



**NOTICE OF EXECUTIVE
COMMITTEE MEETING
OF THE PBC**

Name of Property: Sanctuary Cove Principal Body Corporate
GTP: 202
Location of Meeting: Meeting Room 1, Sanctuary Cove Body Corporate Services, Shop 1A, Marine Village, Masthead Way, Sanctuary Cove QLD 4212
Date and Time of meeting: Thursday 15 January 2026 at 9:00AM

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

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

Agenda

1. Attendance record
2. Apologies and proxies
3. Quorum
4. Conflict of Interest Member Declaration
5. Recording of meeting
6. Motions
 1. Approval of PBC EC Minutes 13th November 2025
 2. Approval of PBC EC VOC Minutes 5th December 2025 - Investment Instructions and ARC minutes
 3. Approval of PBC EC VOC Minutes 19th December 2025 - One month insurance renewal and ARC minutes
 4. Referee Application for RZABL compliance for Lot 23
 5. Recommendation of Secretary and Treasurer non-voting positions
 6. Recommendation of Paul Kernaghan for a second term as Nominee Director of SCCSL
 7. PBC to nominate a voting Executive Committee Nominee to communicate with the Facilities Manager
 8. PBC Executive Committee approves Version 6 of the Water and Wastewater Leakage Relief Policy

7. Correspondence For Information

No	Date	From	To	Regarding
1.	18/11/2025	PBC	4638 Buttners	Approval of additional Camera
2.	8/12/2025	Mulpha	Residents	Village gate correspondence
3.	9/12/2025	Gravelroad Group	FTTH Working Group	FTTH Network Consultancy
4.	11/12/2025	Arborsafe	PBC	Urban Forest Strategy
5.	11/12/2025	Araucaria VOCM	PBC	VOCM regarding MN for December AGM Araucaria
6.	12/12/2025	Roystonia VCOM	PBC	VOCM regarding MN change for Roystonia
7.	12/12/2025	RZABL amendment	PBC MNs	Proposed amendments and current RZABLs
8.	15/12/2025	PBC	Mitchells Realty	UAM agreement signed
9.	17/12/2025	PBC	Heather's Cleaning Service	Cleaning Services Contract Update
10.	18/12/2025	PBC	Ephphatha Aus Pty Ltd	Cleaning Services Agreement
11.	18/12/2025	PBC Chairperson	PBC MNs	Role Statements for Secretary & Treasurer
12.	6/1/2026	PBC Chairperson	Residents	Reminder of EOI for Secretary and Treasurer
13.	7/1/2026	Facilities	PBC	Phase 3 Project Scope Brief

8. Correspondence For Action

No	Date	From	To	Regarding
1.	15/12/2025	Manning Real Estate	PBC	UAM agreement for letterbox drops
2.	19/12/2025	Residents at 3082 (Alpinia)	PBC	Request for removal of tree
3.	5/01/2026	PBC Chairperson	Board Members	Request for Action - Severe weather preparedness
4.	5/01/2026	PBC Chairperson	Harbour One Residents	SC Village Resident information
5.	5/01/2026	PBC Chairperson	PBC	Consultation process for By-Law amendment
6.	6/01/2026	Building Approvals	PBC EC	Request for building sign to remain (5240)
7.	6/01/2026	SCCSL MBC	PBC	Biodiversity Dates
8.	8/01/2026	Corymbia RBC	PBC	Request for motion at EGM for Security Review

9.	8/01/2026	ARC Committee	PBC	Letter request to MSCD for historical approval records
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9. Reports For Information

No	Date	From	To	Regarding
1.	Dececmber 2025	SCCSL	PBC EC	Ops Report
2.	December 2025	SCCSL	PBC EC	Matters In Progress
3.	December 2025	SCCSL	PBC EC	EC/EGM Action Items

10. General Business:

- 10.1 Update on parking infringements following implementation of new by-law
- 10.2 Data from Schotia Island intersection camera
- 10.3 Darwinia park drainage
- 10.4 Response to tree audit following arborist's assessment
- 10.5 Parking stencilling timeframe
- 10.6 Update on Buttner v Leslie
- 10.7 Opinion on tree along fenceline in Forest Hills Drive
- 10.8 Opinion on signage outside 5240 Marine Drive North
- 10.9 Campervan approval overnight for packing and unpacking purposes

11. Motions for PBC EGM January:

- Secretary and Treasurer positions
- Paul Kernaghan Notice of Appointment
- Insurance Renewal

Closure of Meeting

Reply To PO Box 15, SANCTUARY COVE QLD, 4212

EXPLANATORY SCHEDULE TO VOTING PAPER

PBC EC GTP 202 CTS PBC EC GTP 202

Motion 8 - PBC Executive Committee approves Version 6 of the Water and Wastewater Leakage Relief Policy (Agenda Item 6.8)

A review of the Water and Wastewater Leakage Relief Policy (DP500002) has been undertaken to ensure continued alignment with the City of Gold Coast (CoGC) Concealed Water Leak Policy (2 July 2024), as well as consistency with the supporting Request for Water Relief (Form 10) and Water Relief Fundamentals Fact Sheet.

The review confirmed that the policy remains fundamentally sound and appropriately aligned with CoGC principles. Minor refinements have been incorporated to improve clarity, consistency, and administrative certainty, without materially changing eligibility criteria or increasing financial exposure.

Key outcomes of the review include:

- Confirmation of eligibility criteria for concealed leaks consistent with CoGC policy.
- Improved clarity around application timeframes, evidence requirements, and relief calculation methodology.
- Alignment of policy language with current supporting forms and guidance material to ensure consistency and ease of administration.

VOTING PAPER

Executive Committee Meeting for the Sanctuary Cove Principal Body Corporate GTP PBC EC GTP
202

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 15 January 2026 at 09:00 AM

Instructions

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

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

MOTIONS

1	Approval of PBC EC Minutes 13th November 2025 (Agenda Item 6.1)	Ordinary Resolution
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Statutory Motion Submitted by Committee

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

Yes

No

Abstain

2	Approval of PBC EC VOC Minutes 5th December 2025 - Investment Instructions and ARC minutes (Agenda Item 6.2)	Ordinary Resolution
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Submitted by Committee

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

Yes

No

Abstain

3 Approval of PBC EC VOC Minutes 19th December 2025 - One month insurance renewal and ARC minutes (Agenda Item 6.3) Ordinary Resolution

Submitted by Committee

THAT the VOC Minutes of the PBC Executive Committee Meeting held on 19th December 2025 be accepted as a true and correct record of the proceedings of the meeting.

Yes

No

Abstain

4 Referee Application for RZABL compliance for Lot 23 (Agenda Item 6.4) Ordinary Resolution

Submitted by Committee

THAT the PBC EC instructs the Manager of Body Corporate to lodge an application with the Office of Commissioner and Body Corporate Management seeking an Order that the owner of Lot 23 Corymbia comply with Residential Zone Activity By-Law 3.1 (b) (c) Repair and Maintenance and 4.8 Unsightly items.

Yes

No

Abstain

5 Recommendation of Secretary and Treasurer non-voting positions (Agenda Item 6.5) Ordinary Resolution

Submitted by Committee

THAT the PBC EC recommend the person/s selected by the merit selection panel to fill the Secretary's and Treasurer's roles and the motion will be presented for ratification by the PBC at the EGM on Thursday, 29th January 2026.

Yes

No

Abstain

6

Recommendation of Paul Kernaghan for a second term as Nominee Director of SCCSL (Agenda Item 6.6)

Ordinary Resolution

Submitted by Committee

THAT the PBC EC recommend to the PBC, pursuant to clause 5.6 of the Shareholders Agreement, the appointment of a PBC Nominee Director. The PBC authorises the giving of a notice (Notice of Appointment) to Sanctuary Cove Community Services Limited (SCCSL) and the Primary Thoroughfare Body Corporate (the PTBC) of its intention to appoint Mr Paul Kernaghan as its Nominee Director to the Board of SCCSL and its subsidiaries commencing on 7th March 2026.

Yes

No

Abstain

And further, **THAT** the PBC EC requests the body corporate General Manager to prepare and issue the Notice of Appointment contemplated in this motion along with the resume of Mr Paul Kernaghan and the motion for ratification at the PBC EGM on Thursday, 29th January 2026.

7

PBC to nominate a voting Executive Committee Nominee to communicate with the Facilities Manager (Agenda Item 6.7)

Ordinary Resolution

Submitted by Committee

THAT, in accordance with clause 7.1 of the Facilities Services Agreement, the PBC must nominate a voting Executive Committee nominee, as the authorised nominee to communicate with the Facilities Manager on behalf of the PBC.

Yes

No

Abstain

Note: In the event that no nomination is made, the Chairperson of the Executive Committee will be taken to be the nominee in accordance with clause 7.1 of the Facilities Services Agreement.

Submitted by Committee

THAT the PBC Executive Committee approves Version 6 of the Water and Wastewater Leakage Relief Policy (DP500002) and resolves to:

1. Approve the updated Water and Wastewater Leakage Relief Policy (Document No. DP500002), as presented, incorporating minor amendments to improve clarity, consistency, and alignment with the City of Gold Coast Concealed Water Leak Policy (2 July 2024).
2. Note that the amendments do not materially change eligibility criteria, relief thresholds, or financial exposure and are intended to ensure consistency across the policy, application form, and supporting guidance documentation.

Authorise SCCSL to publish the updated policy on the website and implement the policy for all future applications from the date of approval.

NOTE: Please refer to the Explanatory Schedule.

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

GTP: PBC EC GTP 202

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. 6.1 20251113 PBC EC Minutes
3. 6.2 20251205 PBC EC VOC minutes - Reinvestment and ARC minutes
4. 6.3 20251219 PBC EC VOC - Insurance renewal & ARC
5. 6.4 PBC Compliance Report - December 2025
6. 6.6 Letter to Paul Kernaghan - Tenure as Director
7. 6.8 SCCSL - Water Relief Fundamentals
8. CORRO FOR INFORMATION
9. CFI 1. 4638 Additional Security Camera Approval
10. CFI 2. Mulpha - Village Gate Correspondence
11. CFI 3. Sanctuary-Cove-FTTH-Network-Consultancy-Stakeholder-Session
12. CFI 4. 202509-Sanctuary-Cove-PBC-UFR-J06865v2
13. CFI 5. Minutes_VOCM_ARAUCARIA_11Dec25_InterimMembersNominee
14. CFI 6. Roystonia VOC Meeting Minutes
15. CFI 7. Letter to MNs - Proposed Amendments to RZABLs
16. CFI 8. Mitchells UAM agreement
17. CFI 9. Cleaning Agreement Tender Outcome - Jabiru Park Amenities
18. CFI 10. Cleaning Services Agreement - Jabiru Park
19. CFI 11. Role Statement PBC Secretary, Treasurer
20. CFI 12. Secretary and Treasurer non-voting Positions
21. CFI 13. Phase 3 Project Scope Brief - Final 07012026
22. CORRO FOR ACTION
23. CFA 1. Deed Governing Delivery of UAM in the Residential Zone (003)
24. CFA 2. 3082 Forest Hills Drive

- 25. CFA 3. DRAFT Weather Event**
- 26. CFA 4. DRAFT Harbor 1_Welcome_and_FAQ**
- 27. CFA 5. DRAFT Consultation Process for By**
- 28. CFA 6. 5240 Marine Drive North - Signage**
- 29. CFA 7. Biodiversity dates**
- 30. CFA 8. Corymbia - PBC motion for security review**
- 31. CFA 9. Mulpha Request Letter - Stage 2 Approvals**
- 32. REPORTS FOR INFORMATION**
- 33. RFI 1. Ops Report December 2025**
- 34. RFI 2. PBC MIP 20260106**
- 35. RFI 3. PBC EC & EGM Meeting 2025 - Action Log**
- 36. Proxy form - BC**

MOTION INFORMATION



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

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 13 November 2025 at 9:00 AM
Meeting time: **09:00am – 10:51am**
Chairperson: Mrs Cheryl McBride

ATTENDANCE

The following members were Present in Person at the meeting:

Lot 1712 Brian Earp (BE)
Lot 107045 Paul Kernaghan – Treasurer (PK)
Lot 107209 Dianne Taylor (DT)
Lot 107399 Tony McGinty (TM)
Lot 107442 Cheryl McBride – Chairperson/Secretary (CM)

The following members present by Voting Paper and In Person:

Lot 107209 Dianne Taylor (pre-voted)

The following members present by Voting Paper:

The following members were present by Proxy:

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 (CMA)
Mrs Brogan Watling – In-House Counsel (BW)

Apologies: Nil

A Quorum was present

Nil Conflict of Interest

The Meeting was recorded.

Motions

1 Approval of PBC EC Minutes 16th October 2025 (Agenda Item 6.1)

Statutory Motion Submitted by Committee

CARRIED

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

Yes	5
No	0
Abstain	0

Members Name	Yes	No	Abstain
Brian Earp	X		
Paul Kernaghan	X		
Dianne Taylor	X		
Cheryl McBride	X		
Tony McGinty	X		

2 Approval of PBC EC VOC Minutes 20th October 2025 - Appointment of Chairperson (Agenda Item 6.2)

Submitted by Committee

CARRIED

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

Yes	5
No	0
Abstain	0

Members Name	Yes	No	Abstain
Brian Earp	X		
Paul Kernaghan	X		
Dianne Taylor	X		
Cheryl McBride	X		
Tony McGinty	X		

Submitted by Committee

CARRIED

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

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

Yes	5
No	0
Abstain	0

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

Further **RESOLVED** that the PBC EC approves the applications recommended for approval by the ARC, based upon the recommendations by the Executive Architect and the Snr Body Corporate Manager, at its meeting held 3rd November 2025.

Members Name	Yes	No	Abstain
Brian Earp	X		
Paul Kernaghan	X		
Dianne Taylor	X		
Cheryl McBride	X		
Tony McGinty	X		

Correspondence for Information:

CFI 7. PBC Newsletter:

- It was highlighted by a Plumeria Committee representative that the newsletter contained a terminology error, referencing a 'Green Water Meter Box' instead of the correct descriptor, 'Green Electrical Box'.
- **Action:** Correction of error to be minuted at the 27/11 PBC EGM by the chairperson.

CFI 8. Changes to ST By-Law and parking procedure:

- Jodie (JS) provided a status update following a meeting with Security regarding planned operational adjustments.
- Security is currently actioning updates to the parking ticket template to align with the recent ST by-law amendment and is developing a Standard Operating Procedure (SOP) for Compliance and Security to streamline reference and execution.

CFI 9. Village Gate Update:

- The Chairperson confirmed that no response has been received from Barry Teeling at Mulpha regarding the formal written complaint issued by the PBC, despite multiple follow up attempts by SCCSL.
- It was proposed that JS escalate the matter by contacting Mulpha's head office to determine whether a designated Complaints Handling Department is available to engage with.
- **Action:** JS to progress the follow up accordingly. In addition, the Chairperson will request an asap meeting with Barry Teeling.

Correspondence for Action:

CFA 1. Approval for additional Camera 4638:

- The PBC EC endorsed the request based on the information supplied, with the condition that all camera footage remains confined to the owner's lot.
- **Action:** JS to notify the owner.

CFA 2. & 3. Colvilia and Schotia Island Christmas gathering request:

- The EC acknowledged the scheduled events and confirmed that a formal communication, including the relevant by-laws, will be issued to the committees in advance.
- **Action:** JS to distribute the communications in the week beginning 17/11/2025.

CFA 4. & 5. 7108 & 7110 Screened Enclosures:

- The EC endorsed the applications in line with the ARC's recommendation.
- **Action:** JS to notify the Building Approvals Manager.

General Business:

1. Nominations for PBC EC:

- The Chairperson acknowledged and thanked all nominees for the PBC EC positions. She confirmed that all roles have been filled except for Treasurer, with further nominations to be called from the floor at the AGM on 15 December.
- In the event no nominations are received from the floor for the Treasurer's position, a circular seeking expression of interest will be issued to residents, in line with the motion endorsed at the PBC EGM held on 30 October 2025.
- Resumes for all confirmed nominees will be distributed prior to the AGM.
- The Chairperson invited each EC member to provide a brief overview of their professional background:
 - **Paul Kernaghan** – Over 40 years of experience in finance/Management.
 - **Brian Earp** – Chairperson/Secretary on the RBC Committee and PBC, with ownership of various small businesses.
 - **Tony McGinty** – Extensive construction and building industry experience, including service in a director's role.
 - **Dianne Taylor** – Business ownership experience in Travel and a strong marketing background.
 - **Cheryl McBride** – Background as a School Principal and on numerous boards, and holder of a legal qualification Involved in politics as an advisor to the NSW Minister of Education.

2. Chairperson 4 questions to General Manager – Cassie (CMA):

- i. The Chairperson advised that, moving forward, EGM meetings will include direct in person input from each departmental manager (Finance, Facilities, Security, and Body Corporate). Attendance will be structured so managers are present only for agenda items relevant to their areas, ensuring operational efficiency and targeted engagement.

CMA - Agreed that the involvement of Managers at PBC EGMs is valuable; however, noted there may be occasions, such as year-end, when attendance is not possible.

- i. A follow up is to be provided outlining any response received from Mulpha regarding the formal complaint issued by Barry Teeling, as well as clarification surrounding the proposed fenced off dog leash area. The Chairperson proposed contacting Mulpha head office to obtain a contact for complaints handling department.

CMA - Suggested arranging an in-person meeting with Barry Teeling.

- **Action:** JS to contact head office.

- ii. Appropriate central locations are to be identified for residents to attend during extreme weather events where power outages occur, enabling access to phone charging and updates.

CMA - Advised that designating a specific building for residents during extreme weather events is not feasible, as safety assessments must be conducted at the time. Gold Coast City Council remains the primary point of contact for updates and warnings.

- **Action:** CMA to continue investigation and assessment.

- iii. Clarification is requested on whether any additional information is available in relation to the Golf Club's scheduled meeting with MNs on Tuesday, including the purpose or expected discussion points.

CMA - Explained that further information is pending, with a scheduled meeting at the Golf Club on 14 November 2025 to obtain additional details.

- **Action:** CMA to provide pros and cons at PBC EGM.

3. Invitation to Golf Club for Members Nominees to discuss proposal for future proofing:

- PK outlined the proposal, noting that the Golf Club's current financial position requires a long-term solution to ensure ongoing viability.
- Following a review of projections and potential options, the proposal under consideration is an assisted-living village along Casey's Road, positioned on a portion of the Golf Course land near the 3rd hole.
- The model would include management rights, with the Golf Club receiving a share of the associated revenue.

4. Request for investment instructions from Finance Manager:

- The Finance Manager (Mika) sought direction from the PBC EC regarding the Term Deposit investment options.
- The EC, in turn, requested further clarity and guidance from Mika to support their decision-making.
- **Action:** Mika to collaborate with the Treasurer to present a recommended option.

5. Management of Sinking Fund projects:

- The Chairperson acknowledged the matter as a significant concern and confirmed it has already been flagged as a governance-related issue.
- The Treasurer presented a draft policy that outlines a structured, forward-looking approach to the management of the sinking fund. Once endorsed through the governance review process and approved by the PBC, this will establish the operating framework for the Manager.
- A key challenge identified was the difficulty in reliably forecasting future funding requirements for long-term capital and maintenance projects.
- It was reinforced that there is a statutory obligation under SCRA to ensure the secondary thoroughfare is maintained to an appropriate standard.
- The importance of tightly managing expenditure and refining the program to ensure priority projects are delivered at the right time was emphasised.
- Ongoing collaboration with Mika (Finance) and Shanyn (Facilities) will be critical in driving effective sinking fund planning and execution of future works.

6. Three RBCs currently unrepresented:

- The Chairperson noted that Ardisia, Justicia and Adelia currently have no appointed Members Nominee. It was proposed that a roll list be provided to three representatives to engage with residents ahead of the upcoming RBC EGMs to seek nominations.
- Dianne will contact Justicia, Cheryl will contact Ardisia, and Tony will contact Adelia.
- **Action:** JS to distribute the relevant roll lists to each representative.

7. PBC Newsletter:

- The Chairperson noted a communication error in the distributed newsletter, where the reference to the *green water meter box* should have been stated as the *green electricity meter box*.

8. Google Maps shows different speed limit:

- Dianne (DT) advised that Google Maps is currently displaying a 50km speed limit instead of the correct 40km and suggested exploring whether this can be updated through Google.
- The Chair proposed issuing a formal communication for trades entering Sanctuary Cove. She will prepare the draft and forward it to JS for Security to distribute at the gates at 7am.
- **Action:** Chair to send the communication to JS for onward distribution by Security in the week beginning 24/11/2025.

9. Schotia Island Intersection:

- With the MN for Schotia Is, the FM Manager and GM, the Chair inspected the intersection in question and observed vehicles cutting the corner and travelling on the incorrect side of the road.
- A camera has now been installed, and signage is being implemented to support ongoing monitoring.
- **Further Action:** Data to be collected from camera to determine efficacy; traffic splitter to be relocated, road marking to be stencilled, potential traffic calmer to be installed on Riverside Drive.
- **Action:** FM to facilitate quotes, motion, and installation.

10. ST by-law update:

- JS provided an update following the meeting with Security.
- Security will amend both parking ticket types in the system to ensure they reference the correct by-law.
- Security will also supply Compliance with a nightly list of vehicles ticketed. The Compliance Officer will issue breach notices accordingly, with three breaches within a month triggering an LPR suspension.
- Stencil signage will be installed in the visitor carparks.

11. Driveway expense:

- For future driveway replacement works, the PBC will limit its scope to reinstating the Secondary Thoroughfare portion only, using standard pavers or concrete. Any enhanced or bespoke design elements elected by the owner will be treated as an owner-funded upgrade.

12. Buttner/Leslie Update:

- BW advised that discussions are ongoing between both parties.
- Mr Leslie would like the fence raised and screening installed over the proposed window.
- Mr Buttner has indicated he will comply with one option, not both, and is willing to fund the additional fencing.
- If an agreement cannot be reached, Mr Buttner will need to relocate the window in accordance with the orders.

13. Christmas gatherings:

- It was agreed that a letter, similar to last year's, will be sent to all organisers of proposed Christmas gatherings on the Secondary Thoroughfare, including the updated ST by-law amendments.
- Security will be notified of each gathering to ensure a presence.
- **Action:** JS to contact MN from Corymbia for additional details and advise Security of all gatherings.

14. Unsolicited Advertising Material Agreement:

- **Action:** JS to return the agreement to Ray White for amendment so that the company, Ray White, is listed as the signatory.

15. Proxies:

- The governance review team is investigating this, including the possibility of appointing a proxy if the MN is unable to attend a PBC meeting.

16. Governance Review Update:

- Information was circulated separately from the meeting booklet for review. (Information attached as addendum)

17. Builders' signs:

- The Chair noted that this issue was raised at the last EGM.
- JS advised that Building Approvals has contacted the owner to remove the sign. The owner stated the build is not yet complete. The Building Approvals Manager informed the owner that several complaints have been received, as the QR code on the sign links to his business website.
- **Action:** JS to monitor the situation and report.

18. Darwinia request for double sandbags:

- All proposals must be submitted by the Members Nominee to the PBC for consideration.

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

MEETING CLOSED at 10:51 AM

Chairperson: Mrs Cheryl McBride X.....



Governance Improvement Plan – Update for Executive Committee (Addendum to minutes)

1. In Progress / Currently in Front of PBC MNs

- Draft governance documents have been circulated to all Members' Nominees for review and discussion within their RBCs:
- PBC Members' Nominee Briefing Sheet – a one-page summary of the purpose and process.
- Draft PBC Terms of Reference – defining the PBC's role, functions, and interface with the EC and sub-committees
- Draft Role Statements – for the PBC, PBC Chair, EC, and individual members.
- Draft Delegation and Authority Matrix – a single “source of truth” consolidating all decision rights and authorities under the SCRA and AMA.
- Governance Definitions and Acronyms – supporting education and consistency
- RBCs are encouraged to review and discuss these documents in their November meetings.
- Feedback window remains open for weeks.

2. What's Next (Jan 2025)

Stage 2 deliverables commence per the Directors Australia blueprint and Governance Improvement Plan:

- Circulate draft documents for EC, RBC and sub-committee ToRs and role statements.
- Development of RBC guidance pack and PBC Governance Manual (digital portal)

3. Next Communication Milestones

- Mid-November: RBC and MN feedback due.
- Late November: PBC meeting to endorse final PBC TOR, role statements and delegation authority documents.
- January: Communiqué to RBCs outlining approved documents and rollout plan.
- January–March 2026: Implementation of induction, digital hosting, and education modules.

Kind Regards

Simone Hoyle

Minutes of the Vote Outside Committee Meeting

Body Corporate for PBC EC GTP 202

Meeting Date	05 Dec 2025		
Date Notices Sent	03 Dec 2025		
Due by Date	05 Dec 2025		
Committee Members	Lot 1712	Brian Earp	Electronic vote
	Lot 107209	Dianne Taylor	Electronic vote
	Lot 107399	Tony McGinty	Electronic vote
	Lot 107442	Cheryl McBride	Electronic vote

Motion 1

Approval for investment instructions for term deposits	Ordinary Resolution
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THAT the PBC Executive Committee approve the term deposits of \$2,250,000 maturing on 9th December 2025 for reinvestment. To maximise the return, the total amount shall be split into multiple tranches, with no single tranche exceeding \$1,000,000, to obtain the highest rate achievable at maturity. The investments must be with an Australian Headquartered and an APRA regulated Bank, with A+ credit rating.

Deposits to be made for term durations between 2 months and 1 year which optimise the rate of interest achievable.

Motion CARRIED.

VOTES	Yes : 4	No: 0	Abs: 0	Inv: 0
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Motion 2

Approval of ARC minutes 1st December 2025	Ordinary Resolution
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THAT the PBC Executive Committee approves the applications recommended for approval by the ARC at its meeting held 1st December 2025.

Further **THAT** the PBC Executive Committee approves the applications recommended for approval, subject to conditions, by the ARC at its meeting held 1st December 2025.

Further **THAT** the PBC Executive Committee does not approve the applications which have not been recommended for approval by the ARC at its meeting held 1st December 2025.

Further **THAT** the PBC Executive Committee approves the applications recommended for approval by the ARC, based upon the recommendations by the Executive Architect and the Building Approvals Manager, at its meeting held 1st December 2025.

Motion CARRIED.

VOTES	Yes : 4	No: 0	Abs: 0	Inv: 0
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Minutes of the Vote Outside Committee Meeting

Body Corporate for PBC EC CTS 202

Meeting Date	19 Dec 2025		
Date Notices Sent	17 Dec 2025		
Due by Date	19 Dec 2025		
Committee Members	Chairperson	Brian Earp	Electronic vote
	Ordinary Member	Peter Cohen	Electronic vote
	Ordinary Member	David Francis	Electronic vote
	Ordinary Member	Dianne Taylor	Electronic vote
	Ordinary Member	Tony McGinty	Electronic vote

Motion 1

Strata Residential Property Insurance extension until 31/01/2025 (Agenda Item 1)	Ordinary Resolution
-----------------------------------------------------------------------------------------	----------------------------

RESOLVED that the PBC Executive Committee approves and accepts the one-month extension offered by CHU Underwriting Agency for strata residential insurance, extending cover up to and including 31 January 2026, noting that a replacement policy will be presented for consideration and determination by way of Vote Outside Committee in January 2026 and subsequently ratified at a PBC Extraordinary General Meeting.

Period of Cover: 31 December 2025 to 31 January 2026

Note: This motion is not to approve invoice payment, only to approve extension of one month to the policy.

Motion CARRIED.

VOTES	Yes : 5	No: 0	Abs: 0	Inv: 0
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Motion 2

Public Liability Insurance extension until 31/01/2026 (Agenda Item 2)	Ordinary Resolution
------------------------------------------------------------------------------	----------------------------

RESOLVED that the PBC Executive Committee approves and accepts the one-month extension offered by CHU Underwriting Agency for public liability insurance, extending cover up to and including 31 January 2026, noting that a replacement policy will be presented for consideration and determination by way of Vote Outside Committee in January 2026 and subsequently ratified at a PBC Extraordinary General Meeting.

Period of Cover: 31 December 2025 to 31 January 2026

Note: This motion is not to approve invoice payment, only to approve extension of one month to the policy.

Motion CARRIED.

VOTES	Yes : 5	No: 0	Abs: 0	Inv: 0
--------------	---------	-------	--------	--------

Motion 3

Approval of ARC minutes 11th December 2025 (Agenda Item 3)

Ordinary Resolution

RESOLVED that the PBC Executive Committee approves the ARC VOC Minutes for the meeting held on 11th December 2025.

Motion CARRIED.

VOTES	Yes : 3	No: 0	Abs: 2	Inv: 0
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PBC – COMPLIANCE REPORT

DECEMBER 2025

Residential Zone Activity By-Law (RZABL) Compliance

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

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

- The current cost to file an application for Order of the Referee is \$114.10 ex GST.
- The current cost to file an application with Queensland Civil and Administrative Tribunal (QCAT) is \$367 inc GST.

1. 1821 Pinehurst Drive, Lot 23 Corymbia – RZABL 3.1 (c) Repair and Maintenance

Distribution: PBC

MOTION

THAT the PBC EC instructs the Manager of Body Corporate to lodge an application with the Office of Commissioner and Body Corporate Management seeking an Order that the owner of Lot **23 Corymbia** comply with Residential Zone Activity By-Law 3.1 (c) Repair and Maintenance and 4.8 (1) (a) Unsightly items.

RESOLVED

Background

Courtesy Email – 3rd June 2025

- Courtesy email was sent to the proprietor requesting that the overgrown lot and building materials are attended to. No communication received or works completed.

1st Notice – 24th June 2025

- First Notice was issued requesting for the overgrown vegetation to be attended to. A period of 2 weeks was given to rectify the matter. No communication received, nor works completed.

2nd Notice – 9th July 2025

- Second Notice was issued requesting for the overgrown vegetation to be attended to. A period of 2 weeks was given to rectify the matter. No communication received, nor works completed.

3rd Notice – 19th August 2025

- Third Notice was issued advising the proprietors that the matter must be immediately rectified. It was outlined in the notice that the PBC may start proceedings in the Magistrates Court or lodge a dispute, and no correspondence nor action was taken by the owners.



PBC – COMPLIANCE REPORT

DECEMBER 2025

Email – 19th September 2025

- An email was sent to the proprietor advising that in addition to being in breach of the by-laws, the condition of the lot has also encouraged others to use the space as a dumping ground for various materials. It was requested that the overgrown landscaping is attended to immediately along with the removal of the material dumped. We received a response from the proprietor on 23rd September advising that it will be attended to.

Email – 2nd October 2025

- Follow up email was sent to the proprietor requesting an update on when the works will be attended to. Response received from owner on 22nd October 2025 claiming that the debris were dumped by a construction company and requesting that the Body Corporate remove the waste.

