



*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 202

**Notice of business to be dealt with at the
EXTRAORDINARY GENERAL MEETING of the Sanctuary
Cove Principal Body Corporate 202, to be held at
Meeting Room 1, Sanctuary Cove Body Corporate Services, Shop 1A, Building 1, Masthead Way,
Sanctuary Cove, QLD, 4212 on
25 Jul 2024 at 11:00 AM**

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

INDEX OF DOCUMENTS

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

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

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
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NOTICE OF THE EXTRAORDINARY GENERAL MEETING OF THE Sanctuary Cove Principal Body Corporate 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, Building 1, Masthead Way,
Sanctuary Cove, QLD, 4212 on
25 Jul 2024 at 11:00 AM**

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
 - 5.1 Approval of PBC EGM Minutes 27th June 2024
 - 5.2 PBC Governance Review
 - 5.3 Removal of two trees between Lot 83 & Lot 91 to enable Energex power & FTTH comms services to be installed
 - 5.4 Secondary Thoroughfare By-Law (STBL) amendment to control parking
 - 5.5 Not to amend s56 of the SCRA
 - 5.6 Approval for expenditure for the engagement of Watertight Group
 - 5.7 Approval for the expenditure for engagement of The Plant Management Company

6. Correspondence for Information

For noting of the PBC and the PBC EC

No	Date	From	To	Regarding

7. Correspondence for Action

For noting of the PBC and the PBC EC

No	Date	From	To	Regarding

8. Business Arising
 - 8.1 Electronic Recording for Sub-Committees
 - 8.2 PBC Motions – August 2024
 - 8.3 Next meeting to be held 29th August 2024
9. 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.

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, Building 1, Masthead Way, Sanctuary Cove, QLD, 4212

Date and time of meeting: Thursday 25 July 2024 at 11:00 AM

Instructions

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

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

MOTIONS

1	Approval of Previous General Meeting Minutes - 27 June 2024 (Agenda Item 5.1)	Ordinary Resolution
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Statutory Motion Submitted by Chairperson

That the Minutes of the PBC Extraordinary General Meeting held on 27 June 2024 be accepted as a true and correct record of the proceedings of the meeting.

Yes

No

Abstain

2	PBC Governance Review (Agenda Item 5.2)	Ordinary Resolution
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Submitted by Chairperson

THAT based on two detailed assessments of suitably qualified governance auditors and consultants, and benchmarking consulting fees and charges with a local governance expert, the PBC EC recommends that the PBC accept the formal proposal and quote from Directors Australia for \$39,200 plus GST. This proposal covers the governance review of the PBC, PBC Executive, and sub-committees, with the aim of developing a 'best fit' governance blueprint and framework." The funding for this Governance Review will be allocated to the Legal and Consulting section of the 2024 PBC budget.

Yes

No

Abstain

3 Removal of two trees between Lot 83 & Lot 91 to enable Energex & FTTH comms services to be installed (Agenda Item 5.3) Ordinary Resolution

Submitted by Chairperson

THAT the PBC agrees to the removal of two trees located on the interface boundary between residential development land Lot 83 SP320252 and primary thoroughfare Lot 91 RP205597 to enable Energex and FTTH comms services to be installed in the standard services alignment of 0mm to 900mm from the interface boundary as shown in attachments.

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

4 Secondary Thoroughfare By-Law (STBL) amendment to control parking (Agenda Item 5.4) Special Resolution

Submitted by Chairperson

THAT the PBC authorises an amendment to the secondary thoroughfare by-laws in accordance with the attached document, a copy of which has been circulated with the agenda.

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

5 Not to amend s56 of the SCRA (Agenda Item 5.5) Ordinary Resolution

Submitted by Chairperson

THAT the PBC does not sign the draft deed proposed by the PTBC and that the PBC investigates the controls that can apply to residents of homes outside of the Residential Zones who wish to have a right of way along the Secondary Thoroughfare roads.

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

6	Approval for expenditure for the engagement of Watertight Group (Agenda Item 5.6)	Ordinary Resolution
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Submitted by Chairperson _____

THAT the PBC EGM agrees to expend \$146,374.25 Inc. GST plus a contingency of 10% in the amount of \$14,637.42 Inc. GST for the engagement of Watertight Group for the supply and installation of one hundred and seventy-nine (179) residential water meters, meter boxes and associated fittings. Funds to be expensed from the Sinking fund - Water Point - 22506

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

FURTHER THAT the PBC EGM agrees to expend \$7,383.17 Inc GST for the purchase of turf, bedding sand and under soil for remediation of the areas. Funds to be expensed from the Sinking fund - Water Point - 22506

7	Approval for the expenditure for engagement of The Plant Management Company (Agenda Item 5.7)	Ordinary Resolution
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Submitted by Chairperson _____

THAT the PBC agrees to expend \$127,676.37 Inc GST plus a 10% contingency in the amount of \$12,767.64 Inc GST for the engagement of The Plant Management company for the costs associated with undertaking Landscaping upgrade works at P55 – Schotia Park North. Funds to be expensed to Sinking Fund – 22280 – Landscape.

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

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:** _____

ATTACHMENTS

- 1. MOTION INFORMATION**
- 2. Minutes of previous General Meeting**
- 3. SC PBC Gov Review TOR revision final**
- 4. Revised Directors Australia proposal SCPBC**
- 5. 5.3 Infor Tree Removal 3**
- 6. 5.3 Info PBC tree removal (002)**
- 7. 5.3 Info Tree Removal 2**
- 8. 5.4 Proposed STBL Annexure A**
- 9. s 56 Questions and Answers Relating to Section 56 July 15072024**
- 10. M5 RWM Residential Water Meter Replacment 2024 - V2**
- 11. M5 RWM 1.Quotation- GC Plumbing services**
- 12. M5 RWM 2. Quotation #9193- Social Plumbing & Gas**
- 13. M5 RWM 3.Quotation #71300 - Watertight Plumbing**
- 14. M6 SIP PBC - P55 - Schotia Park North Upgrade**
- 15. M6 SIP 1. Scope of works - P55 Schotia North Park**
- 16. M6 SIP 4. Landscape Solutions - Garden upgrade**
- 17. M6 SP 5. Landscape Solutions - Mulching**
- 18. M6 SIP 6. Martin Brothers Garden Upgrade**
- 19. M6 SIP 3. QU1864 - The Plant Management Company Mulch**
- 20. M6 SIP 2. QU1905 - The Plant Management Company - Garden**
- 21. Information About Proxies**
- 22. Proxy form for Body Corporate Meetings**

**MOTION
INFORMATION**



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

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

Date and time of meeting: Thursday 27 June 2024 at 11:00 AM

Meeting time: 11:05AM – 12:49PM

Chairperson: Stuart Shakespeare

ATTENDANCE

The following members were Present in Person at the meeting:

Lot 1702	Cassia GTP 1702	Mr Peter Cohen
Lot 1703	Washingtonia GTP 1703	Mr David Francis
Lot 1712	Livingstonia GTP 1712	Mr Brian Earp
Lot 1769	Roystonia GTP 1769	Mrs Simone Hoyle
Lot 1790	Araucaria GTP 1790	Mrs Caroline Tolmie
Lot 2504	Colvillia GTP 2504	Mr Robert Nolan
Lot 107106	Schotia Island GTP 107106	Mr Wayne Bastion
Lot 107128	Felicia GTP 107128	Mr Stuart Shakespeare
Lot 107209	Alpinia GTP 107209	Ms Dianne Taylor
Lot 107217	Tristania GTP 107217	Mr Mark Winfield
Lot 107360	Adelia GTP 107360	Mr Gary Simmons
Lot 107434	Zieria GTP 107434	Mr Hugh Martin
Lot 107442	Molinia GTP 107442	Mrs Cheryl McBride
Lot 107488	Darwinia GTP 107488	Mrs Jane Burke

The following members present by Voting Paper and In Person:

Lot 1702	Cassia GTP 1702	Owner present
Lot 1703	Washingtonia GTP 1703	Owner present (pre-voted)
Lot 1712	Livingstonia GTP 1712	Owner present (pre-voted)
Lot 1769	Roystonia GTP 1769	Owner present
Lot 1790	Araucaria GTP 1790	Owner present (pre-voted)
Lot 2504	Colvillia GTP 2504	Owner present
Lot 107053	Acacia GTP 107053	Electronic vote
Lot 107106	Schotia Island GTP 107106	Owner present
Lot 107128	Felicia GTP 107128	Owner present
Lot 107209	Alpinia GTP 107209	Owner present (pre-voted)
Lot 107217	Tristania GTP 107217	Owner present (pre-voted)
Lot 107360	Adelia GTP 107360	Owner present
Lot 107434	Zieria GTP 107434	Owner present
Lot 107442	Molinia GTP 107442	Owner present (pre-voted)
Lot 107488	Darwinia GTP 107488	Owner present

The following members present by Voting Paper:

Lot 21	Mulpha Sanctuary Cove (Developments) Pty Limited	Electronic vote
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Lot 81	Mulpha Sanctuary Cove (Developments) Pty Ltd	Electronic vote
Lot 1701	Bauhinia GTP 1701	Paper vote
Lot 2207	Plumeria GTP 2207	Electronic vote
Lot 107509	Alphitonia GTP 107509	Electronic vote
Lot 107045	Harpullia GTP 107045	Electronic vote
Lot 107053	Acacia GTP 107053	Electronic vote
Lot 107353	Woodsia GTP 107353	Electronic vote
Lot 107399	Caladenia GTP 107399	Paper vote
Lot 107406	Corymbia GTP 107406	Electronic vote

The following members were present by Proxy:

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

Present by Invitation:

Apologies:

Mr Richard Sherman	Bauhinia
Mr Nick Eisenhut	Plumeria
Mrs Shawlene Nefdt	Corymbia
Mr Paul Kernaghan	Harpullia
Mr Mick McDonald	MSCD
Mr Stephen Anderson	MSCD/Alphitonia
Mr Andrew Brown	Banksia Lakes
Mr Tony McGinty	Caladenia
Mr Nabil Issa	Fuschia
Mr Peter Hay	Woodsia
Mr Michael Longes	Acacia

The following members were not financial for the meeting:

A Quorum was present
 Nil Conflict of Interest
 The Meeting was recorded.

Motions

1	Approval of Previous General Meeting Minutes - 30th May 2024 (Agenda Item 5.1)	Ordinary Resolution
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Statutory Motion Submitted by Chairperson

Motion CARRIED

RESOLVED that the Minutes of the PBC Extraordinary General Meeting held on 30th May 2024 be accepted as a true and correct record of the proceedings of the meeting.

Yes	19
No	0
Abstain	5

NOTE: Amendment under 'Brief to McCullough (lawyer) regarding s56', to read 'The need for this advice arose due to the gazetted change in land use from Recreation Club which permits residential'

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia			X	Fuschia			
Adelia	X			Harpullia			X
Alyxia				Justicia			
Alphitonia	X			Livingstonia	X		
Alpinia			X	Molinia	X		
Aracauria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes				Schotia Island	X		
Bauhinia			X	Tristania	X		
Caladenia	X			Washingtonia	X		
Cassia	X			Woodsia	X		
Colvillia	X			Zieria	X		
Corymbia			X	MSCD (Lot 21) (S)	X		
Darwinia	X			MSCD (Lot 81) (S)	X		
Felicia	X			MSCD (Lot 83) (M)			

Statutory Motion Submitted by Chairperson

Motion CARRIED

RESOLVED that in accordance with Section 33(1)(h) and Section 24(6) of the Sanctuary Cove Resort Act 1985, the Sanctuary Cove Principal Body Corporate GTP 202 Administration Fund Budget for the year ending 31 October 2025 totalling \$11,505,865.73 + GST = \$12,656,452.31 be approved, with the Administration Fund contributions to be determined at a rate of \$1,577.88 + GST = \$1,735.66 per lot entitlement due and payable on notice issued by the Treasurer as follows:

Yes	22
No	2
Abstain	0

\$/LE	Period Due	Due Date
\$1,577.88 + GST = \$1,735.66	01.11.24 - 31.01.25	30.11.24
\$1,577.88 + GST = \$1,735.66	01.02.25 - 30.04.25	28.02.25
\$1,577.88 + GST = \$1,735.66	01.05.25 - 31.07.25	31.05.25
\$1,577.88 + GST = \$1,735.66	01.08.25 - 31.10.25	31.08.25

NOTE: HM advised he will be voting against the budgets, according to the TOR the PBC EC are supposed to present the budgets to the PBC EGM for final approval. HM states it appears ridiculous to send out a 16% increase in levies, when the PBC EGM have not been informed at all. SH advised; this process will be reviewed in the Governance Review.

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia			
Adelia	X			Harpullia	X		
Alyxia				Justicia			
Alphitonia	X			Livingstonia	X		
Alpinia	X			Molinia	X		
Aracauria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes				Schotia Island	X		
Bauhinia		X		Tristania	X		
Caladenia	X			Washingtonia	X		
Cassia	X			Woodsia	X		
Colvillia	X			Zieria		X	
Corymbia	X			MSCD (Lot 21) (S)	X		
Darwinia	X			MSCD (Lot 81) (S)	X		
Felicia	X			MSCD (Lot 83) (M)			

Statutory Motion Submitted by Chairperson

Motion CARRIED

RESOLVED that in accordance with Section 33(1)(h) and Section 24(6) of the Sanctuary Cove Resort Act 1985, the Sanctuary Cove Principal Body Corporate GTP 202 Sinking Fund Budget for the year ending 31 October 2025 totalling \$2,415,009.77 + GST = \$2,656,510.75 be approved, with the Sinking Fund contributions to be determined at a rate of \$331.19 + GST + \$364.30 per lot entitlement due and payable on notice issued by the Treasurer as follows:

Yes	22
No	2
Abstain	0

\$/LE	Period Due	Due Date
\$331.19 + GST = \$364.30	01.11.24 - 31.01.25	30.11.24
\$331.19 + GST = \$364.30	01.02.25 - 30.04.25	28.02.25
\$331.19 + GST = \$364.30	01.05.25 - 31.07.25	31.05.25
\$331.19 + GST = \$364.30	01.08.25 - 31.10.25	31.08.25

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia			
Adelia	X			Harpullia	X		
Alyxia				Justicia			
Alphitonia	X			Livingstonia	X		
Alpinia	X			Molinia	X		
Aracauria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes				Schotia Island	X		
Bauhinia		X		Tristania	X		
Caladenia	X			Washingtonia	X		
Cassia	X			Woodsia	X		
Colvillia	X			Zieria		X	
Corymbia	X			MSCD (Lot 21) (S)	X		
Darwinia	X			MSCD (Lot 81) (S)	X		
Felicia	X			MSCD (Lot 83) (M)			

Statutory Motion Submitted by Chairperson

Motion CARRIED

RESOLVED that in accordance with Section 77(1) (h) and Section 24(6) of the Sanctuary Cove Resort Act 1985, the Sanctuary Cove Principal Body Corporate instructs the PBC Members Nominee to the PTBC to vote in favour of the following:

Yes	22
No	2
Abstain	0

RESOLVED that the Sanctuary Cove Primary Thoroughfare Body Corporate GTP 201 Administration Fund Budget for the year ending 31 October 2025 totalling \$1,593,079.89 + GST = \$1,752,387.88 be approved, with the Administration Fund contributions to be determined at a rate of \$93.71 + GST = \$103.08 per lot entitlement due and payable on notice issued by the Treasurer as follows:

\$/LE	Period Due	Due Date
\$93.71 + GST \$103.08	01.11.24 - 31.01.25	30.11.24
\$93.71 + GST \$103.08	01.02.25 - 30.04.25	28.02.25
\$93.71 + GST \$103.08	01.05.25 - 31.07.25	31.05.25
\$93.71 + GST \$103.08	01.08.25 - 31.10.25	31.08.25

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia			
Adelia	X			Harpullia	X		
Alyxia				Justicia			
Alphitonia	X			Livingstonia	X		
Alpinia	X			Molinia	X		
Aracauria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes				Schotia Island	X		
Bauhinia		X		Tristania	X		
Caladenia	X			Washingtonia	X		
Cassia	X			Woodsia	X		
Colvillia	X			Zieria		X	
Corymbia	X			MSCD (Lot 21) (S)	X		
Darwinia	X			MSCD (Lot 81) (S)	X		
Felicia	X			MSCD (Lot 83) (M)			

Statutory Motion Submitted by Chairperson

Motion CARRIED

RESOLVED that in accordance with Section 77(1) (h) and Section 24(6) of the Sanctuary Cove Resort Act 1985, the Sanctuary Cove Principal Body Corporate instructs the PBC Members Nominee to the PTBC to vote in favour of the following:

Yes	22
No	2
Abstain	0

RESOLVED that the Sanctuary Cove Primary Thoroughfare Body Corporate GTP 201 Sinking Fund Budget for the year ending 31 October 2025 totalling \$1,052,300.00 + GST = \$1,157,530 be approved, with the Sinking Fund contributions be determined at a rate of \$61.90 + GST = \$68.09 per lot entitlement due and payable on notice issued by the Treasurer as follows:

\$/LE	Period Due	Due Date
\$61.90 + GST = \$68.09	01.11.24 - 31.01.25	30.11.24
\$61.90 + GST = \$68.09	01.02.25 - 30.04.25	28.02.25
\$61.90 + GST = \$68.09	01.05.25 - 31.07.25	31.05.25
\$61.90 + GST = \$68.09	01.08.25 - 31.10.25	31.08.25

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia			
Adelia	X			Harpullia	X		
Alyxia				Justicia			
Alphitonia	X			Livingstonia	X		
Alpinia	X			Molinia	X		
Aracauria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes				Schotia Island	X		
Bauhinia		X		Tristania	X		
Caladenia	X			Washingtonia	X		
Cassia	X			Woodsia	X		
Colvillia	X			Zieria		X	
Corymbia	X			MSCD (Lot 21) (S)	X		
Darwinia	X			MSCD (Lot 81) (S)	X		
Felicia	X			MSCD (Lot 83) (M)			

6 The Members Nominees are permitted access to electronic documents free of charge, provided that no additional labour is required. (Agenda 5.6)

Ordinary Resolution

Submitted by Chairperson

Motion CARRIED

RESOLVED that the members' nominees of the Sanctuary Cove Principal Body Corporate are permitted access to electronic documents free of charge, provided that no additional labour is required.

FURTHER RESOLVED that such files shall exclude those documents held to be commercially confidential, legally privileged or sub-judice. Those documents that require retrieval of records from archives and extensive labour to search for the records as agreed will be charged at cost price. Request may be accessed through the PBC EC.

Yes	23
No	0
Abstain	1

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia			
Adelia	X			Harpullia	X		
Alyxia				Justicia			
Alphitonia	X			Livingstonia	X		
Alpinia	X			Molinia	X		
Aracauria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes				Schotia Island	X		
Bauhinia	X			Tristania	X		
Caladenia	X			Washingtonia	X		
Cassia	X			Woodsia	X		
Colvillia	X			Zieria			X
Corymbia	X			MSCD (Lot 21) (S)	X		
Darwinia	X			MSCD (Lot 81) (S)	X		
Felicia	X			MSCD (Lot 83) (M)			

7 Approval of the engagement of TEW to undertake the supply and installation of electrical infrastructure works as required by Energex (Agenda 5.7)

Ordinary Resolution

Submitted by Chairperson

Motion CARRIED

RESOLVED that the PBC EGM approve the engagement of TEW to undertake the supply and installation of electrical infrastructure works as required by Energex. Costs are to be apportioned between the PBC 70% \$222,778.80 Inc GST and PTBC 30% \$95,476.63 Inc GST with funds to be expensed from Sinking Fund – 222601 Irrigation Control.

Yes	22
No	1
Abstain	1

FURTHER RESOLVED that, it is noted that due to the contractor's responsibility for the engineering and submission of the electrical application to Energex, only one (1) quote was sourced. Therefore, approves the reduction in the mandated number of quotes to be obtained from three (3) to one (1).

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia			X	Fuschia			
Adelia	X			Harpullia	X		
Alyxia				Justicia			
Alphitonia	X			Livingstonia	X		
Alpinia	X			Molinia	X		
Aracauria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes				Schotia Island	X		
Bauhinia		X		Tristania	X		
Caladenia	X			Washingtonia	X		
Cassia	X			Woodsia	X		
Colvillia	X			Zieria	X		
Corymbia	X			MSCD (Lot 21) (S)	X		
Darwinia	X			MSCD (Lot 81) (S)	X		
Felicia	X			MSCD (Lot 83) (M)			

8 Approval of Legal Expenses: Amendment to Section 56 Sanctuary Cove Resort Act 1985 (Qld) (SCRA) and PTBC Lot Entitlements Amendments (Agenda 5.8)

Ordinary Resolution

Submitted by Chairperson

Motion CARRIED

RESOLVED that approval be given to pay the second invoice from Mr Ian Hazzard LLB (Hons) from McCullough Lawyers, 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.

Yes	22
No	1
Abstain	1

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia			X	Fuschia			
Adelia	X			Harpullia	X		
Alyxia				Justicia			
Alphitonia	X			Livingstonia	X		
Alpinia	X			Molinia	X		
Aracauria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes				Schotia Island		X	
Bauhinia	X			Tristania	X		
Caladenia	X			Washingtonia	X		
Cassia	X			Woodsia	X		
Colvillia	X			Zieria	X		
Corymbia	X			MSCD (Lot 21) (S)	X		
Darwinia	X			MSCD (Lot 81) (S)	X		
Felicia	X			MSCD (Lot 83) (M)			

Statutory Motion Submitted by Chairperson

Motion was ruled Out of Order: Motion withdrawn from the floor of the meeting by the proposer

RESOLVED that the PBC authorises an amendment to the secondary thoroughfare by-laws in accordance with the attached document marked "Annexure A", a copy of which has been circulated with the agenda.

Yes	
No	
Abstain	

NOTE: SS withdrew the motion to distribute further information regarding this motion to the MN to discuss with their committee. SS was unsure as to why MSCD voted yes for the motion last meeting, however, chose to vote no for this meeting. HM to provide SS with a change to the wording in the motion for consideration.

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia				Fuschia			
Adelia				Harpullia			
Alyxia				Justicia			
Alphitonia				Livingstonia			
Alpinia				Molinia			
Aracauria				Plumeria			
Ardisia				Roystonia			
Banksia Lakes				Schotia Island			
Bauhinia				Tristania			
Caladenia				Washingtonia			
Cassia				Woodsia			
Colvillia				Zieria			
Corymbia				MSCD (Lot 21) (S)			
Darwinia				MSCD (Lot 81) (S)			
Felicia				MSCD (Lot 83) (M)			

Submitted by Chairperson

Motion CARRIED

(Select only one option)

RESOLVED that the PBC authorises the engagement of a lawyer to advise it on a dispute that has arisen with a contractor, Hydro Vision, with the cost of the engagement to be split 70/30 between the PBC and PTBC and funds to be expensed from Sinking Fund - 222601 Irrigation Control.

Yes	23
No	1
Abstain	0

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia			
Adelia	X			Harpullia	X		
Alyxia				Justicia			
Alphitonia	X			Livingstonia	X		
Alpinia	X			Molinia	X		
Aracauria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes				Schotia Island	X		
Bauhinia	X			Tristania	X		
Caladenia	X			Washingtonia	X		
Cassia	X			Woodsia	X		
Colvillia		X		Zieria	X		
Corymbia	X			MSCD (Lot 21) (S)	X		
Darwinia	X			MSCD (Lot 81) (S)	X		
Felicia	X			MSCD (Lot 83) (M)			

(Option A)

Yes	22
No	1
Abstain	1

OPTION A - Committee Recommendation

RESOLVED that the PBC authorises the engagement of Colin Biggers and Paisely to advise it on a dispute that has arisen with a contractor, Hydro Vision, with initial fees estimated to be around \$3,000 plus GST (to be split 70/30 between the PBC and PTBC) but expenditure approved up to the amount of \$7,000 plus GST.

(Option B)

Yes	1
No	22
Abstain	1

OPTION B

RESOLVED that the PBC authorises the engagement of Marino Law to advise it on a dispute that has arisen with a contractor, Hydro Vision, with initial fees estimated to be between \$1,000 - \$1,500 plus GST (to be split 70/30 between the PBC and PTBC) but expenditure approved up to the amount of \$7,000 plus GST.

'OPTION A' has been selected with the highest votes.

Votes: A: 22 B: 1 Inv: 1

Option A

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia	X			Fuschia			
Adelia	X			Harpullia	X		
Alyxia				Justicia			
Alphitonia	X			Livingstonia	X		
Alpinia	X			Molinia	X		
Aracauria	X			Plumeria	X		
Ardisia				Roystonia	X		
Banksia Lakes				Schotia Island	X		
Bauhinia	X			Tristania	X		
Caladenia		X		Washingtonia	X		
Cassia	X			Woodsia	X		
Colvillia			X	Zieria	X		
Corymbia	X			MSCD (Lot 21) (S)	X		
Darwinia	X			MSCD (Lot 81) (S)	X		
Felicia	X			MSCD (Lot 83) (M)			

Option B

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
Acacia		X		Fuschia			
Adelia		X		Harpullia		X	
Alyxia				Justicia			
Alphitonia		X		Livingstonia		X	
Alpinia		X		Molinia		X	
Aracauria		X		Plumeria		X	
Ardisia				Roystonia		X	
Banksia Lakes				Schotia Island		X	
Bauhinia		X		Tristania		X	
Caladenia	X			Washingtonia		X	
Cassia		X		Woodsia		X	
Colvillia			X	Zieria		X	
Corymbia		X		MSCD (Lot 21) (S)		X	
Darwinia		X		MSCD (Lot 81) (S)		X	
Felicia		X		MSCD (Lot 83) (M)			

Correspondence for Action:

Item 1 – Transfer of Alpinia Common Property:

- MN for Alpinia explained the common property in question has had a few issues regarding trees planted too close to the fence and the roots are now causing issues as well as some trees leaning on the fence.
- DSTG mentioned he was unsure why the land formed part of RBC Common Property and wasn't PBC responsibility.
- DSTG mentioned an audit around Sanctuary Cove should take place for common property within RBCs.
- The consideration for PBC to assume ownership of Alpinia common property was discussed. It was agreed a motion can be added at the next PBC EGM meeting with further information to be provided.

