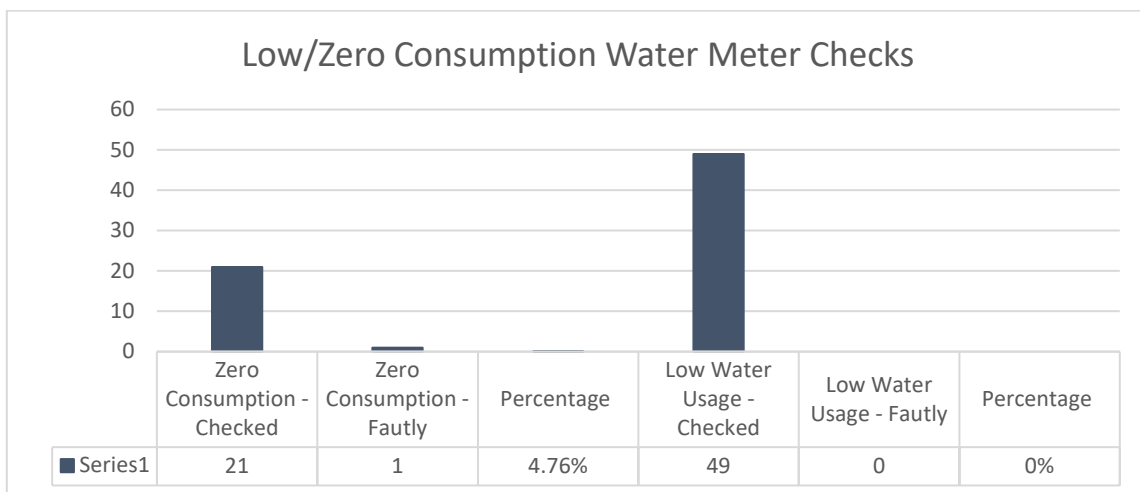
Both are well below the acceptable UARL level.



Each

water billing period, the Facilities Services Team conducts zero and low water usage checks to identify anomalies in water consumption, enabling timely detection of potential issues such as leaks or malfunctions, and supporting efficient and sustainable water management practices.

October 2024





Sinking Fund Projects FY2025

PBC	RESPONSIBLE	STATUS	PROJECTS
Electrical Lights PBC	Shanyn	In Progress	Yr3 Tulip light replacement (approved)
Facilities Equip	Shanyn		Replacement as per AF
FTTH PBC	Shanyn/Mike	In progress	ONU & Security/PABX system upgrade
Harbour PBC (including revetment walls)	Peter	Seeking Quotations	Rectification of timber walkways/jetty's
Irrigation Control PBC (inc A Class water)	Shanyn		Sanctuary Greens Verge Irrigation
Kerb PBC	Shanyn		Village Gates (Yr 1 - not yet complete)
Landscape PBC (including parks and playgrounds)	Shanyn	In Progress	LMP Phase 2/3
	Shanyn	Seeking Quotations	Silky Oaks Replacement
	Shanyn	Complete	Darwinia Park Upgrade
Pumps PBC	Peter	Awaiting Approval	Pump Station access lid upgrades
	Peter	Seeking Quotations	Check and Isolation Valves replacements
Roads PBC (including parking)	Peter	Scope of Works	Schotia Island Intersection upgrade,
	Shanyn		Remaining Paving - Stage 4 (Village)
Reports	Shanyn /Peter		Revetment Wall
Security System PBC (including alarm monitoring)	Mike		Camera Replacement - CCTV Stage 3
Stormwater Line PBC	Peter	Seeking Quotations	Revetment Wall - Rectification works
Wall Fences PBC (including gates)	Shanyn	Approved	PRV Fence
	Shanyn	In Progress	Roystonia Boom
Water Point PBC (includes sluice valves, fire hydrants, water meters)	Peter		Sluice Valve Replacements
	Peter		Fire Hydrant Replacements
	Peter		Residential Water Meter Replacements