Email – 24th October 2025

- Body Corporate Manager responded to the proprietors request advising that the removal is taken directly with the proprietor and builder involved in the dumping of the waste. We also requested that the lot be tidied and mowed to ensure compliance with RZABL requirements. It was advised that a service can be offered to maintain the lot in a tidy condition and a quote can be provided.

Final Notice – 19th November 2025

- A Final Notice was issued to the proprietor advising that after multiple attempts to seek cooperation to rectify the overgrown landscaping and removal of the waste, the lot remains in an unsightly state. It was also advised that an application for the Commissioner for Body Corporate and Community Management will be issued without further notice.

Distribution: PBC

Seek guidance from PBC EC regarding action and next steps for compliance with Residential Zone Activity By-Law 3.1 (a) Repair and Maintenance.





PBC – COMPLIANCE REPORT

DECEMBER 2025



21 November 2025

Mr Paul Kernaghan
8021 Key Waters
SANCTUARY COVE QLD 4212

By Email: paul.kernaghan@icloud.com

Dear Mr Kernaghan,

We appreciate your tenure as a director of Sanctuary Cove Community Services Limited, Sanctuary Cove Security Services Pty Ltd, Sanctuary Cove Body Corporate Services Pty Ltd and Resort Body Corporate Services (together, the **Companies**).

Pursuant to the Shareholders Agreement dated 4 November 2019 (and amended by way of Deed of Variation dated 19 August 2025), a director must retire after a period of two years but is eligible for renomination. You were nominated by the Sanctuary Cove Principal Body Corporate (the **PBC**) on 8 February 2024 with your appointment to take effect from 7 March 2024. Accordingly, you must retire as a director of the Companies by 6 March 2026. Although the term “retire” suggests formal notification to ASIC of the cessation of your tenure as director, we will not follow this process unless you advise us that you do not intend to propose your renomination to the PBC.

Should the PBC intend to renominate you as its director nominee, it will need to pass a motion proposing your appointment to the Board of the Companies. Following the passing of that motion, the PBC must issue a notice to the Companies and the Sanctuary Cove Primary Thoroughfare Body Corporate confirming your nomination and proposing a date for your commencement as a director. That date must be no less than four weeks from the date of the notice. Accordingly, the notice must be issued no later than 6 February 2026.

The PBC has a general meeting scheduled for 15 December 2025 and 29 January 2026. Accordingly, a motion proposing your appointment will need to be considered by the PBC at its Annual General Meeting in December or its Extraordinary General Meeting in January.

Below we have proposed a motion that you may wish to submit to the PBC for its consideration. Please confirm with our office that you intend to propose your renomination as a director to the PBC.

We would like to take this opportunity to thank you for your service and contribution to the Companies over the past two years. We acknowledge the significant time you have dedicated to fulfilling your duties as a director and we are extremely grateful for your commitment to the role.

Kind regards,



Cassie McAuliffe
General Manager
Sanctuary Cove Community Services Limited

PROPOSED MOTION

Approval of Paul Kernaghan as Nominee Director to the Board of SCSSL & Subsidiaries (By Ordinary Resolution)

That pursuant to clause 5.6 of the Shareholders Agreement, the PBC wishes to exercise its right to appoint a director and authorises the giving of a notice (Notice of Appointment) to Sanctuary Cove Community Services Limited (SCSSL) and the Primary Thoroughfare Body Corporate (the PTBC) of its appointment of Mr Paul Kernaghan as its nominee director to the Board of SCSSL and its subsidiaries commencing on 7 March 2026.

And further, that the PBC directs its body corporate manager to prepare and issue the Notice of Appointment contemplated in this motion along with the resume of Mr Paul Kernaghan.

PAUL KERNAGHAN

M: 0430 380 122

E: Paul.kernaghan@icloud.com

Profile

Extensive experience in Financial Services over a 30 year period, transitioning into mutual and charitable health organisations. Led business functions and operational business units with key skills including financial management, strategy, mergers and acquisitions, post-merger integration, marketing, customer experience management, risk management and corporate governance, including Director roles.

Diplomatic, respectful and collaborative style in engaging with multiple key stakeholders but also persistent, challenging and tenacious in the pursuit of good decisions and monitoring progress towards desired outcomes.

Became Chair and MN of the Harpullia RBC in February 2023, joining the Executive Committee of the Sanctuary Cove Principal Body Corporate in June that year. Appointed a Director of Sanctuary Cove Community Services Ltd (SCCSL) in March 2024, and Treasurer of the PBC in April 2024, retiring from that role in December 2025.

Board Roles

Sanctuary Cove Community Services Ltd and Subsidiaries Non-Executive Director Chair – Confirmed for SCCSL from Oct 2025	Mar 2024 - Current
Medical Indemnity Protection Society (MIPS) Ltd Chair - Group Audit & Compliance Committee Chair - Group Risk Committee	Dec 2019 - Current
MIPS Insurance (MIPSi) Pty Limited Non-Executive Director	Dec 2017 - Current
Allianz Australia Limited and Subsidiaries Director Allianz Australia Workers' Compensation (NSW) Limited Director Allianz Australia Workers' Compensation (VIC) Limited Director Allianz Australia Claim Services Ltd Director Allianz Australia Partnership Services Pty Ltd Director Allianz Australia Share Plan Limited Joint Company Secretary Allianz Australia Limited & Subsidiaries	Nov 2006 - Oct 2015

Executive Roles – within last 20 Years

Sydney Children's Hospitals Foundation Chief Operating Officer	Jan 2017 – Dec 2018
Allianz Australia Insurance Limited CEO Territory Insurance Office (TIO)* Chief Market Manager* Chief General Manager Corporate Services^ Chief General Manager Workers Compensation Division^ */^Concurrent roles	Nov 2004 – Oct 2015 Dec 2014 – Oct 2015 Jan 2009 – Oct 2015 Nov 2004 – Dec 2008 Dec 2004 – Jan 2006

Education and Professional Qualifications

- BA (Hons) Economics – University of Essex.
- FCA – Fellow of the Institute of Chartered Accountants in England & Wales.
- GAICD – Graduate Diploma of the Australian Institute of Company Directors

Other Interests

- Tennis, golf, gym.
- Wine collecting and tasting.
- Cinema and theatre.

FUNDAMENTALS OF YOUR WATER RELIEF APPLICATION



F

WHO OWNS THE METER?

Water meters are owned and maintained by the Owner of the Lot. Owners are responsible for ensuring that their water meter is accessible for reading as well as functioning properly.

A

HOW DO I CHECK FOR LEAKS AT HOME?

Leaking pipes, toilets and taps can waste a lot of water, leading to high water bills. For example, a tap that drips once every second will waste up to 33 litres a day.

**C
T**

The Sanctuary Cove Principal Body Corporate (PBC) is responsible for water leaks from the supply system up to but not including the water meter.

Water leaks that occur from water pipes and fittings on the property side of the water meter are the responsibility of the property owner. If you think you may have a leak or would like to check, follow the simple steps contained in the 'Water Fact Sheet' on [My-Community.com/sanctuary cove](http://My-Community.com/sanctuary-cove) web page.

If you find a leak, turn off your water supply immediately and call a licensed plumber

LEAKAGE – WHAT IS COVERED UNDER THE PBC'S WATER RELIEF POLICY?

Leakage is to be defined as the accidental emergence of water in places where it is not intended to emerge, from a crack, crevice or hole within the main internal water supply servicing the premises and/or property which has been caused by wear and damage.

S

The main internal water supply is to be defined as the underground water supply pipe from which water enters the premises and/or property from the Principal Body Corporate (PBC) or Primary Thoroughfare Body Corporate (PTBC) metered supply.

H

Relief will not be considered for water loss or leakage, including but not limited to internal or external taps, toilet cisterns, hot water systems, water tanks, faulty valves, plumbing fittings, hoses, solar systems, or pipework servicing irrigation systems, swimming pools, spas, ponds, jetties, or other water features.

E

HAVE YOU MADE A CLAIM FOR WATER CONSUMPTION CHARGES FOR THE PROPERTY IN THE PREVIOUS 3 YEARS?

Only one application for water relief caused by leakage will be considered under the PBC's Water and Wastewater Relief Policy for potable water consumption charges every 3 years. However, the 3-year criteria does not apply to wastewater volumetric charges.

E

HAVE YOU BEEN ADVISED IN WRITING BY SCCSL THAT A FAULTY METER OR LEAK MAY EXIST?

T

If the owner of the property was advised in writing by SCCSL that a faulty meter or a leak on the resident's side may exist, the subject matter must be replaced/rectified within two weeks of that notice to be eligible for water relief.



WATER AND WASTEWATER LEAKAGE RELIEF POLICY

DOCUMENT REFERENCES

Document Number:	Document Owner:	Stored location:
DP 500002	SCCSL	R:\5. Facilities\Policies

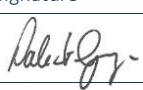
REVISION HISTORY

Version No#	Date	Author	Summary of Changes
1	26/09/2011		Approved for use – PTBC EGM
2	24/03/2014	Geoff Charleston	Approved for use – PBC EGM
3	24/06/2020	Eliza Court	Approved for use – PBC EC
4	09/09/2020	Eliza Court	Included wastewater/sewage leaks caused by PBC infrastructure
5	01/02/2024	Shanyn Fox	Update format/header and Document references
<u>6</u>	<u>06/01/2026</u>	<u>Shanyn Fox</u>	<u>Review of policy and current processes against CoGC Concealed Water Leak policy</u>

DISTRIBUTION

Name	Title
All	SCCSL Website

APPROVAL

Name	Position	Signature	Date
Dale St George	CEO		01/02/2024



WATER AND WASTEWATER LEAKAGE RELIEF POLICY

OBJECTIVE

To provide customers with relief from water consumption charges and wastewater volumetric charges in cases where a leak has been identified and repaired.

To provide customers with relief from damage and cleanup of sewerage leaks inside lots caused by a blockage on Body Corporate mains sewerage line.

POLICY STATEMENT

Relief will be assessed and applied in accordance with the procedure outlined in this policy and is based on the City of Gold Coast (CoGC) Concealed Water Leak Policy (2 July 2024).

SCOPE

Sanctuary Cove is made up of both commercial and residential areas. This policy includes all customers that are serviced by a water meter in Sanctuary Cove.

Deleted: Relief will be provided in accordance with the following procedure and is based on the Gold Coast City Councils (CoGC) Water and Sewage Leakage Relief Policy January 2014.

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DEFINITIONS

SCCSL	Sanctuary Cove Community Services Limited
CoGC	<u>City of Gold Coast City (Council)</u>
<u>Billing Period</u>	<u>is the time from when a meter is read and a water notice is issued, until the meter is next read and the next water notice issued.</u>
PBC	Sanctuary Cove Principal Body Corporate
PTBC	Sanctuary Cove Primary Thoroughfare Body Corporate
Concealed Leakage	Is to be defined as water escaping on the customer's side of the water meter from the property's main internal water pipe supplying water to the property. For the water leak to be considered concealed, it must be difficult to locate and there must be no visual or audible evidence of the leak.
<u>Leakage</u>	<u>Leakage is the difference between water consumed during the leakage period and water consumed during periods of normal consumption in a comparable billing period for the property. Normal consumption may be determined by analysing previous comparable billing periods, average daily consumption (particularly where the property has had a change of ownership), or other reasonable methodology as determined by SCCSL.</u>
Main internal water supply	Is to be defined as the underground water supply pipe from which water enters the premises and / or property from the Principal Body Corporate (PBC) or Primary Thoroughfare Body Corporate (PTBC) metered supply.

Deleted: Leakage is the difference between water consumed during the leakage period and water consumed during periods of normal consumption in a comparable billing period for the property. Normal consumption may be determined by analysing previous comparable billing periods, average daily consumption (particularly where the property has had a change of ownership), or other reasonable methodology as determined by SCCSL.



WATER AND WASTEWATER LEAKAGE RELIEF POLICY

POLICY DETAILS

1. Requests for relief must be supported by a plumber's invoice / report showing that the leak has been repaired including photos of the exposed leak.

If the property owner wishes to claim relief from water consumption and/or water wastewater volumetric charges for a leak they must provide evidence that the leak has been repaired. This must be in the form of a plumber's invoice and report showing the location of the leak/s within the internal plumbing system, the date the leak/s was repaired, who repaired the leak/s and photos showing the exposed leak.

2. Sanctuary Cove Community Services Limited (SCCSL) inspection prior to application being assessed.

From time-to-time SCCSL may be required to inspect the site where the leak occurred to assess damage or severity of the leak. SCCSL may also require further information from the claim applicant.

3. Eligibility Conditions

Before applying relief under this policy SCCSL must first ensure the application meets the following eligibility criteria:-

- a) The leakage was located within the main internal water supply pipe servicing the premises and/or property. For the leak to be considered concealed, it must be difficult to locate and there must be no visual or audible evidence of the leak.

Relief from water consumption charges and/or wastewater volumetric charges WILL NOT be considered under this policy, without limitation to, the following circumstances:

- I. Water loss or leakage from above ground fixtures such as internal and external taps, toilet cisterns, hot water systems or other fixtures.
- II. Water loss or leakage from plumbing/water pipes which service the property irrigation or sprinkler systems, swimming pools, spas, ponds, and other water features and the related fittings and pipe work
- III. Water loss or leakage in water tanks that are plumbed to the potable water supply
- IV. Faulty plumbing or human error resulting in a rainwater tank being filled from the potable water supply
- V. Leaks caused due to construction, excavation, building, renovation, or other similar activity on the property
- VI. Leaks in hoses, hose pipes, external taps, and fittings
- VII. Leaks in solar panels or the pipe work supplying them
- VIII. Leaks in pipe to a jetty or pontoon

- b) If the owner of the property was advised by SCCSL in writing that a leak may exist, that the subject leak was repaired within two (2) weeks of that notice.
- c) A copy of the plumber's account / report / invoice is received in accordance with section 1 of this policy.

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WATER AND WASTEWATER LEAKAGE RELIEF POLICY

- d) Relief from water consumption charges have not been granted for the property in the previous 3 years.
 - In cases where relief from water consumption charges has previously been granted for a particular property, and the property remains owned or partly owned by the recipient of that leakage relief, no further relief will be considered under this policy for a period of three years, commencing from the start of the water consumption period immediately following the last water consumption period in which the leak/s occurred.
 - In cases where relief from water consumption charges has previously been granted for a particular property, however at the time of the subsequent leak the property was no longer owned or partly owned by the recipient of the initial leakage relief, further leakage relief can be considered.

Note – the 3-year criteria (as per Section 3(d) above) does not apply in respect to Wastewater Volumetric Charges.

- e) The application is received within a term equivalent to one billing period of identification or notification of a potential leak (whichever is sooner) and is made by the current owner (i.e. a rebate will only be applied to a levy statement and therefore the claimant must be the current owner).
- f) The property on which the leak occurred must not have been subject to development, excavation, or construction within the previous six months.
- g) There is an expectation that lot owners will do everything in their power to monitor water usage and act promptly to rectify damaged water infrastructure on their property.

h) Water loss is greater than 25kl (over a maximum of one billing period)

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4. Faulty meters are not classified as concealed leaks but may be considered separately where supporting evidence is provided, please refer to IP-10 V2 - Faulty Water Meter Relief Policy, **Process to determine relief value**

Once it has been established that an undetected leak has occurred and the application meets the eligibility criteria, the implementation officer will determine relief as follows:-

- 1) Calculation of the quantity of water consumed due to leakage, based on the following criteria:-
 - a) Where the previous two corresponding water consumption periods for the subject property/s are attributable to the occupant/s as at the date the leak occurred, then the quantity of water consumed due to leakage is to be calculated by subtracting the average water consumption for the two previous corresponding water consumption periods from the water consumption for the water consumption period in which the leakage occurred.
 - b) Where the previous two corresponding water consumption periods for the subject property/s are NOT attributable to the occupant/s as at the date the leak occurred then the quantity of water consumed due to leakage is to be calculated by subtracting the estimated water consumption subsequent to the leak being detected and repaired from the actual water consumption for that water consumption period.

The estimated water consumption for the water consumption period in which the leak occurred is to be based on the water consumption for the subject property/s after the leak/s has been repaired.

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WATER AND WASTEWATER LEAKAGE RELIEF POLICY

- 2) Adjust the water consumption and/or wastewater discharge as follows:

Water Consumption- Reduce the total quantity of water consumed for the water consumption period by a quantity equal to one hundred (100) per cent of the Gold Coast City Council charges and a percentage of the State Government bulk water charges such that the combined rebate is fifty (50) per cent of the cost of the leakage

Wastewater Discharge- Reduce the total quantity of wastewater discharge volume for the discharge period by a quantity equal to one hundred (100) percent of the Gold Coast City Council charges due to leakage.

Should a leak/s occur in a water consumption period and not be fixed until the next water consumption period i.e. leakage occurs in both water consumption periods, then a request for relief under this policy shall be considered as a single relief request. However, each water consumption period will be assessed separately in accordance with this policy.

- 3) The maximum relief allowance applicable for a single relief request in accordance with this policy will be a rebate amount equivalent to a maximum of 201kL.

5. Relief for sewerage leaks

Once it has been established that the Body Corporate has had a sewerage mains line blockage which could have affected lots in a set area, a lot owner may apply for relief in the form of reimbursement for cleanup costs and any damage caused by the sewerage leak.

- 1) Relief may only be requested by the lot owner at the time of the sewerage leak.
- 2) The lot owner at the time of the sewerage leak must be the same person who is submitting the application for relief.
- 3) A sewerage leak relief claim must be made within the same Body Corporate financial year period– 1 November to 31 October – as the leak occurred.
- 4) A Claim for Monies Owed – Form 23 is to be completed and is to include documents supporting the claim at the time of submission.
- 5) Once received by Body Corporate Office, a relief claim will be issued to the next available PBC Executive Committee Meeting where the request will be considered, and a decision made.

REFERENCES

Document Number	Title
Form 10	Request for Water Relief
Form 23	Claim for monies Owed
IP-10 V2	<u>Faulty Water Meter Relief Policy</u>

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WATER AND WASTEWATER LEAKAGE RELIEF POLICY

REQUEST FOR WATER RELIEF

FORM 10

If you need help completing this form, please contact the Sanctuary Cove Community Services Pty Ltd on **07 5500 3333**. Please read 'Fact Sheet – Water Relief Fundamentals' for essential information prior to completing this Form.

Section 1 — Your Details							
Name and address of Owner who is seeking relief from Principal Body Corporate (PBC)	Name: _____ (Me/Us) Postal address: _____ Suburb: _____ State: _____ Postcode: _____ Phone: _____ Email: _____						
Section 2 — Lot Details							
Sanctuary Cove property details.	Lot Number: _____ Body Corporate: _____ Property Address: _____						
Section 3 — Claim							
<p>Checklist — Are you eligible (Yes, No, N/A)?</p> <p><input type="checkbox"/> The concealed leak was repaired in the main water supply pipe from which water enters the property. NOTE: <i>Water loss or leakage associated with swimming pools, taps, toilet cisterns, irrigation systems, hot water systems, rainwater tanks, faulty top-up valves, plumbing fixtures, solar systems, hoses, jetties or pontoons are not eligible for relief.</i></p> <p><input type="checkbox"/> The leak was repaired within two weeks of notification from SCCSL that a leak may exist? NOTE: <i>Please ensure the invoice states specific location of leak within the property, pipe type and size, confirmation that the pipe does NOT service the pool, irrigation system or pond and the date of the repair.</i></p> <p><input type="checkbox"/> The application is made within one billing period of identification or notification of the leak.</p> <p><input type="checkbox"/> The property on which the leak occurred must not have been subject to development, excavation or construction within the previous six months.</p> <p><input type="checkbox"/> Faulty Meter Replaced (attach a copy of the invoice from the licenced plumber stating date of replacement, final read, new meter serial number and details of testing conducted to conclude meter is over-reading)</p>							
<p>Leak Details (attach a copy of the tax invoice from the licenced plumber)</p> <p>Date leak suspected _____ Date leak repaired: _____</p>							
<p>Two water meter readings</p> <p>After leak is repaired, take two water meter readings one week apart in order to confirm your leak has been repaired successfully. Refer to Page 2 for instructions on 'How to Read Your Water Meter'.</p> <table> <tr> <td>Meter Serial Number:</td> <td>Week One: Date: _____ Reading: _____</td> <td>Week Two: Date: _____ Reading: _____</td> </tr> <tr> <td><input type="text" value="X"/></td> <td></td> <td></td> </tr> </table>		Meter Serial Number:	Week One: Date: _____ Reading: _____	Week Two: Date: _____ Reading: _____	<input type="text" value="X"/>		
Meter Serial Number:	Week One: Date: _____ Reading: _____	Week Two: Date: _____ Reading: _____					
<input type="text" value="X"/>							
Section 4 — Authorisation							
Signed by the Applicant	I/We acknowledge that: I/we are seeking the approval of the PBC to issue a Water Relief credit for the specified claim period. Signature: <input type="text" value="X"/> _____ Signature: <input type="text" value="X"/> _____ Date: _____ / _____ / _____ Date: _____ / _____ / _____						
Section 5 — Contact							

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Deleted: Pool leaks, tap leaks, toilet cistern leaks, irrigation system leaks, hot water system leaks, rainwater tank leaks, faulty top-up valves and plumbing fixtures are not eligible.

REQUEST FOR WATER RELIEF

FORM 10

Submit this completed Form, together with all supporting documentation to:
Email: enquiries@scove.com.au or Post: Sanctuary Cove Community Services Pty Ltd, PO Box 15, Sanctuary Cove, Qld, 4212

CORRESPONDENCE FOR INFORMATION



18 November 2025

Mr Robert & Mrs Janice Buttner
4638 The Parkway
SANCTUARY COVE QLD 4212

Dear Robert & Janice,

**PBC APPROVAL OF ADDITIONAL SECURITY CAMERA - RZABL 4.10 Security Systems
PROPERTY: 4638 THE PARKWAY, LOT 98 BAUHINIA**

We are writing to inform you of the outcome regarding your request for the approval of the additional security camera installed within your lot.

Although the minutes from the PBC EC meeting held on 13th November 2025 at 9:00 AM are still pending final drafting and approval, we can confirm that the committee has decided to approve your request for the installation of an additional security camera, contingent upon compliance with the following conditions:

Camera Positioning:

Cameras must be positioned to capture footage solely within the boundaries of the owner's property. The camera must not be directed along the boundaries such that it captures footage of neighbouring properties.

Privacy Compliance:

The installation and use of security cameras must comply with the *Invasion of Privacy Act 1971 (Qld)* and the *Criminal Code Act 1899 (Qld)*. Notably, Section 227A of the Criminal Code prohibits video recording individuals without their consent in places where they would expect privacy, such as bedrooms, bathrooms, or changerooms.

Audio Recording: Recording audio without the consent of all parties involved is generally prohibited. Therefore, any audio recording capabilities of the security cameras should be disabled unless explicit consent is obtained.

Notification: Owners should inform any individuals who may be captured by the security cameras where practicable.



Should you have any queries in relation to the contents of this letter, please do not hesitate to contact Sanctuary Cove Body Corporate Services on 07 5500 3333 or email pbc@scove.com.au.

We thank you in advance for your co-operation with this matter.

Regards
For and on behalf of
Sanctuary Cove Principal Body Corporate GTP 202

Jodie Syrett
Manager of Body Corporate
Sanctuary Cove Community Services Limited



Mulpha Sanctuary Cove (Developments) Pty Limited
ACN 098 660 318 ABN 20 098 660 318

Jabiru House, Masthead Way
PO Box 199 Sanctuary Cove QLD 4212 Australia
T 61 7 5577 6500 F 61 7 5530 8455
www.sanctuarycove.com www.mulpha.com.au

8 December 2025

Dear Residents,

Mulpha Developments is pleased to advise that the New Village Gates will officially open on Friday, 12 December at 1:00pm.

To maintain safe pedestrian access from this date we encourage pedestrians to continue to use the temporary buggy path until the new footpath is constructed in January '26. A temporary gravel pathway will be installed to connect the existing temporary buggy path to the new roadway near the gates, and this route will remain open for pedestrians only. We ask all users to exercise caution when travelling through this area, as the surface is temporary.

Golf course buggies will be required to use the new golf course cart path, while residents' buggies may use the new roadway.

As indicated above, construction of the permanent pathway connecting the Village Precinct to the existing pedestrian network along The Parkway will proceed in the new year.

We sincerely appreciate your ongoing patience and understanding throughout this period, particularly noting that these works have taken longer than originally anticipated.

Kind Regards,

Mulpha Developments

Sanctuary Cove FTTH Network Consultancy

Understanding The Path Forward Together

Stakeholder Consultation Session 2025

Presented by Gravelroad Group





Welcome and Session Overview

Today's Session Will Guide You Through The Network's Future

Welcome to this important consultation session about the future of Sanctuary Cove's Fibre to the Home network. Over the next hour, the session will walk through the comprehensive consultancy process designed to ensure the network continues to serve Sanctuary Cove's needs.

1

Understanding where the network stands today and why this review is important

2

The six-phase consultancy process and what each phase will deliver

3

How resident input through the resident survey will shape the decisions

4

Timeline and key milestones now through May 2026

5

Opportunities for ongoing engagement and feedback throughout the process

Session Objective

"This consultancy represents a significant investment in understanding the options and making informed decisions about Sanctuary Cove's connectivity infrastructure."

Why This Consultancy Matters Now

Sanctuary Cove's FTTH network has served the community well for nearly 20 years, delivering "triple-play" services to homes. However, the landscape has changed.



Aging Infrastructure

Components are 15 + years old, nearing end-of-life.



Changing Expectations

Demand for higher speeds, smart home integration, and choice.



Technology Evolution

Shift from GPON to XGS-PON (10x speed) and new services.



Obsolescence Risks

Critical equipment becoming difficult to maintain or replace.

The Network Needs Strategic Planning to Continue Serving the Community

- Strategic Goal:** To make informed decisions that balance service quality, cost, and future flexibility.

Objectives of the Consultancy

1

Understand Existing Infrastructure

Comprehensive survey of all infrastructure, including undocumented premises, to create an accurate baseline.

2

Assess Current Performance

Evaluate speed, reliability, and capacity while identifying limitations and risks.

3

Define Residents' Future Needs

Work with residents to identify service requirements for the next 10-15 years.

4

Explore Technical Options

Evaluate GPON vs XGS-PON, hybrid models, and alternative solutions.

5

Model Financial Implications

Develop 10-year TCO models covering capital investment and operational costs.

6

Recommend a Strategic Path

Deliver clear, evidence-based recommendations for the best approach.

"Each objective builds on the previous one, creating a logical progression from assessment through to actionable recommendations."

The Six-Phase Consultancy Journey

A Structured Process Ensures Thorough Analysis and Community Input



Phase 1 - Consultation (Current Status)

Resident voices shape the requirements and priorities

Mid December 2025

What's Happening

- Conducting 2 targeted stakeholder workshops
- Defining technical specifications & service level requirements
- Establishing risk parameters (reliability, security, continuity)
- Aligning strategic objectives with community vision

Who's Being Consulted

FTTH Task Force

PBC Committee Members

Facilities & Security

Residents (Survey)

Key Deliverable

Consultation Report: Documented requirements, constraints, and success indicators.

Phase 2 - Checking the Network

The network setup is being thoroughly reviewed

1

Mapping the Network

The teams are using GPS to map all underground parts like pits, manholes, and pipes and where NBN may be. There is an especial focus on the locations for which good records are not available.

2

Checking and Testing Equipment

Key network devices like OLTs, ONTs, and splitters are being inspected. Fibre optic cables are also being tested without interrupting service to check their quality and health.

3

Finding Problems & Updating Records

Efforts are focused on finding old equipment and places where the network might not have enough capacity. All network maps and plans will be updated with the new information that is found.

Deliverables

Network Health Report

This report will include new maps, GPS data, performance test results, and a review of any risks.

Phase 3 - Plan the Future

Deciding What Sanctuary Cove Wants to Achieve for the Next 10 Years

1

Understand Future Needs

An assessment will look at population trends and new technologies to anticipate what residents will need in the next 5-10 years. This includes things like smart devices, connected homes, and new ways to make money.

2

Create Technology Options

Different plans for new technology will be developed, showing the costs for each. This might include upgrading the fiber network, using a mix of fiber and wireless, or building stronger security systems.

3

Plan for Growth & Updates

The network will be designed to easily grow step-by-step. A plan will also be set up for how often the technology will be updated to keep up with new standards.

What Will Be Delivered

Project Plan Summary

This report will list the best choices, show their costs in detail, and include a clear plan for putting them into action.

Phase 4 - Checking The Technology Choices

Late January 2026

How Technology Choices Will Be Made

Different internet technologies like GPON, XGS-PON, and others will be closely compared. Their speed, future viability, and setup costs will be checked.

Making New Tech Work with Old

Plans will be made on how to bring in new technology without stopping existing services. This includes making sure new parts work with old ones, and utilizing the current setup as much as possible.

Comparing Tech Companies

Top companies like Nokia, Calix, and ADTRAN will be compared. Their prices, the interoperability of their technology, and their financial strength for the long run will be evaluated.



Report on Tech Choices

This report will show simple comparisons, explain the pros and cons of each option, and give clear advice on what to choose.

Phase 5 - Checking Costs and Planning The Next Steps

What each choice will really cost and what benefits it brings

Startup and Running Costs	Total Costs Over Time	What Happens if Things Change
March 2026		
1 Selling the Network This means selling the fiber network completely. It involves figuring out its value, finding potential buyers, and planning how to keep services running after the sale.	2 Keeping Things as They Are This option involves very little new spending. The analysis will look at the costs of delaying repairs, how quickly equipment will wear out, and what service problems might arise for Sanctuary Cove.	
3 Upgrading The Technology This involves a planned upgrade from GPON to XGS-PON. The plan will outline how to do this step-by-step and explore opportunities to improve the services for the community.	4 Mixed Approaches This could mean selling part of the network or hiring another company to manage it. Sanctuary Cove would still own the network but have less daily work to do.	
<input type="checkbox"/> Key Report: A short report explaining the costs, risks, and what each choice means for future plans.		