Item 2 – Trees leaning onto fences in Darwinia:

- JB mentioned the trees that were planted before residents-built homes, are now impacting the fences by leaning against them. JB stated she has had a meeting with SF from facilities regarding the matter. JB advised SF informed her this would be a process and it would have to be raised with the PBC.
- DSTG advised he would investigate this issue with BC.
- JB raised the issue of no irrigation in the same area. With any heavy rain, the high side (Sunnydale Court) the water, runs down the park and into properties on Pinehurst on the low side. A few properties have been damaged, including hers. JB recommended a spoon drain be added to prevent this issue occurring.
- SS advised for BC to come up with a recommendation and present to the PBC at the next meeting.

Business Arising:

8.1 Irrigation for Sanctuary Greens RBCs:

- HM advised he included this purely for an update from BC as he was advised previously, irrigation would be included in the 2024/2025 budget.
- DSTG informed HM that \$200,000 was included in the 2024/2025 budget to address Greens irrigation.

8.2 Irrigation to the Kerb rules for new lot purchases:

- HM mentioned it appeared the rules had changed on this process. Now it appears the lot owner is not required to irrigate to the kerb, wanting clarification around this change.
- DSTG advised it was recommended by the EAR (Executive Architect) during the drought this condition be added.
- SS confirmed this has now been removed as a condition from Building Approvals.
- HM asked if this was the case moving forward, is the Lot owner required to lay turf.
- SS mentioned with any new builds, the turf normally is destroyed with vehicles, so it requires returfing. HM mentioned if they are not required to irrigate this area, the turf will die.
- SS mentioned some developers didn't irrigate some areas to the kerb, which the PBC now must consider and DSTG is attending to that.
- SS advised the owners who have irrigated their own turf to the kerb will be consulted after an investigation has taken place.
- JB raised a concern, some turf areas on will die off if owners do not irrigate until such time the PBC maintain it.
- CT asked if there was a proposed timeline for when certain areas will be irrigated. DSTG advised January 2025 through to November 2025. Hm questioned this timing, as this would only apply to Sanctuary Greens. DSTG advised the Point will follow in 2026.
- SS asked DSTG how long the irrigation process will take, DSTG advised 3 years maximum.
- SS asked DSTG if there is a recommendation for new builds without irrigation to the kerb, they are to maintain and water the verge until such time irrigation is added.

8.3 Storm Water Pipe damage at Oak Hill Drive:

- HM mentioned 7th May 24 a truck was reversing and ran over a resident's drainpipe, resident informed Security. The Resident found the truck to be linked to a local builder and was able to get the local builder to agree to repair the damaged drainpipe. HM stated the resident then received an email from BC, advising him that he is responsible for repairing the damage to the drainpipe. Several phone calls followed, where there was no positive outcome. The resident then wrote to BC to complain about two issues. One being the treatment he received and secondly his interpretation of the act concerning who was responsible for the Common Property. On the 24th of June 24 the

resident received an email stating that a thorough review had taken place, and no further action will be taken.

- *HM advised at no stage was the resident interviewed. No reference to the act where it wasn't the resident's responsibility to fix the drainpipe or apology to the resident. HM advised a complaint procedure should include a process where both parties involved are interviewed regarding the incident.*
- *SS mentioned that the process of dealing with confrontation, the committee has acted on this, and CM has been involved in this particularly regarding a complaint process.*
- *DT advised that trucks have been observed taking side streets, instead of the actual route they are meant to take. DSTG advised he is happy to have a security car stationed at the area for a period to prevent the trucks going down that way.*

8.4 Traffic Island at Pinehurst and Oak Hill Drive:

- *HM advised a traffic island was installed when no one was consulted prior to the installation. SS asked if HM was present when this was discussed previously about the installation of traffic islands, HM advised he wasn't and could locate minutes reflecting the information.*
- *SS mentioned the traffic island were installed due to numerous complaints to BC relating to near misses. A traffic consultant looked at the issue and recommended the islands be installed to stop people cutting corners and potentially creating accidents.*
- *HM requested the traffic report to read.*

8.5 PBC Motions – July 2024 Agenda:

- *s56 – position paper*
- *Wheel Clamping/Towing – Royal Pines Process (IRDA)*
- *ST By-law*
- *Governance Review*
- *Emergency Management Plan – Residents*

General Business:

- *GS enquired into why SS objected to the PBC EGM meeting being changed to 10am as per the vote from the last meeting. SS advised he has personal commitments, also the PTBC meet prior at that time. SS advised the meetings should remain within a 2-hour time frame. GS enquired to changing the day if possible. SS mentioned they could consider this option.*

MEETING CLOSED at 12:49 PM

Preamble Motion 5.2 – PBC Governance Review

Executive Summary: 20204 PBC, PBC Exc & Sub Committees Governance Review

Objective and Scope:

- Good governance necessitates transparency, integrity, and accountability
- The proposal aims to enhance the effectiveness and efficiency of the governance practices of the PBC Exec, PBC, and subcommittees, ensuring sustainability and ‘future proofing’ the model and compliance.
- The proposal emphasises a two-phase approach:
 - First Phase - audit and review
 - Second phase - provides practical, tailored recommendations along with a best-fit blueprint and framework to enhance performance

Selection process:

- A highly experienced governance expert, familiar with SC PBC and its complexities, recommended two QLD-based consulting companies experienced in governance audits for body corporate structures. Providing guidance on typical costs ranging from \$2,500 to \$3,000 per day.
- Two candidates were interviewed and assessed, with audit /consulting rates between \$2,800 and \$3,000 per day.
- One candidate provided a brief on their auditing post-interview. They were eliminated from consideration for three reasons:
 - Focused on governance auditing and issues identification, without developing draft blueprints and frameworks.
 - Existing commitments prevented them from starting a new project for several months.
 - Consulting rates were at the higher end of the cost range.

Recommended Governance auditors and advisors for this project: Directors Australia

- Directors Australia has extensive experience in board and governance advisory services, having conducted over 300 governance reviews across various organisations.
- The team includes two highly experienced and credible governance auditors with legal, business, commercial, board, and governance expertise.
- Directors Australia possesses the skills, expertise, independence, and external credibility to audit other areas, such as company boards and SCCSL
- Auditing and advisory capabilities, range of resources and availability to potentially leverage aligned interests across different entities to enable efficiencies and having a deeper understanding of interdependencies

Pricing and timings:

- The project cost is \$39,200 plus GST, including 14 full consulting days, two experts, over a period of 8 weeks
- Cost contingency has been incorporated into the plan to account for unforeseen matters arising
- Director Australia can commence the governance audit from first week in August 2024 onwards
- Implementing the blueprint and changes along with a 'test and learn' then evolve, will commence from October onwards for the project.

Budget allocation

- PBC Treasurer has reviewed the YTD and YE forecasts for the Legal and Consulting section of the 2024 PBC budget, there is sufficient funds to allocate the governance project costs to this area.

Next Steps: July & August 2024

1. Governance audit project costs approved by PBC
2. Project schedule of appointments and meetings for governance auditors - stakeholder interviews, documents and process review, observers in meetings etc
3. Governance audit can commence from first week August 2024 onwards

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Background

The Principal Body Corporate (PBC) and the Primary Thoroughfare Body Corporate (PTBC) are the two corporate entities responsible for governing the operation of Sanctuary Cove Resort under the SCRA 1985. A summary of PBC and PTBC responsibilities is set out in Appendix A and a summary of the current Sanctuary Cove Resort structure is included in Appendix B. In 2006, the PBC and PTBC established Sanctuary Cove Community Services Limited (SCCSL) as a jointly owned (50:50) Holding Company. The holding Company consequently established a wholly owned operating subsidiary to deliver Body Corporate and Facilities Management services, and a Security Company. The Company directly delivers (or procures the delivery of) the services to the PBC, PTBC and the Subsidiary Residential Body Corporates (RBCs) in the residential precincts, and Commercial Owners and tenants in the PTBC Commercial Zones. The RBCs elect members nominees (MNs) to represent their RBC on the PBC, and the Commercial lot owners (and the PBC) do the same for Nominees to represent them on the PTBC.

The Holding Company (SCCSL) is managed according to a Constitution and Shareholders Agreement between the PBC and PTBC. The delivery of services from the Companies to the PBC, PTBC, RBCs and Commercial Owners and tenants is governed according to an Administration and Management Agreement between the parties.

Objectives

Enhance Efficiency, Effectiveness and Compliance:

- Ensure the governance bodies (PBC, PTBC, and RBC) legislated under SCRA 1985 are fully compliant with SCRA and BUGTA legislation.
- Competitive and cost effective procurement of other services required for the amenity of residential and commercial property owners in the Sanctuary Cove Resort

Uphold High Standards:

- Maintain high standards of integrity, equity in participation and decision-making, and transparency in the operation of the governance model.

Ensure Sustainability of Model:

- Assure the operating model is enduring by providing long-term benefits and stability for all stakeholders involved.

Key deliverables and outcomes

Two-Phase Approach to the Governance Review:

Phase 1: Desk Review

- Conduct a review of roles, responsibilities, procedures, processes, and compliance with relevant legislative acts.
- Deliver a detailed report identifying key issues or inefficiencies in structure, systems, processes, communication, and high-level risks.
- Develop an initial draft of the governance blueprint.

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Phase 2: Stakeholder Engagement

- Using the initial draft governance blueprint to guide interviews with stakeholder groups, assess culture, training programs, and risk management practices. Recommend governance blueprint.
- Recommend best practices and propose actionable opportunities for improvement under a recommended governance framework and blueprint
- **Practical and actionable recommendations:** The recommendations should be feasible and implementable, potentially leading to proposed changes in committee structures, delegations, terms of reference (TORs) and charters, committee compositions, information storage and access, processes and documentation, education, and codes of conduct.
- **Timeframe:** The first phase review is expected to take up to 4 weeks to complete the full scope of work and issue a detailed report. The second phase is expected to take 2 weeks. The detailed approach and timetable will be recommended by the external governance consultant engaged to lead and steer the review process. Any serious concerns identified with potential legal or legislative consequences will be promptly addressed, without waiting for the completion of the entire process.
- **Primary outcome:** The primary goal is to achieve a contemporary operating model that is effective and efficient, capable of delivering consistent performance, by developing a governance blueprint, ensuring compliance with all relevant legislation.

Why conduct a Governance Review?

The governance, effectiveness, and efficiency of the current operating model for the Resort has not undergone a thorough review for 10 years. Several existing governance documents have not undergone timely periodic review and re-approval as required.

In addition, there are several issues which have impeded the efficacy of the model. Some are new while others are recurring. These matters include:

- **Divergence of interests:** A divergence of interests and views between the commercial owner and developer (MSCD) and residents has led to disputes and tension between stakeholders.
- **Role clarity issues:** Lack of clarity over the roles, responsibilities, interdependences, relationships, decision rights and delegations among the Manager (SCCSL), PBC, PBC EC, RBCs, PTBC and PTBC EC and Sub-Committees. This has led to some processes potentially being poorly executed, resulting in disagreement, and wasted time and effort.
- **Leadership continuity:** Turnover of elected PBC officials on the SCCSL Board, PBC, PTBC and Executive Committees and Steering Committees and short terms of tenure has negatively impact on the development of experience and expertise in volunteer leadership roles. Consistent, professional expertise can often be difficult to

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obtain.

- **Complex structure:** The existing governance structure, including sub-committees, is complex, poorly understood, and hard to resource, especially from community volunteers. There is a large number of required meetings and the associated administrative and resources required to execute.
- **Legislative understanding:** There is limited understanding among PBC (and RBC) members of the complex and often confusing legislation that governs the Sanctuary Cove Resort, including SCRA 1985 and BUGTA, and PBC by-laws in relation to development and activity. Unlike many Body Corporates in Queensland, Sanctuary Cove operates under a layered scheme governed by the Sanctuary Cove Resort Act 1985. Where gaps in the legislation exist, BUGTA and BCCMA are relied upon to guide operation.

Proposed Scope

Given potential conflicts of interest, this review will focus exclusively on the operation of the PBC, PBC Executive Committee, Sub-Committees, their interface with PTBC, and the interaction with SCCSL as service provider to the PBC (and RBCs) and PTBC under the current Administration and Management Agreement. The current Agreement expires on 31st October 2025.

This review does not include the internal governance of SCCSL, which will be covered by a separate review.

This review is also separate from a review of the current Administration and Management Agreement. However, recommendations from this review may feed into desired revisions to the Administration and Management Agreement and the Shareholders Agreement.

Focus Areas	Recommended Key Questions
<ul style="list-style-type: none">• Purpose, structure, roles & responsibilities - functions, duties, and authorities of Executive Committee, RBC, PBC and PTBC• Code of conduct	<ul style="list-style-type: none">• Does each team have a clear purpose, role, defined duties, and list of authorities?• What are the strengths, weakness, opportunities, and threats of the overall structure? What recommended changes could be considered to improve efficiency, productivity, governance, and performance?• Are all roles and responsibilities defined?• How are roles and responsibilities defined within RBCs, PBCs, PTBCs, and ECs to ensure clear authority and decision-making processes?• What is the overall purpose of the Executive Committees (EC) within the governance structure?• How is the EC structured, including the composition, roles, and responsibilities of its members?

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Focus Areas	Recommended Key Questions
	<ul style="list-style-type: none"> • What are the specific functions and duties of the EC? • How does the Executive Committee coordinate and collaborate with the RBC, PBC, and PTBC to ensure effective governance? • How are decisions made within the EC, and what is the decision-making process? • Are there any conflicts of interest policies in place for EC members? • Are the current codes of conduct modern and relevant to today business environment? • What should the role of the PBC nominee be on PTBC board in terms of company & shareholders?
<ul style="list-style-type: none"> • Processes, authorities, information flow and performance - RBCs, PBC and PTBC and EC number of meetings, agendas and motions, processes, timetables, papers, minutes, and other documentation. Access to information for ECs and MNs. Continuous improvement in processes -Use of up-to-date digital technology for supply of information, authorised data access and key processes such as voting. 	<ul style="list-style-type: none"> • What is appropriate level of access to information to discharge their duties based on the roles and responsibilities of the different roles and stakeholder groups? • Are there any barriers or challenges hindering the adoption of digital technology or the reduction of paper usage, and if so, how are these being addressed? • How do stakeholders perceive the current state of governance processes, information flow, and technology utilisation within the organization, and what suggestions do they have for improvement? • Do written procedures exist with required actions required if Committees and/or Committee members who do not adhere to required governance standards, code of conduct and/or legislative requirements? • Where can the systems and processes be simplified and streamlined, whilst still complying to legislative requirements? • Is there clarity and documented decision rights for each stakeholder group? • How is the performance and effectiveness of each committee (Executive Committees, RBC, PBC, PTBC) evaluated and monitored? • Is there sufficient visibility and tracking on the progress and performance of each stakeholder group against clear goals and objectives? • Is the annual budget development and review processes to sequence the relevant stakeholder reviews, approvals and communication logical, efficient and effective?
<ul style="list-style-type: none"> • Governance / Legal Framework - compliance with the SCRA, BUGTA and other relevant legal requirements 	<ul style="list-style-type: none"> • What is the level of understanding among RBC Chairs and MNs regarding the SCRA, BUGTA and other relevant legal frameworks?

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Focus Areas	Recommended Key Questions
	<ul style="list-style-type: none"> • How well do RBC Chairs and MNs understand the key requirements and processes outlined in the by-laws? • What legal frameworks and regulations govern the activities of PBC and PTBC? • How is compliance with legal requirements monitored and ensured? • What are the potential legal liabilities and how are they mitigated • How frequently should governance reviews take place?
<ul style="list-style-type: none"> • Stakeholder communication, engagement, and transparency - Interaction and communication flows between RBCs, PBC, PTBC, ECs, and Sub-Committees and the Manager. Granularity of reporting and information provision. 	<ul style="list-style-type: none"> • How is the effectiveness of stakeholder communication and engagement initiatives evaluated, and what metrics are used to measure success? • Are there any barriers or challenges hindering effective stakeholder communication and engagement. If so, how are these being addressed? • What opportunities exist for enhancing stakeholder communication, engagement, and transparency within the organisation? How can these be leveraged to improve governance outcomes?
<ul style="list-style-type: none"> • Three Sub-Committees – Finance Review Committee, Contracts Review Committee, Architectural Review Committee – need, purpose, roles, delegations, decision rights and authorities, reporting lines, composition, meeting numbers, timing, processes, liabilities, conflicts of interest, ongoing performance measures and documentation. Information sharing, project review and PBC communication, ongoing review and approval. 	<ul style="list-style-type: none"> • What is the rationale for the existence of each sub-committee, and how does it align with the strategic objectives and operational plan? • Are the purposes, roles, delegations, decision rights, and authorities of each sub-committee clearly defined and documented? • Is there sufficient contract performance review management? • Is there adequate review and assessment undertaken for procurement or service provider contracts – probity, spend analysis, strategic sourcing, supplier relationship management? • Are there any conflicts of interest between sub-committee roles and other roles? • What are the critical skills and capabilities required for each committee? • What mechanisms are in place for ongoing review and approval of sub-committee activities, and how are performance metrics monitored and evaluated? • Information sharing and communication and protocols in place? • What opportunities exist for streamlining or optimising the structure and processes of sub-committees to enhance overall governance effectiveness and performance?

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Focus Areas	Recommended Key Questions
	<ul style="list-style-type: none"> Is there an effective process to manage exceptions to by-laws? Is there a recommended best practice?
<ul style="list-style-type: none"> Education - RBC Chair and MN education on SCRA, BUGTA, governance structures and key requirements and processes. Education on by-laws and role of PBC vs RBCs. Culture - committee and organisational culture 	<ul style="list-style-type: none"> Are RBC Chairs and MNs aware of the governance structures within the organisation, including the roles and responsibilities of different committees and key decision-making processes? Are there processes in place and are they consistently executed for induction and ongoing, to ensure paid employees, contractors or volunteers are aware of their responsibilities, obligations, duties, and code of conduct including legal requirements? Is training refreshed as appropriate and training records kept? Does the culture support transparency, accountability, and integrity? Any opportunities for improvement identified and is there a better way to get improved knowledge?
<ul style="list-style-type: none"> Risk Management - Risk management (legal, organisational, and operational continuity for PBC and PTBC. 	<ul style="list-style-type: none"> Is there effective management and control of risks identified? Is the risk managed in accordance with ISO 31000? Do we need a formal stakeholder management framework? If so, what are the best practices? Is there a robust business continuity plan that addresses key operational risks? What measures are in place to maintain operational continuity during emergencies or crises? Are members of PBC and PTBC adequately trained in risk management principles and practices? How is risk awareness promoted among committee members? Is there a process for continuous learning and improvement in risk management capabilities? Is there a process for regularly reviewing and updating risk management practices?

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Reference Documents

Key documents include but are not limited to:

- Terms of reference for EC, and Sub-Committees
- Specified sections of SCRA and BUGTA
- Administration and Management Agreements
- Purchasing Policy, tender Process and Preferred Supplier list
- PBC and RBC budgets
- Operational reports
- Codes of conduct
- Minutes and workbooks from PBC and EC, and sub-committees
- Correspondence with SCCSL
- Governance of Sanctuary Cove overview document
- Constitution and shareholders agreement
- Administration and management agreement

Resourcing and Leadership

Governance review led by a governance consultant, while supported by a small group to help facilitate access to information, coordinate stakeholder interviews and document review. A proposed budget associated with this component would need approval by the PBC and PTBC.

The main working party could delegate sub-components of the review to other volunteers to complete and recommend to the main working party.

Work may involve, among other things:

- Reviewing existing documentation, information, and reports
- Interviewing MNs
- Surveying MNs and Committee members
- RBC, Residents and MN focus Groups
- Obtaining input and perspectives from the Manager and SCCSL staff.

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Appendix A – PBC and PTBC Responsibilities

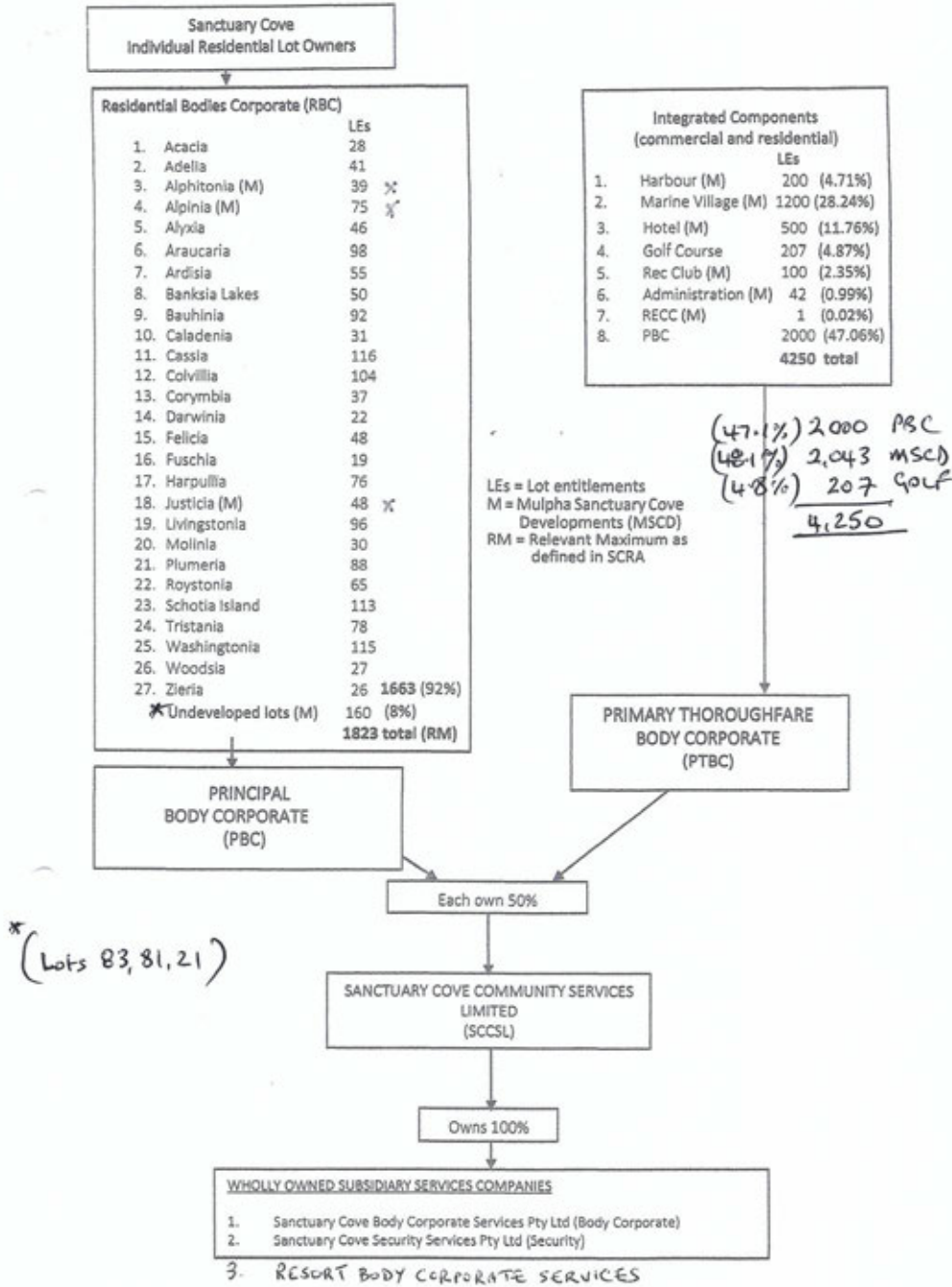
Governance Body	Duties and Responsibilities
<i>Principal Body Corporate (PBC)</i>	<ul style="list-style-type: none"> • Control and maintenance of the secondary throughfare in the residential zones and any property of the PBC invested in it (roads, security gates, fencing, canals, street lighting, electricity supply, water and sewerage, communications infrastructure). • Ensures compliance with overarching by-laws for property use and development control within the Residential Zones. • Maintains any other common property of the PBC (parks, gardens, barbecues, lakes, other common recreation areas). • Can source and procure other services for residents in the Subsidiary Residential Bodies Corporate (for example, security services, waste management and recycling, lawn mowing). • Compliance with SCRA and BUGTA - record keeping, accounting, meetings, notices and minutes, supply of information.
<i>Principal Throughfare Body Corporate (PTBC)</i>	<ul style="list-style-type: none"> • Control and maintenance of the primary throughfare and any property of the PTBC invested in it (roads within the commercial zones, fencing, street lighting, electricity supply, water and sewerage, communications infrastructure). • Ensures compliance with PTBC by-laws. • Maintains any other common property of the PTBC (gardens, lawns, public seating). • Can source and procure other services for owners and businesses in the Commercial Zones (for example, security services, waste management and recycling). • Compliance with SCRA – record keeping, meetings, notices and minutes, supply of information.

