



*Sanctuary Cove resort Act 1985
Section 27
Buildings Units and Group Titles Act 1980
Building Units and Group Titles Regulations 1998*

NOTICE OF EXTRAORDINARY GENERAL MEETING OF THE SANCTUARY COVE PRIMARY THOROUGHFARE BODY CORPORATE

**Notice of business to be dealt with at the
EXTRAORDINARY GENERAL MEETING of the Sanctuary
Cove Primary Thoroughfare Body Corporate 201, to be held at
Meeting Room 1, Sanctuary Cove Body Corporate Services, Shop 1A, Building 1, Masthead Way,
Sanctuary Cove, QLD, 4212 on
Thursday 26 June 2025 at 12:30 PM**

A proxy form and a voting paper have been included to give you the opportunity to be represented at the meeting. Please read the attached General Instructions, to ensure that all documents are completed correctly as failure to do so may jeopardise your entitlement to vote.

INDEX OF DOCUMENTS

- 1. NOTICE AND AGENDA OF MEETING**
- 2. INSTRUCTIONS FOR VOTING**
- 3. VOTING (MOTIONS FROM AGENDA)**
- 4. PROXY FORM**

The following agenda sets out the substance of the motions to be considered at the meeting. The full text of each motion is set out in the accompanying Voting Paper. An explanatory note by the owner proposing a motion may accompany the agenda.

If you are not attending the meeting in person, please take the time to complete and return the voting paper to the reply address below or submit a valid proxy to the PTBC Secretary prior to the meeting.

Sanctuary Cove Body Corporate Services Pty Ltd, for the Secretary

Reply To PO Box 15, Sanctuary Cove QLD, 4212
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NOTICE OF THE EXTRAORDINARY GENERAL MEETING OF Sanctuary Cove Primary Thoroughfare Body Corporate 201

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Cove Primary Thoroughfare Body Corporate 201, to be held at
Meeting Room 1, Sanctuary Cove Body Corporate Services, Shop 1A, Building 1, Masthead Way,
Sanctuary Cove, QLD, 4212 on
Thursday 26 June 2025 at 12:30 PM**

In order to avoid delaying commencement of the meeting, it would be appreciated if proxies and voting papers could be received by this office at least 24 hours prior to the meeting. However, proxies and voting papers will be accepted prior to the commencement of the meeting.

AGENDA

1. Attendance record including admittance of proxies and voting papers
2. Quorum
3. Financial status
4. Recording of the meeting
5. Motions
 - 5.1 Approval of Previous General Meeting Minutes held on 24th April 2025
 - 5.2 Approval for the engagement and expenditure of Automation Group and M2M one
 - 5.3 Approval for the engagement and expenditure of Bex Vacuum and Civil
 - 5.4 Approval to pay Colin Biggers & Paisley Lawyers invoice
 - 5.5 Approval to pay Resilium invoice for changes to Infrastructure Insurance Policy
 - 5.6 Approval for the engagement and expenditure of Kings Landscapes for tree pruning

6. Correspondence for Information

For noting of the PBC and the PBC EC

No	Date	From	To	Regarding
1.	2/06/2025	City of Gold Coast	PTBC Chairperson	Transfer of Lot 7 SP 186788

7. Correspondence for Action

For noting of the PBC and the PBC EC

No	Date	From	To	Regarding
1.	9/06/2025	In-House Counsel SCCSL	PTBC	Admin & Facilities Agreement Changes

8. Business Arising

- 8.1 Presentation from Engeny - Site Wide Water review on Teams

9. General Business

10. Closure of Meeting

11. Next Meeting on 28th August 2025

GENERAL INSTRUCTIONS EXTRAORDINARY GENERAL MEETING NOTICE

INTERPRETATIONS

Section 39 of the *Sanctuary Cove Resort Act 1985* sets out the following interpretations for:

VOTING RIGHTS Any powers of voting conferred by or under this part may be exercised:

- (a) in the case of a proprietor who is an infant-by the proprietor's guardian;
- (b) in the case of a proprietor who is for any reason unable to control the proprietor's property by the person who for the time being is authorised by law to control that property;
- (c) in the case of a proprietor which is a body corporate-by the person nominated pursuant to section 38 by that body corporate.

Part 3, Section 22 of the *Sanctuary Cove Resort Act 1985*, sets out the following interpretation for:

SPECIAL RESOLUTION

'Special Resolution' means a resolution, which is:

- (a) passed at a duly convened general meeting of the principal body corporate by the members whose lots (whether initial lots, secondary lots, group title lots or building unit lots) have an aggregate lot entitlement of not less than 75% of the aggregate of all lot entitlements recorded in the principal body corporate roll.

Part 3, Division 2B, 47D of the *Sanctuary Cove Resort Act 1985*, sets out the following for proxies for General meetings of the Principal Body Corporate:

APPOINTMENT OF PROXY

- (a) must be in approved form; and
- (b) must be in the English language; and
- (c) cannot be irrevocable; and
- (d) cannot be transferred by the holder of the proxy to a third person; and
- (e) lapses at the end of the principal body corporate's financial year or at the end of a shorter period stated in the proxy; and
- (f) may be given by any person who has the right to vote at a general meeting; and
- (g) subject to the limitations contained in this division, may be given to any individual; and
- (h) must appoint a named individual.

VOTING PAPER

Extraordinary General Meeting for the Sanctuary Cove Primary Thoroughfare Body Corporate GTP 201

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

Date and time of meeting: Thursday 26 June 2025 at 12:30 PM

Instructions

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

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

MOTIONS

1	Approval of Previous General Meeting Minutes held on 24th April 2025 (Agenda Item 5.1)	Ordinary Resolution
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Statutory Motion Submitted by Committee

THAT the Minutes of the PTBC Extraordinary General Meeting held on 24th April 2025 be accepted as a true and correct record of the proceedings of the meeting.

Yes ☐

No ☐

Abstain ☐

2	Approval for the engagement and expenditure of Automation Group and M2M one (Agenda Item 5.2)	Ordinary Resolution
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Submitted by Committee

THAT the PTBC EGM approves the expenditure of \$11,388.69 (including GST), plus a 10% contingency of \$1,138.86 (including GST), for the engagement of Automation Group and M2M One to cover costs associated with the supply, access, and commissioning of the Building Management System for all site sewerage and irrigation pump stations. Funds to be expensed to the PTBC Sinking Fund GL Code - Pumps 22312.

Yes ☐

No ☐

Abstain ☐

3	Approval for the engagement and expenditure of Bex Vacuum and Civil (Agenda Item 5.3)	Ordinary Resolution
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Submitted by Committee

THAT the PTBC EGM authorises the expenditure of \$17,664.90 (Including GST) for the engagement of Bex Vacuum & Civil to undertake the proposed works as outlined, with funds to be allocated from the Administration fund - GL Codes 12660 & 12420 (50% / 50%).

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

4	Approval to pay Colin Biggers & Paisley Lawyers invoice (Agenda Item 5.4)	Ordinary Resolution
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Submitted by Committee

THAT approval is given by the PTBC EGM to pay the outstanding amount on the invoice from Colin Biggers & Paisley Lawyers of \$529.50 (including GST) for the work completed on the Hydrovision dispute.

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

5	Approval to pay Resilium invoice for changes to Infrastructure Insurance Policy (Agenda Item 5.5)	Ordinary Resolution
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Submitted by Committee

THAT the PTBC accepts the changes to the PBC/PTBC Infrastructure Insurance Policy (Residential Strata), including the addition of the following items to the property section, bringing the total sum insured to \$140,311,265 for the period 22/05/2025 to 31/12/2025:

1. Bunker Pumps – 1348kg
2. Bunker Pumps – 1191kg
3. Cassia Pump 1 – 120kg
4. Cassia Pump 2 – 120kg
5. Cassia Pump 3 – 120kg
6. Bunker Pump Controller – 580kg
7. Cassia Controller – 323kg
8. Crane for Bunker, including attachments (handheld, non-motorised)

Yes ☐

No ☐

Abstain ☐

The Machinery Breakdown limit remains at \$250,000.

The premium for these additions is \$635.00 (including GST), to be apportioned as follows:

- \$190.50 (including GST) to the PTBC
- \$444.50 (including GST) to the PBC

6	Approval for the engagement and expenditure of Kings Landscapes for tree pruning (Agenda Item 5.6)	Ordinary Resolution
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Submitted by Committee

THAT the PTBC EGM authorises the expenditure of \$5,929.00 (including GST) for the engagement of King Landscapes to undertake the proposed works as outlined, with funds to be allocated from the Administration fund - GL Codes 12422.

Yes ☐

No ☐

Abstain ☐

GTP: 201

Lot Number: _____

Unit Number: _____

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

Name of voter: _____

Signature of voter: _____

Date: _____

ATTACHMENTS

- 1. MOTION INFORMATION**
- 2. Previous General Meeting Minutes**
- 3. M2. PTBC - Building Management System V6**
- 4. M2. GOTO Electrical - Quotation Q0273**
- 5. M2. M2M One - Quote**
- 6. M2. BMS - Scope of works V3**
- 7. M2. Automation Group Quotations**
- 8. Motion 3. SCCSL DF 502040 - Authorisation for Body Corporate Expenditure - PTBC Swale Drain**
- 9. Motion 3. Quote QU0004**
- 10. Motion 4. for Legal CBP - Final approvals**
- 11. Motion 4. 2025-04-30 - Invoice_785712A__M2404641 - \$3,147.54 PTBC(36088347.2)**
- 12. Motion 5. Resilium 10145825**
- 13. Motion 6. SCCSL DF 502040 - Authorisation for Body Corporate Expenditure - Tree works**
- 14. Motion 6. Images**
- 15. Motion 6. Quote_Q2025355_from_KING_LANDSCAPES_PTY_LTD**
- 16. CORRO FOR INFORMATION**
- 17. CFI 1. Transfer lot 7 letter**
- 18. CORRO FOR ACTION**
- 19. CFA 1. Draft Administration and Facilities Management Agreement _ PTBC _ Comparison Table of Key Terms**
- 20. Proxy form - BC**
- 21. Information About Proxies**

MOTION INFORMATION



MINUTES OF EXTRAORDINARY GENERAL MEETING for Sanctuary Cove Primary Thoroughfare Body Corporate GTP 201

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

Date and time of meeting: Thursday 24 April 2025 at 12:30 PM

Meeting time: **12:41pm – 1:00pm**

Chairperson: Mulpha Sanctuary Cove Marine Village Pty Ltd

ATTENDANCE

The following members were Present in Person at the meeting:

Lot 6	Mulpha Sanctuary Cove (Developments) Pty Ltd	Mr Stephen Anderson
Lot 10-02100022	Mulpha Sanctuary Cove Marina Pty Ltd	Mr Stephen Anderson
Lot 24	Mulpha Sanctuary Cove (Developments) Pty Limited	Mr Stephen Anderson
Lot 31	Mulpha Sanctuary Cove Marine Village Pty Ltd	Mr Stephen Anderson
Lot 32	Mulpha Sanctuary Cove Marine Village Pty Ltd	Mr Stephen Anderson
Lot 34	Mulpha Sanctuary Cove Marina Pty Ltd	Mr Stephen Anderson
Lot 38	Mulpha Sanctuary Cove Marine Village Pty Ltd	Mr Stephen Anderson
Lot 40	Mulpha Sanctuary Cove Hotel Investments Pty Limited	Mr Stephen Anderson
Lot 1	Sanctuary Cove Golf & Country Club Holdings Limited (via Teams)	Mr Paul Sanders (via Teams)
Lot 16	Sanctuary Cove Golf & Country Club Holdings Limited (via Teams)	Mr Paul Sanders
Lot 20	Sanctuary Cove Golf & Country Club Holdings Limited (via Teams)	Mr Paul Sanders
Lot 51	Sanctuary Cove Golf & Country Club Holdings Limited (via Teams)	Mr Paul Sanders
Lot 52-02100019	Sanctuary Cove Golf & Country Club Holdings Limited (via Teams)	Mr Paul Sanders
Lot 52-02100026	Sanctuary Cove Golf & Country Club Holdings Limited (via Teams)	Mr Paul Sanders
Lot 53	Sanctuary Cove Golf & Country Club Holdings Limited (via Teams)	Mr Paul Sanders (via Teams)
Lot 54	Sanctuary Cove Golf & Country Club Holdings Limited (via Teams)	Mr Paul Sanders (via Teams)
Lot 278	Body Corporate for Sanctuary Cove Principal Body Corporate	Mr Stuart Shakespeare

The following members present by Voting Paper and In Person:

Lots 1,16,20,51,52,52,53,54 Sanctuary Cove Golf and Country Club Mr Paul Sanders

The following members present by Voting Paper:

The following members were present by Proxy:

Lot 10-02100015 Mulpha Sanctuary Cove (Developments) Pty Limited Barry Teeling to Stephen Anderson

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

Present by Invitation:

Mrs Cassie McAuliffe – General Manager (CM)

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

Apologies:

Mr Barry Teeling

RECC representative

The following members were not financial for the meeting:

A Quorum was present

Nil Conflict of Interest

The Meeting was recorded.

