

*Sanctuary Cove  
Resort Act 1985*

**SANCTUARY COVE  
PRINCIPAL BODY  
CORPORATE BY-LAWS  
NOTIFICATION (NO. I) 1994**

**TABLE OF PROVISIONS**

Section		Page
1.	Short title	1
2.	Commencement	1
3.	By-law repealed	1
4.	Approval	1

**SCHEDULE**

**Short Title**

1. This notification may be cited as the *Sanctuary Cove Principal Body Corporate By-laws Notification (No. I) 1994*.

**Commencement**

2. This notification commences on the day of publication in the Government Gazette.

**By-law repealed**

3. The Sanctuary Cove Principal Body Corporate Residential Zone Activities By-laws as set out in the Schedule repeal the existing Sanctuary Cove Body Corporate Residential Zone Activities By-laws which were published in the Government Gazette on 22 August 1987.

**Approval**

4. Pursuant to section 96A of the *Sanctuary Cove Resort Act 1985*, the Minister for Housing, Local Government and Planning approved on 18 July 1994, the Residential Zone Activities By-laws made by the Principal Body Corporate as set out in the Schedule.

**SCHEDULE**

**RESIDENTIAL ZONE ACTIVITIES BY-LAWS**

The By-laws are arranged as follows:

**PART 1 PRELIMINARY**

- 1.1 Definitions
- 1.2 Severability
- 1.3 Application

**PART 2 TREE PRESERVATION**

Gov. Gaz., 19<sup>th</sup> August, 1994, No. 108, pages 1759-1762

- 2.1 Application of Tree Preservation By-laws
- 2.2 Prohibition against Destruction etc.
- 2.3 Exceptions to Prohibition
- 2.4 Obtaining of Certificate
- 2.5 Consent of Registered Proprietor
- 2.6 Offence

**PART 3 REPAIR AND MAINTENANCE**

- 3.1 Resident's Obligations
- 3.2 PBC's Obligations

**PART 4 USE RESTRICTIONS**

- 4.1 Prohibition on Commercial Use
- 4.2 Signs
- 4.3 Nuisance
- 4.4 Vehicles
- 4.5 Animals
- 4.6 Responsibility for Invitees
- 4.7 Mining
- 4.8 Unsightly Items
- 4.9 Antennae
- 4.10 Security Systems
- 4.11 Temporary Building
- 4.12 Insurance Rates
- 4.13 Leasing
- 4.14 No Rebound Walls
- 4.15 Integrated Tourism Resort – FIRB Requirements
- 4.16 Penalty

**PART 5 SECURITY CONTROLS**

- 5.1 Security Cards
- 5.2 Admission to the Residential Areas
- 5.3 Right to Refuse Admission
- 5.4 Right to Enter Lots
- 5.5 Garbage Collection

**PART 6 INSECT CONTROL**

**PART 7 RULES**

**PART 8 COST RECOVERY**

## PART 1 • PRELIMINARY

### 1.1 DEFINITIONS

In these By-laws, unless the contrary intention appears, terms have the same meaning given to them in the Act, the Primary Thoroughfare Body Corporate By-laws and the Principal Body Corporate's Development Control By-Laws.

### 1.2 SEVERABILITY

If the whole or any part of a By-law is void, unenforceable or illegal, it is severed. The remainder of these By-laws have full force and effect. This By-law has no effect if the severance alters the basic nature of these By-laws or is contrary to public policy.

### 1.3 APPLICATION

These By-Laws apply to the Residential Areas.

## PART 2 • TREE PRESERVATION

### 2.1 APPLICATION OF TREE PRESERVATION BY-LAWS

These Tree Preservation By-laws apply to all of the Residential Areas (in this Part 2 called "the Protected area").

### 2.2 PROHIBITION AGAINST DESTRUCTION ETC.

The injuring, ring-barking, cutting down, topping, lopping, removing, poisoning or wilful destruction of:

- (a) any tree or trees of 0.4 metres or more girth (being the circumference measured at waist height); or
- (b) any other tree or trees as the Principal Body Corporate from time to time may specify,

may only be carried out in the Protected Area if a certificate of the Principal Body Corporate authorising that activity, has first been obtained by the Resident on whose land the tree is located or the Resident's authorised agent.

### 2.3 EXCEPTIONS TO PROHIBITION

The Principal Body Corporate may grant a certificate of authorisation under By-law 2.2 where the tree or trees are:

- (a) to be relocated within the Residential Areas and where they are of a size and species which would have a reasonable chance of survival; or
- (b) dying, dead, diseased, potentially dangerous or the root system of the tree or trees is endangering the foundations of buildings, sewer, water pipes or other underground services; or
- (c) so located that they may threaten the operation of services in the area and the work is being carried out by a person or persons authorised by the Local Authority or relevant service agency; or
- (d) within the path of:
  - (i) proposed thoroughfares;
  - (ii) proposed water supply, sewerage or electricity works;
  - (iii) proposed drainage works; or
  - (iv) any other works of a similar nature that have been approved by the Principal Body Corporate for the benefit of Residents, or
- (e) (i) within the bounds of a proposed building; or
- (ii) within three metres of any existing or proposed building or foundations.

the plans for which building have been approved by the Local Authority.

### 2.4 OBTAINING OF CERTIFICATE

Any person desiring to obtain a certificate of the Principal Body Corporate under By-law 2.2 must apply in writing to the Principal Body Corporate setting out:

- (a) the reason for the proposed removal of (or other dealing with) the tree or trees; and
- (b) the real property description of the land on which the tree is, or trees are, situated; and
- (c) the location (accompanied by a diagram) of the tree or trees

### 2.5 CONSENT OF REGISTERED PROPRIETOR

Where the application for a certificate under By-law 2.2 is not made by the registered proprietor of the land on which the tree is, or trees are, located, then the written consent of the registered proprietor must accompany the application.

### 2.6 OFFENCE

Any person who carries out any of the activities specified in By-law 2.2 without obtaining the certificate of the Principal Body Corporate under By-law 2.4, commits an offence under these By-laws.

## PART 3 • REPAIR AND MAINTENANCE

### 3.1 RESIDENT'S OBLIGATIONS

Every Resident must:

- (a) maintain in good condition and repair and where necessary replace or renew the exterior of his Principal Structure including for the purpose of this By-law only, and without limitation, all fences, walls, windows, gates, sidewalls, walkways, driveways and other structures located on the Lot; and
- (b) maintain in a clean condition the interior of his Principal Structure and take all practicable steps to prevent infestation by vermin or insects; and
- (c) maintain in good condition and repair and where necessary replace or renew all yard landscaping, irrigation facilities, drainage facilities, spas and fountains located on the Lot; and
- (d) make any necessary arrangements for sufficient water required for the maintenance and irrigation of all yard landscaping, and must be responsible for the payment of any charges levied in respect of excess water usage.

### 3.2 PBC'S OBLIGATIONS

- 3.2.1 The Principal Body Corporate may maintain those parts of the Residential Areas described in this By-law ("Maintenance Area") at its own cost:

#### GTP1701 "Bauhinia"

Maintenance Area: The lawns, gardens, pavers and irrigation system from the adjoining secondary thoroughfare to the garden walls, garage doors and entry gates of Lots 1 to 30 (inclusive).

#### GTP1702 "Cassia"

Maintenance Area: The lawns, gardens, pavers and irrigation system from the adjoining secondary thoroughfare to the garden walls, garage doors and a line across the driveways, between the garden walls of Lots 1 to 10 (inclusive).

#### GTP1702 "Cassia"

Maintenance Area: The lawns, pavers and irrigation from the adjoining secondary thoroughfare to the garden edge, garden walls and garage doors of Lots 76 to 95 (inclusive).

- 3.2.2 If the Principal Body Corporate maintains the Maintenance Areas, they:

- (a) Must be maintained to the same standard as the adjoining secondary thoroughfare; and
- (b) must not be maintained:
  - (i) if part of a Lot, by the Lot owner; or
  - (ii) if part of a Residential Body Corporate maintains the Maintenance Area, by the relevant Residential Body Corporate.

## PART4• USE RESTRICTIONS

### 4.1 PROHIBITION ON COMMERCIAL USE

No part of a Lot may be used in any way (directly or indirectly) for any business, commercial, manufacturing, mercantile, storing or vending purposes, or for any purposes which are not consistent with the Lot being used for the purpose of human habitation. This Part does not prevent the use of a Lot for professional and administrative occupations if:

- (a) there is no external evidence of the use; and
- (b) the use is in conformity with all relevant legislation and government requirements; and
- (c) the use is incidental to the use of the lot for the purposes of human habitation.

### 4.2 SIGNS

- 4.2.1 No sign or billboard of any kind may be displayed to the public view on any portion of a Lot except information signs that:

- (a) may be used by the Company in connection with the development of the Site and sale of residential real estate; or
- (b) are approved by the Principal Body Corporate.

- 4.2.2 The use by the Company of signs or billboards permitted by By-law 4.2.1, may not be for a period beyond the sale by the Company of all its Residential Lots in the Residential Area

4.2.3 A Resident may display on the Resident's Lot, a sign advertising the Lot for sale or lease by the Resident if the sign complies with the reasonable standards published by the Principal Body Corporate as to the size, colour, shape or other qualification for permitted signs.

4.3 **NUISANCE**

4.3.1 No person may carry out activities that amount to a General Nuisance or a Specific Nuisance without the prior written approval of the Principal Body Corporate.

4.3.2 The Principal Body Corporate may determine if a particular activity is a General Nuisance or a Specific Nuisance.

4.3.3 For the purposes of this By-law 4.3 "General Nuisance" means any activity which:

- (a) is or may become an unreasonable annoyance or nuisance to Residents; or
- (b) in any way unreasonably interferes with the quiet enjoyment of Residents; or
- (c) in any way increases the insurance premiums of any Resident, Residential Body Corporate or the Principal Body Corporate.

"Specific Nuisance" includes:

- (a) conducting auction sales; and
- (b) making loud noises or emitting noxious odours; and
- (c) operating exterior speakers, horns, whistles, bells or other sound devices (other than security or warning devices used exclusively for those purposes) at unreasonable and excessive noise levels; and
- (d) using unreasonably noisy or smoky vehicles, large power equipment or large power tools; and
- (e) using unlicensed motor vehicles, except motorised golf carts where all requirements of operating those golf carts are complied with; and
- (f) using items which may unreasonably interfere with television or radio reception of any Lot,

but does not include, where the Company is the registered proprietor of a Lot, the use by the Company of a Lot as a display unit,

4.4 **VEHICLES**

4.4.1 No vehicle may be parked, stored or kept on a Lot other than wholly within the Lot's designated parking area.

4.4.2 A recreational vehicle (which includes, but is not limited to a camper unit, house car, motorhome, boat or boat trailer) may be parked, stored or kept elsewhere on a Lot (other than on the Lot's designated parking area) if the recreational vehicle is screened so it is not visible from any other Lot.

4.4.3 Commercial vehicles (which includes, but is not limited to a dump truck, cement mixer truck, coach, bus, inoperable vehicle equipment, whether mobile or otherwise) must not be parked, stored or kept in the Eastern Neighbourhood or the Northern Neighbourhood except for the purpose of commercial deliveries.

4.4.4 A Resident must not conduct repairs or restorations of any motor vehicle, boat, trailer, aircraft or other vehicle on any portion of any Lot (or on any common Property) except within the Resident's garage and then only if the activity is determined by the Principal Body Corporate not to be an unreasonable nuisance.

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

4.4.6 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.

4.4.7 Recreational vehicles referred to in By-law 4.4.2 and vehicles for sale and items associated with them 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.

4.4.8 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.

4.5 **ANIMALS**

4.5.1 Subject to By-law 4.5.2, insects, reptiles, animals, livestock or poultry of any kind, may not be raised, bred or kept in the Residential Areas.

4.5.2 Dogs, cats, fish, birds or other common household pets (for the purpose of this By-law 4.5, "Household Pets") may be kept on Lots if:

- (a) they are not kept, bred or maintained for any commercial purpose; and
- (b) their numbers do not exceed the numbers determined from time to time by the Principal Body Corporate; and
- (c) when on a Resident's Lot, are kept within an enclosure or enclosed yard.

4.5.3 Dogs and similar household pets, when not on the Residential Lot, must be kept on a leash held by a person capable of controlling the animal.

4.5.4 A Household pet may not be kept on a Lot if the Principal Body Corporate reasonably determines that the Household Pet is an unreasonable annoyance and the nature of this annoyance is communicated to the Resident concerned.

4.5.5 A Resident is liable for any unreasonable noise made, a damage to any person or any property of that person, caused by any animal brought, or kept on the Residential Areas by:

- (a) a Resident; or
- (b) members of a Resident's family; or
- (c) a Resident's tenants; or
- (d) a Resident's invitees.

4.5.6 Residents must clean up after any of their animals which have gone onto any portion of the Common Property or any portion of another Resident's Lot.

4.5.7 This By-law 4.5:

- (a) does not make lawful the keeping of any animals on Residential Areas which would otherwise be unlawful under any applicable By-laws of the Local Authority; and
- (b) must be read subject to the provisions of the Guide Dogs Act 1972.

4.6 **RESPONSIBILITY FOR INVITEES**

4.6.1 Residents must:

- (a) take reasonable steps to ensure that their invitees comply with the provisions of these By-laws, and if the Resident cannot for any reason do this, the Resident must ensure that the invitee immediately leaves the site; and
- (b) take all reasonable steps to ensure that their invitees do not behave in a manner likely to interfere with the peaceful enjoyment of the owner of another Lot, or of any person lawfully using the Common Property; and
- (c) if the Lot is subject to a lease or right of occupancy, take all reasonable steps, including any action available to the Resident under the lease or right of occupancy, to ensure that the lessee or their invitees comply with the provisions of these By-laws.

4.6.2 A Resident is liable to compensate the relevant Body Corporate or any other person for any damage caused by the Resident, his tenants, invitees and the tenant's invitees.

4.7 **MINING**

Drilling, refining, quarrying, and other mining operations of any kind are prohibited on, or in the Residential Areas.

4.8 **UNSIGHTLY ITEMS**

4.8.1 Residents must ensure that:

- (a) no rubbish (including, without limitation, trees, grass, shrubs, clippings or plant waste, metals or bulk material) or other waste material accumulates, is kept or is stored, in the Residential Areas except in an enclosed structure screened from view; and
- (b) rubbish is kept in containers:

- (i) located in appropriate areas screened from view; and
- (ii) maintained so that odours do not emanate from the containers, which render the Residential Areas or any part of them unsanitary, unsightly, offensive or detrimental to any other Lots in the vicinity or to Residents.

4.8.2 Rubbish or garbage containers may be placed on Common Property for a reasonable period of time not exceeding twenty-four hours before and after scheduled garbage collections.

4.8.3 Exterior fires are prohibited in Residential Areas except for barbecue fires contained within receptacles in enclosed yards, which are designed in such a manner that they do not create a fire hazard.

4.8.4 Clothing or household fabrics must not be hung, dried or aired in such a way as to be visible from any other property.

4.8.5 Any screen required by this By-law 4.8 must comply with standards made under these By-laws or the Principal Body Corporate's Development Control By-laws as to size, colour or other qualification for permitted fences or screens.

4.8.6 Plants and seeds infected with noxious insects or plant diseases must not be brought upon, grown or maintained on the Residential Areas.

#### 4.9 ANTENNAE

Television, radio and other electronic antenna and devices of any type may not be erected, constructed, placed or permitted to remain on any Lot unless:

- (a) they have been approved in writing by the Principal Body Corporate; or
- (b) they are contained within a Principal Structure.

#### 4.10 SECURITY SYSTEMS

Except for any security system installed by the Company, security systems of any sort must not be erected, placed or permitted to remain on any Lot or Common Property, unless they have been approved in writing by the Principal Body Corporate.

#### 4.11 TEMPORARY BUILDING

4.11.1 Except for children's recreational facilities only, outbuildings, tents, shacks, sheds and other temporary buildings or improvements, may not be placed on any part of the Residential Areas temporarily or permanently unless the Principal Body Corporate has approved the placement in writing and then only as set out in the Principal Body Corporate's approval.

4.11.2 Garages, trailers, campers, motor homes and recreational vehicles may not be used as a residence in the Residential Areas either temporarily or permanently.

#### 4.12 INSURANCE RATES

4.12.1 Nothing may be done on, or kept in, the Residential Areas without the approval in writing of the Principal Body Corporate; which:

- (a) increases the rate of insurance on any property insured by the Principal Body Corporate; or
- (b) would result in the cancellation of insurance on any property insured by the Principal Body Corporate; or
- (c) would be in violation of any law.

4.12.2 Nothing may be done on, or kept in, the Residential Areas which:

- (a) increases the rate of insurance on any property insured by:
  - (i) Residential Body Corporate; or
  - (ii) the Primary Thoroughfare Body Corporate; or
- (b) would result in the cancellation of insurance on any property insured by:
  - (i) Residential Body Corporate; or
  - (ii) the Primary Thoroughfare Body Corporate

#### 4.13 LEASING

4.13.1 The Resident is responsible for ensuring compliance by the lessee with the lease of the Resident's Lot.

4.13.2 A Resident may not lease Family Accommodation separately from other structures on the Lot.

4.13.3 A lease must:

- (a) be in writing; and
- (b) provide that a failure by the lessee to comply with these By-laws is a default under the Lease.

#### 4.14 NO REBOUND WALLS

Walls, including but without limitation, Controlled Aspect Walls, may not be used as rebound walls.

#### 4.15 INTEGRATED TOURISM RESORT- FIRB REQUIREMENTS

Upon a sale of a Lot, the Resident must notify the Company's secretary (or other nominated person) of:

- (a) the fact of the transfer; and
- (b) the full name and address of the transferee (including, if the transferee is a company, its registered office and shareholders); and
- (c) whether the transferee is an Australian resident, and if not the resident status of the transferee; and
- (d) any other details the Company may require for the purposes of its compliance with any law regarding the foreign ownership of land.

#### 4.16 PENALTY

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

### PART 5 • SECURITY CONTROLS

#### 5.1 SECURITY CARDS

The Principal Body Corporate may, in its absolute discretion, make rules about:

- (a) the control of Security Controllers; and
- (b) the distribution of Security Controllers; and
- (c) deposits held as security for the care of Security Controllers; and
- (d) the right to recall Security Controllers; and
- (e) the right to make Security Controllers inoperable.

#### 5.2 ADMISSION TO THE RESIDENTIAL AREAS

A person may not enter the Residential Areas without prior notification, of the identity of the person to be admitted, having been given by a Resident or the Resident's authorized nominee to the security personnel manning the entrances to the Site or the Residential Area.

#### 5.3 RIGHT TO REFUSE ADMISSION

The security personnel have the right to remove from the Residential Areas any person that they consider may cause a nuisance as described in these By-laws. The security personnel are not liable for any damage caused by them to person or property in carrying out their responsibilities under this By-law.

#### 5.4 RIGHT TO ENTER LOTS

In accordance with the power granted by each Residential Body Corporate, the Principal Body Corporate (by itself, its agents, servants or contractors) is authorized on behalf of each Residential Body Corporate, to enter each Lot and Principal Structure (during and after construction) for the purpose of:

- (a) ensuring that the Principal Structure is connected to the security system and other integrated services; and
- (b) maintaining, repairing and upgrading the services referred to in By-law 5.4(a).

#### 5.5 GARBAGE COLLECTION

In accordance with the power granted by each Residential Body Corporate, the Principal Body Corporate (by itself, its agents, servants or contractors) is authorized, on behalf of each Residential Body Corporate, to enter each Lot for the purpose of the collection of garbage.

### PART 6 • INSECT CONTROL

6.1 In accordance with the power granted by each Residential Body Corporate, the Principal Body Corporate (by itself, its agents, servants or contractors) is authorized, on behalf of each Residential Body Corporate, to enter onto each Lot and Principal Structure (after giving reasonable notice), for the purpose of treating a particular area, or all of the Site, for the eradication of insects.

### PART 7 • RULES

The Executive Committee may, in its absolute discretion, make rules about:

- (a) any services to be provided by the Principal Body Corporate to the Residential Areas; and
- (b) the use of the Common Property other than the secondary thoroughfares.

### PART 8 • COST RECOVERY

8.1 A person must pay (on demand) the whole of the Principal Body Corporate's costs, charges and expenses (including legal costs on a full indemnity basis or solicitor and own client basis, whichever is the higher) incurred in:

- (a) enforcing these By-laws against; or
- (b) recovering levies, fees or other costs payable by, that person through litigation or other lawful means.

8.2 Any amount payable under By-law 8.1 may be recovered against that person as a liquidated debt in a court of competent jurisdiction.

### ENDNOTES

1. Made by the Principal Body Corporate on 18 January 1994.
2. Published in the Gazette on 19 August 1994.
3. Not required to be laid before the Legislative Assembly.
4. The administering agency is the Department of Housing, Local Government and Planning.

**Approval of by-laws**

3. The Minister approved on 20 January 1998 the Residential Zone Activities by-laws made on 10 November 1997 by the Principal Body Corporate, which amend the Residential Zone Activities by-laws approved by the Minister on 18 July 1994 and published in the gazette on 19 August 1994.

**ENDNOTES**

1. Made by the Minister on 20 January 1998.
2. Notified in the Gazette on 6 March 1998.
3. Not required to be laid before the Legislative Assembly.
4. The administering agency is the Department of Local Government and Planning.

*Sanctuary Cove Resort Act 1985*

**SANCTUARY COVE RESORT  
(APPROVAL OF BY-LAWS)  
NOTIFICATION (NO. 2) 1998**

**Short Title**

1. This notification may be cited as the *Sanctuary Cove Resort (Approval of By-laws) Notification (No. 2) 1998*.

**Commencement**

2. This notification commences on 6 March 1998.

**Approval of by-laws**

3. The Minister approved on 20 January 1998 the Secondary Thoroughfare by-laws made on 10 November 1997 by the Principal Body Corporate, which amend the Secondary Thoroughfare by-laws approved by the Minister on 20 August 1987 and published in the gazette on 22 August 1987.

**ENDNOTES**

1. Made by the Minister on 20 January 1998.
2. Notified in the Gazette on 6 March 1998.
3. Not required to be laid before the Legislative Assembly.
4. The administering agency is the Department of Local Government and Planning.

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6 March, 1998

## Approval of Amendments of Planning Schemes

3. Approval is given to the amendments of the planning schemes which are specified in the Schedule.

## THE SCHEDULE

Planning Scheme	Date of Notification of Approval of Planning Scheme	Description of Land Amended	Specified Use/s of said Land to be Amended and Zoning Maps Affected	Specified Use/s of said Land as Amended and Zoning Maps Affected
The City of Gold Coast	11 February 1994	Lot 563 on R.P. 93920 and Lot 195 on S.P. 105709, parish of Barrow	Partly Special Facilities (Service Station) Zone and partly Waterfront Industry Zone as shown on Sheet 11	Partly Special Facilities (Service Station & Carpark) Zone and partly Waterfront Industry Zone as shown on Sheet 11/2

## ENDNOTES

1. Made by the Governor in Council on 16 March 2000
2. Published in the Gazette on 17 March 2000
3. Not required to be laid before the Legislative Assembly
4. The administering agency is the Department of Communication and Information, Local Government, Planning and Sport

*Sanctuary Cove Resort Act 1985*

4.17.1 Notify the PBC of a person or persons directly responsible for the planning control and report of security matters relating to the event (Designated Person); and

**SANCTUARY COVE RESORT (APPROVAL OF BY-LAWS) NOTIFICATION (NO. 1) 2000**

**Short Title**

1. This Notification may be cited as the *Sanctuary Cove Resort (Approval of By-Laws) Notification (No. 1) 2000*.

**Commencement**

2. This Notification commences on 17 March 2000.

**Approval**

3. The Minister approved on 6 March 2000 the Residential Zone Activities by-laws made on 30 December 1999 by the Principal Body Corporate, which amend the Residential Zone Activities by-laws approved by the Minister on 18 July 1994 and published in the gazette on 19 August 1994.

4.17.2 The Designated Person must present to the PBC not later than 30 days prior to the event a plan (in respect of the Secondary Thoroughfares) outlining:

- Security Arrangements and Personnel
- Parking Arrangements
- Access Arrangements
- Contingency arrangements to cope with emergency or unexpected occurrences including inclement weather and unexpectedly large attendances
- Erection of Temporary structures and fixtures; and

4.17.3 The PBC will, within 14 days of receiving the plan, either through its Executive Committee or its designated sub-committee, consider the plan and either approve or reject and report back to the Designated Person with any suggestions or requirements for amendments or additions to the plan prior to the approval being granted; if no response is received by the Company from the PBC or a designated sub-committee within 14 days, then the plan will be considered approved subject to the plan conforming with the requirements of Clause 4.17.10; and

**Schedule 1**

**PART 4. USE RESTRICTIONS**

**4.17 SPECIAL EVENTS**

**In the case of the Company planning a special event, of which either the whole or part of the event requires access onto secondary thoroughfare and/or use of the Company's undeveloped lots, the Company must:**

4.17.2

4.17.4 The PBC's consent is not to be unreasonably withheld; and

4.17.5 The PBC will designate a person or sub-committee to approve or reject any changes to the plan that may arise due to changes in circumstances; and

4.17.6 The Company must, at its own expense, provide adequate and properly instructed security personnel for the control and orderly conduct of traffic, access, behavior and control of visitors to and attendees to any event; and

4.17.7 The Company may erect on its own land such temporary structures as it deems necessary for the operation of the event provided that all such structures are not erected before 5 days prior to the event and are removed not later than 48 hours after the event; and

4.17.8 The Company may erect on its own land such signage, lighting and other temporary fixtures and services as deemed necessary for the operation of the event subject to the requirements of By-Law 4.17.3; and

4.17.9 The Company must, at its expense, rectify and damage caused to any resident, residential property, residential Body Corporate, Principal Body Corporate, Secondary Thoroughfare and associated structures as a direct result of the event not later than 21 days after the completion of the event; and

4.17.10 **Notwithstanding any approval given by the PBC under By-Law 4.17.3 the Company will be required to conduct the special event in such a way that**

(a) **it does not unreasonably interfere with the quiet enjoyment of residents;**

(b) **becomes an unreasonable annoyance or nuisance to the residents;**

(c) **it does not interfere with the residents right of unhindered access to their properties;**

(d) **in any way increases the insurance premiums of any resident, residential Body Corporate or the Principal Body Corporate.**

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ENDNOTES

1. Approved by the Minister 6 March 2000
2. Notified in the Gazette on 17 March 2000
3. Not required to be laid before the Legislative Assembly
4. The administering agency is the Department of Communication and Information, Local Government, Planning and Sport.

*Integrated Resort Development Act 1997*

**INTEGRATED RESORT  
DEVELOPMENT (APPROVAL OF  
AMENDMENT TO BY-LAWS)  
NOTIFICATION (NO. 2) 2000**

**Short Title**

1. This Order in Council may be cited as the *Integrated Resort Development (Approval of Amendment to By-Laws) Notification (No 2) 2000*.

**Commencement**

2. This Notification commences on 17 March 2000.

**Amendment of Previous Order**

3. The Minister approved on 29 February 2000, version 7 of the Development Control by-laws made on 4 February 2000 by the Hope Island Resort Principal Body Corporate, which amends and supercedes version 6 of the Development Control by-laws made on 6 January 1999, approved by the Minister on 1 February 1999 and published in the gazette on 12 February 1999.

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ENDNOTES

1. Made by the Minister on 29 February 2000
2. Published in the Gazette on 17 March 2000
3. Not required to be laid before the Legislative Assembly
4. The administering agency is the Department of Communication and Information, Local Government, Planning and Sport.

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17 March, 2000

*Education (General Provisions) Act 2006*

**SCHOOL ENROLMENT MANAGEMENT PLAN (School EMP)**

In accordance with Chapter 8, Part 3 Section 170, of the *Education (General Provisions) Act 2006*, this School EMP has been prepared by the Regional Director of the North Coast region, as a delegate of the Chief Executive.

**Region** **North Coast**

**School:** Dagon State School (new)

Copies of School EMPs are available for public inspection, without charge, during normal business hours at the department's head office, and accessible on the department's website at <http://education.qld.gov.au/schools/catchment>

*Sanctuary Cove Resort Act 1985*

**SANCTUARY COVE RESORT (APPROVAL OF AMENDMENT TO BY-LAWS) NOTIFICATION (NO. 1) 2016**

**Short Title**

1. This Notification may be cited as the *Sanctuary Cove Resort (Approval of Amendment to By-laws) Notification (No 1) 2016*.

