

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

NOTICE OF THE EXTRAORDINARY GENERAL MEETING OF THE SANCTUARY COVE PRINCIPAL BODY CORPORATE GTP 202

**Notice of business to be dealt with at the
EXTRAORDINARY GENERAL MEETING of the Sanctuary
Cove Principal Body Corporate GTP 202, to be held at
Meeting Room 1, Sanctuary Cove Body Corporate Services,
Shop 1A, Marine Village, Masthead Way,
Sanctuary Cove, QLD 4212, on
Wednesday 24th April 2024, 11:00AM**

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. PROXY FORM**
- 4. VOTING [MOTIONS FROM AGENDA]**

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.

Please take the time to complete and return the voting paper to the reply address below or submit a valid proxy to the PBC Secretary prior to the meeting.

Sanctuary Cove Body Corporate Services Pty Ltd, for the Secretary

Reply To PO Box 15, SANCTUARY COVE QLD, 4212
--

NOTICE OF THE EXTRAORDINARY GENERAL MEETING OF THE Sanctuary Cove Principal Body Corporate GTP 202

**Notice of business to be dealt with at the
EXTRAORDINARY GENERAL MEETING of the Sanctuary
Cove Principal Body Corporate GTP 202, to be held at
Meeting Room 1, Sanctuary Cove Body Corporate Services,
Shop 1A, Marine Village, Masthead Way,
Sanctuary Cove, QLD 4212, on
Wednesday 24th April 2024, 11:00AM**

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 of RBC's
4. Recording of the meeting
5. Motions
 1. Approval of PBC EGM Minutes 28th March 2024
 2. Facilities – Expenditure for the engagement of Landscape Solutions for works at P53 – Paul Toose Park Garden
 3. Facilities – Expenditure for the purchase of the remaining available Calix 726GE-I ONTs
 4. Facilities - Expenditure to engage Protech Electrical Services for costs to replace electrical switchboards at Pump Stations 2 and 15.
 5. Survey of Harbours for Dredging – Stage 1
 6. Amendment to the Secondary Thoroughfare By-Laws to control parking
 7. Approval for shuttle buses through residential zone during Boat Show
 8. Two Ordinary Member Nominees to be appointed to the Executive Committee
 9. Paul Kernaghan be appointed as a member of the Finance Committee
 10. PBC agree to the conduct of a review of the SC governance structures
 11. Recission of Motion 9 of the PBC EGM on 29th February 2024
 12. PBC Intention to advise PTBC of guidelines regarding Independent Director
 13. Engagement of Grace Lawyers to advise the PBC on claim threatened by Lot 155
 14. Authorisation of further legal expenditure
 15. Commencement of proceeding against Lot 41 for a failure to comply with a Referee's Order
 16. Commencement of proceeding against Lot 37 for a failure to comply with a Referee's Order

6. Correspondence for Information

For noting of the PBC and the PBC EC

No	Date	From	To	Regarding
1	28 March 2024	BCM	PBC Secretary	Formal advice to the PBC – Appointment of Members Nominee – RBC Felicia, Tristania & Fuschia
2	28 March 2024	MN Zieria	PBC Chair and MNs	Correspondence regarding the Chairs letter dated 6 March 2024
3	1 April 2024	MN Washingtonia	PBC Secretary	Formal resignation from PBC EC ordinary member and RBC Chairperson
4	11 April 2024	PBC EC – Peter Cohen	PBC	Formal resignation from PBC EC ordinary member
5	15 April 2024	PBC EC	PBC MN and RBC Chairpersons	Notice of Vacancy
6	16 April 2024	MN – Tristania, Banksia Lakes & Roystonia	PBC	Resumes to support Nomination for PBC EC ordinary member's positions.

Correspondence for Action

For noting of the PBC and the PBC EC

No	Date	From	To	Regarding
1.	7 April 2024	MN Tristania	PBC	Off leash dog area Paul Toose Park Schotia Island
2.	12 April 2024	Chairperson from Schotia Island	PBC	Compliance with RZABLs – Dogs not on leash

7. Business Arising

- 7.1 PBC MN access to records without fee discussion
- 7.2 BUP applications to be approved by RBC before application to ARC
- 7.3 Town Hall meeting MSCD 8th May 2024 at 5:30pm
- 7.4 PBC Motions – April 2024
- 7.5 Next meeting to be held on Thursday 30th May 2024 @ 11:00am.

8. Closure of Meeting

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.

Proxy form for Body Corporate meetings

Building Units and Group Titles Act 1980

Section 1 – Body corporate secretary details

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

Section 2 – Authorisation

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

I/we

Name of owner 1:

Signature:**Dated:** ___ / ___ / ___

Name of owner 2:

Signature:**Dated:** ___ / ___ / ___

being the Proprietor/s of the following Lot/s

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

Name of Body Corporate:

.....

hereby appoint,

Proxy (full name):

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

The body corporate meeting to be held on ___ / ___ / ___

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

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

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

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

Residential address:

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

Postal address:

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

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.

VOTING PAPER

Extraordinary General Meeting for the Sanctuary Cove Principal Body Corporate GTP 202

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

Date and time of meeting: Wednesday 24th April 2024 – 11:00AM

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.

Motions

1	Body Corporate - Approval of Previous General Meeting Minutes – 28th March 2024 (Agenda Item 5.1)	ORDINARY RESOLUTION
----------	---	----------------------------

Proposed by: Statutory Motion

THAT the Minutes of the PBC Extraordinary General Meeting held on 28th March 2024 be accepted as a true and correct record of the proceedings of the meeting.

Yes	
No	
Abstain	

2	Facilities – Expenditure for the engagement of Landscape Solutions for works at P53 – Paul Toose Park Garden (Agenda Item 5.2)	ORDINARY RESOLUTION
----------	---	----------------------------

Proposed by: PBC Chairperson

THAT the PBC agrees to expend \$101,136.59 Inc GST plus a 10% contingency in the amount of \$10,113.66 Inc GST for the engagement of Landscape Solutions – Variations team for the costs associated with undertaking Landscaping upgrade works at P53 – Paul Toose Park Garden. Funds to be expensed to Sinking Fund – 22280 – Landscape.

Yes	
No	
Abstain	

And further notes that due to the urgent need/requests from the Schotia Body Corporate for works to be completed and a number of companies declining to quote on the works, only two (2) quotes were obtained. The PBC approves the reduction in the required number of quotes to be obtained from three (3) to two (2).

3	Facilities – Expenditure for the purchase of the remaining available Calix 726GE-I ONTs (Agenda Item 5.3)	ORDINARY RESOLUTION
----------	--	----------------------------

Proposed by: PBC Chairperson

<p>THAT the PBC EGM agrees to expend \$67,885.62 Inc GST for the purchase of the remaining available Calix 726GE-I ONTs. Funds to be expensed to Sinking Fund – 06290 – FTTH.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Yes</td> <td style="width: 50%;"></td> </tr> <tr> <td>No</td> <td></td> </tr> <tr> <td>Abstain</td> <td></td> </tr> </table>	Yes		No		Abstain	
Yes							
No							
Abstain							

4	Facilities - Expenditure to engage Protech Electrical Services for costs to replace electrical switchboards at Pump Stations 2 and 15. (Agenda Item 5.4)	ORDINARY RESOLUTION
----------	---	----------------------------

Proposed by: PBC Chairperson

<p>THAT the PBC EGM agrees to expend \$53,880.20 Inc GST plus a contingency of \$5,388.02 Inc GST to engage Protech Electrical Services for costs to replace the electrical switchboards at Pump Stations 2 and 15. Funds are to be expensed from the Sinking Fund – Switchboard Meter 22497.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Yes</td> <td style="width: 50%;"></td> </tr> <tr> <td>No</td> <td></td> </tr> <tr> <td>Abstain</td> <td></td> </tr> </table>	Yes		No		Abstain	
Yes							
No							
Abstain							

THAT the PBC EGM agrees to expend \$1,067.00 Inc GST, plus a 10% contingency in the amount of \$97.00 Inc GST for the engagement of Gold Coast Generators for costs associated with the hire of generator to provide temporary power to the switchboards. Funds are to be expensed from the Sinking Fund – Switchboard Meter 22497.

THAT the PBC EGM approves the allocation of \$1,000.00 Inc GST (estimated) for fees to Energex and Origin for the meter change. Funds to be expensed from the Sinking Fund – Switchboard Meter 22497

5	Survey of Harbours for Dredging – Stage 1 (Agenda Item 5.5)	ORDINARY RESOLUTION
----------	--	----------------------------

Proposed by: PBC Chairperson

<p>THAT the PBC EGM agrees to expend \$48,393.40 Inc GST plus a contingency of 10% in the amount of \$4,839.34 Inc GST for the engagement of Australasian Marine Associates for the investigation and provision of a scope of works and report concerning the necessary actions and associated costs for dredging the Sanctuary Cove private harbours. Funds to be expensed to the Sinking Fund Harbours - 222372</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Yes</td> <td style="width: 50%;"></td> </tr> <tr> <td>No</td> <td></td> </tr> <tr> <td>Abstain</td> <td></td> </tr> </table>	Yes		No		Abstain	
Yes							
No							
Abstain							

And further notes that specific due to the nature of the works, only two (2) quotes were obtained. The PBC approves the reduction in the required number of quotes to be obtained from three (3) to two (2).

Preamble Motion 6

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

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

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

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

6 Amendment to the Secondary Thoroughfare By-Laws to control parking (Agenda Item 5.6) SPECIAL RESOLUTION

Proposed by: PBC Chairperson

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

Yes	
No	
Abstain	

- 1. park a vehicle or allow a vehicle to stand on any part of the Secondary Thoroughfare unless that part of the Secondary Thoroughfare has been clearly delineated as a car park; and*
- 2. where a car park is delineated in a Secondary Thoroughfare, park a vehicle overnight from 6pm to 6am.*

Preamble Motion 7

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

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

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

With the ongoing diminishment of land within the resort for boat show parking, the organisers are needing to find alternative car parking locations. All public carparking (about 2500 cars) is now offsite on theme park and council land with coach transfers to the event. Additional parking for about 1500 vehicles is required for support staff. Exhibitors are parking at the Rec Club and adjacent land and

Cypress Point (700 to 800). Parking for hotel and village retail staff vehicles (about 400) is to be accommodated on Mulpha’s Sickle Ave site. The organisers are requesting PBC approval to transfer people from this carpark to the village via the residential areas, using 20-seat buses.

The organisers have advised and acknowledged the following -

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

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

7	Approval for shuttle buses through residential zone during Boat Show (Agenda Item 5.7)	ORDINARY RESOLUTION
----------	---	----------------------------

Proposed by: PBC Chairperson

THAT the PBC EGM approves and accepts shuttle buses to transit through the residential zone during the 2024 Sanctuary Cove International Boat Show. The shuttle will commence from an event car park located off Sickle Avenue into the cove to cater for Village tenants and hotel staff.

Yes	
No	
Abstain	

8 Two Ordinary Member Nominees to be appointed to the Executive Committee (Agenda Item 5.8)

ORDINARY RESOLUTION

Proposed by: PBC Chairperson

THAT the Principal Body Corporate appoints to the PBC Executive Committee the two following nominees that receive the most affirmative votes.

- 1. Mr Andrew Brown the MN for Banksia Lakes.

Yes	
No	
Abstain	

- 2. Mrs Simone Hoyle the MN for Roystonia.

Yes	
No	
Abstain	

- 3. Mr Mark Winfield the MN for Tristania.

Yes	
No	
Abstain	

9 Paul Kernaghan be appointed as a member of the Finance Committee (Agenda Item 5.9)

ORDINARY RESOLUTION

Proposed by: PBC MN Molinia

THAT following confirmation of Paul Kernaghan as PBC treasurer, on 24th April 2024, he will be appointed as a member of the Finance subcommittee.

Yes	
No	
Abstain	

Preamble Motion 10

The governance and other structures relating to Sanctuary Cove were last evaluated in 2013. The Administration and Management Agreement expires in October 2025 and notice of renewal is required by 31 July 2025. The current functions, delegations and agreements may require adjustment or revision to ensure best practice and the delivery of outstanding service and facilities management to the residents of Sanctuary Cove.

The gathering of data from a variety of sources via a diverse set of strategies by an external expert, experienced in the conduct of a governance review, will provide opportunity for objective analyses, evidence-based evaluation, and relevant recommendations.

The scope will be proposed by the nominee directors for approval by the PBC & PTBC and terms of reference will be sourced through consultation with the residents of Sanctuary Cove.

10 PBC agree to the conduct of a review of the SC governance structures (Agenda Item 5.10) ORDINARY RESOLUTION

Proposed by: PBC MN Molinia

THAT the PBC members agree, in principle, to the conduct of a review of the Sanctuary Cove governance structures.

Yes	
No	
Abstain	

11 Rescission of Motion 9 of the PBC EGM on 29th February 2024 (Agenda Item 5.11) ORDINARY RESOLUTION

Proposed by: PBC MN Molinia

THAT That motion 9 of the PBC EGM on 29th February be rescinded. To be read in conjunction with Motion 12:

Yes	
No	
Abstain	

THAT the PBC members advise the PTBC members of their intention to seek:

1. *A trial period of twelve months without an Independent Director on the SCCSL board, with a review before the end of the period to assess the effective operation of the board.*
2. *Should it be required, the board to consider, agree, and document a meritorious process for the selection and appointment of an Independent Director.*
3. *A rotating chairperson on the board that alternates between a PBC and a PTBC director on an annual basis with the first chair being the PTBC nominee, Stephen Anderson, who would commence in this position at the start date of the trial period.*
4. *In the spirit of openness and transparency, the SCCSL Secretary provides to the board members a brief monthly report summarising matters dealt with between the CEO and the Chairperson in between board meetings.*

Preamble Motion 12

Section 3 of Motion 9 (agenda item 5.9) be amended in response to many of the issues raised by the PBC Chairperson in the 6th March circular distributed to Sanctuary Cove residents (**see attached Item 12**). Stephen Anderson, PTBC Nominee Director, and Paul Donovan, Independent Director and Chairperson, were presiding board members of SCCSL during the period of concern.

Paul Donovan resigned in December 2023

12 PBC Intention to advise PTBC of guidelines regarding Independent Director (Agenda Item 5.12) ORDINARY RESOLUTION

Proposed by: PBC MN Molinia

THAT the PBC members advise the PTBC members of their intention to seek:

1. A trial period of twelve months without an Independent Director on the SCCSL board, with a review before the end of the period to assess the effective operation of the board.
2. Should it be required, the board to consider, agree, and document a meritorious process for the selection and appointment of an Independent Director.
3. A chairperson to be decided by the board with the first chair being a PBC nominee.
4. The SCCSL Secretary provides the board members with a brief monthly report including matters discussed by the CEO and the Chairperson in between board meetings.

Yes	
No	
Abstain	

13	Engagement of Grace Lawyers to advise the PBC on claim threatened by Lot 155 (Agenda Item 5.13)	ORDINARY RESOLUTION
-----------	--	----------------------------

Proposed by: PBC Chairperson

THAT the PBC engages Grace Lawyers at a fee estimate of \$2,800 – \$4,300 plus GST and disbursements (in accordance with the fee proposal circulated with the agenda) to provide it with advice and assist it in responding to correspondence prepared by Owners of Lot 155 threatening the commencement of a restitution claim against the PBC.

Yes	
No	
Abstain	

14	Authorisation of further legal expenditure (Agenda Item 5.14)	ORDINARY RESOLUTION
-----------	--	----------------------------

Proposed by: PBC Chairperson

THAT the PBC authorises further legal expenditure (as budgeted) up to the amount of \$15,000 plus GST and disbursements for Grace Lawyers to continue to progress the two proceedings on behalf of the PBC seeking compliance with the Residential Zone Activities By-laws by two owners located within Schotia Island (Lot 41) and Adelia (Lot 37).

Yes	
No	
Abstain	

15	Commencement of proceeding against Lot 41 for a failure to comply with a Referee’s Order (Agenda Item 5.15)	ORDINARY RESOLUTION
-----------	--	----------------------------

Proposed by: PBC Chairperson

THAT the PBC authorises the commencement of proceedings under section 113 of the *Building Units and Group Titles Act 1980* (Qld) against Lot 41, for their failure to comply with a Referee’s Order dated 30 June 2023 (reference 0470-2023).

Yes	
No	
Abstain	

16	Commencement of proceeding against Lot 37 for a failure to comply with a Referee’s Order (Agenda Item 5.16)	ORDINARY RESOLUTION
-----------	--	----------------------------

Proposed by: PBC Chairperson

THAT the PBC authorises the commencement of proceedings under section 113 of the *Building Units and Group Titles Act 1980* (Qld) against Lot 37, for their failure to comply with a Referee’s Order dated 7 June 2023 (reference 1012-2023).

Yes	
No	
Abstain	

GTP: 202

Lot Number: _____

Unit Number: _____

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

Name of voter: _____

Signature of voter: _____

Date: _____

**MOTION
INFORMATION**



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

Location of meeting:	Meeting Room 1, Body Corporate Services Office Masthead Way, Sanctuary Cove QLD 4212
Date and time of meeting:	Thursday 28 th March 2024
Meeting time:	11:00AM – 12:53PM
Chairperson:	Chairperson – Stuart Shakespeare

ATTENDANCE

The following members were Present in Person at the meeting:

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

The following members present by Voting Paper and In Person:

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

The following members present by Voting Paper:

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

The following members were present by Proxy:

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

Present by Invitation:

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

Apologies:

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

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

A quorum was present.

The Meeting was recorded.

Motions

1	Body Corporate - Approval of Previous General Meeting Minutes – 8th February 2024 (Agenda Item 5.1)	ORDINARY RESOLUTION
----------	---	----------------------------

Proposed by: Statutory Motion	CARRIED
-------------------------------	----------------

<p>RESOLVED that the Minutes of the PBC Extraordinary General Meeting held on 8th February 2024 be accepted as a true and correct record of the proceedings of the meeting.</p> <p>NOTE: MN for Caladenia stated he voted ‘Yes’ for Motion 2 not ‘No’ as recorded.</p>	Yes	23
	No	3
	Abstain	2

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

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

Proposed by: Statutory Motion

CARRIED

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

Yes	22
No	2
Abstain	4

NOTE: MN for Schotia Island submitted Annexure A attached

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

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

Proposed by: PBC Chairperson

CARRIED

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

Yes	28
No	0
Abstain	0

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

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

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

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

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

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

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

Preamble Motion 4

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

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

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

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

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

SPECIAL RESOLUTION

Proposed by: PBC Chairperson

MOTION INVALID

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

Yes	
No	
Abstain	

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

NOTE: Motion invalid due to a suggested amendment to remove ‘more than 4 hours’ and replace with ‘overnight 6pm to 6am’.
Amendments cannot be made during a PBC EGM as RBC’s have directed voting on original motion prior to the meeting.

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

Preamble Motion 5

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

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

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

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

The organisers have advised and acknowledged the following -

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

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

5 Approval for shuttle buses through residential zone during Boat Show (Agenda Item 5.5)

POLL VOTE BY CASSIA

Proposed by: PBC Chairperson

MOTION INVALID

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

Yes	
No	
Abstain	

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

Amendments cannot be made during a PBC EGM as RBC’s have directed voting on original motion prior to the meeting.

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

Preamble Motion 6

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

The PTBC proposed the following at p10:

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

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

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

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

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

In Correspondence for Information, you will notice:

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

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

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

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

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

Proposed by: PBC Chairperson

CARRIED

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

Yes	22
No	1
Abstain	5

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

6. Correspondence for Information

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

Correspondence for Action

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

7. Business Arising

- MN for Harpullia requested a copy of the Preferred Suppliers List and queried when it was last reviewed.
- Discussion for PBC MN to have access to records without fee, the Chair raised some concerns from BCS where the requests could get out of control and become time consuming. Request access for PBC to have all information on the portal, including PTBC agenda and minutes.
- Remove 7.2 Village update MSCD and replace with Town Hall meeting MSCD. Require more communication from MSCD regarding work and future developments.
- Request a copy of Town Hall presentation from MSCD.
- Request for update from DSTG on water leak situation and what is being done.
- In response to the concerns raised in the circular distributed to residents on 06/03/2024, the Chairperson indicated that action was being taken to remediate the situation. The appointment of 2 PBC nominee directors to the SCCSL board will ensure representation and advocacy for residents. As some board level discussions are suppressed by a confidentiality agreement not all discussions can be disclosed.
- Breach of Code of Conduct discussed, plans for Independent Governance Review for steps forward.
- RBCS discussed a motion for next meeting to cease sourcing new RBCs for RBCS until further information is sourced.

7.1 PBC Motions – April 2024:

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

7.2 Town Hall Meeting MSCD 08/05/024

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

MEETING CLOSED @ 12:53pm

Chairperson:

Incomplete and deficient minutes of PBC EGM meetings

Over the last few meetings little to no comments, opinions or questions raised by MN's made during these meetings have been recorded in minutes of that meeting.

In my opinion this makes the minutes deficient and inaccurate. This is particularly concerning in respect to those contentious motions where there has been pertinent questions, comments and rigorous discussions made questioning the assertions or facts made in respect to that motion. As it appears now as evident in the recent meeting minutes only the preamble or proposers comments are included. This clearly does not provide full transparency to the readers of the minutes on the issues or concerns raised by MN's during any debate on that issue.

Given the appearance of statements made by the Chairman in the recent meeting minutes and included as "Annexures" I can only assume now that the only accepted way to have opinions minuted is to provide a written " paper" and requested it be included in said minutes! In my view this defeats the object of having open and transparent discussions on important and critical issues recorded and included for all to see and consider .

To PBC Chair and Members.

Date PBC Meeting of 28th March, 2024.

Re: Letter to Residents.

I refer to the Chair's letter of 6th March, 2024 to residents on the subject of the SCCSL newsletter.

Apart from the numerous breaches of agreements and the lack of resident representation highlighted in the letter, it is obvious that the PBC and hence residents have been unsighted on matters of importance and risk. Matters which should have been discussed and voted on by the PBC.

However, it is also clear that certain parties were aware of the actions taken and did not disclose them to the PBC.

This nondisclosure is a breach of the Code of Conduct which requires that "members should act honestly, in good faith and in the best interests of residents".

As the PBC directors of SCCSL have all the relevant information on this matter, I request that they initiate the necessary action against the parties that failed to make such disclosure to the PBC.

A failure to act on this matter will set a dangerous precedent and render the Code of Conduct worthless.

Hugh Martin

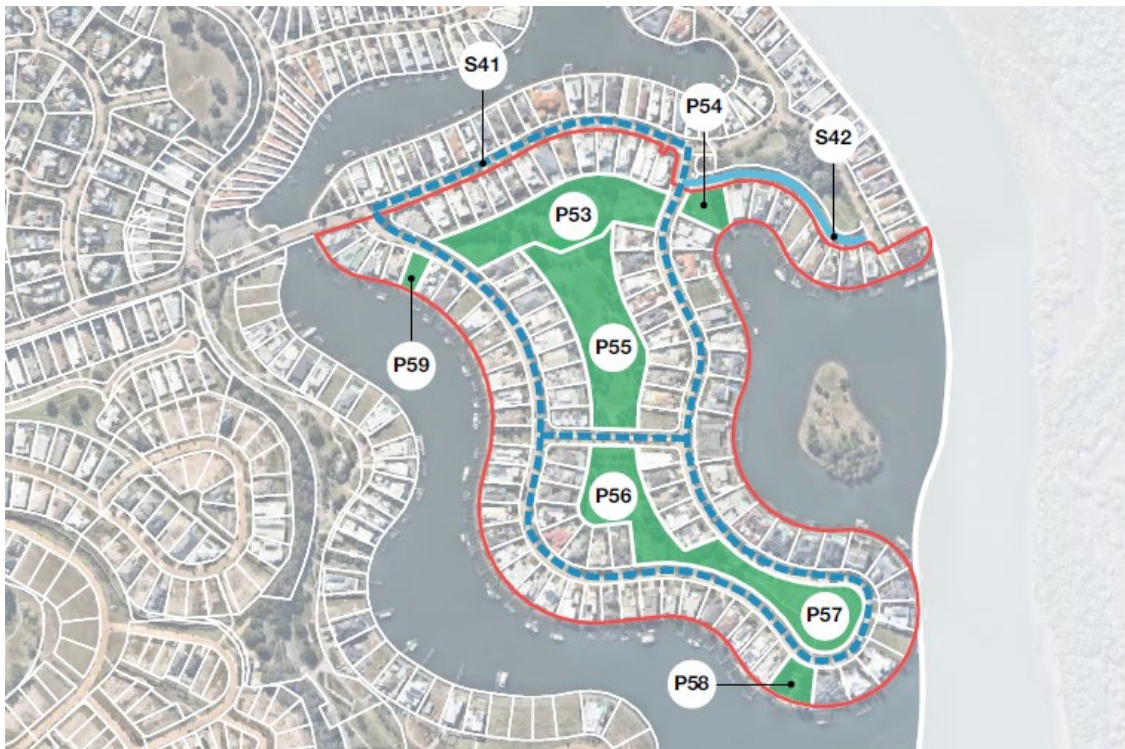
Members Nominee for Zieria RBC.

Motion 5.2

DISTRIBUTION: PBC	ATTACHMENTS: 5	DATE: March 2024
<p>MOTION - That the PBC agrees to expend \$101,136.59 Inc GST plus a 10% contingency in the amount of \$10,113.66 Inc GST for the engagement of Landscape Solutions – Variations team for the costs associated with undertaking Landscaping upgrade works at P53 – Paul Toose Park Garden. Funds to be expensed to Sinking Fund – 22280 – Landscape.</p> <p>And further notes that due to the urgent need/requests from the Schotia Body Corporate for works to be completed and a number of companies declining to quote on the works, only two (2) quotes were obtained. The PBC approves the reduction in the required number of quotes to be obtained from three (3) to two (2).</p>		

Objective

To design and undertake landscaping works in conjunction with Form Landscape Architects- Landscape Management Plan (LMP) to improve the overall look, appearance, and health of the landscaping assets at P53 – Paul Toose Park within Sanctuary Cove. (As pictured below)



Background

The Landscape Management Plan (LMP) provides the comprehensive framework for landscape upgrade works and serves as a guiding document to outline the objectives, strategies, and actions necessary to enhance and maintain the landscape in a specific area whilst considering various factors such as environmental considerations, site conditions, user requirements, and budgetary constraints.

Within the plan, all areas were ranked from -10 to 20, forming the basis for the phasing plan of future works. The areas were categorised into proposed precinct works or "itemized scope categories" and

assigned a works percentage. This percentage allowed Management to calculate and allocate tasks based on the estimated budgets for each area's proposed works.

After considering the itemised scope categories and the requirements outlined in the three-year landscaping maintenance contract, extensive site inspections were conducted for the aforementioned PBC areas. These inspections, along with the input from the Schotia Bodies Corporate residents, helped to finalise the scope of works that includes detailed information on plant species, sizes, and quantities.

Scope of works

Please find attached scope of works, provided to qualified and reputable companies to quote.

Pricing (ex GST)

Brisbane Landscape Construction was given the chance to offer quotes for the specified tasks. However, they opted to decline the invitation or neglected to communicate within the allocated timeframe, consequently missing the designated deadline for consideration.

This situation prompted the need for flexibility, leading to an adjustment in the required number of quotes approved by the PBC from three (3) to two (2).

Prices below are shown as ex GST

	Garden	Mulch	Total - ex GST	Total - Inc GST
Landscape Solutions - Variations	\$ 59,250.28	\$ 32,692.07	\$ 91,942.35	\$ 101,136.59
The Plant Management Co	\$ 73,657.34	\$ 31,182.06	\$ 104,839.40	\$ 115,323.34

Due to Landscape Solutions – Variations team, presenting the most competitive overall price and demonstrating a commendable track record of high-quality work on-site, the recommendation is to grant the works to Landscape Solutions.