Motions

1	Approval of Previous General Meeting Minutes held on 27th February 2025 (Agenda Item 5.1)	ORDINARY RESOLUTION
Statutory Motion Submitted by Committee		CARRIED

RESOLVED that the Minutes of the PTBC Extraordinary General Meeting held on 27th February 2025 be accepted as a true and correct record of the proceedings of the meeting.

Yes	19
No	0
Abstain	0

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Lot 1 SCGCC (PS)	X			Lot 34 MSCD Marina (SA)	X		
Lot 6 MSCD Invmts (SA)	X			Lot 38 MSCD Village (SA)	X		
Lot 10 MSCD Dvlpts (BT)	X			Lot 40 MSCD Hotel (SA)	X		
Lot 10 MSCD Marina (SA)	X			Lot 51 SCGCC (PS)	X		
Lot 16 SCGCC (PS)	X			Lot 52 SCGCC (PS)	X		
Lot 20 SCGCC (PS)	X			Lot 52 SCGCC (PS)	X		
Lot 22 RECC				Lot 53 SCGCC (PS)	X		
Lot 24 MSCD Dvlpmnts (SA)	X			Lot 54 SCGCC (PS)	X		
Lot 31 MSCD Village (SA)	X			Lot 58 MSCD Dvlpts (BT)	X		
Lot 32 MSCD Village (SA)	X			Lot 278 PBC (SS)	X		

Submitted by Committee

CARRIED

RESOLVED that the PTBC retrospectively authorises further legal expenditure in the amount of \$3,000 (ex GST) for the costs of Colin Biggers & Paisley providing ongoing advice and assistance to the PTBC with respect to its dispute with Hydrovision.

Yes	19
No	0
Abstain	0

With the assistance of Colin Biggers & Paisely (CBP), the PTBC and PBC have exchanged without prejudice settlement offers with Hydrovision in an attempt to bring about a resolution to the current dispute. These further costs are to cover some of those past and ongoing settlement discussions as well as the anticipated costs of CBP drafting and negotiating an appropriate Deed of Settlement and Release should the parties be able to reach an agreement. Note: a total of \$10,000 is estimated for this stage of work with 70% to be paid by the PBC.

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Lot 1 SCGCC (PS)	X			Lot 34 MSCD Marina (SA)	X		
Lot 6 MSCD Invmts (SA)	X			Lot 38 MSCD Village (SA)	X		
Lot 10 MSCD Dvlpts (BT)	X			Lot 40 MSCD Hotel (SA)	X		
Lot 10 MSCD Marina (SA)	X			Lot 51 SCGCC (PS)	X		
Lot 16 SCGCC (PS)	X			Lot 52 SCGCC (PS)	X		
Lot 20 SCGCC (PS)	X			Lot 52 SCGCC (PS)	X		
Lot 22 RECC				Lot 53 SCGCC (PS)	X		
Lot 24 MSCD Dvlpmnts (SA)	X			Lot 54 SCGCC (PS)	X		
Lot 31 MSCD Village (SA)	X			Lot 58 MSCD Dvlpts (BT)	X		
Lot 32 MSCD Village (SA)	X			Lot 278 PBC (SS)	X		

Submitted by Committee

CARRIED

RESOLVED that the PTBC authorises entry into the Deed of Settlement and Release to settle the dispute with Hydro Vision Pty Ltd, generally on the terms set out in the document circulated with the agenda. And that any two Executive Committee members are authorised to sign the Deed of Settlement and Release.

Yes	19
No	0
Abstain	0

Background

On 8 September 2022, the Sanctuary Cove Principal Body Corporate (PBC) and the Sanctuary Primary Thoroughfare Body Corporate (PTBC) entered into a fixed price contract with Hydro Vision Pty Ltd (HV) for the performance of certain work relating to the supply of A Class Water to the Resort (Stage 1). The value of that contract was significant, being \$5,352,758.26.

The work achieved practical completion on 22 November 2023.

On 4 March 2023, after the contract was at end and without notice to the PBC and the PTBC, HV issued an invoice in the amount of \$240,000 (plus GST) which they said was for “out-of-scope” tank sub-base work necessary to ensure the suitability of the ground to support the water tanks.

At an EGM held on 27 June 2024, the PBC and PTBC agreed to the engagement of a lawyer to advise on the potential liability for the additional invoice and the settlement offer made by HV. The advice from Colin Biggers & Paisley Lawyers (CBP) was that it was unlikely HV’s claim would be successful, but it was not impossible. Since that time, CBP has been working closely with the Chairpersons of the PBC and PTBC, Shanyn Fox and Brogan Watling exchanging correspondence with HV in an attempt to bring this matter to a resolution.

Next steps

Although the Chairpersons of the PBC and PTBC are confident with their position in this dispute, the reality is that there is no certainty in litigation. They hold significant concerns around a protracted and expensive court proceeding and the impact it may have on the progress of the A Class Water project and the levies required to meet the legal expenses that will be incurred.

After spending considerable time weighing up what path would be in the best interests of its members, the Chairperson of the PBC (with the support of the Executive Committee) now seeks your support to reach a commercial settlement with HV by way of a Deed of Settlement and Release.

The Chairperson of the PBC will be seeking the same from its members.

A copy of the proposed Deed of Settlement and Release has been circulated with the agenda. A summary of its key terms include:

- PBC and PTBC to pay HV \$153,437.34 (the PBC’s contribution to be 70%, \$107,406.14)
 - This amount consists of:
 - \$75,000 towards the additional invoice of HV (\$240,000 plus GST); and
 - \$78,437.34 of retention monies (out of \$120,591.09) that the PBC and PTBC have held under the contract and not yet returned to HV.
- The PBC and PTBC will retain \$20,000 of retention monies for addressing two significant defects.
- The PBC and PTBC will retain \$22,153.75 of retention monies to take into account money it already paid to HV as a deposit for Stage 2 of the A Class Water project. The PBC and PTBC are already in negotiations with an alternate contractor to complete Stage 2.
- The PBC and PTBC will only attend to payment to HV once it receives the pumps and equipment that are being held by HV and delivery of design documentation and warranties from HV for the Stage 1 contract.

There is no intention to raise a special levy to meet the costs of paying HV the settlement sum. There is money set aside for this project that can be used for this amount. At this stage, the money set aside for this project is also intended to meet the costs of engaging a different contractor to perform the Stage 2 work in place of HV. However, a scope of work has not yet been provided to the contractor and a quote obtained, so the Executive Committee will keep you updated on these anticipated costs.

The Executive Committee recommends that you vote in favour of this motion.

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Lot 1 SCGCC (PS)	X			Lot 34 MSCD Marina (SA)	X		
Lot 6 MSCD Invmts (SA)	X			Lot 38 MSCD Village (SA)	X		
Lot 10 MSCD Dvlpts (BT)	X			Lot 40 MSCD Hotel (SA)	X		
Lot 10 MSCD Marina (SA)	X			Lot 51 SCGCC (PS)	X		
Lot 16 SCGCC (PS)	X			Lot 52 SCGCC (PS)	X		
Lot 20 SCGCC (PS)	X			Lot 52 SCGCC (PS)	X		
Lot 22 RECC				Lot 53 SCGCC (PS)	X		
Lot 24 MSCD Dvlpmnts (SA)	X			Lot 54 SCGCC (PS)	X		
Lot 31 MSCD Village (SA)	X			Lot 58 MSCD Dvlpts (BT)	X		
Lot 32 MSCD Village (SA)	X			Lot 278 PBC (SS)	X		

4 Energex Switchboard Relocation (Agenda Item 5.3)

**ORDINARY
RESOLUTION**

Submitted by Committee

CARRIED

RESOLVED that the PTBC EGM approves the expenditure of \$24,492.85 (including GST) for TEW to relocate the electrical switchboard at the Bunker Pump Station. The costs associated with this work will be allocated from GL Code – Sinking Fund 222601 - Irrigation Control, with funding to be as follows:

- \$11,172.98 (incl. GST) – To be allocated from the existing project contingency
- \$13,319.87 (incl. GST) – Approval of additional funds required

It is further **RESOLVED** that:

The total expenditure is to be apportioned between the PBC and PTBC, as follows:

- PBC: 70% (\$57,149.97 incl. GST)
- PTBC: 30% (\$24,492.85 incl. GST)

And that the PTBC EGM approves a reduction in the required number of quotes from three (3) to one (1), on the basis that the nominated contractor is already engaged to complete the associated Energex works, and it is both practical and commercially appropriate to proceed with the same contractor for continuity and efficiency of delivery.

Yes	19
No	0
Abstain	0

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Lot 1 SCGCC (PS)	X			Lot 34 MSCD Marina (SA)	X		
Lot 6 MSCD Invmts (SA)	X			Lot 38 MSCD Village (SA)	X		
Lot 10 MSCD Dvlpts (BT)	X			Lot 40 MSCD Hotel (SA)	X		
Lot 10 MSCD Marina (SA)	X			Lot 51 SCGCC (PS)	X		
Lot 16 SCGCC (PS)	X			Lot 52 SCGCC (PS)	X		
Lot 20 SCGCC (PS)	X			Lot 52 SCGCC (PS)	X		
Lot 22 RECC				Lot 53 SCGCC (PS)	X		
Lot 24 MSCD Dvlpmnts (SA)	X			Lot 54 SCGCC (PS)	X		
Lot 31 MSCD Village (SA)	X			Lot 58 MSCD Dvlpts (BT)	X		
Lot 32 MSCD Village (SA)	X			Lot 278 PBC (SS)	X		

Submitted by Committee

CARRIED

RESOLVED that the PTBC approves a total amount of \$125,147.00 (Inc GST) for the assessment of the lakes within the Sanctuary Cove Golf Course to enhance water management and address erosion within the Golf Course and Resort's lake system.

Yes	19
No	0
Abstain	0

The costs are allocated to the following companies:

- Engeny: \$52,987.00 (inc. GST)
- Woolpert: \$27,060.00 (inc. GST)
- Sandmap: \$45,100.00 (inc. GST)

The PTBC approved this project with several key points driving the decision:

- Investigate the feasibility of capturing stormwater runoff from the residential community and redirecting it for use in the irrigation system.
- To effectively assess the feasibility of stormwater harvesting for irrigation, it was essential to evaluate the storage capacity of the Pines Lakes. This required a comprehensive survey of the lakes to determine their ability to retain stormwater for later use. Additionally, the survey aimed to identify existing discharge points from the residential community into the Pines Lakes system to understand the inflow dynamics and potential for optimising water management.
- It was also determined that an investigation into the current flood storage capacity of the Pines Lakes was necessary, as the lake system plays a critical role in flood mitigation at Sanctuary Cove. Originally designed as an overflow path for flooding from the Coomera River, the system was intended to provide significant flood storage capacity. However, since its construction, no formal assessment had been conducted to evaluate its effectiveness. The PTBC expressed concerns that the system may have degraded over time, potentially reducing its ability to manage floodwaters. This issue was a key focus of discussions.

NOTE: The Chair has clarified that this does not constitute additional expenditure but is simply to ratify a motion that was passed at a previous PTBC EC meeting.