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Appendix B – (1) Existing Resort Ownership and entitlement Structures



SANCTUARY COVE STRUCTURE

July 2023

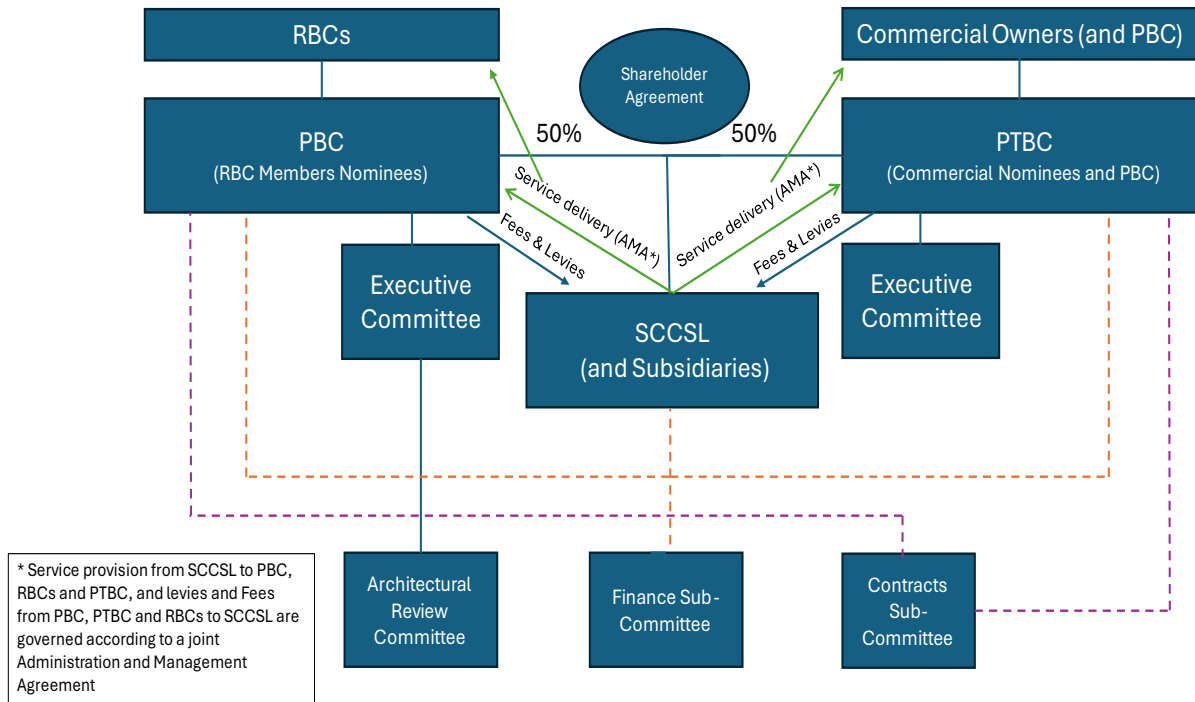
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Appendix B – (2) Existing Resort Governance Bodies

Sanctuary Cove Governance Bodies 2024



Appendix C – Services Provided by SCCSL

Under and Administration and Management Agreement, the Company is contracted to provide the PBC (and RBCs) and PTBC with:

1. Services to enable the PBC and PTBC to meet their statutory obligations under SCRA:
 - a. Control and maintenance of thoroughfares.
 - b. Maintenance of common property
 - c. Compliance with by-laws (PBC – Development and Activity, PTBC separate).
 - d. Compliance with accounting and record keeping requirements.
 - e. Meetings, notices, and minutes.
 - f. Supply of information.

2. Management of supply or procurement of other services to residents and commercial zone occupiers on behalf of the PBC, RBCs and PTBC
 - a. Security
 - b. Waste management and recycling.
 - c. Mowing and other services

SANCTUARY COVE PBC, PBC Exec & Sub Committees

GOVERNANCE REVIEW – 2024

16th July 2024.

d. Other Facilities and Asset Management (including Resort infrastructure).

SCCSL uses a mix of in-house resources and externally sourced services to meet the contractual AMA requirements as follows:

In sourced	Externally procured
<i>Recovered via Management Fees</i>	<i>Charged directly to Body Corporates from Suppliers</i>
<ul style="list-style-type: none"> • Body corporate management and compliance • Secretarial • Finance and Accounting • Asset and Facilities Management • Limited Internal legal 	<ul style="list-style-type: none"> • External Legal • Audit • Insurances • Road maintenance/replacement • Gardening and landscaping • Waste management and recycling. • Fencing • Water supply and sewerage management • Electricity • FTTH network maintenance and repairs • Animal and pest management • Fire safety
<i>Recovered by Separate Fee</i>	
<ul style="list-style-type: none"> • Security 	
<i>Recovered by recharge/allocation to Body Corporates</i>	
<ul style="list-style-type: none"> • Trades employees <ul style="list-style-type: none"> ○ Electrical ○ Plumbing ○ Irrigation • Materials and consumables <ul style="list-style-type: none"> ○ Electrical components ○ Pipes and valves, etc ○ Other consumables, stationery supplies etc. 	

SCCSL aims to operate on a cost recovery basis. Payments for Management and Security fees are made to SCCSL quarterly in advance by the PBC, RBCs and PTBC based on estimated costs in the budget. Any shortfall is recovered, or surplus refunded via adjustment of the first invoice for the new financial year, or earlier if the budget is in deficit.

The Bodies Corporate and SCCSL operate on a financial year running from 1st November to 31st October.

4 July 2024

REVISED PROPOSAL: Governance Review

Sanctuary Cove Principal Body Corporate

Thank you for inviting us to submit a proposal to assist with a governance review for the Sanctuary Cove Principal Body Corporate.

We look forward to the opportunity to work with you!

Your dedicated Directors Australia contacts

Kerryn Newton | 1300 890 267 | 0408 735 529
kerryn.newton@directorsaustralia.com

Katie Simpson | 1300 890 267 | 0434 648 441
katie.simpson@directorsaustralia.com

Directors Australia Pty Ltd | 1300 890 267
info@directorsaustralia.com
PO Box 3018 South Brisbane Qld 4101
ACN 134627875

Our proposal addresses the following

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1. Our understanding of your needs

<p>Context</p>	<ul style="list-style-type: none"> > Located on Queensland’s magnificent Gold Coast, Sanctuary Cove is a prestigious residential community set among native Australian flora and fauna. It is a contemporary, secure and master-planned community. > Sanctuary Cove Community Services Limited (SCCSL) provides administration and management services to three levels of bodies corporate within Sanctuary Cove, namely the Primary Thoroughfare Body Corporate (PTBC), the Principal Body Corporate (PBC) and the Residential Bodies Corporate (RBC) which currently comprises 27 RBCs. > The PBC shares representation of the PTBC with Sanctuary Cove Golf & Country Club Ltd (SCGCCL) and Mulpha Sanctuary Cove Developments (MSCD) and the PTBC determines plans for the primary thoroughfare and commercial areas. > The PBC is the peak representative and custodial body for the residents of Sanctuary Cove. It is comprised of member nominees who are representatives of the RBC committee from each Sanctuary Cove precinct. > The PBC meets monthly to consider various governance matters including determining the PBC budgets, approving building applications, responding to residents’ issues, approving contracts and supervising the administration of security services, upgrades and maintenance, landscaping and other services. > The PBC is also an equal shareholder with the PTBC of SCCSL and its wholly-owned subsidiaries. Two PBC nominee directors are responsible for representing the interests of Sanctuary Cove residents in this forum. > The PBC’s Executive Committee (EC) is seeking to engage a governance specialist to assist with undertaking a governance review of the PBC to enhance its effectiveness and efficiency, whilst also ensuring it operates in a sustainable and compliant way.
<p>Scope</p>	<ul style="list-style-type: none"> > In response to the PBC’s requirements as outlined in the request for proposal document entitled ‘<i>Sanctuary Cove PBC Governance Review – 2024</i>’, we propose to deliver this assignment based on the scope outlined in section 5.2 of this proposal. Our assignment would be limited to undertaking a governance review with respect to the PBC. > Phase 1 of the assignment would entail us reviewing existing governance artefacts, preparing a draft governance checklist and facilitating an EC roundtable to discuss our observations and suggested actions before producing a draft blueprint and short covering report. > Phase 2 would involve us consulting key stakeholders to receive feedback regarding the proposed blueprint prior to its implementation.
<p>Timing</p>	<ul style="list-style-type: none"> > The assignment would commence in August 2024, with Phases 1 and 2 delivered within approximately 8 weeks of commencement.
<p>Key deliverables</p>	<ul style="list-style-type: none"> > The key deliverables for Phases 1 and 2 of the assignment are summarised in section 5.2 of this proposal.

2. Our people

Our key consultants for this assignment would be Kerryn Newton and Katie Simpson.



KERRY N NEWTON
LLM, MBA, MA, FAICD, FGIA, FIML
Chief Executive Officer

Kerryn has over 25 years’ experience working in various legal, management and commercial roles in the private and public sectors. She has Masters qualifications in Law, Business Administration and Arts and is a Fellow, and accredited facilitator, of the Australian Institute of Company Directors.

For over a decade, Kerryn has worked exclusively in the board and governance arena including director recruitment. Through consulting to a wide array of boards and organisations, Kerryn has key skill sets in all aspects of corporate governance (including governance structures, systems, policies and practices), board and organisational performance, strategic planning, risk and compliance management, board skills assessment, and director search and selection.

In addition to her qualifications and broad work experience, Kerryn has extensive personal experience in governance and directorship through her membership on the boards of a range of organisations in the non-profit, private and government sectors. Kerryn’s board and governance experience includes the Queensland Liquor and Gaming Commission, Energex Ltd (electricity distributor), Energy Queensland Ltd (electricity distributor and retailer with an asset base of \$25B), and a leading independent secondary school for girls. Kerryn also serves as an independent governance expert on Nominations Committees for a number of Australian banks.

Kerryn’s board experience augments her highly relevant qualifications and work experience to provide her with exceptional practical insight to her board consultancy work.



KATIE SIMPSON
LLB, GradDipACG, GradDipLegalPrac, FGIA, FCG, GAICD and GAIST
General Manager – Advisory

Katie advises a range of businesses to enhance board and organisational performance through strategy, coupled with fit for purpose governance systems and practices. Katie’s areas of speciality include board performance, governance policy frameworks in regulated and complex industries, company secretary services, risk and compliance management.

Katie has over 15 years’ experience leading legal, governance, risk and assurance teams and providing boards and C-Suite with pragmatic legal and governance advice.

A qualified lawyer and company secretary, Katie has held senior management roles across banking, insurance, funds management, superannuation and aviation. In these roles, Katie has supported the development and execution of corporate strategy and delivered organisation wide governance transformation projects and regulatory reform programs for profit-for-member, semi-government and for-profit entities.

Katie holds a Bachelor of Laws, Graduate Diploma (Applied Corporate Governance) and is a Fellow of the Governance Institute of Australia and Chartered Governance Institute. Katie is also a Graduate Member of the Australian Institute of Company Directors.

3. Our expertise

Directors Australia delivers organisations the right people, insights, and strategies to govern effectively. We do this through experienced board and governance advisory services and specialist director recruitment.

We work with the boards of publicly listed, government, private, APRA-regulated and not-for-profit organisations to achieve real, 'best fit' corporate governance appropriate to the organisation's nature, and thus enhance board and organisational performance. Our aim is to add value to organisations by working with their boards and executives to identify areas for improvement and provide practical and innovative ways to realise those improvements.


We have conducted in excess of 300 governing entity governance reviews / performance evaluations for a wide range of organisations. Through our experience, we have established methodologies and processes which are leading practice in this area. Central to our assessment of governance aspects of an organisation is our Governing for Performance® framework (attached). Beneath each of the 8 dimensions in this framework sits supporting attributes which we use as a baseline assessment.

Consistent feedback from clients is that we take a constructive, outcomes-based perspective and are timely, transparent and pragmatic in our work.

Examples of benefits that we have achieved for clients in our governance framework work include:

- > governance structures that are aligned to purpose and strategy
- > clear and documented roles, responsibilities and authorities across the board, management and team members
- > tailored board committee structures and processes
- > tailored and pragmatic governance. policies and processes

Of particular relevance to this assignment are previous advisory and director recruitment assignments we have conducted for complex governing bodies established to drive outcomes for the members they represent both in the private sector as well as government business enterprises and special purpose vehicles created by government (including local councils).



Why Directors Australia?

Governing for Performance

- Proven expertise, deep governance knowledge and lived board experience
- A tailored process which starts with you
- Practical insights and actionable recommendations
- Powerful, connected network
- Trusted, long-term partner with the highest levels of integrity
- Genuine passion for what you do and why it matters

PASSIONATE ABOUT PEOPLE AND PURPOSE

PRIDE IN WHAT WE DO

LIVE AND BREATHE BOARDS

4. What our clients say about us

“I have worked with Directors Australia on many occasions over the years with respect to board member recruitment and board evaluations, across a number of industry sectors including utilities, financial services and not-for-profit entities.

I have always found them to be highly professional, diligent and pro-active in their service. They understand what good governance looks like and are outcome-focussed. To achieve the best outcomes, they always ensure they have a thorough understanding of the particular organisation they are working for, including its values. Their assistance in refining role descriptions to focus on the key attributes required in a director search has always been greatly appreciated. The team at Directors Australia deliver a first-class service and I have never been disappointed with the outcomes.

As a result, I have engaged their services on many occasions and have no doubt I will continue to do so well into the future.”

Bronwyn Morris AM, Chair and non-executive director | VARIOUS ENTITIES

“Movember engaged Directors Australia to assist with a review of our global governance practices. Kerryn has a flexible approach and worked with us to agree on a practical and phased plan of work. Kerryn reviewed a range of our charters and policies, annual reports and other usual sources of information; but her genuine interest in engaging with our Directors and leaders, to learn about Movember, our core values and strategic priorities ensured that her advice was meaningfully tailored and highly useful. Kerryn’s advice, along with the workshop she facilitated with our Board was thoughtful in both content and delivery.

Ultimately, Kerryn’s work helped to start a series of well-structured conversations at the Board table around how the Board’s work can best support and guide our global impact on men’s health. Just as importantly, Kerryn left us with a set of practical actions to ensure those conversations could continue beyond her engagement with us.”

Elaine Farrelly, Chief Strategy Officer | MOVEMBER

“Sunwater engaged Directors Australia initially for an external review of Board performance, with a further request for review around governance structures and documentation.

We received excellent support from Directors Australia. The Governing for Performance® framework worked well for our Board. The entire process was professional, practical and inclusive of Directors and Executives. The Board were very happy with the outcomes.”

Dan Hunt, Chair | SUNWATER

5. Our approach

5.1 Overarching principles

Our approach to this assignment would be based on drawing together:

- > our extensive experience developing ‘best fit’ governance models and frameworks, including the structures, policies, procedures and processes required to effectively and efficiently govern organisations
- > our deep expertise in conducting tailored governance reviews, and
- > our first-hand experience working with private and member-based organisations as they seek to enhance their governance frameworks to support ongoing effectiveness and sustainability.

5.2 High level overview of proposed review process

We have briefly set out the approach to Phases 1 and 2 of the assignment below.

Assignment stage	Timeframe (2024)	Scope of services
Phase 1 – Governance review		
Stage 1: Understand current arrangements, including a PBC meeting observation	Week 1 and 2 <i>We estimate that Stage 1 would require 3.5 consulting days</i>	<p>During this stage of the assignment we would:</p> <ul style="list-style-type: none"> > hold a virtual meeting with PBC representatives to: <ul style="list-style-type: none"> - confirm the assignment scope, objectives and methodology, and - establish clear expectations, outcomes and timeframes for each stage of the assignment. > attend a PBC meeting as an observer. We have developed a meeting observation check list which we would use to assess aspects such as the forum’s decision-making processes, dynamic and engagement and these observations would inform latter stages of the assignment, and > engaging with each of the PBC’s sub committees. <p>We would also gain a clear understanding of the PBC and the broader governance arrangements in place. This would involve us reviewing documents such as:</p> <ul style="list-style-type: none"> > the <i>Sanctuary Cove Resort Act 1985 (Qld)</i> and <i>Building Units and Group Titles Act 1980 (Qld)</i>

Assignment stage	Timeframe (2024)	Scope of services
		<ul style="list-style-type: none"> > constitution and shareholders' agreement > administration and management agreement > Governance of Sanctuary Cove overview document > terms of reference for the PBC, the EC and other PBC established committees > sample PBC, EC and other PBC committee meeting papers, including minutes and workbooks, and > relevant governance policies including the existing Purchasing Policy, tender process and preferred supplier list and Codes of Conduct.
<p>Stage 2: Consultation, evaluation of review outcomes and facilitation of PBC EC workshop</p>	<p>Week 3 and 4</p> <p><i>We estimate that Stage 2 would require approximately 4 consulting days</i></p>	<p>This stage would involve us:</p> <ul style="list-style-type: none"> > preparing a draft governance checklist summarising the results of our review as well as any further issues for the PBC EC's consideration. This checklist would include a proposed blueprint to support implementation of the observation and suggested actions proposed in the governance checklist > providing the draft governance checklist to PBC representatives for factual review and holding a 30 minute virtual meeting to discuss the approach to the PBC EC workshop, and > facilitating a face-to-face workshop with the PBC EC to work through our observations and suggested actions as outlined in the draft governance checklist. <p>The PBC would be required to separately engage legal advisors to provide legal advice if required. Ideally this advice would be sought prior to presentation of the discussion paper and draft blueprint to the PBC. However, as discussed, we can work with you to discuss an alternative approach, if required.</p>
<p>Stage 3: Prepare final report and confirm next steps</p>	<p>Week 5</p> <p><i>We estimate that Stage 3 would require 2.5 consulting days.</i></p>	<p>We would prepare and issue the final governance checklist and blueprint to the PBC.</p> <p>We would also provide a proposed consultation plan for PBC approval prior to commencing Phase 2 of this assignment.</p>

Assignment stage	Timeframe (2024)	Scope of services
Phase 2 – Stakeholder consultation and final blueprint		
Stakeholder consultation and issuing final report and blueprint	<p>Weeks 6 to 8</p> <p><i>We estimate that we would require 4 consulting days for any additional consultation. We are unable to estimate the time and therefore cost of drafting documents at this stage.</i></p>	<p>We would engage on a one-on-one basis with key stakeholders (up to six stakeholders and the PBC committees where required) via virtual meetings to seek feedback regarding the proposed governance blueprint as well as understand their views on issues within the scope of the review.</p> <p>This stage would involve us consolidating information gathered during Phases 1 and 2 and preparing a summary report incorporating the findings of our review and recommendations for implementation of required changes.</p> <p>In this stage we would also draft / re-draft any governance documents identified in the review process.</p>

6. Investment and expenses

Our fee for conducting this assignment would be \$39,200 plus GST based on an estimated 14 consulting days’ effort. Our fee would be payable as follows: one quarter on commencement of the assignment; one half on completion of stage 2 of the review; and one quarter on delivery of the final report (stage 3).

We are a Brisbane-based firm and we do not anticipate that there would be any interstate travel and/or accommodation expenses incurred as part of this assignment. However, any expenses associated with travel in this regard would be charged at cost. We would meet all incidental expenses such as telephone calls and printing.

7. Insurance

Directors Australia Pty Limited carries the following professional and public & products indemnity insurance. This insurance is renewed annually.

Insurer: Insurance Australia Ltd - CGU
 Policy: Professional Indemnity - policy no. 83MIS1992866
 Liability limit (PI): \$10,000,000 any one claim - \$40,000,000 in the aggregate
 Policy: Public and Product Liability - policy no. 83MIS1992866
 Liability limit (PL): \$20,000,000
 Period: 14 September 2023 to 14 September 2024

8. Declarations of interests

We do not believe we have any conflicts which would preclude us from conducting this work.

9. Assignment terms

Please note that:

- > Our fee is based on the estimated consulting effort involved given the brief as we currently understand it. If it is apparent in our initial meeting that the scope is different to that on which this proposal is based, then we reserve the right to vary our fee. Further, if during our work the effort required to complete the task exceeds the estimation on which our proposal is based, then we will discuss this with you before proceeding further.*
- > No aspect of the services provided as part of this assignment should be construed in any way whatsoever as legal advice. It will be the client's responsibility to obtain expert legal advice on any issue which requires a professional legal opinion.*
- > This proposal is current for one month from its date.*

I, _____, being a duly authorised officer of the PBC accepts the proposal outlined above and on the terms and conditions outlined.

Please countersign a copy of this proposal below and return it to Directors Australia, or alternatively confirm acceptance by email.

[Name and signature]
[Date]

Consultant profiles



Kerryn Newton

LLM, MBA, MA, FAICD, FGIA

Chief Executive Officer



Specialist Profile

Kerryn leads the board advisory division of Directors Australia working with boards and organisations on a range of governance issues to assist them improve their performance.

Kerryn's background is in law and business and she has worked in various legal, policy and management roles in the private and public sectors.

In addition to her qualifications and broad work experience, Kerryn has extensive personal experience in governance and directorship through her membership on the boards on a range of companies in the private, public and not for profit sectors. Kerryn's board experience spans the child care, aged care, housing, education, property and energy sectors.

Kerryn's board and governance experience includes the Queensland Liquor and Gaming Commission, Energex Ltd (electricity distributor), Energy Queensland Ltd (electricity distributor and retailer with an asset base of \$25B), and a leading independent secondary school for girls. Kerryn also serves as an independent governance expert on Nominations Committees for a number of Australian banks.

Kerryn is a regular media commentator and speaker on issues relating to governance and boards.

Key areas of expertise

- > Improving the performance of boards, board committees, directors, and board and management relationships
- > Conducting board, director and CEO performance evaluations
- > Developing and reviewing corporate governance systems, structures, policies and procedures
- > Assessing and mapping board skills
- > Improving board dynamics
- > Conducting corporate governance training
- > Facilitating strategic planning and other board workshops
- > Reviewing board processes and board reporting documentation
- > Conducting organisational reviews
- > Managing human resources including selection and recruitment, performance planning and review

Qualifications

- > Advanced Company Directors 'Course and Company Directors 'Course, Australian Institute of Company Directors
- > Masters of Business Administration (Recipient, Dean's Award for Excellence)
- > Masters of Law
- > Masters of Arts in International Studies, China
- > Grad Dip, Applied Finance & Investment
- > Bachelor of Laws (Second Class Honours, Division A)
- > Certified HBDI® practitioner

Memberships

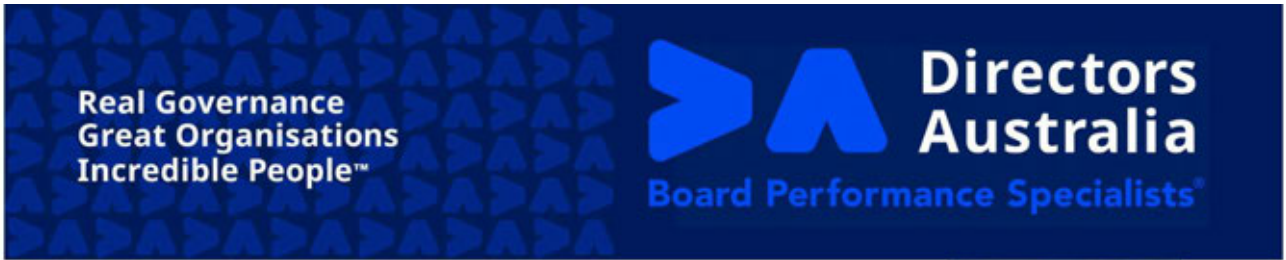
- > Australian Institute of Company Directors (Fellow)
- > Governance Institute of Australia (Fellow)
- > Chief Executive Women (Member)

directorsaustralia.com

ACN: 134 627 875

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Incredible People™

**Directors
Australia**
Board Performance Specialists®

Katie Simpson

LLB, GradDipACG, GradDipLegalPrac, FGIA, FCG, GAICD and GAIST

General Manager – Advisory



Specialist Profile

As General Manager – Advisory , Katie advises a range of businesses to enhance board and organisational performance through strategy, coupled with best governance systems and practices.

Katie has extensive experience leading legal, governance, risk and assurance teams, providing boards and C-Suite with pragmatic legal and governance advice and delivering governance transformation projects and regulatory reform programs.

A qualified lawyer and company secretary, Katie has held senior management roles across banking, insurance, funds management, superannuation and aviation. In these roles, Katie has supported the development and execution of corporate strategy in profit-for-member, semi-government and for-profit entities.

Key areas of expertise

- > Conducting board, director and CEO performance evaluations and board governance reviews
- > Developing board renewal strategies, including reviewing and mapping board skills
- > Reviewing director remuneration structures
- > Providing pragmatic corporate governance advice
- > Developing and reviewing corporate governance systems, structures, policies and procedures
- > Delivering governance training
- > Developing stakeholder engagement strategies, including regulator and shareholder engagement plans
- > Designing executive accountability, consequence management and performance frameworks to support board oversight of organisational culture and conduct
- > Developing fit for purpose board and management reporting tools

Qualifications

- > Bachelor of Laws
- > Solicitor of the Supreme Court of Queensland
- > Chartered Secretary
- > Graduate Diploma, Applied Corporate Governance
- > Graduate Diploma, Legal Practice
- > Graduate, AICD Company Directors Course and AIST Trustee Director Course

Memberships

- > Governance Institute of Australia (Fellow)
- > Chartered Governance Institute (Fellow)
- > Australian Institute of Company Directors (Graduate Member)

ACN: 134 627 875

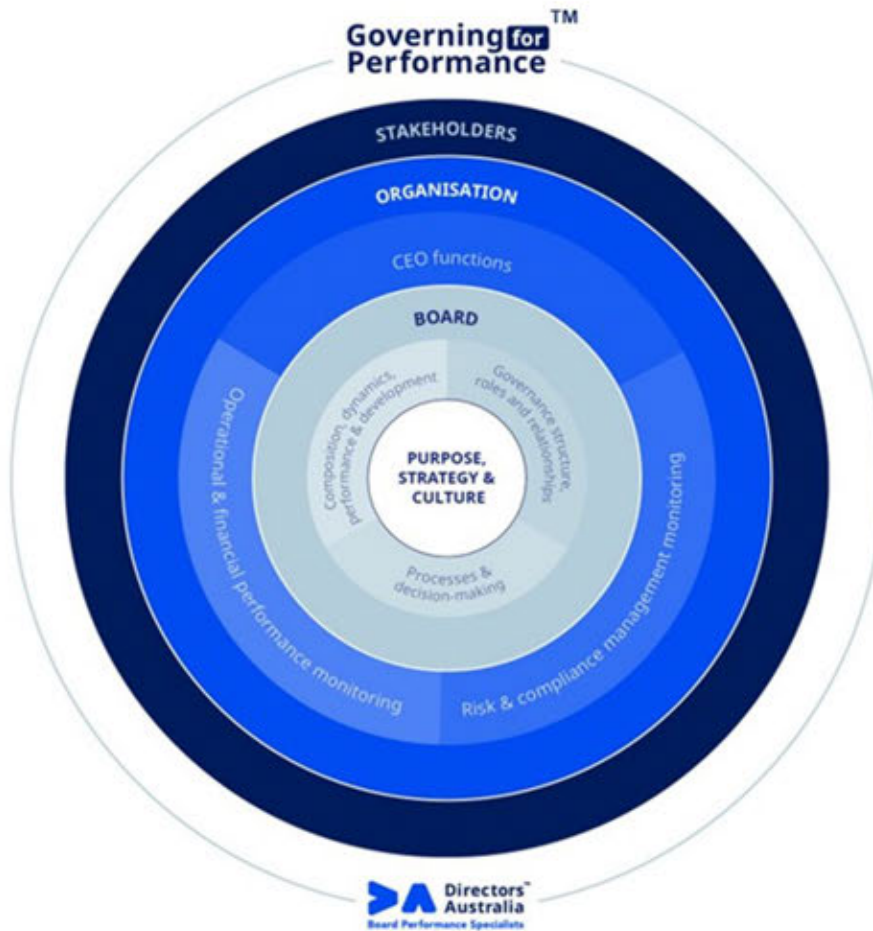
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Advisory . Governance . Recruitment

Governing for Performance[®] framework

Governing for Performance assists boards in their continual improvement given complex and dynamic strategic environments and in light of contemporary societal expectations regarding boards and directors.