PTBC	RESPONSIBLE	STATUS	PROJECTS
Buildings PTBC	Peter		SRH - A/C Replacement
Electrical Lights PTBC	Shanyn	In progress	Entry Boulevard Lighting
Kerb PTBC	Shanyn		MDN Entry Repairs
Landscape PTBC (including parks and playgrounds)	Shanyn		LMP Phase 2/3
Pumps PTBC	Peter		Pump Station 18
Reports	Shanyn/Peter		As Required
Security System PTBC	Mike		Camera Replacements CCTV Stage 3
Switchboard Meter PTBC	Peter		End of life/replacements
Water Point PTBC (includes sluice valves, fire hydrants, water meters)	Peter		Sluice Valve Replacements
	Peter		Fire Hydrant Replacements



Facilities Key Performance Indicators

FACILITIES SERVICES	Nov-24	Dec-24	Jan-25	Feb-25
LEADERSHIP/CUSTOMER SERVICE (WORK REQUESTS/PREVENTATIVE MAINTENANCE)				
PM - (MO) Percentage closed for month - Target 80%	100%	90%	84%	94%
Total % (Open vs Closed) Target 85%	78%	81%	72%	83%
Greater > 60 Days (Target <20)	15	17	5	5
Total Outstanding <85	40	39	37	43
Plumber jobs remaining > 30 days 2 average	1	1	0	1
Electrician jobs remaining > 30 days 6 average	2	7	2	2
Irrigation Jobs remaining > 30 days 4 average	1	1	0	0
Priority 1 - Target >100 %	100%	100%	100%	100%
Priority 2 - Target >80 %	100%	100%	100%	100%
Priority 3 - Target >75 %	78%	87%	67%	75%
GOVERNANCE / COMPLIANCE	Nov-24	Dec-24	Jan-25	Feb-25
FM - Monthly Site Inspection	✓	✓	✓	✓
Facilities Services WHS Training - Manual Handling, Ladder	100%	100%	100%	100%
Contractor Induction - Annual target 75%	76%	76%	76%	76%
Hazard identification - Target 2 each / 16 per month	22	19	18	17
Risk Management - Task completion inline with due date - 75% (Safety Champion)	91%	92%	89%	93%

Note* Indicates a lower-than-usual score due to 18 streetlights identified on 20/01/2025 requiring repairs. These repairs are currently pending the availability of a boom truck. Without this delay, the KPI would have been at 80%.



**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	Thursday, 20 January 2025		
Meeting Chaired by:	Mr Stephen Anderson		
Meeting start time:	2:23pm	Meeting finish time:	3:02pm

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

PRESENT BY PROXY

N/A

APOLOGIES

N/A

BY INVITATION

Finance Manager	Ms Mika Yanaka (MY)
Accounts Officer	Carolyn Byham (minute taker)

QUORUM

The Chairperson declared that a Quorum was present.

MOTIONS

1 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 PBC/PTBC held on 23 January 2025 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 Robert Hare	✓		
Mr Tony McGinty	✓		

2 Action Items CARRIED

Proposed by: The Chairperson

Yes	5
No	0
Abstain	0

RESOLVED That the FSC notes and accepts the Action Items for January 2025 as tabled.

Notes:

SA – Facilities Manager to include irrigation in budget for 2026

PK – RBC EGM date query raised, Body Corporate Manager advised the current schedule is to allow sufficient time to have the approved PBC levy for RBC budgets.

PK & SA – Discussion and review around timing and scheduling of General Meetings in respect of Budget approvals.

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

3 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 January 2025 as tabled.

Notes: Discussion around system generated Financial Statements

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

Mr Robert Hare	✓		
Mr Tony McGinty	✓		

4 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 January 2025 as tabled.

*Notes: PK & SA – to include explanation required on any item variances both favourable and unfavourable over \$10k
 PK – Grounds & Garden large budget item request for confirmation on status from the Facilities Manager*

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

5 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.

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

6 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 January 2025 as tabled.

