



# **COMMUNITIES COMMITTEE MEETING**

## **AGENDA**

**15 OCTOBER 2024**

*Your attendance is required at a Communities Committee meeting of Council to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 15 October 2024 commencing at 9:00 AM for transaction of the enclosed business.*

A handwritten signature in black ink, appearing to be "C. P.", is positioned above the printed name of the Chief Executive Officer.

**CHIEF EXECUTIVE OFFICER**  
9 October 2024

Next Meeting Date: 19.11.24

**Please note:**

In accordance with the *Local Government Regulation 2012*, please be advised that all discussion held during the meeting is recorded for the purpose of verifying the minutes. This will include any discussion involving a Councillor, staff member or a member of the public.

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## **1 OPENING**

1.1 Acknowledgement of Country

## **2 PRESENT**

Members Present:

Deputy Mayor, Councillor M D Wickerson  
Councillor S Latcham  
Councillor E W Oram  
Councillor C R Rutherford  
Councillor M A Taylor  
Councillor G D Mathers  
Councillor E B Hilse

In Attendance:

Ms A Cutler – General Manager Community Services (Executive Officer)  
Mr E Pardon – Chief Executive Officer

## **3 APOLOGIES AND LEAVE OF ABSENCE**

Councillor Tony Williams - Leave of Absence from 14 October 2024 to 18 October 2024

## **4 CONFIRMATION OF MINUTES**

Minutes of the Communities Committee held 17 September 2024

## **5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA**

## 6 BUSINESS OUTSTANDING

### 6.1 BUSINESS OUTSTANDING TABLE FOR COMMUNITIES COMMITTEE

**File No:** 10097  
**Attachments:** 1. [October 2024](#)  
**Authorising Officer:** Evan Pardon - Chief Executive Officer  
**Author:** Alicia Cutler - General Manager Community Services

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#### SUMMARY

*The Business Outstanding Table is used as a tool to monitor outstanding items resolved at previous Council or Committee meetings. The current Business Outstanding Table for Communities Committee is presented for Councillors' information.*

#### OFFICER'S RECOMMENDATION

THAT the Business Outstanding Table for the Communities Committee be received.

# **BUSINESS OUTSTANDING TABLE FOR COMMUNITIES COMMITTEE**

## **October 2024**

**Meeting Date: 15 October 2024**

**Attachment No: 1**

BUSINESS OUTSTANDING TABLE – COMMUNITIES – OCTOBER 2024

Meeting Date	Subject	Resolution	Officer	Target Date	Notes
20/08/2024	Rockhampton Museum of Art - Specialised and Sole Supplier Report	<b>COMMITTEE RESOLUTION</b> THAT the matter lay on the table to be discussed at a briefing session, and a report be brought back to a future Communities Committee meeting.	McBurnie, Jonathan	03/09/2024	
20/08/2024	Meerkat & Perentie and Lace Monitor Shade Shelters	<b>COMMITTEE RESOLUTION</b> THAT Council endorse option 4 as detailed within the report.	Jeffery, Rosanna	03/09/2024	11 Sep 2024 8:11am Dorman, Kerri Quotes being sought.
20/08/2024	Playground Renewal - Victoria Park Cableway	<b>COMMITTEE RESOLUTION</b> THAT Council endorse the allocation of \$100,000 from the Community Services contingency budget to fund the replacement of the Victoria Park Cableway.	Richardson, Dairon	03/09/2024	11 Sep 2024 8:21am Dorman, Kerri Waiting on quotes to be received.
17/09/2024	Annual Homeless Connect Event	<b>COMMITTEE RESOLUTION</b> THAT the matter lay on the table to be discussed at a Briefing Session and a report be brought back to the next Communities Committee meeting.	Dorman, Kerri	01/10/2024	Listed for Briefing Session 15 October
17/09/2024	Support for sporting submission	<b>COMMITTEE RESOLUTION</b> THAT the matter be reported to a future Council meeting when further information as outlined in the report is known.	Clark, Wade	01/10/2024	

**7 PUBLIC FORUMS/DEPUTATIONS**

Nil

**8 PRESENTATION OF PETITIONS**

Nil

**9 COMMITTEE REPORTS**

Nil



## 10 COUNCILLOR/DELEGATE REPORTS

### 10.1 PORTFOLIO UPDATE

<b>File No:</b>	<b>10097</b>
<b>Attachments:</b>	<b>Nil</b>
<b>Authorising Officer:</b>	<b>Doug Scott - Acting General Manager Community Services</b>
<b>Author:</b>	<b>Doug Scott - Acting General Manager Community Services</b>

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#### **SUMMARY**

*Portfolio Councillors for Communities, Culture and Heritage, Planning and Regulation and Environmental Sustainability will provide an update on matters of interest within their portfolio.*

#### **OFFICER'S RECOMMENDATION**

THAT the Portfolio Updates for Communities, Culture and Heritage, Planning and Regulation and Environmental Sustainability be received.

#### **BACKGROUND**

As a result of discussions following 2024 local government elections, Councillors have requested an opportunity to speak about their relevant Portfolio during Committee Meetings.

The following Councillors will provide an update on their Portfolio at Communities Committee:

Deputy Mayor, Councillor Drew Wickerson – Communities and Heritage Portfolio

Councillor Grant Mathers – Planning and Regulation Portfolio

Councillor Elliot Hilse – Environmental Sustainability

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## 11 OFFICERS' REPORTS

### 11.1 COMMUNITIES PROJECT REFERENCE GROUP 2 OCTOBER 2024

<b>File No:</b>	<b>11979</b>
<b>Attachments:</b>	<b>1. Communities PRG Meeting - 2 October 2024 - Agenda</b> <b>2. Communities PRG Meeting - 2 October 2024 - Minutes</b>
<b>Authorising Officer:</b>	<b>Doug Scott - Acting General Manager Community Services</b>
<b>Author:</b>	<b>Doug Scott - Acting General Manager Community Services</b>

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#### SUMMARY

*The Agenda and Minutes of the Communities Project Reference Group meeting held on 2 October 2024 are provided in accordance with the adopted Terms of Reference.*

#### OFFICER'S RECOMMENDATION

THAT the Agenda and Minutes of the Communities Project Reference Group meeting held on 2 October 2024 be received.

#### COMMENTARY

The Capital Project Framework Policy (including Terms of Reference for Project Reference Groups) was adopted at Council meeting on 14 May 2024.

As stated in the Terms of Reference, the purpose of the Communities Project Reference Group is to endorse Project Management Plans, review progress of works and administer change control processes on applicable and nominated projects. This includes where needed to make recommendation on proposed variations in budget, scope, timing, or other risks to Council or delegated Committees.

#### BACKGROUND

As stated in previous report to Council, the Capital Project Framework Policy will provide better oversight and also provides a more robust governance structure around Council's capital works program and its delivery.

Meetings of the Communities Project Reference Group are held on the first Wednesday of each month.

Section 5.2.1 of the Capital Project Framework Policy adopted on 14 May 2024 states "The respective Committee considers the agendas and minutes of its respective PRG."

#### PREVIOUS DECISIONS

Council meeting 14 May 2024:

*THAT the Capital Project Framework Policy (including Terms of Reference) as attached to this report be adopted and for Council to approve a review timeline of May 2028.*

#### BUDGET IMPLICATIONS

Nil

#### LEGISLATIVE CONTEXT

This process meets legislative requirements.

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**LEGAL IMPLICATIONS**

Nil.

**STAFFING IMPLICATIONS**

Some additional use of existing resources with the additional reporting has been required.

**RISK ASSESSMENT**

Provides for better governance of Council's Capital Program.

**CORPORATE/OPERATIONAL PLAN**

Corporate Plan Goal 1.1 – We are fiscally responsible.

**CONCLUSION**

It is recommended that the Agenda and Minutes of the Communities Project Reference Group meeting be received.

# **COMMUNITIES PROJECT REFERENCE GROUP 2 OCTOBER 2024**

## **Communities PRG Meeting – 2 October 2024 - Agenda**

**Meeting Date: 15 October 2024**

**Attachment No: 1**



## COMMUNITIES PROJECT REFERENCE GROUP MEETING

### AGENDA

**2 OCTOBER 2024**

*Your attendance is required at a meeting of the Communities Project Reference Group to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 2 October 2024 commencing at 9:00 AM for transaction of the enclosed business.*

A handwritten signature in black ink that reads "R Chesman".

ACTING CHIEF EXECUTIVE OFFICER  
27 September 2024

Next Meeting Date: 06.11.24

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COMMUNITIES PROJECT REFERENCE GROUP AGENDA

2 OCTOBER 2024

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**1 OPENING**

**2 PRESENT**

Members Present:

The Mayor, Councillor A P Williams (Chairperson)  
Deputy Mayor, Councillor M D Wickerson  
Councillor C R Rutherford  
Councillor G D Mathers  
Councillor E B Hilse  
Mr E Pardon – Chief Executive Officer  
Ms M Taylor – Chief Financial Officer  
Mr A Collins

**3 APOLOGIES AND LEAVE OF ABSENCE**

**4 CONFIRMATION OF MINUTES**

Minutes of the Communities Project Reference Group held 4 September 2024

**5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA**

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## 6 OFFICERS' REPORTS

### 6.1 COMMUNITIES PROJECT REFERENCE GROUP - PROPOSED CHANGES

**File No:** 11979  
**Attachments:** 1. [Significant Projects](#)  
2. [Project Plan Minor Template](#)  
**Authorising Officer:** Alicia Cutler - General Manager Community Services  
**Author:** Alicia Cutler - General Manager Community Services

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#### SUMMARY

*Following a review of the operations of the two Project Reference Groups, some changes are proposed to the Communities Project Reference Group.*

#### OFFICER'S RECOMMENDATION

THAT the report be 'received' and the revised list of Major and Significant Projects be received.

#### COMMENTARY

Changes to the Communities Project Reference Group are proposed as follows:

1. Separating out the Major projects into their own report to allow for individual discussion. Previously there has been one report that incorporated the whole of the Major Projects, this will now have one report for each of the following:
  - North Rockhampton Sporting Precinct
  - Walter Reid Development
  - Pilbeam Roof Renewal
  - Botanic Gardens & Zoo Redevelopment
  - Kershaw Gardens Waterfall Structure repairs
2. Not using the Communities Project Reference Group for updates/discussion/progress of other projects that are not Major or Significant – These issues should be reported to the whole of the Communities Committee.  
Over the past two PRG meetings, the meeting has been used to also update the Group on some project developments and challenges. Following discussions, there have been subsequent reports to the Communities Committee for a decision. In addition, there have been reports to inform the Group of some minor scope changes. These projects have not been significant and not within the terms of reference. In future these will either be reported directly to Communities Committee or updates will be provided in the quarterly report on progress of all projects.
3. A revision to Projects that are deemed Significant - Initially, some projects were included on the significant list as they required some scope definition or further reports. With hindsight, they are not significant (small valued projects) and the intent was not to report on them with monthly progress. It is recommended that the following projects are removed from the Significant Project list.



## COMMUNITIES PROJECT REFERENCE GROUP AGENDA

2 OCTOBER 2024

Project	24/25 budget
[N] Mt Morgan Cemetery extension	100,000
Memorial Gardens - Synge St proposal	110,000
[R] Dog Off Leash Areas	200,000
CBD trees and landscaping	100,000
Meerkat Shade - Additional shade for animal welfare and improve visitor experience	137,810
Perentie and Lace Monitor Shade - Additional shade shelter required for animal	156,824
Returf and Drainage Showgrounds Centre Ring	150,000
Acquisition of Land for Child Care	345,000
HV Horse Shelter	55,000
[R] Southside pool balance tank relining	50,000
[R] Historic library roof & gutters	50,000

With the removal of the above projects, the major & significant projects list is reattached with an update for the month.

4. Inclusion of Project Information under a standard format, being a minor Project management Plan.

Information has been included around projects up till the current month, however a Project management Plan has not been completed. This plans, which will incorporate the risks of delivery timeframes and Key Stakeholder engagement will be incorporated into future meetings. The template has been included for PRG recommendation.

**BACKGROUND**

Nil

**PREVIOUS DECISIONS**

Nil

**BUDGET IMPLICATIONS**

Nil

**LEGISLATIVE CONTEXT**

Nil

**LEGAL IMPLICATIONS**

Nil

**STAFFING IMPLICATIONS**

Nil

**RISK ASSESSMENT**

Nil

COMMUNITIES PROJECT REFERENCE GROUP AGENDA

2 OCTOBER 2024

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**CORPORATE/OPERATIONAL PLAN**

Nil

**CONCLUSION**

The above proposed changes to the Communities Project Reference Group be accepted.

# COMMUNITIES PROJECT REFERENCE GROUP - PROPOSED CHANGES

## Significant Projects

Meeting Date: 2 October 2024

Attachment No: 1

COMMUNITIES PROJECT REFERENCE GROUP AGENDA

2 OCTOBER 2024

Major & Significant Projects

	2025 Budget	August Update	September Update	October Update
<b>Major Projects</b>				
Mt Morgan Park Redevelopment	360,000	Report Included	Project Closed	Project Closed
North Rockhampton Sporting Precinct	500,000	No Report	No Report	Report Included
Walter Hall Demolition	1,675,000	Report Included	Report Included	Report Included
Phibson Road Renewal	265,000	Report Included	Report Included	Report Included
Bertram Gardens & Zoo Redevelopment	5,000,000	Report Included	Report Included	Report Included
Kearlshak Gardens Waterfall Structure Upgrade	150,000	Report Included	Report Included	Report Included

Nominated due to Large Expenditure

	Reporting Manager	2025 Budget	August Update	September Update	October Update
1] US South Rockhampton Crematorium - Dockcamp	MJ	630,000			
2] [B] Depot Master Planning	BJ	2,424,200	Report Included	No Report	Tender Accepted
4] State Sporting Complex Activation	JB	450,000	No Report	Report Included	No Report
6] [N] Local Park - Curlew Gardens	AP	600,000	No Report	No Report	Report Included

Nominated due to delivery contingent to secure Grant Funding

6] [B] Zoo - Endicott Renewals	AP	9,615,000	On Hold - pending grant for Operations Centre	On Hold - pending grant for Operations Centre	On Hold - pending grant for Operations Centre
7] [N] South Rockhampton Post Changing Places Facility	AP	275,000	Report Included	No Report	Tender to be released
8] [N] G&E Solar Program	AP	480,000	Report Included	No Report	On Hold - pending grant.