- PURPOSE, STRATEGY AND CULTURE**

Dimension 1
Purpose strategy and culture
 The organisation is clear about its purpose, has well developed strategic and operational plans to drive success and clearly articulates, and monitors, organisational values and culture.
- BOARD**

Dimension 2
Governance structure, roles and relationships
 The organisation's governance framework is fit for purpose and there is clarity as to key governance roles, relationships and authorities.

Dimension 3
Board composition, dynamics, performance and development
 The board is comprised of the right people behaving in the right way to guide and drive strategy and effectively govern the organisation.

Dimension 7
Board processes and decision-making
 The board's meetings result in effective decision-making through timely and relevant information sharing and purposeful, honest and challenging discussions.
- ORGANISATION**

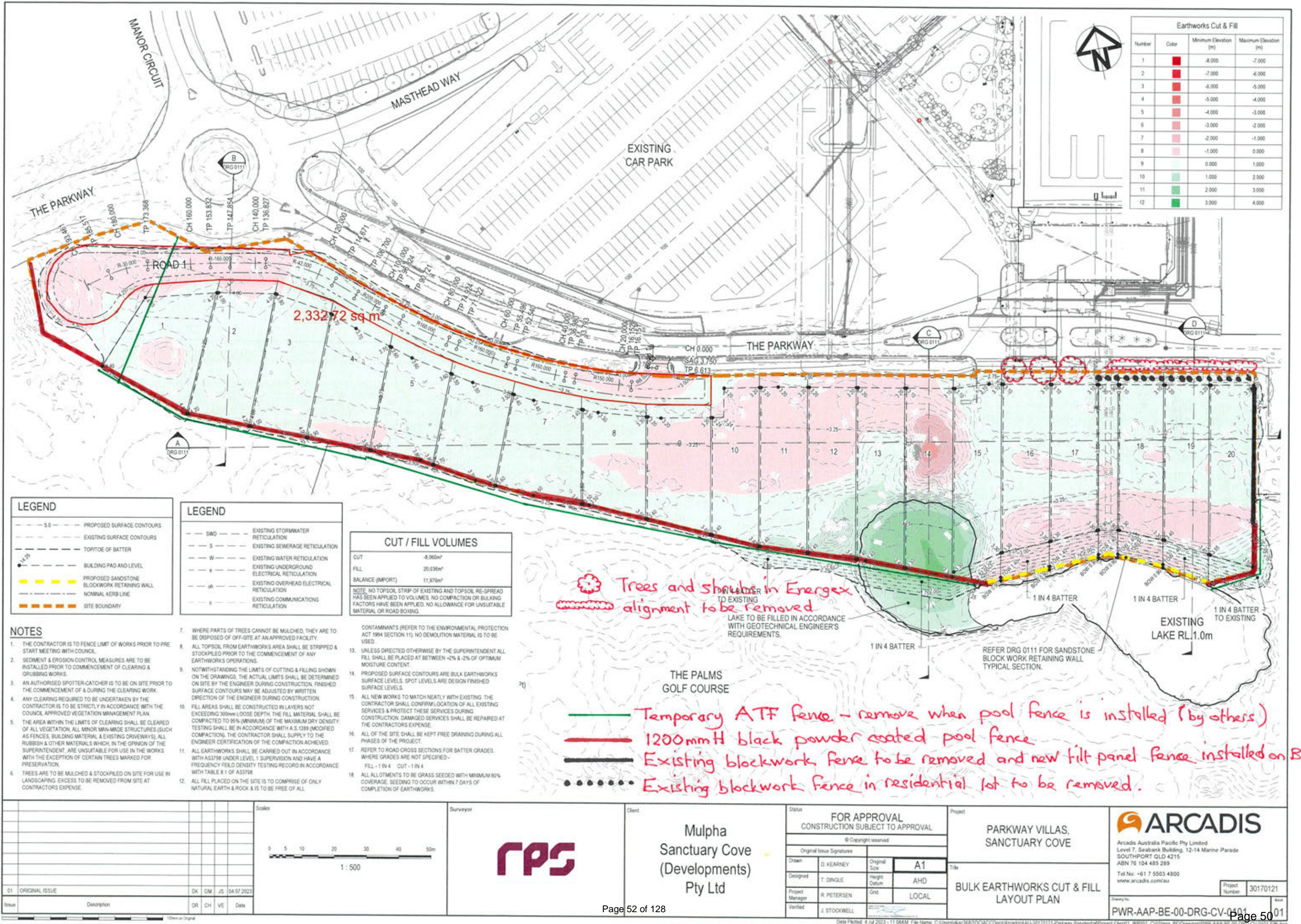
Dimension 4
CEO functions
 The board has appointed and monitors the performance of a 'fit for purpose' CEO.

Dimension 5
Operational and financial performance monitoring
 The board oversees the organisation's financial and non-financial performance in light of strategic performance measures, and drives continuous improvement.

Dimension 6
Risk and compliance management monitoring
 The board sets the organisation's risk appetite and ensures that appropriate risk and compliance management frameworks are in place and being implemented.
- STAKEHOLDERS**

Dimension 8
Stakeholder engagement
 The board seeks to understand key stakeholder issues and engages with stakeholders in a way that informs and supports the delivery of the organisation's purpose and strategy.

See more at: www.directorsaustralia.com



Earthworks Cut & Fill			
Number	Color	Minimum Elevation (m)	Maximum Elevation (m)
1	Red	-8.000	-7.000
2	Red	-7.000	-6.000
3	Red	-6.000	-5.000
4	Red	-5.000	-4.000
5	Red	-4.000	-3.000
6	Red	-3.000	-2.000
7	Red	-2.000	-1.000
8	Red	-1.000	0.000
9	Light Green	0.000	1.000
10	Light Green	1.000	2.000
11	Light Green	2.000	3.000
12	Light Green	3.000	4.000

LEGEND	
5.0	PROPOSED SURFACE CONTOURS
---	EXISTING SURFACE CONTOURS
---	TOP/TOE OF BATTER
○	BUILDING PAD AND LEVEL
---	PROPOSED SANDSTONE BLOCKWORK RETAINING WALL
---	NOMINAL KERB LINE
---	SITE BOUNDARY

LEGEND	
---	EXISTING STORMWATER RETICULATION
---	EXISTING SEWERAGE RETICULATION
---	EXISTING WATER RETICULATION
---	EXISTING UNDERGROUND ELECTRICAL RETICULATION
---	EXISTING OVERHEAD ELECTRICAL RETICULATION
---	EXISTING COMMUNICATIONS RETICULATION

CUT / FILL VOLUMES	
CUT	-8,060m³
FILL	20,036m³
BALANCE (IMPORT)	11,976m³

NOTE: NO TOPSOIL STRIP OF EXISTING AND TOPSOIL RE-Spread HAS BEEN APPLIED TO VOLUMES. NO COMPACTION OR BULKING FACTORS HAVE BEEN APPLIED. NO ALLOWANCE FOR UNSUITABLE MATERIAL OR ROAD BOXING.

- NOTES**
- THE CONTRACTOR IS TO FENCE LIMIT OF WORKS PRIOR TO START MEETING WITH COUNCIL.
 - SEDIMENT & EROSION CONTROL MEASURES ARE TO BE INSTALLED PRIOR TO COMMENCEMENT OF CLEARING & GRUBBING WORKS.
 - AN AUTHORISED SPOTTER-CATCHER IS TO BE ON SITE PRIOR TO THE COMMENCEMENT OF & DURING THE CLEARING WORK.
 - ANY CLEARING REQUIRED TO BE UNDERTAKEN BY THE CONTRACTOR IS TO BE STRICTLY IN ACCORDANCE WITH THE COUNCIL APPROVED VEGETATION MANAGEMENT PLAN.
 - THE AREA WITHIN THE LIMITS OF CLEARING SHALL BE CLEARED OF ALL VEGETATION. ALL MINOR MAN-MADE STRUCTURES (SUCH AS FENCES, BUILDING MATERIAL, & EXISTING DRIVEWAYS), ALL RUBBISH & OTHER MATERIALS WHICH, IN THE OPINION OF THE SUPERINTENDENT, ARE UNSUITABLE FOR USE IN THE WORKS WITH THE EXCEPTION OF CERTAIN TREES MARKED FOR PRESERVATION.
 - TREES ARE TO BE MULCHED & STOCKPILED ON SITE FOR USE IN LANDSCAPING. EXCESS TO BE REMOVED FROM SITE AT CONTRACTORS EXPENSE.

- WHERE PARTS OF TREES CANNOT BE MULCHED, THEY ARE TO BE DISPOSED OF OFF-SITE AT AN APPROVED FACILITY.
- ALL TOPSOIL FROM EARTHWORKS AREA SHALL BE STRIPPED & STOCKPILED PRIOR TO THE COMMENCEMENT OF ANY EARTHWORKS OPERATIONS.
- NOTWITHSTANDING THE LIMITS OF CUTTING & FILLING SHOWN ON THE DRAWINGS, THE ACTUAL LIMITS SHALL BE DETERMINED ON SITE BY THE ENGINEER DURING CONSTRUCTION. FINISHED SURFACE CONTOURS MAY BE ADJUSTED BY WRITTEN DIRECTION OF THE ENGINEER DURING CONSTRUCTION.
- FILL AREAS SHALL BE CONSTRUCTED IN LAYERS NOT EXCEEDING 300mm LOOSE DEPTH. THE FILL MATERIAL SHALL BE COMPACTED TO 95% (MINIMUM) OF THE MAXIMUM DRY DENSITY. TESTING SHALL BE IN ACCORDANCE WITH A.S. 1289 (MODIFIED COMPACTION). THE CONTRACTOR SHALL SUPPLY TO THE ENGINEER CERTIFICATION OF THE COMPACTION ACHIEVED.
- ALL EARTHWORKS SHALL BE CARRIED OUT IN ACCORDANCE WITH AS3798 UNDER LEVEL 1 SUPERVISION AND HAVE A FREQUENCY FIELD DENSITY TESTING RECORD IN ACCORDANCE WITH TABLE 8.1 OF AS3798.
- ALL FILL PLACED ON THE SITE IS TO COMPRISE OF ONLY NATURAL EARTH & ROCK & IS TO BE FREE OF ALL

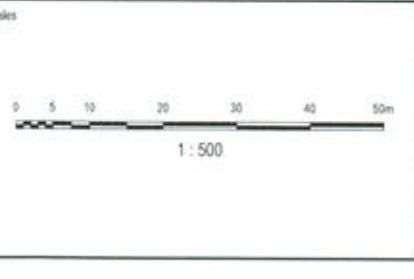
- CONTAMINANTS (REFER TO THE ENVIRONMENTAL PROTECTION ACT 1994 SECTION 11). NO DEMOLITION MATERIAL IS TO BE USED.
- UNLESS DIRECTED OTHERWISE BY THE SUPERINTENDENT ALL FILL SHALL BE PLACED AT BETWEEN -2% & -2% OF OPTIMUM MOISTURE CONTENT.
- PROPOSED SURFACE CONTOURS ARE BULK EARTHWORKS SURFACE LEVELS. SPOT LEVELS ARE DESIGN FINISHED SURFACE LEVELS.
- ALL NEW WORKS TO MATCH NEATLY WITH EXISTING. THE CONTRACTOR SHALL CONFIRM LOCATION OF ALL EXISTING SERVICES & PROTECT THESE SERVICES DURING CONSTRUCTION. DAMAGED SERVICES SHALL BE REPAIRED AT THE CONTRACTORS EXPENSE.
- ALL OF THE SITE SHALL BE KEPT FREE DRAINING DURING ALL PHASES OF THE PROJECT.
- REFER TO ROAD CROSS SECTIONS FOR BATTER GRADES. WHERE GRADES ARE NOT SPECIFIED - FILL - 1 IN 4 CUT - 1 IN 4
- ALL ALLOTMENTS TO BE GRASS SEEDING WITH MINIMUM 80% COVERAGE. SEEDING TO OCCUR WITHIN 7 DAYS OF COMPLETION OF EARTHWORKS.

Trees and shrubs in Energex alignment to be removed

LAKE TO BE FILLED IN ACCORDANCE WITH GEOTECHNICAL ENGINEER'S REQUIREMENTS.

Temporary ATF fence - remove when pool fence is installed (by others)
1200mmH black powder coated pool fence
Existing blockwork fence to be removed and new tilt panel fence installed on BC
Existing blockwork fence in residential lot to be removed.

Issue	Description	DR	CH	VE	Date
01	ORIGINAL ISSUE	OK	GM	JS	04/07/2023



Surveyor

Client

Mulpha Sanctuary Cove (Developments) Pty Ltd

Status

FOR APPROVAL
CONSTRUCTION SUBJECT TO APPROVAL

© Copyright reserved

Original Issue Signatures	Original Size	A1
Drawn: D. KEARNEY	Height	AHD
Designed: T. DINGLE	Grid	LOCAL
Project Manager: R. PETERSEN		
Verified: J. STOCKWELL		

Project

PARKWAY VILLAS, SANCTUARY COVE

Title

BULK EARTHWORKS CUT & FILL LAYOUT PLAN

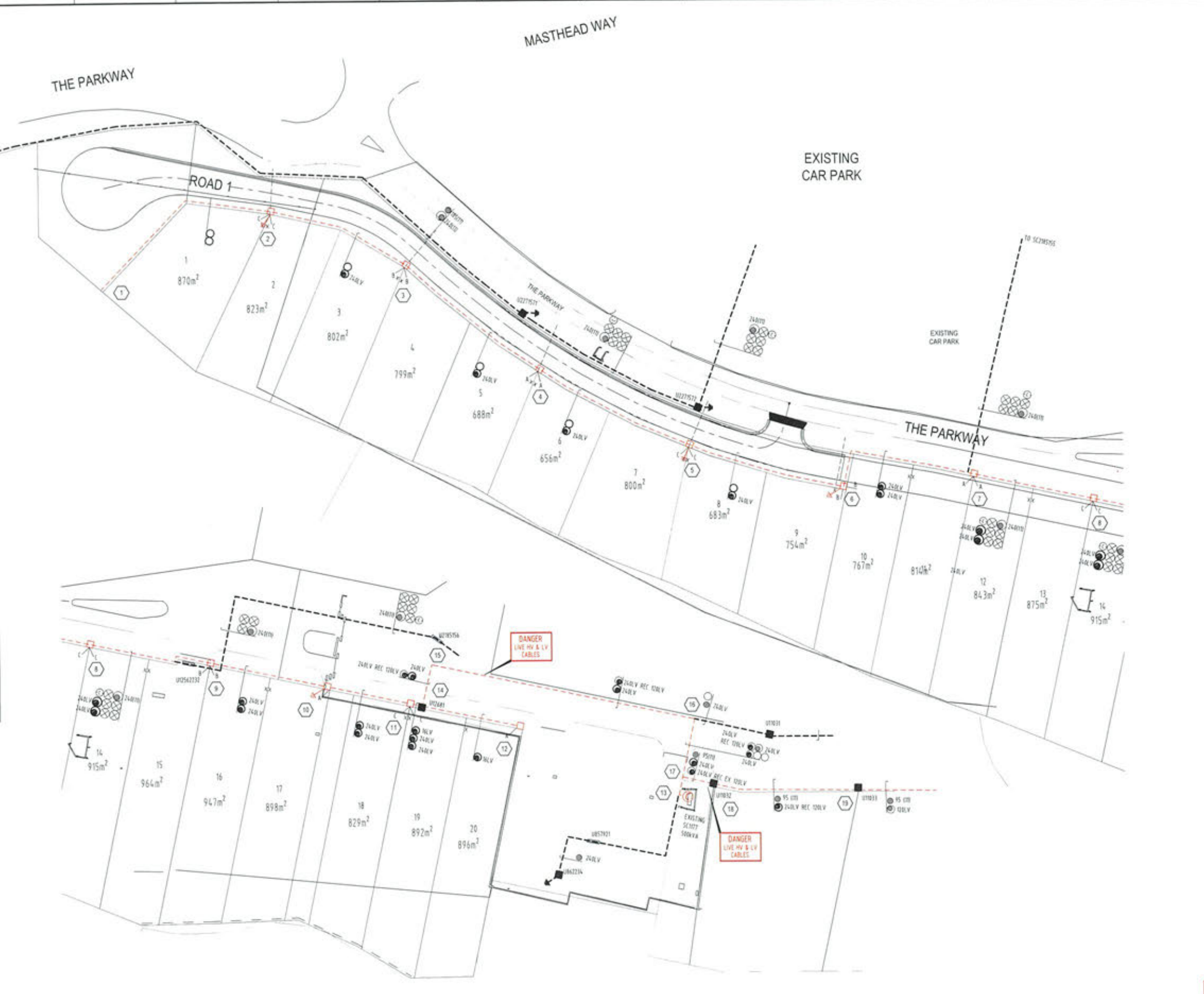
ARCADIS Australia Pacific Pty Limited
 Level 7, Seabank Building, 12-14 Marne Parade
 SOUTHPORT QLD 4215
 ABN 76 104 485 289
 Tel No: +61 7 5503 4800
 www.arcadis.com/au

Project Number: 30170121

Drawing No: PWR-AAP-BE-00-DRG-CV-0454

Page 50 of 121

LEGEND		
SYMBOL	DESCRIPTION	
①	STATION NUMBER	
---	UNDERGROUND CABLE - PROPOSED	
---	UNDERGROUND CABLE - EXISTING	
---	UNDERGROUND CABLE - RECOVER	
---	OVERHEAD CABLE - PROPOSED	
---	OVERHEAD CABLE - EXISTING	
---	OVERHEAD CABLE - RECOVER	
□	SERVICE PILLAR	
□	LINK PILLAR	
□	ED PILLAR	
□	PADMOUNT TRANSFORMER	
□	RING MAIN UNIT	
□	POLE MOUNTED TRANSFORMER	
○	LV OR SL POLE	
○	HV POLE	
○	LV/HV POLE	
○	LV TERMINATION	
○	HV TERMINATION	
○	CLOSED DISC LINK	
○	OPEN DISC LINK	
○	CLOSED CUT-OUTS	
○	OPEN CUT-OUTS	
○	CLOSED AIR BREAK SWITCH	
○	OPEN AIR BREAK SWITCH	
○	EARTH	
○	GROUND STAY	
○	LEAD-IN LETTERS INDICATE PHASE	
○	CONDUIT END CAP	
○	LV STRAIGHT JOINT	
○	PADMOUNT LV SCHEMATIC	
○	PADMOUNT HV SCHEMATIC	
○	RING MAIN UNIT (SCHEMATIC)	
○	15mm - PROPOSED CABLE IN EXISTING CONDUIT	
○	15mm - PROPOSED CABLE & CONDUIT	
○	15mm - EXISTING CABLE	
○	15mm - PROPOSED EMPTY CONDUIT	
○	15mm - EXISTING EMPTY CONDUIT	
○	100mm - PROPOSED CABLE IN EXISTING CONDUIT	
○	100mm - PROPOSED CABLE & CONDUIT	
○	100mm - EXISTING CABLE	
○	100mm - PROPOSED EMPTY CONDUIT	
○	100mm - EXISTING EMPTY CONDUIT	
○	100mm - PROPOSED ENERGY COMMUNICATIONS CONDUIT	
○	100mm - EXISTING ENERGY COMMUNICATIONS CONDUIT	
○	40mm - PROPOSED CABLE IN EXISTING CONDUIT	
○	40mm - PROPOSED CABLE & CONDUIT	
○	40mm - EXISTING CABLE	
○	40mm - PROPOSED EMPTY CONDUIT	
○	40mm - EXISTING EMPTY CONDUIT	
○	15kV - DIRECT BURIED	
○	LV - DIRECT BURIED	



GENERAL NOTES

1 THIS DESIGN SHALL BE READ IN CONJUNCTION WITH RATE 3 STREET LIGHTING DESIGN REFER TO ENERX PROJ: S2900476

SPECIFICATIONS

THIS WORKS PLAN IS TO BE READ IN CONJUNCTION WITH THE FOLLOWING ENERX MANUALS AND SPECIFICATIONS:

- UNDERGROUND DISTRIBUTION CONSTRUCTION MANUAL
- STANDARD WORKS PROCEDURE MANUALS
- NETWORK LABELLING AND SIGNAGE MANUAL

CONSUMERS INSTALLATION SHALL COMPLY WITH AS/NZS 3000 SAA WIRING RULES.

CIVIL WORKS NOTES

THE CIVIL CONTRACTOR SHALL ENSURE THAT ALL ELECTRICAL, TELECOMS (CONDUITS/PIPES) HAVE BEEN INSTALLED PRIOR TO CONSTRUCTING FOOTPATH, DRIVEWAYS, LANDSCAPING AND ROAD.

CIVIL CONSULTANT / CONTRACTOR SHALL NOTIFY THE ELECTRICAL CONTRACTOR 48 HOURS PRIOR TO BACKFILLING ROAD CROSSING TRENCHES AND CONDUIT TO ALLOW INSPECTION.

DRIVEWAYS AND PARKING BAYS ARE TO BE LOCATED A MINIMUM OF 10M FROM ELECTRICAL PILLARS.

ELECTRICAL CONTRACTOR

Water meters to be no closer than 1.2m to property boundary to allow adequate clearance to electrical pillars.

SURVEYOR

Surveyor to place a line peg behind the proposed pillar location to satisfy Enerx requirements.

ELECTRICAL CONTRACTOR

PVC protector cover strip to be installed above all Enerx conduits when not allocated in Enerx UG alignment.

STAFF WORKING ON THIS ESTIMATE PLEASE NOTE

The location of other authorities services which may affect this work have not been obtained by the estimator. Contractor to obtain service information before commencing.

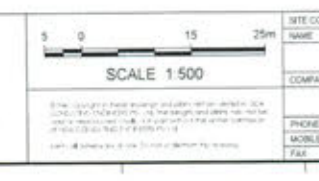
****ATTENTION****

CONSTRUCTORS DO NOT change or alter job specifications unless first checking with designer.