Attachments

1. Scope of works - P53 Paul Toose Park
2. QU1291 - Plant Management Company - Garden Upgrade
3. QU1835 - Plant Management Company - Mulch
4. VR02-5151-0211 - Landscape Solutions - Garden Upgrade
5. VR02-5151-0212 - Landscape Solutions - Mulch

P53 Paul Toose Park

Proposed Works Summary									
Parks									
#	Name	Type	Measure	Rate	Asset Value Estimate	Proposed Works %	Proposed Budget Allocation	Phase ¹	Timing
P53	Paul Toose Park	Formal	12700 m2	\$90	\$1,143,000	4.5%	\$51,121	3	2025 - 2028
P54	Schotia Island - Waterfront Park	Formal	1740 m2	\$90	\$156,600	10.9%	\$17,116	3	2025 - 2028
P55	Schotia Park North	Formal	11470 m2	\$90	\$1,032,300	3.8%	\$39,408	4	2028 - 2031
P56	Schotia Park South	Formal	8940 m2	\$90	\$804,600	3.4%	\$27,638	2	2022 - 2025
P57	Turret Park	Formal	6050 m2	\$90	\$544,500	2.5%	\$13,613	3	2025 - 2028
P58	Schotia Island - Harbour Park	Formal	1701 m2	\$90	\$153,090	12.3%	\$18,761	2	2022 - 2025
P59	The Circle Park	Linear	850 m2	\$80	\$68,000	5.0%	\$3,400	3	2025 - 2028
Streets									
S41	Secondary Connector		1630 m	\$550	\$896,500	0.9%	\$8,158	2	2022 - 2025
S42	Primary Laneway		230 m	\$500	\$115,000	0.9%	\$1,047	2	2022 - 2025
Precinct Totals					\$4,913,590		\$180,261		





2121	<ul style="list-style-type: none"> • Remove undesired species/ weeds. • Supply and install 1m3 x organic garden soil. • Infill gaps in Agapanthus. • Supply and install 54 x 140mm Agapanthus. • Fertilise Lilly Pilly hedge. • Expose edging. • Waste to be disposed of in onsite green waste bin.
2123	<ul style="list-style-type: none"> • Lift shape pathway border tree. • Remove undesired species/ weeds. • Supply and install 1m3 x organic garden soil. • Infill gaps in Agapanthus. • Supply and install 39 x 140mm Agapanthus. • Fertilise Lilly Pilly hedge. • Lift lower branches on Tuckeroo tree. • Expose hedge. • Waste to be disposed of in onsite green waste bin.
2125	<ul style="list-style-type: none"> • Lift shape pathway border trees. • Remove undesired species/ weeds. • Infill gaps in Agapanthus. • Supply and install 1m3 x organic garden soil. • Supply and install 47 x 140mm Agapanthus. • Fertilise Lily Pily hedge. • Expose edge
2127	<ul style="list-style-type: none"> • Lift/shape pathway border tree. • Remove undesired species/weeds. • Supply and install 1m3 x organic garden soil. • Infill gaps agapanthus. • Supply and install 47 x 140mm Agapanthus. • Fertilise Lily Pily hedge. • Expose edging. • Light shape – Claret top hedge. • Remove pandanus/Strelitzia Nicolai from under gum tree. • Remove middle plants (Dietes, Dianella etc.). • Plant crescent of Cordyline – Red rubra. • Supply and install 16 x 200mm Cordyline rubra.

2129	<ul style="list-style-type: none"> • Lift/shape pathway border tree. • Remove undesired species/weeds. • Expose edging. • Supply and install 0.3m3 x turf underlay soil. • Turf near pathway approx. 8m2. • Square up lirioppe adjacent to path. • Remove middle plants (Dietes, Dianella etc.). • Remove all plants forward of yucca (keep pandanus and nandinas). • Supply and install 1m3 x organic garden soil. • Infill gap in nandinas. • Supply and install 32 x 140mm Nandina. • Install 2x rows of lirioppe. • Supply and install 39 x 140mm Lirioppe Evergreen Giant.
2131	<ul style="list-style-type: none"> • Remove undesired species/weeds. • Remove tuckeroo - by qualified arborist. • Remove Ficus - by qualified arborist. • Remove Lomandra from front of garden. • Expose edging. • Light prune grevillea. • Prune xmas bush. • Remove corner garden in front of claret top. • Light prune claret top hedge. • Supply and install 1m3 x organic garden soil. • Infill middle section nandina domestica. • Supply and install 32 x 140mm Nandina. • Plant lirioppe border 2x rows to corner drain (salvage lirioppe where possible). • Supply and install 32 x 140mm Lirioppe Evergreen Giant.
2133	<ul style="list-style-type: none"> • Remove undesired species/weeds. • Remove umbrella tree. • Expose edging. • Remove corner garden. • Supply and install 1m3 x organic garden soil. • Infill tricolour border 1-1.5 m deep. • Supply and install 78 x 140mm Jasmine Tri Colour. • Prune Strelitzia Nicolai/ remove up plants up against tree.

2135	<ul style="list-style-type: none"> • Remove section of garden (dianella/tricolour). • Lift/shape pathway border tree. • Supply and install 1m3 x organic garden soil. • Replant tricolour jasmine border 1-1.5 m deep. • Supply and install 78 x 140mm Jasmine Tri Colour. • Plant Strelitzia in between border trees. • Supply and install 5 x 200mm Strelitzia.
2137	<ul style="list-style-type: none"> • Expose edging. • Lift/shape pathway border tree. • Remove undesired species/weeds. • Supply and install 1m3 x organic garden soil. • Replant tricolour jasmine border 1-1.5 m deep. • Supply and install 47 x 140mm Jasmine Tri Colour. • Plant Strelitzia in between border trees. • Supply and install 2 x 200mm Strelitzia nicolai
2139	<ul style="list-style-type: none"> • Expose edge • Lift/shape pathway border tree. • Remove undesired species/weeds. • Prune Lily Pily middle hedge to 1.2-1m higher than fence hedge height. • Fertilise hedge. • Supply and install 1m3 x organic garden soil. • Replant tricolour jasmine border 1-1.5 m deep. • Supply and install 55 x 140mm Jasmine Tri Colour. • Plant Strelitzia in between border trees. • Supply and install 2 x 200mm Strelitzia nicolai.
2141	<ul style="list-style-type: none"> • Expose edge. • Remove undesired species/weeds (palm and strelitzia Nicolai). • Infill tri colour jasmine to corner (keep walkway) to date palm. • Supply and install 1m3 x garden soil. • Supply and install 47 x 140mm Jasmine Tri Colour. • Lift Ficus. • Supply and install 2 x 200mm Strelitzia nicolia. • Remove plants under large fig tree.
2143	<ul style="list-style-type: none"> • Remove dead Nandinas. • Fertilise existing Nandinas. • Supply and install 1m3 x organic garden soil.

	<ul style="list-style-type: none"> • Infill gaps Nandinas. • Supply and install 63 x 140mm Nandina. • Expose edging.
2145	<ul style="list-style-type: none"> • Supply and install 1m3 x organic garden soil. • Infill gaps in Nandinas. • Supply and install 24 x 140mm Nandina.
2147	<ul style="list-style-type: none"> • Remove claret top hedge. • Supply and install 2m3 x organic garden soil. • Plant Lily Pilly hedge (instant effect). • Supply and install 20 x 300mm Lilly Pilly. • Lift/shape trees. • Infill gaps in Nandinas. • Supply and install 36 x 140mm Nandina. • Remove Dianella roadside. • Plant corner – Tri colour jasmine. • Supply and install 27 x 140mm Jasmine Tri Colour. • Remove tree behind bins and turf. • Supply and install 0.25m3 x turf underlay. • Supply and install 5m2 wintergreen couch.
2119	<ul style="list-style-type: none"> • Side • Remove Grevillea, Silky oaks, Lily Pily and giant Strelitzia. • Prune /shape trees from boundary. • Shape/infill Rhapsiolepis. • Supply and install 12 x 300mm Oriental Pearl - Indian Hawthorn. • Tidy Liriope border/corner.
Middle LHS	<ul style="list-style-type: none"> • Prune hedge. • Infill plant square of liriope to match opposite side. • Plant 2x rows of agapanthus (border). • Supply and install 1m3 x organic garden soil. • Supply and install 240 x 140mm Liriope Evergreen Giant. • Remove Strelitzia. • Prune/lift Waterhousea trees and gum.

Middle

Middle Garden 1

- Install 15lm concrete edging.
- Supply and install 1m³ x organic garden soil and wetting agent.
- Supply and install 50 x 140mm Liriope Evergreen Giant.
- Supply and install 0.5m³ x 1 inch hoop pine.

Middle Garden 2

- Install 3lm concrete edging.
- Clean out unwanted species.
- Supply and install 3 x 140mm Liriope Evergreen Giant.
- Supply and install 0.3m³ x 1 inch hoop pine.

Middle Garden 3

- Install 2lm concrete edging.
- Remove existing species.
- Supply and install 50 x 140mm Liriope Evergreen Giant.
- Supply and install 0.5m³ x 1 inch hoop pine.

Middle Garden 4

- Install 15lm concrete edging.
- Remove existing species.
- Supply and install 1m³ x organic garden soil and wetting agent.
- Supply and install 50 x 140mm Liriope Evergreen Giant.
- Supply and install 0.5m³ x 1 in hoop pine,

Middle Garden 5

- Install 15lm x concrete edging along backside of garden.
- Remove Liriope and Jasmine and dispose of.
- Supply and install 1.5m³ x organic garden soil and wetting agent.
- Supply and install 250 x ___mm Tricolour Jasmine.
- Supply and install 1m³ x 1 inch pine.

Middle Garden 6

- Remove Jasmine and dispose of.
- Clean out unwanted species.
- Supply and install 1.5m³ x organic garden soil and wetting agent.
- Supply and install 250 x ___mm Tricolour Jasmine.
- Supply and install 24 x 140mm Liriope Evergreen Giant.

- Supply and install 1m³ x 1 inch pine.

Middle Garden 7

- Remove existing tree.
- Install 30sqm of turf
- Install 18lm x concrete edging.
- Remove weeds from garden.
- Supply and install 6 x 140mm Liriope Evergreen Giant.
- Supply and install 0.5m³ x 1 inch hoop pine.

Middle Garden 8

- Remove garden and turf
- Install 14sqm turf

Middle Garden 9

- Install 17lm x concrete edging.
- Shape and prune existing Tri Jasmine.
- Remove existing weeds and Liriope.
- Supply and install 2.5m³ x organic garden soil and wetting agent.
- Supply and install 240 x ___mm Liriope Tri colour Jasmin
- Supply and install 1.5m³ x 1 inch hoop pine.

Middle Garden 10


- Shape and prune existing Jasmine and liriope.
- Supply and install 48 x 140mm Liriope Evergreen Giant.
- Supply and install 4m³ x organic garden soil and wetting agent.
- Supply and install 2m³ x 1 inch hoop.

Middle Garden 11

- Install 15lm x concrete edging.
- Shape and prune existing Star Jasmine.
- Supply and install 0.5m³ x 1 inch hoop pine.

Middle Garden 12

- Install 10lm x garden edging.

	<ul style="list-style-type: none">• Shape and prune existing Star Jasmine.• Supply and install 0.5m3 x 1 inch hoop pine.
Middle RHS	<ul style="list-style-type: none">• Remove trees from middle of park as marked and turf  <ul style="list-style-type: none">• Remove trees - 6 x Harpullia from middle of park as marked and turf.• Supply and install 1m3 x soil.• Supply and install 40m2 x wintergreen couch.• Supply and install 47 x 140mm Liriope Evergreen Giant.• Lift/shape tuckeroo trees adjacent to path.• Trees – define edge, remove undesired species and infill liriope.



QUOTATION

Customer

Sanctuary Cove Principal Body Corporate
PO Box 15
Sanctuary Cove Qld 4212
Shanyn Fox
Shanyn.fox@scove.com.au

Quote No: QU1291
Quote Date: 12 February 2024
Quote Valid: 12 March 2024
Site: Paul Toose Drive
Schotia Island
Pages: Page 1 of 12

Quote | Paul Toose Landscape Upgrade Works v3

Dear Shanyn,

Thank you for the opportunity to supply the following quotation for Paul Toose Landscape Upgrade Works v3 located at Paul Toose Drive Schotia Island as requested.

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

Regards,

Dale Godfrey
Area Supervisor
The Plant Management Company
Tel: 0732684101
Mob: +61421384049
Email: dgodfrey@pmhort.com.au

QUOTATION

Customer

Sanctuary Cove Principal Body Corporate
PO Box 15
Sanctuary Cove Qld 4212
Shanyn Fox
Shanyn.fox@scove.com.au

Quote No: QU1291
Quote Date: 12 February 2024
Quote Valid: 12 March 2024
Site: Paul Toose Drive
Schotia Island
Pages: Page 2 of 12

Quote | Paul Toose Landscape Upgrade Works v3

Quote Breakdown:

2121

Garden 2121

- Remove undesired species/ weeds.
- Supply and install 1m³ x organic garden soil.
- Infill gaps in Agapanthus.
- Supply and install 54 x 140mm Agapanthus.
- Fertilise Lilly Pilly hedge.
- Expose edging.
- Waste to be disposed of in onsite green waste bin.

2123

Garden 2123

- Lift shape pathway border tree.
- Remove undesired species/ weeds.
- Supply and install 1m³ x organic garden soil.
- Infill gaps in Agapanthus.
- Supply and install 39 x 140mm Agapanthus.
- Fertilise Lilly Pilly hedge.
- Lift lower branches on Tuckeroo tree.
- Expose hedge.
- Waste to be disposed of in onsite green waste bin.

2125

Garden 2125

- Lift shape pathway border trees.
- Remove undesired species/ weeds.
- Infill gaps in Agapanthus.
- Supply and install 1m³ x organic garden soil.

QUOTATION

Customer

Sanctuary Cove Principal Body Corporate
PO Box 15
Sanctuary Cove Qld 4212
Shanyn Fox
Shanyn.fox@scove.com.au

Quote No: QU1291
Quote Date: 12 February 2024
Quote Valid: 12 March 2024
Site: Paul Toose Drive
Schotia Island
Pages: Page 3 of 12

Quote | Paul Toose Landscape Upgrade Works v3

-
- Supply and install 47 x 140mm Agapanthus.
 - Fertilise Lily Pily hedge.
 - Expose hedge.

2127

Garden 2127

- Lift/shape pathway border tree.
- Remove undesired species/weeds.
- Supply and install 1m³ x organic garden soil.
- Infill gaps agapanthus.
- Supply and install 47 x 140mm Agapanthus.
- Fertilise Lily Pily hedge.
- Expose edging.
- Light shape – Claret top hedge.
- Remove pandanus/Strelitzia Nicolai from under gum tree.
- Remove middle plants (Dietes, Dianella etc.).
- Plant crescent of Cordyline – Red rubra.
- Supply and install 16 x 200mm Cordyline rubra.

2129

Garden 2129

- Lift/shape pathway border tree.
- Remove undesired species/weeds.
- Expose edging.
- Supply and install 0.3m³ x turf underlay soil.
- Turf near pathway approx. 8m².
- Square up lirioppe adjacent to path.
- Remove middle plants (Dietes, Dianella etc.).
- Remove all plants forward of yucca (keep pandanus and nandinas).
- Supply and install 1m³ x organic garden soil.

QUOTATION

Customer

Sanctuary Cove Principal Body Corporate
PO Box 15
Sanctuary Cove Qld 4212
Shanyn Fox
Shanyn.fox@scove.com.au

Quote No: QU1291
Quote Date: 12 February 2024
Quote Valid: 12 March 2024
Site: Paul Toose Drive
Schotia Island
Pages: Page 4 of 12

Quote | Paul Toose Landscape Upgrade Works v3

-
- Infill gap in nandinas.
 - Supply and install 32 x 140mm Nandina.
 - Install 2x rows of lirioppe.
 - Supply and install 39 x 140mm Liriope Evergreen Giant.

2131

Garden 2131

- Remove undesired species/weeds.
- Remove tuckeroo - by qualified arborist.
- Remove Ficus - by qualified arborist.
- Remove Lomandra from front of garden.
- Expose edging.
- Light prune grevillea.
- Prune xmas bush.
- Remove corner garden in front of claret top.
- Light prune claret top hedge.
- Supply and install 1m³ x organic garden soil.
- Infill middle section nandina domestica.
- Supply and install 32 x 140mm Nandina.
- Plant lirioppe border 2x rows to corner drain (salvage lirioppe where possible).
- Supply and install 32 x 140mm Liriope Evergreen Giant.

2133

Garden 2133

- Remove undesired species/weeds.
- Remove umbrella tree.
- Expose edging.
- Remove corner garden.

QUOTATION

Customer

Sanctuary Cove Principal Body Corporate
PO Box 15
Sanctuary Cove Qld 4212
Shanyn Fox
Shanyn.fox@scove.com.au

Quote No: QU1291
Quote Date: 12 February 2024
Quote Valid: 12 March 2024
Site: Paul Toose Drive
Schotia Island
Pages: Page 5 of 12

Quote | Paul Toose Landscape Upgrade Works v3

-
- Supply and install 1m³ x organic garden soil.
 - Infill tricolour border 1-1.5 m deep.
 - Supply and install 78 x 140mm Jasmine Tri Colour.
 - Prune Strelitzia Nicolai/ remove up plants up against tree.

2135

Garden 2135

- Remove section of garden (dianella/tricolour).
- Lift/shape pathway border tree.
- Supply and install 1m³ x organic garden soil.
- Replant tricolour jasmine border 1-1.5 m deep.
- Supply and install 78 x 140mm Jasmine Tri Colour.
- Plant Strelitzia in between border trees.
- Supply and install 5 x 200mm Strelitzia.

2137

Garden 2137

- Expose edging.
- Lift/shape pathway border tree.
- Remove undesired species/weeds.
- Supply and install 1m³ x organic garden soil.
- Replant tricolour jasmine border 1-1.5 m deep.
- Supply and install 47 x 140mm Jasmine Tri Colour.
- Plant Strelitzia in between border trees.
- Supply and install 2 x 200mm Strelitzia nicolai.

2139

Garden 2139

- Expose edge.

QUOTATION

Customer

Sanctuary Cove Principal Body Corporate
PO Box 15
Sanctuary Cove Qld 4212
Shanyn Fox
Shanyn.fox@scove.com.au

Quote No: QU1291
Quote Date: 12 February 2024
Quote Valid: 12 March 2024
Site: Paul Toose Drive
Schotia Island
Pages: Page 6 of 12

Quote | Paul Toose Landscape Upgrade Works v3

-
- Lift/shape pathway border tree.
 - Remove undesired species/weeds.
 - Prune Lily Pily middle hedge to 1.2-1m higher than fence hedge height.
 - Fertilise hedge.
 - Supply and install 1m³ x organic garden soil.
 - Replant tricolour jasmine border 1-1.5 m deep.
 - Supply and install 55 x 140mm Jasmine Tri Colour.
 - Plant Strelitzia in between border trees.
 - Supply and install 2 x 200mm Strelitzia nicolai.

2141

Garden 2141

- Expose edge.
- Remove undesired species/weeds (palm and strelitzia Nicolai).
- Infill tri colour jasmine to corner (keep walkway) to date palm.
- Supply and install 1m³ x garden soil.
- Supply and install 47 x 140mm Jasmine Tri Colour.
- Lift Ficus.
- Plant 1 or 2 Strelitzia Nicolai.
- Supply and install 2 x 200mm Strelitzia nicolia.
- Remove plants under large fig tree.

2143

Garden 2143

- Remove dead Nandinas.
- Fertilise existing Nandinas.
- Supply and install 1m³ x organic garden soil.
- Infill gaps Nandinas.
- Supply and install 63 x 140mm Nandina.
- Expose edging.

2145

QUOTATION

Customer

Sanctuary Cove Principal Body Corporate
PO Box 15
Sanctuary Cove Qld 4212
Shanyn Fox
Shanyn.fox@scove.com.au

Quote No: QU1291
Quote Date: 12 February 2024
Quote Valid: 12 March 2024
Site: Paul Toose Drive
Schotia Island
Pages: Page 7 of 12

Quote | Paul Toose Landscape Upgrade Works v3

Garden 2145

- Supply and install 1m3 x organic garden soil.
- Infill gaps in Nandinas.
- Supply and install 24 x 140mm Nandina.

2147

Garden 2147

- Remove claret top hedge.
- Supply and install 2m3 x organic garden soil.
- Plant Lily Pilly hedge (instant effect).
- Supply and install 20 x 300mm Lilly Pilly.
- Lift/shape trees.
- Infill gaps in Nandinas.
- Supply and install 36 x 140mm Nandina.
- Remove Dianella roadside.
- Plant corner – Tri colour jasmine.
- Supply and install 27 x 140mm Jasmine Tri Colour.
- Remove tree behind bins and turf.
- Supply and install 0.25m3 x turf underlay.
- Supply and install 5m2 wintergreen couch.

2119

Garden 2119

Side

- Remove Grevillea, Silky oaks, Lily Pily and giant Strelitzia.
- Prune /shape trees from boundary.
- Shape/infill Rhapsiolepis.
- Supply and install 12 x 300mm Oriental Pearl - Indian Hawthorn.
- Tidy Liriope border/corner.

Middle LHS

Brisbane Office
1298 Wynnum Rd
Tingalpa QLD 4173
PO Box 1557
Eagle Farm QLD 4009
Ph: 07 3268 4101

Email: Info@pmhort.com.au
www.pmhort.com.au

48 of 147

ABN: 18 065 340 052

Melbourne Office
1 Fleets St
Laverton VIC 3018
PO Box 176 Altona
VIC 3018
Ph: 1300 207 406

QUOTATION

Customer

Sanctuary Cove Principal Body Corporate
PO Box 15
Sanctuary Cove Qld 4212
Shanyn Fox
Shanyn.fox@scove.com.au

Quote No: QU1291
Quote Date: 12 February 2024
Quote Valid: 12 March 2024
Site: Paul Toose Drive
Schotia Island
Pages: Page 8 of 12

Quote | Paul Toose Landscape Upgrade Works v3

Garden Middle Left Handside

- Prune hedge.
- Infill plant square of liriopie to match opposite side.
- Plant 2 x rows of 192 x 140mm agapanthus (border).
- Supply and install 1m³ x organic garden soil.
- Supply and install 240 x 140mm Liriopie Evergreen Giant.
- Remove Strelitzia.
- Prune/lift Waterhousea trees and gum.

Middle RHS

Garden Middle Right Handside

- Remove trees - 6 x Harpullia from middle of park as marked and turf.
- Supply and install 1m³ x soil.
- Supply and install 40m² x wintergreen couch.
- Supply and install 47 x 140mm Liriopie Evergreen Giant.
- Lift/shape tuckeroo trees adjacent to path.
- Trees – define edge, remove undesired species and infill liriopie.

Middle Garden 1

- Install 15lm concrete edging.
- Supply and install 1m³ x organic garden soil and wetting agent.
- Supply and install 50 x 140mm Liriopie Evergreen Giant.

Middle Garden 2

- Install 3lm concrete edging.
- Clean out unwanted species.
- Supply and install 3 x 140mm Liriopie Evergreen Giant.

Middle Garden 3

- Install 2lm concrete edging.
- Remove existing species.
- Supply and install 50 x 140mm Liriopie Evergreen Giant.

QUOTATION

Customer

Sanctuary Cove Principal Body Corporate
PO Box 15
Sanctuary Cove Qld 4212
Shanyn Fox
Shanyn.fox@scove.com.au

Quote No: QU1291
Quote Date: 12 February 2024
Quote Valid: 12 March 2024
Site: Paul Toose Drive
Schotia Island
Pages: Page 9 of 12

Quote | Paul Toose Landscape Upgrade Works v3

.....

Middle Garden 4

- Install 15lm concrete edging.
- Remove existing species.
- Supply and install 1m³ x organic garden soil and wetting agent.
- Supply and install 50 x 140mm Liriope Evergreen Giant.

Middle Garden 5

- Install 15lm x concrete edging along backside of garden.
- Remove existing Liriope and Jasmine and dispose of.
- Supply and install 1.5m³ x organic garden soil and wetting agent.
- Supply and install 250 x 140mm Tricolour Jasmine.

Middle Garden 6

- Remove existing Star Jasmine and dispose of.
- Supply and install 0.3m³ x organic garden soil and wetting agent.
- Supply and install 250 x 140mm Tricolour Jasmine.
- Supply and install 24 x 140mm Liriope Evergreen Giant.

Middle Garden 7

- Remove existing tree.
- Install 18lm x concrete edging.
- Remove weeds from garden.
- Supply and install 2m³ x turf underlay soil.
- Supply and install 30m² x wintergreen couch.

QUOTATION

Customer

Sanctuary Cove Principal Body Corporate
PO Box 15
Sanctuary Cove Qld 4212
Shanyn Fox
Shanyn.fox@scove.com.au

Quote No: QU1291
Quote Date: 12 February 2024
Quote Valid: 12 March 2024
Site: Paul Toose Drive
Schotia Island
Pages: Page 10 of 12

Quote | Paul Toose Landscape Upgrade Works v3

-
- Supply and install 6 x 140mm Liriope Evergreen Giant.

Middle Garden 8

- Remove garden and turf.
- Supply and install 2m³ x turf underlay.
- Supply and install 14m² x wintergreen couch.

Middle Garden 9

- Install 17lm x concrete edging.
- Shape and prune existing Star Jasmine.
- Remove existing weeds and Liriope.
- Supply and install 2.5m³ x organic garden soil and wetting agent.
- Supply and install 240 x 140mm Tricolour Jasmine

Middle Garden 10

- Install 23lm x concrete edging.
- Shape and prune existing Star Jasmine.
- Remove existing Liriope.
- Supply and install 4m³ x organic garden soil and wetting agent.
- Supply and install 48 x 140 mm Liriope Evergreen Giant.

Middle Garden 11

- Install 15lm x concrete edging.
- Shape and prune existing Star Jasmine.

Middle Garden 12

- Install 10lm x garden edging.
- Shape and prune existing Star Jasmine.

Investment

Subtotal:	\$73,657.34
GST:	\$7,365.78
Total:	\$81,023.12



QUOTATION

Customer

Sanctuary Cove Principal Body Corporate
PO Box 15
Sanctuary Cove Qld 4212
Shanyn Fox
Shanyn.fox@scove.com.au

Quote No: QU1291
Quote Date: 12 February 2024
Quote Valid: 12 March 2024
Site: Paul Toose Drive
Schotia Island
Pages: Page 11 of 12

Quote | Paul Toose Landscape Upgrade Works v3



QUOTATION

Customer

Sanctuary Cove Principal Body Corporate
PO Box 15
Sanctuary Cove Qld 4212
Shanyn Fox
Shanyn.fox@scove.com.au

Quote No: QU1291
Quote Date: 12 February 2024
Quote Valid: 12 March 2024
Site: Paul Toose Drive
Schotia Island
Pages: Page 12 of 12

Quote | Paul Toose Landscape Upgrade Works v3

Agreement and Contract Notes

Notes:

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

----- END -----



QUOTATION

Customer

Sanctuary Cove Primary G.T.P.201
C/- Sanctuary Cove Primary B/C PO Box 15
Sanctuary Cove QLD 4212
Shanyn Fox
Shanyn.fox@scove.com.au

Quote No: QU1835
Quote Date: 19 March 2024
Quote Valid: 18 April 2024
Site: The Circle
Sanctuary Cove QLD 4212
Pages: Page 1 of 3

Quote | Paul Toose Park Mulch Install - P53

Dear Shanyn,

Thank you for the opportunity to supply the following quotation for Paul Toose Park Mulch Install - P53 located at The Circle as requested.