**Commencement**

2. This Notification commences on 8 April 2016.

**Approval**

3. On 31 March 2016, the Minister approved an amendment to the Residential Zone Activities By-Laws of the Sanctuary Cove Resort under section 96A(3) of the *Sanctuary Cove Resort Act 1985* which were gazetted on 22 August 1987, and amended on various subsequent dates.
4. The approved amendment is to delete By-Law 3.2(b)(ii)(A) and (B) of the Residential Zone Activities By-Laws as follows:
  - (A) *If part of a lot, by the lot owner; or*
  - (B) *If part of a Residential Body Corporate maintains the Maintenance Areas (sic), by the relevant Residential Body Corporate*

**ENDNOTES**

1. Approved by the Minister on 31 March 2016.
2. Notified in the Government Gazette on 8 April 2016.
3. Not required to be laid before the Legislative Assembly.
4. The administering agency is the Department of Infrastructure, Local Government and Planning.

**NOTICE OF A MINISTERIAL DESIGNATION OF LAND FOR COMMUNITY INFRASTRUCTURE UNDER THE SUSTAINABLE PLANNING ACT 2009**

**A Ministerial designation has been made**

I, the Honourable Cameron Dick MP, Minister for Health and Minister for Ambulance Services, give notice that under the *Sustainable Planning Act 2009*, chapter 5, part 2, I made a Ministerial designation of land for community infrastructure.

**Description of the land to which the designation applies**

The Ministerial designation applies to land at 1- 5 Allandale Entrance, Mermaid Waters.

The land is described as Lot 945 on RP215133 and Lot 946 on RP215133.

**Type of proposed community infrastructure for which the Land has been designated**

The land has been designated for the Coral Gardens Ambulance Station and Associated Uses.

The community infrastructure is described under Schedule 2 of the *Sustainable Planning Regulation 2009* as follows:

- 7 emergency services facilities
- 9 hospitals and associated institutions
- 15 storage and works depots and similar facilities, including administrative facilities associated with the provision or maintenance of the community infrastructure mentioned in this part
- 16 any other facility not mentioned in this part that is intended primarily to accommodate government functions

CAMERON DICK  
Minister for Health  
Minister for Ambulance Services  
Dated: 29 March 2016

**DEED GOVERNING DELIVERY OF UNSOLICITED ADVERTISING  
MATERIAL IN THE RESIDENTIAL ZONE**

**SANCTUARY COVE PRINCIPAL BODY CORPORATE**

**AND**

**Mitchell Real Estate**

THIS DEED is made on the 15th day of December 2025

**PARTIES**

SANCTUARY COVE PRINCIPAL BODY CORPORATE of PO Box 15, Sanctuary Cove, Queensland 4212, pbc@scove.com.au (the "PBC")

AND

Mitchell Real Estate of Shop 2, Hope Island Market Place, 1 Marina Quays Boulevard , adam@mitchellsrealestate.com.au (the "Contractor")  
(together, the "Parties")

**RECITALS**

- A. The PBC is a body corporate established by the *Sanctuary Cove Resort Act 1985* (Qld) and is responsible for controlling, managing and administering the secondary thoroughfare for the benefit of its members.
- B. The PBC is empowered to enter into an agreement for the provisions of amenities and services by it or any other person to residential lots.
- C. The PBC wishes to regulate the delivery of Unsolicited Advertising Material (UAM) in the Residential Zone.
- D. The Parties have agreed that the PBC will permit the Contractor to access and use the Secondary Thoroughfare for the delivery of UAM, on the terms contained in this Deed

**AGREED TERMS**

**1. Definitions and Interpretation**

**Interpretation**

**1.1 In this Deed, unless the context otherwise requires:**

- a) terms defined by use of parenthesis and inverted commas have the meaning so given to them;
- b) the singular includes the plural and vice versa;
- c) a gender includes other genders;
- d) a reference to a document, includes any amendment, replacement or novation of it;
- e) all references to dollars, \$, cost, value and price are to Australian currency;
- f) a reference to a party includes a reference to their executors, administrators, successors or permitted assigns or substitutes;

- g) where any word or phrase is given a definite meaning, any part of speech or other grammatical form of the word or phrase has a corresponding meaning;
- h) any reference to legislation includes any amending or replacing legislation;
- i) any reference to legislation includes any subordinate legislation or other instrument created thereunder
- j) headings are for reference only and do not affect interpretation;
- k) any undertaking, representation, warranty or indemnity by two or more parties (including where two or more persons are included in the same defined term) binds them jointly and severally;
- l) no provision or expression is to be construed against a party on the basis that the party (or its advisers) was responsible for its drafting;
- m) examples and use of the word 'including' and similar expressions do not limit what else may be included;
- n) anything includes any part of it and a reference to a group of things or persons includes each thing or person in that group; and
- o) a reference to this document includes any schedules and annexures.

#### Definitions

1.2 In this Deed, unless the context otherwise requires:

*Approved Advertiser* means that entity identified in Schedule A.

*Approved Hours* means those hours identified in Schedule A.

*Approved Nominee* means the person identified in Schedule A.

*Approved Vehicle* means a small electric vehicle, motor bike or bicycle as identified in Schedule A.

*Commencement Date* means 1 November 2025.

*Deed* means this deed governing the delivery of unsolicited advertising material to the Residential Zone.

*End Date* means 31 October 2026.

*Residential Zone* has the meaning given to it in the *Sanctuary Cove Resort Act 1985* (Qld).

*Secondary Throughfare* has the meaning given to it in the *Sanctuary Cove Resort Act 1985* (Qld).

*Term* means 12 months commencing on the Commencement Date and ending on the End Date, and any other period of extension as agreed to by the Parties.

*Unsolicited Advertising Material (UAM)* means advertising material, for a commercial purpose, not addressed by name to an owner or occupier of the premises and may include magazines, leaflets from real estate agents and service providers as well as letters addressed 'to the householder' or 'to the occupier'.

**2. Term of this Deed**

2.1 This Deed commences on the Commencement Date and continues until the End Date unless it is terminated earlier in accordance with clause 6.

2.2 The Parties may extend this Deed by agreement in writing.

**3. Right to access and use the Secondary Thoroughfare for the purpose of delivery of UAM**

3.1 During the Term, the PBC authorises the Contractor to have access to the Secondary Thoroughfare for the purpose of delivering Unsolicited Advertising Material (UAM) of Approved Advertisers into the mailbox of the lots in the Residential Zone of Sanctuary Cove Resort.

3.2 Delivery of the UAM must be performed by the Approved Nominee, in the Approved Vehicle or on foot, and during the Approved Hours.

3.3 This Deed does not authorise the Contractor to access any lot, knock on any door or otherwise conduct or perform any other service.

**4. Duties and obligations of Contractor**

4.1 The Contractor must:

- a) only drive and park the Approved Vehicle on the brick paved roadway that forms part of the Secondary Thoroughfare within the Residential Zone as highlighted on the map in Schedule B;
- b) not cause or permit the Approved Vehicle to drive on any footpath, nature strip, garden or grassed area; and
- c) not deliver any UAM to the mailboxes of lots where:
  - i. the lot owner has indicated a desire not to receive UAM; or
  - ii. there is a clear sign on the mailbox, fence or other place on the lot that states 'No Advertising Material', 'No Junk Mail', 'Australia Post Mail Only' or words to that effect;
- d) ensure that UAM that is delivered is placed securely and wholly within a mailbox and not left on a vehicle or on the ground;
- e) comply with any direction given by the PBC or Sanctuary Cove Security personnel;
- f) at its own expense, ensure that any Approved Vehicle is at all times registered;

- g) at its own expense, maintain compulsory third-party, comprehensive and third-party property damage insurance policies that entitle the Contractor or its Approved Nominee to the benefit of cover in the course of delivering UAM, and provide evidence of such policies to the PBC before the Commencement Date and at any other time the PBC requests.

## 5. Risk, liability and indemnity

- 5.1 The Contractor will be responsible for any damage whatsoever that it causes arising out of its use of, or access to, the Secondary Throughfare.
- 5.2 To the fullest extent permitted by law, the Contractor acknowledges and agrees that:
  - a) they use the Secondary Throughfare at their own risk;
  - b) the PBC will not be liable (whether in contract, tort, equity or otherwise) for any loss, damage, cost, liability or expense suffered or incurred by the Contractor.
- 5.3 The Contractor indemnifies the PBC for:
  - a) any loss or damage suffered in connection with the delivery of UAM; and
  - b) any loss or damage suffered by, or claims arising against, a third party in respect of the delivery of UAM.
- 5.4 The Contractor acknowledges and agrees that the PBC does not owe any duty of care to the Contractor.

## 6. Termination

- 6.1 Either Party may terminate this Deed for any reason at any time by giving the other no less than one (1) months' written notice.
- 6.2 The PBC may immediately suspend the Contractor's access to the Secondary Throughfare and/or terminate this Deed, if the Contractor:
  - a) causes any damage to the Secondary Thoroughfare;
  - b) breaches any obligation of the Contractor under this Deed;
  - c) causes any risk to property, infrastructure, safety or compliance; and
  - d) conducts itself in such a way that, in the PBC's opinion, could damage the reputation of the PBC, its members or agents or Sanctuary Cove Resort.

## 7. General

### Variation

- 7.1 A variation to this Deed must be in writing and signed by or on behalf of each party to it.

### Assignment

7.2 The Contractor is not to assign its rights under this Deed without the prior written consent of the PBC, and the PBC may withhold its consent for any reason.

**Governing law and jurisdiction**

7.3 This Deed is governed by and construed in accordance with the law for the time being in force in Queensland and the parties submit to the non-exclusive jurisdiction of the courts of that place.

**Severability**

7.4 A clause or part of this Deed that is illegal or unenforceable may be severed from this Deed and the remaining clauses or part of the clause of this Deed continue in force.

**Counterparts**

7.5 This Deed may be executed electronically and in any number of counterparts. All counterparts together make one instrument.

## EXECUTION

Executed as a Deed:

By the **Sanctuary Cove Principal Body Corporate**  
in accordance with the *Sanctuary Cove Resort Act*  
1986 (Qld), in any way authorised by law:

  
Authorised signatory

CHERYL MCBRIDE  
Print Full Name

15/12/2025  
Date

  
Authorised signatory

BRIAN EARL  
Print Full Name

15/12/2025  
Date

By Mitchell Real Estate in accordance  
with section 127 of the *Corporations Act 2001* (Cth):

Director 

Secretary/Director

Adam John Mitchell

Print Full Name

27/11/2025

Date

Secretary/Director

Print Full Name

Date

**Schedule A**

**Approved Advertiser:** Mitchell Real Estate  
**Approved Nominee:** Adam Mitchell - 5695 Anchorage Terrace Sanctuary Cove  
**Approved Vehicle:** Club Car Onward 2022 model Rego 3194C1  
**Approved Hours:** Monday – Friday, 9am – 5pm

**Schedule B**







17 December 2025

Heather's Cleaning Service

Via email: [REDACTED]

Dear Heather,

**Cleaning Services Contract Update – Jabiru Park Amenities**

On behalf of Principal Body Corporate (PBC), I would like to sincerely thank you for the cleaning services you have provided under the current agreement dated 26 November 2024. Your support and consistency have been appreciated, and we value the contribution you have made to maintaining Jabiru Park.

We wish to formally advise that PBC will not be renewing the current cleaning services contract upon its expiry on 17 December 2025.

Please accept our thanks for your commitment throughout the term of this agreement.

We appreciate the service you have provided to the PBC and wish you all the very best for the future.

Kind regards,

*For and on behalf of the Principal Body Corporate*

Jodie Syrett  
Manager of Body Corporate  
Sanctuary Cove Community Services Limited



## CLEANING SERVICES AGREEMENT – JABIRU PARK AMENITIES

This Cleaning Services Agreement dated this 18th December 2025

**BETWEEN:**

SANCTUARY COVE PRINCIPAL BODY CORPORATE (the "Client")  
ABN: 19 796 870 713

**AND**

EPHPHATHA AUS PTY LTD (the "Contractor")  
ABN: 87 103 337 051

**BACKGROUND:**

- A. The Client is of the opinion that the Contractor has the necessary qualifications, experience, and abilities to provide cleaning services to the Client.
- B. The Contractor is agreeable to providing such cleaning services to the Client on the terms and conditions set out in this Agreement.

**THE CLIENT AND THE CONTRACTOR AGREE AS FOLLOWS:**

**Services Provided**

1. The Client hereby agrees to engage the Contractor to provide the Client with the following cleaning services (the "Services"):

**General cleaning including**

- Cleaning the toilet, sink
- Wipe down the window shelves
- Sweep and mop the floor.
- Clean inside and outside of doors
- Clean the outside sink, barbecue, bench, and table.
- Disinfect playground swings.
- Empty BBQ fat tray as required.
- Remove waste.
- Sweep the barbecue area and remove path of any leaves and/or branches.

**Periodic and additional tasks including**

- Internal and external window cleaning – monthly,
- High dusting of vents, light fittings and ceilings – quarterly
- Deep clean of bathroom and bench areas – quarterly
- Pressure cleaning of paths and external surfaces – as required
- Supply of all consumables, cleaning products and PPE





2. The venue for the service is Jabiru Park Bathroom/Barbecue area.
3. The Contractor will provide the general cleaning services each Monday, Wednesday, and Friday from 7:00am until completion.
4. The Services will also include any other cleaning tasks which the Parties may agree on.

#### Term of the Agreement

5. The term of this Agreement (the "Term") will begin 19th December 2025 and will remain in full force until 19th December 2027 or until terminated as provided in this Agreement.
6. An option to extend this agreement for a further 12 months can be invoked by the Client at any time.
7. In the event that either Party wishes to terminate this Agreement, the Party will be required to provide 14 days' written notice to the other Party.
8. In the event that either Party breaches a material provision under this Agreement, the non-defaulting Party may terminate this Agreement immediately and require the defaulting Party to indemnify the non-defaulting Party against all reasonable damages.
9. This Agreement may be terminated at any time by mutual agreement of the Parties.

#### Performance

10. The Parties agree to do everything necessary to ensure that the terms of this Agreement take effect.
11. All services to be undertaken by the Contractor shall be carried out to the highest standards and to the reasonable satisfaction of the Client. Any services which are not performed in accordance with the requirements of the Contract shall be notified to the Contractor by the Client and will be rectified free of charge by the Contractor.

#### Payment

12. The Contractor will charge the Client a flat fee of AUD \$780.00 excluding GST per month. (the "Payment").
13. The Client will be invoiced for the completed Services at the end of each month.
14. Invoices submitted by the Contractor to the Client are due for payment within 30 days of receipt of the invoice.
15. In the event that this Agreement is terminated by the Client prior to the completion of the Services but where the Services have been partially performed, the Contractor will be entitled to pro rata payment of the Payment to the date of termination provided that there has been no breach of contract on the part of the Contractor.





**Confidentiality**

16. Confidential information (the "Confidential Information") refers to any data or information relating to the business of the Client which would reasonably be considered to be proprietary to the Client including, but not limited to, accounting records, business processes and client records where the release of that Confidential Information could reasonably be expected to cause harm to the Client.
17. The Contractor agrees that they will not disclose, divulge, reveal, report or use, for any purpose, any Confidential Information which the Contractor has obtained, except as authorised by the Client in writing or as required by law. The obligations of confidentiality will apply during the term of this Agreement and will survive indefinitely upon termination of this Agreement.

**Return of Property**

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

**Capacity/Independent Contractor**

19. In providing the Services under this Agreement it is expressly agreed that the Contractor is acting as an independent contractor and not as an employee. The Contractor and the Client acknowledge that this Agreement is exclusively a contract for service.

**Modification of Agreement**

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

**Severability**

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



SANCTUARY COVE  
PRINCIPAL BODY CORPORATE

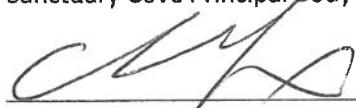
65

In witness to the agreement to these terms, the Client and the Contractor affix their signatures below on the 18 December 2025



Date: 18/12/2025

Chairperson  
Sanctuary Cove Principal Body Corporate

  Date: 18/Dec/2025

Contractor  
Contractor Name



**From:** [Livingstonia Chairman/Secretary](#)  
**To:** [Jodie Syrett](#); [dianneonthegc](#); [leeu](#)  
**Cc:** [Derek Glinka](#); [Cassie McAuliffe](#); [PBC](#)  
**Subject:** RE: PBC AGM  
**Date:** Thursday, 18 December 2025 6:55:56 AM  
**Attachments:** [image001.png](#)  
[Role Statement PBC Secretary 6 Nov2025 Rev45docx.pdf](#)  
[Role Statement PBC Treasurer 30 Oct 2025 Rev 6.pdf](#)

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Good morning Jodie,

*Please see below the communication to be issued to the community prior to COB today (the Christmas shutdown) regarding the merit-based panel selection process for the non-voting Secretary and Treasurer positions on the PBC Executive Committee along with the attached Role Statements.*

Regards,

Brian Earp.

---

---

Good morning, Sanctuary Cove Owners & Occupiers,

I hope you are enjoying the festive season with family and friends.

Following the Sanctuary Cove Principal Body Corporate (PBC) Annual General Meeting (AGM), held last Monday 15<sup>th</sup> December 2025, I am pleased to announce that I was honored to be nominated and elected as Chairperson, along with the successful nominees and elected people for the positions of Ordinary Members of the 2026 Executive Committee (EC) who are:

1. Dianne Taylor
2. Peter Cohen
3. David Francis
4. Tony McGinty

At the conclusion of the election process, 5 voting members, which is the minimum required for the EC, were in place. The roles of Secretary and Treasurer remain vacant, as no nominations were received from the Members Nominees..

In accordance with **section 41(6A) Sanctuary Cove Resort Act 1985**, the Principal Body Corporate may determine that the holders of the office of Secretary and/or Treasurer **are not required to be Members Nominees**. These positions are **administrative and advisory in nature only** and do not carry voting rights, but make an invaluable contribution through expertise, diligence, and commitment to good governance. The purpose of these roles is to support the committee in meeting its statutory, governance, and compliance obligations under the **Sanctuary Cove Resort Act 1985** and the **Building Units and Group Titles Act 1980 (BUGTA)**.

The members of the PBC voted to fill both of these positions via a merit selection process using a panel that has been established, and is now seeking expressions of interest from suitably qualified and experienced individuals who are prepared to provide 3 – 10 hours per week of voluntary time to assist the committee in the **non-voting roles of Secretary and Treasurer**.

**Expressions of Interest (EOI)** are sought and encouraged from individuals with experience in governess, administration, finance, accounting, or body corporate management. Please provide a brief 2 page outline of your experience and the role(s) you are interested in to the PBC Chairperson using the email address [livingstonia.scove@outlook.com](mailto:livingstonia.scove@outlook.com) before COB Friday, 9 January 2026. Following receipt of the EOIs, interviews will be conducted on Monday, 12 January 2025.

Following are descriptions of the roles:

### **Call for Expressions of Interest – Secretary, Principal Body Corporate (2026)**

The Secretary's role is central to effective, transparent and respectful governance. It supports clear communication, sound decision-making and compliance with our statutory obligations, while helping the PBC and Executive Committee operate in a way that reflects the values and expectations of the Sanctuary Cove community. The Secretary provides essential leadership through organization, clarity, and commitment to best-practice governance.

Residents with strengths in administration, governance, communication, or community leadership are strongly encouraged to consider nominating for this role. Serving as Secretary is a rewarding way to contribute your skills, support fellow residents and help guide Sanctuary Cove into the future. Please refer to the attached role statement for additional information.

If this opportunity resonates with you, or if you would like further information, please contact me on 0418 983 380.

### **Call for Expressions of Interest – Treasurer, Principal Body Corporate (2026)**

The Treasurer plays a vital role in supporting the financial stewardship of Sanctuary Cove on behalf of all residents. This position works closely with the PBC, the Executive Committee, professional advisers, and the Sanctuary Cove Community Services Ltd administration team to ensure sound financial oversight, transparency and long-term sustainability of our community assets and services.

Residents with financial, accounting, business or governance experience are warmly encouraged to consider this opportunity. Your skills could make a meaningful difference in shaping a secure and sustainable future for our community. Please refer to the attached role statement for additional information.

If you are interested or would like to have an informal discussion about the role, please contact me on 0418 983 380.

Thank you for considering how you might contribute to our shared community..

Kind regards,

Brian Earp

Chairperson

Sanctuary Cove Principal Body Corporate

---

**From:** Jodie Syrett <Jodie.Syrett@scove.com.au>

**Sent:** Wednesday, 17 December 2025 7:49 AM

**To:** dianne; Brian Earp; leeu

**Cc:** Derek Glinka; Cassie McAuliffe

**Subject:** PBC AGM

Good morning, Members,

Following the AGM held on Monday, it was resolved that a communication be issued to the community prior to the Christmas shutdown regarding the merit-based panel selection process for the non-voting Secretary and Treasurer positions on the PBC Executive Committee.

Could you please advise when this material will be finalised to enable distribution prior to 4.00pm on Friday.

Warm Regards,

**JODIE SYRETT**

Manager of Body Corporate

**Direct** 07 5500 3326 | [jodie.syrett@scove.com.au](mailto:jodie.syrett@scove.com.au)

**Main** 07 5500 3333 | [enquiries@scove.com.au](mailto:enquiries@scove.com.au)

**Address** PO Box 15 | Shop 1A, Building 1, Masthead Way Sanctuary Cove Q 4212

**Web** [oursanctuarycove.com.au](http://oursanctuarycove.com.au)



**PLEASE NOTE:**

Our office will close at 4pm on Friday, 19 December 2025 and reopen at 7:30am on Monday, 5 January 2026.



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

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# Role Statement – PBC Secretary

## Details

Document Title	Principal Body Corporate (PBC) Secretary Role Statement
Document Custodian	Principal Body Corporate (PBC)
Approved by	Principal Body Corporate (PBC)
Approval Date	DD Month YYYY
Version Number	
Review Frequency	Annually or when role changes are approved
Next Review Due	November 2026

## Purpose of the Role

The Secretary of the Principal Body Corporate (PBC) ensures that the PBC and its Executive Committee (EC) comply with their statutory obligations under the Sanctuary Cove Resort Act (SCRA) and the Building Units and Group Titles Act (BUGTA). The Secretary is the custodian of PBC records, minutes, notices and registers, and supports the Chairperson and EC in maintaining effective governance, compliance, and transparent communication with stakeholders.

All statutory references in this document refer to the Sanctuary Cove Resort Act 1985 (Qld) (as in force April 2024) and the Building Units and Group Titles Act 1980 (Qld), unless otherwise stated.

## Key Responsibilities

### Governance & Compliance

- Ensure compliance with statutory obligations under SCRA and BUGTA, including meeting notices, minutes, registers, and statutory filings.
- Supervises maintenance of registers of motions, delegations, conflicts of interest, and resolutions.
- Approves PBC AGM and EGM agenda-with the PBC Chairperson.
- Supervises maintenance of PBC roll and records of proprietors and Member Nominees.
- Ensures consistency with the PBC's Delegations Register and governance document control framework.
- Ensures compliance with statutory timeframes for AGMs, and reporting and ~~maintain~~supervises a register of correspondence and legal notices received or issued by the PBC.

### Meetings and decision making support

- Oversees custody and use of the PBC common seal in accordance with legislative requirements.
- Preparation and issue notices of meetings in line with statutory requirements.
- Ensures EGM and AGM agendas and papers are prepared and circulated within required timeframes.
- Ensures accurate and timely minutes of PBC meetings, capturing decisions, resolutions and declarations of conflict.
- Provides procedural advice to the Chairperson and EC regarding quorum, resolutions, restricted matters and voting processes.
- Impartiality and inclusiveness, modelling leadership independence, fairness, and commitment to community-wide interests.
- Must comply to the principles of the PBC Code of Conduct and manage conflicts of interest in accordance with the policy.

### Communication & Transparency

- Facilitate timely communication of decisions and meeting outcomes to Member Nominees, RBCs and other stakeholders.
- Ensure appropriate documentation is available for inspection in line with SCRA requirements.
- Uphold confidentiality of sensitive or commercial-in-confidence matters.

### Role in Election, Nomination and Record Integrity

- Oversight of RBC Member Nominee appointments, ensuring nomination forms and eligibility align with SCRA Schedule 5 Code of Conduct.
- Ensuring that PBC roll updates accurately record PBC MN appointments and term commencements.
- Administering election and ballot procedures (open or secret) per Schedule 3 of SCRA, including custody of voting papers.

**Authority: The Secretary has authority to:**

- Issue official notices, minutes and correspondence on behalf of the PBC.
- Attest to the affixing of the PBC common seal with another authorised officer (SCRA s25(2)(b)
- Oversee delegated secretariat functions where the PBC has resolved by motion to appoint a Body Corporate Manager or other service provider under SCRA s47AB.

**Relationship with SCCSL (Body Corporate Manager)**

- The Secretary oversees, but does not duplicate, SCCSL administrative functions performed under the Administration and Management Agreement (AMA).
- Accountable for ensuring SCCSL fulfills its statutory functions for notices, minutes, and record keeping, with proper audit trail.

**Succession, Induction, and Education**

- Participates in induction of new EC and PBC members, particularly on statutory meeting procedures.
- Prepares handover notes and ensures continuity when the Secretary role changes.

**Skills & Capabilities: An effective PBC Secretary will demonstrate:**

- Governance knowledge – understanding of SCRA, BUGTA, PBC By-Laws and Codes of Conduct.
- Organisation and attention to detail – ability to maintain accurate records, notices and minutes.
- Communication – clear written and verbal communication with stakeholders.
- Integrity & impartiality – commitment to probity, confidentiality and fairness.
- Collaboration – ability to liaise and work constructively with the Chairperson, Treasurer, EC, RBCs, sub-committees and SCCSL.
- Time commitment – willingness to dedicate sufficient time to preparation, meetings and resident engagement.

## Role Statement – PBC Treasurer

Document Control	Details
Document Title	Principal Body Corporate – PBC Treasurer Role Statement
Document Custodian	Principal Body Corporate (PBC)
Approved by	Principal Body Corporate (PBC)
Approval Date	DD Month YYYY
Version Number	
Review Frequency	Annually or when role changes are approved
Next Review Due	October 2026

### Purpose of Role

The Treasurer ensures sound financial governance and assurance on behalf of the PBC within the framework of the Sanctuary Cove Resort Act 1985 (Qld) (SCRA), the Building Units and Group Titles Act 1980 (Qld) (BUGTA) and the Administration and Management Agreement (AMA) with SCCSL, the appointed Manager under SCRA s 47AB. The Treasurer provides independent oversight, guidance and assurance on behalf of the PBC rather than performing operational financial-management tasks, which are delegated to SCCSL under the AMA.

All statutory references in this document refer to the Sanctuary Cove Resort Act 1985 (Qld) (as in force April 2024) and the Building Units and Group Titles Act 1980 (Qld), unless otherwise stated.

### Key Responsibilities

#### Financial Governance and Direction

- Provide high level input and guidance to the Manager (SCCSL) on budget parameters, levy strategy, reporting format and expectations for proactive communication of financial issues.
- Review and challenge draft budgets, financial reports and project business cases prepared by the Manager to confirm that procurement processes are compliant, assumptions reasonable, and expenditure consistent with PBC resolutions and approved budgets.
- Monitor delivery of financial management services delegated to SCCSL under AMA Schedule A (items 2–6) and raise performance or non-compliance issues with the Manager and Executive Committee (EC).
- Provide an independent opinion to the PBC on financial implications of major decisions.
- Ensure the Manager provides early warning of material variances, overspends or potential special-levy needs.
- Lead periodic reviews of financial governance policies (budgeting, treasury, reserves, procurement) for recommendation to the PBC.

#### Compliance and Assurance

- Confirm through the Manager that all statutory financial obligations (taxation, returns, audits and insurance) required under SCRA s 33 and s 37 are met and annual financial statements are tabled within statutory timeframes.
- Oversee adequacy of sinking fund provisions and financial risk management frameworks.
- Escalate material variances, irregularities or compliance risks to the EC and PBC for review and recording in the Action Log.
- Work closely with the relevant Sub-Committee to monitor reports and emerging risks. The Treasurer should normally attend the relevant sub-committee meetings to maintain continuity of financial oversight.
- Must comply with the PBC Code of Conduct and manage conflicts of interest in accordance with the PBC Conflict of Interest Policy.

## **Reporting & Education**

- Promote financial governance literacy among PBC Member Nominees by coordinating education sessions delivered by the Manager on SCRA and financial governance requirements.
- Confirm annual financial statements are prepared and tabled within statutory timeframes.