TENDER ISSUE
NOT FOR CONSTRUCTION

REV	DESCRIPTION	DATE	REV	DESCRIPTION	DATE
1	PRELIMINARY ISSUE	13.10.23			
2	TENDER ISSUE	02.11.23			

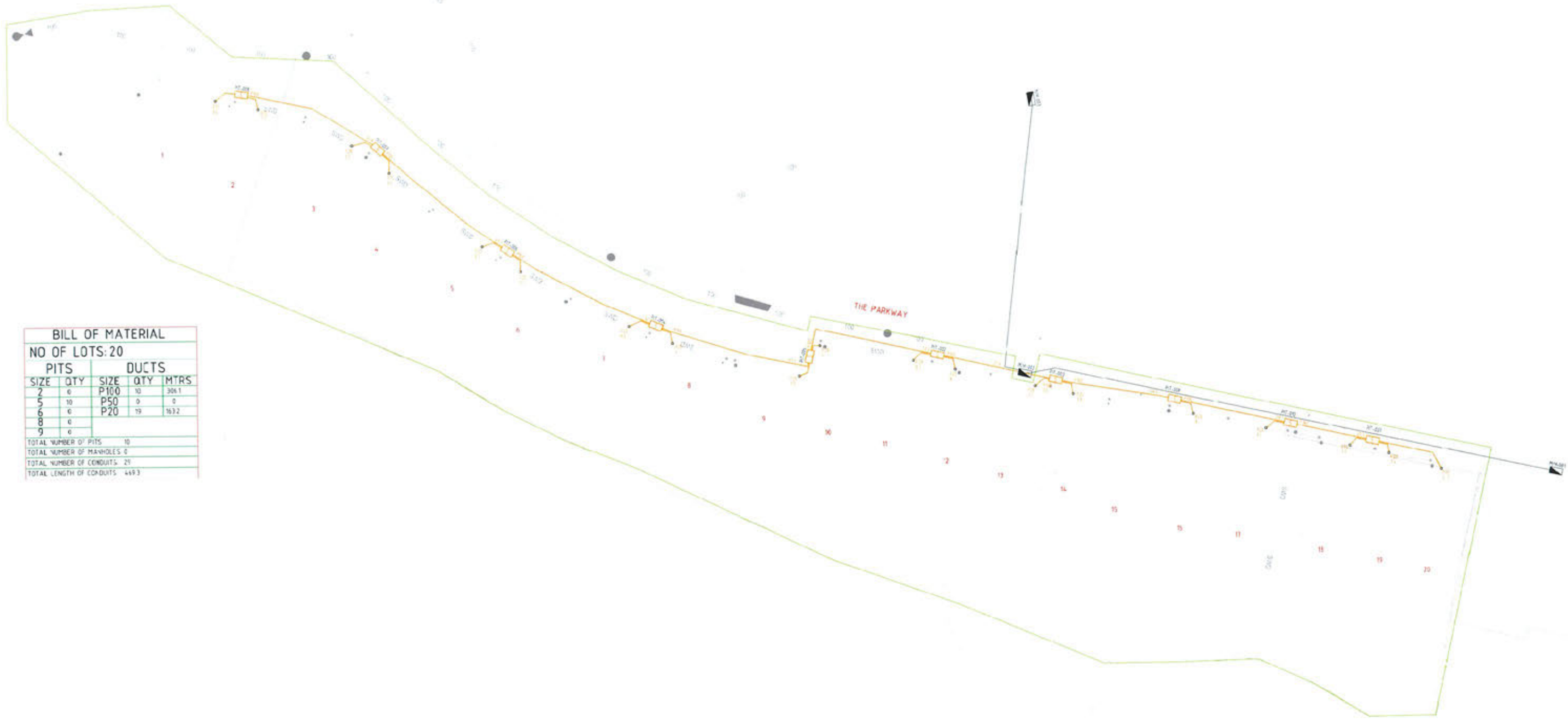


SITE CONTACT DETAILS		ALIGNMENTS		WORKS COORDINATOR	
NAME	ENERGEX OH	PROJECT PROJECT NO	ENERGEX OH	PROJECT PROJECT NO	ENERGEX OH
COMPANY	ENERGEX OH	WORKS REQUEST NO	ENERGEX OH	WORKS REQUEST NO	ENERGEX OH
PHONE	ENERGEX OH	LOT	ENERGEX OH	LOT	ENERGEX OH
MOBILE	ENERGEX OH	LOCAL AUTHORITY	ENERGEX OH	LOCAL AUTHORITY	ENERGEX OH
FAX	ENERGEX OH	ADDRESS	ENERGEX OH	ADDRESS	ENERGEX OH

DESIGN CARRIED OUT IN ACCORDANCE WITH	
ENERGEX UNDERGROUND DISTRIBUTION MANUAL	ENERGEX OVERHEAD CONSTRUCTION MANUAL
OLD PUBLIC LIGHTING CONSTRUCTION MANUAL	OLD PUBLIC LIGHTING CONSTRUCTION MANUAL

MDA CONSULTING ENGINEERS	
Description of works	THE PARKWAY VILLAS RESIDENTIAL SUBDIVISION
ELECTRICAL RETICULATION SHEET 1 OF 3	
WORKS PLAN VERSION	S2900476
ENERGEX PROJECT NO	19110
MDA PROJECT NO	
IN ASSOCIATION WITH	URD01
SHEET NO	2

APPROVED BY	
Checked by	V. Desford
Designer	M. Stankovic
Phone	(07) 3252 9595
Planner	U. Stankovic
Phone	(07) 3252 9595



BILL OF MATERIAL
NO OF LOTS: 20

PITS		DUCTS		
SIZE	QTY	SIZE	QTY	MTRS
2	0	P100	10	304.1
5	10	P50	0	0
6	0	P20	19	1632
8	0			
9	0			
TOTAL NUMBER OF PITS		10		
TOTAL NUMBER OF MANHOLES		0		
TOTAL NUMBER OF CONDUITS		29		
TOTAL LENGTH OF CONDUITS		449.3		

23.10.23
TENDER ISSUE
NOT FOR CONSTRUCTION

REV	DATE	BY	DESCRIPTION	APPROVED
2	23.10.23	JG	TENDER ISSUE	VO
1	17.10.23	JG	PRELIMINARY ISSUE	VO

FIRE ANTS
CONSTRUCTION CONTRACTOR
TO DETERMINE IF FIRE ANTS
RESTRICTIONS APPLY
CALL 13 25 35

SAFETY FIRST
SAFETY STARTS WITH YOU

DANGER LASER BEAM
EYE PROTECTION MUST BE WORN

DIAL BEFORE YOU DIG
www.1100.com.au

ATTENTION
DO NOT CHANGE OR ALTER JOB
SPECIFICATIONS UNLESS FIRST
CHECKING WITH DESIGNER

**STAFF WORKING ON THIS ESTIMATE PLEASE
NOTE: THE LOCATION OF OTHER AUTHORITIES
SERVICES WHICH MAY AFFECT THIS WORK
HAVE NOT BEEN OBTAINED BY THE
ESTIMATOR, CONSTRUCTOR TO OBTAIN
SERVICE INFORMATION FROM THE
UTILITY PROVIDER.**

QUALITY RECORD

NO	DATE	DESCRIPTION	BY	STATUS

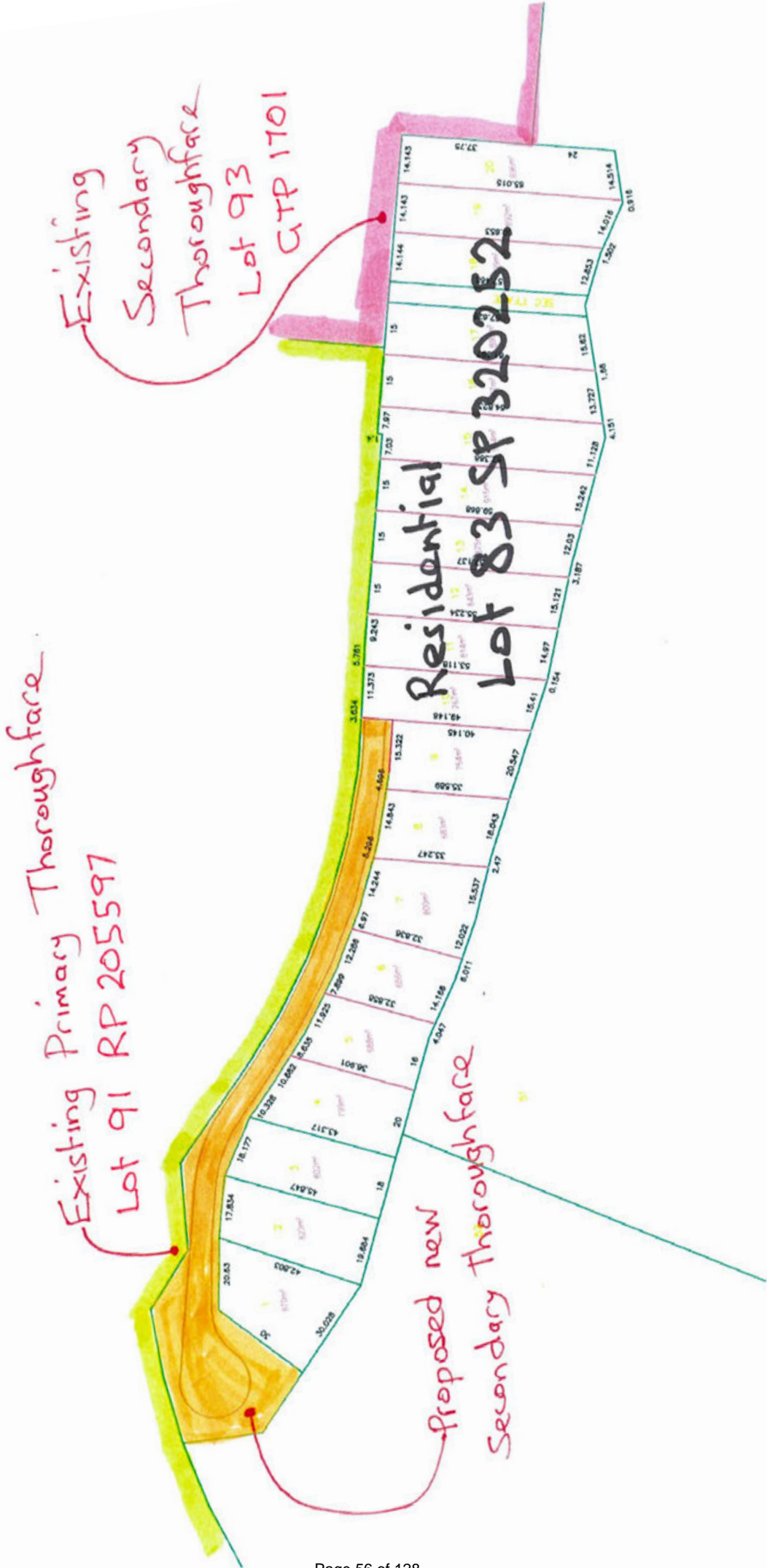
OptiComm
fibre connected communities

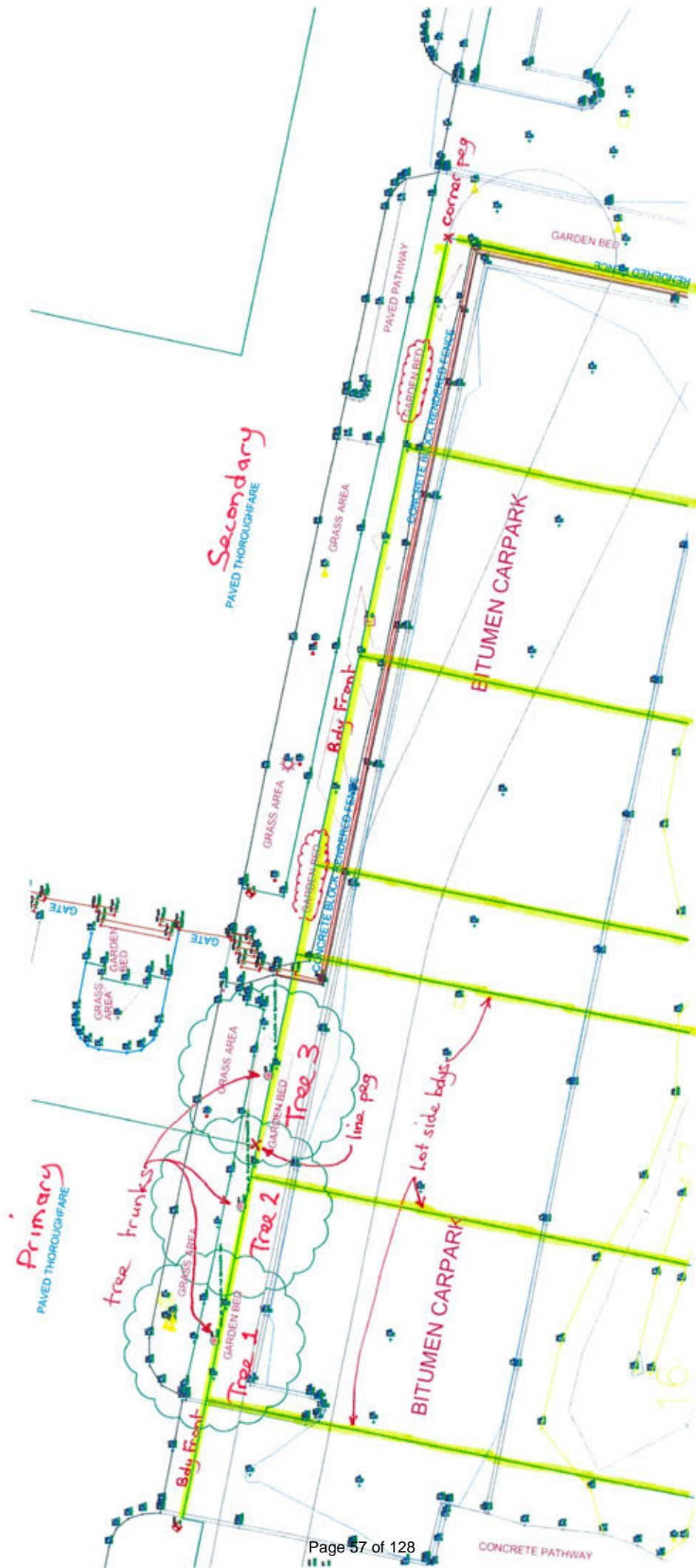
MDA CONSULTING ENGINEERS

DRAWING TITLE
The Parkway Villas
The Parkway Sanctuary Cove QLD 4212

Pit and Pipe Design

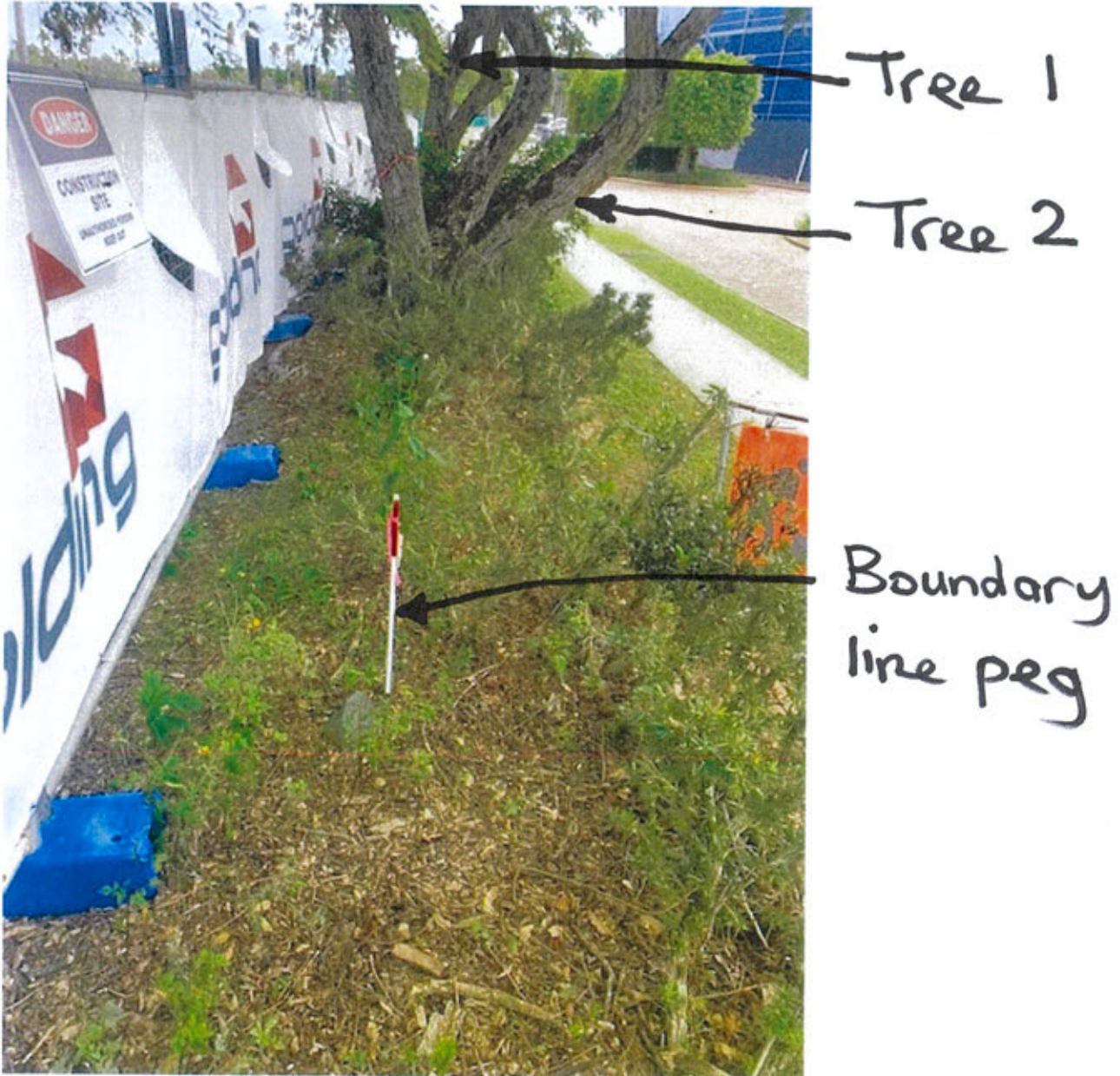
SCALE	OLD	BLANK	MGAS6
DATE			
PROJECT NO			
DRAWING NO	2019-0-10		
SCALE	1:500	SHEET NO	2 OF 2





Jeff Ray

From: Jeff Ray
Sent: Thursday, 2 May 2024 12:18 PM
To: Jeff Ray




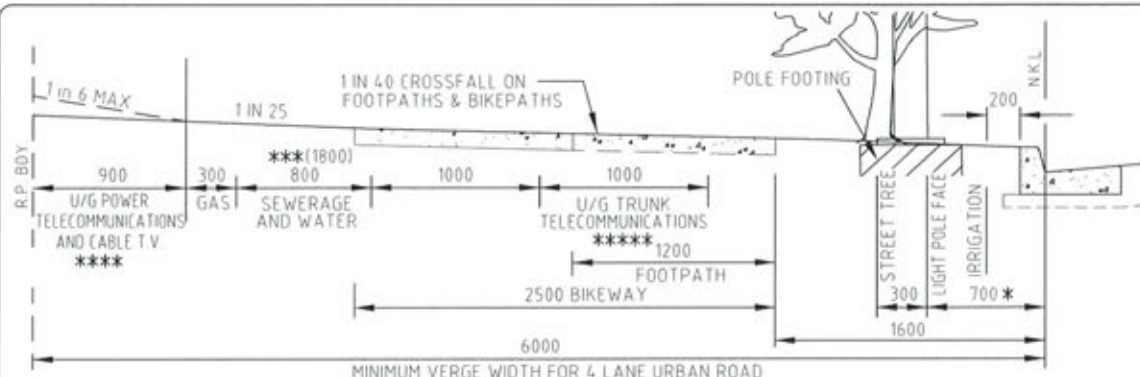
Trees located on boundary between Lot 83 SP 320252 (residential development land) and primary thoroughfare Lot 91 on RP 205597

LOCAL AUTHORITY	POLE ALIGNMENT	U/G ALIGNMENT	SITUATION	DRAWING REF.	COMMENTS
SOUTHERN					
SCENIC RIM REGIONAL COUNCIL					
	3.0m centre from RP Align	0-0.9m from RP Align (with Gas & Telecom)	For footpaths 4.0m min wide	R-02 R-03	
REDLAND CITY COUNCIL	2.95m centre from RP Align	0-0.9m from RP Align (preferably low side)	For all footpath widths	R-RSC-9	
LOGAN CITY COUNCIL	3.075m centre from RP Align	0-0.75m from RP Align	For footpaths min 3.5m wide	8-00392,8-00393	
CITY OF GOLD COAST COUNCIL	Streetlight Pole Only ≥ 0.7 m from face of kerb ≥ 1.0 m from face of kerb at intersections	0-0.9m from RP Align (includes Telecom & Cable TV)	For footpaths 4.5-6.0m wide and rural residential	02-005	
	3m centre from RP Align		For RURAL sub-arterial and arterial roads	02-005	

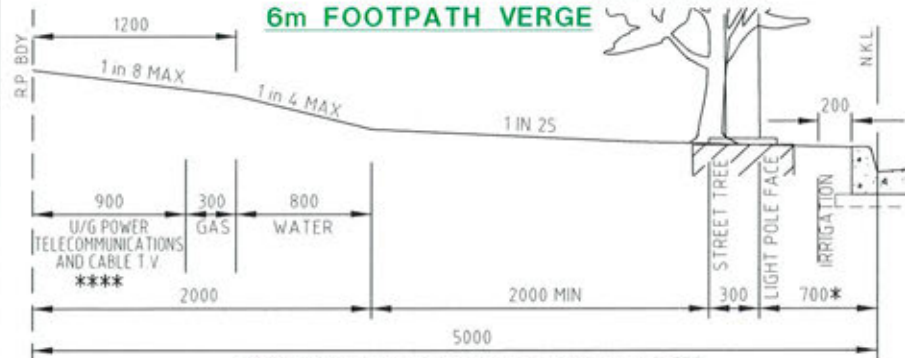
NOTE: These alignments are provided as a guide only and may be varied by Councils from time to time, and for special locations. Project Managers shall ensure that alignments for electricity reticulation and street lighting works are approved by the relevant Council.

This information is duplicated in the Overhead Design Manual Section 2 Subsection 9.

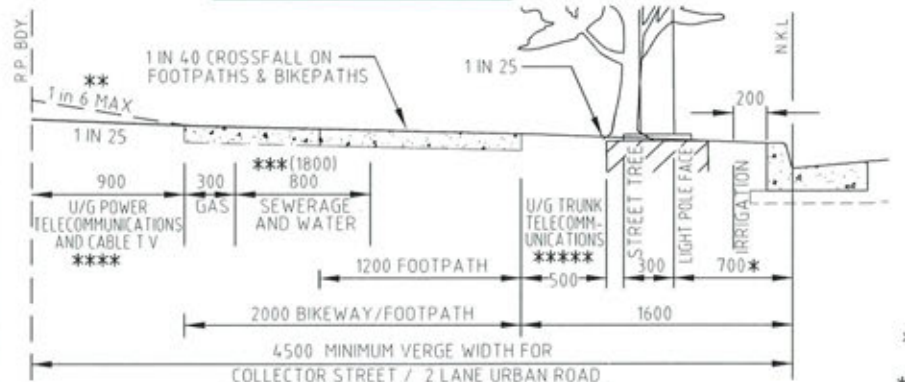
D	DATE	03/07/2018	 © COPYRIGHT 2019 ENERGEX This drawing must not be reproduced in part or whole without written permission from ENERGEX	UNDERGROUND DISTRIBUTION CONSTRUCTION MANUAL		WORD	
APP'D	C. Noel			APP'D	R. English	6229-A4 D	
CKD	A. Bletchly			DATE	10/10/2008	SECTION	SUB-SECT.
ATHR	L. Burton			REC'D		C2	2.3
CoGC alignment updates				CKD	D. Taylor	Sheet 4 of 4	
			AUTHR	A. McCook	FILE	udc-C2-2.3D.docx	



6m FOOTPATH VERGE



PARK LIVING VERGE



4.5m FOOTPATH VERGE

FOR STORMWATER DRAINAGE ALIGNMENT, REFER TO SECTION 3.5 OF LAND DEVELOPMENT GUIDELINES

LEGEND:

- R.P. B.D.Y — REAL PROPERTY BOUNDARY
- N.K.L — NOMINAL KERB LINE
- MAX NOT STEEPER THAN
- MIN NOT LESS THAN
- U/G UNDER GROUND

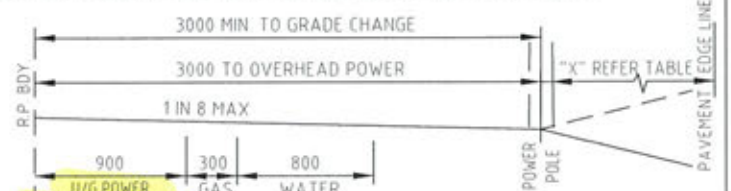
TABLE

ROAD TYPE	"X" MIN
RURAL ACCESS STREET	4.5m
RURAL COLLECTOR STREET	4.5m
TWO LANE ROAD RURAL	6.0m
FOUR LANE ROAD RURAL	6.0m

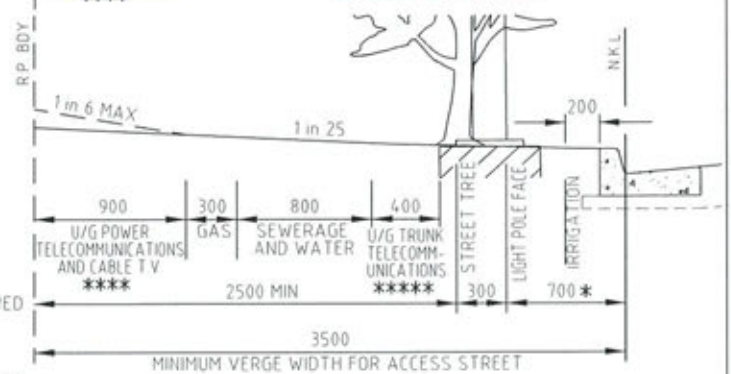
- * MIN TO FACE OF FRANGIBLE POLE REFER NOTE 9
- ** 1 IN 10 FOR INDUSTRIAL & COMMERCIAL PRECINCTS
- *** WIDTH WHERE RECYCLED/POTABLE WATER SUPPLY DUAL SYSTEM REQUIRED
- **** FOR DOMESTIC CONNECTION TO INDIVIDUAL LOTS
- ***** FOR FEEDER CONNECTION - NOT DOMESTIC CONNECTION TO INDIVIDUAL LOTS

NOTES:

1. PUBLIC UTILITIES ALLOCATIONS ARE MEASURED FROM THE REAL PROPERTY BOUNDARY EXCEPT FOR POWER/LIGHT POLES AND U/G IRRIGATION
2. LIGHT POLE AND TREE ALLOCATIONS ARE MEASURED FROM THE NOMINAL KERB LINE (EXCEPT RURAL WHICH IS MEASURED FROM THE RP BOUNDARY)
3. THESE TYPICAL SECTIONS ARE COUNCIL'S MINIMUM REQUIREMENT ONLY AND MAY VARY, SUBJECT TO COUNCIL APPROVAL, WITH PEDESTRIAN/BIKEWAY/PARKING NETWORK PLANNING
4. CROSSFALLS MAY BE STEEPENED AS DETAILED.
5. STREET TREES ARE TO COMPLY WITH GCCC LANDSCAPE STRATEGY PART 2 - LANDSCAPING DOCUMENTATION MANUAL.
6. DRIVEWAYS TO BE LOCATED CLEAR OF WATER AND SEWER MAIN FITTINGS AND MANHOLES. WHERE A DRIVEWAY INCREASES OR DECREASES THE COVER OVER A MAIN THEN THE STANDARD COVER WILL BE REINSTATED. REFER LAND DEVELOPMENT GUIDELINES 4.2.10(B), 5.2.8(D), OR 5.2.12(C)(ii) MINIMUM COVER TO OTHER SERVICES IS TO BE IN ACCORDANCE WITH THE 'SERVICE AUTHORITIES' REQUIREMENTS.
7. DIMENSIONS ARE IN MILLIMETRES UNLESS SHOWN OTHERWISE.
8. KERB ADAPTORS TO BE PROVIDED, REFER SECTION 3.4 LAND DEVELOPMENT GUIDELINES
9. REFER TO AS/NZS 1158.1.3 FOR FURTHER DETAILS ON STATUTORY COMPLIANCE
10. PUBLIC UTILITIES INCLUDE POWER, TELECOMMUNICATIONS, GAS, WATER AND SEWERAGE
11. STREET TREES ARE NOT TO IMPEDE THE LIGHT OUTPUT OF STREET LIGHTS



RURAL VERGE



3.5m FOOTPATH VERGE



THIS DRAWING IS NOT TO BE AMENDED WITHOUT REFERENCE TO STANDARDS COMMITTEE

No.	AMENDMENT	APPROVED	DATE	ISSUED

DO NOT SCALE TAKE FIGURED DIMENSIONS ONLY

DRAWN BY	TECHNICAL SERVICES BRANCH
PASSED	18/03/04
APPROVED	19/03/04

STANDARD DRAWING

VERGE CONCRETE PATH AND ALLOCATION FOR PUBLIC UTILITIES

MICROFILMED

STANDARD DRAWING No.	05-02-005
ISSUE	2005 EDITION

4. ADDITIONAL BY-LAWS

A person shall not, at any time, drive a vehicle upon any road on the secondary thoroughfare unless at that time such person is lawfully entitled to drive that vehicle on a public road:

- (a) every person who lawfully occupies any land within a residential zone in the site is entitled to use the roads on the secondary thoroughfare;
- (b) save as aforesaid, no other person shall drive on or otherwise use the roads except with the permission of the Principal Body Corporate;
- (c) the said permission of the Principal Body Corporate shall not be unreasonably refused if it is requested by a lawful owner or occupier of land within a Residential Zone as defined in the Sanctuary Cove Resort Act 1985 (Qld);
- (d) the Principal Body Corporate may erect, maintain and cause to be operated gatehouses for the purposes of regulating or prohibiting with these by-laws and the Act;
- (e) the Principal Body Corporate may delegate to the operators of any such gatehouse or to any other person the function of deciding whether to grant such permission. Any such delegation shall not limit the power of the Principal Body Corporate to grant such permission. The Principal Body Corporate may revoke such delegation at any time;
- (f) any person who has the permission of the Principal Body Corporate or its delegate to drive or otherwise use the roads is entitled to do so to the extent of such permission;
- (g) any such permission may be limited in time, in the parts of the Secondary Thoroughfare which are roads or otherwise used, in the manner in which such driving or use may take place and in any other manner whatsoever;
 - (i) a vehicle of a service provider to a lawful owner or occupier of land within a Residential Zone may stand on any a part of the Secondary Thoroughfare between the hours of 7am – 5pm Monday – Friday, and 8am – 1pm on a Saturday (excluding public holidays);
 - (ii) unless approved otherwise by the Principal Body Corporate, a lawful owner or occupier of land within a Residential Zone must not park a vehicle or allow a vehicle to stand on any part of the Secondary Thoroughfare unless:
 - (1) The vehicle belongs to an invitee and is parked on a part of the Secondary Thoroughfare that has been clearly marked as a visitor car park; and
 - (2) The vehicles of the invitee must not be parked overnight from 6pm to 6am.
- (h) the Principal Body Corporate may revoke any such permission granted by it or its delegate at any time and such delegate may revoke any such permission granted by the Principal Body Corporate or such delegate at any time, provided that where such permission is given pursuant to the request of an owner or occupier of land within the site the, the Principal Body Corporate or delegate shall not unreasonably revoke such permission; and
- (i) for the purposes of the control, management, administration, use and enjoyment of those parts of the secondary thoroughfares that are inundated by water the provisions of the Queensland Marine Act 1985 (as amended) and its regulations shall apply to those parts of the secondary thoroughfare.