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

Regards,

Dale Godfrey
Area Supervisor
The Plant Management Company
Tel: 0732684101
Mob: +61421384049
Email: dgodfrey@pmhort.com.au

QUOTATION

Customer

Sanctuary Cove Primary G.T.P.201
C/- Sanctuary Cove Primary B/C PO Box 15
Sanctuary Cove QLD 4212
Shanyn Fox
Shanyn.fox@scove.com.au

Quote No: QU1835
Quote Date: 19 March 2024
Quote Valid: 18 April 2024
Site: The Circle
Sanctuary Cove QLD 4212
Pages: Page 2 of 3

Quote | Paul Toose Park Mulch Install - P53

Scope of Works

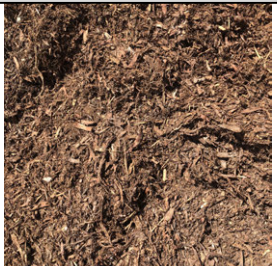
Paul Toose Park Mulch Install - Section P53

- Supply and install 195m³ x "A" grade 1 inch hoop pine mulch to gardens and tree bases.

Investment

Subtotal:	\$31,182.06
GST:	\$3,118.21
Total:	\$34,300.27

Materials

Quantity	Unit	Description	Image
195	m ³	Hoop Pine 1 Inch Hoop Pine Bark is a traditional landscapers favourite product for heavily wind swept areas or steep embankments. It is a curly brown product with a rough texture with varying colour from a deep brown to glimpses of deep pinks and reds.	



QUOTATION

Customer

Sanctuary Cove Primary G.T.P.201
C/- Sanctuary Cove Primary B/C PO Box 15
Sanctuary Cove QLD 4212
Shanyn Fox
Shanyn.fox@scove.com.au

Quote No: QU1835
Quote Date: 19 March 2024
Quote Valid: 18 April 2024
Site: The Circle
Sanctuary Cove QLD 4212
Pages: Page 3 of 3

Quote | Paul Toose Park Mulch Install - P53

Agreement and Contract Notes

Notes:

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

----- END -----

Enhancement Request



To

Landscape Solutions Maintenance Pty Ltd
ABN : 60097217493

Company : Sanctuary Cove Principal

PO Box 669, Seven Hills, NSW 1730
Ph : 1300 653 013 | Fax: +61 2 8805 6299

Address : Body Corporate GTP 202
PO Box 15
Sanctuary Cove, QLD 4212

Enhancement Number: VR02-5151-0211

Date: 20/03/2024

Project: 02-5151 (Sanctuary Cove Residential)

Originator: Brendan Day

Enhancement Title:

Paul Toose Park - Garden Upgrade Project

Contract Value Ammendment

Enhancement Request No.	Description	Price
VR02-5151-0211	Paul Toose Park - Garden Upgrade Project (Scope of works sent by Shanyn Fox)	\$ 59,250.28

Please note all prices are excluding GST.
Landscape Solutions requires the response as soon as possible to avoid any potential delay.

Please approve above works in order to proceed.

Client Approval Signature

Printed Name

Reference Documents:

Brendan Day

QLD Maintenance

Enhancement Request



To

Landscape Solutions Maintenance Pty Ltd
ABN : 60097217493

Company : Sanctuary Cove Principal

PO Box 669, Seven Hills, NSW 1730
Ph : 1300 653 013 | Fax: +61 2 8805 6299

Address : Body Corporate GTP 202
PO Box 15
Sanctuary Cove, QLD 4212

Enhancement Number: VR02-5151-0212

Date: 20/03/2024

Project: 02-5151 (Sanctuary Cove Residential)

Originator: Brendan Day

Enhancement Title:

Paul Toose Park - Mulching

Contract Value Ammendment

Enhancement Request No.	Description	Price
VR02-5151-0212	- Supply and install 195m3 x 1" Hoop pine mulch in garden beds in Paul Toose Park as requested by Shanyn Fox - Installation of mulch will be carried out by both man and machine	\$ 32,692.07

Please note all prices are excluding GST.
Landscape Solutions requires the response as soon as possible to avoid any potential delay.

Please approve above works in order to proceed.

Client Approval Signature

Printed Name

Reference Documents:

Brendan Day

QLD Maintenance

Motion 5.3

DISTRIBUTION: PBC	ATTACHMENTS: 1	DATE: APR 2024
MOTION That the PBC EGM agrees to expend \$67,885.62 Inc GST for the purchase of the remaining available Calix 726GE-I ONTs. Funds to be expensed to Sinking Fund – 06290 – FTTH.		

Objective

To purchase the remaining available ONTs used within Sanctuary Cove. This is necessitated by Calix's announcement of the end of life/ceased its manufacturing the 726GE-I ONT unit.

Background

The 726GE-I ONT has been deployed in Sanctuary Cove since the implementation of FTTH (fibre to the home), serving all residences and CCTV cameras across the area.

With approximately 145 vacant lots registered in Sanctuary Cove, the commencement of construction on each of these lots will necessitate the installation of an ONT. However, the timing of these constructions remains uncertain.

Failure to procure the remaining ONTs could lead to significant impacts on residents and infrastructure, including but not limited to:

- Service disruption for residents during the transition period from the 726GE-I ONT to alternative units.
- Potential delays in connection of newly constructed properties due to the unavailability of ONTs.
- Possible strain on existing infrastructure and resources during the transition period.

Procuring the remaining available stock will facilitate a seamless transition to an alternative ONT, enabling thorough inspection and trials of potential replacements. This proactive approach aims to mitigate potential disruptions and ensure the continued functionality of essential services within Sanctuary Cove.

Pricing (ex GST)

The supplier, Optical Solutions Australia (OSA), has managed to secure stock of 102 units of the 726GE-I ONT from their vendor, along with corresponding power cords connecting from the ONT to the UPS. This offer is limited as the stock is expected to deplete soon.

Prices below are shown as ex GST. Shipping has not be included.

Description	Quantity	Unit Price	Total
Calix 102726GE-I ONT	102	\$582.20	\$59,384.40
Calix Indoor UPS Cord	102	\$22.25	\$2,269.50
Freight		\$60.30	\$60.30
Total Cost			\$61,714.20

Attachments

1. QT1000992 – Optical Solutions Australia



A.B.N. 72 102 444 806

Optical Solutions Australia
Unit 2, 40 Borthwick Avenue, Murarrie, QLD, 4172
Phone: 07 3399 5280
Email: accounts@opticalsolutions.com.au

Quote: QT1000992

Quote Date : 26/03/2024

Valid Until: 25/04/2024

Customer ID : CUS0367

ISSUED TO:
Sanctuary Cove Principal Body Corporate Pty Ltd
PO Box 15
Sanctuary Cove QLD 4212
AUSTRALIA

726GE-I + FREIGHT Additional equipment - Calix EOL ONT

QTY.	ITEM	DESCRIPTION	PRICE	UNIT	EXTENDED PRICE
102	CLX-021-00009	726GE-I IN ONT 2 POTS 4GE 1RF	\$582.20	EACH	\$59,384.40
102	CLX-100-02063	Indoor UPS Power Cord 7 pin Connector to 9 pin DIN Male 4' Black	\$22.25	EACH	\$2,269.50
1	FREIGHT	Freight Charge (Pallet)	\$60.30	EACH	\$60.30
0	AVAILABILITY	To be confirmed on placement of order	\$0.00	EACH	\$0.00
0	TERMS & CONDITIONS	Quote is valid for 14 days stock availability subject to change if no freight charge is shown it will be charged at dispatch to allow for weight and size.	\$0.00	EACH	\$0.00

Salesperson Serin, Sean

Please email remittance advice to accounts@opticalsolutions.com.au

BSB: 082-738

Account: 549112579

Acct Name: Optical Solutions Australia Pty Ltd

Quote Total	\$61,714.20
GST	\$6,171.42
Total (AUD):	\$67,885.62

Refunds for change of mind or over ordering are at the discretion of OSA within 21 days, special "order-in" orders will not be refunded. A minimum of 10% restocking fee will apply and goods must be unopened and in the original packaging. The customer bears all freight charges (unless agreed otherwise).

Ownership of goods does not pass until payment is made in full.
For Terms and Conditions please visit our website: www.opticalsolutions.com.au.

Motion 5.4

DISTRIBUTION: PBC	ATTACHMENTS: 5	DATE: April 2024
<p>MOTION The PBC EGM agrees to expend \$53,880.20 Inc GST plus a contingency of \$5,388.02 Inc GST to engage Protech Electrical Services for costs to replace the electrical switchboards at Pump Stations 2 and 15. Funds are to be expensed from the Sinking Fund – Switchboard Meter 22497.</p> <p>MOTION The PBC EGM agrees to expend \$1,067.00 Inc GST, plus a 10% contingency in the amount of \$97.00 Inc GST for the engagement of Gold Coast Generators for costs associated with the hire of generator to provide temporary power to the switchboards. Funds are to be expensed from the Sinking Fund – Switchboard Meter 22497.</p> <p>MOTION The PBC EGM approves the allocation of \$1,000.00 Inc GST (estimated) for fees to Energex and Origin for the meter change. Funds to be expensed from the Sinking Fund – Switchboard Meter 22497</p>		

Objective

To replace the switchboards for Wastewater Pump Station 15 in Scotia South Park and Pump Station 2 in Marine Drive North. The replacement for Pump Station 2 is necessary due to the deteriorated condition of the cabinet and control equipment, while Pump Station 15 requires replacement due to the control panel's failure to meet current metering requirements and the obsolescence of control equipment.

Background

The switchboard for Pump Station 2, installed in 1987, has subsided into the ground over time, making it challenging to open during emergencies. Additionally, the locks and hinges are in poor condition. Furthermore, the electrical control equipment is also in poor condition, and there is no battery backup for the level/pump failure alarm system.

As for Pump Station 15, installed in 2003, the original control equipment remains in place. However, the level control relies on a PLC level probe sensor, and the PLC is now obsolete and unavailable. In case of a failure, there would be no automated pump control, requiring manual operation. Moreover, there is no battery backup for the level/pump failure alarm system.

In addition, the existing meter panel also does not meet current requirements for metering as set out in the QECM (Qld Electricity Connection Manual) and the QEMM (Qld Electricity Metering Manual). These are Energex / Ergon standards that relate to the installation and connection of retail metering. For example, if Energex wanted to install electronic metering at some stage in the future, they would not be able to and they may request rectification work at this point.

Pump Station 15 also differs from all other pump stations within the resort, in that it has level probes/sensors in the wet well for pump control. As parts/materials for these are no longer available they are to be removed and replaced with float switches which will provide consistency of equipment/systems across site. These works will be undertaken by our in-house Electrician.

Scope of works

To supply and install new pump station switchboards to replace the existing at pump stations 2 & 15.

Inclusions:

- 316 stainless steel switchboards complete with stainless steel hinges, pad lockable handle, hot-dipped galvanised plinth, meter wiring ready for new meter by electricity retailer.
- Switch gear and control gear for the operation of the pump station- circuit breakers, safety switches, motor starters, thermistor relays, under voltage relay, control relays, timers, 24VAC transformer for float switches, 24VDC power supply with backup battery for alarm indication light, panel switches, hour run meters, current transformers & ammeters (1 per pump), engraved labelling, control wiring & numbering.
- Disconnect and remove the existing pump station switchboard. Install, test and commission the new switchboard. Reconnect any existing outgoing circuits as necessary.
- Electrical schematic drawings.
- Meter replacement
- The pump station switchboard design is based on the pump stations previously installed by Protech Electrical and include one (1) ammeter per pump (2 per switchboard) for pump motor current indication.

Exclusions:

Gold Coast Generators and JR Electrical have excluded Connection of pumps to backup generator.

Meter change

Below is information provided by our retailer (Origin) regarding meter changes.

Distributors may charge fees for changes to their meters, and they'll pass on any fees to you directly or to us. If they charge us, we'll pass on the fees to the account holder.

Origin may charge an administration fee of \$25 (incl GST) for co-ordination account-holder-initiated requests for changes to electricity meters and this will appear on the account

holder's bill as a 'meter works administration fee'. The Meter Provider may also charge a fee up to \$150, which Origin will pass through to the customer.

Pricing – Inc GST

Contractor	Quote – Cost	Comments
Protech	\$53,880.20	Replacement of Electrical Switchboard at Pump Stations 15 & 2
JR Electrical	\$84,489.46	Replacement of Electrical Switchboard at Pump Stations 15 & 2
GC Generators	\$54,362.00	Replacement of Electrical Switchboard at Pump Stations 15 & 2
Gold Coast Generators	\$1,067.00	Supply of Generator for temporary supply.
Energex/Origin Energy.	\$660.00	Estimate of meter change costs.

Recommended to award switchboard replacement works to Protech based on :

- Lowest price
- Contractor has experience with and will assist Sanctuary Cove with the Energex & Origin Energy processes to facilitate meter replacement.
- Contractor has experience in these works and has carried out replacements at other Sanctuary Cove Pump Stations previously.

Attachments

1. Powertech Quotation Ref: JN13659 – Replace Pump Station Switchboard 2.
2. Powertech Quotation Ref: JN13660 – Replace Pump Station Switchboard 15.
3. JR Electrical Quotation Ref: QU-0237- Replace Pump Station Switchboards 2 & 15.
4. Gold Coast Generators Quotation Ref: 2222 – Replace Pump Station Switchboards 2 & 15.
5. Gold Coast Generators Email Quotation for Hire of Generator.

From: [Benjamin Dunstan](#)
To: [Peter Gannon: GCG Info](#)
Subject: Re: Quotation - Generator Hire
Date: Monday, 12 February 2024 3:01:52 PM
Attachments: [Outlook-h4kkqg1u.png](#)
[Outlook-wxu4o4lx.png](#)
[Outlook-dkmazb1g.png](#)

Hi Peter,

- Hire of 1x 60kVA Generator on trailer = day rate \$300+GST
- 32A 25m cables (x2) = day rate \$65 per set
- Delivery \$120+GST each way
- Refueling is charged at \$2.95/L

Total estimated cost for 2 days inc. delivery \$970+GST

Correct entity for PO is B & N Investments Pty Ltd, Trading As, Gold Coast Generators.

Regards,

Ben Dunstan

Director (MEng, BBus, PM)

Gold Coast Generators

P: (07) 5529 0351

M: 0406 158 087

E: BD@goldcoastgenerators.com.au

W: www.goldcoastgenerators.com.au

Qld Electrical Contractors License: 90468

NSW Company Contractor License: 399187C



From: Peter Gannon <Peter.Gannon@scove.com.au>

Sent: Monday, 12 February 2024 1:37 PM

To: GCG Info <info@goldcoastgenerators.com.au>; Benjamin Dunstan <BD@goldcoastgenerators.com.au>

Subject: RE: Request for Quotation - Generator Hire

Good Afternoon,

Please advise if additional information is required and if now when a quotation will be

received.

Kind Regards,

PETER GANNON

Facilities Services Supervisor

Direct 07 5500 3315 | Peter.gannon@scove.com.au

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

Mobile 0411 862 163

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

Web stratamax.com.au/Portal/login



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: Peter Gannon

Sent: Tuesday, February 6, 2024 2:31 PM

To: Gold Coast Generators <info@goldcoastgenerators.com.au>

Subject: Request for Quotation - Generator Hire

Good Afternoon,

Requesting a quotation for the hire of a generator required to run pumps during a pump station switchboard replacement.

Generator 32A 3Ph motor start. Maximum load would be 30 amps with both pumps running.

Unit to be trailer mounted to allow relocation to work sites x 2.

Inclusions:

- Generator – day rate.
- 2 x 25m 32amp cables.
- Delivery and collection from site.
- Refuelling / ltr if required during hire and at end of hire.

Dates TBA.

On a previous occasion in December 2019 a 50KVA trailer mounted unit was hired for similar works and capacity was sufficient.

Assume Gold Coast Generators Pty Ltd is the correct entity for work order to be raised once quotation is received and approved?

Kind Regards,

PETER GANNON

Facilities Services Supervisor

Direct 07 5500 3315 | Peter.gannon@scove.com.au

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

Mobile 0411 862 163

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

Web stratamax.com.au/Portal/login



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.



31/211 Brisbane Road
 Biggera Waters QLD 4216
 07 5529 0351
 info@goldcoastgenerators.com.au

Quote
 ABN: 74 304 048 804

Quote # 2222
 15th March 2024

Sanctuary Corporate
 Sanctuary Cove Primary Thoroughfare Body Corporate
 c/- Sanctuary Cove Body Corporate, PO Box 15
 Sanctuary Cove, QLD 4212

PO NUMBER:

JOB DESCRIPTION

Pump Station 15 and Pump Station 2 control board replacement.

Decommission, make safe and remove old dual pump control board.

Connect a single pump to auto start backup generator.

Replace for Stainless Steel Enclosure with custom metering and control panel- utilising relay logic components with a manual override switch for each pump. Using existing motors and float switches.

Labour for planned work
 Relays, contractors, Circuit breakers, Thermistor Relays
 Stainless steel enclosure with stainless steel plinth 1400h x 800w x 400d
 Enclosure accessories, stainless plates, escutcheons and fixings
 Panel gear, indication lamps, switches, labelling
 Power supply, protection, Phase monitoring and protection relay
 Amp and volts indication, current transformers, hour run meters
 Testing, commissioning and compliance checks.

** Considerable costs can be saved by installing a digital control system which features automatic and manual control, along with overload, "Flip-Flop" (automatic priority change), alarms, power consumption and current draw. Please advise if you would like a change to the scope of works requested and a quote provided.

Energex and Metering provider costs excluded. Subject to parts available.

DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
Custom Dual Pump Control Board- Supply, Installation, Testing and Commissioning. (Two Boards)	2	\$24,430.00	\$48,860.00
Labour for planned work- Extra works associated with reinstating existing panel mounted on pump station 15 (using existing equipment)	4	\$140.00	\$560.00

SUBTOTAL: \$49,420.00
 GST: \$4,942.00
 TOTAL: \$54,362.00

TERMS AND CONDITIONS:

Quote is valid for 30 days from issue date.

I have read and agree to the terms and conditions.

.....
Customer Signature

TERMS AND CONDITIONS OF TRADE

All contracts, dealings, and/or arrangements between GOLD COAST GENERATORS and any Customer are subject to the following Terms & Conditions of Trade ("these terms"), unless otherwise agreed in writing.

Payment is to be made by cash, or Electronic Funds Transfer without deduction, within 7 days from the date of invoice unless a pre-arranged payment agreement has been agreed upon.

Property:

- a) Ownership of products will not transfer until full payment of all monies owed for those products or on any other basis by the Customer to GOLD COAST GENERATORS, who reserves the right to take possession & dispose of products as it sees fit at any time until full payment.
- b) The Customer grants permission to GOLD COAST GENERATORS to enter any property where any product is in order to do so with such force, as necessary.
- c) Immediately upon delivery, the Customer accepts liability for the safe custody of the products.
- d) Upon sale or disposition of any products prior to full payment, the Customer agrees to deposit all proceeds in a separate bank account, agrees not to mix proceeds with any other monies & will forthwith account to GOLD COAST GENERATORS therefore even if GOLD COAST GENERATORS may have granted any credit facility &/or time to pay.
- e) Until payment in full, the Customer agrees (i) to keep all products unpaid for as fiduciary for GOLD COAST GENERATORS & store them in a manner showing GOLD COAST GENERATORS as owner; (ii) only to sell products in the usual course of business on condition that the Customer holds all proceeds in trust for GOLD COAST GENERATORS. (iii) sale on terms or for less than cost shall not be "in the usual course."
- f) This clause 3 is not intended to create a charge & shall be read down to the extent necessary to avoid creating a charge.
- g) Products will be always deemed to be dealt with by the Customer on a "first in first out" basis.
- h) The Customer agrees that a certificate purporting to be signed by an officer of GOLD COAST GENERATORS identifying products as unpaid for shall be conclusive evidence that the products have not been paid for & of GOLD COAST GENERATORS' title thereto.
- i) Without derogating from GOLD COAST GENERATORS' rights as a creditor or otherwise arising under these Terms, if the Customer uses or incorporates any product in any production, building, fabrication or construction ("Process") which results in an entitlement of the Customer to receive payment for or as a result of the Process, the Customer agrees to hold such part of any payment received (and/or the corresponding book debt owed to the Customer) as is equal to the value of any Products used in the Process (calculated by reference to the amount invoiced by GOLD COAST GENERATORS to the Customer for those products) upon trust for GOLD COAST GENERATORS until payment in full all monies owed to GOLD COAST GENERATORS.

Limitation Of Liability:

- a) The Customer agrees to limit any claim to the cost of re-supply of equivalent products or the supply of services again.
- b) GOLD COAST GENERATORS shall not be liable for any claim for loss or expense which is made after 14 days from the date of delivery or services (or at all once products have been unpacked, on-sold or otherwise used or applied) after which there shall be deemed unqualified acceptance.
- c) GOLD COAST GENERATORS will not be liable for any contingent consequential direct or indirect special or punitive damage arising in any way, whether due to negligence or otherwise & the Customer acknowledges this limit of liability & agrees to limit any claim accordingly.
- d) No other term, condition, agreement, warranty, representation or understanding whatsoever whether express or implied in any way extending to, relating to, or binding upon GOLD COAST GENERATORS, other than these Terms, is made or given.

Exclusions:

- a) Nothing between GOLD COAST GENERATORS & the Customer shall be or be deemed a sale by sample.
- b) If GOLD COAST GENERATORS publishes material concerning its prices, anything so published which contradicts these Terms is excluded.
- c) The Customer will rely on its own knowledge & expertise in selecting any product or services for any purpose.
- d) Advice or assistance given for or on behalf of GOLD COAST GENERATORS shall be accepted at the Customer's risk & shall not be or be deemed to be given as expert or adviser nor to have been relied upon by the Customer.

6. Order Placement: GOLD COAST GENERATORS may request a deposit or progress payments at any time after approval has been granted. The amount of the deposit and progress payment is at the discretion of GOLD COAST GENERATORS. a) In case of any dispute over an order (including questions of identity, authority or any telephone, facsimile, computer or e-mail order), the internal records of GOLD COAST GENERATORS will serve as conclusive evidence of the order. b) Each order placed is considered a representation by the Customer that they are solvent and able to pay all their debts as they fall due. c) Failure to pay in accordance with these Terms is considered conclusive evidence that the Customer had no reasonable grounds for making the representation, and the representations were unconscionable, misleading and deceptive. d) With each order placed, the Customer must inform GOLD COAST GENERATORS of any material facts that could reasonably affect the decision to accept the order and/or grant credit. Failure to do so is considered to create an inequality of bargaining position, and to be taking an unfair advantage of GOLD COAST GENERATORS, and to be unconscionable, misleading, and deceptive.

7. Purchase Price: a) All sales are made by GOLD COAST GENERATORS at its ruling price at the time of delivery. b) Any tax, government imposts, GST etc. ("imposts") will be paid by the Customer. c) GOLD COAST GENERATORS' price lists exclude imposts unless expressly identified.

8. Delivery: The Customer acknowledges and agrees that a) GOLD COAST GENERATORS accepts no responsibility or duty for delivery but may elect to arrange delivery at its discretion and without any liability, with all costs and responsibility borne by the Customer. b) GOLD COAST GENERATORS reserves the right to charge for any delivery. c) The Customer is deemed to have accepted delivery and liability for the products as soon as GOLD COAST GENERATORS notifies the Customer that the products are ready for collection or they are delivered to a carrier or to the Customer's business premises or site, whether attended or not. d) A certificate signed by an officer of GOLD COAST GENERATORS confirming delivery, or any signed delivery docket, is conclusive evidence of delivery. e) GOLD COAST GENERATORS will not be liable for delay, failure or inability to deliver any products or perform any services. f) Once the Customer is notified that products are ready for collection or delivery, the Customer agrees to pay all costs of GOLD COAST GENERATORS in holding products for the Customer. g) The Customer must provide reasonable and proper access to any site specified for delivery and Council-approved crossing facilities. h) The Customer agrees to pay all costs and expenses arising from frustrated or delayed delivery. i) The Customer is responsible for any damage caused during delivery, whether to footpaths or other property. j) GOLD COAST GENERATORS may unilaterally delay, cancel, or suspend delivery.

9. Warranty - The warranty period begins from the delivery date to the customer. Gold Coast Generators' warranty covers new equipment for the relevant manufacturers warranty. Any changes to these warranty periods must be approved in writing by Gold Coast Generators. Our warranty covers defects due to faulty design, materials, and workmanship, excluding fair wear and tear. It does not cover freight charges, labour costs, and travel expenses incurred during warranty work. Parts claimed as defective must be returned (at the customer's risk and freight paid) to the nearest Gold Coast Generators branch or authorised location. The warranty becomes invalid if the equipment's operation and maintenance, as directed in the operations manuals, are not followed. If the supplied equipment is not manufactured by Gold Coast Generators, our warranty is limited to that given by the manufacturer (details available upon request). Our warranty does not cover consequential losses or damage due to part or equipment failure. If the customer makes design changes or uses non-genuine replacement parts (without our authorisation) during the warranty period, the warranty becomes immediately invalid. Australian Consumer Law: The warranty benefits are in addition to other consumer rights and remedies under the law relating to the goods and services. Our goods come with guarantees that cannot be excluded under the Australian Consumer Law. You are entitled to a replacement or refund for a major failure and compensation for any other reasonably foreseeable loss or damage. You are also entitled to have the goods repaired or replaced if they fail to be of acceptable quality and the failure is not a major one.

10. Other Terms & Conditions - No terms & conditions proposed by the Customer will apply to Gold Coast Generators unless agreed in writing.

11. Products and Services: a) Gold Coast Generators disclaims any responsibility or liability for products or services i) made or performed to designs, drawings, specifications &/or procedures, or with materials provided or approved by or on behalf of the Customer ii) used, stored, handled or maintained incorrectly or inappropriately. b) The Customer agrees to check all products and services for compliance with all applicable standards & regulatory bodies before use, on-sale or application & to use or apply them in accordance with all applicable standards, regulations & guidelines, with all manufacturers and/or Gold Coast Generators recommendations & directions, and with sound commercial practice. c) The Customer agrees to ensure that any use or on-sale of any products or services complies with all applicable Occupational Health and Safety laws, regulations, and practices. d) All repairs, maintenance, service or works before or after sale will be performed by Gold Coast Generators as the authorised agent of the Customer. e) The Customer agrees that all reports and records of Gold Coast Generators relating to any repairs, maintenance, service or works to any allegedly faulty or malfunctioning product, whether owned by the Customer or requested by the Customer, will be prepared in anticipation of litigation and privileged. f) The Customer agrees to be responsible for the proper supply of all services to any products and all necessary coolants, lubricants, electricity or supplies and the effective connection thereof to products for and after any installation, commissioning, repairs, maintenance, service or works. Termination on notice g) Services Agreements may be terminated during the term of the Agreement by either party upon giving 30 days written notice of the termination to the other. If the Service Agreement is terminated, the customer is liable only for: (a) payments under the payment provisions of this Contract for services rendered before the effective date of termination; and (b) any reasonable costs incurred by Gold Coast Generators Australia and directly attributable to the termination or partial termination of this Contract.

12. Recovery Costs: The Customer agrees to reimburse GOLD COAST GENERATORS for any costs and expenses incurred by it or its legal representatives, mercantile agents, or any other parties acting on its behalf in relation to any action taken or considered against the Customer due to a default under any part of these Terms.

13. Attornment: Deleted

14. Variation or Cancellation: Any changes or cancellations to these Terms or any orders must be provided in writing.

15. Defaults: a) In the event of any default or breach by the Customer of any part of these Terms or any obligation to GOLD COAST GENERATORS, GOLD COAST GENERATORS reserves the right to retain all payments made, halt further deliveries, recover all loss of profits, and take immediate possession of any unpaid products, without prejudice to any other rights and without liability to any party. b) The Customer agrees not to initiate or continue, or allow to be initiated or continued, any action against GOLD COAST GENERATORS while the Customer is in default under any part of these Terms.

16. Severability: Any part of these Terms can be severed without affecting any other part of these Terms.

17. Customer Restructure: The Customer must inform GOLD COAST GENERATORS in writing of any changes in its structure or management, including changes in directorship, shareholders, management, partnership, trusteeship, or the sale of any part of its business, within 7 days of such change or sale.

