



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

Name of Property: SANCTUARY COVE PRIMARY Primary Thoroughfare Body Corporate
GTP: 201
Location of Meeting: Meeting Room 1, Sanctuary Cove Body Corporate Services, Shop 1A,
Building 1, Masthead Way, Sanctuary Cove, QLD, 4212
Date and Time of meeting Thursday 30 October 2025 at 12:30 PM

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

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

Agenda

1. Attendance record
2. Apologies and proxies
3. Quorum
4. Conflict of Interest Member Declaration
5. Recording of meeting
6. Motions
 - 6.1 Approval of Previous PTBC EC Minutes held on 28th August 2025
 - 6.2 Approval of Previous PTBC EC VOC Minutes for file transfer of Grace Lawyers on Recycled Water held on 16th September 2025
 - 6.3 2026 PTBC EC Dates
 - 6.4 2026 PTBC EGM Dates
7. Correspondence for Information

No	Date	From	To	Regarding
1.	20 October 2025	FM - Shanyn	PTBC	Recycled Water Quality Annual Report
2.	20 October 2025	FM - Shanyn	PTBC	Summary Report C Class Mainline Leak

8. Correspondence for Action

No	Date	From	To	Regarding
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1.	17 October 2025	Russell Chambers	PTBC	Recycled Water Schedule & Deed of Supply
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9.Reports for Information

No	Date	From	To	Regarding
1.	Sep 2025	SCCSL	PTBC	Ops Report
2.	Aug/Sep 2025	FSC	PTBC	FSC minutes & reports
3.	Sep 2025	CSC	PTBC	CSC Minutes
4.	Oct 2025	SCCSL	PTBC	Matters In Progress

Reply To
 PO Box 15, Sanctuary Cove
 QLD, 4212

VOTING PAPER

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

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

Date and time of meeting: Thursday 30 October 2025 at 12:30 PM

Instructions

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

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

MOTIONS

1	Approval of Previous PTBC EC Minutes held on 28th August 2025 (Agenda Item 6.1)	Ordinary Resolution
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Statutory Motion Submitted by Committee

THAT the Minutes of the PTBC Executive Committee Meeting held on 28th August 2025 be accepted as a true and correct record of the proceedings of the meeting.

Yes ☐

No ☐

Abstain ☐

2	Approval of Previous PTBC EC VOC Minutes for file transfer of Grace Lawyers on Recycled Water held on 16th September 2025 (Agenda Item 6.2)	Ordinary Resolution
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Submitted by Committee

THAT the VOC minutes of the PTBC Executive Committee Meeting held on 16th September 2025 be accepted as a true and correct record of the proceedings of the meeting.

Yes ☐

No ☐

Abstain ☐

3**2026 PTBC EC Dates (Agenda Item 6.3)****Ordinary Resolution**Submitted by Committee

THAT the PTBC Executive Committee resolves to call an Executive Committee Meeting of the PTBC on the following dates:

Thursday 26th February 2026

Thursday 30th April 2026

Thursday 25th June 2026

Thursday 27th August 2026

Thursday 29th October 2026

Yes ☐No ☐Abstain ☐**4****2026 PTBC EGM Dates (Agenda Item 6.4)****Ordinary Resolution**Submitted by Committee

THAT the PTBC EC resolves to call an Extraordinary General Meeting of the PTBC on the following dates:

Thursday 26th February 2026

Thursday 30th April 2026

Thursday 25th June 2026

Thursday 27th August 2026

Thursday 29th October 2026

Monday 14th December 2026

Yes ☐No ☐Abstain ☐**GTP: 201****Lot Number:** _____**Unit Number:** _____

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

IMPORTANT – If the property is owned in joint names, all Owners must sign the Voting Paper.

Name of voter: _____**Signature of voter:** _____**Date:** _____

ATTACHMENTS

- 1. MOTION INFORMATION**
- 2. 20250828 PTBC EC Minutes**
- 3. 20250916 PTBC VOC minutes File transfer Grace**
- 4. CORRO FOR INFORMATION**
- 5. CFI 1. recycled-water-quality-annual-report**
- 6. CFI 2. Summary Report - C Class Mainline leak**
- 7. CORRO FOR ACTION**
- 8. CFA 1. PTBC Recycled Water Customer Schedule with CoGC and Deed of Supply of Water
with SCGCC _ (CR BNE250341)**
- 9. CFA 1. Review of Agreements - Advice - (Redacted)**
- 10. REPORTS FOR INFORMATION**
- 11. RFI 1. Ops Report Sept 2025**
- 12. RFI 2. EC July 2025_PBC_PTBC FSC Pack**
- 13. RFI 2. EC August 2025_SCCSL FSC Pack**
- 14. RFI 2. EC August 2025_PBC_PTBC FSC Pack**
- 15. RFI 3. CSC Minutes 20250901 - Approved SC 20250903**
- 16. RFI 4. PTBC MIP 20251022**
- 17. Proxy form - BC**

MOTION INFORMATION



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

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

Date and time of meeting: Thursday 28 August 2025 at 12:30 PM

Meeting time: **1:33PM - 1:50PM**

Chairperson: Mr Stephen Anderson

ATTENDANCE

The following members were Present in Person at the meeting:

Lot 6,10,24,31,32,34,38,40	Mr Stephen Anderson
Lot 1,16,20,51,52,52,53,54	Mr Paul Sanders
Lot 278	Mr Stuart Shakespeare

The following members present by Voting Paper and In Person:

Lot 1,16,20,51,52,52,53,54	Mr Paul Sanders
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The following members present by Voting Paper:

The following members were present by Proxy:

Lot 02100015 – 10, Lot 58	Mr Barry Teeling to SA
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The following members were present by Proxy however unable to vote:

Present by Invitation:

Mrs Jodie Syrett – Manager of Body Corporate (JS minute taker)

Mrs Cassie McAuliffe – General Manager (CM)

Ms Shanyn Fox – Facilities Manager (SF)

Apologies:

Mr Barry Teeling

A Quorum was present

Nil Conflict of Interest

The Meeting was recorded.

Motions

1	Approval of Previous PTBC EC Minutes held on 26th June 2025 (Agenda Item 6.1)	ORDINARY RESOLUTION
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Statutory Motion Submitted by Committee

CARRIED

RESOLVED that the Minutes of the PTBC Executive Committee Meeting held on 26th June 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
Stephen Anderson	X		
Paul Sanders	X		
Barry Teeling	X		
Stuart Shakespeare	X		

2	Approval of Previous PTBC EC VOC Minutes - Electricity held on 10th July 2025 (Agenda Item 6.2)	ORDINARY RESOLUTION
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Statutory Motion Submitted by Committee

CARRIED

RESOLVED that the Minutes of the PTBC Executive Committee Meeting held on 10th July 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
Stephen Anderson	X		
Paul Sanders	X		
Barry Teeling	X		
Stuart Shakespeare	X		

General Business:

MIPs:

- Update on Village Gates work now 3 months until completion instead of 8 weeks. A scope of work was sent to Facilities that week from Mulpha.
- A Class Water update with TEW information and progress.

Rose Litigation Letter:

- Letter received from Rose Litigation on behalf of a Cassia resident regarding the biodiversity animal dispersion program. A response is required to the email dated 26 August 2025.
- JS to prepare a draft response to Rose Litigation for PTBC review and approval prior to release.

There being no further business the chairperson declared the meeting closed.

MEETING CLOSED at 1:50PM

Chairperson: Mr Stephen Anderson X.....

Minutes of the Vote Outside Committee Meeting

Body Corporate for SANCTUARY COVE PRIMARY CTS 201

Meeting Date	16 Sep 2025		
Date Notices Sent	12 Sep 2025		
Due by Date	16 Sep 2025		
Committee Members	Chairperson	Mr S Anderson	Electronic vote
	Ordinary Member	Mr Paul Sanders	Electronic vote
	Ordinary Member	Mr Stuart Shakespeare	Electronic vote

Motion 1	
Authority for file transfer – Grace Lawyers	Ordinary Resolution
RESOLVED that the PTBC authorises the transfer of the file of Grace Lawyers in relation to the advice on the Recycled Water Customer Schedule with CoGC and Deed of Supply of Water with SCGCC to Chambers Russell Lawyers.	

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Motion CARRIED.				
VOTES	Yes : 3	No: 0	Abs: 0	Inv: 0

**CORRESPONDENCE
FOR INFORMATION**

Recycled Water Quality Annual Report

1 July 2024 to 30 June 2025

The City of Gold Coast (the City) is responsible for the supply of recycled water that is 'fit for purpose' in accordance with the *Public Health Act 2005*.

The City maintains a risk management system to ensure all hazards associated with recycled water are managed and controlled.

Monitoring recycled water quality

The City monitors recycled water quality at a number of sites across the Gold Coast. Water samples are collected by National Association of Testing Authorities (NATA) accredited scientific officers and the samples are analysed by our expert scientific personnel in the City's NATA accredited laboratory, Scientific Services. All water quality results are carefully scrutinised by water quality scientists to identify any changes or trends in water quality.

What do we test for?

Recycled water on the Gold Coast is tested for a number of different physical, chemical and biological parameters. This report summarises the key public health parameters.

Recycled water quality must meet *Public Health Regulation 2018*

The *Public Health Regulation 2018* outlines the water quality standards for recycled water.

RECYCLED WATER QUALITY RESULTS 1 JULY 2024 – 30 JUNE 2025

CLASS A	MICROBIOLOGICAL	
Treatment Plant	Pimpama	Merrimac
Parameter	<i>E. coli</i>	<i>E. coli</i>
Specification	95% of samples <10 CFU/100mL	95% of samples <10 CFU/100mL
Compliance	100% of samples <10 CFU/100mL	100% of samples <10 CFU/100mL
Compliant	✓	✓

CLASS C	MICROBIOLOGICAL		
Treatment Plant	Coomababah	Merrimac	Elanora
Parameter	<i>E. coli</i>	<i>E. coli</i>	<i>E. coli</i>
Specification	95% of samples <1000 CFU/100mL	95% of samples <1000 CFU/100mL	95% of samples <1000 CFU/100mL
Compliance	100% of samples <1000 CFU/100mL	100% of samples <1000 CFU/100mL	100% of samples <1000 CFU/100mL
Compliant	✓	✓	✓

Note: All compliance samples were taken from the outfall of the chlorine contact tanks at each plant except for Merrimac Class A, which was sampled from the treated water storage reservoir.

Recycled Water Class A July 2024 - June 2025

Component		Units	Pimpama Treatment Plant		Merrimac Treatment Plant	
			Number of tests	Median result	Number of tests	Median result
Alkalinity		mg CaCO ₃ /L	51	83	44	91
Chlorine Free		mg/L	51	2.9	44	<0.05
Chlorine Total		mg/L	51	3.8	44	0.44
Conductivity		mS/cm	51	0.674	44	0.964
<i>E. coli</i>		MPN/100mL	51	<1	50	<1
Elements ^a	- Aluminium (Total)	mg/L	4	0.29	4	0.265
	- Arsenic (Total)	mg/L	4	<0.001	4	<0.001
	- Beryllium (Total)	mg/L	4	<0.001	4	<0.001
	- Boron (Total)	mg/L	4	0.121	4	0.125
	- Cadmium (Total)	mg/L	4	<0.001	4	<0.001
	- Calcium (Total)	mg/L	4	24	4	30
	- Chromium (Total)	mg/L	4	<0.001	4	<0.001
	- Cobalt (Total)	mg/L	4	<0.001	4	<0.001
	- Copper (Total)	mg/L	4	<0.001	4	0.001
	- Fluoride (Total)	mg/L	4	0.6	4	0.45
	- Iron (Total)	mg/L	4	<0.02	4	0.03
	- Lead (Total)	mg/L	4	<0.001	4	<0.001
	- Lithium (Total)	mg/L	4	0.003	4	0.004
	- Magnesium (Total)	mg/L	4	5.05	4	11.0
	- Manganese (Total)	mg/L	4	0.005	5	0.08
	- Mercury (Total)	mg/L	4	<0.0001	4	<0.0001
	- Molybdenum (Total)	mg/L	4	<0.02	4	<0.02
	- Nickel (Total)	mg/L	4	0.001	4	0.002
	- Potassium (Total)	mg/L	4	17	4	19.5
	- Selenium (Total)	mg/L	4	<0.001	4	0.001
	- Silica (Total)	mg/L	4	11.5	4	14.5
	- Silver (Total)	mg/L	4	<0.02	4	<0.02
	- Sodium (Total)	mg/L	4	99	4	130
	- Vanadium (Total)	mg/L	4	<0.001	4	<0.001
	- Zinc (Total)	mg/L	4	0.023	4	0.005
Nitrogen, Ammonia		mg/L	51	<0.01	44	0.14
Nitrogen, Oxidised		mg/L	51	0.15	44	1.95
Nitrogen, Total		mg/L	51	0.9	44	2.9
Oxygen, Biochemical Demand		mg/L	51	<3	43	<3
Oxygen, Chemical Demand		mg/L	51	20	44	20
Oxygen, Dissolved		mg/L	50	8	44	6.8
pH			51	7	44	7
Phosphorus, Orthophosphate		mg/L	51	0.02	44	<0.01
Phosphorus, Total		mg/L	51	0.08	44	0.03
Sodium Adsorption Ratio				4.79		5.16
Sulfate		mg/L	4	72.5	46	74
Suspended Solids		mg/L	51	<2	44	<2

mg/L	milligrams per litre (or parts per million)
mg CaCO₃/L	mg/L of calcium carbonate
°C	degrees Celsius
mS/cm	millisiemens per centimetre
MPN	Most probable number
Median	the number in the middle of a set of numbers; that is half the numbers have a value greater than or equal to the median, and half have a value less than or equal to the median.

All results except free & total chlorine, dissolved oxygen, *E. coli* and elements are medians of 24 h composite samples collected weekly between 01/07/2024 - 30/06/2025.

Recycled Water Class C July July 2024 - June 2025

Component		Units	Number of tests	Treatment Plant Median Result		
				Coombabah	Elanora	Merrimac
Alkalinity		mg CaCO ₃ /L	52	98	220	100
Chlorine Free		mg/L	52	<0.05	<0.05	<0.05
Chlorine Total		mg/L	52	0.475	0.225	0.225
Conductivity		mS/cm	52	2.28	1.6	0.94
E. coli		MPN/100mL	52	70	40	2
Elements ^a	- Aluminium (Total)	mg/L	4	0.18	0.13	0.08
	- Arsenic (Total)	mg/L	4	0.002	<0.001	<0.001
	- Beryllium (Total)	mg/L	4	<0.001	<0.001	<0.001
	- Boron (Total)	mg/L	4	0.185	0.12	0.125
	- Cadmium (Total)	mg/L	4	<0.001	<0.001	<0.001
	- Calcium (Total)	mg/L	4	38	51.5	30.5
	- Chromium (Total)	mg/L	4	0.001	<0.001	<0.001
	- Cobalt (Total)	mg/L	4	<0.001	<0.001	<0.001
	- Copper (Total)	mg/L	4	0.003	<0.001	0.001
	- Fluoride (Total)	mg/L	4	0.55	0.5	0.5
	- Iron (Total)	mg/L	4	0.095	0.335	0.09
	- Lead (Total)	mg/L	4	<0.001	0.001	<0.001
	- Lithium (Total)	mg/L	4	0.007	0.007	0.005
	- Magnesium (Total)	mg/L	4	37.5	46.5	11
	- Manganese (Total)	mg/L	4	0.069	0.065	0.15
	- Mercury (Total)	mg/L	4	<0.0001	<0.0001	<0.0001
	- Molybdenum (Total)	mg/L	4	<0.02	<0.02	<0.02
	- Nickel (Total)	mg/L	4	0.002	0.004	0.001
	- Potassium (Total)	mg/L	4	26.5	20.5	19.5
	- Selenium (Total)	mg/L	4	0.002	0.001	<0.001
	- Silica (Total)	mg/L	4	13.5	18.5	14
	- Silver (Total)	mg/L	4	<0.001	<0.001	<0.001
	- Sodium (Total)	mg/L	4	350	205	135
	- Vanadium (Total)	mg/L	4	<0.001	<0.001	<0.001
	- Zinc (Total)	mg/L	4	0.025	0.019	0.01
Nitrogen, Ammonia		mg/L	52	0.055	1.35	0.08
Nitrogen, Oxidised		mg/L	52	0.525	4.15	1.7
Nitrogen, Total		mg/L	52	1.6	6.55	3.1
Oxygen, Biochemical Demand		mg/L	52	<3	<3	<3
Oxygen, Chemical Demand		mg/L	52	35	40	30
Oxygen, Dissolved		mg/L	52	7.25	7.45	7.8
pH			52	7	7.75	7.3
Phosphorus, Orthophosphate		mg/L	52	0.415	1.045	0.075
Phosphorus, Total		mg/L	52	0.52	1.2	0.16
Sodium Adsorption Ratio				9.65	4.99	5.33
Sulfate		mg/L	4	125	85	61.5
Suspended Solids		mg/L	52	2	7	3
Temperature		°C	52	23.9	25	25.9

mg/L milligrams per litre (or parts per million)

mg CaCO₃/L mg/L of calcium carbonate

°C degrees Celsius

mS/cm millisiemens per centimetre

MPN Most probable number

Median the number in the middle of a set of numbers; that is half the numbers have a value greater than or equal to the median, and half have a value less than or equal to the median.

All results except temperature, free & total chlorine, dissolved oxygen, *E.coli* and elements, are medians of 24 h composite samples collected weekly between 01/07/2024 - 30/06/2025. All microbiological results are quoted from final lagoon effluent.

Summary Report – Mainline Leak (300mm Recycled Water Line)**Date of Initial Identification:** 12 August 2025**Location:** Coombabah Lakelands Conservation Area**Asset:** PTBC 300mm Recycled Water Main**Overview**

On 12 August 2025, a potential leak on the 300mm recycled water main was identified by the City of Gold Coast (CoGC) Recycled Water team. The incident initiated an extensive investigation and repair process, which was complicated by environmental constraints, limited site accessibility, and regulatory requirements associated with the asset's location within a designated conservation area.

Timeline of Events

12 August 2025	- Leak first reported by Tony Laube (CoGC Recycled Water) and relayed via Michael (Golf) to Peter Gannon (SCCSL). - Initial uncertainty existed as to whether the leak originated from the SCCSL main or the Hope Island main. - PTBC was requested by GoGC to isolate pumps - PTBC/PBC electricians isolated pumps at 3:45 pm to assist in source identification. - Email sent to CoGC (Kurt Bacon) regarding contact hierarchy and next steps.
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13 August 2025	- Kurt Bacon (CoGC Network Utilities Maintenance) confirmed that water discharge ceased following pump isolation, indicating the leak was within the PTBC system. - PTBC Chair notified of the incident.
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14 August 2025	Peter Gannon (PG) attended site with NTS Group. Repairs were scheduled for 21 August 2025 (weather dependent).
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22 August 2025	- NTS reported that high water levels prevented site access and excavation and would attempt again Monday 25.08.2025. - Water levels and tides prevented access from 25.08 to 31.08.
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26 August 2025	NTS advised they required written authorisation from GoGC, EPA, or a similar regulatory authority before works could proceed due to the site's conservation status.
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	PTBC requested written approval from GoGC (email sent to Kurt Bacon).
1 September 2025	CoGC Supervisor (Darryl Chippindall) provided written confirmation allowing access, confirming the section was a private recycled main.
3 September 2025	NTS advised that due to the site's conservation/wetland designation, excavation required approval under the <i>Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act)</i>. They declined to proceed without this approval. NTS (Jay Hurlock – Managing Director): <i>I've looked further into the wetlands, and the area has been confirmed as Ramsar Wetlands.</i> <i>From my search:</i> <i>Excavating in a Ramsar wetland requires assessment and approval under Australia's Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act), as it may impact the site's national environmental significance and ecological character. Any activity, including excavation, that has the potential for significant impact requires formal referral and approval from the Minister for the Environment.</i> <i>Unfortunately, due to these requirements, we cannot take the risk of repairing your main unless the specific approvals are in place.</i>
11 September 2025	PTBC requested GoGC recommend alternative contractors or undertake the works directly. GoGC advised they could not recommend contractors or conduct repairs on a chargeable basis. Darryl Chippindall Afternoon Shanyn, Unfortunately, within the operations section we don't have any mechanism to affect repairs and on charge. Additionally, we are not permitted to 'recommend' specific contractors to undertake works – although companies such as NTS/ YTB Plumbing have done works for other external stakeholders within the city previously. @BACON Kurt do you have any facility to accommodate Shanyn's request from a maintenance perspective – or are able to list other contractors that may have experience and skillset to undertake this repair ?
12 September 2025	- Kurt Bacon suggested engaging CC&P as a potential contractor. - Project Irrigation declined to undertake the works due to capability limitations. - PG contacted CC&P to review the scope/works.
15 September 2025	SF Emailed PS asking if he knew of any suitable contractors for the works
16 September 2025	- Paul Saunders emailed Premier and Member for Broadwater - Daniel Spooner engaged by PTBC to advise on regulatory requirements.
17 September 2025	SF briefed Genevieve on the situation.

19 September	- PTBC Chair approved GoGC undertaking the works and on charging costs to PTBC - GoGC confirmed repair works commencing 20.09.2025
20 September 2025	SF received a call from the works team advising that excavation was underway and the pipe, along with associated infrastructure, had been located. Noted- Due to the depth of the asset and its close proximity to the creek, dewatering was required. Scheduled to be carried out on Monday, followed by the repair works, provided no additional issues were identified.
23-24 September 2025	- Site investigations continued. - Noted substantial water discharge from the main over the past 24 hours - Deployed two pumps, running continuously (24/7) - Excavation and potholing revealed the recycled main depth (~2.8 m), with continuous discharge complicating dewatering. - Hope Island's poly recycled line was located and exposed. - Pumps were reactivated to help pinpoint the leak location and determine whether it was caused by a split or a hole. If confirmed, the plan was to isolate the leak and complete a temporary repair to allow the pumps to restart, refill the lakes, and restore water to the golf course. - The CoGC Environmental Team requested that SF lodge a formal notification with DESI. DESI confirmed that jurisdiction for the matter lay with CoGC and committed to investigating further in collaboration with its environmental team.
16–20 September 2025	(Concurrent Environmental Assessment) - PTBC engaged an environmental consultant to assess permitting requirements for works in a tidal conservation area under the <i>Coastal Protection and Management Act 1995</i>. - Guidance received on environmental mitigation measures, permitting, and construction practices.
25 September 2025 Resolution	- Excavation revealed no leak on the PTBC 300mm PVC main. - Leak was confirmed on the Hope Island poly main (video evidence provided). - Repair completed. - PTBC recycled water pumps restarted at 11:00 am, with lake flow restored by 12:00 pm.
Outcome - Leak source confirmed not on PTBC infrastructure, but on the Hope Island poly recycled water main. - Repair completed and system functionality restored on 25 September 2025.	
Key Challenges - Environmental constraints, challenging site conditions, and complex regulatory approval requirements, including the decision by NTS Group to decline the works due to the need for formal environmental permits, significantly delayed the investigation and repair timeline. - Access limitations due to high water levels and tides. - Coordination across multiple stakeholders, including CoGC, contractors, environmental regulators, and political representatives.	

Next Steps / Recommendations

- Include within the Recycled Water Agreement a clause granting *the PTBC, or its duly authorised representatives, the right to undertake maintenance and/or repair works on the recycled water mainline* regardless of its location.

This amendment would provide management and external contractors with clear authorisation to access sites and carry out necessary works on behalf of PTBC.

- Arrange a meeting with GCCC representatives to establish a clear contact structure and escalation hierarchy. During this incident, communication was routed through multiple teams with no one able to provide a definitive answer or decision.
- Review/expand suitable/qualified contractors for works of this nature.
- Arrange meeting with State Government, CoGC, and Sanctuary Cove stakeholders to discuss streamlining approval process.
- Establish a formalised response protocol for leaks or infrastructure failures occurring within environmentally sensitive areas, including pre-identified approval pathways and escalation procedures.

CORRESPONDENCE FOR ACTION

From: [Brogan Watling](#)
To: [Stephen Anderson](#); [Stuart Shakespeare](#); [Barry Teeling](#)
Cc: [PTBC](#); [Cassie McAuliffe](#); [Shanyn Fox](#)
Subject: FW: Sanctuary Cove Primary Thoroughfare Body Corporate | Recycled Water Customer Schedule with CoGC and Deed of Supply of Water with SCGCC | (CR BNE250341)
Date: Friday, 17 October 2025 3:05:31 PM
Attachments: [Review of Agreements - Advice - dd 16.10.pdf](#)
[image001.png](#)

Good afternoon Executive Committee

Please see **attached** advice from Chambers Russell regarding the Recycled Water Supply Agreement (with Council) and the Deed of Agreement (with Golf).

At this stage I have excluded Paul Sanders as the advice relates to the Deed with the Golf Club.

I will send a separate email to Paul redacting that part of the advice so that he can still see the advice on the Recycled Water Supply Agreement.

I have not had the time to consider the advice and the recommend actions. Once I have, I will come back to you with a recommendation on how to proceed.

Thank you.

Kind Regards,

BROGAN WATLING

In-house Counsel

Email brogan.watling@scove.com.au

Main 07 5500 3333 | enquiries@scove.com.au

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My working days are Monday, Tuesday, Thursday and Friday



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From: Jason Carlson <jcarlson@chambersrussell.com.au>

Sent: Thursday, 16 October 2025 5:24 PM

To: Brogan Watling <brogan.watling@scove.com.au>

Cc: Jessica Stanley <jstanley@chambersrussell.com.au>

Subject: Sanctuary Cove Primary Thoroughfare Body Corporate | Recycled Water Customer Schedule with CoGC and Deed of Supply of Water with SCGCC | (CR BNE250341)

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Dear Brogan,

Please find **attached** advice of today's date. Our apologies for the delay.

We note that our advice is provided in the following sections:

Section A – General Matters (pages 3 to 5) – which provides general advice on the agreements, parties and scope of advice.

Section B – Recycled Water Supply Agreement (pages 6 to 20) – which provides specific advice on the relevant clauses in the RWS Agreement, and our proposed recommendations.

Section C – Deed of Agreement (pages 21 to 27) – which provides specific advice on the relevant clauses in the Deed, along with our recommendations.

Section D – Scope of our advice (pages 27 to 30) – which provides a general overview of the limitations of our advice and aspects which the PTBC may seek further specific advice on. Sections B and C, which contain our review of the proposed agreements and outline our recommendations (which are summarised in the 'Action' column), these are the most important sections of our advice for specific review.

If you have any queries, please do not hesitate to get in touch.

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Review of Agreements

Recycled Water Supply Agreement

City of Gold Coast Council

Sanctuary Cove Primary Thoroughfare Body Corporate GTP 201, trading as Sanctuary Cove Primary Thoroughfare Body Corporate

and Deed of Agreement

Sanctuary Cove Golf and Country Club Holdings Limited ACN 120 283 534

Sanctuary Cove Primary Thoroughfare Body Corporate GTP 201

(collectively, **'the Proposed Agreements'**.)

Details - Recycled Water Supply Agreement ('RWS Agreement'), comprising of the Customer Schedule and Standard Terms

Customer Schedule	Recycled Water Supply Customer Schedule	(‘Schedule’)
Standard Terms	Recycled Water Supply Standard Terms and Conditions	(‘STCs’)
Customer	Sanctuary Cove Primary Thoroughfare Body Corporate GTP 201, trading as Sanctuary Cove Primary Thoroughfare Body Corporate	(‘the PTBC’)
Supplier	City of Gold Coast	(‘the Council’)

Details - Deed of Agreement ('Deed')

Sanctuary Cove PTBC	Sanctuary Cove Primary Thoroughfare Body Corporate GTP 201	(‘the PTBC’)
Golf Club	Sanctuary Cove Golf and Country Club Holdings Limited ACN 120 283 534	(‘the Golf Club’)

A.	General matters	Comment	Action
1	Instructions	1.1 We have been instructed to review and advise on the Proposed Agreements, being: (a) the RWS Agreement; and (b) the Deed. 1.2 For completeness, we confirm that the RWS Agreement is comprised of two parts: (a) the Schedule; and (b) the STCs. 1.3 Our advice includes consideration as to the interaction between the RWS Agreement and the Deed.	1. Note and provide instructions if this is not correct.
2	General overview	2.1 In general terms: (a) the RWS Agreement provides for the supply of Class A recycled water to the PTBC's land, and the supply of Class C recycled water to the Golf Club's land; and (b) by the Deed, the PTBC agrees to on-supply Class C recycled water to the Golf Club's land. 2.2 Our advice and recommendations in respect of the RWS Agreement and Deed are outlined below.	2. Note and provide instructions if this is not correct or is inconsistent with your understanding of the matter.
3	Details	3.1 Please review the matters set out in the details section and provide your instructions if they are incorrect or otherwise not consistent with your understanding as this may affect our advice.	3. Review and provide any instructions required.
4	Bargaining strength	4.1 In terms of the RWS Agreement, we have assumed that your bargaining strength is weak to moderate on the basis that: (a) there are existing arrangements and infrastructure in	4. Note and provide instructions if our assumption is incorrect.

