



**NOTICE OF COMMITTEE MEETING,
VOTING OUTSIDE OF MEETING
OF THE PRINCIPAL BODY CORPORATE
EXECUTIVE COMMITTEE**

Type of Meeting Voting Outside Committee Meeting
Date and Time of meeting Tuesday 3rd Oct 2023, 4:05PM

You are advised that a Meeting of the Sanctuary Cove Principal Body Corporate Executive Committee is being held as a Voting Outside Committee Meeting, and votes must be returned by Tuesday 3rd October 2023, 4:00PM.

This notice is forwarded to all committee members.

Note: Only PBC EC members are required to vote.

The following agenda sets out the substance of the motions to be considered at the meeting.

Sanctuary Cove Body Corporate Services Pty Ltd,
for and on behalf of the Secretary.

Motion

1. Irrigation Contract information requested from Contracts Subcommittee

Reply To PO Box 15 SANCTUARY COVE QLD 4212

VOTING PAPER
Committee Meeting for PBC EC

Location of meeting: Voting Outside Committee Meeting

Date and time of meeting: Tuesday 3rd October 2023, 4:05PM

Instructions

If you want to vote using this voting paper, then mark either YES, NO or ABSTAIN (e.g., by a circle) printed opposite each motion you wish to vote on. You may vote on as few or as many motions as you wish. It is not necessary to vote on all motions.

After signing the completed voting paper, forward it promptly to the Secretary at the address shown at the end of the agenda.

MOTION

1 Irrigation Contract information requested from Contracts Subcommittee

Proposed by: the Chairperson

RESOLVED that the PBC EC refer the following request to the CSC.

At the PBC EGM on 29 September, it was resolved that the irrigation maintenance contract be taken in-house under the control and direction of the Sanctuary Cove Community Services Limited (SCCSL) with the company to on-charge total costs to PBC and PTBC.

The current irrigation contract is between a specialist irrigation company and the PBC (and the PTBC). This document accords with the type of contract required between a primary provider and a recipient (the principal).

Under this contractual arrangement, SCCSL has the role of establishing and administering this contract on behalf of the PBC and the PTBC. This accords with the overarching intent of the Administration and Management Agreement between SCCSL and the PBC.

The PBC decision to permit the irrigation maintenance services currently provided under the existing irrigation contract to be taken in-house by SCCSL, effectively makes this entity the primary provider of these services to the PBC.

SCCSL is now proceeding to directly employ specialist irrigation staff to provide the same services under the current irrigation maintenance contract.

SCCSL is a separate corporate entity that currently provides contracted management and administration services to the PBC.

In order to protect the best interests of the PBC, it's important that there is an appropriate contractual arrangement between SCCSL and the PBC to ensure that the current scope and conditions of the services in the altered service delivery arrangements are maintained.

In accordance with the SCRA Section 50, the PBC EC requests its Contracts Subcommittee to -

1. Confirm that at its last meeting, it considered the attached document titled 'Irrigation – Maintenance Contract Inhouse' dated August 2023.
2. Examine and report on the content of the current irrigation maintenance contract and how its provisions can be applied to the proposed delivery of the same services by SCCSL.
3. Examine and report on the current Administration and Management Agreement between the PBC and SCCSL with respect to its relevance and adequacy to the proposed delivery of irrigation maintenance services to the PBC by SCCSL.
4. Meet at the earliest possible date to deliberate on these matters to coordinate with the end date of the current irrigation contract at the end of October 2023.

Yes	
No	
Abstain	

Name of voter: _____

Signature of voter: _____ Date: _____

DRAFT VOC WORDING

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