18. Jurisdiction: The Customer agrees that all contracts made with GOLD COAST GENERATORS will be considered to have been made in the State/Territory nominated by GOLD COAST GENERATORS and agrees to submit to the jurisdiction of the Courts in or nearest the Capital of that State/Territory.

19. Credit Limit: If GOLD COAST GENERATORS provides a credit facility or sets a credit limit, this is indicative of its intention at the time. GOLD COAST GENERATORS reserves the right to modify or withdraw any credit facility at any time, without liability to the Customer or any other party.

20. Waiver: If GOLD COAST GENERATORS do not exercise any of its rights due to a breach of these Terms, this will not constitute a waiver of any rights relating to any subsequent or other breach.

21. Notice - a) The Customer acknowledges that any changes to these Terms will be considered effective immediately upon their adoption by GOLD COAST GENERATORS, regardless of whether the Customer has actual notice. b) The Customer agrees to abide by any terms & conditions of sale implemented by GOLD COAST GENERATORS as soon as they are adopted, irrespective of any other supposed, pre-existing, or other terms & conditions.

22. Indemnity - The Customer indemnifies GOLD COAST GENERATORS against any claim or loss arising from or related to any transaction between GOLD COAST GENERATORS & the Customer or anything resulting therefrom, including any liability under the Trade Practices Act, any relevant Occupational Health and Safety laws, regulations etc., or arising as a result of or subsequent to any breach of these Terms.

23. Security For Payment: Deleted

24. Partial Delivery/Forward Orders - If the Customer places a forward order, the Customer agrees: a) to pay for any part of the order that is delivered by GOLD COAST GENERATORS from time to time; b) no delay or failure to fulfil any part of any order shall entitle the Customer to cancel or vary any order or delay or reduce any payment.

25. Force Majeure - GOLD COAST GENERATORS will not be in default or in breach of any contract with the Customer due to Force Majeure. Force Majeure refers to anything beyond the reasonable control of GOLD COAST GENERATORS and includes any strike or lock-out.

26. Insolvency - a) If the Customer commits or engages in any act of insolvency, this will be considered a default under these Terms. b) An act of insolvency includes bankruptcy, liquidation, receivership, administration, or similar.

27. Abnormal payments - The Customer will pay an administration fee of 2% (calculated on the amount paid) on any payment made other than as provided in clause 1 hereof, which fee is agreed as the liquidated cost of processing the payment.

28. Pallets etc. - The Customer will return all pallets and any other reusable packaging or delivery material provided by GOLD COAST GENERATORS and indemnifies GOLD COAST GENERATORS for the full replacement cost of any which are not promptly returned to GOLD COAST GENERATORS.

29. Ability to Supply - The Customer agrees that GOLD COAST GENERATORS will not be liable for any delay in supply or availability of any products and may allocate products among Customers at its absolute discretion if demand exceeds supply. GOLD COAST GENERATORS reserves the right to supply alternative products which meet the same operating principles.

30. Amendments to Terms - The Customer agrees that the above terms will operate in their entirety and no amendments to these terms will be acknowledged unless approved in writing by the Managing Director or Chief Financial Officer.



QUOTE

Sanctuary Cove Primary G.T.P.201
Attention: Eliza Court
Sanctuary Cove Primary GPT 201
PO BOX 15
Sanctuary Cove 4212
QLD 4212
AUSTRALIA

Date
1 Feb 2024

Expiry
15 Feb 2024

Quote Number
QU-0237

ABN
59 664 570 908

JREC Trust
JR Electrical &
Communication
2/1 Fairway Ave
Southport
License #88046

Description	Quantity	Unit Price	GST	Amount AUD
<p>PUMP STATION 2 Supply and install new pump station switchboard to replace the existing switchboard for pump station #2</p> <p>This includes the following: - 316 stainless steel switchboard complete with stainless steel hinges, pad lockable handle, hot-dipped galvanised plinth (double height to allow for existing ground conditions), meter wiring ready for new meter by electricity retailer. Switch gear and control gear for the operation of the pump station. This includes circuit breakers, safety switches, motor starters, thermistor relays, under voltage relay, control relays, timers, 24VAC transformer for float switches, 24VDC power supply with backup battery for alarm indication light, panel switches, hour run meters, current transformers & ammeters (1 per pump), engraved labelling, control wiring & numbering. Disconnect and remove the existing pump station switchboard. Install, test and commission the new switchboard. Reconnect any existing outgoing circuits as necessary. Electrical schematic drawings.</p> <p>Cost excluding GST - \$38,404.30</p>	1.00	38,404.30	10%	38,404.30
<p>PUMP STATION 15 Supply and install new pump station switchboard to replace the existing switchboard for pump station #2.</p> <p>This includes the following: - 316 stainless steel switchboard complete with stainless steel hinges, pad lockable handle,</p>	1.00	38,404.30	10%	38,404.30

Description	Quantity	Unit Price	GST	Amount AUD
hot-dipped galvanised plinth (double height to allow for existing ground conditions), meter wiring ready for new meter by electricity retailer. Switch gear and control gear for the operation of the pump station. This includes circuit breakers, safety switches, motor starters, thermistor relays, under voltage relay, control relays, timers, 24VAC transformer for float switches, 24VDC power supply with backup battery for alarm indication light, panel switches, hour run meters, current transformers & ammeters (1 per pump), engraved labelling, control wiring & numbering. Disconnect and remove the existing pump station switchboard. Install, test and commission the new switchboard. Reconnect any existing outgoing circuits as necessary. Electrical schematic drawings. Cost Excluding GST - \$38,404.30				

	Subtotal	76,808.60
	TOTAL GST 10%	7,680.86
	TOTAL AUD	84,489.46

Terms

Quote will be valid for 14 days from original date.

The following terms and conditions apply to our quotation:

Validity

Our quotation is valid as indicated on the proposal. Should the acceptance extend beyond this date, any material and or labour

costs may be subject to variation.

Terms of Payment

Payment terms vary and may be negotiated throughout the quotation process. A "Stage payment - Payment of agreed amounts at

stage" such as a deposit may be requested.

Proposal

Our proposal, if of interest to you, is based on establishing mutually acceptable contract/subcontract conditions. We reserve the

right to negotiate the contract/subcontract conditions.

Consequential Damages

Consequential damages claim, of any form, will not be accepted.

Liability

Notwithstanding any provision to the contrary contained elsewhere in the contract or subcontract, the maximum aggregate liability

of JR Electrical under the contract or subcontract, in tort and / or otherwise at law, shall in no case exceed the sum of 5% of the originally accepted contract / subcontract sum (limitation of liability). The limit of liability includes but is not limited to

liquidated damages and does not apply to any event of amount that is covered and recoverable under the policies of insurance

taken out under the terms of the contract / subcontract.

Site Access

Our Tender is based on clear and reasonable access being provided for the duration of the project.

Equipment Warranty

All equipment and materials are covered by a 12-month repair or replace warranty. Any manufacturer extended warranties will be

honoured with the exception of labour costs. Warranty exclusions: acts of God, theft, malicious damage, vermin damage, misuse,

operator error, power spikes or loss.

All warranties are null and void if equipment is opened, tampered with, or moved from its current location.

Quotation Exclusions

- Unless otherwise specified, we have allowed to carry out the works, and our price has been calculated based on normal working hours (standard 38-hour working week) and work required outside these hours will be additional.
- Any pre-existing components that may require upgrading at the time of installation.
- Any items not specifically listed in our proposal.
- Builder's work including penetrations, chasing, concrete sawing & or drilling.
- Sealing with fire &/or acoustic rating.
- Location of underground services unless specified in quote



tel 07 3808 3444
fax 07 3808 6104
abn 91150 191 594
ic no 73360
email service@protechelectrical.com.au
web www.protechelectrical.com.au
post unit 6, 5 graham street, underwood qld 4119

2nd February 2024

Sanctuary Cove Body Corporate Service
Shop 1A, Building 1, Masthead Way.
Sanctuary Cove QLD 4212.

Attention – Peter

Quote for work as detailed below.

Reference JN13660 – Replace Pump Station Switchboard #15.

Inclusions -

1. Supply and install new pump station switchboard to replace the existing switchboard for pump station #15. This includes the following: -
 - 316 stainless steel switchboard complete with stainless steel hinges, pad lockable handle, hot-dipped galvanised plinth, meter wiring ready for new meter by electricity retailer.
 - Switch gear and control gear for the operation of the pump station. This includes circuit breakers, safety switches, motor starters, thermistor relays, under voltage relay, control relays, timers, 24VAC transformer for float switches, 24VDC power supply with backup battery for alarm indication light, panel switches, hour run meters, current transformers & ammeters (1 per pump), engraved labelling, control wiring & numbering.
 - Disconnect and remove the existing pump station switchboard. Install, test and commission the new switchboard. Reconnect any existing outgoing circuits as necessary.
 - Electrical schematic drawings.

Conditions -

1. Quote valid for 90 days.
2. No allowance for Energex or Electricity Retailer costs. Allowance has been made to contact the Electricity Retailer to make necessary installation appointments.
3. No allowance for genset hire costs.
4. The pump station switchboard design is based on the pump stations previously installed by Protech Electrical and include one (1) ammeter per pump (2 per switchboard) for pump motor current indication.

QUOTED PRICE \$24 491 + GST

Hoping this meets with your approval.

Yours sincerely,

Gavin Bristow



2nd February 2024

Sanctuary Cove Body Corporate Service
Shop 1A, Building 1, Masthead Way.
Sanctuary Cove QLD 4212.

Attention – Peter

Quote for work as detailed below.

Reference JN13659 – Replace Pump Station Switchboard #2.

Inclusions -

1. Supply and install new pump station switchboard to replace the existing switchboard for pump station #2. This includes the following: -
 - 316 stainless steel switchboard complete with stainless steel hinges, pad lockable handle, hot-dipped galvanised plinth (double height to allow for existing ground conditions), meter wiring ready for new meter by electricity retailer.
 - Switch gear and control gear for the operation of the pump station. This includes circuit breakers, safety switches, motor starters, thermistor relays, under voltage relay, control relays, timers, 24VAC transformer for float switches, 24VDC power supply with backup battery for alarm indication light, panel switches, hour run meters, current transformers & ammeters (1 per pump), engraved labelling, control wiring & numbering.
 - Disconnect and remove the existing pump station switchboard. Install, test and commission the new switchboard. Reconnect any existing outgoing circuits as necessary.
 - Electrical schematic drawings.

Conditions -

1. Quote valid for 90 days.
2. No allowance for Energex or Electricity Retailer costs. Allowance has been made to contact the Electricity Retailer to make necessary installation appointments.
3. No allowance for genset hire costs.
4. The pump station switchboard design is based on the pump stations previously installed by Protech Electrical and include one (1) ammeter per pump (2 per switchboard) for pump motor current indication.

QUOTED PRICE \$24 491 + GST

Hoping this meets with your approval.

Yours sincerely,

Gavin Bristow



Motion 5.5

DISTRIBUTION:	ATTACHMENTS:	DATE:
<p>MOTION (PBC EC) The PBC EC recommends the PBC EGM approve the engagement of Australasian Marine Associates for the investigation and provision of a scope of works and report concerning the necessary actions and associated costs for dredging the Sanctuary Cove private harbours. Funds to be expensed to the Sinking Fund Harbours - 222372</p> <p>MOTION (PBC EGM) That the PBC EGM agrees to expend \$48,393.40 Inc GST plus a contingency of 10% in the amount of \$4,839.34 Inc GST for the engagement of Australasian Marine Associates for the investigation and provision of a scope of works and report concerning the necessary actions and associated costs for dredging the Sanctuary Cove private harbours. Funds to be expensed to the Sinking Fund Harbours - 222372</p> <p>And further notes that specific due to the nature of the works, only two (2) quotes were obtained. The PBC approves the reduction in the required number of quotes to be obtained from three (3) to two (2).</p>		

Objective

To prepare a comprehensive survey and soil sampling of Harbours 2, 3 and 4, facilitating the planning and tendering process for determining the most suitable method of dredging the Harbours (Secondary Thoroughfares).

Background

During a general meeting in 2019, the PBC approved surveys for Harbours 2, 3, and 4. Subsequently, soil samples were collected, surveys of the harbors were conducted, and in collaboration with Gold Coast Waterways, we initiated a dredging program in the same year.

We were unable to move material offsite due to the incomplete construction of the material recycling facility by the City of Gold Coast Council (CoGC) in Coomera. Consequently, material extracted from high silt areas was distributed across other Harbours where feasible.

Scope of works

The future planning and advice from Gold Coast Waterways and professional companies previously utilised, recommend that we revisit and resurvey the Harbours after four (4) years and reserve space at the re-cycling facility for the removal of silt.

In collaboration with the Gold Coast Waterways Authority, we have reserved/secured time slots at the facility for late 2025 and early 2026.

Whether we utilise the facility will depend on the samples taken from the Harbours, if the silt is toxic or contains contaminates, we will need to use the facility, if the samples are within acceptable levels, the silt material may be able to be barged out to sea, which is a cheaper option.

We approached two (2) companies who are experts in this field to provide quotes on the below scope of works.

- Mr. Damian Snell – Swash (recommended by Gold Coast Waterways Authority)
- Dr Daniel Spooner – Australasian Marine Associates Pty Ltd (Previously used to supervise 2019 dredging).

Scope of works

- The execution and delivery of a bathymetry survey of the harbours based on industry standards.
- The development of procedures for the assessment of physio-chemical sediment properties based on the approaches set out in the NAGD, with due consideration given to the National Environment Protection Measure (NEPM) guidelines for onshore disposal.
- Identify a list of contaminants based on a review of the existing data and potential contaminant sources.
- Determine the number and location of samples required to provide an adequate characterisation of the physical and chemical sediment properties in the area to be dredged.
- Maintain rigorous sample handling, transport, and storage processes to ensure sample integrity and high-quality data.
- Outline adequate QA/QC procedures for the field sampling and laboratory analysis.
- Provide a description of the statistical procedures used to determine the contaminant status of the dredged material.
- Describe the procedures for validating the analytical data to assess whether the sample collection, handling and laboratory analysis was undertaken to a standard allowing assessment of the sediment quality against the identified guidelines; and
- Implement the agreed SAP, including obtaining the samples and laboratory testing of the samples.
- Provide a draft SAP implementation report for review by SCBC; and
- Provide a finalised SAP implementation report.

Pricing

Swash \$46,967 (ex GST)

Australasian Marine Associates (ex GST)

Task	Professional Fees	Expenses	Total
Bathymetry Survey	825	9,500	10,325
SAP Mobilisation	330	520	850
SAP Implementation	7,800	19,554	27,354
SAP Reporting	8,015	450	8,465
Total (ex gst)	16,970	30,024	43,994

Based on the scope to it is recommended to proceed with Australasian Marine Associates at a cost of \$43,994, as they present the most competitive pricing and have prior experience supervising the 2019 dredging project.

Attachments

1. Proposal - Australasian Marine Associates
2. Proposal - Swash

PROPOSAL FOR IMPLEMENTATION OF A SEDIMENT SAMPLING AND ANALYSIS PROGRAM – SANCTUARY COVE



Sanctuary Cove Body Corporate

Date: 13th December 2023

Prepared by:

Dr Daniel Spooner & Dr Adam Cohen
Managing Directors & Principal Marine Scientists
Australasian Marine Associates Pty Ltd
Australia. Mobile 0404 834 164 or 0413 033 500
ABN: 47 602 913 762 ACN: 602 913 762

Front cover: AMA 2020 Maintenance Dredging SAP Investigation.

©Australasian Marine Associates Pty Ltd. All rights reserved.

Australasian Marine Associates has prepared this document for the purposes of bidding on the SAP work required in Sanctuary Cove Body Corporate Canals. It has been made available to your organisation for the sole purpose of tendering for this work and all information contained within it is under copyright. No other party should rely or access this information without prior written consent of Australasian Marine Associates. This document has been prepared based on confidential information provided from the client and its description of what is required. Australasian Marine Associates may have also relied on other information provided by third parties to prepare this document, some of which may not have been verified. Subject to the above conditions, this document may be transmitted, reproduced or disseminated only in its entirety.

1.0 INTRODUCTION

Sanctuary Cove Body Corporate (SCBC) administers the management of the waterways within the Sanctuary Cove tenure (i.e. Harbour 2, 3 and 4). These Harbours are located in the lower reaches of the Coomera River and are subject to periodic sediment deposition, primarily driven by riverine flow events.

AMA is aware that SCBC is planning to address the accumulated sediments within the harbours and interconnecting canal systems. To achieve this dredging will be required across the vast majority of the waterways. Prior to any dredging, consistent with the National Assessment Guidelines for Dredging (NAGD), (Commonwealth of Australia, 2009), there is the need to characterise the sediments for either offshore or onshore disposal, prior to dredging.

Australasian Marine Associates (AMA) appreciates the opportunity to submit a proposal for the implementation of a sediment sampling and analysis plan (SAP) prior to the dredging works. AMA can offer immediate support and deliver the required outcomes promptly.

The aims and objectives of this project are as follows:

- Undertake a bathymetry survey of all harbour areas, to provide an updated bathymetry profile of the system, which will inform the sediment sampling program;
- To implement a sediment sampling and analysis investigation which considers the sampling approach specified in the NAGD (Commonwealth of Australia, 2009); and
- Characterise the sediments for either onshore or offshore disposal.

1.1 Scope of Work

The following tasks comprise the scope of works:

- The execution and delivery of a bathymetry survey of the harbours based on industry standards;
- The development of procedures for the assessment of physio-chemical sediment properties on the basis of the approaches set out in the NAGD, with due consideration given to the National Environment Protection Measure (NEPM) guidelines for onshore disposal;
- Identify a list of contaminants based on a review of the existing data and potential contaminant sources;
- Determine the number and location of samples required to provide an adequate characterisation of the physical and chemical sediment properties in the area to be dredged;
- Maintain rigorous sample handling, transport and storage processes to ensure sample integrity and high quality data;
- Outline adequate QA/QC procedures for the field sampling and laboratory analysis;
- Provide a description of the statistical procedures used to determine the contaminant status of the dredged material;
- Describe the procedures for validating the analytical data to assess whether the sample collection, handling and laboratory analysis was undertaken to a standard allowing assessment of the sediment quality against the identified guidelines; and
- Implement the agreed SAP, including obtaining the samples and laboratory testing of the samples;
- Provide a draft SAP implementation report for review by SCBC; and
- Provide a finalised SAP implementation report.

2.0 METHODOLOGY

2.1 Bathymetry Survey

AMA proposes to engage Sand Maps Pty Ltd to undertake the 2023 bathymetry survey of the harbours.. The area for the survey is illustrated in **Figure 1**.



Figure 1. Bathymetry survey area.

2.2 Sediment Sampling and Analysis Plan

The SAP will be executed consistent with the requirements of the NAGD (Commonwealth of Australia, 2009). The 2017 bathymetric survey returned a dredge volume of 92,585 m³. This volume would return the harbours to the original design depth (-3.1 AHD). The 2017 Bathymetry did not include the broader harbour 2 area, only the areas within the tenure of Sanctuary Cove. Further guidance from SCBC is required to determine the need, desire, to maintenance dredge the broader Harbour 2 area¹.

¹ This is a critical point of clarification because dredging outside of the SCBC tenure will attract the need for additional permitting from SARA and other concurrence agencies.

Once the bathymetry data has been delivered, AMA will fine tune the sampling strategy. In the first instance we have adopted the NAGD (CoA, 2009) requirement for 19 sampling locations based on a dredge volume between 100,000m³ and 141,000m³. We have also assumed that the depth of the dredge cut is on average 1.0m. Therefore, samples will be collected at 0-0.5m and 0.5-1.0m. Once the sampling locations and depths have been defined, AMA will revisit the sample number allocations and refine them where required.

To provide a baseline understanding of the likely contaminants of concern, AMA has briefly considered the surrounding land uses, historic activities and previous sampling in nearby areas (GHD, 2016², AMA, 2019³). Based on the outcomes of these investigations, the sediment in the lower Coomera River is typically not contaminated. Therefore, a refined list of potential contaminants of concern has been determined which include:

- Total metals and metalloids;
- Organics (TPH); and

In addition to the contaminants listed above, the following additional analyses are proposed to provide information regarding the physical characteristics of the dredge material:

- Particle size distribution (75µm to +75mm);
- Total organic carbon (TOC);
- Acid Sulfate Soil (SPOCAS); and
- Moisture content.

We have also made an allowance for a Tributyltin (TBT, MBT, DBT) pilot study to ensure this potential contaminant of concerns is addressed (i.e. There are no industrial slipways in the area, but there are many vessels that berth in the area). The pilot study is in accordance with NADG, with 20% of the sampling effort (i.e. 4 locations will be tested for TBT).

2.2 Sampling and Analytical Quality Control

Triplicate samples will be collected at a pre-determined sample location and a triplicate laboratory split at another pre-determined sample location. **Table 1** provides details of the total number of samples, including primary, duplicate splits and triplicate samples. A total of 38 primary samples and eight QA/QC samples will be collected for sediment sampling program.

Table 1. Mordialloc Creek Marina Sediment Sampling and Analysis Program

Core sub-samples	
Sample Type	Sediment
Primary Samples	38
Duplicate Splits*	4
Triplicate Samples**	4
TOTAL	46

² GHD (2016) Development of Navigational Channel Designs and Operational Dredge Management Plan for Dredging the Lower Coomera River Sediment Characterisation Report. Prepared for GCWA.

³ AMA (2019) Sediment Sampling and Analysis Plan Implementation Report Sanctuary Cove. Prepared for Mulpha.

*A single core (that is, 5% of the total number of dredge sampling locations) will be homogenised, split into three containers, uniquely labelled and separately analysed in difference lab batches.

** Triplicate core samples will be taken at one pre-determined location (10% of the total number of sample locations). The triplicate core sample site will include a total of three cores (one primary, as well as a duplicate and triplicate core), all treated as separate samples.

2.3 Data Analysis

The analysis of sediment samples will be undertaken using Pro UCL Version 5. The analysis will include standardisation of all organic compounds to 1% TOC and calculation of the 95% UCL of the mean for comparison with screening levels. Pro UCL Version 5 will be used to examine the distribution of the data and the data transformed where required, prior to calculation of the 95% UCL.

Tables will be prepared for PSD and the NAGD Suite, which will include the analyte/compound names, laboratory detection limits, results and the relevant NAGD screening levels and Fill Material Criteria, as prescribed in NAGD (CoG, 2009) and NEPM (1999). The suitability of the dredge material will be defined by comparing the environmental test results with the NAGD (2009) guidelines for offshore disposal and the Fill Material Criteria (NEPM, 1999) for onshore disposal. In addition the sediment samples will be screened for potential acid sulfate soils based on the Queensland QUASIT guidelines.

If any of the 95%UCL results for any of the contaminants of interest are above the screening levels, this may require additional laboratory work to determine the bioavailability and potential toxicity of the dredge material. Any additional work however, will not proceed without written permission from SCBC.

2.2. SAP Implementation

To fulfil the requirements of the SAP, AMA will mobilise and undertake the sediment investigation within the proposed dredge area using a highly experienced SAP facilitator (Dr Daniel Spooner). Hand driven piston core sampling will offer SCBC a cost-effective approach and from our experience this method of sampling is capable of achieving the results required. AMA proposes to collect 0-0.5m and 0.5-1m core samples at each location.

2.3 Sample Management

Sample management procedures will include the careful collection of sediment samples from the core tube (0.5m intervals to 1m), following the recovery of the sediment sample from the seabed. Photographs of the cores will be taken and field personnel will log each core profile for its physical characteristics and variations in sediment type and texture. The core length will be measured and the appropriate subsamples taken in a clean, stainless steel bowl for homogenisation prior to the filling of analytical laboratory-supplied clean sampling jars.

QA/QC samples will be labelled to ensure that the laboratories cannot relate the QA sample back to the primary sample. All sample handling and processing will be performed to minimise contamination and sample mix-ups. All sample equipment will be cleaned prior to sample collection using a scrubbing brush with decontamination solution, followed by a rinse with seawater.

The workspace on the vessel/land will be washed down regularly with ambient seawater to clean all surfaces and minimize the potential for contamination of samples. All sample processing will be undertaken away from any potential contamination sources such as engine exhausts, fuels, oils, greases,

lead weights, zinc anodes, antifouling paint etc.

Nitrile gloves will be worn by all field personnel handling the sediment, and gloves will be disposed of after processing of each core sample. Following sample processing and filling of sample containers, all samples will be immediately chilled. The chilled samples will be submitted to the laboratory under appropriate Chain of Custody documentation to ensure that the sample possession and processing can be traced from sample collection to reporting of results.

The acceptability of each sediment core will be determined immediately following collection, and the criteria for acceptance of the core will include:

- No obvious loss of surficial sediment;
- The core must have entered the profile vertically;
- There must be no gaps in the stratigraphy;
- There must be no disturbance of the sediment stratigraphy; and
- The core must reach the depth of 1.0m, or core refusal in clay, dense sand or rock.

The sampling device will be thoroughly cleaned prior to use and cleaned and rinsed with seawater between sampling locations to prevent cross contamination between samples. An appropriate number of samples will be obtained from each sampling location and composited to collect sufficient volume of sediment for all analyses.

2.4 Core Log

All sediment cores will be logged upon collection on a standardised pro-forma. The following information will be recorded:

- Sediment colour;
- Sediment odour;
- Field texture (fine sand, silt, clay, sand, clayey sand); and
- General comments pertaining to the sample (e.g. presence of organic matter or benthic organisms, etc).

2.5 Deliverables

As a minimum the following deliverable will be provided to SCBC:

- Bathymetry across all harbours (i.e. similar to 2017 outputs);
- The draft SAP implementation report will be presented to SCBC for review;
- Following SCBC review of the report, any edits will be made, the final SAP report will then be finalised and submitted.

The concise SAP Implementation Report will include the following:

- A summary of the objectives and findings;
- An introduction including appropriate maps and / or figures of the location of the study area;
- A description of methods, fieldwork and analyses carried out;
- GIS maps, data and locations (easting and northing) of any fieldwork effort;

- Provision of the results including relevant maps / illustrations / graphs of findings and details of any statistical results. All raw and relevant processed data must be provided in an Appendix including any laboratory reports. Field logs containing environmental conditions, field observations and sampling notes must also be appended to the report;
- Quality requirements;
- Interpretation and discussion of the findings;
- Conclusions; and
- Recommendations (where appropriate or required).

The draft report will be submitted to SCBC for review and comment will be submitted within 20 business days of completion of fieldwork and analysis. SCBC will be provided a review period of five (5) business days.

The appendices will include the field sheets and sediment core logs, with AGD94 coordinates listed, as well as chain of custody forms and analytical laboratory reports. Analytical laboratory reports will include QA/QC results as well as the results of sample analyses. The Final Report will be prepared after considering SCBCS consolidated list of comments on the Draft Report and discussing with SCBC any areas requiring clarification or further consideration.

2.6 Health and Safety and Contractor Obligations

Prior to sampling, Australasian Marine Associates will develop:

- A health, safety and environment plan (HSE Plan), which includes a description of health and safety precautions in regards to the contaminants, chemicals and equipment. This plan will be accompanied by a risk assessment, list of field personnel, emergency contacts and emergency procedures.
- Prior to sampling, all equipment will be thoroughly checked and repaired if necessary. A secondary GPS, multiple spare core barrels and tools to fix minor problems with coring equipment will be taken on the vessel in the event of gear failure. In the unlikely event of equipment failure during sampling, repairs to any equipment would be undertaken as soon as possible to minimise delays as far as practical.

3. PREVIOUS EXPERIENCE & TECHNICAL KNOWLEDGE

For SCBC, AMA offers a team of highly experienced professionals that have demonstrated experience for the development of approved SAP's, implementation, and reporting marine sediment sampling. The team consists of AMA Managing Directors.