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

Mr Robert Hare	✓		
Mr Tony McGinty	✓		

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 January 2025 as tabled.

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

8 PTBC Legal/Consultant Costs Summary CARRIED

Proposed by: The Chairperson

Yes	5
No	0
Abstain	0

RESOLVED That the FSC notes there was no expenditure incurred during the year to date period to 31 January 2025 at the end of month accounts closure.

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

9 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 Thursday, 20 February 2025 at 14:30.

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

GENERAL BUSINESS

n/a

Chairperson:

**SANCTUARY COVE PRINCIPAL BODY CORPORATE
ADMINISTRATION FUND BUDGET VARIANCE
DRAFT UNAUDITED - FOR MANAGEMENT PURPOSES ONLY
1 NOV 2024 - 31 JAN 2025**

Details	Actual YTD JAN 25	Budget YTD JAN 25	Variance \$	Variance %
Income				
Admin Fund Levy	2,876,462	2,876,462	-	
Expenses				
Accounting - Audit & Tax	-	-	-	
Administrative Expenses	20,349	28,851	8,502	29.5%
PTBC Levy - Administration Fund	187,418	187,418	-	0.0%
PTBC Levy - Sinking Fund	123,800	123,800	-	0.0%
Management Fees	388,990	388,990	-	0.0%
Security services	956,653	956,653	-	0.0%
Network Manager Service Fees	95,074	102,977	7,902	7.7%
Consultants	9,150	11,649	2,499	21.5%
Legal Services	947	15,915	14,968	94.1%
Electrical	40,464	42,231	1,767	4.2%
Fire and Safety	1,333	1,678	345	20.6%
Grounds & Garden - contract	336,895	375,000	38,105	10.2%
Grounds & Garden - other	20,288	62,028	41,740	67.3%
Hire/Rental	17,500	25,294	7,794	30.8%
Insurance	50,657	49,280	(1,377)	(2.8)%
Irrigation	62,679	77,385	14,706	19.0%
Plumbing	48,680	69,376	20,696	29.8%
Repairs & Maintenance	30,972	50,217	19,245	38.3%
Road sweeping	21,192	16,945	(4,247)	(25.1)%
Waste Removal - contract	265,987	230,480	(35,508)	(15.4)%
Land Holding - rates and taxes	17,385	18,542	1,156	6.2%
Utilities	51,333	167,222	115,889	69.3%
Total Expenses	2,747,747	3,001,930	254,183	8.5%
Recoveries: Income / (Expense)				
ARC net recovery	18,059	-	18,059	-
Lot mow recovery	4,400	5,453	(1,054)	(19.3)%
Water - Potable recovered	486,763	406,298	80,465	19.8%
Water - Waste recovered	368,560	306,506	62,055	20.2%
Water - oncharged	(855,323)	(712,804)	(142,519)	20.0%
Electricity - recovered	1,961	7,721	(5,759)	(74.6)%
Certificate net income	1,199	-	1,199	-
FTTH installation fees and rebates	25,288	-	25,288	-
Total Recoveries: overs / (unders)	50,906	13,174	63,165	479.5%
TOTAL Surplus / (Deficit)	179,621	(112,294)	291,915	260.0%
C/fwd Operating Surplus	618,371	62,776	555,595	885.0%
Administrative Fund Balance	797,992	(49,518)	847,511	1,711.5%

Principal Body Corporate (PBC)
ADMINISTRATION FUND – Draft – subject to audit
For the year period 1 November 2023 to 31 January 2025

The Admin Fund YTD has resulted in a net surplus position of \$180k, \$292k favourable to the year to date budget. Total expenses incurred YTD \$2.7m, \$254k (8.5%) favourable to budget.