- place which, to continue, rely on entry into the Proposed Agreements (or agreements of a similar nature);
- (b) the supply of recycled water is generally controlled by the Council, meaning it holds a monopoly over access and pricing; and
 - (c) while you may be able to negotiate on certain commercial terms, the Council is unlikely to agree to depart significantly from its standard terms and conditions.
- 4.2 In terms of the Deed, we have assumed that your bargaining strength is strong, given:
- (a) you are effectively the gatekeeper to the recycled water supply in the sense that to our knowledge, the Golf Club cannot access this resource except by contracting with you; and
 - (b) while there may be other alternative options available to the Golf Club, these are likely to come at a higher cost and/or involve construction of new infrastructure.

5	Due diligence	5.1 We have not been engaged to undertake due diligence in respect of the Proposed Agreements. 5.2 We understand that the Proposed Agreements are intended to replace existing arrangements and/or agreements, and accordingly the contracting parties are well known to each other. 5.3 However, it is still appropriate to ensure due diligence is undertaken to the satisfaction of the PTBC. 5.4 At the very least, we would recommend verifying the Golf Club contracting entity by way of searches and the like.	5. Note and provide any instructions required.
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6	Pre-contractual negotiations or agreements	6.1	We are not aware of the content or nature of any pre-contractual negotiations or agreements with the Golf Club and/or Council. These could have an impact on your position in respect of the contract, as well as our advice.	6. Note and provide any instructions required.
7	Scope	7.1	There are matters on which we have not sought to provide advice here, including some which are beyond our expertise to advise upon. We have explained those matters in section D below. You should review and consider the comments there and provide any instructions required.	7. Note and provide any instructions required.

Recycled Water Supply Agreement ('RWS Agreement')

B.	Terms	Comment	Action
1	Parties	1.1 The Agreement is between the PTBC and the Council, and adequately identifies the parties as such. (a) Please confirm that the Customer Details (including contact information) in item 6 of the Schedule and the address for notices in item 5 of the Schedule are accurate and current. 1.2 Notably, the PTBC is listed as the sole Customer at item 6 of the Schedule (and clause 2 of the STCs states that the Agreement is a contract between the Council and the Customer). 1.3 Accordingly, as per the advice previously given to the PTBC, the Golf Club is not a party to the Agreement, despite there being an intention for the Golf Club to receive recycled water via the Agreement. 1.4 We understand the intention of this arrangement is to ensure that the Golf Club is treated as an 'existing client' and therefore entitled to reduced charges for recycled water. As we are instructed to advise the PTBC on the Agreement, it is beyond our scope to advise on the rights and obligations of the Golf Club arising from the Agreement. We also understand that the Golf Club has obtained legal advice in respect of the Proposed Agreements. 1.5 However, this arrangement also results in various complications for the PTBC. That is because to facilitate the supply to the Golf Club via the PTBC, the Agreement (among other things): (a) states that all Golf Club infrastructure used for the supply of water under the Agreement is 'Customer Infrastructure' which the PTBC: (i) is responsible for pursuant to clause 12.1 of	1. Please confirm that the details in items 5 and 6 of the Schedule are accurate and current. 2. Further, please advise us if you intend to: (a) consider the inclusion of the Golf Club as a customer, either in the Agreement or by a separate agreement with the Council; or (b) proceed with the proposed arrangement whereby the Golf Club is not listed as a customer to the Agreement (notwithstanding the complications associated with that arrangement).

- the STCs;
- (ii) is prohibited from modifying without approval from the Council, pursuant to clause 12.2 of the STCs;
 - (iii) is obliged to remove from the Council's land following expiry of the Agreement (clause 12.3 of the STCs);
- (b) requires the PTBC to indemnify the Council against any loss resulting from a failure of the Golf Club to pay charges for recycled water consumed by the Golf Club's land (clause 5.3(b)(ii)(B)); and
 - (c) places limitations upon the use of the recycled water, which if not complied with (by the PTBC and the Golf Club) would place the PTBC in breach of the Agreement.
- 1.6 While it appears that most of the infrastructure involved is owned and operated by the PTBC (and accordingly, that may be a non-issue) the Agreement will impose obligations and limitations on the PTBC in respect of actions of the Golf Club - which are outside of the PTBC's immediate control. This presents a risk insofar as that the PTBC cannot assure compliance with the obligations and restrictions which it bears under the Agreement.
- 1.7 While the Deed can and should look to address these areas as far as possible, ultimately if there was a breach of those obligations by the Golf Club, the PTBC will be placed into a position whereby it may be unable to comply with its obligations under the Agreement or remediate any breach of same. The PTBC could seek compliance from the Golf Club under the Deed, however failing such compliance, the PTBC would be left in a difficult position. This may jeopardise its Agreement with the Council altogether and, at worst, could result in legal action against the PTBC for a breach of the Agreement.

		1.8	These are just some examples of the complications which arise from the Golf Club land being part of the Land to receive recycled water under the Agreement, despite the PTBC being the sole customer (and is not intended to be an exhaustive list).	
		1.9	To resolve such complications and risks would require the Golf Club to either: (a) enter into its own Agreement with the Council; or (b) be listed as a joint Customer in the Agreement (with amendments made to the wording of the Schedule to address same).	
		1.10	We understand this option has previously been raised with the PTBC, however we do not hold instructions as to whether this has been explored to date.	
2	Land	2.1	The Agreement outlines the details of the land to be supplied with recycled water – being: (a) PTBC Land: L91 RP205597, L93 RP205616, L7 SP186788, L11 SP210743, L94 SP296360; and (b) Golf Club Land: 5SP210570, L11 SP289998, L5 1RP205596, L16 SP238392, L1 SP162776, L184 SP241904.	3. Please confirm that the details of the PTBC's land and the Golf Club's land are accurately described.
		2.2	The accuracy of those details should be confirmed.	
3	Term	3.1	The Agreement will commence on the Effective Date, which is currently listed as 'TBC – SCPTBC to advise the City ahead of A Class recycled water system activation'. (a) The 'Effective Date' will require insertion once the terms of the Agreement are agreed between the parties.	4. The Effective Date should be completed once the terms of the Agreement have been agreed.
		3.2	The Agreement does not have a listed expiry rate. Rather, it will continue until it is terminated in accordance with clause	

		21.4 (by either party, on giving no less than 6 months' notice to the other).	
	3.3	While the Agreement contains a renewal option (clause 4.2), this is largely irrelevant given that the initial term of the Agreement does not have an expiry date.	
4	Agreement to supply and take	4.1 By clause 5.1 of the STCs, from the supply date (being the date that the PTBC first takes Class A Recycled Water) ('Supply Date'): (a) the Council will be obligated to use reasonable endeavours to supply the recycled water to the Supply Point;¹ and (b) the PTBC must take recycled water at the Supply Point, and pay all charges for same as outlined in the Agreement. 4.2 By clause 5.3 of the STCs, the PTBC warrants that: (a) it is the owner of the land, which is defined in the Schedule as including the Golf Club land; or (b) where it is not the owner of such land, it: (i) has obtained the consent of the owner for the supply of recycled water under the Agreement; and (ii) indemnifies the Council against any loss, damage, cost, demands, claims or liabilities arising from or in connection with any failure of such owner consent to be obtained or any failure by the land owner to pay any charges for the supply of water to their land. 4.3 Accordingly, for the purpose of the Agreement, the PTBC will ultimately be responsible for any charges for water consumed	5. Note.

¹ For the Class A water supplied to PTBC's land, the Supply Point is the connection flange to which the PTBC has established the connection. For the Class C water to be supplied to the Golf Club's land, the Supply Point is the Coombabah Recycled Water Storage Lagoon from which the water is drawn from.

by the Golf Club and charged by the Council to the PTBC. The PTBC will be responsible for obtaining reimbursement of such payments from the Golf Club, via the Deed.

5	No resale	5.1	Clause 5.4 of the STCs prohibits the PTBC from reselling, donating, assigning, supplying or providing recycled water to anyone, or otherwise releasing or disposing of recycled water before or after its use.	6. We recommend that a minor typographical error in special condition 2 is corrected ('of disposal' should be corrected to 'or disposal').
		5.2	Special condition 2 in the Schedule overrides this clause, and expressly provides that the PTBC's supply of water to the Golf Club's land will not be treated as a prohibited resale, donation, assignment, supply or disposal for the purpose of this clause 5.4 of the STCs. (a) We recommend that a minor typographical error in special condition 2 is corrected ('of disposal' should be corrected to 'or disposal').	
6	Ownership and Risk	6.1	By clause 5.5 of the STCs: (a) all ownership and risk associated with the recycled water passes to the PTBC upon delivery at the Supply Point; and (b) the Council is not liable for loss or damage arising from or in connection with any changes in the quality of the recycled water beyond the Supply Point.	7. Note.
		6.2	It is important that the Deed contemplates and addresses these risks as regards the Golf Club.	
7	Supply Requirements	7.1	Clause 6 of the STCs outlines the Council's obligations in respect of the supply and metering of recycled water.	8. Note.
		7.2	By clause 6.3, the PTBC must not take more than the flow and volume specified in Item 1 of the specification (in the Schedule) without providing a written request to the Council at least 7 days prior to the requirement to use such increased	

flow or volume.

7.3 Item 1 of the specification in Attachment 1 to the Schedule (which relates to the supply of Class A water to the PTBC's land) states that:

- (a) the minimum supply flow rate is 3 litres/second;
- (b) the minimum supply pressure is 25 metres; and
- (c) the daily supply volume is 0.3 ML/day.

7.4 If the PTBC intends to exceed these limits, it must provide the prior request outlined in clause 6.3.

7.5 Notably, Item 1 of the specification in Attachment 2 to the Schedule (which relates to the supply of Class C water to the Golf Club) indicates that there are no flow and volume limits applicable to the Golf Club's usage. This is apparently due to the private pump system which will be used for the supply.

8 Permitted Use

8.1 By clause 8.1, the PTBC must only use the recycled water for the Permitted Use, in accordance with any on-site controls.

- (a) In respect of the Class A supply to the PTBC's land, the permitted use (at Item 3 of Attachment 1 to the Schedule) is *"Irrigation of landscaping, Road verge green space and open green space (in accordance with the on-site controls specified in Annexure 2 Table 1)"*, which states as follows:

Table 1 Recycled Water Use – Sanctuary Cove Body Corporate Land – Class A Supply

Recycled Water Use	Usage Window ¹	Control Measures ²			
		Spray Drift Control	Buffer Zone	Access restriction	Drip Irrigation
Landscaping	8pm – 4am	Yes	Where appropriate	Where appropriate	Where appropriate
Road verge green space	8pm – 4am	Yes	Where appropriate	Where appropriate	No
Open green space	8pm – 4am	Yes	Where appropriate	Where appropriate	No

Additional on-site controls are listed on the page following that table (page 9 of the Schedule) and include signage, public awareness, staff awareness, onsite maintenance and changes to irrigation

9. Please carefully consider the permitted use and onsite controls which will govern the use of the recycled water, and advise us if any changes are believed to be necessary.

10. Please also provide us with any further information which may assist us in considering whether the current wording is satisfactory.

11. **We recommend** seeking for the reference to 'Plans' in clause 8.1(a)(iii) to either be defined or removed.

areas/recycled water use;

- (b) In respect of the Class C supply to the Golf Club's land, the permitted use (at Item 3 of Attachment 2 to the Schedule) is *"Irrigation. Fairways and greens (in accordance with the on-site controls specified in Annexure 2 Table 1). Landscaping (in accordance with the on-site controls specified in Annexure 2 Table 1)"* which states as follows:

Table 1 Recycled Water Use – Sanctuary Cove Golf and Country Club – Class C Supply

Recycled Water Use	Usage Window ¹	Control Measures			
		Spray Drift	Buffer Zone	Access restriction	Drip Irrigation
Fairways and greens	8pm – 4am	Yes	Yes	Where appropriate	No
Landscaping	8pm – 4am	Yes	Yes	Where appropriate	Where appropriate

Additional on-site controls are listed on the page following that table (page 14 of the Schedule), which appear consistent with those which apply for the PTBC's land;

- 8.2 Practically, this means that use outside of the above purposes and limitations is prohibited.
- 8.3 You should carefully consider whether this is sufficient, having regard to the proposed use of the recycled water, method of use and relevant controls (timing, irrigation options, spray drift control measures, buffer zones). If not, changes should be made to the permitted use and/or the controls to broaden or amend same, if required.
- 8.4 Clause 8.1(a)(iii) requires that use of the recycled water complies with all applicable 'Laws and Plans'. While 'Laws' is appropriately defined, 'Plans' is not – and it is unclear what it is intended to mean.
- (a) **We therefore recommend** seeking for the reference to 'Plans' to either be defined or removed.
- 8.5 By clause 8.7 of the STCs, the PTBC must comply with any reasonable direction of the Council with respect to the supply

and use of the recycled water (at the PTBC's cost).

9	Warranties and Acknowledgement	9.1	By clauses 8.3 – 8.6, the PTBC provides various warranties and acknowledgements, including with respect to (among other things): (a) the fitness of the recycled water for the permitted use; (b) the fact that it may contain certain contaminants; (c) obtaining all approvals with respect to the customer infrastructure and use of recycled water.	12. Note.
		9.2	These warranties are generally not unreasonable, though to the extent that they relate to the Golf Club's land, they will need to be considered in the Deed.	
10	Charges and Payments	10.1	Clauses 9 and 10 address the accumulation of charges for recycled water, billing arrangements, payment and restriction or suspension due to non-payment or breach.	13. Note and provide a copy of the Sanctuary Cove Common Water Supply Arrangement should advice be required regarding special condition 3.
		10.2	The PTBC, as the sole customer, will be responsible for all charges for recycled water used. We understand that the Deed is prepared on this basis, and that the Golf Club will reimburse the PTBC for charges associated with its Class C recycled water usage.	
		10.3	Item 3 of the Schedule outlines the basis for the recycled water charges.	
		10.4	By special condition 3 in the Schedule, the PTBC warrants that: (a) pursuant to the Sanctuary Cove Common Water Supply Arrangement, the PTBC is responsible for and liable for the supply of recycled water to the Land (being the PTBC land and the Golf Club's land), and the charges payable under the Agreement; and	

- (b) it has obtained and will maintain for the term of the Agreement, all approvals, consents, licenses and commitments necessary to facilitate the supply and use of recycled water under the Agreement, including supply through customer infrastructure owned by a third party (the Golf Club).

10.5 We have not viewed the Sanctuary Cove Common Water Supply Arrangement and accordingly cannot comment on the accuracy of special condition 3. If you have any concerns or queries about the accuracy of special condition 3, we should be instructed to review the Water Supply Arrangement and advise further.

11 Servicing Strategy

11.1 Clause 11 of the STCs deals with supply infrastructure, access arrangements, metering, malfunctions and the like.

11.2 By clause 11.1, the Council may (at its cost) access and install infrastructure required for the supply of recycled water, including a meter, as per the Schedule (Supply Infrastructure and Connection Point Schedule – being Annexure 3 to Attachments 1 and 2 to the Schedule).

- (a) From our review of the Schedule, it appears that in respect of the Golf Club supply, a 300mm recycled water meter will be installed on the PTBC's infrastructure located on the boundary of the Golf Club's land and Coombabah Sewage Treatment Plant; and

- (b) In respect of the supply to the PTBC's land, a 150mm recycled water meter will be installed by the Council on PTBC land.

11.3 By clause 11.2, the Council will be entitled to access any part of the supply infrastructure (including the meter) installed on the land, during the term and for any purpose related to the Agreement. In doing so, it will comply with all reasonable requests of the PTBC during such access.

14. **We suggest** seeking for clause 11.5 to be revised to require the removal of the Council's infrastructure upon expiry or termination of the Agreement, on similar wording to clause 12.3 of the STCs regarding removal of customer infrastructure.

- 11.4 These clauses generally appear satisfactory, however again the prime complication arising from same is that the land contemplated by the Agreement includes the Golf Club's land. That is, the Agreement requires the PTBC to do certain things (grant consent to install infrastructure, permit access, report on malfunctions) in relation to land which is not owned by the PTBC but rather, is the Golf Club's land.
- 11.5 While we understand the private infrastructure involved is owned and operated by the PTBC (not the Golf Club), access by the Council, reporting of malfunctions etc must be addressed in the Deed between the PTBC and the Golf Club.
- 11.6 Clause 11.5 states that when the Agreement comes to an end, the Council *may* (at its option) remove the infrastructure it has installed and undertake such works as might be required to make good the land. It would in our view be reasonable to seek for this clause to be revised to *require* the removal of such infrastructure. This could be on similar wording to clause 12.3 of the STCs regarding removal of customer infrastructure.

12 Customer's Property

- 12.1 Clause 12 of the STCs deals with customer infrastructure, meaning all infrastructure, plant and equipment (but not including the Supply Point and Meter), that is owned, operated or used by the PTBC for the taking, use and storage of recycled water supplied under the Agreement. As flagged earlier in this advice, this will include any such infrastructure which is owned by the Golf Club.
- 12.2 By clause 12.1, the PTBC will be responsible for such infrastructure (construction, operation and maintenance). Further, where such infrastructure is located on land owned or operated by the Council, the PTBC will be obligated to comply with all applicable law and technical standards, including to ensure the compatibility of the infrastructure with the Council's infrastructure for the supply.
- 12.3 Clause 12.2 prohibits any modifications to any infrastructure

15. Note.

		associated with or which may affect the supply of the recycled water, without the prior written consent of the Council.	
	12.4	Clause 12.2(b) places an obligation for the PTBC to provide written notice to the Council immediately upon becoming aware of any changes, malfunctions or defects in the customer infrastructure which affects or may affect your ability to comply with your obligations under the Agreement.	
	12.5	Clause 12.3 requires the removal of all customer infrastructure from Council land upon termination or expiry of the Agreement, and the completion of the required 'make good' works by the PTBC, unless the Council otherwise agrees in writing.	
13	Interruption of supply	13.1 Clause 14 of the STCs entitles the Council to reduce, suspend or cease the supply of recycled water at its discretion, for various reasons. Those reasons generally appear reasonable and appropriate, however if you have any particular concerns in this regard, please advise us. 13.2 Special condition 5 also includes such a right, where the Council forms a reasonable opinion that the PTBC has used recycled water other than in accordance with the permitted use, or that the PTBC's use of recycled water may cause the Council to breach its legal obligations. 13.3 The Council will give at least 48 hours' notice of any planned reduction, suspension or discontinuance of the supply that may exceed 5 business days. Otherwise, it may give notice within a 'reasonable time' after the event or occurrence to which the reduction, suspension or discontinuance relates. 13.4 By clause 14.4, the Council will not be liable for any loss or damage suffered by the PTBC arising from the reduction, suspension or cessation of supply of recycled water, unless the reason for such reduction, suspension or cessation of supply of recycled water is caused by the Council's negligence.	16. Note.

		13.5	The PTBC will not be liable to pay any charges during such a reduction, suspension or cessation of supply of recycled water, provided that it is not in breach of the Agreement at the relevant time (and provided that clause 20 – Force Majeure – is not applicable) (clause 14.4(b)).	
14	Insurance	14.1	By clause 16.1, the PTBC must effect and maintain at its cost, for the duration of the Agreement:	17. Note.
		(a)	public and products liability insurance for liability for damage or loss in respect of any property and for injury, disease, illness (including mental illness) or death to any person which may arise in any way connected with the Agreement, which must:	
		(i)	be for the sum of not less than \$20million (per Item 4 of the Schedule); and	
		(ii)	cover the PTBC for its liabilities assumed under the Agreement; and	
		(b)	workers compensation insurance required by law.	
		14.2	These insurances must be in place prior to the date that supply commences. The Council is entitled to require satisfactory evidence that those policies are in place and all premiums have been paid.	
		14.3	It is vital that insurance obligations are taken seriously and are carefully policed, as non-compliance with such an obligation is not usually possible to rectify after the fact.	
15	Liability and Indemnity	15.1	Clause 17 of the STCs includes clauses whereby:	18. We recommend seeking for a reciprocal indemnity to be provided by the Council in favour of the PTBC.
		(a)	neither party will be liable to the other for consequential loss – which is defined, but includes losses such as loss of anticipated or actual profits or revenue, loss of production or use of equipment, business interruption or a failure to realise anticipated savings, loss or denial of business or	

- commercial opportunity, etc, whether or not in the reasonable contemplation of the parties at the commencement of the Agreement (clause 17.1);
- (b) the PTBC indemnifies the Council against:
- (i) any loss or damage to the Council's supply infrastructure; or
 - (ii) any claims in respect of personal injury, death, or loss or damage to other property, arising from or in connection with any act or omission of the PTBC or its personnel (which notably includes the Golf Club and its officers, employees, contractors and agents);²
- (c) the PTBC indemnifies the Council against any liability to which the Council may be exposed or which may arise out of:
- (i) the enforcement of any Law as a result of any breach by the PTBC or its personnel of that Law; or
 - (ii) a breach of the Agreement by the PTBC or its personnel.
- 15.2 While these are generally reasonable, we are concerned that these clauses would require the PTBC to indemnify the Council for conduct of the Golf Club and its personnel, which the PTBC has no control over. Unless the Golf Club is included as a Customer, the only way to attempt to mitigate this risk is to ensure there are sufficient indemnities in the Deed (i.e. a collateral indemnity). We have recommended the inclusion of such a clause in the Deed, in Section C of this advice.
- 15.3 However, practically speaking, the PTBC should be aware that even if such an indemnity is included in the Deed, the

² By virtue of special condition 4 in the Schedule.

			PTBC is still exposed as against any claim by the Council; it is just that it could call upon any indemnity in the Deed between the PTBC and the Golf Club.	
		15.4	We also note that there is no reciprocal indemnity offered by the Council in favour of the PTBC for loss, damage or claims sustained by the PTBC arising from any negligence or breach of the Agreement by the Council.	
		15.5	We recommend requesting the inclusion of such a clause.	
16	Assignment	16.1	The parties may each assign their rights under the Agreement pursuant to clause 18.	19. Note.
		16.2	The PTBC must obtain the Council's prior consent to any such assignment.	
17	Disputes	17.1	Clause 19 contains a comprehensive process for the resolution of disputes arising in connection with the Agreement.	20. We recommend seeking amendment to clause 19.3(a) so that the independent expert is to be appointed by agreement between the parties or, failing such agreement, by the President of the Queensland Law Society.
		17.2	This clause is consistent with general conventions, except that clause 19.3(a) entitles the Council to appoint an 'independent expert'.	
		17.3	Usually such a clause would appoint an external third party to so appoint an expert, so as to not defeat the purpose of appointing an expert who is 'independent'.	
		17.4	We recommend seeking this minor amendment.	
18	Force Majeure	18.1	Clause 20 relates to the occurrence of a force majeure event, and excuses one or both parties from performing their obligations under the Agreement if a specified unforeseen event (like a natural disaster, war, pandemic, etc) results in that party being unable to perform on time an obligation arising under the Agreement.	21. Note.
		18.2	This clause is consistent with general conventions, and looks to protect the parties from liability for events beyond their	

reasonable control.

19	Termination	19.1 Clause 21 of the STCs deals with termination.	22. Note.
		19.2 Either party may terminate the Agreement:	
		(a) by giving no less than 6 months' notice in writing to the other party; or	
		(b) by written notice to the other party, if the other party breaches the Agreement and fails to remedy same within 10 business days of receiving a notice to remedy the breach/es.	
		19.3 In addition, the Council may terminate the Agreement immediately, by giving written notice to the PTBC:	
		(a) if the PTBC infringes any Law in connection with the use of recycled water;	
		(b) if the PTBC uses or permits the use of recycled water for purposes outside of the permitted use, or on land or premises other than the Golf Club or PTBC land, without the Council's prior written consent;	
		(c) if the PTBC experiences an insolvency event (which is defined, but generally relates to insolvency, winding up, administration, etc);	
		(d) if a Force Majeure Event continues for longer than 3 months; or	
		(e) if the Council is otherwise entitled to terminate the Agreement immediately pursuant to another part of the Agreement.	
		19.4 This clause appears generally reasonable, with the Council's termination rights existing primarily as protections against insolvency of the PTBC and prohibited/unlawful conduct.	

D.	Scope of our advice	Comment	Action
1	Scope	1.1 Please note we have not sought to advise on the following matters, some of which may be beyond our expertise: (a) A comprehensive explanation of the contract We have not sought to provide a complete explanation of all of the terms of the contract or other documents. If you require our advice in this regard please provide your instructions. Alternatively if there are any provisions of the contract or other documents which you do not fully understand or are of particular concern to you please seek our advice in that regard. (b) Drafting for amendments If we have provided suggestions for amendments to the contract or other documents, except where we have specifically provided proposed wording, you should take our further advice on the drafting of any such amendments. (c) Tax, duties, rates, charges and levies Such as present or future liability for income tax, capital gains tax, land tax, superannuation, stamp duty, Council rates, public authority charges, or other forms of rates, taxes or levies. (d) Commercial considerations and valuation Such as whether a price or other cost or charge is fair or representative of market value, the value of any asset, or whether a transaction will be of commercial benefit or detriment to you. (e) Investment advice Such as whether or to what extent you may obtain the benefit of income, rent, profit or capital gain. (f) Insurance advice	1. Note and provide any instructions required.

We are not qualified to provide you with advice on what insurance may be suitable or appropriate for you in respect of the contract. You should seek independent advice.

You should however note that all insurance obligations should be carefully policed as non-compliance with such obligations is not ordinarily possible to rectify after the fact.

(g) Planning and regulatory compliance advice

Such as whether and to what extent any thing is legally permitted to be done, under what conditions, and subject to what (if any) requirements for approval, or whether an asset (or an asset it is current, past or future state), is permitted to exist, to be kept, or to be used in accordance with any law.

This includes matters of planning law as well as compliance matters such as licencing, government permits, applicable standards, or compliance with industry- or product- specific statutory or regulatory regimes.

(h) Your (or another's) capacity to act

Such as whether you or another person or entity have the legal capacity to do any thing or hold any asset.

This includes matters such as whether or not you or another person or entity is:

- a trustee, and what the terms of that trust may be;
- an entity subject to special laws (such as a self-managed superannuation fund, a person carrying on a financial services business, or a charity or not-for-profit entity);
- a corporation or other entity subject to particular constraints (such as limitations in a constitution, or a corporation or body created by statute with limited powers); and
- a person under some legal incapacity, such as a person to whom a guardian has been appointed.

(i) Financing

Such as whether or to what extent you need to, or may benefit or suffer detriment from financing any price, cost or charge, or advice regarding the terms of any such finance arrangements.

(j) Liability

Such as liability that you may come to have at law under or in connection with the matter.

(k) Technical matters

We cannot provide advice on technical or scientific matters as these lie beyond our expertise.

(l) Australian Consumer Law and Competition Law

We have not considered the possible application of the Australian Consumer Law or the Competition and Consumer Act 2010 (Cth) in detail.

These laws can have wide and varied impacts on many transactions, including matters that are not consumer matters, or are not consumer matters in the traditional sense.

We have however endeavoured to identify any salient issues arising under those laws.

(m) Employment and work health and safety law

We have not sought to review and advise on employment or work health and safety related issues that may arise in connection with the contract.

- 1.2 If we have commented on the above matters here, those comments are preliminary views only and should be confirmed by further advice from either us (where within our expertise) or a suitable other advisor.

REPORTS FOR INFORMATION



OPERATIONS REPORT – JULY 2024

Key Performance Indicators

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

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

31 July 2024 Year to Date ("YTD")

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



Principal Body Corporate (Expense Variances)

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



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

Notes:

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



Primary Thoroughfare Body Corporate (Expense Variances)

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



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

Notes:

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



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

Aged Debtors (excluding intercompany balances)

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

Staff Numbers

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

Staff turnover YTD (17.87%).

Cash Positions

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



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

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

Finance Team Activities

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

Efficiencies

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



SECURITY SERVICES

Security Statistics (from the 1st of Nov 2023)

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

Valet Services (July 2024 – YTD 2024)

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

Key Performance Indicators based on approved Operating Plan 2023/2024

Specific Monthly KPO's: ➤ Review CCTV cameras approved for Stage 2 Security Technology. ➤ Obtain costings for Hybrid Electric Vehicles to replace Security vehicles (3) in February 2025 ➤ Review Emergency Management Plan Ongoing Monthly KPOs: ➤ 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.	Stage 3 CCTV – C-Cure Systems engaged, and to meet in August. Vehicle proposal submitted. In progress and assist with Resident's Emergency, Disaster & Outage Guide Items Actioned – refer to statistics.
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- Attended to estimate 2,899 alarms per annum at an average of 241 per month; attend to estimate 314 phone or camera activated security/emergency incidents at an average of 26 per month; and when safe to do so respond within 4 minutes.
- Provide Gate access at a monthly average of 27,359 based on a yearly access of 328,315.
- Follow up on Late to Test (LTT) alarm panels not reporting within 24hrs. Forward FTTH matters to the Network Manager, troubleshoot alarm panel faults and liaise with owners to rectify, forward non-compliance to Body Corporate.
- By-Law enforcement – maintain or reduce the current Reminder Notice average of 175 per month, report underage drivers and serious nuisance activity by way of Incident Report. Provide monthly statistics in Security Report.
- Complete a daily Watercraft Register check of residential jetty and pontoon; file completed form at Roundhouse for inspection.
- Speed Camera deployment on the secondary thoroughfare and location rotated twice monthly. Provide photo evidence as basis to issue/enforce Speed Offence Notice. Provide monthly statistics in Security Report.
- Short- and Long-Term Rental checks.
- Parks and open space checks.
- Review of Operational procedures.
- Measure LPR and Visitor Management uptake and access, provide monthly statistic in Security Report.
- Measure Valet Services and provide monthly statistics in Security Report.
- Risk and Compliance – Conduct risk assessments as required operationally, review Security Risk Register, monitor and review Compliance Calendar to ensure Licence and qualifications are compliant.
- Attending and contributing to senior management meetings and planning.