Australasian Marine Associates

Australasian Marine Associates (AMA) provides specialist marine environmental engineering consulting services for aiding the inception, execution and delivery of marine infrastructure projects. Founding Directors of Australasian Marine Associates, Dr Daniel Spooner and Dr Adam Cohen have worked for many years for the large engineering consultancy firms, as well as directly for Ports. Their breadth of experience is vast and together they aim to offer the best consultancy services at affordable rates. They have written this proposal, and will be involved in every aspect during the execution of the sampling, interpretation of the results and reporting to SCBC. This is not a common practice in the consulting sector and offers SCBC significant advantages and assurance for high quality outcomes.

AMA has demonstrated experience in marine consultancy with significant experience in the conduct and management of marine sediment sampling programs for dredging projects around Australia and internationally. Our proposed Project Director (Dr Adam Cohen) will bring the foundations of project management and project delivery. He will ensure the timely delivery of high quality technical reports, delivered both on time and on budget.

AMA has executed a large range of geochemical related works, including overall project management and delivery of the Sanctuary Cove Marina SAP, Sanctuary Cove Body Corporate Harbour Entrances SAP and Gold Coast Broadwater Maintenance Dredging SAP. Our project team has also previously undertaken sediment geochemistry and characterisation studies for a range of other projects, including clients from Gippsland Lakes in Victoria to Truscott Airbase in the Kimberly, including recent vibrocoring investigations for the Port of Apollo Bay for Council and DELWP. Full details of our experience including CV's and AMA Capability Statement can be provided to SCBC if requested.

Experienced field coordination will be of the utmost importance for the successful execution of the sediment investigations. Australasian Marine Associates, with our Alliance partners is highly experienced in conducting marine sediment geochemistry sampling programs and understands the specific requirements for undertaking these works successfully (i.e. working with vibrocoring technicians, ensuring sample integrity, labelling procedures, managing contaminated sediments, etc.). For this project, AMA is offering a highly experienced Field Coordinator, who will oversee and manage all aspects of the field based work (Dr Daniel Spooner). Daniel has been involved in over 50 SAP and overwater sediment investigations, many of which have involved piston coring, for characterising dredge material for clients around Australia.

3.1 Technical Knowledge

Both of the AMA Managing Directors hold PhD's in marine environmental chemistry and have a detailed knowledge of sediment and contaminant cycling within the marine environment. They have led scientific studies on the fate and ecological cycling of trace metals and organic contaminants within the marine environment. They have been engaged by Australian Universities (i.e. Swinburne University & Central Queensland University) to deliver post graduate lectures on the application and technical aspects of the NAGD (2009).

4. AVAILABILITY & SCHEDULE

AMA will prioritise the 2020 SCBC bathymetry and sediment sampling work, and from initial discussions with the surveyor it is envisaged that the bathymetry will be completed in September 2020. Finalisation of the SAP design will occur in late September and fieldwork pre-mobilisation would commence immediately after. The draft report would be delivered in late October 2020.

5. PROFESSIONAL FEES AND EXPENSES

The bathymetry and entire sampling, analysis and reporting for the SAP can be undertaken for **\$43,994** (GST exclusive). A breakdown of costs is provided in **Table 2**.

Table 2 Fees and Expenses for the SAP.

Task	Professional Fees	Expenses	Subtotal
1. Bathymetry Survey	\$825	\$9,500	\$10,325
2. SAP Mobilisation	\$330	\$520	\$850
3. SAP Implementation	\$7,800	\$19,554	\$24,354
4. SAP Reporting	\$8,015	\$450	\$8,465
Subtotal:	\$16,970	\$30,024	\$43,994

6.0 ASSUMPTIONS

The fees and expenses provided are on the basis of the following assumptions:

- Assumes that the analytical suite proposed is suitable for purpose. This analytical suite is based on potential anthropogenic sources and a review of previous investigation in the area;
- Assumes that no State or Commonwealth government approvals are required prior to execution of the works. AMA has used our best judgement to undertake the works consistent with the best practice approach provided in the NAGD;
- If any of the 95%UCL results for any of the contaminants of interest are above the screening levels, this may require additional laboratory work to determine the bioavailability and potential toxicity of the dredge material. Any additional work however, will not proceed without written permission from SCBC to proceed;
- The analytical testing includes 38 primary samples and 8 QA/QC samples;
- Assumes the field program will be completed within two days. This will be subject to appropriate weather conditions to allow for safe work operations;
- Assumes core refusal after multiple (3) attempts;
- Assumes one review of the draft SAP Implementation Report by SCBC prior to finalisation; and
- Goods and Services Tax to be charged.

7.0 CONDITIONS OF ENGAGEMENT

Prior to commencement, written authorisation (PO) will be required from SCBC. Progress invoices will be issued based on the proposed payment schedule below with seven day terms. AMA has current Public Liability (\$10 million) and Professional Indemnity (\$1 million) insurances. Insurances certificates can be provided on request.

Proposed Payment Schedule:

Project Works	Contract Payment Terms (% contract Value)
Inception – AMA engagement.	30%
Completion of SAP field work.	50%
Final Report Accepted.	20%

27 March 2024

Dale St George
Chief Executive Officer
Sanctuary Cove Body Corporate
Email: dale.stgeorge@scove.com.au

Dear Dale,

1. Background

We have enjoyed the opportunity to provide pro-bono support to you and the SCBC team over the last couple of months to provide guidance and direction on the requirements to successfully deliver this proposed Harbours 2, 3 and 4 dredging project.

To recap our **initial steps** recommended below, we have now completed steps 1 and 2. This proposal is to complete steps 3 and 4.

1. **Aerial image/footprint plan** of proposed dredge area.
2. **Bathymetric (seabed) survey** of this area – we use the **volume of sediment** (m³) calculated above your proposed design depths to determine the number of sediment sampling locations we are required to do in accordance with the NAGD.
3. Prepare **Sediment Sampling & Analysis Plan (SAP)**
4. **Undertake field sampling, lab analysis** and finalise Sediment SAP implementation report.

Once we have the volume of material, and know the physical (silt, clay, sand) and chemical (contaminated or not, acid sulphate soils) characteristics, we can then select the most feasible placement options (CDSMF, onshore, underwater, at-sea) and **dredge methodology**.

The last stage prior to actual dredging works will be to then get the appropriate '**approvals**' and **management plans** in place to proceed.

Again we can manage and lead all these steps from start-to-finish.

We pride ourselves on our prompt delivery, technical and specialist knowledge, communication and high-quality deliverables to ensure the successful delivery of this project for you, your team and the Sanctuary Cove community.

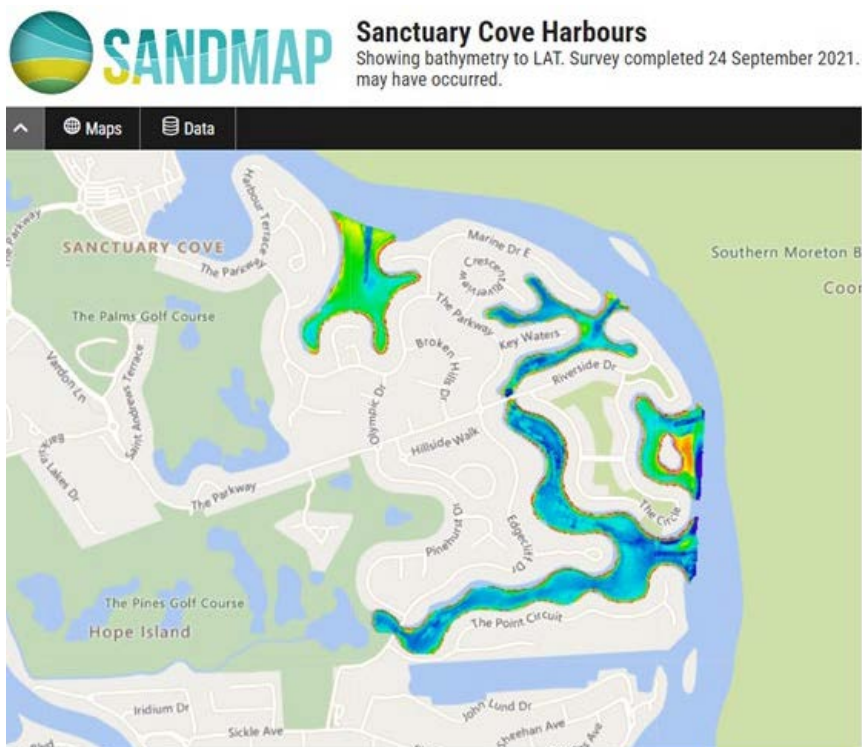
2. Sediment sampling requirements

Sediment sampling and analysis is required for all dredging projects to ensure the sediment is both physically and chemically (not contaminated) suitable for various onshore or underwater placement options.

The number of required sediment sampling locations is determined in accordance with [Table 6 of the National Assessment Guidelines for Dredging](#) (NAGD, 2009).

It is based on the required dredged volumes, likely contamination, previous sediment studies and harbour characteristics.

We used the most recent surveys (Sep 2021, SandMap) to determine the volume (183,000 m³) of sediment required to be removed to restore navigable design depths of -3.1m (AHD) or **-2.54 m (LAT)**. We also calculated the total volume (275,000 m³) to **-2.84 m (LAT)** to allow additional overdredge tolerance or insurance depth. These numbers are provided in the table below.



Sanctuary Cove - Harbours 2, 3 & 4 - No. of sediment sampling locations

Harbour	footprint area (m2)	Dredge volume (m3) to -2.54m	0.3m overdredge/insurance volume	Total Dredge volume (m3) to -2.84m	No. of sampling locations (NAGD) - 4 x SEPARATE harbours
2	62,706	55,501	19,028	74,529	15
3	41,556	18,815	12,892	31,707	10
4 north (small)	42,480	44,214	12,913	57,127	13
4 south (large)	153,675	64,452	47,425	111,877	19
Totals	300,417	182,982	92,258	275,240	
No. of sampling locations (NAGD) - COMBINED AREAS		21		23	57
No. of sampling locations (NAGD) - if 'potentially clean' we have halve (50%) sample numbers and round up.		11		12	29

Further commentary on above table and sampling location requirements is provided below:

- If all harbours were treated as separate individual locations than 57 sampling locations would be required;
- However, given harbours have the same residential harbour characteristics and all located nearby and adjacent to Coomera River, it is suitable to treat as 'one combined' area.
- The **total dredge volume** is around **183,000 m³ (to -2.54m LAT)** and **275,000 m³ (to -2.84m LAT)** if allowing for over-dredging tolerance (or insurance depth).
- The NAGD then requires 21 to 23 sampling locations for this combined area (Harbours 2, 3 and 4)
- There is merit that these harbours can be considered 'potentially clean' from a contaminant perspective (as per AMA 2019 entrance sampling and GHD 2016 Coomera River sampling).
- Hence the total number of sampling locations could be reduced **to 12**.
- It would be good (from a statistical analysis perspective) to have a minimum of 3 samples per each of the 4 harbour areas.
- Due to larger volumes, 6 samples are recommended in the largest harbour 4 (south) and 3 each in other harbours – 2, 3 and 4 (north) = **15 in total**.

We propose a mixture of 8 core samples (to design depth) and 7 'grab' samples across the harbours. Additional quality control / assurance samples will also be collected and analysed. Core samples will be split into two layers (0.0 – 0.5m and 0.5 – 1.5m) and each layer sample analysed accordingly along with the grab (0.0 – 0.5m) samples.

3. Field sampling and lab analysis

We will prepare a Sediment Sampling & Analysis Plan (SAP) to detail the requirements of field sampling work (quality control, chain-of-custody, historical sampling results, proposed sampling).

We will then undertake field sampling over 2 days and have lined up an appropriate vessel/skipper to support these works.

Following these field works, all samples will be placed in eskys and forwarded to laboratory for analysis of:

- Particle size distribution (gravel, sand, clay, silts)
- Moisture content
- Total organic carbon
- Organotins (such as Tri-butyl-tin, TBT)
- Heavy metals
- Hydrocarbons,
- Pesticides
- Acid sulphate soils, and
- Nutrients

4. Reporting

Following lab analysis of samples, a final, and detailed, Sediment Sampling & Analysis Plan Implementation Report (SAPIR) will be delivered.

The conclusions of which will state whether sediment is suitable (physically and chemically) for either underwater or onshore placement. Additionally, if any treatment would be required if brought onshore.

This report will be required for subsequent discussions with GCWA and DES and to support future dredging environmental approvals applications.

5. Investment

Swash has vast specialist experience managing and undertaking these works. Damian and Alex (CVs attached) will be undertaking all field works and report writing.

We can provide guidance and arrange early consultation with GCWA and DES following completion of these works.

Sanctuary Cove Body Corporate's investment for this deliverable is \$46,967 ex GST. Over half of this fee is for direct laboratory analysis and vessel hire costs.

We look forward to supporting SCBC with this next important project stage.

We also have an experienced and specialist team in place to determine the most sustainable and cost-efficient dredging or bed-levelling methodologies; and to navigate the environmental approvals process.

If successful, we will aim to undertake field sampling by mid-April with the final SAP implementation report to be provided by the end of May 2024.

Kind regards,



Damian Snell

Director and Principal Consultant

Swash Project Delivery

www.swashpd.com.au

damians@swashpd.com.au

0409 282 110

Attachment A – CVs



Current position

Swash Project Delivery Pty Ltd
Director & Principal Consultant
(2016 – present)

www.swashpd.com.au

Profession

- Program/Project Manager
- Dredging & Sand Management
- Environmental Compliance
- Civil Engineering

Previous positions

North Queensland Bulk Ports
Principal Advisor Environment
2017-2019

Unitywater
Principal Project Manger
2015-2017

Gippsland Ports
Manager Port Access
2012-2015.

AECOM
Senior Project Manager
2004-2012

Qualifications and Industry training

- ✦ Bachelor of Civil Engineering (BE, Honours)
- ✦ Graduate Certificate of Water Resources and Coastal Engineering (Hons)
- ✦ Registered Professional Engineer (RPEQ no.18007)
- ✦ Graduate of Australian Institute of Company Directors (GAICD)

Memberships

- ✦ PIANC (Aus/NZ)
- ✦ Australian Coastal Council

Nationality

Australian

I successfully and sustainably deliver dredging and sand management programs, projects and strategies for the benefit of the environment, community, client and regulators.

Profile

Damian has over 20-years' experience as a Project (Construction and Environmental) Management Professional. His career includes experience in both the public and private (consulting) sectors across the Ports and Water Utilities industries.

Damian's strength is his unique skill set across dredging, environmental compliance and large civil projects including significant trenchless and under channel pipeline projects. Has successfully obtained critical long-term 10-year Commonwealth Sea Dumping and Marine Park permits for maintenance dredging at ports around Australia – Hay Point, Weipa, Amrun (Qld) and Lakes Entrance (Vic). Able to develop strong stakeholder relationships with port operators, regulators, the community, environmental organisations and other government departments to ensure successful delivery of projects and compliance with regulatory conditions.

Provides detailed oversight of project budget, risk and schedule and ensures timely and quality communication and reporting to key internal and external stakeholders

Skills, knowledge and experience has been gained at all levels of management including:

- Project and Program Management
- Construction Management
- Environmental and Regulatory Compliance
- Environmental monitoring and management
- Stakeholder Engagement
- Dredging Approvals
- Evaluating Tender Proposals, Contract and Negotiation
- Conducting Audits
- Progress Meetings and Reporting

Project Highlights

Swash Project Delivery (Swash)

Port of Hay Point maintenance dredging program (2024)

Dredging Supervisor (North Queensland Bulk Ports)

- Project management and environmental support for 200,000m³ program utilising the TSHD Brisbane (2900m³) and nearshore placement.

Adelaide Beach Management Review (2024)

Specialist Dredging & Sand Management Advisory (SA Department of Environment and Water)

Port of Melbourne maintenance dredging & Webb Dock berth 4 dredging (2023-2024)

Onsite Dredging & Environmental Project Management support (Heron – PoM)

- Backhoe maintenance dredging of approximately 70,000 m³ of contaminated and non-contaminated sediment from all PoM major berth pockets at Webb Dock, Swanson Dock, Appleton Dock and Station Pier cruise terminal.

Port of Weipa and Amrun maintenance dredging program (2023)

Dredging Supervisor (North Queensland Bulk Ports for Rio Tinto)

- On-site dredging, survey, and bed-levelling supervision of TSHD *Brisbane* (2,900 m³) to relocate 780,000 m³ to approved at-sea placement areas.

Coomera River, Seaway Entrance and West Crab Island Channel dredging project (2023)

Dredging/Environmental support (McKay Maritime for Gold Coast Waterways Authority)

- Contractor side specialist dredging project management of TSHD *Discovery* (500m³), CSD *Nu Compact* and bed-levelling activities

Maroochydore and Mooloolaba beach nourishment (2023)

Dredging advisory (Sunshine Coast Council)

- Preparation of dredging technical specifications for Maroochydore and Mooloolaba beach nourishment and dredging contracts (CSD) for 2024 – 2027 dredging program including ongoing support.

Port Welshpool harbour access project (2023)

Dredging/Environmental Advisory (Gippsland Ports)

- Provide dredging approvals lead and project management of various supporting investigations/studies (bathymetric analysis, economic, sediment sampling, metocean, environmental values, beneficial reuse) to support State approvals.

AIMS Wharf sand shifting trial (2023)

Sand management / Environmental Advisory (Australian Institute of Marine Science)

- Prepare and obtain State and Commonwealth (GBRMPA) approvals for sand shifting trial within the Great Barrier Reef Marine Park.

Surfers Paradise Sand Backpass Pipeline (2022–23)

Sand Management Advisory (City of Gold Coast)

- Provided detailed cost estimates and market sounding for operation of the SPSBP from Gold Coast Seaway to Main and Narrowneck beaches via 7km pipeline and four (4) booster pumps.

Port Kembla Gas Terminal (PKGT) Stage 2b project (2022-23)

Dredging Environmental Lead (Heron Construction for Squadron Energy)

- Ensuring compliance with 12 management plans (inc. water quality, air quality, acid sulphate soils, asbestos, construction, dredging, flora & fauna) and approvals related to dredging of 450,000 m³ of sand and ASS material for reclamation in Outer Harbour utilising a dredging fleet of over 10 vessels including the *Machiavelli* Backhoe dredge.

Noosa Spit Shoreline Erosion Management Plan (2022-23)

Dredging Advisory (Noosa Shire Council)

- Provide dredging advisory and tender/contract support for sand nourishment of Noosa Spit via dredging from Noosa River.

Port Hacking Navigation Channel dredging project (2021-23)

Dredging Project Manager (Sutherland Shire Council funded by Transport for NSW)

- Client-side specialist dredging project management to remove around 60,000m³ of sand with a small TSHD from Port Hacking navigation channels and purposeful placement nearshore at Cronulla beaches for beach nourishment and coastal protection.

Barmah-Millewa Reach (Stage 2) – Sand management (2021-22)

Sand Management Advisory (Streamology for Murray-Darling Basin Authority)

- Assessment of various sand extraction methodologies; placement/treatment locations to assist with restoring channel capacity in this section of the Murray River.

Seaway, North and South Channel dredging project (2021)

Dredging Project Manager (Riverside Marine for Gold Coast Waterways Authority)

- Contractor-side specialist dredging project management of three TSHDs – *Riverside Resolute* (2,000m³), *Port Frederick* (450m³) and *Faucon* (350m³) for relocation of 400,000m³ of sand to Narro neck placement area for beach nourishment/coastal protection.

NSW Long-term Dredging Program business case (2021)

Dredging Advisory (Nations Partners for Transport for NSW)

- Specialist dredging and procurement advice and insights into preparation of a structured, holistic dredging program for NSW regional ports which includes 25 regional coastal harbours and 21 trained river entrances.

Nerang River Dredging Project investigation brief (2021)

Dredging Advisory (Gold Coast Waterways Authority)

- Desktop analysis of historical bathymetric surveys, river sedimentation, past and future boating access needs to provide strategic recommendations on potential dredging and/or bed-levelling programs to maintain navigable access along the 20km Nerang River channel.

Gippsland Lakes Ocean Access – long-term approvals (2021-22)

Dredging Approvals Lead (Gippsland Ports)

- Providing lead approvals project management of various studies and investigations to support long-term State and Commonwealth (Sea Dumping Permit) **dredging approvals** for continued operation of TSHD, CSD and sand transfer station at Lakes Entrance, Victoria for 2023 to 2033.

Port of WEIPA and AMRUN maintenance dredging program (2020)

Dredging Supervisor (North Queensland Bulk Ports)

- On-site dredging supervision (TSHD *Brisbane* 2,900 m³) in Weipa during COVID19 pandemic; and ensuring environmental compliance with State and Commonwealth permit conditions (350,000m³ with TSHD).

Technical Reviews of various dredging Sea Dumping Permit applications (Department of Agriculture, Water and the Environment)

Apollo Bay Harbour Dredging (2020)

Dredging Advisor / Project Management (Colac-Otway Shire Council)

- Providing dredging advice, onsite project management and ensuring environmental compliance of dredging and placement activities (70,000m³ with CSD).

West Crab Island Channel Dredging project (2020)

Environmental Advisor (Q Sand North Pty Ltd for Gold Coast Waterways Authority)

- Preparation of Contractor Dredge Management Plan; Environmental Management Plan and environmental training and compliance reporting for TSHD dredging of up to 30,000m³.

Sunshine Coast Council (2020)

- Preparation of dredging technical specifications for Maroochydore and Mooloolaba beach nourishment and dredging contracts (CSD).

TasPorts – Environmental Services SOA (2019-2022)

- Awarded 3-year SOA Panel agreement in December 2019 for environmental approvals, dredging planning and onsite supervision, compliance reporting, hydrodynamic modelling, plume modelling, marine sediment, auditing services and ports/harbour/marina investigations

Star of the South Offshore Wind Farm (2019-2020)

Ports Advisor (AECOM)

- Providing specialist advice through AECOM on operational and construction ports & harbour requirements to assist with environmental referrals and approvals associated with the Star of the South Offshore Wind Farm. The first offshore wind farm proposed in Australia.

Tweed Southern Boat Harbour Dredging (2019-2020)

Dredging Project Management (NSW DPIE Crown Lands)

- Tender evaluations and onsite project management for removal and licensed disposal of 3,000m³ of contaminated sediment by mechanical dredging

Port of WEIPA maintenance dredging program (2019)

Dredging/Environmental Supervisor (North Queensland Bulk Ports)

- \$20m project for removal and at-sea placement of 2.4Mm³ of dredged material utilising two TSHDs (TSHD *Oranje* (16,000m³) and TSHD *Brisbane* (2,800m³).
- On-site supervision and ensuring environmental compliance with State and Commonwealth permit conditions.
- Implemented real-time water quality monitoring program and dashboard.
- Project managed additional studies – water quality, benthic infauna, dredge plume validation and bathymetric analysis

Gippsland Lakes & Corner Inlet Sediment History (2018-19)

Principal Consultant (Gippsland Ports)

- Preparation of a sediment sampling analysis historical catalogue (1978 – 2018) and summary report for Gippsland Ports' waterways, including Gippsland Lakes and Corner Inlet.
- Project managed successful Sea Dumping Permit variation approval for altered dredge footprint alignment with Commonwealth regulator (DoEE).

NOOSA Sand Recycling System (2017)

Technical advice (Noosa Council)

- Technical advice into maintenance and public safety risk audit of Noosa Sand Recycling System including seawater intake jetty, sand collection area (sand shifters), slurry and water transfer pipelines, sand deposition area and sand pumping station.

North Queensland Bulk Ports (NQBP)

Port of HAY POINT maintenance dredging program (2019)

Environmental/Dredging Supervisor NQBP

- \$10m project for removal and at-sea placement of 350,000m³ of dredged material from seven berth pockets, apron and departure channel utilising a TSHD.
- On-site supervision and ensuring environmental compliance with State and Commonwealth permit conditions.
- Implemented real-time water quality monitoring program and dashboard

Port of HAY POINT maintenance dredging – PERMITS (2017-2019)

Principal Advisor Environment NQBP

- Project managed successful receipt of 10-year Sea Dumping and Marine Park Permit from Commonwealth regulator (Great Barrier Reef Marine Park Authority).
- Sustainable Sediment Management (SSM) assessment for Hay Point investigating ways to avoid or reduce maintenance dredging through bathymetric analysis, sediment

budgets, engineering/technical solutions, comprehensive beneficial reuse studies, environmental values assessment, options analysis and comparative analysis.

Port of WEIPA maintenance dredging program (2018)

Environmental Supervisor NQBP

- Annual maintenance dredging program (590,000m³)

Port of WEIPA and AMRUN – PERMITS (2018-2019)

Principal Advisor Environment NQBP

- Advising on Long-term maintenance dredging approvals (2020-2030)
- Sustainable Sediment Management (SSM) assessment for Weipa and Amrun investigating ways to avoid or reduce maintenance dredging through bathymetric analysis, sediment budgets, engineering/technical solutions, comprehensive beneficial reuse studies, environmental values assessment, options analysis and comparative analysis.

Port of MACKAY and ABBOT POINT

Principal Advisor Environment NQBP

- Development of Long-term Maintenance Dredging Management Plans (LMDMPs) in line with Queensland Maintenance Dredging Strategy for Great Barrier Reef World Heritage Area ports.
- Bathymetric analysis, sediment characterisation and comprehensive beneficial reuse studies

Gippsland Ports (GP)

Port of GIPPSLAND LAKES (Lakes Entrance, Victoria, Aus) (2012 – 2015)

Manager Port Access

- PROCUREMENT of NEW BUILD 650m³ TSHD contract – project managed successful worldwide procurement phase which secured a \$20m State government funded new-build TSHD *Tommy Norton*.
- Project managed and ensured environmental compliance of annual contracted Gippsland Lakes Ocean Access (**GLOA**) maintenance dredging program:
 - 2015 (pre-planning)
 - 2014
 - 2013
 - 2012
- PERMIT – Successfully obtained 10-year Sea Dumping Permit (2013-2023) from Commonwealth regulator (DoEE) for GLOA maintenance dredging program.
- Other Projects:
 - Management of Cutter Suction Dredge and booster pump
 - Management of Sand Transfer Station and Ocean Outfalls
 - Management of Hydrographic services department
 - Crescent and Pelican Island sand nourishment/ habitat improvement projects for migratory birds (Little/Fairy Terns) and Pelican breeding;
 - Loch Sport beach renourishment (Seagull Drive boat ramp)
 - Construction of western ocean outfall structure
 - Under channel slurry pipeline constructions

Port of CORNER INLET and PORT ALBERT (2012 – 2015)

Manager Port Access

- Dredging (maintenance/capital) investigations including:
 - Sediment sampling and analysis plans (Lewis Channel & Port Welshpool)
 - Sediment characterisation
 - Bed-levelling investigations
 - Dredging configuration and placement options
 - Sea-grass studies

Unitywater (UW)

Kawana and Caloundra Program Portfolio (2015-2017)

Principal Project Manager – Network Projects (UW)

- Project managed \$50m+ program of projects including significant pump station upgrades and large 900mm diameter sewer rising mains.
- Project managed \$30m trenchless pipeline contract including installation of 5,800m length of OD900mm HDPE. Over 80% by Horizontal Directional Drill (HDD) construction including:
 - 1600m HDD (sandstone) **longest HDD of this diameter in Australia at time.**
 - 1100m HDD (clay) adjacent to main road
 - 900m HDD (clay) river crossing
 - 500m HDD under major roundabout
 - 300m HDD river crossing
- Project managed \$10m major wastewater pump station upgrade
- Project managed \$3m micro-tunnelling sewer network upgrade
- Project management of design process including design reviews in accordance with SEQ codes, HAZOP workshops. Managing procurement process including preparation of tender documentation, AS4902, AS4000 and AS2124 contracts, tender site briefings, probity and tender evaluation process. Acting as Superintendent's Representative for project construction.

