



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

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

**Notice of business to be dealt with at the  
EXTRAORDINARY GENERAL MEETING of the Sanctuary  
Cove Primary Thoroughfare Body Corporate 201, to be held at  
Meeting Room 1, Sanctuary Cove Body Corporate Services, Shop 1A, Building 1, Masthead Way,  
Sanctuary Cove, QLD, 4212 on  
Thursday 29 August 2024 at 10:00 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.

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

*Sanctuary Cove Body Corporate Services Pty Ltd, for the Secretary*

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

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Meeting Room 1, Sanctuary Cove Body Corporate Services, Shop 1A, Building 1, Masthead Way,  
Sanctuary Cove, QLD, 4212 on  
Thursday 29 August 2024 at 10:00 AM**

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

### AGENDA

1. Attendance record including admittance of proxies and voting papers
2. Quorum
3. Financial status
4. Recording of the meeting
5. Motions
  - 5.1 Approval of PTBC EGM Minutes held on 14th August 2024
  - 5.2 PTBC approves the lease of the Kuboto Diesel Tractor with mulching equipment to control the Corella population
  - 5.3 PTBC approves monies owed to Lot 46 for repair to damaged irrigation system
  - 5.4 PTBC Landscaping Works Contract commencing 1 November 2024
  - 5.5 PTBC Street Sweeping Works Contract commencing 1 November 2024

### 6. Correspondence for Information

For noting of the PBC and the PBC EC

No	Date	From	To	Regarding
1.	June 2024	SandMap	PTBC	SC Lakes Sub-bottom Profiler Survey
2.	6 August 2024	PTBC Chairperson	CEO City of Gold Coast	Application for the transfer of Lot 7 from Primary Thoroughfare
3.	6 August 2024	PTBC Chairperson	Minister for Housing	Application for the transfer of Lot 7 from Primary Thoroughfare

### 8. Business Arising

8.1

### 9. General Business

### 10. Closure of Meeting

### 11. Next Meeting on 31 October 2024



# GENERAL INSTRUCTIONS EXTRAORDINARY GENERAL MEETING NOTICE

## INTERPRETATIONS

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

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

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

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

### **SPECIAL RESOLUTION**

'Special Resolution' means a resolution, which is:

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

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

### **APPOINTMENT OF PROXY**

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

# VOTING PAPER

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

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

**Date and time of meeting:** Thursday 29 August 2024 at 10:00 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 - 14 August 2024 (Agenda Item 5.1)	Ordinary Resolution
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Statutory Motion Submitted by Committee

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**THAT** the Minutes of the PTBC Extraordinary General Meeting held on 14 August 2024 be accepted as a true and correct record of the proceedings of the meeting.

Yes

No

Abstain

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<b>2</b>	<b>PTBC approves the lease of the Kuboto Diesel Tractor with mulching equipment to control the Corella population (Agenda Item 5.2)</b>	<b>Ordinary Resolution</b>
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Submitted by Committee

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**THAT** the PTBC authorises the Manager to proceed with the Lease of a Ventrac Diesel tractor with mulching attachments to assist with additional measures in the control of the Corellas at Sanctuary Cove. This would add to the proposed program by Biodiversity.

The cost per month over a four-year lease period will be \$1,859.95 / month (non). At the end of the four years the lease will end, equipment returned or upgraded. The lease will be held by the Sanctuary Cove Golf and Country Club Pty Ltd. The outright purchase of the Ventrac Tractor 4520 would be \$75,989.10.

The Sanctuary Cove Golf and Country Club will provide the necessary labour, fuel, and maintenance costs. Should the mulching deck need to be replaced due to heavy wear and damage, the PTBC and the SC Golf and Country Club will jointly undertake to find a solution to fund a replacement deck.

Since 2019, the PTBC has spent \$99,279 (ex) or \$16,546 per year and the results have been limited. This combined program is a two-pronged attack, which targets the pest’s food source.

It is expected that the Corella maintenance program with Biodiversity will cost \$23,738 and the lease of the Ventrac tractor mulcher - \$22,319– Total cost 2024/2025 - \$46,057 (ex).

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

<b>3</b>	<b>PTBC approves monies owed to Lot 46 for repair to damaged irrigation system (Agenda Item 5.3)</b>	<b>Ordinary Resolution</b>
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Submitted by Committee

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**THAT** the PTBC considers the correspondence by the owner of Lot 46 Banksia Lakes, 2296 Vardon Lane requesting a reimbursement of \$302.50 Inc GST for monies paid for repair to damaged front concrete edging and \$1,394.00 Inc GST for monies paid for repair to damaged irrigation system.

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

**4 PTBC Landscaping Works Contract commencing 1 November 2024 Ordinary Resolution (Agenda Item 5.4)**

Submitted by Committee

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**THAT** the Primary Thoroughfare Body Corporate votes in favour of awarding the contract for the PTBC Landscaping Contract to Landscape Solutions at a cost of \$221,244.76 (Inc GST) per annum, for the period commencing 1 November 2024 to 31 October 2027.

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

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**5 PTBC Street Sweeping Works Contract commencing 1 November 2024 (Agenda Item 5.5) Ordinary Resolution**

Submitted by Committee

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**THAT** the Primary Thoroughfare Body Corporate votes in favour of awarding the contract for the PTBC Street Sweeping Contract to Specialised Pavement Services Pty Ltd at a cost of \$31,081.05 (Inc GST) per annum, for the period commencing 1 November 2024 to 31 October 2027.

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

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**GTP: 201**                      **Lot Number:** \_\_\_\_\_                      **Unit Number:** \_\_\_\_\_

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

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

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

## **ATTACHMENTS**

- 1. MOTION INFORMATION**
- 2. M1.20240814 Draft PTBC EGM Minutes**
- 3. M2. EGM BSQ5944-BFQ-REP-SanctuaryCove-CorellaManagement-2024-PostWorks-rev2.0**
- 4. M2. Ventrac-Sanctuary\_Cove\_Golf\_and\_Country\_Club\_91201-1003 2**
- 5. M2. 241550077 A-EL Customer Advice**
- 6. M3 Monies Owed Claim - Lot 46 Banksia Lakes 2296 Vardon Lane**
- 7. M3 Annexure A. Notes for refund claimed due to property damage**
- 8. M3 ANZ Receipt - Ref 2187908066 Irrigation INV 3127**
- 9. M3 ANZ Receipt - Ref 2187909886 Kerbing INV 123**
- 10. M3 Invoice 0123**
- 11. M3 SCCSL DF400018 - Form 23A - Claim for Monies Owed - Damage to Irrigation System**
- 12. M3 Invoice INV-3127**
- 13. M3 SCCSL DF400018 - Form 23A - Claim for Monies Owed - Front Edging Concrete**
- 14. M4. Attachment 1 - Landscaping**
- 15. M4. Motion - Landscaping**
- 16. M5. Motion - Street Sweeping**
- 17. Information About Proxies**
- 18. Proxy form - BC**



**MOTION  
INFORMATION**



## MINUTES OF PTBC EXTRAORDINARY GENERAL MEETING For Sanctuary Cove Primary Thoroughfare Body Corporate GTP 201

**Location of meeting:** Meeting Room 1, Sanctuary Cove Body Corporate Services, Sanctuary Cove, QLD 4212  
**Date and time of meeting:** Wednesday, 14<sup>th</sup> August 2024  
**Start Time:** 10:00am      **Finish Time:** 10:05am  
**Chairperson:** Mr Stephen Anderson

### ATTENDANCE

#### The following members present by Voting Paper:

Position: Chairperson Member Name: Mulpha Sanctuary Cove Investments Pty Ltd Lot 6 Rep: Mr Stephen Anderson  
Position: Chairperson Member Name: Mulpha Sanctuary Cove Marina Pty Ltd Lot 10 SP308719 Rep: Mr Stephen Anderson  
Position: Chairperson Member Name: Mulpha Sanctuary Cove (Developments) Pty Ltd Lot 24 SP320253 Rep: Mr Stephen Anderson  
Position: Ordinary Member Name: Mulpha Sanctuary Cove Marine Village Pty Limited Lot 31 Rep: Mr Stephen Anderson  
Position: Ordinary Member Name: Mulpha Sanctuary Cove Marine Village Pty Limited Lot 32 Rep: Mr Stephen Anderson  
Position: Chairperson Member Name: Mulpha Sanctuary Cove Marina Pty Ltd Lot 34 Rep: Mr Stephen Anderson  
Position: Ordinary Member Name: Mulpha Sanctuary Cove Marina Pty Limited Lot 38 Rep: Mr Stephen Anderson  
Position: Chairperson Member Name: Mulpha Sanctuary Cove Hotel Investments Pty Ltd Lot 40 Rep: Mr Stephen Anderson  
Position: Ordinary Member Name: Mulpha Sanctuary Cove (Developments) Pty Limited Lot 10 SP289998 Rep: Mr Barry Teeling  
Position: Ordinary Member Name: Mulpha Sanctuary Cove (Developments) Pty Limited Lot 58 Rep: Mr Barry Teeling  
Position: Ordinary Member Name: Sanctuary Cove Golf and Country Club Holdings Limited Lot 1 Rep: Mr Paul Sanders  
Position: Ordinary Member Name: Sanctuary Cove Golf and Country Club Holdings Limited Rep Lot 16: Mr Paul Sanders  
Position: Ordinary Member Name: Sanctuary Cove Golf and Country Club Holdings Limited Lot 20 Rep: Mr Paul Sanders  
Position: Ordinary Member Name: Sanctuary Cove Golf and Country Club Holdings Limited Lot 51 Rep: Mr Paul Sanders  
Position: Ordinary Member Name: Sanctuary Cove Golf and Country Club Holdings Limited Lot 52 SP 301179 Rep: Mr Paul Sanders  
Position: Ordinary Member Name: Sanctuary Cove Golf and Country Club Holdings Limited Lot 52 SP 327424 Rep: Mr Paul Sanders  
Position: Ordinary Member Name: Sanctuary Cove Golf and Country Club Holdings Limited Lot 53 Rep: Mr Paul Sanders  
Position: Ordinary Member Name: Sanctuary Cove Golf and Country Club Holdings Limited Lot 54 Rep: Mr Paul Sanders

The following members were represented at the meeting by voting paper & In Person:

The following members were represented at the meeting by Proxy:

**Present by Invitation:**

Mrs Jodie Syrett, Manager of Body Corporate (Minute Taker)

**Apologies:**

Mr Stuart Shakespeare

A quorum was present.

Nil Conflict of Interest.

The Meeting was not recorded.

**MOTIONS**

<b>1</b>	<b>Approval of PTBC EGM Minutes held 27<sup>th</sup> June 2024 (Agenda Item 5.1)</b>	<b>ORDINARY RESOLUTION</b>
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Proposed by: Statutory Motion

**CARRIED**

**RESOLVED THAT** the Minutes of the PTBC Extraordinary General Meeting held on 27<sup>th</sup> June 2024 be accepted as a true and correct record of the proceedings of the meeting.

Yes	18
No	0
Abstain	0

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
MSCI - Lot 6 (SA)	X			SCGCC – Lot 16 (PS)	X		
MSCM – Lot 10 (BT)	X			SCGCC – Lot 20 (PS)	X		
MSCM – Lot 10 (SA)	X			SCGCC – Lot 51 (PS)	X		
MSCD – Lot 24 (SA)	X			SCGCC – Lot 52 (PS)	X		
MSCMV – Lot 31 (SA)	X			SCGCC – Lot 52 (PS)	X		
MSCMV – Lot 32 (SA)	X			SCGCC – Lot 53 (PS)	X		
MSCM – Lot 34 (SA)	X			SCGCC – Lot 54 (PS)	X		
MSCM – Lot 38 (SA)	X			MSCM – Lot 58 (BT)	X		
MSCHI – Lot 40 (SA)	X			PBC – (SS)			
SCGCC – Lot 1 (PS)	X						

<b>2</b>	<b>PTBC instruct the Shareholder Nominee to vote against the SCCSL resolution (Agenda Item 5.2)</b>	<b>ORDINARY RESOLUTION</b>
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Proposed by: Statutory Motion **CARRIED**

**RESOLVED THAT** the PTBC instruct the Shareholder nominee to vote against the Sanctuary Cove Community Services Ltd resolution *“That Stephen Anderson be removed as a Director of the Company in accordance with section 203D of the Corporation Act 2001”*.