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Lot 1 SCGCC (PS)	X			Lot 34 MSCD Marina (SA)	X		
Lot 6 MSCD Invmts (SA)	X			Lot 38 MSCD Village (SA)	X		
Lot 10 MSCD Dvlpts (BT)	X			Lot 40 MSCD Hotel (SA)	X		
Lot 10 MSCD Marina (SA)	X			Lot 51 SCGCC (PS)	X		
Lot 16 SCGCC (PS)	X			Lot 52 SCGCC (PS)	X		
Lot 20 SCGCC (PS)	X			Lot 52 SCGCC (PS)	X		
Lot 22 RECC				Lot 53 SCGCC (PS)	X		
Lot 24 MSCD Dvlpmnts (SA)	X			Lot 54 SCGCC (PS)	X		
Lot 31 MSCD Village (SA)	X			Lot 58 MSCD Dvlpts (BT)	X		
Lot 32 MSCD Village (SA)	X			Lot 278 PBC (SS)	X		

6	The Completion of remaining tree-related tasks across PTBC (Agenda Item 5.6)	ORDINARY RESOLUTION
Submitted by Committee		CARRIED

RESOLVED that the PTBC EGM authorises the expenditure of \$21,054.00 (incl. GST) for the engagement of Kings Landscaping to undertake the proposed works as outlined, with funds to be allocated from the Administration fund - GL Code 12422

Yes	19
No	0
Abstain	0

NOTE: Cassie to touch base with Paul Sanders (Golf Club) regarding their tree procedure.

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Lot 1 SCGCC (PS)	X			Lot 34 MSCD Marina (SA)	X		
Lot 6 MSCD Invmts (SA)	X			Lot 38 MSCD Village (SA)	X		
Lot 10 MSCD Dvlpts (BT)	X			Lot 40 MSCD Hotel (SA)	X		
Lot 10 MSCD Marina (SA)	X			Lot 51 SCGCC (PS)	X		
Lot 16 SCGCC (PS)	X			Lot 52 SCGCC (PS)	X		
Lot 20 SCGCC (PS)	X			Lot 52 SCGCC (PS)	X		
Lot 22 RECC				Lot 53 SCGCC (PS)	X		
Lot 24 MSCD Dvlpmnts (SA)	X			Lot 54 SCGCC (PS)	X		
Lot 31 MSCD Village (SA)	X			Lot 58 MSCD Dvlpts (BT)	X		
Lot 32 MSCD Village (SA)	X			Lot 278 PBC (SS)	X		

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

MEETING CLOSED at 1:00 PM

Chairperson: Mr Stephen Anderson X.....



BUILDING MANAGEMENT SYSTEM (BMS) - PTBC

DISTRIBUTION: PTBC	ATTACHMENTS: 4	DATE: May 2025
MOTION That the PTBC EGM approves the expenditure of \$11,388.69 (inc. GST), plus a 10% contingency of \$1,138.86 (inc. GST), for the engagement of Automation Group and M2M One to cover costs associated with the supply, access, and commissioning of the Building Management System for all site sewerage and irrigation pump stations. Funds to be expensed to the PTBC Sinking Fund GL Code – Pumps 22312.		

Objective

To implement a Building Management System (BMS) that delivers comprehensive, real-time monitoring and intelligent control of sewerage and irrigation pump stations.

Background

The current fault and warning system for Sewer Pump Stations is limited to a rotating strobe light mounted on the switchboard cabinet. This system is entirely dependent on the strobe being visually detected by Security during routine patrols or by Facilities Team members moving across the site. In the event of a power loss or pump failure, the battery backup supporting the strobe is only effective for 24 to 48 hours. If the strobe is not observed in time, or if it malfunctions, there is a significant risk of an undetected failure leading to a wet well overflow.

Irrigation Pump Stations currently have no fault or warning systems in place, leaving them even more vulnerable to undetected failures.

The implementation of a Building Management System (BMS) will address these critical risks by enabling real-time monitoring, automated fault detection, and immediate alarm notifications. It will substantially improve operational efficiency, system reliability, and emergency responsiveness. Furthermore, the BMS will deliver detailed reporting and historical trend analysis, supporting proactive maintenance strategies, data-driven decision-making, and continuous optimisation of pump station performance.

Scope of works

As outlined in attachment 1, the scope includes:

- Alarm Monitoring and Reporting as follows
- Battery Backup and Reliability
- Web-Based Monitoring Platform
- System Manageability, Scalability and Ongoing Maintenance

Note: Hardware installation will be completed by the onsite electrician.

Description and Location of Assets

Pump Station Type	Location	Entity
Wastewater Pump Station 1	Opposite 5202 Marine Drive West	PBC
Wastewater Pump Station 2	Opposite 5252 Marine Drive North	PBC
Wastewater Pump Station 3	Opposite 5282 Marine Drive North	PBC
Wastewater Pump Station 4	Opposite 5326 Marine Drive North	PBC



BUILDING MANAGEMENT SYSTEM (BMS) - PTBC

Wastewater Pump Station 5	Corner Parkway/Harbour Terrace	PBC
Wastewater Pump Station 6	Beside 5801 Clearwater Crescent	PBC
Wastewater Pump Station 7	Beside 4700 The Parkway	PBC
Wastewater Pump Station 8	Beside 4714 The Parkway	PBC
Wastewater Pump Station 9	Beside 7300 Marine Drive East	PBC
Wastewater Pump Station 10	Opposite 7388 Marine Drive East	PBC
Wastewater Pump Station 11	Opposite 5703 Anchorage Terrace	PBC
Wastewater Pump Station 12	The Parkway/Boat Ramp	PBC
Wastewater Pump Station 13	Riverside Drive beside 8053	PBC
Wastewater Pump Station 14	Opposite 8074 Riverside Drive	PBC
Wastewater Pump Station 15	Opposite 2094 The Circle	PBC
Wastewater Pump Station 16	Behind 2212 The Parkway	PBC
Wastewater Pump Station 17	Opposite 1028 Edgecliff Drive	PBC
Wastewater Pump Station 18	Jabiru House – The Village	PTBC
Wastewater Pump Station 19	Casey's Road Cul-de-sac	PBC
Wastewater Pump Station 20	Opposite 2632 The Address	PBC
Wastewater Pump Station 21	Opposite the Jetty The Point Circuit	PBC
Wastewater Pump Station 22	Beside 8825 The Point Circuit	PBC
Wastewater Pump Station 23	Beside 9105 The Point Circuit	PBC
Wastewater Pump Station 24	Opposite 8873 The Point Circuit	PBC
Marine Drive North Irrigation Booster Station	Access via Cypress Avenue	PBC
Cassia Irrigation Pump Station	Cassia Park	PBC
Class A Irrigation Bunker Pump Station	The Boulevard – Main Entry	PTBC
Coomababah Pumps - Irrigation	GCCC – Wastewater treatment Plant	PTBC

Pricing:

Company	Quotation Amount (Ex GST)	Notes
Automation Group	\$93,272.20	Recommended supplier
GOTO Electrical	\$202,143.00	Higher cost alternative
Trevor Gardner & Associates	–	Declined to submit a proposal
M2M One	\$3,359.00	Includes: SIM Card Fee (12-month one-off) Freight (one-off) Monthly Account Fee (12-month one-off) SIM Fee for 150MB pooled data plan (12-month one-off)
Total Project Cost (PBC & PTBC)	\$96,631.20	Initial set up, + Year 1 hosting and sim card fees.
Cost per Station	\$3,451.12	



BUILDING MANAGEMENT SYSTEM (BMS) - PTBC

Entity	Number of Pump Stations	Apportioned Cost (Ex GST)
PBC	25	\$86,278.00
PTBC	3	\$10,353.36

Estimated annual/ongoing fees – expensed proportionally between PBC/PTBC

- Hosted Software - \$12,500 ex GST
- Sim Card plans - \$3,250

Recommendation:

Automation Group is recommended for the following reasons:

- Significant cost benefit compared to the alternative quotation.
- Endorsed by Trevor Gardner & Associates as a competent and experienced provider in the design and supply of these systems.
- Proven track record with major utilities, including Sydney Water, South East Water, and Central Highlands Water, for delivering custom telemetry, monitoring, and control solutions.

Attachments :

1. BMS Scope of Works V3
2. Automation Group – Quotations
3. GOTO Electrical - Quotation Q0273.
4. M2M One - Quote

SANCTUARY COVE

PUMP STATION MONITORING

IOT SCADA AND SITE HARDWARE
OFFER

4 APRIL 2025

4 April 2025

Sanctuary Cove
Shop 1A, Building 1, Masthead Way
Sanctuary Cove Q 4212

Attention: Peter Gannon

Dear Peter,

I am pleased to provide the following offer for consideration for the supply of electrical engineering services and RTU and communications hardware for your Pump Station Monitoring project.

Scope:	Scope is as defined in the following pages	
Price:	See following schedules	All prices quoted are ex GST.
Terms:	20% on order, 60% on hardware and software delivery, 20% on commissioning.	
Validity:	3 months. This offer supersedes any earlier offers.	
Location:	Engineering in Goto Electrical's North Lakes office, with site visits as needed.	
Confidentiality:	This offer is commercial in confidence and remains the property of Goto Electrical Pty Ltd. This information is provided for the express purpose of providing an offer to SANCTUARY COVE and shall not be disclosed to any other party without the written consent of Goto Electrical Pty Ltd.	

If you have any questions or require any further information, then please feel free to contact me at david.holman@gotoelectrical.com.au or on 07 3002 1601.

Regards,

David Holman
Managing Director - Goto Electrical Pty Ltd

PRICING SCHEDULE

The following pricing schedule for our offer is based on the scope of work, and the information and clarifications provided in your "Sanctuary Cove Pump Station Monitoring - Brief Scope Document – 20250219" document. All prices are excluding GST.

Scope of Work	Total (ex GST)
1. Supply of Site Hardware	\$ 135,318.00
2. Engineering	\$ 66,825.00
Total (ex GST)	\$ 202,143.00

Please also see the Time and Expenses rates for variation works.

EXPERIENCE

Goto Electrical is a Queensland based specialist consultant for electrical, automation, and SCADA engineering with a strong reputation for delivering fit-for-purpose and reliable solutions for government critical infrastructure projects.

Goto Electrical is highly experienced with wastewater electrical, instrumentation, motor control, SCADA and automation, having completed many projects in the water and waste-water industry.

We value our relationships in the industry and we will successfully deliver this project with Arup as an electrical design sub-consultant, having successfully worked with Arup previously as a sub-consultant, and having worked with some of Arup's staff at previous roles.

Our key drivers for our project successes include the following:

- Safety and Risk Awareness – we support a culture of safety and risk awareness to ensure that not only are our actions safe, but we include safety and risk management at the forefront of all our design and delivery activities,
- Standards and Process – we build strong foundations of standardisation and process into our projects to deliver complex projects while minimizing cost and technical risk.
- Robustness, Reliability, Availability, and Security – our projects are designed to work to keep systems operating, reduce maintenance costs, and be safe and secure. Our focus on these system attributes ensures the client's investment delivers to its potential.

Our water and waste-water experience is industry leading in the electrical, instrumentation and control system fields and includes the following design experience of our Principal Engineer, David Holman:

- Unity Water Radio Upgrade Project – Lead Design Engineer (2021 to current)
- Hinchinbrook Shire Council SCADA – Lead Consultant (2002 to current)
- Tablelands Regional Council SCADA – Lead Consultant (2024)
- Aurukun Bauxite Owner's Team – Lead Electrical Engineer (2019 to 2021)
- Gympie Region Council SCADA – Lead Engineer (2015 to 2018)
- Icon Water WWTP Upgrade – Lead Electrical Engineer (2015 to 2017)
- Toowoomba Regional Council SCADA – Lead Design Engineer (2014)
- Unity Water Woodford and Cooroy WWTP – Lead Electrical (2012)
- Northern Network Alliance – E,I&C Team Leader (2009 to 2010)
- Murrumba Alliance – Lead Electrical and M&E Coordinator (2007 to 2009)
- Linkwater SCADA Strategy – Lead Engineer (2009)
- Gold Coast Desalination Alliance – Lead Control System Engineer (2006 to 2007)
- Brisbane Water Enviro Alliance – Lead Control System Engineer (2003)
- Caboolture Water SCADA – Lead Control System Engineer (2004)
- Redland Water Technical Support – Control System Engineer (1998 to 2004)

SCOPE OF WORK

The following scope of work for this offer has been defined by our review of the project specification documentation "Sanctuary Cove Pump Station Monitoring - Brief Scope Document – 20250219" and our extensive experience of SCADA Telemetry projects.