Principal Body Corporate	FY 2025 YTD Actual	FY 2025 YTD Budget	Variance \$	Variance %	Note
Category Variances YTD 31 December 2024					
Grounds & Garden - contract	336,895	375,000	38,105	10.2%	1
Grounds & Garden - other	20,288	62,028	41,740	67.3%	2
Insurance	50,657	49,280	(1,377)	(2.8)%	3
Irrigation	62,679	77,385	14,706	19.0%	4
Legal Services	947	15,915	14,968	94.1%	5
Road Sweeping	21,192	16,945	(4,247)	(25.1)%	6
Utilities	51,333	167,222	115,889	69.3%	7
Waste Removal - contract	265,987	230,480	(35,508)	(15.4)%	8

Notes:

1. Grounds & Garden – contract: Variance reflects YTD saving due to the contract negotiated with Landscape Solutions effective, 1 November 2024.
2. Grounds & Garden – other: Timing variance due to a straight lined budget, with actual expenses are incurred irregularly.
3. Insurance: Variance reflects the difference between the budgeted increase in insurance premiums and the actual renewal costs, which were higher than the budgeted assumptions.
4. Irrigation: Budgeted costs for A-Class water have not yet been incurred, contributing to the positive variance. However, irrigation contract and material expenses are running \$6.8k over budget due to stock material purchases, which is a timing variance.
5. Legal Services: Favourable variance of \$15k YTD, but this is a timing variance as legal expenses are expected to be incurred in future months.
6. Road Sweeping: The November 2024 contract resulted in a significantly higher price increase than budgeted, contributing to the variance.
7. Utilities: Water charges were budgeted at \$450k for the year to account for expected water variances. The favourable YTD variance of \$116k further reflects the cost-saving impact of the PRV system implementation.
8. Waste Removal Contract: The November 2024 contract resulted in a significantly higher price increase than budgeted, contributing to the variance.

SANCTUARY COVE PRINCIPAL BODY CORPORATE
Unaudited: Sinking Fund expenditure
YTD 01/11/24 - 31/01/25

Project	Balance 31.10.24	Levy	Total Approved Spend	YTD Actual	Balance Projected Expenditure	Projected Balance 31.10.25	Projected Spend summary
Annual Contribution - as per AssetFinda		2,415,010		603,744			
Interest received - excluding YTD Tax		80,322		97,727			
Total Including Interest		2,495,332		701,471			
Levy per 1823 lots		1,286					
% Change		3%					
Spend per Asset Finda							
Sinking Fund Accumulation Contributions	-					-	
Bridges_PBC	452,261	50,000		-		502,261	
Electrical_Lights_PBC	422,801	50,000	(185,000)	(57,016)	(127,984)	287,801	Year 3 - Tulip Light Upgrade Replacement of end of life assets
Facilities_Equip		6,000	(706)	(6,065)		(65)	
FTTH_PBC	266,491	-	(40,000)	-	(40,000)	226,491	Spare parts
Harbour_PBC (including revetment walls)	853,243	3,435	(45,000)	-	(45,000)	811,678	Rectification of timeber walkways/jettys
Hydraulic & Electrical Supplies (inc vehicles for electrical/plumbing)	30,227	50,000	-	-	-	80,227	
Irrigation_Control_PBC (inc A Class water)	(284,418)	491,117	(200,000)	(126,813)	(73,187)	6,699	Sanctuary Greens verge irrigation
Irrigation_Mains_PBC	315	-	-	-	-	315	
Irrigation_Valves_PBC	101,058	(31,506)	-	-	-	69,553	
Kerb_PBC	(411,552)	690,000	-	-	-	278,448	Yr 4 - Kerbing, Yr 1 - Village Gates
Landscape_PBC (including parks and playgrounds)	161,568	-	(350,000)	(136,452)	(213,548)	(188,432)	Year 3 - 4 Landscape Management Plan Dog recreational area
Path_PBC	756,603	(200,000)	-	-	-	556,603	
Pumps_PBC	124,703	-	(270,000)	(5,626)	(264,375)	(145,297)	Pump Station access lid upgrades Check and Isolation Valve Replacement
Reports	157,625	20,000	(50,000)	5,670	(55,670)	127,625	
Roads_PBC (including parking)	339,933	50,000	(300,000)	(7,305)	(292,695)	89,933	Schotia Island Intersection upgrade
Security_System_PBC (including alarm monitoring)	805,751	630,000	(150,000)	-	(150,000)	1,285,751	Camera replacements - CCTV Stage 3
Stormwater_Line_PBC	362,710	79,917	-	(3,280)		439,347	
Stormwater_Point_PBC	232,606	62,000	-	-		294,606	
Switchboard_Meter_PBC	212,142	30,000	-	(2,208)		239,934	Switchboard upgrades
Wall_Fences_PBC (including gates)	100,769	126,328	-	(9,727)		217,369	Xmas Storm claim settled. \$4400.00 settled \$9679 claimed.
Wastewater_Line_PBC	500,000	-	-	-	-	500,000	
Wastewater_MH_PBC	466,133	(150,000)	-	-	-	316,133	
Wastewater_RM_PBC	380,000	(200,000)	-	-	-	180,000	
Water_Lines_PBC	245,585	568,882	(1,000,000)	-	(1,000,000)	(185,533)	Marine Drive North Mainline replacement
Water_Point_PBC (includes sluice valves, fire hydrants, water meters)	360,368	140,000	(250,000)	(106,454)	(143,546)	250,368	Sluice Valve Replacements Fire Hydrant Replacements Residential Water Meter Replacement
WW_H_Connection_PBC	118,539	23,083	-	-		141,622	
New Asset - Facilities Compound	-	-	-	-	-	-	
Vehicles	(5,149)	-	-	-	-	(5,149)	
Total Spend	6,750,313	2,489,256	(2,840,706)	(455,276)	(2,406,004)	6,378,289	