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Formatted: Indent: Left: 0.5", Hanging: 0.29", Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Indent at: 0.79"

Questions and Answers –Section 56 (s56) PBC Response

What is Section 56 (s56) of the Sanctuary Cove Resort Act (SCRA)?

Answer: Section 56 grants residents the right of way on the Secondary Thoroughfare (roads) within the Residential Zones. This means any new development outside these zones that increases residents or visitors impacts this road, affecting maintenance costs for the PBC.

What are the concerns about the PTBC's request to sign the deed to change s56?

Answer: Signing the deed would end the PBC's right to object to developments outside the residential zones, potentially leading to uncontrolled development that could negatively affect the resort's environment and amenities.

Why should the PBC decline to sign the deed at this time?

Answer: Declining the deed allows the PBC to retain its right to object to developments outside the Residential Zones, protecting the community's interests and infrastructure.

What are the potential consequences of signing the deed?

Answer: Signing the deed could lead to uncontrolled development, increasing traffic, noise, and strain on the Secondary Thoroughfare, degrading the living environment and increasing maintenance costs within the Residential Zones.

What does the proposed deed change mean for the PBC's rights?

Answer: The proposed deed to amend s 56 would remove the PBC's right to object to developments outside the Residential Zones, which could lead to unchecked development and increased traffic within the Residential Zones.

Why did the PBC engage Grace Lawyers for advice?

Answer: The PBC sought legal advice from Grace Lawyers to verify if it had the right to object to developments outside the Residential Zones. Grace Lawyers confirmed that the PBC is entitled to object because such developments impact the Residential Zones. The entitlement to object stems from s 56.

What is the main role of the PBC in this situation?

Answer: The PBC (Primary Body Corporate) is responsible for maintaining the common areas within the Residential Zones and ensuring that developments do not negatively impact these zones.

Why is uncontrolled development a concern?

Answer: Uncontrolled development can lead to overcrowding, increased traffic, and infrastructure strain, reducing property values and quality of life due to noise and less green space.

How does the development outside the Residential Zones affect the PBC financially?

Answer: The PBC holds a 47% interest in the PTBC (Primary Thoroughfare Body Corporate), which means it has financial responsibilities for the upkeep of common properties and infrastructure. Uncontrolled development can increase these costs without corresponding contributions from new developments.

What are the Development Control By-Laws (DCBLs)?

Answer: DCBLs regulate development within the Residential Zones, limiting dwellings, height, site coverage, and setbacks. These controls ensure consistent developments that do not negatively impact the community. No such controls exist outside the residential zones.

How can people outside the Residential Zones access the Secondary Thoroughfare and facilities like the golf club?

Answer: People outside the Residential Zones, such as those in new developments, can access the Secondary Thoroughfare by registering annually with security. This registration ensures compliance with Section 56 of the Sanctuary Cove Resort Act, which grants a right of way but not unrestricted use. Additionally, equity or social members of the golf club have access to these facilities, maintaining community access while managing impacts on existing residents.



RESIDENTIAL WATER METER REPLACEMENT 2024

DISTRIBUTION: PBC	ATTACHMENTS: 3	DATE: June 2024
<p>MOTION The PBC EGM agrees to expend \$146,374.25 Inc. GST plus a contingency of 10% in the amount of \$14,637.42 Inc. GST for the engagement of Watertight Group for the supply and installation of one hundred and seventy-nine (179) residential water meters, meter boxes and associated fittings. Funds to be expensed from the Sinking fund - Water Point - 22506</p> <p>MOTION The PBC EGM agrees to expend \$7,383.17 Inc GST for the purchase of turf, bedding sand and under soil for remediation of the areas. Funds to be expensed from the Sinking fund - Water Point- 22506</p>		

Objective

To replace one hundred and seventy-nine (179) residential water meters that have been identified as exceeding their 8-year design life. The replacement is aimed at ensuring the accuracy of water usage measurement for billing purposes.

Background

Water meters are mechanical devices and like all mechanical devices they wear with usage and with age. As part of the PBC meter replacement program, water meters are routinely replaced when they have been identified as having reached the end of their expected life cycle or are found to be faulty.

This program commenced in 2019 and is now in its fifth year. To date 1092 meters have been replaced.

Scope of works

The works included within this proposal, are a continuation of the above-mentioned program.

- Meter Size to be like for like
- Meter types and fittings are to be compliant as per the *SEQ Water Supply And Sewerage Design And Construction Code (Ipam List)*
- Installation as per Gold Coast City Council standard drawings, meter and submeter assemblies.
- Sub-meter tag as per GCCC standard drawing.
- No AMR.
- Works to be carried out consecutively, resident notification would be carried out by Facilities staff.
- All old meters to have location/address marked on meter body.
- All old meters to be placed at the Facilities Compound on day of removal prior to departing site.
- Residential Water Meter Replacement Details logs to be completed noting works carried out on the day and emailed to SCCSL on a daily basis.



RESIDENTIAL WATER METER REPLACEMENT 2024

- Any excavations are to be filled *

**Reinstatement of the surrounds including any paving, cement, turf will be undertaken by site maintenance staff*

Pricing

Quotations were sourced from GC Plumbing, Social Plumbing & Gas and Water Tight Group.

Contractor	Cost (ex GST)
GC Plumbing Services	\$174,642.00
Social Plumbing & Gas	\$173,642.00
Watertight Plumbing	\$133,067.50

The recommendation is to award the works to Watertight Group on the basis of the following:

- They are cognisant of site works conditions and the respective processes and policies.
- Their quotation offers a substantial expenditure saving on those received from the alternate contractors.

To reduce expenditure on grounds reinstatement costs, SCCSL maintenance officers will carry out the necessary rectification work. The projected cost for these rectification works is \$6,711.97 ex GST.

Attachments

1. Quotation – GC Plumbing Services
2. Quotation # 9193 – Social Plumbing & Gas
3. Quotation # 71300 – Watertight Plumbing.



GC Plumbing Services Pty Ltd

25/3-5 Octal st,
 Yatala QLD 4207
 T: 0434 411 841
 E: clint@gcplumbingservices.com.au
 ABN: 54611285575
 QBCC: 15020623

Estimate

Issue Date: 4/6/2024

To

Sanctuary Cove
 1a Masthead Way
 Hope Island QLD 4212

Reference

Contact: Clint Barry

Description

Site: 1a Masthead Way
 Hope Island

Sanctuary Cove 179 x Water meter replacement.

Inclusions:

- Meter Size to be like for like from list dated 31/5/2024
- Meter types and fittings are to be compliant as per the SEQ WATER SUPPLY AND SEWERAGE DESIGN AND CONSTRUCTION CODE (IPAM List)
- Installed as per Gold Coast City Council standard drawings, meter and sub-meter assemblies.
- Sub-meter tag as per GCCC standard drawing.
- No AMR.
- Any excavations are to be filled *Reinstatement of the surrounds including any paving, cement, grass will be undertaken by site maintenance staff
- Works to be carried out consecutively, resident notification would be carried out by Facilities staff.
- All old meters to have location/address marked on meter body.
- All old meters to be placed at the Facilities Compound on day of removal prior to departing site.
- Residential Water Meter Replacement Details logs to be completed noting works carried out on the day and emailed to SCBCS on a daily basis.
- Commission of work.

Exclusions:

- Excavation in rock
- Concrete cutting/jack hammering
- Repair of existing leaks

Notes: Any existing leaks found will be repaired and invoiced separately. Any communal water meters located will incur extra costs.

Water Meter replacement **\$174,642.00**

Client Name Client Sign Date

Once signed and emailed back, work will comence. Thank You

Terms	Direct Debit	Cheque	Credit Card		
Full payment within	Bank: Commbank	Cheques Payable to		Subtotal:	\$174,642.00
	BSB: 064474			GST:	\$17,464.20
	Account: 10908653	25/3-5 Octal st, Yatala QLD 4207		Total:	\$192,106.20
				Payments:	
				Balance	
				Due:	



Social

PLUMBING & GAS

Po Box 2114
Burleigh Waters QLD 4220
PH: 0468 335 030
team@socialplumbingandgas.com
www.socialplumbingandgas.com
ABN: 91 638 508 611
QBCC: 15189644
NSW Licence: 378663C

QUOTE # 9193
Date: 3/06/2024

The Owners
Sanctuary Cove Principal
Masthead Way, Hope Island QLD 4212
C/- Sanctuary Cove Principal G.T.P. 202

Quote Valid: 90 days from 3/06/2024

REQUEST #:

WORK TO BE CARRIED OUT AT: Sanctuary Cove Principal Masthead Way,
Hope Island QLD 4212

QUOTE

GENERAL WATERMETER & BOX REPLACEMENTS:

Supply labour and materials for replacement of 179 water meters & boxes within nature strip or gardens.

Scope of works includes as follows:

Isolate mains water supply to location (Street) or clamp off existing poly tails, drain down system/s ready for water meter replacement works.

Remove existing water meter box, hand excavate and expose water meter, pipework and associated fittings.

Cut-out/remove water meter/s and required section of pipework and replace with new water meter assembly kit including required pipe & fittings.

Test pressures and commission ready for use.

Backfill as required and all work areas.

Tag and label every water meter replaced with lot number/s.

NOTE:

All meters are to be installed into individual boxes.

Vacuum excavations maybe required throughout approx. 10 water meter applications this has not been allowed for in costings, if required this will be a variation for the use of Vacuum Excavations.

Meter Installation to be completed consecutively.

Existing meters removed to be returned to the Body Corporate as requested.

Daily updates of progress/works completed provided throughout duration of quoted works.

Water meter and boxes are compliant as per the SEQ WATER SUPPLY AND SEWERAGE DESIGN AND CONSTRUCTION CODE (IPAM List).

EXCLUSIONS:

Extension of time:

1. Inclement weather.

2. Inclement weather refers to rain or abnormal climatic conditions. This type of weather can

Total quoted amount: \$191,159.50

Reference: # 9193

Email acceptance: team@socialplumbingandgas.com

Customer
Signature.....

Please note: All materials and goods supplied by Social Plumbing and Gas Pty Ltd shall remain the property of Social Plumbing and Gas Pty Ltd until the full invoice has been paid by the customer. In the event that the overdue account is referred to a collection agency and/or law firm, the account holder will be liable for all costs which would be incurred until the debt is collected in full, including legal demand costs. Overdue accounts will be subject to interest at the rate of 13%p.a. calculated for the period the account is due until the date it is paid.



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QUOTE # 9193
Date: 3/06/2024

delay work and extend the time taken to complete the build.
3.As inclement and wet weather is out of a builder's control, an allowance is generally factored into every residential building contract. This means the contract completion date can be pushed out by a set number of days if inclement weather has prevented work taking place.
4.If the builder/owner/client needs to claim more inclement weather days than were allocated in the contract, they'll need to provide evidence that the allocated days were used up.

General Exclusions:

- 1) Damages or replacement of garden beds, garden edging, trees, shrubs, pavers, footpaths, driveways or turf - etc..
- 2) Repairs to broken underground services including but not limited to electrical, telecommunication services, water or sewer other than within scope above.
- 3) Any after hour works, unless stipulated.
- 4) Repairs outside of the above scope of works including but not limited to unforeseen below ground pipework which may require connection.
- 5) Any removal or reinstatement of concrete paths, garden trims or driveways to be conducted as a variation.
- 6) Any works not included/stipulated in the above scope of works.
- 7) Any after hour works unless stipulated in the above scope.
- 8) Any unforeseen issues or not mention issues will be reported to management and a variation will be provided.
- 9) Submitting any forms to City of Gold Coast.
- 10) Inspections with City of Gold Coast Inspectors, engineers or similar.
- 11) Any complex/street isolation issues that resort to down time may require a variation for labour only.
- 12) Any Commercial water meter replacements.
- 13) Any water meters replacements in concrete/driveways - these works may require variations to above scope.
- 14) Any interferences from telecommunications, electrical or any other in-ground boxes/cables etc..
- 15) Vacuum excavations allowances if required - variations to costs will be required & at committee/owners expense.

CONDITION OF ENGAGEMENT:

Project Work:

- 1.Social Plumbing & Gas Pty Ltd is will provide the Client with a Quote; and
- 2.the Quote shall be open for acceptance until the earlier of the period stated in the Quote; 90 days after the date the Quote is issued; or the time that Social Plumbing & Gas Pty Ltd advises the Client that it is withdrawing the Quote.
- 3.The Client shall be deemed to have entered into a Contract to undertake the Project Work when the Client advises Social Plumbing & Gas Pty Ltd that they accept the Quote; the Client instructs Social Plumbing & Gas Pty Ltd to proceed to supply the Goods and Services even if the Client has not expressly accepted the quote.

Total quoted amount: \$191,159.50
Reference: # 9193
Email acceptance: team@socialplumbingandgas.com

Customer
Signature.....

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QUOTE # 9193
Date: 3/06/2024

Invoice and Payment:

1. Social Plumbing & Gas Pty Ltd may render Invoices to the Client at any time for Goods and Services supplied by Social Plumbing & Gas Pty Ltd to the Client.
2. The Client must pay in full any Invoice on the same day that the Client receives the Invoice, unless agreed in writing otherwise.
3. The Client may pay the Invoice by any method described on the Invoice, including by cheque payable to Social Plumbing & Gas Pty Ltd; by electronic funds transfer to Social Plumbing & Gas Pty Ltd nominated bank account;
4. Payment terms are 14 days from submission of final or partial invoices.
5. Deposit required for full amount of the materials is required within 7 days of scheduled start date.
6. Staged payments for labour maybe required during project.

Termination:

1. Social Plumbing & Gas Pty Ltd may at its absolute discretion terminate the Contract at any time by giving the Client notice in writing (Termination Notice).
2. Upon receipt of the Termination Notice, the Client must immediately pay all amounts payable by the Client to Social Plumbing & Gas Pty Ltd pursuant to the Contract, including the balance of all invoices.
3. If Social Plumbing & Gas Pty Ltd terminates the Contract pursuant to clause 13a prior to the supply of any Goods and Services then it will refund any Advance Payment to the Client. All Goods supplied by Social Plumbing & Gas Pty Ltd to the Client shall, until Social Plumbing & Gas Pty Ltd receives full payment for the same
 - 1) remain the property of Social Plumbing & Gas Pty Ltd;
 - 2) give rise to a PMSI in the Goods; and
 - 3) not be a fixture to land.

Item Description	QTY	Unit Price before GST	Item Total before GST	Item Total including GST
(135) Water Meter W/Dcv V100 (No Coup) 20mm, 20mm Meter Box Assembly & Ball Valves.	135	\$330.00	\$44,550.00	\$49,005.00
(40) Water Meter W/Dcv V100 (No Coup) 25mm, 25mm Meter Box Assembly & Ball Valves.	40	\$532.32	\$21,292.73	\$23,422.00
(1) Water Meter Elster - 40mm Meter Box & Ball Valve - Labour & Materials individually	1	\$3,300.00	\$3,300.00	\$3,630.00

Total quoted amount: \$191,159.50

Reference: # 9193

Email acceptance: team@socialplumbingandgas.com

Customer
 Signature.....

Please note: All materials and goods supplied by Social Plumbing and Gas Pty Ltd shall remain the property of Social Plumbing and Gas Pty Ltd until the full invoice has been paid by the customer. In the event that the overdue account is referred to a collection agency and/or law firm, the account holder will be liable for all costs which would be incurred until the debt is collected in full, including legal demand costs. Overdue accounts will be subject to interest at the rate of 13%p.a. calculated for the period the account is due until the date it is paid.



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QUOTE # 9193

Date: 3/06/2024

(3) Water Meter ARAD - 50mm Meter Box & Ball Valve - Labour & Materials individually	3	\$3,634.55	\$10,903.64	\$11,994.00
Labour	1	\$64,440.00	\$64,440.00	\$70,884.00
Materials - Pipe, Fittings & Sundries etc.	1	\$24,409.09	\$24,409.09	\$26,850.00
Aluminium Labelling Tags - Lot # Engraved	179	\$14.09	\$2,522.27	\$2,774.50
Backfill Materials (Per Sq Meter)	1	\$1,363.64	\$1,363.64	\$1,500.00
Rubbish disposal - Excess Soil Removal	1	\$1,000.00	\$1,000.00	\$1,100.00
			SUBTOTAL	\$173,781.37
			GST	\$17,378.13
			TOTAL	\$191,159.50

Customer
 Signature.....

Total quoted amount: \$191,159.50
Reference: # 9193
Email acceptance: team@socialplumbingandgas.com

Please note: All materials and goods supplied by Social Plumbing and Gas Pty Ltd shall remain the property of Social Plumbing and Gas Pty Ltd until the full invoice has been paid by the customer. In the event that the overdue account is referred to a collection agency and/or law firm, the account holder will be liable for all costs which would be incurred until the debt is collected in full, including legal demand costs. Overdue accounts will be subject to interest at the rate of 13%p.a. calculated for the period the account is due until the date it is paid.

CUSTOMER QUOTATION NO. 71300

SANCTUARY COVE PRINCIPAL G.T.P 202.

Date:	06/06/2024
Valid For:	30 days
Quote Name:	SANCTUARY COVE PRINCIPAL G.T.P 202. - Meter Replacement Program V2
Site:	Shop 1A, Building 1, Masthead Way Sanctuary Cove
Site Address:	Shop 1A, Building 1, Masthead Way Sanctuary Cove QLD 4212
Salesperson:	Jack McKeon

SANCTUARY COVE PRINCIPAL G.T.P 202.

Watertight are pleased to submit the tender to replace water meter setup as per below.

135x 20mm water meters and meter boxes.

40x 25mm water meters and meter boxes.

1x 40mm meter and meter box.

3x 50mm water meters and meter boxes.

Quantity	Scope	Total
135	20mm water meter, meter box, unions, waterproof tag and connection back to private line.	\$84,037.50
40	25mm water meter, meter box, unions, waterproof tag and connection back to private line.	\$36,420.00
1	40mm water meter, meter box, flanges, waterproof tag and connection back to private line.	\$1,855.00
3	50mm water meter, meter box, flanges, waterproof tag and connection back to private line.	\$10,755.00
		\$133,067.50

Exclusions.

- Out of hours work
- Removal of asbestos or contaminated waste
- Replacement/installation of PRV
- Permanent restoration
- Any council fees or traffic control

Details	Quantity	Unit Price	Amount
Lump Sum	1.00	\$133,067.50	\$133,067.50
		Sub Total ex GST	\$133,067.50
		GST	\$13,306.75
		Total inc GST	\$146,374.25

Please click **accept** to accept this **Quotation No. 71300** with a PO number.

Name: _____

Signature: _____

PO Number: _____

It is assumed works will be performed during normal hours.

If you have any queries at all on the quote, please do not hesitate to contact us.

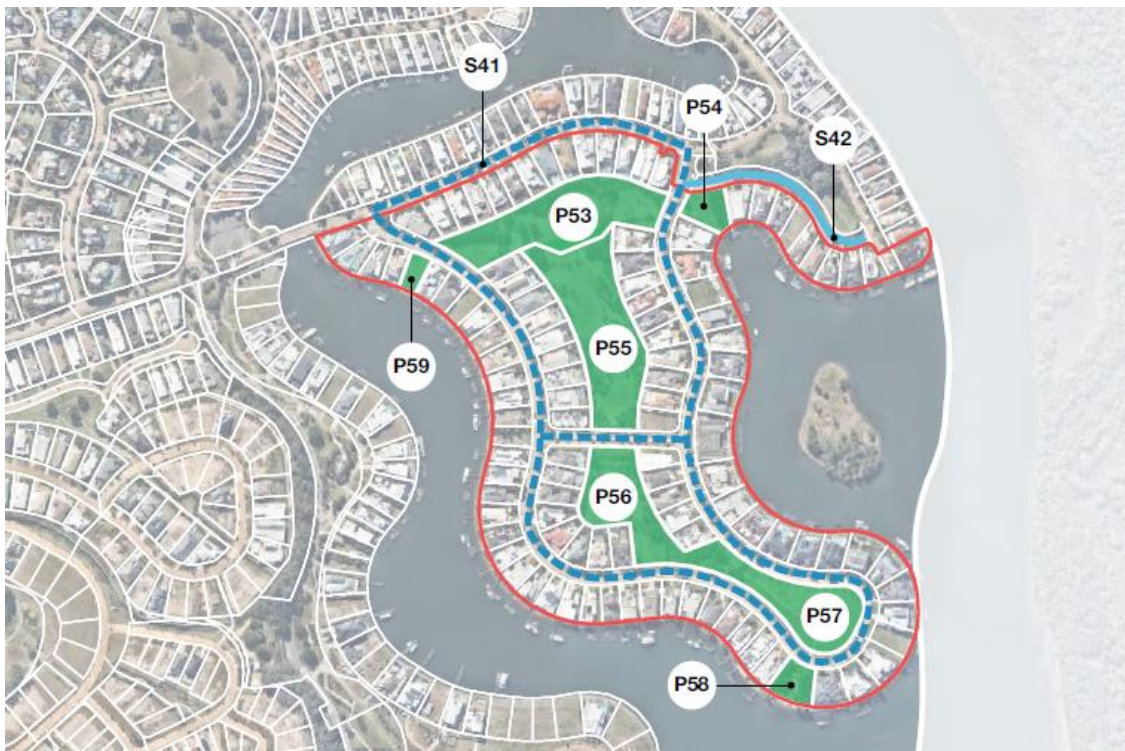


LANDSCAPE UPGRADE – SCHOTIA PARK NORTH

DISTRIBUTION: PBC	ATTACHMENTS: 5	DATE: March 2024
MOTION - That the PBC agrees to expend \$127,676.37 Inc GST plus a 10% contingency in the amount of \$12,767.64 Inc GST for the engagement of The Plant Management company for the costs associated with undertaking Landscaping upgrade works at P55 – Schotia Park North. Funds to be expensed to Sinking Fund – 22280 – Landscape.		

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 P55 – Schotia Park North 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,



LANDSCAPE UPGRADE – SCHOTIA PARK NORTH

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)

Prices below are shown as ex GST

Company Name	Garden	Mulch	Total ex GST	Total Inc GST
The Plant Management Company	\$ 76,531.93	\$ 39,537.50	\$ 116,069.43	\$ 127,676.37
Landscape Solutions	\$ 66,699.33	\$ 46,272.64	\$ 112,971.97	\$ 124,269.17
Martin Brothers	\$ 96,134.36	\$ 55,041.67	\$ 151,176.03	\$ 166,293.63

It is recommended to award the works to The Plant Management Company, being the second lowest in price, based on the superior quality demonstrated in the contractors' recent projects (examples– the Address Gates Entry, Marine Drive West Buffer and Schotia South Park) that they have consistently exceeded quality expectations, showcasing their attention to detail, organisation, use of high-quality materials, and adherence to project timelines.