## **Authority**

- The Treasurer exercises only those oversight functions and powers relating to s 43(2) of SCRA.r. Operational and transactional financial management is delegated to SCCSL under the AMA (SCRA s 47AB).
- The PBC will pass an annual resolution requiring the Treasurer to jointly authorise payments with the Chairman of the PBC (or delegate as set out in the resolution), as per s 43 (4) (b) of SCRA and as per PBC policy after verifying that:
  - the expenditure has been approved by PBC resolution
  - the Manager has certified delivery and satisfactory quality of goods or services.
  - adequate funds remain within approved budgets or sinking funds line items
  - any variance has been reported to the PBC for subsequent approval by resolution.
- The Treasurer has no independent authority to commit the PBC to expenditure or contractual obligations.
- Invoice co-approval where the Treasurer is required to co-approve payments, the review is limited to confirming compliance with PBC approvals and budget availability

## **Skills & Capabilities**

- Financially qualified person with strong financial literacy and understanding of budgeting, accounting, and fund management.
- Good knowledge of PBC financial obligations under SCRA and BUGTA.
- Working understanding of the Administration and Management Agreement and the delegation framework between PBC and SCCSL.
- Analytical skills to assess financial risks and implications of decisions.
- Ability to communicate financial information clearly to a non-financial audience.
- Integrity, independence, and commitment to sound financial stewardship.
- Liaising and collaboration skills to work effectively with SCCSL, Sub-Committees, and the EC.
- Working knowledge of SCRA 1985 (Qld) (as in force 2024) and BUGTA 1980 (Qld).
- Capability to provide strategic guidance and constructive challenge without undertaking operational management tasks.

## **Vacancy in Treasurer Role**

If no PBC Member Nominee is elected to the Treasurer role, the PBC may appoint a qualified independent advisor or contracted Treasurer (e.g. from SCCSL or suitably experienced and qualified lot owner or externally) as a non-voting officer to discharge the Treasurer functions until an elected member is appointed.

**From:** [Sanctuary Cove Community Services](#)  
**Subject:** Secretary and Treasurer non-voting Positions  
**Date:** Tuesday, 6 January 2026 9:21:48 AM  
**Attachments:** [Role Statement PBC Secretary 6 Nov2025 Rev45docx.pdf](#)  
[Role Statement PBC Treasurer 30 Oct 2025 Rev 6.pdf](#)

---

This sender is trusted.

Good morning, Sanctuary Cove Owners & Occupiers,

A friendly reminder that expressions of Interest (EOI) are sought and encouraged from individuals with experience in governance, administration, finance, accounting, or body corporate management. Please provide a brief 2-page outline of your experience and the role(s) you are interested in to the PBC Chairperson using the email address [livingstonia.scove@outlook.com](mailto:livingstonia.scove@outlook.com) before COB Friday, 9 January 2026.

**Main** 07 5500 3333 | [enquiries@scove.com.au](mailto:enquiries@scove.com.au)

**Address** PO Box 15 | Shop 1A, Building 1, Masthead Way Sanctuary Cove Q 4212

**Web** [www.oursanctuarycove.com.au](http://www.oursanctuarycove.com.au)

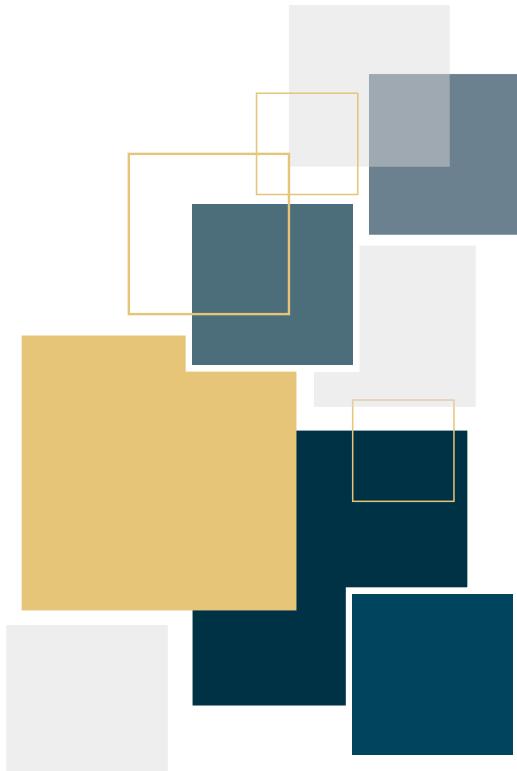
**SANCTUARY COVE COMMUNITY SERVICES LIMITED | SANCTUARY COVE BODY CORPORATE PTY LTD**

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# Sanctuary Cove FTTH Network Consultancy

Project Scope Brief



# What you'll find inside

1. Executive Summary .....	3
2. Introduction and Context .....	4
3. Phase 3 Scope Definition – Final Confirmation .....	6
4. Security Services Platform – Key Consideration .....	10
5. Scope Exclusions.....	11
6. Decision Status Confirmation.....	12
7. Next Steps.....	13
8. Conclusion.....	14

# 1. Executive Summary

## DECISION STATUS DECLARATION

**This report confirms and clearly states that NO DECISIONS have been made in relation to preferred options for the Sanctuary Cove FTTH Network. This Phase 3 Scope Definition document establishes the framework for future analysis and does not advocate for, recommend, or endorse any particular solution pathway. All technical options remain under active consideration pending the completion of subsequent consultancy phases.**

Gravelroad Group has been engaged by Sanctuary Cove Principal Body Corporate to provide independent telecommunications infrastructure advisory services for the community's Fibre-to-the-Home (FTTH) network. This engagement forms part of a comprehensive six-phase consultancy designed to assess the current network infrastructure, evaluate future requirements, and develop evidence-based recommendations for the network's strategic direction over the next 10-15 years.

This document represents the deliverable for Phase 3 – Plan the Future, and specifically confirms the final scope definition for this phase of the consultancy. The scope definition establishes the analytical framework and methodological approach that will guide the subsequent technical evaluation and financial assessment phases. It is essential to emphasise that this report defines the scope of work to be undertaken and does not present conclusions, recommendations, or preferred options.

The Sanctuary Cove FTTH network has served the community for nearly two decades, delivering triple-play services (voice, data, and video) to residential premises. However, the telecommunications landscape has evolved substantially, with aging infrastructure components now exceeding 15 years of operational service, changing resident expectations regarding bandwidth and service quality, and significant technology evolution including the transition from GPON to XGS-PON standards offering ten-fold speed improvements. These factors necessitate strategic planning to ensure the network continues to meet community needs while providing a robust platform for security services—a critical consideration identified by stakeholders during Phase 1 consultation.

## 2. Introduction and Context

### 2.1 Purpose of This Document

This Phase 3 Scope Definition Report serves as the foundational planning document for the “Plan the Future” component of the Sanctuary Cove FTTH Network Consultancy. The primary purpose of this document is to establish a clear, comprehensive, and unambiguous definition of the scope of work to be undertaken in forecasting future network requirements and developing technical solution options for consideration by the Principal Body Corporate.

Specifically, this report fulfils the following objectives:

- Documenting the agreed scope boundaries for Phase 3 deliverables
- Establishing the methodological framework for future needs assessment
- Defining the parameters for technical solution option development
- Articulating requirements for scalability and network evolution analysis
- Confirming that no decisions have been made regarding preferred options

### 2.2 Consultancy Background

The Sanctuary Cove Telecommunications Network comprises pit and pipe infrastructure together with passive and active fibre and telecommunications infrastructure servicing all premises within the Sanctuary Cove Resort. The network currently operates on Calix GPON (Gigabit Passive Optical Network) equipment, with two head-ends and two MATV head-ends providing services to approximately 1,217 residential premises. The infrastructure places market and regulatory obligations on the community under Parts 7 and 8 of the Telecommunications Act, requiring compliance with open access wholesale service requirements.

The current network management arrangements are governed by the FTTH Network Management Agreement, under which the Contractor (currently Opticomm Networks) provides network operations, maintenance, and wholesale telecommunications services. The Agreement specifies free services to residents including Free-to-Air Television distribution, internal telephone services, and critically, security services that require 24/7 connectivity to back-to-base monitoring services.

### 2.3 Current Network Status Overview

Understanding the current network status provides essential context for the scope definition. The following represents a high-level overview based on available documentation; detailed technical assessment will occur during Phase 2 (Field Survey) activities:

**Infrastructure Age and Condition:** Network components are predominantly 15+ years old, with critical equipment nearing or exceeding end-of-life status. The existing Calix equipment is not supported by any major wholesale telecommunications carrier in Australia and requires replacement.

**Technology Standards:** The network currently operates on GPON (G.984) standard, with the infrastructure transitioning from the legacy GEPON (802.3ah) standard. Current equipment is not XGS-PON capable, limiting maximum service speeds to approximately 1Gbps shared across PON segments.

**Service Portfolio:** The network delivers free services including FTA TV distribution, internal telephony, and security connectivity, alongside wholesale retail telecommunications services from multiple service providers operating under open access arrangements.

**Operational Framework:** Current annual operational costs under the management agreement total approximately \$317,000 excluding GST for routine work, with additional costs for materials, labour, and capital expenditure requirements.

## 3. Phase 3 Scope Definition – Final Confirmation

This section formally confirms and articulates the final scope definition for Phase 3 of the Sanctuary Cove FTTH Network Consultancy. The scope comprises three interconnected work streams that collectively establish the foundation for strategic decision-making by the Principal Body Corporate.

### 3.1 Scope Element 1: Forecast Future Needs and Demands

#### 3.1.1 Scope Statement

*Forecast future needs/demands and identify opportunities for additional services.*

#### 3.1.2 Detailed Scope Description

This scope element requires a comprehensive forward-looking assessment of the telecommunications requirements for the Sanctuary Cove community over the next 10-15 years. The analysis will consider demographic trends, technological evolution, and changing patterns of service consumption to develop robust demand forecasts that inform technical solution development.

**Residential Demand Forecasting:** The assessment will project bandwidth and service requirements based on current usage patterns (to be gathered through the Phase 1 Resident Survey), industry benchmarks for residential internet consumption growth, and anticipated adoption of bandwidth-intensive applications including work-from-home trends, 4K/8K video streaming, cloud gaming, telehealth requirements, and smart home IoT proliferation.

**Security Services Platform Requirements:** A key consideration specifically identified by stakeholders is the provision of a robust platform to support security services. This assessment will evaluate current and future security connectivity requirements, including 24/7 back-to-base alarm monitoring, access control systems (such as gate controls and licence plate recognition), fire system connectivity, duress alarm systems, CCTV integration, and the capacity to support emerging security technologies.

**Additional Service Opportunities:** The scope includes identification of value-added services that could be delivered over an upgraded network platform including community Wi-Fi, building management integration, energy monitoring, and commercial opportunities.

### 3.1.3 Deliverables Under This Scope Element

- Comprehensive future demand forecast report with 10-year projections
- Security services platform requirements specification
- Additional services opportunity register with preliminary viability assessment
- Bandwidth and capacity requirement projections by service category
- Demand scenario models with sensitivity analysis documentation

## 3.2 Scope Element 2: Consolidated Technical Solution Options

### 3.2.1 Scope Statement

*Prepare and present a consolidated summary of viable, costed technical solution options. In developing these options, a key consideration must be the provision of a robust platform to support security services.*

### 3.2.2 Detailed Scope Description

This scope element requires the development of a comprehensive suite of technically viable solution options for the future of the Sanctuary Cove FTTH network. Each option will be developed with sufficient detail to enable informed comparison and decision-making, including preliminary cost estimates based on available market data and vendor indicative pricing.

**Technology Platform Options:** The assessment will evaluate multiple technology pathways including GPON to XGS-PON upgrade (10Gbps symmetric capability), hybrid deployment models, and consideration of different vendor platforms including Nokia, Calix, ADTRAN, and others.

**Ownership and Operating Model Options:** The scope includes development of options across different ownership structures encompassing retained community ownership, partial or full divestment, hybrid models, and managed service arrangements. These options will consider the existing Opticomm proposals while ensuring all viable alternatives are evaluated.

**Security Services Platform Integration:** Each solution option will explicitly address how security services will be supported, including migration pathway for legacy telephone-based security systems to IP-based solutions, redundancy requirements, and quality of service mechanisms.

**Cost Development Methodology:** Preliminary cost estimates will be developed for each option incorporating capital expenditure, operational expenditure over a 10-year horizon, transition costs, and lifecycle replacement provisions.

### 3.2.3 Preliminary Option Framework

The following preliminary option categories have been identified for detailed development:

- **Full Divestment:** Transfer of network ownership to third-party operator with upgrade commitments
- **Retained Ownership with Upgrade:** Community-funded technology upgrade with retained asset ownership
- **Hybrid Model:** Parallel deployment of new and legacy systems with phased migration
- **Status Quo with Maintenance:** Continued operation of existing infrastructure with repair-based approach
- **Managed Service:** Retained passive infrastructure with outsourced active layer management

**Note:** This preliminary framework does not represent a final or exhaustive list of options. Additional options may be identified through the consultancy process.

### 3.2.4 Deliverables Under This Scope Element

- Consolidated technical solution options document with detailed specifications
- Preliminary cost estimates for each option (CAPEX, OPEX, 10-year TCO)
- Security services integration assessment for each option
- Comparative analysis matrix enabling option comparison
- Risk and opportunity assessment for each option
- Vendor capability assessment (Nokia, Calix, ADTRAN, and others)

## 3.3 Scope Element 3: Scalability, Continuity, and Network Evolution

### 3.3.1 Scope Statement

*Identify requirements and options for scalability, long-term continuity, and network evolution.*

### 3.3.2 Detailed Scope Description

This scope element addresses the long-term sustainability and adaptability of the network infrastructure, ensuring that whatever solution pathway is ultimately selected can accommodate future growth, technological advancement, and evolving community requirements.

**Scalability Requirements:** The assessment will define scalability across capacity, geographic expansion (future development stages), service types, and operational flexibility.

**Long-Term Continuity Planning:** Continuity considerations will address equipment lifecycle planning, vendor sustainability, standards compliance evolution, supply chain considerations, and knowledge transfer requirements.

**Network Evolution Pathway:** The scope includes development of a technology evolution roadmap identifying key decision points, transition triggers, and upgrade pathways over a 15-year planning horizon including potential evolution to 25G-PON and integration of emerging technologies.

### 3.3.3 Deliverables Under This Scope Element

- Scalability requirements specification document
- Long-term continuity risk assessment and mitigation strategies
- Network evolution roadmap with 15-year planning horizon
- Technology refresh schedule and lifecycle planning framework
- Vendor sustainability and supply chain risk assessment
- Standards evolution analysis and compliance pathway documentation

## 4. Security Services Platform – Key Consideration

The scope definition explicitly identifies the provision of a robust platform to support security services as a key consideration in developing technical solution options.

### 4.1 Current Security Services Context

The existing FTTH Network Management Agreement establishes security services as a critical service to residents. Security and fire systems must maintain 24/7 connectivity through the FTTH network to back-to-base monitoring services, ensuring continuous coverage and emergency authority contact capability. Current security connectivity is provided through legacy telephone ports on Calix ONT devices, however new ONT devices (Nokia XGS-PON) do not support legacy telephone ports, necessitating migration to IP-based security systems.

### 4.2 Security Platform Requirements to be Assessed

- **Reliability and Availability:** Targeting 99.99% or greater uptime through redundant paths and resilient architecture
- **Quality of Service:** Priority treatment for alarm signals and emergency communications
- **Migration Pathway:** Transition from legacy telephone-based to IP-based security systems
- **Integration Capability:** Support for CCTV, access control, intercom, and building management integration
- **Operational Alignment:** Connectivity to Security Roundhouse and community protocols

## 5. Scope Exclusions

The following are explicitly excluded from Phase 3:

- **Final Recommendations:** To be developed in Phase 5 and consolidated in Phase 6
- **Detailed Engineering Design:** Options at conceptual level only
- **Procurement Documentation:** No tender documents or RFPs
- **Contract Negotiation:** No vendor commercial discussions
- **Implementation Planning:** Detailed project planning post-decision
- **Legal/Regulatory Advice:** No formal legal opinion

## 6. Decision Status Confirmation

### FORMAL DECLARATION

Gravelroad Group hereby confirms that as at the date of this Phase 3 Scope Definition Report:

1. NO DECISIONS have been made by the Principal Body Corporate, FTTH Task Force, or any stakeholder body regarding preferred options for the Sanctuary Cove FTTH Network.
2. All technical solution options remain under active consideration.
3. This report establishes the framework for analysis only and does not endorse any solution pathway.
4. The consultancy is designed to develop evidence-based recommendations for future decision-making.

## Options Under Consideration

The following remain under active consideration: network divestment options, retained ownership with upgrade, hybrid models, managed service arrangements, status quo continuation, and any other options identified through the consultancy process. The existing Opticomm proposals form part of the options universe but are not the exclusive options under consideration.

## 7. Next Steps

### *Consultancy Phase Timeline*

Phase	Timing	Deliverable
Phase 1: Consultation	Mid-December 2025	Consultation Report
Phase 2: Field Survey	Dec 2025 – April 2026	Network Health Report
Phase 3: Scope Definition	Mid-Late Dec 2025	Project Scope Brief (This Report)
Phase 4: Technical Evaluation	Late January 2026	Technical Options Assessment
Phase 5: Financial Assessment	March 2026	Recommendations Brief
Phase 6: Final Delivery	May 2026	Final Report & Executive Presentation

## 8. Conclusion

This Phase 3 Scope Definition Report establishes the comprehensive framework for the “Plan the Future” component of the Sanctuary Cove FTTH Network Consultancy. The scope encompasses forecasting future needs and demands with identification of additional service opportunities, preparing and presenting consolidated technical solution options with emphasis on security services platform provision, and identifying requirements and options for scalability, long-term continuity, and network evolution.

The scope has been developed through careful consideration of stakeholder input gathered so far during Phase 1 consultation, review of existing documentation including the Network Management Agreement and vendor proposals, and application of telecommunications infrastructure advisory best practice. The explicit emphasis on security services platform requirements reflects the priority assigned to this consideration by the community.

It is essential to reiterate that this report defines the scope of analytical work to be undertaken and explicitly does not advocate for any particular solution pathway. No decisions have been made regarding preferred options, and all alternatives remain under active consideration. The consultancy is designed to provide the Principal Body Corporate with comprehensive, objective, and evidence-based information to support future decision-making that will shape the network’s direction for the next 10-15 years.

Gravelroad Group remains committed to delivering independent, rigorous, and practical advisory services to support Sanctuary Cove in navigating this significant infrastructure decision.

# **CORRESPONDENCE FOR ACTION**

**DEED GOVERNING DELIVERY OF UNSOLICITED ADVERTISING  
MATERIAL IN THE RESIDENTIAL ZONE**

**SANCTUARY COVE PRINCIPAL BODY CORPORATE**

**AND**

THIS DEED is made on the        day of        2026

**PARTIES**

SANCTUARY COVE PRINCIPAL BODY CORPORATE of PO Box 15, Sanctuary Cove, Queensland 4212, pbc@scove.com.au (the "PBC")

AND

of

(the "Contractor")

(together, the "Parties")

**RECITALS**

- A. The PBC is a body corporate established by the *Sanctuary Cove Resort Act 1985* (Qld) and is responsible for controlling, managing and administering the secondary thoroughfare for the benefit of its members.
- B. The PBC is empowered to enter into an agreement for the provisions of amenities and services by it or any other person to residential lots.
- C. The PBC wishes to regulate the delivery of Unsolicited Advertising Material (UAM) in the Residential Zone.
- D. The Parties have agreed that the PBC will permit the Contractor to access and use the Secondary Thoroughfare for the delivery of UAM, on the terms contained in this Deed

**AGREED TERMS**

**1. Definitions and Interpretation**

**Interpretation**

- 1.1 In this Deed, unless the context otherwise requires:

- a) terms defined by use of parenthesis and inverted commas have the meaning so given to them;
- b) the singular includes the plural and vice versa;
- c) a gender includes other genders;
- d) a reference to a document, includes any amendment, replacement or novation of it;
- e) all references to dollars, \$, cost, value and price are to Australian currency;
- f) a reference to a party includes a reference to their executors, administrators, successors or permitted assigns or substitutes;

- g) where any word or phrase is given a definite meaning, any part of speech or other grammatical form of the word or phrase has a corresponding meaning;
- h) any reference to legislation includes any amending or replacing legislation;
- i) any reference to legislation includes any subordinate legislation or other instrument created thereunder
- j) headings are for reference only and do not affect interpretation;
- k) any undertaking, representation, warranty or indemnity by two or more parties (including where two or more persons are included in the same defined term) binds them jointly and severally;
- l) no provision or expression is to be construed against a party on the basis that the party (or its advisers) was responsible for its drafting;
- m) examples and use of the word 'including' and similar expressions do not limit what else may be included;
- n) anything includes any part of it and a reference to a group of things or persons includes each thing or person in that group; and
- o) a reference to this document includes any schedules and annexures.

#### Definitions

1.2 In this Deed, unless the context otherwise requires:

*Approved Advertiser* means that entity identified in Schedule A.

*Approved Hours* means those hours identified in Schedule A.

*Approved Nominee* means the person identified in Schedule A.

*Approved Vehicle* means a small electric vehicle, motor bike or bicycle as identified in Schedule A.

*Commencement Date* means 1 November 2025.

*Deed* means this deed governing the delivery of unsolicited advertising material to the Residential Zone.

*End Date* means 31 October 2026.

*Residential Zone* has the meaning given to it in the *Sanctuary Cove Resort Act 1985* (Qld).

*Secondary Throughfare* has the meaning given to it in the *Sanctuary Cove Resort Act 1985* (Qld).

*Term* means 12 months commencing on the Commencement Date and ending on the End Date, and any other period of extension as agreed to by the Parties.

*Unsolicited Advertising Material (UAM)* means advertising material, for a commercial purpose, not addressed by name to an owner or occupier of the premises and may include magazines, leaflets from real estate agents and service providers as well as letters addressed 'to the householder' or 'to the occupier'.

**2. Term of this Deed**

- 2.1 This Deed commences on the Commencement Date and continues until the End Date unless it is terminated earlier in accordance with clause 6.
- 2.2 The Parties may extend this Deed by agreement in writing.

**3. Right to access and use the Secondary Thoroughfare for the purpose of delivery of UAM**

- 3.1 During the Term, the PBC authorises the Contractor to have access to the Secondary Thoroughfare for the purpose of delivering Unsolicited Advertising Material (UAM) of Approved Advertisers into the mailbox of the lots in the Residential Zone of Sanctuary Cove Resort.
- 3.2 Delivery of the UAM must be performed by the Approved Nominee, in the Approved Vehicle or on foot, and during the Approved Hours.
- 3.3 This Deed does not authorise the Contractor to access any lot, knock on any door or otherwise conduct or perform any other service.

**4. Duties and obligations of Contractor**

- 4.1 The Contractor must:
  - a) only drive and park the Approved Vehicle on the brick paved roadway that forms part of the Secondary Thoroughfare within the Residential Zone as highlighted on the map in Schedule B;
  - b) not cause or permit the Approved Vehicle to drive on any footpath, nature strip, garden or grassed area; and
  - c) not deliver any UAM to the mailboxes of lots where:
    - i. the lot owner has indicated a desire not to receive UAM; or
    - ii. there is a clear sign on the mailbox, fence or other place on the lot that states 'No Advertising Material', 'No Junk Mail', 'Australia Post Mail Only' or words to that effect;
  - d) ensure that UAM that is delivered is placed securely and wholly within a mailbox and not left on a vehicle or on the ground;
  - e) comply with any direction given by the PBC or Sanctuary Cove Security personnel;
  - f) at its own expense, ensure that any Approved Vehicle is at all times registered;

g) at its own expense, maintain compulsory third-party, comprehensive and third-party property damage insurance policies that entitle the Contractor or its Approved Nominee to the benefit of cover in the course of delivering UAM, and provide evidence of such policies to the PBC before the Commencement Date and at any other time the PBC requests.

## **5. Risk, liability and indemnity**

- 5.1 The Contractor will be responsible for any damage whatsoever that it causes arising out of its use of, or access to, the Secondary Throughfare.
- 5.2 To the fullest extent permitted by law, the Contractor acknowledges and agrees that:
  - a) they use the Secondary Throughfare at their own risk;
  - b) the PBC will not be liable (whether in contract, tort, equity or otherwise) for any loss, damage, cost, liability or expense suffered or incurred by the Contractor.
- 5.3 The Contractor indemnifies the PBC for:
  - a) any loss or damage suffered in connection with the delivery of UAM; and
  - b) any loss or damage suffered by, or claims arising against, a third party in respect of the delivery of UAM.
- 5.4 The Contractor acknowledges and agrees that the PBC does not owe any duty of care to the Contractor.

## **6. Termination**

- 6.1 Either Party may terminate this Deed for any reason at any time by giving the other no less than one (1) months' written notice.
- 6.2 The PBC may immediately suspend the Contractor's access to the Secondary Throughfare and/or terminate this Deed, if the Contractor:
  - a) causes any damage to the Secondary Thoroughfare;
  - b) breaches any obligation of the Contractor under this Deed;
  - c) causes any risk to property, infrastructure, safety or compliance; and
  - d) conducts itself in such a way that, in the PBC's opinion, could damage the reputation of the PBC, its members or agents or Sanctuary Cove Resort.

## **7. General**

### **Variation**

- 7.1 A variation to this Deed must be in writing and signed by or on behalf of each party to it.

### **Assignment**

7.2 The Contractor is not to assign its rights under this Deed without the prior written consent of the PBC, and the PBC may withhold its consent for any reason.

**Governing law and jurisdiction**

7.3 This Deed is governed by and construed in accordance with the law for the time being in force in Queensland and the parties submit to the non-exclusive jurisdiction of the courts of that place.

**Severability**

7.4 A clause or part of this Deed that is illegal or unenforceable may be severed from this Deed and the remaining clauses or part of the clause of this Deed continue in force.

**Counterparts**

7.5 This Deed may be executed electronically and in any number of counterparts. All counterparts together make one instrument.

## EXECUTION

Executed as a Deed:

By the **Sanctuary Cove Principal Body Corporate**  
in accordance with the *Sanctuary Cove Resort Act*  
1986 (Qld), in any way authorised by law:

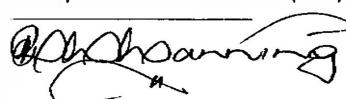
Authorised signatory

Print Full Name

Date

By MANNING REAL ESTATE SANCT<sup>Y</sup> in accordance  
with section 127 of the *Corporations Act 2001* (Cth):

OWNER/DIRECTOR



Secretary/Director

MARIE MANNING

Print Full Name

January 7TH 2026

Date

Authorised signatory

Print Full Name

Date

OWNER/DIRECTOR



Secretary/Director

JOHN MANNING

Print Full Name

January 7TH 2026

Date

## **Schedule A**

Approved Advertiser:

Approved Nominee:

Approved Vehicle:

Approved Hours:      Monday – Friday, 9am – 5pm

**Schedule B**



**From:** [Evelyn Hackl](#)  
**To:** [PBC](#)  
**Cc:** [Ralph Hackl](#)  
**Subject:** 3082 Forest Hills Drive  
**Date:** Friday, 19 December 2025 3:27:59 PM  
**Attachments:** [image003.png](#)

---

Good Afternoon:

We have been corresponding with the Facilities Department this year about the tree on the reserve next to our property. We have been advised today to contact the PBC as they now need to approve any tree removal within Sanctuary Cove.

The tree next to our property at 3082 Forest Hills Drive is only 10 cms from the boundary fence. It has overhanging branches which are impacting our property. We have been advised if the branches are trimmed and cut back that the tree will be lop sided and unbalanced. We are therefore submitting a request for this tree to be removed. Please see below the map and photos of said tree.

Thank you for your consideration and we look forward to hearing from you after your next meeting. In the meantime we wish you a happy festive season and all the best for 2026.

Best regards,

Ralph and Evelyn Hackl



DRAFT

**SUBJECT: SEVERE WEATHER PREPAREDNESS AND RESIDENT SUPPORT – REQUEST FOR FURTHER ACTION.**

Dear Board Members,

Thank you for providing the Sanctuary Cove Community Services Limited position paper titled *Designation of Safe Buildings During Severe Weather Events*. The Principal Body Corporate appreciates the clarity with which SCCSL has outlined its approach and its acknowledgement of the City of Gold Coast as the lead disaster management authority.

However, after careful consideration, the Executive Committee of the PBC must advise that the response does not adequately address the practical and demonstrated needs of residents during recent severe weather events.

As you are aware, Sanctuary Cove residents were significantly impacted by the tornado in 2023 and the cyclone event in 2025. Residents experienced extended power outages, blocked roads, fallen trees and damage to homes. Critically, many residents had no consistent safe or reliable way to access accurate, timely information, recharge essential devices, or seek reassurance during periods of prolonged uncertainty. For some residents, particularly older residents or those living alone, this created heightened anxiety and genuine safety concerns.

The PBC members, tasked with a review of the storm impact, identified the designation of a defined safe gathering location as the priority. It is 2 years since the initial incident that led to that review and a solution remains unidentified.

The PBC accepts that pre-designating a *single* safe building for all scenarios may carry risk. That is not in dispute. What remains unresolved, however, is how SCCSL proposes to ensure that residents are not again left without:

- access to reliable communications
- a known point of contact or assistance
- the ability to charge phones and essential devices
- clear, timely and localised updates
- visible reassurance that services are coordinated and responsive

The current position paper outlines what will *not* be done but does not sufficiently articulate what *will* be done, in practical terms, to support residents during prolonged outages or access restrictions.

The PBC therefore considers that more work is required, including consideration of measures such as:

- identification of primary and secondary assistance locations, assessed in advance for generator capacity, accessibility and safety, without pre-committing to any one site
- clarification of which **buildings could reasonably be activated** in different scenarios (for example, village facilities, hotel, community buildings, or other suitably equipped locations)
- establishment of a **clear communication protocol** for residents during emergencies, including SMS alerts, website updates, social media, noticeboards and gatehouse messaging
- provision of **charging access** and basic amenities where safe and feasible
- clarity around **roles and responsibilities** between SCCSL, the PBC, and external authorities during extended events

Given that SCCSL's major client is the Principal Body Corporate and that residents reasonably look to both organisations for leadership during emergencies, the PBC believes a more collaborative and resident-focused framework is essential.

Accordingly, the Executive Committee formally requests a meeting between representatives of the SCCSL Board and the PBC Executive Committee to:

- discuss the lessons learned from recent severe weather events
- explore practical, scalable preparedness options
- agree on improved communication and support arrangements
- restore resident confidence that Sanctuary Cove is better prepared for future events

This is not about duplicating or contradicting City of Gold Coast or SES responsibilities. Rather, it is about ensuring that, within that statutory framework, Sanctuary Cove residents are not left isolated, uninformed or unsupported during foreseeable and recurring events.

The PBC looks forward to constructive engagement on this matter and to working collaboratively to strengthen disaster preparedness and resident wellbeing across the resort.

Yours sincerely,

Brian Earp

Chairperson

Sanctuary Cove Principal Body Corporate

## **Sanctuary Cove Village – Resident Information**

**DRAFT**

### **Welcome to the Sanctuary Cove Harbour 1 Apartments**

Dear Resident,

Welcome to your new home in the Sanctuary Cove Village. We are pleased to welcome you to this vibrant precinct and trust you will enjoy living in one of Australia's most distinctive waterfront communities.

Your apartment forms part of the Village precinct developed by Mulpha, which also owns and manages the Sanctuary Cove Marine Village and the InterContinental Sanctuary Cove Resort. While your residence is located within the broader Sanctuary Cove Resort, it is not situated within the gated residential areas that operate under the Principal Body Corporate (PBC).

To support clarity, fairness and smooth day-to-day arrangements, the following information outlines your access rights and responsibilities.

#### **ACCESS ARRANGEMENTS**

Residents of the Village apartments have a right of passage through the residential security gates, allowing you to enter through one gate and exit through another without stopping.

Because Village apartment owners and residents do not contribute to PBC levies, the following conditions apply:

- You are not entitled to a Residents' Card issued by the Principal Body Corporate.
- You are not eligible for licence plate recognition (LPR) access.

## **Sanctuary Cove Village – Resident Information**

- Entry through the gates requires use of the intercom or ‘buzz-in’ system, in the same way as other visitors.
- Vehicle movements within the gated residential areas are monitored, and access is limited to passage only.

These arrangements ensure fairness for residents who contribute to the ongoing costs of maintaining and securing the gated residential community.

### **MULPHA ACCESS AND BENEFITS**

As a resident of the Village apartments, you have been issued with a Mulpha card, which provides:

- Access to the InterContinental Sanctuary Cove Resort
- Access to the Marine Village precinct
- Discounts and benefits at participating Village retailers and hospitality venues

These benefits are provided by Mulpha as the developer and owner of the Village and hotel precinct.

### **WORKING TOGETHER RESPECTFULLY**

Sanctuary Cove is a shared environment built on cooperation, courtesy and mutual respect. Understanding the distinction between the gated residential precincts and the Village helps ensure clarity, fairness and a positive experience for all residents, visitors and businesses.

## **Sanctuary Cove Village – Resident Information**

If you have questions regarding access arrangements or Village operations, Mulpha's management team will be pleased to assist.

We warmly welcome you to Sanctuary Cove and wish you every enjoyment in your new home.

Kind regards,

Brian Earp  
Chairperson  
Body Corporate

Stephen Anderson  
Mulpha Representative

## **Sanctuary Cove Village – Resident Information**

### **Quick Reference – Frequently Asked Questions**

#### **Do I receive a Residents' Card?**

No. Residents of the Village apartments are not issued with a Residents' Card, as they are not part of the gated residential precinct or contributors to PBC levies.

#### **Can my vehicle use licence plate recognition (LPR) at the gates?**

No. Licence plate recognition is available only to residents within the gated precinct who contribute to PBC levies.

#### **How do I access the gates?**

You may use the intercom or 'buzz-in' system to pass through the gates, in the same way as other visitors.

#### **Can I drive through the gates to exit elsewhere?**

Yes. You have a right of passage through the gates to enter at one point and exit at another, without stopping.

#### **Is my vehicle monitored while inside the gated area?**

Yes. Vehicle movements are monitored while within the gated residential areas.

#### **What benefits does my Mulpha card provide?**

Your Mulpha card provides access to the InterContinental Sanctuary Cove Resort and offers discounts at participating Village shops, dining and hospitality venues.

#### **Who do I contact if I have questions?**

For questions about Village access or amenities, please contact Mulpha's management team on ???.

## Consultation Process Guideline for By-law Amendments

Document Control	Details
Document Title	PBC Consultation Process Guideline for By-law Amendments
Document Owner	PBC
Approved by	Principal Body Corporate (PBC)
Approval Date	
Version Number	Version 1 – January 2026
Review Frequency	Bi-annually or when role changes are approved
Next Review Due	January 2028

### Status and Authority

This document is a governance procedure adopted by the Principal Body Corporate (PBC) to guide consultation undertaken in advance of motions proposing amendments to, or upgrades of, residential by-laws.

This procedure supports transparency, consistency and community confidence while preserving the statutory decision-making authority of the PBC under the Sanctuary Cove Resort Act (SCRA).

### Purpose

In the interests of good governance, transparency and community confidence, the Principal Body Corporate proposes to introduce a clear and effective consultation framework for matters involving amendments to, or the upgrading of, residential by-laws.

This framework is designed to ensure Sanctuary Cove residents are meaningfully informed and consulted, while reinforcing the role of Members Nominees as the primary conduit between the Principal Body Corporate and their respective precincts. Members Nominees will be supported to communicate proposed changes, gather feedback, and represent the views of their constituents in a structured and accountable manner.

From time to time, by-laws require amendment not only to reflect evolving community expectations, but also in response to judicial guidance where loopholes have been identified or where deliberate non-compliance has undermined the intent of the by-laws. In such circumstances, a consultation process ensures that necessary amendments are understood, legally sound, and aligned with the overarching objective of maintaining Sanctuary Cove as a safe, harmonious and high-quality residential community.

This approach strengthens collective ownership of the by-laws, supports consistent enforcement, and reinforces the shared responsibility of residents, Members Nominees and the Principal Body Corporate in upholding the standards expected within Sanctuary Cove.

### Scope and Limits of Consultation

Consultation undertaken under this procedure is informative and advisory in nature.

Consultation does not fetter, override or replace the statutory powers, duties or voting discretion of the PBC or its Members Nominees under SCRA.

Feedback received informs consideration and refinement of proposals but does not confer veto rights or decision-making authority on residents or precincts. Final decisions remain with the PBC acting in accordance with legislative requirements.

## Staged Consultation Process for By-law Amendments

### ***Stage 1: Identification of Need***

A need to amend or upgrade a residential by-law may arise from:

- judicial direction or interpretation.
- demonstrated loopholes or enforcement difficulties.
- evolving community standards or operational requirements; or
- safety, amenity or equity considerations.

The Principal Body Corporate formally records the rationale for change, including the legal, operational or community drivers.

### ***Stage 2: Legal and Governance Validation***

Legal opinion is obtained to confirm:

- statutory compliance
- enforceability; and
- consistency with the Sanctuary Cove Resort Act and associated legislation or regulation.

A high-level governance impact assessment is prepared to identify potential community implications.

### ***Stage 3: Members Nominees Briefing and Precinct Consultation***

Members Nominees are provided with:

- the rationale for change
- a plain-English explanation of the proposed amendment; and
- clear guidance on their consultation role.

During a PBC meeting, this information is shared with PBC MN to ensure understanding and consistent messaging.

Members Nominees consult with their constituents using agreed tools such as:

- precinct meetings
- written summaries, or
- structured feedback forms.

Residents are invited to provide feedback within a defined consultation period (typically 14–21 days).

Members Nominees act as representative conduits, responsible for gathering, testing and synthesising precinct views, rather than advocating individual positions.

### ***Stage 4: Consolidation, Review and Refinement***

Members Nominees submit feedback summaries to the PBC. The PBC reviews themes, concerns and suggestions, distinguishing between:

- matters of law or enforceability; and
- matters of preference, implementation or communication.

- where appropriate, amendments are refined in response to feedback.
- legal opinion is reconfirmed if substantive changes occur.

#### ***Stage 5: Decision, Communication and Implementation***

Residents are advised of:

- the final proposed amendment
- how feedback was considered; and
- next steps, including voting and gazettal processes where applicable.

Members Nominees are briefed during the monthly PBC meeting to support precinct-level understanding.

Formal adoption proceeds in accordance with legislative requirements.

Education materials maybe developed and issued prior to enforcement to support compliance.

#### **Review**

This consultation procedure will be reviewed periodically to ensure continued alignment with legislative requirements, governance best practice and community expectations.

**From:** [Caitlin Coombridge](#)  
**To:** [Jodie Syrett](#)  
**Subject:** FW: 5240 Marine Drive North - Signage  
**Date:** Tuesday, 6 January 2026 10:31:46 AM  
**Attachments:** [image004.png](#)  
[image005.png](#)

---

Hey Jodie,

This was the last email received from the owner of 5240 Marine Drive North regarding their signage.

I think the email accidentally got filed because I didn't get a copy of it prior to now.

Would this need to be tabled with the PBC for their instructions?

Kind Regards,  
CAITLIN COOMBRIDGE  
Building Approvals Manager

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

Working hours:      7:30am – 3:30pm, Monday to Thursday



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**From:** Alf - Baroque Group  
**Sent:** Wednesday, 26 November 2025 5:44 AM  
**To:** Compliance <[compliance@scove.com.au](mailto:compliance@scove.com.au)>; Anna Maria - Baroque Group  
**Subject:** RE: 5240 Marine Drive North - Signage

Hi Caitlin,

As I previously stated to Bianca on the 8<sup>th</sup> of October, there are still minor building

works being carried out.

Once we achieve the final certificate from our certifier, we will contact Sanctuary Cove to conduct their final inspection.

Once all inspections and works have been completed, we will remove the building sign.

The QR code guides users to the rite department of our business, whether it may be a supervisor for on site problems or maybe a WHSO whom needs to be aware of any accidents or incidents that may occur. Maybe even simple things like email addresses and phone numbers for particular members of the team. The QR code doesn't work unless someone wants to use it. It would be easier for the two people that are complaining to simply not use the QR code.

I have made the signs very minimal, modern, and classy so they wouldn't be a problem. I thought this would be a better option than buying a cheap car fully wrapping and branding it and leaving it on my driveway. I think that would be an eye sore.

Kind regards,

Alf Cutuli  
Development and Acquisitions

**BAROQUE GROUP**  
CONSTRUCTION - DESIGN - MANAGEMENT

P: 1300 669 504  
A: Gold Coast: 14/10-14 Louis Ct, Coomera, 4209  
A: Brisbane: Suite 40, 120 Bloomfield Street, Cleveland QLD 4163  
E:  
W: [www.baroquegroup.com.au](http://www.baroquegroup.com.au)

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**From:** Compliance <[compliance@scove.com.au](mailto:compliance@scove.com.au)>  
**Sent:** Tuesday, 11 November 2025 2:46 PM

**To:** Alf - Baroque Group ; Anna Maria - Baroque Group

**Subject:** RE: 5240 Marine Drive North - Signage

Good Afternoon Alf and Anna-Maria,

Further to your email below, please be advised that our office has received several complaints from residents within the area regarding the sign installed at the front of your property.

As the QR code displayed on the sign directs users to the Baroque Group landing page, the sign is considered advertising signage rather than builder's identification signage listing the contractor responsible for the works. In accordance with Residential Zone Activity By-Law 4.2, advertising signage is not permitted within the resort.

*4.2.1 No sign or billboard of any kind may be displayed to the public view on any portion of a Lot except information signs that:*

- (a) may be used by the Company in connection with the development of the Site and sale of residential real estate; or*
- (b) are approved by the Principal Body Corporate.*

We therefore request that the sign be removed as soon as possible.

Please let me know once the sign has been removed, or if you would like to discuss this matter further.

Kind Regards,

CAITLIN COOMBRIDGE

Building Approvals Manager

Direct	07 5500 3316   <a href="mailto:caitlin.coombridge@scove.com.au">caitlin.coombridge@scove.com.au</a>
Main	07 5500 3333   <a href="mailto:enquiries@scove.com.au">enquiries@scove.com.au</a>
Address	PO Box 15   Shop 1A, Building 1, Masthead Way Sanctuary Cove Q 4212
Web	<a href="http://stratamax.com.au/Portal/login">stratamax.com.au/Portal/login</a>

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**From:** Alf - Baroque Group

**Sent:** Wednesday, 8 October 2025 1:51 PM

**To:** Compliance <[compliance@scove.com.au](mailto:compliance@scove.com.au)>; Anna Maria - Baroque Group

**Subject:** RE: 5240 Marine Drive North - Signage

Hi Bianca,

There are still minor building works being carried out.

Once we achieve the final certificate from our certifier, we will contact Sanctuary Cove to conduct their final inspection.

Once all inspections and works have been completed, we will remove the Building sign.

Kind regards,

Alf Cutuli  
Development and Acquisitions

**BAROQUE GROUP**  
CONSTRUCTION - DESIGN - MANAGEMENT

M:

P: 1300 669 504

A: Gold Coast: 14/10-14 Louis Ct, Coomera, 4209

A: Brisbane: Suite 40, 120 Bloomfield Street, Cleveland QLD 4163

E:

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

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

**Sent:** Tuesday, 7 October 2025 8:59 AM

**To:** Anna Maria - Baroque Group ; Alf - Baroque Group

**Subject:** 5240 Marine Drive North - Signage

Good Morning,

I hope this email finds you well.

It has been noted that the builder's sign is still displayed at the front of your lot.

Please arrange for its removal at your earliest convenience.



Kind Regards,  
Bianca Naicker  
Compliance Officer/Building Approvals Assistant

Direct 07 5500 3317 | [bianca.naicker@scove.com.au](mailto:bianca.naicker@scove.com.au)

Main 07 5500 3333 | [enquiries@scove.com.au](mailto:enquiries@scove.com.au)

Address PO Box 15 | Shop 1A, Building 1, Masthead Way Sanctuary Cove Q 4212

Web [oursanctuarycove.com.au](http://oursanctuarycove.com.au)

**From:** [PBC](#)  
**To:** [Brian Earp](#); [fionaanddavid](#); [dianneonthegc](#); [petercohen3](#); [tmcginty52](#)  
**Subject:** Biodiversity dates  
**Date:** Tuesday, 6 January 2026 1:30:41 PM  
**Attachments:** [image001.png](#)

---

Good afternoon EC,

Biodiversity have sent the below dates for consideration for the community engagement information. Could you please advise what date you would like to consider, or perhaps this can be considered at the PBC EC meeting next week.

**Community Engagement Dates:**

With some extended leave by Steve, the following dates are based on current availability:

- Friday, 16th January 2026
- Wednesday, 11<sup>th</sup> February 2026
- Thursday, 19<sup>th</sup> February 2026

Wednesday, 25<sup>th</sup> February 2026

Kind Regards,

**JODIE SYRETT**

Manager Body Corporate

**Direct** 07 5500 3326 |[jodie.syrett@scove.com.au](mailto:jodie.syrett@scove.com.au)

**Main** 07 5500 3333 | [enquiries@scove.com.au](mailto:enquiries@scove.com.au)

**Address** PO Box 15 | Shop 1A, Building 1, Masthead Way Sanctuary Cove Q 4212

**Web** [oursanctuarycove.com.au](http://oursanctuarycove.com.au)



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**From:** [Kate Bourke](#)  
**To:** [Jodie Syrett](#); [Brian Earp](#)  
**Cc:** [Suzi Ledger](#)  
**Subject:** Corymbia - PBC motion for security review  
**Date:** Thursday, 8 January 2026 11:26:26 AM

---

Caution! This message was sent from outside your organization.

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Dear Jodie and Brian,

As you may be aware, there have been several posts recently on the Sanctuary Cove Locals Facebook page regarding people gaining unauthorised access to Sanctuary Cove.

A number of residents have contact both me and our member's nominee, Suzi Ledger, to express their concerns regarding this issue. In response, Corymbia submits the below motion for inclusion on January's PBC EGM agenda.

Suzi is currently reaching out to other member's nominees to better understand their views and any shared concerns in relation to this issue. We would welcome the opportunity to collectively meet and discuss the matter further ahead of the EGM.

### **Motion**

That the PBC request Sanctuary Cove Security Services undertake a security audit of the residential zones, including:

1. identifying and mapping all access points to the residential areas, including:
  - (a) authorised access points; and
  - (b) known unauthorised access points and areas where unauthorised access is likely to occur;
2. identifying current physical, technological and procedural security measures at each access point;
3. identifying vulnerabilities that may allow unauthorised access, including but not limited to tailgating, unsecured or open gates, fence breaches, and human behaviour factors;
4. reviewing recent security incidents and patterns of unauthorised access;
5. providing practical recommendations to address identified vulnerabilities, prioritised by risk and estimated cost; and
6. reporting the findings of the audit to the PBC for consideration and further action.

-----  
Please feel free to contact me via reply email or on 0434 140 492 should you have any queries.

Kind regards,

Kate Bourke  
For Corymbia

**From:** [Jodie Syrett](#)  
**To:** [Brian Earp](#)  
**Cc:** [Cassie McAuliffe](#)  
**Subject:** FW: Mulpha Request Letter - Stage 2 Approvals  
**Date:** Thursday, 8 January 2026 11:41:00 AM  
**Attachments:** [Letter to Mulpha Requesting Stage 2 Approval Documentation.docx](#)  
[image001.png](#)  
[20251201 Draft Stage 2 ARC Minutes.pdf](#)

---

Hi Brian,

Could you please provide direction on the below email from Caitlin regarding the attached letter going to Mulpha requesting Stage 2 Approval Documentation? I could table it under CFA on the PBC EC agenda before distribution today?

Kind Regards,

**JODIE SYRETT**

Manager Body Corporate

**Direct** 07 5500 3326 | [jodie.syrett@scove.com.au](mailto:jodie.syrett@scove.com.au)

**Main** 07 5500 3333 | [enquiries@scove.com.au](mailto:enquiries@scove.com.au)

**Address** PO Box 15 | Shop 1A, Building 1, Masthead Way Sanctuary Cove Q 4212

**Web** [oursanctuarycove.com.au](http://oursanctuarycove.com.au)



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---

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

**Sent:** Thursday, 8 January 2026 11:32 AM

**To:** Jodie Syrett <Jodie.Syrett@scove.com.au>

**Subject:** Mulpha Request Letter - Stage 2 Approvals

Hey Jodie,

Just hoping to get your thoughts on whether the PBC would want to approve the attached letter before being sent over to Mulpha Sanctuary Cove.

In line with Item 4.2 of the Stage 2 ARC Minutes from December, the Committee is requesting that all historical approvals be provided to our office for filing.

Thank you

Kind Regards,  
**CAITLIN COOMBRIDGE**  
Building Approvals Manager

**Direct** 07 5500 3316 | [caitlin.coombridge@scove.com.au](mailto:caitlin.coombridge@scove.com.au)  
**Main** 07 5500 3333 | [enquiries@scove.com.au](mailto:enquiries@scove.com.au)  
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*<insert date of letter>*

Mulpha Sanctuary Cove Development  
PO Box 199  
SANCTUARY COVE QLD 4212  
Transmission via email: [Julie.Meechan@mulpha.com.au](mailto:Julie.Meechan@mulpha.com.au)

Dear Sir/Madam,

**RE: HISTORICAL APPROVAL RECORDS – STAGE 2 APPLICATIONS**

We write on behalf of the Principal Body Corporate (PBC) to request, in accordance with the Architectural Review Committee (ARC) meeting held on 1 December 2025, that Mulpha Sanctuary Cove Developments provide copies of all approved architectural plans and associated approval documentation issued by your office within Sanctuary Cove.

This would include approved architectural drawings and any accompanying approval documentation, such as conditions of approval and subsequent approved amendments, as held by Mulpha. We kindly request copies of all such documentation held to date, including any historical records. The information will assist the PBC in maintaining complete and accurate records for governance, compliance, and future reference.

If possible, we would greatly appreciate the documentation in electronic format.

We appreciate your assistance and look forward to your reply. If you need any additional information, please feel free to contact our office by email at [buildingapprovals@scove.com.au](mailto:buildingapprovals@scove.com.au) and 07 5500 3333.

For and on behalf of  
**Sanctuary Cove Principal Body Corporate**

**Jodie Syrett | Manager of Body Corporate**  
Sanctuary Cove Community Services Limited



## MINUTES OF ARCHITECTURAL REVIEW COMMITTEE MEETING RECOMMENDATIONS FOR MSCD

**Committee:** Architectural Review Committee

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

**Date of Meeting:** Monday, 1 December 2025

**Meeting chaired by:** Mr John Venn

**Meeting Start Time:** 9:46am **Finish Time:** 10:03am

### Attendance

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

Chairperson	Mr John Venn (JV)
Ordinary	Mr Peter Ginn (PG)
Ordinary	Mr Craig Eccles (CE)

The following Committee members were present by Proxy:

Ordinary	Mr Paul Lynam (PL) to Mr John Venn
----------	------------------------------------

The following Committee members present by Voting Paper:

Ordinary	Mr Stuart Shakespeare (SS)
----------	----------------------------

### Present by Invitation:

Non - Voting	Mr Michael Jullyan (MJ)	Executive Architect
Non – Voting	Mrs Caitlin Coombridge (CC)	Building Approvals Manager

### Apologies

### Conflict of Interest

No

### Meeting Recorded

No



## BUSINESS ARISING

### 4.2 Request for Mulpha Approved Plans/Documentation

The Committee agreed that formal correspondence is to be sent to Mulpha Sanctuary Cove requesting that all historical development approvals be provided to SCCSL to be kept on file on behalf of the Principal Body Corporate.

## MOTIONS

### 1 ARC Minutes of Previous Meeting

CARRIED

Proposed by: The Chairperson

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

Yes	3
No	0
Abstain	2

Members Name	Yes	No	Abstain
John Venn	X		
Stuart Shakespeare			X
Craig Eccles	X		
Peter Ginn			X
Paul Lynam	X		



2 8837 The Point Circuit, Lot 7 Alyxia

CARRIED

Proposed by: The Chairperson

**RESOLVED** The Architectural Review Committee recommends the New Dwelling application at 8837 The Point Circuit be approved by Mulpha Sanctuary Cove Developments subject to:

Yes	5
No	0
Abstain	0

1. **Rear Fence** – any rear fence to be compliant development control 2.16.3 (ff);
2. **Ground Level** – planting buffer to be installed in front of 2.2m terrace wall;
3. **Swimming Pool** – rear pool setback to be a minimum of 2.5m;
4. **Plant Sizing** – to be increased to 200mm;
5. **Mulch** – to be minimum 75mm Hoop Pine Fines;
6. **Turf** – to be amended to Greenleas Park in accordance with the by-laws;
7. **PVC Conduit** – must be laid beneath the driveway to enable irrigation to service the Secondary Thorough. Specifications of the conduit area as follows:
  - a. 150mm diameter PVC Conduit
  - b. 500-600mm from the inside of the kerb
  - c. 300mm depth to the top of the pipe
  - d. 300mm protrusion from both ends of the driveway;
8. **Stormwater** – must connect to a legal point of discharge; and
9. **Undercroft** – to be used solely for the purpose of flood storage and pool equipment

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

1. **Length of Wall (rear boundary)** – approved at 10.05m; and
2. **Ground Levels (height of retaining walls)** – approved at 2.2m

Members Name	Yes	No	Abstain
John Venn	X		
Stuart Shakespeare	X		
Craig Eccles	X		
Peter Ginn	X		
Paul Lynam	X		

**3 1866 Hillcrest Place, Lot 16 Zieria**

**CARRIED**

Proposed by: The Chairperson

**RESOLVED** The Architectural Review Committee recommends the New Dwelling application at 1866 Hillcrest Place be approved by Mulpha Sanctuary Cove Developments subject to:

- Side Setback (from 4.5m to 7.5m above ground)** – not compliant with 600mm overhang, to be reduced to 500mm in accordance with development control 2.7.3 (a) (iv);
- Soil Stabilisation** – required to all garden beds; and
- Stormwater** – must connect to a legal point of discharge.

Yes	4
No	1
Abstain	0

Members Name	Yes	No	Abstain
John Venn	X		
Stuart Shakespeare		X	
Craig Eccles	X		
Peter Ginn	X		
Paul Lynam	X		

**4 1063 Edgecliff Drive, Lot 78 Tristania**

**CARRIED**

Proposed by: The Chairperson

**RESOLVED** The Architectural Review Committee recommends the Synthetic Turf application at 1063 Edgecliff Drive be approved by Mulpha Sanctuary Cove Developments subject to:

- Transition Zone** - synthetic Turf cannot be installed flush against secondary thoroughfare. Garden Bed to be installed/remain along the length of the front boundary for a transitional zone to the new synthetic turf;
- Top Dress** – required with a fine washed sand to a depth of 15-20mm;
- Drainage** – required to artificial turf to be provided;
- Base Composition** – to be 60-80mm aggregate and sand base with a sand infill;
- UV Stability** – protection against UV degradation required; and
- Warranty** – minimum 10 year warranty required.

Yes	4
No	0
Abstain	1

Members Name	Yes	No	Abstain
John Venn	X		
Stuart Shakespeare			X
Craig Eccles	X		
Peter Ginn	X		
Paul Lynam	X		



5      3043 Forest Hills Drive, Lot 43 Alpinia

CARRIED

Proposed by: The Chairperson

**RESOLVED** The Architectural Review Committee recommends the Patio application at 3043 Forest Hills Drive be approved by Mulpha Sanctuary Cove Developments.

Yes	5
No	0
Abstain	0

Members Name	Yes	No	Abstain
John Venn	X		
Stuart Shakespeare	X		
Craig Eccles	X		
Peter Ginn	X		
Paul Lynam	X		

6      1080 Edgecliff Drive, Lot 97 Tristania

CARRIED

Proposed by: The Chairperson

**RESOLVED** The Architectural Review Committee recommends the Demolition application at 1080 Edgecliff Drive be approved by Mulpha Sanctuary Cove Developments.

Yes	4
No	0
Abstain	1

Members Name	Yes	No	Abstain
John Venn	X		
Stuart Shakespeare			X
Craig Eccles	X		
Peter Ginn	X		
Paul Lynam	X		

**7 ARC Chairperson / Building Approvals Officer  
recommendations – 24 November 2025**

**CARRIED**

Proposed by: The Chairperson

**RESOLVED** That the Architectural Review Committee notes and accepts the following building applications recommended for approval by Mulpha Sanctuary Cove Developments as submitted by ARC Chairperson and Building Approvals Officer for the period ending 24 November 2025.