Yes	18
No	0
Abstain	0

Members Name	Yes	No	Abstain	Members Name	Yes	No	Abstain
MSCI - Lot 6 (SA)	X			SCGCC – Lot 16 (PS)	X		
MSCM – Lot 10 (BT)	X			SCGCC – Lot 20 (PS)	X		
MSCM – Lot 10 (SA)	X			SCGCC – Lot 51 (PS)	X		
MSCD – Lot 24 (SA)	X			SCGCC – Lot 52 (PS)	X		
MSCMV – Lot 31 (SA)	X			SCGCC – Lot 52 (PS)	X		
MSCMV – Lot 32 (SA)	X			SCGCC – Lot 53 (PS)	X		
MSCM – Lot 34 (SA)	X			SCGCC – Lot 54 (PS)	X		
MSCM – Lot 38 (SA)	X			MSCM – Lot 58 (BT)	X		
MSCHI – Lot 40 (SA)	X			PBC – (SS)			
SCGCC – Lot 1 (PS)	X						

**Next meeting to be held on Thursday, 29<sup>th</sup> August 2024 @ 10:00am**

**Meeting Closed at 10:05am**

**Chairman .....**

Tuesday, 23 July 2024

Sanctuary Cove Body Corporate  
Attention: Dale St George

Delivery via: Email [dale.stgeorge@scove.com.au]

**SEQ Hub**  
6/42 Burnside Road, Ormeau  
QLD 4208  
Phone 1300 319 954  
info@biodiversityaust.com.au  
[www.biodiversityaust.com.au](http://www.biodiversityaust.com.au)

## **RE: Corella Management Program**

Dear Dale,

As requested, please find details pertaining to the outcome of the Corella management program conducted at Sanctuary Cove, Hope Island, Queensland.

# **1. Background Information**

Sanctuary Cove homes two species of Corella, Little Corellas (*Cacatua sanguinea*) and Long-billed Corellas (*Cacatua tenuirostris*). Corellas are a widespread throughout Australia, congregating in large flocks where seeding grasses and water sources are abundant, making Sanctuary Cove the ideal habitat. Biodiversity Australia has been conducting Corella Management within Sanctuary Cove since 2021, with dispersal efforts being successful.

# **2. Scope of Works**

## **2.1 Corella management program**

The Corella management program was conducted for a duration of 12 weeks between 15<sup>th</sup> April 2024 and 5<sup>th</sup> July 2024. Dispersal was conducted by means of a variety of non-lethal tools, including pyrotechnics to aid with the harassment. All pyrotechnic release was undertaken by a suitably qualified, experienced, and licenced Biodiversity Australia field technician.

Dispersal activities were conducted three days per week within the 12-week program. Works were conducted predominantly at dusk, when Corellas begin to settle down for the evening. Dispersal efforts at this time caused disruption to the flocks, resulting in them leaving Sanctuary Cove grounds and seeking shelter elsewhere.

### 3. Results

Works were conducted throughout Sanctuary Cove with focus on areas where complaints of Corella activities were received through Sanctuary Cove Services. Throughout the 12 weeks, Corella management activities dispersed flocks of up to 100 individuals. Table 1 displays the results from the program conducted throughout Sanctuary Cove between April and July. Figure 1 depicts the returning corella population changes throughout the course of the program in 2024. Figure 2 displays the results for the 2023, non-lethal Corella dispersal methods of Sanctuary Cove. There is a noticeable difference in results displayed in the below figures. Figure 2 displays a larger number of initial and returning Corellas present when compared to the numbers seen in Figure 1. This could be due to the repetition of dispersal methods creating a negative space for Corellas over time having the effect of lower numbers returning to Sanctuary Cove each year. It may also be affected by seasonal changes in Corella population within Sanctuary Cove as populations prepare to breed and disperse to suitable nesting locations in search of or with a mate.

Table 1 Corella dispersal results 15/04/2024 - 5/07/2024

Week	Dates	Weather	Corella Observed	Corella Remaining after Dispersal
1	15/04/24 - 19/04/24	Fine Conditions	100	0
2	22/04/24 - 26/04/24	Fine Conditions	15	0
3	29/04/24 - 03/05/24	Fine Conditions	1	0
4	06/05/24 - 10/05/24	Fine Conditions	0	0
5	13/05/24 - 17/05/24	Sunny Conditions	15	0
6	20/05/24 - 24/05/24	Fine Conditions	3	0
7	27/05/24 - 31/05/24	Fine Conditions	50	0
8	03/06/24 - 07/06/24	Fine Conditions	27	0
9	10/06/24 - 14/06/24	Fine Conditions	25	0
10	17/06/24 - 21/06/24	Fine Conditions	40	0
11	24/06/24 - 28/06/24	Fine Conditions	40	0
12	01/07/24 - 05/07/24	Overcast Conditions	40	0

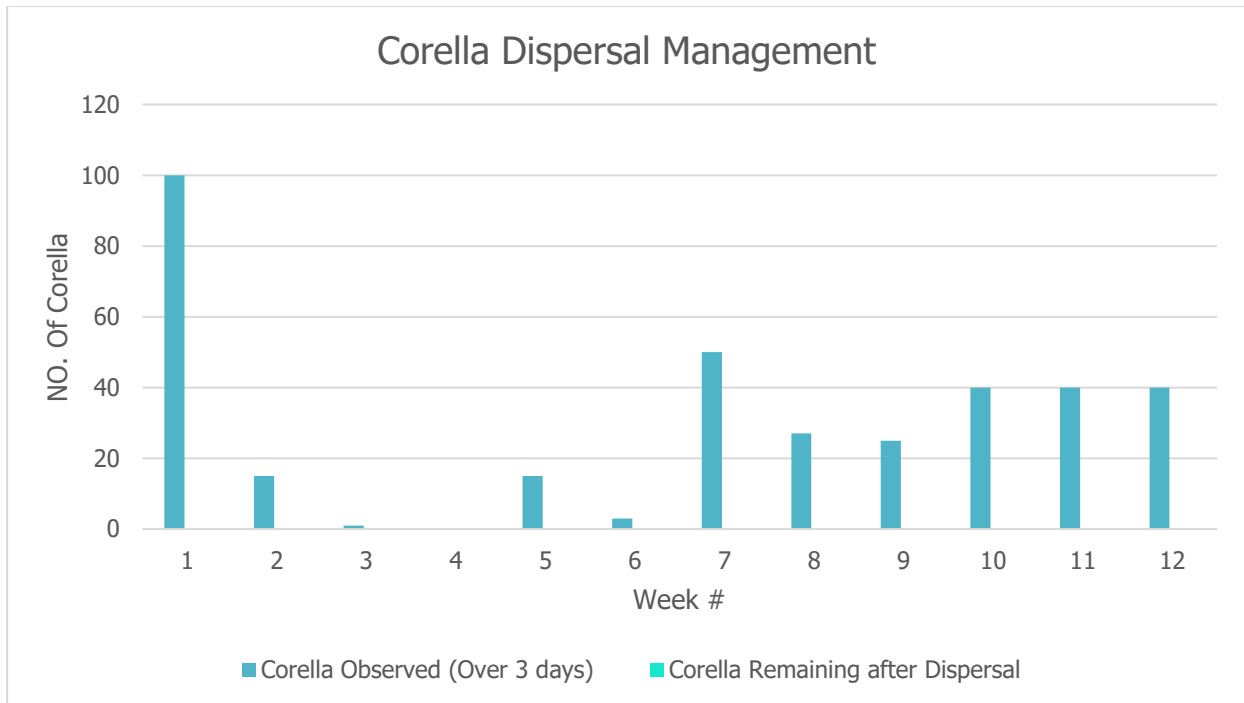


Figure 1 - Weekly Dispersal Data 2024

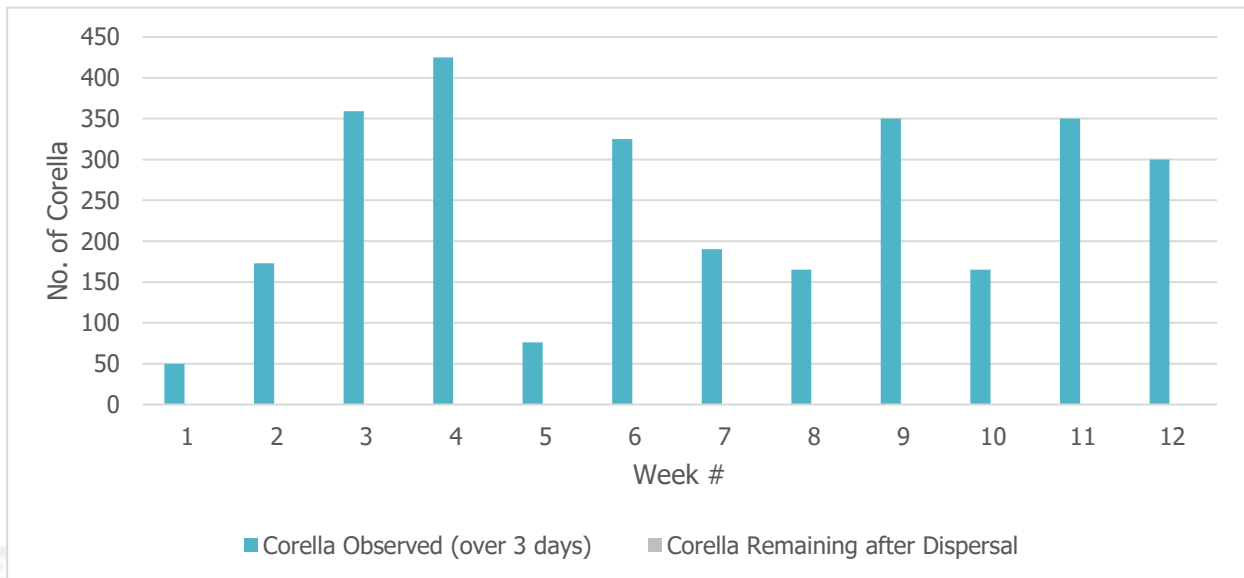


Figure 2 Weekly dispersal data 2023 - Previous Survey Results

## 4. Recommendations

The Corella dispersal efforts resulted in declining initial and returning Corella numbers throughout the dispersal period. Biodiversity Australia recommend that corella dispersal efforts continue in order to maintain a positive effect in lowering corella numbers over time. The comparison of the 2023 (Figure 2) and 2024 (Figure 1) results indicate declining numbers of Corella within Sanctuary Cove, which can be linked to the behavioural training of imprinting the location as a negative space for corellas. This has lowered the number of returning Corellas, with many individuals choosing to settle elsewhere.

Continuation of the program would be beneficial in achieving lower Corella numbers within Sanctuary Cove. The results displayed in this report recommend the effectiveness of maintaining the current Corella dispersal program over three consecutive months(12 weeks). Biodiversity Australia recommends dispersal efforts conducted five days a week in the first of the three consecutive months to establish a more permanent presence. In the following two months a three day a week coverage leading into breeding season is recommended. All dispersal efforts on any given day in the program will amount to at least three active dispersal hours. Biodiversity Australia recommends this three-month dispersal plan is undertaken twice a year (24weeks per annum) and will be conducted by one suitably qualified and experienced field technician structured as;

- Month 1: 3 hours/day Mon, Tues, Wed, Thurs, Fri
- Month 2: 3 hours/day Mon, Wed, Fri
- Month 3: 3 hours/day Mon, Wed, Fri

In addition to the continuation of the above Corella dispersal program Biodiversity Australia recommends extra actions such as the removal of pinecones from feeding grounds. The removal of pinecones should be conducted in the lead up to and throughout the breeding season to ensure a build-up of pinecones isn't encouraging the Corellas to linger. It is recommended this action is undertaken at least weekly and can be done by a mower, slasher or mulcher. It may be necessary to increase the frequency of mowing/slashing/mulching in response to the changes in Corella populations and availability of pinecones within Sanctuary Cove. Evaluation of the effectiveness of this program is to then be re-assessed at the end of this term.





Prepared For:

Cam Smith  
Sanctuary Cove Golf and Country Club  
The Parkway  
Sanctuary Cove, QUEENSLAND 4212  
Australia

Sold & Serviced by:

Ventrac Sales  
Chris Stig  
27 Kurrara Street Lansvale 2166  
Phone: 0419 258 566



# 4520 TRACTOR

# 4520 TRACTOR

## Model Comparison

	<b>4520K</b> VANGUARD Big Block	<b>4520P</b> KAWASAKI DFI	<b>4520Y</b> KUBOTA Diesel	<b>4520N</b> KUBOTA	<b>4520Z</b> KUBOTA
Stock Codes	39.51219	39.51216	39.51217	39.51225	39.51215
California Model Stock Code		39.51221		39.51227	
Accessory Kit: Front fenders, foot pegs, 4 rear weights, weight transfer	Optional	Standard	Standard	Standard	Standard

## Engines

Engine	Vanguard M54	Kawasaki FD851D DFI	Kubota D902	Kubota WG972 EFI	Kubota WG972-GL
Max Operating Speed	3600 rpm	3600 rpm	3600 rpm	3600 rpm	3600 rpm
Horsepower	31	31	25	32.5	32.5
Peak Torque	47 ft lb (64 nm)	47 ft lb (64 nm)	42 ft lb (57 nm)	51 ft lb (69 nm)	51 ft lb (69 nm)
Displacement	896cc	824cc	898cc	962 cc	962cc
Cylinders	2	2	3	3	3
Engine Oil	Ventrac Full Synthetic 10W30				
Cooling	Air	Liquid	Liquid	Liquid	Liquid
Fuel Type	Gasoline	Gasoline	Diesel	Gasoline	Gasoline
Fuel Capacity	6 gal (22.7 L)	6 gal (22.7 L)	6 gal (22.7 L)	6 gal (22.7L)	6 gal (22.7 L)
Fuel Economy <sup>^^</sup>	1.6 gal/hr (6 L/hr)	1.2 gal/hr (4.5 L/hr)	1.1 gal/hr (4 L/hr)	1.5 gal/hr (5.7 L/hr)	1.5 gal/hr (5.7 L/hr)
Slope Rating (continuous/intermittent)	25°/30°	30°/30°	20°/30°	20°/30°	20°/30°
Alternator	50 Amp	30 Amp	60 Amp	60 Amp	60 Amp

## Dimensions

Weight with standard hitch	*1385 lb (628 kg)	1620 lb (735 kg)	1705 lb (773 kg)	1700 lb (771 kg)	1690 lb (767 kg)
Weight with accessories kit	1610 lb (730 kg)	N/A	N/A	N/A	N/A
Weight with 3-point hitch	1690 lb (767 kg) w/ accr kit	1700 lb (771 kg)	1785 lb (810 kg)	1780 lb (807 kg)	1770 lb (803 kg)
Length with standard hitch (ROPS up)			81.5 inches (207 cm)		
Length with 3-point hitch			92 inches (234 cm)		
Width			48.5 inches (123 cm)		
Width with wheel extensions			54.5 inches (138.5 cm)		
Width with duals			73 inches (185.5 cm)		
Wheelbase (front axle to rear axle)			45 inches (114 cm)		
Height (ROPS up)			68 inches (173 cm)		
Height (ROPS down)			54 inches (137 cm)		
Turning Radius (single tires, standard position)			39 inches (99 cm)		
Turning Radius (position 2)			54 inches (137 cm)		
Turning Radius (position 3)			68 inches (173 cm)		
Oscillation amount (@ wheel)			7.5 inches (19 cm)		
Ground Clearance			5 inches (13 cm)		

<sup>^^</sup> Fuel Economy tested with HM602 mower for comparison purposes.  
Application conditions & attachment will affect fuel economy.