Summary of Legal costs - Year Ending 31 January 2025

Sanctuary Cove Principal Body Corporate

				Budget	Admin fund
				\$ 63,660	
Grace Lawyers	31.12.24	182075	Re Buttner - QCAT application		935
					935
				Budget Balance	62,725.00

Summary of Consultant costs - Year Ending 31 January 2025

Sanctuary Cove Principal Body Corporate

				Budget	Admin fund
				\$ 46,595	
Directors Australia	Invoice A24-057 (3)		Governance Review - Stage 3		
					-
				Budget Balance	46,595.00

Sanctuary Cove Community Services Limited & Controlled Entities
Profit & Loss
For the period to 31 January 2025
Draft Unaudited Management Accounts

	YTD January 2025		
	Actual	Budget	Variance
Battery Replacements	2,851	3,150	299
Boat Show Security	-	-	-
Body Corporate Service Fees	16,323	22,011	(5,688)
Community Services Management Fees	686,354	686,355	(2)
Community Shared Services	-	-	-
Resort BC Management Fees	-	-	-
Proxy Cards / I-tracks / Bluetooth	6,681	5,850	831
Security Rental Properties	-	-	-
Security Services Management Fees	1,024,283	1,022,963	1,320
Security Valet Services	8,512	9,300	(788)
Interest and other income	9,368	5,267	4,101
TOTAL REVENUE	1,754,371	1,754,896	(525)
COGS	1,442	1,439	(3)
Audit & Accounting Cost	4,404	-	(4,404)
Bank Charges	345	600	255
Boat Expense	6,786	2,678	(4,109)
Computer Expense	21,037	27,686	6,649
Consulting & Legal expense	13,184	18,403	5,219
Depreciation & Amortisation	31,389	28,853	(2,536)
Employee Expenses	1,259,155	1,594,324	335,170
Fire & Safety	2,136	2,563	427
General & Admin Expense	10,814	9,562	(1,252)
Insurance	23,706	25,167	1,461
Motor Vehicle expense	8,986	21,837	12,850
Occupancy costs	59,771	61,606	1,835
Printing & Postage costs	6,394	5,909	(485)
Radio Equipment & Systems	7,905	5,404	(2,501)
Telephone	5,535	6,668	1,133
TOTAL EXPENSES	1,462,991	1,812,699	349,708
	-		
NET INCOME / (LOSS)	291,380	(57,803)	349,183

Private and confidential. For internal purposes only. Not for distribution.