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

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

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

Speed Sign/Camera

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

Fixed Speed Radar Reading

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



Highest Speed

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

Operational

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

Sixteen (16) General Incidents:

- a) Four (4) were Person related including:
 - 1. 2 x village staff sleeping on a building stairwell
 - 2. Verbal abuse between 2 residents after they entered a residential gate
 - 3. A trip and fall at a roundabout
 - 4. A leashed dog that was attacked by an off-leash dog
- b) Seven (7) were Vehicle related including:
 - 1. A vehicle that damaged a hedge in a Village carpark and hit a parked car
 - 2. A truck that hit the railing on the 22 Ton Bridge
 - 3. A boom that hit a vehicle when a pedestrian walked ahead of it
 - 4. A contractor vehicle that hit a center pillar at Cypress Gate
 - 5. A kangaroo that hit a Security vehicle
 - 6. A boat that trespassed in Harbour 4
 - 7. A pontoon that drifted into Harbour 1
- c) Five (5) were Property related including:
 - 1. Damage to the MDN buggy gate
 - 2. A buggy that did donuts on The Palms
 - 3. Theft of buggy chargers from the Hotel
 - 4. 2 in the Village for a rearm and an insecure premise

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

35 Complaints were received:

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



Marine Patrols

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

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

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

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

a) Seven incidents were related to fishing activities:

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

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

- This person was also moved on without incident.

Visitor Management System and License Plate Recognition

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



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

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

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

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

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

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

LPR Technology Update

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

There are no LPR issues to report.

Workplace Health and Safety

The next meeting is scheduled 6 August 2024.

Scheduled Works

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

Staff

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



BODY CORPORATE SERVICES

Monthly Action Key Performance Indicators

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

Additional BCS Operations

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



Insurance

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

Legal Expenses

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



FACILITIES SERVICES

After Hours Call Outs

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

Date	PTBC Emergency Repair
	N/A

Contracts Subcommittee

N/A

Maintenance Contracts - Tenders

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

Complete	
In progress	



Contractor Six (6) Monthly Review

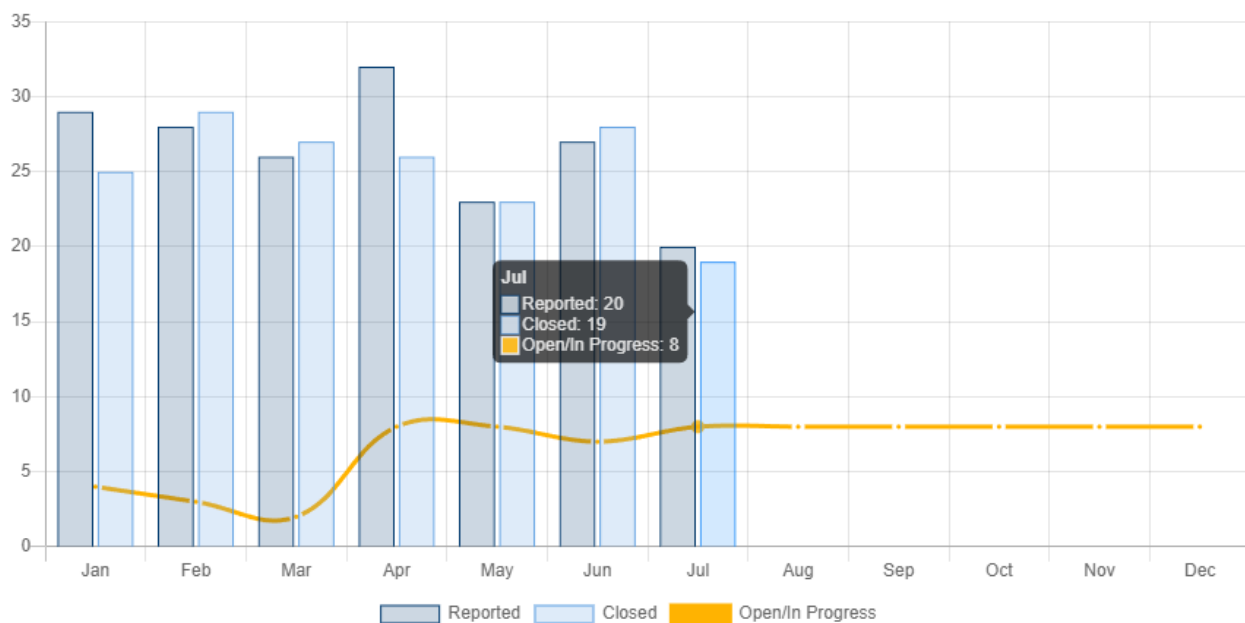
Contract Review	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
FTTH												
Street Sweeping			✓									
Landscaping			✓									
Waste and Recycling			✓									

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

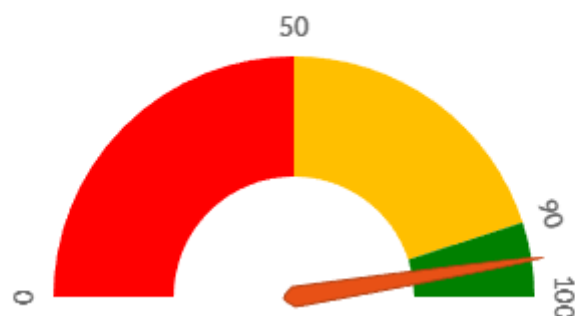
Hazard Identification/Reporting

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

Summary by Month



95 % Active Tasks within Deadline



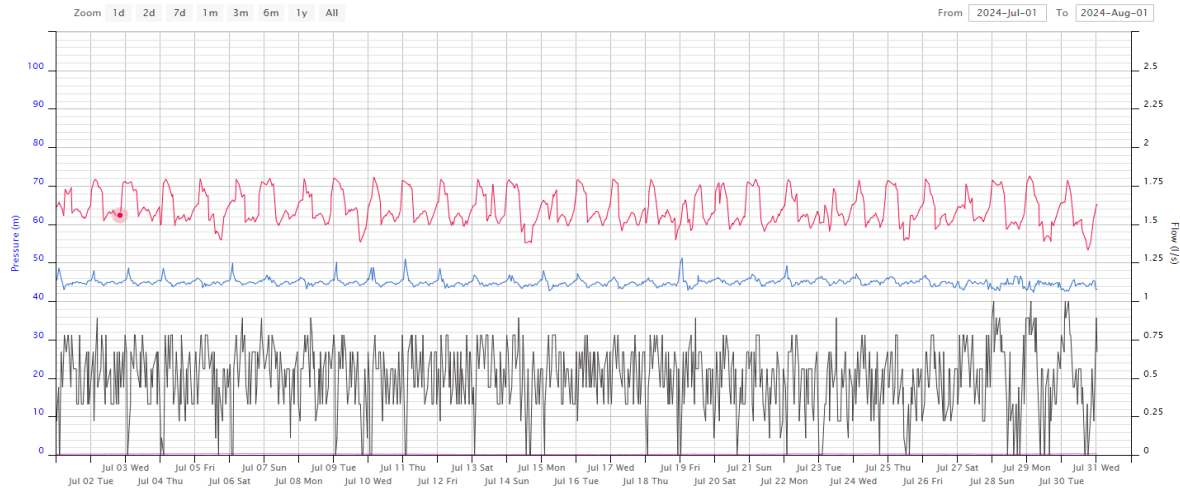
Sinking Fund Major Projects

In progress	
Complete	
Confirmed	
Estimate	

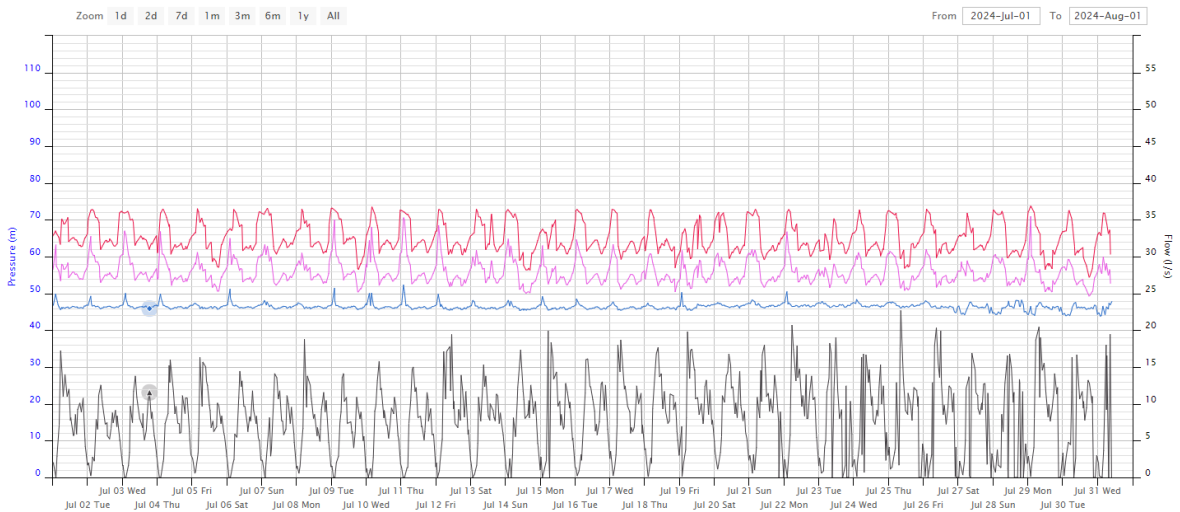
Project	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Asset management system review												
MDN Potable water - Consultant/Reports												
Tulip Lighting Year 2												
Electrical lighting - Butcherbird park bollard lighting (inhouse)												
Revetment Wall												
Irrigation -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

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

⊙ Parkway PRV 2 Inside Gate



⊙ Parkway PRV 1 Outside Gate



20

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

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

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

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

April - July 2023 : Total of 5 leaks

April - July 2024: Total of 0 leaks

Key Performance Indicators

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

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

Service Providers

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

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

Body Corporate Sanctuary Cove Principal Body Corporate GTP 202
Sanctuary Cove Primary Thoroughfare Body Corporate GTP 201
Committee Contracts Sub-Committee
Location of Meeting: Meeting Room 1 - Sanctuary Cove Body Corporate Services
Date and Time of meeting Tuesday, 30 July 2024
Meeting Chaired by: Mr Shaun Clarke
Meeting start time: 8.07am **Meeting finish time:** 9.09am

ATTENDANCE

The following Committee members attended the meeting In Person:

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

PRESENT BY PROXY

Mr Ken Morrisby to Mr Shaun Clarke

BY INVITATION

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

QUORUM

The Chairperson declared that a Quorum was present.

MOTIONS

1	Minutes of Previous Meeting	CARRIED	
Proposed by: The Chairperson		Yes	3
RESOLVED That the Minutes of the Contracts Sub-Committee Meeting held on 9 July 2024 be accepted as a true and correct record of the proceedings of the meeting.		No	0
		Abstain	0
MEMBER	Yes	No	Abstain
Mr Shaun Clarke	✓		
Mr Robert Nolan	✓		
Mr Ken Morrisby	✓		

2 Waste & Recycling – Maintenance Works Contract CARRIED

Proposed by: The Chairperson

Yes	3
No	0
Abstain	0

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

Year 1 - \$1,316,658.05 Inc GST

Year 2 - \$1,428,957.18 Inc GST

Year 3 - \$1,549,714.32 Inc GST

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

Notes:

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

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

3	Street Sweeping – Maintenance Works Contract	CARRIED
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Proposed by: The Chairperson

Yes	3
No	0
Abstain	0

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

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

Notes:

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

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

4	Landscaping - Maintenance Works Contract	CARRIED
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Proposed by: The Chairperson

Yes	3
No	0
Abstain	0

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

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

Notes:

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

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

5	Minutes of CSC Meeting held 30 July 2024	CARRIED
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Proposed by: The Chairperson

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

Yes	3
No	0
Abstain	0

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

General Business:

N/A



NOTICE OF CONTRACTS SUB COMMITTEE MEETING OF THE PTBC / PBC

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

This notice is forwarded to all committee members.

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

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

AGENDA

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

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

Section 1 – Body corporate secretary details

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

Section 2 – Authorisation

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

I/we

Name of owner 1:

Signature: **Dated:** ____ / ____ / ____

Name of owner 2:

Signature: **Dated:** ____ / ____ / ____

being the Proprietor/s of the following Lot/s

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

Name of Body Corporate:

hereby appoint,

Proxy (full name):

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

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

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

Residential address:

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

Postal address:

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

ITEMS OF BUSINESS

1 Minutes of Previous Meeting

Proposed by: The Chairperson

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

Yes	
No	
Abstain	

2 Waste & Recycling – Maintenance Works Contract

Proposed by: The Chairperson

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

Yes	
No	
Abstain	

Year 1 - \$1,316,658.05 Inc GST

Year 2 - \$1,428,957.18 Inc GST

Year 3 - \$1,549,714.32 Inc GST

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

3 Street Sweeping – Maintenance Works Contract

Proposed by: The Chairperson

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

Yes	
No	
Abstain	

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

4 Landscaping - Maintenance Works Contract

Proposed by: The Chairperson

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

Yes	
No	
Abstain	

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

5 Minutes of CSC Meeting held 30 July 2024

Proposed by: The Chairperson

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

Yes	
No	
Abstain	

**MINUTES FROM
PREVIOUS MEETING
FOR APPROVAL**

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

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

Committee Contracts Sub-Committee

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

Date and Time of meeting Tuesday, 9 July 2024

Meeting Chaired by: Mr Shaun Clarke

Meeting start time: 10:30am **Meeting finish time:** 11:05am

ATTENDANCE

The following Committee members attended the meeting In Person:

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

PRESENT BY PROXY

N/A

BY INVITATION

Facilities Services Manager Ms Shany Fox (SF)
Manager of Body Corporate Mrs Jodie Syrett (minute taker)

QUORUM

The Chairperson declared that a Quorum was present.

MOTIONS

1 Minutes of Previous Meeting		CARRIED						
Proposed by: The Chairperson		<table><tr><td>Yes</td><td>3</td></tr><tr><td>No</td><td>0</td></tr><tr><td>Abstain</td><td>0</td></tr></table>	Yes	3	No	0	Abstain	0
Yes	3							
No	0							
Abstain	0							
RESOLVED That the Minutes of the Contracts Sub-Committee Meeting held on 10 May 2024 be accepted as a true and correct record of the proceedings of the meeting.								

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

New Business:

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

Refer following page for further information.

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

General Business:

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



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

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

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

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

**WASTE & RECYCLING
MAINTENANCE WORKS
CONTRACT**



WASTE & RECYCLING – MAINTENANCE WORKS CONTRACT

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

Objective

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

Background

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

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

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

Tender Process

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

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

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



WASTE & RECYCLING – MAINTENANCE WORKS CONTRACT

Financial Summary

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

Pre-Negotiated Submission

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

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

Negotiated Price Submission

CLEANAWAY

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

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

JJ'S WASTE & RECYCLING

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

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

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

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

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



WASTE & RECYCLING – MAINTENANCE WORKS CONTRACT

Proposed Rise and Fall Formula

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

Where:

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

Waste Rebate

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

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

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

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



WASTE & RECYCLING – MAINTENANCE WORKS CONTRACT

Tender Evaluation

Overall rankings

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

Notes:

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

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

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

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



WASTE & RECYCLING – MAINTENANCE WORKS CONTRACT

Data analysis

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



WASTE & RECYCLING – MAINTENANCE WORKS CONTRACT

Scoring Notes:

CLEANAWAY

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

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

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

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

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

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

JJ'S WASTE & RECYCLING

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

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

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

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



WASTE & RECYCLING – MAINTENANCE WORKS CONTRACT

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

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

Recommendation

Award Contract to Cleanaway

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

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

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

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

**STREET SWEEPING
MAINTENANCE WORKS
CONTRACT**



STREET SWEEPING – MAINTENANCE WORKS CONTRACT

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

Objective

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

Background

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

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

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

Tender Process

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

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

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



STREET SWEEPING – MAINTENANCE WORKS CONTRACT

Financial Summary

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

Pre-Negotiated Submission

HFR Sweeping

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

SPS

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

Negotiated Price

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

HFR Sweeping

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

SPS

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



STREET SWEEPING – MAINTENANCE WORKS CONTRACT

Tender Evaluation

Overall rankings

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

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

Negotiated Price

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

HFR Sweeping – Negotiation response

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



STREET SWEEPING – MAINTENANCE WORKS CONTRACT

Specialised Pavement Services – Negotiation response

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

PBC – \$93,243.15 (INC GST)

PTBC - \$31,081.05 (INC GST)

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



STREET SWEEPING – MAINTENANCE WORKS CONTRACT

Data analysis

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



STREET SWEEPING – MAINTENANCE WORKS CONTRACT

Scoring Notes:

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

Pricing Notes:

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

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

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

Risks:

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

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

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

Pricing Notes:

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

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



STREET SWEEPING – MAINTENANCE WORKS CONTRACT

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

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

Recommendation

Award Contract to SPS

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

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

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

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

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

LANDSCAPING MAINTENANCE WORKS CONTRACT



LANDSCAPING – MAINTENANCE WORKS CONTRACT

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

Objective

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

Background

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

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

Challenges and Performance

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

Scope Review

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



LANDSCAPING – MAINTENANCE WORKS CONTRACT

Tender Process

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

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

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

Financial Summary

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

Pre-Negotiated Submission

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



LANDSCAPING – MAINTENANCE WORKS CONTRACT

Negotiated Price

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

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

All four (4) contractors submitted their best offers.

LANDSCAPE SOLUTIONS

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

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

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

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

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

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



LANDSCAPING – MAINTENANCE WORKS CONTRACT

MARTIN BROTHERS

Option 1- Less Qualified Team:

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

Option 2- Winter Month Offset:

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

Option 3- Combination:

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

Option 4- Remove Compound Rent:

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

GREEN BY NATURE

Pricing

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



LANDSCAPING – MAINTENANCE WORKS CONTRACT

Scope of Works

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

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

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

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

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



LANDSCAPING – MAINTENANCE WORKS CONTRACT

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

THE PLANT MANAGEMENT COMPANY

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

A) Pricing

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

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

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

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

B) Scope of Works

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

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

Proposed Pricing Adjustment;

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

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

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

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

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



LANDSCAPING – MAINTENANCE WORKS CONTRACT

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

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

Tender Evaluation

Overall Rankings

Please see attachment 1

Data Analysis

Please see attachment 1

Scoring Notes:

GREEN BY NATURE

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

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

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

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

LANDSCAPE SOLUTIONS

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



LANDSCAPING – MAINTENANCE WORKS CONTRACT

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

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

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

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

MARSUPIAL LANDSCAPE MANAGEMENT

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

MARTIN BROTHERS

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

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

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



LANDSCAPING – MAINTENANCE WORKS CONTRACT

NOW LANDSCAPES

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

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

PROGRAMMED

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

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

REGAL INNOVATIONS

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

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

THE ADVANCED GROUP

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

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



LANDSCAPING – MAINTENANCE WORKS CONTRACT

THE PLANT MANAGEMENT COMPANY

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

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

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

Recommendation

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

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

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

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

OVERALL RANKINGS

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

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

DATA ANALYSIS

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



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

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

ATTENDANCE

The following Committee members attended the meeting In Person:

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

APOLOGIES

Ordinary Mr Tony McGinty (TM)

BY INVITATION

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

QUORUM

The Chairperson declared that a Quorum was present.

MOTIONS

1 Approval of Previous Minutes		CARRIED						
Proposed by: The Chairperson		<table><tr><td>Yes</td><td>2</td></tr><tr><td>No</td><td>0</td></tr><tr><td>Abstain</td><td>2</td></tr></table>	Yes	2	No	0	Abstain	2
Yes	2							
No	0							
Abstain	2							
RESOLVED That the Minutes of the Finance Sub-Committee Meeting held on 21 June 2024 be accepted as a true and correct record of the proceedings of the meeting.								

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

2 Action Items CARRIED

Proposed by: The Chairperson

Yes	4
No	0
Abstain	0

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

Note:

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

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

3 Selective Review CARRIED

Proposed by: The Chairperson

Yes	4
No	0
Abstain	0

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

Note:

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

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

4	PBC Financial Statements		CARRIED
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Proposed by: The Chairperson

Yes	4
No	0
Abstain	0

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

Note:

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

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

5	PBC Actual v Budget Analysis		CARRIED
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Proposed by: The Chairperson

Yes	4
No	0
Abstain	0

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

Note:

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

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

6	PBC Detailed Transaction Lists		CARRIED
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Proposed by: The Chairperson

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

Yes	4
No	0
Abstain	0

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

7	PBC Cash Flow		CARRIED
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Proposed by: The Chairperson

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

Yes	4
No	0
Abstain	0

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

8	Date of Next Meeting		CARRIED
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Proposed by: The Chairperson

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

Yes	4
No	0
Abstain	0

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

GENERAL BUSINESS

N/A

Chairperson:



NOTICE OF FINANCE SUB COMMITTEE MEETING OF THE PBC

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

This notice is forwarded to all committee members.

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

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

AGENDA

1. Attendance record and apologies
2. Admittance of proxies and voting papers.
3. Quorum
4. Business Arising
 - 4.1 Approval of Previous Minutes
 - 4.2 Action Items
 - 4.3 Selective Review
5. Financials
 - 5.1 Financial Statements
 - 5.2 Actual v Budget Analysis
 - 5.3 Detailed Transaction Lists
 - 5.4 Cash Flow
6. Next Meeting – Friday, 23 August 2024

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

Section 1 – Body corporate secretary details

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

Section 2 – Authorisation

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

I/we

Name of owner 1:

Signature: **Dated:** ____ / ____ / ____

Name of owner 2:

Signature: **Dated:** ____ / ____ / ____

being the Proprietor/s of the following Lot/s

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

Name of Body Corporate:
hereby appoint,

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

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

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

Residential address:

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

Postal address:

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

ITEMS OF BUSINESS

1 Approval of Minutes of Previous Meeting

Proposed by: The Chairperson

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

Yes	
No	
Abstain	

2 Action Items

Proposed by: The Chairperson

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

Yes	
No	
Abstain	

3 Selective Review

Proposed by: The Chairperson

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

Yes	
No	
Abstain	

4 PBC Financial Statements

Proposed by: The Chairperson

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

Yes	
No	
Abstain	

5 PBC Actual v Budget Analysis

Proposed by: The Chairperson

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

Yes	
No	
Abstain	

6 PBC Detailed Transaction Lists

Proposed by: The Chairperson

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

Yes	
No	
Abstain	

7 PBC Cash Flow

Proposed by: The Chairperson

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

Yes	
No	
Abstain	

8 Date of Next Meeting

Proposed by: The Chairperson

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

Yes	
No	
Abstain	

**MINUTES FROM
PREVIOUS MEETING
FOR APPROVAL**



MINUTES OF THE FINANCE SUB COMMITTEE MEETING OF THE PBC

Body Corporate Committee Sanctuary Cove Principal Body Corporate GTP 202
Finance Sub-Committee

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

Date and Time of meeting Friday, 21 June 2024

Meeting Chaired by: Mr Stephen Anderson

Meeting start time: 10.00am **Meeting finish time:** 10.15am

ATTENDANCE

The following Committee members attended the meeting In Person:

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

PRESENT BY PROXY

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

APOLOGIES

N/A

BY INVITATION

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

QUORUM

The Chairperson declared that a Quorum was present.

MOTIONS

1	Approval of Previous Minutes	CARRIED
Proposed by: The Chairperson		
RESOLVED That the Minutes of the Finance Sub-Committee Meeting held on 17 May 2024 be accepted as a true and correct record of the proceedings of the meeting.		Yes 5
		No 0
		Abstain 0

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

2	Action Items	CARRIED
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Proposed by: The Chairperson

Yes	5
No	0
Abstain	0

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

Note:

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

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

3	Selective Review	CARRIED
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Proposed by: The Chairperson

Yes	5
No	0
Abstain	0

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

Note:

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

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

4	PBC Financial Statements	CARRIED
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Proposed by: The Chairperson

Yes	5
No	0
Abstain	0

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

Note:

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

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

5	PBC Actual v Budget Analysis	CARRIED
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Proposed by: The Chairperson

Yes	5
No	0
Abstain	0

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

Note:

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

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

6	PBC Detailed Transaction Lists	CARRIED
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Proposed by: The Chairperson

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

Yes	5
No	0
Abstain	0

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

7	PBC Cash Flow	CARRIED
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Proposed by: The Chairperson

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

Yes	5
No	0
Abstain	0

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

8	Date of Next Meeting	CARRIED
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Proposed by: The Chairperson

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

Yes	5
No	0
Abstain	0

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

GENERAL BUSINESS

N/A

Chairperson:

ACTION ITEMS

FINANCE SUBCOMMITTEE ACTION ITEMS AS AT JULY 2024

ITEM #	DATE	RESOLUTION	COMMENT	EXPECTED COMPLETION DATE
1	March 2023	FTTH Contract Extension	- OptiComm proposing to purchase the FTTH network for \$1. They will spend approx. 700k to upgrade network from Calix to Nokia. They will take care of future maintenance & new installs. 5% of wholesale revenue generated by the Network to PBC (approx. 30k per annum). - Considering going out to tender for FTTH due to issues being experienced with OptiComm. FSC to consider before proceeding. - Report to be tabled at upcoming PBC EC Meeting.	
2	August 2023	PBC Purchasing Policy	- Under review. - FSC to review new policy once complete. - Three separate purchasing policies to be developed for PBC, PTBC and SCCSL.	
3	November 2023	Budget Approvals 2024/2025	FSC dates - Cost split allocation to be assessed and confirmed. - Sinking fund projects submitted – Nov 2023. - Reconcile Sinking Fund Plan – FSC – Nov 2023 - Assess YTD progress of current projects – PBC / PTBC – Nov 2023. - Assumptions submitted – FSC / SCCSL – Jan 2024. - SCCSL & Unit Trust Indicative draft budget – FSC – Jan 2024 1st draft budget– All entities - Operations & Admin – FSC/ PBC / PTBC – Jan 2024 – SCCSL Feb 2024 - Final draft budget – all entities - Operations & Admin – FSC/ PBC / PTBC – Feb 2024 - Finalise Sinking fund projects – FSC / PBC / PTBC/ RBC's – Feb 2024 - Confirm assumptions – FSC / PBC / PTBC – Feb 2024 - Review Levy Movement – PBC / PTBC – Feb 2024 - Final budget - all entities – March 2024 - Final budget approval at RBC EGM / PBC / PTBC EGM – June 2024 - Final budget approval SCCSL – July 2024	

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

SELECTIVE REVIEW

Plant Management Horticultural

P O Box 1557
Eagle Farm Qld 4009

Telephone: (07) 32684101

A.B.N.: 18 065 340 052

A.C.N. 065 340 052

Invoice No: 10118914

Date: 10/06/2024

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

Your Order No: 00010319

Customer

We appreciate your business.

Description	Amount
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Services for the month of June

Schotia Island Pump Station Landscape Works #15 Opposite 2094 The Circle as Per Quote QU1757 - completed 06/06/2024 -J3648	\$5,828.63
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Net 30 after EOM

Sale Amount: \$5,828.63

GST: \$582.86

Total Inc GST: \$6,411.49

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

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

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



BODY

Work Order

Bill To:
Sanctuary Cove Principal G.T.P. 202

Billing Address:
Sanctuary Cove Principal
G.T.P. 202

Order No: **00010319**
Order By: **eliza.court**
Order Date: **12 Apr 24**
Quote No:

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

ATTENTION TO:

Contractor Name **THE PLANT MANAGEMENT COMPANY** Tel: **07 3268 4101**
and Address **PO Box 1557**
EAGLE FARM QLD 4009 Fax:

Fax:

Mobile:

Email: dgodfrey@pmhort.com.au, sanctuarycove@pmhort.com.au

Ref:

SITE CONTACT:

Name **Peter Gannon**
Unit No

Tel-H:

Tel-W: 07 5500 315

Mobile: **0411 862 163**

JOB DETAILS:

Property Affected: **Common Property**

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

Job Description

Pump Station #15 Opposite 2094 The Circle
Please proceed as per quote # QU1757 dated 13 February 2024 to:
Supply and install 3m3 x organic gardens soil.
Supply and install 17 x 45L Lilly Pilly.
Supply and install 2m3 x 1 inch hoop pine.
Fertilise and water after installation.