All specifications subject to change without notice or obligation



The Ventrac 4520 tractor was built with you in mind. From the advanced electrical system, redesigned frame, more safety and comfort features; the 4520 offers the reliable performance, astounding versatility and comfortable handling you have come to expect.

Like all Ventrac tractors, the 4520 utilizes All Wheel Drive and an articulating chassis with a low center of gravity to provide superior traction, braking, stability, and security on tough terrain and slopes without disturbing turf when turning.

## Over 30 Ventrac Mount Attachments

Choose from over 30 professional grade Ventrac Mount attachments to transform your Ventrac into a productivity powerhouse. This incredibly rugged and dependable machine is a wise business investment for golf courses, schools and universities, parks, street maintenance departments, commercial mowing services, contractors, wineries, farms, property management associations, estate owners and anyone needing one machine to do it all.

## STANDARD FEATURES

- Pre-Wired Plug & Play Wiring Harness
- Premium Comfort Seat
- Advanced Electronic Instrument Panel
- 6 Function Warning Gauge & Alarm
- Conveniently Located PTO Belt Tensioner
- On-board Diagnostic System
- Sealed Electrical System
- Thermostatically Controlled Oil Cooler
- Battery Disconnect Switch with Circuit Breaker
- Automotive Style Parking Brake
- Universal PTO Switch
- S.D.L.A. Operator Controls
- Weight Transfer System\*
- \*Optional on 4520K, standard on other 4520 Models
- USB Charger

## Optional Accessories:

- Turf Tires, Chains
- Category 1 3-Point Hitch
- Cold Weather Cab
- Additional Lighting & Signaling Packages
- Electrical Power Outlets
- Digital Slope Indicator
- Dual Wheel or Wheel Extensions for Slope

Visit [www.ventrac.com/accessories](http://www.ventrac.com/accessories) for full list.



# 4520 TRACTOR (cont.)

## Electrical

Battery	475 CCA (Group 51R)
Voltage	12 volts
Battery Disconnect	Standard, with 150A System Circuit Breaker
Fuses	Sealed, Mini Fuse and J-Case styles

## Drivetrain

Hydraulic Pump	Danfoss DDC-20
Pump Drive	Direct Drive (Double U-Joint Drive-shaft)
Hydraulic Motors	MPIM
Transaxles	Peerless 2600 series
Axles	Peerless 40mm (forged) with integrated forged hub
Hydraulic Oil Cooler	Aluminum w/ Thermostatically controlled Electric Fan
Hydraulic Oil Filter (Suction)	25 micron
Hydraulic Oil Filter (Pressurized)	10 micron

## Hitch and PTO

Front Hitch	Ventrac Mount System
Electric PTO clutch with Brake	Ogura GT3.5 (250 ft lb) (339 nm)
Rear Hitch	2 inches Receiver
3-Point Hitch	Optional Category 1 3-Point Hitch

## Tires

Standard (All Terrain)	22x12-8
Optional Turf	22x11-10

## Travel Speed (F/R)

Low Range	5 mph (8 kph) forward / 4 mph (6 kph) reverse
High Range	10 mph (16 kph) forward / 8 mph (13 kph) reverse

## Instruments, Gauges, and Alarm

Gauges	Tachometer, Speedometer, Hour Meter, Engine Temperature (liquid cooled engines only), Fuel Level, Volt Meter
Indicator Lights ^ Activates Audible Alarm	Parking Brake, Engine High-Temp^, Hydraulic Oil High Temp^, Low Voltage^, Low Oil Pressure^
Switches	Key, PTO, and Lights

## Lights

Head Lights	(4) LED 1000 Lumen
Tail Lights	(2) Red LED Lights

## Controls

Forward Reverse	S.D.L.A. (Speed, Direction, Lift, and Auxiliary) Handle; Optional Foot Pedal
Attachment Lift	S.D.L.A. (Primary Handle)
Auxiliary Hydraulics	S.D.L.A. (Secondary Handle)
Throttle	Dash Mounted
Front Hitch Lock	Column Mounted (Accessible from Seat)
PTO Belt Tensioner	Front Mounted, Automatic Tension Controlled
Weight Transfer	5 position
High/Low Range	Single Lever, Column Mounted
3 Pt Controls (Optional)	Lift + 2 sets of Auxiliaries
Steering	Power Steering

## Other Features

Tool Box	Optional
Cup Holder	Standard
Seat	Deluxe High Back Seat (arm rests and suspension seat optional)

## ROPS

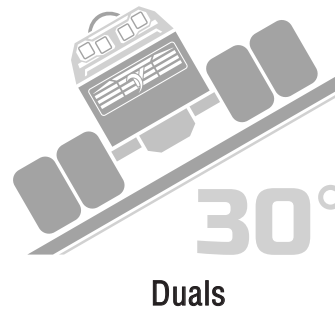
Folding ROPS	Standard
Heavy Duty Off-Road Seat Belt	Standard

All specifications subject to change without notice or obligation

# Max Slope Rating (in any direction)

	Single Tires	Dual Wheels
4520* w/Front Attachment (unless specified otherwise below)	20°	30°
4520 w/Cab	10°	Not Recommended
4520 w/Spreader	10°	Not Recommended
4520 w/RV602	10°	15°
4520 w/KH500	5°	Not Recommended
4520 w/MA900	10°	18°

\*Attachments, accessories, and tire configuration may reduce the 4520 power unit's maximum angle of operation. Refer to applicable operator manuals for maximum angle of operation of equipment.



# ENGINE RATINGS

Model #	4520K	4520P	4520Y	4520N	4520Z
Engine	B&S Vanguard Model 54	Kawasaki FD851D	Kubota D902	Kubota WG972 EFI	Kubota WG972-GL
Fuel	Gas	Gas (DFI)	Diesel	Gas	Gas
Max Slope Intermittent Use***	30° (58%)^	30° (58%)	30° (58%)^	30° (58%)^	30° (58%)^
Max Slope Continuous Use***	25° (47%)	30° (58%)	20° (36%)	25° (47%)	20° (36%)

\*\*\* For slope operation over 20°, Wheel Extensions are required for up to 25° or Dual Wheels are required for up to 30°



Digital Slope Gauge  
Recommended for operation on slopes.



## Intermittent Use Defined

^ The engine may operate between 20° and 30° for up to 10 minutes. If 10 minutes is reached, the engine must be returned to 20° or less to assure proper oil lubrication. After returning to 20° or less, the intermittent cycle can be repeated. The 4520P Kawasaki DFI engine is rated for 30° continuous operation and does not have this requirement.

All specifications subject to change without notice or obligation





**VENTRAC**



Shown with Turf Tires

### SPECIFICATIONS

Stock Code

All Terrain	70.4067 (1 kit per tractor)
Turf	70.4068 (1 kit per tractor)
Bar	70.4069 (1 kit per tractor)
Weight	80 lbs (36.25 kg) (per axle)
Additional Tractor Width	24 inches (12 inches/tire) (61 cm)

All specifications subject to change without notice or obligation

#### Note:

- (A) Do NOT use dual wheels when using the Ventrac VERSA-Loader.
- (B) Engine manufacturers' maximum angle of operation is 25° for continuous use (all directions) and 30° intermittent use\*. The 4500P Kawasaki DFI is rated for 30° continuous use.
- (C) Do NOT use with Wheel Extensions

\* Intermittent use is up to 10 minutes on the slope, then return to level ground before returning to the slope.

Dual Wheels are available for the 4000 series tractors. They are designed to increase stability, traction, and safety on slopes. Dual wheels are also great for reduction of soil compaction on delicate ground. Once the dual hubs have been installed on each wheel, the duals can be quickly mounted and dismantled.\*

Duals are recommended for sandy soils or where a broad distribution of tractor weight is desired, including when driving sideways on slopes greater than 20 degrees (not to exceed 30 degrees).

Duals are only one of numerous considerations for safety on slopes; speed, terrain, irregularities, and stopping the unit are other serious factors to consider for safe operation of the tractor.

\*Recommended tire pressure for dual wheels can be found in the 4500 operator manual and also on the sticker inside of the hood



Shown with Standard Tires

TRACTOR COMPATIBILITY KEY:



500 Venture Drive  
Orrville, OH 44667  
1.866.836.8722

Fax: 330.683.0000  
www.ventrac.com  
info@ventrac.com



# CANOPY

70.4169



**VENTRAC**

## CANOPY

Stock Code 70.4169

### Dimensions

Weight	62 lbs (28 kg)
Width	42.6 inches (108.2 cm)
Length	56 inches (142.2 cm)
Overall Adjustable Height	1.5 in (3.8 cm)
Standard Height	16 in (40.6 cm) Above top of rollbar to top of canopy
Second Height Option	17.5 in (44.5 cm) Above top of rollbar to top of canopy

### Optional Fan Specs

Stock Code	70.4170
Electric Fan	12 in (30.5 cm)
Max Air Flow	1000 CFM
Fan Speeds	3 Options

All specifications subject to change without notice or obligation



## AVAILABLE KITS

- 70.4170 – Kit, Fan for Canopy
  - 5 Mounting Options Available
- 70.4171 – Kit, Strobe Light for Canopy
- 70.4172 – Kit, Front Work Light for Canopy
  - Requires 70.4173 -Kit, Work Light LED 4520/4500





# FLAIL MOWERS

MW/MY

# FLAIL MOWER

Stock Code	39.55147	39.55149	39.55142	39.55148
Model	MW722	MY722	MW560	MY562

## Application

Vegetation Volume	Low-Med	Low-High	Low-Med	Low-High
Cutting Style	Fine Turf	High Volume	Fine Turf	High Volume

## Dimensions

Cutting Width	72 inches (183 cm)	72 inches (183 cm)	56 inches (142 cm)	56 inches (142 cm)
Length (front to end of hitch arm)	63.5 inches (161 cm)	63.5 inches (161 cm)	64.5 inches (164 cm)	64.5 inches (164 cm)
Width	79 inches (201 cm)	79 inches (201 cm)	63 inches (160 cm)	63 inches (160 cm)
Height	27.75 inches (70 cm)	27.75 inches (70 cm)	27.75 inches (70 cm)	27.75 inches (70 cm)

## Cutting System

Blade Type	Scoop	"Y"	Scoop	"Y"
Blade Count	36	72	24	48
Rotor Diameter	12.5 inches (31.75 cm)	12.75 inches (32 cm)	12.5 inches (31.75 cm)	12.75 inches (32 cm)
Rotor Direction-of-operation	"Forward"	"Forward"	"Forward"	"Forward"
Rotor Speed (RPM, at 3600 Tractor RPM)	3000	3000	3000	3000

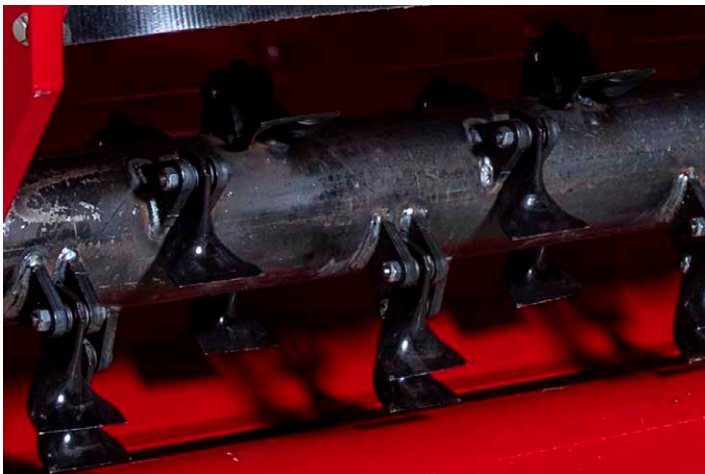
## Frame Design

Height of Cut Adjustment	1-5 in	1-5 in	1-5 in	1-5 in
Oscillation Amount	9.3 in (Over rear roller width)	9.3 in (Over rear roller width)	TBD	TBD

## Features

Maximum Cutting Size	0.5 inches	0.5 inches	0.5 inches	0.5 inches
Flip Up	Yes	Yes	Yes	Yes
Height Adjustment	2 levers, no tools required	2 levers, no tools required	2 levers, no tools required	2 levers, no tools required

All specifications subject to change without notice or obligation



**FINE FLAIL**



**FAST FLAIL**



The new Ventrac Fine Cut and Fast Cut Flail Mowers are in a class of their own. With the out-front mounted design unique to Ventrac, these mower decks offer the ability to turn tall or dense areas into a quality finish cut for fast and efficient property management. Flail mowers are a perfect choice for any overgrown area with a variety of different types of vegetation. Add Ventrac's capabilities to mow difficult areas such as slopes, wet areas, or retention basins, and these mowers will step up your game when it comes to maintaining any property.