Alex Kochnieff

Principal Environmental Engineer – Director

Alex is an Environmental Engineer, with over 18 years' contaminated land consulting experience within Australia and PNG. He is a 'Suitably Qualified Person', Professional member of Environment Institute of Australia and New Zealand Inc (EIANZ) and Australian Contaminated Land Consultants Association (ACLCA). He has assessed contamination in soil, groundwater, surface water, gas and marine sediments at various urban, rural, airports, marine ports and commercial and industrial sites; remediated hydrocarbon- and asbestos-impacted soils and PFAS impacted groundwater; complete soil waste classification; completed landfill gas risk assessments; provided annual regulator reporting and completed on-site environmental monitoring of leachate, LFG, groundwater, surface water and soil; supported landfill closure design; completed site management plans and contaminated land investigation documents certified by contaminated land auditors; obtained contaminated soil disposal permits and waste levy exemptions; and supervised civil remediation. He has also completed Acid Sulfate Soil (ASS) assessments and management plans, soil and landscape characterisation and management plans, landfill remediation planning.

Alex holds a Bachelor's degree in Environmental Engineering from Griffith University with honours. Key skills include:

- Contaminated land
- Landfill gas
- Acid sulfate soils (ASS)
- Environmental management
- Marine sediments
- Groundwater
- Surface water
- Occupational health and safety – asbestos

Marine: Water quality and receiving environmental monitoring consistent with Queensland monitoring and sampling manual; developed and implemented Phase 2 and 3 sampling and analysis plans in accordance with National Assessment Guidelines for Dredging (NAGD); representative sampling (vessel-based and diver assisted vibracore, piston corer and van-Veen grab samplers); evaluation and interpretation of chemical and analytical data; trend analysis; physical and geochemical characterisation; data validation; contaminant and environmental risk and impact identification; marine pest assessment; Great Barrier Reef Marine Park Authority and Department of Environment and Science reporting.

Contaminated Land: Technical reporting and peer review, stereoscopic Aerial Photograph Interpretation (API), review and gap analysis of historical documentation (government records, property titles, technical literature and reports, licences, permits); critical evaluation of environment data; soil and soil gas sample analysis program design in accordance with NSW EPA, AS4482 and NEPM 1999 (revised 2013) and WA DOA (asbestos); implementing decontamination and quality control measures; representative sampling from solid stem augers, push tubes, hand augers, test pits; landfill gas monitoring and CIRIA, BS8485 and NSW EPA risk assessment; identify and evaluate source-pathway-receptor links and subsequent risk analysis; statistics and trend analysis; NEPM data validation; contaminant and environmental risk and impact identification; contaminated site management planning.

Soil Science (including ASS): Technical reporting and peer review; API; review of soil, land system and geology technical data; identification of mapping scale and sampling intensity in accordance with McKenzie et al., 2008 and Ahern et al., 1998; preparation of costing and field program logistics; representative soil sampling in accordance with McDonald and Isbell, 2009 and Ahern et al., 1998; identification and classification of soils in accordance with Isbell, 2002 including problem soils such as sodic, dispersive, saline and ASS; selection of representative soil profiles and laboratory samples; soil chemical data interpretation; develop soil management for construction. Alex performs these assessments locally and internationally for mines, railways, pipelines, heavy industry and port facilities in extremely challenging and remote working conditions using sound planning, logistical co-ordination and adaptive sampling techniques.

Groundwater: Impact assessment from contaminated sites; groundwater sampling design and method development; installation and development of wells in unconsolidated sediments and rock; gauging, purging (bailer and low flow pump) and sampling for groundwater quality parameters and contaminants implementing decontamination and quality control; evaluation and interpretation of analytical chemical data, ionic composition, cumulative contaminant loading, corrosion and fouling parameters; develop source-pathway-receptors models and identification of potential human health and environmental risks.

Environmental Management Plans: Interpretation of technical environmental impact reports to develop specific and practical management plans in consultation with regulators, constructors and field operators. These plans support and manage environmental approvals and obligations to ensure the practical implementation and mitigation of associated impacts.

PROJECT EXPERIENCE

Marine Projects

Ports North | Port of Cairns Annual Sediment Characterisation and Marine Pest Survey | 2014, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023

Annual sampling and analysis of marine sediments and identification of marine pests; develop and lead field sampling program; vessel-based piston coring and grab sampling; evaluate laboratory data; complete QAQC validation; assess data against NAGD and GBRMP trigger values; statistical analysis; generate multiple reports for various dredge areas; determine suitability of sediment disposal at sea.

Ports North | Long-Term Maintenance Dredging Dredge Spoil Management Plan | 2020-21

Analysis of physical and chemical quality of maintenance dredge sediment based on annual sediment characterisation undertaken since 2010 to support future 10-year long-term permit to obtain State and Federal permits. Assess statistical trends for all parameters and dredge areas; develop optimised sampling strategy justified through statistics; identification of emerging contaminants; preparation of 10-year sampling strategy and template SAP.

North Queensland Bulk Ports | Benthic infauna and sediment characterisation Weipa | 2019

Project lead for implementation Phase 2 NAGD sediment sampling and analysis and infauna sampling; vessel based grab sampling; peer review.

North Queensland Bulk Ports | Sediment Characterisation and Beneficial Reuse Weipa | 2018

Peer review and QAQC of Phase 2 and 3 NAGD sampling and analysis, including ASS.

North Queensland Bulk Ports | Sediment Characterisation Mackay Marina | 2018

Field and report lead; implement Phase 2 and 3 NAGD sampling and analysis of sediments; vessel-based piston coring; contaminant screening; statistical analysis; data validation; assess suitability of sediment disposal at sea.

North Queensland Bulk Ports | Sediment Characterisation Port of Hay Point | 2018

Field lead; implement Phase 2 and 3 NAGD sampling and analysis of marine sediments; field approvals and HSE; contaminant screening; statistical analysis; data validation; diver assisted piston coring; grab sampling; assess suitability of sediment disposal at sea.

North Queensland Bulk Ports | Sediment Characterisation Abbot Point | 2018

Reporting lead; review of existing and historical sediment characterisation data for beneficial reuse assessment; data validation and filtering; report preparation.

Australia Pacific LNG | Receiving Environmental Monitoring Program | 2016 – 2017

Coordination and execution of fortnightly and monthly water quality and mangrove monitoring and reporting. Sampling undertaken during active LNG facility operations and very active shipping channel; vessel based water quality sampling during neap and spring tides; field and laboratory logistics; monthly and annual reporting.

North Queensland Bulk Ports | Sediment Characterisation and Beneficial Reuse Hay Point | 2016

Commonwealth policy changes and restrictions for projects near Great Barrier Reef Marine Park. Sampling and analysis of marine sediments for geotechnical and geochemical characteristics distributed within the port, acid generating capacity and contaminant concentrations. Field lead; diver

assisted piston coring; vessel based grab sampling; field and laboratory QAQC data validation; lead author.

Port of Brisbane | Sediment Sampling Analysis | 2013

Sampling and analysis and subsequent reporting to EHP to permit emergency dredging following 2011 Brisbane floods that deposited significant volumes of contaminated sediments within Moreton Bay and Port operational limits. Assessment focused on dredging potential to negatively impact Moreton Bay with an emphasis on dioxins contamination; vessel-based grab sampling.

Australia Pacific LNG | EIS | 2010

Field lead and reporting; assessment of sediment contaminants for proposed capital dredging associated with the new constructed LNG facilities on Curtis Island, and construction of channel / swing basin and Narrows pipeline crossing. Comprehensive NAGD sampling and analysis program to assess suitability for sediment placement on land or at sea against NAGD and ASS guidelines. Extended field sampling campaign; deep vibrocore sampling from vessel; land-based piston coring within intertidal and extra tidals; field and laboratory logistics; data management and validation.

TERRESTRIAL PROJECTS

Ingham Chicken | Mach1 Environmental | 2023 – current

Remediation and validation sampling of asbestos impacted property to the purpose of Site removal from the Environmental Management Register (EMR). Test pit and trench sampling; logging; onsite advice; validation reporting.

Fortescue Future Industries | Worley Services Pty Ltd | 2023 – current

Contaminated preliminary site assessment for a 200 ha property; soil; asbestos; livestock dip; SAQP; drilling, Conceptual Site Model; construction soil management; support prefeasibility study.

Western Suburbs District Cricket Club | Chelmer Recreation Reserve (landfill), Chelmer | 2021-2023 (current)

Tier 1 site assessment; soil; landfill gas; asbestos; drilling, Conceptual Site Model; landfill gas risk assessment; new building gas protection appraisal, waste disposal characterisation; construction soil management; support Council Approval for Works, disposal permit and waste levy exemption; basis of design validation for asbestos containment and gas protection; onsite construction support.

South Junior Cricket Club Inc. | Hyde Road Park (landfill) | 2023

Landfill gas monitoring survey and risk assessment to support development of infrastructure on State land. Review of design and gas protection for construction.

Wynnum and District Rugby Union Club Inc. | Elenora Park (landfill) | 2022 – 2023

Detailed test pit sampling program, asbestos sampling, waste classification, landfill gas risk assessment, identify gas protection for new buildings, soil management; construction planning; support Council Approval for Works; complete contaminated soil disposal and waste levy exemption permit applications; obtain landfill letter of acceptance and owners consent; develop construction environmental management plan including asbestos management.

Mount Gravatt Youth and Recreational Club Inc. | F.R Caterson Park (landfill) | 2022 – 2023

Landfill gas monitoring bore installation, fortnightly monitoring, risk assessment, gas protection for new buildings; waste disposal characterisation; support Council Approval for Works; soil management; construction planning.

Riverside Junior Rugby Union Club Inc. | Merry Park (landfill) | 2022 – 2023

Limited groundwater quality assessment including human health and environmental impact assessment of confined groundwater use for irrigation; install water supply bore; waste classification; low-flow sampling; water chemistry review; ionic composition; cumulative contaminant loading; assess corrosion and fouling; provide advice on future works to achieve irrigation goals.

Ausbild childcare redevelopment | Warner | 2022

Detailed site assessment and delineation of illegal landfilling; systematic asbestos test pit sampling, Conceptual Site Model; risk assessment; remediation volume and cost estimate; waste disposal characterisation.

Bayside United Sports Recreational Club | Lota (landfill) | 2021-2022

Tier 1 site assessment; soil; landfill gas; asbestos; targeted drilling, Conceptual Site Model; landfill gas risk assessment; gas protection for new buildings; waste disposal characterisation; soil management; construction planning; develop contaminated soil management plan including asbestos management.

Ipswich City Council | Cribb Park and Tony Merrell Closed Landfills | 2022

Closed landfill monitoring program; review historical groundwater, surface water, soil and LFG; Tier 1 screening assessment; qualitative risk assessment; Conceptual Site Model; recommend enhanced monitoring program..

GPS Rugby Club Inc. | Ashgrove Sports Grounds (landfill) | 2021-2022

Tier 1 site assessment; soil; landfill gas; targeted drilling, Conceptual Site Model; landfill gas risk assessment; gas protection for new buildings; waste characterisation; Council Approval for Works.

Ipswich City Council | Briggs Road Closed Landfill | 2021

Review two decades of groundwater, surface water, soil and LFG; Comparison to Tier 1 screening criteria; qualitative risk assessment; review of Conceptual Site Model; enhance monitoring program.

Brisbane City Council | Acid Sulfate Soils Investigation and Management, Pinkenba | 2021

Detailed characterisation, risk/treatment categorisation, liming rate calculation, recommended design actions, soil management, specify performance criteria and environmental management.

S5 Environmental | Due Diligence Investigation, Brendale | 2021

Due diligence contamination investigation of land prior to purchase and proposed for commercial development. Desktop assessment to provide an assessment of potential site risks.

McNab Construction | Queensland Airport Limited, Tweed Head | 2021

Provision of competent person services for civil construction and remediation of asbestos impacted soils, supervision of earthworks, air monitoring, sampling, clearance certificates, validation inspections; validation reporting.

Queensland Bridge and Civil | Qld Transport and Main Roads Park & Ride, Chermside | 2021

Provision of competent person services for civil construction and remediation of asbestos impacted soils, earthworks supervision, air monitoring, clearance certificates, validation inspections, sampling.

Brisbane City Council | Whites Hill, Coorparoo (landfill) | 2021

Suitably Qualified Person services including advice, development and implementation of safe work method statements for intrusive ground works and landfill gas risks.

Brisbane City Council | CP Bottomley Park, Norman Park (landfill) | 2020 and 2021

Suitably Qualified Person services including advice, development and implementation of safe work method statements for intrusive ground works for rugby goal posts and cricket net construction in asbestos impacts soils.

South Brisbane District Cricket Club | SQP Services, Fairfield | 2020

Suitably Qualified Person services including advice, development and implementation of safe work method statements for intrusive ground works in a landfill for cricket fence in ash impacts soils.

Brisbane City Council | CP Bottomley Park, Norman Park (landfill) | 2020

Targeting investigation of unauthorised reuse of contaminated spoil including construction and demolition waste asbestos; disposal characterisation; development of clean-up rectification works; disposal permit and waste levy exemption applications.

Brisbane City Council | Lanham Park (landfill) Grange | 2020

Tier 1 limited site assessment of portion of a lot impacted by filling and asbestos; targeted drilling, preliminary Conceptual Site Model; disposal characterisation; soil management (reuse, disposal).

Australian Sports Lighting Solutions | Merry Park (landfill), Bulimba | 2020

Tier 1 site assessment of portion of a lot; Acid Sulfate Soils and contamination associated with historical filling and asbestos; targeted drilling, Conceptual Site Model; risk assessment; disposal characterisation; soil management; construction planning and supervision; validation reporting.

S5 Environmental | Preliminary Site Investigation, Fortitude Valley | 2019

Tier 1 site assessment to assess potential presence of contamination to support development application and construction of a commercial tower.

Ipswich City Council | Cribb Park Closed Landfill | 2019

Suitably Qualified Person services including provision of advice, develop and implement safe work method statements for intrusive ground works and landfill gas risks.

Patton's Slipway | Kirribilli, NSW | 2019

Peer review of preliminary investigation of slipway, identification of risks to construction and future site users, recommendation of management.

Roads and Maritime Services | Milson Park, Kirribilli, NSW | 2019

Peer review of tier 1 investigation of terrestrial and marine areas contaminated with heavy metals and organotins from slipway operations, identification of construction and future site user risk, recommendation of management

Rio Tinto Aluminium | Weipa | 2019

Prefeasibility and feasibility study of landfill stage 1 closure and stage 2 leachate management options. Alex project managed and provided technical support to the design team.

Brisbane City Council | Rochedale (landfill) | 2019

Tier 1 limited site assessment of open parkland impacted by filling and asbestos; historical review and test pit sampling investigation; factual reporting.

Brisbane City Council | Kangaroo Point Pedestrian Bridge and Breakfast Creek Bridge | 2019

Preliminary desktop investigation of contaminated land and acid sulfate soils risk for construction; develop Conceptual Site Model and construction management actions

Brisbane City Council | Site 16 Closed Landfill | 2017-2019

Leachate investigation and detailed design of remediation capping. Alex project managed and provided technical support to the design team.

Brisbane City Council | Site 42 Closed Landfill | 2017 – 2018

Delineation of landfill gas and leachate migration offsite; detailed Conceptual Site Model; risk assessment; installation and sampling of landfill gas and groundwater; state and local road permits.

Brisbane City Council | Closed Landfill | 2018

Tier 1 assessment of road upgrades adjacent to former gasworks, soil characterisation; provision of soil characterisation and management for construction.

Brisbane City Council | Nudgee Closed Landfill | 2017, 2018, 2019, 2020, 2021

Regulatory reporting for Annual Return; environmental performance and regulatory compliance report for groundwater, surface water and LFG. Statistical analysis and comparison to Tier 1 screening criteria.

Moreton Bay Regional Council | Boundary Rd Depot Development, Narangba | 2017 – 2018

Detailed Tier 1 investigation of historical nightsoil landfill to assess the site's suitability for commercial use. Conceptual Site Model; groundwater, surface water, soil and landfill gas.

Moreton Bay Regional Council | Portion of Bunya Landfill closure | 2015 – 2018

Contaminated Land Investigation Document (CLID) generation including detailed Tier 1 investigation and development of site management plan (SMP); site suitability statement; certification by auditor and CLID approval by State. This site represents the first site in QLD where contaminated land legislation is applied to a closed landfill.

Falconer | Southern Cross Cement | Port of Brisbane | 2017

Preliminary Tier 1 investigation of potential contamination from historical site use and site's future suitability for commercial/industrial use

AGL | Suncoast Macadamias Baseline Soil Assessment | 2016

Baseline Tier 1 investigation of contamination from co-power generation (Cogen) infrastructure.

Brisbane City Council | Multiple Landfill Investigation | 2016

Various baseline Tier 1 soil investigations across several engineered and residential landfill sites to assess each risk profile.

QLD Department of State Development Infrastructure and Planning | Abbot Point Growth Gateway | 2014

Coordination of all land-based activities including, scope and budget control, land access and site establishment, stakeholder liaison, health and safety, cultural heritage, sub-contractor engagement and management, execution of field work (Tier 1 contaminated land investigation, soil terrain survey), review of ASS investigations, reporting and staff mentoring.

Incitec Pivot Ltd | Acid Transfer Pipeline and Rail Loading Facility, Townsville | 2014

Combined ASS, Tier 1 contaminated land and geotechnical assessment across four active brownfield sites. Field team lead consisting of two drilling rigs; lead technical author for reporting.

NSW Treasury | Coffs Harbour Slipway Remediation | 2014

Detailed Tier 1 investigation of terrestrial and marine areas contaminated with heavy metals and organotins from slipway operations.

Australia Pacific LNG Pty Ltd gas fields and pipelines | Soil Surveys | 2010 – 2013

Identify baseline soils and landform units in accordance with McKenzie et al., 2008, identify problematic soil attributes (salinity, erosion, sodicity), develop mitigation for disturbance and rehabilitation.

Port of Brisbane | Baseline Environmental Investigations | 2007 – 2012

Multiple targeted drilling and soil assessment project including groundwater monitoring well installation and monitoring to assess site conditions prior to end of lease contracts.

Preliminary investigations of service stations | Various QLD/NSW projects | 2004 – 2011

Targeted drilling and soil assessment, groundwater well installation and environmental licence monitoring assessing current site conditions and potential for off-site migration of contamination.

Australia Pacific LNG Pty Ltd | Acid Sulfate Soils Management Plan | 2011

Synthese ASS data identify problematic landforms, acidic hot spots, management categories and treatment techniques to ensure a consistent approach to management throughout construction and obtain environmental approval for site development. The ASSMP met these objectives and was used as a master document to develop all subsequent subordinate ASSMPs for specific construction activities.

Port of Townsville Limited | Baseline contaminated land investigations | 2009 – 2011

Due diligence investigation of various sites created during the Townsville port expansion / land reclamation project and end/start of lease investigations. Acid sulfate soils, contaminated soils, groundwater.

Various environmental licence groundwater monitoring | 2004 – 2011

Various pesticide and chemical (L and DNAPLs) manufacturing and petroleum clients throughout QLD. Assess groundwater quality, conditions and flow direction against licence conditions and Tier 1 criteria, potential for offsite migration and regulatory reporting.

Australia Pacific LNG Pty Limited | Gladstone Narrows pipeline crossing | 2010

Execution of special constraint assessment of marine ASS sediments and terrestrial soils along a 5.4 km pipeline across the Narrows to Curtis Island. Pre-consultation with regulators; vibracore sampling from a flat bottom vessel and hovercraft; reporting of ASS hazard analysis. Description of main duties/responsibilities including project title.

CaSPA | Coombabah WWTP Stage 5 Upgrade and Stapylton WWTP Construction | 2010

Manage drilling and ASS sampling program for construction of two wastewater treatment plants, technical reporting to support development approval and construction management.

Napa Napa, Port Moresby Harbour, PNG Gulf Province | Papua New Guinea (PNG) LNG Project EIS | 2009

360 km pipeline. Tier 1 contaminated land and ASS assessment; challenging security, logistics and background soil data and legislation; engagement with locals; remote sampling via helicopter.

Port of Townsville Ltd (POTL) | C607/BR Environmental Investigations | 2008 – 2009

Multiple preliminary and detailed tier 1 contaminated land and ASS assessments required assessment of historical contamination associated with power station and filling operations.

Various Detailed Environmental Site Investigations | 2002 – 2007

Various clients and projects throughout QLD consisting of detailed Tier 1 soil and groundwater assessments at cattle dips, radioisotope laboratory, underground and above ground fuel storage, asbestos in soil, road upgrades, schools and mineral sand deposits.

Mobil Oil Australia | Multiple Groundwater Monitoring, Stage 1 and 2 Environmental Site Assessments | 2004 – 2006

Multiple preliminary and detailed Tier 1 soil and groundwater assessments of service station and bulk fuel storage facilities throughout Queensland.

Pacific National Queensland | Validation and Remediation Works - Moolabin Railway Yard | 2006

Detailed Tier 1 assessment and subsequent validation and remediation sampling of a diesel spill.

Department of Defence | 2005

10% Unexploded Ordnance Survey: Assessed potential unexploded ordnance at historical grenade and rifle range. Execution of field activities and supervision of works.

Environmental Management

Site Environmental Officer | Gold Coast Airport Southern Terminal Expansion – Lend Lease | 2021 – Current

Onsite management of environmental performance throughout construction; daily and weekly compliance inspections, routine surface water and groundwater monitoring, monthly compliance reporting; contaminated spoil management and waste classification.

Department of State Development | Evidence Based Report – Priority Port of Townsville | 2017

Phase 1 master planning process: environmental data collection and analysis to identify key environmental constraints associated with future port development.

Site Environmental Officer | Pimpama Wastewater and Recycled Water Treatment Plant | 2007 – 2008

Manage environmental performance throughout construction KPIs. Continuous EMP updates, weekly compliance inspections, routine surface water and groundwater monitoring, sampling ASS, dangerous goods compliance, consultation with various stakeholders, conducting environmental awareness and obligation 'toolboxes', monthly compliance reporting and environmental compliance and KPI auditing.

Redlands Shire Council | Review of Environmental Factors | 2008

Identified and assessed potential environmental constraints of car park construction (involving reclamation) on Macleay Island in the Internationally Significant Ramsar site Moreton Bay.

Cairns Regional Council | Catchment Management – Mt Peter | 2007

Ensure overall reduction in stormwater pollutant loads to comply with the Water Quality Objectives of Trinity Inlet and Desired Standards of Service for future urban development. MUSIC Water quality modelling for the Interim Ultimate and Interim Ultimate Mitigated scenarios targeting urban areas for Water Sensitive Urban Design (WSUD)

Queensland Water Infrastructure | Review of Environmental Factors | 2007

Identification and assessment of potential environmental constraints associated with two potential water treatment plants and four potential pipeline routes.

Etheridge Shire Council (ESC) | Waste Management and Disposal Study | 2007

Develop environmentally sound waste management solutions; assess current disposal practices at four unmanned and unlined landfills; current and future waste generation and recommended future disposal options.

Occupational Health and Safety

Australian Defence Force and Defence Housing Authority | Asbestos Re-surveys | 2005 – 2007

Develop and execute field auditing program identifying and evaluating asbestos-containing materials at 600+ facilities and 160 residencies throughout QLD using DEMS database and data enhancement to client specifications.

QBuild | Asbestos Removal Supervision | 2004 – 2007

Class B superintendant of asbestos roof, ceiling and tile replacements; supervised contractors; managed asbestos waste, air monitoring and analysis of samples in NATA-registered laboratory. Receipting asbestos samples and implementing quality assurance/quality control.

Department of State Development | Hazardous Materials Audit-Proposed Charlton North Industrial Estate | 2005

Execution of hazardous-substances audit (identified and evaluated radioactive, PCB and asbestos-containing materials) of residences.

QUALIFICATIONS / AFFILIATIONS

Bachelor of Engineering in Environmental Engineering (Hons), Griffith University, Brisbane, 2005

Environment Institute of Australia and New Zealand (EIANZ) – Professional member

Australian Contaminated Land Consultants Association (ACLCA), Queensland – Professional member

Asbestos awareness training 2020 – deemed competent person and previously a Class B license holder

Suitably Qualified Person – Contaminated Land

PUBLICATIONS / PRESENTATIONS

Co-authored and presented “Work Life Balance in Engineering: Challenges in the retention of young professionals” at the 2007 Engineers Australia (Queensland) Engineering Challenges in Qld forum

Traill C, Kochnieff A, Holz G, de Man S, Christison A (2012). Soil assessment and management for Coal Seam Gas (CSG) pipelines in southern Queensland. Proceedings of the 5th Joint Australian and New Zealand Soil Science Conference, Hobart, Tasmania. 2-7 December 2012.

WORK HISTORY

2021 to Present Principal Environmental Engineer / Director, SQP Consulting, Gold Coast

2015 to 2021 Senior Environmental Engineer, Advisian, Brisbane

2013 to 2015 Senior Environmental Engineer, WorleyParsons, Brisbane

2007 to 2013 Environmental Engineer, WorleyParsons, Brisbane

2004 to 2007 Environmental Engineer, Parsons Brinckerhoff, Brisbane


Attachment B – Insurances

Certificate of Currency

Professional Indemnity

This Certificate:

- has been issued on behalf of your insurer by BizCover Pty Ltd, please contact BizCover for any enquiries
- is issued for informational purposes only, it does not form part of the Policy terms and conditions
- does not amend, extend or alter the coverage afforded by the policy listed;
- is only a summary of the cover provided. For full particulars, reference must be made to the current policy wording & schedule;
- In the case of inconsistency between this Certificate and the Policy Schedule, the Policy Schedule shall prevail.
- is current only at the date of issue.

Name Of Insured	Swash Project Delivery Pty Ltd Trading As Swash Project Delivery Pty Ltd (ABN: 96633530346)
Occupation	Engineering <ul style="list-style-type: none"> • Consulting Engineering • Project Management
Policy Number	S0B/24204/000/23/N
Insurance Period	4.00pm Local Standard Time on 19 Nov 2023 to 4.00pm Local Standard Time on 19 Nov 2024
Limit of Indemnity	AUD\$1,000,000 any one claim and AUD\$2,000,000 in the aggregate during the insurance period
Excess	Professional Indemnity: AUD\$5,000 each and every claim.
Retroactive Date	Unlimited, excluding known claims and circumstances
Reinstatements	1
Insurer/Underwriter	DUAL Australia Pty Ltd on behalf of certain underwriters at Lloyd's in accordance with the authorisation granted under Unique Market Reference Number: B1736DU2300031
Signature	
Name of Signatory	Damien Coates
Capacity/Title	Chief Executive Officer, DUAL Asia Pacific
Date of Issue	19 Nov 2023

Please note

- This Certificate is issued subject to the policy's terms and conditions and by reference to the insured's declaration. The information set out in this Certificate is accurate as at the date of signature and there is no obligation imposed on the signatory to advise of any alterations.
- The issue of this Certificate imparts no obligation on the insurer to notify any party relying on it should the policy later be cancelled or altered for any reason.
- This Certificate is issued as a matter of information only and confers no rights upon the certificate holder.

Office Pack Policy Certificate of Currency

The policy details referred to below are current as at Tuesday, 30 May 2023. Whilst a period of insurance is indicated below, it should be noted that the policy may be cancelled prior to the expiry date. This certificate summarises the public and products liability section of the policy only. This document does not form part of the policy documentation.

Insured:	Damian Gregory Snell t/as Swash Project Delivery
Primary Address:	3 Indigo Court PEREGIAN SPRINGS QLD 4573
Policy Number:	OPK-93523
Brokerage:	Austbrokers Countrywide
Business:	Engineer – Civil (Consulting Only), Project Manager, Engineer – Environmental (Consulting Only)
Period of Insurance:	18/06/2023 at 4pm to 18/06/2024 at 4pm LST
Insurer:	Berkley Insurance Company t/as Berkley Insurance Australia via Focus Underwriting
Policy Wording:	Office Pack Policy OPP2021.04.06

Public & Products Liability

\$20,000,000 any one claim for general liability and in the aggregate for products liability

This certificate of currency has been authorised in Melbourne, Victoria on Tuesday, 30 May 2023 .