Total cost: \$5,282.63 (ex gst)

PLEASE NOTE:

INVOICES WILL NOT BE PAID UNLESS THEY CONTAIN WORK ORDER NUMBER AND UNIT

Bill To: (see above)

PAYMENT TERMS 30 DAYS

QUOTATION

Customer

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

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

Quote | Schotia Island Pump Station Landscape Works

Dear Peter,

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

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

Regards,

Dale Godfrey

Area Supervisor

The Plant Management Company

Tel: 0732684101

Mob: +61421384049

Email: dgodfrey@pmhort.com.au

QUOTATION

Customer

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

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

Quote | Schotia Island Pump Station Landscape Works

Scope of Works

Schotia Island Pump Station Landscape Works

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

Investment

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

Materials

Quantity	Unit	Description	Image
2	m3	Organic Garden Soil A blend of soil, coarse sand, composted sawdust, composted pine bark and composted organics. Suits general landscaping and garden bed rejuvenation or can be used for going under turf.	
2	20Kg	Rooster Buster - Fertiliser Organic fertiliser pellets	

QUOTATION

Customer

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

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

Quote | Schotia Island Pump Station Landscape Works

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

QUOTATION

Customer

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

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

Quote | Schotia Island Pump Station Landscape Works

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Agreement and Contract Notes

Notes:

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

----- END -----



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

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

Date and time of meeting: Thursday 28th March 2024

Meeting time: 11:00AM – 12:53PM

Chairperson: Chairperson – Stuart Shakespeare

ATTENDANCE

The following members were Present in Person at the meeting:

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

The following members present by Voting Paper and In Person:

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

The following members present by Voting Paper:

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

The following members were present by Proxy:

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

Present by Invitation:

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

Apologies:

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

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

A quorum was present.

The Meeting was recorded.

Motions

1 Body Corporate - Approval of Previous General Meeting Minutes – 8 th February 2024 (Agenda Item 5.1)		ORDINARY RESOLUTION	
Proposed by: Statutory Motion		CARRIED	
RESOLVED that the Minutes of the PBC Extraordinary General Meeting held on 8 th February 2024 be accepted as a true and correct record of the proceedings of the meeting.	Yes	23	
	No	3	
	Abstain	2	
NOTE: MN for Caladenia stated he voted ‘Yes’ for Motion 2 not ‘No’ as recorded.			

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

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

Proposed by: Statutory Motion

CARRIED

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

Yes	22
No	2
Abstain	4

NOTE: MN for Schotia Island submitted Annexure A attached

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

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

CARRIED

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

Yes	28
No	0
Abstain	0

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

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

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

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

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

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

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

Preamble Motion 4

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

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

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

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

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

SPECIAL RESOLUTION

Proposed by: PBC Chairperson

MOTION INVALID

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

Yes	
No	
Abstain	

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

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

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

Preamble Motion 5

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

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

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

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

The organisers have advised and acknowledged the following -

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

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

5	Approval for shuttle buses through residential zone during Boat Show (Agenda Item 5.5)	POLL VOTE BY CASSIA
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Proposed by: PBC Chairperson

MOTION INVALID

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

Yes	
No	
Abstain	

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

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

Preamble Motion 6

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

The PTBC proposed the following at p10:

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

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

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

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

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

In Correspondence for Information, you will notice:

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

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

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

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

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

CARRIED

RESOLVED that approval be given to engage the services of Mr Ian Hazzard LLB (Hons), McCullough Robertson Lawyers, to advise on the potential effects on the PBC residential owners of the proposed amendment to the SCRA Section 56 and the proposed PTBC Lot Entitlement disbursements for the development of dwellings, for an upper limit fee of \$10,000 with an option of a further \$10,000, subject to PBC's approval.

Yes	22
No	1
Abstain	5

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

6. Correspondence for Information

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

Correspondence for Action

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

7. Business Arising

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

7.1 PBC Motions – April 2024:

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

7.2 Town Hall Meeting MSCD

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

MEETING CLOSED @ 12:53pm

Chairperson:



SEWER PUMP STATION LID/ACCESS SYSTEM UPGRADE

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

Objective

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

Background

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

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

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

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



SEWER PUMP STATION LID/ACCESS SYSTEM UPGRADE

Please see below photos of existing sewer pump station 15.



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



Scope of works

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

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

Access System Inclusions:

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



SEWER PUMP STATION LID/ACCESS SYSTEM UPGRADE

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

Civil Works scope Inclusions:

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

Revegetation works scope inclusions:

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

Pricing

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

Prices are listed as ex GST

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

Attachments

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

FINANCIAL STATEMENTS

Sanctuary Cove Principal G.T.P. 202

BALANCE SHEET

AS AT 30 JUNE 2024

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

THESE FUNDS ARE REPRESENTED BY

CURRENT ASSETS

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

NON-CURRENT ASSETS

<u>TOTAL NON-CURRENT ASSETS</u>	0.00	0.00
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<u>TOTAL ASSETS</u>	9,387,512.09	14,318,068.99
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CURRENT LIABILITIES

Sanctuary Cove Principal G.T.P. 202

BALANCE SHEET

AS AT 30 JUNE 2024

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

Sanctuary Cove Principal G.T.P. 202

STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 01 NOVEMBER 2023 TO 30 JUNE 2024

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

Sanctuary Cove Principal G.T.P. 202

STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 01 NOVEMBER 2023 TO 30 JUNE 2024

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

Sanctuary Cove Principal G.T.P. 202

STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 01 NOVEMBER 2023 TO 30 JUNE 2024

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

Sanctuary Cove Principal G.T.P. 202

STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 01 NOVEMBER 2023 TO 30 JUNE 2024

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

ACTUAL V BUDGET ANALYSIS

**Sanctuary Cove
Principal Body Corporate**

Budget Variance Analysis

For the period ended 30 June 2024

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

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

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

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

Notes:

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

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

Aged Balance List:

Aged Debtors:

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

Aged Creditors:

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

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

SANCTUARY COVE PRINCIPAL BODY CORPORATE BUDGET VARIANCE Administration Fund Budget Variance - Period Ending 30 June 2024 DRAFT UNAUDITED - FOR MANAGEMENT PURPOSES ONLY														
Actual JUN 24	Budget JUN 24	Variance \$	Details	Actual YTD JUN 24	Budget YTD JUN 24	Variance \$	Variance %	Budget Balance	Budget Utilisation %	FYF FY2024	Budget FY 2024	Variance \$	Variance %	FYA FY2023
888	935	47	Water Billing	7,607	7,480	(127)	(1.7)%	3,613	67.8%	14,820	11,220	(3,600)	(32.1)%	11,582
-	-	-	Water Meter Reads	7,213	10,000	2,787	27.9%	12,787	36.1%	15,713	20,000	4,287	21.4%	14,286
-	-	-	Workers Compensation	-	-	-	-	194	0.0%	194	194	-	0.0%	183
349,001	331,881	(17,120)	Total Expenses	7,332,047	7,267,684	(64,362)	(0.9)%	2,810,521	72.3%	10,303,778	10,142,567	(161,211)	(1.6)%	10,041,193
			Recoveries: Income / (Expense)											
11,656	12,500	(844)	ARC Income	49,664	100,000	(50,336)	(50.3)%	100,336	33.1%	150,000	150,000	-	0.0%	77,323
(4,910)	(12,500)	7,590	ARC Expenses	(35,471)	(100,000)	64,529	(64.5)%	(114,529)	23.6%	(150,000)	(150,000)	-	0.0%	(59,015)
2,450	1,667	783	Electricity - recovered	16,447	13,333	3,113	23.3%	3,553	82.2%	20,000	20,000	-	0.0%	23,352
3,815	4,430	(615)	Lot mows - recovered	35,073	35,443	(370)	(1.0)%	18,092	66.0%	53,165	53,165	-	0.0%	47,614
(2,485)	(2,666)	181	Lot mows - oncharged	(20,173)	(21,325)	1,151	(5.4)%	(11,814)	63.1%	(31,987)	(31,987)	-	0.0%	(28,586)
(5,452)	-	(5,452)	Water - recovered	1,403,259	1,279,775	123,485	9.6%	1,156,290	54.8%	2,559,549	2,559,549	-	0.0%	2,687,543
5,452	-	5,452	Water - oncharged	(1,403,316)	(1,279,775)	(123,542)	9.7%	(1,156,233)	54.8%	(2,559,549)	(2,559,549)	-	0.0%	(2,687,543)
369	-	369	Mutual Revenue- Debt recovery	10,322	-	10,322	-	-	-	-	-	-	0.0%	27,666
(369)	-	(369)	Oncharged- Debt recovery	(10,322)	-	(10,322)	-	-	-	-	-	-	0.0%	(27,666)
-	-	-	Debt Collection costs - not recovered	(245)	-	(245)	-	-	-	-	-	-	0.0%	(491)
494	-	494	Non-Mutual Revenue - Certificates	4,678	-	4,678	-	-	-	-	-	-	0.0%	7,374
7,088	833	6,255	Non-Mutual Revenue - FTTH	57,288	6,667	50,621	759.3%	47,288	572.9%	10,000	10,000	-	0.0%	82,344
158	-	158	Mutual Revenue - Certificates	211	-	211	-	-	-	-	-	-	0.0%	535
171	1,632	(1,461)	Mutual Revenue - FTTH	11,169	13,055	(1,886)	(14.4)%	8,414	57.0%	19,583	19,583	-	0.0%	50,271
-	-	-	Mutual Revenue - Other	-	-	-	-	-	-	-	-	-	0.0%	120,000
18,437	5,897	12,540	Total Recoveries: overs / (unders)	118,584	47,174	71,410	151.4%	51,397	167.6%	70,761	70,761	-	0.0%	320,720
(294,776)	(290,197)	(4,580)	TOTAL Surplus /(Deficit)	304,595	297,558	7,037	2.4%	(205,374)	-	(161,200)	-	(161,200)		376,655

SANCTUARY COVE PRINCIPAL BODY CORPORATE							
Sinking Fund expenditure							
YTD 01/11/23 - 30/06/24							
2023/24 Approved Budget							
Project	Balance 31.10.23	Levy	Approved Budgeted Spend	YTD Actual	Balance Projected Expenditure	Balance 31.10.24	Comments
Annual Contribution - as per AssetFinda		2,344,670		1,758,482			
Interest received - excluding YTD Tax		67,858		156,663			
Total Including Interest		2,412,527		1,915,145			
Levy per 1823 lots		1,286					
% Change		0					
Spend per Asset Finda							
Sinking Fund Accumulation Contributions	-	-				-	
Bridges_PBC	454,511	100,000		-	-	554,511	
Electrical_Lights_PBC	810,307	-	(200,000)	(274,307)	(5,000)	531,001	Tulip Lights-Streetlights x 118, Year 2 claims 1 to 6, allowance of \$5k for damaged lighting
Facilities_Equip	-	10,000	(1,460)		(1,460)		
FTTH_PBC	266,491		(40,000)	-	(25,000)	241,491	
Harbour_PBC (including revetment walls)	875,431	-	-	(11,863)	-	863,568	Edgecliff Drive Jetty
Hydraulic & Electrical Supplies (inc vehicles for electrical/plumbing)	(8,042)	45,000	-	(6,730)	-	30,227	Reciprocating Saw, Milwaukee pump
Irrigation_Control_PBC (inc A Class water)	(1,569,718)	1,110,009	-	(35,917)	(300,000)	(795,626)	A class water, 70% share of Energex works
Irrigation_Mains_PBC	306,527	(306,212)	-	-	-	315	
Irrigation_Valves_PBC	91,058	10,000	(31,791)	-	(5,000)	96,058	
Kerb_PBC	145,507	100,000	(750,000)	(290,547)	(434,444)	(479,484)	Yr 4 - Kerbing, Yr 1 - Village Gates
Landscape_PBC (including parks and playgrounds)	200,406	350,000	(73,920)	(171,108)	(200,000)	179,297	Jabiru Park swing deposit, garden upgrade between Livingstonia & Cassia Lakeside Terraces, Sunningdale Court roundabout landscape upgrade, Marine Drive North buffer garden. Xmas Storm claim settled. \$3909.09 settled \$3909.09 claimed.
Path_PBC	628,818	127,785	(240,000)	-	-	756,603	
Pumps_PBC	142,199	50,000	(60,000)	(67,496)	(80,000)	44,703	Marine Drive North irrigation pump, Building Management System
Reports	156,525	20,000	(30,000)	-	(30,000)	146,525	Asset Management System Review
Roads_PBC (including parking)	548,592		-	(37,149)	(150,800)	360,643	5221 Bay Hill Terrace road, 5410 Bay Hill Terrace road, 4 x parking bays Edgecliff Drive, Sign Posts, Road pavers for stock, village Gates & Olympic Drive paving
Security_System_PBC (including alarm monitoring)	82,209	697,078	(445,068)	26,464	(471,532)	334,219	
Stormwater_Line_PBC	362,710		-	-	-	362,710	
Stormwater_Point_PBC	255,646	-	-	(7,680)	(5,000)	242,966	
Switchboard_Meter_PBC	209,171	53,868	(67,943)	(600)	(67,343)	195,096	Switchboard upgrades
Wall_Fences_PBC (including gates)	97,749	10,000	-	(5,450)	-	102,299	Xmas Storm claim settled. \$4400.00 settled \$9679 claimed.
Wastewater_Line_PBC	450,000	50,000	-	-	-	500,000	
Wastewater_MH_PBC	441,133	25,000	-	-	-	466,133	
Wastewater_RM_PBC	340,000	40,000	-	-	-	380,000	
Water_Lines_PBC	224,439		-	21,146	(21,146)	224,439	Pressure management system claim 3. Water insurance claim, reimburse NTS invoices
Water_Point_PBC (includes sluice valves, fire hydrants, water meters)	355,221	75,000	(250,000)	(23,646)	(226,354)	180,221	Fire hydrants, Vacuum excavate valve Edgecliff Drive, Sluice valve Olympic Drive, Water meter replacement and hydrant/sluice valve replacement
WW_H_Connection_PBC	318,539	(200,000)	-	-	-	118,539	
New Asset - Facilities Compound	-	-	-	-	-	-	
Vehicles	(47,989)	45,000	-	(2,160)	-	(5,149)	New and old vehicle logos
Total Spend	6,137,439	2,412,528	(2,190,182)	(887,043)	(2,023,079)	5,631,305	

DETAILED TRANSACTION LISTS

SANCTUARY COVE PRINCIPAL G.T.P. 202

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

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

For Selected Accounts

AND (ge.Field14 = 28)

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

SANCTUARY COVE PRINCIPAL G.T.P. 202

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

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

For Selected Accounts

AND (ge.Field14 = 28)

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

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

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

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

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

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Date	Details	Type	Reference	Reference Details	Amount
Electrical - Contract 12300 (Continued)					
07/06/24	Fuel 21/05-03/06/24 10465	Creditor Invoice	DA011990	Sanctuary Cove Security Svcs 08200429	202.28
07/06/24	Fuel 21/05-03/06/24 10465	Creditor Invoice	DA011991	Sanctuary Cove Security Svcs 08200429	21.07
19/06/24	Fuel 4/6-17/6/24 10496	Creditor Invoice	DA012043	Sanctuary Cove Security Svcs 08200429	299.31
19/06/24	Fuel 4/6-17/6/24 10496	Creditor Invoice	DA012044	Sanctuary Cove Security Svcs 08200429	30.79
19/06/24	GST DA012043	Journal	J0108404		-27.21
19/06/24	GST DA012044	Journal	J0108406		-2.80
24/06/24	GST DA012106	Journal	J0108678		-149.79
24/06/24	GST DA012102	Journal	J0108668		-620.89
24/06/24	Electrical June 24 2010-8309	Creditor Invoice	DA012102	Sanctuary Cove Community Svcs 08200422	6829.76
24/06/24	Trades/Maint June 24 2010-8310	Creditor Invoice	DA012106	Sanctuary Cove Community Svcs 08200422	1647.72
27/06/24	Wages 19/6-30/6/24 00001282019	Journal	J0108709	Scscl	2537.39
27/06/24	Fuel June 24 00001282021	Journal	J0108711	Scss	181.86
27/06/24	Wages 19/6-30/6/24 00001282023	Journal	J0108713	Scscl	599.16
Total:					\$8351.39

12320 Electrical-Materials/Machinery

28/05/24	Stock 486723-425	Creditor Invoice	DA011981	Haymans Electrical 08200852	23.76
28/05/24	Stock 486830-425	Creditor Invoice	DA011982	Haymans Electrical 08200852	122.32
28/05/24	GST DA011981	Journal	J0107699		-2.16
28/05/24	GST DA011982	Journal	J0107703		-11.12
30/05/24	GST DA011978	Journal	J0107645		-95.54
30/05/24	GST DA012007	Journal	J0107829		-83.10
30/05/24	Calibration/Testing SEQ55679	Creditor Invoice	DA011978	Mobile Test N Cal Australia PI 08200931	1050.94
30/05/24	Knuckle Boom IN78937	Creditor Invoice	DA012007	All Access Hire Pty Ltd 08201111	914.10
31/05/24	Stock 487266-425	Creditor Invoice	DA012002	Haymans Electrical 08200852	155.98
31/05/24	GST DA012002	Journal	J0107813		-14.18
03/06/24	KnuckleBoomHire J0107104	Journal	J0107423	All Access Hire W/O # 10534	-765.00
03/06/24	Stock May 2024 J0107122	Journal	J0107437	Haymans W/O # 10588	-40.40
03/06/24	Calibration/Testing J0107092	Journal	J0107411	Mobile Test N Cal W/O # 10405	-598.84
03/06/24	KnuckleBoomHire J0107094	Journal	J0107413	All Access Hire W/O # 10411	-765.00
03/06/24	Stock 487563-425	Creditor Invoice	DA012018	Haymans Electrical 08200852	522.37
03/06/24	GST DA012018	Journal	J0108048		-47.49
05/06/24	GST DA012019	Journal	J0108052		-20.95
05/06/24	Stock 487799-425	Creditor Invoice	DA012019	Haymans Electrical 08200852	230.45
06/06/24	GST MA003853	Journal	J0107655		28.66
06/06/24	Electrical-Materials Calibration/Testing Electrical Equipment PTBC work order # 10650	Debtor Invoice	MA003853	Sanctuary Cove Ptbc 03100002	-315.28
07/06/24	GST DA012020	Journal	J0108056		-4.43
07/06/24	Stock 488124-425	Creditor Invoice	DA012020	Haymans Electrical 08200852	48.73
13/06/24	Stock 488863-425	Creditor Invoice	DA012037	Haymans Electrical 08200852	136.51
13/06/24	GST DA012037	Journal	J0108346		-12.41
18/06/24	GST DA012039	Journal	J0108354		-3.03
18/06/24	Stock 489271-425	Creditor Invoice	DA012039	Haymans Electrical 08200852	33.33
24/06/24	Electrical June 24 2010-8309	Creditor Invoice	DA012103	Sanctuary Cove Community Svcs 08200422	801.14
24/06/24	GST DA012103	Journal	J0108670		-72.83
27/06/24	Stock 00001285045	Journal	J0108812	Haymans W/O #10630	21.60
27/06/24	Bunnings June 2024 00001285067	Journal	J0108834	Bunnings W/O #10703	42.32
Total:					\$1280.45

123951 Gross Pollutant Trap - Mtce

07/06/24	GST DA012021	Journal	J0108060		-38.20
07/06/24	LitterBasket@2147 INV-4987	Creditor Invoice	DA012021	Urban Asset Solutions Pty Ltd 08201124	420.20

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

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

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

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

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

SANCTUARY COVE PRINCIPAL G.T.P. 202

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

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

For Selected Accounts

AND (ge.Field14 = 28)

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

SANCTUARY COVE PRINCIPAL G.T.P. 202

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

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

For Selected Accounts

AND (ge.Field14 = 28)

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

SANCTUARY COVE PRINCIPAL G.T.P. 202

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

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

For Selected Accounts

AND (ge.Field14 = 28)

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

CASH FLOW

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

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

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

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

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

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



#	MEETING DATE	RESOLUTION	RESPONSIBILITY	COMMENTS	EXPECTED COMPLETION DATE
316	11/24	Stage 2 DCBL's RESOLVED that the PBC authorise the ARC and Developer to meet and finalise the DCBL documentation: FURTHER RESOLVED that the PBC is required to review the revised final documentation and the PBC will then approve if it is satisfactory.	ARC/ BCM	- o Stage 2 commence working group February 2024. - o Teams meeting held 22/4/24 with SS, CT, AL, EAR, JS to discuss changes - o End of 2024 RBC resolution	End of 2024
399	05/22	Amenities across the Resort	PBC	- o Sept 21 raised by previous Chair, low priority – parking bays being installed. - o Parking bays have been installed	On hold
419	08/22	Village Gate	PBC	- o Mulpha will commence works on the infrastructure for the gates and the townhouse development opposite. - o Works expected to take three months. - o Gate structure postponed until June 2024 after the boat show. - o Gates structure and design, the mirror image of the Pines. - o 16/07/24 Traffic diversion signage installed (Temp covered). - o 17/07/24 Contractor to install site fencing - o 18/07/24 Pedestrian barrier fence to be installed. - o 22/07/24 Early: Current Parkway lanes will be blocked off, traffic diversion will be activated with sign covers removed.	Commenced mid July 24



#	MEETING DATE	RESOLUTION	RESPONSIBILITY	COMMENTS	EXPECTED COMPLETION DATE
425	03/23	Village update from Mulpha to be included in future Agendas for the PBC EGM	Mulpha	○ Mulpha rep to provide a monthly update. ○ SS mentioned Barry Teeling advised Mulpha paying for everything including landscaping	Mulpha
426	04/23	Cypress Point licence agreement and buggy path repairs	PBC	○ Pricing for Boom Gate, similar to Livingstonia being obtained. ○ DSG advised he will look into temporary lighting. ○ Awaiting prices on boom gate ○ DSTG advised asphalt considered after boat show	SF to look at in 2024/2025 budget
427	05/23	OptiComm Sale	PBC	○ Update of possible OptiComm sale ○ Recent meeting on 10th Oct 23 with OptiComm to discuss proposals. ○ Received proposal, will be presented to PBC EC in early 2024. ○ DSTG to complete a report for June 24	Ongoing
429	03/24	Purchasing Policy updated	PBC	○ Purchasing policy to be updated – Finance Manager and CEO.	Aug 24 Governance Review
430	07/24	Secondary Thoroughfare By-Law	PBC	○ Visitor's Parking Signage	Passed at PBC EGM July 24
431	07/24	Emergency Management Plan	PBC	○ Tailored for Residents.	Aug 24 Governance Review

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

Ongoing
Working Progress
Mulpha
On hold



PBC – COMPLIANCE REPORT

July 2024

CLOSED COMPLIANCE MATTERS April - Ongoing					
PROPERTY NUMBER	MATTER	1 st Notice	2 nd Notice	3 rd Notice	CLOSED
Lot 144 Washingtonia	Rendering	09.04.2024			11.04.2024
Lot 54 Banksia Lakes	Unsightly Items	11.04.2024			15.04.2024
Lot 85 Cassia	Property Maintenance	12.04.2024			22.04.2024
Lot 19 Caladenia	Rendering	26.02.2024			22.04.2024
Lot 25 Ardisia	Landscaping	20.03.2024	10.04.2024		24.04.2024
Lot 5 Fuschia	Property Maintenance	10.04.2024			25.04.2024
Lot 16 Fuschia	Rendering	10.04.2024			25.04.2024
Lot 2 Alyxia	Landscaping	14.03.2024	11.04.2024		30.04.2024
Lot 9 Plumeria	Property Maintenance	24.04.2024			10.05.2024
Lot 24 Woodsia	Rendering	26.04.2024			13.05.2024
Lot 17 Fuschia	Rendering	12.04.2024	26.04.2024		15.05.2024
Lot 19 Fuschia	Rendering	12.04.2024	26.04.2024		15.05.2024
Lot 48 Harpullia	Rendering	19.04.2024	03.05.2024		15.05.2024
Lot 53 Araucaria	Unsightly Items	10.05.2024			15.05.2024
Lot 51 Ardisia	Landscaping	14.05.2024			27.05.2024
Lot 53 Ardisia	Landscaping	14.05.2024			27.05.2024
Lot 114 Roystonia	Rendering	29.04.2024			27.05.2024
Lot 1 Zieria	Landscaping	01.05.2024			27.05.2024
Lot 52 Ardisia	Landscaping	14.05.2024			27.05.2024
Lot 58 Schotia Island	Property Maintenance	22.04.2024	13.05.2024		27.05.2024
Lot 11 Fuschia	Rendering	10.04.2024	26.04.2024	15.05.2024	28.05.2024
Lot 66 Washingtonia	Rendering	10.05.2024			30.05.2024
Lot 116 Roystonia	Rendering	29.04.2024			31.05.2024
Lot 37 Adelia	Rendering	01.05.2024	28.05.2024		12.06.2024
Lot 7 Plumeria	Remdering	10.05.2024			14.06.2024
Lot 16 Caladenia	Landscaping	11.06.2024			18.06.2024
Lot 64 Washingtonia	Unsightly Items	05.06.2024			18.06.2024
Lot 11 Caladenia	Landscaping	11.06.2024			26.06.2024
Lot 47 Adelia	Landscaping	13.06.2024			28.06.2024
Lot 46 Adelia	Landscaping	13.06.2024			28.06.2024
Lot 3 Schotia Island	Rendering	05.06.2024			03.07.2024
Lot 124 Roystonia	Rendering	12.06.2024			05.07.2024
Lot 25 Caladenia	Landscaping	11.06.2024	28.06.2024		10.07.2024
Lot 39 Adelia	Rendering	15.03.2022	22.07.2022	29.07.2022	11.07.2024
Lot 121 Schotia Island	Rendering	21.03.2023			11.07.2024
Lot 36 Schotia Island	Rendering	11.04.2024	02.05.2024	19.06.2024	15.07.2024
Lot 38 Adelia	Landscaping	28.06.2024	15.07.2024		16.07.2024



PBC – COMPLIANCE REPORT

July 2024

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



OPERATIONS REPORT – SEPTEMBER 2025

SECURITY SERVICES

Security Statistics (from the 1st Nov 2024)

Period	Alarm Activations				Medical	Incidents	Keys Issued	Infringe Notices	Accesses
Sep	Fire	General	Panic	Total					
YTD 2025	750	1698	550	2938	138	258	1126	2080	198
YTD 2024	648	1703	526	2877	147	244	1089	2453	348

Valet Services (September 2025 – YTD 2025)

	September 2025		September 2024		Year to Date 2025	
	Number	\$ Charge	Number	\$ Charge	Number	\$ Charge
Key Pick-Up	9	\$72.00	12	\$96.00	162	\$1,296.00
Long Term Rental	8	\$1,000.00	8	\$1,200.00	80	\$9,950.00
Short Term Rental	0	\$0.00	0	\$0.00	0	\$0.00
Access Rearm	2	\$76.00	2	\$97.00	62	\$2,377.00
Other	12	\$456.00	1	\$38.00	41	\$1,579.00
Rental Breaches	0	\$0.00	0	\$0.00	1	\$250.00
Commercial Call Outs	5	\$1,375.00	5	\$1,375.00	59	\$16,654.00
Total	36	\$2,979.00	28	\$2,806.00	405	\$32,106.00

Key Performance Objectives

Specific Monthly KPO's: ➤ Review CCTV cameras approved for Stage 2 Security Technology. ➤ Prepare proposal to upgrade Gate Intercoms Ongoing Monthly KPOs: ➤ 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.	Stage 3 CCTV – costing and planning is being reviewed for 2025/26 budget Intercom proposal submitted Items Actioned – refer to statistics.
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- 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.
- 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.

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

In September there were 130 Parking Infringement "Reminder Notices" issued, compared to 261 during the same period the previous year. The table below provides a breakdown of these notices by Body Corporate location.



RBC	No of Breaches	Previous Year	RBC	No of Breaches	Previous Year
Ardisia	17	58	Acacia	3	3
Tristania	16	10	Schotia	3	8
Zieria	11	23	Colvillia	2	4
Roystonia	9	21	Harpullia	2	7
Washingtonia	9	14	Plumeria	2	12
Bauhinia	8	12	Felicia	1	5
Caladenia	8	9	Fuschia	1	1
Alphitonia	7	2	Alyxia	0	17
Araucaria	6	6	Corymbia	0	5
Molinia	6	7	Adelia	0	2
Alpinia	5	20	Banksia Lakes	0	2
Cassia	5	5			
Village Gate	5	0			
Darwinia	4	8			
	116	195		14	66

Speed Sign/Camera

The Speed Camera battery pack has been replaced, and the camera is now operational.

14 speed breaches were detected. Two vehicles were identified as residents with the others being contractors or visitors.

Our CCTV provider has confirmed that the current Avigilon software's speed detection feature only indicates excessive speed, not the actual speed. We will therefore investigate the option of a fixed but portable Avigilon L6Q camera.