Attachments

1. Scope of works - P55 Schotia Park North
2. QU1905 - Plant Management Company - Garden Upgrade
3. QU1864 - Plant Management Company - Mulch
4. VR02-5151-0211 - Landscape Solutions - Garden Upgrade
5. VR02-5151-0212 - Landscape Solutions – Mulch
6. Martin Brothers - Garden Upgrade





Garden 1	Remove weeds Cut back strelitzias Prune Cordylines
Garden 2 – Both sides of pathway	Remove weeds Supply and install 1m ³ x organic garden soil. Supply and install 42 x 200mm Crotons. Prune existing Callistemon. Prune/ Lift Harpullia. Supply and install 24 x 200mm Phyllanthus to continue border.
Garden 3 - <i>NO GARDEN</i>	
Garden 4	Remove cycads and other species Prune juniper
Garden 5	Remove cycads and other species Prune juniper
Garden 6	Remove all plants leaving Juniper Infill Juniper 144x 200mm

2101	Remove all plant species and Casuarinas Plant 2x 100L Norfolk Pines (locations to be provided at time of works) Supply and install 1m ³ x organic garden soil and wetting agent. Plant Hibiscus Psyche hedge in wavy design - 48 x 200mm.
2103	Fertilise hibiscus Remove agapanthus RHS of tree, remove plants and replace with Hibiscus - 24 x 200mm (white flower with pink middle)
2105	Remove Gum tree from in front of garden bed, stump grind and turf - 5m ² wintergreen couch. Front Hibiscus, cut by 2/3's - approx. 1-1.2m height. Prune Lilly Pilly hedge 1.2-1.5m in height and shape. Remove Acalypha. Supply and install 0.5m ³ x organic garden soil and wetting agent. Replace Acalypha with matching Pink Hibiscus to 2103 - 24 x 200mm. Remove dead Paperbark and Umbrella trees. Prune Grevillea.
2107 & 2109	-2107 & 2109 together as all species are adjoining Remove strelitzia. Define/Circle tree pit. Extend Callistemon Little John border and middle row - 12 x 200mm.

	<p>Remove Tuckeroo and Metrosideros. Plant Pink Hibiscus in wave/circle to fence around tree - 12 x 200mm.</p>
2111	<p>Infill border of Callistemon Little John to first Paperbark tree - 6 x 200mm. Infill border Liriope Stripey White to corner near path - 36 x 200mm. Prune Claret Tops to even height. Supply and install 1m³ x organic garden soil and wetting agent. Infill white Agapanthus path side - 12 x 200mm. Remove Lomandra. Infill Cordyline green - Cordyline petiolaris - 12 x 200mm Remove Tuckeroo/Strelitzia and Rhoeo's. Infill Cordylines into curve towards 2109 - - Cordyline petiolaris - 12 x 200mm.</p>
2113	<p>Remove Cordyline debris. Prune callistemon hedge rear- even height. Prune Claret Tops middle to even height. Remove giant Strelitzia. Infill border of Callistemon Little John around curve - 5 x 200mm.</p>
2115	<p>Remove yuccas Keep frangipani Extend Lilly Pilly hedge to Callistemon - 6 x 400mm. Infill Liriope - 12 x 200mm.</p>
2117	<p>Drop height of Claret Top – 1 foot. Drop height of Lilly Pilly – 1 foot. Supply and install 0.5m³ x organic garden soil and wetting agent. Infill border Liriope Evergreen Giant - 24 x 200mm.</p>
2119	<p>From first Ficus - Remove Jasmine. Supply and install 0.5m³ x organic garden soil and wetting agent. Infill border Xanadu front and extend to Caret top section - 12 x 200mm. Remove middle plants species. Prune Callistemon to even height. Middle install scattered crotons - 48 x 200mm. Remove Caret top border.</p>
2015	<p>Remove Strelitzia. Supply and install 4m x organic garden soil and wetting agent. Infill Cordyline Red Rubra in wave through middle - 24 x 200mm. Remove unwanted species at front near path keeping Xanadu Plant Lomandras sides of garden beds- 12 x 140mm. Plant blue Agapanthus border in front of Claret top (RHS) - 180 x 140mm.</p>
2017	<p>Infill border of Lomandra - 140 x 140mm.</p>

	<p>Prune or remove any unwanted species. Prune Lilly Pilly hedge and fertilise. Remove Strelitzia. Lift and shape Golden Pendas. Left hand pocket chocolate cordylines - 6 x 200mm Cordyline Negra.</p>
2019	<p>Supply and install 1m³ x organic garden soil and wetting agent. Plant 8x 200mm Lomandra . Prune Lily Pilly hedge and fertiliser</p>
2021	<p>Install 3m³ x organic garden soil and wetting agent. Infill Cordyline Chocolate Queen wave to border - 24 x 200mm. Remove silky oaks and giant Strelitzia's. Continue front Callistemon Little John hedge - 24 x 200mm. Remove all Lomandras & spider lillys Install Callistemon hedge along rear fence - 18 x 300mm. Install 2 Golden Pendas - 2 x 100L. Prune palm.</p>
2023	<p>Remove unwanted weeds. Supply and install 5m³ x organic garden soil and wetting agent. Remove Lomandra. Reshape Caret Tops LHS garden. Infill Cordyline Red Rubra - pocket behind border in between trees - 60 x 200mm Cordyline Rubra. Infill Cordylines RHS near 2021 - 12 x 200mm Cordyline Chocolate Queen Continue border of Callistemon Little John through to pathway 144 x 200mm.</p>
2025	<p>Lift Tuckeroos. Prune rear (house side) Acalypha by ½. Continue Acalypha hedge – 20x 200mm Remove Strelitzia. Prune Claret top. Supply and install 1m³ x organic garden soil and wetting agent. Continue Phyllanthus border - 72 x 200mm.</p>
2027	<p>Remove Metrosideros. Supply and install 1m³ x organic garden soil. Plant rear hedge Acalypha wilkesiana Firestorm and prune existing - 20 x 200mm. Lift Tuckeroos Plant Cordylines chocolate - 32 x 200mm Cordyline Negra. Prune existing Murraya hedge. Infill Phyllanthus. Install border of Phyllanthus LHS of Phyllanthus - 24 x 200mm.</p>

2029	<p>Prune Murraya hedge by ½ path side. Supply and install 1m³ x organic garden soil and wetting agent. Infill Cordylines – Red Rubra - 18 x 200mm. Remove weeds. Remove Strelitzias. Remove Photinia middle garden (2/3 plants). Prune Viburnum. Infill border of Liriope 2 x rows - 60 x 140mm. Prune Hibiscus. Prune Westringia.</p>
2031	<p>Supply and install 2m³ x organic garden soil and wetting agent. Plant back boarder 2 x row Photinia - -36 x 300mm. Plant middle garden - Cardboard Palms 14x200mm Remove Strelitzias. 2 x front border Liriope Evergreen Giant - 144x 200mm. Remove Agapanthus and existing liriope. Clear pine needles from under trees</p>

Boccie Court – Front (road facing)	<p>Infill Crotons - 24 x 20mm. Prune hedge to max 1m wide.</p>
Boccie court – LHS	<p>Remove Strelitzias. Remove Xanadu infill pink Hibiscus near wall - 6 x 200mm. Fertilise Murraya Infill Liriope border - 6 x 200mm. Infill Cardboard Palms - 8 x 200mm.</p>
Boccie court - RHS	<p>Remove Tuckeroos and Strelitzia.</p>
Boccie court – Rear	<p>Supply and install 1m³ x organic garden soil and wetting agent. Fertilise Murraya Prune and shape Carissa. From behind scoring board removal all plants but leave tree, infill rock – river pebble to match existing - 4m³ x 30-50mm.</p>

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: VR02-5151-0221

Date: 3/07/2024

Project: 02-5151 (Sanctuary Cove Residential)

Originator: Brendan Day

Enhancement Title:

Schotia North Park

Contract Value Amendment

Enhancement Request No.	Description	Price
VR02-5151-0221	Schotia North Park as per scope sent by Shanyn Fox	\$ 66,699.33

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: VR02-5151-0222

Project: 02-5151 (Sanctuary Cove Residential)

Date: 3/07/2024

Originator: Brendan Day

Enhancement Title:

Schotia North Park - Mulching

Contract Value Ammendment

Enhancement Request No.	Description	Price
VR02-5151-0222	- Supply and installation of 250m3 x 1" Hoop Pine Mulch to garden beds in Schotia North Park. - Mulch will be spread by man and machine.	\$ 46,272.64

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

Schotia Park North Landscape Upgrades Tender - Sanctuary Cove

Contents

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Capability Statement	4
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Executive Summary

On behalf of Martin Brothers, we are grateful to the Sanctuary Cove Body Corporate and the Facilities Management Team for the opportunity to provide a proposal for the Schotia Park North Upgrade within the Sanctuary Cove community. We confirm our ability to undertake the comprehensive landscaping works and associated upgrades. We acknowledge the significance of enhancing the environment and aesthetic appeal of Schotia Park and pledge to deliver a reliable and high-quality service if successful in our bid. Our team possesses the experience, skills, and capacity to successfully manage this project in a safe, timely, and economical manner, in alignment with all stakeholder requirements without disruption to the Sanctuary Cove community.

A Trusted Supplier

With 10 years of industry experience, Martin Brothers has developed a portfolio of highly regarded successful projects along the east coast of Australia, solidifying our position as a leading contractor in our field. We have cultivated long-standing relationships with our clients, suppliers, and contractors over the years, fostering a culture of teamwork, quality, safety, and success.

Watch Our Tender Video

<https://shorturl.at/AM11z>

Click the link above to watch our tender video.

Quality, Environmental and WHS Management

Martin Brothers acknowledges the importance of executing works in accordance with the WHS, Environmental, and Quality Management Systems. We confirm our team's commitment to upholding these systems and delivering the works to our highest possible standard. Should we be awarded the contract, our team will undertake a risk identification, elimination, and mitigation process that addresses all aspects of this project related to safety, quality, and environmental impacts. This process will include collaboration with the Sanctuary Cove Body Corporate and the Facilities Management Team and aim to produce detailed Management Plans that ensure the best possible outcome.

We are again grateful for the opportunity to provide this proposal for the Schotia Park North Upgrade and hope to build a long-lasting and positive working relationship with the Sanctuary Cove community. Landscaping is an incredibly rewarding process, as each completed project typically results in communities enjoying beautifully maintained outdoor spaces. We look forward to seeing the residents and visitors of Sanctuary Cove enjoy the enhanced, pristine landscapes of Schotia Park for years to come.

Kind Regards,

Jack Martin





Company Overview

Martin Brothers: Expert Landscape Construction and Maintenance

Established by brothers William and Jack Martin, and directed by Jack Martin, Martin Brothers is a premier landscape construction and maintenance company committed to transforming outdoor spaces. We offer a comprehensive suite of services, from innovative design to meticulous construction and long-term maintenance, ensuring that each project we undertake continues to thrive and impress.

Our services cater to a diverse range of sectors, including residential, commercial, and industrial clients throughout South East Queensland and the Northern Rivers. Our dynamic and highly skilled team is equipped to handle projects of any size, always delivering exceptional quality and attention to detail.

At Martin Brothers, we have built our business on a foundation of strong culture and a genuine love for what we do. Our passion for landscape construction and maintenance drives us to create stunning, functional outdoor spaces that our clients can enjoy for years to come. We pride ourselves on our collaborative approach, working closely with clients to understand their vision and bring it to life with precision and care.

With a proven track record of successful projects, Martin Brothers has earned a reputation as a trusted leader in the landscape industry. We are dedicated to maintaining the highest standards of quality, safety, and environmental responsibility in every project we undertake. Our commitment to excellence and our enthusiasm for our work ensure that Martin Brothers remains the go-to choice for landscape solutions across the region.

10 Years

4 Locations

50 People

28 Pieces of Plant and Equipment



MARTIN BROTHERS CAPABILITY STATEMENT



ABOUT MARTIN BROTHERS

Established and directed by brothers William and Jack Martin the company provides a one stop landscape service from design to constructing amazing landscapes through to maintaining the projects long term.

We offer our service to a broad range of sectors from residential, domestic, commercial and industrial across South East Queensland. Our dynamic and positive team welcome jobs of any size and pride themselves on their attention to detail and passion towards each project.

KEY PROJECTS



Brisbane South State Secondary College
Broad



South City Square
Pellicano



Howard Smith Wharves



Ashford Residences
Mirvac



Iona College
Tomkins



Westend State School
Hutchinson



Palm Lake Resort Caloundra
Palm Lake Resort



UQ Student Residences
McNab



St Julien Residences
Aria



Pottery Barn
Malouf Developments



River Light
Fraser Property



Providence South Ripley
Okeland Communities



Freeman Central
Dexus



Woolworths Redbank
Woolworths



Darra Logistics
Charter Hall

KEY PROJECTS CONTINUED



Brisbane Grammar School



Newport Retirement
Stockland



Lotus Tower
McNab



Edmonston Rd, Bowen Hills



Luna Burleigh
McNab



Ceva Logistics
Frasers Property



Oxley and Stirling
Aria



The Johnson Hotel
Deague Group



Silk One Woolloongabba
Tomkins



Spotlight Maroochydore
McNab



The Drapery
Aria



Gasworks
AMP



Wests Rugby Club
Hutchinson Builders



OUR SERVICES

At Martin Brothers we deliver high quality and unique services across our three core competencies; Landscape Design, Landscape Construction and Landscape Maintenance. Our professional and dedicated team are ready to apply their knowledge and expertise to meet your needs.



LANDSCAPE DESIGN

Martin Brothers have embarked on countless successful landscape design projects. We have leveraged our years of knowledge in landscape construction, maintenance and the supply chain with a hint of creativity to deliver amazing plans. We provide design solutions in line with our clients project budget with the aim of completing the landscape construction and then maintaining the project long term.

Our design services include:

- Landscape renovations
- Commercial projects and development applications through to operational works drawings
- Development Approval
- Residential Projects
- New Builds



LANDSCAPE CONSTRUCTION

Martin Brothers have completed numerous bespoke landscape construction projects for our respective clients across the residential, commercial and industrial sectors. We are competent in all landscape construction trades and thoroughly enjoy the process from design to seeing a project come to life.

We construct landscapes for a range of clients including new build homes, developments, land subdivisions, aged care and the like. Our work log is an even mix between large scale commercial construction and residential mum and dad homes.

Our Landscape Construction Services Include:

- New landscape installation.
- Landscape upgrades and renovations.
- All aspects of hardscape, construction, pools, decks and pergolas.
- Ex-ground tree supply and installation.
- All aspects of soft irrigation including sporting fields, planting, drainage, revegetation work and irrigation.



LANDSCAPE MAINTENANCE

Martin Brothers maintains the landscape of numerous properties for a broad range of clients across South East Queensland. We maintain the landscape of shopping centre complexes, retail centres, residential and commercial developments and industrial sites. We are very passionate about the longevity and correct establishment of the landscapes we install and almost always continue the ongoing maintenance of our projects.

Our maintenance services include:

- Lawn management
- Plant maintenance
- Weed control and pest management
- Tree maintenance and removal
- Watering programs
- Fertilising programs



OUR LANDSCAPE MANAGEMENT TEAM



CONSTRUCTION MANAGER TROY CLARKE

Troy has had over 10 years experience in civil construction and 5 years in the landscape construction and maintenance.

Troy is responsible for managing the operations of Martin Brothers and personally overseeing all construction activities and project managers to ensure we are doing the best and most efficient works possible.

DESIGN MANAGER MICHAEL SERVINI

As Design Manager at Martin Brothers, Michael is responsible for delivering high quality design projects and overseeing our Landscape Architecture team. As an experienced Landscape Architect and Landscaper, Michael works directly with developers in the design stages of their projects to achieve the most practical and best possible outcomes in respect to design, construction methodology, and availability of materials and plant stock.

ESTIMATING MANAGER NIHAL NOOR

Nihal is responsible for managing the incoming tenders and estimating projects at Martin Brothers, as well as overseeing the estimating team.

As a civil engineer, Nihal has a plethora of industry skills and knowledge he has shared with the team and implements into his role everyday.



QUALITY ASSURANCE

Martin Brothers reporting system iAuditor allows for consistent reporting across all aspects of construction resulting in clear client communication, issue identification and prevention, as well as effective management of daily toolboxes and safety documentation.

Daily Landscape Report Example:

Tasks

What tasks were completed?

Mowed and edged lawns, then sprayed with sempra.
Washed and scrubbed timber decks.
Leveled out sand in astro turf.
Inspected the residue on top floor fort, and wiped off as much as possible.
Blew down hard surfaces.

Add photos of completed work, actioned tasks, or insecticides/pesticides on plants



Photo 1

Photo 2

Photo 3

Photo 4

Photo 5

Photo 6

Issues to Report

100%

Do you need to report any issues?

Yes



SOCIAL COMMITMENTS

MARTIN BROTHERS AND FIRST NATIONS

Martin Brothers acknowledges the traditional custodians of Australia, the owners of the land and elders past, present and future.

We understand the significance of fostering connections and showing respect for the culture and traditions of Australia's Indigenous communities. Through collaborative efforts with local Aboriginal leaders, community organizations, and business owners, our goal is to establish strong local relationships that are both beneficial and constructive.

COLLABORATION

Rather than proposing a uniform solution, we actively engage with Indigenous representatives to negotiate an approach tailored to the unique culture and lifestyle of each community. We view consultation as a mutually beneficial process, where both parties learn and grow together. We are always open to meeting with community members to cultivate strong local ties and ensure mutual satisfaction.

EMPLOYMENT

We are committed to promoting workforce diversity and providing opportunities for individuals from various cultural backgrounds. By offering skill development programs in areas such as Rural First Aid, Traffic Control, and Operation Ticketing, we aim to create local employment prospects for Aboriginal individuals, enhance their business acumen, and contribute to the social and economic advancement of Indigenous communities.

MARTIN BROTHERS SUPPORT LOCAL

Martin Brothers' dedication to the Queensland Local Industry Policy is evident in our strategy to utilize local labor, suppliers, vendors, and subcontractors. Our primary focus for each project is to prioritize opportunities for suppliers and subcontractors in the local area, and subsequently extend support to neighboring regions.

This objective stems from our shared commitment with clients to maximize economic benefits within the local community. By adhering to this objective, we not only ensure the delivery of high-quality products and services for each project, but also mitigate risks associated with project timelines.

CONTACT

- 📞 07 3706 1763
- ✉ info@martinbrothers.com.au
- 📍 109 Robertson St, Fortitude Valley, 4006

SOCIAL MEDIA

- 📷 @martinbrothers_au
- 🌐 www.martinbrothers.com.au
- 📘 @martinbrotherslandscaping

OUR CLIENTS



Design



SANCTUARY COVE - SCHOTIA NORTH PARK UPGRADE

HOPE ISLAND - QLD / CLIENT: SHANYX FOX



16 of 30

MARTIN BROTHERS CONTRACTING PTY LTD

Mobile: 07 3706 1764

Email: info@martinbrothers.com

Web: www.martinbrothers.com.au





Address: 109 Robertson Street, Fortitude
Valley, QLD 4006, Australia

Page 99 of 128

LANDSCAPE MASTER PLAN

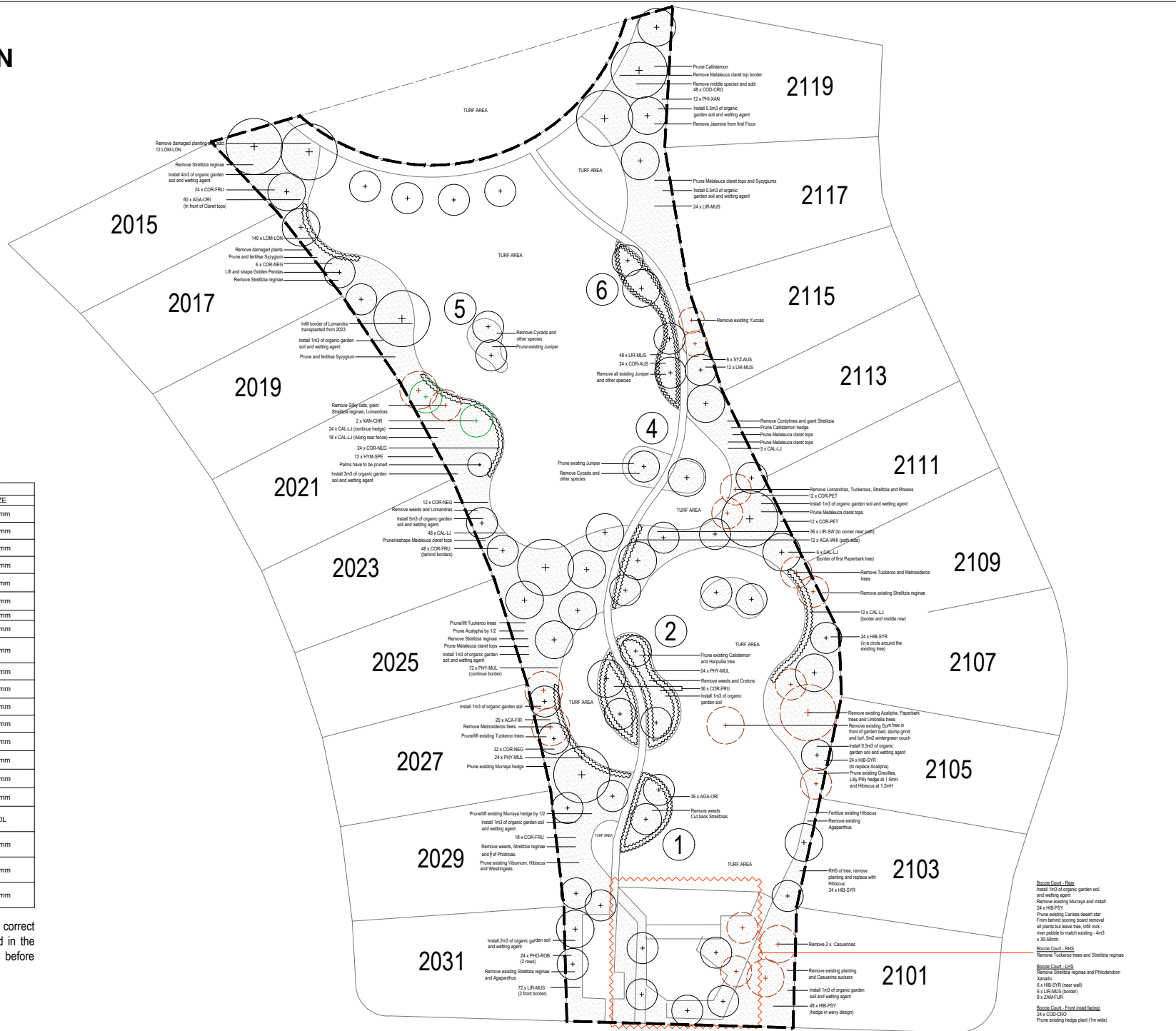
SCHOTHIA NORTH PARK UPGRADE
SANCTUARY_COVE

LEGEND

-  Proposed planting
-  Existing tree to remain
-  Proposed tree
-  Existing tree to be removed

PLANT SCHEDULE				
CODE	QTY	BOTANICAL NAME	COMMON NAME	SIZE
AGA-ORI	96	Agapanthus orientalis Blue	African Lily	140mm
COR-FRU	126	Cordyline fruticosa Rubra	Palm Lily	200mm
PHY-MUL	120	Phyllanthus multiflorus	Leaf Flower	200mm
COR-AUS	24	Cordylina australis Red Chocolate	Cabbage Palm	200mm
LIR-MUS	162	Liriope muscari Evergreen Giant	Lilyturf	140mm
HIB-PSY	72	Hibiscus psycbe	Hibiscus	200mm
HIB-SYR	78	Hibiscus syriacus Rose of Sharon	Rose of Sharon	200mm
CAL-LJ	113	Callistemon Little John	Bottlebrush	200mm
LIR-SW	36	Liriope muscari Stripy White	Variagated Lilyturf	200mm
AGA-WHI	12	Agapanthus orientalis White	Lily of the Nile	200mm
COR-PET	24	Cordylina petiolaris	Broad Leaved Palm Lily	200mm
SYZ-AUS	6	Syzygium australe Resilience	Lily Pilly	400mm
PHI-XAN	12	Philodendron xanadu	Xanadu	200mm
COD-CRO	72	Codiaeum Variegatum 'Croton'	Croton	200mm
LOM-LON	152	Lomandra longifolia	Spiry mat rush	140mm
COR-NEG	74	Cordylina fruticosa Negra	Cabbage Palm Negra	200mm
HYM-SPE	12	Hymenocallis speciosa	Spider Lily	140mm
XAN-CHR	2	Xanthostemon chrysanthus	Golden Penda	100L
ACA-FIR	20	Acalypha wilkesiana Firestorm	Fijian Fire Plant	200mm
PHO-ROB	24	Photinia fraseri Robusta	Red Leaved Photinia	300mm
ZAM-FUR	8	Zamia furfuracea	Cardboard Plant	200mm

*Prior to the removal of any tree or plant, it is essential to verify that the correct species is being targeted. The locations of plants and trees depicted in the drawings are approximate and must be cross-checked on-site before commencing any removal activities.