Nominated as High Profile

8] Parkhurst Remodel	AP	205,000	No Report	No Report	Report Included
14] [B] Playground - Equipment Renewal Program	MJ	280,000	Report Included	No Report	No Report

# **COMMUNITIES PROJECT REFERENCE GROUP - PROPOSED CHANGES**

## **Project Plan Minor Template**

**Meeting Date: 2 October 2024**

**Attachment No: 2**



Community Services

PROJECT PLAN	
MINOR	
Project Title	
Project Asset Owner	
Project Manager	
Project Reference Group	Infrastructure / Communities
Date Prepared	

PROJECT PURPOSE

SCOPE



Community Services

BUDGET
<p>This project is being funded by the <b>[Insert Funding Agreement]</b> and a co-contribution from Rockhampton Regional Council's FY2024-25 Capital Budget.</p> <p>This project is estimated at a total cost of approximately <b>[Insert Cost]</b> which is comprised of .... <b>[Insert Short Breakdown]</b></p>
<p>Cash Flow:</p> <p><b>[Insert Cash Flow Chart]</b></p>

TIMEFRAMES		
<p>The following table outlines the proposed project activities and milestones. Start, end dates and milestones are subject to further consultation and contractor negotiations, therefore please note that this program is indicative only and will be subject to review at regular intervals. <b>[Gantt Chart Attached]</b></p>		
Milestone / Task	Expected Start Date	Expected Finish Date
<i>Anticipated Funding agreements signed</i>		
<i>Complete detailed design, technical specifications and Tender Documentation, and revised detailed project cost estimate</i>		
<i>Environment, Planning, Cultural Heritage, Development assessments and approvals</i>		

Issue

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COMMUNITIES PROJECT REFERENCE GROUP AGENDA

2 OCTOBER 2024



Community Services

Milestone / Task	Expected Start Date	Expected Finish Date
<i>Land resumptions / Acquisitions / Easements</i>		
<i>Construction Procurement</i>		
<i>Construction Works</i>		
<i>Project Finalisation</i>		

**KEY STAKEHOLDERS**

The following is a list of stakeholders who will have an impact or influence on the project and those who may be impacted by the project. Various levels information will be provided as required to these stakeholders.

Group/Individual Name & Title	Role	Summary of Information Needs
<i>Federal / State Government</i>	<i>Funding Source</i>	<i>Project Monthly Report Information to satisfy councillor requests</i>
<i>Rockhampton Regional Council</i>	<i>Funding Source</i>	<i>Project Monthly Report Information to satisfy councillor requests</i>
<i>Sponsor</i>	<i>Key decision maker</i>	<i>Project Monthly Report Risks and issues Change Requests &gt;\$50K</i>
<i>Project Manager</i>	<i>Manages the project</i>	<i>Decisions from the Sponsor/PCG Progress and status of project delivery Risks and issues Actual and planned resource usage Cost Control</i>
<i>Client Department Rep</i>	<i>Disseminates</i>	<i>Project Monthly Report</i>
<i>Project Reference Group</i>	<i>Project Direction</i>	<i>Project performance status Impacts of issues Risks and issues</i>

Issue

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Community Services

**RISK**

Current significant risk categories and the mitigation proposal are presented in the following Risk table.

Risk Category	Proposed Mitigation
<i>Inadequate funding impacting the Project Budget</i>	<i>Secure funding prior to major commitments and capital outlay..</i>
<i>Scope Creep impacting the Project budget</i>	<i>Project Manager is the only person authorised to instruct contractors and Consultant on contractual matters. Contract to set out roles &amp; responsibilities. All variations to be authorised by superintendent. Specification and scope of works well documented. Contingency included in the budget to accommodate minor deviations in construction costs.</i>
<i>Project Approvals not received within required timeline</i>	<i>Project controls and program in place to manage timelines and deadlines associated with approvals. Design consultant engaged to complete required documentation and early planning</i>
<i>Project Safety uncontrolled</i>	<i>Safety in Design process employed. Site safety plans and method of work statements. Compliance inspection regime engaged.</i>
<i>Project Deadlines not being met, impacting the project timeline.</i>	<i>Project controls and program in place to manage expectations and delays.</i>
<b>[Insert Specific Project Significant Risk]</b>	
<b>[Insert Specific Project Significant Risk]</b>	

**RECOMMENDATIONS AND CONSIDERATIONS**

## COMMUNITIES PROJECT REFERENCE GROUP AGENDA

2 OCTOBER 2024

**6.2 PARKHURST ROUNDABOUT**

<b>File No:</b>	787
<b>Attachments:</b>	1. <a href="#">Project Plan - Parkhurst Roundabout</a> 2. <a href="#">Design Overview</a>
<b>Authorising Officer:</b>	Alicia Cutler - General Manager Community Services
<b>Author:</b>	Justin Bulwinkel - Acting Manager Parks

**SUMMARY**

*Acting Manager Parks reporting on a project to beautify the landscaping of the northern entrance roundabout to Rockhampton.*

**OFFICER'S RECOMMENDATION**

THAT Council endorses the preliminary project scope for the northern entrance roundabout to Rockhampton and Manager Parks be authorised to proceed with detailed design and delivery.

**COMMENTARY**

Council is committed to maintaining high-profile, visually appealing gardens along the medians and roundabouts within the road network managed by the Department of Transport and Main Roads (DTMR). Recently, Council officers have strengthened relationships with the department, resulting in successful investment in landscaping and tree planting to enhance the network's appearance.

The upcoming refurbishment of the Parkhurst roundabout at Yaamba Road – Stirling Drive aims to elevate its visual standards, aligning them with other gardens across the network. The improvements will offer a welcoming aesthetic, inspired by the planting style of the Yeppen Roundabout, without additional infrastructure such as statues or flags.

Please refer to Project Plan and Design overview attached.

**BACKGROUND**

Around 2017, the Department of Transport and Main Roads (DTMR) carried out the RNAU project, consulting Council officers on certain landscaping elements. However, the roundabout was delivered with substandard soil, a seeded lawn, inadequate plantings, and no irrigation system.

**BUDGET IMPLICATIONS**

The project will be fully funded within existing budget \$305,000.

**STAFFING IMPLICATIONS**

Parks existing resources will manage and deliver all project deliverables, including planting, mulching, and irrigation.

**RISK ASSESSMENT**

Workplace Health and Safety risks will be carefully managed through the implementation of appropriate traffic management measures throughout the project.

A minor risk has been identified regarding Council's investment in an asset managed by DTMR, with a low likelihood that the department could remove landscaping elements in the future if issues arise. This risk will be mitigated by ensuring thorough consultation and obtaining all necessary approvals from DTMR before construction begins.

**CORPORATE/OPERATIONAL PLAN**

2.1 Our Places and Spaces enhance the livability and diversity of our communities.

COMMUNITIES PROJECT REFERENCE GROUP AGENDA

2 OCTOBER 2024

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2.1.5 We maintain our public places and spaces responsibility by planning and prioritising work.

**CONCLUSION**

Enhancing the northern entrance to our region provides a more welcoming gateway and aligns with our vision of "One Great Region – Live, Visit, Invest."

# **PARKHURST ROUNDABOUT**

## **Project Plan - Parkhurst Roundabout**

**Meeting Date: 2 October 2024**

**Attachment No: 1**



Regional Services

PROJECT PLAN MINOR	
Project Title	Parkhurst Roundabout
Project Asset Owner	Manager Parks - Aaron Pont
Project Manager	Coordinator Parks Operations – Gerard Young
Project Reference Group	Communities Project Reference Group
Date Prepared	23 September 2024

**PROJECT PURPOSE**

Enhance the aesthetic appeal and overall visitor experience of the northern entrance roundabout to Rockhampton through a comprehensive landscaping initiative.

**SCOPE**

**Design Overview:**  
The design is targeted to provide visual elements, including contours that establish an inviting and aesthetically pleasing landscape. (Attachment 2)

**Project Deliverables:**

- **Establish Internal Mounds & Contours:**
  - Create a low-maintenance mound/landscaping design using clean fill.
  - Mounds will feature a 1:4 (25%) sloped batter, ensuring compliance with existing servicing procedures and guidelines.
- **Turfing & Irrigation System:**
  - Implement an efficient irrigation system to support the lawn area and vegetation.
  - Purchase and install turf (Turf type: Zoysia Sir Grange).
- **Mature Tree Planters:**

Issue

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COMMUNITIES PROJECT REFERENCE GROUP AGENDA

2 OCTOBER 2024



Regional Services

- o Select 7 native resilient plant species specifically adapted to thrive in harsh conditions (species yet to be determined).
- o Arrange the plantings in a visually appealing layout to enhance the overall aesthetic of the northern entrance roundabout.

**BUDGET**

This project is being funded entirely by Rockhampton Regional Council's FY2024-25 Capital Budget.

This project is estimated at a total cost of approximately \$305,000, consistent with allocated budget.

Cash Flow:

Item	Estimated Cost	FY Quarter	Notes
1. Internal Mounds & Contours	\$80,000	Q3	Includes earthworks and clean fill.
2. Turfing & Irrigation System	\$120,000	Q3	Includes turf purchase and irrigation installation.
3. Mature Tree Planters	\$60,000	Q4	Selection and planting of native species.
4. Contingency Fund	\$30,000	As needed	Reserved for unexpected expenses.
<b>Total Budget</b>	<b>\$300,000</b>		

**TIMEFRAMES**

The following table outlines the proposed project activities and milestones. Start, end dates and milestones are subject to further consultation and contractor negotiations, therefore please note that this program is indicative only and will be subject to review at regular intervals.

## COMMUNITIES PROJECT REFERENCE GROUP AGENDA

2 OCTOBER 2024



Regional Services

Milestone / Task	Expected Start Date	Expected Finish Date
<i>Anticipated Funding agreements signed</i>	<i>N/A</i>	<i>N/A</i>
<i>Complete detailed design, technical specifications and revised detailed project cost estimate</i>	<i>07 Oct 2024</i>	<i>04 Nov 2024</i>
<i>Environment, Planning, Cultural Heritage, Development assessments and approvals</i>	<i>04 Nov</i>	<i>30 Nov 2024</i>
<i>Land resumptions / Acquisitions / Easements</i>	<i>N/A</i>	<i>N/A</i>
<i>Construction Procurement</i>	<i>01 Dec 2024</i>	<i>31 Jan 2025</i>
<i>Construction Works</i>	<i>01 Feb 2025</i>	<i>31 May 2025</i>
<i>Project Finalisation</i>	<i>01 Jun 2025</i>	<i>15 Jun 2025</i>

**KEY STAKEHOLDERS**

The following is a list of stakeholders who will have an impact or influence on the project and those who may be impacted by the project. Various levels information will be provided as required to these stakeholders.

Group/Individual Name & Title	Role	Summary of Information Needs
TMR / State Government	Road / Landowner	Project updates as requested.
Rockhampton Regional Council	Funding Source/Project Owner	Project updates as requested. Information to satisfy councillor requests.
Manager Parks, Project Owner	Key decision maker	<i>Project Monthly Report</i> <i>Risks and issues</i> <i>Change Requests &gt;\$50K</i>
Project Manager, Coordinator Parks Operations	Manages the project	<i>Decisions from the Sponsor/PCG</i> <i>Progress and status of project delivery</i> <i>Risks and issues</i> <i>Actual and planned resource usage</i> <i>Cost Control</i>

Issue

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Regional Services

**RISK**

Current significant risk categories and the mitigation proposal are presented in the following Risk table.

Risk Category	Proposed Mitigation
<i>Inadequate funding impacting the Project Budget</i>	<i>Secure funding prior to major commitments and capital outlay.</i>
<i>Scope Creep impacting the Project budget</i>	<i>Project Manager is the only person authorised to instruct contractors and Consultant on contractual matters. Contract to set out roles &amp; responsibilities. All variations to be authorised by superintendent. Specification and scope of works well documented. Contingency included in the budget to accommodate minor deviations in construction costs.</i>
<i>Project Approvals not received within required timeline</i>	<i>Project controls and program in place to manage timelines and deadlines associated with approvals. Design consultant engaged to complete required documentation and early planning</i>
<i>Project Safety uncontrolled</i>	<i>Safety in Design process employed. Site safety plans and method of work statements. Compliance inspection regime engaged.</i>
<i>Project Deadlines not being met, impacting the project timeline.</i>	<i>Project controls and program in place to manage expectations and delays.</i>

**RECOMMENDATIONS AND CONSIDERATIONS**

Council endorses the preliminary project scope and support Manager Parks to proceed detailed design and delivery.



# **PARKHURST ROUNDABOUT**

## **Design Overview**

**Meeting Date: 2 October 2024**

**Attachment No: 2**

**PARKHURST ROUNDABOUT**  
 CLIENT: AARON PONT  
 PROJECT NO: C.00000



**PARKHURST ROUNDABOUT**  
 RAMSAY CREEK PARKHURST ROUNDABOUT  
 LANDSCAPE CONSTRUCTION  
 COVER SHEET

**PROJECT INFORMATION**

PROJECT: PARKHURST ROUNDABOUT  
 CLIENT: AARON PONT  
 PROJECT NO: C.00000  
 SHEET: 1 OF 7  
 DATE: 2024-05-20

**APPROVAL**

DESIGNER: [Signature] DATE: [Date]  
 CHECKED: [Signature] DATE: [Date]  
 APPROVED: [Signature] DATE: [Date]

**PROJECT DESCRIPTION**

PARKHURST ROUNDABOUT LANDSCAPE CONSTRUCTION  
 RAMSAY CREEK PARKHURST ROUNDABOUT  
 LANDSCAPE CONSTRUCTION  
 COVER SHEET

**PROJECT INFORMATION**

PROJECT: PARKHURST ROUNDABOUT  
 CLIENT: AARON PONT  
 PROJECT NO: C.00000  
 SHEET: 1 OF 7  
 DATE: 2024-05-20

**APPROVAL**

DESIGNER: [Signature] DATE: [Date]  
 CHECKED: [Signature] DATE: [Date]  
 APPROVED: [Signature] DATE: [Date]

**PROJECT DESCRIPTION**

PARKHURST ROUNDABOUT LANDSCAPE CONSTRUCTION  
 RAMSAY CREEK PARKHURST ROUNDABOUT  
 LANDSCAPE CONSTRUCTION  
 COVER SHEET

**PROJECT INFORMATION**

PROJECT: PARKHURST ROUNDABOUT  
 CLIENT: AARON PONT  
 PROJECT NO: C.00000  
 SHEET: 1 OF 7  
 DATE: 2024-05-20

**APPROVAL**

DESIGNER: [Signature] DATE: [Date]  
 CHECKED: [Signature] DATE: [Date]  
 APPROVED: [Signature] DATE: [Date]





COMMUNITIES PROJECT REFERENCE GROUP AGENDA

2 OCTOBER 2024



COMMUNITIES PROJECT REFERENCE GROUP AGENDA

2 OCTOBER 2024



**PRELIMINARY ISSUE**  
FOR INFORMATION ONLY

ARTISTIC IMPRESSION OF PROPOSED DESIGN

PROJECT NO.: _____ SHEET NO.: 8 of 7 SHEET TITLE: _____ DRAWING DATE: _____	TITLE: _____ DATE: _____ REVISIONS: _____		PROJECT DESCRIPTION: _____ LOCATION: _____ SITE PLAN: _____ PROPOSED: _____ EXISTING: _____	APPROVAL: _____ REVISIONS: _____ DATE: _____	PROJECT NO.: 2024-045-74 SHEET NO. 8 OF 7 DRAWN: 2024 PLOT NO.: B
ORIGINAL DESIGNER: (Rockhampton) 1781 Lake Dr Queensland 4703 © (Rockhampton) Engineering Pty Ltd 2024 - 3 Rockhampton Avenue Rockhampton QLD 4703 Australia					

COMMUNITIES PROJECT REFERENCE GROUP AGENDA

2 OCTOBER 2024



ARTISTIC IMPRESSION OF PROPOSED DESIGN



EXISTING ROUNDABOUT LANDSCAPE

<b>PROJECT NAME</b>	PARKHURST ROUNDABOUT	<b>DATE</b>	2024-04-25	<b>SCALE</b>	AS SHOWN
<b>PROJECT NO.</b>	RAMSAY CREEK PARKHURST ROUNDABOUT	<b>DATE</b>		<b>SCALE</b>	AS SHOWN
<b>PROJECT NO.</b>	LANDSCAPE CONSTRUCTION	<b>DATE</b>		<b>SCALE</b>	AS SHOWN
<b>PROJECT NO.</b>	3D IMAGE	<b>DATE</b>		<b>SCALE</b>	AS SHOWN



PRELIMINARY ISSUE  
FOR INFORMATION ONLY

REVISION	DESCRIPTION	DATE	BY	CHECKED	APPROVED

<b>PROJECT NO.</b>	PARKHURST ROUNDABOUT	<b>DATE</b>	2024-04-25	<b>SCALE</b>	AS SHOWN
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Rockhampton  
Landscape Architecture

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COMMUNITIES PROJECT REFERENCE GROUP AGENDA

2 OCTOBER 2024

**PRELIMINARY ISSUE**  
FOR INFORMATION ONLY

**Rockhampton**  
Municipality

**miro**  
MIRRO CONSULTANTS

PROJECT NO.	2024-045-76	DATE	2024-04-16
PROJECT NAME	PARKHURST ROUNDABOUT RAMSAY CREEK PARKHURST ROUNDABOUT LANDSCAPE CONSTRUCTION	SCALE	AS SHOWN
PROJECT LOCATION		DATE	
PROJECT DESCRIPTION		APPROVAL	
PROJECT STATUS		REVISION	
PROJECT MANAGER		ISSUED FOR CONSTRUCTION	
PROJECT ENGINEER			
PROJECT ARCHITECT			
PROJECT LANDSCAPE ARCHITECT			
PROJECT SURVEYOR			
PROJECT CONTRACTOR			
PROJECT CONSULTANT			
PROJECT REVIEWER			
PROJECT APPROVED BY			
PROJECT APPROVED DATE			
PROJECT APPROVED BY			

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## COMMUNITIES PROJECT REFERENCE GROUP AGENDA

2 OCTOBER 2024

**6.3 NEW LOCAL PARK - CASCADE GARDENS**

<b>File No:</b>	787
<b>Attachments:</b>	1. <a href="#">Project Plan - Cascade Gardens</a> 2. <a href="#">Proposed Park/DOLA Area</a>
<b>Authorising Officer:</b>	Alicia Cutler - General Manager Community Services
<b>Author:</b>	Justin Bulwinkel - Acting Manager Parks

**SUMMARY**

*Acting Manager Parks reporting on a new park and playground in Norman Gardens.*

**OFFICER'S RECOMMENDATION**

THAT the report on a new park and playground in Norman Gardens be received.

**COMMENTARY**

Council is committed to meeting community needs through resources like the Local Government Infrastructure Plan (LGIP), ensuring that spaces align with growth and development objectives. In this context, Council owns Lots 1 and 2 on SP197254/2 and Lot 1002 on SP300023 in Norman Gardens, which currently have no defined use or purpose.

Please consult the Project Plan (Attachment 1) for the preliminary designs and the Proposed Park/DOLA Area (Attachment 2) for the suggested location.

***Planning Considerations:***

To address the current and future needs of the area in accordance with the LGIP, a proposal to deliver local park on a portion of Lots 1 and 1002 is considered. The park would include a designated Dog Off-Leash Area (DOLA), subject to community input. This development would enhance the local community by providing essential recreational spaces.

The decision to design the Park to a local category rather than a district, as defined in the LGIP, is informed by the existing district-level facilities available in the area. The Rockhampton Sports Precinct (RSP), located approximately 1 km to the west, will adequately fulfill the need for a district park and community space. By focusing on a local park, we can better serve the immediate needs of residents while complementing the larger facilities provided by the RSP.

The selected location for the park considers both current and future benefits. Establishing this park will also provide Council with the opportunity to explore other land uses that could enhance community benefits, such as potential housing developments. This thoughtful planning ensures that the park not only addresses immediate recreational needs but also aligns with broader community goals and land use strategies.

**BACKGROUND**

A petition from surrounding residents was received in February 2021, highlighting a gap in Council's provision of play spaces, which was supported by officers. This need is further strengthened by adjacent Development Approvals for residential projects, indicating a growing population that will benefit from such amenities. A preliminary budget estimate was developed, and community consultation was conducted to identify local preferences, reinforcing the opportunity for the proposed park.

**BUDGET IMPLICATIONS**

We currently have \$600,000 allocated in our capital budget.

**STAFFING IMPLICATIONS**

Planning, design and project management will be handled in-house using existing resources.

COMMUNITIES PROJECT REFERENCE GROUP AGENDA

2 OCTOBER 2024

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**RISK ASSESSMENT**

A minor service risk exists if Council does not proceed with the development of an appropriately embellished open space.

**CORPORATE/OPERATIONAL PLAN**

- 2.1 Our Places and Spaces enhance the livability and diversity of our communities.
- 2.1.5 We maintain our public places and spaces responsibility by planning and prioritising work.

**CONCLUSION**

The neighboring community has expressed a strong desire for a local park, which will serve the area for years to come. This initiative can be supported through compliance with LGIP standards. Additionally, there is an opportunity to name the park in collaboration with the community and explore the potential for a designated Off-Leash Dog Area to further activate and enhance the site.

# **NEW LOCAL PARK - CASCADE GARDENS**

## **Project Plan - Cascade Gardens**

**Meeting Date: 2 October 2024**

**Attachment No: 1**

COMMUNITIES PROJECT REFERENCE GROUP AGENDA

2 OCTOBER 2024



Regional Services

PROJECT PLAN MINOR	
<b>Project Title</b>	New Local Park – Cascade Gardens
<b>Project Asset Owner</b>	Manager Parks – Aaron Pont
<b>Project Manager</b>	Coordinator Parks Operations – Gerard Young
<b>Project Reference Group</b>	Communities Project Reference Group
<b>Date Prepared</b>	23 September 2024

PROJECT PURPOSE
To develop a new local park and playground in Norman Gardens that aligns with the Local Government Infrastructure Plan (LGIP) and meets community expectations.

SCOPE
<b>LOCAL PARK AND PLAYGROUND SCOPE:</b>
<b>Design Overview:</b>
The design of the local park in Norman Gardens aims to create a welcoming, multifunctional space that meets the community's recreational needs. The layout will encourage active engagement, social interaction, and a connection to nature.
<b>Playground:</b>
<ul style="list-style-type: none"> <li>Construct a safe and accessible playground equipped with a soft fall surface and a shade structure. The design will include various play equipment suitable for</li> </ul>

Issue

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Regional Services

children of different ages and ability to promote physical activity and imaginative play.

**Concrete Half Court:**

- Construct a versatile concrete half court with a basketball hoop, allowing for both individual and group play. This area will encourage sports participation and provide a space for small local community events.

**Irrigation System:**

- Install an efficient irrigation system compliant with internal irrigation standards. Its serviceable area will consider DOLA area subject to community consultation and approved designs.

**Landscaping:**

- Landscaping will incorporate a mix of turf areas for open play, shaded tree plantings, and native plants aligned Urban Greening actions and objectives.

**Footpaths:**

- Construct accessible footpaths will connect the existing footpath along Springfield Drive to key functional areas of the park, including the playground and half court. These pathways will ensure seamless movement for pedestrians and provide easy access for all users, including those with mobility challenges.

**Miscellaneous Improvements:**

- Subject to budget, embellishment such as bollards for safety and water bubblers for amenity will be integrated to enhance user experience.

**DOG OFF-LEASH AREA (DOLA) SCOPE:**

**Design Overview**

Subject to community consultation and budget, a designated Dog Off-Leash Area (DOLA) may be incorporated into the park to provide a safe, dedicated space for pet owners community. This area will promote responsible dog ownership while ensuring a secure environment for pets to exercise and socialise.



Regional Services

- Open Space:**
- The DOLA will be an open, irrigated grass area where dogs can roam freely within the designated boundaries. The location and size can be referred to in attachment 2, yellow area.
- Signage:**
- Signage will be installed to define the boundaries of the DOLA and communicate rules for responsible use.
- Safety Fence:**
- A fence will be installed along the section bordering Springfield Drive to protect dogs from accessing the road. The design and placement of the fence will be subject to finalise DOLA area and budget.

Scope and Budget Breakdown (estimated)	
Item	Cost
Playground with Soft Fall & Shade Structure	\$290,000
Concrete Half Court with Basketball Hoop	\$27,000
Irrigation System	\$60,000
Landscaping (Turf & Trees)	\$80,000
Footpath	\$38,000
Miscellaneous Improvements (Bollards, Bubbler)	\$20,000
<b>Total Estimated Cost</b>	<b>\$515,000</b>

**Note:** DOLA is considered additional to park and playground, subject to contingency requirements additional budget may be required to deliver this amenity.

Cash Flow:

Issue

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Regional Services

Forecasted Project Deliverables per Quarter	Estimated Expenditure
<b>Q2 (Initial Phase)</b>	
Begin playground construction, including soft fall installation and shade structure setup.	\$200,000
Initiate irrigation system installation to prepare for landscaping.	
<b>Q3 (Core Development Phase)</b>	
Complete the playground.	\$215,000
Construct the concrete half court with basketball hoop.	
Begin turfing and tree planting as part of the landscaping.	
Install footpaths for accessibility and movement.	
<b>Q4 (Finalization Phase)</b>	
Finalize miscellaneous improvements, including bollards and a water bubbler.	\$100,000
Complete any remaining landscaping tasks and park enhancements.	

**Note:** Both cash flow and project stages are subject to change based on contractor availability, material supply, and other influencing factors. Adjustments may occur due to construction delays, resource constraints, or market price fluctuations. Significant risks to timeframes will be reported by the projected manager.

**TIMEFRAMES**

The following table outlines the proposed project activities and milestones. Start, end dates and milestones are subject to further consultation and contractor negotiations, therefore please note that this program is indicative only and will be subject to review at regular intervals. [Gantt Chart Attached](#)

Milestone / Task	Expected Start Date	Expected Finish Date
<i>Anticipated Funding agreements signed</i>	N/A	N/A

Issue

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COMMUNITIES PROJECT REFERENCE GROUP AGENDA

2 OCTOBER 2024



Regional Services

Milestone / Task	Expected Start Date	Expected Finish Date
<i>Complete detailed design, technical specifications and Tender Documentation, and revised detailed project cost estimate</i>	01 Oct 24	31 Dec 2024
<i>Environment, Planning, Cultural Heritage, Development assessments and approvals</i>	01 Oct 21	31 Dec 2024
<i>Land resumptions / Acquisitions / Easements</i>	N/A	N/A
<i>Construction Procurement</i>	01 Jan 2025	31 May 2025
<i>Construction Works</i>	01 Jan 2025	31 May 2025
<i>Project Finalisation</i>	01 Jun 2025	30 June 2025

**KEY STAKEHOLDERS**

The following is a list of stakeholders who will have an impact or influence on the project and those who may be impacted by the project. Various levels information will be provided as required to these stakeholders.

Group/Individual Name & Title	Role	Summary of Information Needs
Rockhampton Regional Council	Funding Source/Project Owner	Project updates as requested. Information to satisfy councillor requests.
Manager Parks, Project Owner	Key decision maker	Project Monthly Report Risks and issues Change Requests >\$50K
Project Manager, Coordinator Parks Operations	Manages the project	Decisions from the Sponsor/PCG Progress and status of project delivery Risks and issues Actual and planned resource usage Cost Control
Project Reference Group	Project Direction	Project performance status Impacts of issues Risks and issues

Issue

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## COMMUNITIES PROJECT REFERENCE GROUP AGENDA

2 OCTOBER 2024



Regional Services

**RISK**

Current significant risk categories and the mitigation proposal are presented in the following Risk table.

Risk Category	Proposed Mitigation
<i>Inadequate funding impacting the Project Budget</i>	<i>Secure funding prior to major commitments and capital outlay.</i>
<i>Scope Creep impacting the Project budget</i>	<i>Project Manager is the only person authorised to instruct contractors and Consultant on contractual matters. Contract to set out roles &amp; responsibilities. All variations to be authorised by superintendent. Specification and scope of works well documented. Contingency included in the budget to accommodate minor deviations in construction costs.</i>
<i>Project Approvals not received within required timeline</i>	<i>Project controls and program in place to manage timelines and deadlines associated with approvals. Design consultant engaged to complete required documentation and early planning</i>
<i>Project Safety uncontrolled</i>	<i>Safety in Design process employed. Site safety plans and method of work statements. Compliance inspection regime engaged.</i>
<i>Project Deadlines not being met, impacting the project timeline.</i>	<i>Project controls and program in place to manage expectations and delays.</i>

**RECOMMENDATIONS AND CONSIDERATIONS**

Council endorses:

1. Preliminary project scope and support Manager Parks proceeding to detailed design and delivery.
2. Community consultation on the naming of the new park be undertaken in 2025.
3. Consultation be undertaken on a Dog of Lease Area (DOLA).

Issue

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# **NEW LOCAL PARK - CASCADE GARDENS**

## **Proposed Park/DOLA Area**

**Meeting Date: 2 October 2024**

**Attachment No: 2**



- ➡ Park Areas: .50 Hectares
- ➡ DOLA Area: .55 Hectares



## COMMUNITIES PROJECT REFERENCE GROUP AGENDA

2 OCTOBER 2024

**6.4 ROCKHAMPTON BOTANIC GARDENS AND ZOO ENCLOSURE RENEWAL PROGRAM**

**File No:** 7028  
**Attachments:** 1. **Monthly Status Report - RBGZ Enclosure Renewal Program**[.pdf](#)  
**Authorising Officer:** Peter Kofod - General Manager Regional Services  
**Author:** Andrew Collins - Manager Project Delivery

**SUMMARY**

*This report provides the status of the Rockhampton Botanic Gardens and Zoo Enclosure Renewal Program project, which is one of the current major projects and endorsed significant projects for the current financial year.*

**PRG RECOMMENDATION**

THAT the Rockhampton Botanic Gardens and Zoo Enclosure Renewal program project monthly status report be presented to Communities Committee.

**COMMENTARY**

The project is being delivered by Project Delivery section and comes under the Parks, Sport and Public Spaces Portfolio.

The attachment provides a status of the project.

**CONCLUSION**

Monthly reports are provided for the current active projects for information prior to the formal submission to the Communities Committee.

**ROCKHAMPTON BOTANIC GARDENS  
AND ZOO ENCLOSURE  
RENEWAL PROGRAM**

**Monthly Status Report -  
RBGZ Enclosure Renewal Program**

**Meeting Date: 2 October 2024**

**Attachment No: 1**

COMMUNITIES PROJECT REFERENCE GROUP AGENDA

2 OCTOBER 2024

PD-PRO-2020-011 Botanic Gardens Zoo Enclosure Renewal Program

Monthly Status Report

Sep-2024

Project Management								
Council Custodian:	Parks	Project Manager:	Darren Toohey	Project Phase:	Design & Construction			
Project Scope								
Activity	Scope	Traffic Light	Scope Change					
Enclosure Refurbishment Program								
Design and construction of a series of existing animal enclosures to suit a new animal species.								
Design & Construction	Project 1 - Gibbon Enclosure Renewal.							
Design & Construction	Project 2 - Design and construct a New Eagle Enclosure.							
Detail Design	Project 3 - Refurbishment of existing Dome Aviary and repurpose to a Lemur enclosure.	G	No scope change					
Preliminary Evaluation	Project 4 - Repurposing existing unused Jungle Python enclosure to a new enclosure.	G	No scope change					
Construction	Project 5 - Repurposing existing Dome enclosure to a new enclosure.	G	No scope change					
Project Funding and Finance								
Funding Source	Funding Amount	Project Life (10 Years) as at 20/09/2024				Traffic Light	Monthly Update	
		Actuals	Committals	Forecast	Remaining Budget			
Council Allocation:	\$1,243,302	\$874,901	\$1,300	\$0	\$2,407,101	G	No financial change	
External Funding:	\$540,000							
Assumed Funding 24/25:	\$1,500,000							
<b>Total Project Budget:</b>	<b>\$3,283,302</b>							
2023/24FY								
Budget	Actuals	Committals	Forecast	Remaining Budget	Traffic Light	Monthly Update		
\$2,061,948	\$3,548	\$1,300	\$0	\$2,057,100	G	No financial change		
Project Schedule								
Scope	Baseline		Forecast/Actuals				Traffic Light	Schedule Update
	Start	Finish	Start	Finish	Plan%	% Complete		
Project 1 - Gibbon Enclosure	09-Aug-22	01-Oct-22	09-Aug-22	30-Sep-22	100%	100%		
Project 2 - Eagle Enclosure Design & construct	07-Jul-22	23-Apr-23	01-Aug-22	11-Aug-23	100%	100%		
Project 3 - Dome Detailed Design	10-Aug-23	10-Dec-23	10-Aug-23	26-Apr-24	100%	100%		
Project 4 - Animals Enclosure - Preliminary Evaluation	18-Feb-22	16-Dec-22	18-Feb-22	30-Mar-23	100%	100%		
Project 5 - Tender Process - Dome Structure					0%	0%		
Project 5 - Construction - Dome Structure					0%	0%		
Project Milestones							Date	
Project 1 - Gibbon Enclosure Renewal - Completion							30-Sep-22	
Project 2 - Design completion							20-Feb-23	
Project 2 - Construction completion							11-Aug-23	
Project 3 - Detailed Design completion							20-Jun-24	
Commentary								
Project 1 - Gibbon Enclosure Renewal was completed in September 2022.								
Project 2 - Design and Construction of New Eagle enclosure reached Practical completion on 11th of August. The Eagle was relocated to new enclosure on 24th August.								
Project 3 - Detailed design for Dome Aviary enclosure is completed.								
Project 4 - New Enclosure Preliminary Evaluation has been completed and a budget put forward for consideration.								
Project 5 - Project estimation for the Dome refurbishment is \$2,500,000. A funding application has been submitted to Growing Regions Program and unsuccessful. Application submitted for LGSP.								
Risk Categories	Risks (Cause, Risk, Impact)					Risk Responses		
Budget	An application for Funding was unsuccessful from the Growing Regions Program.					The Project is currently on Hold. A new application for funding through the Local Government and Subsidies Program is currently being submitted.		

## COMMUNITIES PROJECT REFERENCE GROUP AGENDA

2 OCTOBER 2024

**6.5 ROCKHAMPTON BOTANIC GARDENS AND ZOO REDEVELOPMENT**

**File No:** 7028  
**Attachments:** 1. [Monthly Status Report - RGBZ Redevelopment](#)  
**Authorising Officer:** Peter Kofod - General Manager Regional Services  
**Author:** Andrew Collins - Manager Project Delivery

**SUMMARY**

*This report provides the status of the Rockhampton Botanic Gardens and Zoo Redevelopment project, which is one of the current major projects and endorsed significant projects for the current financial year.*

**PRG RECOMMENDATION**

THAT the Rockhampton Botanic Gardens and Zoo Redevelopment project status report be presented to Communities Committee.

**COMMENTARY**

The project is being delivered by Project Delivery section and comes under the Parks, Sport and Public Spaces Portfolio.

The attachment provides a status of the project.

It is worth noting that this project has all green traffic lights except for Schedule due to structural steel delivery delay however other works on site is being expedited to ensure minimal impacts to the completion date.

**CONCLUSION**

Monthly reports are provided for the current active projects for information prior to the formal submission to the Communities Committee

## **ROCKHAMPTON BOTANIC GARDENS AND ZOO REDEVELOPMENT**

### **Monthly Status Report - RGBZ Redevelopment**

**Meeting Date: 2 October 2024**

**Attachment No: 1**



COMMUNITIES PROJECT REFERENCE GROUP AGENDA

2 OCTOBER 2024

PD-PRO-2020-011 Botanic Gardens & Zoo Redevelopment								
Monthly Status Report						Sep-2024		
<b>Project Management</b>								
Council Custodian:	Parks	Project Manager:	Darren Toohey	Project Phase:	Design & Construction			
<b>Project Scope</b>								
Activity	Scope			Traffic Light	Scope Change			
Design & Construction	Design and Construction of RBGZ Visitor Hub Construction of the Rockhampton Botanic Gardens & Zoo Visitor Hub (Stage 1)			G	No scope change			
<b>Project Funding and Finance</b>								
Funding Source	Funding Amount	Project Life (10 Years) as at 20/09/2024				Traffic Light	Monthly Update	
		Actuals	Committals	Forecast	Remaining Budget			
Council Allocation:	\$15,450,450	\$4,378,505	\$5,286,832	\$0	\$7,285,113	G	No financial change	
External Funding:	\$1,500,000							
<b>Total Project Budget:</b>	<b>\$16,950,450</b>							
		2024/25FY				Traffic Light	Monthly Update	
Budget	Actuals	Committals	Forecast	Remaining Budget				
\$6,440,524	\$1,129,648	\$5,286,832	\$0	\$24,044	G	No financial change		
<b>Project Schedule</b>								
Scope	Baseline		Forecast/Actuals				Traffic Light	Schedule Update
	Start	Finish	Start	Finish	Plan%	% Complete		
Construction of RBGZ Visitor Hub (Stage 1a Amenities & Stage 1b Main Building)	24-Jan-24	03-Jan-25	24-Jan-24	15-Mar-25	53%	42%	R	Major schedule change
<b>Project Milestones</b>								
Stage 1A - Construction: Tender closing date							Date	
Construction: Tender evaluation & negotiation							27-Sep-23	
Construction: Finalization of contract /Contract Award							24-Jan-24	
Construction commencement							19-Feb-24	
Construction: Completion of Construction of RBGZ Visitor Hub Stage 1a & b							15-Mar-25	
<b>Commentary</b>								
* Stage 1a & Stage 1b Visitor Hub and amenities was awarded on the 24th January 2024. Contractor started on site on Monday 19th February. * Structural steel has been delayed with supply of raw materials, estimated completion of structural steel is now mid-November. Other areas of construction are to be expedited to keep minimal impact to program as possible. * Electrical underbore conduits installed, pits to be installed after school holidays starting 30th September. * Rock block walls to Amenities and ramps have been completed. * Structural steel installed to Amenities. * Amenities, ramp and stairs concrete floors scheduled to be poured starting 23rd September. * Civil Road works has started to road turn around and existing garden bed island kerbs installed.								
Risk Categories	Risks (Cause, Risk, Impact)			Risk Response				
Construction	Currently there is a hold up on delivery of some structural steel components.			Other works on site is to be expedited to keep program with minimal impacts to completion date.				
Funding	BRRF Grant funding office has requested completion of project by the end of November 2024, and /or return funding or reduce scope.			Latent site conditions and inclement weather issues that have been beyond Councils control have impacted the project timelines. A request for a time extension has been submitted.				

## COMMUNITIES PROJECT REFERENCE GROUP AGENDA

2 OCTOBER 2024

**6.6 KERSHAW GARDEN WATERFALL STRUCTURE REPAIRS**

**File No:** 7028  
**Attachments:** 1. **Monthly Status Report - Kershaw Gardens Waterfall**[🔗](#)  
**Authorising Officer:** Peter Kofod - General Manager Regional Services  
**Author:** Andrew Collins - Manager Project Delivery

**SUMMARY**

*This report provides the status of the Kershaw Gardens Waterfall Structure Repairs project, which is one of the current major projects and endorsed significant projects for the current financial year.*

**PRG RECOMMENDATION**

THAT the Kershaw Gardens Waterfall Structure Repairs project monthly status report be presented to Communities Committee.

**COMMENTARY**

The project is being delivered by Project Delivery section and comes under the Parks, Sport and Public Spaces Portfolio.

The attachment provides a status of the project.

It is worth noting that this project currently has all green traffic lights.

**CONCLUSION**

Monthly reports are provided for the current active projects for information prior to the formal submission to the Communities Committee.

# **KERSHAW GARDEN WATERFALL STRUCTURE REPAIRS**

## **Monthly Status Report - Kershaw Gardens Waterfall**

**Meeting Date: 2 October 2024**

**Attachment No: 1**

COMMUNITIES PROJECT REFERENCE GROUP AGENDA

2 OCTOBER 2024

PD-PRO-2024 Kershaw Gardens Waterfall Structure Repairs

Monthly Status Report

Sep-2024

Project Management								
<b>Council Custodian:</b>	Parks	<b>Project Manager:</b>	Nathan Everton	<b>Project Phase:</b>	Design & Construction			
Activity	Scope				Traffic Light	Scope Change		
Design & Construction	The Kershaw Gardens Waterfall has reached the end of its life due to structural integrity issues. As a significant asset to both the local community and visiting tourists, this project aims to refurbish the waterfall to preserve its sentimental value while enhancing its design for increased longevity and in service safety.				G	No scope change		
Project Funding and Finance								
Funding Source	Funding Amount	Project Life as at 20/09/2024				Traffic Light	Monthly Update	
		Actuals	Committals	Forecast	Remaining Budget			
Council Allocation:	\$2,650,000	\$0	\$0	\$0	\$2,650,000	G	No financial change	
External Funding:	\$0							
<b>Total Project Budget:</b>	\$2,650,000							
2024/25FY								
Budget	Actuals	Committals	Forecast	Remaining Budget	Traffic Light	Monthly Update		
\$150,000	\$0	\$0	\$0	\$150,000	G	No financial change		
Project Schedule								
Scope	Baseline		Forecast/Actuals				Traffic Light	Schedule Update
	Start	Finish	Start	Finish	Plan%	% Complete		
Detailed Design & Specifications	21-Nov-24	01-Jul-25	01-Nov-24	01-Jul-25	0%	0%	G	No schedule change
Construction	01-Sep-25	01-Jun-27	01-Aug-25	01-Oct-26	3%	0%	G	No schedule change
Project Milestones							Date	
Design tender award							16-Dec-24	
Detailed Design & Specification Final Design report							01-Jul-25	
Construction tender award							15-Aug-25	
Project completion							01-Dec-26	
Commentary								
A project tender brief is currently being developed to include stabilisation of the façade, new lighting and the construction of a new remote plant room. This will see the iconic asset refurbished and safe service access to pumps.								
Risk Categories	Risks (Cause, Risk, Impact)				Risk Responses			
Existing	The Facade is showing signs of structural fatigue and the pump station is internal making servicing a hazard.				The proposed structural stabilisation and construction of the external plant room will address the risk.			
Budget	The Project budget has not been validated against a confirmed scope of works or a design.				A P 90 Cost Estimate to be provided as part of the Design Development package. This will confirm budget and provide a tender benchmark.			

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**COMMUNITIES PROJECT REFERENCE GROUP AGENDA****2 OCTOBER 2024**

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**6.7 PILBEAM THEATRE REDEVELOPMENT MASTER PLAN****File No:** 7028**Attachments:** 1. **Monthly Status Report - Pilbeam Theatre Redevelopment**[📄](#)**Authorising Officer:** Peter Kofod - General Manager Regional Services**Author:** Andrew Collins - Manager Project Delivery

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**SUMMARY**

*This report provides the status of the Pilbeam Theatre Redevelopment Master Plan project, which is one of the current major projects and endorsed significant projects for the current financial year.*

**PRG RECOMMENDATION**

THAT the Pilbeam Theatre Redevelopment Master Plan project monthly status report be presented to Communities Committee.

**COMMENTARY**

The project is being delivered by Project Delivery section and comes under the Communities, Culture and Heritage Portfolio.

The attachment provides a status of the project.

It is worth noting that this project currently has all green traffic lights.

**CONCLUSION**

Monthly reports are provided for the current active projects for information prior to the formal submission to the Communities Committee.

# **PILBEAM THEATRE REDEVELOPMENT MASTER PLAN**

## **Monthly Status Report - Pilbeam Theatre Redevelopment**

**Meeting Date: 2 October 2024**

**Attachment No: 1**

COMMUNITIES PROJECT REFERENCE GROUP AGENDA

2 OCTOBER 2024

PD-PRO-2024 Pilbeam Theatre Redevelopment Master Plan

Monthly Status Report

Sep-2024

Project Management

<b>Council Custodian:</b>	Communities & Culture	<b>Project Manager:</b>	Andrew Collins	<b>Project Phase:</b>	Concept Design
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Project Scope

Activity	Scope	Traffic Light	Scope Change
Concept Design	A review of the current concept design to confirm the development meets the requirements of Council and community needs. It will include the reassessment of project scope, scale and assess the most cost effective solution. Subject to a suitable concept design, a detailed business case would need to be prepared to validate the project and support grant funding for the construction of a new Performing Arts Centre.	G	No scope change

Project Funding and Finance

Funding Source	Funding Amount	Project Life as at 20/09/2024				Traffic Light	Monthly Update
		Actuals	Committals	Forecast	Remaining Budget		
Council Allocation:	\$500,000	\$2,416	\$0	\$0	\$497,584	G	No financial change
External Funding:	\$0						
<b>Total Project Budget:</b>	\$500,000						
2024/25FY							
Budget	Actuals	Committals	Forecast	Remaining Budget	Traffic Light	Monthly Update	
\$500,000	\$2,416	\$0	\$0	\$497,584	G	No financial change	

Project Schedule

Scope	Baseline		Forecast/Actuals				Traffic Light	Schedule Update
	Start	Finish	Start	Finish	Plan%	% Complete		
Pilbeam Theatre Redevelopment Master Plan	01-Jul-24	30-Jun-26	01-Jul-24	30-Jun-26	0%	0%	G	No schedule change
Pilbeam Concept validation	01-Jul-24	01-Mar-25	01-Jul-24	01-Mar-25	0%	0%	G	No schedule change

Project Milestones

	Date
Scope Definition	30-Sep-24
Procurement of Design Consultant for Review	30-Oct-24
Stage 1: Concept Design Report	28-Feb-25
Stage 2: Commence Business Case	To be determined

Commentary

A review of the previously developed concept design to confirm site option, functionality and value.

Risk

Risk Categories	Risks (Cause, Risk, Impact)	Risk Responses
Design	Current Concept Design no longer valid requiring significant design redevelopment.	Design to be validated and updated. Retain completed design where applicable.
Existing	Failure of roof and chiller to existing Pilbeam Theatre.	Maintenance projects have been initiated to extend the current life of the existing Pilbeam Theatre and specifically target the roof and AC chiller system.

## COMMUNITIES PROJECT REFERENCE GROUP AGENDA

2 OCTOBER 2024

**6.8 PILBEAM THEATRE CHILLER RENEWAL**

**File No:** 7028  
**Attachments:** 1. **Monthly Status Report - Pilbeam Theatre Chiller**[↓](#)  
**Authorising Officer:** Peter Kofod - General Manager Regional Services  
**Author:** Andrew Collins - Manager Project Delivery

**SUMMARY**

*This report provides the status of the Pilbeam Theatre Chiller Renewal project, which is one of the current major projects and endorsed significant projects for the current financial year.*

**PRG RECOMMENDATION**

THAT the Pilbeam Theatre Chiller Renewal project monthly status report be presented to Communities Committee.

**COMMENTARY**

The project is being delivered by Project Delivery section and comes under the Communities, Culture and Heritage Portfolio.

The attachment provides a status of the project.

It is worth noting that this project currently has all green traffic lights.

**CONCLUSION**

Monthly reports are provided for the current active projects for information prior to the formal submission to the Communities Committee.



# **PILBEAM THEATRE CHILLER RENEWAL**

## **Monthly Status Report - Pilbeam Theatre Chiller**

**Meeting Date: 2 October 2024**

**Attachment No: 1**

COMMUNITIES PROJECT REFERENCE GROUP AGENDA

2 OCTOBER 2024

PD-PRO-2024 Pilbeam Theatre Chiller Renewal								
Monthly Status Report				Sep-2024				
<b>Project Management</b>								
Council Custodian:	Communities & Culture	Project Manager:	Nathan Everton	Project Phase:	Construction			
<b>Project Scope</b>								
Activity	Scope				Traffic Light	Scope Change		
Construction	* Chiller 2 to be replaced with a chiller capable of meeting the likely 'coincident' cooling load (approximately 460kW). The new chiller to be set to operate as the 'run' chiller, including New Pumps and modified Pipework. * Chiller 3 to be repaired and set to operate as the standby (and possibly peak load) chiller. * Extensive maintenance on mechanical plant and duct work.				G	No scope change		
<b>Project Funding and Finance</b>								
Funding Source	Funding Amount	Project Life as at 20/09/2024				Traffic Light	Monthly Update	
		Actuals	Committals	Forecast	Remaining Budget			
Council Allocation:	\$1,000,000	\$10,210	\$4,900	\$0	\$984,890	G	No financial change	
External Funding:	\$0							
Total Project Budget:	\$1,000,000							
2024/25FY								
Budget	Actuals	Committals	Forecast	Remaining Budget	Traffic Light	Monthly Update		
\$200,000	\$10,210	\$4,900	\$0	\$184,890	G	No financial change		
<b>Project Schedule</b>								
Scope	Baseline		Forecast/Actuals				Traffic Light	Schedule Update
	Start	Finish	Start	Finish	Plan%	% Complete		
Develop detailed design brief	05-Aug-24	25-Nov-24	05-Aug-24	25-Nov-24	23%	50%	G	No schedule change
Construction contractor procurement	26-Nov-24	05-Feb-25	26-Nov-24	05-Feb-25	0%	0%	G	No schedule change
Construction of AC	06-Feb-25	16-Sep-25	06-Feb-25	16-Sep-25	0%	0%	G	No schedule change
<b>Project Milestones</b>								
Design Consultation Completion						25-Nov-24		
Proposed Completion of Contractor Procurement						05-Feb-25		
Proposed Completion of Construction Phase						16-Sep-25		
<b>Commentary</b>								
Detailed design brief being developed. Anticipated Tender release to be in November/December 2024. Submitted for W4Q funding.								
Project Plan has been completed ready for presentation to PRG								
Project waiting W4Q approval to proceed								
Risk Categories	Risks (Cause, Risk, Impact)				Risk Responses			
Funding	Expenditure prior to W4Q approval will be ineligible for reimbursement under the agreement.				Minimise current spending until approval of W4Q funding.			

## COMMUNITIES PROJECT REFERENCE GROUP AGENDA

2 OCTOBER 2024

**6.9 PILBEAM THEATRE ROOF REPAIRS**

**File No:** 7028  
**Attachments:** 1. **Monthly Status Report - Pilbeam Theatre Roof**[↓](#)  
**Authorising Officer:** Peter Kofod - General Manager Regional Services  
**Author:** Andrew Collins - Manager Project Delivery

**SUMMARY**

*This report provides the status of the Pilbeam Theatre Roof Repairs project, which is one of the current major projects and endorsed significant projects for the current financial year.*

**PRG RECOMMENDATION**

THAT the Pilbeam Theatre Roof Repairs project monthly status report be presented to Communities Committee.

**COMMENTARY**

The project is being delivered by Project Delivery section and comes under the Communities, Culture and Heritage Portfolio.

The attachment provides a status of the project.

It is worth noting that this project currently has all green traffic lights.

**CONCLUSION**

Monthly reports are provided for the current active projects for information prior to the formal submission to the Communities Committee.

## **PILBEAM THEATRE ROOF REPAIRS**

### **Monthly Status Report - Pilbeam Theatre Roof**

**Meeting Date: 2 October 2024**

**Attachment No: 1**

COMMUNITIES PROJECT REFERENCE GROUP AGENDA

2 OCTOBER 2024

PD-PRO-2024 Pilbeam Theatre Roof Repairs

Monthly Status Report

Sep-2024

Project Management								
<b>Council Custodian:</b>	Communities & Culture	<b>Project Manager:</b>	Darren Toohey		<b>Project Phase:</b>	Construction		
Project Scope								
Activity	Scope				Traffic Light	Scope Change		
Construction	Replace multiple sections of the roof, Replace all flashings and install new flashings to all roof penetrations. Replace defective ceiling hangers.				G	No scope change		
Project Funding and Finance								
Funding Source	Funding Amount	Project Life as at 20/09/2024				Traffic Light	Monthly Update	
		Actuals	Committals	Forecast	Remaining Budget			
Council Allocation:	\$4,400,000	\$11,527	\$0	\$0	\$4,388,473	G	No financial change	
External Funding:	\$0							
<b>Total Project Budget:</b>	\$4,400,000							
2024/25FY								
Budget	Actuals	Committals	Forecast	Remaining Budget	Traffic Light	Monthly Update		
\$200,000	\$11,527	\$0	\$0	\$188,473	G	No financial change		
Project Schedule								
Scope	Baseline		Forecast/Actuals				Traffic Light	Schedule Update
	Start	Finish	Start	Finish	Plan%	% Complete		
Design	02-Sep-24	16-Dec-24	02-Sep-24	16-Dec-24	0%	0%	G	No schedule change
Construction contractor Procurement	17-Dec-24	19-Feb-25	17-Dec-24	19-Feb-25	0%	0%	G	No schedule change
Construction of Roof	20-Feb-25	29-Oct-25	20-Feb-25	29-Oct-25	0%	0%	G	No schedule change
Project Milestones							Date	
Design Consultation Completion							16-Dec-24	
Proposed Completion of Contractor Procurement							19-Feb-25	
Proposed Completion of Construction Phase							29-Oct-25	
Commentary								
Design and Scope of works to be confirmed prior to tender documentation. Anticipated Tender release to be in November/December 2024. Submitted for W4Q funding.								
Project Plan has been completed ready for presentation to PRG.								
Project waiting W4Q approval to proceed.								
Risk Categories	Risks (Cause, Risk, Impact)				Risk Responses			
Funding	Expenditure prior to W4Q approval will be ineligible for reimbursement under the agreement.				Minimise current spending until approval of W4Q funding.			

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**COMMUNITIES PROJECT REFERENCE GROUP AGENDA**

2 OCTOBER 2024

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**6.10 PILBEAM THEATRE CARPARK REPAIRS****File No:** 7028**Attachments:** 1. **Monthly Status Report - Pilbeam Theatre Carpark**[↓](#)**Authorising Officer:** Peter Kofod - General Manager Regional Services**Author:** Andrew Collins - Manager Project Delivery

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**SUMMARY**

*This report provides the status of the Pilbeam Theatre Carpark Repairs project, which is one of the current major projects and endorsed significant projects for the current financial year.*

**PRG RECOMMENDATION**

THAT the Pilbeam Theatre Carpark Repairs project monthly status report be presented to Communities Committee.

**COMMENTARY**

The project is being delivered by Project Delivery section and comes under the Communities, Culture and Heritage Portfolio.

The attachment provides a status of the project.

It is worth noting that this project currently has all green traffic lights.

**CONCLUSION**

Monthly reports are provided for the current active projects for information prior to the formal submission to the Communities Committee.

# **PILBEAM THEATRE CARPARK REPAIRS**

## **Monthly Status Report - Pilbeam Theatre Carpark**

**Meeting Date: 2 October 2024**

**Attachment No: 1**

COMMUNITIES PROJECT REFERENCE GROUP AGENDA

2 OCTOBER 2024

PD-PRO-2024 Pilbeam Theatre Carpark Repairs

Monthly Status Report

Sep-2024

Project Management

<b>Council Custodian:</b>	Communities & Culture	<b>Project Manager:</b>	Nathan Everton	<b>Project Phase:</b>	Construction
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Project Scope

Activity	Scope	Traffic Light	Scope Change
Construction	Install safety crossing and carpark islands Formalisation of carpark entry from Bolsover St Reconfigure carpark Resurface carpark	G	No scope change

Project Funding and Finance

Funding Source	Funding Amount	Project Life as at 20/09/2024				Traffic Light	Monthly Update
		Actuals	Committals	Forecast	Remaining Budget		
Council Allocation:	\$0	\$0	\$0	\$0	\$800,000	G	No financial change
External Funding:	\$800,000						
<b>Total Project Budget:</b>	\$800,000						

2024/25FY					Traffic Light	Monthly Update
Budget	Actuals	Committals	Forecast	Remaining Budget		
\$0	\$0	\$0	\$0	\$0	G	No financial change

Project Schedule

Scope	Baseline		Forecast/Actuals				Traffic Light	Schedule Update
	Start	Finish	Start	Finish	Plan%	% Complete		
Design Review	16-Oct-24	16-Dec-24	16-Dec-24	16-Dec-24	0%	0%	G	No schedule change
Contractor Procurement	29-Jan-25	19-Feb-25	29-Jan-25	19-Feb-25	0%	0%	G	No schedule change
Construction	19-Feb-25	14-Dec-25	19-Feb-25	14-Dec-25	0%	0%	G	No schedule change

Project Milestones

	Date
Awaiting Outcome W4Q Grant Funding	09-Sep-24
Design Review	16-Dec-24
Contractor Procurement	19-Feb-25
Construction Phase	14-Dec-25

Commentary

Awaiting Outcome W4Q Grant Funding to confirm the project will proceed. This project has no Council capital budget and is solely funded from W4Q program.  
Design to be confirmed and updated costings to be reviewed prior to Tender release.  
Project Plan has been Completed ready for presentation to PRG.

Risk Categories	Risks (Cause, Risk, Impact)	Risk Responses
Funding	Project requires W4Q funding for it to proceed.	Project on hold pending funding.



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**COMMUNITIES PROJECT REFERENCE GROUP AGENDA**

2 OCTOBER 2024

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**6.11 WALTER REID REDEVELOPMENT**

**File No:** 7028  
**Attachments:** 1. **Monthly Status Report - Walter Reid Redevelopment**[📄](#)  
**Authorising Officer:** Peter Kofod - General Manager Regional Services  
**Author:** Andrew Collins - Manager Project Delivery

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**SUMMARY**

*This report provides the status of the Walter Reid Redevelopment project, which is one of the current major projects and endorsed significant projects for the current financial year.*

**PRG RECOMMENDATION**

THAT the Walter Reid Redevelopment project monthly status report be presented to Communities Committee.

**COMMENTARY**

The project is being delivered by Project Delivery section and comes under the Communities, Culture and Heritage Portfolio.

The attachment provides a status of the project.

It is worth noting that this project currently has all green traffic lights.

**CONCLUSION**

Monthly reports are provided for the current active projects for information prior to the formal submission to the Communities Committee.

## **WALTER REID REDEVELOPMENT**

### **Monthly Status Report - Walter Reid Redevelopment**

**Meeting Date: 2 October 2024**

**Attachment No: 1**

COMMUNITIES PROJECT REFERENCE GROUP AGENDA

2 OCTOBER 2024

PD-PRO-2023-006 Walter Reid Redevelopment

Monthly Status Report

Sep-2024

**Project Management**

<b>Council Custodian:</b>	Communities & Culture	<b>Project Manager:</b>	Darren Toohey	<b>Project Phase:</b>	Design & Construction
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**Project Scope**

Activity	Scope	Traffic Light	Scope Change
Design & Construction	<b>Walter Reid Refurbishment</b> - Façade works to Quay Lane which include repointing brickwork, render repairs and salts removal. - Roof replacement including all new box gutters and downpipes. - Trade waste upgrades to meet current RRC compliancy standards to leased areas. - Demolition of Unit 1 and supply council office accommodation. - Investigation of Solar system installation.	G	No scope change

**Project Funding and Finance**

Funding Source	Funding Amount	Project Life as at 20/09/2024				Traffic Light	Monthly Update	
		Actuals	Committals	Forecast	Remaining Budget			
Council Allocation:	\$3,500,000	\$183,623	\$1,604,102	\$0	\$1,712,275	G	No financial change	
External Funding:	\$0							
<b>Total Project Budget:</b>	<b>\$3,500,000</b>							
2024/25FY							Traffic Light	Monthly Update
Budget	Actuals	Committals	Forecast	Remaining Budget				
\$1,675,112	\$33,735	\$1,604,102	\$0	\$37,275	G	No financial change		

**Project Schedule**

Scope	Baseline		Forecast/Actuals				Traffic Light	Schedule Update
	Start	Finish	Start	Finish	Plan%	% Complete		
Design & Heritage	01-Aug-23	01-Apr-24	01-Aug-23	29-Apr-24	100%	100%		
Contractor Procurement	24-Jun-24	19-Jul-24	24-Jun-24	19-Aug-24	100%	100%		
Construction / Installation	12-Aug-24	25-Apr-25	22-Aug-24	25-Jun-25	0%	0%	G	No schedule change

Project Milestones	Date
Heritage & Design Completion	16-Apr-24
Completion of contractor Procurement & Funding	15-Jul-24
Contract award	21-Aug-24
Construction completion	28-Mar-25

**Commentary**

Demolition of internal accommodation unit completed. Heritage exemption Approval received. Office accommodation, Roof and Façade works has been awarded. Re-location of staff has been arranged for the 2 October 2024. Works will commence soon after.

Risk Categories	Risks (Cause, Risk, Impact)	Risk Response
Construction	Adverse weather conditions that may impact the building fabric schedule.	The risk will be mitigated by roof removal works not proceeding if rain is forecast.

## COMMUNITIES PROJECT REFERENCE GROUP AGENDA

2 OCTOBER 2024

**6.12 NORTH ROCKHAMPTON SPORTS PRECINCT**

**File No:** 7028  
**Attachments:** 1. **Monthly Status Report - North Rockhampton Sports Precinct**[↓](#)  
**Authorising Officer:** Peter Kofod - General Manager Regional Services  
**Author:** Andrew Collins - Manager Project Delivery

**SUMMARY**

*This report provides the status of the North Rockhampton Sports Precinct project, which is one of the current major projects and endorsed significant projects for the current financial year.*

**PRG RECOMMENDATION**

THAT the North Rockhampton Sports Precinct project monthly status report be presented to Communities Committee.

**COMMENTARY**

The project is being delivered by Project Delivery section and comes under the Communities, Culture and Heritage Portfolio.

The attachment provides a status of the project.

**CONCLUSION**

Monthly reports are provided for the current active projects for information prior to the formal submission to the Communities Committee.

## **NORTH ROCKHAMPTON SPORTS PRECINCT**

### **Monthly Status Report - North Rockhampton Sports Precinct**

**Meeting Date: 2 October 2024**

**Attachment No: 1**

COMMUNITIES PROJECT REFERENCE GROUP AGENDA

2 OCTOBER 2024

PD-PRO-2024 North Rockhampton Sports Precinct

Monthly Status Report

Sep-2024

**Project Management**

<b>Council Custodian:</b>	Community Assets & Facilities	<b>Project Manager:</b>	Andrew Collins	<b>Project Phase:</b>	Detail Design
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**Project Scope**

Activity	Scope	Traffic Light	Scope Change
Detail Design	The aim of this Project is to develop a coordinated and systematic plan to enable the staged delivery of the Sports Precinct. This approach aims to ensure that each phase of the project is executed in a planned sequence, adherence to the appropriate standards of design, and allows a seamless transition into the subsequent stages of development. The initial phase is the development of preliminary design and planning approval documentation. The preliminary plans will look to deliver the preliminary designs and plans to allow for the required statutory processes for securing land use tenure of the site, the application for development approvals and if required a Material Change of Use process. This planning and design process will focus on allowing for a staged delivery of the precinct. It is also planned to develop detailed design construction packages and a supporting detailed business case and governance plan for the staged packages and the overall Precinct. The Detailed Business Case / (PVR) will be developed by a separate consultancy.	G	No scope change

**Project Funding and Finance**

Funding Source	Funding Amount	Project Life as at 20/09/2024				Traffic Light	Monthly Update
		Actuals	Committals	Forecast	Remaining Budget		
Council Allocation:	\$5,000,000						
External Funding:	\$0	\$6,303	\$0	\$0	\$4,993,697	G	No financial change
<b>Total Project Budget:</b>	<b>\$5,000,000</b>						
2024/25FY							
	Budget	Actuals	Committals	Forecast	Remaining Budget	Traffic Light	Monthly Update
	\$500,000	\$6,303	\$0	\$0	\$493,697	G	No financial change

**Project Schedule**

Scope	Baseline		Forecast/Actuals				Traffic Light	Schedule Update
	Start	Finish	Start	Finish	Plan%	% Complete		
North Rockhampton Sports Precinct	01-Sep-24	29-Jun-26	01-Sep-24	29-Jun-26	0%	0%	G	No schedule change

**Project Milestones**

	Date
Project Commencement	29-Aug-24
Engagement of Consultant For Design Development and Project Planning Approval Package	20-Dec-24
Phase 1: Whole of Site Preliminary Planning	09-Sep-25
Phase 2: Detailed Design for Whole Of Site	29-Jul-26
Engagement of Consultant For Project Validation Report Package	20-Dec-24
Phase 1: Masterplan Validation	05-Mar-25
Phase 2: Project Validation Report	30-Jul-26

**Commentary**

Work has been completed on the drafting of a Design brief for "Rockhampton Sports Precinct Design Development and Project Planning Approval Package" and the brief for the Project Validation Report. These are currently being reviewed, prior to being released for public tender, which is scheduled for the 4 October 2024.

The PCG has agreed on the "Terms of Reference" for the group and to work in collaboration to deliver the project.

Risk Categories	Risks (Cause, Risk, Impact)	Risk Responses
Project	Project in early stages of planning. Workshops to address design and construction risks are programmed as part of the projects development.	Risk Management Workshops

**7 CLOSURE OF MEETING**

# **COMMUNITIES PROJECT REFERENCE GROUP 2 OCTOBER 2024**

## **Communities PRG Meeting – 2 October 2024 - Minutes**

**Meeting Date: 15 October 2024**

**Attachment No: 2**





**COMMUNITIES PROJECT  
REFERENCE GROUP MEETING**

**MINUTES**

**2 OCTOBER 2024**

---

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**REPORT OF THE COMMUNITIES PROJECT REFERENCE GROUP  
HELD AT COUNCIL CHAMBERS, 232 BOLSOVER STREET, ROCKHAMPTON  
ON WEDNESDAY, 2 OCTOBER 2024 COMMENCING AT 8:58AM**

**1 OPENING****2 PRESENT**

## Members Present:

The Mayor, Councillor A P Williams (Chairperson)  
Deputy Mayor, Councillor M D Wickerson  
Councillor C R Rutherford  
Councillor G D Mathers  
Councillor E B Hilse  
Councillor S Latcham (Observer)  
Councillor E W Oram (Observer)  
Councillor M A Taylor (Observer)

Mr E Pardon – Chief Executive Officer  
Mr D Scott – Acting General Manager Community Services  
Ms M Taylor – Chief Financial Officer  
Mr A Collins – Manager Project Delivery

## In Attendance:

Mr J Bulwinkel – Acting Manager Parks  
Mr J Kann – Manager Office of the Mayor  
Ms E Buchan – Senior Stakeholder Relations Advisor  
Ms K Walsh – Acting Senior Committee Support Officer

**3 APOLOGIES AND LEAVE OF ABSENCE**

Ms A Cutler – General Manager Community Services

**4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING****RECOMMENDATION**

THAT the minutes of the Communities Project Reference Group of 4 September 2024 be confirmed.

**5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA**

Nil

COMMUNITIES PROJECT REFERENCE GROUP MINUTES

2 OCTOBER 2024

---

**6 OFFICERS' REPORTS****6.1 COMMUNITIES PROJECT REFERENCE GROUP - PROPOSED CHANGES**

**File No:** 11979  
**Authorising Officer:** Alicia Cutler - General Manager Community Services  
**Author:** Alicia Cutler - General Manager Community Services

---

**SUMMARY**

*Following a review of the operations of the two Project Reference Groups, some changes are proposed to the Communities Project Reference Group.*

**PRG OUTCOME**

THAT the report be 'received' and the revised list of Major and Significant Projects be received and that the CBD trees and landscaping project remain on the Significant Project list.

## COMMUNITIES PROJECT REFERENCE GROUP MINUTES

2 OCTOBER 2024

---

**6.2 PARKHURST ROUNDABOUT****File No:** 787**Authorising Officer:** Alicia Cutler - General Manager Community Services**Author:** Justin Bulwinkel - Acting Manager Parks

---

**SUMMARY**

*Acting Manager Parks reporting on a project to beautify the landscaping of the northern entrance roundabout to Rockhampton.*

**PRG OUTCOME**

THAT Project Reference Group request the scope be reviewed to include theming that would be consistent with other key roundabouts within the region and to align within the adopted capital budget and to minimise operational costs.

COMMUNITIES PROJECT REFERENCE GROUP MINUTES

2 OCTOBER 2024

---

**6.3 NEW LOCAL PARK - CASCADE GARDENS**

**File No:** 787

**Authorising Officer:** Alicia Cutler - General Manager Community Services

**Author:** Justin Bulwinkel - Acting Manager Parks

---

**SUMMARY**

*Acting Manager Parks reporting on a new park and playground in Norman Gardens.*

**PRG OUTCOME**

THAT the report on a new park and playground in Norman Gardens be received.

## COMMUNITIES PROJECT REFERENCE GROUP MINUTES

2 OCTOBER 2024

**6.4 ROCKHAMPTON BOTANIC GARDENS AND ZOO ENCLOSURE RENEWAL PROGRAM**

**File No:** 7028  
**Authorising Officer:** Peter Kofod - General Manager Regional Services  
**Author:** Andrew Collins - Manager Project Delivery

**SUMMARY**

*This report provides the status of the Rockhampton Botanic Gardens and Zoo Enclosure Renewal Program project, which is one of the current major projects and endorsed significant projects for the current financial year.*

**PRG OUTCOME**

THAT the Rockhampton Botanic Gardens and Zoo Enclosure Renewal program project monthly status report be received .

COMMUNITIES PROJECT REFERENCE GROUP MINUTES

2 OCTOBER 2024

---

**6.5 ROCKHAMPTON BOTANIC GARDENS AND ZOO REDEVELOPMENT**

**File No:** 7028  
**Authorising Officer:** Peter Kofod - General Manager Regional Services  
**Author:** Andrew Collins - Manager Project Delivery

---

**SUMMARY**

*This report provides the status of the Rockhampton Botanic Gardens and Zoo Redevelopment project, which is one of the current major projects and endorsed significant projects for the current financial year.*

**PRG RECOMMENDATION**

THAT the Rockhampton Botanic Gardens and Zoo Redevelopment project status report be received.



COMMUNITIES PROJECT REFERENCE GROUP MINUTES

2 OCTOBER 2024

---

**6.6 KERSHAW GARDEN WATERFALL STRUCTURE REPAIRS**

**File No:** 7028  
**Authorising Officer:** Peter Kofod - General Manager Regional Services  
**Author:** Andrew Collins - Manager Project Delivery

---

**SUMMARY**

*This report provides the status of the Kershaw Gardens Waterfall Structure Repairs project, which is one of the current major projects and endorsed significant projects for the current financial year.*

**PRG OUTCOME**

THAT the Kershaw Gardens Waterfall Structure Repairs project monthly status report be received.

COMMUNITIES PROJECT REFERENCE GROUP MINUTES

2 OCTOBER 2024

---

**6.7 PILBEAM THEATRE REDEVELOPMENT MASTER PLAN****File No:** 7028**Authorising Officer:** Peter Kofod - General Manager Regional Services**Author:** Andrew Collins - Manager Project Delivery

---

**SUMMARY**

*This report provides the status of the Pilbeam Theatre Redevelopment Master Plan project, which is one of the current major projects and endorsed significant projects for the current financial year.*

**PRG OUTCOME**

THAT the Pilbeam Theatre Redevelopment Master Plan project monthly status report be received.

## COMMUNITIES PROJECT REFERENCE GROUP MINUTES

2 OCTOBER 2024

---

**6.8 PILBEAM THEATRE CHILLER RENEWAL**

**File No:** 7028  
**Authorising Officer:** Peter Kofod - General Manager Regional Services  
**Author:** Andrew Collins - Manager Project Delivery

---

**SUMMARY**

*This report provides the status of the Pilbeam Theatre Chiller Renewal project, which is one of the current major projects and endorsed significant projects for the current financial year.*

10:14AM Councillor Wickerson left the meeting room  
10:17AM Councillor Wickerson returned to the meeting room

**PRG OUTCOME**

THAT the Pilbeam Theatre Chiller Renewal project monthly status report be received.

## COMMUNITIES PROJECT REFERENCE GROUP MINUTES

2 OCTOBER 2024

---

**6.9 PILBEAM THEATRE ROOF REPAIRS**

**File No:** 7028  
**Authorising Officer:** Peter Kofod - General Manager Regional Services  
**Author:** Andrew Collins - Manager Project Delivery

---

**SUMMARY**

*This report provides the status of the Pilbeam Theatre Roof Repairs project, which is one of the current major projects and endorsed significant projects for the current financial year.*

**PRG OUTCOME**

THAT the Pilbeam Theatre Roof Repairs project monthly status report be received.

## COMMUNITIES PROJECT REFERENCE GROUP MINUTES

2 OCTOBER 2024

---

**6.10 PILBEAM THEATRE CARPARK REPAIRS**

**File No:** 7028  
**Authorising Officer:** Peter Kofod - General Manager Regional Services  
**Author:** Andrew Collins - Manager Project Delivery

---

**SUMMARY**

*This report provides the status of the Pilbeam Theatre Carpark Repairs project, which is one of the current major projects and endorsed significant projects for the current financial year.*

**PRG OUTCOME**

THAT the Pilbeam Theatre Carpark Repairs project monthly status report be received.

## COMMUNITIES PROJECT REFERENCE GROUP MINUTES

2 OCTOBER 2024

---

**6.11 WALTER REID REDEVELOPMENT****File No:** 7028**Authorising Officer:** Peter Kofod - General Manager Regional Services**Author:** Andrew Collins - Manager Project Delivery

---

**SUMMARY**

*This report provides the status of the Walter Reid Redevelopment project, which is one of the current major projects and endorsed significant projects for the current financial year.*

**PRG OUTCOME**

THAT the Walter Reid Redevelopment project monthly status report be received.

COMMUNITIES PROJECT REFERENCE GROUP MINUTES

2 OCTOBER 2024

---

**6.12 NORTH ROCKHAMPTON SPORTS PRECINCT**

**File No:** 7028  
**Authorising Officer:** Peter Kofod - General Manager Regional Services  
**Author:** Andrew Collins - Manager Project Delivery

---

**SUMMARY**

*This report provides the status of the North Rockhampton Sports Precinct project, which is one of the current major projects and endorsed significant projects for the current financial year.*

**PRG OUTCOME**

THAT the North Rockhampton Sports Precinct project monthly status report be received.

**7 CLOSURE OF MEETING**

There being no further business the meeting closed at 10:37am.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
DATE













# PARKHURST ROUNDABOUT

CLIENT: AARON PONT  
PROJECT NO: C.00000



miro

ARCHITECTURE | INTERIOR DESIGN | LANDSCAPE ARCHITECTURE

**PARKHURST ROUNDABOUT UPGRADE**  
 ART INSTALLATION  
 SCULPTURAL MOUNDS + QUALITY TURF + NATIVE TREES X7 + LOCAL ARTIST BULL SCULPTURES X7  
 MODERN MINIMAL CLEAN LINES  
 ROCKHAMPTON ENTRANCE STATEMENT PIECE- CONNECTION + SUGGESTION + PROGRESSION  
 LOW MAINTENANCE LANDSCAPE WITH HIGH END AESTHETIC

DATE: 20/09/2024	SCALE: 1:100	SHEET NO: 1	TOTAL SHEETS: 8
DATE: 20/09/2024	SCALE: 1:100	SHEET NO: 1	TOTAL SHEETS: 8
DATE: 20/09/2024	SCALE: 1:100	SHEET NO: 1	TOTAL SHEETS: 8
DATE: 20/09/2024	SCALE: 1:100	SHEET NO: 1	TOTAL SHEETS: 8
DATE: 20/09/2024	SCALE: 1:100	SHEET NO: 1	TOTAL SHEETS: 8
DATE: 20/09/2024	SCALE: 1:100	SHEET NO: 1	TOTAL SHEETS: 8
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DATE: 20/09/2024	SCALE: 1:100	SHEET NO: 1	TOTAL SHEETS: 8
DATE: 20/09/2024	SCALE: 1:100	SHEET NO: 1	TOTAL SHEETS: 8

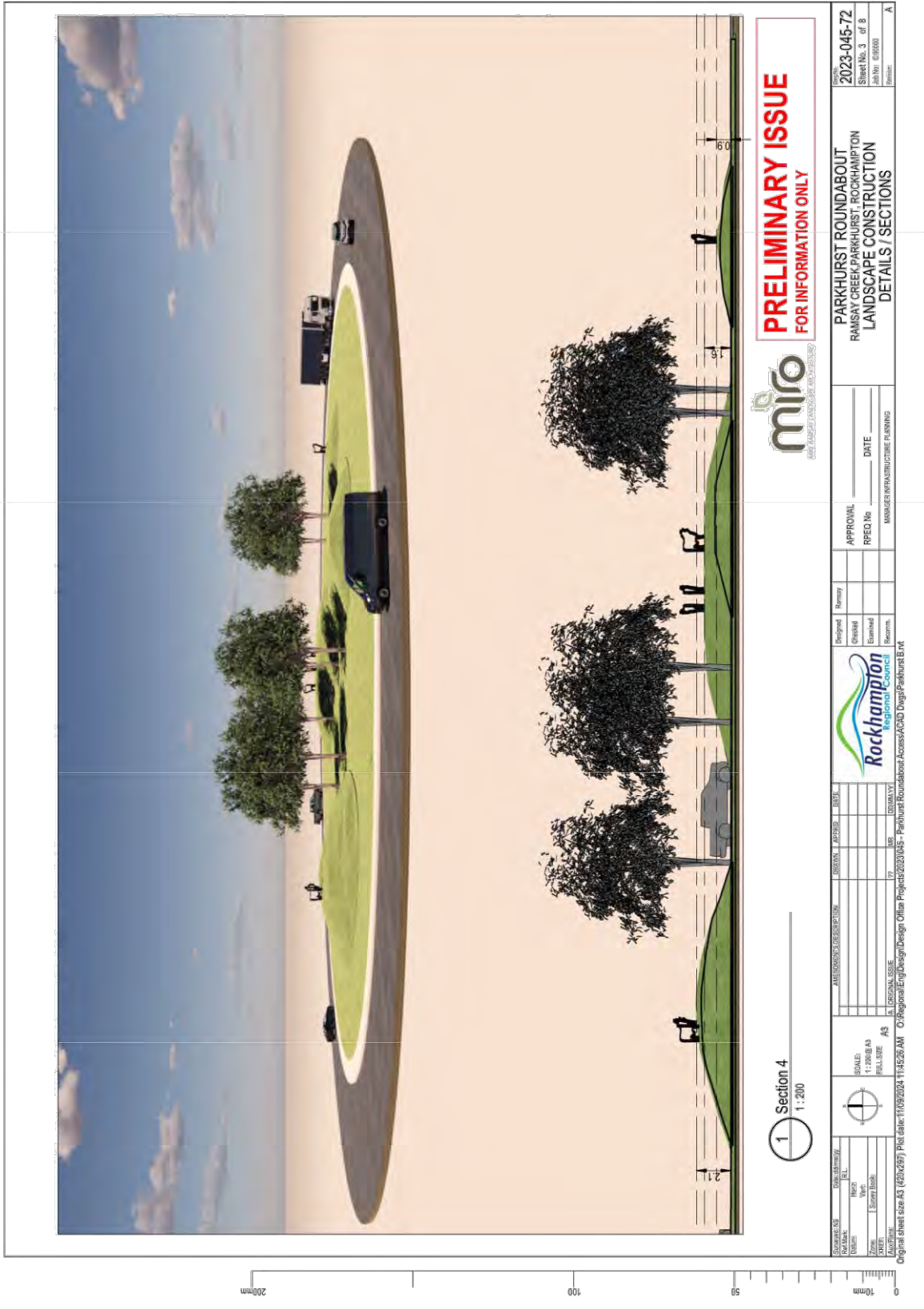


Rockhampton  
Regional Council


DESIGNED	CHECKED	APPROVED	DATE

PROJECT: 2023-045-70  
SHEET NO: 1 OF 8  
JOB NO: C00000  
REVISION: A











**3D IMAGE BULL SCULPTURE IN PROPOSED ROUNDABOUT SETTING**



**3D IMAGE BULL SCULPTURES SUNSET SHOT**

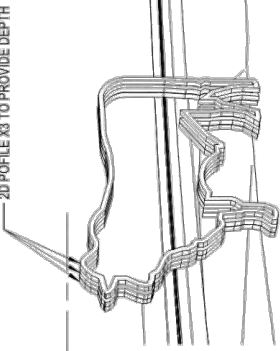
LIFE SIZE 1:1 SCALE




**40mm STEEL BOX PROFILE  
DROUGHT MASTER BULL BREED**

2.3


1.5




**2D PROFILE X3 TO PROVIDE DEPTH**




**3D IMAGE STEEL SCULPTURE**



**BULL HILL EXISTING SCULPTURE NZ**



**PRELIMINARY ISSUE  
FOR INFORMATION ONLY**

DRAWING NO: 2023-045-73 SHEET NO: 4 OF 8 DATE: 15/10/2024 PROJECT: RAMSAY CREEK, PARKHURST, ROCKHAMPTON		SCALE: 1:20 @ A3 FULL SIZE: A3	APPROVAL: _____ RPEC No: _____ DATE: _____ MODULE: INFRASTRUCTURE PLANNING	PROJECT: PARKHURST ROUNDABOUT RAMSAY CREEK, PARKHURST, ROCKHAMPTON LANDSCAPE CONSTRUCTION BULL SCULPTURE INFLUENCE
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Original sheet size: A3 (420x594) Plot date: 11/09/2024 11:43:37 AM C:\Regional\Eng\Design\Office Projects\2023\045 - Parkhurst Roundabout\Access\A3\045\Parkhurst B.rvt



200mm

100mm

50mm

PRELIMINARY ISSUE  
FOR INFORMATION ONLY

DATE: 2023-04-27	SCALE: 1:100	PROJECT: 2023-045-75
DRAWN: [Name]	BY: [Name]	SHEET NO: 6 OF 8
CHECKED: [Name]	DATE: [Date]	JOB NO: 03000
DATE PLOTTED: 11/09/2024 11:55:47 AM	PROJECT: 2023-045-75	REVISION: A

APPROVAL:	APPROVED:
RPEQ No:	DATE:
MODULE: INFRASTRUCTURE PLANNING	



Original sheet size: A3 (420x594) Plot date: 11/09/2024 11:35:46 AM  
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SCALE: 1:100  
 @ A3  
 FULL SIZE: A3

PROJECT: 2023-045-76  
 SHEET: 7 OF 8  
 JOB NO: 03000  
 REV: A

DATE: 11/09/2024 11:35:46 AM  
 USER: [Name]  
 PROJECT: 2023-045-76  
 SHEET: 7 OF 8  
 JOB NO: 03000  
 REV: A



APPROVAL: \_\_\_\_\_  
 RPEQ No: \_\_\_\_\_  
 DATE: \_\_\_\_\_  
 MOUNSER INFRASTRUCTURE PLANNING



PRELIMINARY ISSUE  
 FOR INFORMATION ONLY



**PRELIMINARY ISSUE**  
FOR INFORMATION ONLY



Drawing No: 2023-045-77 Sheet No: 8 of 8 Author: 03000 Revision: A	PROJECT ROUNDABOUT RAMSAY CREEK, PARKHURST, ROCKHAMPTON LANDSCAPE CONSTRUCTION 3D IMAGE	APPROVAL RPEC No: _____ DATE: _____ MODULE: INFRASTRUCTURE PLANNING	Designed: _____ Created: _____ Examined: _____ Reconn: _____	Author: _____ Designer: _____	APPROVAL RPEC No: _____ DATE: _____ MODULE: INFRASTRUCTURE PLANNING	2023-045-77 Sheet No: 8 of 8 Author: 03000 Revision: A
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**11.2 CHARITY RECIPIENT - 2024 CAROLS BY CANDLELIGHT**

<b>File No:</b>	<b>16036</b>
<b>Attachments:</b>	<b>1. Eligible Charity Applications (Confidential)</b> <b>2. Charity submission spreadsheet with comments (Confidential)</b> <b>3. Carols Charity History</b> <a href="#">↓</a>
<b>Authorising Officer:</b>	<b>John Webb - Manager Communities and Culture</b> <b>Alicia Cutler - General Manager Community Services</b>
<b>Author:</b>	<b>Mark Millett - Coordinator Major Venues</b>

---

**SUMMARY**

*Applications were sought from organisations to become the charity recipient for 2024's Carols by Candlelight events. The applications have been collated and assessed by Council officers and are presented to Council to decide the 2024 charity recipient.*

**OFFICER'S RECOMMENDATION**

THAT Council appoint 'Our Space' as the charity recipient for 2024 Carols by Candlelight.

**COMMENTARY**

Expressions of Interest were opened on 2 September 2024 and remained open until 1 October 2024. The community were informed through a standard media release process.

Applications were received from 5 entities with 4 applications deemed as eligible. These are attached to this report for perusal.

Council officers assessed and have provided commentary and ranking against each application in the attached document.

**BACKGROUND**

Carols by Candlelight event has traditionally raised funds for a charity organisation. Each year the Charity organisation has been selected through a process of EOI, followed by Council officers ensuring applications were valid. EOIs were then presented to the Mayor for final decision.

When considering Carols by Candlelight for 2024, the Mayor requested the decision regarding charity recipient to be brought to the table.

The recipient will receive the ticket sale revenue net of ticketing fees, on site donations and revenue from merchandise they may sell on site.

**PREVIOUS DECISIONS**

20 August 2024 Council resolved to no longer host an outdoor event.

Following the above, instruction was given to rename the event to 'Carols by Candlelight', and that the charity recipient be decided through the council table.

**BUDGET IMPLICATIONS**

Nil

**LEGISLATIVE CONTEXT**

Nil

**LEGAL IMPLICATIONS**

Nil

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**STAFFING IMPLICATIONS**

Nil

**RISK ASSESSMENT**

N/A

**CORPORATE/OPERATIONAL PLAN**

Corporate Plan 2022-2027:

Our Community Goal 2.1

- We provide opportunities for people to contribute to their communities.
- We support our people and community groups through our programs and resources
- Our services, activities and community assets provide opportunities to celebrate our culture and creative arts and preserve the Region's heritage

**CONCLUSION**

Applications were received from 5 entities; 4 applications were deemed eligible. The Council table is invited to choose the recipient for the 2024 Carols by Candlelight fund raising event. Council officers recommend Our Space as the most desirable for funding.