The two available models, Fine Cut and Fast Cut, feature unique knife options and offer two width options for more versatility of cut, speed, and application. Cutting widths for the decks are 56" and 72" wide and offer the most versatility for specific property needs.

The Fine Cut Flail (MW560/MW720) is equipped with scoop knives, and it will achieve a quality cut with a more finished look on grassy material that gets mowed 3 to 8 times per year.

The Fast Cut Flail (MY560/MY720) features Y knives, and it is for a dense or brush- type material application. The Fast Cut is a good choice for areas of overgrown brush and vines that do not require regular mowing, but you still want a better finish result than a typical rotary rough-cut mower.



A flail mower cuts by using knives attached to a balanced rotor. The rotor runs parallel with the ground, and the hanging knives spin vertically to cut the grass. This system can produce a high-volume cutting process as it grabs the grass while holding it under the mower for a longer time, allowing it to shred into fine cuttings that are then dispersed evenly along the width of the mower. Evenly dispersed clippings allow for less windrowing and clumping of grass that can kill turf. Flail mowers also provide a much more pleasing aesthetic result than alternative types of rough-cut mowers.

The swinging knives typically handle impact from debris better than fixed rotary blades, and replacing a knife is easier and less expensive than replacing a rotary cutting blade. A huge benefit of the Ventrac Flail mowers is the cut height adjustment mechanism, which allows the user to adjust cut height faster, easier, and with more precision. The process of changing the height-of-cut on a Ventrac flail mower does not require tools and can be accomplished in under a minute.





**VENTRAC**



# Pricing Quote

Quote #: 91201-1003

Date Quoted: May 29, 2024  
Quote Expires: June 29, 2024

### Prepared For:

Cam Smith  
Sanctuary Cove Golf and Country Club  
The Parkway  
Sanctuary Cove, QUEENSLAND 4212  
Australia

### Prepared By:

Ventrac Sales  
Chris Stig  
27 Kurrara Street Lansvale 2166  
Phone: 0419 258 566

Thank you for the opportunity to quote the following Ventrac product(s) for your review. I have added the items that we feel would best serve your needs. Please feel free to contact me with any questions.

QTY	Model #	Description	Unit Price	Total
1	4520P (39.51216)	Ventrac Tractor: KN, 4520P Kawasaki FD851D <i>Included Standard: Weight Transfer, SDLA Hand Controls, 4 Rear Weights, Front Fenders, Foot Pegs</i>	51,470.00	51,470.00
1	70.4067	Accessory: DUAL WHEEL KIT Kit, Duals Field Trax Black	2,781.00	2,781.00
1	70.4179	Accessory: 12-VOLT REAR PLUG Kit, 12V Rear 4520	311.00	311.00
1	70.4161	Accessory: 12V FRONT Kit, 12V Front 4520/4500	665.00	665.00
1	70.4169	Accessory: CANOPY Kit, Canopy	1,866.00	1,866.00
1	MY722 (39.55149)	Attachment: MOWERS - FLAIL MY, MY722 72" Flail Mower - Fast Cut	15,288.00	15,288.00

Subtotal 72,381.00

### DISCOUNTS

Promotion -3,300.00

### CHARGES

Tax (10%) +6,908.10

**TOTAL AUD \$ 75,989.10**

### Notes:

All items are in stock currently





3 June 2024

SANCTUARY COVE GOLF AND COUNTRY CLUB PTY LTD  
THE PARKWAY SANCTUARY COVE QLD 4212

Dear AARON

Thank you for the opportunity to provide you with an indicative Equipment Loan quotation for over a 48 month term.

Details of the quote, Reference Number 241550077 A Given on 3/06/2024 are as follows:

**Settlement Month**

Quote number 241550077 A is based on the equipment finance settlement occurring in **June 2024**.

**Your Interest Rate**

The Interest Rate for 241550077 A is **7.0701%**.

**Financing Details**

Equipment Cost or Balloon Refinance Amount: \$77,566.50

**Less** Deposit Paid and / or Supplier Trade In allowed: \$0.00

**Plus** On Road Costs (Transfer + Compulsory Third Party + Registration): \$0.00

Luxury Car Tax: \$0.00

**Loan Amount:** **\$77,566.50**

**Plus** Interest Charges: \$11,711.10

**Total Amount Repayable:** **\$89,277.60**

A Balloon Payment of \$0.00 (0.0000% of the Loan Amount) is due at the end of the 48 month Term.

**In Arrears Payments**

Repayments						
Segment No	Start Date	Number of Repayments	Frequency (Months)	Repayment Amount	GST	Total Repayment
1	10/07/2024	48	1	\$1,859.95	\$0.00	\$1,859.95
<b>Total</b>				<b>\$89,277.60</b>	<b>\$0.00</b>	<b>\$89,277.60</b>



## Establishment Fees Payable at Settlement

Establishment Fees			
Fee Type	Fee Amount	GST	Total Fee
Settlement Fee	\$575.00	\$0.00	\$575.00
PPS Reg & Maint Fee	\$50.00	\$0.00	\$50.00
<b>Total</b>	<b>\$625.00</b>	<b>\$0.00</b>	<b>\$625.00</b>

This indicative quotation does not confer an offer by the bank nor a commitment on its part to the transaction. The quotation is valid for your acceptance until, 10/06/2024 and Settlement until 24/06/2024. After these dates, details may change without notice.

Subject to credit approval, provision of Tax Invoice and standard terms & conditions being met, we can settle this quotation within 24 hours of acceptance. Let us help you get your equipment delivered faster.

Yours faithfully

---

per Andrew Stephen  
Private Client Director

# Claim for Monies Owed

<b>Distribution:</b> PTBC	Attachments: 7	20240708
<b>Motion:</b> That the PTBC considers the correspondence by the owner of Lot 46 Banksia Lakes, 2296 Vardon Lane requesting a reimbursement of \$302.50 Inc GST for monies paid for repair to damaged front concrete edging and \$1,394.00 Inc GST for monies paid for repair to damaged irrigation system.		

## Reimbursement Recommendation

It is recommended that the costs associated with the concrete edging (\$302.50 Inc GST) should be reimbursed to the lot owner.

The decision regarding reimbursement for the irrigation repairs will be left to the PTBC committee members to determine if sufficient evidence has been provided to approve reimbursement.

## Details

On 24 June 2024, the owner of Lot 46 Banksia Lakes, 2296 Vardon Lane, requested reimbursement from PTBC for payments made to their contractors for repairing the damaged front garden concrete edging and the irrigation system.

The resident has raised the following point of concern for consideration:

1. The large tree in front of 2296 Vardon Lane was removed by the PTBC as the tree's roots had caused damage to the main foundations of lot 46 Banksia Lakes, 2296 Vardon Lane.
2. It was agreed that the PTBC would make good all repairs.
3. During the tree removal the bucket digger:
  - cut through the electrical lines for the irrigation system for the whole property.
  - pulled up the irrigation pipes as it removed the buried roots
  - damage sprinkler heads as the tracks pulled up the front lawn

The owner engaged an irrigation professional from Wetspot Irrigation to complete the above listed repair totalling \$1,364.00 including GST.

4. The concrete edging along the front wall of lot 46 Banksia Lakes, 2296 Vardon Lane was also damaged by the tree roots as tree removalist had to remove kerbing to get to tree roots.

The owner engaged Kerbing Forever to complete repair totalling \$302.50 including GST.

# Claim for Monies Owed

Facilities Services (SCCSL) has provided the following response:

In reference to items listed by lot owner (pg1)

1. Visible damage to the grass and concrete edging caused by roots was acknowledged. While no damage to the main foundation was observed, advice was communicated to the lot owner during an in-person meeting and reiterated via email on 04 September 2024
  - *During our onsite meeting, it was discussed that if you suspect any structural slab or foundation damage has occurred, it becomes the responsibility of the lot owner to furnish evidence from a suitably qualified professional to the PTBC for assessment.*
2. It was agreed that the PTBC would make good all repairs, including;
  - Installation of a new tree, (Tuckeroo species)
  - Replace concrete garden edging
  - Reinstatement of Turf
  - Irrigation – as documented in email dated 26/03/2024 and reiterated on multiple occasions in person and via phone.
3. No evidence to support damaged irrigation has been provided, nor was an opportunity given for a representative of the PTBC to review the damage in person. As above, the lot owner was advised that any repairs to their irrigation system caused by root damage or their removal would be made good.
  - *This statement of 'make good' is confirmed by repairs performed at the property on 31 May 2024, which involved installing a 25mm joiner and two 25mm clips to rejoin the low-density line. At that time, no other visible damage to the irrigation system was/had been identified.*
4. It is acknowledged that a portion of the concrete edging works was damaged by tree roots and these repairs were included within the PTBC approved scope of works. It is agreed that incorporating the repair of this section of concrete edging into the installation of the new front edging completed by the lot owner's contractor was advantageous overall.

## Supporting Documentation

- Claim for Monies Owed Form 23 for \$1,364.00 – Irrigation Claim
- Claim for Monies Owed Form 23 for \$302.50 – Front Concrete Edging Claim
- Annexure A. Notes for refund claimed due to property damage
- Wetspot Irrigation Invoice INV-3127
- Kerbing Forever Invoice 0123
- ANZ Receipt - Ref 2187908066 Irrigation INV 3127 – owner's payment to Wetspot Irrigation
- ANZ Receipt - Ref 2187909886 Kerbing INV 123 – owner's payment to Kerbing Forever

### **Overview**

The following are claims to damage caused by the large tree which was approved to be removed as it had caused damage to the property. Shanyn Fox had agreed to making good all repairs. The claims are for make good due to the damage. During the same period we completed minor landscaping changes due to the tree removal on the front verge to the property. We carried out the repairs as we completed the minor changes to landscaping prior to any make good by Shanyn Fox and the body corporate.

### **Irrigation damage**

The irrigation damage has occurred when the tree roots where removed. The roots grew from the tree across our boundary and then under slab of the property. The tree was approved to be removed due to the damage it had caused and was causing to the main foundations of the property.

As seen in the pictures the removal company was using large earth moving equipment to dig out the roots and pull them from the ground.

The bucket digger cut through the electrical lines for the irrigation system for the whole property.

The bucket digger pulled up the irrigation pipes as it removed the buried roots.

The bucket digger damaged sprinkler heads as the tracks pulled up the front lawn.

I had engaged an irrigation professional to complete the work as invoiced and attached.

### ***Reimbursement claimed \$1,364.00***

Pictures attached for reference.



**Front concrete edging to boundary line**

The concrete edging along the front boundary of the property was also damaged by the tree roots.

The tree removalist also had to remove kerbing to get at the tree roots for removal.

I engaged my kerb edger to fix this as it was all part of the front edge being replaced and had to be done at the time as invoiced and attached.

***Reimbursement claimed \$302.50***

Pictures attached for reference.



**Concrete edging near the property wall**

The concrete edging along the front wall of the property was also damaged by the tree roots.

The tree removalist also had to remove kerbing to get at the tree roots for removal.

The tree removalists did not remove the roots under the slab of the property.

This is not part of the claim as Sharyn Fox has organised this to be replaced.

Pictures attached for reference.





## Lodgement Receipt - Pay Anyone

**Date:** 24/06/2024

**From account:**

From: Amanda Personal  
Your/business name: A Cummings

**Payment details:**

Account name: Wetspot Irrigation  
BSB: 034604  
Account number: 385373  
Reference: INV 3127  
Amount: \$1,364.00

**Transfer details:**

Transfer instructions: Pay no earlier than 24/06/2024

**Lodgement number:** 2187908066

(FOR ENQUIRIES)

**Receipt number:** 825851

### IMPORTANT INFORMATION

This is your lodgement receipt confirming your transfer has been lodged for processing by us. When the payee's account will be credited will depend on the policy and systems of the payee's bank.

If you made a future-dated payment, please log on to ANZ Internet Banking after the nominated payment date to confirm that your payment was processed and obtain your receipt number.