Sanctuary Cove Community Services Ltd and Controlled entities

For the year period 1 November 2024 to 31 January 2025

Budget variance analysis

January 2024 YTD

YTD net position of \$291.4k, \$349.2k favourable to budget.

REVENUE \$0.5K UNFAVOURABLE TO BUDGET

Body Corporate Service Fees - \$5.7k unfavourable to budget, revenue is based on demand.

Interest income - \$4k favourable to budget through treasury fund management maximising interest bearing accounts and term deposits.

Security Valet Services - \$0.8k unfavourable to budget noting revenue is dependent on resident demand

EXPENSES \$349.7K FAVOURABLE TO BUDGET

Audit and Accounting costs: \$4.4k unfavourable to budget due to additional disbursements charged by the auditor for FY2024 which were not accrued in Oct 2024.

Boat expenses: \$4.1k Unfavourable to budget – timing variance. Signage, antifouling works performed.

Depreciation & Amortisation: \$2.5k unfavourable to budget due to the replacement vehicles for the security patrol fleet purchased in October 2024. Costs were higher than budgeted however offset by savings on running costs of the motor vehicles. IT equipment replacement costs have also had a minor impact.

Employee expenses: \$335k favourable to budget, \$283k from SCCSL and \$46k from SCSS. Unfilled positions including the general manager and 2 positions in finance are contributing to the current position.

Motor Vehicle Expenses: \$12.9k favourable to budget, projecting savings on running costs to offset the depreciation overrun.

Occupancy costs: Minor timing variance

Printing and postage: Minor timing variance

Radio Equipment & Systems: \$2.5k unfavourable due to radio equipment repair work and renewal of equipment licenses.

Telephone: Minor timing variance

Sanctuary Cove Community Services Limited & Controlled Entities

Statement of Financial Position

As at 31 January 2025

Draft Unaudited Management Accounts

	Community Services	Security Services	Resort BC	Elimination	Consolidated
ASSETS					
CURRENT ASSETS					
Cash & cash equivalents	720,104	720,104	5,054	(100)	1,445,163
Trade & other receivables	1,004,616	1,004,616	15,286	(107,507)	1,917,011
Inventories	-	-	-	-	-
Other current assets	36,911	36,811	(68)	-	73,653
TOTAL CURRENT ASSETS	1,761,631	1,761,531	20,272	(107,607)	3,435,827
NON-CURRENT ASSETS					
Property, plant and equipment	300,160	300,160	-	-	600,319
Intangibles	389,021	389,021	-	-	778,042
TOTAL NON-CURRENT ASSETS	689,181	689,181			1,378,361
TOTAL ASSETS	2,450,812	2,450,712	20,272	(107,607)	4,814,188
LIABILITIES					
CURRENT LIABILITIES					
Trade payables	121,293	121,293	-	(107,507)	135,080
Accrued exp & other payables	156,267	156,267	5,972	-	318,505
Loans payable - related parties	(1,560)	(1,560)	-	-	(3,120)
Obligations under capital lease	200,092	200,092	-	-	400,183
ARB Bonds	77,500	77,500	-	-	155,000
Prepaid Income	760,263	760,263	13,896	-	1,534,423
Provision for Employee Benefits	139,980	139,980	-	-	279,960
TOTAL CURRENT LIABILITIES	1,453,835	1,453,835	19,868	(107,507)	2,820,031
NON-CURRENT LIABILITIES					
Obligations under capital lease	365,172	200,092	-	-	565,263
Provisions for employee benefits	18,288	49,977	-	-	68,265
ARB Bonds	323,000	-	-	-	323,000
TOTAL NON-CURRENT LIABILITIES	706,460	250,069			956,528
TOTAL LIABILITIES	2,160,295	1,703,904	19,868	(107,507)	3,776,559
NET ASSETS	290,517	746,808	404	(100)	1,037,629
EQUITY					
Retained earnings	279,517	11,559	304	-	291,380
Share capital	11,000	-	100	(100)	11,000
TOTAL EQUITY	290,517	11,559	404	(100)	302,380
WORKING CAPITAL	307,796	307,696	404	(100)	615,796

Head Count Summary

Jan-25

Business Unit	Actual	2024/25 Budget Positions	2023/24 Actual - Dec 2023	Positions
Corporate office	0	1	1	GM (1x FTE)
Finance	3	5	4	Finance Manager (1 FTE) Accounts officers (3 FTE)
Body Corporate	7	7	6	Manager Body Corporate (1 FTE) Body Corporate Manager (2 FTE) Administration assistant/compliance (1 FTE) Receptionist/Administration officer (1 FTE) Building approvals manager/administrator (1 FTE)
Facilities Management	4.5	4.5	4.5	Facilities Contract Administrator & Supervisor (2 FTE) Facilities Services officer (1 FTE) Maintenance Officer (1 FTE)
In House Counsel	0.6	0.6	0.6	Maintenance Officer (casual, .5 actual)
Village	15.1	18.1	16.1	In House Counsel 0.6 FTE
Security	32.4	33.6	31.8	Security Operations Manager (1 FTE) Security operations Supervisor (1FTE) Security Supervisors (4 FTE) Security 2ICs (4 FTE) Security officers (16 FTE) Admin/DCRA/CRA (5.2 FTE) WHS Admin (1FTE)
Security	32.4	33.6	31.8	
Subtotal	47.5	51.7	47.3	
Body Corporate Plumber / Electrician	2	3	2	Fully oncharged to PBC / PTBC
Irrigation technicians	2	2	2	Fully oncharged to PBC / PTBC
TOTAL	51.5	56.7	51.3	

Employee Turnover

2024/25 Year to Date				2023/24 Year to Date			
Company	Actual Turnover	Turnover %		Company	Actual Turnover	Turnover %	
SCCSL	2 / 18.1	11.05%		SCCSL	1 / 16.5	6.06%	
Security	1 / 33.6	2.98%		Security	4 / 32.8	12.20%	
BC Contractors	0 / 4	0.00%		BC Contractors	0 / 4	0.00%	
Consolidated	3 / 56.7	5.29%		Consolidated	5 / 52.3	9.56%	

Summary of Legal costs - Year Ending 31 January 2025

Sanctuary Cove Community Services Limited & Entities		<i>Budget</i>	
			22,500
Aitken Legal	FY2024 audit legal confirmation letter		255
Grace Lawyers	FY2024 audit legal confirmation letter		441.50
			<hr/>
			696
			<hr/>
		Budgeted position	21,804

Summary of Consultant costs - Year Ending 31 January 2025

Sanctuary Cove Community Services Limited & Entities		<i>Budget</i>	<i>Admin fund</i>
			48,300
Employsure	HR Contract Employsure		558
BoardRoom Pty Limited	Boardroom Company Secretary fee		10,292
Wise Workplace	Grapevine Whistleblower Hotline Service		656
Converge International	Employee assistance program (EAP)		482
			<hr/>
			11,988
			<hr/>
		Budgeted balance	\$36,312



Alarm Compliance – DCBLs 2.71 Detection and Communication Systems

Body Corporate is Currently working with Security to issue Final Notices to owners.

- We are in the process of issuing over 70 notices, with the goal of completing all notifications before March 2025. These notices address outstanding security alarm issues dating back to late 2021.
- Each owner has been given a one-month period to rectify any faults with their security alarms. If these matters remain unresolved by January 2025, they will be re-evaluated and may be referred to QCAT for further action.

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 \$110.30 ex GST.**
- **The current cost to file an application with Queensland Civil and Administrative Tribunal (QCAT) is \$367 inc GST.**

Current Referee Orders

1. 2489 The Parkway, Lot 25 Woodsia

- 09.10.2024 – Application submitted to the Referee.
- 01.11.2024 – Received an email from the Respondent stating they were in China and had not received any correspondence and requested that the application be withdrawn. We responded, advising that the application is lodged and recommend the immediate rectification of the rendering.
- 04.02.2024 – Received correspondence from Referee stating in favour of the PBC decision for the rendering to be cleaned and repainted. A period of 6 weeks was given to attend to the matter, however during this period the lot owner has rectified.

2. 5200 Marine Drive West, Lot 75 Colvillia

- 23.10.2024 – Application to the Referee was completed and sent to the Chairperson and Secretary for review.
- A final inspection of the property was requested, during which it was confirmed that the overgrown/rear landscaping had been addressed.
- The Respondent also submitted a request for the house to be completely repainted.



- It was agreed that the submission of the order will be put on hold, and we will continue to monitor the property to ensure all work remains in compliance with the RZABL's.
- The property has been consistently monitored throughout the year, with observations confirming that the works have been maintained and remain compliant with the By-Laws. Compliance will continue to monitor monthly.

3. 8032 Key Waters, Lot 24 Harpullia

13.02.2025 – Ongoing

- The application to the Referee has been completed and submitted to the Chairperson/Secretary for review.
- 21.02.2025 A final property inspection confirmed that breaches of the RZABLs remain unresolved.
- The application is currently on hold. Cheryl has been actively attempting to engage with the property owners to address the breaches. A reassessment will be conducted at the end of March to determine whether to proceed with the application.



#	MEETING DATE	RESOLUTION	RESPONSIBILITY	COMMENTS	EXPECTED COMPLETION DATE
316	11/24	Stage 2 DCBL’s RESOLVED that the PBC authorise the ARC and Developer to meet and finalise the DCBL documentation: FURTHER RESOLVED that the PBC is required to review the revised final documentation and the PBC will then approve if it is satisfactory.	ARC/ BCM	<ul style="list-style-type: none"> o Stage 2 commence working group February 2024. o RBC resolution to be confirmed 	Early 2025
419	08/22	Village Gate	PBC	<ul style="list-style-type: none"> o Gates structure and design, the mirror image of the Pines. o 22/07/24 Early: Current Parkway lanes will be blocked off; traffic diversion will be activated with sign covers removed. o Road reopened. o Extended to June 2025, New Gated to be installed. 	Commenced mid July 24
426	04/23	Cypress Point licence agreement and buggy path repairs	PBC	<ul style="list-style-type: none"> o SF advised lighting hasn’t been budgeted for, however may be able to utilise Solar ones at Village gates once completed. o Buggy Path still needing urgent repair. o SF to follow up with MSCD/Boat show/WPGA if works are planned. 	SF to look at in 2024/2025 budget
427	05/23	PBC FTTH Network Solution	PBC	<ul style="list-style-type: none"> o PBC EGM approved extension of one year contract OptiComm. o Shaun Clarke is tasked this with SF & MT. 	Ongoing
429	03/24	Purchasing Policy updated	PBC	<ul style="list-style-type: none"> o Purchasing policy to be updated – Finance Manager and In-House Counsel. 	Aug 24 Governance Review



#	MEETING DATE	RESOLUTION	RESPONSIBILITY	COMMENTS	EXPECTED COMPLETION DATE
430	07/24	Secondary Thoroughfare By-Law	PBC	<ul style="list-style-type: none"> o Visitor’s Parking Signage o Email sent 4/9/24 for gazettal. o JS Followed up before office closure, will have update early 2025 	Passed at PBC EGM July 24
431	07/24	Emergency Management Plan	PBC	<ul style="list-style-type: none"> o Kira (KC) to source app details from Golf Club and reach out to company. o Sent out again to residents on 4th March 25 ahead of Cyclone Alfred 	Ongoing

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

Ongoing
Working Progress
Mulpha
On hold