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	396,615	83,295	13,331	2,797	472	125	496,635
Total	1,157,876	257,189	44,594	8,415	1,439	320	1,469,833
% Current YTD	79.86%	16.77%	2.69%	0.56%	0.09%	0.03%	100.0%



July 2025	31,624	6,354	1,128	197	29	4	39,336
Aug 2025	37,211	6,540	1,219	146	36	23	45,175
Sep 2025	41,941	8,567	1,548	282	63	8	52,409
% Current MM	80.03%	16.35%	2.94%	0.54%	0.12%	0.02%	100.0%

Highest Speed.

Location	Speed km/h	Date	Time
1019 Edgecliff	63	17.09.25	1730 hrs
2204 The Parkway	87	25.09.25	1330 hrs

Operational

Security attended to 31 incidents for the month – 14 General and 17 Medical.

Twenty-five (25) General Incidents:

a) Six (6) were Person related including:

1. Trespasser located in residential area seeking a resident
2. Non-guests refused to leave Hotel pool area
3. Two separate incidents of men from Destinos fighting outside restaurant
4. Youths riding e-scooters on The Pines driving range
5. Domestic dispute between married couple staying at hotel

b) Thirteen (13) were Vehicle related including:

1. Two-buggy collision on the Boulevard shared path
2. Uber struck railing on 22 Ton Bridge while exiting
3. Tailgating vehicle located at The Golf Club
4. First Rental Breach – unregistered vehicle on secondary thoroughfare
5. Resident reported vehicle near miss – scooter ridden dangerously by child
6. Contractor reversed into power box
7. Vehicle reported driving on wrong side in residential area
8. Vehicle struck traffic bollard at Security Roundhouse crossing
9. Three vehicles tailgated and struck boom gate at residential gate
10. Hope Island Resort buggy breakdown – required jump start
11. Four vehicles caught fire in Building 1 carpark

c) Six (6) were Property related including:

1. Two alarms in the Village
2. Fire alarm at the Golf Club
3. Residential break and enter – three laptops and three phones stolen
4. Paint spill on roadway outside a residence



5. Sewage overflow in Marina carpark

Eleven (11) Medical incidents:

- Two patients with heart-related illness (chest pain, breathing difficulty)
- Two trip-and-fall incidents at home
- One trip-and-fall over a lead while walking a dog
- One fainting episode with heart history
- One allergic reaction to medication
- Minor eye irritation
- Infant with high temperature
- Groin pain
- Nausea and vomiting

10 residents and 1 visitor were involved, and 8 patients were transported to hospital.

36 Complaints were received:

	Sep 2025	August 2025	July 2025	June 2025
Residents	25	25	24	25
Subject not located	8	3	5	7
Rentals	3	4	9	6
Marina/Village/BCorp	1	4	2	0
TOTAL	37	36	40	38

Marine Patrols

There were 357 patrols of Marine Zones 1-5 by Eden (including transit between zones).

- a) Haven was deployed on 17 dayshifts and 13 nightshifts.
- b) Eden was deployed on 3 dayshifts and 0 nightshifts.

The new electric motors on Eden are fully operational; however, their use has been limited pending the installation of a secondary motor trim switch at the rear of the vessel. This installation is scheduled for completion in the second week of October. Patrol numbers were reduced this month as staff were assigned to man two residential gates for a period of four days at the end of the month, in order to manage a data fault affecting the gate intercoms

September 2025	Haven	Eden	Totals
Zone1/Harbour 1	122	5	127
Zone 2/Harbour 2	69	6	75



Zone 3/Harbour 3	63	6	69
Zone 4/Harbour 4	34	8	42
Zone 5/Roystonia	41	3	44
Total Patrols	329	28	357
Day Patrols	17	3	20
Night Patrols	13	0	13

There were 20 incidents of unauthorised access reported in Private Harbours, Lakes, and Marina Piers:

- a) All 20 incidents were related to fishing activities and were moved on without incident:
- 7 from a Marina pier
 - 5 from a Private Harbour and Lake
 - 3 from the 22 Ton Bridge
 - 5 from Boulevard Bridge and Memorial Lake

Visitor Management System and License Plate Recognition

	03/09/2025	02/10/2025
Residents registered with LPR	1,144	1,145
Total not registered with LPR	323	322
Total Lots	1,467	1,467
Resident vehicles/buggies LPR	5,488	5,476
Permanent visitor vehicles LPR	4,977	4,987
Total Vehicles	10,465	10,463
Residents registered VMS Portal	441	439
Res/Builder/multiuser same house	97	97
Number of VMS entries	1771	1775



Total Number of Body Corporate Owners: 1467 (as at 26.08.25).

LPR (License Plate Recognition) Registration by Residents: Increase by 1 to 1145 or 78% of resident homes.

VMS (Visitor Management System) Portal Registration: Decreased by 2 to 439.

Active Users on VMS Portal: No change to 97 residents and builders actively using the portal.

Number of VMS Entries for Current Residents and Builders: Increased by 4 to 1,775.

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 its license plate is not read. These faults are reviewed by Security and corrected in the software where possible. If required, they are escalated to the service provider for further investigation.

Staff have reported no LPR issues for this month.

Workplace Health and Safety

Next meeting Monday 20 October 2025

Scheduled Works

The navigation lights on Eden were installed in September. A second switch for the motorised trim on Eden will be installed in the second week of October.

The Village Gate remains closed to traffic for upgrade works and is on schedule to reopen in November 2025.

Staff

Negotiation of the Enterprise Bargaining Agreement is ongoing.

The Security Officer vacancy has been filled and a new employee started on 29.09.25

Mike Telea
7 October 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
	➤ Minimum 2 site compliance inspections each week to inc real estate and building compliance.	Complete
	➤ ARC Meeting agenda issue min 7 days prior to each meeting with minutes drafted and issued to Chairperson as soon as practical to for PBC EC approval.	Complete
	➤ Body Corporate Manager site BUP inspection quarterly.	Complete
	➤ Change of Ownership, Address and Appt of Nominee forms processed within 48hrs of receipt and ack of same issued to resident.	Complete
	➤ PBC EC Nomination forms distributed to RBC Secretary's and Committees.	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 conducted, with reports forwarded to the PBC EC to prompt further action in cases involving three or more breaches. In September 2025, a total of five (5) breach letters were issued for RZABL compliance, accompanied by eleven (11) courtesy emails; in addition, fifty (50) breach letters were issued for parking compliance.
3. **Website Access** – Please refer to the website www.oursanctuarycove.com.au for all current information instead of SharePoint. If you are having trouble logging in, please reach out to enquiries@scove.com.au.
4. **Regular Training** – The Body Corporate team has commenced monthly training sessions in collaboration with the Strata Community Association to ensure continued professional development and awareness of current industry standards and regulatory updates. Body Corporate Managers will complete two online webinars:
 - *Common Property Occupation*
 - *Essentials for Your Committee Minutes*
5. **PBC EC Nomination** – The nomination letters and forms have been distributed to the RBC Secretaries and Committee Members for the PBC Executive Committee. Completed and signed nomination forms are to be returned no later than **4:00pm, Friday 31 October 2025**.
6. **BC Team update** – Matthew James, the newly appointed Body Corporate Manager, has settled in well and is quickly familiarising himself with his portfolio. Owners and committee members are encouraged to drop by and introduce themselves if Matthew is their assigned Manager, as he is keen to put names to faces.

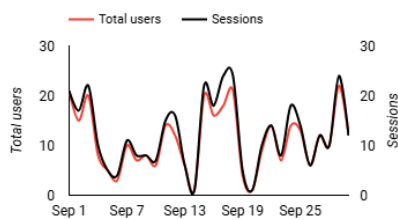
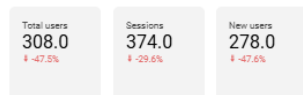


Website Traffic Overview – September 2025

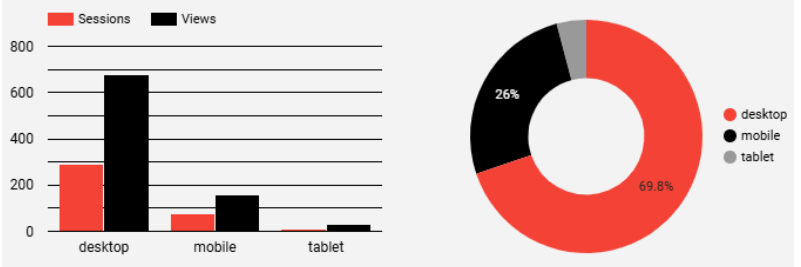
The graphs below provide a snapshot of the website activity throughout September 2025, highlighting total user numbers and session counts. Additionally, you'll find a breakdown of how users are accessing the site (whether by desktop, mobile, or tablet) offering valuable insight into user behaviour and device preferences.

Users & Sessions

Users, sessions & new users



Device Performance



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
Chambers Russell	QCAT Buttner & Cost assessment		8,310.50	8,310.50
Chambers Russell	Advice of FTTH		14,245.00	14,245.00
Total		65,145.97	33,399.77	98,545.74
Budget			63,660.00	
Balance Uncommitted			30,260.23	

FACILITIES SERVICES

OPERATIONS REPORT – SEPTEMBER 2025

After Hours call outs (Inhouse)

Date	PBC Emergency Repair
13/09/2025	Pump Station 17- Float fault caused by fat build-up on the surface of the waste
16/09/2025	Pump Station 22- Electrical shutdown caused by a hydraulic issue.
30/09/2025	Pump Station 24- Pump shutdown, due to blockage

Contracts Subcommittee

01 September 2025 – Review of FTTH consultancy services RFQ evaluation.

*Recommended that **Gravel Road Group** be approved as the preferred consultant. They achieved the highest overall evaluation score and have demonstrated the most comprehensive and technically robust approach to delivering the project outcomes. The CSC/Taskforce completed the necessary scope clarifications and reviewed the project phases, providing confidence that Gravel Road is well positioned to meet the PBC's objectives and deliver value for money.*

Contractor Six (6) Monthly Review

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

Contractor Key Performance Indicators

Landscape Solutions	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25
1. Quality of Standard - 11/11	9	10	10	9	10	
2. Complaint/Compliment - Maximum of 5 complaints per month	1	0	0	0	0	
3. Response and Repair timeframes (Work Requests)						
P1	100%	100%	100%	100%	100%	
P2	0%	100%	100%	100%	100%	
P3	72%	67%	50%	38%	57%	
4 Document Compliance	100%	100%	100%	100%	100%	
5 Reporting	100%	100%	100%	100%	100%	
SPS	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25
1. Complaint/Compliment - Maximum of 1 complaints per month	0	0	0	0	0	
2. Schedule of Works	100%	100%	100%	100%	100%	
3. Document Compliance	100%	100%	100%	100%	100%	
4. Reporting	100%	100%	100%	100%	100%	
Cleanaway	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25
1. Quality of Standard of works - Missed bins (not services within required timeframe)	0	5	7	10	0	
2. Complaint/Compliment - Maximum of 3 complaints per month	5	0	1	0	0	
3. Schedule	100%	100%	100%	100%	100%	
4. Document Compliance	100%	100%	100%	100%	100%	
5. Reporting	100%	100%	100%	100%	100%	



Hazard Identification/Reporting

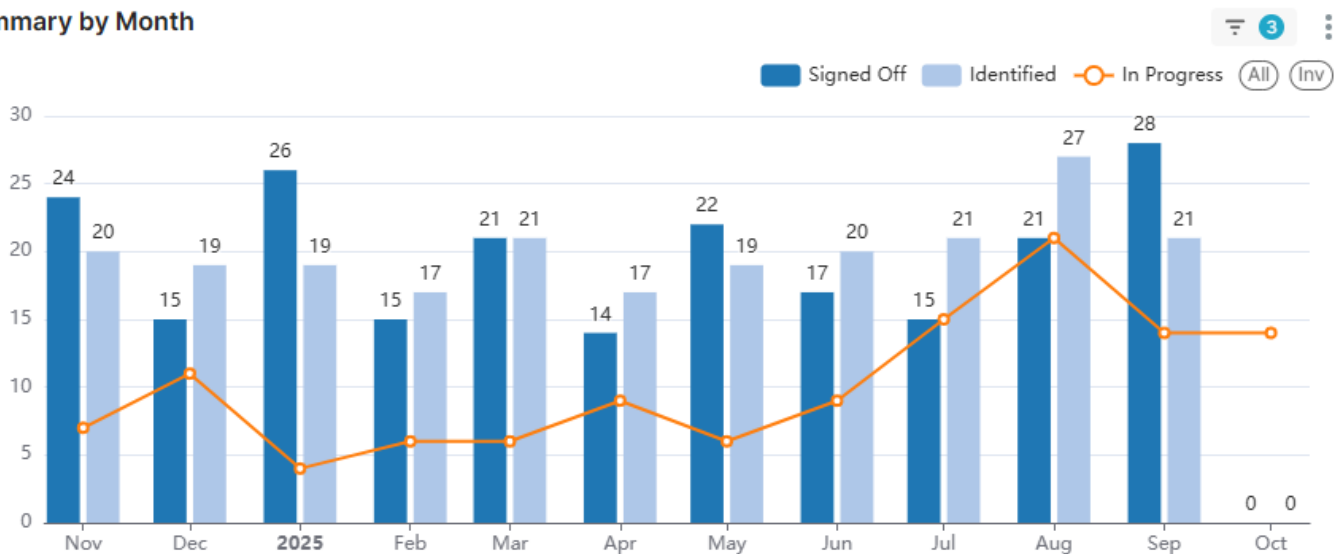
September HSE Actions – Monthly Summary

- New actions identified: 21
- Actions signed off: 28

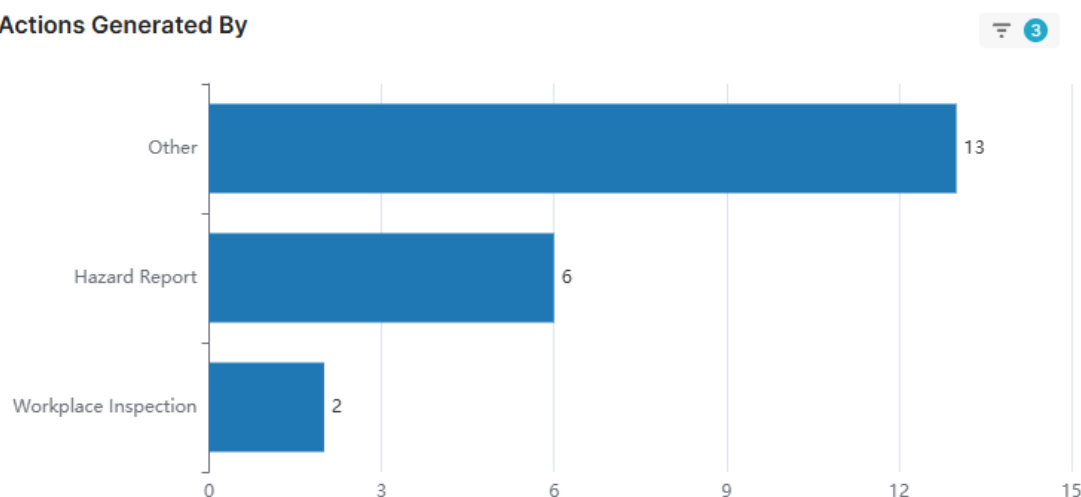
Sources of identified actions: Slip, trip and Fall- 11, Alcohol and/or other drugs- 1, Traffic Management- 1, Other- 1, Animals- 1.

In addition, 98% of all HSE tasks were closed within the last 30 days prior to their scheduled deadline, demonstrating strong adherence to HSE monitoring and follow-up procedures. This month's data also highlights that the majority of new actions are related to slips, trips, and falls, indicating an ongoing focus area for workplace safety.

Summary by Month



Actions Generated By



Water Management

Pressure Management System

The implementation and commissioning of the Pressure Management System have led to a significant reduction in water leaks across the site. Consequently, the variance between the charges from GCCC and the amounts we charge out has decreased substantially.

Aquaanalytics provided an Unavoidable Annual Real Loss (UARL) of 131,640 kL/m³/year (approximately 33,000 kL per 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

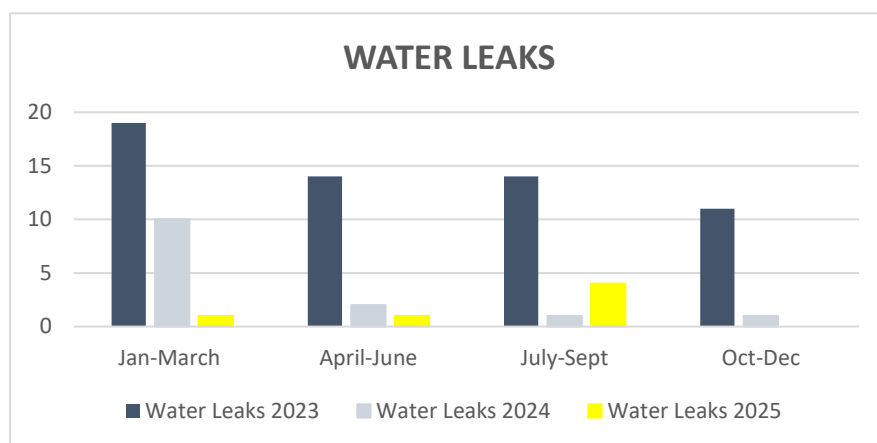
Both are well below the acceptable UARL level.

Water Loss/Leaks

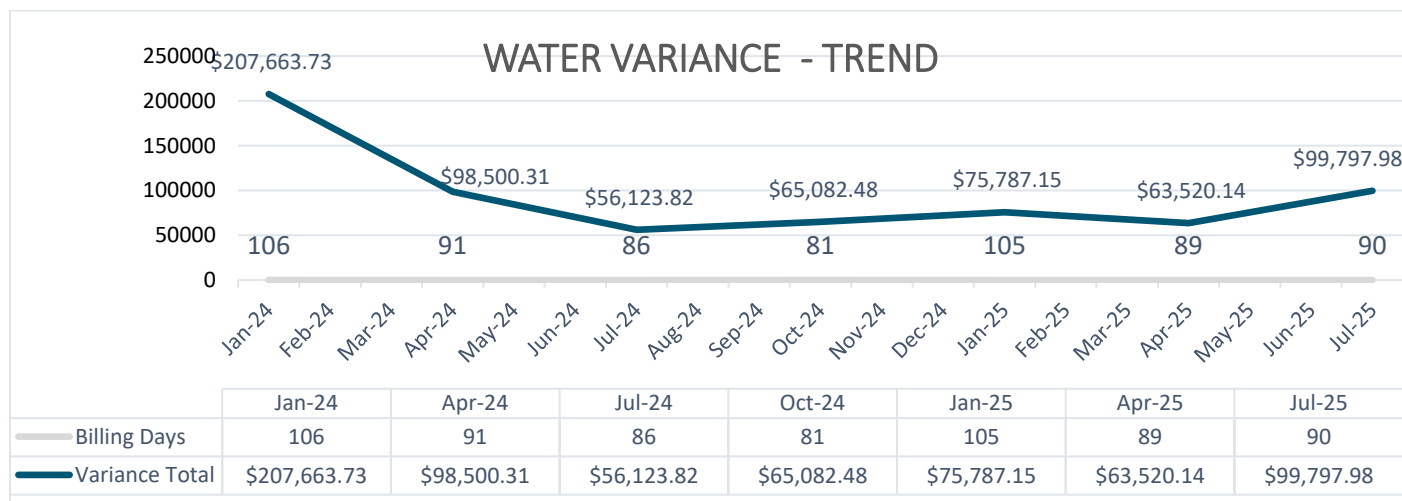
September 2025

- 5404- House service under driveway.
- 4629- House service at mains connection.
- 8825- & 8959- At meter connections.

Total loss estimate = 50 kL



Water Billing



Estimated Water Loss – Water leaks (Billing period: April – July): 127KL

Standpipe Usage (Estimated): 5KL

Reason for increased variance remains unclear. No major leaks were identified during the billing period. Minor valve repairs were carried out by PBC and Mulpha (Goldings); however, the volume of water discharged during line emptying would be negligible. No notable events recorded within PRV system.

Sinking Fund Projects FY2025

PBC	Projects	Approved Budget Spend FY 2024/2025	Estimate Spend	Actual Spend - To date	Status/Comment	Start Date - Estimate	End Date - Estimate
Bridges_PBC							
Electrical_Lights_PBC	Yr3 Tulip light replacement (approved)	\$ 185,000.00	\$ 245,000.00	\$ 240,052.42	Completed		
Facilities_Equip	Replacement as per AF – <i>may not be required</i>	\$ 706.00	\$ 1,000.00	\$ -			
FTTH_PBC	Spare parts – <i>may not be required</i>	\$ 40,000.00	\$ 40,000.00	\$ -			
	ONU & Security/PABX system upgrade	\$ 90,000.00	\$ 90,000.00	\$ -	Approved	September	February (TBC)
Harbour_PBC (including revetment walls)	Rectification of timber walkways/jetty's	\$ 45,000.00	\$ 45,000.00	\$ -	Scope review requested	September	October
Hydraulic & Electrical Supplies							
Irrigation_Control_PBC (inc A Class water)	Sanctuary Greens - Verge Irrigation	\$ 200,000.00	\$ 200,000.00	\$ 2,350.00	In progress	August	February
	Village Gates - Associated Irrigation works		\$ 12,900.00	\$ 12,900.00	In progress	August	November
Irrigation_Mains_PBC							
Irrigation_Valves_PBC							
Kerb_PBC	Village Gates (not yet complete - Yr 1)	\$ -	\$ 6,017.50	\$ -	In progress	September	November
	LMP Phase 2/3		\$ 200,000.00	\$ 109,477.15	Ongoing		
Landscape_PBC (including parks and playgrounds)	Silky Oaks replacement - The Parkway	\$ 350,000.00	\$ 92,254.25	\$ 4,150.00	In progress	September	September
	Darwinia Park upgrade		\$ 33,876.61	\$ 38,868.61	Seeking Quotations	September	November
Pumps_PBC	Pump Station access lid upgrades		\$ 55,395.00	\$ 55,395.00	Completed	July	August
	Check and Isolation Valves replacements	\$ 270,000.00	\$ 15,000.00	\$ -	On hold		
	Building Management System		\$ 86,278.00	\$ 8,327.89	In progress	July	December
Reports	Revetment Walls	\$ 50,000.00	\$ 50,000.00	\$ -	Approved	September	October
Roads_PBC (including parking)	Schotia Island Intersection upgrade	\$ 300,000.00	\$ 250,000.00	\$ 3,200.00	Seeking Quotations	September	February
	Remaining Paving - Stage 4 Village Gate		\$ 15,414.50	\$ -	In progress	September	November
Security_System_PBC (including alarm monitoring)	CCTV servers upgrade - Stage 3		\$ 170,000.00	\$ -	On hold		
	Jacques Gate Intercom upgrade	\$ 150,000.00	\$ 65,000.00	\$ -	Awaiting Approval	September	December
	Village Gates - Associated Security works		\$ 15,685.00		In progress	September	November
Stormwater_Line_PBC	Revetment wall - Rectification works	\$ -	\$ 120,000.00	\$ -	Seeking Quotations	September	December
Stormwater_Point_PBC							
Switchboard_Meter_PBC							
Wall_Fences_PBC (including gates)	PRV Fence	\$ -	\$ 13,630.00	\$ 13,630.00	Completed	May	June
	Roystonia Boom		\$ 25,000.00	\$ 24,132.85	Completed	-	June
Wastewater_Line_PBC							
Wastewater_MH_PBC							
Wastewater_RM_PBC							
Water_Lines_PBC	Marine Drive North Mainline replacement	\$ 1,000,000.00	\$ -	\$ -	No Longer Required		
Water_Point_PBC (includes sluice valves, fire hydrants, water meters)	Sluice Valve Replacements	\$ 250,000.00	\$ 50,000.00	\$ 11,257.80	Completed	August	September
	Fire Hydrant Replacements		\$ 50,000.00	\$ -	NYS	September	October
	83 Residential Water meter replacements		\$ 80,000.00	\$ -	Seeking Quotations	July	September
WW_H_Connection_PBC							
Total		\$ 2,840,706.00	\$ 2,027,450.86	\$ 523,741.72			

PBC notes

FTTH Consultancy Review- Awaiting the revised schedule to confirm the proposed completion date.

Rectification of Timber Walkways- Awaiting additional justification from builder, to be provided to the EC for further instruction.

Check and Isolation Valves replacements- On hold for the 2025/2026 financial year. Priority has been given to further investigations at Pump Stations 21–24 due to the higher number of failures occurring.

Sluice Valves replacements- Works were completed using a trial methodology with a successful outcome. No further works are planned for this financial year, with additional replacements scheduled for 2025/2026. Awaiting the final invoice for vacuum truck disposal costs.

PTBC	Projects	Approved Budget Spend FY 2024/2025	Estimate Spend	Actual Spend - To date	Status/Comment	Start Date - Estimate	Start Date - Estimate
Bridges_PTBC							
Buildings_PTBC	Security Roundhouse - A/C Replacement	\$ 6,625.00	\$ 6,625.00	\$ 4,347.14	Completed		
Electrical_Lights_PTBC	Replacement end of life assest	\$ 20,990.00	\$ 50,000.00	\$ 10,500.00	In progress	Ongoing	Ongoing
Facilities Equipment_PTBC							
FTTH_PBC							
Harbour_PTBC (including revetment walls)							
Hydraulic & Electrical Supplies							
Irrigation_Control_PTBC (inc A Class water)							
Irrigation_Mains_PTBC							
Irrigation_Valves_PTBC							
Kerb_PTBC	MDN entry Repairs	\$ -	\$ 20,000.00	\$ -	Postponed		
Landscape_PTBC (including parks and playgrounds)	LMP Upgrades	\$ 75,000.00	\$ 50,000.00	\$ -	NYS	Ongoing	Ongoing
Path_PTBC							
Pumps_PTBC	Contingency Pump Station 18	\$ 10,000.00	-	\$ -			
	Building Management System		\$ 10,353.35	\$ 999.20	In progress	July	December
Reports		\$ 20,000.00	\$ 20,000.00	\$ -			
Roads_PTBC (including parking)							
Security_System_PTBC	Camera Replacements CCTV Stage 3	\$ 38,522.00	\$ -	\$ -	Postponed		
Stormwater_Line_PTBC							
Stormwater_Point_PTBC							
Switchboard_Meter_PTBC	Switchboard Upgrades	\$ 18,150.00	\$ 18,150.00	\$ -			
Wall_Fences_PTBC (including gates)							
Wastewater_Line_PTBC							
Wastewater_MH_PTBC							
Wastewater_RM_PTBC							
Water_Lines_PTBC							
Water_Point_PTBC (includes sluice valves, fire hydrants, water meters)	Sluice Valve Replacements	\$ 38,701.20	\$ 19,350.50	\$ -	NYS	August	October
	Fire Hydrant Replacements		\$ 19,350.70	\$ -	NYS	August	October
WW_H_Connection_PTBC							
New Asset - Facilities Compound							
New Asset - Rotary Memorial							
Total		\$ 227,988.20	\$ 213,829.55	\$ 14,847.14			

PTBC Notes:

MDN Entry Repairs – Postponed to 2025/2026 to be completed conjunction with Kerbing and Paving works.

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

Details	Actual YTD July 2025	Budget YTD July 2025	Variance \$	FYF FY2025	Budget FY 2025	Variance \$
Income						
Admin Fund Levy	8,629,386	8,629,386	-	11,505,866	11,505,866	-
Expenses			-			
Accounting - Audit & Tax	467	1,000	533	4,584	4,584	-
Administrative Expenses	70,619	85,361	14,742	108,651	113,810	5,159
PTBC Levy - Administration Fund	562,255	562,255	-	749,685	749,685	-
PTBC Levy - Sinking Fund	371,400	371,400	-	495,200	495,200	-
Management Fees	1,161,020	1,161,020	-	1,550,413	1,550,413	-
Security services	2,869,960	2,869,960	-	3,822,522	3,822,522	-
Network Manager Service Fees	287,088	308,930	21,842	411,907	411,907	-
Consultants	4,960	34,946	29,986	46,595	46,595	-
Legal Services	21,870	47,745	25,875	63,660	63,660	-
Electrical	107,613	117,115	9,502	153,758	153,758	-
Fire and Safety	1,567	19,532	17,965	21,210	21,210	-
Grounds & Garden - contract	1,010,686	1,125,000	114,314	1,347,582	1,500,000	152,418
Grounds & Garden - other	120,135	186,084	65,949	248,112	248,112	-
Hire/Rental	52,500	75,883	23,383	101,177	101,177	-
Insurance	156,954	147,839	(9,115)	213,502	197,119	(16,383)
Irrigation	167,019	219,399	52,380	175,798	292,532	116,734
Plumbing	144,583	193,753	49,170	255,942	255,942	-
Repairs & Maintenance	110,104	126,860	16,756	173,214	173,214	-
Road sweeping	64,100	50,834	(13,266)	84,767	67,779	(16,988)
Waste Removal - contract	806,677	691,439	(115,239)	1,196,962	921,918	(275,044)
Land Holding - rates and taxes	66,800	55,625	(11,175)	96,580	74,167	(22,413)
Utilities - electricity/gas	131,708	143,584	11,876	191,445	191,445	-
Utilities - water	255,303	358,082	102,779	358,266	474,375	116,109
Total Expenses	8,545,388	8,953,646	408,258	11,871,530	11,931,124	59,594

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

Details	Actual YTD July 2025	Budget YTD July 2025	Variance \$	FYF FY2025	Budget FY 2025	Variance \$
Recoveries: Income / (Expense)						
ARC net recovery	18,495	-	18,495	18,495	-	18,495
Lot mow recovery	10,239	16,360	(6,121)	10,239	21,813	(11,574)
Water - Potable recovered	1,091,906	1,218,894	(126,988)	1,625,192	1,625,192	-
Water - Waste recovered	830,080	919,517	(89,436)	1,226,022	1,226,022	-
Water - oncharged	(1,921,986)	(2,138,411)	216,425	(2,851,214)	(2,851,214)	-
Electricity - recovered	4,961	23,162	(18,200)	12,258	30,882	(18,624)
Debt collection fee recovery	(122)	-	(122)	(122)	-	(122)
Certificate net income	4,030	-	4,030	4,030	-	4,030
FTTH installation fees and rebates	72,617	-	72,617	72,617	-	72,617
Total Recoveries: overs / (unders)	110,220	39,521	70,699	117,517	52,695	39,407
TOTAL Surplus /(Deficit)	194,218	(284,738)	478,956	(248,147)	(372,563)	124,415
C/fwd Operating Surplus	618,371	62,776	555,595	618,371	376,654	241,717
Administrative Fund Balance	812,589	(221,963)	1,034,552	370,224	4,091	366,132

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

The Admin Fund YTD has resulted in a net surplus position of \$194k, \$478k favourable to the year to date budget.
Total expenses incurred YTD \$8.5m, \$0.4m (4.6%) favourable to budget.

Principal Body Corporate	FY 2025 YTD Actual	FY 2025 YTD Budget	Variance \$	Variance %	Note
Category Variances YTD 31 July 2025					
Administrative Expenses	70,619	85,361	14,742	17.3%	1
Network Manager Service Fees	287,088	308,930	21,842	7.1%	2
Consultants	4,960	34,946	29,986	85.8%	3
Legal Services	21,870	47,745	25,875	54.2%	4
Electrical	107,613	117,115	9,502	8.1%	5
Grounds & Garden - contract	1,010,686	1,125,000	114,314	10.2%	6
Grounds & Garden - other	120,135	186,084	65,949	35.4%	7
Hire/Rental	52,500	75,883	23,383	30.8%	8
Insurance	156,954	147,839	(9,115)	(6.2)%	9
Irrigation	167,019	219,399	52,380	23.9%	10
Plumbing	144,583	193,753	49,170	25.4%	11
Repairs & Maintenance	110,104	126,860	16,756	13.2%	12
Road sweeping	64,100	50,834	(13,266)	(26.1)%	13
Waste Removal - contract	806,677	691,439	(115,239)	(16.7)%	14
Land Holding - rates and taxes	66,800	55,625	(11,175)	(20.1)%	15
Utilities - electricity/gas	131,708	143,584	11,876	8.3%	16
Utilities - water	255,303	358,082	102,779	28.7%	17

Notes:

1. Administrative Expenses: Timing variance, expect full year to result in \$5k savings against budget.
2. Network Manager Service Fees: Includes Opticomm, Calix, IT support fees and FTTH maintenance works. Timing variance.
3. Consultants: Refer to the attached Legal & Consultant fee schedule. Timing variance.
4. Legal Services: Refer to the attached Legal & Consultant fee schedule. Timing variance
5. Electrical – Timing variance, current savings due to budget being straight lined.
6. Grounds & Garden – contract: Contract price effective from November 2024 came under projected budgeted expense, which will result in a favourable variance against budget for the full year.

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

7. Grounds & Garden – other: Tree management, general maintenance and mulching fall under this category. Timing variance.
8. Hire / Rental: Compound Rental and Buggy Path costs are reflected in this category. Timing variance
9. Insurance: Variance reflects the difference between the budgeted increase in insurance premiums and the actual renewal costs, which were higher than the budgeted assumptions. Projecting an estimated \$16k increase for the full year result.
10. Irrigation: Irrigation trade and materials, Golf Lakes Maintenance and A Class Water are covered under this category. Expected savings to continue due to A Class water expenses budgeted but not incurred YTD.
11. Plumbing: Savings driven by materials/maintenance incurred expenses are coming in lower than the straight-lined budget. Timing variance
12. Repairs & Maintenance: Timing variance, with savings driven predominantly by R&M for Roads, Harbour, and Gross Pollutant Trap maintenance works which have not yet been incurred. Timing Variance.
13. Road Sweeping: Contract price effective from November 2024 was higher than the projected budgeted expense, which will result in an unfavourable variance against budget for the full year.
14. Waste Removal Contract: The November 2024 contract resulted in a significantly higher price increase than budgeted, which will result in an unfavourable variance against budget for the full year.
15. Land Holding – rates and taxes: Land tax assessment received from OSR for 2024/25 is \$73k, 20.6% increase on prior year. The budget assumed an 8.4% increase based on FY2022/23 assessment as the FY2023/24 assessment was not issued until July 2024, after the FY2025 budgets had been finalised.
16. Utilities – Electricity/Gas: Timing variance due to straight lined budget, potential saving for the FYF2025.
17. Utilities – Water: Water charges were budgeted at \$450k for the year to account for projected costs related to water variances and other water costs. Tracking positively against budget, with unrecovered water variances YTD being lower than budgeted.

Aged Balance List:

- Mutual revenue receivables balance is \$0.1k.
- Second Debtors receivables balance is net \$14k, \$1.7k balance is current with \$12.7k at 120+ days relating to common property asset damage recoveries – Streetlight \$10k, Driveway \$2.7
- Creditors balance is \$1.6m, all of which is current

Summary of Legal costs - Year Ending 31 October 2025

Sanctuary Cove Principal Body Corporate

		Admin fund	
		Budget	\$
			63,660
Supplier	Description		
Grace Lawyers / Chambers Russell	Buttner		10,282
Grace Lawyers	General Retainer		323
Chambers Russell	FTTH		9,510
Chambers Russell	Administration and Facilities Management Agreements		1,755
<i>Approved Costs not yet invoiced or completed</i>			
<i>Chambers Russell</i>	<i>QCAT</i>		<i>33,000</i>
	<i>FTTH</i>		<i>4,400</i>
			<u>59,270</u>
Budget Balance			4,390

Summary of Consultant costs - Year Ending 31 October 2025

Sanctuary Cove Principal Body Corporate

		Admin fund	
		Budget	\$
			46,595
Supplier	Description		
Directors Australia	Governance Review - Stage 3	\$	9,150
Urban Play	Jabiru Park Safety Inspection	\$	450
Knobel Consulting	Accrual release - work order cancellation	\$	(4,640)
			<u>4,960</u>
Budget Balance			41,635.00

SANCTUARY COVE PRINCIPAL BODY CORPORATE							
Unaudited: Sinking Fund expenditure							
1 November 2024 - 31 July 2025							
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		1,811,233			
Interest received - excluding YTD Tax		80,322		244,996			
Total Including Interest		2,495,332		2,056,230			
Spend per Asset Finda							
Bridges_PBC	452,261	50,000		-		502,261	
Electrical_Lights_PBC	422,801	50,000	(185,000)	(179,399)	-	293,402	PROJECT: Year 3 - Tulip Light Upgrade Completed
Facilities_Equip		6,000	(706)	-	-	6,000	PROJECT: Replacement assets per AssetFinda \$1k - may not be required
FTTH_PBC	266,491	-	(40,000)	(472)	(130,000)	136,019	PROJECT: Spare parts/end of life assets - may not be required \$40k - Not Started PROJECT: ONU # Security/PABX system upgrade - \$90- RFQ being evaluated TenderLink costs \$472
Harbour_PBC (including revetment walls)	853,243	3,435	(45,000)	(836)	(45,000)	810,842	PROJECT: Rectification of timber walkways/jettys - Seeking Approval Dredging permit
Hydraulic & Electrical Supplies (inc vehicles)	30,227	50,000	-	(167)	-	80,060	Equipment purchase
Irrigation_Control_PBC (inc A Class water)	(284,418)	492,044	(200,000)	(217,184)	(212,900)	(222,458)	PROJECT: Sanctuary Greens verge irrigation \$200k - Pending Approval Hydrovision \$21k + legal + net settlement+ TEW electrical Infrastructure costs \$149.7k
Irrigation_Mains_PBC	315	-	-	-	-	315	
Irrigation_Valves_PBC	101,058	(31,506)	-	-	-	69,553	
Kerb_PBC	(411,552)	690,000	-	-	(6,018)	272,431	PROJECT: Yr 4 - Kerbing, Yr 1 - Village Gates - Approved
Landscape_PBC (including parks and playgrounds)	161,568	-	(350,000)	(163,398)	(186,602)	(188,432)	PROJECT: Landscape Management Plan - Phase 2/3 \$181k - YTD spend \$120k PROJECT: Silky Oaks replacement - The Parkway \$130k - YTD \$4.2k PROJECT: Darwinia Park upgrade \$33.9k - YTD spend \$39k
Path_PBC	756,603	(200,000)	-	-	-	556,603	
Pumps_PBC	124,703	-	(270,000)	(73,308)	(270,000)	(218,605)	PROJECT: Pump Station access lid upgrades \$55.4k complete PROJECT: Check and Isolation Valve Replacements \$15k - Start August PROJECT: Building Management System \$130k - YTD spend \$11.3k Replacement Pump #22 Guide, Claws Pump #5 -YTD spend \$6.6k
Reports	157,625	20,000	(50,000)	5,670	(50,000)	133,295	PROJECT: Reports \$50k - Not Started Release of accrued report expenses (\$5.7k)
Roads_PBC (including parking)	339,933	50,000	(300,000)	(10,815)	(262,215)	116,904	PROJECT: Schotia Island Intersection upgrade - YTD \$3.2k PROJECT: Stage 4 - Village Gate Paving - Pending Approval Driveway repairs Riverview Cresent \$3.4k, Broken Hills Dr \$3.9k
Security_System_PBC (including alarm monitoring)	805,751	630,000	(150,000)	-	(250,685)	1,185,066	PROJECT: CCTV servers upgrade - Stage 3 \$170k - Seeking Quotations PROJECT: Jacques Gate Intercom Upgrade \$65k - Seeking Quotations PROJECT: Village Gates - Associated Security works \$15.7k - Approved
Stormwater_Line_PBC	362,710	79,917	-	(3,280)	(120,000)	319,347	PROJECT: Reventment wall - Rectification Works \$120k - Seeking quotations N Marine Dr - works and report \$3.3k
Stormwater_Point_PBC	232,606	62,000	-	(5,836)		288,770	RADM Castle Park - Stormwater Drainage Work
Switchboard_Meter_PBC	212,142	30,000	-	(38)		242,104	
Wall_Fences_PBC (including gates)	100,769	126,328	-	(37,763)	-	189,334	PROJECT: PRV Fence \$13.6k - Completed PROJECT: Roystonia Boom \$24k -Completed
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)	-		814,467	Originally planned replacement for water variance improvement - no longer required
Water_Point_PBC (includes sluice valves, fire hydrants, water meters)	360,368	140,000	(250,000)	(106,454)	(250,000)	143,914	PROJECT: Sluice Valve Replacements \$50k approved PROJECT: Fire Hydrant Replacements \$50k not started PROJECT: Residential Water Meter Replacement \$80k - Seeking Quotations PROJECT 2024: Residential Water Meter Replacement Deferred to 2025 - \$140k
WW_H_Connection_PBC	118,539	23,083	-	-		141,622	
Vehicles	(5,149)	5,149	-	-	-	0	
Total Spend	6,750,313	2,495,332	(2,840,706)	(793,280)	(1,783,419)	6,668,946	

SANCTUARY COVE PRIMARY THOROUGHFARE BODY CORPORATE
ADMINISTRATION FUND BUDGET VARIANCE
DRAFT UNAUDITED - FOR MANAGEMENT PURPOSES ONLY
1 November 2024 - 31 July 2025

Details	Actual YTD July 2025	Budget YTD July 2025	Variance \$	Variance %	FYF FY2025	FYB FY2025	Variance \$	Variance %
Income								
Admin Fund Levy	1,194,791	1,194,810	(19)	(0.0)%	1,593,082	1,593,082	-	0.0%
Non Mutual Revenue - Certificates	1,065	-	1,065		1,065	-	1,065	
Non Mutual Revenue - Interest	34,519	-			14,794	-	14,794	
Expenses								
Accounting - Audit & Tax	1,574	1,756	182	10.3%	3,731	3,731	-	0.0%
Administrative Expenses	14,668	19,150	4,482	23.4%	22,750	26,067	3,317	12.7%
Management Fees	371,690	371,690	-	0.0%	496,350	496,350	-	0.0%
Security services	62,494	62,494	-	0.0%	85,929	85,929	-	0.0%
Consultants	-	7,348	7,348	100.0%	-	9,797	9,797	100.0%
Legal Services	-	15,947	15,947	100.0%	-	21,263	21,263	100.0%
Electrical	27,498	28,211	714	2.5%	38,371	37,211	(1,160)	(3.1)%
Fire and Safety	1,309	2,033	723	35.6%	5,144	5,144	-	0.0%
Grounds & Garden	150,848	187,500	36,652	19.5%	201,132	250,000	48,868	19.5%
Grounds & Garden - other	85,883	86,250	367	0.4%	90,896	115,000	24,104	21.0%
Insurance	53,388	73,216	19,828	27.1%	78,462	97,621	19,159	19.6%
Irrigation	58,115	80,566	22,452	27.9%	94,648	107,422	12,774	11.9%
Plumbing	11,423	18,817	7,394	39.3%	24,624	24,624	-	0.0%
Animal Management	38,479	75,367	36,887	48.9%	77,089	102,200	25,111	24.6%
Repairs & Maintenance	95,736	114,120	18,385	16.1%	142,094	154,644	12,550	8.1%
Road sweeping	21,601	20,126	(1,475)	(7.3)%	28,256	26,834	(1,422)	(5.3)%
Land Holding - rates and taxes	23,818	21,386	(2,433)	(11.4)%	32,764	28,514	(4,250)	(14.9)%
Utilities - electricity/gas	133,115	88,184	(44,931)	(51.0)%	139,115	101,674	(37,441)	(36.8)%
Utilities - water	55,067	18,827	(36,240)	(192.5)%	79,170	25,103	(54,067)	(215.4)%
Total Expenses	1,206,705	1,292,986	86,282	6.7%	1,640,524	1,719,128	78,604	4.6%
Total Recoveries: overs / (unders)	1,000	-	(1,000)		1,000	-	(1,000)	
TOTAL Surplus /(Deficit)	23,671	(98,176)	121,847	(124.1)%	(31,583)	(126,047)	94,464	74.9%
C/fwd Operating Surplus	64,909	94,542	(29,633)	(31.3)%	64,909	126,056	(61,147)	(48.5)%
Administrative Fund Balance	88,579	(3,634)	92,214	2,537.2%	33,326	9	33,317	370,187.4%

Primary Thoroughfare Body Corporate (PTBC)
ADMINISTRATION FUND – Draft – Subject to Audit
For the year period 1 November 2024 to 31 July 2025

The Admin Fund has resulted in a surplus position of \$24k (124%) favourable to budget.

Total expenses incurred YTD \$1.2m, \$86k (6.7%) favourable to budget.

Primary Thoroughfare Body Corporate	FY 2025	FY 2025	Variance \$	Variance %	Note
Category Variances YTD 31 July 2025	YTD Actual	YTD Budget			
Legal Services	-	15,947	15,947	100.0%	1
Grounds & Garden	150,848	187,500	36,652	19.5%	2
Insurance	53,388	73,216	19,828	27.1%	3
Irrigation	58,115	80,566	22,452	27.9%	4
Animal Management	38,479	75,367	36,887	48.9%	5
Repairs & Maintenance	95,736	114,120	18,385	16.1%	6
Road sweeping	21,601	20,126	(1,475)	(7.3)%	7
Land Holding - rates and taxes	23,818	21,386	(2,433)	(11.4)%	8
Utilities - electricity/gas	133,115	88,184	(44,931)	(51.0)%	9
Utilities - water	55,067	18,827	(36,240)	(192.5)%	10

Notes:

1. Legal Services: No Legal Services incurred to date.
2. Grounds & Garden: Contract price effective from November 2024 came under projected budgeted expense.
3. Insurance: Budgeted insurance premiums were favourable to projected renewal values.
4. Irrigation: Irrigation trade and materials, Golf Lakes Maintenance and A Class Water are covered under this category. Expected savings to continue due to A Class water expenses budgeted but not incurred YTD.
5. Animal Management: Biodiversity plans have been established and expect to maintain a surplus in this account for the current year.
6. Repairs & Maintenance: YTD balance is favourable \$18k.
7. Road Sweeping: Contract price effective from November 2024 was higher than the projected budgeted expense.
8. Land Holding – Land tax rates increased 10% higher than the projected budget. Land tax assessment is due in Aug – Sep and forecast will be updated once received.
9. Utilities – Electricity/Gas – Electricity rate increase have been significantly higher than budgeted, particularly large market electricity costs. Leading Edge has been engaged to tender for new electricity supply and project reduction in future rates, and expect significant reduction in future months.
10. Utilities – water – The water variances are within industry allowable variance ranges however PTBC budget for the year only allowed for \$25k for the full year resulting in an overrun in expenditure.

Primary Thoroughfare Body Corporate (PTBC)
ADMINISTRATION FUND – Draft – Subject to Audit
For the year period 1 November 2024 to 31 July 2025

Aged Receivables and Payables Balance List:

- Mutual revenue receivables balance is \$206k, all of which is current
- Second Debtors receivables balance is \$8.6k, \$4k is at 60+ days, with \$4.0k for tree damage and \$4.6k gate damage recoveries all at 120+ days and project that the costs will be unrecoverable.
- Creditors balance is \$136k, all of which is current.

**Sanctuary Cove Primary Thoroughfare Body Corporate
Sinking Fund expenditure
1 November 2024 - 31 July 2025**

Project	Balance 31.10.24	Levy	Total Approved Spend	YTD Actual	Balance Projected Expenditure	Projected Balance 31.10.25	Comments
Annual Contribution - as per AssetFinda		1,052,300		789,225			
Facilities Compound rental		72,240		52,500			Facilities compound rental
Livingstonia Path access		25,800					Right of use to cover costs of installation
Interest received		28,609		30,326			Interest earned before tax accrued
Total Including Interest	1,059,782	1,178,949		872,051	-		
Spend per Asset Finda							
Bridges_PTBC	119,970	-		-	-	119,970	
Buildings_PTBC	9,412	38,439	(6,625)	(4,917)	-	81,373	Ceiling Fan Installation \$570 PROJECT: Air Conditioner Replacement - Roundhouse - completed
Electrical_Lights_PTBC	218,166	29,717	(20,990)	(13,050)	(7,940)	256,610	PROJECT: Replacement of end of life assets - In progress
Facilities Equipment_PTBC	1,000	-		-	-	1,000	
FTTH_PTBC	725,200	(819,652)		-	-	(914,104)	
Harbour_PTBC (including revetment walls)	-	-		-	-	-	
Hydraulic & Electrical Supplies	(7,888)	227		-	-	(7,434)	
Irrigation_Control_PTBC (inc A Class water)	2,003	58,098		(91,401)		26,798	A Class Water - 30% share of Energex works & Legal fees
Irrigation_Mains_PTBC	0	9,160		(10,680)	-	7,640	Relocation of Irrigation Main Line Pipe
Irrigation_Valves_PTBC	88,015	-		-	-	88,015	
Kerb_PTBC	(149,733)	-		-	(20,000)	(169,733)	PROJECT: Repairs for roads - Marine Dr N - Projected August
Landscape_PTBC (including parks and playgrounds)	470,593	102,141	(75,000)	(13,594)	(50,000)	611,281	Adelia Garden Extension, Concrete seat pads Memorial Island \$4.3k, Dugold replacements PROJECT: LMP Upgrades \$50k - Ongoing
Path_PTBC	348,765	-		-	-	348,765	
Pumps_PTBC	(11,776)	-	(10,000)	(999)	(9,354)	(22,129)	PROJECT: Building Management System \$10k - June-August YTD spend \$1k
Reports	(30,492)	40,492	(20,000)	(0)	(20,000)	30,492	PROJECT: Reports TBC
Roads_PTBC (including parking)	(53,165)	139,359		-	-	225,553	
Security_System_PTBC	(79,353)	62,418	(38,522)	(38,600)		6,883	Network Switch replacements for Gates, CCTV replacements PROJECT: CCTV Stage 3 - Camera Replacements \$38.5k postponed
Stormwater_Line_PTBC	50,000	-		-	-	50,000	
Stormwater_Point_PTBC	37,100	-		(3,680)		33,420	Stormwater Surrounds and grates
Switchboard_Meter_PTBC	73,025	-	(18,150)	-	(18,150)	54,875	PROJECT: 18k Switchboard Upgrades - Not started
Wall_Fences_PTBC (including gates)	(148,255)	103,507		(53,470)		5,289	Damaged panel replacement - Santa Barbara & SC Blvd Generators for Gates
Wastewater_Line_PTBC	413,712	-		-	-	413,712	
Water_Lines_PTBC	141,040	-		-	-	141,040	
Water_Point_PTBC (includes sluice valves, fire hydrants, water meters)	(93,110)	131,811	(38,701)	-	(38,701)	131,811	PROJECT: Sluice Valve Replacement - Projected Aug PROJECT: Fire Hydrant Replacement - Projected Aug
WW_H_Connection_PTBC	71,120	-		-	-	71,120	
Building-Contractors Compound	(288,989)	80,819		-	-	(127,351)	
Vehicles	(23,464)	23,464	-	-	-	23,464	
	-	-		-	-	-	
Total Spend	1,882,895	-	(227,988)	(230,391)	(164,145)	1,488,359	

Sanctuary Cove Community Services Limited & Controlled Entities

Profit & Loss

For the period ending to 31 August 2025

Draft Unaudited Management Accounts

	YTD August 2025			FYF 2025		
	Actual	Budget	Variance	Actual	Budget	Variance
Battery Replacements	10,531	10,500	(31)	10,531	12,600	2,069
Boat Show Security	2,720	2,500	(220)	2,720	2,500	(220)
Body Corporate Service Fees	88,377	68,959	19,418	88,377	88,265	112
Community Services Management Fees	2,735,629	2,735,409	220	2,735,409	2,735,409	-
Community Shared Services	-	-	-	-	-	-
Resort BC Management Fees	-	-	-	-	-	-
Proxy Cards / I-tracks / Bluetooth	17,953	19,500	(1,547)	17,953	23,400	(5,447)
Security Rental Properties	-	-	-	-	-	-
Security Services Management Fees	4,097,221	4,091,851	5,370	4,091,851	4,091,851	0
Security Valet Services	29,544	31,000	(1,456)	50,646	39,060	11,586
Interest and other income	34,641	18,162	16,479	26,455	21,461	4,994
TOTAL REVENUE	7,016,615	6,977,880	38,735	7,023,942	7,014,546	9,397
COGS	4,399	4,804	405	5,765	5,765	-
Audit & Accounting Cost	1,385	5,805	4,420	11,480	11,480	-
Bank Charges	966	2,000	1,034	2,400	2,400	-
Boat Expense	9,526	8,937	(589)	10,725	10,725	-
Computer Expense	82,830	93,754	10,924	118,480	112,964	(5,516)
Consulting & Legal expense	71,027	61,622	(9,405)	101,370	73,998	(27,373)
Depreciation & Amortisation	104,905	96,176	(8,728)	141,682	115,412	(26,271)
Employee Expenses	4,610,820	5,108,902	498,081	5,680,693	6,129,885	449,192
Fire & Safety	5,564	8,719	3,155	11,538	10,527	(1,010)
General & Admin Expense	14,853	27,858	13,006	58,107	37,258	(20,849)
Insurance	77,211	86,111	8,900	96,859	104,610	7,751
Motor Vehicle expense	38,867	75,733	36,866	65,304	90,593	25,289
Occupancy costs	209,265	207,817	(1,449)	254,352	250,217	(4,135)
Printing & Postage costs	17,262	19,671	2,410	22,247	23,636	1,389
Radio Equipment & Systems	10,505	7,738	(2,768)	11,585	8,404	(3,181)
Telephone	17,279	22,227	4,948	27,733	26,672	(1,061)
TOTAL EXPENSES	5,276,664	5,837,873	561,209	6,620,321	7,014,546	394,225
	-					
NET INCOME / (LOSS)	1,739,952	1,140,008	599,944	403,621	-	403,621

Sanctuary Cove Community Services Limited & Controlled Entities

Statement of Financial Position

As at 31 August 2025

Draft Unaudited Management Accounts

	Community Services	Security Services	Resort BC	Elimination	Consolidated
ASSETS					
CURRENT ASSETS					
Cash & cash equivalents	1,509,243	1,310,443	15,561	(100)	2,835,147
Trade & other receivables	126,035	4,215	172	(113,726)	16,697
Inventories	-	5,807	-	-	5,807
Other current assets	59,316	50,948	416	-	110,681
TOTAL CURRENT ASSETS	1,694,595	1,371,414	16,149	(113,826)	2,968,331
NON-CURRENT ASSETS					
Property, plant and equipment	279,950	-	-	-	279,950
Intangibles	278,999	-	-	-	278,999
TOTAL NON-CURRENT ASSETS	558,949	-	-	-	558,949
TOTAL ASSETS	2,253,544	1,371,414	16,149	(113,826)	3,527,281
LIABILITIES					
CURRENT LIABILITIES					
Trade payables	21,096	23,776	-	(113,726)	(68,854)
Accrued exp & other payables	206,544	204,400	5,360	-	416,304
Loans payable - related parties	-	-	-	-	-
Obligations under capital lease	170,960	-	-	-	170,960
ARB Bonds	(2,500)	-	-	-	(2,500)
Prepaid Income	55,077	-	-	-	55,077
Provision for Employee Benefits	168,277	284,393	-	-	452,670
TOTAL CURRENT LIABILITIES	619,454	512,569	5,360	(113,726)	1,023,657
NON-CURRENT LIABILITIES					
Obligations under capital lease	261,420	-	-	-	261,420
Provisions for employee benefits	34,049	134,204	-	-	168,253
ARB Bonds	323,000	-	-	-	323,000
TOTAL NON-CURRENT LIABILITIES	618,469	134,204	-	-	752,673
TOTAL LIABILITIES	1,237,924	646,773	5,360	(113,726)	1,776,330
NET ASSETS	1,015,621	724,641	10,789	(100)	1,750,951
EQUITY					
Retained earnings	1,004,621	724,641	10,689	-	1,739,951
Share capital	11,000	-	100	(100)	11,000
TOTAL EQUITY	1,015,621	724,641	10,789	(100)	1,750,951

Sanctuary Cove Community Services Ltd and Controlled entities

For the year period 1 November 2024 to 31 August 2025

Budget variance analysis

August 2025 YTD

YTD net position is \$599k favourable to YTD budget

REVENUE \$39K FAVOURABLE TO BUDGET

Security Services -other - \$2k unfavourable to budget noting revenue is dependent on resident demand.

Body Corporate Service Fees - \$19k favourable to budget driven predominantly by ARB applications related works.

Interest income - \$17k favourable to budget through treasury fund management maximising interest bearing accounts and term deposits.

EXPENSES \$562K FAVOURABLE TO BUDGET

Audit and Accounting costs: \$4.4k favourable to budget – timing variance.

Boat expenses: \$0.6k Unfavourable to budget – timing variance. Signage, antifouling works performed.

Consulting & Legal expense: \$9k Unfavourable to budget – EBA consultant fees and additional fees for Company Secretarial services.

Depreciation & Amortisation: \$9k 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: \$498k favourable to budget, \$431k from SCCSL and \$66k from SCSS. Predominant savings are from unfilled positions across Nov-August period, other expenditure budgeted across the year but not yet incurred. Full year forecast holds savings from SCCSL. Security forecast is currently held at budget pending EBA progress.

Motor Vehicle Expenses: \$37k favourable to budget, projecting savings on running costs of hybrid vehicles to offset the depreciation overrun.

Occupancy costs: \$1.8k unfavourable to budget driven by underbudgeted cleaning and electricity cost increases.

Radio Equipment & Systems: \$2.8k unfavourable due to radio equipment repair work and renewal of equipment licenses.

Sanctuary Cove Community Services Ltd and Controlled entities
For the year period 1 November 2024 to 31 August 2025
Budget variance analysis

FYF 2025 (9 ACT + 3 FCST)

FYF \$404k net consolidated surplus

Notes:

The full year forecast position for the consolidated SCCSL group as at 31 August 2025, does not include any assumptions relating to cost recoveries or returns at this point in time. Employee expenses YTD are currently running at a net surplus position of \$498k, however due to the uncertainty around the timing of the new EBA, the forecast for SCSS is held at budget.