30

Block Court - Rear
Install 1m3 of organic garden soil and wetting agent
Remove existing Muraya and install:
24 x HIB-PSY
Prune existing Casaria desert star
From behind scoring board remove all grass and lawn trees, HIB rock cover possible to match existing - 4x3 x 30.0mm

Block Court - RHS
Remove Tuckeroo trees and Streptocarpus
Block Court - LHS
Remove Streptocarpus and Philodendron Xanadu
6 x HIB-SYR (near wall)
6 x LIR-MUS (border)
6 x ZAM-FUR

Block Court - Front (near road)
24 x COD-CRO
Prune existing hedge plant (1m wide)

NOTES
THESE DRAWINGS ARE TO BE READ IN CONJUNCTION WITH ALL LANDSCAPE SCHEDULES AND TECHNICAL SPECIFICATION AND OTHER CONSULTANTS DRAWINGS. CHECK AND VERIFY ALL DIMENSIONS AND SITE CONDITIONS PRIOR TO THE COMMENCEMENT OF ANY WORK. DO NOT SCALE DRAWINGS. REFER TO CLAUDED DIMENSIONS ONLY. INFORM MARTIN BROTHERS OF ANY DISCREPANCIES OR CLARIFICATION BEFORE PROCEEDING. UNLESS NOTED OTHERWISE THIS DRAWING IS NOT FOR CONSTRUCTION.
SERVICES SHOWN ON THIS DRAWING ARE APPROXIMATELY ONLY. THE EXACT LOCATION IS TO BE CONFIRMED ON SITE BY CONTRACTOR PRIOR TO COMMENCEMENT WORK.

MARTIN BROTHERS CONTRACTING PTY LTD
Mobile: 07 3706 1764
Email: info@martinbrothers.com
Web: www.martinbrothers.com.au
Address: 403 Robertson Street, Fortitude Valley, QLD 4006, Australia

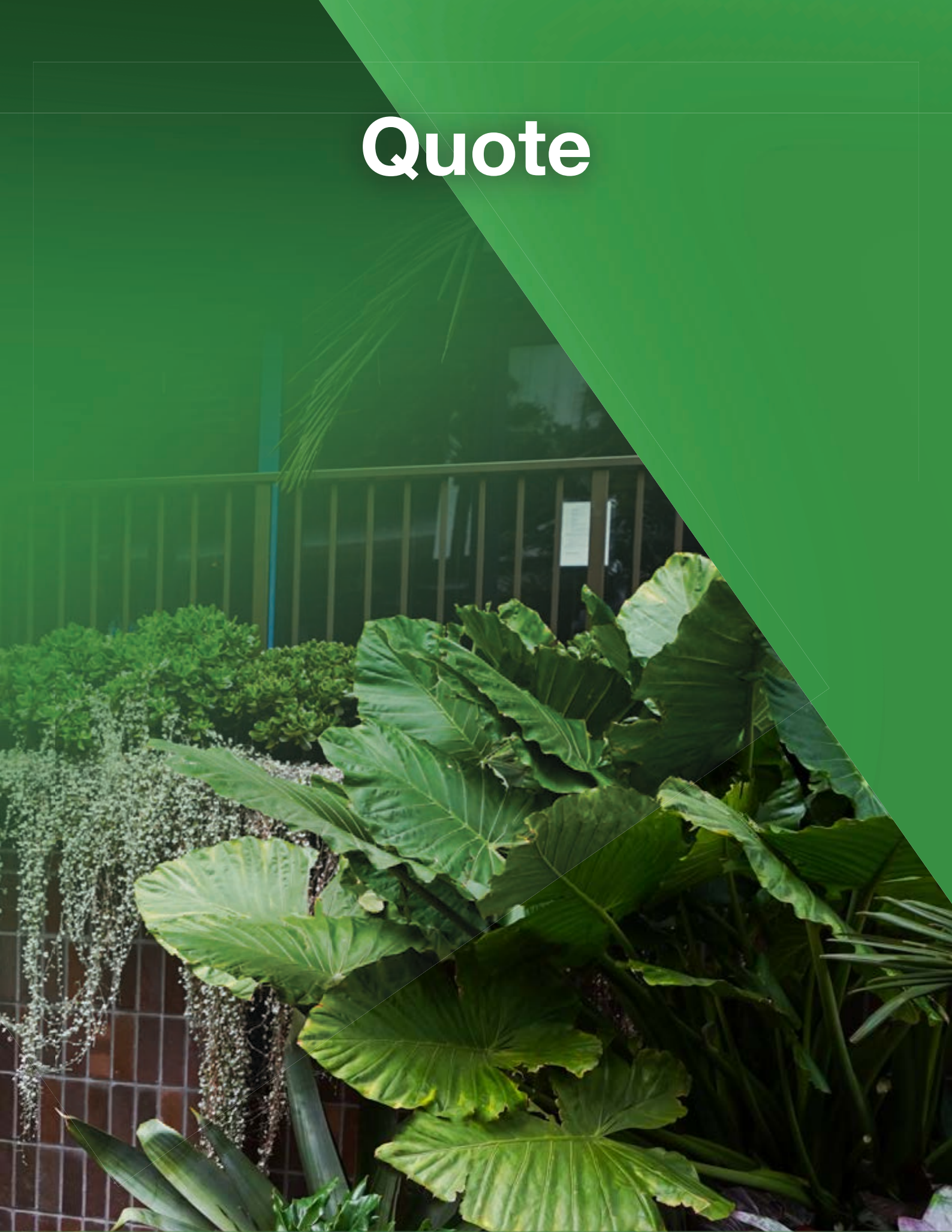
Page 100 of 128
DRAWING BY: **MARIA M. CHACON - LANDSCAPE ARCHITECT**
REVIEWED BY: **MICHAEL SERVINI - DESIGN MANAGER**

PROJECT
SANCTUARY COVE
SCHOTHIA NORTH PARK UPGRADE
CLIENT
SHANYN FOX

STATUS
STAGE 1
DRAWING SCALE
1:200

DRAWING
MASTER PLAN
Page 98
DRAWING No
02
ISSUE
REV_A

Quote



SCHEDULE OF RATES AND ITEMS

Project : P55 Schotia North Park Upgrade Works
Site: Masthead Way Sanctuary Cove Q 4212
Customer: Sanctuary Cove Community
Attn: Shanyn Fox
Date: Friday, June 28, 2024
Quote Issue: A
Quote Expiry: 30 Days



Item	Description	Unit	Quantity	Rate	Total
1.0	Prelims				
1.1	Site establishment, protection materials, safety, management	Item	1	\$6,425.00	\$6,425.00
2.0	Upgrade Works Schotia North Park				
2.1	All Upgrade works to Schotia North Park as per Scope of Works Received	Item	1	\$55,144.74	\$55,144.74
	* Plants priced separately below				
3.1	100L	Each	4	\$711.95	\$2,847.80
3.2	300mm	Each	90	\$58.59	\$5,273.10
3.3	200mm	Each	1,161	\$18.37	\$21,330.14
3.4	140mm	Each	452	\$9.88	\$4,465.58
3.5	Delivery	Each	1	\$648.00	\$648.00
				Total (exc GST)	\$96,134.36
				GST	\$9,613.44
				Total (inc GST)	\$105,747.79

Extras

Item	Description	Unit	Quantity	Rate	Total
3.0	Mulch Works				
3.1	Supply and Install 250m ³ of 1-inch Hoop Pine mulch	Item	1	\$55,041.67	\$55,041.67

This price includes

- 1 All works listed in P55 Schotia North Park Scope of Works
- 2 Access to site water and washroom facilities
- 3 Uninterrupted access to all works
- 4 Works to be completed in the one continuous block
- 5 This price is subject to underground services and ground conditions which are currently unknown
- 6 Plants are subject to market availability at the date of the quote and then the acceptance of the quote
- 7 Skip Bin supplied by Client. No allowance to remove any waste
- 8 Soil included AS4419

This price does not include

- 1 Rock excavation
- 2 Service relocation - unless provided with an accurate service plan Martin Brothers is not liable for any damage during excavation works
- 3 Road closures, traffic control, council permits
- 4 Any pump related works
- 5 Maintenance Period
- 6 Surveys and boundary confirmation - TBC by client
- 7 No allowance for manual or truck watering at any stage of the project
- 8 Tanks, filtration system, pumps, RPZ, conduits, GPO, penetrations and water feed by others
- 9 Plants will be hand watered once when installed and then become responsibility of the Client

Terms & conditions

- 1 30 days EOM
- 2 All pricing is subject to industry price increase
- 3 General Landscape labour \$90/Hr + GST
- 4 3 Tone Combo \$2200/Day wet hire + GST

Service Portfolio





Howard Smith Wharves

Client: HSW CO

Scope 1: Martin Brothers was engaged for the design and construction of all soft landscaping elements at Howard Smith Wharves, a revitalised riverfront destination in Brisbane. Our work included the installation of advanced drainage systems, premium soils, mature trees and palms, a diverse range of plants, comprehensive irrigation systems, high-quality turf, and elegant feature pots. This project demanded meticulous planning and execution to enhance the aesthetic appeal and functionality of this iconic public space.

Scope 2: Following the successful completion of the construction phase, Martin Brothers has been entrusted with the ongoing maintenance of the landscape. Our maintenance services cover the upkeep of the turf, mature trees, irrigation systems, plants, feature pots, and hard surfaces. This ensures that Howard Smith Wharves remains a pristine and welcoming environment for visitors, showcasing our commitment to long-term care and excellence in landscape management.

Project Value: \$2.2M



South City Square

Client: Pellicano

Scope 1: Martin Brothers was commissioned for the design and construction of all soft landscaping elements at South City Square, a vibrant urban precinct in Woolloongabba, Brisbane. Our comprehensive work included the installation of advanced drainage systems, premium soils, mature trees and palms, a diverse range of plants, efficient irrigation systems, lush turf, and elegant feature pots. The project encompassed various areas such as rooftops, facade planters, central courtyards, boulevards, and a bustling piazza. This multifaceted project required detailed planning and expert execution to create a cohesive and visually appealing landscape.

Scope 2: After completing the construction phase, Martin Brothers took on the responsibility of ongoing maintenance for the landscape. Our maintenance services include the care of turf, mature trees, irrigation systems, plants, feature pots, and hard surfaces. This ensures that South City Square continues to thrive and remain an inviting, well-maintained space for residents and visitors alike, reflecting our commitment to excellence in landscape management.

Project Value: \$2.2M



Brisbane State South Secondary College, Dutton Park

Client: Broad & Department of Education QLD

Scope 1: Martin Brothers was tasked with the design and construction of all soft landscaping elements at Brisbane State South Secondary College in Dutton Park. Our work involved the installation of advanced drainage systems, premium soils, mature trees and palms, a variety of plants, comprehensive irrigation systems, high-quality turf, playgrounds, artificial turfs, and sports fields. This project required precise planning and execution to create a safe, functional, and aesthetically pleasing environment for students and staff, enhancing the overall school experience.

Scope 2: Following the successful completion of the construction phase, Martin Brothers has been entrusted with the ongoing maintenance of the school's entire landscape. Our maintenance services ensure the upkeep of all turf, mature trees, irrigation systems, plants, playgrounds, artificial turfs, and sports fields. This guarantees that the school grounds remain in pristine condition, providing a well-maintained and inviting atmosphere for the school community.

Project Value: \$2.4M



James Street

Project Overview: James St Precinct, Brisbane Multiple Sites

Client: The George Group and Malouf Investments

1: James St Market Hanging Gardens

Martin Brothers was engaged for the design and construction of new landscapes at James St Market, including the creation of hanging gardens for prominent retailers such as Pottery Barn and Standard Market, among others. Our work included the implementation of advanced horticultural techniques to create vibrant, eye-catching garden features. Additionally, we provide ongoing maintenance to ensure the continued beauty and health of these landscapes.

2: 50 James Street

At 50 James St, home to retailers like Kookai, Bed Bath n Table, and others, Martin Brothers was responsible for the design and construction of new landscape installations. Our work involved creating aesthetically pleasing and functional outdoor spaces that enhance the retail environment. We also manage the ongoing maintenance to keep these areas pristine and inviting.

3: 67 James Street

For the project at 67 James St, which includes retailers such as Sixes and Sevens, Martin Brothers designed and constructed new landscape features tailored to the unique needs of the site. Our ongoing maintenance services ensure that the landscapes remain in top condition, contributing to the overall appeal of the precinct.



James Street

Project Overview: James St Precinct, Brisbane Multiple Sites

Client: The George Group and Malouf Investments

4: **Centro on James Street**

At Centro on James St, featuring notable retailers like Harvey's Bistro, Lulu Lemon, and Camilla, Martin Brothers undertook the design and construction of new landscape elements. Our goal was to create a cohesive and attractive outdoor environment that complements the high-end retail experience. We continue to provide ongoing maintenance to maintain the high standards expected at this prestigious location.

5: **46 James Street**

The project at 46 James St involved the design and construction of new landscapes for retailers such as Sass and Bide, Collexico, and Asop. Martin Brothers delivered customised landscape solutions that enhance the aesthetic and functional qualities of the retail spaces. Our ongoing maintenance services ensure that these landscapes continue to thrive and impress visitors.

The James St Precinct in Brisbane is one of Australia's most highly regarded retail destinations. Martin Brothers has played a significant role in enhancing the visual appeal and functionality of this prominent precinct through multiple projects. Our comprehensive services, from innovative design and meticulous construction to dedicated ongoing maintenance, showcase our expertise and commitment to excellence in landscape construction and management.



Gasworks Precinct Newstead

Client: Dexus

Martin Brothers are engaged at the Gasworks Precinct in Newstead for Dexus, one of Australia's most reputable and largest landlords. The project encompassed various aspects of landscape upkeep to ensure the precinct's outdoor and indoor green spaces remained vibrant and well-maintained.

Our scope of work included:

- Lawn Care: Regular mowing, edging, and fertilising to keep the lawns lush and healthy.
- Plant Maintenance: Pruning, trimming, and health checks of all plant life to promote growth and aesthetic appeal.
- Irrigation Systems: Inspection and maintenance of the irrigation systems to ensure efficient water use and optimal hydration of the landscapes.
- Hard Surface Cleaning: Routine cleaning and maintenance of all hard surfaces within the precinct to maintain cleanliness and safety.
- Internal Planters: Care for indoor plants, ensuring they thrive in their environments through proper watering, pruning, and pest control.
- Plant and Mulch Replacement: Periodic replacement of plants and mulch to keep the landscape looking fresh and vibrant.

Our team at Martin Brothers is committed to excellence and attention to detail, ensuring that the Gasworks Precinct remains a premier location for both visitors and tenants. The successful maintenance of this project underlines our capability to manage and enhance high-profile landscapes, contributing to the overall appeal and functionality of the precinct.

Client Testimonials



To whom it may concern,

I have had the pleasure of working with Martin Brothers on numerous landscape construction and maintenance projects over the last nine years in my capacity as Head of Property in Queensland for Pellicano.

Martin Brothers complete their work to a high standard, communicate well, and genuinely take pride in the overall outcome of each project. They currently maintain numerous properties in our portfolio and continue to install new landscapes on our development sites. We will continue use their services in the future.



Michael Kent
Head of Property - QLD

T: 07 3850 5856 M: 0408 880 440
W: www.pellicano.com.au
118 Arthur Street, Fortitude Valley, QLD, 4006



30/05/2024

Jack Martin
Director
Martin Brothers

Via Email: jack@martinbrothers.com.au

To whom is concerned,

I have worked with Martin Brothers over the last ten years whilst at The George Group. They have completed landscape construction and maintenance services on various properties within our portfolio including the James St Precinct in Brisbane.

They have a highly capable team and are very passionate about landscaping. We will continue to use them in the future.

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

Joel Donaghey
Operations Manager

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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: QU1864
Quote Date: 3 June 2024
Quote Valid: 2 July 2024
Site: The Circle
Sanctuary Cove QLD 4212
Pages: Page 1 of 3

Quote | Schotia Park North Mulch Install

Dear Shanyn,

Thank you for the opportunity to supply the following quotation for Schotia Park North Mulch Install 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: QU1864
Quote Date: 3 June 2024
Quote Valid: 2 July 2024
Site: The Circle
Sanctuary Cove QLD 4212
Pages: Page 2 of 3

Quote | Schotia Park North Mulch Install

Scope of Works


Schotia Park North Mulch Install

- Supply and install 250m3 x 1 Inch Hoop Pine.

Investment

Subtotal:	\$39,537.50
GST:	\$3,953.75
Total:	\$43,491.25

Materials

Quantity	Unit	Description	Image
250	m3	<p>1 Inch Hoop Pine</p> <p>Attractive brown bark mulch. Interlocks to form a stable mulch layer. Ideal for sloping sites or high profile gardens. Will not wash away easily. Suitable for most situations..</p> <p>Excellent choice for high profile sites. The open form of this mulch allows for good water penetration and retention, weed suppression and nutrient availability. For optimum results, 1" Hoop Bark should be installed to a depth of approximately 7.5 - 10 cm.</p>	



QUOTATION

Customer

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

Quote No: QU1864
Quote Date: 3 June 2024
Quote Valid: 2 July 2024
Site: The Circle
Sanctuary Cove QLD 4212
Pages: Page 3 of 3

Quote | Schotia Park North Mulch Install

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: QU1905
Quote Date: 28 June 2024
Quote Valid: 27 July 2024
Site: The Circle
Sanctuary Cove Resort
QLD 4212
Pages: Page 1 of 10

Quote | Schotia Park North Upgrades v2

Dear Shanyn,

Thank you for the opportunity to supply the following quotation for Schotia Park North Upgrades v2 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: QU1905
Quote Date: 28 June 2024
Quote Valid: 27 July 2024
Site: The Circle
Sanctuary Cove Resort
QLD 4212
Pages: Page 2 of 10

Quote | Schotia Park North Upgrades v2

.....

Quote Breakdown:

Garden 1

Garden 1

- Remove weeds.
- Cut back existing Strelitzia's.
- Prune Cordyline.

Garden 2

Garden 2 - Both sides of Pathway

- Remove weeds.
- Supply and install 1m³ x organic garden soil.
- Supply and install 42 x 200mm Croton.
- Prune existing Callistemon.
- Prune/ Lift Harpullia.
- Supply and install 24 x 200mm Phyllanthus to continue border.

Garden 4

Garden 4

- Remove cycads and other species prune juniper.

Garden 5

Garden 5

- Remove cycads and other species prune juniper.

Garden 6

Garden 6

- Remove all plants.

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: QU1905
Quote Date: 28 June 2024
Quote Valid: 27 July 2024
Site: The Circle
Sanctuary Cove Resort
QLD 4212
Pages: Page 3 of 10

Quote | Schotia Park North Upgrades v2

-
- Supply and install 1m3 x organic garden soil and wetting agent.
 - Supply and install 144 x 200mm Juniperus.

2101

2101

- Remove all plant species and Casuarina suckers.
- Supply and install 2 x 100L Norfolk Pines. Location to be confirmed at time of works.
- Supply and install 1m3 x organic garden soil and wetting agent.
- Plant Hibiscus Psyche hedge in wavy design - 48 x 200mm.

2103

2103

- Fertilise existing Hibiscus.
- Remove Agapanthus.
- RHS of tree, remove plants and replace with Hibiscus - 24 x 200mm (white flower with pink middle)

2105

2105

- Remove Gum tree from in front of garden bed, stump grind and turf - 5m2 wintergreen couch.
- Front Hibiscus, cut by 2/3's - approx. 1-1.2m height.
- Prune Lilly Pilly hedge 1.2-1.5m in height and shape.
- Remove Acalypha.
- Supply and install 0.5m3 x organic garden soil and wetting agent.
- Replace Acalypha with matching Pink Hibiscus to 2103 - 24 x 200mm.
- Remove dead Paperbark and Umbrella trees.
- Prune Grevillea.

Brisbane Office

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QUOTATION

Customer

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Sanctuary Cove QLD 4212
Shanyn Fox
Shanyn.fox@scove.com.au

Quote No: QU1905
Quote Date: 28 June 2024
Quote Valid: 27 July 2024
Site: The Circle
Sanctuary Cove Resort
QLD 4212
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2107

-2107 & 2109 together as all species are adjoining

- Remove strelitzia.
- Define/Circle tree pit.
- Extend Callistemon Little John border and middle row - 12 x 200mm.
- Remove Tuckeroo and Metrosideros.
- Plant Pink Hibiscus in wave/circle to fence around tree - 12 x 200mm.

2111

2111

- Infill border of Callistemon Little John to first Paperbark tree - 6 x 200mm.
- Infill border Liriope Stripey White to corner near path - 36 x 200mm.
- Prune Claret Tops to even height.
- Supply and install 1m³ x organic garden soil and wetting agent.
- Infill white Agapanthus path side - 12 x 200mm.
- Remove Lomandra.
- Infill Cordyline green - Cordyline petiolaris - 12 x 200mm
- Remove Tuckeroo/Strelitzia and Rhoeo's.
- Infill Cordylines into curve towards 2109 - - Cordyline petiolaris - 12 x 200mm.

2113

2113

- Remove Cordyline debris.
- Prune callistemon hedge rear- even height.
- Prune Claret Tops middle to even height.
- Remove giant Strelitzia.
- Infill border of Callistemon Little John around curve - 5 x 200mm.

2115

2115

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-
- Remove Yuccas.
 - Keep Frangipani.
 - Extend Lilly Pilly hedge to Callistemon - 6 x 400mm.
 - Infill Liriope - 12 x 200mm.

2117

2117

- Drop height of Claret Top – 1 foot.
- Drop height of Lilly Pilly – 1 foot.
- Supply and install 0.5m³ x organic garden soil and wetting agent.
- Infill border Liriope Evergreen Giant - 24 x 200mm.

2119

2119

- From first Ficus - Remove Jasmine.
- Supply and install 0.5m³ x organic garden soil and wetting agent.
- Infill border Xanadu front and extend to Caret top section - 12 x 200mm.
- Remove middle plants species.
- Prune Callistemon to even height.
- Middle install scattered crotons - 48 x 200mm.
- Remove Caret top border.

2015

2015

- Remove Strelitzia.
- Supply and install 4m x organic garden soil and wetting agent.
- Infill Cordyline Red Rubra in wave through middle - 24 x 200mm.
- Remove unwanted species at front near path, keeping Xanadu and plant Lomandras on sides of garden - 12 x 140mm.

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-
- Plant blue Agapanthus border in front of Claret top (RHS) - 180 x 140mm.

2019

2019

- Supply and install 1m3 x organic garden soil and wetting agent.
- Supply and install 8 x 200mm Lomandra.
- Prune Lilly Pilly hedge and fertiliser.

2023

2023

- Remove unwanted weeds.
- Supply and install 5m3 x organic garden soil and wetting agent.
- Remove Lomandra.
- Reshape Caret Tops LHS garden.
- Infill Cordyline Red Rubra - pocket behind border in between trees - 60 x 200mm Cordyline Rubra.
- Infill Cordylines RHS near 2021 - 12 x 200mm Cordyline Chocolate Queen.
- Continue border of Callistemon Little John 144 x 200mm.

2021

2021

- Install 3m3 x organic garden soil and wetting agent.
- Infill Cordyline fruticosa Chocolate Queen wave to border - 24 x 200mm.
- Remove silky oaks and giant Strelitzia's.
- Continue front Callistemon Little John hedge - 24 x 200mm.
- Remove all Lomandras and Spider Lillies.
- Install Callistemon along rear fence - 18 x 300mm.
- Install 2 Golden Pendas - 2 x 100L.
- Prune palm.

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2025

2025

- Lift Tuckeroos.
- Prune rear (house side) Acalypha by ½.
- Continue Acalypha hedge - 20 x 200mm.
- Remove Strelitzia.
- Prune Claret top.
- Supply and install 1m3 x organic garden soil and wetting agent.
- Continue Phyllanthus border - 72 x 200mm.

2027

2027

- Remove Metrosideros.
- Supply and install 1m3 x organic garden soil.
- Plant rear hedge Acalypha wilkesiana Firestorm and prune existing - 20 x 200mm.
- Lift Tuckeroos
- Plant Cordylines chocolate - 32 x 200mm Cordyline Negra.
- Prune existing Murraya hedge.
- Infill Phyllanthus.
- Install border of Phyllanthus LHS of Phyllanthus - 24 x 200mm.

2029

2029

- Prune Murraya hedge by ½ path side.
- Supply and install 1m3 x organic garden soil and wetting agent.
- Infill Cordylines – Red Rubra - 18 x 200mm.
- Remove weeds.
- Remove Strelitzias.

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-
- Remove Photinia middle garden (2/3 plants).
 - Prune Viburnum.
 - Infill border of Liriope 2 x rows - 60 x 140mm.
 - Prune Hibiscus.
 - Prune Westringia.

2031

2031

- Supply and install 2m3 x organic garden soil and wetting agent.
- Plant back boarder 2 x row Photinia - 36 x 300mm.
- Plant middle garden - Cardboard plants - 14 x 200mm.
- Remove Strelitzias.
- 2 x front border Liriope Evergreen Giant - 144 x 200mm.
- Remove Agapanthus and existing Liriope.
- Clear Pine needles from under trees.

Bocce Court - Front Road

Bocce Court Front Road Facing

- Infill Crotons - 24 x 20mm.
- Prune hedge to max 1m wide.

Boccie Court LHS

Boccie Court LHS

- Remove Strelitzias.
- Remove Xanadu infill pink Hibiscus near wall - 6 x 200mm.
- Fertilise Murraya.
- Infill Liriope border - 6 x 200mm.
- Infill Cardboard Palms - 8 x 200mm.

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Boccie Court RHS

Boccie Court RHS

- Remove Tuckeroos and Strelitzia.

Boccie Court Rear

Boccie Court Rear

- Supply and install 1m3 x organic garden soil and wetting agent.
- Fertilise Murraya.
- Prune and shape Carissa.
- From behind scoring board removal all plants but leave tree, infill rock – river pebble to match existing - 4m3 x 30-50mm.

2017

- Infill border of Lomandra - 140 x 140mm.
- Prune or remove any unwanted species.
- Prune Lilly Pilly hedge and fertilise.
- Remove Strelitzia.
- Lift and shape Golden Pendas.
- Left hand pocket chocolate cordylines - 6 x 200mm Cordyline Negra.

Investment

Subtotal:	\$76,531.93
GST:	\$7,653.19
Total:	\$84,185.12



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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 -----

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.

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, PO Box 15 SANCTUARY COVE, QLD, 4212

Section 2 – Authorisation

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

I/we

Name of owner 1:

Signature: Dated: ___ / ___ / ___

Name of owner 2:

Signature: Dated: ___ / ___ / ___

being the Proprietor/s of the following Lot/s

Lot number/s: Plan number:

Name of Body Corporate:

SANCTUARY COVE PRINCIPAL

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: