

# TfA Project Group

Project Managers | Architects | Designers  
Town Planners | Engineers



**ARCHITECTURAL / CIVIL / STRUCTURAL / MECHANICAL / ELECTRICAL / PROCESS**

**CONCEPTUAL DESIGN  
PROJECT MANAGEMENT  
PROCUREMENT**

**TOWN PLANNING  
DETAILED DESIGN  
CONSTRUCTION MANAGEMENT**

**FEASIBILITY STUDIES  
CONTRACT MANAGEMENT  
MARKETING IMAGING**



**TfA** Project Group  
PROJECT MANAGERS | DESIGNERS | PLANNERS | ENGINEERS

17 Dover Street (PO Box 301) Albion Qld 4010  
Ph: 61 7 3854 2900 Fax: 61 7 3854 2999  
[www.tfa.com.au](http://www.tfa.com.au)

# TfA Project Group

turning your vision into reality



## Mission Statement

**Our mission is to provide a leading and professional service which is constantly reliable and exceeds our clients' expectations. We aim to be efficient and cost effective. As designers and project managers, we will provide the resources and processes to convert our clients' visions into reality.**

## Our Commitment

- **Proven experience and technical expertise**
- **A committed proactive approach**
- **High standards of work, safety and environmental management**

## KEY PERSONNEL



**Tam Faragher**  
Managing Director  
BE(Mech) RPEQ, MIEAust  
[tam.faragher@tfa.com.au](mailto:tam.faragher@tfa.com.au)



**Keith Sharp**  
Engineering Manager  
BE(Chem) RPEQ MIEAust  
CPEng NPER  
[keith.sharp@tfa.com.au](mailto:keith.sharp@tfa.com.au)



**Wayne Gibson**  
General Manager  
B.App.Sc. (Bldg)  
[wayne.gibson@tfa.com.au](mailto:wayne.gibson@tfa.com.au)



**John Rowell**  
Town Planner  
BA, MURP, MPIA  
[john.rowell@tfa.com.au](mailto:john.rowell@tfa.com.au)



## OUR PEOPLE

*Technical Expertise  
Experience You Can Count On*

TfA Project Group is a diverse, multi-disciplinary project management, design, town planning and engineering company that provides a "one stop shop" to its clients. We value our people and are proud that many have been with us for over 10 years.

Our project team has wide ranging experience in the delivery of projects to clients throughout Australia. Many of our staff have previously worked in engineering management and operational roles for major oil companies, ensuring we deliver to you practical, cost effective designs to industry standards.

Our Project Group is unique through its expertise and experience, taking projects from inception to commissioning and handover.

All facets of project delivery are handled in-house by our own professional staff. This approach to project delivery enables TfA Project Group to consistently live up to our motto:

***"We make it happen"***

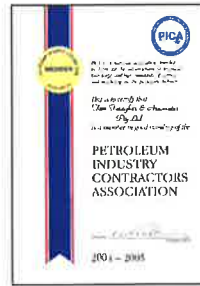




Award Winning Designs



BSA Licensed



Long Term PICA Members



QLD Gov't PQC III





# OUR COMMITMENT

*High Standards of Design, Safety and Environmental Management*

TfA is a “one stop shop” where we turn your ideas into reality. Our own in-house Design and Drafting team produce accurate construction drawings including fuel systems, architectural, mechanical, civil/structural, hydraulic, electrics, landscaping and drainage.

Our multi-disciplined team can manage Development Approvals, Building Approvals and the tendering, construction process. This means that you only deal with one contact regarding your entire development. Our typical approach is a three stage development process.

**We are committed to delivering our clients:**

- **Buildable, cost effective solutions**
- **On-time and on-budget results**
- **Leading edge technology utilisation**
- **Reliable professional advice and service**
- **A successful experience that leads to a lasting relationship.**

**Stage 1 – Concept Development and Town Planning**  
 Your requirements, demographics, traffic movements, road tanker deliveries and other needs are taken into consideration to develop the proposed site layout. Deliverables include a formal site layout, elevation, perspective views and landscaping concepts for client sign off and a Development Approval package suitable for submission to Council.

**Stage 2 - Detailed Design and Documentation**  
 Now the scope is defined, a complete set of drawings and design documentation is prepared ready for submission for Council or third party Building Approval. As part of the one-stop shop, we manage the Building Approval process, prepare tender documents and evaluate tenders ready for construction.

**Stage 3 - Construction Management & Certification**  
 The final stage is where the site is constructed and 90% of expenditure occurs. TfA’s service includes construction supervision, procurement, quality inspections and certifications, commissioning and the provision of operating and maintenance manuals. At the end of the process it is simply a matter of handing over the keys.

From inception to the finished product, we deliver you peace of mind, minimize costs and ensure that your investment starts working for you early.



## ***Delivering For You...***

*Our Clients needs and commitments are our priority and we dedicate ourselves to achieving your goals. Only when your goals are achieved can we attain success ...*



## **OUR KEY CAPABILITIES**

### **PROJECT MANAGEMENT / CONSTRUCTION MANAGEMENT**

#### *Project Management*

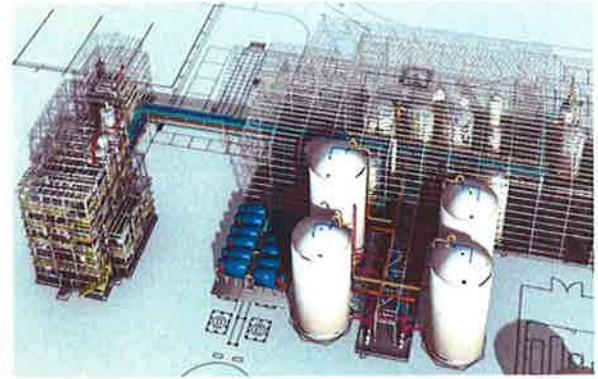
Let TfA take the stress out of your life and manage the process for you. We can take a project from concept to reality – handing over the keys.

- Projects delivered on time, to a high quality and within budget
- Proven track record of expediting projects
- Attention to detail to ensure smooth implementation
- Development of Project Definition and Scope
- Feasibility Studies
- Preliminary Cost Estimates
- Coordination of Statutory Approvals
- Preparation of Tender Documentation, Technical Specifications and Scope of Works
- Procurement

#### *Construction Management*

- Construction Tendering and Evaluation
- Contract Management
- Superintendent Role
- On Site Construction Supervision
- Critical Quality Site Inspections
- Commissioning
- Operating Manuals





# OUR KEY CAPABILITIES

## ONE STOP SHOP DETAILED DESIGN



### *Town Planning Service*

TfA Project Group is equipped with the necessary town planning expertise to prepare and manage development applications through the planning process. Our experience in development assessment ranges from ethanol plants to service stations and retail centres to residential development.

Our services include:

- Planning Advice
- Negotiations with Planning Authorities
- Development Approvals
- Planning Appeals
- Strategic and Statutory Advice
- Residential, Commercial and Industrial Development

### *Complete Design Service*

TfA Project Group through our multi-disciplinary design team can meet all your requirements from concept through to detailed design. Our services encompass:

- Site Planning and Concept Design
- Architectural & Landscaping Design
- Revit 3D Architectural Modelling
- AutoTurn Vehicle Movement Analysis
- Bentley AutoPlant 3D Modelling
- Sophisticated Piping Analysis
- Hazardous Zone Electrical Design
- Facility Compliance Assessment
- Experienced HAZOP Facilitators
- Complete Engineering Service
  - ◆ Civil
  - ◆ Mechanical
  - ◆ Electrical
  - ◆ Structural
  - ◆ Process
  - ◆ Fire



## Oil Industry Capabilities

TfA has a long history within the oil industry with clients including Ampol/Caltex, BP, Shell and Mobil. Many of our staff have previously worked in engineering and operational roles for major Oil Companies, ensuring we deliver to you practical cost effective designs that work. Our specialist design skills include oil terminals and depots, lubricant blending plants, bitumen plants and distribution facilities.



### Caltex Mackay Fuel Terminal Upgrade

Upgrade of the existing Caltex Fuel Terminal at Mackay. The scope of work: two new 27ML litre diesel storage tanks, gantry and tank modifications, upgrade of dock lines, pumps, electrical, control and associated civil works. TfA was heavily involved in the project management for the terminal upgrade. This included the detailed design, procurement, site supervision, contractor management, testing and commissioning of the entire system.



### Shell Pinkenba Bitumen Plant Upgrade

This project comprised the construction a new 10ML bitumen storage tank and its integration into the existing Bitumen Plant including new heat exchangers, pumps, wharf lines, electrics, heat tracing and piping modifications. TfA project managed the entire delivery of the project, including detailed design, construction management, site supervision and commissioning.



### Caltex Cairns Oil Terminal Upgrade

A major upgrade of the existing Caltex Terminal in Cairns. It included a new 2 bay road tanker bottom loading facility, new office building, new switchboard and control system, new Terminal access gate and road crossover, extensive concrete works, new gantry pumps and associated piping modifications. The wharf inlet manifold was also automated.



### Shell Pinkenba Lube Blending Plant Upgrade

This project facilitated the expansion of the Shell Pinkenba Lube Blending Plant. The project incorporated asbestos removal, extensions to the existing package warehouse, construction of a new warehouse building, three new blending storage tanks, five new pumps, extensive piping works and two new filling machines. The project required significant co-ordination with the different business units on site to minimise disruption to operations.



### Neumann Petroleum Wharf Line

Neumann Petroleum installed a 4.6km underground pipeline from their terminal in Whinstanes to the Common User Wharf at Eagle Farm in Brisbane, constructed using both trenching and Horizontal Directional Drilling (HDD) methods. Part of these works included new fire system installation complete with fire pumps and fire monitors at the wharf; marine fuel unloading arms; terminal pipe work upgrade complete with an automated pig receiver system; and all associated electrical, civil and mechanical works. TfA provided the detailed design, project management of the project and all statutory approvals, quality assurance and construction assistance for the entire project.



### BP Pinkenba Bitumen Terminal

TfA have performed different tasks at BP's Pinkenba bitumen terminal. From detailed design for process changes for the PMB (Polymer Modified Bitumen) plant, to the ten-year turn-around maintenance projects for tank T3120. TfA continue the detailed design and project management of a new bitumen blower unit system (including miscellaneous terminal upgrades). Part of the project works include the upgrade of the fire system, in which a new CO2 gas system was designed for the blower unit, new hydrant lines and additional fire alarm detection system in the new MCC.

## Biofuels Capabilities

TfA Project Group have been involved with Ethanol since its introduction into Australia and all facets of petrochemical engineering including process, storage, blending and service station distribution facilities.

Ethanol clients include Dalby Biorefinery, Primary Energy, CSR, Neumann Petroleum and Colgate Palmolive. In conjunction with industry Technologists, we can provide complete project management and design documentation for your development. TfA Project Group have had over seven years involvement in Australia's first grain to ethanol bio-refinery, culminating in full 3D design for the Dalby plant.

TfA provide complete project management and design documentation, offering unsurpassed expertise for your biofuels project.

### Dalby Biorefinery

TfA is proud to have worked with Dalby Bio-Refinery Limited, Delta-T Corporation and Leighton Contractors Pty Ltd in developing the Dalby Ethanol plant.

TfA was closely involved in the preliminary site designs, costings and co-ordination of Environmental Licensing and Development Approval for the Dalby Bio-Refinery project and then performed the complete detailed design in 2008, working closely with the constructors, Leighton Contractors Pty Ltd, including conversion of US specifications for Australian compliance. As lead designers and engineers, our scope included civil, structural, electrical, hydraulic, tank and 3D piping designs, approvals, procurement technical reviews, tender and construction documentation.

### Primary Energy Kwinana Bio-Refinery Project

TfA performed front end engineering and assisted with submission of a DA for the proposed Primary Energy Bio-Refinery project situated in Kwinana in Western Australia. The facility will use Western Australian wheat to produce up to 160 million litres of fuel grade ethanol per year to be used in ethanol fuel blends. The bio-refinery has been designed to be sustainable socially, environmentally and economically. TfA worked directly with Primary Energy and technology providers to ensure whole project integration. Preliminary design covered by the TfA team include civil works including roads and bulk earthworks, structural including buildings, ethanol tank farm, fire fighting, utilities and services.

### CSR Sarina Ethanol Distillery Bulk Loadout Facility

Ethanol was historically transported by rail from the Sarina Distillery to the Mackay Harbour tank farm where it is transferred by wharf line to ships for export. The installed system is a driver operated highly automated bottom loading system configured for four dedicated grades of ethanol. Electronic metering, overfill protection, magnetic cards and automated tank valves ensure the correct grade is loaded into the vehicle. The Bailey DCS control system manages the grade of product in each tank, records loads and prints transport documents. A complete switchboard replacement was performed at the Mackay Harbour tank farm including PLC control of the new road tanker unloading system and remote linking to the Sarina Bailey DCS.

### Colgate Palmolive Ethanol Facility

TfA Project Group was engaged to design an ethanol storage and blending facility for the manufacture of mouthrinse at the Colgate Palmolive plant in the Gold Coast. The facility incorporated a 30kL bulk storage tank with unloading and discharge pump within a roofed bund. A blending tank, two mixing tanks and controls were installed within the manufacturing areas for production.





## Service Stations and Truckstops

TfA offer unsurpassed expertise with service stations and truckstops. Over the last 15 years, we have been involved with the project management and or detailed design of over 100 service stations and truckstops for a variety of industry clients including BP, Caltex, Matilda, Seven Eleven, Shell and Woolworths throughout Australia, PNG and the Pacific Islands. We have integrated a number of fast food franchises including Hungry Jacks, McDonald's, KFC, Red Rooster and Nandos. We have also developed international design standards on behalf of our clients.



### BP Manly

This project involved the design, documentation and project management of a new building, complete with convenience store and two retail outlets. Site constraints included the continuing operation of the old service station from the existing building whilst the new building was constructed. The project was completed on budget and on time with minimal downtime in operation.



### Caltex Goondiwindi Truckstop

This project is a large truckstop with dedicated 6 bay refuelling canopy for trucks and 4 bay refuelling canopy for cars. The site covers 40,000 m<sup>2</sup> and includes two 63 seat restaurants with common kitchen, truck wash with effluent treatment, truck driver amenities including showers, laundry and lounge, offices, shop and parking for 40 semi trailers. Infrastructure associated with the project included external roadworks, 1km of town water main with booster pump and 1.2km of sewer main with pumping station.



### Forestdale Service Station

This service station at Forestdale was a new to industry site with a convenience store and large 490m<sup>2</sup> canopy. TfA's role included detailed design and building approvals, full project management including tender documentation, contract negotiations, site inspections, commissioning and user documentation.



### Matilda Woodridge

This project represented a bold new marketing image for Matilda with strong architectural features. The Matilda Woodridge project transformed a very tired service station into a modern service station, with a large convenience store and two fast food outlets with indoor/outdoor seating areas. The site constraints resulted in a challenging fuel canopy design. The complete knock down rebuild was completed on budget and on time.



### Shell Service Station/McDonalds/KFC Sydney

This new to industry site comprises a Shell Service Station with integrated McDonald's fast food Outlet and separate KFC fast food outlet with facility for two future retail outlets. The project comprised extensive roadworks in a busy area of Northmead, Sydney. TfA's role included full project management, architectural, civil, structural, mechanical, hydraulic, electrical and landscaping detailed design, tender documentation, contract negotiations, site supervision, commissioning and user documentation.



### Woolworths Service Stations

TfA have designed many Woolworths service stations, from Tweed Heads to Cairns. Our role covers DA approvals, detailed design and BA, project management, procurement, construction management and commissioning.

## Defence Forces

TfA have worked on a variety of Defence Force projects in a number of locations throughout Qld and NT. We have built a dependable reputation for providing innovative solutions to complex problems meeting all Defence Force expectations.



### RAAF Amberley A330 AAR Refuelling

This project included a 3km extension of the existing Amberley Airforce Base refuelling system to service the new A330-200 Airbus Air to Air Refuellers. TfA's scope include site planning, feasibility studies, hydraulic modelling and surge analysis of the entire hydrant refuelling system, detailed design, construction inspections and commissioning.



### Oakey Army Base Helicopter Refuelling Base

The facility consists of two refuelling skids connected by a buried pipeline to the main aviation storage facility. A single pump, combined with control valves on each skid and at the pump, supply fuel at 5 variable flow rates to each skid for different aircraft. A separate return pipeline allows recirculation back to the main storage. The base supports a variety of Army aircraft including the Blackhawk helicopter. TfA performed detailed design including hydraulic analysis, on-site construction inspections, commissioning, operational procedures and maintenance manuals.



### Amberley Airforce Base Test Cell No. 2

This project facilitated the construction of a new F-111 Jet Engine Test Cell to test jet engines at full after burner thrust prior to return to service after maintenance. The facility included a 30kL Jet Fuel storage tank and constant pressure fuel delivery system to meet stringent performance criteria to supply adequate fuel to the engine at any speed from idle to full after burner. The project was completed on time and on budget and was notable for achieving all performance criteria under all operating conditions. TfA performed detailed design including hydraulic analysis, HAZOP leadership, construction inspections, commissioning, operational procedures and maintenance manuals.



### Darwin Navy Base

This project facilitated the expansion of the existing Navy Base located in Darwin. The expansion included a new diesel storage tank, automatic filtering system to clean defuelled diesel and pump it back to the main storage facility, expansion of the existing wharf, a new wharf and 5 new refuelling and defuelling cope points to service the new facilities. TfA provided detailed design and construction site supervision. This included hydraulic analysis, HAZOP leadership, on site construction inspections during construction activities, commissioning, operational procedures and maintenance manuals.



### Amberley Electroplating Plant

TfA performed a concept and preliminary cost estimate report for a proposed new Electroplating plant to be constructed in the Amberley region. The proposed plant design was based on state of the art technology combined with green energy sources, waste and water recycling and sustainability. The study included potential site plans, budget estimates, internal layouts, treatment technologies and renewable energy sources.





## Mining

TfA have a proven track record in the mining industry having designed fuel and lubricant storage and distribution facilities for a variety of clients including Anglo Coal, Alcoa, BHP Billiton, Zinifex Century Zinc Mine, Coppabella Mine, Goonyella Riverside Coal Mine, Millmerran Power Station, Mount Isa Mines, Peak Downs Coal Mine, Rolleston Coal Mine and Warkworth Mine.



### Alcoa McCoy Heavy and Light Vehicle Workshops and Heavy Vehicle Refuelling Facility

The Alcoa McCoy workshops were a brand new facility located closer to the open cut mine face including an eight bay heavy vehicle workshop with integrated stores and administration offices, six bay light vehicle workshop, two bay heavy vehicle refuelling facility and light vehicle refuelling facility. The heavy vehicle workshops included a lubricant tank farm comprising seven grades of lubricant plus coolant and waste oil reticulated to five hose stations throughout the workshop. The number of hose reels combining grease, compressed air and water for the project totals 101. The two bay heavy vehicle refuelling facility is serviced by five 110 kL diesel storage and the light vehicle refuelling bay has a dedicated 20kL diesel tank.



### Zinifex Century Zinc Mine

Century Zinc is an open cut zinc mine located near Lawn Hill National Park in the north west of Queensland. A 1km cross country PLC controlled pipeline automatically transfers fuel to the Go Line refuelling facility. The facility has three refuelling bays to service the 23 Komatsu dump trucks, a 110kL day tank and two bulk lubricant storage tanks and an oily water separator. Five bulk lubricant tanks (from 5 - 55kL in size) and a waste oil tank are installed in a bund adjacent to the workshops. Each grade of oil is reticulated to hose reels at each of the five service bays. A large separator pit and oily water separator was installed to handle drainage from the truck wash and the workshops.



### Mount Isa Mines - Xstrata

TfA Project Group were engaged to review an audit of existing fuel storage and handling facilities for compliance with AS1940 and develop an upgrade strategy consistent with the further change-over from diesel to gas. Options were budgeted and after a consultative review process, final solutions designed. TfA's role included full detailed design for tendering. TfA supported construction and commissioning remotely.



### Clermont Mine

The Clermont Mine project include a 350kL diesel tank farm with heavy vehicle and light vehicle refueling facilities and a lubricants tank farm with 6 grades, grease and waste oil evacuation reticulated throughout the workshops. A fine filtration system was installed on all lubricant grades and tank gauging.



### Millmerran Coal Mine

Millmerran Power Station and Coal Mine is a new \$1 billion state of the art power station located in Millmerran south west of Toowoomba. Our scope of work comprised diesel and oil storage and refuelling facilities for the coal mine dump trucks and light vehicles. TfA's role included full detailed design, site inspections, commissioning and user documentation of all diesel and oil storage and distribution facilities.

## Education

TfA project management services, design and engineering are progressing several projects in the education sector. TfA has developed a detailed educational brief which represents the pillars of an all new educational initiative, spearheaded by Independent Colleges Australia. In the words of ICA Board Chairman:

*“There’s no doubt that ICA is at the forefront of the education agenda with its new strategies for schooling in Australia. We want to exceed the educational expectations of our students and their families and develop a school community with shared values and ideals. Our education model harnesses the business skills of the corporate sector to support the development of a fully integrated and resourced, quality education environment for students. We believe this education model will set a new benchmark for schooling in Australia.”*

This exciting program which will see a national school network rollout, commenced with ICA Casey in outer Melbourne, with further projects close to announcement. TfA’s skills in “making it happen”, use of innovation and world’s best practice were significant contributors to our engagement on this exciting program.



### ICA Casey, Narre-Warren, Victoria

Independent Colleges Australia's Casey College is a Preschool to Year 12 school located in Narre Warren, Victoria. TfA's scope of work started with the Site Master Plan and progressed to preliminary site plans for Stage 1 suitable for the Development Approval, detailed design for construction, co-ordination of approvals and project management.



### ICA Melton

Independent Colleges Australia's second college offering Preschool to Year 12 school was built in Melton, Victoria. TfA's scope of work started with the Site Master Plan and progressed to preliminary site plans for Stage 1 suitable for the Development Approval, detailed design for construction, co-ordination of approvals and project management.



### Child Learning Centres

TfA have been involved with a number of Child Learning Centres commencing with the Site Master Planning and progressing to preliminary site plans for suitable for the Development Approval, detailed design for construction, co-ordination of approvals and project management.





## Commercial

TfA place a great deal of importance on building long term relationships with our clients. Based on a solid foundation of engineering and architectural design resources TfA have been involved in a variety of Commercial developments ranging from mining workshops and stores, to commercial warehouse buildings to retail outlets.

### Bloxsom Commercial Centre



The Bloxsom Family Group has a 16.6 hectare site which is gradually being developed into a concentrated commercial complex with 18 commercial/warehouse premises. Each building is architecturally custom designed to suit the needs of the tenant. Currently three buildings have been constructed with a total area of 2,500m<sup>2</sup>. Additional buildings are currently being documented with the largest approximately 8,500m<sup>2</sup> in floor area. TfA have created multiple building concepts for a variety of tenants to date. Once a tenant company has been signed TfA provides the architectural, hydraulic and landscaping documentation for each building.



### KFC

TfA have worked closely with Collins Foods to deliver a number of new KFC stores throughout Queensland. TfA progressed Development Approvals and designs for various projects through to completion.



### Bunnings Warehouse Stafford QLD

Bunnings hardware warehouses have been involved in a major expansion program throughout Australia. TfA have been involved in 20 proposed new Bunnings stores. For each new warehouse, TfA have created a site layout concept which enables the siting of various size buildings. Once the concept has been accepted, TfA guides the project through the complete town planning process to gain approval for the project. TfA performed the complete detailed design for the Stafford store.



### Kogan Creek Power Station

The Kogan Creek Power Station is a coal fired power station in a single unit arrangement with a capacity of 750 megawatts. TfA Project Group designed six buildings to a project value of \$10.15M. The buildings include a three story Administration building, gatehouse, staff amenities, workshop and stores, fire station and laboratory, depicted in the foreground of the 3-D image. Structural, architectural and hydraulic details were provided by TfA, including co-ordination of mechanical and electrical services.



### Anthony's Fine Jewellers

Anthony's Fine Jewellers have stores in Brisbane and on the Gold Coast. TfA have created designs for many of these stores. The designs have incorporated state of the art joinery items and lighting which together have enabled the merchandise to be displayed to great effect.

## Marina Refuelling Facilities

TfA have been involved in marina refuelling facilities for many years, utilising our industry expertise to protect the environment. We have been involved in both large and small facilities from Hamilton Island in the Whitsundays to Gladstone and the Brisbane Water Police.

### White Bay Sydney Harbour

TfA have been commissioned to design the new refueling facility right in the heart of Sydney Harbour. The new facility will service the Sydney Ferry fleet, cruise boats, water taxis and recreational craft and will represent the state of the art in environmental protection.

### Hamilton Island

As part of a major upgrade of Hamilton Island, a new diesel tank farm was installed to service the new standby power station. A cross-country pipeline was installed from the existing tank farm, with extensive upgrades of the existing refueling system.

### Brisbane Water Police

A new refueling facility was installed including underground fuel storage to service the Brisbane Water Police fleet at the entrance of the Brisbane River. The project was completed on time and on budget to meet the performance requirements of the Water Police.

### Hay Point Tug Harbour

This project included a site visit, inspection and audit of the fuel storage and dispensing facility. The site was audited to check compliance with AS 1940 and other relevant Codes and Standards. The report was completed with the necessary action items and requirements to upgrade the facility to meet compliance. The project was completed whilst the facility remained fully operational.

### CQPA Gladstone Marina Upgrade

This project included the removal of 2 x 10 KL underground diesel tanks and replacing them with a 70 KL double walled fibre glass tank. The facility was upgraded with electronic tank and line leak detection, including tank level monitoring. New submersible pumps were installed in the tank turrets to increase the flow rate to the wharf. The new pumps and piping were required to meet future expansion plans. Phase II was designed which entailed the removal of the existing single wall galvanise pipe and replacing it with double wall UPP or equivalent piping.

### Marinas Cove Marina Gold Coast

This project involved the upgrade of the diesel and ULP refuelling system with a dual ULP/diesel dispenser and high flow 300LPM hose reel for large vessels on the refuelling pontoon. Two dual ULP dispensers and two single diesel dispensers were installed on the fixed dock, combined with a significant piping upgrade for environmental compliance.



## QUALITY POLICY STATEMENT

TFA Project Group specialises in the design and project management of projects as commissioned.

### MISSION STATEMENT

Our mission is to provide a leading and professional service which is consistently reliable and exceeds our clients expectations. We aim to be efficient and cost effective. As designers and project managers, we will provide the resources and processes to convert our clients visions into reality.

*We make it happen!*

In fulfilling this responsibility, management acknowledges its duty and is committed to implementing and maintaining a quality management system based on the requirements of ISO9001:2008. Management is committed to continually improve the effectiveness of the quality management system and to ensuring it is communicated and understood within TFA Project Group.

The successful operation of the system relies upon the co-operation and involvement of personnel at all levels. Our Personnel are made aware of the importance of meeting customer needs and working within the relevant statutory and regulatory laws. Our commitment to quality will ensure the continued success of our company and the satisfaction of customers and staff.

Quality problems arising in various areas are to be identified and resolved with speed, technical efficiency and economy. The quality management system and its objectives shall be reviewed at Project Review Meetings. We shall focus our resources, both technical and human, towards the prevention of quality deficiencies to satisfy our mission statement.

The Quality Manager is authorised to ensure that the requirements of this quality system are implemented. Any problems that can not be resolved between departments or personnel shall be brought to my attention for final resolution.

Tam Faragher  
Managing Director  
TFA Project Group



**Project Group**

Project Managers | Designers | Planners | Engineers

Tam Faragher & Associates Pty Ltd  
ABN 59 051 486 743

Trading as TFA Project Group

17 Dover Street  
(PO Box 301)  
Albion Qld 4010 Australia

Telephone - 61 7 3854 2900  
Facsimile - 61 7 3854 2999  
Email - enquiry@tfa.com.au  
www.tfa.com.au

## HEALTH, SAFETY AND ENVIRONMENT MANAGEMENT SYSTEM

The TFA Project Group HSE policy recognises that the health and safety of all employees within the Company is the responsibility of the Company Management. In fulfilling this responsibility, management acknowledges its duty to provide and maintain, so far as is practicable, a working environment that manages Health, Safety and Environment issues. TFA Project Group achieves this by:-

- Ensuring contractors and employees are conversant with agreed Job Safety Analysis, Work Method Statements or other Approved Safety Plans etc.
- Ensuring all relevant Risks that the work may pose to themselves, others and the environment shall be appropriately assessed, documented and communicated.
- Ensuring all Work Methods shall address all relevant risks and that relevant control measures shall be implemented.
- Assessing that contractors engaged understand the requirements of relevant Acts, Regulations and Code of Practice etc, as may be appropriate.
- Obtaining all relevant Approvals, Permits, Licences and Insurances prior to commencing works.
- Complying with Incident Reporting Procedures (of clients or statutory requirements as applicable).
- Complying at all times with Equipment Maintenance and Personal Protective Equipment procedures and requirements.
- Engaging responsible work practices and materials to protect the environment and as a minimum, comply with statutory requirements.

The Company utilises the following Forms for the effective management and audit of its Health Safety and Environment Management System.

- Job Safety Analysis
- Work Method Statement
- Risk Analysis
- Contractor Assessment



Tam Faragher  
Managing Director  
TFA Project Group



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Trading as **TfA Project Group**  
ABN: 59 054 486 743

P: +61 7 3854 2900  
F: +61 7 3854 2999  
W: [www.tfa.com.au](http://www.tfa.com.au)

Contact:

Head Office:  
17 Dover Street  
Albion Qld 4010

PO Box 301  
Albion Qld 4010

John Robson  
P: 0400 888 256  
E: [john.robson@tfa.com.au](mailto:john.robson@tfa.com.au)

Sydney Office:  
Suite 3/15, Level 3 Zhen Building  
33 Lexington Drive  
Bella Vista NSW 2153

PO Box 980  
Kings Langley NSW 2147

Corey Rogers  
P: 0427 585 358  
E: [corey.rogers@tfa.com.au](mailto:corey.rogers@tfa.com.au)