## Lodgement Receipt - Pay Anyone

**Date:** 24/06/2024

**From account:**

From: Amanda Personal  
Your/business name: A Cummings

**Payment details:**

Account name: Kerbing Forever  
BSB: 064116  
Account number: 10360798  
Reference: INV 123  
Amount: \$302.50

**Transfer details:**

Transfer instructions: Pay no earlier than 24/06/2024

**Lodgement number:** 2187909886

(FOR ENQUIRIES)

**Receipt number:** 827741

### IMPORTANT INFORMATION

This is your lodgement receipt confirming your transfer has been lodged for processing by us. When the payee's account will be credited will depend on the policy and systems of the payee's bank.

If you made a future-dated payment, please log on to ANZ Internet Banking after the nominated payment date to confirm that your payment was processed and obtain your receipt number.





## Kerbing Forever

5/103 Gillies Rd  
 Zillmere, QLD, 4034  
[kerbingforever@gmail.com](mailto:kerbingforever@gmail.com)  
[www.kerbingforever.com.au](http://www.kerbingforever.com.au)  
 Phone: 0416348610  
 ABN 68771277071  
 Bank Account Details:  
 BSB: 064-116  
 Acc. No.: 10360798

### Tax Invoice

**Invoice no:** 123  
**Date:** 21.06.2024  
**Terms:** 7 Days

**Bill To:** Attention: Body Corp  
 Ged Cummings  
 2296 Vardon Lane Hope Island  
 Qld 4212

Description	Quantity	Rate	Amount
Garden Kerb Replacement Concrete	1	\$275.00	\$275.00
To front Boundary Only			\$0.00
3.5 Linear Meters			\$0.00
			\$0.00
		Subtotal	\$275.00
		GST 10%	\$27.50
		<b>Total</b>	<b>\$302.50</b>
		Paid	\$0.00
<b>Balance Due:</b>			<b>\$302.50</b>



## Claim for Monies Owed

Building Units and Group Titles Act 1980

If you need help completing this form, please contact the Body Corporate Office on 07 5500 3333.

Section 1 — Your Details						
Name and address of person who seeking money from a body corporate.	Name ..... <b>Amanda Cummings</b> .....(Me/Us)					
	Postal address ..... <b>2296 Vardon Lane</b> .....					
	Suburb ..... <b>Hope Island</b> ..... State ..... <b>QLD</b> ..... Postcode ..... <b>4212</b> .....					
	Are you the Lot Owner: Y / N ..... <b>Yes</b> .....					
Section 2 — Lot Details						
Details of Lot	Lot Number ..... <b>46</b> ..... Body Corporate ..... <b>Banksia Lakes GTP 107278</b> .....					
	Property Address ..... <b>2296 Vardon Lane, Sanctuary Cove, Qld 4212</b> .....					
Section 3 — Body Corporate Details						
Details of the Body Corporate who owes the money.	Body Corporate ..... <b>Banksia Lakes Body Corp</b> .....					
	Address ..PO Box 15, Masthead Way, Sanctuary Cove, Qld, 4212.....					
Section 4 — Claim						
Details of the basis of the Claim.	What is the basis of the Claim against the body corporate.					
	<table border="1"> <tr> <td><input type="checkbox"/> Missed Discount</td> <td>\$</td> </tr> <tr> <td><input type="checkbox"/> Excessive Charges (other than levies)</td> <td>\$</td> </tr> <tr> <td><input type="checkbox"/> Other <b>Damage to Irrigation System</b></td> <td>\$ <b>1,364.00</b></td> </tr> </table>	<input type="checkbox"/> Missed Discount	\$	<input type="checkbox"/> Excessive Charges (other than levies)	\$	<input type="checkbox"/> Other <b>Damage to Irrigation System</b>
<input type="checkbox"/> Missed Discount	\$					
<input type="checkbox"/> Excessive Charges (other than levies)	\$					
<input type="checkbox"/> Other <b>Damage to Irrigation System</b>	\$ <b>1,364.00</b>					
(Claim)	<p>Details (please use a separate sheet if necessary) <b>Please see attached Annex A</b></p>					
Section 5 — Authority						
Signed by the Applicant.	I/we acknowledge that:					
	<ol style="list-style-type: none"> <li>1. I/We are seeking the approval of the body corporate to issue a credit for the amount of the Claim.</li> <li>2. Charges may apply to this request for the Body Corporate to consider the Claim.</li> <li>3. The Body Corporate has a right to seek full payment of any balance of the Outstanding Amounts due and payable excluding the Claim.</li> <li>4. Full payment of the outstanding amount is required in order for the application to be considered.</li> <li>5. The application will need to be tabled at the next Body Corporate committee meeting as SCBCS does not have authority to reinstate any amount without Committee approval. The next scheduled Committee meeting will be advised in writing on receipt of a completed application.</li> </ol>					
	Signature of Applicant/s ..... <i>Amanda Cummings</i> ..... Dated: <b>24 / 6 / 2024</b>					
Section 6 — Contact						
Please send this Form, together with all supporting documentation, to: <b>Sanctuary Cove Body Corporate Services PO Box 15, Sanctuary Cove, Qld, 4212.</b> If you have any questions, please email: <a href="mailto:enquiries@scove.com.au">enquiries@scove.com.au</a> or phone <b>07 5500 3333</b>						



# TAX INVOICE

2269 Vardon Body Corporate

**Invoice Date**  
18 Jun 2024

Ph.: 0412 755 608  
ABN: 70 635 014 149

**Invoice Number**  
INV-3127

44 Raleigh terrace,  
Currumbin Waters

**Reference**  
2269 Vardon, Sanctuary Cove

**ABN**  
70 635 014 149

Description	GST	Amount AUD
Locate cable break and replace 20m of controll cable Check system and make repairs Replace 1x Hunter pgg sprinkler Capped 2x Hunter pgg sprinklers Removed a root in turf Repair 1x blow out Repair 1x break 14 hours	10%	1,240.00
	Subtotal	1,240.00
	TOTAL GST 10%	124.00
	<b>TOTAL AUD</b>	<b>1,364.00</b>

**Due Date: 25 Jun 2024**

Direct Deposit | BSB – 034 604 | ACC – 385 373

Please use invoice number as payment reference

Kind Regards,

Gary Sutherland | 0412755608 | gary@wetspotirrigation.com.au

<http://wetspotirrigation.com.au>

If you're satisfied with our services or have any recommendations, we would love to hear!  
Please click on the link below to leave a google review  
<https://g.page/r/CZfwrjivTjtOEBA>



[View and pay online now](#)



## Claim for Monies Owed

Building Units and Group Titles Act 1980

If you need help completing this form, please contact the Body Corporate Office on 07 5500 3333.

Section 1 — Your Details						
Name and address of person who seeking money from a body corporate.	Name <b>Amanda Cummings</b> .....(Me/Us)					
	Postal address <b>2296 Vardon Lane</b> .....					
	Suburb <b>Hope Island</b> ..... State <b>QLD</b> ..... Postcode <b>4212</b> .....					
	Are you the Lot Owner: Y / N <b>Yes</b>					
Section 2 — Lot Details						
Details of Lot	Lot Number <b>46</b> ..... Body Corporate <b>Banksia Lakes GTP 107278</b> .....					
	Property Address <b>2296 Vardon Lane, Sanctuary Cove, Qld 4212</b> .....					
Section 3 — Body Corporate Details						
Details of the Body Corporate who owes the money.	Body Corporate <b>Banksia Lakes Body Corp</b> .....					
	Address ..PO Box 15, Masthead Way, Sanctuary Cove, Qld, 4212.....					
Section 4 — Claim						
Details of the basis of the Claim.	What is the basis of the Claim against the body corporate.					
	<table border="0"> <tr> <td><input type="checkbox"/> Missed Discount</td> <td>\$</td> </tr> <tr> <td><input type="checkbox"/> Excessive Charges (other than levies)</td> <td>\$</td> </tr> <tr> <td><input type="checkbox"/> Other <b>Damage to front concrete edging</b></td> <td>\$ <b>302.50</b></td> </tr> </table>	<input type="checkbox"/> Missed Discount	\$	<input type="checkbox"/> Excessive Charges (other than levies)	\$	<input type="checkbox"/> Other <b>Damage to front concrete edging</b>
<input type="checkbox"/> Missed Discount	\$					
<input type="checkbox"/> Excessive Charges (other than levies)	\$					
<input type="checkbox"/> Other <b>Damage to front concrete edging</b>	\$ <b>302.50</b>					
(Claim)	<table border="1"> <tr> <td>Details (please use a separate sheet if necessary)</td> <td><b>Please see attached Annex A</b></td> </tr> </table>	Details (please use a separate sheet if necessary)	<b>Please see attached Annex A</b>			
Details (please use a separate sheet if necessary)	<b>Please see attached Annex A</b>					
Section 5 — Authority						
Signed by the Applicant.	I/we acknowledge that:					
	<ol style="list-style-type: none"> <li>I/We are seeking the approval of the body corporate to issue a credit for the amount of the Claim.</li> <li>Charges may apply to this request for the Body Corporate to consider the Claim.</li> <li>The Body Corporate has a right to seek full payment of any balance of the Outstanding Amounts due and payable excluding the Claim.</li> <li>Full payment of the outstanding amount is required in order for the application to be considered.</li> <li>The application will need to be tabled at the next Body Corporate committee meeting as SCBCS does not have authority to reinstate any amount without Committee approval. The next scheduled Committee meeting will be advised in writing on receipt of a completed application.</li> </ol>					
	Signature of Applicant/s <i>Amanda Cummings</i> ..... Dated: <b>24 / 6 / 2024</b>					
Section 6 — Contact						
Please send this Form, together with all supporting documentation, to: <b>Sanctuary Cove Body Corporate Services PO Box 15, Sanctuary Cove, Qld, 4212</b> . If you have any questions, please email: <a href="mailto:enquiries@scove.com.au">enquiries@scove.com.au</a> or phone <b>07 5500 3333</b>						

OVERALL RANKINGS

PRICES SHOWN ARE INCLUSIVE OF GST													
Tenderer - Landscaping	EOI Received	RFT Sent	Site Inspection	Declined to quote	Opening Date	Fixed price PBC	Fixed price PTBC	Total Tender price	PBC - Growth over existing Contract %	PTBC - Growth over existing contract %	Staff No#	Total Score	Ranking
BLC Landscapes	30/05/2024	7/06/2024	YES	4/07/2024				-					
Green by Nature	31/05/2024	7/06/2024	YES		9/07/2024	\$ 1,832,938.27	\$ 261,848.32	\$ 2,094,786.59	97.98%	22.97%	16	8.69	2
Landscape Solutions	31/05/2024	7/06/2024	YES		9/07/2024	\$ 1,482,339.86	\$ 221,244.76	\$ 1,703,584.62	60.11%	3.90%	16	9.56	1
LD Total	30/05/2024	7/06/2024		20/06/2024				\$ -					
Marsupial Landscape Management	29/05/2024	7/06/2024			9/07/2024	\$ 2,489,760.00	\$ 276,640.00	\$ 2,766,400.00	168.93%	29.92%	22	6.16	
Martin Brothers	31/05/2024	7/06/2024	YES		9/07/2024	\$ 1,748,895.47	\$ 249,842.21	\$ 1,998,737.68	88.91%	17.33%	16	8.09	4
Now Landscapes	31/05/2024	7/06/2024	YES		9/07/2024	\$ 2,726,752.00	\$ 389,044.00	\$ 3,115,796.00	194.53%	82.70%	16	6.09	
Programmed	31/05/2024	7/06/2024	YES		9/07/2024	\$ 2,310,126.59	\$ 318,638.15	\$ 2,628,764.74	149.53%	49.64%	16.5	6.94	
Regal Innovations	29/05/2024	7/06/2024	YES		9/07/2024	\$ 2,124,061.80	\$ 312,261.10	\$ 2,436,322.90	129.43%	46.64%	16	7.38	
The Advanced Group	31/05/2024	7/06/2024			9/07/2024	\$ 1,369,500.00	\$ 267,268.10	\$ 1,636,768.10	47.93%	25.51%	16	6.65	
The Plant Management Company	28/05/2024	7/06/2024	YES		9/07/2024	\$ 2,021,250.00	\$ 288,750.00	\$ 2,310,000.00	118.32%	35.60%	16	8.14	3
<b>PBC - Current Contract Price</b>		<b>\$ 925,803.78 Inc GST</b>											
<b>PTBC - Current Contract Price</b>		<b>\$ 212,939.10 Inc GST</b>											
<b>2024/2025 PBC Budget</b>		<b>\$1,650,000.00 Inc GST</b>											
<b>2024/2025 PTBC Budget</b>		<b>\$275,000.00 Inc GST</b>											
<b>Total</b>		<b>\$1,925,000.00 Inc GST</b>											

\*Cells highlighted in red, indicate the fixed price it is within the 2024/2025 approved budget parameters.