Yes	5
No	0
Abstain	0

1. **1862 Hillcrest Place, Lot 12 Zieria**  
Release of Compliance Agreement Fee – New Dwelling
2. **8983 The Point Circuit, Lot 49 Alyxia**  
Release of Compliance Agreement Fee – New Dwelling
3. **8980 The Point Circuit, Lot 46 Alyxia**  
Release of Compliance Agreement Fee – New Dwelling
4. **2232 Arnold Palmer Drive, Lot 44 Felicia**  
Release of Compliance Agreement Fee – Major Alterations

Members Name	Yes	No	Abstain
John Venn	X		
Stuart Shakespeare	X		
Craig Eccles	X		
Peter Ginn	X		
Paul Lynam	X		

8      2106 The Circle, Lot 15 Schotia Island

CARRIED

Proposed by: The Chairperson

**RESOLVED** The Architectural Review Committee does not recommend the Major Alterations application at 2106 The Circle be approved by Mulpha Sanctuary Cove Developments due to:

1. **Principal Structure Height** – not compliant at 8.9m. Amended plans to be provided with entire property within required maximum height of 8.5m in accordance with development control 2.3.1 (c);
2. **Lift Overrun** – details of the lift overrun to be shown on revised plans and must comply with development control 2.3.1 (c);
3. **Side Setback (from 7.5 to 10.5m above ground)** – dimensions to side setback at 90 degrees to boundary to be provided;
4. **Rear Setback** – not compliant at 5.68m. Amended plans to be provided with required 6m setback in accordance with development control 2.8.1 (c);
5. **Garbage Bin Enclosure** – no details to be provided, to be accessible and located within 12m from the street front boundary;
6. **Mulch** – to be minimum 75mm Hoop Pine Fines
7. **Turf** – to be amended to Greenleas Park in accordance with the by-laws
8. **Topsoil** – to be minimum 5% organic
9. **Soil Stabilisation** – required to all garden beds
10. **Irrigation System** – an Irrigation system capable of maintaining the soft landscaping must be provided to the allotment
11. **Stormwater** – must connect to a legal point of discharge

Yes	5
No	0
Abstain	0

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

1. **Site Coverage** – approved at 46%

Members Name	Yes	No	Abstain
John Venn	X		
Stuart Shakespeare	X		
Craig Eccles	X		
Peter Ginn	X		
Paul Lynam	X		



**9      ARC Recommendation to MSCD – 1 December 2025**

**CARRIED**

Proposed by: The Chairperson

**RESOLVED** That the Architectural Review Committee (ARC) requests Mulpha Sanctuary Cove Developments consider the matters recommended by the ARC at its meeting held 1 December 2025.

Yes	4
No	0
Abstain	1

Members Name	Yes	No	Abstain
John Venn	X		
Stuart Shakespeare			X
Craig Eccles	X		
Peter Ginn	X		
Paul Lynam	X		

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

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

DRAFT

# **REPORTS FOR INFORMATION**

## OPERATIONS REPORT – DECEMBER 2025

### EXECUTIVE SUMMARY SECURITY SERVICES OVERVIEW

1	Alarms	December 2025: 247 alarms includes 45 panic alarms and 60 fire alarms.
2	Valet Services	36 services provided in December generating \$2,322.00 in revenue. Key services- 9 long term rentals, 5 key pickups, 18 access/ rearms.
3	Key Performance Objectives	CCTV Upgrade: New locations inspected in December and awaiting updated quote from SAS.
4	Incident Summary	Total Incidents: 64 incidents (47 General Incidents and 17 Medical cases). Complaints: 63 received, with majority caused by residents (45).
5	Marine Patrols	Conducted 394 patrols across marine zones. 59 incidents of unauthorised access reported all related to fishing- 40% occurred on Marina piers.
6	Visitor Management and LPR	Residents Registered with LPR: 1,152 (79% of homes) a slight increase from the previous month. Visitor Management System: 439 residents registered; slight decrease in portal activity.
7	Speed Monitoring	34 speed breaches detected in December 2025, with a total of 50,945 readings YTD 2026.
8	Staffing Updates	A Security Officer will begin maternity leave in February, and a short-term vacancy will be advertised. Staff received an update on the EBA on December 19, 2025, with further details expected in January.
9	Scheduled Works	In December solar panels were removed from Jabiru Park and Village Gate reopened. Intercom upgrade due to start mid-late January. Requires testing prior to installation and a schedule for the works has been requested.
10.	Parking Compliance	227 parking infringement reminders issued, a slight decrease from 240 in the prior year.

### SECURITY SERVICES

Security Statistics (from the 1<sup>st</sup> Nov 2025)

Period	Alarm Activations				Medical	Incidents	Keys Issued	Infringe Notices	Accesses
Dec	Fire	General	Panic	Total					
12/2026	60	142	45	247	17	47	135	227	47
YTD 2026	123	304	107	534	23	91	282	426	76
YTD 2025	134	384	113	631	29	56	179	472	42

Valet Services (November 2025 – YTD 2025)

	December 2025		December 2024		Year to Date 2025	
	Number	\$ Charge	Number	\$ Charge	Number	\$ Charge
Key Pick-Up	5	\$55.00	9	\$72.00	15	\$135.00
Long Term Rental	9	\$1,316.00	11	\$1,300.00	24	\$3,116.00
Short Term Rental	0	\$0.00	0	\$0.00	0	\$0.00
Access Rearm	18	\$756.00	5	\$190.00	29	\$1,174.00
Other	4	\$195.00	3	\$114.00	5	\$233.00
Rental Breaches	0	\$0.00	0	\$0.00	0	\$0.00
Commercial Call Outs	0	\$0.00	0	\$0.00	4	\$1,100.00
<b>Total</b>	<b>36</b>	<b>\$2,322.00</b>	<b>28</b>	<b>\$1,676.00</b>	<b>77</b>	<b>\$5,758.00</b>

#### Key Performance Objectives

Specific KPO's:	Progress:
Stage 3 CCTV 2025/26	Finalise CCTV list SAS to quote new locations Obtain FTTH quotes for new network connection and add CCTV to existing comms pit.
Intercom upgrade	Secure Access Systems to conduct testing and provide schedule of works for January.

Monthly KPO's:	Action:
Emergency Medical Support	24/7 support: 145 incidents/year (12/month)
Patrol Services	Mobile, marine, golf course patrols, building checks
Alarm Response	3,272 alarms/year (272/month); 288 security incidents/year (24/month); response < 4 mins
Access Control	26,636 manual access/month (319,637/year)
Alarm Management	Follow up on LTT alarms; troubleshoot faults; report non-compliance
By-Law Enforcement	187 reminders/month; report underage drivers and nuisances
Watercraft Register	Daily checks of jetty/pontoon
Speed Camera Deployment	Provide evidence and issue Speed Offence Notice
Rental Checks	Short/long-term property checks
Parks and Open Space	Regular inspections
Operational Review	Ongoing review of procedures
Security Metrics	Measure LPR, Visitor Management, and Valet Services; monthly stats
Risk and Compliance	Conduct risk assessments; monitor compliance
Management Engagement	Attend senior management meetings

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

In December there were 227 Parking Infringement "Reminder Notices" issued, compared to 240 during the same period the previous year. The table below provides a breakdown of these notices by Body Corporate location.

RBC	No of Breaches	Previous Year	RBC	No of Breaches	Previous Year
Zieria	27	11	Alyxia	5	8
Plumeria	25	24	Cassia	5	4
Ardisia	23	63	Felicia	4	4
Tristania	19	8	Molinia	4	8
Schotia Island	18	14	Adelia	3	1
Caladenia	14	12	Colvillia	3	2
Roystonia	13	15	Boat Ramp	1	0
Washingtonia	12	1	Corymbia	1	0
Alpinia	10	10	Harpullia	1	18
Alphitonia	9	4	Woodsia	1	3
Darwinia	9	4	Banksia Lakes	0	3
Acacia	8	8	Admin Security	0	3
Araucaria	6	6	Fuschia	0	2
Bauhinia	6	2	Justicia	0	2
	<b>199</b>	<b>182</b>		<b>28</b>	<b>58</b>

## Speed Sign/Camera

A total of 34 speed breaches were detected.

## Fixed Speed Radar Reading

Speed	<40 km/h	41-45 km/h	46- 49 km/h	50-59 Km/h	60- 69 km/h	70 + km/h	Total Stats
YTD 2024	393,685	90,307	15,505	2,830	472	100	502,899
YTD 2025	426,788	89,098	14,461	3,007	508	131	533,993
<b>YTD 2026</b>	<b>41,066</b>	<b>8,013</b>	<b>1,498</b>	<b>286</b>	<b>68</b>	<b>14</b>	<b>50,945</b>
Total	861,539	187,418	31,464	6,123	1048	245	1,087,837
<b>% Current YTD</b>	<b>80.61%</b>	<b>15.73%</b>	<b>2.94%</b>	<b>0.56%</b>	<b>0.13%</b>	<b>0.03%</b>	<b>100.0%</b>

Oct 2025	30,173	5,803	1,130	210	36	6	37,358
Nov 2025	24,366	4,694	876	171	35	11	30,153
<b>Dec 2025</b>	<b>16,700</b>	<b>3,319</b>	<b>622</b>	<b>115</b>	<b>33</b>	<b>3</b>	<b>20,792</b>
<b>% Current MM</b>	<b>80.32%</b>	<b>15.96%</b>	<b>2.99%</b>	<b>0.55%</b>	<b>0.16%</b>	<b>0.02%</b>	<b>100.0%</b>

Highest Speed.

Location	Speed km/h	Date	Time
1019 Edgecliff	76	12.12.25	1430 hrs
2204 The Parkway	88	31.12.25	1030 hrs

Operational

Security attended to 64 incidents for the month – 47 General and 17 Medical.

Forty-seven (47) General Incidents:

<b>16</b>	<b>Person related</b>
2	Verbal abuse of Village Tenant and Hotel staff
2	Group of youths riding eBikes on the swales of SC Blvd
1	Contractor starting work prior to authorised hours
1	Alleged disorderly group at Destinos
1	Teens jumping onto moving buggies in the Village
3	Domestic disputes in the residential area
1	Domestic dispute on a boat in the Marina
1	QAS escort for a resident who had a fall at home
1	Homeless man with mental health issue
1	Hotel staff threatened by a resident
1	Male who refused to leave a boat at the Marina
1	Unlawful entry of a hotel room by an intoxicated guest

<b>10</b>	<b>Vehicle and Marine related</b>
1	Vehicle hit the pedestrian bollard at the Security Roundhouse
5	Gate boom damage for tailgating and a trailer that hit an entry gate
3	Uber vehicle driving on the buggy path of The Palms and Pines
1	Residents jet ski drifting in the Coomera River

<b>21</b>	<b>Property related</b>
11	11 PIR alarm at Mulpha Showroom and Office
5	Fire alarm in the Village
2	Panic alarm at Harbour One Residential
1	Fire alarm at Harbour One Residential
1	Kitchen fire at a resident's home
1	Multiple power failures in the residential area

Seventeen (17) Medical incidents:

<b>17</b>	<b>Medicals</b>
1	Medical at Harbour One Residential for severe back pain
1	Nausea and vomiting after gym workout
1	Felt unwell with heart palpitations following house fire
1	Heart attack symptoms, later confirmed as genuine heart attack
1	Fall in the garage, cut to the back of the head
1	Fainted and had a seizure; possible dehydration
1	Unwell and assisted to a lounge chair
1	Nausea and vomiting
1	Assisted to bed
1	Suspected broken finger
1	Found unconscious outside the house
1	Fell and twisted knee
1	Fell on hip earlier in the day, in pain and nauseous
1	Nausea and dizziness upon waking
1	Partially blocked airway
1	Chest pain, possible reaction to medication
1	Lightheaded during training session
<b>11 of 17 patients were residents and 12 patients required transport to hospital.</b>	

84 Complaints were received:

	Dec 2025	Nov 2025	Oct 2025	Sep 2025
Residents	45	42	26	25
Subject not located	30	15	10	8
Rentals	6	1	11	3
Marina/Village/BCorp	3	5	3	1
<b>TOTAL</b>	<b>84</b>	<b>63</b>	<b>50</b>	<b>37</b>

#### Marine Patrols

There were 394 patrols of Marine Zones 1-5 by Eden (including transit between zones).

- Eden was deployed on 23 dayshifts and 20 nightshifts.
- Haven was not deployed due to a fault with the motor.

December 2025	Eden	Haven	Totals
Zone1/Harbour 1	132	0	132
Zone 2/Harbour 2	79	0	79
Zone 3/Harbour 3	74	0	74
Zone 4/Harbour 4	56	0	56
Zone 5/Roystonia	53	0	53
<b>Total Patrols</b>	<b>394</b>	<b>0</b>	<b>394</b>
Day Patrols	23	0	23
Night Patrols	20	0	20

There were 59 incidents of unauthorised access reported in Private Harbours, Lakes, and Marina Piers:

a) All 59 incidents were related to fishing activities and were moved on without incident:

- 24 from a Marina pier (40%)
- 13 from a Private Harbour and Lake
- 11 from the 22 Ton Bridge and Golf Course
- 11 from Boulevard Bridge and Memorial Lake

#### Visitor Management System and License Plate Recognition

	03/12/2025	06/01/2026
Residents registered with LPR	1,142	1,152
Total not registered with LPR	325	315
<b>Total Lots</b>	<b>1,467</b>	<b>1,467</b>
Resident vehicles/buggies LPR	5,606	5,675
Permanent visitor vehicles LPR	5,141	5,243
<b>Total Vehicles</b>	<b>10,747</b>	<b>10,918</b>
Residents registered VMS Portal	440	439
Res/Builder/multiuser same house	96	93
<b>Number of VMS entries</b>	<b>1748</b>	<b>1701</b>

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

**LPR (License Plate Recognition) Registration by Residents:** Increase by 7 to 1152 or 79% of resident homes.

**VMS (Visitor Management System) Portal Registration:** Decreased by 1 to 439.

**Active Users on VMS Portal:** Decreased by 3 to 93 residents and builders actively using the portal.

**Number of VMS Entries for Current Residents and Builders:** Decreased by 47 to 1,701.

#### LPR Technology Update

Staff have reported no LPR issues for this month.

#### Workplace Health and Safety

The next meeting is due in January 2026.

#### Scheduled Works

The upgrade of the residential gate intercoms is due to begin mid to late January and we're awaiting Secure Access Systems to confirm receipt of equipment and to provide a schedule of works.

#### Staff

A Security Officer is due to start maternity leave in February for a minimum of 12 months. A short-term contract vacancy will be advertised later this month.

On December 19, 2025, staff received an update letter about the EBA, highlighting key employee benefits, with further details expected in January.

#### General

During the school holidays, there has been a rise in teenagers fishing on-site and groups riding eBikes on the swales near Sanctuary Cove Boulevard and in residential areas. Some youths on bikes are non-compliant, frequently refusing to stop and Security has been forced to follow them until they leave site.

Mike Telea

6 January 2026

**BODY CORPORATE SERVICES**
Monthly Action Key Performance Indicators

Month	Description	Actioned
Monthly	➤ General Meeting agenda issue min 7 days prior to each meeting with minutes drafted and issued to Chairperson within 14 business days.	Complete
	➤ Committee meeting agenda issue min 7 days prior to each committee meeting with minutes drafted and issued to Chairperson within 14 business days post meeting.	Complete
	➤ Extranet / portal content management – Minutes & Agendas	Complete
	➤ Minimum 2 site compliance inspections each week to inc real estate and building compliance.	Complete
	➤ ARC Meeting agenda issue min 7 days prior to each meeting with minutes drafted and issued to Chairperson as soon as practical to for PBC EC approval.	Complete
	➤ Body Corporate Manager site BUP inspection quarterly.	Complete
	➤ Change of Ownership, Address and Appt of Nominee forms processed within 48hrs of receipt and ack of same issued to resident.	Complete
	➤ PBC EC Nomination process closed and positioned filled at PBC AGM in December 2025.	Complete
	➤ RBC Nomination process for Committees closed 31 December 2025, AGM meetings to be scheduled for February 2026.	Commenced

Additional BCS Operations

- BCS Office** – We hope you all had a lovely Christmas and New Year's. The office re-opened on Monday 5<sup>th</sup> January 2026.
- Building Works** – Inspections are conducted weekly by BCS and daily by the Security Services Team.
- Compliance** – Weekly inspections are conducted, with reports forwarded to the PBC EC to prompt further action in cases involving three or more breaches. In December 2025, a total of four (4) breach letters, and thirteen (13) courtesy emails were issued for RZABL compliance, ninety-six (96) breach letters were issued for parking compliance, and two (2) breach letters were issued for Alarm compliance.
- Website Access** – Please refer to the website [www.oursanctuarycove.com.au](http://www.oursanctuarycove.com.au) for all current information instead of SharePoint. If you are having trouble logging in, please reach out to [enquiries@scove.com.au](mailto:enquiries@scove.com.au).
- Regular Training** – The Body Corporate team has commenced monthly training sessions in collaboration with the Strata Community Association to ensure continued professional development and awareness of current industry standards and regulatory updates. Body Corporate Managers have completed the two online webinars below prior to the office closure:
  - *Common Property Occupation*
  - *Essentials for Your Committee Minutes*

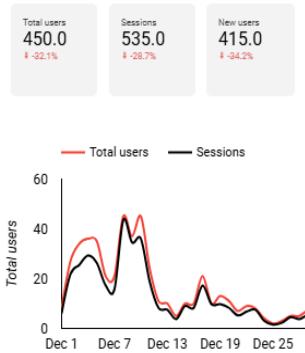
- RBC Nominations** – Nominations closed Wednesday 31<sup>st</sup> December 2025 at 4pm, thank you for everyone who nominated.
- RBC AGMs** – The RBCs AGMs will commence in February 2026; the Body Corporate Managers will be in contact with the committees to secure a date for these meetings.
- BC Team Update** – We are pleased to welcome Jordie Gray to the Compliance role. Jordie joins us with a strong background in Body Corporate management and experience in compliance matters.

### Website Traffic Overview – December 2025

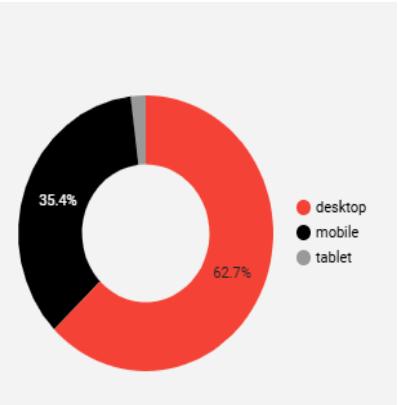
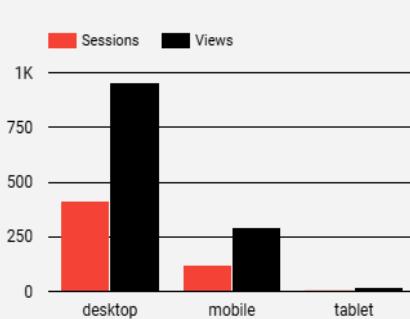
The graphs below provide a snapshot of the website activity throughout December 2025, highlighting total user numbers and session counts. Additionally, you'll find a breakdown of how users are accessing the site (whether by desktop, mobile, or tablet) offering valuable insight into user behaviour and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

#### Users & Sessions

Users, sessions & new users



#### Device Performance



### Legal Expenses

Legal Subject	Reason for Legal	2025/2026 Committed
Chambers Russell	QCAT Buttner	275.00
Chambers Russell	RZABLs	4,400.00
<b>Total</b>		<b>4,675.00</b>
Consultant		77,993.00
Legal		65,570.00
Budget		<b>143,563.00</b>
Balance Uncommitted:		<b>138,888.00</b>

## FACILITIES SERVICES

### OPERATIONS REPORT – DECEMBER 2025

#### Facilities Managers Summary

December 2025 was a condensed yet operationally intensive period for the Facilities Services team, driven by the Christmas shutdown, end-of-year priorities, and increased reactive maintenance associated with shutdown preparation and weather risk. Despite this, the team continued to deliver responsive and compliant services across both the PBC and PTBC.

During the shutdown period, services were maintained with minimal callouts. Issues were largely managed in-house or by Security Services, with only minor irrigation and a minor leak on the Pressure Management system requiring external contractor attendance.

The FTTH consultancy review continues to progress well. Member nominees were invited to attend a consultation session outlining the consultant's scope of works, and the residential feedback survey was issued prior to the Christmas break. To date, 176 responses have been received.

An environmental scientist has been engaged to review the current Tree Management / Preservation Policy to ensure alignment with evolving legislative and regulatory requirements.

The Class A Water Project is nearing final completion, with testing and commissioning the only outstanding activities. Delays caused by a City of Gold Coast (CoGC) mainline break impacted the commissioning program; however, these works are now scheduled to be completed in early January 2026.

The Village Gates have reopened, with remaining works to be completed by Mulpha Developments. SCCSL is currently awaiting a detailed program for the outstanding works. Residents will be advised of any impacts once the timetable is confirmed.

#### **1. INCOME & EXPENDITURE**

##### *Financial Statements - Please refer to Appendix 1*

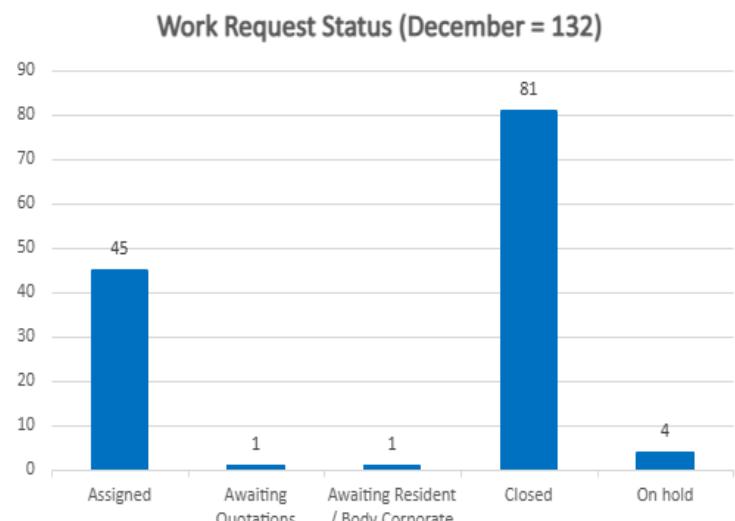
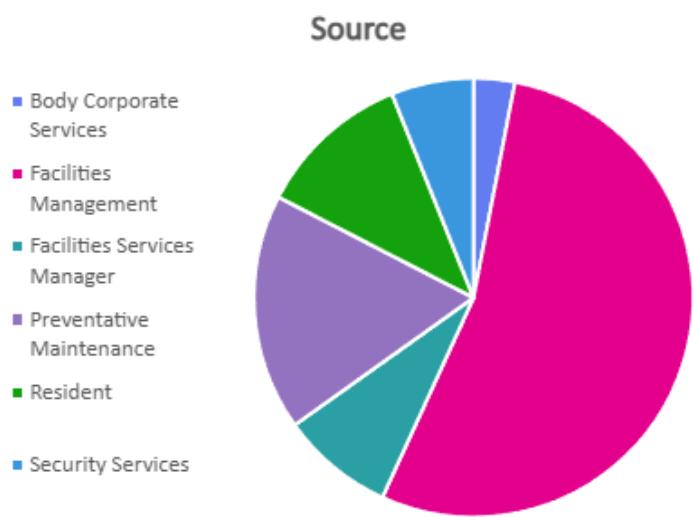
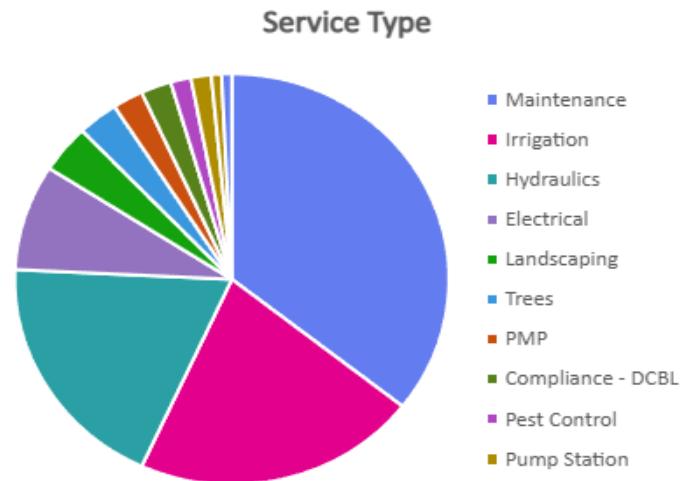
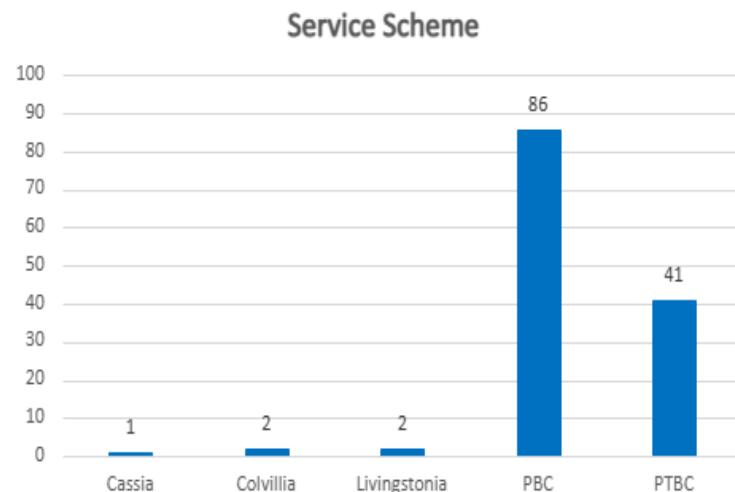
Please note due to reporting timings and EOM requirements, reporting will be based on previous month.

#### **2. MAINTENANCE LOG**

##### *Work Requests - Please refer to Appendix 2*

#### Key Observations

- Irrigation and water-related faults continue to represent a significant proportion of reactive works.
- Electrical assets, including street lighting, security systems, and pump station controls, required repeated intervention.
- The Christmas shutdown period reduced works, however, it increased the need for inspections, reviews, and pre-shutdown cleaning to maintain safety and service continuity.



**Work Orders – Please refer to Appendix 3**

A total of 89 work orders were issued during December, comprising 70 work orders for the PBC and 19 work orders for the PTBC.

### 3. OUTSTANDING ISSUES

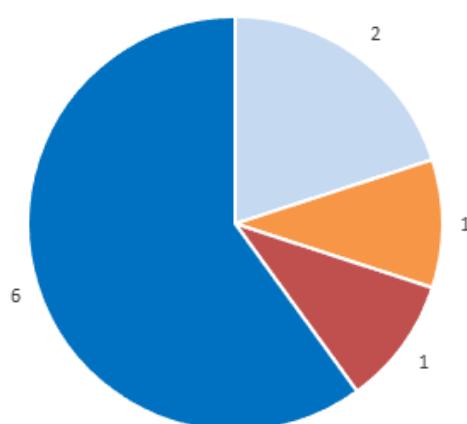
**Hazard Register** - Please refer to Appendix 4

#### Key Observations

Safety and risk management outcomes for the period were generally positive. The Hazard Register recorded a reduction in reported hazards, which is consistent with reduced site activity during the shutdown period. The majority of reported hazards related to slip, trip, and fall risks, particularly irrigation pit lids and surface conditions, with most actions closed promptly through elimination controls. All recorded hazards were assessed as low to medium risk, with timely corrective actions undertaken in most cases.



**Hazard Type**



■ Alcohol and/or other drugs ■ Animals ■ Electrical ■ Slip Trip Fall

#### 4. ASSET STATUS

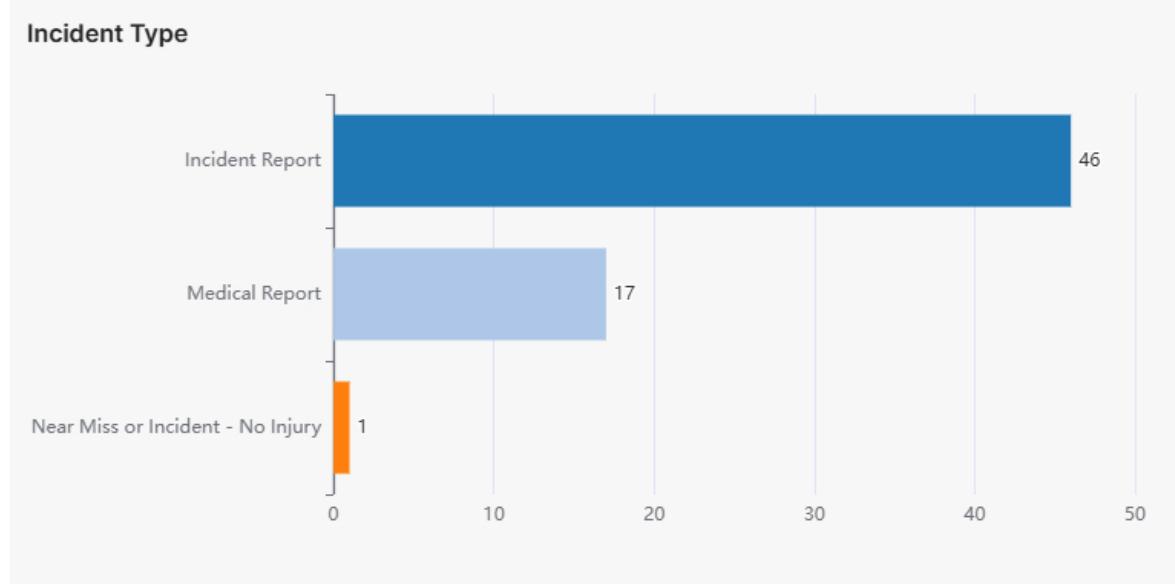
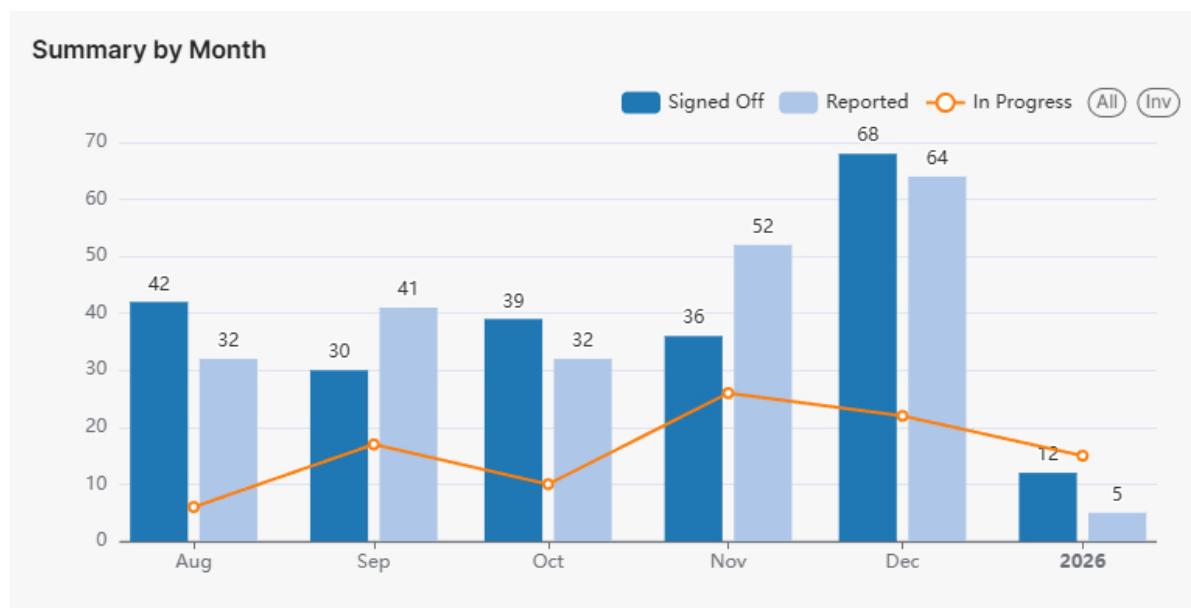
Entity	Asset / Description	Condition	Description	Recommended Action	Anticipated Timeframe	Resolved
PBC	Pump Stations Performance (Pumps 21-24)	🟡	Ongoing impeller blockages caused by sanitary products are impacting pump performance. The inability of the pump stations to discharge wastewater effectively, particularly as flow volumes continue to increase with new residential construction. This has resulted in a higher frequency of high-level alarms and pump overrun events.	PBC EGM approved Civil Engineer to undertake a peer review of the original wastewater system design, infrastructure selection, and installation to determine whether the system is fit for purpose.	Jan-26	
PBC	Sanctuary Park Stormwater	🟢	Failure noted at RCP joint.	Machine excavate as required to install a shoring box and ensure safe access. Excavate around the pipe to fully expose the joint. Install a hard cover to bridge and protect the gap between pipes, then place mass concrete to completely seal the pipe and joint area.	Nov-25	21/11/2025
PBC	The Circle Park Stormwater (Park bewteen 2026 and 2030 The Circle)	🟡	Failure identified at RCP joints and revetment wall interface.	Excavate around the revetment wall and stormwater pipe to expose the damaged section, relocate gabion rock as needed, and carry out in-situ repairs to the RCP and revetment wall using non-shrink grout or reinforced concrete. Backfill as per the Civil Engineer's recommendations, then reinstate the gabion rock to its original profile. Works to be completed from a barge.	Feb-26	
PBC	Roystonia Easement Stormwater (Easement between 5324 and 5236 Marine Drive North)	🟡	Failure identified at RCP joints and revetment wall interface.	As per SRB reccomendations - Excavate as needed and install a new thrust block to support the damaged pipe. This will involve installing three 5-tonne screw piers with a 600 mm wide by 400 mm deep concrete beam running about 3.9 m under both pipes. Once the pipes are properly supported, fit a flexible collar at the original joint on each pipe.	Feb-26	

## 5. RISK REPORTS

**Incident Report** - Please refer to Appendix 5

### Key Observations

- Incident reporting remained high in volume but low in severity, with no serious incidents recorded. Most incidents related to alarms, vehicle interactions with gates or infrastructure, reflecting the operational nature of the estate rather than systemic failures.
- Repeated vehicle impacts on boom gates and lighting infrastructure continue to be an observable trend.



## 6. COMPLIANCE REPORTS

<span style="color: green;">●</span> Compliant - All inspections, testing, and documentation are up to date <span style="color: orange;">●</span> Pending and or minor actions outstanding - Minor items identified or actions in progress; compliance expected once resolved <span style="color: red;">●</span> Non-Compliant - Required inspections, testing, or documentation are overdue or not yet completed							
Entity	Compliance Area	Requirement / Standard	Frequency	Last Completed	Next Due	Status	Notes / Actions
PTBC	Emergency & Exit Lighting	Testing in accordance with AS/NZS 2293.2	6-monthly	May-25	Nov-25	<span style="color: green;">●</span>	
PTBC	Fire Protection Systems and Equipment	Routine service as per AS 1851:2012	6-monthly	May-25	Nov-25	<span style="color: green;">●</span>	
PBC/PTBC	Fire Hydrants (External)	Inspection & flow testing per AS 1851:2012	Annual	Nov-24	Nov-25	<span style="color: orange;">●</span>	Awaiting approval of new contractor to undertake works
SCCSL/SCSSL	Evacuation Plans & Procedures	Review and update of current plans	Annual	Dec-25	Dec-25	<span style="color: green;">●</span>	
PTBC	Occupiers Statement - Facilities Compound	Building Fire Safety Reg 2008 (Qld); maintained to AS 1851	Annual	Aug-25	Aug-25	<span style="color: green;">●</span>	
PBC	Jabiru Park Equipment	Inspections per AS 16630:2021 & AS 4422 (Int):2022	Quarterly/Annual	Oct-25	Jan-25	<span style="color: green;">●</span>	
PBC/PTBC	Thermoscan - Main Switchboards & Distribution Boards	Thermal imaging inspection	Annual	Mar-25	Mar-25	<span style="color: green;">●</span>	
PTBC/PBC	Residual Current Device (RCD) Testing	Functional and trip-time testing per AS/NZS 3760	6-monthly	Nov-25	Nov-25	<span style="color: green;">●</span>	
PTBC	Entry Gates – Minor / Major Service	Service & operational inspection	Quarterly	Aug-25	Nov-25	<span style="color: green;">●</span>	
PBC	Booom Gates – Minor / Major Service	Service & operational inspection	Quarterly	Aug-25	Nov-25	<span style="color: green;">●</span>	
SCCSL	Electrical Contractors Licence	Electrical Safety Act 2002 (Qld) - 87384	Annual	Oct-25	Oct-25	<span style="color: green;">●</span>	
PBC/PTBC	UPS Inspection	Performance & battery test	Annual	Aug-25	Aug-25	<span style="color: green;">●</span>	
PTBC	Diesel Generator	Load, fuel, oil & battery test	Annual	Jan-25	Jan-25	<span style="color: green;">●</span>	
PBC/PTBC	Recycled Water quality review	Salinity, pH and sediment sampling	Quarterly	Oct-25	Jan-25	<span style="color: green;">●</span>	
PBC/PTBC	Potable Water quality review	Salinity, pH and sediment sampling	Quarterly	Oct-25	Jan-25	<span style="color: green;">●</span>	
PBC	RPZ/Backflow Prevention	Testing per AS/NZS 3500.1	Annual	Jan-25	Jan-25	<span style="color: green;">●</span>	
PBC/PTBC	Bridge Inspections	TMR Structures Inspection Manual (SIM)	Annual	Aug-24	Aug-25	<span style="color: green;">●</span>	Completed, awaiting reports
PBC	BBQ Gas Installations	Service & safety check per AS/NZS 5601.1	Annual	Aug-25	Aug-25	<span style="color: green;">●</span>	
PBC	Pressure Management System	Routine service & calibration	Annual	Oct-25	Oct-25	<span style="color: green;">●</span>	
PBC/PTBC	Revetment Wall & Rock Armouring Inspection	Physical assessment of structures and gabion walls	Annual	Nov-25	Nov-25	<span style="color: green;">●</span>	

**7. FY 2025/2026 SINKING FUND PROJECTS - PBC**
**FY 2025/2026 Sinking Fund Projects**

- Not Yet Started
- Scoping
- Awaiting Approval/Approved
- In Progress
- Complete

Asset Class	Proposed Spend (FY2025/2026)	Approved Spend (ex GST)	Project Name	Status	Est. / Actual Start	Est. / Actual Completion	FY Expenditure to Date	Key Updates This Month
Electrical_PBC	\$ 100,000.00	\$ 7,788.40	Edgecliff Place	●	Jan-26	Feb-26		Awaiting delivery of materials, works to begin in new year.
			Schotia Island - Street Lighting	●	Mar-26			
FTTH_PBC	\$ 1,000,000.00	\$ 128,000.00	FTTH Consultancy Review	●	Oct-25	May-26		\$128k consultancy included within total pricing
			Point Circuit Irrigation	●	Oct-26			
Irrigation_Control_PBC	\$ 250,000.00		Sanctuary Greens Irrigation - Works	●	Apr-26			
Harbour_PBC	\$ 1,000,000.00	\$ 690,349.00	Dredging	●	Feb-26	Mar-26		Consultancy fees included
Kerb_PBC	\$ 50,000.00		Kerbing Replacement – MDN Entry	●	Feb-26			Estimate 160 LM kerb
Landscape_PBC	\$ 200,000.00	\$ 82,178.78	LMP - Plumeria & Washingtonia Connector	●	Feb-26	Mar-26		Works approved, awaiting habitat report and update of PBC/PTBC tree policy, and clearance from CoGC
Pump_Station_PBC	\$ 100,000.00		Valve Replacements	●	Jun-26			
			Sewer Access Points	●	May-26			
Reports_PBC	\$ 30,000.00	\$ 12,500.00	Pump Station Reports (21–24)	●	Jan-26	Feb-26		
Security_System_PBC	\$ 225,000.00		CCTV Server/Software & Camera Upgrade	●	Feb-26			
			Switch replacements	●	Apr-26			
Stormwater_Line_PBC	\$ 150,000.00	\$ 47,036.00	Darwinia - Drainage	●	Dec-25	12/12/2025		
			Stormwater Repairs - The Circle	●	Mar-26			
			Stormwater Repairs - Marine Drive North	●	Apr-26			
Switchboard_Meter_PBC	\$ 50,000.00		Switchboard Replacements	●	Aug-26			
Thoroughfare/Roads_PBC	\$ 65,000.00		Darwinia – Sunningdale Court	●	Jul-26			Scope to include road works, stormwater drainage & parking bay
	\$ 85,000.00		Paving Replacement - MDN Entry	●	Feb-26			Estimate 565 m <sup>2</sup> repaving
			Residential Water Meters	●	Aug-26			307 meters to be replaced
Water_Point_PBC	\$ 330,000.00		Hydrant Replacements	●	Sep-26			
			Sluice Valve Replacements	●	Sep-26			
<b>TOTAL FY25/26</b>	<b>\$ 3,640,000.00</b>	<b>\$ 967,852.18</b>					<b>\$</b>	<b>-</b>

**Carry-Over Projects – FY 2024/2025**

Asset Class	Approved Spend (ex GST)	FY Expenditure to Date	Project Name	Status	Est. / Actual Start	Est. / Actual Completion	Key Updates This Month
<b>Irrigation_Control_PBC</b>	\$ 31,150.00		Sanctuary Greens Irrigation - System Design	🟡	Aug-25	Feb-26	Final system design and tender documentation being drafted
	\$ 240,728.43		Class A Water	🟡	Oct-25	Feb-26	Awaiting CoGC to repair the mainline before commissioning can begin. Reinstatement works will follow TEW's works.
<b>Kerb_PBC</b>	\$ 12,900.00		Village Gates Irrigation	🟡	Sep-25	Jan-26	Awaiting completion of Goldings/Mulpha works
<b>Thoroughfare/Roads_PBC</b>	\$ 6,017.50		Village Gates Kerb	🟢	Dec-25	12/12/2025	
<b>Pump_Station_PBC</b>	\$ 15,414.50		Village Gates Paving	🟢	Dec-25	12/12/2025	
<b>Security_System_PBC</b>	\$ 86,278.00		Building Management System	🟡	Apr-25	Feb-26	New pumps being brought online weekly.
<b>Water_Point_PBC</b>	\$ 23,316.63		Security – Intercom Upgrade	🟡	Jan-26	Feb-26	Awaiting parts delivery, works to commence in January
	\$ 15,685.00		Village Gates Security	🟡	Sep-25	Jan-26	Awaiting completion of Goldings/Mulpha works
	\$ 91,751.72		Residential Water Meters 24/25	🟡	Nov-25	Jan-26	51 of 93 meters completed
<b>TOTAL FY24/25</b>	<b>\$ 523,241.78</b>	<b>\$ -</b>					

**8. SINKING FUND PROJECTS – PTBC**
**FY 2025/2026 Sinking Fund Projects**

- Not Yet Started
- Scoping
- Awaiting Approval/Approved
- In Progress
- Complete

Asset Class	Proposed Spend (FY2025/2026)	Approved Spend (ex GST)	Project Name	Status	Est. / Actual Start	Est. / Actual Completion	FY Expenditure to Date	Key Updates This Month
Bridges_PTBC	\$ 30,000.00		Pines Bridge Repairs	●	Feb-26			
Buildings_PTBC	\$ 10,000.00		SRH - Air conditioning unit replacement	●	Dec-25			
Electrical_PTBC	\$ 300,000.00		Entry Boulevard Lighting upgrade	●	Mar-26			(Deferred from 2023/2024)
Kerb_PTBC	\$ 25,000.00		Re-kerbing Marine Drive North Entry	●	Feb-26			
Landscape_PTBC	\$ 50,000.00		General landscaping upgrades		Jul-26			
Pump_Station_PTBC	\$ 10,000.00							
Reports	\$ 25,000.00							
Security_System_PTBC	\$ 125,000.00		CCTV Server upgrades	●	Feb-26			
			Switch replacements	●	Apr-26			
Thoroughfare_PTBC (Roads)	\$ 25,000.00		Repaving Marine Drive North Entry	●	Feb-26			
Walls_Fences_PTBC	\$ 30,000.00							
Water_Point_PTBC	\$ 25,000.00		Water Point Replacements - Hydrants/Sluice	●	Sep-26			
<b>TOTAL FY25/26</b>	<b>\$ 655,000.00</b>	<b>\$ -</b>						

**Carry-Over Projects – FY 2024/2025**

Asset Class	Approved Spend (ex GST)	FY Expenditure to Date	Project Name	Status	Est. / Actual Start	Est. / Actual Completion	Key Updates This Month
Pump_Station_PTBC	\$ 10,353.35		Building Management System	●	Apr-25	Feb-26	New pumps being brought online weekly.
Security_System_PTBC	\$ 46,633.25		Security - Intercom upgrade	●	Jan-26	Feb-26	Awaiting parts delivery, works to commence in January
Irrigation_Control_PBC	\$ 103,169.33		Class A Water	●	Oct-25	Feb-26	Awaiting CoGC to repair the mainline before commissioning can begin. Reinstatement works will follow TEW's works.
<b>TOTAL FY25/26</b>	<b>\$ 160,155.93</b>	<b>\$ -</b>					

## Appendix 1

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

#### STATEMENT OF INCOME AND EXPENDITURE FOR THE PERIOD 01 NOVEMBER 2025 TO 30 NOVEMBER 2025

	ACTUAL 01/11/25-30/11/25	BUDGET 01/11/25-30/11/25	VARIANCE	ACTUAL 01/11/24-31/10/25
<b>ADMINISTRATIVE FUND</b>				
<b>INCOME - ADMINISTRATIVE FUND</b>				
Administrative Fund Levy	404,600.00	134,866.67	269,733.33	1,593,054.56
Other Revenue	0.00	0.00	0.00	54,620.10
<b>TOTAL ADMIN. FUND INCOME</b>	<b>399,146.11</b>	<b>470,928.58</b>	<b>(71,782.47)</b>	<b>5,337,385.84</b>
<b>EXPENDITURE - ADMIN. FUND</b>				
Administrative Expenses	4,670.85	5,306.83	(635.98)	78,103.32
Consultants And Legal Services	0.00	2,500.00	(2,500.00)	14,815.46
Electrical	7,295.89	4,500.33	2,795.56	34,760.79
Grounds & Garden	21,249.92	26,631.83	(5,381.91)	298,666.65
Insurance	5,236.96	8,865.33	(3,628.37)	69,098.61
Irrigation	3,436.08	7,520.66	(4,084.58)	111,313.48
Plumbing	3,228.19	3,551.50	(323.31)	15,991.66
Animal Management	13,595.41	8,772.16	4,823.25	83,512.96
Repairs & Maintenance	20,101.66	16,069.76	4,031.90	144,172.46
Utilities	14,064.11	14,643.25	(579.14)	216,392.10
Management Fees	53,380.00	17,793.33	35,586.67	435,210.79
Facilities Management Fees	26,986.17	8,995.42	17,990.75	0.00
Security Services Fees	29,148.75	9,716.25	19,432.50	85,928.87
<b>TOTAL ADMIN. EXPENDITURE</b>	<b>196,940.10</b>	<b>470,928.58</b>	<b>(273,988.48)</b>	<b>5,277,678.33</b>
<b>SURPLUS / DEFICIT</b>	<b>\$ 202,206.01</b>	<b>\$ 0.00</b>	<b>\$ 202,206.01</b>	<b>\$ 59,707.51</b>
Opening Admin. Balance	124,616.18	10,384.68	114,231.50	64,908.67
<b>ADMINISTRATIVE FUND BALANCE</b>	<b>\$ 326,822.19</b>	<b>\$ 10,384.68</b>	<b>\$ 316,437.51</b>	<b>\$ 124,616.18</b>

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

### STATEMENT OF INCOME AND EXPENDITURE FOR THE PERIOD 01 NOVEMBER 2025 TO 30 NOVEMBER 2025

	ACTUAL 01/11/25-30/11/25	BUDGET 01/11/25-30/11/25	VARIANCE	ACTUAL 01/11/24-31/10/25
<b>SINKING FUND</b>				
<b>INCOME - SINKING FUND</b>				
Sinking Fund Levies	274,125.00	91,375.00	182,750.00	1,052,300.00
Mutual Rev - Rental Compound	5,833.00	6,281.42	(448.42)	69,999.96
Interest Earned	7,333.83	2,374.58	4,959.25	28,609.00
Non-Mutual Rev - Other	0.00	2,150.00	(2,150.00)	0.00
<b>TOTAL SINKING FUND INCOME</b>	<b>287,291.83</b>	<b>102,181.00</b>	<b>185,110.83</b>	<b>1,150,908.96</b>
<b>EXPENDITURE - SINKING FUND</b>				
S/Fund Income Tax Expense	0.00	0.00	0.00	17,715.37
Consultant S/Fund Reports	0.00	1,666.67	(1,666.67)	4,500.01
Bridges	0.00	1,666.67	(1,666.67)	0.00
Buildings Ptbc	0.00	4,166.67	(4,166.67)	4,916.78
Buildings Facilities Compound	0.00	1,584.17	(1,584.17)	0.00
Electrical Lights	0.00	3,333.33	(3,333.33)	13,050.00
Hydraulic/Electrical Supplies	0.00	416.67	(416.67)	0.00
Irrigation Control	1,085.00	0.00	1,085.00	124,039.87
Irrigation Mains	0.00	0.00	0.00	10,680.00
Landscape	0.00	3,333.33	(3,333.33)	13,594.32
Pathways	0.00	3,333.33	(3,333.33)	0.00
Pumps	227.54	4,166.67	(3,939.13)	3,777.83
Roads	0.00	0.00	0.00	4,450.00
Kerb	0.00	62,680.17	(62,680.17)	0.00
Security System	23,316.63	0.00	23,316.63	49,272.29
Stormwater Point	0.00	0.00	0.00	3,679.66
Walls Fences	3,850.00	10,000.00	(6,150.00)	53,470.00
Wastewater Line	0.00	416.67	(416.67)	0.00
Water Lines	0.00	3,333.33	(3,333.33)	0.00
Water Point	0.00	2,083.33	(2,083.33)	0.00
<b>TOTAL SINK. FUND EXPENDITURE</b>	<b>28,479.17</b>	<b>102,181.00</b>	<b>(73,701.83)</b>	<b>303,146.13</b>
<b>SURPLUS / DEFICIT</b>				
Opening Sinking Fund Balance	\$ 2,730,657.73	\$ 227,554.81	\$ 2,503,102.92	\$ 1,882,894.90
<b>SINKING FUND BALANCE</b>	<b>\$ 2,989,470.39</b>	<b>\$ 227,554.81</b>	<b>\$ 2,761,915.58</b>	<b>\$ 2,730,657.73</b>

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

### STATEMENT OF INCOME AND EXPENDITURE FOR THE PERIOD 01 NOVEMBER 2025 TO 30 NOVEMBER 2025

	ACTUAL 01/11/25-30/11/25	BUDGET 01/11/25-30/11/25	VARIANCE	ACTUAL 01/11/24-31/10/25
<b>ADMINISTRATIVE FUND</b>				
<b>INCOME - ADMINISTRATIVE FUND</b>				
Administrative Fund Levy	3,196,473.75	1,065,491.25	2,130,982.50	11,505,847.92
Other Revenue	27,391.63	5,264.50	22,127.13	157,905.38
<b>TOTAL ADMIN. FUND INCOME</b>	<b>3,223,638.98</b>	<b>1,317,739.25</b>	<b>1,905,899.73</b>	<b>14,303,892.26</b>
<b>EXPENDITURE - ADMIN. FUND</b>				
Ptbc Levy Cost	319,400.00	106,466.67	212,933.33	1,244,872.72
Management Fees	314,229.00	104,653.92	209,575.08	1,315,406.84
Facilities Management Fees	115,047.00	38,349.00	76,698.00	0.00
Security Services Fees	1,069,532.75	356,510.92	713,021.83	3,826,613.23
Mtce - Road Sanding	(0.33)	0.00	(0.33)	0.00
Waste Removal - Contract	100,202.58	108,254.33	(8,051.75)	1,069,514.87
Administrative Expenses	23,747.45	27,393.93	(3,646.48)	289,821.58
Consultants & Legal Services	7,184.70	11,963.59	(4,778.89)	44,999.77
Electrical	9,382.76	18,762.92	(9,380.16)	158,349.87
Network Manager Service Fee	31,446.87	36,041.92	(4,595.05)	393,058.87
Grounds & Garden	122,771.95	133,594.83	(10,822.88)	1,530,502.68
Insurance	19,741.63	17,880.25	1,861.38	223,669.13
Irrigation	11,269.70	30,657.33	(19,387.63)	237,330.25
Plumbing	33,908.56	29,244.09	4,664.47	227,602.57
Repairs & Maintenance	14,012.53	23,491.58	(9,479.05)	209,811.16
Utilities	7,529.87	47,633.50	(40,103.63)	527,515.72
<b>TOTAL ADMIN. EXPENDITURE</b>	<b>2,199,180.62</b>	<b>1,337,882.25</b>	<b>861,298.37</b>	<b>13,939,208.22</b>
<b>SURPLUS / DEFICIT</b>	<b>\$ 1,024,458.36</b>	<b>\$ (20,143.00)</b>	<b>\$ 1,044,601.36</b>	<b>\$ 364,684.04</b>
Opening Admin. Balance	983,054.91	81,921.24	901,133.67	618,370.87
<b>ADMINISTRATIVE FUND BALANCE</b>	<b>\$ 2,007,513.27</b>	<b>\$ 61,778.24</b>	<b>\$ 1,945,735.03</b>	<b>\$ 983,054.91</b>

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

### STATEMENT OF INCOME AND EXPENDITURE FOR THE PERIOD 01 NOVEMBER 2025 TO 30 NOVEMBER 2025

	ACTUAL 01/11/25-30/11/25	BUDGET 01/11/25-30/11/25	VARIANCE	ACTUAL 01/11/24-31/10/25
<b><u>SINKING FUND</u></b>				
<b><u>INCOME - SINKING FUND</u></b>				
<b>Sinking Fund Levies</b>				
Sinking Fund Levies	628,935.00	209,645.00	419,290.00	2,414,977.80
Interest Earned	25,662.75	6,300.83	19,361.92	371,052.75
<b><u>TOTAL SINKING FUND INCOME</u></b>	<b>654,597.75</b>	<b>215,945.83</b>	<b>438,651.92</b>	<b>2,786,030.55</b>
<b><u>EXPENDITURE - SINKING FUND</u></b>				
S/Fund Income Tax Expense				
S/Fund Income Tax Expense	0.00	0.00	0.00	85,198.79
Consultant S/Fund Reports	0.00	(8,607.92)	8,607.92	(5,670.00)
Bridges	0.00	(16,169.75)	16,169.75	0.00
Electrical Lights	(200.00)	5,846.42	(6,046.42)	186,649.02
Facilities Equipment	0.00	292.33	(292.33)	0.00
Ftth	0.00	64,459.08	(64,459.08)	472.02
Hydraulic/Electrical Supplies	0.00	0.00	0.00	167.36
Harbour	25,138.18	54,436.08	(29,297.90)	3,342.92
Irrigation Control	153,164.85	32,949.17	120,215.68	290,138.43
Landscape	0.00	32,526.00	(32,526.00)	255,048.56
Pumps	21,032.32	20,846.33	185.99	74,955.12
Roads	23,518.31	0.00	23,518.31	10,942.54
Security System	11,658.32	(8,333.50)	19,991.82	36,540.62
Stormwater Line	0.00	0.00	0.00	13,312.23
Stormwater Point	0.00	0.00	0.00	10,285.85
Switchboard Meter	0.00	2,923.17	(2,923.17)	0.00
Vehicles	910.00	429.00	481.00	0.00
Walls Fences	0.00	3,800.08	(3,800.08)	23,357.23
Wastewater Line	0.00	0.00	0.00	4,320.00
Water Lines	0.00	22,216.00	(22,216.00)	0.00
Water Point	46,267.71	0.00	46,267.71	131,505.07
Operational Flexi	0.00	8,333.33	(8,333.33)	0.00
<b><u>TOTAL SINK. FUND EXPENDITURE</u></b>	<b>281,489.69</b>	<b>215,945.83</b>	<b>65,543.86</b>	<b>1,120,565.76</b>
<b><u>SURPLUS / DEFICIT</u></b>				
Opening Sinking Fund Balance	<b>\$ 373,108.06</b>	<b>\$ 0.00</b>	<b>\$ 373,108.06</b>	<b>\$ 1,665,464.79</b>
<b><u>SINKING FUND BALANCE</u></b>	<b>\$ 8,415,777.87</b>	<b>\$ 701,314.82</b>	<b>\$ 7,714,463.05</b>	<b>\$ 6,750,313.08</b>
	<b>\$ 8,788,885.93</b>	<b>\$ 701,314.82</b>	<b>\$ 8,087,571.11</b>	<b>\$ 8,415,777.87</b>

# Appendix 2

WorkRequestNumber	Status	WorkRequestDate	ClosedDate	Source	ServiceType	FaultRequestType	ServiceScheme	ServiceDetails	Location	ServiceRefExternal	LinkedAssets
14670	Assigned	17/12/2025 11:57:00 AM		Facilities Management	Electrical	Other	PBC	<p>1881 Oak Hill Drive opposite 1890 Oakmont Lane - see attached letter from AGC. The owner of 1881 has advised that the NMN (National Meter Identifier) of 31202977252 is not located on our property, nor is it supplying electricity to our property. The owner of 1881 has reported this issue to the ombudsman who advised that they need to refer this matter back to the body corporate as the meter is in fact on body corporate property.</p> <p>Action: Bret can you please inspect and investigate what NMN 31202972352; meter 1878663 is supplying.</p>	1881 Oak Hill Drive opposite 1890 Oakmont Lane	P2	
14638	Closed	08/12/2025 9:05:00 AM	08/12/2025 12:22:58 PM	Facilities Management	Hydraulics	Water Meter	PBC	<p>Date to please read, photograph, add to media and reassign WR to PG</p> <p>Job com see media attached</p> <p>Water meters need to be tidied up from replacement.</p>	2334 Melah Close	P3	
202512160901070VLB	Closed	16/12/2025 9:01:06 AM	05/01/2026 9:33:22 AM	Facilities Management	Landscaping	Turf Repair	PBC	<p>Job complete see media attached</p> <p>Water meter area needs to be tidied up from replacement.</p>	2630/2629 the address	P3	
20251216091418LTB3	Closed	16/12/2025 9:14:17 AM	16/12/2025 9:16:06 AM	Facilities Management	Landscaping	Turf Repair	PBC	<p>Job complete see media attached</p> <p>Please see photo of 3044 Forest Hills Drive in media. Area around meters wet. Possible leak.</p> <p>This is not on the list for replacement in 2025</p> <p>Craig to please check and advise</p>	2631 the address	P3	
14624	Closed	01/12/2025 9:05:00 AM	02/12/2025 11:23:49 AM	Facilities Management	Hydraulics	Water Meter	PBC	<p>CC 01/12/2025</p> <p>Inspect both meters at 3044/3045 and find water in both boxes.</p> <p>Drain and test to see if on resident side but is not.</p> <p>Possible leak from when 2 new meter were installed.</p> <p>Recommend PG take it 2 with Social Plumbing to rectify.</p> <p>Labor 2 hrs.</p>	3044 Forest Hills Drive	P2	
14623	Closed	01/12/2025 8:07:00 AM	15/12/2025 2:36:03 PM	Security Services	Irrigation	Irrigation Leak	PBC	<p>PG 01/12/2025</p> <p>Social Plumbing to rectify.</p> <p>Security Supervisor (Benni) reported a major water leak at Turnberry Tce. Outside 5900 Muirfield and opposite 5920 Muirfield.</p> <p>Craig has confirmed it is irrigation.</p> <p>Security supervisor tried to isolate with no success so what may have been done is unknown.</p> <p>Travis to please attend and rectify.</p> <p>Resident of 7000 Riverview Crescent reported a large termite nest in a tree in a park adjacent to his property.</p> <p>Dave to attend, resident will direct him to it.</p> <p>Please take photos and reassign WR to PG.</p>	5900 Turnberry Tce.	P1	
14626	Assigned	01/12/2025 11:40:00 PM		Resident	Pest Control	Termite	PBC	<p>01/12/2025 Ec Eliza emailed Ecology Care for quote request.</p> <p>AWMR REQUEST! Lot 49 Plumeria, 7288 Marine Drive East.</p> <p>Requested for Monday the 08/12/2025.</p> <p>Meter SH 22W002445</p> <p>Location: LHB</p> <p>Previous read - 369</p>	7000 Riverview Crescent	P2	
14689	Closed	08/12/2025 9:12:00 AM	08/12/2025 12:23:39 PM	Facilities Management	Hydraulics	Water Meter	PBC	<p>Job complete see media attached</p>	7288 Marine Drive East	P3	
202512201130125QV	Assigned	20/12/2025 11:20:11 AM		Facilities Management	Irrigation	Irrigation Box Repair	PBC	<p>Broken irrigation box seal</p>	Between country club and village gate car park	P3	
20251211080214AAKG	Assigned	12/12/2025 8:02:13 AM		Facilities Management	Maintenance	General	PTBC	<p>Replace tiles that have fallen off wall, see media</p>	Boulevard entrance left side of hills	P3	
20251211085740M0U8	Closed	11/12/2025 8:57:40 AM	11/12/2025 8:59:55 AM	Facilities Management	Maintenance	Cleaning	PTBC	<p>Remove &amp; burn dead rabbit with Nathan's help. 45 minutes.</p>	Boulevard near entrance to cove	P3	
20251218081510H014	Closed	18/12/2025 8:15:10 AM	18/12/2025 8:17:47 AM	Facilities Management	Maintenance	Cleaning	PTBC	<p>Clean pathways - direction signs from bird droppings &amp; blow down pathways. 1 hour.</p>	Buggy path entrance to village roundabout	P3	
20251205143807CX0	Closed	05/12/2025 2:38:05 PM	05/12/2025 2:40:18 PM	Facilities Services Manager	Irrigation	Sprinkler Stuck On	PBC	<p>Irrigation stuck on has been flushed out and all back up and running</p>	Travis BC	P3	
20251211210054616Z2	Closed	12/12/2025 10:05:46 AM	12/12/2025 10:08:25 AM	Facilities Management	Maintenance	Cleaning	PTBC	<p>Clean &amp; blow down buggy pathways, took 2 hours</p> <p>Area needs to be tidy for colville Christmas party.</p>	Clean buggy paths from entrance to village roundabout.	P3	
202512041129157OEH	Closed	04/12/2025 11:29:14 AM	04/12/2025 11:31:13 AM	Facilities Services Manager	Maintenance	Cleaning	Colville	<p>Job complete cleaned area washed seats and table.</p> <p>02/12/25</p> <p>Broken pipe on irrigation line at the compound all fixed and reset timer.</p>	Colville park	P3	
2025120207054467BD	Closed	02/12/2025 7:05:42 AM	02/12/2025 7:08:11 AM	Facilities Services Manager	Irrigation	Irrigation Leak	PTBC	<p>Travis BC</p> <p>04/12/25</p> <p>Master controller had to be re-booted pictures in media</p>	Compound	P3	
20251204080554520A	Closed	04/12/2025 8:05:53 AM	04/12/2025 8:10:08 AM	Facilities Services Manager	Irrigation	Irrigation - Manual Run PBC		<p>Travis BC</p> <p>04/12/25</p> <p>Noticed there was no WR for the remediation of irrigation where the drainage works have been carried out.</p> <p>Sprinklers/heads in a section of southern side of the path to be changed to decrease over spray to path.</p> <p>Irrigation on northern side of path to be completed to allow trench to be filled and area to be dried and completed prior to the 19th.</p> <p>Photos in media</p> <p>Any concerns please let me know.</p> <p>Peter G</p>	Corner of broken hills	P3	
14646	Closed	09/12/2025 10:26:00 AM	12/12/2025 10:00:25 AM	Facilities Management	Irrigation	New Irrigation Required PBC		<p>12/12/25</p> <p>installed new 121mtrs of 32" poly pipe</p> <p>7 x 32" saddles</p> <p>15 x 32" poly bodies</p> <p>14 x 32" poly elbow</p> <p>22 x half inch caiser</p> <p>22 x mo nozzles</p> <p>22 x sand bags</p>	Darwinia Park	P3	
20251218103514PEFB	Closed	18/12/2025 10:35:13 AM	19/12/2025 11:46:21 AM	Facilities Management	Electrical	Street Light	PBC	<p>Travis BC</p> <p>4/12/25, Edgcliff Drive, first light to right as leaving Edgcliff Place</p> <p>Boom, replaced lamp and checked operation</p> <p>Broken tile needs to be replaced as been knocked off wall.</p>	Edgcliff Dr	P3	
20251215082317BC4N	Closed	15/12/2025 8:23:16 AM	15/12/2025 8:25:36 AM	Facilities Management	Maintenance	Tiling	PTBC	<p>Job complete see media attached</p>	Entry boulevard as you enter sanctuary cove	P3	
PM0202512151000102800	Assigned	15/12/2025 12:01:02 AM		Facilities Management	Maintenance	Inspection	PTBC	<p>Entry Lakes Coonara Inlet &amp; Address Sale Trap</p> <p>Chest to ensure clear free from debris</p>	Entry Lakes	P3	20170817160710_Bridges_PTBC
20251216090461URT	Closed	16/12/2025 9:40:46 AM	16/12/2025 9:50:32 AM	Facilities Management	Maintenance	Tiling	PTBC	<p>Tiled wall has 1 fallen tile needs to be reinstalled.</p> <p>Job complete see media attached</p> <p>Metabolite lake needs to be cleared out from seaweed in water.</p>	Feature wall sanctuary cove boulevard	P3	
20251205141816CVSF	Closed	05/12/2025 2:18:15 PM	05/12/2025 2:21:35 PM	Facilities Management	Maintenance	Cleaning	PTBC	<p>Peter Dave and Nathan to clear out lake.</p> <p>Job complete see media attached</p> <p>02/12/25</p> <p>Main lake break has been repaired also the irrigation line was broken, this one was massive works to be carried out all has been completed</p>	Front lake	P3	
20251202094422QPB0	Closed	02/12/2025 9:44:21 AM	02/12/2025 9:48:36 AM	Facilities Services Manager	Irrigation	Irrigation Main Line	PBC	<p>Travis BC</p>	Harbour terrace 5608	P3	
20251218104412CH5	Closed	18/12/2025 1:54:20 PM		Facilities Management	PMP	Cleaning	PBC	<p>Street light need cleaning of cob webs took 45 minutes</p>	Harpulla	P3	
20251205111210B952	Assigned	05/12/2025 11:12:08 AM		Facilities Management	Maintenance	Cleaning	PBC	<p>Blow down &amp; clean sports &amp; play areas. 1 hour</p>	Jaburu park	P3	
202512113321646BH	Closed	11/12/2025 12:15:15 PM	11/12/2025 12:23:29 PM	Facilities Management	Maintenance	Cleaning	PBC	<p>Clean &amp; blow down sports &amp; play areas. 1 hour.</p> <p>17/12/25</p>	Jaburu park	P3	
20251217071519E40	Closed	17/12/2025 7:15:17 AM	17/12/2025 7:18:44 AM	Facilities Services Manager	Irrigation	Preventative Maintenance PBC		<p>Jacaranda master controller line had to be re-booted all done picture in media</p>	Jacaranda broken hills corner	P3	

20251210165326N4K	Closed	10/12/2025 4:53:25 PM	10/12/2025 4:56:58 PM	Facilities Services Manager	Irrigation	Preventative Maintenance PBC	10-12-25 Master controller off line had to re boot it back online picture in media Travis Bl 04-12-25	Jacaranda corner	P3
20251204081332QK13	Closed	04/12/2025 8:13:31 AM	04/12/2025 8:16:12 AM	Facilities Services Manager	Irrigation	Irrigation – Manual Run PBC	10-12-25 Numerous residents have complained that Emergency Evacuation signs are faded and unable to be read. Chair has requested M2U to inspect all signs and furnish a report on their condition.	Jacaranda park	P3
14649	Assigned	10/12/2025 9:32:00 AM		Body Corporate Services	Maintenance	Signage	Livingtonia 12-12-2025 - Got new plastic panels and replaced them all . Used kerb blocks as media - area ping with kerb blocks and cemented into position with safety cones left out to allow set times.	Livingtonia Emergency Signage	P2
20251210095417NQG	Closed	10/12/2025 9:54:16 AM	10/12/2025 9:57:49 AM	Facilities Management	Kerbing	Repair Kerb Block Sector PBC	10-12-25 Job complete see media attached	Marine dr west slip lane entry	P2
20251210075204TCU	Closed	18/12/2025 7:53:03 AM	18/12/2025 7:53:41 AM	Facilities Management	Maintenance	Cleaning	PTBC Clean pathways, censatoph of bird droppings, 30 minutes	Memorial Island	P3
20251210782101RV7	Closed	17/12/2025 8:21:01 AM	17/12/2025 8:25:19 AM	Facilities Management	Maintenance	Cleaning	PTBC Clean seats, pathways, censatoph of bird droppings & clean out water trough, see media. Tokyo 1 hour today, very bad.	Memorial Island	P3
20251211081326T43	Closed	11/12/2025 8:13:25 AM	11/12/2025 8:16:59 AM	Facilities Management	Maintenance	Cleaning	PTBC Clean bird droppings from seats, pathways, censatoph & clean out water trough, see media 45 minutes to complete	Memorial Island	P3
20251212081145P26	Closed	12/12/2025 8:11:44 AM	12/12/2025 8:13:51 AM	Facilities Management	Maintenance	Cleaning	PTBC Clean bird droppings from seats, pathways, censatoph & clean out water trough, see media	Memorial Island	P3
20251205081919Q1M9	Closed	05/12/2025 8:18:19 AM	05/12/2025 11:10:17 AM	Facilities Management	Maintenance	Cleaning	PTBC Broken glass on pavers needs to be cleaned up	Memorial Island	P3
202512150813309V40	Closed	15/12/2025 8:13:29 AM	15/12/2025 8:22:20 AM	Facilities Management	Hazard	Broken	Cassia Job complete see media attached	Opposite 2244 the parkway	P3
20251219125753R3K	Closed	19/12/2025 12:57:52 PM	19/12/2025 1:11:42 PM	Security Services	Electrical	Street Light	PBC 10-12-25 Manual run for new tree and turf Picture in media	Opposite 2634 The Address	P3
20251210084222K42P	Closed	10/12/2025 8:42:20 AM	10/12/2025 8:46:33 AM	Facilities Services Manager	Irrigation	Irrigation – Manual Run PBC	10-12-25 Travis Bl 15/12/2025 Meet at leak detection on site and leak is identified under buggy path Remove pavers and cut out concrete slab to gain access for vac truck. Dump out truck on site and return to job. Shut down 3 valves & isolate area. Identify leak and clear around 6mm pipe. Install 3mm x 51 repair clamp on pipe. Barricade area and make safe.	Opposite 4644	P3
20251216130856UC9A	Assigned	16/12/2025 1:08:56 PM		Facilities Management	Hydraulics	Burst Water Main	PBC CC 13/12/2025 Inspect all repairs carried out by SmartStone and collect all safety equipment. Outside 1889 Oakmont Lane owner report street sign hit by car.	Opposite 5716 Observation and 4625 The parkway	P2
14653	Closed	10/12/2025 12:58:00 PM	10/12/2025 1:45:50 PM	Facilities Management	Maintenance	Signage	PBC Job complete sign aligned straight see media attached Perimeter fence has been unsecured to gain access into sanctuary cove by resident outside in Santa Barbara. Fence needs to be resecured.	Outside 1889 Oakmont Lane	P3
20251209141558LF23	Closed	09/12/2025 2:15:57 PM	10/12/2025 7:39:02 AM	Facilities Management	Maintenance	Fencing	PTBC Job complete see media attached Security advised lighting Sickle Rd was still on during daylight hours	Perimeter fence opposite security roundabout	P2
20251218095541H0V0	Closed	18/12/2025 9:55:40 AM	18/12/2025 10:10:32 AM	Security Services	Electrical	Street Light	PTBC 10-12-2025 - Help Bret with install of new pump motor to pump well. Set up Ute crane over pump well. Open well lids. Connect existing damaged pump and remove from well. Connect new pump and change over power cables to suit new pump. Bret connect to switchboard. Test pump direction. Lower pump into well and test. Pump showed as running too high amps. Remove pump to check for possible blockages. ( none)Re test connections on board. Re fit pump back into well and re test....same result. Pack up Ute crane. Close pit well lids and lock Clean area.	Pines Gates	P3
20251209065221RELO	Closed	09/12/2025 6:52:21 AM	11/12/2025 8:56:35 AM	Facilities Management	Pump Station	Electrical	PBC CC 11/12/2025 Sanctuary Cove Boulevard exit and lake side after the bridge - Main line leak.	Pump station 22	P3
14660	Assigned	16/12/2025 11:44:00 AM		Facilities Management	Irrigation	Irrigation Leak	PBC Action: Uts to repair Timber bollard has been hit and needs to be reinstated.	Sanctuary Cove Boulevard exit and lake side after the bridge	P2
202512160729436PHE	Closed	16/12/2025 7:29:42 AM	16/12/2025 7:31:51 AM	Facilities Management	Maintenance	Timber Bollards	PTBC Job complete see media attached 2 tiles have fallen off feature wall and need to be reinstated.	Sanctuary cove boulevard exit lane opposite compound	P2
20251216093702HD9K	Closed	16/12/2025 9:37:01 AM	16/12/2025 9:40:04 AM	Facilities Management	Maintenance	Tiling	PTBC Job complete see media attached Security Generator near Comms Shed - Gold Coast Generators attended 15/12/2025 attached is the Generator Test and Maintenance Log. Noted on this Building Load test carried out - Simulated mains failure. Building electrician to investigate Load Balance issue. Gold Coast Generators can advise if requesting action.	Sanctuary cove entry boulevard	P3
14657	Awaiting Quotations	15/12/2025 12:17:00 PM		Facilities Management	Electrical	Diesel Generator	PTBC 10-12-25 Reported 2 ceiling lights not working	Security Generator near Comms Shed	P3
20251218074614E8H9	Closed	18/12/2025 7:46:13 AM	18/12/2025 7:50:43 AM	Security Services	Electrical	Lights	PTBC 18/12/2025 Sup's office - reported 2 tubes above heavy front reception - refitted lamps, outside Sup's office	Security Round House	P3
PM020251215000101696	Assigned	15/12/2025 12:01:01 AM		Facilities Management	Maintenance	Cleaning	PTBC Check and clean if required eg cobwebs, dirt on walls/windows etc	Security Roundhouse	P3
PM020251215000101197	Assigned	15/12/2025 1:20:10 AM		Facilities Management	Maintenance	Other	PTBC Site wide inspection for barricades and signage	Site Wide	BLD20, Buildings_PTBC
20251211140502Q2	Assigned	18/12/2025 11:18:08 AM		Facilities Management	PMP	PBC The parkway to be cleaned up for weeds, see media	Turret park walkway	P3	
20251211345426N49V	Closed	17/12/2025 2:26:42 PM	17/12/2025 2:29:23 PM	Facilities Management	PMP	PBC Carry out monthly PMP inspection's 6 hours	Various locations	P3	
202512041320245GN6	Closed	04/12/2025 1:20:23 PM	05/12/2025 11:10:03 AM	Facilities Management	Maintenance	Other	PTBC Assist Bret with boom lift & traffic control, 6.5 hours	Various locations, boom lift work	P3
202512110650240GFE	Closed	12/12/2025 6:50:33 AM	12/12/2025 6:53:42 AM	Facilities Services Manager	Irrigation	Wiring	PBC 12-12-25 Re wired 13 core irrigation wire was broken and put a wire box around it pictures in media	Village gates entrance	P3
202512171156117GFT	Closed	17/12/2025 11:56:10 AM	17/12/2025 11:58:54 AM	Facilities Management	Maintenance	General	PBC Service all emergency work & safety lights, charge up work lights & supply new batteries for amber flashing lights. 2 hours.	Workshop compound	P2
20251212145656HTK	Closed	12/12/2025 2:56:55 PM	12/12/2025 2:58:42 PM	Facilities Management	Maintenance	Cleaning	PBC Wash & clean Nathan's work Ute, 1/2 hour	Workshop compound	P3
202512110900317SMO	Closed	11/12/2025 9:00:30 AM	11/12/2025 9:02:42 AM	Facilities Management	Maintenance	General	PBC Supply clean away with doggy bags, 4 box's. 30 minutes.	Workshop compound	P3

## Appendix 3

### Work Orders - PBC

Reference	Status	Contact Name	Subject	Creditor Code	Creditor Name	Creditor ABN	Expense Code	Expense Name	Date Issued
00013830	D-Issued	Supervisor Stefan Peters	12640 Emergency Plumbing PRV	08200754	CARETECH PLUMBING & GAS P/L	73 617 706 984			27/12/2025
00013829	D-Issued	Supervisor Stefan Peters	12782 MDE PTZ camera failure	08200623	SECURE ACCESS SYSTEMS PTY LTD	37 147 141 286			26/12/2025
00013825	D-Issued	Mike Telea	Irrigation Leak	08200378	PROJECT IRRIGATION PTY LTD	82 130 607 304			23/12/2025
00013824	D-Issued	Shanyn Fox	223191RiversideDr/TheCircle	08200450	SMART STONE GROUP PTY LTD	18 115 203 257			19/12/2025
00013815	D-Issued	Shanyn Fox	12320HaymansMaterial	08200852	HAYMANS ELECTRICAL	13 003 762 641			19/12/2025
00013814	D-Issued	Shanyn Fox	12320HaymansMaterial300.00	08200852	HAYMANS ELECTRICAL	13 003 762 641			19/12/2025
00013809	D-Issued	Shanyn Fox	12520ReeceMaterial546.63	08200868	REECE PLUMBING (PBC)	84 004 097 090			19/12/2025
00013808	D-Issued	Shanyn Fox	12740BunningsMaterial41.54	08200886	BUNNINGS GROUP LTD (PBC)	26 008 672 179			19/12/2025
00013804	D-Issued	Caitlin Coombridge	Decking Application - 5258	08200484	THINK TANK ARCHITECTS PTY LTD	56 110 893 493			18/12/2025
00013800	D-Issued	Shanyn Fox	12784PavingTheParkway	08200450	SMART STONE GROUP PTY LTD	18 115 203 257			17/12/2025
00013799	D-Issued	Shanyn Fox	12784 The Parkway	08200450	SMART STONE GROUP PTY LTD	18 115 203 257			17/12/2025
00013798	D-Issued	Shanyn Fox	12784 MarineDriveNorth	08200450	SMART STONE GROUP PTY LTD	18 115 203 257			17/12/2025
00013794	D-Issued	Caitlin Coombridge	Major Alts Application - 5242	08200484	THINK TANK ARCHITECTS PTY LTD	56 110 893 493			17/12/2025
00013791	D-Issued	Shanyn Fox	12320HaymansMaterial156.60	08200852	HAYMANS ELECTRICAL	13 003 762 641			16/12/2025
00013789	D-Issued	Shanyn Fox	12520DataforToroDec25	08200660	M2M ONE PTY LTD	39 130 158 888			15/12/2025
00013788	D-Issued	Caitlin Coombridge	Major Alts Application - 7010	08200484	THINK TANK ARCHITECTS PTY LTD	56 110 893 493			15/12/2025
00013787	D-Issued	Eliza Court	12320FacilitiesCompound	08200931	MOBILE TEST N CAL AUSTRALIA PL	45 147 991 482			15/12/2025
00013786	D-Issued	Peter Gannon	12660TheParkway4623&5718	08200759	COASTAL LEAK DETECTION PTY LTD	14 069 733 571			15/12/2025
00013785	D-Issued	Peter Gannon	12660TheParkway4623&5718	08201049	BEX VAC AND CIVIL WORKS	34 682 705 292			15/12/2025
00013784	D-Issued	Shanyn Fox	12520ReeceMaterial551.87	08200868	REECE PLUMBING (PBC)	84 004 097 090			15/12/2025
00013779	D-Issued	Shanyn Fox	12520ReeceMaterial531.87	08200868	REECE PLUMBING (PBC)	84 004 097 090			12/12/2025
00013778	E-Finalised	Shanyn Fox	12320HaymansMaterial84.20	08200852	HAYMANS ELECTRICAL	13 003 762 641	12320	ELECTRICAL-MATERIALS/MACHINERY	12/12/2025
00013777	E-Finalised	Shanyn Fox	12320HaymansMaterial690.00	08200852	HAYMANS ELECTRICAL	13 003 762 641	12320	ELECTRICAL-MATERIALS/MACHINERY	12/12/2025
00013776	D-Issued	Eliza Court	06290ThePointCircuit	08200476	TCE QUEENSLAND PTY LTD	52 123 853 038			12/12/2025
00013775	D-Issued	Shanyn Fox	12520ReeceMaterial874.11	08200868	REECE PLUMBING (PBC)	84 004 097 090			11/12/2025
00013774	E-Finalised	Shanyn Fox	12520ReeceMaterial481.69	08200868	REECE PLUMBING (PBC)	84 004 097 090	12520	IRRIGATION - MATERIAL/MACHINERY	11/12/2025
00013771	D-Issued	Shanyn Fox	12740BunningsMaterial	08200886	BUNNINGS GROUP LTD (PBC)	26 008 672 179			11/12/2025
00013770	D-Issued	Shanyn Fox	12798VisitorParkingStencil	08200280	KINZETTS SIGN SHOPPE	25 010 940 904			11/12/2025
00013768	E-Finalised	Shanyn Fox	12520ReeceMaterial874.11	08200868	REECE PLUMBING (PBC)	84 004 097 090	12520	IRRIGATION - MATERIAL/MACHINERY	11/12/2025
00013765	E-Finalised	Shanyn Fox	12660ReeceMaterial143.64	08200868	REECE PLUMBING (PBC)	84 004 097 090	12660	PLUMBING - MATERIALS/MACHINERY	10/12/2025
00013762	D-Issued	Shanyn Fox	12660BunningsMaterial63.14	08200886	BUNNINGS GROUP LTD (PBC)	26 008 672 179			10/12/2025
00013761	E-Finalised	Shanyn Fox	12422KeyWaters8013	08200279	KING LANDSCAPES PTY LTD	60 010 243 688	12422	GROUNDS & GARDEN - TREE MGMT	10/12/2025
00013754	D-Issued	Peter Gannon	12660PumpStation#21	08299233	PROPUMP PTY LTD	99 803 323 283			9/12/2025
00013751	D-Issued	Supervisor Stefan Peters	12782 Olympic Camera Fault	08200623	SECURE ACCESS SYSTEMS PTY LTD	37 147 141 286			8/12/2025
00013750	D-Issued	Caitlin Coombridge	Final Inspection Req - 4631	08200272	JENNOEL CORPORATION PTY LTD	49 004 826 322			8/12/2025
00013748	E-Finalised	Shanyn Fox	12660ReeceMaterial54.47	08200868	REECE PLUMBING (PBC)	84 004 097 090	12520	IRRIGATION - MATERIAL/MACHINERY	8/12/2025
00013747	E-Finalised	Shanyn Fox	12660ReeceMaterial134.34	08200868	REECE PLUMBING (PBC)	84 004 097 090	12520	IRRIGATION - MATERIAL/MACHINERY	8/12/2025
00013746	E-Finalised	Shanyn Fox	12660ReeceMaterial208.10	08200868	REECE PLUMBING (PBC)	84 004 097 090	12520	IRRIGATION - MATERIAL/MACHINERY	8/12/2025
00013744	D-Issued	Eliza Court	06290ThePointCircuit8959	08200476	TCE QUEENSLAND PTY LTD	52 123 853 038			5/12/2025
00013742	E-Finalised	Peter Gannon	12660HarbourTerrace5654	08200167	DGM PAVING	93 256 579 590	12660	PLUMBING - MATERIALS/MACHINERY	5/12/2025
00013741	D-Issued	Eliza Court	12600Near7000RiverviewCres	08200178	ECOLOGY - CARE CORPORATION	15 832 694 159			5/12/2025
00013740	E-Finalised	Shanyn Fox	22237201 HE Dredging1	08200742	AUSTRALASIAN MARINE ASSOCIATES	47 602 913 762	22237201	DREDGING	5/12/2025
00013739	E-Finalised	Shanyn Fox	22237201 HE Dredging2	08200742	AUSTRALASIAN MARINE ASSOCIATES	47 602 913 762	22237201	DREDGING	5/12/2025
00013738	D-Issued	Shanyn Fox	22237201 HE Dredging3	08200742	AUSTRALASIAN MARINE ASSOCIATES	47 602 913 762			5/12/2025
00013737	D-Issued	Shanyn Fox	22237201 HE Dredging4	08200742	AUSTRALASIAN MARINE ASSOCIATES	47 602 913 762			5/12/2025
00013735	D-Issued	Eliza Court	12600EdgecliffD/Sawgrass/Hillc	08200178	ECOLOGY - CARE CORPORATION	15 832 694 159			4/12/2025
00013732	D-Issued	Peter Gannon	12660PumpOutPumpStations	08200071	LEE'S ENVIRONMENTAL (EVORO)	54 645 125 766			4/12/2025
00013729	E-Finalised	Peter Gannon	12660BayviewWalk5825	08200759	COASTAL LEAK DETECTION PTY LTD	14 069 733 571	12660	PLUMBING - MATERIALS/MACHINERY	4/12/2025
00013728	D-Issued	Caitlin Coombridge	Minor Alterations App - 4700	08200272	JENNOEL CORPORATION PTY LTD	49 004 826 322			4/12/2025
00013726	D-Issued	Caitlin Coombridge	Minor Alts Application - 5326	08200484	THINK TANK ARCHITECTS PTY LTD	56 110 893 493			4/12/2025
00013725	E-Finalised	Shanyn Fox	12660MarineDriveEast7110	08200759	COASTAL LEAK DETECTION PTY LTD	14 069 733 571	12660	PLUMBING - MATERIALS/MACHINERY	3/12/2025
00013723	E-Finalised	Shanyn Fox	12784Visitor Parking	08299375	Signblitz	18 311 636 767	12784	ROADS	3/12/2025
00013721	D-Issued	Shanyn Fox	12422TreePreservationPolicy	08201185	URBAN FOREST CONCEPTS	98 644 512 913			3/12/2025
00013720	D-Issued	Shanyn Fox	12320HaymansMaterial116.79	08200852	HAYMANS ELECTRICAL	13 003 762 641			2/12/2025
00013719	E-Finalised	Shanyn Fox	12660ReeceMaterial124.04	08200868	REECE PLUMBING (PBC)	84 004 097 090	12660	PLUMBING - MATERIALS/MACHINERY	2/12/2025
00013718	E-Finalised	Shanyn Fox	12320HaymansMaterial319.40	08200852	HAYMANS ELECTRICAL	13 003 762 641	12320	ELECTRICAL-MATERIALS/MACHINERY	2/12/2025
00013717	E-Finalised	Shanyn Fox	12320HaymansMaterial116.79	08200852	HAYMANS ELECTRICAL	13 003 762 641	12320	ELECTRICAL-MATERIALS/MACHINERY	2/12/2025
00013716	E-Finalised	Shanyn Fox	12320HaymansMaterial90.90	08200852	HAYMANS ELECTRICAL	13 003 762 641	12320	ELECTRICAL-MATERIALS/MACHINERY	2/12/2025
00013715	D-Issued	Shanyn Fox	12784BunningsMaterial256.36	08200886	BUNNINGS GROUP LTD (PBC)	26 008 672 179			2/12/2025
00013688	D-Issued	Peter Gannon	22126001Justicia	08299361	OSKA ENGINEERS	99 665 498 359			4/12/2025
00013681	E-Finalised	Mika Yanaka	12050FinalAuditFeeFY25	08200699	PKF (GOLD COAST) PTY LTD	93 137 531 250	12050	ACCOUNTING - AUDIT	1/12/2025
00013655	D-Issued	Shanyn Fox	12780PreventativeMainSep2026	08200893	SECURE ENTRY PTY LTD	97 613 325 769			2/12/2025
00013654	D-Issued	Shanyn Fox	12780PreventativeMainJun2026	08200893	SECURE ENTRY PTY LTD	97 613 325 769			2/12/2025

00013653	D-Issued	Shanyn Fox	12780PreventativeMainMar2026	08200893	SECURE ENTRY PTY LTD	97 613 325 769			2/12/2025
00013652	E-Finalised	Shanyn Fox	12780PreventativeMainDec2025	08200893	SECURE ENTRY PTY LTD	97 613 325 769	12780	REP & MTCE - GATES	2/12/2025
00013650	D-Issued	Shanyn Fox	22220101 - Edgecliff Drive	08200942	JR ELECTRICAL & COMMUNICATION	59 664 570 908			4/12/2025
00013649	D-Issued	Shanyn Fox	12520CassiaPS4	08201191	TEW SOLUTIONS	85 118 791 950			4/12/2025
00013648	D-Issued	Shanyn Fox	12520CassiaPS3	08201191	TEW SOLUTIONS	85 118 791 950			4/12/2025
00013647	D-Issued	Shanyn Fox	12520CassiaPS2	08201191	TEW SOLUTIONS	85 118 791 950			4/12/2025
00013646	D-Issued	Shanyn Fox	12520CassiaPS1	08201191	TEW SOLUTIONS	85 118 791 950			4/12/2025

## Work Orders - PTBC

Reference	Status	Contact Name	Subject	Creditor Code	Creditor Name	Creditor ABN	Expense Code	Expense Name	Date Issued
00013828	D-Issued	Greg Bourke	12780 -Main gate visitor boom	08200893	SECURE ENTRY PTY LTD	97 613 325 769			23/12/2025
00013823	D-Issued	Shanyn Fox	12520EntryBunkerPS4	08201191	TEW SOLUTIONS	85 118 791 950			19/12/2025
00013822	D-Issued	Shanyn Fox	12520EntryBunkerPS3	08201191	TEW SOLUTIONS	85 118 791 950			19/12/2025
00013821	D-Issued	Shanyn Fox	12520EntryBunkerPS2	08201191	TEW SOLUTIONS	85 118 791 950			19/12/2025
00013820	D-Issued	Shanyn Fox	12520EntryBunkerPS1	08201191	TEW SOLUTIONS	85 118 791 950			19/12/2025
00013819	D-Issued	David Manly	224991PalladiumAve	08201043	WAVETIME CONSTRUCTIONS	51 106 408 576			19/12/2025
00013818	D-Issued	Shanyn Fox	12422VillagetoSecurity	08200561	JC TREE SERVICES PTY LTD	92 603 757 606			19/12/2025
00013817	D-Issued	Shanyn Fox	222201GleneaglesStreetlight	08200942	JR ELECTRICAL & COMMUNICATION	59 664 570 908			19/12/2025
00013816	D-Issued	Shanyn Fox	12320HaymansMaterial117.40	08200852	HAYMANS ELECTRICAL	13 003 762 641			19/12/2025
00013802	D-Issued	Shanyn Fox	12660PumpStation#18	08200428	SANCTUARY COVE PRINP. GTP 202	19 796 870 713			18/12/2025
00013801	D-Issued	Shanyn Fox	12740BunningsMaterial240.87	08200892	BUNNINGS GROUP LTD (PTBC)	26 008 672 179			17/12/2025
00013797	D-Issued	Shanyn Fox	127845CBoulevardRoundabout	08200450	SMART STONE GROUP PTY LTD	18 115 203 257			17/12/2025
00013769	E-Finalised	Shanyn Fox	12520ReeceMaterial1945.98	08200869	REECE PLUMBING (PTBC)	84 004 097 090	12520	IRRIGATION - MATERIAL/MACHINERY	11/12/2025
00013759	D-Issued	Manatuki Pryor	12340 - Fire Exit Lights	08200629	FYREPOWER FIRE PROTECTION P/L	92 138 067 535			10/12/2025
00013756	D-Issued	Henry Poloai	CCTV Camera Fault	08200623	SECURE ACCESS SYSTEMS PTY LTD	37 147 141 286			9/12/2025
00013736	D-Issued	Eliza Court	12760DuctedAiCconRoundhouse	08200482	THE TRUSTEE FOR AIR CONTROL	25 226 185 061			5/12/2025
00013714	E-Finalised	Manatuki Pryor	12780 - Replace Boom Gate	08200105	BRISBANE GATES	61 608 089 363	12780	REP & MTCE - GATES	2/12/2025
00013680	E-Finalised	Mika Yanaka	12050FinalAuditFeeFY25	08200699	PKF (GOLD COAST) PTY LTD	93 137 531 250	12050	ACCOUNTING - AUDIT	1/12/2025
00013664	D-Issued	Shanyn Fox	12540 Lake Management - Dec	08200424	S COVE GOLF & CTRY CLUB PTY LTD	56 120 308 410			1/12/2025

## Appendix 4

Action Reference ID	Date Reported	Brief Overview	Location	Current Risk Ra	What hazard is best associated with the Action	Closed (Yes/No)	Date Corrective Action Completed	What was done to close the action?	What was the highest level of control achieved?	Action Sign-off Date
ACT0560	12/12/2025	Irrigation pit lid off	Boulevard at entrance to cove roundabout	Low	Slip Trip Fall	Yes	12/12/2025	Replaced pit lid	Elimination	12/12/2025
ACT0561	12/12/2025	Irrigation pit lid off	Wine glass on parkway	Low	Slip Trip Fall	Yes	12/12/2025	Replaced pit lid	Elimination	12/12/2025
ACT0565	17/12/2025	Irrigation pit lid off	Jabiru park back of exercise equipment area	Low	Slip Trip Fall	Yes	17/12/2025	Replaced pit lids	Elimination	17/12/2025
ACT0556	04/12/2025	Smoking in close proximatiy to flammable area	Shed 5 at the Facilities Compound	Medium	Alcohol and/or other drugs	Yes	04/12/2025	Removed bucket	Elimination	04/12/2025
ACT0557	04/12/2025	Dead tree branch on road	Berkshire crescent opposite the golf club house driveway	Low	Slip Trip Fall	Yes	04/12/2025	Removed dead tree branch	Elimination	04/12/2025
ACT0558	08/12/2025	Path light was hit and now is moving with ground lifting	Rear of 2035 Riverside Drive in park	Medium	Electrical	No				
ACT0564	17/12/2025	Irrigation lid needed to be reinstated	Front lawn of 5927 turnberry	Low	Slip Trip Fall	Yes	17/12/2025	Reinstated irrigation lid	Elimination	17/12/2025
ACT0559	11/12/2025	Irrigation valve box lid missing, possible trip/fall	Opposite 2244 the parkway in cassia park	Medium	Slip Trip Fall	No				
ACT0562	15/12/2025	Broken glass	Opposite 2249 Olympic dr	Low	Alcohol and/or other drugs	Yes	15/12/2025	Cleared broken glass	Elimination	15/12/2025
ACT0563	15/12/2025	Fire ants nest		Low	Animals	Yes	15/12/2025	Treated fire ants nest and barric	Elimination	15/12/2025

## Appendix 5

Reference ID	Brief Overview	Type of Incident	What hazard is best associated with the Incident	Date Of Incident	Time Of Incident	Closed (Yes/No)	Property or Environmental Damage (Yes/No)	Damage Description	Incident Severity
INC0885	Motor vehicle incident v Light post	Near Miss or Incident - Electrical		03/12/2025	09:55	No	Yes	Damage to light post	Low
INC0880	251202 - Truck Hit Pines Visitor Boom	Incident Report	No Hazard	02/12/2025	07:47	Yes	No		Low
INC0893	Contractors accessed out of hours	Incident Report	Security	06/12/2025	07:54	Yes	No		Low
INC0895	Village Callout - Building 1 PIR alarm	Incident Report	No Hazard	07/12/2025	09:20	Yes	No		Low
	251207 - Fire Alarm # 76 - Building 42 Sanctuary Cove Marina								
INC0896	Village	Incident Report	No Hazard	07/12/2025	22:39	Yes	No		Low
INC0897	Jabiru House Showroom PIR Alarm	Incident Report	Security	09/12/2025	22:10	Yes	No		Low
	251210 - Harbour One - Call out #13 - Burglary Panic Villa 3 -								
INC0898	Ensuite	Incident Report	No Hazard	10/12/2025	11:20	Yes	No		Low
INC0899	251211 - Harbour One Callout #14 - Faulty Smoke Detector.	Incident Report	No Hazard	11/12/2025	06:15	Yes	No		Low
INC0908	E- BIKES @ Sanctuary Cove boulevard Entry	Incident Report	No Hazard	14/12/2025	18:27	Yes	No		Low
INC0911	E Bikes on Blvd Hill at the Entrance to Sanctuary Cove	Incident Report	No Hazard	15/12/2025	14:20	Yes	No		Low
INC0912	Fire Alarm #94 Building 3 Kuroki Teppanyaki	Incident Report	No Hazard	16/12/2025	18:26	Yes	No		Low
INC0914	Alarm activation Building 1 - Z one 15 Show Room	Incident Report	No Hazard	20/12/2025	09:23	Yes	No		Low
INC0916	251220 - Uber Eats vehicle driven along Buggy path	Incident Report	Driving/Road Transport	20/12/2025	18:30	Yes	No		Low
INC0917	251221 - Mains Power Fails in the Estate.	Incident Report	No Hazard	21/12/2025	17:57	Yes	No		Low
INC0918	Jabiru House Showroom PIR Alarm #1	Incident Report	No Hazard	22/12/2025	08:09	Yes	No		Low
INC0919	Jabiru House Showroom PIR Alarm #2	Incident Report	No Hazard	22/12/2025	08:35	Yes	No		Low
INC0921	251223 - Jabiru House Showroom Callout	Incident Report	No Hazard	23/12/2025	07:54	Yes	No		Low
INC0922	251223 - vehicle on buggy path	Incident Report	No Hazard	23/12/2025	15:27	Yes	No		Low
INC0924	251223 -Truck vs Main gate visitor boom	Incident Report	No Hazard	23/12/2025	18:38	Yes	No		Low
INC0925	251224 - Jabiru House Showroom Callout	Incident Report	No Hazard	24/12/2025	08:32	Yes	No		Low
INC0928	251226 - Pines Gate Visitor Boom arm struck by a Truck	Incident Report	No Hazard	26/12/2025	09:09	Yes	No		Low
INC0929	251226 - Marine Village Fire Alarm - Building 38	Incident Report	No Hazard	26/12/2025	20:21	Yes	No		Low
INC0930	251227 - Village Fire Alarm #115 - Building 38, 39 , 40.	Incident Report	No Hazard	27/12/2025	15:53	Yes	No		Low
INC0931	281226 - Marine Village FireAlarm - Building 4	Incident Report	No Hazard	28/12/2025	14:48	Yes	No		Low
INC0935	251229 - 5328 - Jetski found drifting on Coomera River	Incident Report	No Hazard	29/12/2025	19:39	Yes	No		Low
INC0936	251230 - Building 1 call out	Incident Report	No Hazard	30/12/2025	06:56	Yes	No		Low
INC0937	251230 - Building 1 call out	Incident Report	No Hazard	30/12/2025	07:43	Yes	No		Low
INC0939	251230 - 3102 - Panic button activated	Incident Report	No Hazard	30/12/2025	14:40	Yes	No		Low
INC0883	Code Red Kitchen Fire Report #66	Incident Report	No Hazard	02/12/2025	15:04	Yes	Yes	Kitchen - Rangehood appeared to have caught alight after a saucepan of cooking oil left unattended went up in flames.	Low
								Pines Residents boom now on a slight angle when in the upright position	
INC0901	251212 - TRUCK VS PINES RESIDENT BOOM	Incident Report	No Hazard	12/12/2025	17:43	Yes	Yes	Costmetic damage - small paint scrapes from door colliding with gate.	Low
INC0920	Ute v North Gate Exit	Incident Report	No Hazard	22/12/2025	08:45	Yes	Yes		Low

## Matters In Progress

#	MEETING DATE	RESOLUTION	RESPONSIBILITY	COMMENTS	EXPECTED COMPLETION DATE
316	11/24	Stage 2 DCBL's RESOLVED that the PBC authorise the ARC and Developer to meet and finalise the DCBL documentation: FURTHER RESOLVED that the PBC is required to review the revised final documentation and the PBC will then approve if it is satisfactory.	ARC/BCM	<ul style="list-style-type: none"> <li>o Stage 2 commence working group 2026 TBC.</li> </ul>	2026
419	08/22	Village Gate	PBC	<ul style="list-style-type: none"> <li>o Schedule of work included in Sept EGM.</li> <li>o Awaiting update from Mulpha from meeting held on 13 October 25.</li> <li>o Awaiting response from Mulpha regarding the formal complaint.</li> <li>o Has now reopened</li> <li>o SF awaiting schedule of works from Mulpha for final works.</li> </ul>	Completed – Dec 25
427	05/23	PBC FTTH Network Solution & NBN Project	PBC	<ul style="list-style-type: none"> <li>o Meeting held with Gravel Road Group to finalise scope/phase clarifications.</li> <li>o Motion approved at PBC EGM Oct 25</li> <li>o NBN included within FTTH project</li> <li>o Consultancy Agreement approved and executed.</li> <li>o Site familiarisation tour with consultant scheduled 26/11/2025</li> <li>o Consultation session 1 –with PBC members nominees and taskforce scheduled 09/12/2025</li> <li>o Feedback survey sent to all residents. 176 surveys completed to date.</li> </ul>	Est. 01/05/2026
432	2024	Governance Review	PBC	<ul style="list-style-type: none"> <li>o 2025 Lead by Simone Hoyle (SH) as Governance Project Lead.</li> <li>o Monthly updates from SH at PBC meetings.</li> </ul>	Ongoing – Mthly Docs for approval

As at 6th January 2026

## Matters In Progress

#	MEETING DATE	RESOLUTION	RESPONSIBILITY	○ COMMENTS	EXPECTED COMPLETION DATE
435	2025	RZABL Amendment	BW	<ul style="list-style-type: none"> <li>○ No feedback received from MNs following inclusion of draft RZABLs in October's agenda.</li> <li>○ EC has provided some feedback so that the RZABLs reflect plain English and are easier to understand.</li> <li>○ Motion withdrawn at December AGM for consultation of RBCs</li> </ul>	Early 2026
436	2025	Sanctuary Green Irrigation	PBC	<ul style="list-style-type: none"> <li>○ Review of preliminary design of system underway – SF</li> <li>○ Initial design received and reviewed by SF; minor amendments identified and to be finalised by the consultant.</li> <li>○ Awaiting final design documentation from the consultant; SF to undertake Sanctuary Greens conduit and lot owner irrigation review for tender documentation.</li> <li>○ Estimated Feb 2026.</li> </ul>	In progress
437	2025	Solar Panels Jabiru	PBC	<ul style="list-style-type: none"> <li>○ Quotes obtained for battery-operated option.</li> <li>○ Motion passed at Oct EGM</li> <li>○ Work order raised for work to be completed</li> <li>○ Approved Works completed – Dec 2025</li> </ul>	Completed – Dec 25
438	2025	Darwinia Planter box	PBC	<ul style="list-style-type: none"> <li>○ Owner instructed to remove planter and make good of area.</li> <li>○ Resident removed planter box and painted.</li> <li>○ Turf reinstatement completed.</li> </ul>	Completed – Nov 25

As at 6th January 2026

## Matters In Progress

#	MEETING DATE	RESOLUTION	RESPONSIBILITY	○ COMMENTS	EXPECTED COMPLETION DATE
439	2025	Buttner/Leslie dispute	BW	<ul style="list-style-type: none"> <li>○ The QCAT proceeding was withdrawn on the basis that QCAT made orders (by consent) requiring 4638 to relocate the window in the ground floor guest bedroom to be consistent with approved plans.</li> <li>○ QCAT has now made those orders.</li> <li>○ BW has been unable to have the parties agree to a solution outside of demolishing and reconstructing the window.</li> <li>○ PBC must now write to both parties confirming that the window will be required to be moved in accordance with QCAT consent orders.</li> </ul>	2026
440	2025	Development Handover	PBC	<ul style="list-style-type: none"> <li>○ On 15 September 2025, Jeff Ray confirmed agreement to contribute 50% of the costs, based on the original detailed scope of works provided by OSKA. This contribution applies to all ongoing residential land subdivisions where new secondary thoroughfares and service assets are being created and will ultimately be handed over to the PBC.</li> </ul>	Completed – Sep 25
441	2025	Biodiversity presentation	PBC	<ul style="list-style-type: none"> <li>○ SF awaiting proposed dates/times from Biodiversity for presentation.</li> <li>○ Dates provided to PBC to confirm – 06/01/2026</li> </ul>	2026

As at 6th January 2026

## Matters In Progress

#	MEETING DATE	RESOLUTION	RESPONSIBILITY	○ COMMENTS	EXPECTED COMPLETION DATE
444	2025	Schotia Island Intersection	PBC	<ul style="list-style-type: none"><li>○ Facilities sourcing quotation from traffic specialist.</li><li>○ To be considered in new financial year.</li><li>○ Meeting TBA with Chair, MN for SI and SF to discuss options</li><li>○ Onsite meeting held; mitigation items completed. Awaiting quotations for line marking and traffic splitter realignment.</li><li>○ Approved Dec 2025, awaiting date for works from Contractor.</li></ul>	Jan 2026
445	2025	Audit on condition of substantial trees throughout ST	PBC	<ul style="list-style-type: none"><li>○ The onsite audit has been completed, and the report is pending. Once received, it will be provided to the EC for review and comment.</li><li>○ Additional GIS files requested to finalise the report, provided on 17/10/2025; report anticipated to be received from the consultants</li><li>○ First draft received, SF to conduct review and provide feedback to consultant.</li><li>○ Review of the first draft is complete, and comments have been provided to the arborist for updating the report.</li><li>○ Report TBC</li></ul>	2026

As at 6th January 2026

## Matters In Progress

#	MEETING DATE	RESOLUTION	RESPONSIBILITY	COMMENTS	EXPECTED COMPLETION DATE
446	2025	Damage to streetlight by Uber driver	BW	<ul style="list-style-type: none"> <li>○ Original outstanding debt: \$12,980</li> <li>○ Current debt: \$9,980</li> <li>○ Has not made a payment since June.</li> <li>○ Agreed to make a lump sum payment of around \$3,000 at the end of October.</li> <li>○ No payment received and not responding to emails.</li> <li>○ BW to try to make formal complaint to Uber (previously attempted by Team, but did not progress)</li> <li>○ BW to obtain fee proposal from debt recovery agent/law firm to issue letter of demand.</li> </ul>	December
447	2025	Transfer of Vehicles from PBC to SCSSL	SF	<ul style="list-style-type: none"> <li>○ All parties have agreed to the transfer.</li> <li>○ Authority to transfer the vehicles complete. Vehicles are undergoing roadworthy inspections on 18/11/2025.</li> </ul>	Completed
448	2025	ST Parking Signs	SF	<ul style="list-style-type: none"> <li>○ Shanyn to source and quote visitor parking signs to coincide with ST by-law changes</li> <li>○ SF requested detailed specifications of the proposed works from SS on 17 October 2025 to enable investigation and sourcing of quotations.</li> <li>○ Requested quote to purchase "Visitor Parking" stencil, so works can be completed inhouse.</li> <li>○ Stencil received, works to be carried out by in-house maintenance staff.</li> </ul>	Feb 2026
449	2025	NBN access agreement			TBC
450	2025	Security Services Agreement Update	CMA	<ul style="list-style-type: none"> <li>○ Regular updates from Cassie in regard to the progress.</li> </ul>	Ongoing
451	30/10/25	FTTH use by other entities in Sanctuary Cove Resort		<ul style="list-style-type: none"> <li>○ This item was requested to be added at the last EGM.</li> </ul>	Ongoing

As at 6th January 2026

## Matters In Progress

				<ul style="list-style-type: none"><li>○ Further discussion is required to understand what next steps are and who will be responsible for progressing this item.</li></ul>	
#	MEETING DATE	RESOLUTION	RESPONSIBILITY	○ COMMENTS	EXPECTED COMPLETION DATE
452	30/10/25	Audit of A Class Water project		<ul style="list-style-type: none"><li>○ To be prepared in January 2026 and provided to the PBC</li></ul>	2026
453		Deed of Variation to Shareholders Agreement	BW	<ul style="list-style-type: none"><li>○ Approved in principle by the PBC and PTBC.</li><li>○ BW to now draft amendments and propose them to the PTBC, PBC and Company for consideration and comment.</li></ul>	2026
454		Use of proxies	GLG	<ul style="list-style-type: none"><li>○ With GLG group to draft policy on their use</li></ul>	2026
455	27/11/25	Off-Leash dog park in Future Mulpha Development	PBC	<ul style="list-style-type: none"><li>○ Barry Teeling (MSCD) mentioned in letter to PBC consideration around an off-leash dog park in new development.</li></ul>	2026

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

Ongoing

Working Progress

Mulpha

On hold

## Action Log - PBC EC Meeting October 2025

Action Item	Initial Commencement date	Person to complete	Response & Sent	Status
MIPs updated <ul style="list-style-type: none"> <li>• NBN access agreement</li> <li>• FTTH user agreement</li> <li>• ST parking visitor signs</li> </ul>	16/10/2025	Jodie	Updated 16/10/2025	✓
8009 Decision notice	16/10/2025	Jodie	Decision notice sent to owner 29/10/2025	✓
8013 Decision notice	16/10/2025	Jodie	Decision notice sent to owner 29/10/2025	✓
5939 Decision notice	16/10/2025	Jodie	Decision notice sent to owner 29/10/2025	✓
1821 Decision notice	16/10/2025	Jodie	Owner still not complying, motion at PBC EC Jan for referee application.	Pending
Taymardan buggies @ security	16/10/2025	Jodie	Mike confirmed no buggies have been stored or charged since July 25	✓
7105 Driveway repairs	16/10/2025	Shanyn	SF to source if repair is necessary and get a quote for EGM	Pending
EC Expenditure	16/10/2025	PBC to provide an amount		Pending
RZABL Amendment – Pontoon	17/07/2025	Stuart & BW	Withdrawn at PBC AGM in Dec for further review	Ongoing

## Action Log - PBC EC Meeting November 2025

Action Item	Initial Commencement date	Person to complete	Response & Sent	Status
Emergency Disaster location discussion	13/11/2025	Cassie	Discussed at Nov EGM	Pending
Contact Mulpha head office for a complaint handling department	13/11/2025	Jodie	Sent email 13/11/2025 to Mulpha requesting a contact on behalf of PBC.	✓
Term Deposit Investment	13/11/2025	Jodie	PBC EC VOC passed 5/12/2025	✓
3 RBCs unrepresented, send roll list to: Cheryl – Justicia Dianne – Ardisia Tony – Adelia	13/11/2025	Jodie	Roll list sent via email 13/11/2025	✓
Speed limit changed in Google Maps	13/11/2025	Jodie	Investigated this, no contact available, there is the option to change personally in individual maps	✓
4638 Approval of additional camera	13/11/2025	Jodie	Letter sent to 4638 18/11/2025	✓
3 x RBC Christmas parties on ST (Colvillia/Corymbia/Schotia Island)	13/11/2025	Jodie	Letters sent 14/11/2025. Advised Security on 13/11/2025, they will monitor.	✓

## Action Log - PBC EGM Meeting October 2025

Action Item	Initial Commencement date	Person to complete	Response & Sent	Status
Solar Panels on Jabiru Toilet block	31/07/2025	Jodie	Motion passed Oct EGM – 1862 emailed 5/11/2025	✓
1932 Planter Box	31/07/2025	Jodie	Removed Oct 25 – needs painting	✓
Schotia Island Intersection	31/07/2025	Shanyn	Meeting with Facilities and SI	Pending
Letter of complaint to MSCD		Jodie	Sent to Mulpha Oct 25	✓
Weekly report from MSCD regarding temp buggy path		Shanyn	Reminder to be sent to BT	Ongoing
FTTH Agreement	17/07/2025	Stuart & Paul	Passed at Oct EGM	✓
Updated PBC MN List		Jodie	Jodie emailed updated on 2/10/2025	✓
Dredging within SC	16/10/2025	Shanyn	SF to obtain quotes for EGM	Pending
Gravel Road Agreement	16/10/2025	Shanyn	PBC EGM motion Oct	✓
Letterbox drops/ Deed for UMD – Sent to Mate Gates	15/08/2025	Jodie/Brogan	Agreement approved @ Oct EGM – follow up to RW on 3/11/2025	OCT EGM – awaiting signed agreement
Letterbox drops/ Deed for UMD – Send to Cove Magazine	16/10/2025	Jodie	Sent to Clare 5/11/2025	✓
Darwinia drainage	11/09/2025	Jodie/Cassie	Passed at Oct EGM	✓
1862 – Jabiru Solar Panels	11/09/2025	Jodie/Mike	Passed at Oct EGM – owner notified 5/11/2025	✓

## Action Log - PBC EGM Meeting November 2025

Action Item	Initial Commencement date	Person to complete	Response & Sent	Status
PBC EC Candidate CVs to MNs	27/11/2025	Jodie	CVs included in PBC AGM agenda for Dec	✓
Off-leash dog park in future Mulpha development added to MIPs	27/11/2025	Jodie	Added to MIPs	✓

## Action Log - PBC AGM Meeting December 2025

Action Item	Initial Commencement date	Person to complete	Response & Sent	Status
One-way communication alert function for app	15/12/2025	Cassie	Reached out to Niche Studio for information	✓

# Proxy form for Body Corporate meetings

*Building Units and Group Titles Act 1980*

## Section 1 – Body corporate secretary details

**Name:** The Secretary

**Address of scheme:** Shop 1A, Building 1, Masthead Way, Sanctuary Cove, QLD, 4212

## Section 2 – Authorisation

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

I/we

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

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

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

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

being the Proprietor/s of the following Lot/s

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

**Name of Body Corporate:**

**PBC EC GTP 202**

hereby appoint,

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

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

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

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

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

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

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

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

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