Phase 6 - Final Delivery

Putting It All Together: Clear Information for Smart Choices

May 2026

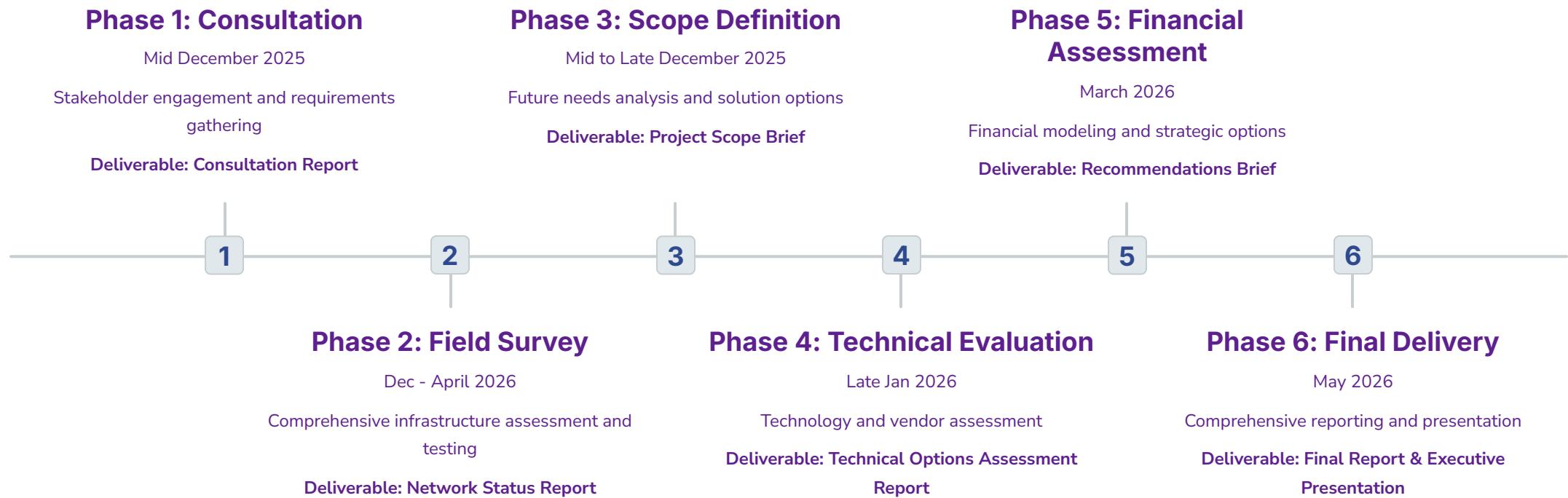
The Main Report

- **Executive Summary:** A quick summary of everything.
- **Technical Audit Findings:** What was found about the network's current state.
- **Financial Models:** Money forecasts for 10 years (total cost, new spending, running costs).
- **Risk Analysis:** What could go wrong and how bad it might be.
- **Strategic Recommendations:** Clear, ordered choices for what to do next.

Executive Summary Presentation

- **Focus on Decisions:** Turning complicated info into clear actions.
- **Pictures and Charts:** Using visuals to explain hard ideas.
- **Questions & Answers:** A time to talk with the Body Corporate and answer their questions.
- **Plan for Action:** A basic timeline for how to start the chosen path.

Understanding the Timeline



Why this structure?

The Field Survey (Phase 2) runs concurrently with other phases. This allows the project to progress with technical and financial modelling while ensuring the final recommendations are grounded in verified field data.

Your Voice Matters - The Resident Survey

This comprehensive survey is the primary tool for capturing the collective requirements of residents. It ensures the technical strategy is grounded in the reality of how you live and work.

Current Usage Profile

- Work-from-home frequency & bandwidth needs
- Streaming habits (4K/8K, multiple streams)
- Number of connected devices per household

Service Quality

- Satisfaction with current speed & reliability
- Frequency of outages or buffering
- Experience with customer support

Future Aspirations

- Interest in Smart Home automation & IoT
- Demand for enhanced security/CCTV integration
- Telehealth and aged care connectivity needs

Strategic Value

- Willingness to pay for premium tiers
- Importance of community ownership
- Perception of property value impact

How This Data Is Used

1 Baseline Analysis

Quantifying the gap between current infrastructure capabilities and resident needs.

2 Technical Sizing

Designing network capacity (bandwidth, concurrency) based on real usage data.

3 Financial Modeling

Aligning investment options with the community's willingness to pay.

All individual responses are strictly confidential and aggregated for analysis.

Stakeholder Engagement Throughout the Process

The consultancy employs a three-tiered engagement model to ensure transparency, operational efficiency, and community alignment at every stage of the consultancy.



Strategic Tier

Governance & Oversight

Who: PBC, Contracts Sub Committee (CSC) & FTTH Task Force.

Focus: Strategic alignment, budget approval, risk management, and final decision-making.

Frequency: Regular status reports & milestone workshops.



Operational Tier

Execution & Logistics

Who: Facilities Management, Security, IT Staff.

Focus: Site access, technical validation, safety protocols, and minimizing disruption.

Frequency: Weekly coordination & daily briefings during field work.



Community Tier

Consultation & Feedback

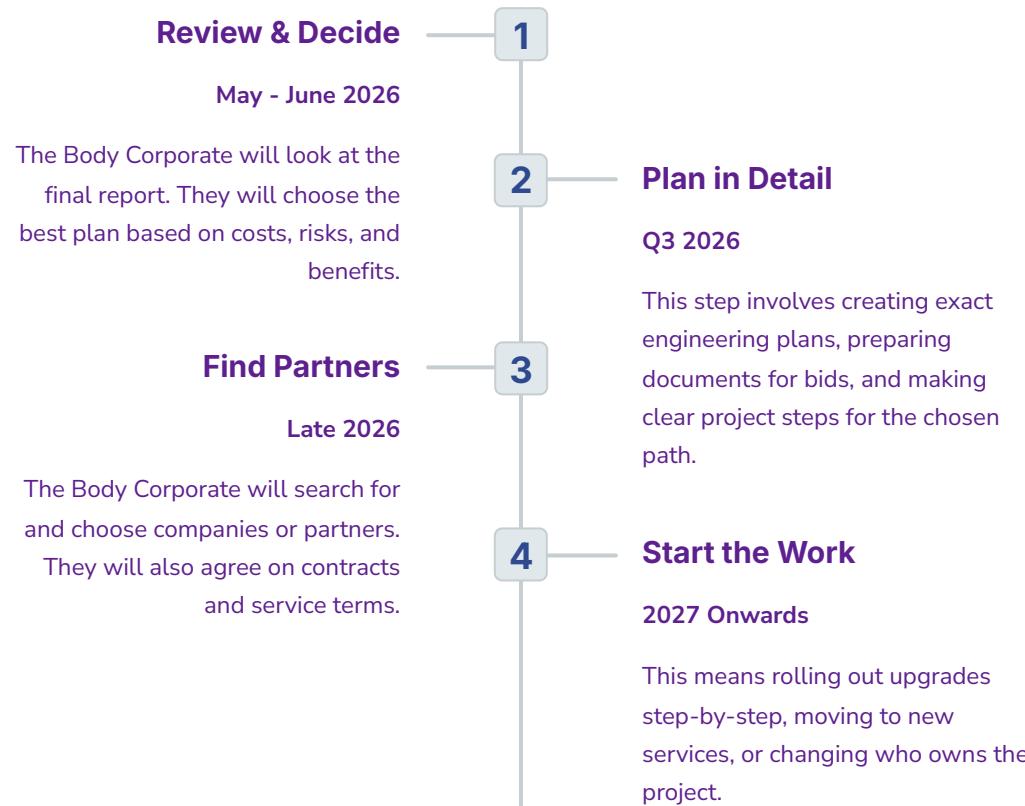
Who: Residents, Property Owners.

Focus: Requirements gathering (Survey), service experience feedback, and project updates.

Frequency: Key milestones.

What Happens After the Consultancy

The Implementation Path



Possible Future Plans

Plan A: Network Boost

The Body Corporate invests in upgrading the network to XGS-PON. They keep ownership and ensure very fast internet for the next 15 years.

Plan B: Mix & Outsource

The Body Corporate keeps ownership of the fiber cables. However, they hire another company to manage the technical parts and daily operations.

Plan C: Sell It Off

The Body Corporate sells the network to a provider (like NBN). This provider then takes full responsibility for everything, including billing.

❑ **Key Point:** The consultancy does not force the Body Corporate to spend a lot of money right away. It simply provides information to help them choose the best way forward.

Managing Risks and Challenges

The Body Corporate has found four main risks and made plans to deal with them. This will help make sure the project keeps going and succeeds.

Old Technology

Problem: Key equipment (like OLTs and switches) is 15 + years old. It might break down during the checks.

Solution: The Body Corporate will check its spare parts list and have quick plans in place with suppliers if something breaks.

Keeping Services Running

Problem: There's a chance internet service could stop during the physical inspection and testing of the fiber network.

Solution: Safe testing methods will be used that don't interrupt service. Work will also be scheduled during times when fewer people are using the internet.



Unexpected Costs

Problem: Hidden damage or problems with the network might be found that make repairs more expensive than expected.

Solution: A detailed field survey will be done in Phase 2 to find issues early. Extra money will also be set aside for unexpected costs.



Getting Everyone On Board

Problem: Different people might have different ideas about if money needs to be spent or how the network should be owned.

Solution: Open discussions (Phase 1) will be held, and clear cost information will be used to show the long-term value of the plans.

Important Choices for the Body Corporate

This study will provide the Body Corporate with the information needed to answer three key questions about the network's future.

Who Will Own It?

"Who should own the network?"

- **Keep It:** The Body Corporate owns and controls everything.
- **Sell It:** Sell the network to another company (like NBN or a private company Like Opticomm).
- **Mixed:** Keep the fibre cables, but let another company manage the active equipment.

How Much to Spend?

"How much money should be put in?"

- **Just Fix It:** Spend very little, only repair things when they break. (Keep things as they are).
- **Upgrade:** Spend a good amount to make the network much better with new technology (XGS-PON). This prepares the community for the future.
- **Step-by-Step:** Upgrade things slowly over 5 years.

How It Will Be Run?

"Who will run the network?"

- **Sanctuary Cove Team:** Sanctuary Cove staff will manage it directly.
- **Hire Experts:** A specialist company will manage it for the Body Corporate.
- **Open Access:** Let many internet providers use the network to offer service.

Big Impact: These choices will affect how residents live, how much properties are worth, and the fees for the next 15-20 years.

Money Matters & How Much to Invest

Each choice means balancing how much the Body Corporate spends now (upfront costs) versus how much it spends later (running costs) and the risks involved.

Keep Things As Is

Just fix what breaks

Low Upfront Cost: The Body Corporate doesn't spend much money now.

High Future Risk: Repair costs and old parts will become more expensive.

Value Effect: The network will be worth less over time.

Smart Upgrades

Mix of old and new

Medium Upfront Cost: The Body Corporate invests in key areas.

Balanced Future Costs: Maintenance costs will stay steady.

Value Effect: The network will last 5-7 years longer.

Complete Overhaul

Brand new system

High Upfront Cost: The Body Corporate replaces everything.

Low Future Costs: New equipment means lower running costs and new guarantees.

Value Effect: Boosts property value and prepares the community for the future.

Why Getting This Right Matters

A good plan makes sure the network gives real benefits in three key areas: how people live, the value of the property, and how things run every day.

Better Living

- **Super Fast Internet:** Smooth 4K/8K streaming and gaming without interruptions.
- **Work From Home Ready:** Reliable internet for remote work.
- **Smart Homes:** Maintain Security and be set up for new home automation and smart devices.

Higher Property Value

- **Ready for the Future:** Technology that will last over 15 years.
- **More Attractive:** "Fiber-connected" properties draw in better buyers.
- **Stand Out:** Better internet than standard NBN areas.

Smoother Operations

- **All-in-One Systems:** One network for cameras, security, and utilities.
- **Less Maintenance:** New fiber networks need less repair.
- **Smart Monitoring:** Watch the network in real-time and fix issues fast.

Questions & Discussion

Key Takeaways

- **Make Smart Choices**

The Body Corporate is gathering facts to make good decisions, not spending money right now.

- **Focus on Residents**

The survey will help create a plan that truly meets the community's needs.

- **Reduce Risks**

The Body Corporate will keep services running smoothly and cause as little trouble as possible during this review.



Q & A

Open Floor



Thank You & Next Steps

Building The Connected Future Together



Immediate Actions

- Look out for the Resident Survey email.
- Submit any further questions to PBC.



Urban Forest Strategy

Empowering communities to sustainably manage and enhance their
treescapes

Client Name: Sanctuary Cove
Principal Body Corporate (PBC)

Site Address: 4601 Masthead Way, Hope Island QLD

Date: 18 November 2025

Prepared by: Andy Clark | Dip. Hort. (Arb.), AQF Level 5

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Introduction

Sanctuary Cove is an enclave within the suburb of Hope Island facing the significant challenges of climate change, population growth and urban heating, placing pressure on the built fabric, services and people of the area. A healthy urban forest will play a critical role in maintaining the health and livability of the suburb.

Our Urban Forest Strategy seeks to manage this change and protect against future vulnerability by providing a robust strategic framework for the evolution and longevity of Sanctuary Coves urban forest.

The strategy aims to:

- adapt Sanctuary Cove to climate change
- mitigate the urban heat island effect by bringing temperatures down
- create healthier ecosystems
- become a water-sensitive suburb
- provide guidance and recommendations on risk mitigation and management
- engage and involve the community.

This will be achieved by:

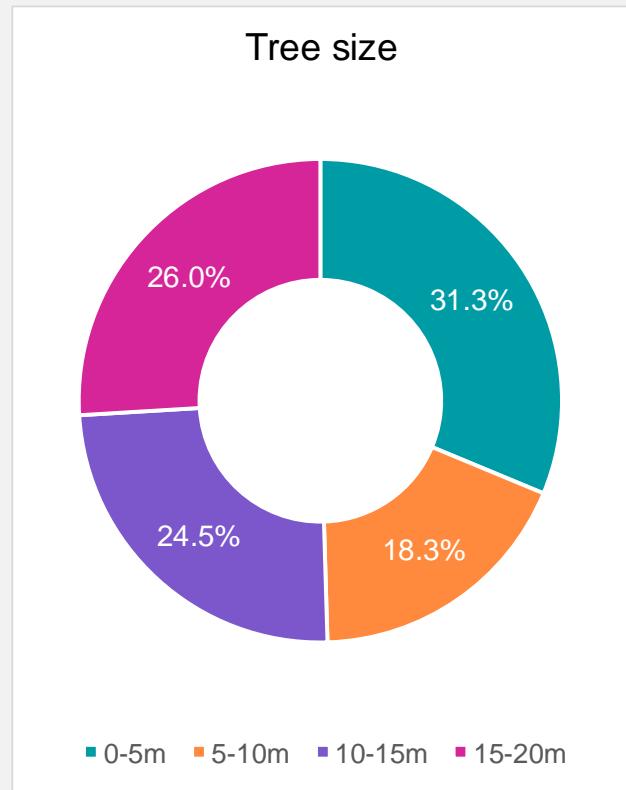
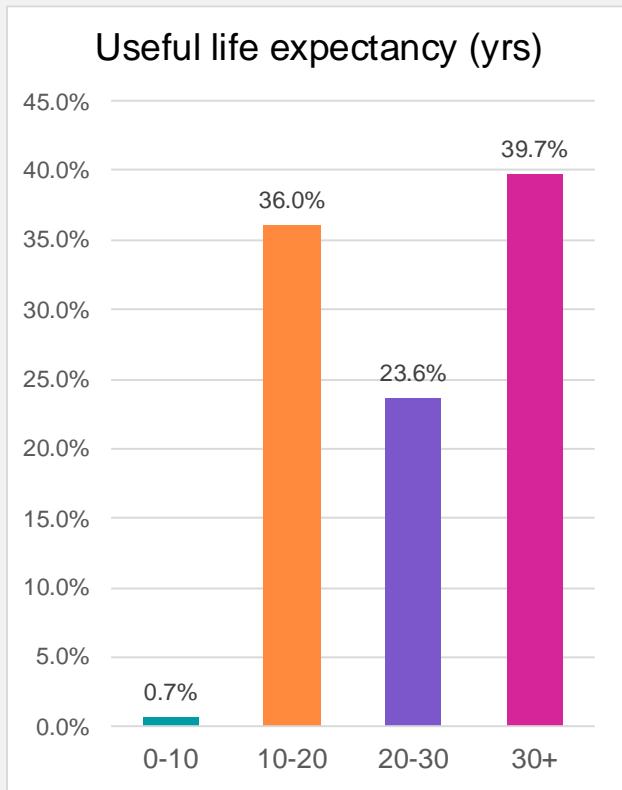
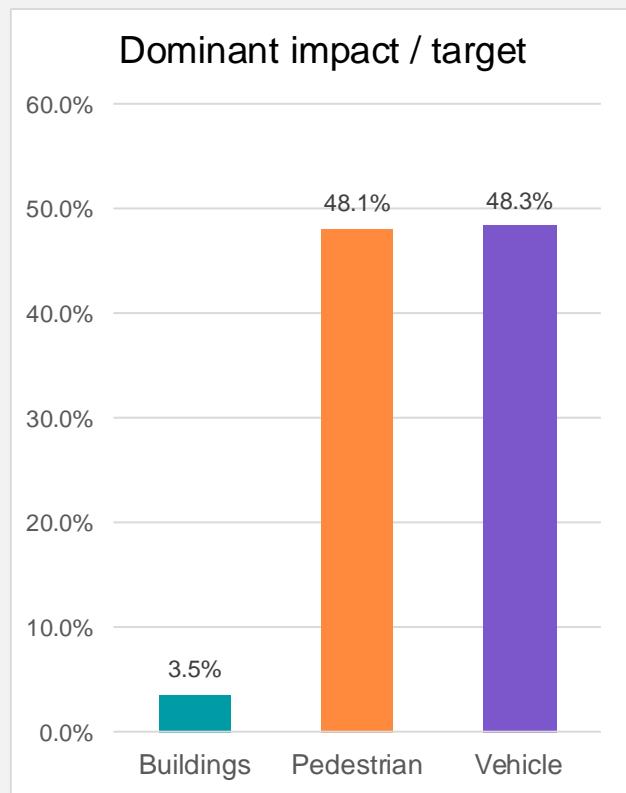
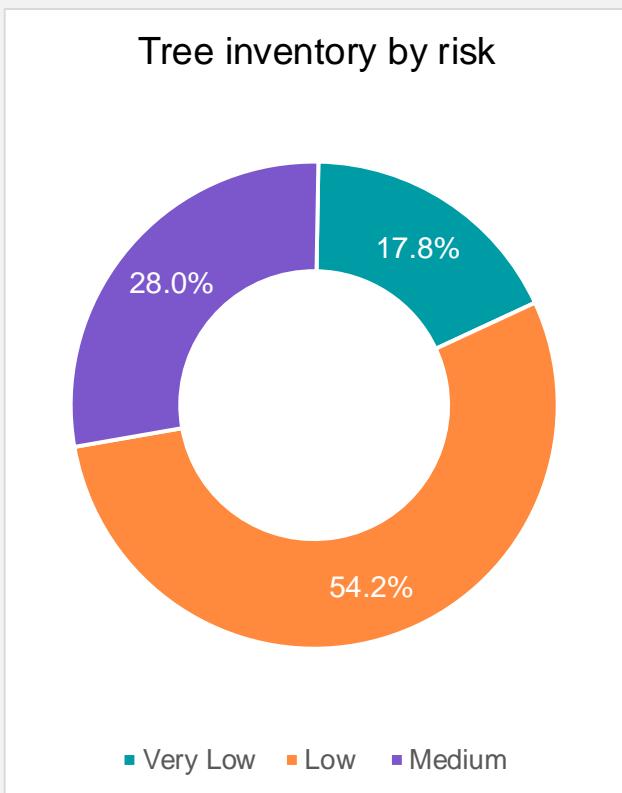
- increasing canopy cover over time
- endeavoring to increase forest diversity by increasing species diversity i.e.: no more than five per cent of one tree species, no more than ten per cent of one genus and no more than 20 per cent of any one family
- improving vegetation health
- improving soil moisture
- improving biodiversity
- informing and consulting with the community.

Executive Summary

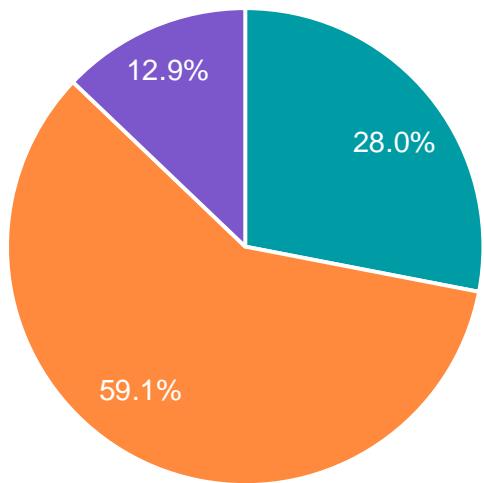
- **Estimated tree quantity:** Approximately 4,789 trees across street, park, and buffer zones.
- **Risk assessment:**
 - **Street Zone:** Indicative risk is low, primarily due to semi-mature plantings and species selection. Vehicle impact is the dominant concern.
 - **Parks and Buffer Zones:** Generally low to moderate risk, with higher concern in areas containing mature Eucalypts. Annual tree risk assessments are recommended, especially for larger species and medium-risk zones.
- **Fire risk:** across the assessed urban vegetation zones is considered Low, with isolated Moderate risk in denser buffer zones areas.
- **Impact focus:** Tree-related risks are predominantly vehicle-oriented in street zones, with pedestrian risk more relevant in parks due to higher occupancy and seating areas.
- **Canopy coverage:** Currently moderate, with strong potential for natural increase due to 87% of trees being juvenile or semi-mature.
- **Tree age:** 87% of trees fall within the juvenile/semi-mature category, indicating a young urban forest with long-term potential for canopy expansion and environmental benefits.
- **Species diversity:** Considered good overall, though current data focuses on dominant species. Future planting should aim to increase diversity and avoid over-reliance on any one species, genus, or family.
- **Key recommendations:**
 - **Annual Tree Risk Assessments:** Targeted Civica ArborSafe risk assessment of specified trees (based on tree height/species/location).
 - **Digital Tree Scan:** Annual scans to identify clearance issues and early decline indicators, followed by targeted inspections.

Site summary

Tree quantity (estimated): 4,789

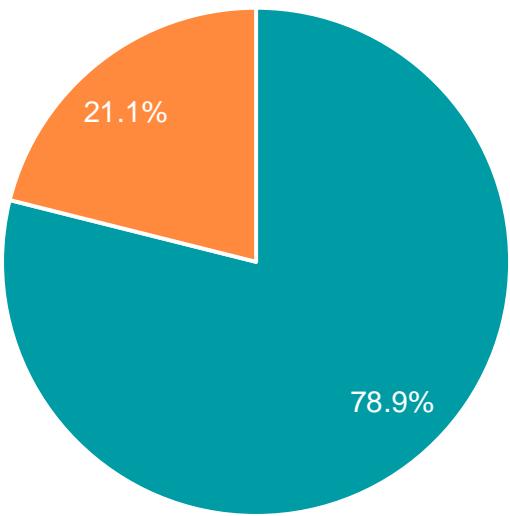


Tree age



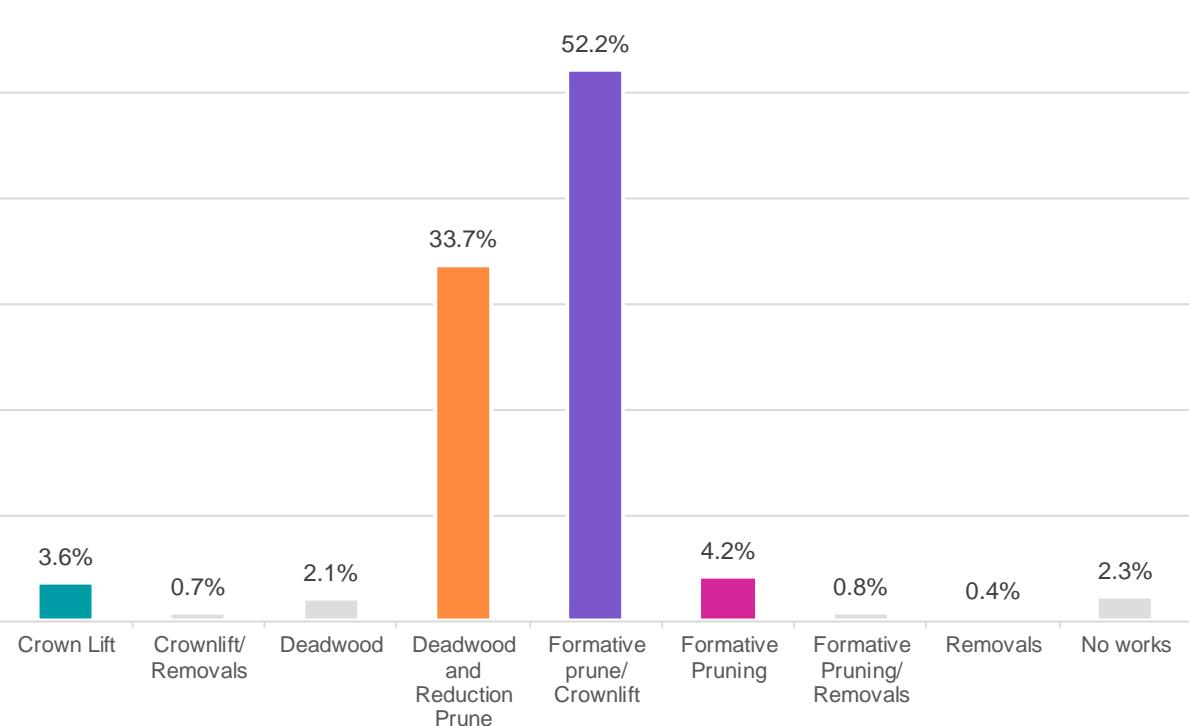
■ Juvenile ■ Semi Mature ■ Mature

Fire risk



■ Low ■ Medium

Maintenance recommendations



About canopy cover

Canopy cover is a measure of the physical coverage of the tree canopy over the land. It represents a way of expressing, as a percentage, how much of any given area is shaded by trees. Canopy cover is an important way of measuring the character of any urban forest. Broad calculations suggest that large mature trees provide 75% more environmental benefits than smaller trees. As a single large tree can shade a larger area than several small trees, the measure of canopy cover is more valuable than simply counting the total number of trees. It is a repeatable benchmark that can be measured regularly and will guide future tree planting programs.

Why is tree canopy cover important?

Understanding tree canopy cover (TCC) alongside ancillary information (i.e. extent of impervious surfaces, socioeconomic and health data, traffic density, heat island maps) allows the land manager to more comprehensively understand the benefits urban forests provide.

This may include:

- How much the trees are reducing air pollution?
- How much stormwater is being captured by tree canopy?
- How much carbon is sequestered and stored by the urban forest?
- How are trees helping with energy savings?

This information assists tree managers on behalf of communities to enable a more strategic and effective approach in management and planning, and in advocating a particular policy. Simply put, it optimises the benefits of urban forests. Expressing TCC values as real tangible benefits helps to connect communities and trees by demonstrating the direct implications of the urban forest.

3.4 Park Location



28 Nov 2019 LM05 180603.1 North Scale 1:10,000 @ A3

Landscape Management Plan Sanctuary Cove Body Corporate Form Landscape Architects

Figure 1. Excerpt from Landscape Management Plan, 3.4 Proposed Streetscape Structure Plan. Form Landscape Architects, 28 November 2019.

3.6 Street Tree Structure Plan

3.6.1 KEY PLAN

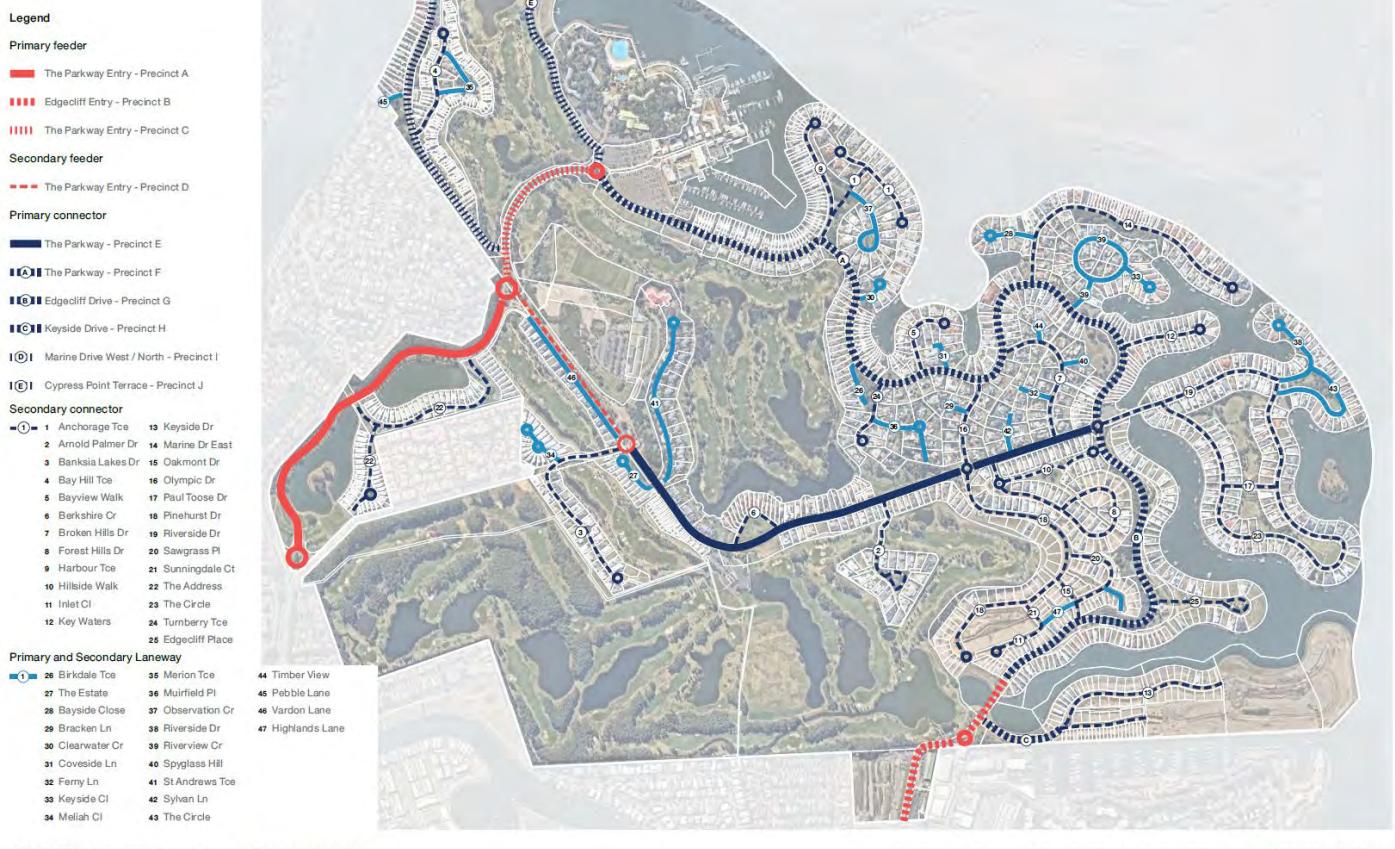


Figure 2. Excerpt from Landscape Management Plan, 3.6 Street Tree Structure Plan. Form Landscape Architects, 28 November 2019.

Urban benefits of canopy cover

Stormwater

Tree canopies intercept and store rainwater thereby reducing runoff volumes and therefore delays the onset of peak flows. Reducing the direct impact of rain onto bare soil also mitigates the risk of soil erosion.