DATA ANALYSIS

Analysis of Landscaping Tender for PTBC/PBC - Commencing Nov 2024														
Criteria	Weight		BLC Landscapes	Green by Nature	Landscape Solutions	LD Total	Marsupial Landscape Management	Martin Brothers	Now Landscapes	Programmed	Regal Innovations	The Advanced Group	The Plant Management Company	
Compliance with RFT	5.00%	Score		6.5	7.0		5.0	6.5	6.0	6.0	6.5	4.0	7.0	
		Weighted Score		0.325	0.35		0.25	0.325	0.3	0.3	0.325	0.2	0.35	
Past Performance	10.00%	Score		9.5	8.8		8.3	9.5	9.0	7.8	8.5	0.0	9.5	
		Weighted Score		0.95	0.875		0.825	0.95	0.9	0.775	0.85	0	0.95	
Technical Capability	10.00%	Score		7.5	7.5		5.0	5.5	5.5	4.5	4.5	2.0	8.0	
		Weighted Score		0.75	0.75		0.5	0.55	0.55	0.45	0.45	0.2	0.8	
Corporate Viability	5.00%	Score		4.75	5.58		1.41	0.18	0.00	5.12	5.84	0.00	2.57	
		Weighted Score		0.2375	0.279		0.0705	0.009	0	0.256	0.292	0	0.129	
Management Skills	5.00%	Score		8.0	7.5		4.0	7.5	7.0	8.0	7.0	2.0	8.0	
		Weighted Score		0.4	0.375		0.2	0.375	0.35	0.4	0.35	0.1	0.4	
Proposed/Schedule of Works	5.00%	Score		8.0	5.5		3.0	4.5	3.0	5.5	6.0	0.0	7.0	
		Weighted Score		0.4	0.275		0.15	0.225	0.15	0.275	0.3	0	0.35	
		Total Non-Price Criteria		3.06	2.90		2.00	2.43	2.25	2.46	2.57	0.50	2.98	
		Normalised Non-Price		10.00	9.48		6.52	7.95	7.35	8.02	8.38	1.63	9.73	
Weighted Non-Price	40.00%			4.00	3.79		2.61	3.18	2.94	3.21	3.35	0.65	3.89	
Weighted Price	60.00%	Final Tender		-	\$2,094,787	\$1,703,585	-	\$2,766,400	\$1,998,738	\$3,115,796	\$2,628,765	\$2,436,323	\$1,636,768	\$2,310,000
		Normalised Price		7.81	9.61		5.92	8.19	5.25	6.23	6.72	10.00	7.09	
		Weighted Price		4.69	5.76		3.55	4.91	3.15	3.74	4.03	6.00	4.25	
		Total Score		8.69	9.56		6.16	8.09	6.09	6.94	7.38	6.65	8.14	
				2	1			4					3	
<b>Compliance</b>														
Tender Form Complete		Supplied		Yes	Partial		Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Insurance		Supplied		Yes	Yes		Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Materials Schedule	Item 1	Supplied		Yes	Yes		Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Machinery Schedule	Item 2	Supplied		Yes	Yes		Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Labour Schedule	Item 3	Supplied		Yes	Yes		Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Addendums		Acknowledged		N/A	N/A		N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Signed & Witnessed		Supplied		Yes	Yes		Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Financial Statements		Supplied		Yes	Yes		Yes	Yes	Partial	Yes	Yes	No	Yes	
Company Structure		Supplied		Yes	Yes		Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Dun & Bradstreet/Ilion Report		Supplied		Yes	Yes		Yes	TRUST	Yes	Yes	Yes	No	Yes	
Ass. Memberships		Supplied		Yes	Yes		Yes	Yes	No	Yes	Yes	Yes	N/A	
Recent Projects		Supplied		Yes	Yes		Yes	Yes	Yes	Yes	Yes	Yes	Yes	
References		Supplied		Yes	Yes		Yes	Yes	Yes	Yes	Yes	Yes	Yes	
<b>Corporate Viability</b>														
Late Payment Risk				2.56%	11.81%		2.98%		7.50%	2.88%	0.80%		0.89%	
Financial Strength				N	O		O		O	5A	4A		O	
Credit Appraisal				1	1		2		2	1	1		1	
Failure Risk				0.02%	0.46%		0.31%		1.32%	0.02%	0.01%		0.29%	
Industry average 10.28%. .32% Minimal, .36% Very Low, .59% Low, 1.3% Average, 2.24% Moderate, 4% High, 9.64% Very High, 26.03% Severe														
O = net worth undetermined, N= Negative Tangible network. Negative Balance of equity after deduction of tangibles, 4A=\$10,000,000-\$49,999,999 5A = \$50,000,000 and over														
1 = strong - Minimal Risk, 2 = good - Low Risk, 3 = fair- Moderate risk , 4 = limited- Sever Risk														
industry average 0.37%														



# LANDSCAPING – MAINTENANCE WORKS CONTRACT

<b>DISTRIBUTION:</b> PTBC	<b>ATTACHMENTS:</b> 1	<b>DATE:</b> AUG 2024
<b>MOTION</b> that the Primary Thoroughfare Body Corporate votes in favour of awarding the contract for the PTBC Landscaping Contract to Landscape Solutions at a cost of \$221,244.76 (Inc GST) per annum, for the period commencing 1 November 2024 to 31 October 2027.		

## Objective

To engage a Landscaping contractor to perform necessary maintenance services within PBC/PTBC areas as specified in the maintenance contract, over a term of three (3) years.

## Background

The incumbent contractor is Landscape Solutions. The current contract, effective 1 November 2019, was originally set to conclude on 31 October 2022. In recognition of the high standard of performance, quality, and service provided by Landscape Solutions under the three (3) year maintenance works agreement an offer to extend the contract for an additional two (2) years was made.

Given the rising costs of materials, consumables, and wages, and considering the current economic climate, the PBC and PTBC agreed on the 25 August 2022 to adjust the existing contract price according to the Consumer Price Index (CPI).

## Challenges and Performance

Since their inception at Sanctuary Cove, Landscape Solutions has navigated numerous challenges, including record rainfall and severe storms. These extreme weather events led to issues with mowing frequencies and weed management, necessitating adjustments in their approach and consequently resulting in varied levels of service standards. Additionally, fluctuations in staffing levels during certain periods have adversely impacted the efficiency and quality of their work. Despite these challenges, many areas of their performance have met the high-quality standards required within the scope. Landscape Solutions has been adaptable and proactive in their efforts to improve, demonstrating a commitment to addressing identified issues.

## Scope Review

Following a comprehensive review of the landscaping works within the resort, it was determined that certain limitations within the current contract necessitated a thorough scope review. This review is essential to ensure that the new contract adequately addressed the evolving requirements and expectations of the community.

## Tender Process

To ensure a competitive process and explore other options, Landscaping Maintenance works Expressions of Interest (EOI) were advertised in three (3) areas. This outreach resulted in eleven (11) responses:

- BLC Landscapes
- Green by Nature
- Landscape Solutions



## LANDSCAPING – MAINTENANCE WORKS CONTRACT

- LD Total
- Marsupial Landscape Management
- Martin Brothers
- Now Landscapes
- Programmed
- Regal Innovations
- The Advanced Group
- The Plant Management Company

Requests for Tender (RFT) were issued on 7 June 2024, and the tenders were subsequently opened on 9 July 2024, under the oversight of the CSC committee where nine (9) responses were received.

### Financial Summary

Inc GST	Current	Budget 2024/2025
PBC	\$925,803.78	\$1,650,000.00
PTBC	\$212,939.10	\$275,000.00

### Pre-Negotiated Submission

Tenderer- Landscaping	Fixed price PBC	Fixed price PTBC	Total Tender price	PBC Growth %	PTBC Growth %
Green by Nature	\$1,832,938.27	\$261,848.32	\$2,094,786.59	97.98%	22.97%
Landscape Solutions	\$1,482,339.86	\$221,244.76	\$1,703,584.62	60.11%	3.90%
Marsupial Landscape Management	\$2,489,760.00	\$276,640.00	\$2,766,400.00	168.93%	29.92%
Martin Brothers	\$1,748,895.47	\$249,842.21	\$1,998,737.68	88.91%	17.33%
Now Landscapes	\$2,726,752.00	\$389,044.00	\$3,115,796.00	194.53%	82.70%
Programmed	\$2,310,126.59	\$318,638.15	\$2,628,764.74	149.53%	49.64%
Regal Innovations	\$2,124,061.80	\$312,261.10	\$2,436,322.90	129.43%	46.64%
The Advanced Group	\$1,369,500.00	\$267,268.10	\$1,636,768.10	47.93%	25.51%
The Plant Management Company	\$2,021,250.00	\$288,750.00	\$2,310,000.00	118.32%	35.60%

### Negotiated Price

On 18 July 2024, an email was sent to the top four performing submissions to further negotiate the terms, focusing on the following areas:

- Pricing
  - Aiming to align project costs more closely with the approved PBC/PTBC budgets and exploring potential adjustments to reduce costs without compromising the quality and integrity of the contract.





# LANDSCAPING – MAINTENANCE WORKS CONTRACT

- Scope of Works  
Assessing how any proposed changes might impact deliverables, timelines, and overall project quality.

All four (4) contractors submitted their best offers.

## LANDSCAPE SOLUTIONS

Offer 1 - will deliver the full tendered scope and specification in full, however the change proposed that will align with price below is that Landscape Solutions will fluctuate manpower on site seasonally between 18 and 12 people as we deem fit to fulfill all the KPI's.

PBC	\$1,319,309.65 Inc GST
PTBC	\$219,154.43 Inc GST

Offer 2- shortens the weekly mowing frequency from 7 months to 4 months of the year between December & March inclusive, given these are the peak growing months for grasses. This would drop the overall annual mowing frequency across the estate from 41 to 35 cuts and would increase the trimming and edging program to align with the 35 cuts, every other component of the specification and the KPI's for the turf works and horticultural services will remain as per the new 2024 scope and specification. Additionally, this second alternative offer, allows Landscape Solutions to fluctuate its onsite headcount to suit the seasonal works, given the need to adjust up for the weekly mowing cycle in summer and down for the fortnightly cycle as necessary.

PBC	\$1,257,982.79 Inc GST
PTBC	\$143,221.42 Inc GST

Offer 3- changes the mowing program from seasonal to fortnightly all year round, which will equate to an even spread of 26 cuts per annum. This drop in frequency to spread the mowing out across the entire site to fortnightly will deliver the outcome as per the services being carried out today in July 2024, however, it would add additional cuts in through the winter period, whereas currently, the frequency is approximately 21 services, this 3rd alternative would carry 26 cuts, every other component of the specification and the KPI's for the turf works and horticultural services will remain as per the 2024 scope and specification. This third alternative offer would see a fixed crew on site that would deliver all works given the frequencies of the scope and specification are all equidistantly spread across the year.

PBC	\$1,122,462.78 Inc GST
PTBC	\$137,607.70 Inc GST

## MARTIN BROTHERS

Option 1- Less Qualified Team:

- Description: Add 2 Assisting Hands, remove 1 Foreman, and 1 Leading Hand.
- Impact: Maintains the number of FTEs but with less qualified personnel in some roles.
- Principal Body Corporate: \$1,732,559 (including GST)
- Primary Thoroughfare Body Corporate: \$247,508 (including GST)
- Total Price: \$1,980,067 (including GST)



## LANDSCAPING – MAINTENANCE WORKS CONTRACT

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- Discount on Original Price: \$18,671

### Option 2- Winter Month Offset:

- Description: Remove 1 Assisting Hand during the winter months (6 months).
- Impact: Reduces the number of FTEs during off-peak periods.
- Principal Body Corporate: \$1,705,534 (including GST)
- Primary Thoroughfare Body Corporate: \$243,648 (including GST)
- Total Price: \$1,949,182 (including GST)
- Discount on Original Price: \$49,556

### Option 3- Combination:

- Description: Combines Option 1 and Option 2.
- Impact: Further reduces costs by implementing both the less qualified team and winter month offset.
- Principal Body Corporate: \$1,689,197 (including GST)
- Primary Thoroughfare Body Corporate: \$241,314 (including GST)
- Total Price: \$1,930,511 (including GST)
- Discount on Original Price: \$68,227

### Option 4- Remove Compound Rent:

- Description: Removes the \$30,000 rent for the compound (shared between PBC & PTBC).
- Note that we would require a compound inside Sanctuary Cove provided by the Primary Body Corporate if available. During our tender, we identified some onsite facilities that would be suitable.
- Impact: Maintains the number of FTEs and service quality while removing the compound rent.
- Principal Body Corporate: \$1,722,645 (including GST)
- Primary Thoroughfare Body Corporate: \$246,092 (including GST)
- Total Price: \$1,968,738 (including GST)
- Discount on Original Price: \$30,000

## GREEN BY NATURE

### Pricing

GBN Response - Our conforming pricing provided originally was our best offer as this is an amazing site GBN knows the standard that is required so we gave it our most competitive price possible understanding the scope of works and quality staff needed to ensure that the site can be maintained at that level all year round. We are unable to adjust our pricing for the conforming offer.

### Scope of Works

GBN Response- We have further reviewed the scope of works looking for potential savings and are able to provide two options for the consideration.

- a) Allowing Apprentices – as part of our original submission we also provided a non -conforming offer for the consideration of the estate. The proposed departure to the contract requirement is to allow for apprentice's to be utilised on the site. The non-conforming offer is for the*



## LANDSCAPING – MAINTENANCE WORKS CONTRACT

provision of 5 staff who are apprentices for the site. The advantages of this approach for Sanctuary Cove are lower cost of service and better retention of staff as there is a career development pathway within the site for training apprentices. This staff retention is key to the long-term success of the contract as intellectual property is retained on the site and their works are closely supervised and audited by qualified staff and management teams. The downside is you do lose them to TAFE for approx. 40 days per year for offsite training. This approach has been used successfully across several of our existing contracts to great success, with the apprentices learning whilst performing some of the lower-end tasks such as litter pickup, and site clean up after hedging and blow downs. This increases staff retention on sites as it can be difficult to retain qualified staff to perform these tasks on an ongoing basis.