Motion 5.7

Further Shuttle Bus information from Mulpha during Sanctuary Cove Boat Show:

- **Number of Buses:**
It is estimated 2x small shuttle buses (20 seats) and 1x additional small shuttle bus during morning peak times (8am to 10am)
- **Exact Route within residential area:**
As per the attached map
- **Is it only for the 4 days of the boat show and not the required set up time either side:**
Only during the four days of the show
- **Any plans for extra security in this area for the residents:**
We will have security at the shuttle pick up/drop off point, monitoring who gets on and off the bus. Bus drivers will also be fully briefed that only the accredited staff groups are eligible to board the bus.
- **No staff will be allowed off the buses within the residential area.**
Correct

***Please NOTE if you have any further questions or concerns, please direct to your Member Nominees.**

P8 Staff Car Park—Proposed Shuttle Bus Route

Proposed shuttle bus route (7am until 6pm) - Thursday 23 to Sunday 26 May.

Estimated 2x small (20 seat) shuttle buses.

Additional 1x small (20 seat) shuttle bus during peak times (8am until 10am).

Buses will **not stop** behind the gates.

Car park and shuttles will service accredited village tenant and hotel staff **only**, not exhibitors or general public.



From: [PBC](#)
Cc: [Dale StGeorge](#); [Jodie Syrett](#)
Subject: Shuttle Buses
Date: Tuesday, 20 February 2024 10:32:51 AM
Attachments: [image001.png](#)

Good Morning Members,

Please see further information below from Mulpha regarding the proposed Shuttle buses transiting through Sanctuary Cove during Boat Show.

I will send a portal message out as well today.

Hi Jodie,

It will be a fairly continuous transfer back and forth to get the staff into the Village and back to their vehicles. I would imagine peak times would be 8am to 10am and 4pm to 6pm.

We will only use small/medium size buses rather than large coaches, so they produce minimal noise and disruption.

I hope this helps. Let me know if you have any other questions.

Corey
Senior Events Manager

Kind Regards,

JODIE SYRETT

Manager Body Corporate

Direct 07 5500 3326 | jodie.syrett@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 stratamax.com.au/Portal/login



SANCTUARY COVE COMMUNITY SERVICES LIMITED

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.



6 March 2024

Communication to owners regarding the SCCSL March 2024 Newsletter

Good afternoon, fellow Sanctuary Cove residents,

Yesterday, you received an SCCSL Newsletter composed by the CEO, Dale St George. I would like to add some context and clarity to the content.

Following the revelation of the existence of a SCCSL wholly owned subsidiary company, Resort Body Corporate Services Pty Ltd (RBCS), by a members nominee at the February PBC EGM, the CEO responded with some additional information in the newsletter. I appreciate his effort.

RBCS currently contracts strata services to two body corporate schemes in the Hope Island Resort. There is an intention for RBCS to provide body corporate services to Harbour 1 and future Mulpha developments. Sanctuary Cove Body Corporate Services employees are providing that service. No additional staff have been employed. There is concern that the high turnover of SCCSL staff may be reflective of the additional workload.

The PBC and PTBC established SCCSL as a not-for-profit company to provide management and administrative services for their body corporates, assets and security within Sanctuary Cove Resort only. These services may be provided by way of a separate and specific wholly owned subsidiary such as Sanctuary Cove Body Corporate Services Pty Ltd and Sanctuary Cove Security Services Pty Ltd. Both are listed in the SCCSL Operation Plan 2023-2024. RBCS is not.

20/04/2022 RBCS was registered with ASIC. The PBC chairperson, who was also the appointed PBC shareholders nominee, did not reveal to the property owners the intention, detail or strategy behind the establishment of RBCS. Nor did he seek the opinion or approval of the lot owners whom he represented. In fact, many members nominees were unaware of RBCS or its contractual commitments until the February EGM this year

A matter that seeks to leverage the resources of SCCSL and potentially exposes it to a new business risk outside Sanctuary Cove is a matter of significant importance and should have been put to a PBC vote with a full business case identifying the opportunity, risks, and costs.

Currently, the PBC and RBCs contribute 82% of the total administration and management fees to SCCSL. Both entities contribute 93% of security costs. Despite this level of contribution, the PBC is limited to equal voting rights with the PTBC due to a 50/50 shareholding. Originally the PTBC held the majority of directors (3 PBC vs 2 PTBC) on the SCCSL board. Various amendments approved by our long ago predecessors reduced our impact on the activity of SCCSL. The board is now comprised of 2 PBC & 2 PTBC directors. Many may consider this to be an unreasonable arrangement.



PRINCIPAL BODY CORPORATE
Sanctuary Cove

In my roles as PBC chairperson and director of SCCSL, I am concerned that the residents have not been represented on the board since my predecessor resigned in April 2023. Despite my election as PBC Chairperson 26/06/2023, and my appointment as a director on SCCSL by ASIC 27/09/2023, I have not been invited to attend a board meeting. Incorrect excuses prevented my attendance. This situation did not occur during my immediate predecessor's tenure when she was signing board documents related to SCCSL within days of being elected to the PBC Chairperson's position.

Publicly available documents have revealed that over the last eight month period, directors meetings were held that did not constitute a quorum under the SCCSL Shareholders Agreement (SA) because no PBC director was present. In addition, two directors continued in their roles despite their terms expiring and not being renewed in accordance with the SA. The effect on the decisions that were made is unknown at this point.

I am looking forward to joining the SCCSL board with my PBC colleague, Paul Kernaghan, when he formally accepts the role. We are determined to fulfill our positions with integrity and diligence. Wherever confidentiality clauses permit, openness and transparency with the property owners we represent, will mark our tenure.

If you have any concerns or questions regarding this communication, please have no hesitation in contacting PBC Executive Committee member Cheryl McBride on 0439 936 955.

Kind regards,

A handwritten signature in black ink, appearing to read 'SJS'.

Stuart Shakespeare

PBC Chairperson



15 April 2024

Sanctuary Cove Principal Body Corporate
c/- Ms Brogan Watling

Email: brogan.watling@scove.com.au

Dear Committee

Fee Proposal – Claim by ██████████ (██████████)

1. We acknowledge your instructions to engage our firm to:
 - (a) provide advice regarding the prospects of success of a possible restitution claim brought by the owners of ~~4728 ██████████~~ (being Lot 155 in The Proprietors – Washingtonia GTP 1703);
 - (b) draft a response to that owner’s letter.
2. Until such time at that owner’s claim is properly set out and particularised, it is difficult to properly assess the prospects of success of the claim. Therefore, we consider the most economical and prudent approach is for us to write to the owner to the effect of:
 - (a) referring to the letter dated 8 November 2023 and the meeting with the Committee;
 - (b) seeking the owner properly set out the claim and particularise the amounts sought to be reimbursed;
 - (c) requesting the advice from their solicitor to which privilege has been waived by the sentence in the letter starting “*Our lawyers have advised that...*”

and only once the owners provide the information at 2(b) above, would we recommend providing preliminary advice on prospects.
3. Our proposal for our recommended next steps (in order) is set out below.

Know. Act. Resolve

Partners:

Colin Grace
Daniel Radman
Peter Ton
Jessica Bates
Brenton Schoch
Brendan Pitman
Jarad Maher

New South Wales:

Level 12, 160 Sussex Street
Sydney NSW 2000
PO Box Q112
Queen Victoria Building NSW 1230
PH 02 9284 2700

Victoria:

Level 32/ 367 Collins St Melbourne
VIC 3000
PH 03 9966 8399 FX 03 9674 0400

Brisbane:

Level 9, 179 North Quay
Brisbane QLD 4000
PO Box 12962
George Street QLD 4003
PH 07 3102 4120 FX 07 3102 4121

Gold Coast:

Level 3, Suite 1D Emerald Lakes
Town Centre Commercial
3027 The Boulevard
Carrara QLD 4211
PH 07 5554 8560

Australian Capital Territory:

Level 9, Nishi Building
2 Phillip Law Street
Canberra ACT 2601
PH 02 6243 3652 FX 02 6243 4848

Western Australia:

Level 28, AMP Tower
40 Georges Terrace
Perth WA 6000
PH 08 9288 1870 FX 08 9288 1896

EM enquiries@gracelawyers.com.au

W www.gracelawyers.com.au

ABN 55 116 196 500



Stages	Estimate
<p>Stage 1: Preliminary Assessment</p> <ul style="list-style-type: none"> (a) Review brief; (b) Preliminary analysis of the claim for restitution sought by the owners of lot 155 and possible causes of action; (c) Prepare and issue letter to the owners of 4728 The Parkway; (d) Attend on you to obtain instructions. 	<p>\$600 to \$900 plus GST and disbursements</p>
<p>Stage 2: Response</p> <ul style="list-style-type: none"> (a) Review response from the owners of 4728 The Parkway; (b) Liaise with the owners as required; (c) Advise you regarding response; (d) Attend on you to obtain instructions. 	<p>\$0 to \$1,200 plus GST and disbursements</p>
<p>Stage 3: Preliminary Advice on Prospects</p> <ul style="list-style-type: none"> (a) Prepare and issue preliminary advice on prospects regarding approximately \$18,000 claim by owners 	<p>\$2,200 plus GST and disbursements</p>

Our capabilities

4. The Queensland team of Grace Lawyers was recognised as Australasia’s leading service provider to the strata industry when we were awarded the 2022-2023 SCA Australasia Strata Services Business Award Winner.



- 5. SCA is the peak industry body for the strata sector. This award was drawn from the wide pool of suppliers of all types of services across the industry, such as legal, insurance, property maintenance, engineering, utilities, technology and other professional services.
- 6. We are proud to have received this special recognition in such a large and diverse services industry.
- 7. Brenton Schoch, Brendan Pitman and Jarad Maher lead our Queensland strata practice.
- 8. **Enclosed** is a capability statement with more information on our firm.

Next steps

- 9. If our proposal is acceptable, please let us know so that we can send to you our costs agreement and disclosure notice consistent with this fee proposal.

We look forward to working with you.

Yours sincerely
Grace Lawyers Pty Ltd



Contact: Brendan Pitman, Partner
Email: brendan.pitman@gracelawyers.com.au
Phone: (07) 5554 8560



**CORRESPONDENCE
FOR INFORMATION**

FELICIA BODY CORPORATE GTP 107128

A part of the Sanctuary Cove Resort Community



**NOTICE OF BODY CORPORATE UNDER SECTION 24
SANCTUARY COVE RESORT ACT 1985 (AS AMENDED)
AND BUILDING UNITS AND GROUP TITLES ACT 1980 (AS AMENDED)**

TO: SANCTUARY COVE PRINCIPAL BODY CORPORATE
C/- Sanctuary Cove Body Corporate Services Pty Ltd
PO Box 15
Sanctuary Cove Qld 4212

FROM: Felicia GTP 107128

Take Notice under Section 24(2)(b) of the Sanctuary Cove Resort Act 1985 (as amended) that the Felicia GTP 107128 Body Corporate, appoints as its body corporate nominee, the individual named below to vote, exercise or perform on its behalf any, power, authority, duty or function conferred by or under the Sanctuary Cove Resort Act 1985(as amended) or the Building Units and Group Titles Act 1980 (as amended), of the body corporate.

The full name of the individual authorised as nominee of the body corporate is:

MR STUART SHAKESPEARE

Dated: 28 March 2024

THE COMMON SEAL OF
FELICIA GTP 107128
was affixed in the presence of

Mr Stuart Shakespeare (Chairperson)



FUSCHIA BODY CORPORATE GTP 107432

A part of the Sanctuary Cove Resort Community



**NOTICE OF BODY CORPORATE UNDER SECTION 24
SANCTUARY COVE RESORT ACT 1985 (AS AMENDED)
AND BUILDING UNITS AND GROUP TITLES ACT 1980 (AS AMENDED)**

TO: SANCTUARY COVE PRINCIPAL BODY CORPORATE
C/- Sanctuary Cove Body Corporate Services Pty Ltd
PO Box 15
Sanctuary Cove Qld 4212

FROM: Fuschia GTP 107432

Take Notice under Section 24(2)(b) of the Sanctuary Cove Resort Act 1985 (as amended) that the Fuschia GTP 107432 Body Corporate, appoints as its body corporate nominee, the individual named below to vote, exercise or perform on its behalf any, power, authority, duty or function conferred by or under the Sanctuary Cove Resort Act 1985(as amended) or the Building Units and Group Titles Act 1980 (as amended), of the body corporate.

The full name of the individual authorised as nominee of the body corporate is:

MR NABIL ISSA

Dated: 12 APRIL 2024

THE COMMON SEAL OF
FUSCHIA GTP 107432
was affixed in the presence of



Mrs Lola Issa (Secretary)

TRISTANIA BODY CORPORATE GTP 107217

A part of the Sanctuary Cove Resort Community



NOTICE OF BODY CORPORATE UNDER SECTION 24 SANCTUARY COVE RESORT ACT 1985 (AS AMENDED) AND BUILDING UNITS AND GROUP TITLES ACT 1980 (AS AMENDED)

TO: SANCTUARY COVE PRINCIPAL BODY CORPORATE
C/- Sanctuary Cove Body Corporate Services Pty Ltd
PO Box 15
Sanctuary Cove Qld 4212

FROM: Tristania GTP 107217

Take Notice under Section 24(2)(b) of the Sanctuary Cove Resort Act 1985 (as amended) that the Tristania GTP 107217 Body Corporate, appoints as its body corporate nominee, the individual named below to vote, exercise or perform on its behalf any, power, authority, duty or function conferred by or under the Sanctuary Cove Resort Act 1985(as amended) or the Building Units and Group Titles Act 1980 (as amended), of the body corporate.

The full name of the individual authorised as nominee of the body corporate is:

MR MARK WINFIELD

Dated: 28 March 2024

THE COMMON SEAL OF
TRISTANIA GTP 107217
was affixed in the presence of

Mr Mark Winfield (Secretary)



Item 2

To PBC Chair and Members.

Date PBC Meeting of 28th March, 2024.

Re: Letter to Residents.

I refer to the Chair's letter of 6th March, 2024 to residents on the subject of the SCCSL newsletter.

Apart from the numerous breaches of agreements and the lack of resident representation highlighted in the letter, it is obvious that the PBC and hence residents have been unsighted on matters of importance and risk. Matters which should have been discussed and voted on by the PBC.

However, it is also clear that certain parties were aware of the actions taken and did not disclose them to the PBC.

This nondisclosure is a breach of the Code of Conduct which requires that "members should act honestly, in good faith and in the best interests of residents".

As the PBC directors of SCCSL have all the relevant information on this matter, I request that they initiate the necessary action against the parties that failed to make such disclosure to the PBC.

A failure to act on this matter will set a dangerous precedent and render the Code of Conduct worthless.

Hugh Martin

Members Nominee for Zieria RBC.

From: Anthony Ellingford
Subject: My Resignation
Date: 1 April 2024 11:22
To: Brian Earp



The PBC Secretary.

Hi Brian

The time has come for me to tender my resignation as the PBC Treasurer and Executive Committee member with immediate effect. It has been an honour to serve the Sanctuary Cove residents. I have definitely decided to live in Guernsey, my family issues have to take precedent over individual preferences.

Wishing you the EC and PBC all the very best.

Tony Ellingford

From: Anthony Ellingford
Subject: Resignation
Date: 1 April 2024 11:11
To: David Chell, David Dyer, Bob Fifield,
Clare and Wayne Kirby, David Francis, Cheryl McBride

AE

Hi Folks,

Hope you have all had a wonderful Easter break, I have certainly had a socially busy and boozy one!!!

The time has come for me to tender my resignation as Chairperson and Members Nominee for Washingtonia with immediate effect. It has been an honour to serve the Washingtonia residents, but I have definitely decided to live in Guernsey, my family issues have to take precedent over individual preferences.

It is my suggestion that David Dyer serve out the balance of my term as Chairperson, he has been involved in PBC matters for many years and has stood in for me admirably on many occasions.

I wish you all the best for the future

Cheers

Tony Ellingford

Item 4

From: [Peter Cohen](#)
To: [Brian Earp](#); [Jodie Syrett](#)
Subject: My Resignation from the Executive Committee
Date: Thursday, 11 April 2024 1:51:58 PM

Hello Brian and Jodie,

Please communicate my resignation from the Executive Committee, effective April 11th to the PBC, presumably as "Correspondence for Information" as follows:

I wish to advise that I have resigned from the Executive Committee effective April 11th.

This was not an easy decision, especially as many of Members Nominees elected me to that Committee.

To those who did so, I apologise.

I believe I strived to best represent the interests of both the PBC members and our residents in my time on the EC and thank all those who supported these efforts.

Unfortunately, and after much consideration, and based on a number of instances, I determined that I could not continue to do so, so I have submitted my resignation.

I intend to continue in my role on the PBC and look forward to working with you in that capacity.

Sincerely,

Peter Cohen

Chairman and Members Nominee, Cassia"

15th April 2024



Dear Members' Nominees and RBC Chairpersons,

NOTICE OF VACANCY OF POSITIONS ON EXECUTIVE COMMITTEE

Mr Anthony Ellingford (treasurer) and Mr Peter Cohen (ordinary member) have given notice to the PBC of their resignation. Their resignations have been promptly accepted by the PBC Executive Committee with immediate effect.

In accordance with the procedure established by the resolution of the PBC EC passed on 17 August 2023 (**enclosed**), the PBC EC has nominated Mr Paul Kernaghan to fill the vacant Treasurer's position. The appointment of the nominee will be subject to approval by the PBC members through a motion included in the upcoming EGM scheduled for 24 April 2024.

Upon assuming the role of Treasurer, Mr Kernaghan will vacate his current position as an ordinary member. With Mr Cohen's vacancy, there will be two vacancies on the EC for the positions of ordinary member.

This serves as notice to all members' nominees and residential body corporate chairpersons, inviting nominations for eligible individuals (i.e., current member's nominee) to fill the vacant EC positions. Nominations must be submitted by **11 am on Wednesday 17th April**. This can be done via email to abc@scove.vom.au.

In the event that more than two nominations are received to fill the two vacancies, the meeting notice for the upcoming EGM will include a motion to determine which nominee is to be appointed to fill the vacancy, subject to affirmation by the PBC members. Voting instructions will be provided, and the two nominees with the highest number of affirmative votes will be appointed to the EC.

Kind regards,

Sanctuary Cove Principal Body Corporate

THE WORDING OF THE PBC REPLACEMENT EC AND CHAIRPERSON POLICY & SAMPLE VOTING PAPER.

17 August 2023

BACKGROUND

If there is a mid-term resignation of a PBC chairperson, secretary or treasurer or an ordinary member or members of the EC, s42(2) of the SCRA states that the PBC shall appoint a replacement person, or persons, to fill such vacancies. However, s42(2) is silent on the appointment process. A PBC policy is therefore required to provide the process to be followed when a vacancy occurs.

LEGISLATIVE REFERENCES – SCRA section s42

PURPOSE

To define the process to be followed to appoint a replacement PBC chairperson, secretary or treasurer or an ordinary member or members of the EC, following a mid-term resignation of one or more of these positions.

POLICY DETAILS

1. Chairperson, secretary or treasurer
 - a. A resigning chairperson, secretary or treasurer should be encouraged to do so with effect at the next PBC general meeting.
 - b. Upon the receipt of a resignation notice from a chairperson, secretary or treasurer, the EC shall nominate a current member of the EC to fill the vacant position or positions.
 - c. The PBC shall appoint the person or persons nominated by the EC by way of a motion included in the next meeting notices of a forthcoming general meeting.

2. Ordinary Member of the EC.
 - a. A resigning EC ordinary member should be encouraged to do so with effect at the next PBC general meeting.
 - b. Upon the receipt of a resignation notice from an ordinary member or members of the EC, the following process shall apply:
 - i. Within seven (7) days, all member's nominees and residential body corporate chairpersons shall be notified of the resignation or resignations and advised that a PBC member may nominate an eligible person to be appointed to the vacant EC position or positions together with a stipulated closing date for the nominations.

- ii. If the number of nominations received equals the number of vacancies, the next meeting notices for a forthcoming general meeting shall include a motion to appoint these nominees to fill the vacancies on the EC.
- iii. If there are more nominations received than vacancies then the next meeting notices for a forthcoming general meeting shall include a motion to affirm or not affirm, which of the persons nominated are to be appointed to fill the vacancies. The PBC members shall be provided with voting instructions stating that a member shall not vote in the affirmative to appoint more nominees than there are vacancies. The nominees that attract the most affirmative votes to fill the vacant positions shall thereby be appointed to the EC. A sample motion for when there are three (3) nominees for two (2) EC positions is attached for guidance.

(motion #) Body Corporate – Two Ordinary Member Nominees to be appointed to the Executive Committee (Agenda Item #.#)

Proposed by: PBC Chairperson

RESOLVED That the Principal Body Corporate appoints to the PBC Executive Committee the following **two** nominees that receive the most affirmative votes.

1. (name) the MN for (name of RBC).

Yes	
No	
Abstain	

OR

2. (name) the MN for (name of RBC).

Yes	
No	
Abstain	

OR

3. (name) the MN for (name of RBC).

Yes	
No	
Abstain	

Voting Instructions

PBC members can only vote in the affirmative for two of the nominees.

Item 6

Resume Andrew Brown

Name: Andrew Charlton Brown
Address: 2299 Vardon Lane HOPE ISLAND QLD 4212
Phone: (m) 0408 005 758(w) (07) 5689 1499 Email: andrewbrownsydney@gmail.com

Graduate Diploma in Urban and Regional Planning, Queensland University of Technology 1994 – 1996
Bachelor of Arts, James Cook University of North Queensland 1992 – 1993
Associate Diploma in Business, James Cook University of North Queensland 1985 – 1986
Registered Planner, Planning Institute of Australia

Senior Consultant REMPLAN August 2022 – present

REMPPLAN Forecast identifies the local drivers of demographic and housing change to model future scenarios over a twenty-year period. Detailed projections enable evidence-based decision making for strategic planning, land supply, service provision and infrastructure. REMPLAN Forecast guides government, business, organizations and individuals regarding where to allocate resources and invest.

My role in the team is to provide high level advice utilizing my experience as a town planner which provides forecasts to all State and Territory governments and around half of all Local governments across Australia.

Principal Planning Officer (AO7) Department of State Development, Infrastructure, Local Government and Planning August 2021 – July 2022 (12-month contract)

One of three key senior positions within Planning and Development Services (SEQ South), this role encompassed plan making, the State Assessment Referral Agency (SARA) dealing with State interests in development assessment and Ministerial correspondence, whilst representing the department at a senior level. It required a detailed knowledge of the *Queensland Planning Act 2016* and *Planning Regulation 2017*, the *Integrated Resort Development Act 1987*, the *Sanctuary Cove Resort Act 1985* and policy documents including the South East Queensland Regional Plan 2017 (*Shaping SEQ*) and the State Planning Policy. This reflected my previous role with the department as a Principal Planner from 1998 to 2003.

Municipal Planner West Tamar Council Tasmania Oct 2017 – February 2021 (3 years 6 months)

As the Municipal Planner I undertook all statutory and strategic planning functions. My team of DA planners and I were responsible for over 350 applications a year. I was responsible for the drafting of Council's new Tasmanian Planning Scheme.

I represented planning matters at Council meetings and liaised directly with the Tasmanian Planning Commission. I dealt with regional planning issues, liaising with developers, government authorities, councils, and community groups. I continued this role from the Gold Coast during the last 6 months of working for Council enabling me to provide ongoing advice on such matters relating to the completion of the new Tasmanian Planning Scheme, significant urban development in the local government area and advice to the Tasmanian Government on regional planning reform. The completion of the Planning Scheme completed my tasks with West Tamar Council.

Wild Edge Retreat Wollombi Jan 2014 – Oct 2017 (3 years 9 months)

I purchased Wild Edge Retreat (www.wildedgeretreat.com.au) a highly sort after couple's destination within Australia's Hunter Valley in 2010 as I identified an opportunity to value add given my previous experience gained through my family's tourism business in North Queensland.

Executive Manager Urban Planning & Design – Sydney Olympic Park Authority Jan 2009 – 2014 (5 years)

This position was unique in NSW as I was a planning authority in my own right with equal powers to the Minister. I reported jointly to the General Manager and the Chief Executive Officer of the Sydney Olympic Park Authority (SOPA) with direct delegated authority from the NSW Minister for Planning to undertake and determine *State significant* developments. Sydney Olympic Park has a net \$1.4B worth of development.

I was responsible for the Building Compliance, Urban Design and Planning Units, including a team of up to 29. I was solely responsible for the control of all legislative matters, key stakeholder liaison (community, local and State Government), a \$3M administrative and an annual capital works program to the value of \$150M, with extensive community consultation to both State and local government.

This was a significant planning role within NSW government, with involvement in larger scale projects beyond Sydney Olympic Park, my involvement included the Metropolitan Strategy, Sub regional Strategy and West Metro. I liaised directly with the Minister for Planning and the Director General of the Department of Planning and Infrastructure, had unfettered access to the NSW Government

Architect and met with the most senior representatives of key developers including Mirvac, Lendlease, Charter Hall and major NSW commercial and residential developers.

I engaged specialized consultants in all aspects of planning, architecture, economics, transport, ecology, heritage, community consultation and chaired numerous committees, actively participated on working groups for the review of the NSW planning legislation, State planning policies and new urban design projects throughout Sydney.

Key Milestones achieved:

- Drafting and implementation of the *Sydney Olympic Park Master Plan 2030, Regulations and Infrastructure Plan*
- Drafting and implementation of the *Sydney Olympic Park Design Guidelines*
- Drafting and adoption of the *Newington Armory Conservation Management Plan*
- Assessment of over 15 buildings individually worth >\$30M (Sofitel Hotel, Commonwealth Bank Head Office, Australia Towers 1, 2 and 3, Charter Hall Industrial Park Expansions, Meriton Apartments, redevelopment of the Royal Agricultural Show Society Precinct)
- Advisor to the NSW Government Architect on Sydney Olympic Park
- Various roles across Greater Sydney in relation to infill development, the Western Motorway and Wentworth Point Precinct
- The Light Rail Metro Project, including representing the Authority Sydney wide and station design
- Responsible for Sydney Olympic Park's Private Certification Team of Private Certifiers dealing with >\$900 M worth of development
- Manager of 29 staff consisting of Planners, Architects, Environmental Officers, Community Planners, Private Certifiers and Infrastructure Planners.

Manager Planning – Sydney Olympic Park Authority March 2006 – December 2008 (2 years 9 months)

Responsible for all statutory aspects of planning at Sydney Olympic Park, this position worked closely with the Executive Manager Urban Planning and Design. I coordinated development applications to various parts of the Authority, including planning, building, urban design, environment, parklands, infrastructure and services.

Director - Redbox Design Group Canberra December 2004 – December 2005 (1 year)

This position was solely responsible for the delivery of innovative and practical solutions to large urban infill areas, green field residential development and urban renewal of large parts of Canberra, directly on behalf of the *ACT Planning and Land Authority* and the *Land Development Agency*. Each project was a combination of policy work in relation to complex urban design and planning considerations, including heritage and the provision of extensive infrastructure works. Projects included the East Lake Urban Renewal Project which covered 471 hectares of prime inner-city land around Lake Burley Griffin.

Manager of Planning – GHD Canberra September 2003 – December 2004 (1 year 3 months)

This was a unique position within GHD at the time as I was proficient in three different State's planning laws. With responsibility for a large section of the Canberra office, including the management of leading experts in urban design, the environment, economics, heritage, transport, governance, social planning and infrastructure.

Principal Planner – Old Dept of Local Government and Planning March 1998 – Sept 2003 (5 years 6 months)

As the Principal Planner based in Townsville, I was responsible for a third of the State. I was responsible for the operation of the North Queensland Region, based in Townsville, and directly involved in the regional planning process, the determination of significant State developments and the review and adoption of 11 local government plans. I managed several planners and was actively involved in both the planning legislation and regional planning projects, including the introduction of significant new changes to Queensland planning.

Planner – Old Department of Local Government and Planning Dec 1995 – March 1998 (2 years 3 months)

In this role I was the liaison officer to Brisbane City Council, responsible for State significance development. I was involved with urban renewal projects and local area planning, particularly with new infill development that was transit orientated. My role in Cairns was to assess significant projects and review planning schemes.

CONTACT

- 5358 Marine Drive North
Sanctuary Cove 4212. QLD
- 0411 250 453
- shoyle@bigpond.net.au

EDUCATION & PROFESSIONAL DEVELOPMENT

GAICD

Graduate Australian Institute of Company Directors

HARVARD BUSINESS SCHOOL

Senior Executive Leadership Development

INSEAD BUSINESS SCHOOL

Global Leadership Accelerated Development Program

ELKIEM – MEIKLE BLACK

High Performance Leadership

UNSW

Bachelor of Applied Science

EXECUTIVE EMPLOYMENT

MCDONALD'S INT'L

Head of Asia Business Unit

2015 – 2019

Senior Vice President Relationship Partner to Master Franchisees 2013 – 2015

MCDONALD'S ASIA PACIFIC MIDDLE EAST AFRICA

COO 2010 – 2013

Senior Vice President /APMEA Chief Supply Chain Officer
2007 – 2013

MCDONALD'S ANZ

Senior Vice President / Head of Supply Chain 1997- 2007

FMCG UNILEVER RETAIL

Streets Ice Cream

Flora Foods

Various technical, sales, manufacturing roles

SIMONE HOYLE

With over 30 years of corporate, board, and committee experience, I have held pivotal roles such as Chair, Co-Chair, Non-Executive Director, and senior executive roles across diverse sectors including consumer goods, manufacturing, retailing, multi-unit franchising, supply chain, sustainability, information technology, and real estate. My track record includes driving sustained, profitable growth, leading successful business turnarounds, implementing robust risk management strategies, overseeing digital transformations, and executing large-scale organisational restructuring.

At the board level, my credentials include being a graduate of AICD with proven results in developing long-term accelerated growth plans, technology transformational strategies, fostering collaboration, and engaging stakeholders effectively. I have overseen robust risk and governance structures in both mature and high-risk markets, and I am passionate about championing diversity and inclusion in C suite roles, evidenced by my 10 years on the Harvard University Kennedy School Global Women's Leadership Board.

In executive roles for global brands such as McDonald's Corporation and Unilever divisions including Streets Ice Cream and Flora Foods, I have led functions, markets, and regions, notably serving as the Head of the Asia region for McDonald's Corporation with leadership responsibility for revenue exceeding \$USD 5 billion per year. My prior role as COO across 38 markets in Asia Pacific, Middle East, and Africa, which included 10,000 restaurants along with 200,000 restaurant staff and over 2000 suppliers further demonstrates my ability to drive impactful outcomes at scale.

My key strengths and leadership value I contribute to boards is in strategic thinking, long-term growth planning, business acumen, governance, risk management, complex multi-site operations, and leading CEO performance assessments in high-performance environments.

NON-EXECUTIVE BOARD & COMMITTEE EXPERIENCE

- 2020 - Present Non-Executive Director, Bakers Delight - ANZ, USA, CAN,
- 2020 - Present Business Advisory & Consulting – Bain & Company, GLG, TB
- 2024 - Present Chair, Roystonia RBC & Member Nominee
- 2021 - 2024 Treasurer & Secretary, Roystonia RBC
- 2015 – 2019 Non-Executive Director, GA Development Corp Philippines
- 2015 - 2019 Board Director, Property Resources Singapore
- 2015 - 2019 Board Director, GA Malaysia
- 2014 - 2019 Board Director, Gollygold SDN BHD Malaysia
- 2014 - 2019 Board Director, Makan Pty Ltd Malaysia
- 2014 - 2017 President & Director, PT Bingtang Rama Mandiri Indonesia
- 2014 - 2019 President & Director, PT Bina Nusa Rama Indonesia
- 2008 - 2018 Board Member, Harvard University Kennedy School of Government Global Woman's Leadership Board (HKS WLB)

EXECUTIVE BOARD EXPERIENCE

- 2015 -2019 Head of Asia Business Unit – McDonald's Corporation
- 2014 - 2019 McDonald's International Markets Executive Leadership Team
- 2016 - 2018 Chairperson, McDonald's Restaurants (Taiwan) Co. LTD
- 2015 - 2018 Advisor, Global Women's Leadership Board Executive Sponsor
- 2015 - 2016 McDonald's Global Restructuring Leadership Committee
- 2010 - 2016 Chair, Asia, Pacific, ME & Africa Woman's Leadership Board
- 2010 - 2015 Director, McDonald's APMEA Executive Leadership Team (ELT)
- 2013 - 2015 Member, McDonald's Global Strategic Ops Leadership Board
- 2006 - 2010 Member, McDonald's Global Supply Chain Board (SLB)
- 2006 - 2008 Advisor, McDonald's Australia LTD Board
- 2000 - 2006 Director, McDonald's Aust/NZ Executive Leadership Team
- 1994 - 2012 Member, McDonald's APMEA Supply & QA Leadership Board

BRIEF RESUME'

Mark Winfield
November 2023

Personal Details

Mark Winfield FAICD
1008 Edgecliff Drive Sanctuary Cove Qld 4212
Ph 0412 057 422
Email: mark@markwinfield.com

Age: 66
Married: Lyn Winfield
Children: 3, Grandchildren: 8

General

Mark Winfield is the Founder and CEO of the Australian Innovation Centre, a significant support service to young Australian inventors, Australian Universities, and international technology companies. Mark has over 40 years' experience in company management, manufacturing systems, property development, corporate advisory, commercialisation of innovation and technology and has held significant directorships and senior management positions with some of Australia's leading property and technology companies, both listed and unlisted.

Mark Winfield developed a number of technology patents that have been commercialized and exported worldwide as a more viable quality rapid build delivery solutions for mining, government, social and remote community housing. Mark is a recognized industry leader in sustainable, energy efficient, and hybrid modular building systems and concepts.

Mark is a Fellow of the Australian Institute of Company Directors, is a member and chair of several company boards, and advises a number of VC funds and management services groups.

Mark has been a keynote speaker both in Australia and overseas on advanced building systems, indigenous employment, aid programs and innovation & technology.

Career Milestone include:

- A round table member of the Prime Minister's Round Table Forum into Indigenous employment and Training 2013.
- Honored by the CM of Karnataka State India in Bangalore in 2012 for services to India and specifically the Indian Police Force – advanced housing program;
- Guest speaker at the World Engineering Conference for concrete structures held in Bangalore, India 2012;

- Special guest of the Australian Parliament and award recipient at the annual parliamentary breakfast at Parliament House Canberra - 2013.;
- Honored by the government of Russia for creating the innovative food aid program “one-for-one” launched in Moscow and the USA – 1994;
- Participant and award recipient in the Australian Bicentennial Celebration 1988 – tourism innovation;
- Board Member Habitat for Humanity – 2010, and innovator of advanced humanitarian aid and disaster response systems;

Current Positions & Responsibilities

- CEO – Australian Innovation Centre Pty Ltd (Innovation Commercialization)
- CEO and Managing Director – BNNT Technology Limited (Nanomaterial Science - Deakin University)
- Managing Director - Comarco Pty Ltd (Management Services)
- Managing Director - Buyco Pty Ltd and (Building Services)
- CEO – Advanced Engineering Systems Pty Ltd (Advanced technology and automation systems)
- CEO – Intellectual Property Services Pty Ltd (owner of IPBank – advanced blockchain IP storage systems)

Skills & Abilities

- Company management, corporate governance and administration;
- Commercialization management of technology and innovation.
- Financial control, accounting systems & legal agreements.
- Real estate acquisition and management;
- Corporate compliance, systems and protocol;
- Due diligence consulting;
- Project identification, feasibilities, and property development;
- Patent protection and IP management;
- Customer support systems;
- Motivating sales and management teams;
- Public speaking & training;
- Negotiating commercial outcomes;

CORRESPONDENCE FOR ACTION

Item 1

From: mark@markwinfield.com
To: [PBC](#); [longesm](#); [Gary Simmons](#); [dianneontheqc](#); [Caroline Tolmie](#); [andrewbrownsydney](#); [Richard Sherman](#); [tmcginty52](#); [petercohen3](#); [robert nolan](#); [shawlene](#); [G and J Burke](#); [Stuart Shakespeare](#); [nabilola](#); [Paul Kernaghan](#); [Brian Earp](#); [Derek Glinka](#); [sjandos001](#); [Mickmcdonald22](#); [Nick Eisenhut](#); [Simone Hoyle](#); [Wayne Bastion](#); [Anthony Ellingford](#); [pedrohay](#); [HUGH MARTIN](#)
Cc: [Dale StGeorge](#); [Brogan Watling](#); portia.plato@gmail.com
Subject: RE: Off-Leash dog area - Paul Toose Park
Date: Sunday, 7 April 2024 7:28:19 PM

To the PBC,

There are a number of residents that are not at all happy about the continuing restriction put upon them in letting their dogs chase balls on the large open area of Paul Toose Park on Schotia Island.

As you would know we do not have an “off-leash” dog area in Sanctuary Cove. This issue has come up many times over the past 10 years, and for the last 15 years or more, a group of about 20 residents bring their dogs to the Paul Toose Park between 3.00pm and 6.00pm each afternoon. I am one of them. The residents stand around having chats with other dog owners while tossing a ball out into the field of grass for the dogs to chase and bring back. 90% of the dogs are small dogs. That is the extent of the dog activity. Residents either walk or buggy ride to the Park from all areas of the Cove. Once a year we hold a Christmas dog party where more than 150 residents and their dogs come to celebrate the season as more of an end of year party for the dog owners who have come regularly or occasionally throughout the year and know each other well. This is a wonderful and exciting occasion. Sometimes the group of residents come together to celebrate (remember) the life of a dog who has very recently passed away, and was part of the group.

The problem we have is that coming together and allowing our dogs to chase balls is illegal. Dogs must be on leashes at all times when they leave their properties. The Paul Toose Park is signed accordingly, and this is a control law of the City of Gold Coast Council.

Recently a Schotia Island resident, who strongly opposed dogs being off leash in Paul Toose Park, made yet another phone call to the Council to tell them of our heinous crimes in the Cove. On a Sunday afternoon six weeks ago a dog inspector showed up and told all those there that they would incur a \$600 fine for each dog off their leash. Upon arrival that inspector was surrounded by little dogs licking him and showing how happy they were to see him. He clearly did not want to be there when he saw the disappointment on so many resident’s faces, as well as seeing firsthand the perfect environment for dogs to play in a gated community. He left without issuing one fine. He has not been back since. We also have regular visits by our security personal. They too are welcomed by the dogs, and more importantly by the residents who have a unique moment to talk to security one-on-one, rather than just waving to them in their car. Discussion is not about dogs, but rather the bigger issues in the Cove. When security come, they see residents happy to see them and very happy to engage in conversation, they see no problems with dogs running to retrieve balls, and no threat to the quite enjoyment of any other Sanctuary Cove resident. They too leave, and like the Council Inspector, wish they did not have to police this harmless activity in a most appropriate place, conducted by caring residents.

So, what we have here is the community doing something good for themselves and their

dogs and not hurting anybody. That's the truth of it. But because a small minority see fit to stop that happening, and leave the park empty, they complain over and over with the law on their side, and nobody really likes it.

To the PBC's credit they asked Body Corporate Services to investigate this whole off-leash dog area in 2016 – 2017. In response, Body Corporate Services commissioned a report titled - Report of a Feasibility Study into the Establishment of an Off-Leash Dog Park within the Sanctuary Cove Resort. This report looked into suitable locations for an off-leash area. An extract of the Report follows:

2. BACKGROUND.

Dog ownership in Sanctuary Cove is estimated at 650+. With the popularity of dog ownership, off-leash areas have been recognised as a facility catering to the health and wellbeing of both dogs and their owners. When properly established and managed, OLDP areas represent a valuable asset, providing physical and psychological benefits to the community through exercise and social interaction.

These benefits include:

- *Opportunities for dogs to participate in physical and mental exercise. Well exercised dogs are less likely to behave in a destructive way or cause a nuisance such as excessive barking or straying.*
- *Increasing socialisation for dogs. Having frequent interaction with other dogs and people leads to healthier and happier dogs, thereby reducing the likelihood of aggressive behaviour.*
- *Creating a safe environment for dogs to play. Owners can exercise their dogs off-leash without encountering cars, bikes or pedestrians while also providing an outlet for natural dog behaviours (running, chasing, foraging, and barking).*
- *Opportunities for dog owners to socialise. Owners are able to interact with others within their community and form bonds that increase engagement with their neighbours, improving their mental and emotional health.*
- *Increased responsible dog ownership. Using the off-leash area reduces the likelihood of conflict with other users of open space recreational areas and provides an avenue to educate dog owners about animal health and welfare.*

During the development of the Report surveys were conducted and the result was 75.7% of residents surveyed (of 536 total residents) said they would welcome and support an off leash area for the dogs and Paul Toose Park was indeed the best location. 22.6% said no and the rest were undecided. Of the 75.7% that said yes, 15% were not dog owners.

So, with this support a motion was put forward to change the RZABL's and the STBL's to allow an Off-Leash Dog Park in Sanctuary Cove.

The legal advice relied upon for this is as follows:

By-Laws will need to be changed

Grace Lawyers have been approached for advice. Their response follows:

"Section 4A of the Sanctuary Cove Resort Act 1985 (SCRA) states that an approved use for a zone / part of a zone is what is approved under the regulation. Schedule 1 of the

Sanctuary Cove Resort Regulation 2020 (**SCRR**) states that a “park” is an approved use of the general residential zone (that is, secondary thoroughfare) as well as the primary thoroughfare zone. “Park” is defined in schedule 1, part 3 of the SCRA as:

"park" means land which is provided for use or intended for use for open air recreation and which—

- (a) has been ornamentally laid out or repaired; or
- (b) is maintained to preserve or enhance its natural beauty; or
- (c) has been prepared or is maintained as a grassed or landscaped area. and includes facilities provided on the land for the enjoyment or convenience of visitors to the park including—

- (d) exercise or light refreshment booths; or
- (e) picnic places, places for enjoying views, nature areas, vehicular parking areas and footways; or
- (f) shelters and other public conveniences; or
- (g) children’s play areas.

We are of the view that an off-leash dog park would be an approved use under the SCRA / SCRR because it is a “type” of park, which is an approved use of those particular zones. It would be used as an open-air recreation area which is maintained as a grassed or landscaped area and includes facilities provided on the land for the enjoyment or convenience of visitors.

In terms of what needs to be done in to establish an off-leash dog park, I am of the view that:

- If the off-leash dog park is to be in the secondary thoroughfare:
 - The PBC’s Residential Zone Activity By-Law (**RZABL**) 4.5.3 should be changed. At present, this by-law requires dogs to be kept on a leash when they are not inside a residential lot. I say it should be changed rather than it must be changed because a RZABL only applies to land in the residential zone other than secondary thoroughfare pursuant to section 96A of the SCRA. So RZABL 4.5.3 would not apply to Schotia Island. But I still think it should be changed because that nuance of the SCRA would be missed by most proprietors or occupiers in the residential zone, so it could cause confusion. A change to RZABL 4.5.3 must be approved by special resolution and by the Minister.
 - The Secondary Thoroughfare By-Laws (**STBL**) do not specifically address animals / pets on the secondary thoroughfare. If an off-leash dog park is established on the secondary thoroughfare, a new STBL should be made to create rules to govern the use of dog-park (e.g., that owners would need to clean up any messes created by their dogs, that the dogs would need to be leashed until they arrived at the park, any safety concerns, etc). A new STBL must be approved by special resolution and

by the Minister”.

In essence this means that both the RZABs and the Secondary Thoroughfare By Laws would need to be amended. History would indicate that this could take up to two years to achieve.

It is my understanding that the vote to change the By-Laws failed. This is mainly because the vote involved every resident of Sanctuary Cove, not just a survey group, and it is always very hard to get consensus (the required percentage) on changing By-Laws, no matter what it is. This is because there is always a bias against change unless it really concerns people directly. The dog issue clearly did not concern enough people living in the Cove. And I get that.

Where do we go from here.

We have an unworkable situation at present. The majority of people living here are not interested in dogs nor are bothered by them. A small group of dog owners like to meet each afternoon at Paul Toose Park and give their dogs a run. People generally stay for 20 - 30 minutes for this exercise. There are a couple of people who, for some unknown reason, what to see it all shut down knowing they have the law on their side, even though it does not really affect them at all. Obviously when they see us there, their blood pressure rises simply because of what they are perceiving in their own mind. From that they demand action, and everyone is made to feel threatened and uncomfortable.

It is my belief that 90% of residents really don't care about an amenity they are unlikely to use. A bit like a basketball court on a hill. Dogs running after balls on Paul Toose Park would not concern them. 90% of residents have not even visited Paul Toose Park, and most have lived here for a long time. The only way the great majority of residents would vote to change a By-Law to enable our quiet enjoyment of Paul Toose Park for this purpose is if they were properly informed and the benefits of the amenity more realistically and factually described. Issues like this need to be properly sold to those who don't know and are generally not concerned. Not influenced by misinformation and unreasonable vocal objectors. Most objection to anything we do in here emanates from the vocal minority stating and propagating unfounded perceptions to influence others. We have seen this repeatedly.

I personally do not want to give up on this issue. I want to raise a motion again to change the relevant By-Laws to enable an off leash dog area on a section of Paul Toose Park. Furthermore, I want the proper and true support material developed and circulated to give all residents the facts and outline the need for this change. In the meantime, I want to PBC to pass a vote to allow the off-leash activity to be permissible in this park until the By-Laws have changed. It is not unusual for the PBC to do this. They can call it a trial period if they need to. If the vote is a no again, then we are all back to square one, and an unsavoury, unrealistic environment of unnecessary restriction will persist. And nobody likes it.

The report raised a couple of issues which I want to address. These might also be reliant issues of the minority objectors.

Owners not picking up dog crap.

Let me say that the dog owners I am talking about do pick it up. They all carry bags, and they are all watching each other and the dogs. No owner would let a dog leave a dump while 15 other people are watching. The reality is that the real offenders are not people in the Park but rather some of those dogs being walked along streets of the Cove on leashes with their master's and where nobody is watching, and the master knows it. They dump and ignore. It does not happen at Paul Toose Park between 3.00pm and 6.00pm each afternoon. That's the facts.

Dogs barking behind fences.

There are a couple houses backing on to Paul Toose Park where dogs are locked in their back yards. We know where they are. When we, humans, walk around the boundary edge of the park, and close to their back fences without our dog, they bark viciously and repeatedly at the human. I have tested this. It's not pleasant. These dogs are not friendly, they bark loudly at the presence of anything, and I am sure they drive their owners mad. Maybe their owners have them for security (I've no idea why). I am also aware that one of these owners, with the most vicious dogs, is the greatest vocal objector to having other dogs off-leash on Paul Toose Park and calls Security and the Council.

Dogs destroying the park.

Hardly. There are 2 dogs in our group that dig small holes in the dirt occasionally (big enough for their small snouts). They are stopped immediately. I cannot speak for what goes on before 3.00pm or after 6.00pm though. In a Park of 1.5 acres, there might be 6 small holes which we fill in every week or so. The Park has far bigger problems than 6 small holes. It is poorly maintained by the landscape contractors, and has been for a few years. Probably because 90% of residents don't go there and don't complain. Often the grass is higher than my knees. Weed infestation is terrible. The truth is dog damage is negligible. If the park was used for sports, the damage would likely be far greater.

Other people threatened

I concede that there was one owner in our group that did not control his two recalcitrant dogs at all. When people walking dogs around the fringe of Paul Toose Park were spotted by these two crazy animals, they would take off after them and bark. It wasn't good. And this guy just couldn't be told. He spoiled things for everyone else. That said, nobody was bitten, just alarmed. This guy and his dogs have since left the Cove and it no longer happens. No other dog in the group of 20+ behave like this. They are too busy sniffing each other's anatomy and chasing balls.

Can we please discuss this at the next appropriate time - PBC

Thanks

Mark Winfield

Item 2

From: leeu@bigpond.com
To: chair.scove@yahoo.com
Cc: [PBC](#); [RBC - Schotia Island](#)
Subject: Compliance with RZABLS - Dogs Not on Leash
Date: Friday, 12 April 2024 8:21:08 AM
Attachments: [PBC CODE OF CONDUCT.pdf](#)
[Motion 8 - Draft for PBC.docx](#)

Correspondence for Action – PBC and PBC EC

Dear Stuart,

Schotia Island RBC had its AGM on 9/2/2024. Details of Motion 8 from the AGM follow.

Motion 8: Approval of Schotia Island body corporate to write to the Principal Body Corporate

Proposed by: Owners Lot 89

THAT the Body Corporate for Schotia Island write to the Principal Body Corporate requesting that they enforce all relevant By-Laws including those of the Gold Coast City Council which states that residents must walk their dog on a leash at all times in public and carry a supply of dog waste bags and pick up after your dog when exercising.

Further THAT the Body Corporate for Schotia Island formally request this letter to be tabled at both the Principal Body Corporate Extraordinary General Meeting (EGM) and the Principal Body Corporate Executive Committee (RBC EC) meeting as "Correspondence for Action".

Motion RESOLVED (Yes: 24, No: 15, Abstain: 1)

This email is intended to satisfy the above motion.

As discussed on 18th March, I'm writing to draw your attention to the behaviour of a small number of dog owners who walk their dogs off-leash within Sanctuary Cove allowing them at times to approach properties which generally upsets any resident dog(s) of that property. These dog owners often let their dogs off-leash in the early hours of the morning (i.e. before 7am) or late evening which can cause noise nuisance and disturbance when calling their dogs or talking excitedly amongst themselves. They also sometimes fail to collect their dog's waste.

Motion 8 passed at our AGM is in the context of the above off-leash dog activities and **NOT** what is addressed below.

Since we met, an email was sent to all Member Nominees by the Chairperson and MN for Tristania on 7 April requesting quote "*I want to PBC to pass a vote to allow the off-leash activity to be permissible in this park [Paul Toose Park] until the By-Laws have changed. It is not unusual for the PBC to do this.*" Unquote. The email acknowledges that those who meet in Paul Toose Park in the afternoons for off-leash dog activities are knowingly and repeatedly breaching RZABLS despite Council warnings, PBC signage and an awareness of the impact(s) their presence has on neighbouring Residents. This includes the author. What the email grossly understates is the number of Residents, and degree of impact, their presence has.

To address both of the above issues, I seek your agreement for the following:

1. The PBC conduct an audit of signage across the secondary thoroughfare and roll-out additional signage as required reminding Residents of the need to keep their dogs on a leash when not on a Residential Lot.

2. The PBC send a letter to all Owners / Residents reminding them of the RZABLs relating to keeping dogs on leash and asking for their cooperation and consideration towards other residents. I've attached a draft of this letter as we agreed.
3. The PBC re-issue the "PBC Code of Conduct" (copy attached for your convenience) reminding PBC Committee members of Clause 11 quote "*A committee voting member has an obligation, at all times, to comply with the spirit, as well as the letter of the law, the by-laws and with the principles of this code*" unquote. A similar clause is included in the "RBC Code of Conduct for Committee Voting Members".

With regard to the attached draft letter, it's focus is on off leash dogs however, it occurred to me that the PBC might like to also emphasis other areas in which by-laws are being ignored (e.g. parking, speeding, etc). For your consideration.

Attachment: Draft letter

Regards Lee

Lee Uebergang

Chairperson

On behalf of Schotia Island Residential Body Corporate

E: +61 (0)411 890213

M: leeu@bigpond.com

draft

Dear Owners and Residents,

I believe as Owners and Residence within the Sanctuary Cove Community we are indeed fortunate to live in such a lovely precinct. An important part of the character of living within Sanctuary Cove is the sense of community that arises from respect for others and ensuring our behaviours don't negatively impact on the quiet, peaceful enjoyment of other Residents.

An essential element to living in any community is to abide by the laws, rules and regulations that are developed for societies by the Commonwealth and Queensland governments, local councils and in the case of Sanctuary Cove, a set of by-laws applicable to Sanctuary Cove Principal Body Corporate (namely the Residential Zone Activity By-Laws, relevant Residential Body Corporate By-Laws, Stage 1 and Stage 2 Development Control By-Laws, the Secondary Thoroughfare By-Laws) and the Primary Thoroughfare By-Laws.

From time to time events occur that are brought to the attention of the Principal Body Corporate. These events usually generate reports and/or complaints especially if the offending behaviour is in breach of any of the laws, rules and regulations I mentioned above. Breaches of any of the Sanctuary Cove by-laws also fits into this category.

I'm writing to draw your attention to the behaviour of a small number of dog owners who walk their dogs off-leash within Sanctuary Cove allowing them at times to approach properties which generally upsets any resident dog(s) of that property. These dog owners often let their dogs off-leash in the early hours of the morning (i.e. before 7am) or late evening which can cause noise nuisance and disturbance when calling their dogs. They also sometimes fail to collect their dog's waste.

All Owners and Residents are reminded that allowing their dogs off-leash outside of their individual lots is in contravention of Gold Coast City Council regulations and a breach of Residential Zone Activity By-Law clause 4.5.3 which states "*Dogs and similar household pets, when not on the Residential Lot must be kept on a leash held by a person capable of controlling the animal.*". It is also disrespectful behaviour to other residents which, if left unchecked, could erode the harmony and cohesiveness of the Sanctuary Cove Community.

Residents are further reminded that they are also responsible for the actions of their visitors and guests who enter Sanctuary Cove and, as such, must ensure visitors and guests observe all the laws, rules, regulations and by-laws that govern this Community.

Residents should also take note that the Gold Coast City Council animal control inspectors have right of access into the Sanctuary Cove to enforce all Council laws in this respect including issuing fines and warnings to dog owners.

On behalf of the Principal Body Corporate and all it represents, I ask the Sanctuary Cove Community to show respect and decency to their fellow Community members by abiding by those laws, rules, regulations and by-laws that govern this Community.

<signature block>

<Date>

PBC CODE OF CONDUCT

On the 23rd October 2006, the PBC voted unanimously to adopt the Australian Institute of Company Directors (AICD) Code of Conduct. Every member of the PBC is now required to comply with the PBC Code of Conduct as detailed below and updated by the PBC from time to time.

The code of conduct (as adapted from AICD) is as follows:

- 1.** The member should act honestly, in good faith and in the best interest of the residents and owners of Sanctuary Cove as a whole.
- 2.** The member should have a duty to use care and diligence in fulfilling the functions of office and exercising the powers attached to that office.
- 3.** The member should use the powers of office for a proper purpose, in the best interest of the residents and owners of Sanctuary Cove as a whole.
- 4.** The member should recognise that the primary responsibility is to the residents and owners of Sanctuary Cove as a whole but may, where appropriate, have regard for the interest of all stakeholders of the residents and owners of Sanctuary Cove.
- 5.** The member should not make improper use of information acquired as a member's nominee.
- 6.** The member should not take improper advantage of the position of member's nominee.
- 7.** The member should properly manage any conflict the member may have or be seen to have with the interests of the residents and owners of Sanctuary Cove.
- 8.** The member has an obligation to be independent in judgment and actions and to take all reasonable steps to be satisfied as to the soundness of all decisions taken by the members of the PBC.
- 9.** Information received by the member in the course of the exercise of PBC duties remains the property of the body corporate from which it was obtained and it is improper to disclose it, or allow it to be disclosed, unless that disclosure has been authorised by that body corporate, or the person from whom the information is provided, or is required by the Sanctuary Cove Resort Act (Qld) 1985 and the Building & Group Titles Act (Qld) 1980.
- 10.** The member should not engage in conduct likely to bring discredit upon the PBC or any other Sanctuary Cove body corporate.
- 11.** The member has an obligation, at all times, to comply with the spirit, as well as the letter of the law, the by-laws and with the principles of this Code.