Tree canopy cover can be considered an above-ground representation of below-ground root volume that directly influences the rate of which rainfall can infiltrate into the soil, thereby reducing overland flow. Soil water-holding capacity is further increased through the process of evapotranspiration where groundwater is absorbed by roots and released back into the atmosphere through the canopy.

Energy effects

The cooling effect of trees and their contribution to the reduction of the urban Heat Island Effect (HIE) is also an important benefit. Trees and other vegetation modify urban microclimates and help reduce the HIE in two major ways:

- temperature reduction through shading of urban surfaces from solar radiation

- evapotranspiration which has a cooling and humidifying effect on the air.

Canopy coverage has a direct energy consumption used for cooling and the pollutants that result from energy production. Conversely, trees can assist to reduce wind speed thereby reducing heat loss and heating costs.

Air quality

Trees improve air quality in the following ways:

- absorb gaseous pollutants through leaf surfaces such as ozone (O_3), nitrogen dioxide (NO_2) and sulfur dioxide (SO_2) caused by burning fossil fuels

- intercepting dust and particulate matter

- replacing atmospheric carbon dioxide (CO_2) with oxygen (O_2) through the process of photosynthesis

- reducing emissions related to energy consumption.

Other benefits

Some benefits attributed to trees are difficult to quantify in a tree canopy model. Research on urban forests widely suggest that higher percentages of TCC:

- increase flora and fauna biodiversity

- promote positive shopper perceptions and behaviour

- educational facilities that are treed have higher academic outcomes

- reduced stress.

Sanctuary Cove appears to have relatively low canopy coverage across the streets and residential areas, more within the parks and buffer zones, however as the majority of trees surveyed (87%) are within the juvenile/semi-mature age bracket, this is expected to naturally increase over time.

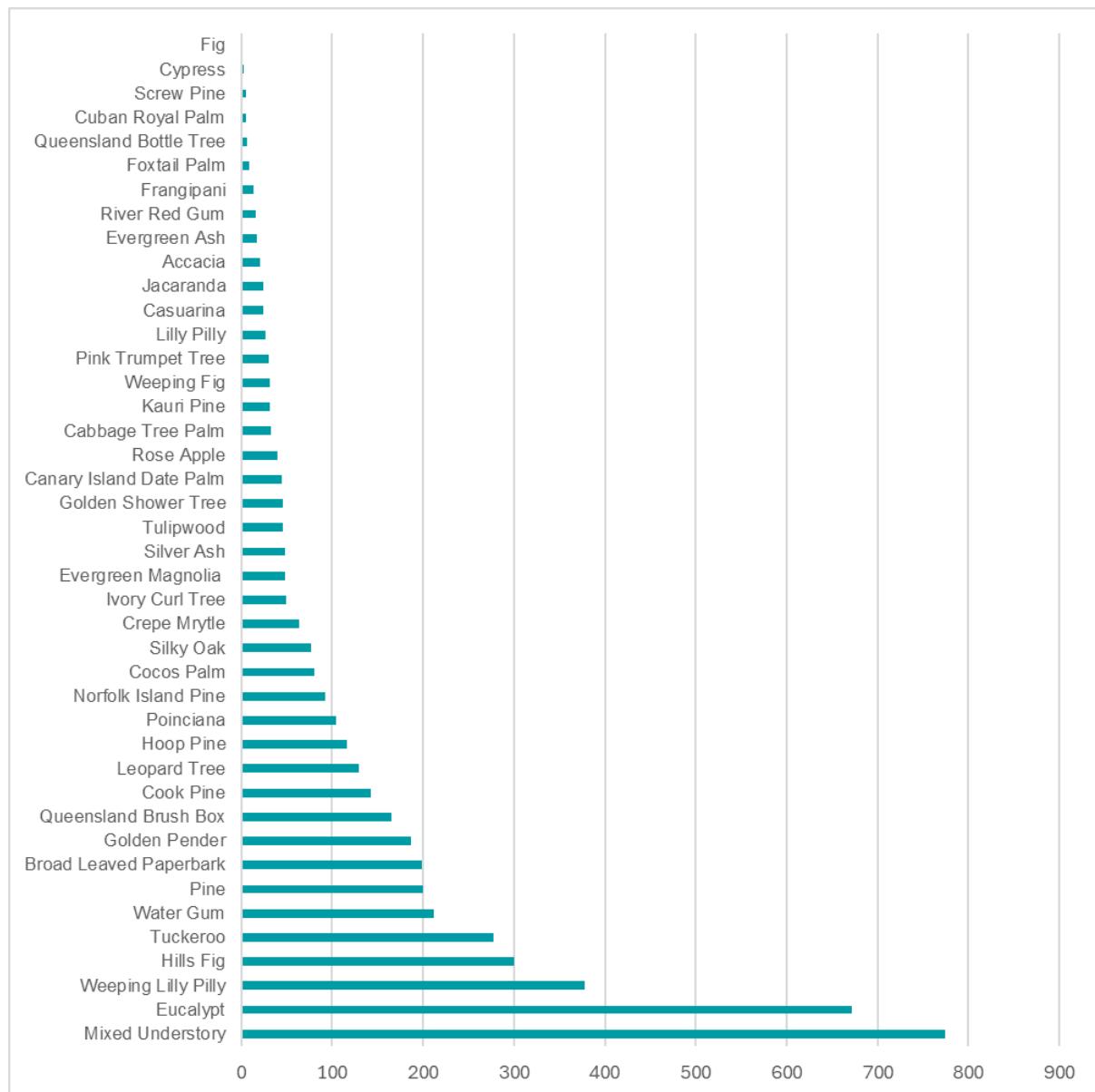
Tree diversity

Biodiversity at the species, genus, and family levels is critical for a resilient and sustainable urban forestry. A diverse urban forest reduces the risk of widespread loss from pests, diseases, and climate-related stressors, which often target specific species, genus or even family groups. By incorporating a wide range of tree species and genetic lineages, urban planners can enhance ecosystem services such as air purification, temperature regulation, stormwater management, and habitat provision. Moreover, diversity contributes to aesthetic value, cultural significance, and community well-being, while also ensuring that the urban forest can adapt to changing environmental conditions over time.

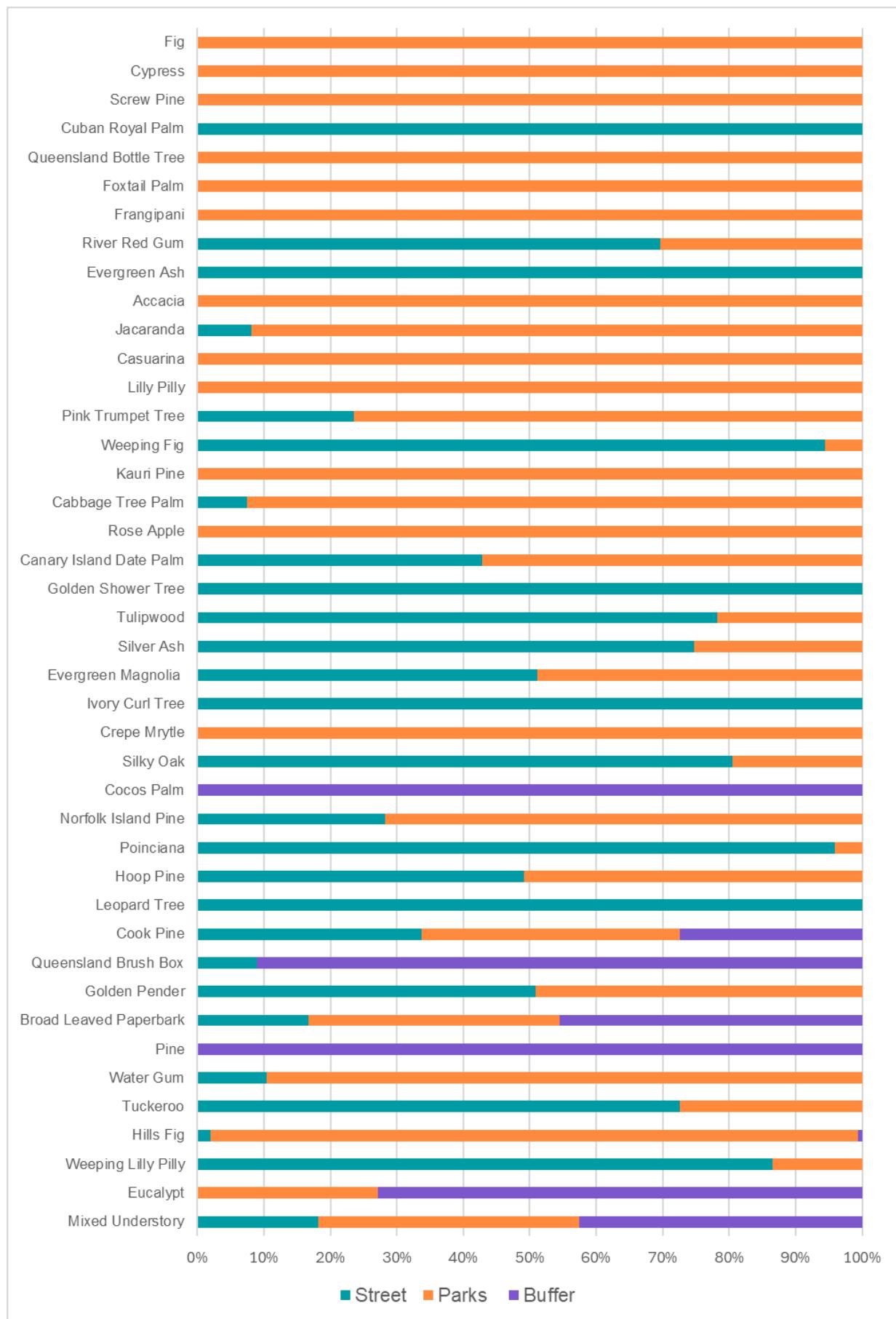
Data collected in preparation of the findings below targeted only common tree species/genus in each area and therefore presents a limited view of the overall urban forest composition. While it provides insight into dominant species, it overlooks the contributions and vulnerabilities of less common or emerging species that may play crucial roles in ecological balance and long-term resilience. Without a comprehensive understanding of the full species, genus, and family diversity, planners risk making decisions that could inadvertently increase susceptibility to pests or reduce ecological benefits. Expanding the analysis to include a broader range of species will support more informed, adaptive, and inclusive urban forestry strategies tailored to the unique needs and challenges of the site.

It is considered there is currently a good variety of species within the site, with future planting directed as per the current Landscape Management Plan.

Total species



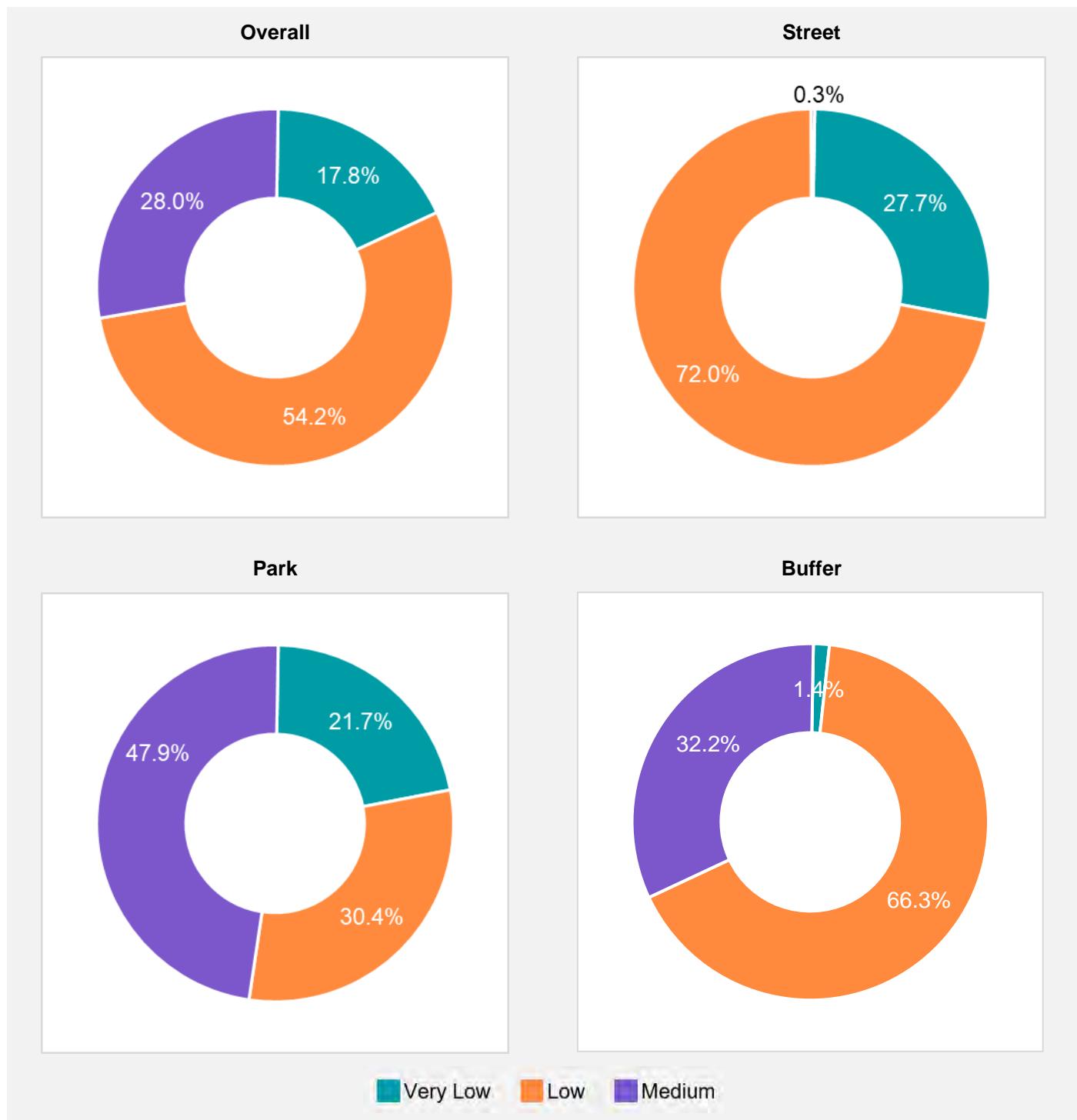
Spread of species across street, park and buffer zones



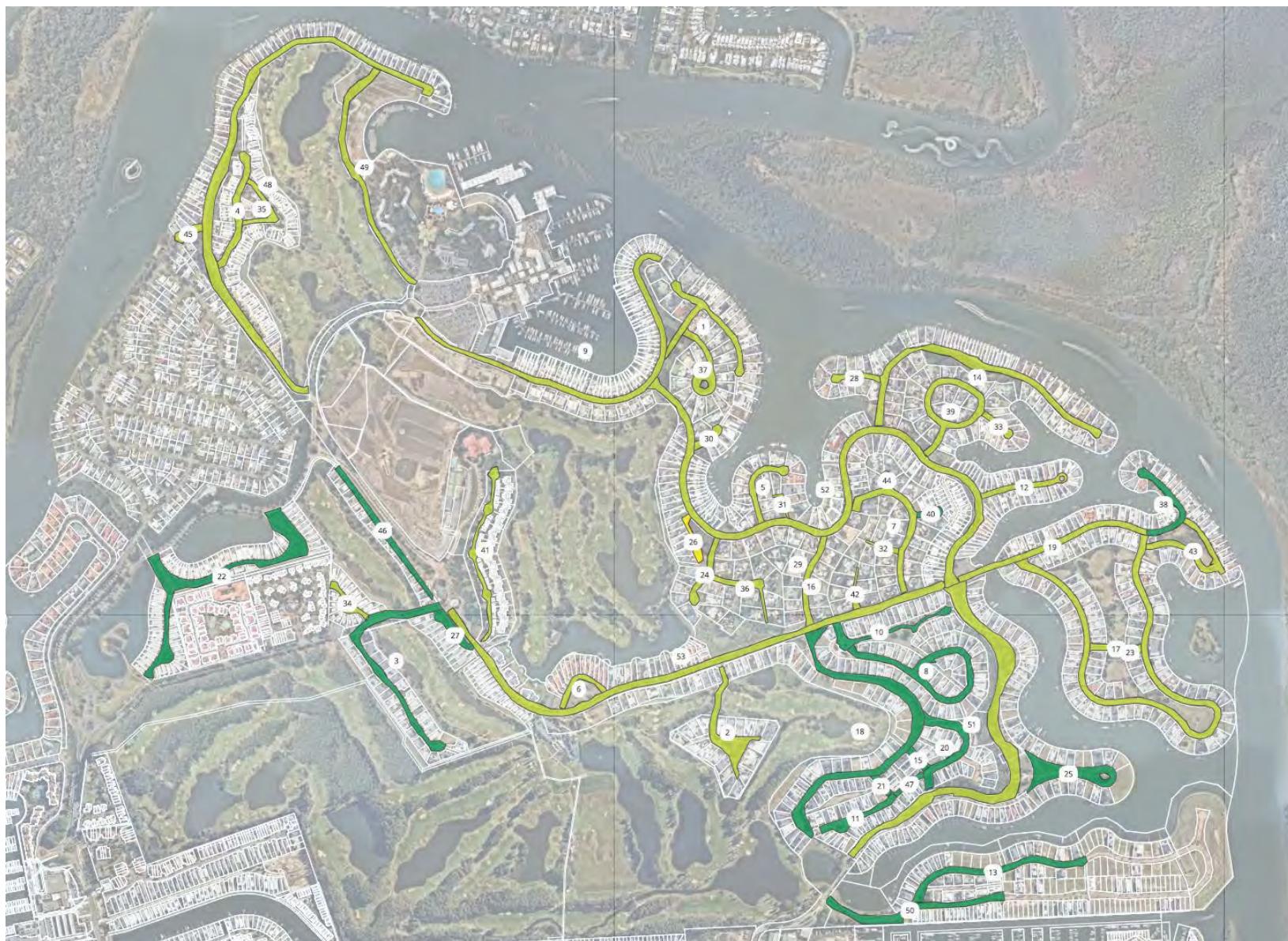
Indicative Risk

Risk (within tree inspection) is assessed within a specialised 'Risk Matrix' where 'Probability' of failure (whole tree, stem, branch) is assessed against the likelihood of that failed part impacting something (building, vehicle, person) and what the consequence of that failure would be.

A detailed individualised assessment was not undertaken however an indicative Risk was assigned based on the species, age, size and location within the site.



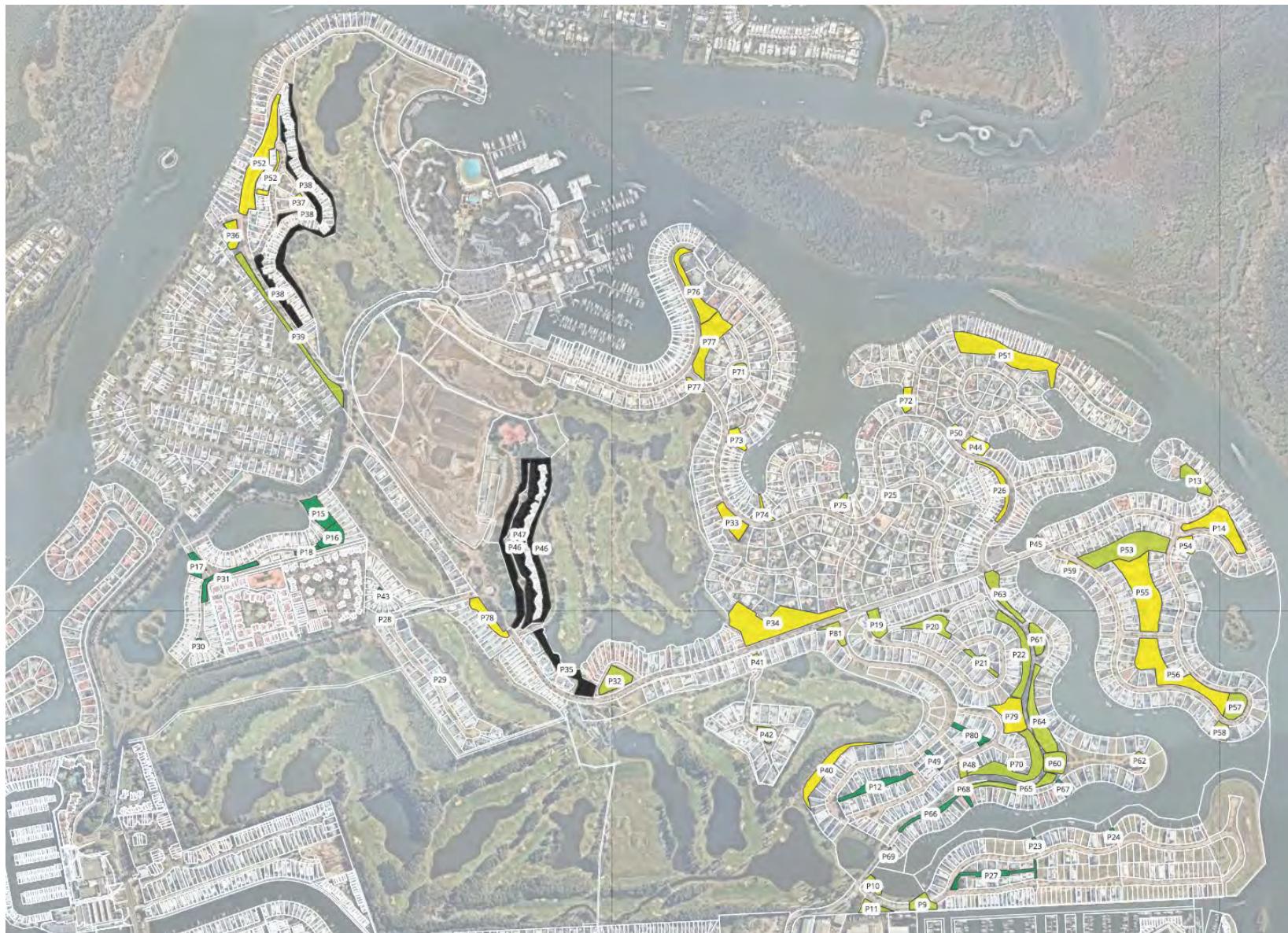
Indicative risk – Street



LEGEND

- Medium (Yellow)
- Low (Light Green)
- Very Low (Dark Green)
- Not assessed (Black)

Indicative risk – Parks



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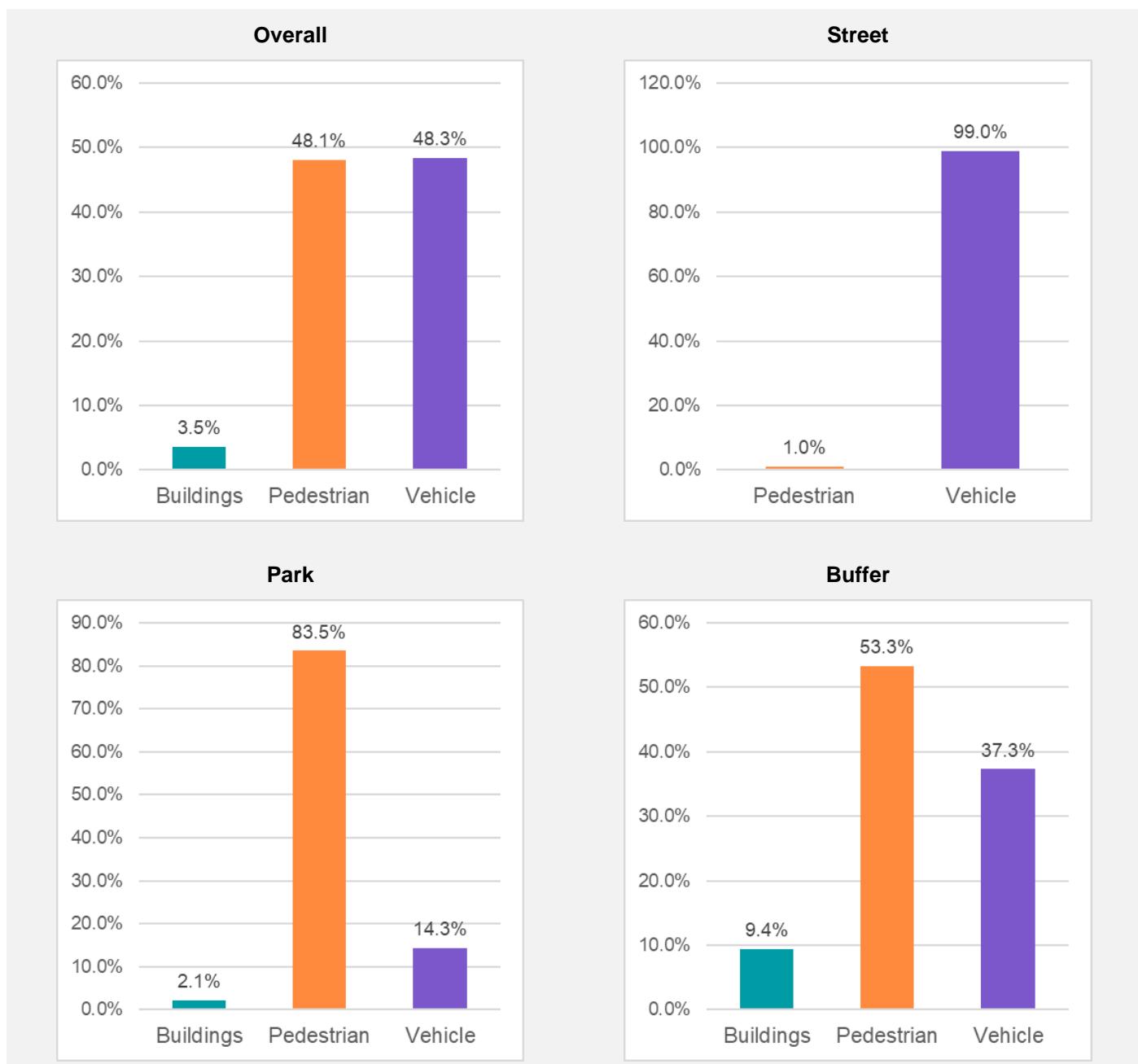
Dominant impact/target

The dominant target of potential failure varies within the three specific areas – street, park and buffer.

Vehicle impact is the main concern within the street tree area. This relates both to trees/branches overhanging the road impeding vehicle egress and, to a lesser extent, branch/tree failure onto the road. Tree/branch failure, although having a greater consequence, is of lesser concern due to the intermittent nature of the vehicles and that they are generally in motion, as opposed to stationary, where time within the impact zone is very limited. Pedestrians walking along footpaths are of concern, but also of lesser concern, due to intermittent and in motion occupancy within any potential impact zone.

Park trees have similar issues as street trees however pedestrians are of greater significance due to higher site use increasing occupancy, especially where permanent seating is located.

The buffer zones are generally densely planted embankments, drainage areas or perimeter strips (to restrict view) based on perimeter plantings or internal topography. The trees are more closely spaced, with amenity gained from the grouping rather than the individual tree. Due to the close nature of the trees, individual tree structure can be affected by suppression which in turn impacts ULE and potential for branch failure and dieback. On the positive side, the denser planting of buffer zones decreases occupancy, and therefore, consequence of any potential failures.



Useful life expectancy

Useful Life Expectancy (ULE) refers to an expected period of time a tree can be retained within the landscape before its amenity value declines to the point where it may detract from the appearance of the landscape and/or becomes potentially hazardous to people and/or property, and/or when maintenance costs outweigh landscape/aesthetic benefits or where cultural practices are no longer effective.

ULE values consider tree species, current age, health, structure, defects, climate change and location. The values are based on the tree's characteristics at the time of assessment and do not consider future changes to environmental conditions (both positive and negative) which may influence the ULE value. Therefore, ULE is considered to be dynamic and capable of change in either direction.

Trees within an urban environment will often have shorter ULE's by comparison with those growing in their natural ecology. This reduction is often due to factors such as environmental conditions, conflicts with built infrastructure, altered soils and the requirement to manage tree risk.

When looking at costs surrounding tree management, the greatest generally come in at the establishment period (young trees) and then again during late mature/senescent stages, where more risk mitigation pruning/advanced assessments and removals occur. The sweet spot is during the middle timespan where minimal work is required and amenity and environmental benefits are occurring. Longer-lived, generally larger sized, trees tend to excel when comparisons of this financial kind are made. This is not to say larger trees are better in every scenario, as it often comes down to requirements for any given location i.e.; shade, speed of establishment, soil type and volume, canopy size etc.

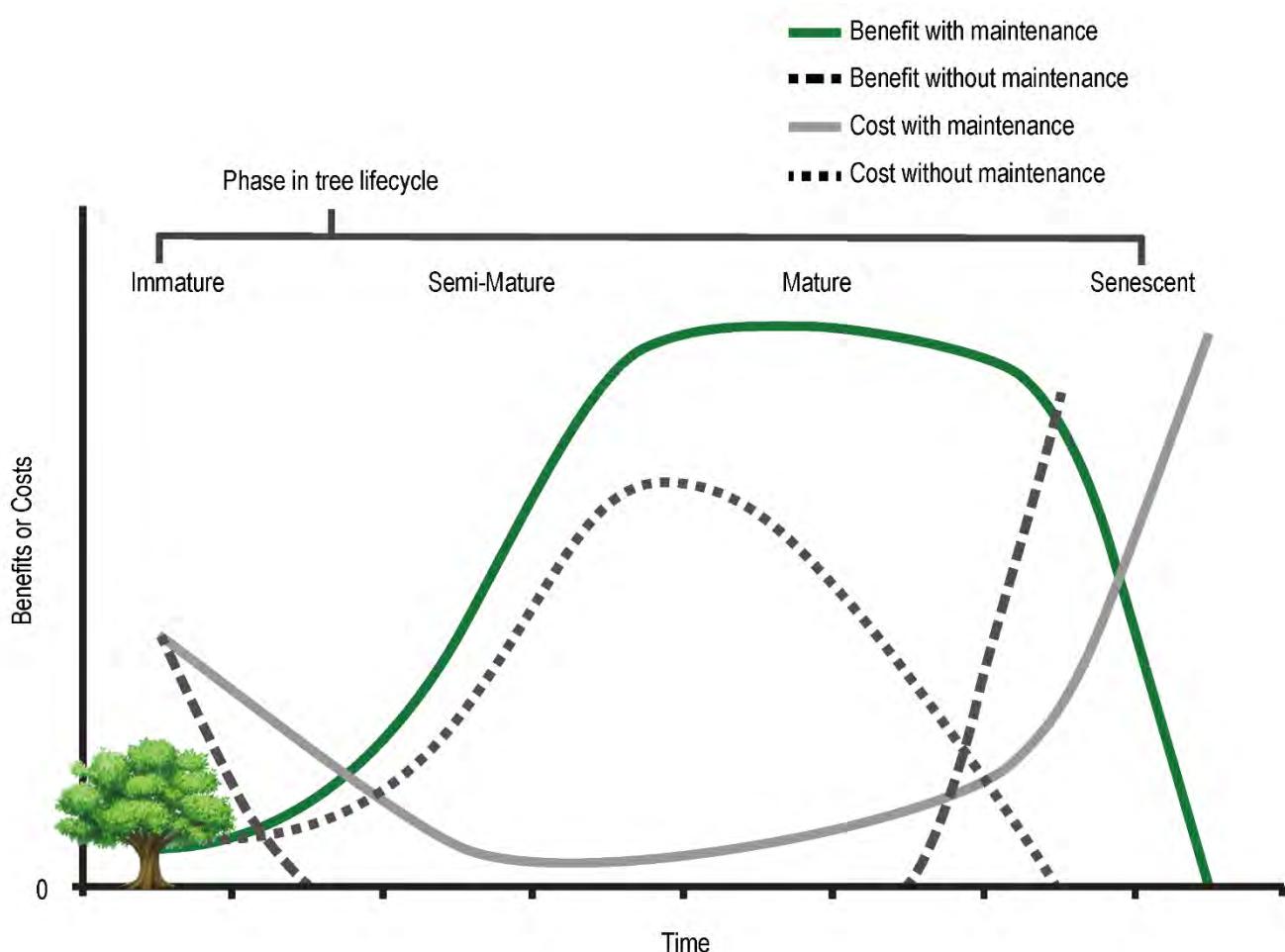
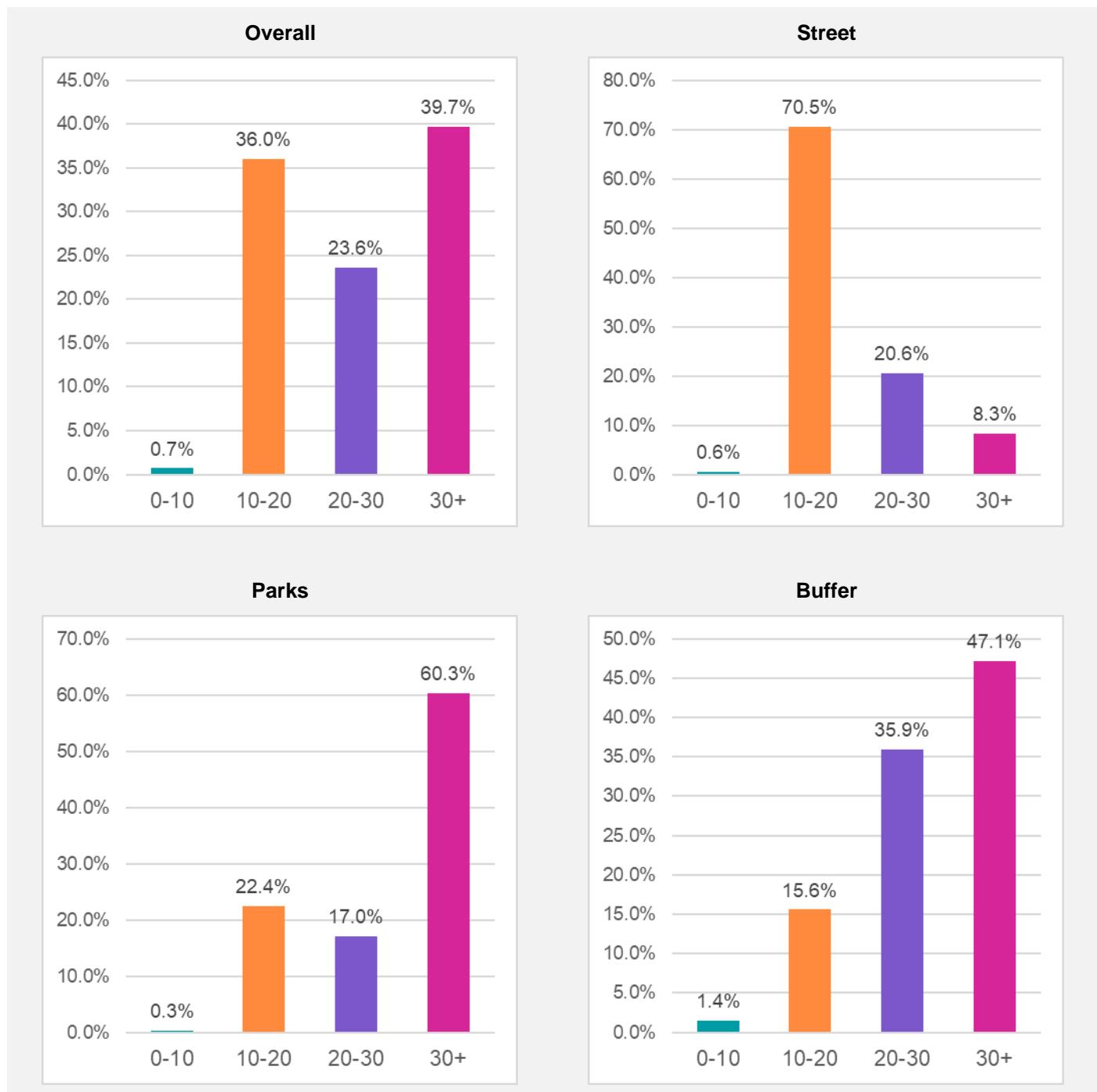


Figure 3. Theoretical costs and benefit profiles over the lifetime of an individual tree, with (solid lines) and without (dashed lines) adequate maintenance. Benefits are maximised during the mature phase of a tree and decline rapidly through senescence, while costs show an inverse pattern. Hauer, et al., 2015.

This can be seen in the graphs below where the larger, longer-lived trees are situated within the parks and buffer zones where more space and larger soil volumes are available while the smaller, faster establishing trees are situated within the street scape.



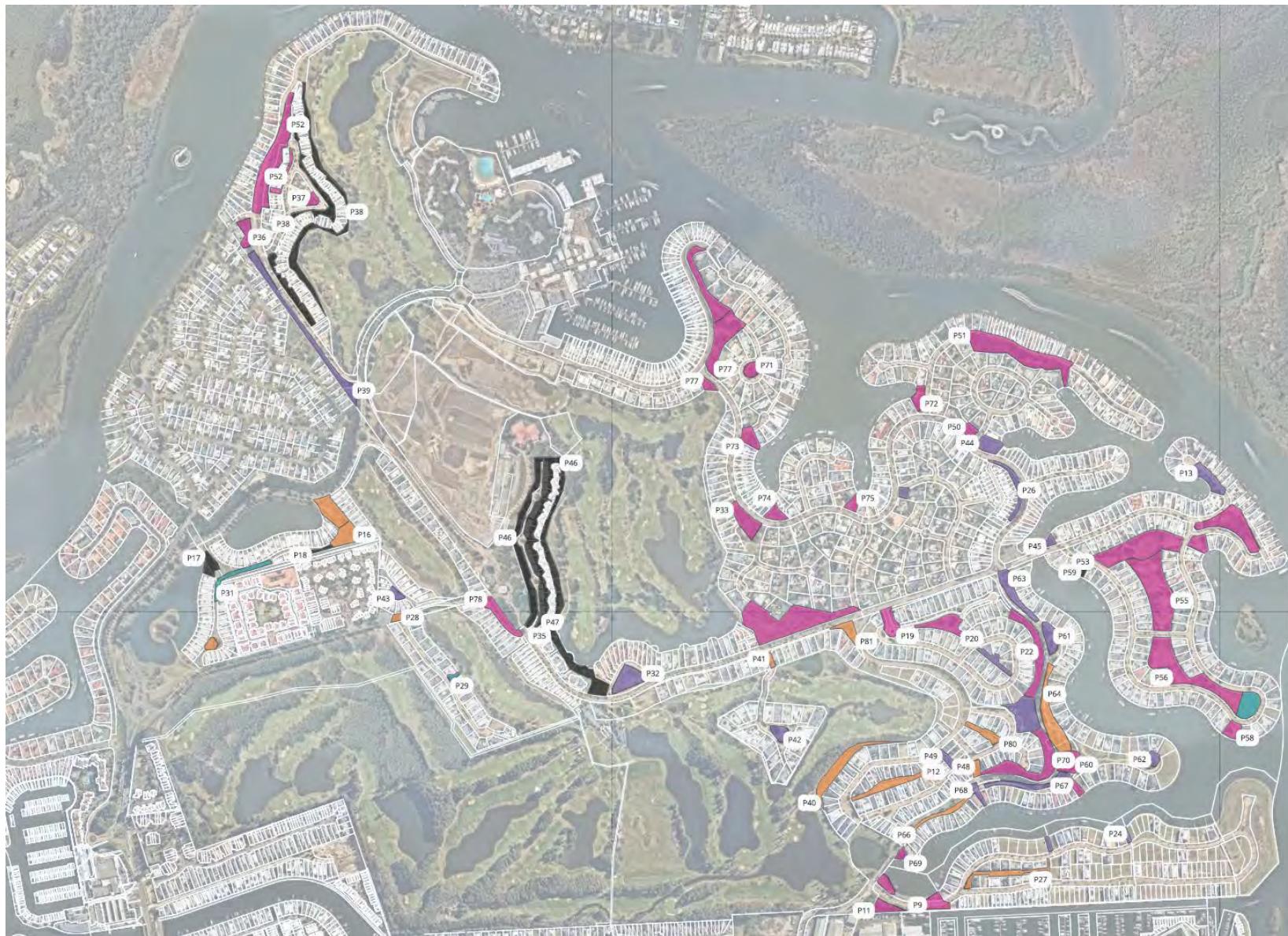
Useful life expectancy – Street



LEGEND

- 0-10 years
- 10-20 years
- 20-30 years
- 30+ years
- Not assessed

Useful life expectancy – Parks



LEGEND

- 0-10 years
- 10-20 years
- 20-30 years
- 30+ years
- Not assessed

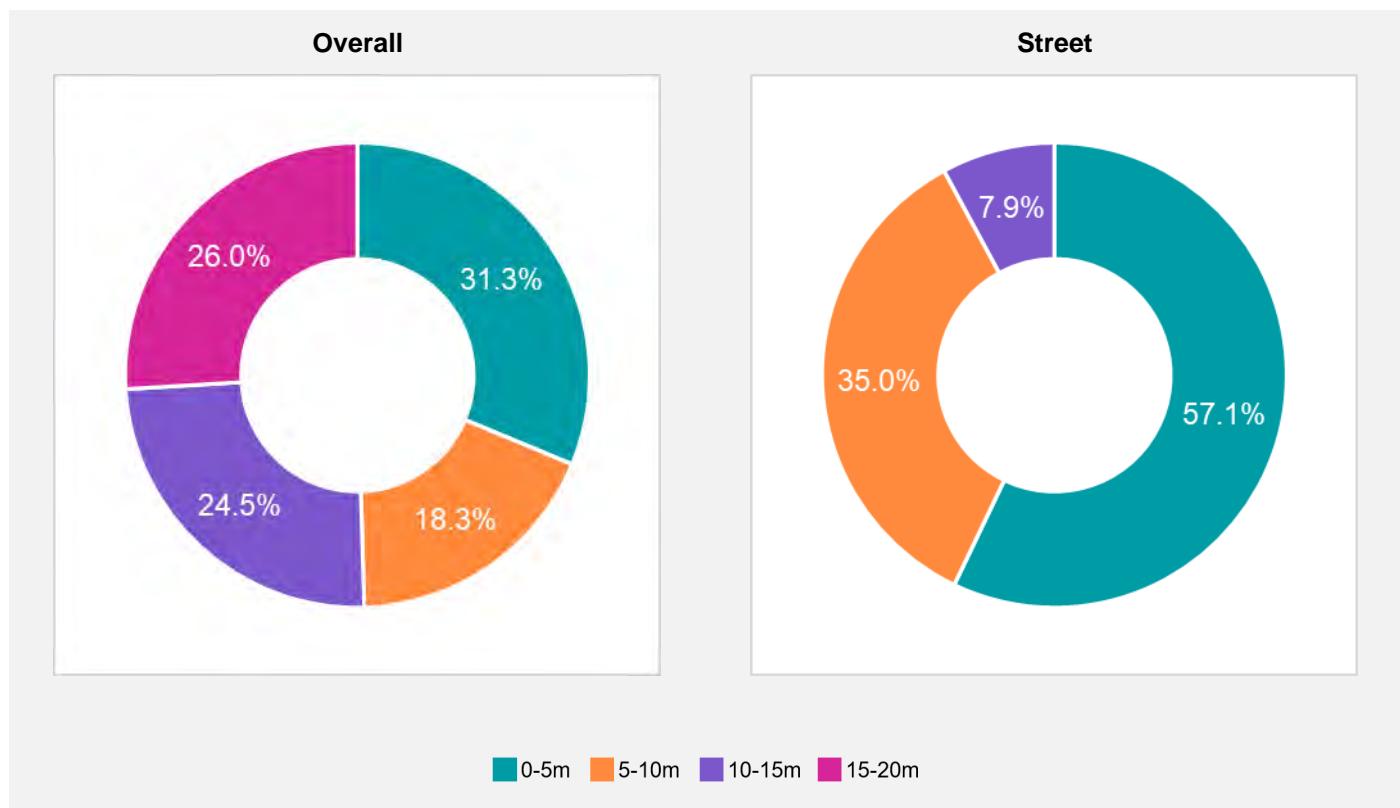
Tree size

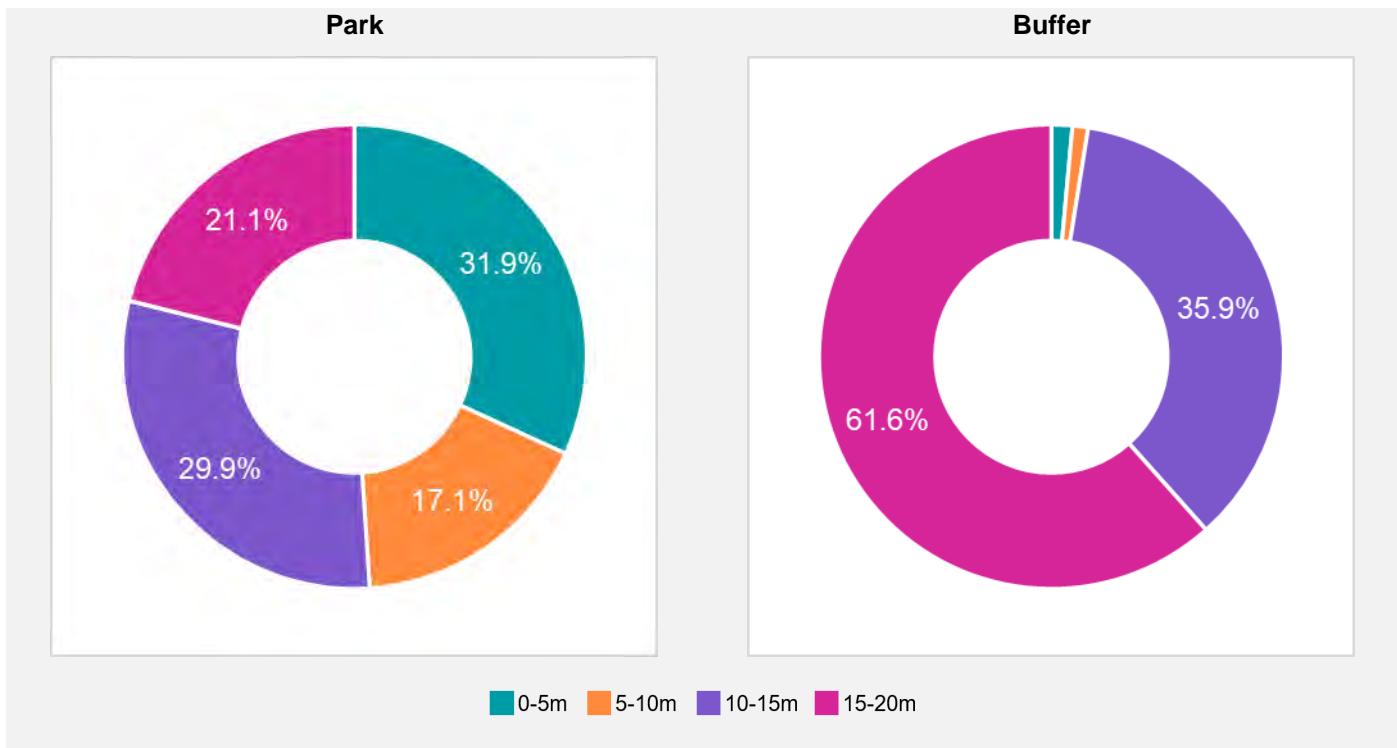
A diverse range in tree size is desirable to be maintained to meet the needs of particular areas of the site as well as to provide varied aesthetic value and structure to the treescape. Small trees can be sited in areas of limited space (above and/or below ground) and where lower levels of shading, screening or tree related risk is desired. Larger trees provide greater levels of canopy cover, biomass, shade, screening, aesthetic impact, ecological and environmental value, however their placement in the landscape must be carefully considered regarding their root system, the amount of available soil and their proximity to nearby infrastructure. Doing so will result in reduced conflicts between trees and surrounding infrastructure in the future, thereby increasing the values of the trees whilst reducing related maintenance costs, which in some instances may be ongoing e.g. paving repairs from expanding tree root systems.

For the purposes of this report a small tree is defined as generally being 5–10m in height, a medium sized tree is defined as being 5–10 or 10–15m in height with large trees defined as being 15m+ at maturity.

The charts below show the current tree size of trees within Sanctuary Cove. The majority of the existing tree species on site will fall into the small to medium categories, as defined above, even after reaching full maturity.

As mentioned above, the planting of large-sized trees (where appropriate) is encouraged due to the increased landscape and environmental benefits they offer. Equally important however is the fact that having a large and significant tree population segment will ensure the overall appearance of the site changes little visually in the future, and is particularly able to withstand changes such as the building of new infrastructure and/or programmed tree removals.





Tree size – Street



LEGEND

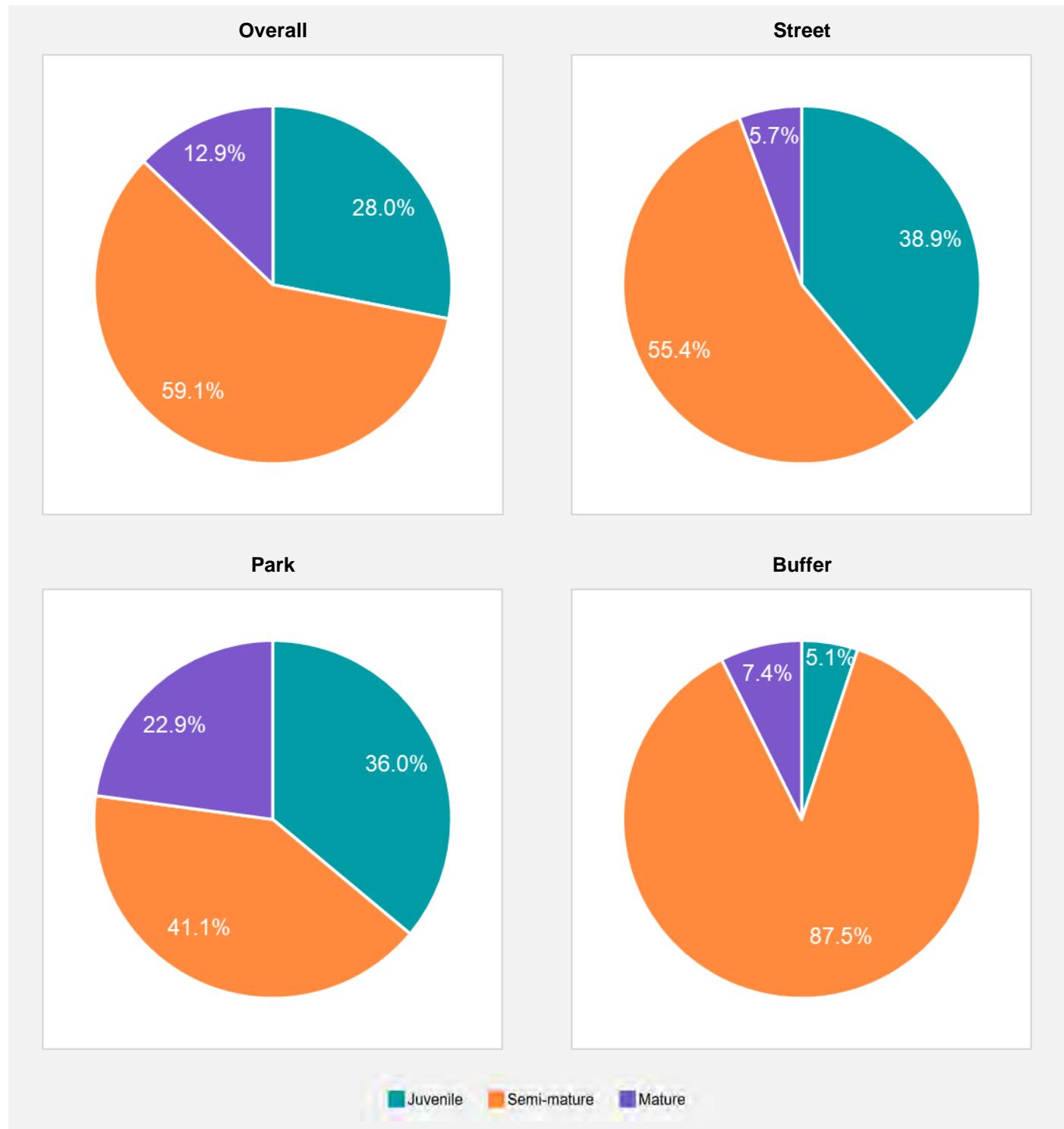
- 0-5m
- 5-10m
- 10-15m
- 15-20m
- Not assessed

Tree size – Parks



Tree age

The majority of the combined Sanctuary Cove trees (87%) fall within the juvenile/semi-mature category. This indicates establishment costs/maintenance are focused mainly on the establishment maintenance and/or targeted pruning to establish a suitable structure for the locations they are in. The younger age of the existing tree population indicates it will be fairly stable for a number of years as well as increase in canopy coverage across the site due to the natural growth of the existing trees.

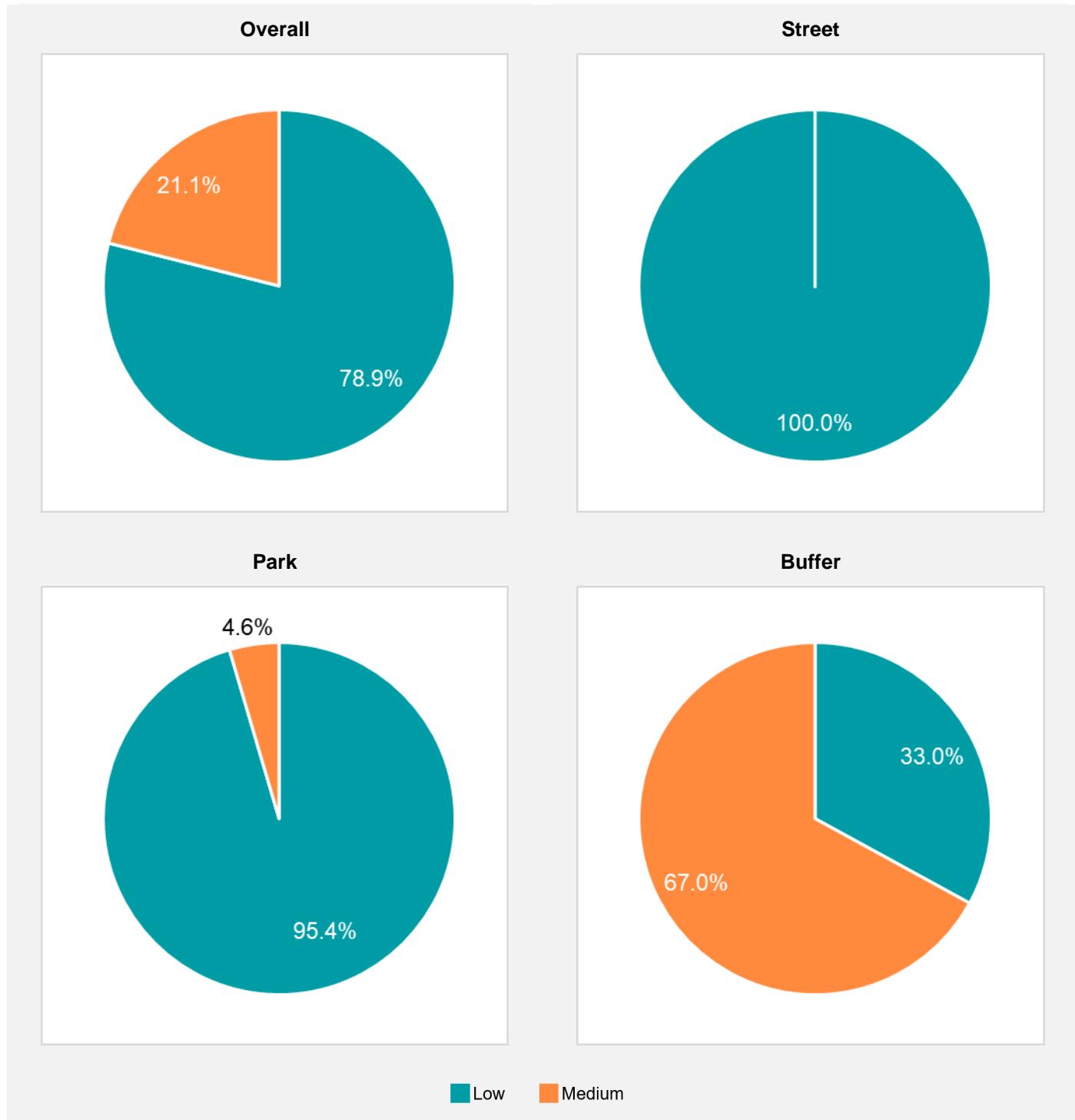


Fire risk

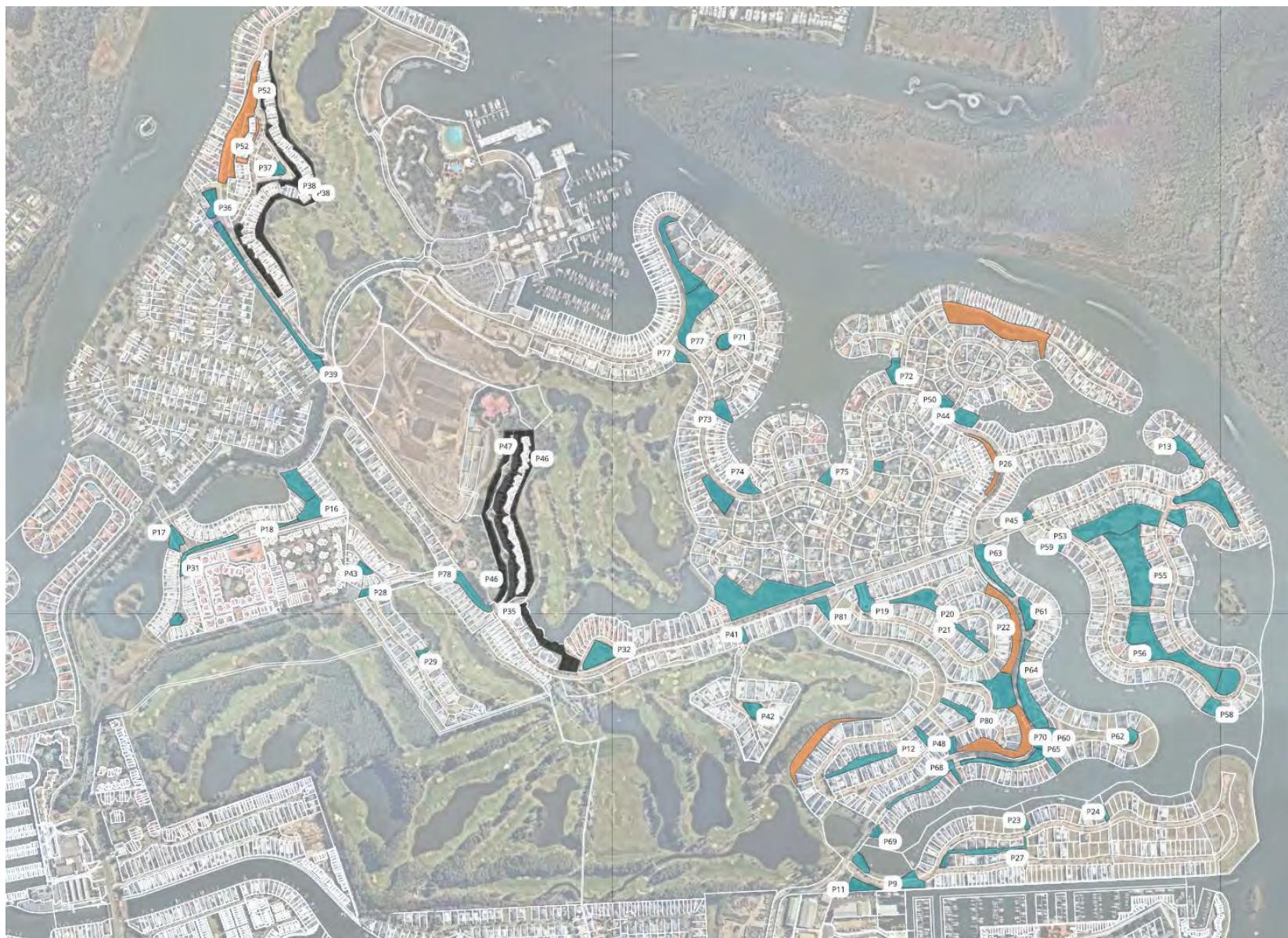
The overall fire risk posed by the street trees was considered Low, largely due to the smaller size, species selection and intermittent spacing between trees.

Fire risk within the parks was generally considered Low, due to the intermittent and/or small group spacing of the trees as well as the species selections of existing trees. The denser planted Plumeria Park was the exception, with a moderate risk allocated.

The bush fire risk is greatest in the buffer zone areas although still not considered as High due to location within a dense residential area, relatively small size/width of the zones and previously completed building understorey clearance.



Fire risk – Parks



LEGEND

- Fire risk - Low
- Fire risk - Medium
- Fire risk – Not assessed

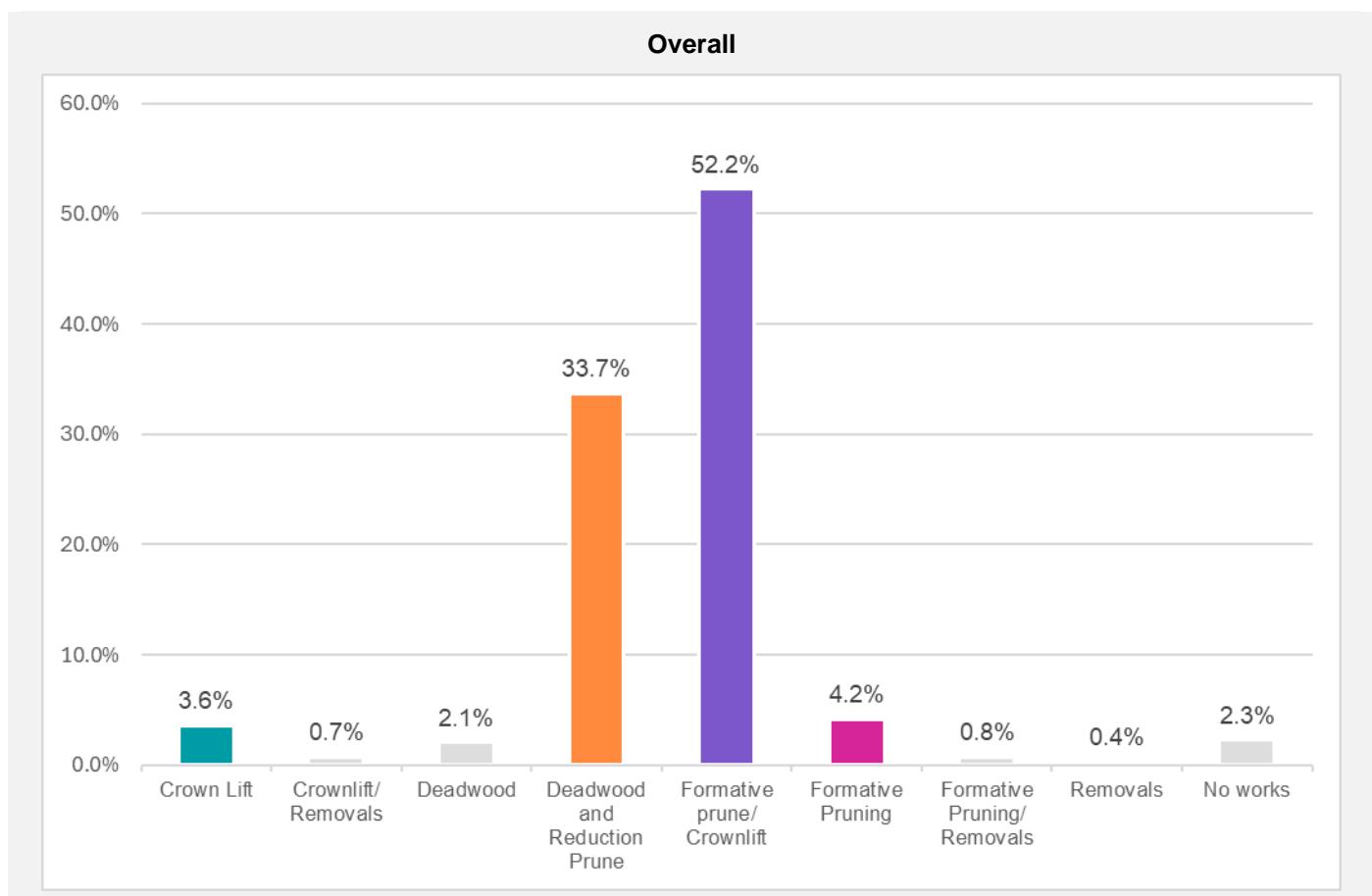
Maintenance recommendations

The general maintenance requirements for the street and park trees would be to undertake periodic crown lifting over paths/roads, deadwood removal in the larger Eucalypt species and the occasional formative prune to improve structure, increase ULE and limit future failure potential.

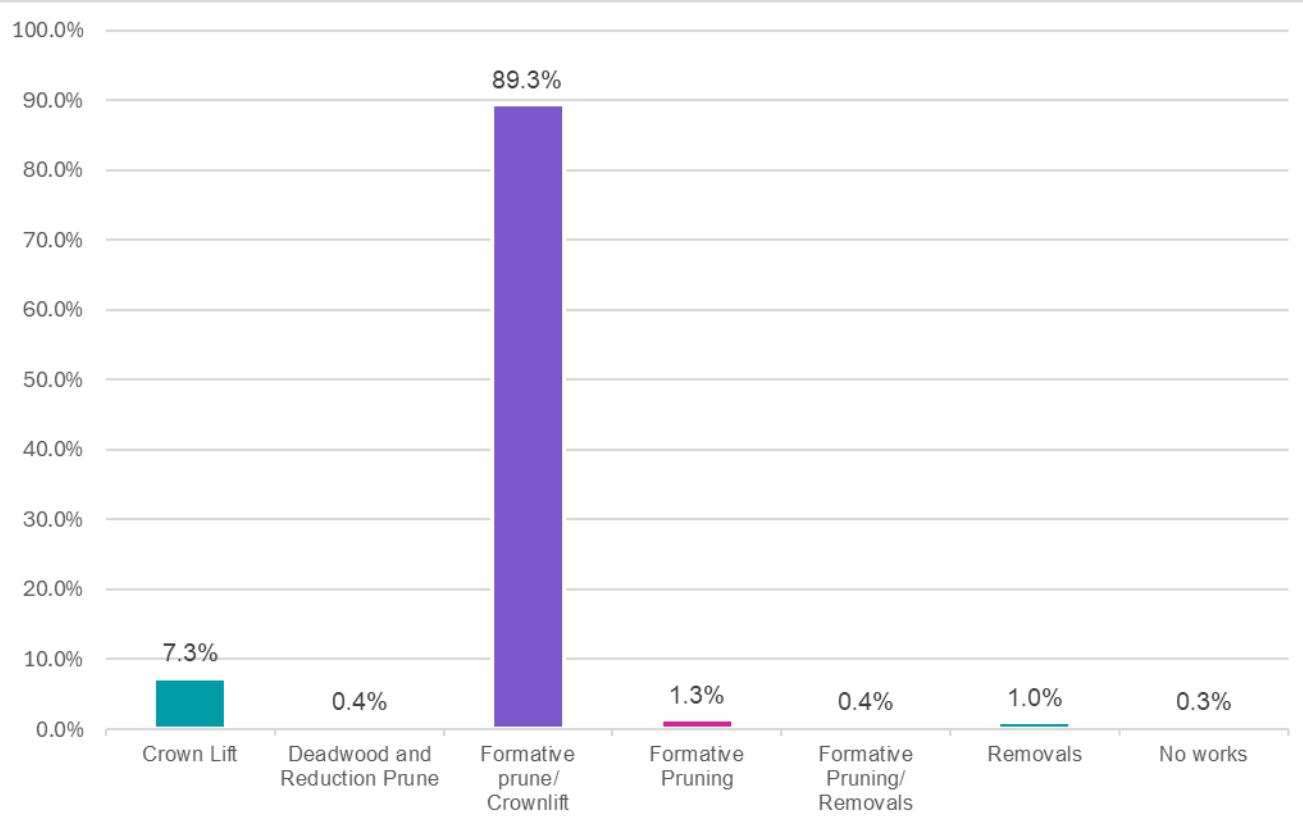
Less day-to-day maintenance is required in buffer zones, however larger scale periodic residential building clearance and/or understory bush fire clearance is required.

There are a lot of parks within the Sanctuary Cove environs, including larger formal parks down landscaped rear lane areas and smaller pockets. The varied nature of the parks brings various issues (impact to existing hard infrastructure, shade/risk to residential neighbours, habitat) which require consideration when selecting the most suitable tree species. The existing trees situated within the parks are generally of species of larger mature stature which will be longer lived within the landscape.

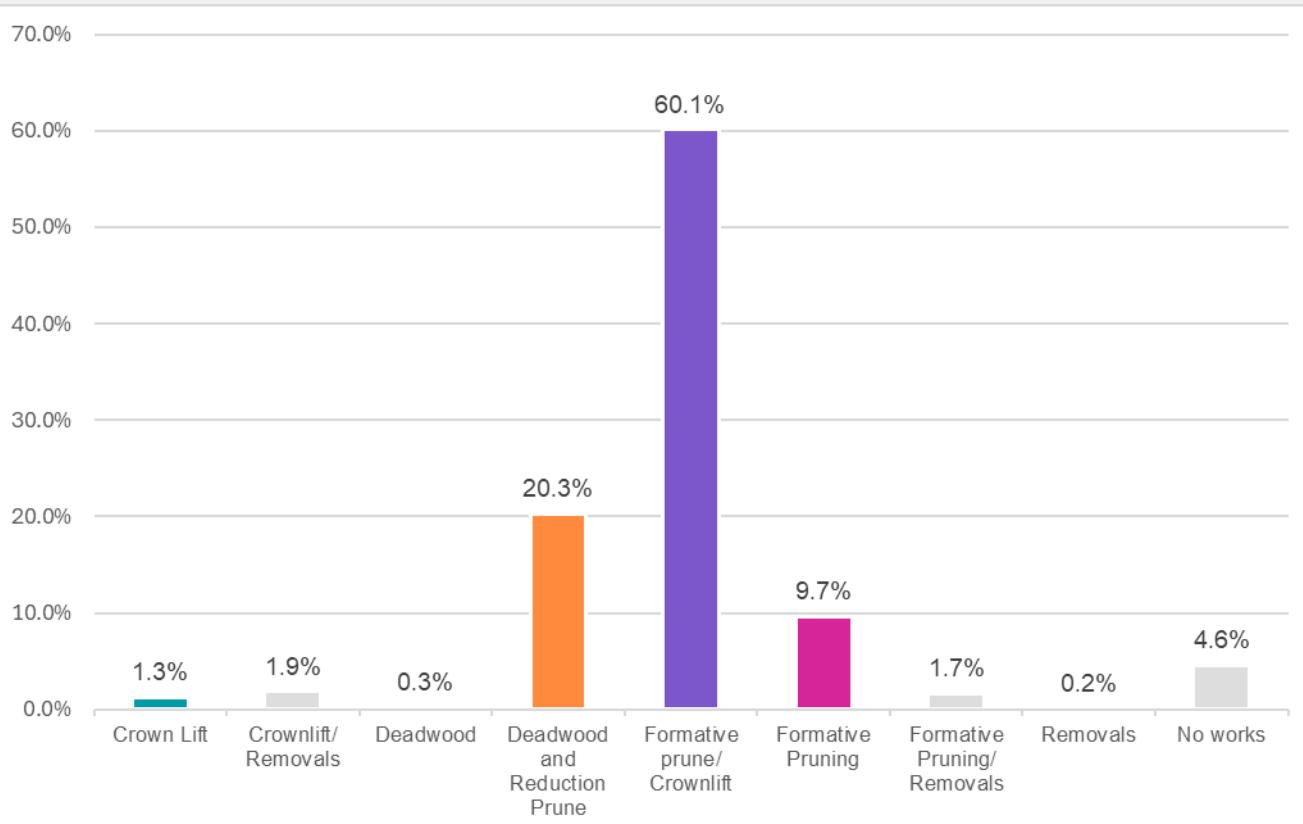
A number of parks have a restricted size and/or have existing infrastructure and trees which limit additional planting however there are still plenty of opportunities within several larger parks where larger feature trees could be added – Cassia Park being a prime example.

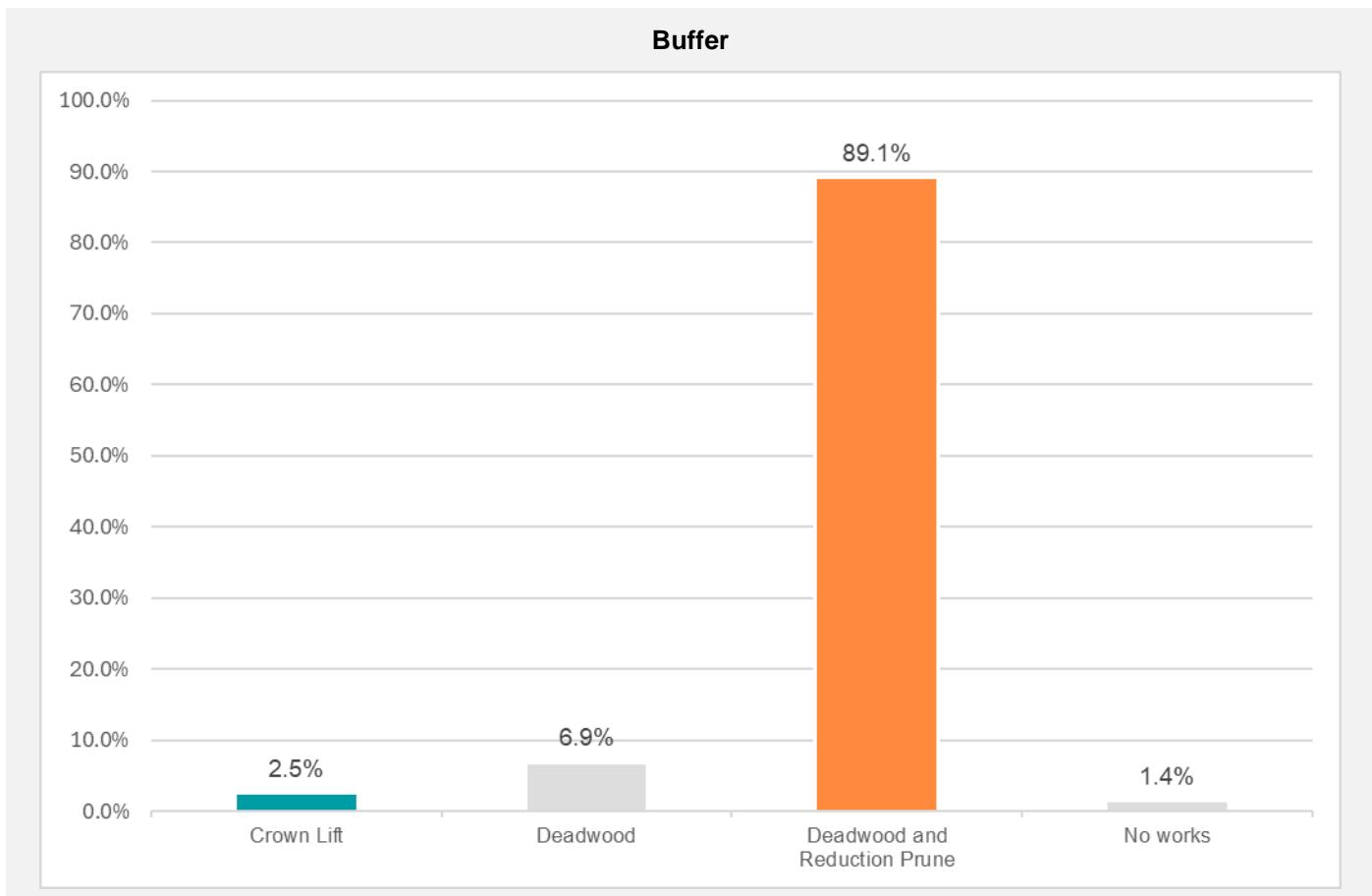


Street



Park





Maintenance of New Plantings

A number of failed plantings were observed around the site. It is our recommendation that maintenance regimes/contracts for newly planted stock be for at least one year, preferably two, based on species and size at planting which will be on a reducing scale of frequency and attention. Current practice is grounds maintenance/contractor is responsible for trees up to 2m. It is recommended at this stage a formal maintenance handover process should be implemented prior to PBC taking over management of trees in an acceptable state, ensuring viability of the stock.

It is recommended that the following be considered to facilitate successful establishment and retention of new plantings:

- Regularly inspect stakes and planting supports. Supports should allow for minor movement at establishment to promote stem caliper development, whilst minimising the ability for wind loading to disturb fine root development and therefore establishment of the trees into the wider soil environment.
- As the trees begin to establish adequately into the soil environment, the level of support should be reduced, with the complete removal of all staking and support within two years.
- Treat the root zone quarterly with seaweed solution, wetting agent (may only be required during Summer and Autumn), and half rate liquid blood and bone.
- As the root system establishes and expands, continue to replenish and extend mulching where possible.
- Irrigation should be provided to supply adequate soil moisture. This should be regularly inspected, and irrigation adjusted as necessary.
- Regular checks for insect predation and/or fungal attack with appropriate measures taken if identified.

Pruning (Crown lifting)

Many of park and/or street trees on the site have had degrees of crown lift pruning to clear access ways (pedestrian paths and internal roads). It appears the work to date has been undertaken with targeted branches basically lopped back until the immediate issue is solved. The current approach appears to have resulted in the requirement for more repeat work than should be necessary, increasing maintenance costs.

Effective crown lifting is a skilled job, generally done in stages, which entails removing targeted branches back to correct branch collars to minimise the impact on the tree and limiting repeat work. Experienced arborists are recommended for the job as they can approach pruning with an understanding of the targeted species branching structure, growth patterns and tolerance/response to pruning.

Formative pruning

Formative pruning of juvenile/semi-mature trees would be beneficial in multiple instances across the site (Figure 5). Formative pruning should be viewed as part of successful establishment to ensure trees develop as free of structural defects as possible, thereby reducing their future failure potential and increasing longevity in the landscape.

Formative pruning is a specialised skill and all pruning works should be performed to Australian Standard AS 4373:2007 *Pruning of Amenity Trees* and performed by a minimum AQF Level 3 qualified arborist.

Undertaking such works early will have a reduced impact upon tree health and be of a lower financial cost than if left until the tree is larger, reacting to unplanned failure and/or premature removal/replacement costs.

Tree Location / Removal

The vast percentage of street trees were evenly spaced and located in the best spaces available, however a number were observed in inappropriate locations where early removal should be considered. These trees are situated too close to fragile infrastructure, are species which attain a large mature size in small/restricted planting areas or where locations would require increased future maintenance.

Although removal should never be undertaken lightly, as every tree has some value and/or has incumbent establishment costs, sometimes a hardheaded approach is required after a careful cost/benefit analysis has been undertaken.



Figure 4. A juvenile tree situated in an inappropriate location along The Parkway - precinct E which will require continued maintenance to maintain both road, driveway and street light clearances. Civica ArborSafe, September 2025.

Syagrus romanzoffiana (Cocos Palm)

This Palm species is associated with increased bat activity and maintenance requirements due to excessive production of fruit, fruiting structures and fronds and is classed as an environmental weed in many areas.

Complete removal can sometimes be a more cost effective management strategy, especially if resident complaints have been received, instead of continually removing dead/dying fronds and fruiting structures (generally required at six monthly intervals).



Figure 5. A group of maintained Cocos Palms (PTBC P3 Main Entry Buffer, PBC palms located nearby inside the gates).
Civica ArborSafe, September 2025.

Further Assessment

Streets, Parks or Buffer Zones with a moderate indicative risk profile should be considered for the instigation of an annual Tree Risk Assessment program, possibly limited to larger trees or trees of a certain species (i.e.: Eucalypts) rather than all trees in those locations.

Recommendations

Overall the site presents as a relatively low risk site with many trees being juvenile or semi-mature trees of a species and type that are of low risk. There are some areas of concern within the parks and buffers zones with larger trees and Eucalypt trees species.

Canopy enhancement

- Focus planting in areas with low tree density.

Biodiversity

- Promote underrepresented native species to improve ecological resilience.
- Avoid over-reliance on dominant species to reduce monoculture risks.

Risk mitigation

- Implement regular pruning and deadwood removal in medium-risk zones.

Maintenance strategy

Area	Maintenance Actions	Frequency
Street	Formative pruning and crown lifting off roadways and car parks.	Annually – winter.
Park/Buffer	Targeted Civica ArborSafe risk assessment of specified trees (based on tree height/species/location).	Annually – autumn/winter.
Park/Buffer	Trees overhanging/likely to impact pedestrians/cars – deadwood removal and targeted reduction pruning where required.	Following risk assessment based on recommendations within report.
Park/Buffer	Post-storm hazard assessment.	As required. Trees under management within the ArborSafe tree management system.

Recommended approach to maintaining a healthy and safe urban forest

- Digital Tree Scan – Provides essential data for building, footpath and street clearance requirements as well as identifying early-stage indicators for trees in decline, dieback or with lean angles.
- Main entry ways, medium risk parks and fringe of buffer zones with Eucalypt trees to be placed under tree risk inspection annually after the annual tree scan. Where any areas of concern are identified through the AI tree scan, these can be assessed onsite whilst performing the detailed risk inspection.



Appendix A. Arboricultural reporting assumptions and limiting conditions

1. Any legal description provided to the consultant is assumed to be correct. Any titles and ownership of any property are assumed to be good. No responsibility is assumed for matters legal in character.
2. It is assumed that any property/project is not in violation of any applicable codes, ordinances, statutes or other government regulations.
3. Care has been taken to obtain all information from reliable sources. All data has been verified in so far as possible, however, the consultant can neither guarantee nor be responsible for the accuracy of the information provided by others.
4. The consultant shall not be required to give testimony or to attend court by reason of this report unless subsequent contractual arrangements are made, including payment of an additional fee for such services.
5. Loss or alteration of any part of this report invalidates the entire report.
6. Possession of this report or a copy thereof does not imply right of publication or use for any purpose by anyone but the person to whom it is addressed, without the prior written consent of the consultant.
7. Neither all nor any part of the contents of this report, nor any copy thereof, shall be used for any purpose by anyone but the person to whom it is addressed, without the written consent of the consultant. Nor shall it be conveyed by anyone, including the Client, to the public through advertising, public relations, news, sales or other media, without the written consent of the consultant.
8. This report and any values expressed herein represent the opinion of the consultant and the consultant's fee is in no way contingent upon the reporting of a specified value, a stipulated result, the occurrence of a subsequent event, nor upon any finding to be reported.
9. Sketches, diagrams, graphs and photographs in this report, being intended as visual aids, are not necessarily to scale and should not be construed as engineering or architectural reports or surveys unless expressed otherwise.
10. Information contained in this report covers only those items that were examined and reflect the condition of those items at the time of inspection.
11. Inspection is limited to visual examination of accessible components without dissection, excavation or probing. There is no warranty or guarantee expressed or implied that the problems or deficiencies of the plants or property in question may not arise in the future.

Appendix B. Explanation of tree assessment terms

Tree number: Refers to the individual identification number assigned within the ArborSafe software to each assessed tree on the site and the number which appears on the tree's tag.

Tree location: Refers to the easting and northing coordinates assigned to the location of the tree as obtained from the geo-referenced aerial image within the ArborSafe software.

Tree species: Provides the botanic name (genus, species, sub-species, variety and cultivar where applicable) in accordance with the International Code of Botanical Nomenclature (ICBN), and the accepted common name.

Trees in group: The number of trees encompassing a collective assessment of more than one tree. Typically grouped trees have similar attributes that can be encompassed within one data record.

Height: The estimated range in metres attributed to the tree from its base to the highest point of the canopy. Where required height will be estimated to the nearest metre.

Diameter at Breast Height (DBH): Refers to the tree's estimated trunk diameter measured 1.4m from ground level for a single trunked tree. These estimates increase in 50mm increments. Where required DBH will be measured to give an accurate measurement for single trunked trees, trees with multiple trunks, significant root buttressing, bifurcating close to ground level or trunk defects and will be measured as per the Australian Standard AS 4970–2009: *Protection of Trees on Development Sites*.

Tree Protection Zone (TPZ): A specified area above and below ground and at a given distance measured radially away from the centre of the tree's trunk and which is set aside for the protection of its roots and crown. It is the area required to provide for the viability and stability of a tree to be retained where it is potentially subject to damage by development. The radius of the TPZ is calculated by multiplying its DBH by 12. TPZ radius = DBH \times 12. (Note "Breast Height" is nominally measured as 1.4m from ground level). TPZ is a theoretical calculation and can be influenced by existing physical constraints such as buildings, drainage channels, retaining walls, etc. (Standards Australia, 2009).

Structural Root Zone (SRZ): The area close to the base of a tree required for the tree's anchorage and stability in the ground. The woody root growth and soil cohesion in this area are necessary to hold the tree upright. The SRZ is nominally circular with the trunk at its centre and is expressed by its radius in metres. SRZ radius = (D \times 50)0.42 \times 0.64 (Standards Australia, 2009).

Canopy spread: The estimated range in metres attributed to the spread of the tree's canopy on its widest axis. Where required crown spread will be estimated to the nearest metre.

Origin: Refers to the origin of the species and its type.

Category	Description
Indigenous	Occurs naturally in the local area and is native to a given region or ecosystem.
State Native	Occurs naturally within State but is not indigenous.
Australian Native	Occurs naturally within Australia and its territories but is not a State native or indigenous.
Exotic Evergreen	Occurs naturally outside of Australia and its territories and typically retains its leaves throughout the year.
Exotic Deciduous	Occurs naturally outside of Australia and its territories and typically loses its leaves at least once a year.

Health: Refers to the health and vigour of the tree.

Category	Description
Excellent	Canopy full with even foliage density throughout, leaves are entire and are of an excellent size and colour for the species with no visible pathogen damage. Excellent growth indicators, e.g. seasonal extension growth. Exceptional specimen.
Good	Canopy full with minor variations in foliage density throughout, leaves are entire and are of good size and colour for the species with minimal or no visible pathogen damage. Good growth indicators, none or minimal deadwood.
Fair	Canopy with moderate variations in foliage density throughout, leaves not entire with reduced size and/or atypical in colour, moderate pathogen damage. Reduced growth indicators, visible amounts of deadwood, may contain epicormic growth.
Poor	Canopy density significantly reduced throughout, leaves are not entire, are significantly reduced in size and/or are discoloured, significant pathogen damage. Significant amounts of deadwood and/or epicormic growth, noticeable dieback of branch tips, possibly extensive.
Dead	No live plant material observed throughout the canopy, bark may be visibly delaminating from the trunk and/or branches.

Age: Refers to the life cycle of the tree.

Category	Description
Young	Newly planted small tree not fully established may be capable of being transplanted or easily replaced.
Juvenile	Tree is small in terms of its potential physical size and has not reached its full reproductive ability.
Semi-mature	Tree in active growth phase of life cycle and has not yet attained an expected maximum physical size for its species and/or its location.
Mature	Tree has reached an expected maximum physical size for the species and/or location and is showing a reduction in the rate of seasonal extension growth.
Senescent	Tree is approaching the end of its life cycle and is exhibiting a reduction in vigour often evidenced by natural deterioration in health and structure.

Structure: Refers to the structure of the tree from roots to crown.

Category	Description
Good	Sound branch attachments with no visible structural defects, e.g. included bark or acute angled unions. No visible wounds to the trunk and/or root plate. No fungal pathogens present.
Fair	Minor structural defects present, e.g. apical leaders sharing common union(s). Minor damage to structural roots. Small wounds present where decay could begin. No fungal pathogens present.
Poor	Moderate structural defects present, including bifurcations with included bark with union failure likely within 0–5 years. Wounding evident with cavities and/or decay present. Damage to structural roots.
Hazardous	Significant structural defects with failure imminent (3–6 months). Defects may include active splits and/or partial branch or root plate failures. Tree requires immediate arboricultural works to alleviate the associated risk.

Useful Life Expectancy (ULE): Useful life expectancy refers to an expected period of time the tree can be retained within the landscape before its amenity value declines to a point where it may detract from the appearance of the landscape and/or presents a greater risk and/or more hazards to people and/or property. ULE values consider tree species, current age, health, structure and location. ULE values are based on the tree at the time of assessment and do not consider future changes within the tree's location and environment which may influence the ULE value.

Category
0 Years
<5 Years
5–10 Years
10–15 Years
15–25 Years
25–50 Years
>50 Years

Defects: Visual observations made of the presenting defects of the tree and its growing environment that are, or have the capacity to impact upon, the health, structural condition and/or the useful life expectancy of the tree. Defects may include adverse physical traits or conditions, signs of structural weaknesses, plant disease and/or pest damage, tree impacts to assets or soil related issues.

Tree significance: Includes environmental, social or historical reasons why the tree is significant to the site. The tree may also be rare under cultivation or have a rare or localised natural distribution.

Arborist actions: A list of arboricultural and/or plant health care works that are aimed at maintaining or improving the tree's health, structural condition or form. Actions may also directly or indirectly reduce the risk potential of the tree such as via the removal of a particular branch or the moving of infrastructure from under its canopy.

Appendix C. Tree data

Areas	Type	Area Occupancy	Occupancy Type	Location Profile	Dominant Impact/Target	Area Features / Considerations	Est Qty Trees	Est Avg Height (m)	Est Avg DBH (mm)	Avg Useful Life (yrs)	Juvenile	Semi-mature	Mature	Senescent	Dominant Species 1	Est	Dominant Species 2	Est	Dominant Species 3	Est	Pest & Disease Observed	Indicative Risk Profile	Fire Risk Profile	Common Maintenance Requirements	Comments
The Parkway - Precinct E	Primary Connector	High	MV - Transient	Street	Vehicle	Planted street trees along main corridor. Planting species changes throughout different sections. Rear of Alpina partial buffer zone with mixed species.	177	0-5	0-200	10-20		100%			Silky Oak	35%	Hoop Pine	25%	Weeping Lilly Pilly	5%		Low	Low	Formative prune/Crown lift	Planting location may impact roadways and driveways in the future due to species type.
The Parkway - Precinct F	Primary Connector	High	MV - Transient	Street	Vehicle		159	0-5	0-200	10-20		100%			Poinciana	50%	Golden Pender	30%	Weeping Lilly Pilly	15%		Low	Low	Formative prune/Crown lift	
B Edgecliff Drive - Precinct G	Primary Connector	Medium	MV - Transient	Street	Vehicle	Large figs in the southern side with juvenile trees on opposite side of mixed species.	100	10-15	200-300	30+	10%	50%	40%		Weeping Fig	30%	Tuckeroo	20%	Water Gum	10%		Low	Low	Formative prune/Crown lift	Prune to single leader where required. Appears a few may have failed at ground level & been replaced.
C Keyside Drive - Precinct H	Primary Connector	Medium	MV - Transient	Street	Vehicle		11	0-5	0-200	20-30	100%				Evergreen Magnolia	100%						Very Low	Low	Crown Lift	
Marine Drive West / North - Precinct I	Primary Connector	Medium	MV - Transient	Street	Vehicle		140	5-10	200-300	10-20		100%			Golden Shower Tree	10%	Weeping Lilly Pilly	60%	Cook Pine	30%		Low	Low	Formative prune/Crown lift	Single avenue of cook pine at northern end on park side of street only.
Cypress Point Terrace - Precinct J	Primary Connector	Low	Pedestrian - Transient	Street	Pedestrian	Row of individual trees situated only at northern end of parkland	15	10-15	500+	30+		25%	75%		River Red Gum	70%	Hills Fig	30%				Low	Low	Removals	Remove dead & declining trees
1 Anchorage Tce	Secondary Connector	Low	MV - Transient	Street	Vehicle		15	0-5	200-300	10-20	50%	50%			Leopard Tree	70%	Evergreen Magnolia	25%	Jacaranda	5%		Low	Low	Formative prune/Crown lift	
2 Arnold Palmer Dr	Secondary Connector	Low	MV - Transient	Street	Vehicle		35	5-10	200-300	10-20		80%	20%		Tuckeroo	30%	Weeping Lilly Pilly	20%	Tulipwood	20%		Low	Low	Formative prune/Crown lift	
3 Banksia Lakes Dr	Secondary Connector	Low	MV - Transient	Street	Vehicle	Tree planted in centre island	15	0-5	200-300	10-20	100%				Tuckeroo	100%						Very Low	Low	Crown Lift	
4 Bay Hill Tce	Secondary Connector	Low	MV - Transient	Street	Vehicle	Street Trees	56	5-10	0-200	10-20	80%	20%			Weeping Lilly Pilly	70%	Evergreen Ash	30%				Low	Low	Formative prune/Crown lift	
5 Bayview Walk	Secondary Connector	Low	MV - Transient	Street	Vehicle		5	5-10	400-500	20-30		100%			Cuban Royal Palm	100%						Low	Low		Frond pick up only required.
6 Berkshire Cr	Secondary Connector	Low	MV - Transient	Street	Vehicle	Zero trees	0															Low	Low		
7 Broken Hills Dr	Secondary Connector	Low	MV - Transient	Street	Vehicle		34	5-10	200-300	10-20	50%	50%			Ivory Curl Tree	100%						Low	Low	Formative prune/Crown lift	
8 Forest Hills Dr	Secondary Connector	Low	MV - Transient	Street	Vehicle		54	0-5	0-200	10-20	90%	10%			Weeping Lilly Pilly	60%	Leopard Tree	40%				Very Low	Low	Formative prune/Crown lift	Leopard trees on entry with Syzygium around circle
9 Harbour Tce	Secondary Connector	Low	MV - Transient	Street	Vehicle		41	0-5	200-300	10-20	50%	50%			Golden Shower Tree	40%	Golden Pender	30%	Evergreen Magnolia	20%		Low	Low	Formative prune/Crown lift	
10 Hillside Walk	Secondary Connector	Low	MV - Transient	Street	Vehicle		13	0-5	0-200	20-30	100%				Leopard Tree	100%						Very Low	Low	Formative prune/Crown lift	
11 Inlet Ct	Secondary Connector	Low	MV - Transient	Street	Vehicle		25	0-5	0-200	10-20	100%				Silver Ash	100%						Very Low	Low	Formative prune/Crown lift	Establishing
12 Key Waters	Secondary Connector	Low	MV - Transient	Street	Vehicle		15	5-10	0-200	20-30		100%			Leopard Tree	100%						Low	Low	Formative prune/Crown lift	
13 Keyside Dr	Secondary Connector	Low	MV - Transient	Street	Vehicle	Counted the entire circuit, not just the section shown on the map.	155	0-5	0-200	10-20	90%	10%			Tuckeroo	50%	Weeping Lilly Pilly	40%	Canary Island Date Palm	10%		Very Low	Low	Formative prune/Crown lift	
14 Marine Dr East	Secondary Connector	Low	MV - Transient	Street	Vehicle		58	5-10	300-400	20-30	20%	40%	40%		Broad Leaved Paperbark	50%	Leopard Tree	30%	Tulipwood	10%		Low	Low	Formative prune/Crown lift	
15 Oakmont Dr	Secondary Connector	Low	MV - Transient	Street	Vehicle		13	5-10	0-200	20-30	100%				Hoop Pine	100%						Very Low	Low	Crown Lift	
16 Olympic Dr	Secondary Connector	Low	MV - Transient	Street	Vehicle		19	0-5	200-300	10-20	50%	50%			Golden Shower Tree	80%	Poinciana	20%				Low	Low	Formative prune/Crown lift	
17 Paul Toose Dr	Secondary Connector	Low	MV - Transient	Street	Vehicle	Centre median strip planting plus some on road verge	20	5-10	0-200	20-30	70%	30%			Norfolk Island Pine	40%	Cook Pine	30%	Water Gum	20%		Low	Low	Formative prune/Crown lift	Mix of Cook & Norfolk down centre strip with water gums on the street verge.
18 Pinehurst Dr	Secondary Connector	Low	MV - Transient	Street	Vehicle		55	0-5	0-200	20-30	100%				Tuckeroo	100%						Very Low	Low	Formative prune/Crown lift	
19 Riverside Dr	Secondary Connector	Low	MV - Transient	Street	Vehicle		26	5-10	200-300	10-20		100%			Weeping Lilly Pilly	50%	Golden Pender	50%				Low	Low	Formative prune/Crown lift	
20 Sawgrass Pl	Secondary Connector	Low	MV - Transient	Street	Vehicle	includes 24 trees in Hillcrest Pl (comes of Sawgrass - shown in blue on map but no number?)	48	0-5	0-200	10-20	100%				Weeping Lilly Pilly	100%						Very Low	Low	Formative prune/Crown lift	
21 Sunningdale Ct	Secondary Connector	Low	MV - Transient	Street	Vehicle		6	0-5	0-200	10-20	100%				Silver Ash	100%						Very Low	Low	Formative Pruning/Removals	Establishing
22 The Address	Secondary Connector	Medium	MV - Transient	Street	Vehicle	Majority at southern end of the road.	7	0-5	0-200	30+	100%				Pink Trumpet Tree	100%						Very Low	Low	Formative Pruning	
23 The Circle	Secondary Connector	Low	MV - Transient	Street	Vehicle	Half of trees planted around park perimeters	60	5-10	0-200	20-30	60%	40%			Norfolk Island Pine	30%	Tuckeroo	30%	Tulipwood	30%		Low	Low	Crown Lift	
24 Turnberry Tce	Secondary Connector	Low	MV - Transient	Street	Vehicle		21	5-10	200-300	20-30		100%			Leopard Tree	100%						Low	Low	Formative prune/Crown lift	
25 Edgecliff Place	Secondary Connector	Low	MV - Transient	Street	Vehicle		10	0-5	0-200	20-30	100%				Water Gum	80%	Evergreen Magnolia	20%				Very Low	Low	Formative prune/Crown lift	
26 Birkdale Tce	Primary & Secondary Laneway	Low	MV - Transient	Street	Vehicle	Large grass verge at back of Koala park. 4 x poinciana street trees and 1 x large Euc set further back in the grass	5	0-5	200-300	30+		80%	20%		Poinciana	80%	River Red Gum	20%				Medium	Low	Formative prune/Crown lift	No major issues observed in 20m tall Euc.
27 The Estate	Primary & Secondary Laneway	Low	MV - Transient	Street	Vehicle	Trees only on eastern aspect,	10	0-5	0-200	10-20	100%				Golden Pender	100%						Very Low	Low	Formative Pruning	
28 Bayside Close	Primary & Secondary Laneway	Low	MV - Transient	Street	Vehicle		4	5-10	300-400	20-30		100%			Leopard Tree	100%						Low	Low	Formative prune/Crown lift	
29 Bracken Ln	Primary & Secondary Laneway	Low	MV - Transient	Street	Vehicle	Zero trees	0															Very Low	Low		
30 Clearwater Cr	Primary & Secondary Laneway	Low	MV - Transient	Street	Vehicle		5	0-5	0-200	0-10	50%	50%			Poinciana	100%						Low	Low	Formative prune/Crown lift	
31 Coveside Ln	Primary & Secondary Laneway	Low	MV - Transient	Street	Vehicle		4	0-5	0-200	0-10		100%			Poinciana	70%	Jacaranda	30%				Low	Low	Formative prune/Crown lift	
32 Ferny Ln	Primary & Secondary Laneway	Low	MV - Transient	Street	Vehicle		12	0-5	0-200	10-20	60%	40%			Ivory Curl Tree	80%	Cabbage Tree Palm	20%				Low	Low	Formative prune/Crown lift	
33 Keyside Cl	Primary & Secondary Laneway	Low	MV - Transient	Street	Vehicle		10	0-5	200-300	20-30</td															

Areas	Type	Area Occupancy	Occupancy Type	Location Profile	Dominant Impact/Target	Area Features / Considerations	Est Qty Trees	Est Avg Height (m)	Est Avg DBH (mm)	Avg Useful Life (yrs)	Juvenile	Semi-mature	Mature	Senescent	Dominant Species 1	Est	Dominant Species 2	Est	Dominant Species 3	Est	Pest & Disease Observed	Indicative Risk Profile	Fire Risk Profile	Common Maintenance Requirements	Comments
35 Merion Tce	Primary & Secondary Laneway	Low	MV - Transient	Street	Vehicle		10	0-5	0-200	10-20					Weeping Lilly Pilly	80%	Tuckeroo	20%				Low	Low	Crown Lift	Planting close to kerbside, potential future pavement damage.
36 Muirfield Pl	Primary & Secondary Laneway	Low	MV - Transient	Street	Vehicle	Laneway off side that leads to a parkland. Has 5 pencil pines assumed to be residential.	19	5-10	200-300	10-20		100%			Leopard Tree	80%	Canary Island Date Palm	20%				Low	Low	Formative prune/Crown lift	
37 Observation Cr	Primary & Secondary Laneway	Low	MV - Transient	Street	Vehicle		5	0-5	300-400	10-20		100%			Poinciana	100%						Low	Low	Formative prune/Crown lift	
38 Riverside Dr	Primary & Secondary Laneway	Low	MV - Transient	Street	Vehicle		0															Very Low	Low		
39 Riverview Cr	Primary & Secondary Laneway	Low	MV - Transient	Street	Vehicle		21	5-10	400-500	20-30	20%	80%			Queensland Brush Box	70%	Broad Leaved Paperbark	20%				Low	Low	Formative prune/Crown lift	
40 Spyglass Hill	Primary & Secondary Laneway	Low	MV - Transient	Street	Vehicle		0															Very Low	Low		
41 St Andrews Tce	Primary & Secondary Laneway	Low	MV - Transient	Street	Vehicle	Trees in Islands.	3	5-10	0-200	10-20		100%			Leopard Tree	66%	Hills Fig	33%				Low	Low	Crown Lift	
42 Sylvan Ln	Primary & Secondary Laneway	Low	MV - Transient	Street	Vehicle		8	5-10	200-300	10-20		100%			Golden Pender	100%						Low	Low	Formative prune/Crown lift	
43 The Circle	Primary & Secondary Laneway	Low	MV - Transient	Street	Vehicle		4	5-10	200-300	10-20		100%			Golden Pender	100%						Low	Low	Formative prune/Crown lift	
44 Timber View	Primary & Secondary Laneway	Low	MV - Transient	Street	Vehicle		6	0-5	0-200	10-20	50%	50%			Ivory Curl Tree	100%						Low	Low	Formative prune/Crown lift	
45 Pebble Lane	Primary & Secondary Laneway	Low	MV - Transient	Street	Vehicle	Adjacent Park tree Overhanging street	1	10-15	200-300	30+		100%			Tuckeroo	100%						Low	Low	Crown Lift	Tree situated in park overhanging street.
46 Vardon Lane	Primary & Secondary Laneway	Low	MV - Transient	Street	Vehicle		3	0-5	0-200	20-30	100%				Tuckeroo	90%	Hills Fig	10%				Very Low	Low	Formative Pruning	
47 Highlands Lane	Primary & Secondary Laneway	Low	MV - Transient	Street	Vehicle		4	0-5	0-200	10-20	100%				Tulipwood	100%						Very Low	Low	Formative prune/Crown lift	
P9 Sanctuary Point Entry	Park	Low	Pedestrian - Transient	Parks	Pedestrian		49	0-5	0-200	30+	50%	50%			Hoop Pine	40%	Water Gum	30%	Canary Island Date Palm	20%		Low	Low	Formative prune/Crown lift	
P10 Edgecliff Entry Park	Park	Low	Pedestrian - Static	Parks	Pedestrian	Pocket Park (formal) with seating & table.	10	0-5	300-400	30+	40%		60%		Canary Island Date Palm	60%	Tulipwood	20%	Frangipani	20%		Low	Low	Formative prune/Crown lift	Date palms frame the park.
P11 Fig Tree Hill	Park	Low	Pedestrian - Transient	Parks	Pedestrian		25	5-10	300-400	30+	40%	60%			Hills Fig	50%	Hoop Pine	40%	Eucalypt	10%		Low	Low	Formative prune/Crown lift	
P12 TBA Park 1	Park	Low	Pedestrian - Transient	Parks	Pedestrian	Pocket Park	54	0-5	0-200	10-20	100%				Water Gum	80%	Golden Pender	20%				Very Low	Low		Establishing - some watergums are not doing well and likely require replacement. Check maintenance contract.
P13 Riverside Park	Park	Low	Pedestrian - Transient	Parks	Pedestrian	Pocket park	20	10-15	300-400	20-30		60%	40%		Tuckeroo	30%	Tulipwood	30%	Kauri Pine	30%		Low	Low	Formative prune/Crown lift	
P14 Butcherbird Park	Park	Low	MV - Transient	Parks	Pedestrian	Larger park with single walking path past managed grass and treed gardens	220	10-15	400-500	30+	20%	30%	50%		Hills Fig	30%	Broad Leaved Paperbark	30%	Cook Pine	15%		Medium	Low	Formative prune/Crown lift	Big groups of mature trees
P15 Adelia Entry	Entry Gate	Medium	MV- Static	Parks	Vehicle	Trees pruned into box shape. Well Kept.	65	0-5	200-300	10-20	100%				Hills Fig	100%						Very Low	Low	Formative Pruning	
P16 Adelia - Park 1	Park	Medium	Pedestrian - Static	Parks	Vehicle	Trees pruned into box shape. Well Kept.	40	0-5	200-300	10-20	100%				Hills Fig	100%						Very Low	Low	Formative Pruning	
P17 Adelia - Park 2	Park	Low	Pedestrian - Transient	Parks	Pedestrian	Open managed grass.	0															Very Low	Low		
P18 Adelia Buffer	Buffer	Low	Pedestrian - Transient	Buffer	Pedestrian	Open managed grass.	0															Very Low	Low		
P19 Alpinia Entry	Entry park	Medium	MV - Transient	Parks	Vehicle		33	10-15	200-300	30+	30%	70%			Hoop Pine	30%	Golden Pender	30%	Norfolk Island Pine	10%		Low	Low	Formative prune/Crown lift	
P20 Alpinia Park	Park	Low	Pedestrian - Transient	Parks	Pedestrian	Managed grass with feature trees	4	5-10	400-500	30+		100%			Hills Fig	100%						Low	Low	Crown Lift	
P21 Alpinia - Park 1	Park	Low	Pedestrian - Transient	Parks	Pedestrian	Trees spaced around perimeter of managed grass, with single pedestrian path linking roads, from one side of park to the other	31	0-5	0-200	20-30		100%			Water Gum	60%	Pink Trumpet Tree	40%				Low	Low	Formative prune/Crown lift	
P22 Edgecliff Buffer - A	Buffer	Low	Pedestrian - Transient	Buffer	Pedestrian	Sloping embankment with self seeding regrowth, has been cleared along the top residential edge.	300+	10-15	300-400	30+	10%	80%	10%		Eucalypt	40%	Queensland Brush Box	30%	Mixed Understory	30%		Low	Medium	Deadwood and Reduction Prune	
P23 Alyxia - Park 1	Park	Low	Pedestrian - Transient	Parks	Pedestrian	Will provide access to the water once adjacent houses are built	4	0-5	0-200	20-30	50%	50%			Canary Island Date Palm	50%	Water Gum	50%				Very Low	Low	Formative prune/Crown lift	
P24 Alyxia - Park 2	Park	Low	Pedestrian - Transient	Parks	Pedestrian	Will provide access to the water once adjacent houses are built	4	0-5	0-200	20-30	50%	50%			Canary Island Date Palm	50%	Water Gum	50%				Very Low	Low	Formative prune/Crown lift	
P25 Hillview Park	Park	Low	Pedestrian - Transient	Parks	Pedestrian	Small park with bench seat.	15	0-5	200-300	20-30		100%			Lilly Pilly	80%	Poinciana	20%				Low	Low	Formative Pruning	Lilly Pilly planted as screening at rear of park.
P26 Key Waters Buffer	Buffer	Low	MV - Transient	Buffer	Vehicle	Sloping embankment with self seeding regrowth, has been cleared along the top residential edge.	95	10-15	200-300	20-30		100%			Eucalypt	100%						Medium	Medium	Deadwood	
P27 Ardisia - Park 1	Park	Low	Pedestrian - Transient	Parks	Pedestrian	Transit park at the rear of houses	59	0-5	0-200	10-20	70%	30%			Crepe Myrtle	70%	Hoop Pine	20%	Canary Island Date Palm	10%		Very Low	Low	Formative prune/Crown lift	
P28 Banksia Lakes Buffer A	Buffer	Low	Pedestrian - Transient	Buffer	Pedestrian	Minimal pedestrian access. Mainly garden bed.	15	5-10	200-300	10-20		100%			Broad Leaved Paperbark	70%	Mixed Understory	30%				Low	Low	Crown Lift	
P29 Banksia Lakes Buffer B	Buffer	Low	Pedestrian - Transient	Buffer	Pedestrian	Drainage Channel with minimal access	20	0-5	0-200	0-10	100%				Mixed Understory	100%						Very Low	Low		
P30 Caladenia - Park 1	Park	Low	Pedestrian - Transient	Parks	Pedestrian	Central island, box pruned.	20	0-5	200-300	10-20	100%				Hills Fig	100%						Very Low	Low	Formative Pruning	
P31 Caladenia Buffer	Buffer	Low	Pedestrian - Transient	Parks	Pedestrian	Open managed grass.	3	0-5	0-200	0-10	100%				Pink Trumpet Tree	100%						Very Low	Low	Removals	Dead Trees
P32 Berkshire Park	Park	Low	Pedestrian - Transient	Parks	Pedestrian	Managed grass with intermittent trees	16	5-10	0-200	20-30	30%	70%			Cook Pine	40%	Evergreen Magnolia	30%	Cypress	20%		Low	Low	Crown Lift	
P33 Koala Park	Park	Low	Pedestrian - Transient	Parks	Pedestrian	Mulched park with pathways and seating.	60	15-20	400-500	30+	30%	10%	60%		Eucalypt	60%	Golden Pender	30%	Mixed Understory	10%		Medium	Low	Deadwood and Reduction Prune	

Areas	Type	Area Occupancy	Occupancy Type	Location Profile	Dominant Impact/Target	Area Features / Considerations	Est Qty Trees	Est Avg Height (m)	Est Avg DBH (mm)	Avg Useful Life (yrs)	Juvenile	Semi-mature	Mature	Senescent	Dominant Species 1	Est	Dominant Species 2	Est	Dominant Species 3	Est	Pest & Disease Observed	Indicative Risk Profile	Fire Risk Profile	Common Maintenance Requirements	Comments
P34 Cassia Park	Park	Low	Pedestrian - Transient	Parks	Pedestrian	Larger sloping park with single walking path past managed grass and intermittent and grouped trees. Larger Euc situated along top of park adjacent residential yards and over sections of path. J & SM trees scattered across rest of park.	95	15-20	300-400	30+	20%	40%	50%		Eucalypt	40%	Jacaranda	20%	Evergreen Magnolia	20%		Medium	Low	Deadwood and Reduction Prune	
P36 Pebble Lane Park	Park	Medium	Pedestrian - Transient	Parks	Pedestrian	Bench seating and adjacent residential.	55	15-20	500+	30+	10%	80%	10%		Eucalypt	20%	Mixed Understory	80%				Medium	Low	Deadwood and Reduction Prune	Mixed understory is mainly evergreen tropical and low fire risk, also mitigating mixed for branch failure
P37 Colvilia Park	Park	Medium	Pedestrian - Static	Parks	Pedestrian		4	5-10	300-400	30+		100%			Tuckeroo	100%						Medium	Low	Crown Lift	
P39 Marine Drive West Buffer	Buffer	Low	MV - Transient	Buffer	Vehicle	Narrow strip of Buffer area with street trees providing protection from the street. Larger trees at southern end and adjacent park area behind.	400	10-15	400-500	20-30		100%			Cocos Palm	20%	Broad Leaved Paperbark	20%	Mixed Understory	50%		Low	Low	Deadwood and Reduction Prune	
P40 Corymbia Buffer	Buffer	Medium	Pedestrian - Static	Buffer	Pedestrian	Elongated group of Pine trees between residential back yards and golf course. Pine trees are situated at a lower level, with a 1.5m retaining wall and fence at the rear of the properties. Southern trees have a grass verge between trees and residences while northern trees back up to the retaining wall.	200	15-20	300-400	10-20		100%			Pine	100%						Medium	Medium	Deadwood and Reduction Prune	Previously branch reduced on residential aspect. Tall suppressed trees with whole tree failure being the main issue. Group growing situation would be providing some mitigation from wind throw by sharing loading.
P41 Felicia Entry	Street entry	Low	MV - Transient	Street	Vehicle	Small linear verge area at start of street	6	10-15	200-300	10-20		100%			Silver Ash	80%	Tulipwood	20%				Low	Low	Deadwood and Reduction Prune	Trees observed with various branch failure points and minor deadwood
P42 Felicia Park	Park	Low	Pedestrian - Transient	Parks	Pedestrian	Pocket park	25	10-15	300-400	20-30	30%	40%	30%		Silky Oak	40%	Hills Fig	15%	Silver Ash	15%		Low	Low	Formative prune/Crown lift	
P43 Fuchsia - Internal Park	Park	Low	Pedestrian - Transient	Parks	Vehicle	Internal park, street tree island	25	0-5	0-200	20-30	100%				Crepe Myrtle	90%	Hills Fig	10%				Very Low	Low	Formative prune/Crown lift	Minor damage to edging from figs.
P44 Harbourview South Park	Park	Low	Pedestrian - Transient	Parks	Pedestrian		14	15-20	400-500	20-30	50%	40%	10%		Weeping Lilly Pilly	80%	Eucalypt	10%				Medium	Low	Formative prune/Crown lift	Two large eucalypts overhanging seating area and pathways with remainder of trees small.
P45 Bridge Park	Park	Low	Pedestrian - Static	Parks	Pedestrian	Pocket park (formal)	15	5-10	200-300	20-30	15%	60%	20%		Tuckeroo	20%	Screw Pine	20%	Cabbage Tree Palm	20%		Low	Low	Formative Pruning/Removals	
P48 Molina Entry	Entry Way	Low	Pedestrian - Transient	Parks	Buildings	Planted screening for entry area.	40	0-5	0-200	10-20	80%	20%			Water Gum	80%	Hoop Pine	20%				Low	Low	Formative Pruning	
P49 Molina Internal Park	Park	Low	Pedestrian - Transient	Parks	Pedestrian	Pocket Park	10	0-5	0-200	20-30	100%				Water Gum	100%						Very Low	Low	Formative prune/Crown lift	
P50 Harbourview North Park	Park	Low	Pedestrian - Transient	Parks	Pedestrian	Pocket Park with single walkway	18	15-20	400-500	30+		40%	60%		Eucalypt	50%	Broad Leaved Paperbark	50%				Medium	Low	Formative prune/Crown lift	Telco box, road and residential adjacent.
P51 Plumeria Park	Park	Low	Pedestrian - Transient	Parks	Pedestrian	Sloping embankment with pathway through the park.	85	15-20	400-500	30+		50%	50%		Eucalypt	40%	Hills Fig	30%	Mixed Understory	20%		Medium	Medium	Deadwood and Reduction Prune	
P52 Marine Drive North Buffer	Buffer	Medium	Pedestrian - Transient	Buffer	Buildings	Primary Risk is Whole tree failure all trees within sloping garden bed.	130	15-20	400-500	30+		60%	40%		Eucalypt	20%	Cook Pine	30%	Mixed Understory	50%		Medium	Medium	Deadwood and Reduction Prune	Building Clearance has previously been undertaken on building side.
P53 Paul Toose Park	Park	Low	Pedestrian - Transient	Parks	Pedestrian	Larger park with single walking path past managed grass and treed gardens	80	5-10	300-400	30+	10%	50%	40%		Hills Fig	35%	Rose Apple	35%	Tuckeroo	20%	Myrtle rust observed in some of the Rose apple	Low	Low	Formative prune/Crown lift	
P54 Schotia Island - Waterfront Park	Park	Low	Pedestrian - Transient	Parks	Pedestrian	Pocket park	40	10-15		30+	20%	20%	60%		Casuarina	60%	Cook Pine	20%	Golden Pender	20%		Medium	Low	Formative prune/Crown lift	Group of Casuarina overhanging a path and bench seat, building clearance previously completed.
P55 Schotia Park North	Park	Low	Pedestrian - Transient	Parks	Pedestrian	Larger park with single walking path past managed grass and treed gardens	65	10-15	300-400	30+	15%	60%	15%		Norfolk Island Pine	15%	Eucalypt	15%	Kauri Pine	15%		Medium	Low	Formative prune/Crown lift	lots of SM mixed species through out park
P56 Schotia Park South	Park	Low	Pedestrian - Transient	Parks	Pedestrian	Larger park with single walking path past managed grass and treed gardens	100	10-15	300-400	30+	30%	40%	30%		Golden Pender	30%	Tuckeroo	20%	Eucalypt	15%	Myrtle rust in some of the Syzygium jambos trees	Medium	Low	Formative prune/Crown lift	
P57 Turret Park	Park	Low	Pedestrian - Static	Parks	Pedestrian	Pocket park (formal)	2	0-5	0-200	0-10		100%			Tulipwood	100%						Low	Low	Formative prune/Crown lift	
P58 Schotia Island - Harbour Park	Park	Low	Pedestrian - Static	Parks	Pedestrian	Pocket park (formal)	1	5-10	400-500	30+		100%			Fig	100%						Low	Low	Formative prune/Crown lift	2 x small trees over seating benches on hilltop.
P59 The Circle Park	Park	Low	Pedestrian - Transient	Parks	Pedestrian	Managed grass area	0															Medium	Low	Formative prune/Crown lift	single tree overhanging seating benches
P60 Tristania Entry	Entry	Medium	MV - Transient	Parks	Vehicle	Park straddling the roadway to Tristania	10	10-15	300-400	30+		100%			Norfolk Island Pine	100%						Low	Low	Formative prune/Crown lift	
P61 RADM Castles Park	Park	Medium	Pedestrian - Transient	Parks	Pedestrian	Formal garden with seating structure and awnings in centre.	42	5-10	200-300	20-30	20%	80%			Weeping Lilly Pilly	70%	Silver Ash	20%	Tuckeroo	10%		Low	Low	Formative prune/Crown lift	
P62 Tristania - Edgecliff Drive Park	Park	Low	Pedestrian - Transient	Parks	Pedestrian	Small formal pocket park in turnaround area.	7	5-10	300-400	20-30		100%			Hills Fig	80%	Norfolk Island Pine	15%				Low	Low	Formative prune/Crown lift	Potential future pathway and roadway damage from root growth.
P63 Edgecliff Linear Park - Precinct A	Park	Low	Pedestrian - Transient	Parks	Pedestrian	Pocket park	11	10-15	300-400	20-30		100%			Norfolk Island Pine	80%	Water Gum	20%				Low	Low	Formative prune/Crown lift	
P64 Edgecliff Linear Park - Precinct B	Park	Low	MV - Transient	Parks	Vehicle	Mix of park and street tree within maintained grass area and small garden bed.	52	5-10	0-200	10-20	20%	80%			Norfolk Island Pine	30%	Kauri Pine	30%	Tuckeroo	20%		Low	Low	Formative prune/Crown lift	
P65 Edgecliff Linear Park - Precinct C	Park	Low	MV - Transient	Parks	Vehicle	Small trees/palms within maintained garden bed.	34	0-5	0-200	20-30		100%			Cabbage Tree Palm	60%	Queensland Bottle Tree	20%	Tuckeroo	10%		Low	Low	Formative prune/Crown lift	
P66 Edgecliff Linear Park - Precinct D	Park	Low	MV - Transient	Parks	Vehicle	Small tree within maintained garden bed.	8	0-5	0-200	10-20	100%				Mixed Understory	100%						Very Low	Low	Formative prune/Crown lift	
P67 Tristania - Pocket Park 1	Park	Low	Pedestrian - Transient	Parks	Pedestrian	Small pocket park with entry to water.	7	5-10	0-200	30+		100%			Water Gum	80%	Norfolk Island Pine	10%	Kauri Pine	10%		Very Low	Low		
P68 Tristania - Pocket Park 2	Park	Low	Pedestrian - Transient	Parks	Pedestrian	Formal garden bed with walkway to water.	9	0-5	0-200	20-30	100%				Norfolk Island Pine	80%	Screw Pine	20%				Very Low	Low	Formative prune/Crown lift	
P69 Tristania - Corner Park	Park	Low	Pedestrian - Transient	Parks	Pedestrian	Small Park with walking path through.	22	0-5	300-400	30+	100%				Foxtail Palm	40%	Cabbage Tree Palm	30%	Norfolk Island Pine	20%		Very Low	Low	Formative prune/Crown lift	
P70 Edgecliff Buffer - B	Buffer	Low	Pedestrian - Transient	Buffer	Pedestrian	Sloping embankment with self seeding regrowth, has been cleared along the top residential edge.	500	15-20	300-400	30+	10%	80%	10%		Eucalypt	70%	Queensland Brush Box	30%	Mixed Understory	10%		Low	Medium	Deadwood and Reduction Prune	Structure of trees is low quality with included union failures observed and expected in future.
P71 Observation Park	Park	Low	Pedestrian - Transient	Parks	Pedestrian		13	10-15	300-400	30+		100%			Cook Pine	60%	Norfolk Island Pine	40%				Low	Low	Deadwood and Reduction Prune	

Areas	Type	Area Occupancy	Occupancy Type	Location Profile	Dominant Impact/Target	Area Features / Considerations	Est Qty Trees	Est Avg Height (m)	Est Avg DBH (mm)	Avg Useful Life (yrs)	Juvenile	Semi-mature	Mature	Senescent	Dominant Species 1	Est	Dominant Species 2	Est	Dominant Species 3	Est	Pest & Disease Observed	Indicative Risk Profile	Fire Risk Profile	Common Maintenance Requirements	Comments
P72 Marine Drive East Park	Park	Low	Pedestrian - Transient	Parks	Pedestrian	3 large Eucalypts to the west, smaller trees in remainder.	20	10-15	300-400	30+		50%	50%		Rose Apple	60%	River Red Gum	25%	Jacaranda	15%		Medium	Low	Deadwood and Reduction Prune	
P73 Willow Park	Park	Low	Pedestrian - Transient	Parks	Pedestrian	3 dominant Eucs, and tuckeroos as screening & amenity overhanging managed grass and seating.	15	15-20	300-400	30+		50%	50%		Tuckeroo	60%	Eucalypt	30%	Hills Fig	10%		Medium	Low	Deadwood and Reduction Prune	
P74 Frangipani Park	Park	Low	Pedestrian - Transient	Parks	Pedestrian		15	0-5	0-200	30+		40%	60%		Frangipani	80%	Eucalypt	20%				Medium	Low	Formative prune/Crown lift	3 Eucalypts overhanging bench seating and main parking area.
P75 Jacaranda Park	Park	Low	Pedestrian - Transient	Parks	Pedestrian	Currently roped off.	25	5-10	200-300	30+	60%	40%			Lilly Pilly	60%	Golden Pender	30%	Poinciana	5%		Low	Low	Screen planting to the east of the park with 3 main feature trees in centre of park.	
P76 Washingtonia Park	Park	Low	Pedestrian - Transient	Parks	Pedestrian	4 Eucalypts against residential boundary with remainder of park planted with juvenile trees.	16	15-20	500+	30+	60%		40%		Eucalypt	50%						Medium	Low	Formative Pruning/Removals	Eucalypts have had previous crown reduction on residential aspect.
P77 Anchorage Park	Park	Low	Pedestrian - Transient	Parks	Pedestrian	Gas bottle located at South West Corner of park overhung by Eucalypts.	35	15-20	500+	30+	20%	40%	40%		Hills Fig	50%	Eucalypt	30%	Mixed Understory	20%		Medium	Low	Deadwood and Reduction Prune	
P78 Woodsia Buffer	Buffer	Medium	MV - Transient	Buffer	Vehicle	Stopping embankment with trees at crest.	20	15-20	400-500	30+		100%			Eucalypt	90%	Hills Fig	10%				Medium	Low	Crown Lift	
P79 Jabiru Park	Park	Low	Pedestrian - Transient	Parks	Pedestrian	Single pathway through middle	35	5-10	200-300	20-30	5%	80%	15%		Accacia	60%	Weeping Lilly Pilly	30%	Weeping Fig	5%		Medium	Low	Crown lift/Removals	
P80 Zieria - Internal Park	Park	Low	Pedestrian - Transient	Parks	Pedestrian	Transit park at the rear of houses	74	0-5	0-200	10-20	100%				Water Gum	80%	Golden Pender	10%	Pink Trumpet Tree	10%		Very Low	Low	Formative prune/Crown lift	
P81 Felicia - Corner Park	Park	Low	Pedestrian - Transient	Parks	Pedestrian	Pocket park. Managed grass with trees situated adjacent box hedges	5	5-10	200-300	10-20		100%			Silky Oak	100%						Low	Low	Deadwood	

Appendix D. Mapping

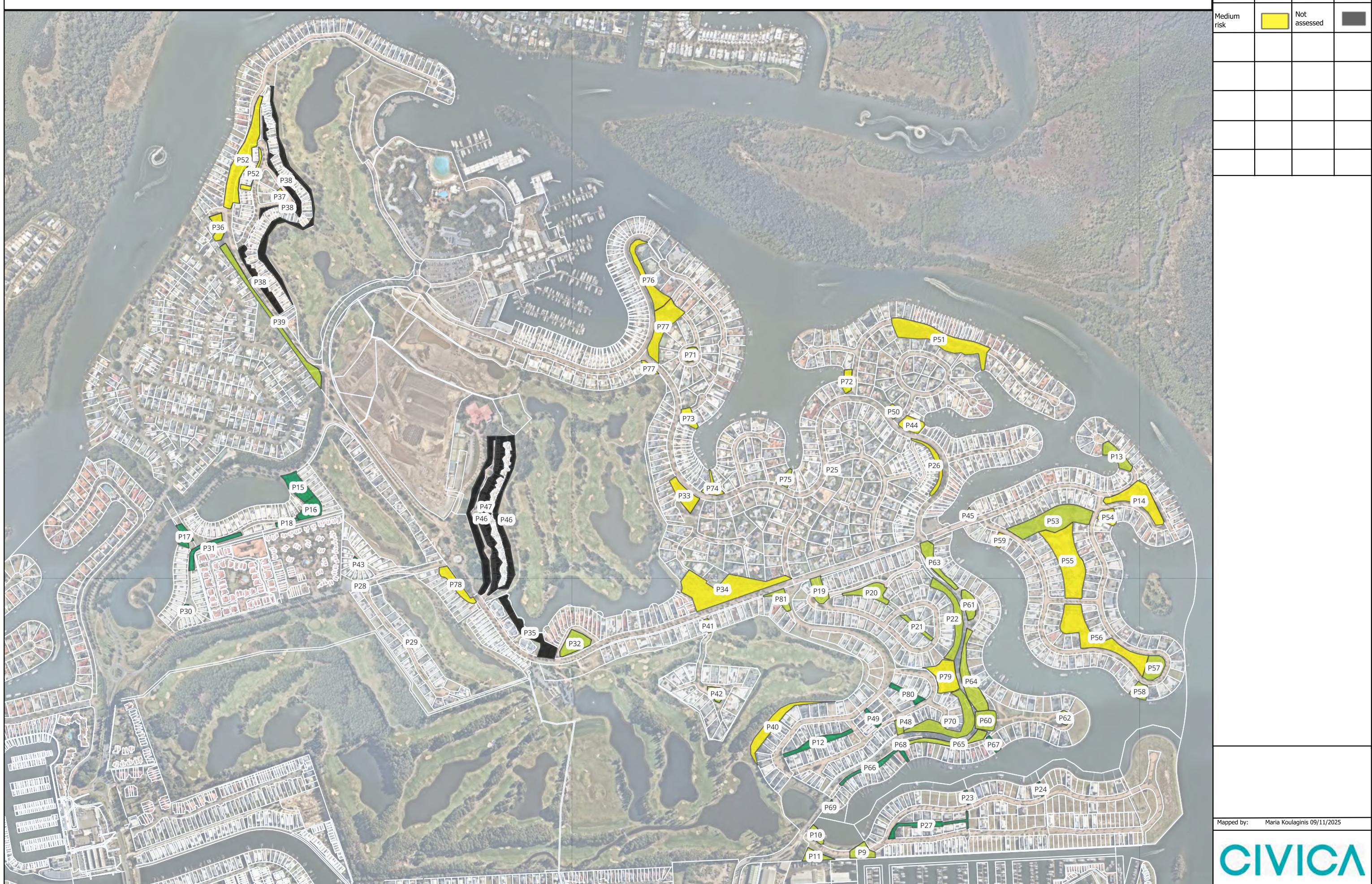
Sanctuary Cove -Risk- PBC Streets



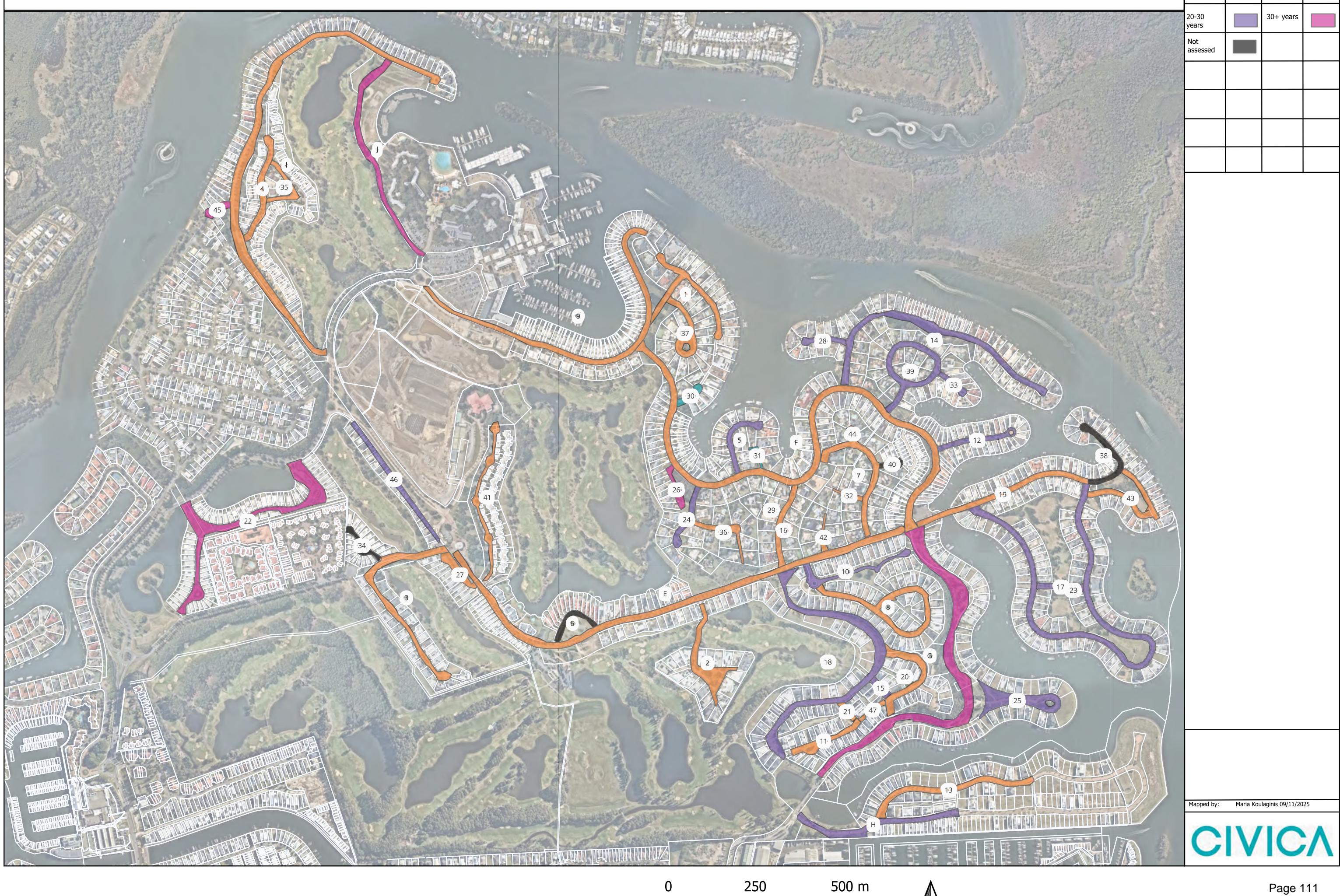
Mapped by: Maria Koulaginis 09/11/2025

CIVICA

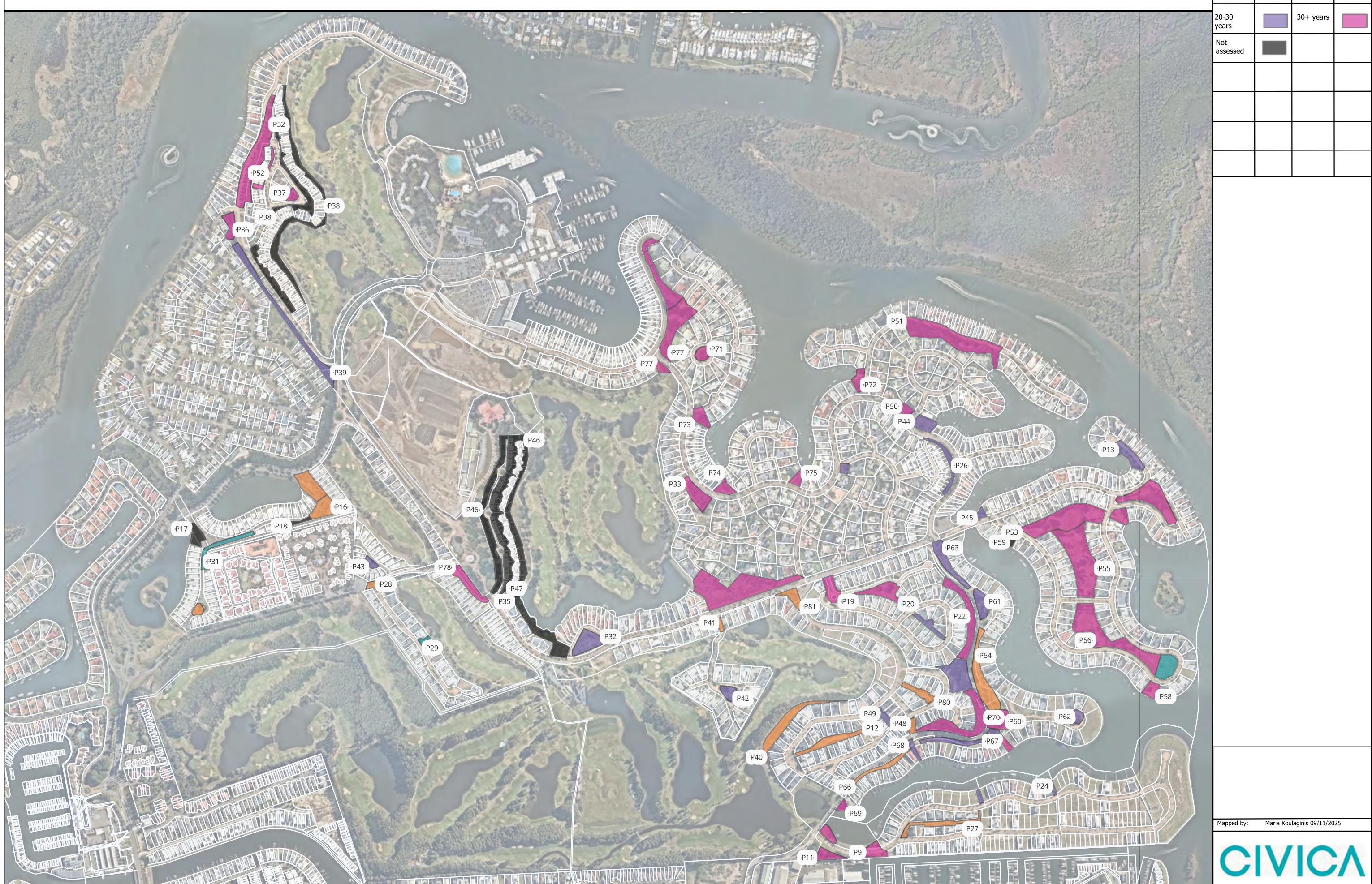
Sanctuary Cove -Risk- PBC Parks



Sanctuary Cove -ULE- PBC Streets



Sanctuary Cove -ULE- PBC Parks



Sanctuary Cove -Heights- PBC Streets

LEGEND		
0-5m	5-10m	10-15m
15-20m	20-25m	Not assessed



Mapped by: Maria Koulaginis 09/11/2025

CIVICA

0 250 500 m



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Sanctuary Cove -Heights- PBC parks



Sanctuary Cove - Fire Risk- PBC parks



PROJECT:	xxxx x
Client:	xxx
Drawing:	xxxx

Gymnasium

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THE BOSTONIAN

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MINUTES OF VOTE OUTSIDE COMMITTEE MEETING for ARAUCARIA BODY CORPORATE

Name of Property: ARAUCARIA

GTP: 1790

Date and Time of Meeting: Thursday 11 December 2025

Meeting Start: 9:00 AM

Meeting Finish:

ATTENDANCE:

The following Committee members were present by online vote or voting paper:

Position: Committee Member Mr Stephen Anderson

Position: Treasurer Mrs Teresa Dyson

Position: Chair/ Secretary Ms Maxine Monroe

Position: Committee Member Dr F H Benn

QUORUM

A quorum was present for this meeting.

MOTIONS

1 Appointment of Interim PBC Member's Nominee

Motion CARRIED.

THAT the ARAUCARIA Body Corporate approves the nomination of Cheryl McBride as the interim representative for the Araucaria GTP 1790 Body Corporate to act in place of Maxine Monroe at the December meeting of the Sanctuary Cove PBC ONLY.

The Committee notes that this appointment is made as a Member's Nominee, and the nominee will fulfil all responsibilities and functions in accordance with the requirements of a Member's Nominee under the RBC and PBC governance framework. This appointment is NOT to be interpreted as the granting of a proxy under ordinary proxy provisions.

This approval applies only to the December PBC meeting, after which Maxine Monroe will resume the role.

Yes	4
No	0
Abstain	0



MINUTES OF VOTE OUTSIDE COMMITTEE MEETING for ROYSTONIA BODY CORPORATE

Name of Property: ROYSTONIA

GTP: 1769

Date and Time of Meeting: Friday 12 December 2025
Meeting Start: 10:00 AM
Meeting Finish: 10:00 AM

ATTENDANCE:

The following Committee members were present by voting paper:

Chairperson:	Mrs S L Hoyle
Committee Member:	Mrs Janice Bailey
Committee Member:	Ms Sue Scott
Committee Member:	Mrs Cynthia Gillespie

QUORUM

A quorum was present for this meeting.

MOTIONS

1	Acknowledgement of Resignation and Appointment of Member's Nominee	Motion CARRIED
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RESOLVED THAT the Committee acknowledges the resignation of Ms Cheryl McBride as Member's Nominee for the Roystonia Body Corporate and agrees to appoint Mrs Simone Hoyle, to the vacant Member's Nominee position for the remainder of the term, effective December 12th, 2025.

Explanatory Notes:

The change in representation for the Roystonia RBC is due to Ms McBride having sold her property in Marine Drive North. Under the SCRA, a PBC Member's Nominee must be a lot owner within the RBC they represent. As Ms McBride no longer owns a lot within Roystonia RBC, she is no longer eligible to continue in the role of Roystonia PBC MN and has submitted her resignation from this position.

Yes	4
No	0
Abstain	0

From: [Cheryl McBride](#)
To: [Jodie Syrett](#)
Subject: FW: Letter to MNs - Proposed Amendments to RZABLS
Date: Friday, 12 December 2025 3:57:49 PM
Attachments: [Letter to MNs - Proposed Amendments to RZABLS 2025.12.12.pdf](#)
[Proposed Amendments to RZABLS.pdf](#)
[Current RZABLS.pdf](#)

Caution! This message was sent from outside your organization.

[Allow sender](#) | [Block sender](#)

Good afternoon, MNs,

As you may be aware, there have been some assertions made on [Sanctuary Cove Locals](#) about the amendments included in a proposed motion to modernise the RZABLS. The commentary on social media appears to reflect misunderstandings about the intention and operation of the proposed amendments. While there are only a small number of FB users who made negative comments, I am concerned that doubt has crept into the wider community.

The amendments are not intended to change the character of our community. Their purpose is to ensure the by-laws remain clear, contemporary, and reflective of community expectations. The amendments are not intended to change the character of our community. At Monday's PBC AGM, the collective decision for the community will ultimately be determined by you, the elected MNs, who represent each RBC.

The PBC members have undertaken a thorough and consultative process to engage the support and understanding of stakeholders, over a period of 4+ months. In summary:::

1. June – internal legal counsel assisted in drafting amendments to modernise and remove loopholes identified by unsuccessful submissions to the Referee re: the external appearance and amenity of our homes, location of vehicles, and mooring of boats.
2. August – we engaged an external legal firm, Chambers Russell Lawyers, to review and finalise the amendments.
3. October – the proposed amendments were circulated to all PBC and RBC members in the EGM agenda.
4. October – the Exec Committee members discussed and made small amendments.

From August, the agenda, including the proposed bylaw amendments, were published on the 'Our Sanctuary Cove' website. No feedback was provided.

Pls find attached a letter to provide you with accurate advice when fielding questions, and for your convenience, copies of the current and amended RZABLS.

Pls feel at liberty to share with your residents and RBC members.

Kind regards,
Cheryl McBride
Acting Chairperson
SC PBC



12 December 2025

Dear Members Nominees

PROPOSED AMENDMENTS TO THE RESIDENTIAL ZONE ACTIVITIES BY-LAWS

As you are aware, there is a motion on the agenda of the Principal Body Corporate's Annual General Meeting (the **AGM**) proposing certain amendments to the Residential Zone Activities By-Laws (the **RZABLs**).

There has been some discussion in the community around these proposed amendments, so I wanted to take this opportunity to provide some further information before the motion is considered at the AGM on Monday, 15 December 2025.

Background

The Principal Body Corporate (the **PBC**) is empowered, by special resolution, to make RZABLs for the control, management, administration, use or enjoyment of land and lots within the residential zones of Sanctuary Cove Resort.

Accordingly, at its general meeting on 28 August 2025, the PBC decided to engage Chambers Russell Lawyers to advise on and draft certain amendments to the RZABLs. The explanatory note to that motion set out, in detail, the reasons for the proposed amendments.

On 23 October 2025, the proposed amendments to the RZABLs that were prepared by Chambers Russell Lawyers, were circulated to all Members Nominees (MNs) and the Committee members of each Residential Body Corporate (RBC) in the general meeting agenda, under 'Correspondence for Information'. The agenda was also placed on the 'Our Sanctuary Cove' website for viewing by all owners. No feedback was received from any MN, RBC Committee or owner. The PBC EC, with the assistance of the body corporate manager, then discussed the proposed amendments to the RZABLs and included some minor additions. Following this, the PBC EC decided to put the matter to vote.

The PBC welcomes feedback from the SC community on the proposed amendments to the RZABLs. By-laws play an important role in community living. They shape the way that a vast majority of a community wishes to be governed. Like laws enacted by Parliament, by-laws require modernisation and updating over time to reflect shifts in social standards and attitudes. By-laws can also differ considerably across bodies corporate to reflect the standards and expectations of those living in its community.

Concerns

I understand that some of the concerns that have been raised regarding the proposed RZABL amendments include:

1. Use of garages
2. Requirement to register vehicles
3. The sale of vehicles
4. The temporary placement of trailers and recreational vehicles
5. PBC approval for water features, statues, children's play equipment and outdoor furniture



I will respond to each of these in-turn below. I have also **enclosed** a copy of current RZABLS and a copy of the proposed amended RZABLS for ease of reference.

Whilst the PBC welcomes feedback, I would encourage all owners to exercise their own independent and critical thought when reviewing the amendments and use AI platforms as a guide only. It takes considerable time and resources to review and respond to feedback to ensure that our community is receiving correct and relevant information. Some of the criticisms of the amended RZABLS, reflect the wording of the existing RZABLS that have been governing our Community for decades.

1. Use of garages (RZABL 4.4.6)

This proposed amendment largely reflects existing RZABL 4.4.5. There is no intent for the PBC to breach owners for using their garages as home gyms or work and hobby spaces. The PBC could have taken this approach under the current gazetted RZABL, but it has not.

If the feedback from the community, as a whole, is that this by-law does not reflect their wishes, then it can be amended or removed.

2. Requirement to register vehicles (RZABL 4.4.10)

This by-law has been proposed to address specific and ongoing complaints from RBCs regarding the parking of unregistered vehicles in driveways. Aside from it being a near impossible task for the PBC to prove, it is not the intention of the PBC to breach owners for keeping collectors' cars in their garage. This by-law is intended to address the unsightly parking of unregistered vehicles visible from the secondary thoroughfare.

If the feedback from the Community, as a whole, is that this by-law does not reflect their wishes, then it can be amended or removed.

3. The sale of vehicles (RZABL 4.4.8)

This proposed by-law reflects existing RZABL 4.4.7. The intention is to prevent owners or dealers from having vehicles parked in the front yard for extended periods advertised as being 'For Sale'.

If the feedback from the Community, as a whole, is that this by-law does not reflect their wishes, then it can be amended or removed.

4. The temporary placement of trailers and recreational vehicles (RZABL 4.4.3)

The words parked, stored or kept are intended to carry a degree of permanency. The PBC has no intention of breaching owners for the purpose of unloading or cleaning a trailer or caravan within the boundary of their lot. Again, it would be a near impossible task for the PBC to prove given the short time frame in which such an event would occur.

If the feedback from the Community, as a whole, is that this by-law does not reflect their wishes, then it can be amended or removed.

5. PBC approval for water features, statues children's play equipment and outdoor furniture

I am unsure as to the proposed RZABLS being referred to. There is an obligation imposed on an owner to ensure that 'Landscaping Elements' (including lawns, garden beds,



decks, irrigation equipment etc) are renewed and replaced so that the yard is visually attractive. But nothing requiring PBC approval of these items.

If the feedback from the Community, as a whole, is that this by-law does not reflect their wishes, then it can be amended or removed.

Ultimately, I will be guided by MNs at the AGM as to whether the motion should be withdrawn to permit further time for discussion or further amendments to the RZABLs. Please bear in mind that it is likely to take over six months for the RZABLs to be gazetted through the relevant Department following its approval in general meeting.

Please feel free to reach out to me should you have any further queries or concerns.

Yours Sincerely,

Cheryl McBride OAM

Chairperson

0439 936 955

3.1 RESIDENT'S OBLIGATIONS

3.1.1 For the purpose of this by-law:

- (a) **'High Standard and Condition'** means a standard and condition that is visually attractive, contributes to the visual appearance and amenity of Sanctuary Cove Resort and is consistent with the standard expected of a premium residential resort;
- (b) **'Landscaping Elements'** means lawn, turf, trees, shrubs, potted plants, groundcover, garden beds, planter boxes, mulch, gravel, pathways, decks, pools, spas, irrigation equipment and other reasonable landscaping elements (at the discretion of the Principal Body Corporate), excluding however any Weeds;
- (c) **'Resident'** means the registered proprietor, or mortgagee in possession, or occupier, of any Lot;
- (d) **'Weeds'** means any vegetation which is not intentionally and deliberately planted, and includes (without limitation) invasive species, noxious plants declared under any applicable law, and any vegetation that, by its nature, location or spread, detracts from the appearance of amenity of the Lot, the area surrounding the Lot (including the plan the Lot is a part of) and/or the Residential Area;
- (e) **'Yard'** means any areas within the boundary of a Lot which form part of a yard, garden, courtyard or similar area.

3.1.2 The Resident of every Lot must:

- (a) maintain the exterior of the Principal Structure of their Lot (including, for the purpose of this By-law only and without limitation, all fences, walls, windows, awnings, gates, sidewalls, walkways, driveways, letterboxes, carports and other structures, fixtures or installations located on the Lot) to a High Standard and Condition and in a state which is clean and free from visible deterioration, damage, neglect or unsightliness, which shall:
 - (i) include (without limitation) ensuring it is free from staining of any kind, mould, moss, grime or other debris; and
 - (ii) extend to the replacement or renewal of the exterior of the Principal Structure, where necessary,so that at all times, the exterior of the Principal Structure is visually attractive, and is consistent in appearance with (and contributes to) the overall visual appearance and amenity of the Residential Areas;
- (b) maintain in a clean condition the interior of their Principal Structure and take all practicable steps to prevent infestation by vermin or insects; and
- (c) maintain their Yard to a high standard and condition, and in a clean, neat and tidy state, with such maintenance including (however not being limited to) ensuring that:
 - (i) the Yard is wholly comprised of Landscaping Elements;
 - (ii) the Yard is kept free from Weeds, overgrown grass or other overgrown vegetation, dead vegetation, large areas of bare soil without intentional vegetation, rubbish, debris and other unsightly vegetation and/or items;
 - (iii) all Landscaping Elements in the Yard which are vegetation are regularly pruned, trimmed, mowed or otherwise maintained; and
 - (iv) Landscaping Elements located in the Yard are renewed or replaced if they are dead, broken, deteriorated, past their useful life, or are otherwise in poor condition requiring renewal or replacement,so that at all times, the Yard is visually attractive, and is consistent in appearance with (and contributes to) the overall visual appearance and amenity of the Residential Areas; and

(d) make any necessary arrangements for sufficient water required for the maintenance and irrigation of their Yard, and must be responsible for the payment of any charges levied in respect of excess water usage.

4.4 VEHICLES

4.4.1 For the purpose of this by-law:

- (a) '**Designated Parking Area**' means the Lot garage as well as any uncovered parking space in front of the Lot garage (such as a driveway) located within the boundaries of the Lot;
- (b) '**Standard Vehicle**' means a passenger vehicle and includes a car (including a sedan, hatchback, wagon, SUV, utility vehicle and standard van), a motorcycle or a motorised golf cart;
- (c) '**Recreational Vehicle**' means any vehicle that is not a Standard Vehicle or Commercial Vehicle, and includes (without limitation) trailers, campervans, caravans, house cars, motorhomes, boats, jetskis, and similar leisure-oriented vehicles (whether registered or not); and
- (d) '**Commercial Vehicle**' means a vehicle:
 - (i) which is not a Standard Vehicle; and
 - (ii) which is designed, built and/or used for business, trade or industry use, and includes (however is not limited to) delivery vans, buses, coaches, trucks, and other heavy vehicles (having a gross vehicle mass of over 4.5 tonnes).

4.4.2 Standard Vehicles must only be parked, stored or kept on a Lot if they are wholly within the Lot's Designated Parking Area.

4.4.3 Recreational Vehicles:

- (a) must not be parked, stored or kept within a Designated Parking Area unless they fit entirely within a garage and are not visible;
- (b) may only be kept elsewhere on a Lot if:
 - (iii) they are screened so that they are not visible from:
 - A. the secondary thoroughfare;
 - B. the common property of the plan which the Lot is a part of; or
 - C. another Lot; and
 - (iv) approval is granted by the Principal Body Corporate, on application by the owner of the relevant Recreational Vehicle.

4.4.4 Commercial vehicles must not be parked, stored or kept in the Residential Area, except on a short-term basis for the immediate purpose of commercial deliveries.

4.4.5 A Resident must not conduct repairs or restorations of any Standard Vehicle or Recreational Vehicle on any portion of any Lot (or on any common property) except:

- (a) the repairs or restorations are conducted within the Resident's garage; and
- (b) that such activity does not interfere unreasonably with the use and enjoyment of another Lot or any other part of the Residential Area.

4.4.6 Except where the Principal Body Corporate approves in writing, garages may only be used for vehicle parking and general storage purposes and must not be converted to other uses.

4.4.7 Each Resident must, to the extent possible, ensure the Resident's garage can accommodate the number of car parking spaces designated for the Resident's Lot under the Development Control By-laws.

- 4.4.8 Vehicles for sale or items associated with vehicles must only be parked, stored or kept in such areas as designated by the Principal Body Corporate on approval of an application by the owners of those vehicles or items.
- 4.4.9 The restrictions in this By-law 4.4 must not be interpreted in such a manner so as to permit any activity which would be contrary to any applicable By-laws of the Local Authority.
- 4.4.10 All Vehicles parked within a boundary of a Lot must be registered with the Department of Transport and Main Roads.

4.18 MOORINGS

4.18.1 For the purpose of this by-law:

- (a) '**Vessel**' includes any watercraft, such as boats, yachts, jetskis, houseboats, pontoons or other floating devices, whether powered or unpowered (and whether or not they are required to be, or are, registered); and
- (b) '**Mooring**' means any structure or method used to secure a Vessel, including pontoons, jetties, piles, anchors or tie-up points.

4.18.2 No Mooring may be established within the Residential Areas (whether or not within the boundaries of a Lot) without the prior written approval of the Principal Body Corporate.

4.18.3 Any installed Mooring must:

- (a) be structurally appropriate and safe for the weight, size and type of Vessel/s which are to be secured to it;
- (b) be designed and installed in accordance with all applicable standards and requirements;
- (c) be used strictly in accordance with:
 - A. any conditions imposed by the Principal Body Corporate in granting approval for the Mooring;
 - B. any architectural, manufacturer, or other safety standards and limitations applicable to the Mooring; and
 - C. all relevant laws and regulations; and
- (d) be maintained by the relevant Resident, and be kept in good condition and repair, free from deterioration, neglect or unsightliness, at all times.

4.18.4 A Vessel must not be moored if:

- (a) the Vessel exceeds the maximum capacity rating of the relevant Mooring; or
- (b) doing so would otherwise result in the maximum capacity rating of the relevant Mooring being exceeded, for example because the Mooring is in use by one or more other Vessels.

4.18.5 Any approval given under this By-law is conditional upon compliance with all applicable harbour, maritime and environmental regulations.