- b) *Extended mowing cycle times – In reviewing the specification with a view to providing a change to the scope of works that has the least impact on quality with the largest reduction in cost. We believe that there is an opportunity to extend the mowing cutting cycle to every 7 days over the growing season for a 30-week period and 10 days for the remainder of the year. The extension of the cycle time reduces the number of cuts required on an annual basis which results in a reduced number of staff required to service the contract. The extension of only 2 days on the requested cycle time does not have a significant impact on the quality of the turf. The extended cycle can present challenges for residents where crews are cutting areas on different days throughout the year. In our experience provided this is communicated to the residents through regular reporting and communication, which we will deliver, this alleviates any issues. We are confident in our ability to manage the 7-day cycle operationally through our use of sophisticated planning and reporting tools that provide visibility and transparency to the schedule both operationally and for our customers & residents.*

Please see the table of the options presented and the price variance between options for the consideration

Options	Annual Price (inc GST)	Reduction to Conforming Option	% Savings from Conforming
Conforming offer	PBC- \$1,879,430.65 PTBC- \$268,490.09 Total- \$2,147,920.74		
Option A – Apprentices allowed	PBC- \$1,832,938.27 PTBC- \$261,848.32 Total \$2,094,786.59	\$6,641.77 \$46,492.39 \$53,134.16	-2.50%
Option B – Extended mowing cycle (7 days peak, 10 days off peak)	PBC- \$1,747,030.03 PTBC- \$249,576.43 Total \$1,996,611.47	\$18,913.66 \$132,395.62 \$151,309.28	-7.04%

*Pricing Note – as the contract is fixed for the initial term, we have included an allowance for 3.5% on the contract to be fixed for the initial term. Another potential saving is to allow the contract to be adjusted annually by CPI then we can provide a reduction in the year one contract pricing by the full 3.5% for all 3 options provided above. Through our extensive experience of service high profile estates like Sanctuary Cove the two options presented strike the balance between reduction in cost of the service whilst minimizing the impact on the quality of the site presentation.*

THE PLANT MANAGEMENT COMPANY



## LANDSCAPING – MAINTENANCE WORKS CONTRACT

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Reviewed our Tendered Price and have identified ways in which we can review 1) Pricing without compromising the tendered scope and quality and reviewed 2) Scope of Works to propose further savings by adjusting the Scope to work more closely with the approved PBC/PTBC budgets.

### A) Pricing

PMC can adjust our Pricing to Total \$2,196,700 Inc GST

- PTBC \$255,937.50 per annum excl GST (\$281,531.25 incl GST)
- PBC \$1,741,062.50 per annum excl GST (\$1,915,168.75 incl GST)

This price reduction is possible based on the following adjustments to our tendered information;

- a) Replace new vehicles with 1–5-year-old vehicles
  - Please note, all other equipment and machinery will be new to not detract from the quality and integrity of the works
- b) Replace Battery Powered ride-on mower with Kubota ZD (Diesel powered)
- c) Reduce payment Terms to 14 days rather than the 30 days included in tender

### B) Scope of Works

PMC has the experience and knowledge of the Scope of Works at Sanctuary Cove to understand the requirements to effectively manage them. We are confident in managing the landscapes to the Scope with the proposed on-site structures and machinery selected, that we believe once the site is returned to a suitable level after 12 months of 16 staff, we could undertake the Scope with an average of 14 staff per annum. We believe in this due to the experience and leadership provided in our team structure, along with the correct selection of equipment for the Scope to be delivered.

Proposed Scope Adjustment – reduce staff numbers to an average of 14 staff in year 2 and 3 of the contract. An average of 14 staff will be delivered by having 16 staff during the higher frequency growing season, reducing to 12 staff in the slower growing Winter period. No change will be made to our on-site leadership of one Supervisor and four Team Leaders, it will just be the number of technicians supporting this leadership team that will change. There will also be no adjustment to the machinery selected and proposed.

Proposed Pricing Adjustment;

Year 1 – Total \$1,997,000 excl GST – 16 staff (\$2,196,700 incl GST)

- PTBC \$255,937.50 per annum excl GST (\$281,531.25 incl GST)
- PBC \$1,741,062.50 per annum excl GST (\$1,915,168.75 incl GST)

Year 2 – Total \$1,800,000 excl GST – 14 staff average (\$1,980,000 incl GST)

- PTBC \$225,000.00 per annum excl GST (\$247,500.00 incl GST)
- PBC \$1,575,000.00 per annum excl GST (\$1,732,500.00 incl GST)

Year 3 – Total \$1,800,000 excl GST – 14 staff average (\$1,980,000 incl GST)

- PTBC \$225,000.00 per annum excl GST (\$247,500.00 incl GST)
- PBC \$1,575,000.00 per annum excl GST (\$1,732,500.00 incl GST)

PMC note: It is anticipated that there will be no negative impact on deliverables, timelines and overall project quality because of the proposed scope adjustment. For clarity, we will require the 16 staff in



## LANDSCAPING – MAINTENANCE WORKS CONTRACT

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the first year to get the site to an acceptable level to ensure ongoing maintenance will achieve the outcomes with an average of 14 staff in year 2 and 3.

### **Tender Evaluation**

#### Overall Rankings

Please see attachment 1

#### Data Analysis

Please see attachment 1

### **Scoring Notes:**

#### GREEN BY NATURE

Green By Nature provided a satisfactory submission overall, their initial offer included 16 staff averaged annually and hours of work being 7am to 3pm daily. Giving justification to a score of 6.5 as full compliance with the RFT was not received.

They scored highly in past performance with an average rating of 9.1, with references noting their communication and reliability in delivering on promises as their strengths. Additionally, they performed well in Management skills and Additional criteria (Proposed Scope of Works) demonstrating strong technical abilities, experience, and understanding to execute the works effectively.

However, the financial information provided was for the group as a whole and did not include segment reporting. While the profit margin and ROA are alarmingly low, indicating profitability and efficiency issues, in contrast the interest coverage ratio is strong with a moderate level of leverage and liquidity ratio is health. Additionally, while its current liquidity position is satisfactory, maintaining or improving this ratio would further strengthen its financial stability.

Green By Nature's pricing was under budget for the PTBC, but significantly over budget for the PBC. Despite revisions, including cost reductions and adjustments to staff levels and mowing frequencies, their proposal did not offer substantial community benefits.

#### LANDSCAPE SOLUTIONS

The incumbent contractor has demonstrated extensive site knowledge, which is crucial in addressing the unique needs of Sanctuary Cove. Their submission scored 7.0 in compliance with the RFT, indicating full adherence to the specified requirements. They also scored highly, 7.5, for Technical Capability and Management Skills, reflecting their commitment to quality management, safety, environmental considerations, and sustainability. This score reflects their deep understanding of the work and the expertise required to effectively manage and execute the contract while adhering to high standards.

Their proposal included a detailed service delivery plan for the next three (3) years, outlining the team structure, incorporating a dedicated spray technician, further highlighting their commitment to quality service.



## LANDSCAPING – MAINTENANCE WORKS CONTRACT

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Landscape Solutions did not provide a cashflow statement weighting adjusted based on assessable values. The financial metrics reveal a company with solid profitability and exceptional asset utilisation, as indicated by the profit margin and ROA. The strong liquidity ratio suggests a sound ability to meet short-term liabilities, which is a positive indicator of financial health.

Landscape Solutions was one of only two companies whose initial tender prices aligned with the PBC/PTBC budgets. Among these, they outperformed in the non-priced criteria, demonstrating superior capability and value beyond just cost considerations. This combination of technical competence, thorough planning, and budget alignment positions them as a strong candidate for continued engagement.

Landscape solutions was also asked to provide their “best” offer which included varying levels of staff adjustment and changes in mowing frequencies. However, since their initial tender submission came in under the proposed budget, it is believed that the initial fixed price offers, are the best value for money when considering all scope of work requirements.

### MARSUPIAL LANDSCAPE MANAGEMENT

Marsupial Landscape Management scored 5.0 for compliance with RFT requirements, indicating satisfactory adherence. However, their tender submission did not demonstrate the technical capabilities needed to carry out the works at Sanctuary Cove. This was further confirmed by references and the types of current projects they handle. Despite having 30 years of experience as a company, their work appeared to be more suited to council-level projects rather than the high-quality horticultural standards required for this project.

### MARTIN BROTHERS

Martin Brothers demonstrated a strong understanding of the required scope and RFT requirements. They provided a detailed account of their quality assurance processes, equipment registers, and project-specific references. Although their work primarily involved design and construct projects with maintenance periods after completion, they were able to show their dedication to producing a high level of service and quality. This was further validated by references, resulting in an average score of 9.5 for Past Performance.

As there was limited financial information available, the Finance Manager was unable to perform financial health ratio analysis. Only Revenue statement provided, from their statement of comprehensive income, as such it is not possible to determine or evaluate the corporate financial viability.

Upon review of their pricing, they were able to offer four pricing options to help the PBC/PTBC align with current budgets, with the maximum discount on their tendered price being \$68,227. These changes, which included adjustments in staffing numbers and qualifications as well as the removal of compound rental costs, were insufficient to bring their costs in line with budget requirements, ultimately meaning they did not provide the best value for money.

### NOW LANDSCAPES



## LANDSCAPING – MAINTENANCE WORKS CONTRACT

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Now Landscapes received a score of 5.0 signifying satisfactory overall compliance with the Request for Tender. They excelled in Past Performance with a high score of 9.0, with references highlighting their professionalism and communication as strength. However, it was noted that the types of contracts handled were smaller in scope compared to the requirements of Sanctuary Cove, such as having 2x staff onsite only once a week.

Additionally, their submission lacked a complete Balance Sheet and Profit & Loss statement, only showing revenue components, which prevented a thorough financial health ratio analysis.

### PROGRAMMED

Programmed specialises in integrated workforce and facility management solutions; however, their core expertise may not align with the technical and operational demands of large-scale landscaping and garden maintenance. Their current projects lack experience with the scale and complexity required for Sanctuary Cove, impacting their Technical Capabilities score (4.5 – Marginal Compliance).

The score of 8.0 in Management Skills reflects exceeding compliance, which is expected given their focus on project and facility management. Despite this, their predominant expertise in facility management rather than specialised landscaping raises concerns about their suitability for substantial landscaping maintenance contracts.

### REGAL INNOVATIONS

Regal Innovations has demonstrated a history of delivering high-quality work across their projects in New South Wales, supported by positive evaluations and successful project completions. They also received a high score in Additional Criteria for their proposed partnership with Greenway Solutions for turf management, highlighting their commitment to quality

However, with their recent expansion into QLD, raised concerns regarding their ability to maintain these high standards. Specifically, challenges related to staffing levels and the recruitment of quality personnel in these new regions could impact their performance and service delivery.

### THE ADVANCED GROUP

The Advanced Group Australia is a multifaceted company providing a range of services, primarily focused on labour hire, recruitment, and workforce solutions across various industries. It is noted within their tender submission that they have recently launched a number of other services to their portfolios, such as Landscaping and garden design and maintenance. Due to the limited information provided to substantiate their technical capabilities in these areas, they may not possess the necessary knowledge and skills required for high-quality and efficient landscaping maintenance. Because of this they received a score in 'Technical Capability' of 2.0 (unsatisfactory response).

Additionally, they did not supply all the required information to support their tender submission, resulting in several non-weighted areas receiving less-than-satisfactory compliance ratings.

### THE PLANT MANAGEMENT COMPANY



## LANDSCAPING – MAINTENANCE WORKS CONTRACT

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The Plant Management Company scored 7.0, demonstrating full compliance with the RFT requirements. They exhibited extensive site knowledge and technical capabilities, including staff qualifications, proposed plant and equipment, and a comprehensive scope covering turf care, pest management, horticultural works, and weed control. Their recent projects and contracts, including their role as the incumbent contractor for Hope Island Resort, are comparable to Sanctuary Cove, further demonstrating their ability to carry out the required contract works.

Due to limited financial information not, all financial tests could be completed, so the weighting was adjusted based on assessable data. The company shows profitability and efficient asset use, as evidenced by the profit margin and ROA. However, the liquidity ratio indicates a potential short-term financial strain, and the high debt to equity ratio points to significant leverage, which requires some degree of caution.

Initially over budget, their revised pricing with cost reductions and a tiered staff approach brought their proposal closer to the approved budget, but it still exceeded the budgeted amounts. In their revised proposal, they suggested cost reductions by adjusting vehicle and plant age and shortening payment terms to 14 days. They also proposed a tiered approach, starting with increasing staff levels to 16 to restore site conditions and then reducing to 14 staff for the remaining two years.

### **Recommendation**

After a comprehensive evaluation of all submissions, it is recommended to award the landscaping contract to Landscape Solutions. Their initial submission was notably under budget and fully met all the requirements specified in the Request for Tender (RFT).