Consulting and Legal Expense \$27k overrun in respect of the EBA consultant fees not budgeted for FY2025, and additional Company Secretarial Fees.

Depreciation - \$26k unfavourable to budget driven by the security fleet and end of life equipment replacements, however this increase is mostly offset with the savings in motor vehicle expenses.

Insurance costs - \$8k favourable position with insurance renewal increases were minimal against the budgeted renewal value.

Motor Vehicle expense \$25k favourable driven predominantly from fuel and maintenance service expenses with the security motor vehicle fleet changed to Hybrid cars.

Occupancy costs - \$4k due to cleaning and electrical cost minor increases.

Radio Equipment & Systems: \$3k unfavourable due to radio equipment repair work, license renewals and subscription increases higher than projected budget.

Head Count Summary

Aug-25

Legend Within Budget
 Over Budget

Business Unit	Actual	2024/25 Budget Positions	2023/24 Actual - YTD Aug 2024	Budgeted Positions
Sanctuary Cove Community Services Ltd				
Corporate office	2	2	2	GM (1x FTE) EA to CEO (1FTE)
Finance	3.9	4.9	3.9	Finance Manager (1 FTE) Financial Accountant (1 FTE)* Accounts Officer (2.9 FTE)
Body Corporate	5.8	6	6	Manager Body Corporate (1 FTE) Body Corporate Manager (2 FTE) Receptionist/Compliance (2 FTE) Building Approvals Manager (1 FTE)
Facilities Management	8.4	8.4	8.4	Facilities Manager (1 FTE) Facilities Services Supervisor (1 FTE) Facilities Services Officer (1 FTE) Maintenance Leading Hand (1 FTE) Trades Maintenance Officer (0.4 FTE) Trades & Maintenance technicians (4 FTE)
In House Counsel	0.8	0.6	0.6	In House Counsel (0.6 FTE)*
	20.9	21.9	20.9	
Sanctuary Cove Security Services Pty Ltd				
Security Management & Admin	3.6	3.6	3.6	Security Operations Manager (1 FTE) Security Operations Supervisor (1 FTE) Security Admin Supervisor (1 FTE) Security Admin Assistant (0.6 FTE) Security Admin/WHS (1 FTE)
Security Supervisors	4	4	4	Security Supervisors (4 FTE)
Security 2IC	4	4	4	Security 2IC (4 FTE)
Security Officers	18	18	18	Security Officers (17 FTE)
Control Room	4	4	4	CRA (2 FTE) DCRA (2 FTE)
Security	33.6	33.6	33.6	
TOTAL	54.5	55.5	54.5	

* New/Changed Positions

** Oncharged to PBC / PTBC in accordance with work allocation

Employee Turnover

2024/25 Year to Date			2023/24 Year to Date		
Company	Actual Turnover	Turnover %	Company	Actual Turnover	Turnover %
SCCSL	5 / 21.9	22.83%	SCCSL	2 / 17.1	11.70%
Security	6 / 33.6	17.86%	Security	12 / 33.6	35.71%
Consolidated	11/ 55.5	19.82%	Consolidated	14/ 54.5	25.69%

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

Details	Actual YTD August 2025	Budget YTD August 2025	Variance \$	FYF FY2025	Budget FY 2025	Variance \$
Income						
Admin Fund Levy	11,505,848	11,505,866	18	11,505,866	11,505,866	-
Expenses			-			
Accounting - Audit & Tax	467	1,000	533	4,584	4,584	-
Administrative Expenses	71,625	94,791	23,167	89,203	113,810	24,607
PTBC Levy - Administration Fund	749,673	749,673	0	749,685	749,685	-
PTBC Levy - Sinking Fund	495,200	495,200	-	495,200	495,200	-
Management Fees	1,550,413	1,550,413	(0)	1,550,413	1,550,413	-
Security services	3,826,613	3,826,613	-	3,822,522	3,822,522	-
Network Manager Service Fees	319,351	343,256	23,905	411,907	411,907	-
Consultants	4,960	38,829	33,869	46,595	46,595	-
Legal Services	23,290	53,050	29,760	63,660	63,660	-
Electrical	126,729	129,330	2,601	155,803	155,803	-
Fire and Safety	2,667	20,091	17,424	21,210	21,210	-
Grounds & Garden - contract	1,122,985	1,250,000	127,015	1,347,582	1,500,000	152,418
Grounds & Garden - other	144,674	206,760	62,086	275,000	248,112	(26,888)
Hire/Rental	58,333	84,314	25,981	101,177	101,177	-
Insurance	184,227	164,266	(19,962)	224,125	197,119	(27,006)
Irrigation	198,055	243,776	45,722	280,199	292,532	12,333
Plumbing	178,076	214,483	36,407	208,306	257,988	49,682
Repairs & Maintenance	84,569	137,197	52,628	168,161	173,214	5,053
Road sweeping	71,164	56,483	(14,681)	84,767	67,779	(16,988)
Waste Removal - contract	884,248	768,265	(115,983)	1,196,962	921,918	(275,044)
Land Holding - rates and taxes	75,893	61,806	(14,087)	94,934	74,167	(20,767)
Utilities - electricity/gas	159,171	159,538	367	191,445	191,445	-
Utilities - water	265,356	359,106	93,750	354,578	474,375	119,797
Total Expenses	10,597,737	11,008,239	410,502	11,938,018	11,935,215	(2,803)

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

Details	Actual YTD August 2025	Budget YTD August 2025	Variance \$	FYF FY2025	Budget FY 2025	Variance \$
Recoveries: Income / (Expense)						
ARC net recovery	10,365	-	10,365	10,365	-	10,365
Lot mow recovery	10,895	18,178	(7,282)	10,895	21,813	(10,918)
Water - Potable recovered	1,087,291	1,218,894	(131,603)	1,625,192	1,625,192	-
Water - Waste recovered	829,877	919,517	(89,640)	1,226,022	1,226,022	-
Water - oncharged	(1,917,167)	(2,138,411)	221,243	(2,851,214)	(2,851,214)	-
Electricity - recovered	22,998	25,735	(2,737)	30,882	30,882	-
Debt collection fee recovery	-	-	-	-	-	-
Certificate net income	4,270	-	4,270	4,270	-	4,270
FTTH installation fees and rebates	73,045	-	73,045	73,045	-	73,045
Total Recoveries: overs / (unders)	121,573	43,913	77,661	129,457	52,695	76,762
TOTAL Surplus /(Deficit)	1,029,684	541,539	488,145	(302,694)	(376,654)	73,959
C/fwd Operating Surplus	618,371	62,776	555,595	618,371	376,654	241,717
Administrative Fund Balance	1,648,055	604,315	1,043,740	315,677	-	315,676

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

The Admin Fund YTD has resulted in a net surplus position of \$1m, \$488k favourable to the year to date budget.
Total expenses incurred YTD \$10.6m, \$0.4m (3.7%) favourable to budget.

Principal Body Corporate	FY 2025 YTD Actual	FY 2025 YTD Budget	Variance \$	Variance %	Note
Category Variances YTD 31 August 2025					
Administrative Expenses	71,625	94,791	23,167	24.4%	1
Network Manager Service Fees	319,351	343,256	23,905	7.0%	2
Consultants	4,960	38,829	33,869	87.2%	3
Legal Services	23,290	53,050	29,760	56.1%	4
Electrical	126,729	129,330	2,601	2.0%	5
Grounds & Garden - contract	1,122,985	1,250,000	127,015	10.2%	6
Grounds & Garden - other	144,674	206,760	62,086	30.0%	7
Hire/Rental	58,333	84,314	25,981	30.8%	8
Insurance	184,227	164,266	(19,962)	(12.2)%	9
Irrigation	198,055	243,776	45,722	18.8%	10
Plumbing	178,076	214,483	36,407	17.0%	11
Repairs & Maintenance	84,569	137,197	52,628	38.4%	12
Road sweeping	71,164	56,483	(14,681)	(26.0)%	13
Waste Removal - contract	884,248	768,265	(115,983)	(15.1)%	14
Land Holding - rates and taxes	75,893	61,806	(14,087)	(22.8)%	15
Utilities - electricity/gas	159,171	159,538	367	0.2%	16
Utilities - water	265,356	359,106	93,750	26.1%	17

Notes:

1. Administrative Expenses: Timing variance, expect full year to result in \$15k savings against budget.
2. Network Manager Service Fees: Includes Opticomm, Calix, IT support fees and FTTH maintenance works. Timing variance.
3. Consultants: Refer to the attached Legal & Consultant fee schedule.
4. Legal Services: Refer to the attached Legal & Consultant fee schedule.
5. Electrical – Timing variance, current savings due to budget being straight lined.
6. Grounds & Garden – contract: Contract price effective from November 2024 came under projected budgeted expense, which will result in a favourable variance against budget for the full year.

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

7. Grounds & Garden – other: Tree management, general maintenance and mulching fall under this category. Projected full year forecast resulting in \$27k unfavourable to FY2025 budget predominantly driven by cyclone rectification works.
8. Hire / Rental: Compound Rental and Buggy Path costs are reflected in this category. Timing variance
9. Insurance: Variance reflects the difference between the budgeted increase in insurance premiums and the actual renewal costs, which were higher than the budgeted assumptions.
10. Irrigation: Irrigation trade and materials, Golf Lakes Maintenance and A Class Water are covered under this category. Expected savings to continue due to A Class water expenses budgeted but not incurred YTD.
11. Plumbing: Savings driven by materials/maintenance incurred expenses are coming in lower than the straight-lined budget.
12. Repairs & Maintenance: Timing variance, with savings driven predominantly by R&M for Roads, Harbour, and Gross Pollutant Trap maintenance works which have not yet been incurred.
13. Road Sweeping: Contract price effective from November 2024 was higher than the projected budgeted expense, which will result in an unfavourable variance against budget for the full year.
14. Waste Removal Contract: The November 2024 contract resulted in a significantly higher price increase than budgeted, which will result in an unfavourable variance against budget for the full year.
15. Land Holding – rates and taxes: Land tax assessment received from OSR for 2024/25 is \$73k, 20.6% increase on prior year. The budget assumed an 8.4% increase based on FY2022/23 assessment as the FY2023/24 assessment was not issued until July 2024, after the FY2025 budgets had been finalised.
16. Utilities – Electricity/Gas: Timing variance due to straight lined budget, potential saving for the FYF2025.
17. Utilities – Water: Water charges were budgeted at \$450k for the year to account for projected costs related to water variances and other water costs. Tracking positively against budget, with unrecovered water variances YTD being lower than budgeted.

Aged Balance List:

- Mutual revenue receivables balance is \$47k, predominantly current with the exception of a lot mow invoice for at \$0.1k currently under review.
- Second Debtors receivables balance is net \$13k, \$0.3k is current with \$12.7k at 120+ days relating to common property asset damage recoveries – Streetlight \$10k, Driveway \$2.7

Summary of Legal costs - Year Ending 31 October 2025

Sanctuary Cove Principal Body Corporate

		Admin fund	
		Budget	\$
Supplier	Description		
Grace Lawyers / Chambers Russell	Buttner		13,267
Grace Lawyers	General Retainer		323
Chambers Russell	FTTH		12,345
Chambers Russell	Administration and Facilities Management Agreements		1,755
			27,690
		Budget Balance	35,970

Summary of Consultant costs - Year Ending 31 October 2025

Sanctuary Cove Principal Body Corporate

		Admin fund	
		Budget	\$
Supplier	Description		
Directors Australia	Governance Review - Stage 3	\$	9,150
Urban Play	Jabiru Park Safety Inspection	\$	450
Knobel Consulting	Accrual release - work order cancellation	\$	(4,640)
		\$	4,960
		Budget Balance	41,635.00

SANCTUARY COVE PRINCIPAL BODY CORPORATE Unaudited: Sinking Fund expenditure YTD 01/11/24 - 31/08/2025							
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		2,414,978			
Interest received - excluding YTD Tax		80,322		261,272			
Total Including Interest		2,495,332		2,676,249			
Spend per Asset Finda							
Bridges_PBC	452,261	50,000		-	(3,500)	498,761	
Electrical_Lights_PBC	422,801	50,000	(185,000)	(179,759)	-	293,042	PROJECT: Year 3 - Tulip Light Upgrade Completed
Facilities_Equip		6,000	(706)	-	-	6,000	PROJECT: Replacement assets per AssetFinda \$1k - may not be required
FTTH_PBC	266,491	-	(40,000)	(472)	(25,000)	241,019	PROJECT: Spare parts/end of life assets - may not be required \$40k - Not Started PROJECT: ONU # Security/PABX system upgrade - \$90- RFQ being evaluated TenderLink costs \$472
Harbour_PBC (including revetment walls)	853,243	3,435	(45,000)	(1,671)	(20,000)	835,006	PROJECT: Rectification of timber walkways/jettys - Seeking Approval Dredging permit
Hydraulic & Electrical Supplies (inc vehicles)	30,227	50,000	-	(167)	-	80,060	Equipment purchase
Irrigation_Control_PBC (inc A Class water)	(284,418)	492,044	(200,000)	(289,258)	(35,000)	(116,632)	PROJECT: Sanctuary Greens verge irrigation \$200k - Pending Approval Hydrovision \$21k + legal + net settlement+ TEW electrical Infrastructure costs \$149.7k
Irrigation_Mains_PBC	315	-	-	-	-	315	
Irrigation_Valves_PBC	101,058	(31,506)	-	-	-	69,553	
Kerb_PBC	(411,552)	690,000	-	-	(6,018)	272,431	PROJECT: Yr 4 - Kerbing, Yr 1 - Village Gates - Approved
Landscape_PBC (including parks and playgrounds)	161,568	-	(350,000)	(172,059)	(150,000)	(160,490)	PROJECT: Landscape Management Plan - Phase 2/3 \$181k - YTD spend \$120k PROJECT: Silky Oaks replacement - The Parkway \$130k - YTD \$4.2k PROJECT: Darwinia Park upgrade \$33.9k - YTD spend \$39k
Path_PBC	756,603	(200,000)	-	-	-	556,603	
Pumps_PBC	124,703	-	(270,000)	(74,796)	(35,000)	14,907	PROJECT: Pump Station access lid upgrades \$55.4k complete PROJECT: Check and Isolation Valve Replacements \$15k - Start August PROJECT: Building Management System \$130k - YTD spend \$11.3k Replacement Pump #22 Guide, Claws Pump #5 -YTD spend \$6.6k
Reports	157,625	20,000	(50,000)	5,670	(15,000)	168,295	PROJECT: Reports \$50k - Not Started Release of accrued report expenses (\$5.7k)
Roads_PBC (including parking)	339,933	50,000	(300,000)	(10,815)	(25,000)	354,118	PROJECT: Schotia Island Intersection upgrade - YTD \$3.2k PROJECT: Stage 4 - Village Gate Paving - Pending Approval Driveway repairs Riverview Cresnet \$3.4k, Broken Hills Dr \$3.9k
Security_System_PBC (including alarm monitoring)	805,751	630,000	(150,000)	(27,306)	(75,000)	1,333,445	PROJECT: CCTV servers upgrade - Stage 3 \$170k - Seeking Quotations PROJECT: Jacques Gate Intercom Upgrade \$65k - Seeking Quotations PROJECT: Village Gates - Associated Security works \$15.7k - Approved
Stormwater_Line_PBC	362,710	79,917	-	(3,280)	(45,000)	394,347	PROJECT: Reventment wall - Rectification Works \$120k - Seeking quotations N Marine Dr - works and report \$3.3k
Stormwater_Point_PBC	232,606	62,000	-	(5,836)		288,770	RADM Castle Park - Stormwater Drainage Work
Switchboard_Meter_PBC	212,142	30,000	-	(0)		242,142	
Wall_Fences_PBC (including gates)	100,769	126,328	-	(23,357)	-	203,739	PROJECT: PRV Fence \$13.6k - Completed PROJECT: Roystonia Boom \$24k -Completed
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)	-		814,467	Originally planned replacement for water variance improvement - no longer required
Water_Point_PBC (includes sluice valves, fire hydrants, water meters)	360,368	140,000	(250,000)	(107,272)	(50,000)	343,096	PROJECT: Sluice Valve Replacements \$50k approved PROJECT: Fire Hydrant Replacements \$50k not started PROJECT: Residential Water Meter Replacement \$80k - Seeking Quotations PROJECT 2024: Residential Water Meter Replacement Deferred to 2025 - \$140k
WW_H_Connection_PBC	118,539	23,083	-	-		141,622	
Vehicles	(5,149)	5,149	-	-	-	0	
Total Spend	6,750,313	2,495,332	(2,840,706)	(890,378)	(484,518)	8,051,666	

SANCTUARY COVE PRIMARY THOROUGHFARE BODY CORPORATE
ADMINISTRATION FUND BUDGET VARIANCE
DRAFT UNAUDITED - FOR MANAGEMENT PURPOSES ONLY
1 NOV 2024 - 31 AUG 2025

Details	Actual YTD August 2025	Budget YTD August 2025	Variance \$	Variance %	FYF FY2025	FYB FY2025	Variance \$	Variance %
Income								
Admin Fund Levy	1,593,055	1,593,080	(25)	(0.0)%	1,593,082	1,593,082	-	0.0%
Non Mutual Revenue - Certificates	1,065	-	1,065		1,065	-	1,065	
Non Mutual Revenue - Interest	38,544	-			14,794	-	14,794	
Expenses								
Accounting - Audit & Tax	1,574	1,756	182	10.3%	3,731	3,731	-	0.0%
Administrative Expenses	16,147	21,266	5,119	24.1%	23,634	26,067	2,433	9.3%
Management Fees	496,350	496,350	0	0.0%	496,350	496,350	-	0.0%
Security services	85,929	85,929	-	0.0%	85,929	85,929	-	0.0%
Consultants	-	8,164	8,164	100.0%	-	9,797	9,797	100.0%
Legal Services	-	17,719	17,719	100.0%	-	21,263	21,263	100.0%
Electrical	29,744	31,211	1,468	4.7%	39,937	37,211	(2,726)	(7.3)%
Fire and Safety	1,746	2,201	455	20.7%	7,629	5,144	(2,485)	(48.3)%
Grounds & Garden	167,609	208,333	40,724	19.5%	201,132	250,000	48,868	19.5%
Grounds & Garden - other	87,717	95,833	8,117	8.5%	93,500	115,000	21,500	18.7%
Insurance	58,625	81,351	22,726	27.9%	68,954	97,621	28,667	29.4%
Irrigation	63,680	89,518	25,838	28.9%	101,990	107,422	5,432	5.1%
Plumbing	13,399	20,753	7,354	35.4%	20,624	24,624	4,000	16.2%
Animal Management	53,417	83,700	30,283	36.2%	77,089	102,200	25,111	24.6%
Repairs & Maintenance	94,172	124,099	29,927	24.1%	112,629	154,644	42,015	27.2%
Road sweeping	23,955	22,362	(1,594)	(7.1)%	28,256	26,834	(1,422)	(5.3)%
Land Holding - rates and taxes	27,074	23,762	(3,312)	(13.9)%	33,586	28,514	(5,072)	(17.8)%
Utilities - electricity/gas	134,764	92,684	(42,080)	(45.4)%	134,764	101,674	(33,090)	(32.5)%
Utilities - water	55,067	20,919	(34,148)	(163.2)%	73,525	25,103	(48,422)	(192.9)%
Total Expenses	1,410,968	1,527,909	116,941	7.7%	1,603,257	1,719,128	115,870	6.7%
Total Recoveries: overs / (unders)	1,000	-	(1,000)		1,000	-	(1,000)	
TOTAL Surplus /(Deficit)	221,696	65,171	156,525	240.2%	5,684	(126,047)	131,731	104.5%
C/fwd Operating Surplus	64,909	105,047	(40,138)	(38.2)%	64,909	126,056	(61,147)	(48.5)%
Administrative Fund Balance	286,605	170,218	116,387	(68.4)%	70,593	9	70,584	784,261.2%

Primary Thoroughfare Body Corporate (PTBC)
ADMINISTRATION FUND – Draft – Subject to Audit
For the year period 1 November 2024 to 31 August 2025

The Admin Fund has resulted in a surplus position of \$222k (240%) favourable to budget.

Total expenses incurred YTD \$1.4m, \$0.1m (7.7%) favourable to budget.

Primary Thoroughfare Body Corporate	FY 2025	FY 2025	Variance \$	Variance %	Note
Category Variances YTD 31 August 2025	YTD Actual	YTD Budget			
Legal Services	-	17,719	17,719	100.0%	1
Grounds & Garden	167,609	208,333	40,724	19.5%	2
Insurance	58,625	81,351	22,726	27.9%	3
Irrigation	63,680	89,518	25,838	28.9%	4
Animal Management	53,417	83,700	30,283	36.2%	5
Repairs & Maintenance	94,172	124,099	29,927	24.1%	6
Road sweeping	23,955	22,362	(1,594)	(7.1)%	7
Land Holding - rates and taxes	27,074	23,762	(3,312)	(13.9)%	8
Utilities - electricity/gas	134,764	92,684	(42,080)	(45.4)%	9
Utilities - water	55,067	20,919	(34,148)	(163.2)%	10

Notes:

1. Legal Services: No Legal Services incurred to date.
2. Grounds & Garden: Contract price effective from November 2024 came under projected budgeted expense.
3. Insurance: Budgeted insurance premiums were favourable to projected renewal values.
4. Irrigation: Irrigation trade and materials, Golf Lakes Maintenance and A Class Water are covered under this category. Expected savings to continue due to A Class water expenses budgeted but not incurred YTD.
5. Animal Management: Biodiversity plans have been established and expect to maintain a surplus in this account for the current year.
6. Repairs & Maintenance: YTD balance is favourable \$29k.
7. Road Sweeping: Contract price effective from November 2024 was higher than the projected budgeted expense.
8. Land Holding – The land tax assessment received from the OSR for 2024/25 shows a 20.6% increase over the prior year. This contrasts with the 8.4% increase assumed in the budget, which was based on the FY2022/23 assessment. The FY2023/24 assessment was not issued until August 2024, after the FY2025 budgets had been finalised. Consequently, land tax is projected to be 29% over budget.
9. Utilities – Electricity/Gas – Electricity rate increase have been significantly higher than budgeted, particularly large market electricity costs. Leading Edge has been engaged to tender for new electricity supply and project reduction in future rates and expect significant reduction in future months.
10. Utilities – water – The water variances are within industry allowable variance ranges however PTBC budget for the year only allowed for \$25k for the full year resulting in an overrun in expenditure.

Primary Thoroughfare Body Corporate (PTBC)
ADMINISTRATION FUND – Draft – Subject to Audit
For the year period 1 November 2024 to 31 August 2025

Aged Receivables and Payables Balance List:

- Mutual revenue receivables balance is \$nil.
- Second Debtors receivables balance is \$7k, \$4k is at 60+ days, with \$2.4k for tree damage and \$4.6k gate damage recoveries all at 120+ days and project that the costs will be unrecoverable.
- Creditors balance is \$21k, all of which is current.

Sanctuary Cove Primary Thoroughfare Body Corporate
Sinking Fund expenditure
YTD 01/11/24 - 31/08/2025

Project	Balance 31.10.24	Levy	Total Approved Spend	YTD Actual	Balance Projected Expenditure	Projected Balance 31.10.25	Comments
Annual Contribution - as per AssetFinda		1,052,300		1,052,300			
Facilities Compound rental		72,240		58,333			Facilities compound rental
Livingstonia Path access		25,800			25,800		Right of use to cover costs of installation
Interest received		28,609		30,531			Interest earned before tax accrued
Total Including Interest	1,059,782	1,178,949		1,141,165	25,800		
Spend per Asset Finda							
Bridges_PTBC	119,970	-		-	(9,000)	110,970	
Buildings _ PTBC	9,412	38,439	(6,625)	(4,917)	-	81,373	Ceiling Fan Installation \$570
Electrical_Lights_PTBC	218,166	29,717	(20,990)	(13,050)	(5,000)	259,550	PROJECT: Air Conditioner Replacement - Roundhouse - completed
Facilities Equipment_PTBC	1,000	-		-	-	1,000	PROJECT: Replacement of end of life assets - In progress
FTTH_PTBC	725,200	(819,652)		-	-	(914,104)	
Harbour_PTBC (including revetment walls)	-	-		-	-	-	
Hydraulic & Electrical Supplies	(7,888)	227		-	-	(7,434)	
Irrigation_Control_PTBC (inc A Class water)	2,003	58,098		(93,547)		24,651	A Class Water - 30% share of Energex works & Legal fees
Irrigation_Mains_PTBC	0	9,160		(10,680)	-	7,640	Relocation of Irrigation Main Line Pipe
Irrigation_Valves_PTBC	88,015	-		-	-	88,015	
Kerb_PTBC	(149,733)	-		-	(10,000)	(159,733)	PROJECT: Repairs for roads - Marine Dr N - Projected August
Landscape_PTBC (including parks and playgrounds)	470,593	102,141	(75,000)	(13,594)		661,281	Adelia Garden Extension, Concrete seat pads Memorial Island \$4.3k, Dugold replacements
Path_PTBC	348,765	-		-	-	348,765	PROJECT: LMP Upgrades \$50k - Ongoing
Pumps_PTBC	(11,776)	-	(10,000)	(1,560)	(8,793)	(22,129)	PROJECT: Building Management System \$10k - June-August YTD spend \$1k
Reports	(30,492)	40,492	(20,000)	(2,400)	(5,000)	43,092	PROJECT: Reports TBC
Roads_PTBC (including parking)	(53,165)	139,359		-	-	225,553	
Security_System_PTBC	(79,353)	62,418	(38,522)	(38,600)	(50,000)	(43,117)	PROJECT: Intercom replacements pending approval
Stormwater_Line_PTBC	50,000	-		-	-	50,000	Network Switch replacements for Gates, CCTV replacements
Stormwater_Point_PTBC	37,100	-		(3,680)		33,420	PROJECT: CCTV Stage 3 - Camera Replacements \$38.5k postponed
Switchboard_Meter_PTBC	73,025	-	(18,150)	-	(18,150)	54,875	Stormwater Surrounds and grates
Wall_Fences_PTBC (including gates)	(148,255)	103,507		(53,470)		5,289	PROJECT: 18k Switchboard Upgrades - Not started
Wastewater_Line_PTBC	413,712	-		-	-	413,712	Damaged panel replacement - Santa Barbara & SC Blvd
Water_Lines_PTBC	141,040	-		-	-	141,040	Generators for Gates
Water_Point_PTBC (includes sluice valves, fire hydrants, water meters)	(93,110)	131,811	(38,701)	-	(5,000)	165,512	PROJECT: Sluice Valve Replacement - Projected Aug
WW_H_Connection_PTBC	71,120	-		-	-	71,120	PROJECT: Fire Hydrant Replacement - Projected Aug
Building-Contractors Compound	(288,989)	80,819		-	-	(127,351)	
Vehicles	(23,464)	23,464	-	-	-	23,464	
	-	-		-	-	-	
Total Spend	1,882,895	-	(227,988)	(235,499)	(110,943)	1,536,453	

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

Body Corporate Sanctuary Cove Principal Body Corporate GTP 202
Sanctuary Cove Primary Thoroughfare Body Corporate GTP 201
Committee Contracts Sub-Committee
Location of Meeting: Meeting Room 1 - Sanctuary Cove Body Corporate Services
Date and Time of meeting Monday, 01 September 2025
Meeting Chaired by: Mr Shaun Clarke
Meeting start time: 1:05pm **Meeting finish time:** 1.49pm

ATTENDANCE

The following Committee members attended the meeting In Person:

Chairperson Mr Shaun Clarke (SC)
Task Force Steve Kelly (SK)

APOLOGIES

Mr Robert Nolan
Mr Ken Morrisby
Mr Mike Luyckx

PRESENT BY PROXY

Mr Ken Morrisby to Mr Shaun Clarke

BY INVITATION

Facilities Services Manager Ms Shany Fox (SF)
General Manager Ms Cassie McAuliffe (CM)
Body Corporate Manager Mr Michael Kowalczyk (minute taker)
Security Supervisor Henry Poloai

QUORUM

The Chairperson declared that a Quorum was present.

MOTIONS

1 Minutes of Previous Meeting (Agenda item 5.1) CARRIED

Proposed by: The Chairperson

RESOLVED THAT the Minutes of the Contracts Sub-Committee Meeting held on 19 June 2025 be accepted as a true and correct record of the proceedings of the meeting.

Yes	3
No	0
Abstain	0

MEMBER	Yes	No	Abstain
Mr Shaun Clarke	✓		
Mr Steve Kelly	✓		
Mr Ken Morrisby	✓		

2 FTTH EOI Response/Report CARRIED

Proposed by: The Chairperson

RESOLVED THAT the Contracts Sub-Committee, on the basis that due and proper process has been undertaken, recommends that the PBC approve the expenditure of \$140,800 (inc GST) for the engagement of Gravel Road Group to provide consulting services for the FTTH network review. Funds to be expensed to the PBC Sinking Fund code – 22233 FTTH.