Our understanding of the requirements is believed to be achieved by the following deliverables:

1. Site Monitoring Hardware, including:
 - a. 4RF UHF or 4G Radio (note antenna, surge protection and antenna cable not included)
 - b. Brodersen RTU32M or Siemens S7-1200 RTU/PLC including:
 - CPU
 - Memory Card
 - 20 x 24Vdc digital inputs
 - 0 x digital outputs
 - 1 x 4-20mA analogue input
 - 0 x analogue outputs
 - c. Weidmuller 240Vac/24Vdc 10A power Supply (battery or UPS not included)
2. Engineering, including:
 - a. Functional Specification
 - b. Configuration of RTU and radios
 - c. Development of IOT (Node Red and Graphana) based IOT SCADA system,
 - d. Reporting, alarming, and messaging as per project specification.
 - e. Electrical drawing templates.
 - f. Network diagrams.
 - g. Inspection and Test Plan
 - h. Factory acceptance testing
 - i. Site acceptance testing.
 - j. Design Management and RPEQ Supervision,

CLARIFICATIONS

The following clarifications are the basis of our offer from our best understanding of the scope required by Sanctuary Cove. Please advise if these allowances and assumptions are not acceptable so that we may review and revise our offer to deliver the most suitable offer for the project.

1. All electrical installation to be performed by the customer,
2. Only equipment specifically offered is included,
3. No desktop study has been performed of the radio paths so the viability of the RF system is unknown.
4. Sanctuary Cove to provide physical or virtual platform to provide IOT SCADA server and client functionality.

COMMERCIAL

Proposed Terms and Conditions

We have made this offer based on a future agreed reasonable sub-contractor agreement with monthly progress claims.

Resources

We have several experienced resources that we intend to resource this project. Our resources include full-time employees as below:

- David Holman (Lead Engineer and RPEQ)
- Paul Weatherson (Senior Engineer)
- Warren Camoin (Senior Designer and Licenced Electrician)

Insurance

Goto Electrical maintains the following insurances:

- Public Liability - \$20M
- Product Liability - \$20M
- Professional Indemnity - \$2M
- Workers Compensation Insurance

Certificates of currency will be maintained throughout the project.

Time and Expense Rates

The following are hourly rates for variations:

Lead Engineer (David Holman)	\$250.00
Senior Engineer (Paul Weatherson)	\$185.00
Engineer (Aidan Young)	\$150.00
Senior Designer (Warren Camoin)	\$150.00

Expenses are passed on at Cost +10%. The rates are exclusive of GST. Timesheets and receipts will be provided to support all Time and Expense claims.

Shanyn Fox

From: Eerin Haselgrove <eerin.haselgrove@m2mconnectivity.com.au>
Sent: Wednesday, 7 May 2025 12:22 PM
To: Peter Gannon
Subject: RE: Fwd:Request for quotation/costs for SIM cards.

Peter,

The Ex Gst-costs would be :

- Fee for SIM card: \$3.00 each x 28 = \$84.00 One off cost for 12 months.
- Freight for the 28 = \$17.00 One off cost per shipment.
- Monthly Account Fee: \$5.50 x 12 = \$66.00 One off cost for 12 months.
- Monthly SIM Fee - 150MB pooled data plan: \$9.50 per SIM per month = \$9.50 x 28 x 12 = \$3192 AUD ex GST.

Total = \$3359.

Kind regards,

Eerin Haselgrove
Business Development Manager

M +61 430 231 732
P +61 3 8378 2700
E eerin.haselgrove@m2mconnectivity.com.au
W m2mconnectivity.com.au | m2mone.com.au

1 Barrett Street, Kensington VIC 3031

m2mone
m2mconnectivity
semtech companies



From: Peter Gannon <Peter.Gannon@scove.com.au>
Sent: Monday, 5 May 2025 4:39 PM
To: Eerin Haselgrove <eerin.haselgrove@m2mconnectivity.com.au>
Subject: RE: Fwd:Request for quotation/costs for SIM cards.

Good Afternoon,



BUILDING MANAGEMENT SYSTEM – SCOPE OF WORKS

1. OBJECTIVE

To implement a Building Management System (BMS) that provides comprehensive monitoring and control of sewerage and irrigation pump stations. The system will enhance operational efficiency, ensure real-time monitoring of critical parameters, and enable prompt response to alarms and issues, thereby improving the reliability and performance of the pump stations. Additionally, the BMS will support data-driven decision-making by offering detailed reporting and historical trend analysis.

2. SCOPE/DELIVERABLES

The project entails the following major components:

Alarm Monitoring and Reporting

- Implement digital and real-time and analogue monitoring of critical alarms such as
 - wet well high/low levels
 - power failures
 - pump run times- diagnostic tool/identification of problems with PLC's, floats, pumps, unusual inflows/discharges.
 - Pump selection
 - and other key parameters – *Recommendations ?*
- Enable historical data analysis of pump station levels, particularly during large rain events, to identify trends and potential infiltration points.
- Set up reporting mechanisms to alert stakeholders via SMS and email to multiple contacts.
- Ensure the system is capable of logging alarm events for review and analysis.

Description and Location of Assets to be included:

Pump Station Type	Location	Ownership Entity
Wastewater Pump Station 1	Opposite 5202 Marine Drive West	PBC
Wastewater Pump Station 2	Opposite 5252 Marine Drive North	PBC
Wastewater Pump Station 3	Opposite 5282 Marine Drive North	PBC
Wastewater Pump Station 4	Opposite 5326 Marine Drive North	PBC
Wastewater Pump Station 5	Corner Parkway/Harbour Terrace- Wine Glass.	PBC
Wastewater Pump Station 6	Beside 5801 Clearwater Crescent	PBC
Wastewater Pump Station 7	Beside 4700 The Parkway- in the park.	PBC
Wastewater Pump Station 8	Beside 4714 The Parkway in the park	PBC
Wastewater Pump Station 9	Beside 7300 Marine Drive East in the Park	PBC
Wastewater Pump Station 10	Opposite 7388 Marine Drive East in the park	PBC
Wastewater Pump Station 11	Opposite 5703 Anchorage Terrace	PBC
Wastewater Pump Station 12	The Parkway opposite the Boat Ramp	PBC
Wastewater Pump Station 13	Riverside Drive beside 8053 in the park.	PBC
Wastewater Pump Station 14	Opposite 8074 Riverside Drive	PBC
Wastewater Pump Station 15	Opposite 2094 The Circle	PBC
Wastewater Pump Station 16	On golf course behind 2212 The Parkway	PBC
Wastewater Pump Station 17	Opposite 1028 Edgecliff Drive	PBC
Wastewater Pump Station 18	Jabiru House – The Village	PTBC
Wastewater Pump Station 19	Casey's Road Cul-de-sac	PBC
Wastewater Pump Station 20	Opposite 2632 The Address	PBC
Wastewater Pump Station 21	Opposite the Jetty on The Point Circuit	PBC



BUILDING MANAGEMENT SYSTEM – SCOPE OF WORKS

Wastewater Pump Station 22	Beside 8825 The Point Circuit	PBC
Wastewater Pump Station 23	Beside 9105 The Point Circuit	PBC
Wastewater Pump Station 24	Opposite 8873 The Point Circuit	PBC
Marine Drive North Irrigation Booster Station	Access via Cypress Avenue	PBC
Cassia Irrigation Pump Station	Cassia Park next to 5929 Turnberry Terrace.	PBC
Class A Irrigation Bunker Pump Station	The Boulevard – Main Entry	PBC/PTBC
Coomababah Pumps- Irrigation	GCCC – Wastewater treatment Plant	PTBC

Battery Backup and Reliability

- Equip the remote monitoring stations with a battery-backed system to maintain operation during power outages. This should be sufficient to report mains power failure and other critical alarms.

Web-Based Monitoring Platform

- Web-based interface accessible from PCs, tablets, and mobile devices, providing:
 - Real-time status of all sites.
 - Alarm status and mains power status.

System Manageability, Scalability and Ongoing Maintenance

- Design the system to be scalable, accommodating future growth in both the number of monitored sites and the types of infrastructure managed.
- Ensure the system provides custom displays for text descriptions of sites and alarm inputs, tailored to the specific needs of the project.
- Text descriptions of sites and specific alarm inputs, with customisable display options.
- The ability to update target mobile numbers for SMS alarms.
- Implement an annual support agreement/contract with an external service contractor. To include on-site maintenance, Sim card management, remote hardware & software support, monthly site visit/inspection of hardware, rates for additional site attendance as required.

Security and Reliability Considerations

- Mitigate risks associated with reliance on a single external provider by selecting a reputable and reliable service partner.
- Acknowledge the potential risk of internet outages affecting remote monitoring capabilities, while noting this is a common risk with modern systems.

Background and Technology Platform

- Ensure the system provides custom displays for text descriptions of sites and alarm inputs, tailored to the specific needs of the project.

All works are to be completed within normal business hours (7:00am – 4:30pm, offsite by 5:00pm)



BUILDING MANAGEMENT SYSTEM – SCOPE OF WORKS

3. HEALTH AND SAFETY

- Adhere to all relevant SCCSL health and safety regulations and protocols during the project.
- Implement measures to protect workers, pedestrians, and vehicles from potential hazards.

4. PROJECT TIMELINE

- Start Date: TBA
- Completion Date: ASAP 2024

5. COMMUNICATION AND COORDINATION

PRINCIPAL – PBC & PTBC

- Project Managers
Shanyn Fox (Facilities Services Manager)
Peter Gannon (Facilities Services Supervisor)



BUILDING MANAGEMENT SYSTEM – SCOPE OF WORKS

6. PROJECT DELIVERABLES

Item		
1	System Design Documentation	Documentation outlining the requirements, components, and technical specifications of the BMS
		Ensure that the BMS is compatible with future technological upgrades or infrastructure additions
2	BMS Software Installation	Deployment of the BMS software
		A user-friendly interface designed to monitor pump stations, including real-time data, alarm statuses, and historical data trends
		Development of a web-based platform accessible from PCs, tablets, and mobile devices, showing real-time data from all connected pump stations.
3	Hardware Installation	Installation of sensors for monitoring key parameters like pump operation status, flow rates, pressure levels, wet well levels, and power supply.
		Installation or upgrade of control panels to interface with the BMS, enabling centralised control of pump operations.
		Setup of necessary communication infrastructure (wired or wireless) to connect remote pump stations to the BMS.
4	Alarm Management System	Configuration of real-time monitoring for critical conditions
		Setup of automated SMS and email alerts for specific alarms to notify relevant personnel.
		Implementation of an alarm logging system to record and store alarm events for historical analysis and compliance reporting.
5	Battery Backup System	Installation of UPS systems to ensure continued operation of monitoring equipment during power outages, allowing for the reporting of mains failures.
		Verification that the battery backup system provides the necessary operational time and properly reports outages.
6	Administration	Ability to customise the display for each site, including text descriptions of each pump station and specific alarm inputs.
		Implementation of secure, password-protected access with role-based permissions for different users.
7	Testing/Commissioning	Comprehensive testing of the BMS to ensure it meets all functional requirements, including monitoring, alarms, and reporting.
		Conduct user acceptance testing sessions with PM to validate that the system performs as expected under real-world conditions.
8	Training and Documentation	Detailed user manuals and operational guides for staff on how to use the BMS, including troubleshooting tips.
		Conduct training sessions for relevant personnel on system operation, alarm management, and reporting functionalities.
		Documentation/Training outlining the system's ability to scale to additional pump stations or infrastructure, including cost estimates and procedures for expansion.



BUILDING MANAGEMENT SYSTEM – SCOPE OF WORKS

9	Maintenance and Support Plan	Agreement with an external service provider (if applicable) for ongoing system maintenance, including updates, hardware support, and SIM card management.
		Documentation detailing the support process, including contact information, service level agreements (SLAs), and procedures for reporting issues.
10	Final Project Evaluation Report	A final report summarising the project scope, deliverables, outcomes, and lessons learned
		Analysis of key performance metrics, including system uptime, alarm response times, and energy savings.
		Recommendations for future improvements or expansions based on project outcomes and stakeholder feedback.

7. WARRANTIES

- 12 months/As per Manufacturer

10. PRICE

Fixed price/Lump Sum

Where there are two (2) parties who are Principals for this Contract, the fixed price for each must be stated based on the Areas for which that Principal is responsible:

The Contractor must consider the Contract, and in particular must ensure it is familiar with the requirements of Project specifications and that fixed price proposed, takes into account all requirements to perform the Work.

Without limiting the general obligations above, the Contractor must ensure;

- (a) the total cost includes full and final compensation for the administration costs, overheads, and salary wages and benefits of staff and personnel required to perform the work after normal business hours (*unless otherwise negotiated and agreed with by the Principal*) and
- (b) that all site preparations and site re-instatement, supply and installation of all materials, supply and installation of all equipment and labour required to fulfill the contract.

Rates must set out the compensation to be paid for machinery and operators supplied, labour and personnel (whether employed or subcontracted) in man hours for each position description for works not included in the scope and as requested by the Principal.



Automation Group Pty Ltd

Unit 3
4 Action St
Noosaville, QLD 4566
www.automationgroup.com.au
P: 1300 724 743 E: sales@automationgroup.com.au

QUOTE

SQ-12166032

Customer Name: Sanctuary Cove Community Services Limited

Reference: Irrigation Sites

Quote Date: 04/05/2025

Quote Expiry Date: 30/06/2025

Estimate for the Irrigation sites.

Numerous assumptions have been made - ie. that the scope will very similar to the SPS sites, that these sites will be supplied together with the SPS sites. We may need to add more to Line 6 & 7 if these assumptions are not correct.

The Adam IO is included but may not be required.

Part No	Description	Unit Price	Qty	Total
QUAD-ANT-2	SENQUIP QUAD LTE + GPS bulkhead mount antenna	87.23	4.00	348.92
QUAD-C2-G-NOANT	SENQUIP QUAD - CatM1 or Wifi with CANBUS - no antenna	1,386.51	4.00	5,546.04
ADAM-4053	SENQUIP ACCESSORY - 16 Ch - 16DI - Modbus Well level floats will be wired to the Senquip which has internal battery backup for periods of mains fail	300.00	4.00	1,200.00
0PRT-SPECIAL	PARTS - Special MDR-40-24 24V DIN Rail Power Supply. 40.8W 1.7A Powering the Senquip QUAD, ADAM & the I/O circuits For 21 out of the 24 sites	60.00	4.00	240.00
AG-Portal-Annual	Automationgroup Hosted Portal - Annual Fee per device (Includes Unlimited Email alerts, 15 x SMS alerts per device per month max) 24 Sites x 1 Year Subscription SIM Cards & Data Plans to be supplied by Sanctuary Cove	270.00	4.00	1,080.00
0LAB-SENG-Design	LABOUR Senior Engineer - Design Design including electrical termination schedule for Bret and mock up portal screens, layouts and functionality overview for review by customer	180.00	8.00	1,440.00
AG-Product-Dev	Automation Group Packaged product development/customisation Development programming of device & portal	160.00	8.00	1,280.00
0LAB-SENG-SAT	LABOUR Senior Engineer - Site Acceptance Testing Remote Assistance (1 hour per site) to remotely check operation of sites as they are brought online by Bret (ie. Bret calls MH when site is all wired in and runs through all signals one by one to confirm operation to portal)	180.00	4.00	720.00

Other Charges	Price	Tax Rate

General Conditions:

- FREIGHT TERMS ExWorks QLD (unless specifically quoted above)
- GENERAL EXCLUSION: Generally anything not specifically listed in our offer is excluded.
- SUPPLY ONLY: This quotation is for Supply ONLY of components. Any Engineering or Documentation not specifically listed is excluded.
- DATA USAGE LIMITS: Excess data or SMS usage on Cellular or Satellite data plans and/or hosting may incur additional charges.

Items Sub Total (Ex GST)	11,854.96
Charges Sub Total (Ex GST)	0.00
GST	1,185.49
Total (Inc GST)	13,040.45

- COVERAGE: Adequate coverage for Radio, Cellular or Satellite products is at the risk of the user. This quote does not guarantee coverage is available at your intended install location.
- BATTERY LIFE: Battery consumption for battery-powered products varies greatly depending on available network strength and device configuration. Minimum battery life is at the risk of the user.

Acceptance of this Quotation and Automation Group Standard Terms & Conditions (Available on Request) shall be validated by way of purchase order

**** Please email purchase orders to sales@automationgroup.com.au ****



Automation Group Pty Ltd

Unit 3

4 Action St

Noosaville, QLD

4566

www.automationgroup.com.au

P: 1300 724 743

E: sales@automationgroup.com.au

QUOTE

SQ-12165461

Customer Name: Sanctuary Cove Community Services
Limited

Reference: Senquip

Quote Date: 22/10/2024

Quote Expiry Date: 22/11/2024

Part No	Description	Unit Price	Qty	Total
QUAD-ANT-2	SENQUIP QUAD LTE + GPS bulkhead mount antenna	87.23	24.00	2,093.52
QUAD-C2-G-NOANT	SENQUIP QUAD - CatM1 or Wifi with CANBUS - no antenna	1,386.51	24.00	33,276.24
ADAM-4053	SENQUIP ACCESSORY - 16 Ch - 16DI - Modbus	300.00	24.00	7,200.00
	Well level floats will be wired to the Senquip which has internal battery backup for periods of mains fail			
0PRT-SPECIAL	PARTS - Special	60.00	21.00	1,260.00
	MDR-40-24 24V DIN Rail Power Supply. 40.8W 1.7A Powering the Senquip QUAD, ADAM & the I/O circuits For 21 out of the 24 sites			
AG-Portal-Annual	Automationgroup Hosted Portal - Annual Fee per device (Includes Unlimited Email alerts, 15 x SMS alerts per device per month max)	270.00	24.00	6,480.00
	24 Sites x 1 Year Subscription SIM Cards & Data Plans to be supplied by Sanctuary Cove			
0LAB-SENG-Design	LABOUR Senior Engineer - Design	180.00	2.00	360.00
	Setup for Signal Survey - Using HiLo			
0LAB-SENG-Design	LABOUR Senior Engineer - Design	180.00	8.00	1,440.00
	Design including electrical termination schedule for Bret and mock up portal screens, layouts and functionality overview for review by customer			
AG-Product-Dev	Automation Group Packaged product development/customisation	160.00	68.00	10,880.00
	Development programming of device & portal			
0LAB-SENG-SAT	LABOUR Senior Engineer - Site Acceptance Testing	180.00	12.00	2,160.00
	Day Trip after Bret has completed wiring for first 2 sites (one of each type) to check functionality and confirm all OK to proceed with remaining sites			
0LAB-SENG-SAT	LABOUR Senior Engineer - Site Acceptance Testing	180.00	22.00	3,960.00
	Remote Assistance (1 hour per site) to remotely check operation of remaining 22 sites as they are brought online by Bret (ie. Bret calls MH when site is all wired in and runs through all signals one by one to confirm operation to portal)			
0LAB-SENG-TRN	LABOUR Engineer - Training (per Hr)	180.00	12.00	2,160.00
	Final Visit for training and answering any operational queries (If required)			
0LAB-SENG-SAT	LABOUR Senior Engineer - Site Acceptance Testing	180.00	12.00	2,160.00
	CONTINGENCY - Extra Day Trip if required - Will only be charged if required			
QUAD-ANT-2	SENQUIP QUAD LTE + GPS bulkhead mount antenna	87.23	2.00	174.46
	Spare Parts Inventory			
QUAD-C2-G-NOANT	SENQUIP QUAD - CatM1 or Wifi with CANBUS - no antenna	1,386.51	2.00	2,773.02
	Spare Parts Inventory			
ADAM-4053	SENQUIP ACCESSORY - 16 Ch - 16DI - Modbus	300.00	2.00	600.00

0PRT-SPECIAL	PARTS - Special	60.00	2.00	120.00
MDR-40-24 24V DIN Rail Power Supply. 40.8W 1.7A Powering the Senquip QUAD, ADAM & the I/O circuits For 21 out of the 24 sites				

0LAB-SENG-SUP	LABOUR Engineer - Support (per Hr)	180.00	24.00	4,320.00
Review the system remotely - diagnostics & data every month & report back by email / phone on any concerns 2 hours per month for the 1st year, including through the implementation phase				
Hourly rate of \$180 + GST for further, estimated, pre-approved work if required Day rate of \$2160 + GST in case of on site work if required (includes travel time)				
Review requirements & rates at the 12 month anniversary				
Same rates can be used if electrical contracting staff change & training is required				

Other Charges	Price	Tax Rate
OVERHEADS Transport/Freight	100.00	10%

General Conditions:

- FREIGHT TERMS ExWorks QLD (unless specifically quoted above)
- GENERAL EXCLUSION: Generally anything not specifically listed in our offer is excluded.
- SUPPLY ONLY: This quotation is for Supply ONLY of components. Any Engineering or Documentation not specifically listed is excluded.
- DATA USAGE LIMITS: Excess data or SMS usage on Cellular or Satellite data plans and/or hosting may incur additional charges.
- COVERAGE: Adequate coverage for Radio, Cellular or Satellite products is at the risk of the user. This quote does not guarantee coverage is available at your intended install location.
- BATTERY LIFE: Battery consumption for battery-powered products varies greatly depending on available network strength and device configuration. Minimum battery life is at the risk of the user.

Acceptance of this Quotation and Automation Group Standard Terms & Conditions (Available on Request) shall be validated by way of purchase order

**** Please email purchase orders to sales@automationgroup.com.au ****

Items Sub Total (Ex GST)	81,417.24
Charges Sub Total (Ex GST)	100.00
GST	8,151.72
Total (Inc GST)	89,668.96



AUTHORISATION FOR BODY CORPORATE EXPENDITURE

DOCUMENT CONTROL NO# DF 502040

VERSION NO#1

Entity: ☐ PBC ☒ PTBC

Project/Works Name: Swale Drain Works - The Boulevard

Brief Description of Works: Clearing of blocked stormwater field inlet pits, including the removal and disposal of vegetation, fallen trees, and debris from the swale, followed by reprofiling of the swale.

Location: Entry Boulevard – Swale drain

Type of Funding: ☒ Admin Fund ☐ Sinking Fund

Amount to be Approved : \$16,059.00 ex GST (inclusive of \$5,000 for dump fees- estimate only)

GL Code: PTBC – 50% 12660- 50% 12420

Priority Level: ☐ High ☒ Medium ☐ Low

Scope of Works:

Trees and plants hanging over or fallen into the swale drains will be cut back or removed. All removed material will be taken to a proper disposal site. Debris blocking the drains will be cleared and disposed of correctly. The swale drain will then be reshaped to improve drainage.

Reason for Works:

Sections of the swale drain along the northern side of the Boulevard, including the field inlet pits, are obstructed by vegetation, fallen trees, debris, and bank slumping. These blockages have resulted in significant ponding, impaired water flow to the discharge point, and created conditions conducive to stagnant water accumulation and increased mosquito breeding.

Risks or Impacts:

If not completed the swale drain will continue to not operate as originally designed, resulting in persistent standing water. This standing water not only increases mosquito populations—but also prevents the area from being maintained as required. Additionally, the stagnant water will continue to cause a negative visual impact and may produce unpleasant odours, adversely affecting the surrounding environment and community.

Quotes Received:

Company Name	Quote Amount (ex GST)	Notes (if applicable)
Bex Vacuum & Civil	\$11,095.00	*Estimated dump fees are included in the total cost.

Recommended Contractor:

Only one quote was sourced due to Bex Vacuum & Civil being a preferred contractor with extensive experience working within Sanctuary Cove. They are recognised as competent and experienced in this area of expertise.

Attachments:

1. Bex Vac & Civil Quotation – QU-0004.

Submitted By: Peter Gannon

Date: 09/06/2025

QUOTE

Sanctuary Cove Principal G.T.P. 202
Attention: C/- Sanctuary Cove Principal
PO BOX 15
SANCTUARY COVE QLD 4212
AUSTRALIA

Date
08 Apr 2025

Expiry
08 May 2025

Account Number

Quote Number
QU-0004

Reference
Blvd Swale Drains

ABN
34 682 705 292

J & T Willmann Pty Ltd
ATF J & T Willmann
Family Trust
PO Box 35
BEENLEIGH QLD 4207
AUSTRALIA

Description	Quantity	Unit Price	GST	Amount AUD
8.5t Excavator +Hydraulic Grab 10m Tipper Posi-Track +spreader bar				
The easement along Sanctuary Cove Blvd where swale drains are pooling up/blocked by debris are to be cleaned to allow water to flow into drains.	1.00	11095.00	10%	11095.00
Where tree's/foliage within the easement are hanging over or fallen in the swale drains they are to be pruned back to a maintainable size & removed from site.				
Where required the swale drains will be re- levelled/shaped.				
Subtotal				11095.00
Total GST 10%				1109.50
TOTAL AUD				12204.50

Terms

- *Dump Fee's excluded
- *Traffic management excluded

From: [Shanyn Fox](#)
To: [Stuart Shakespeare](#); [Stephen Anderson](#)
Cc: [PBC](#); [PTBC](#)
Subject: CBP - Final approvals
Date: Tuesday, 27 May 2025 11:07:40 AM
Attachments: [image001.png](#)
[image002.png](#)

Hi Stuart and Steve,

Accounts have completed a review of the CBP charges related to the HydroVision dispute, comparing them against the approved amounts. As below, approval will need to be sourced in order to finalise the following.

- PBC: \$1,235.50 (ex GST)
- PTBC: \$529.50 (ex GST)

Are you both comfortable with Jodie tabling these at the next available meetings for approval?

Kind Regards,

SHANYN FOX

Facilities Services Manager

Direct 07 5500 3302 | Shanyn.fox@scove.com.au
Main 07 5500 3333 | enquiries@scove.com.au
Mobile 0431 094 524
Address PO Box 15 | Shop 1A, Building 1, Masthead Way Sanctuary Cove Q 4212
Web oursanctuarycove.com.au



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

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

From: Shanyn Fox
Sent: Wednesday, 7 May 2025 2:01 PM
To: Stuart Shakespeare <stuart@shakespeares.info>; Stephen Anderson <sjandos001@gmail.com>
Cc: Accounts <accounts@scove.com.au>; Eliza Court <eliza.court@scove.com.au>
Subject: FW: April 2025 Tax Invoices 785712A / 785712A | Sanctuary Cove Entities - Advice on

claim from Hydro Vision Pty Ltd [CBP-ACTIVE.FID3431190]

Hi Stuart and Steve,

Please find attached the latest invoices from CBP, which I believe may be the final ones.
Are you happy to approve these?

Finance is currently undertaking a final review of all CBP legal costs against approved amounts to ensure everything has been correctly accounted for. At a glance, it appears we may need to seek additional approval for the following amounts, but I will confirm this and provide an update in the next day or so:

- PBC: \$1,235.50 ex GST
- PTBC: \$529.50 ex GST

Kind Regards,

SHANYN FOX

Facilities Services Manager

Direct 07 5500 3302 | Shanyn.fox@scove.com.au
Main 07 5500 3333 | enquiries@scove.com.au
Mobile 0431 094 524
Address PO Box 15 | Shop 1A, Building 1, Masthead Way Sanctuary Cove Q 4212
Web oursanctuarycove.com.au



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From: Joanne Nicholas <Joanne.Nicholas@cbp.com.au> **On Behalf Of** Greg Begaud

Sent: Friday, 2 May 2025 4:18 PM

To: Shanyn Fox <Shanyn.Fox@scove.com.au>; Accounts <accounts@scove.com.au>

Cc: Accounts_Invoices <Invoices@cbp.com.au>; Joanne Nicholas

<Joanne.Nicholas@cbp.com.au>; Greg Begaud <Greg.Begaud@cbp.com.au>

Subject: April 2025 Tax Invoices 785712A / 785712A | Sanctuary Cove Entities - Advice on claim from Hydro Vision Pty Ltd [CBP-ACTIVE.FID3431190]

Dear Shanyn

Attached is a copy of our latest invoice for work in relation to the above matter.

We look forward to receiving payment at your earliest convenience.

Should you have any queries, please do not hesitate to contact me.

Kind regards

Greg Begaud

Partner

**Colin
Biggers
& Paisley**

T +61 2 8281 4486 **M** +61 404 813 219

greg.begaud@cbp.com.au

Level 42, 2 Park Street

Sydney, NSW 2000 Australia

[LinkedIn](#) cbp.com.au

Colin Biggers & Paisley Pty Ltd ABN 28 166 080 682

I work flexibly and choose to do my work at times that are suitable for me. I do not expect anyone to respond outside of regular work hours.

If you have received this in error, we apologise and please advise us by reply email and then delete this and any attachment. If this email was not addressed to you then you may not use any of it: it may contain material that is confidential or covered by client legal privilege.

Any views expressed are those of the individual sender, except where the sender expressly, and with authority, states them to be the views of this law practice. We deal with personal information in accordance with our privacy policy that appears on our website. If you have any concern please make yourself aware of that policy.

Cybercrime and fraud are on the increase. If you receive something purporting to be from us with changes in the details of any account to which monies are to be sent, it is unlikely to be genuine. Our own bank account details are highly unlikely to ever change during the course of a transaction, and we will never notify bank details or any change only via email. Please check account details with us in person. If you receive any suspicious communication purporting to be from us please contact us in person immediately.

Sanctuary Cove Primary Thoroughfare Body Corporate
Shop 1A, Building 1, Masthead Way
Sanctuary Cove QLD 4212

accounts@scove.com.au

Invoice Date: 30 April 2025
Invoice Number: 785712A
Client Number: SANCT009
Matter Number: 2404641
Our Ref: GKB

Tax Invoice

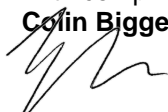
Sanctuary Cove Entities | Advice on claim from Hydro Vision Pty Ltd

Fees	\$9,538.00
GST on fees	\$953.80

Total	\$10,491.80
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YOUR SHARE - 30% PAYABLE	\$3,147.54
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With compliments
Colin Biggers & Paisley Pty Limited



Your share	%	Fees	Disbursement	Total	GST	Bill Amount
Sanctuary Cove Primary Thoroughfare Body Corporate	30.00	2,861.40	0.00	2,861.40	\$286.14	\$3,147.54
Sanctuary Cove Principal Body Corporate	70.00	6,676.60	0.00	6,676.60	\$667.66	\$7,344.26
TOTAL		\$9,538.00	\$0.00	\$9,538.00	\$953.80	\$10,491.80

Our standard payment terms are 14 days

Brisbane.

T +617 3002 8700
Level 35, 300 George Street
Brisbane QLD 4000 Australia
GPO Box 142, Brisbane QLD
4001 Australia

Melbourne.

T +613 8624 2000
Level 23, 181 William Street
Melbourne VIC 3000 Australia
GPO Box 4542, Melbourne VIC
3001 Australia

Sydney.

T +612 8281 4555
Level 42, 2 Park Street
Sydney NSW 2000 Australia
GPO Box 214, Sydney NSW
2001 Australia

Matter No: 2404641
Invoice No: 785712

Fees

Detail

Date	Initials	Description	Hours	Amount
24/03/2025	AMR	Meeting (Zoom) to discuss HV's statement of claim and taking and finalising notes from meeting	1.1	220.00
24/03/2025	JYN	Attend Virtual Conference call with Shanyn Fox, Brogan Watling, Greg Begaud and Amelie Roediger	0.6	306.00
24/03/2025	AMR	Research memo on restitution claims [no charge]	2.9	0.00
24/03/2025	GKB	Attend call with Sanctuary Cove team	0.6	390.00
26/03/2025	JYN	Drafting a response and WP letter of offer to Hydro Vision; emailing same to Greg for his review and consideration	2.9	1,479.00
26/03/2025	GKB	Settle letter to Hydro Vision	2.4	1,560.00
27/03/2025	JYN	Amending and finalising the draft without prejudice letter of offer to Hydro Vision; emailing same to Shanyn Fox, Brogan Watling, Stuart Shakespeare and Steve	0.4	204.00
01/04/2025	JYN	Review and consider the issues raised in Brogan's emails and Hydro Vision's letter dated 31 March 2025; email to Greg Begaud regarding same; confer with Greg Begaud regarding the issues and Hydro Vision's counteroffer	3.6	0.00
01/04/2025	JYN	Reviewing Mann v Paterson High Court Authority and a restitutionary claim for quantum meruit [no charge]	1.5	0.00
02/04/2025	GKB	Settle letter to Hydro	0.7	455.00
02/04/2025	JYN	Drafting a response letter; emailing same to Greg Begaud for his review and consideration; emailing same to Brogan and Shanyn	3.2	1,632.00
04/04/2025	JYN	Review and consider Brogan's emails and email chain exchanged between Hydro Vision and PTBC and PBC; reply email to Brogan	0.5	255.00
07/04/2025	JYN	Drafting a deed of settlement and release; emailing same to Greg Begaud for his review and consideration	3.8	1,938.00
09/04/2025	JYN	Amending the draft deed of settlement; confer with Greg Begaud and emailing the draft deed to Brogan Watling, Stuart Shakespeare, Stephen Anderson, Shanyn Fox and Cassie McAuliffe	0.5	255.00
09/04/2025	GKB	Reviewing final settlement deed	0.2	130.00
17/04/2025	JYN	Telephone call with Brogan Watling and Shanyn Fox regarding clauses 2.1(c), 2.2(a), (d) and (e); emailing an amended version of the deed of settlement	1.4	714.00

Matter No: 2404641
Invoice No: 785712

Fees (GST Exclusive)	9,538.00
GST on Fees	953.80
Fees (GST Inclusive)	10,491.80

Matter No: 2404641
Invoice No: 785712

Remittance Options

Our standard terms are 14 days

Email remittances to: credit@cbp.com.au

Warning

Payment fraud is on the rise. Please contact us, on a known existing telephone number, and not one that has just been sent to you, if you receive an invoice from us:

- for the first time;
- you were not expecting; or
- that contains different payment instructions or bank account details than those previously provided by us. Our bank account details are highly unlikely to change.



Direct Deposit:

Account Name: Colin Biggers & Paisley Pty Ltd General Account
BSB: 182-222
Account Number: 305575169
Swift Code: MACQAU2S
Bank Name: Macquarie Bank Limited
Bank Address: 1 Shelley Street, SYDNEY NSW 2000
Reference: 2404641.785712A



Ways to pay



CARD OR DIRECT DEBIT

DEFT Reference Number

30557516924046419

Visit deft.com.au to pay by any credit card or direct debit.

Payments may attract a surcharge.



BPAY®

Biller Code: 423236

Ref: 30557516924046419

Internet & Telephone Banking - BPAY

Make this payment from your preferred bank account or card.

BPAY® Registered to BPAY Pty Ltd ABN 69 079 137 518

Colin Biggers & Paisley Pty Limited
ABN 28 166 080 682

Matter No: 2404641
Invoice No: 785712

For matters where initial instructions were received prior to 1 July 2015:

Trust money withdrawal

If we hold trust money for you for our legal costs, we intend to withdraw money from trust to pay this invoice. We will make the withdrawal no earlier than seven business days after providing this invoice, unless, within that period, you object to the amount specified in this invoice.

Interest

Interest will be charged on unpaid amounts as stated in our costs agreement.

If there is no agreement, or the agreement does not specifically address interest chargeable, we will charge interest, from the date of the invoice, on all amounts remaining unpaid 30 days or more after giving you this invoice. Interest will be charged at the rate prescribed by the *Legal Profession Regulation 2005*.

Your rights

If you are unhappy with this invoice, your options may include:

1. Discussing your concerns with us
2. Requesting an itemised invoice (if this invoice is not already fully itemised)
3. Having our costs assessed
4. Applying to set aside our costs agreement

There may be other avenues available (such as mediation). For more information about your rights, please read the Office of the Legal Services Commissioner fact sheet. You can ask us for a copy, or request it from the Office of the Legal Services Commissioner (or visit their website).

For matters where initial instructions were received from 1 July 2015:

Trust money withdrawal

This is notice of withdrawal of trust money for payment of our legal costs under the *Legal Profession Uniform General Rules 2015* where we hold money in trust for you for payment of these and:

1. You have authorised us to use that money for payment of our legal costs; or
2. You have not previously authorised the withdrawal. We will make the withdrawal no earlier than eight business days after providing this invoice, unless, within that period, you object to the amount specified in this invoice.

Interest

We have the right to charge interest on unpaid amounts as stated by our cost agreement or terms of engagement.

If these documents do not specifically address interest chargeable, we will charge interest, from the date of the invoice, on all amounts remaining unpaid 30 days after giving you this invoice. Interest will be charged at the rate prescribed by the *Legal Profession Uniform General Rules 2015*.

Recovery of legal costs

We may take steps to recover legal costs owing if they remain unpaid 30 days or more after this invoice is given.

Nomination of Responsible Principal

Nick Crennan, Managing Partner, is the responsible principal for this invoice.

Your rights

If you are unhappy with this invoice, your options may include:

1. Discussing your concerns with us
2. Requesting an itemised invoice (if it has not already been provided)
You must make the request within 30 days. We will provide an itemised invoice at no charge.
If you request a lump sum invoice to be itemised, and the total amount of the itemised invoice exceeds the amount previously invoiced, we may be able to recover the additional amount as part of a formal costs assessment or after a binding determination by the Office of the Legal Services Commissioner.
3. Having the costs assessed
You must apply for a costs assessment within 12 months of:
(a) the invoice being given or the request for payment made; or
(b) the legal costs being paid, if neither an invoice nor a request was made.
4. Seeking the assistance of the Office of the Legal Services Commissioner (OLSC)
You must make a complaint to the OLSC within:
(a) 60 days after the legal costs become payable; or
(b) 30 days after an itemised invoice is provided, if this is requested.
The OLSC may waive the time requirement in certain circumstances.
Monetary limits apply.

For more information, contact the OLSC or visit their website.

There may be other avenues available (such as mediation). For more information about your rights, please read the OLSC fact sheet. You can ask us for a copy, or request it from the OLSC (or visit their website).

Sanctuary Cove Principal Body Corporate & Others
PO Box 15
SANCTUARY COVE QLD 4212

Authorised Representative
Insurance Mentor Pty Ltd & Insurance Mentor SI
Pty Ltd
Your contact is: Lizzie Nelson
P: 07 5688 0973
E: lizzie@insurancementor.com.au
W: www.insurancementor.com.au
A: PO Box 150
Broadbeach QLD 4218

Tax Invoice | Endorsement

This document will be a tax invoice for GST when payment is made in full

Invoice Date:	29/05/2025	Total Amount Due:	\$635.00
Invoice No:	10145825	Payment Due:	29/05/2025
Insured Name:	Sanctuary Cove Principal Body Corporate GTP 202, Sanctuary Primary Thoroughfare Body Corporate GTP 201 & Others		
Policy Type:	Residential Strata	Premium:	\$471.55
Policy No:	CA0006100145	Emergency/Fire Serv Levies:	\$0.00
Period:	From 22/05/2025 to 31/12/2025	Stamp Duty:	\$46.68
Insurer:	CHU Underwriting Agencies Pty Ltd	Insurer Admin Fee:	\$30.00
	ABN: 18 001 580 070	Adviser Fee:	\$33.28
Underwritten By:	QBE Insurance (Australia) Limited (100%)	Total GST:	\$53.49
		Total Amount Due:	\$635.00

Notes: Thank you for choosing Insurance Mentor Pty Ltd & Insurance Mentor SI Pty Ltd to take care of your insurance needs. We ask that you carefully read through your invoice, schedule and important information on page 2.
2024 - 2025 Renewal

Resilium Insurance Broking Pty Ltd | ABN 92 169 975 973 | AFSL 460382



How To Pay

Invoice No: 10145825
Client: Sanctuary Cove Primary Thoroughfare Body
Corporate GTP 201

Due Date: 29/05/2025
Total Amount: \$635.00



Biller Code: 20362
Ref: 4036752101458251

Contact your participating Financial institution to make a payment from your cheque or savings account



Pay by credit card
<http://payonce.deft.com.au>
Credit card payments attract a surcharge.
Credit card reference: **4036752101458251**



*498 403675 2101458251

Pay monthly via Premium Funding

If you would like to pay by monthly instalments call your adviser to obtain a premium funding quotation

For more information about how to pay, please see the second page of this notice.

Important Information

We subscribe to and are bound by the insurance Brokers Code of Practice, a full copy of which is available from National Insurance brokers Association (NIBA) website, www.niba.com.au

YOUR DUTY OF DISCLOSURE

(non-consumer insurance contracts only)

Before you enter into an insurance contract, you have a duty to tell the insurer anything that you know, or could reasonably be expected to know, that may affect the insurer's decision to insure you and on what terms. You have this duty until the insurer agrees to insure you. You have the same duty before you renew, extend, vary, or reinstate an insurance contract. You do not need to tell the insurer anything that:

- reduces the risk they insure you for; or
- is common knowledge; or
- the insurer knows, or should know; or
- the insurer waives your duty to tell them about.

If you do not tell the insurer something:

If you do not tell the insurer anything you are required to, they may cancel your contract, or reduce the amount they will pay you if you make a claim, or both. If your failure to tell the insurer is fraudulent, they may refuse to pay a claim and treat the contract as if it never existed.

DUTY TO NOT MAKE A MISREPRESENTATION (consumer insurance contracts only)

You have a duty under the Insurance Contracts Act 1984 (ICA) to take reasonable care not to make a misrepresentation to the insurer (your duty). Your duty applies only in respect of a policy that is a consumer insurance contract, which is a term defined in the ICA. Your duty applies before you enter into the policy, and also before you renew, extend, vary, or reinstate the policy. Before you do any of these things, you may be required to answer questions and the insurer will use the answers you provide in deciding whether to insure you, and anyone else to be insured under the policy, and on what terms. To ensure you meet your duty, your answers to the questions must be truthful, accurate and complete. If you fail to meet your duty, the insurer may be able to cancel your contract, or reduce the amount it will pay if you make a claim, or both. If your failure is fraudulent, the insurer may be able to refuse to pay a claim and treat the contract as if it never existed.

UNDER INSURANCE

Your contract of insurance may contain an average or under insurance provision. This means that if you under insure, you will have to bear part of any loss yourself.

SUBROGATION AND/OR HOLD HARMLESS AGREEMENTS

You can prejudice your rights to claim under your insurance if you make any agreement with a third party that will prevent or limit the Insurer from recovering the loss from that party (or another party who would otherwise be liable). This can occur when you sign a contract containing an indemnity clause, "hold harmless" clause or a release – unless you obtain the Insurer's consent in advance. These agreements are often found in leases, in property management contracts, in maintenance or supply contracts from burglar alarm or fire protection installers and in repair contracts

INSURING THE INTEREST OF OTHER PARTIES

If you require another party to be covered by your policy, you must request this in advance. Most policy conditions will not provide indemnity to other parties (e.g. mortgagees, lessors, principals etc.) unless their interest is noted on the policy.

CLAIMS MADE POLICIES

Some policies (for example, professional indemnity insurance) are "claims made" policies. This means that claims that are first advised to you (or made against you) and reported to your insurer during the period that the policy is current are insured under that policy, irrespective of when the incident causing the claim occurred (unless there is a date beyond which the policy does not cover – this is called a "retroactive date"). If you become aware of circumstances which could give rise to a claim and notify the insurer during the period that the policy is current, a claim later arising out of those circumstances should also be covered by the policy that is current at the time of the notification, regardless of when the claim is actually made or when the incident causing the claim occurred. In order to ensure that your entitlement to claim under the policy is protected, you must report all incidents that may give rise to a claim against you to the Insurers without delay after they come to your attention and before the policy expires.

DUTY OF GOOD FAITH

Both parties to an insurance contract, the insurer and the insured, must act towards each other with the utmost good faith. If you fail to do so, the insurer may be able to cancel your insurance. If the insurer fails to do so, you may be able to sue the insurer.

CANCELLATION OF YOUR POLICY & SMALL OVERPAYMENTS

If there is a refund or reduction of your premium due to cancellation or alteration to a policy or based on a term of your policy (i.e. premium adjustment provision), we may retain any adviser or compliance fee we have charged you. We will retain commission depending on our arrangements with the insurer or charge you a cancellation fee equal to the reduction in commission. EFT Refunds will not incur processing fees. Account overpayments or small policy credits less than \$15 will be written off if we are unable to contact you for bank account details. Amounts \$2 or less are automatically written off.

NON-PAYMENT - Annual Payments

If this invoice is unpaid after 30 days, we will advise the insurer that the policy is unpaid. The insurer may cancel the policy and/or pursue payment from you.

NON-PAYMENT – By Instalments

If you are paying the premium for this policy by instalments then, if an instalment of the premium remains unpaid for a period of at least:

1. 14 days, your insurer may refuse to pay a claim; or
2. one month, your insurer may cancel this policy.

Your insurer reserves the right to cancel any direct debit arrangement between you if one or more debits are returned unpaid by your financial institution.

PRIVACY

We appreciate privacy is important to you. We are committed to protecting your personal information. For further information, please refer to our [Privacy Statement](#).

We recommend the policy because it is appropriate for your needs, personal circumstances and situation. We will receive the following for arranging your insurance (All figures below are inclusive of GST):

	Authorised Representative	Resilium Insurance Broking	Total
Commission (paid by the insurer)	\$0.00	\$0.00	\$0.00
Fees	\$36.61	\$0.00	\$36.61
Total	\$36.61	\$0.00	\$36.61



Internet

Pay over the Internet from your credit card at <https://payonce.deft.com.au/>

Resilium Insurance Broking accepts Mastercard, Visa, American Express & Diners Club Cards.

Payments by credit card attract a surcharge.



BPay

Contact your participating Financial institution to make a payment from your cheque or savings account.

You will be required to enter the Biller Code and BPAY reference number as detailed on the front of your invoice.



In Person

Payments can be made at any Post Office by EFTPOS.

Please present the 1st page intact at any Post Office in Australia.

Premium Funding Instalments

Premium Funding Instalments are provided by an approved third party and allow you to pay for your insurance in instalments.

The total amount payable will be higher if you choose to pay by monthly instalments which includes an additional fixed interest charge and/or application fee over the term of the facility. This is charged by the third-party provider and is not an additional charge by Resilium Insurance Broking Pty Ltd.

Need Help?

Contact your Insurance Adviser using the details on page 1.

Alternatively you can contact Resilium Insurance Broking at info@resilium.com.au.

Schedule of Insurance

Policy Wording	CHU COMMUNITY ASSOCIATION INSURANCE PLAN - CUSTOM
The Insured	BODY CORPORATE FOR SANCTUARY COVE PRINCIPAL BODY CORPORATE - GTP 202 & SANCTUARY COVE PRIMARY THOROUGHFARE - GTP 201
Situation	100 SANCTUARY COVE BOULEVARD SANCTUARY COVE QLD 4212
Policy Period	31/12/2024 to 31/12/2025 at 4:00pm

Policies Selected	
Policy 1 – Community Property	Community property: \$140,311,265
	Community income: \$21,046,689
	Common area contents: \$1,403,112
Policy 2 – Liability to Others	Not Selected
Policy 3 – Voluntary Workers	Not Selected
Policy 4 – Fidelity Guarantee	Not Selected
Policy 5 – Office Bearers' Legal Liability	Not Selected
Policy 6 – Machinery Breakdown	Sum Insured: \$250,000
Policy 7 – Catastrophe Insurance	Sum Insured: \$21,046,689
	Extended Cover - Loss of Rent & Temporary Accommodation/Community Income/Storage: \$3,157,003
Policy 8 – Government Audit Costs and Legal Expenses	Not Selected
Flood Cover is excluded	

Excesses

Policy 1 – Community Property

Standard: \$10,000

Other excesses payable are shown in the Policy Wording.

Policy 6 – Machinery Breakdown

Standard: \$1,000

Uninsured Risks Checklist

Risks may be uninsured for a number of reasons, including:

- **Under insurance:** If your sums insured or declared insurable values are inadequate and the policy contains a co-insurance or average clause, you may not receive the full amount of the loss.
- **Inadequate loss limits:** If the sum insured is less than the amount of your exposure, any loss in excess of the sum insured will not be insured.
- **No Insurance:** If you elect not to insure a particular risk, you must bear all losses yourself.
- **An Excess under a policy:** You must bear the first part of the loss up to the amount of the excess.
- **Excluded perils:** Some policies exclude perils, example - flood, storm surge and subsidence. You will not be insured for an excluded peril unless you ask for the cover.

We have indicated below a number of risks we believe may be important for you to consider. This list does not include all the policies available in the various insurance markets and is only intended to provide a summary of covers to assist in your assessment of whether such insurance protection may be needed.

Please note: This list includes covers that you may have already purchased.

- **Cyber Insurance:** First Party Costs - reimburses the Insured for the costs they would incur to respond to a breach, such as IT Forensic Costs, Credit Monitoring Costs, Public Relations Expenses and Cyber Extortion Costs (including ransom payments to hackers). Third Party Claims - covers the Insured's liability to third parties from a failure to keep data secure, such as claims for compensation by third parties, investigations, defence costs and fines and penalties from breaching the Privacy Act.
- **Management Liability:** This policy incorporates - Directors & Officers Liability, Statutory Liability, Crime cover, Employment Practices and Tax Audit expenses.
- **Business Interruption:** The Business Interruption policy covers the insurable profits that would have been earned if the business was operating as usual. It is designed to put a business in the same financial position that it would have been in if no loss had occurred.
- **Flood:** 'Flood' means the covering of normally dry land by water that has escaped or been released from the normal confines of any of any lake, river, creek or other natural watercourse, whether or not altered or modified; or any reservoir, canal or dam.

Property/Asset Protection

- Burglary/Theft
- Business Interruption
- Business Package
- Commercial Strata
- Contractors Plant & Equipment
- Fidelity Guarantee / Employee Fraud
- Fire & Perils / Industrial Special Risks
- Flood
- General Property
- Glass Breakage / Signs
- Money

Construction

- Advanced Profits
- Construction Risks and Liability
- Contract Works

Liability

- Association Liability
- Cyber Liability
- Contractual Liability
- Drone Liability
- Directors & Officers Liability
- Employment Practices Liability
- Environmental Impairment Liability
- Libel & Slander / Defamation
- Management Liability
- Public and Products Liability
- Product Performance Guarantee
- Product Recall
- Professional Indemnity
- Statutory Liability
- Taxation & Audit Expenses
- Trade Credit

Marine

- Carriers Liability
- Charters Legal Liability
- Marine Hull
- Marine Inland Transit
- Marine Overseas Transit
- Marine Liability

Machinery & Electronic Equipment

- Boiler & Pressure Vessel Explosion
- Computer Breakdown & Business Interruption
- Cyber Protection
- Electronic Equipment / Breakdown
- Machinery Breakdown & Business Interruption

Commercial Motor

- Heavy Motor / Machinery
- Motor Vehicle - CTP
- Motor Vehicle
- Motor Vehicle downtime

Personnel

- Corporate Travel
- Group Personal Accident
- Individual Personal Accident
- Key Person Cover
- Workers Compensation

Domestic

- Home
- Contents
- Landlords
- Strata
- Motor
- Caravan / Trailer

Not all these covers may apply to your circumstances. However, as your needs and circumstances can change, we suggest that this list be reviewed regularly to ensure that your current insurance program is still satisfactory in meeting your needs.



AUTHORISATION FOR BODY CORPORATE EXPENDITURE

DOCUMENT CONTROL NO# DF 502040

VERSION NO#1

Entity: ☐ PBC ☒ PTBC

Project/Works Name: Tree Pruning & Removal PTBC Boundary

Brief Description of Works: Tree pruning between fence area and boundary of PTBC and 46 Buliti Street

Location: PTBC Swale

Type of Funding: ☒ Admin Fund ☐ Sinking Fund

Amount to be Approved \$5,390.00 ex GST

GL Code: Grounds Gardens – Tree Maintenance - 12422

Priority Level: ☐ High ☐ Medium ☒ Low

Scope of Works:

At the rear of 46 Buliti Street, remove all trees and plants located between the fence line and property, and prune back any vegetation overhanging onto the property. The scope of works includes the provision of a truck, chipper, and crew; hire of an Elevated Work Platform (EWP) with a licensed high-risk work operator; services of a Level 5 Arborist; and the removal of all cut vegetation from the site.

Reason for Works:

These works are being undertaken in response to a complaint from the resident of 46 Buliti Street, who raised concerns about potential damage to the fence line caused by self-seeded tree growth between the fences, significant overhang from vegetation on PTBC property encroaching onto their lot, and an increase in vermin activity in the area.

Risks or Impacts:

Risk of damage to the fence line, ongoing encroachment onto the resident's property, potential escalation of complaint, increased removal costs over time, and reputational risk to the PTBC due to perceived inaction.

Quotes Received:

Company Name	Quote Amount (ex GST)	Notes (if applicable)
King Landscapes	\$5,6390.00	Only one quote was sourced, as this contractor is a preferred supplier for this type of work.

Recommended Contractor:

King Landscapes

Attachments:

1. Q2025355 – King Landscapes
2. Images

Submitted By: Shanyyn Fox

Date: 18/06/2025



KING LANDSCAPES PTY. LTD.

50a Johns Road
MUDGEERABA QLD 4213
0755302177
kings@kingslandscapes.com.au
ABN 60 010 243 688



Quote

ADDRESS

Sanctuary Cove Body Corp
PBC
PO Box 15
Sanctuary Cove
Qld 4212

QUOTE NO. Q2025355**DATE** 17/06/2025

DATE	ACTIVITY	GST	AMOUNT
	Tree Pruning & Removal Rear of 46 Buliti Street Remove any trees/plants from in between fences area and prune back any overhang onto property. Price includes: - Truck, chipper & crew - Elevated Work Platform hire with operator licensed to perform high risk work - Level 5 Arborist - Removal of cut vegetation from site	GST 10%	5,390.00
This quote is valid for 30 days. Please refer to our Terms & Conditions. Our payment terms are due upon receipt of invoice unless otherwise notified.		SUBTOTAL	5,390.00
		GST TOTAL	539.00
		TOTAL	A\$5,929.00

Accepted By

Accepted Date

**CORRESPONDENCE
FOR INFORMATION**

RECEIVED
02 JUN 2025

CITY OF
GOLDCOAST.

Date: 27 May 2025
Contact: Roger Sharpe
Location: City Development
Telephone: 5582 8017
Your reference:
Our reference:

BY: -----

Stephen Anderson
PTBC Chairperson
Sanctuary Cove Community Services Pty Ltd
PO Box 15
Sanctuary Cove 4212

Dear Stephen

APPLICATION PURSUANT TO SECTION 58 OF THE SANCTUARY COVE RESORT ACT 1985 (SCRA) FOR THE TRANSFER OF LOT 7 ON SP 186788 (primary thoroughfare) FROM THE PRIMARY THOROUGHFARE BODY CORPORATE TO MULPHA SANCTUARY COVE (Developments) PTY LTD

Reference is made to your letter, dated 6th of August 2024, relating to your application to transfer lot 7 from the PTBC to Mulpha Sanctuary Cove (Developments) Pty Ltd.

In response to your request, the City of Gold Coast provides its approval under section 58 of the SCRA to the transfer by the PTBC to Mulpha Sanctuary Cove (Developments) Pty Ltd of lot 7 on SP 186788 to enable the transfer to register in the Queensland Land Titles Registry.

We understand that our approval is required under Section 58 of the SRCA prior to requesting the Ministers approval. We trust that this approval satisfies the City's obligations in response to your proposal.

Please do not hesitate to contact me on 55828017 if additional information or clarification is required.

Yours faithfully



Roger Sharpe
Manager Planning Assessment
City Development
For the Chief Executive Officer
Council of the City of Gold Coast

CORRESPONDENCE FOR ACTION

From: [Brogan Watling](#)
To: [Stephen Anderson](#); [Barry Teeling](#); [Paul Sanders](#); [Stuart Shakespeare](#)
Cc: [Jodie Syrett](#); [Cassie McAuliffe](#)
Subject: Draft Administration and Facilities Management Agreement | PTBC | Comparison Table of Key Terms
Date: Monday, 9 June 2025 9:13:46 AM
Attachments: [image001.png](#)

Good morning Executive Committee

I have included below a comparison table on some key terms from the current Administration and Management Agreement and the proposed Administration Agreement and Facilities Management Agreement.

There are obviously other differences between the current and proposed agreements, but not every change can be captured in the table. The proposed agreements take a very different form to the current, so it is difficult to draw straight comparisons. Further, the current agreement includes aspects of facilities management in the body corporate administration agreement, whereas the proposed agreements separate out body corporate administration and facilities.

I would encourage you to review the proposed agreements themselves. I would be happy to sit down with the PTBC EC informally to go through them.

Please be mindful that this is not legal advice to the PTBC. I drafted these agreements on behalf of the Company. If the PTBC has any concerns, it should consider obtaining its own independent legal advice.

If you have any other questions, please reach out.

Thank you.

Description	Current Agreement	Proposed Agreements
Term	<u>Schedule 1</u> 3 years x 3 years x 3 years <ul style="list-style-type: none">• This not permitted under SCRA for body corporate manager. The max term is 3 years.• There is no max term for the engagement of a facilities manager.	<u>Clause 3</u> 1 year. This is to align with the PBC and give the PTBC and SCCSL to make any improvements/amendments after 12 months. After the first 12 month period, an agreement term of 3 years will likely be proposed for both agreements.
Services	<u>Schedule 2</u> Facilities duties generally.	<u>Schedule A</u> No material change.

	<p>- <u>Schedule 3</u> Body Corporate management duties generally.</p>	
Powers of SCCSL	<p><u>Clause 3</u> SCCSL has the powers necessary to perform the services set out in the agreement including maintenance of the primary thoroughfare.</p> <ul style="list-style-type: none"> NB: no authority for SCCSL to undertake any expenditure on behalf of PTBC without approval. 	<p><u>Clause 5</u> Although worded very differently in the new agreement, the effect is similar. More specificity is provided as to what SCCSL's powers are. Importantly, it is clarified that SCCSL does have the power to expend monies of the PTBC without approval in certain circumstances (related to facilities management only – see PTBC expenditure policy).</p>
Cost	<p><u>Clause 5</u> PTBC is liable for actual cost incurred for all things done by SCCSL and a pro-rata proportion of all costs, charges, expenses and overheads incurred by SCCSL.</p>	<p><u>Clause 6</u> No material change.</p>
Indemnity	<p><u>Clause 8</u> Indemnification of SCCSL.</p>	<p><u>Clause 9 (BC) and Clause 10 (Facilities)</u> Different wording, but no material change.</p>
Termination	<p><u>Clause 9</u></p> <ul style="list-style-type: none"> PTBC can terminate where SCCSL fails to perform its obligations and after SCCSL is given notices, the failure continues for 1 month. SCCSL can terminate where PTBC does not pay SCCSL or PTBC acts in a way to prevent SCCSL from carrying out its obligations and it has given the PTBC 	<p><u>Clause 12 (BC) and Clause 13 (Facilities)</u> Either party may terminate the agreement by providing notice in writing to the other where there is breach (that is unremedied within 28 days), the other party is guilty of gross misconduct, convicted of an indictable offence or is liquidated.</p> <p>NB: the PBC has changed this clause and SCCSL would be willing to adopt the same position.</p>

	not less than 1 months' notice.	
Code of Conduct	No code of conduct applying to Facilities Manager.	<u>Schedule B</u> Same code of conduct that applies to Body Corporate Manager applies to Facilities Manager.
Reporting (Facilities Only)	No current reporting requirement.	<u>Schedule C</u> New monthly reporting on 6 areas, with most of this information to be drawn from existing software and systems.

Kind Regards,

BROGAN WATLING

In-house Counsel

Email brogan.watling@scove.com.au

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

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

Web oursanctuarycove.com.au

My working days are Monday, Tuesday, Thursday and Friday



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

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Proxy form for Body Corporate meetings

Building Units and Group Titles Act 1980

Section 1 – Body corporate secretary details

Name: The Secretary

Address of scheme: C/- Sanctuary Cove Primary B/C, PO Box 15 SANCTUARY COVE, QLD, 4212

Section 2 – Authorisation

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

I/we

Name of owner 1:

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

Name of owner 2:

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

being the Proprietor/s of the following Lot/s

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

Name of Body Corporate:

SANCTUARY COVE PRIMARY

hereby appoint,

Proxy (full name):

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

☐ The body corporate meeting to be held on ____ / ____ / ____

☐ All body corporate meetings held before ____ / ____ / ____ (*expiry date*)

☐ All body corporate meetings held during the rest of the body corporate's financial year unless I/we serve you with a prior written withdrawal of the appointment

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

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

Residential address:

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

Postal address:

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

Information about Proxies

This page is for information only and not part of the prescribed form.

Lot Owners can appoint a trusted person as their representative at meetings, to vote in ballots or represent them on the committee. This person is your proxy.

To authorise a proxy, you must use the prescribed form and deliver it to the owner's corporation secretary. If appointing a Power of Attorney as a proxy, you should attach a copy of the Power of Attorney.

Proxies automatically lapse 12 months after the form is delivered to the secretary, unless an earlier date is specified.

Proxies must act honestly and in good faith and exercise due care and diligence. Proxies cannot transfer the proxy to another person.

A Lot Owner can revoke the authorisation at any time and choose to vote on a certain issue or attend a meeting.

It is illegal for someone to coerce a Lot Owner into making another person their proxy.

Owners' corporations must keep the copy of the Proxy authorisation for 12 months.