Furthermore, Landscape Solutions has successfully demonstrated their Technical Capability, Corporate Viability, and Management Skills throughout their submission. They have provided detailed evidence of their ability to deliver high-quality work, supported by a proven track record of successful projects. Their proposal includes a clear plan for meeting all project requirements efficiently, which underscores their readiness to undertake and complete the project to the highest standards.

Their proposal not only provided the best value for money but also thoroughly addressed all aspects of the new scope specifications. Landscape Solutions' offer is within the approved budget for the next three years, ensuring financial stability in this area.

Given these factors, Landscape Solutions stands out as the most capable and cost-effective choice for this contract.





# STREET SWEEPING – MAINTENANCE WORKS CONTRACT

<b>DISTRIBUTION:</b> PTBC	<b>ATTACHMENTS:</b>	<b>DATE:</b> AUG 2024
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**MOTION** that the Primary Thoroughfare Body Corporate votes in favour of awarding the contract for the PTBC Street Sweeping Contract to Specialised Pavement Services Pty Ltd at a cost of \$31,081.05 (Inc GST) per annum, for the period commencing 1 November 2024 to 31 October 2027.

## Objective

To engage a street sweeping contractor to perform necessary street sweeping services within PBC/PTBC areas as specified in the maintenance contract, over a term of three (3) years.

## Background

The incumbent contractor for street sweeping services is Specialised Pavement Services (SPS). The current contract, effective 1 November 2020, was originally set to conclude on 31 October 2023. However, due to the high standard of performance, quality, and service provided by SPS under the three (3) year Street Sweeping maintenance works agreement, an offer to extend the contract for an additional year was made.

In response to this extension offer, the General Manager of SPS submitted a proposal for a CPI-related rate increase, driven by substantial rises in operating costs, particularly in fuel and wages and was necessary to maintain the high service standards SPS has consistently delivered.

The Offer was accepted by the PBC EGM 28 September 2023 and PTBC EGM 26 October 2023

## Tender Process

To ensure a competitive process and explore other options, Street Sweeping Expressions of Interest (EOI) were advertised in three (3) areas. This outreach resulted in two (2) responses:

- HFR Sweeping (HFR)
- Specialised Pavement Services (SPS), the incumbent contractor

Requests for Tender (RFT) were issued on 7 June 2024, and the tenders were subsequently opened on 9 July 2024, under the oversight of the CSC committee.

## Financial Summary

Inc GST	Current	Budget 2024/2025
PBC	\$77,781.81	\$74,556.39
PTBC	\$25,927.27	\$29,517.89

## Pre-Negotiated Submission

HFR Sweeping

	Tender- Fixed Price	Growth % over existing contract
PBC	\$93,436.20	20.13%
PTBC	\$20,763.60	-19.92%
	Total hours per week	16.5



## STREET SWEEPING – MAINTENANCE WORKS CONTRACT

SPS

	Tender- Fixed Price	Growth % over existing contract
PBC	\$102,567.47	31.87%
PTBC	\$34,189.38	31.87%
Total hours per week		15

Negotiated Price

*\*Refer to notes on page 3 for any scope adjustments, potential impacts on deliverables, timelines, or overall project quality.*

HFR Sweeping

	Tender- Fixed Price	Growth % over existing contract
PBC	\$93,436.20	20.13%
PTBC	\$20,763.60	-19.92%
Total hours per week		16.5

SPS

	Tender- Fixed Price	Growth % over existing contract
PBC	\$93,243.15	19.88%
PTBC	\$31,081.05	19.88%
Total hours per week		13.5



# STREET SWEEPING – MAINTENANCE WORKS CONTRACT

## Tender Evaluation

### Overall rankings

\*Cell highlighted in red, indicates the fixed price is within the 2024/2024 budget parameters.

Tenderer - Street Sweeping	Fixed price PBC	Fixed price PTBC	Total Tender price	PBC - Growth over existing Contract \$	PBC - Growth over existing Contract %	PTBC - Growth over existing contract \$	PTBC - Growth over existing contract %	Total Score
HFR Sweeping	\$93,436.20	\$20,763.60	\$114,199.80	\$15,654.39	20.13%	-\$5,163.67	-19.92%	9.04
SPS	\$102,567.47	\$34,189.38	\$136,756.85	\$24,785.66	31.87%	\$8,262.11	31.87%	9.01

### Negotiated Price

Tenderer - Street Sweeping	Hours	Fixed price PBC	Fixed price PTBC	Total Tender price	PBC - Growth over existing Contract \$	PBC - Growth over existing Contract %	PTBC - Growth over existing contract \$	PTBC - Growth over existing contract %
HFR Sweeping	16.5	\$93,436.20	\$20,763.60	\$114,199.80	\$15,654.39	20.13%	-\$5,163.67	-19.92%
SPS	13.5	\$93,243.15	\$31,081.05	\$124,324.20	\$15,461.34	19.88%	\$5,153.78	19.88%

### HFR Sweeping – Negotiation response

*From past experience, our business is built on excellence in our relationships with our major clients – and not just price. Our tender was based on an hourly rate of \$121 ex GST per hour. Last time I checked the market rate was over \$24 more per hour. We don't charge for waste disposal and absorb that cost. I saw an invoice from a competitor only yesterday charging \$88 per visit for waste disposal. We don't even charge extra for weekend work, emergency callouts, fuel surcharges and extra sweeps when the seasons demand. Our goal is for the Cove to be looking great – simple. And the residents we both know expect the same. I acknowledge you have a budget but, as you can appreciate, our price is as low as we can go.*



## STREET SWEEPING – MAINTENANCE WORKS CONTRACT

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### Specialised Pavement Services – Negotiation response

*From a pricing point of view SPS believe clause 2.6 – Expertise & Personnel could be removed without a reduction in quality to provide cost savings. The note of “minimum of 5 hours” in this clause means even in the event SPS can deliver the required scope of works to the required quality in a shorter time period SPS still have to allow for 5 hours of time. This clause does not incentivise the contractor to complete the works in the most efficient manner, rather just ensures each contractor allows for 15 hours per week to complete the works. SPS utilising new equipment & highly trained staff believe that we can complete the works more efficiently (compared to that of a competitor using older equipment). SPS believe that as an average across the week we would be able to complete the works in 13.5 hours opposed to the 15 hours currently allowed for. By removing this clause SPS would be able to reduce our overall services cost to \$124,324.20 (INC GST).*

*PBC – \$93,243.15 (INC GST)*

*PTBC - \$31,081.05 (INC GST)*

*From a scope of works perspective and reduction in overall road length or frequency will reduce the cost. SPS would be happy to work with Sanctuary Cove Body Corporate with regards to this, input would be required from the Body Corporate as to which roads and frequencies should be reduced.*



# STREET SWEEPING – MAINTENANCE WORKS CONTRACT

## Data analysis

Analysis of Street Sweeping Tender for PTBC/PBC - Commencing Nov 2024				
Criteria	Weight		HFR Sweeping	SPS
Compliance with RFT	5.00%	Score	5.5	8.0
		Weighted Score	0.275	0.4
Past Performance	10.00%	Score	8.5	8.3
		Weighted Score	0.85	0.825
Technical Capability	10.00%	Score	7.0	9.0
		Weighted Score	0.7	0.9
Corporate Viability	5.00%	Score	3.81	7.15
		Weighted Score	0.19	0.36
Management Skills	5.00%	Score	4.5	8.0
		Weighted Score	0.225	0.4
Fleet/Equipment	5.00%	Score	5.5	8.5
		Weighted Score	0.275	0.425
		Total Non-Price Criteria	2.52	3.31
		Normalised Non-Price	7.61	10.00
Weighted Non-Price	40.00%		3.04	4.00
Weighted Price	60.00%	Final Tender	\$114,200	\$136,757
		Normalised Price	10.00	8.35
		Weighted Price	6.00	5.01
		Total Score	<b>9.04</b>	<b>9.01</b>
<b>Compliance</b>				
Tender Form Complete		Supplied	Yes	Yes
Insurance		Supplied	Yes	Yes
Materials Schedule	Item 1	Supplied	Yes	Yes
Machinery Schedule	Item 2	Supplied	Yes	Yes
Labour Schedule	Item 3	Supplied	Yes	Yes
Addendums		Acknowledged	N/A	N/A
Signed & Witnessed		Supplied	Yes	Yes
Financial Statements		Supplied	Yes	Yes
Company Structure		Supplied	Yes	Yes
Dun & Bradstreet/Illion Report		Supplied	Partial	Yes
Ass. Memberships		Supplied	N/A	N/A
Recent Projects		Supplied	Yes	Yes
References		Supplied	Yes	Yes
<b>Corporate Viability</b>				
Late Payment Risk				0.92%
Financial Strength			0	0
Credit Appraisal			2	2
Failure Risk			3.83%	0.05%
Industry average 10.28%. .32% Minimal, .36% Very Low, .59% Low, 1.3% Average, 2.24% Moderate, 4% High, 9.64% Very High, 26.03% Severe				
O = net worth undetermined				
1 = strong, 2 = good, 3 = fair, 4 = limited				
industry average 0.37%				



## STREET SWEEPING – MAINTENANCE WORKS CONTRACT

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### Scoring Notes:

HFR Sweeping has demonstrated satisfactory compliance with the Request for Tender (RFT) requirements scoring a 5.5.

### Pricing Notes:

- The contractor has confirmed they will provide more than the required 15 hours of service per the specifications.
- HFR will absorb all waste dumping charges, including those for road sanding residue.
- They will also complete nominal sweeping requests at no extra charge.
- HFR Sweeping has demonstrated strong technical capabilities through their extensive experience and knowledge from previous site engagements. The company operates a fleet of 17 vehicles, with 5 currently capable of completing these works and a 6th vehicle scheduled to be added to the fleet in late 2024.

References (past performance) scored an average of 8.5, with both references indicating strong performance and solid client relationships. However, administrative improvements were noted and reflected within their tender submission, which subsequently lowered their management score to 4.5, indicating marginal compliance.

On assessment of the financial ratios based on the information provided highlighted potential, significant financial and operational challenges and awarding the tender to them may pose considerable financial risks.

### Risks:

- Liquidity Risk/Interest Coverage/Debt to Equity: The ratios indicate a risk of potential challenges to meet short-term obligations and debt servicing, increasing risk of financial distress and highly sensitive to any downturns in cashflows.
- Negative Profitability and ROA: Negative net income and negative operating profit margins, suggest that HFR is not currently generating sufficient income from its operations, raising concerns about its long-term sustainability.

Overall, HFR Sweeping presents a strong proposal with notable strengths in service provision and cost savings to the PBC/PTBC.

SPS scored highly with an average of 8.5, demonstrating exceeding compliance with the RFT by effectively demonstrating their technical, functional, and operational performance.

### Pricing Notes:

- Utilises a modern sweeping fleet.
- Capable of providing power washing services.
- Committed to 15 hours of service per week.

SPS excelled in the management skills portion of the evaluation due to their comprehensive information on Work Health and Safety, Quality Assurance, Environmental Sustainability, and GPS Reporting. They also received strong endorsements from their references, who highlighted the company's experience as a key strength.



## **STREET SWEEPING – MAINTENANCE WORKS CONTRACT**

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Financial statements provided were missing a cashflow statement. On assessment of the financial ratios based on the information provided SPS suggest strength in liquidity, profitability, debt management and operational efficiency.

SPS has a large fleet with modern technology and have noted the inclusion of the new model Bucher Municipal V65T Sweeper if awarded the contract.

### **Recommendation**

Award Contract to SPS

After a thorough evaluation of the tender submissions, it is recommended to award the three-year street sweeping maintenance contract to SPS at the negotiated lower price. This decision includes an amendment to Document B, Clause 2.6, reducing the required hours from 15 to 13.5.

SPS scored highly across all non-price criteria, demonstrating excellence in service quality, technical capability, and reliability. Their commitment to using a modern sweeping fleet, specifically the new model Bucher Municipal V65T Sweeper, demonstrates their commitment to utilising advanced equipment.

In addition to street sweeping, SPS can provide cleaning services, offering a more comprehensive and integrated approach to maintaining the resort's cleanliness and aesthetic appeal. This added capability enhances their value and aligns well with the resort's maintenance needs.

Mitigation of Financial Risks - There are significant financial risks and concerns regarding the long-term sustainability of HFR Sweeping. Given these potential issues, awarding the contract to HFR Sweeping could put at risk the quality and reliability of the services. SPS, has demonstrated financial reliability, making them a more secure and dependable choice.

Therefore, it is recommended to award the three-year street sweeping maintenance contract to SPS based on their high service offering, financial reliability, and overall value to the resort.

## 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 Primary B/C, PO Box 15 SANCTUARY COVE, QLD, 4212

## Section 2 – Authorisation

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

I/we

Name of owner 1: .....

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

Name of owner 2: .....

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

being the Proprietor/s of the following Lot/s

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

Name of Body Corporate:

**SANCTUARY COVE PRIMARY**

hereby appoint,

Proxy (full name): .....

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

The body corporate meeting to be held on \_\_\_/\_\_\_/\_\_\_

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

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

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

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

Residential address: .....

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

Postal address: .....

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