Yes	3
No	0
Abstain	0

MEMBER	Yes	No	Abstain
Mr Shaun Clarke	✓		
Mr Steve Kelly	✓		
Mr Ken Morrisby	✓		

Notes:

- Objective is to engage an expert consultancy to review the Fibre-to-the-Home (FTTH) network and assess and advise on current network and future options, identify and cost strategic options and to provide a recommendation to the PBC.
- SC noted that substantial preparatory work had been completed on the EOI, scope and RFQ.
- SC advised three (3) submissions received.
- SC noted that the current TOR and Tender Policy/Procedures were not fit for purpose, as the engagement required assessment of analytical/intellectual capability rather than a traditional engineering or construction services.
- SC and SF confirmed the evaluation matrix and criteria had been reviewed, with the weighting adjusted to 40% price and 60% non-price; SF noted that whilst this was not a formal tender, the process followed existing internal procedures.
- SF outlined the revised non-price evaluation criteria, noting the additions of: Technical Capability and Methodology; Relevant Experience and Past Performance; Team Qualifications and Expertise; Stakeholder Engagement and Communications Approach; and Delivery Timeframe and Resourcing Plan. SF further advised that the scoring matrix remains consistent with the current tender process, with each criteria scored from 0–10, and recorded as raw, normalised, and then weighted accordingly.
- SF referred to the evaluation results (pages 3–4) and noted that, following a price reduction, Gravel Road Group (GRG) was the highest-scoring submission.

- SF reported that GRG reduced its price by approximately 5% to \$128,000 (ex GST) by reducing Phase 1 stakeholder sessions from 4–5 to 1–2 and applying a reduction in Phase 3, with no other changes to scope, deliverables, methodology or programme assumptions.
- SK noted that GRG remained the highest-priced of the three submissions. SF and SC added that, despite the higher price, GRG offered the most comprehensive scope and programme/timeline and that any further cost reductions would likely result in a reduced scope, such as phase 2 field survey and current state assessment replaced with a high-level desktop review.
- SF provided a summary of all three (3) submissions, outlining the key risks and including commentary in the appendices together with the rationale for each score. SC confirmed he had reviewed the scoring and agreed with results.
- SF noted that feedback from AV and ML had been received and included into the evaluation.
- SC noted he was still awaiting the FTTH infrastructure valuation from the Finance Manager and would follow up on this.
- SF requested feedback on the evaluation, particularly the executive summary, to identify any areas to strengthen given the highest-scoring submission is also the most expensive.
SK asked for time to review the submissions against the evaluation and that he would provide feedback to SF/SC by Thursday, 4 September, to allow updates before tabling at the PBC EC.
- SC noted the special conditions of contract issued to respondents and asked whether these had been reviewed. SF advised that Brogan Watling (SCCSL in-house counsel) had reviewed the draft and suggested a dedicated consultancy services agreement would be more appropriate for this type of engagement. SC noted that the Governance Review agreement might be suitable, and that SF will review.
- SC noted that SF had included next steps within the evaluation, completing reference checks, seeking PBC EC feedback/recommendation, and then obtaining final approval from the PBC EGM at the end of the month. SF added that it would be beneficial for the Task Force members to attend meeting to provide expertise and support the recommendation.
- SF advised she is preparing a plan to gather committee/resident input via Members Nominees/Chairpersons on preferences regarding the FTTH network to streamline Phase 1 - Stakeholder engagement. She also noted the PBC EC should be briefed in advance so members can consider the risks and limitations they are prepared to accept, to ensure a productive meeting.

General Business:

SF provided an update on the Class A Water project, noting that a quote has been received from TEW. The builder's quote for final works and certification is pending, as are minor landscaping and rectification works.

Project: Sanctuary Cove Fibre-to-the-Home (FTTH) Strategic Review and Technical Advisory

Prepared for: Principal Body Corporate (PBC)

Date: August 2025

1. Executive Summary

This evaluation assesses quotations received under the FTTH Consultancy Services RFQ. While not a formal tender, the process was conducted in line with the Tender Process Principles and Procedures to ensure fairness, consistency and transparency. Scoring weighted Non-Price 60% (five criteria scored 0–10 and normalised to a 0–60 scale) and Price 40% (lowest price = full points; others proportional to the lowest).

Results (out of 100): Gravel Road Group 87.00, Accelerate 86.86, Grex Consulting 81.14.

- Gravel Road delivered the strongest non-price score (60/60) with a detailed, phase-aligned methodology and well-defined stakeholder plan. After price discussions, it reduced its fee to \$128,000 ex GST, lifting the price score to 27/40 and resulting in the highest overall score.
- Accelerate offers the lowest price (\$86,400 ex GST; 40/40 price) with an acceptable non-price outcome (46.86/60).
- Grex presents a solid non-price result (50.29/60) and mid-range price (30.86/40); fastest indicative timeframe (~6 weeks) but with greater reliance on third-party information.

The CSC and Task Force recognise that, whilst value for money is important, the complexity of these works requires a consultant capable of delivering accurate, future-ready technical outputs, backed by proven experience and a practical methodology. The adopted weighting prioritises technical capability, relevant experience and stakeholder engagement quality, whilst still giving significant consideration to price. This approach supports balanced decision-making, ensuring the selected consultant can meet project objectives to the required quality, within the available timeframe and budget, without allowing cost alone to override capability.

Recommendation: In light of the revised pricing and Task Force feedback, Gravel Road Group is recommended as the preferred respondent, having achieved the highest overall score and demonstrated the strongest technical approach. Should their appointment be endorsed by the PBC EC, it is further recommended that the CSC/Taskforce engage with Gravel Road to clarify scope and phases and to propose (or, if necessary, impose) a stricter project timeline. This may also present opportunities to achieve overall cost reductions prior to submitting the recommendation to the PBC EGM for final approval.

If the PBC wishes to prioritise lowest cost with acceptable capability, Accelerate remains a viable alternative. If speed of decision-making is paramount, Grex can progress quickly; however, their engagement should be conditional on robust data validation and testing to mitigate risks associated with assumptions.

2. Background & Need

Sanctuary Cove's existing Fibre-to-the-Home (FTTH) network is a core utility supporting residential services, security, and commercial operations. The infrastructure is approaching key lifecycle stages where capacity, technology compatibility, and long-term viability need to be assessed. The PBC requires independent consultancy services to:

- Assess the current network status and future requirements.
- Identify and cost strategic options.
- Provide a recommended, future-ready solution aligned with community needs.

The RFQ scope (Part A) covers six phases: stakeholder engagement, field survey, scope definition, technical evaluation, financial modelling, and final presentation. Part B (optional) includes project management support during implementation (if required).

3. Evaluation Criteria

Submissions were evaluated against the following weighted criteria:

Non-Price Criteria – 60% weighting

Criteria	Weight	Description
Technical Capability & Methodology	25%	Evaluates the consultant's understanding of FTTH systems, including network design, regulatory requirements, and futureproofing, as well as the robustness and suitability of their proposed approach.
Relevant Experience & Past Performance	15%	Evaluates demonstrated track record in delivering comparable FTTH or telecommunications infrastructure projects, ideally within complex stakeholder or mixed-use environments.
Team Qualifications & Expertise	10%	Considers the experience, and specialisation of proposed personnel, including lead consultants and subject-matter experts in engineering, financial modelling, and governance.
Stakeholder Engagement & Communication Approach	5%	Assesses the ability to engage and manage diverse stakeholder groups effectively, communicate technical findings clearly, and facilitate consensus.
Delivery Timeframe & Resourcing Plan	5%	Reviews the proposed delivery schedule and resourcing plan to confirm feasibility in meeting the required completion date without compromising quality.

Price Criteria – 40% weighting

Criteria	Weight	Description
Price	40%	Evaluates the competitiveness of the proposed price, structure of fees, and the transparency of inclusions and exclusions.

Score Range	Assessment Level	Description
0	Non-Compliance / Poor Response	Well short of requirements; unsubstantiated claims.
1-2	Unsatisfactory Response	Does not meet minimum requirements or inadequately substantiated.
3-4	Marginal Compliance	Material deficiencies preventing full compliance.
5-6	Satisfactory Compliance	Minor deficiencies preventing full compliance.
7	Full Compliance	Adequate response and appropriately substantiated.
8	Exceeds Compliance	Very satisfactory response; more than adequate and well substantiated.
9	Significantly Exceeds Requirements	Excellent response; surpasses all requirements and fully substantiated.
10	Superior / Outstanding Compliance	Well exceeds requirements and fully substantiated, offers additional value add.

4. Evaluation Results

Consultant / Service Provider	RFQ Submission Received	Total Lump Sum (ex GST)	Total Lump Sum (inc GST)	Estimated timeframe	Total Score
GreX Consulting Pty Ltd	25/07/2025	\$ 112,000.00	\$ 123,200.00	6 weeks	81.14
Accelerate	23/07/2025	\$ 86,400.00	\$ 95,040.00	11 Weeks	86.86
Gravel Road Group	25/07/2025	\$ 128,000.00	\$ 148,095.20	December	87.00
Talemm	Declined to submit	-	-	-	-

Note: Gravel Road's initial RFQ price was \$134,632 (ex GST). Following a pricing review as the highest-scoring non-price respondent, they submitted a revised price of \$128,000 (ex GST). The revision made a minor change to Phase 1 (stakeholder workshops reduced from 4-5 to 2) and a fee reduction in Phase 3. No other changes were made to scope, deliverables, methodology, or program assumptions.

FTTH - Consultancy Services				
Price Weighting (%)	40			
Non-Price Total (%)	60			
Criteria	Weight (%)	Greex Consulting Pty Ltd	Accelerate	Gravel Road Group
Technical Capability & Methodology	25%	7	7	9
		1.75	1.75	2.25
Relevant Experience & Past Performance	15%	7.5	7	9
		1.13	1.05	1.35
Team Qualifications & Expertise	10%	8	6.5	8.5
		0.80	0.65	0.85
Stakeholder Engagement & Communication Approach	5%	7.5	6.5	9
		0.38	0.33	0.45
Delivery Timeframe & Resourcing Plan	5%	7	6.5	7
		0.35	0.33	0.35
Raw Non-Price Score		4.40	4.10	5.25
Normalised Non Price Score		8.38	7.81	10.00
Weighted Non price score		50.29	46.86	60.00
Submission Price (ex GST)		\$112,000	\$86,400	\$128,000
Normalised Price Score		7.71	10.00	6.75
Weighted Price Score		30.86	40.00	27.00
Total Score (Weighted Non-Price + Weighted Price)		81.14	86.86	87.00
Compliance Item		Status	Status	Status
RFQ Form Complete		✓	✓	✓
Insurance - Copies provided		✓	Partial	✓
Experience and Key Personnel		✓	✓	✓
Project Management (Part B) supplied		✓	✓	✓
Compliance Declaration		✓	✓	✓
Supporting documentation supplied		✓	Partial	✓
Declaration and Signature		✓	✓	✓

Notes:

- Value for Money. Accelerate remains the lowest-cost option. Gravel Road upon request reviewed scope and reduced its price to \$128k, improving value while retaining the strongest technical proposition. Grex sits mid-range on price with strong governance credentials.
- Capability & Qualifications. Gravel Road and Grex evidence strong experience with complex, high-value projects; Accelerates credentials are thinner for a strategy-plus-technical engagement.
- Indicative programme durations. Grex 6 weeks; Accelerate 11 weeks; Gravel Road 20+ weeks (longest, reflecting the detailed scope/phases).

5. Summary of Offers

Supplier	Price (ex GST)	Strengths	Limitations
Accelerate	\$86,400	Lowest price; practical in-house capability; emphasis on site survey and clarifying legal ownership/structural separation boundaries.	Strategic objectives will require consultant-led facilitation (five-day turnaround unrealistic); integration of phases; limited detail on testing tools/standards; individual credentials light for a strategy-and-technical scope; references lack contact details; communications plan lacks defined frequency and actions; lowest PI cover (\$2M).
Gravel Road	\$128,000	Most detailed, phase-aligned methodology; vendor-neutral advice; robust testing/mapping (e.g., GIS/OTDR); local QLD presence; strong insurance; deep technical CVs; well-defined stakeholder engagement; clear deliverables and documented risk analysis; strong technical team with extensive industry experience.	Higher cost reflects expanded resourcing and depth of activity; longer overall programme than other submissions.
Grex Consulting	\$112,000	Logical engagement approach; mid-range price; moderate phase detail across key activities; senior team with strong governance/regulatory depth; recent similar projects with verifiable references; highest professional indemnity insurance (e.g., \$10M / \$20M aggregate).	Limited detail on testing methods/tools; stakeholder communications not clearly defined; detailed approach focused primarily on the recommended 10-year option; reliance on external information (e.g., Opticomm).

6. Risk Considerations

- Accelerate: Limited technical substantiation (testing methods, acceptance criteria, critical path, senior oversight) and light credentials mean capability for complex issues is unproven; lowest PI cover (\$2M).
- Gravel Road: Risk of budget pressure from higher costs and extensive surveys; *however, this is likely reflected in the broader, more detailed scope and extended program/timeframe proposed.*
- Grex Consulting: Aggressive six-week schedule requires tight control; reliance on external information (e.g., Opticomm) introduces delay and data-quality risk.

7. Next Steps

1. Issue an interim evaluation pack to the CSC/Task Force
Circulate the scores, summary of offers, and draft recommendation for written feedback within 5-7 business days.
2. Table recommendations to the PBC EC – 11 September 2025
Present the draft evaluation, negotiation outcomes, and recommendation. Capture any EC directions/conditions. *CSC/FTTH Taskforce members to attend.*
3. Complete reference checks
Conduct reference checks for the preferred respondent. Record evidence and update analysis accordingly.
4. The CSC/Taskforce to liaise with Gravel Road to finalise scope clarifications, identify areas in which the project timeline could be reduced, and negotiate potential cost efficiencies, before presenting the updated recommendation to the PBC EGM.
5. Incorporate EC & Gravel Road Group feedback and prepare EGM papers
Update any supporting documentation. Prepare the draft resolution and supporting pack for the PBC EGM.
6. PBC EGM approval – 28 September 2025
Table the recommendation for approval, including value-for-money rationale, delivery timeline
7. Award and mobilisation (subject to approval)
Issue Letter of Acceptance, finalise the engagement/contract terms, confirm the start date, and confirm communications schedule and reporting requirements.

APPENDICES – CONSULTANT SUMMARIES

Appendix 1- ACCELERATE- Price (ex GST): \$86,400

Accelerate is an experienced, integrated telecommunications provider offering end-to-end FTTH consultancy, design, and delivery services. Their proposal demonstrates strong technical capability, a collaborative stakeholder approach, and a proven track record in large-scale telecommunications projects, including work for Telstra, NBN Co, and AARNet. The team is qualified, with specialist expertise in network design, carrier involvement (SuperOpti), and infrastructure management.

The methodology proposes merging certain RFQ phases to improve efficiency, supported by subject matter experts for technology selection and cost modelling. While this approach offers potential time savings, it departs from the specified sequencing and provides limited detail on testing processes and precise phase timelines. Pricing is competitive, supported by in-house delivery capability that reduces reliance on subcontractors.

Summary Table

Criteria	Weight	Score (0–10)	Weighted Score	Key Notes
Technical Capability & Methodology	25%	7	1.75	Integration of phases, specialist expertise use; requires more technical detail & timelines
Relevant Experience & Past Performance	15%	7	1.05	Good track record in large-scale, high value projects.
Team Qualifications & Expertise	10%	6.5	0.65	Limited role-specific /detailed history provided, Individual credentials are low for an engagement that spans strategic and technical understanding
Stakeholder Engagement & Communication	5%	6.5	0.33	Workshops referenced; no defined communications schedule/reporting plan.
Delivery Timeframe & Resourcing Plan	5%	6.5	0.33	Solid resourcing; phase detail limited.

Technical Capability & Methodology - Score: 7 / 10**Justification:**

- Proposes a site-survey–first approach and consolidates discovery across Phases 1, 2 and the technical-evaluation elements of Phase 4, with outputs to be taken into a stakeholder workshop.
- Describes technical evaluation activities and a legal boundary review, with findings to be integrated into the options assessment and stakeholder session.
- States that subject-matter experts will be engaged for technology selection and to support cost modelling for the options report.
- Would have scored higher if methodology provided more detail on specific tools/testing processes for network performance assessment and clearer phase timelines.

Relevant Experience & Past Performance - Score: 7 / 10**Justification:**

- Strong track record with large-scale FTTH and telecom infrastructure projects, including SEQ MDU FTTH (\$13M for NBN Co) and University of Newcastle upgrade. However, reference contact details were not provided.
- Experience spans both private and public networks.
- Slight reduction from full compliance due to limited detail on outcomes/lessons learned from comparable project, note project do tend to appear construction/upgrade based.

Team Qualifications & Expertise - Score: 6.5 / 10**Justification:**

- Team includes Project Managers, Infrastructure SMEs, and Carrier SMEs with up to 25 years in telecommunications.
- Certifications in Cisco networking, GIS, and carrier-specific systems align with the principal's needs.
- Presence of both design and delivery specialists supports end-to-end capability.
- Could be strengthened by adding more specific past FTTH project roles/responsibilities. Individual credentials are low for an engagement that spans strategic and technical understanding.

Stakeholder Engagement & Communication Approach - Score: 6.5 / 10**Justification:**

- Proposal references stakeholder workshops and collaborative approach to goal alignment.
- Note experience and understanding regarding discretion and managing sensitive stakeholder environments.

- Would benefit from a defined communications schedule.

Delivery Timeframe & Resourcing Plan - Score: 6.5 / 10

Justification:

- Identifies phased delivery, sequencing tasks logically to align with decision-making.
- Resourcing is strong due to in-house capability and minimal subcontracting, reducing dependency risks.
- Lack of detailed schedule with phase durations and milestone dates limit's ability to fully assess feasibility against PBC's timeline requirements.

Strengths:

- Lowest price of all submissions.
- Strong industry experience delivering large-scale telecommunications projects, including high-security and private network environments.
- Integrated delivery model with in-house project management, design, and construction capability, reducing dependency on subcontractors and minimising delays.
- Experienced and qualified team with up to 25 years' experience and relevant certifications (Cisco, GIS, carrier systems).

Weaknesses

- Methodology detail is limited in areas such as specific testing tools, network performance measurement processes, and phases in comparison to other submissions received.
- Stakeholder communication plan is high-level only; lacks defined reporting frequency, formats, and responsibilities.
- Resequencing of RFQ phases (merging Phases 1, 2, and 4) could be seen as a deviation from the requested process if strict adherence is expected.
- Individual credentials light for a strategy + technical scope; Limited plan for developing and comparing alternative solutions.
- Strategic-objectives definition will require consultant-led facilitation; a five-day turnaround from PBC alone is unlikely and risks misalignment.
- References lack contact details;
- Lowest PI cover (\$2M).

Appendix 2- Gravel Road Group- Price (ex GST): ~~\$134,632~~ \$128,800

Gravel Road Group is a highly experienced telecommunications consultancy specialising in FTTH assessment, design, and strategic advisory. Their proposal shows strong knowledge of the Sanctuary Cove network's history, current architecture, and the technical, operational, and strategic considerations for future upgrades. The submission is comprehensive, covering GPON, XGS-PON, hybrid fibre–wireless options, and alternative architectures, with a clear emphasis on vendor-neutral advice and maintaining service continuity.

The methodology closely follows the RFQ's six-phase structure, with detailed processes, timelines, deliverables, and risk controls. It includes thorough technical evaluation, cost modelling, and governance frameworks, supported by a senior team and specialist subcontractor Optilinx for field surveys. While the submission is technically strong and well aligned to scope, the pricing is the highest of the respondents, and the timelines, while realistic given the detailed approach is the longest relative to other submissions.

Summary Table

Criteria	Weight	Score (0–10)	Weighted Score	Key Notes
Technical Capability & Methodology	25%	9	2.25	Highly detailed, phase-aligned methodology; strong technical and risk planning.
Relevant Experience & Past Performance	15%	9	1.35	Proven experience on large scale consultancy projects; strong references.
Team Qualifications & Expertise	10%	8.5	0.85	Senior team with 30–40 years' experience; vendor-neutral and multi-technology expertise.
Stakeholder Engagement & Communication	5%	9	0.45	Structured engagement model; including regular reporting, newsletters to the community and milestone-based reviews.
Delivery Timeframe & Resourcing Plan	5%	7	0.35	Detailed timelines; comprehensive proposed scope of works.

Technical Capability & Methodology – Score: 9 / 10

Justification:

- Adheres to all six RFQ phases with detailed execution steps, deliverables, and schedules.
- Includes risk analysis, governance framework, and strategies for GPON/XGS-PON coexistence.
- Comprehensive field survey plan with GIS mapping, OTDR testing, and infrastructure cataloguing.
- No brand bias; meaning recommendations will be objective.
- Demonstrated a top-down strategic approach instead of a focus on current assets.

Relevant Experience & Past Performance – Score: 9 / 10

Justification:

- Extensive FTTH and telecommunications experience including NSW Regional Connectivity Program (\$1.15M), and QLD Rail Passenger Network Connectivity Project (~\$575k).
- Ability to benchmark against comparable gated communities, large-scale fibre deployments, and government clients.
- Strong client references provided; experience spans technical, financial, and regulatory advisory.

Team Qualifications & Expertise – Score: 8.5 / 10

Justification:

- Senior leadership with 30–40 years in telecommunications engineering and network strategy.
- Multidisciplinary team covering engineering, project management, financial modelling, and vendor negotiation.
- Inclusion of specialist subcontractor (Optilinx) for technical fieldwork adds operational depth.

Stakeholder Engagement & Communication Approach – Score: 9 / 10

Justification:

- Provided detailed communication plans. Including newsletters, milestone updates, surveys, and fortnightly virtual meetings.
- Clear decision pathways and progress updates to ensure transparency and timely feedback.

Delivery Timeframe & Resourcing Plan – Score: 7 / 10

Justification:

- Realistic phase durations with risk buffers and contingency allowances.
- Comprehensive resourcing, but schedules extend up to 4–6 weeks for some phases where competitors offer shorter timeframes.
- Accelerated options available but contingent on stakeholder availability and data access.

Strengths:

- Vendor-neutral technical expertise with proven FTTH assessment and upgrade planning experience.
- Comprehensive, phase-aligned methodology with clear deliverables and risk mitigation strategies.
- Strong stakeholder engagement, showing an understanding of the specific needs of the community within Sanctuary Cove.
- High-quality team with decades of experience and specialist subcontractor support.
- Detailed financial and technical modelling across multiple technology options.
- Relevant/comparable projects (city-scale, multi-stakeholder, tech-heavy) strategy-first method; starts with a needs analysis (as required by the RFQ);
- Queensland-based for easier engagement.

Weaknesses:

- Highest quoted price among respondents.
- Delivery schedule longer than the other submissions, which may delay decision-making and implementation.
- Extensive methodology may be more resource-intensive than necessary for initial strategic review.
- Large survey component (30 days).

Appendix 3- Grex Consulting- Price (ex GST): \$112,000

Grex Consulting is a telecommunications strategy and technical advisory firm with a strong background in FTTH, digital connectivity, and infrastructure projects. Their proposal demonstrates deep expertise in governance, regulatory compliance, and technical due diligence, supported by recent work for government agencies, councils, and private telecommunications operators.

The team includes seasoned project directors, technical workstream leads, and strategy specialists with up to 25 years of industry experience. The methodology appears structured and comprehensive, addressing governance, technical evaluation, and stakeholder engagement. While the submission outlines workstreams, it provides limited detail on specific testing methods/tools and acceptance criteria, and only moderate phase-by-phase detail.

Their track record in similar projects is strong, particularly in complex regulatory and multi-stakeholder environments, though examples of gated community FTTH delivery are limited. Pricing is mid-range, reflecting senior-level consulting rates and broad resource coverage.

Summary Table

Criteria	Weight	Score (0–10)	Weighted Score	Key Notes
Technical Capability & Methodology	25%	7	1.75	Solid governance & technical framework; limited detail on sequencing & testing tools.
Relevant Experience & Past Performance	15%	7.5	1.13	Significant FTTH-related advisory experience; high-profile clients; limited information/details provided on scope of projects.
Team Qualifications & Expertise	10%	8	0.80	Highly qualified, senior team across governance, tech, and strategy
Stakeholder Engagement & Communication	5%	7.5	0.38	Weekly meetings and a management playback session; does not set out a full communications schedule.
Delivery Timeframe & Resourcing Plan	5%	7	0.35	Experienced resourcing; timeline detail moderate. Logical approach to engagement, Aggressive timeline

Technical Capability & Methodology – Score: 7 / 10

Justification:

- Demonstrates understanding of FTTH networks, regulatory frameworks, and operational considerations with mixed use systems.
- Methodology covers governance, stakeholder engagement, technical evaluation, and strategic development.
- Proposes multi-workstream approach with defined personnel for governance, technical, and strategy areas.
- Moderate detail provided for sequencing of RFQ phases and detailed testing/assessments.

Relevant Experience & Past Performance – Score: 7.5 / 10

Justification:

- Delivered significant FTTH-related advisory projects, including Logan City Council's DC&I plan and ACCC expenditure assessments.
- Strong portfolio of high-value due diligence and infrastructure strategy projects for government and private telcos.
- Displays experience in complex, multi-stakeholder environments; but few detailed examples of the scope of works.

Team Qualifications & Expertise – Score: 8 / 10

Justification:

- Senior-level team with cross-disciplinary qualifications in engineering, project management, economics, law, and communications.
- Extensive experience (15–25+ years) across telecommunications, digital infrastructure, governance, and financial modelling.
- Expertise covers technical, commercial and strategic aspects.

Stakeholder Engagement & Communication Approach – Score: 7.5 / 10

Justification:

- Demonstrated success engaging diverse stakeholders in regulated and politically sensitive projects.
- Capability to engage councils, government departments, and private carriers.
- Would benefit from a more detailed communications plan with defined frequency, and reporting formats.

Delivery Timeframe & Resourcing Plan – Score: 7 / 10

Justification:

- Strong, experienced resourcing with minimal subcontractor reliance.
- Senior-level consultants allocated to ensure high-quality outcomes.
- Specific milestones listed, along with inputs/outputs and assumptions.

Strengths

- Highly experienced, senior-level team with proven expertise across governance, technical, and strategic domains.
- Significant advisory experience, including government and large-scale infrastructure projects.
- Strong stakeholder engagement skills in regulated and multi-stakeholder environments.
- Strong documentation/reporting; high PI limits; structured add-on pricing; fast mobilisation.

Weaknesses

- Moderate detailed sequencing of RFQ phases and specific technical assessment methods.
- Fewer direct examples of gated community FTTH implementations compared to broader government and telco experience.
- Communication plan could be more formally structured.
- Heavy reliance on third-party data in Phase 2; without a comprehensive field inspection, the gap analysis and financial modelling are likely to be assumption-heavy and less accurate (noting Gravel Road's higher cost reflects this survey work).
- Team is strategic consulting focussed and less technology focussed, strategy lead new to the business.

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#	MEETING DATE	RESOLUTION	Onus	COMMENTS	EXPECTED COMPLETION DATE
95	09/19	Village Gate	FM	- Gates structure and design, the mirror image of the Pines. 22/07/24 Early: Current Parkway lanes will be blocked off; traffic diversion will be activated with sign covers removed. 30/09/24 Temp Road closure for approx. 1 month. - Extended to June 2025, New Gated to be installed. - Updated date for remainder of works – December 2025	Commenced
97	10/20	Fig Tree replacement - Boulevard	FM	NO action taken – future project	ON HOLD
101	08/22	A Class Water	GM	Works commenced - TEW	ONGOING
102	03/23	Safety concerns Boulevard pathway - risk	FM	- Works in progress – Installing new field inlet pit surrounds and grates, with ground levels being raised to match. - First 5 completed - awaiting next delivery of field inlet pit surrounds and grates. - With PTBC for approval August 2025 – Approved - Delivery received of remaining surrounds and grates.	IN PROGRESS
104	02/23	Site wide water review	Golf	- Lake storage and stormwater runoff investigations to ascertain retention of stormwater. - Motion on PTBC Agenda - \$42K (ex gst) for a complete report and recommendations.	Commenced

As at
22 October 2025



PRIMARY THOROUGHFARE BODY CORPORATE

GTP 201

				• WO issued • Further funding to conduct lake survey of depth approved. • Teams meeting scheduled to present findings 26th June	
105	02/25	Primary Thoroughfare into Secondary Thoroughfare	FM	• PBC to commence Vardon lane (P/T) into secondary Thoroughfare.	ONGOING

Proxy form for Body Corporate meetings

Building Units and Group Titles Act 1980

Section 1 – Body corporate secretary details

Name: The Secretary

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

Section 2 – Authorisation

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

I/we

Name of owner 1:

Signature: **Dated:** ____ / ____ / ____

Name of owner 2:

Signature: **Dated:** ____ / ____ / ____

being the Proprietor/s of the following Lot/s

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

Name of Body Corporate:

SANCTUARY COVE PRIMARY

hereby appoint,

Proxy (full name):

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

☐ The body corporate meeting to be held on ____ / ____ / ____

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

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

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

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

Residential address:

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

Postal address:

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