# **CHARITY RECIPIENT – 2024 CAROLS BY CANDLELIGHT**

## **Carols Charity History**

**Meeting Date: 15 October 2024**

**Attachment No: 3**



## Mayor's Carols By Candlelight

### CHARITY RECIPIENT HISTORY

2007	Camp Quality	\$3,080.39
	Renal Unit (Rockhampton Hospital)	\$3,080.39
2008	Capricorn Helicopter Rescue Service	\$6,572.10
2009	CQ Sporting Wheelies & Disabled Assoc	\$3,550.00
	CQ Life Education	\$3,550.00
2010	Guide Dogs Queensland	\$3,136.35
2011	Asthma Foundation/Blue Care	\$2,600.00
	Rockhampton Horse-riding for the Disabled	\$2,600.00
2012	The Umbrella Network Inc.	\$5,274.50
2013	Ringpull Association Inc.	
2014	Relay for Life	\$7,296.06
2015	Rockhampton Women's Shelter	\$10,956.33
2016	Rockhampton Horse-riding for the Disabled	\$6,305.64
2017	Anglicare CQ	\$11,202.82
2018	Legacy Rockhampton & Central Queensland	\$6,897.98
2019	Make A Wish Australia – Rockhampton Branch	\$9,393.55
2020	Girls Time Out	\$5,632.00
2021	Cancer Council QLD	\$10,752.43
2022	Headspace	\$8,690.95
2023	Fitzroy Community Hospice	\$9,103.25

---

**11.3 2025 FREEHOLD AND TRUSTEE LEASE RENEWALS FOR SPORTS & ACTIVE COMMUNITY GROUPS**

**File No:** 374  
**Attachments:** Nil  
**Authorising Officer:** Alicia Cutler - General Manager Community Services  
**Author:** Justin Bulwinkel - Acting Manager Parks  
Jack Barnett – Acting Sports and Active Communities Coordinator

---

**SUMMARY**

*In accordance with Section 236(1)(c)(iii) of the Local Government Regulation 2012 (Qld) a Council resolution is sought to commence the renewal of Freehold and Trustee Leases.*

**OFFICER'S RECOMMENDATION**

THAT:

1. Pursuant to Section 236(1)(c)(iii) of the *Local Government Regulation 2012 (Qld)* Council approve the renewal of the Freehold Leases and Trustee Leases identified below:
  - a. Grammarians Rowing Club Inc, 30 Harman Street, Wandal
  - b. Rocky Outrigger Canoe Club Inc, 30 Harman Street, Wandal
  - c. Rockhampton and District Historical Society Inc., 16-20 Bridge Street, Berserker
  - d. Parkhurst & District Pony Club, 745-761 Norman Road
  - e. St John's Ambulance Australia, 72 Glenmore Road, Park Avenue
  - f. Meals on Wheels Rockhampton Inc, 350 Berserker Street, Frenchville
  - g. Model Engineers & Live Steamers Association of Rockhampton (MELSA), 157 Campbell Street, Rockhampton City
  - h. Glenmore Bulls AFL Club Inc., 20 McLaughlin Street, Kawana
  - i. Capricorn District Country Music Association, 350 Berserker Street, Frenchville
2. Council authorises the Chief Executive Officer (Sports and Active Communities Coordinator) to negotiate the terms and conditions of the agreements with the organisations listed in the report in preparation for execution by the delegated officer.

**COMMENTARY**

This report refers to nine (9) community organisations that currently hold a Freehold/Trustee Lease with Council for the purpose of sport, recreation, and community activities. Each agreement is due to expire 30 June 2025, excluding Rocky Outrigger Canoe Club Inc. which expired 30 June 2024

Each community organisation listed are considered active, continuing to deliver and strengthen their activities across the region. As existing tenants, they've continued to demonstrated compliance with the existing terms of their tenure.

As the Trustee/owner of the relevant land, officers seek Council support to proceed with the renewal of each lease consistent with conditions outlined in the report.

Subject to Council resolution, Officers will commence the renewal process by inviting each organisation to apply for further tenure to support their activities.

Tenure will be granted under the following conditions:

1. Lease terms will be for a six (6) year period.
2. All lease fees are set in accordance with Parks Sports & Recreation adopted fees and charges schedule.
3. Tenants must provide copies of the following documents on an annual basis:
  - Audited Financial Statements
  - Constitution
  - AGM Minutes
  - Player and Member numbers
4. As required/negotiated.

Agreement Type	Organisation	Asset Owners	Expiry Date	Address
Reserve Lease	Grammarians Rowing Club Inc	Club	30/06/2025	30 Harman Street, Wandal
Reserve Lease	Rocky Outrigger Canoe Club Inc.	Club	30/06/2024	30 Harman Street, Wandal
Reserve Lease	Rockhampton and District Historical Society Inc.	Council	30/06/2025	16-20 Bridge Street, Berserker
Reserve Lease	Parkhurst & District Pony Club	Club	30/06/2025	745-761 Norman Road
Reserve Lease	St John 's Ambulance Australia	Club	30/06/2025	72 Glenmore Road, Park Avenue
Reserve Lease	Meals on Wheels Rockhampton Inc	Club	30/06/2025	350 Berserker Street, Frenchville
Reserve Lease	Model Engineers & Live Steamers Association of Rockhampton (MELSA)	Club	30/06/2025	157 Campbell Street, Rockhampton City
Freehold Lease	Glenmore Bulls AFL Club Inc.	Club	30/06/2025	20 McLaughlin Street, Kawana
Reserve Lease	Capricorn District Country Music Association	Club	30/06/2025	350 Berserker Street, Frenchville

### PREVIOUS DECISIONS

No previous decisions have been made on this matter.

### BUDGET IMPLICATIONS

All Leases will be subject to an annual fee set by Council's adopted Fees and Charges schedule.

### LEGISLATIVE CONTEXT

Section 236(1)(c)(iii) of the Local Government Regulation 2012 (Qld) allows a Local Government to renew a Lease to the existing tenant, provided that that Council has decided, by resolution, that the exception applies to the leasing of valuable non-current assets (ie land) other than by tender or auction.

**LEGAL IMPLICATIONS**

It is proposed that Council will enter a Trustee Lease/Freehold Lease with each tenant which satisfies the requirements of the Land Act 1994(Qld).

**STAFFING IMPLICATIONS**

Existing resources within Parks and Property & Insurance can adequately manage the required legal documentation.

**RISK ASSESSMENT**

No risk assessment was completed nor necessary in relation to this matter.

**CORPORATE/OPERATIONAL PLAN**

The proposal aligns with the following Corporate Plan objectives:

- 2.1 – Our places and spaces enhance the livability and diversity of our communities
- 2.2 – We support our communities through our activities and programs.
- 5.1 – Our Region has Infrastructure that meets current and future needs

**CONCLUSION**

Officers recommended Council approve the renewal of each lease identified in the report and that the Chief Executive Officer (Sports and Active Communities Coordinator) negotiate the terms and conditions of each in preparation for the consideration and execution by the delegated officer.

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**11.4 PROPOSED TENURE FOR SPORTS & ACTIVE COMMUNITIES BUILDING –  
158-168 HINCHLIFF STREET, KAWANA****File No:** 374**Attachments:**

1. Tom Brady Park Building Exterior [↓](#)
2. Ananda - EOI for Tom Brady Park Building, 158-168 Hinchliff Street [↓](#)
3. Ananda Proposal for Tom Brady Park Building [↓](#)
4. Darts - EOI for Tom Brady Park Building, 158-168 Hinchliff Street [↓](#)

**Authorising Officer:** Alicia Cutler - General Manager Community Services**Author:** Jack Barnett - Acting Sports and Active Communities Coordinator  
Justin Bulwinkel - Acting Manager Parks

---

**SUMMARY**

*This report presents three (3) potential options for Council to consider regarding the establishment of a tenure agreement for the building located at 158-168 Hinchliff Street, Kawana, previously occupied by the Lions Club of Rockhampton Mount Archer. The building offers significant potential for repurposing to benefit community groups.*

**OFFICER'S RECOMMENDATION**

THAT:

1. Council approve Option 1 as detailed in the report; and
2. Council writes to the last known committee members of Mount Archer Lions Club Inc, acknowledging their outstanding commitment and dedication to the community over many years.

**COMMENTARY**

Following the departure of the Lions Club of Rockhampton Mount Archer in 2023, the property at 158-168 Hinchliff Street has generated interest from various community groups seeking to lease the building to support their operations. The Lions Club had previously subleased part of the building to the Meditation Society of Central Queensland (Ananda) for over a decade. This arrangement was informal, with no direct tenure agreement between Council and Ananda.

Since the Lions' exit, Council granted Ananda a short-term trustee permit to continue occupying the property while longer-term options were considered. Council Officers have met with committee members from Ananda on multiple occasions to discuss not only their interest in taking on tenure but also the Officers' intention to offer the building and asset in-kind, subject to Council support to the prospective lessee. Ananda has demonstrated a strong desire to remain in the property (see Attachments 2 and 3) under the conditions proposed.

Recognising the importance of transparency and fairness in determining the future use of this community asset, Officers have identified three options for Council's consideration. These options are designed to achieve the best outcomes for both the community and the organisations directly involved.

**Option 1 – Advertise the building for disposal by tender for any interested party**

Considered as **Option 1**, Officers recommend an approach that prioritises transparency and fairness across the region's Sports and Active Communities profile by offering an open tenure process.

This approach allows all interested community organisations the opportunity to submit a tender through a competitive, transparent process. The selection criteria would focus on key factors such as the demonstrated need for the asset, the organisation's capacity to effectively operate and maintain the facility, and the potential for maximising utilisation and community benefit. This process ensures that the property is allocated to the organisation best positioned to deliver significant value to the community with demonstrated needs, supporting both program growth and community engagement.

The tender would include a condition requiring the successful tenant to assume full ownership and ongoing maintenance of the asset. If this option were chosen, Ananda would be provided a notice to vacate to facilitate the transfer of the building.

### **Option 2 – Lease to Ananda on basis of previous use of site.**

In **Option 2**, Ananda's committee has carefully considered the implications of assuming full ownership of the building, along with the responsibility for leasing and asset management. They have evaluated how this would impact their capacity to maintain and operate the facility while continuing to deliver their programs. Ananda has expressed a strong commitment to the proposed terms, including taking full ownership of the building and accepting the associated leasing responsibilities.

As part of their strategy, Ananda intends to hire out 50% of the building to other groups to generate the necessary revenue to support the operational and maintenance costs of the asset. They understand that tenants must meet certain requirements, such as being incorporated or not-for-profit organisations. While Ananda plans to use the remaining 50% of the building for their own programs, this approach would ensure the financial sustainability of their operations in the immediate term.

In the long term, Ananda has acknowledged they would gain an opportunity for growth and expansion. Securing the building would provide them with a stable foundation to develop their programs further and continue to service their growing numbers.

### **Option 3 – Lease to Rockhampton & District Darts Association (Darts) on basis of need for a venue.**

Considered as **Option 3**, Rockhampton & District Darts Association (Darts) have demonstrated strong interest in leasing the property. Darts is experiencing growing membership numbers, including both senior and junior members, and requires a larger facility to support their programs (see Attachment 4).

Officers have specifically engaged with Darts due to the known constraints their organization faces, particularly regarding their current premises, which is nearing the end of its usable life. In March 2021, Council resolved to dispose of the former CWA Hall at Church Park, where Darts currently operates, once a suitable, fit-for-purpose facility is secured for the association. The potential availability of this property is considered our first viable solution to fulfill that commitment, while also allowing the asset team to appropriately dispose of end-of-life infrastructure.

Darts has formally requested to take on the lease over the land from Council, with the building transferring to their incorporated body. They have expressed their commitment to taking on full responsibility for the ownership and ongoing maintenance of the building with intention to expand if successful in securing the lease. This would mean that Darts assumes control of the building, ensuring its upkeep and using the space to support their expanding programs, while the lease itself pertains solely to the land.

In this scenario, Council would provide the Ananda with six months' notice to vacate the building, with the understanding that this period would be subject to identifying a suitable alternative location for Ananda to hire or lease. Council Officers would actively support this process, assisting Ananda in finding a new premises that aligns with their operational needs and timeline. The six-month period would remain flexible to accommodate the successful relocation of Ananda to a comparable facility.

This approach aligns with Council's previous commitment to relocate Darts following the planned demolition of their current leased building. Darts' proposal, outlined in their expression of interest (see Attachment 4) and underscores the importance of securing a facility that can support their future growth and ensure long-term sustainability. This option would allow Darts to expand their programs and services while ensuring the property continues to serve as an asset for the broader community.

Specific Conditions for Options Described:

*Option 1:*

- Council authorises the Sports & Active Communities Coordinator to invite tenders for the lease of the property at 158-168 Hinchliff Street, Kawana. The tender must include a condition requiring the successful tenant to assume full ownership and ongoing maintenance of the asset.

*Conditions applicable to Options 1, 2 & 3:*

- Pursuant to section 236(b)(ii) of the Local Government Regulation 2012 (Qld), Council will grant the successful organisation a standard six-year lease agreement for the entire property at 158-168 Hinchliff Street, Kawana, with the intention of transferring ownership of the building to the tenant.
- Council authorises the Chief Executive Officer (or Sports and Active Communities Coordinator) to negotiate and finalise the terms and conditions of the lease and ownership agreements in preparation for execution by the delegated officer.

*Conditions applicable to Options 1 & 3:*

- Council will provide the Meditation Society of Central Queensland Inc. with six months' notice to vacate the building to facilitate the transition of ownership and tenancy to the successful organisation. Council will provide the Meditation Society of Central Queensland Inc. with six months' notice to vacate the building to facilitate the transition of ownership and tenancy to the successful organisation.

**BACKGROUND**

On March 6, 2023, the Lions formally notified Council of their intent to vacate the property. Despite having sought a rent reduction in 2019, and an extension of that reduction, the club faced ongoing challenges, primarily stemming from the impacts of COVID-19. These challenges, along with a steep decline in membership and financial difficulties, made it impossible for the Lions to continue their operations at the property.

As a result, they officially vacated the premises on December 31, 2023, after twenty-one years of dedicated service to the community. The Lions Club of Rockhampton Mt. Archer's longstanding commitment and contributions to the region are deeply appreciated, and their service has left a lasting impact on the local community.

**PREVIOUS DECISIONS**

On March 23, 2021, Council resolved to demolish several buildings, including the old CWA Hall at Church Park, which is currently leased by the Rockhampton Darts & District Association (Darts). At the time of this decision, Council made a commitment to relocate Darts to a suitable facility that would meet the club's growing needs.

**BUDGET IMPLICATIONS**

The property is currently owned and maintained by Council. If transfer of ownership of the building occurs, then Council will no longer be required to maintain the building.

The Lease Agreement will be subject to an annual fee set by Council's adopted Fees and Charges schedule.

**LEGISLATIVE CONTEXT**

Section 236(1)(b)(ii) of the *Local Government Regulation 2012 (Qld)* allows a Local Government to enter into a Lease to a community organisation, provided that that Council has decided, by resolution, that the exception applies to the leasing of valuable non-current assets (i.e., land) other than by tender or auction.

**LEGAL IMPLICATIONS**

The required Trustee Lease (and Agreement for Sale of Building) which satisfied the requirements of the *Land Act 1994*.

**STAFFING IMPLICATIONS**

Existing resources within Parks, Property & Insurance, and Contracts & Tenders team can adequately manage the requirements of the proposed three options.

**RISK ASSESSMENT**

Given Council has already committed to relocating Darts to a suitable building, if Council proceeds with Options 1 or 2, then Council still must find a suitable building for Darts. Darts have been waiting since 2021 for alternative premises as the current leased building must be demolished.

**CORPORATE/OPERATIONAL PLAN**

- 2.1 – Our places and spaces enhance the livability and diversity of our communities
- 2.2 – We support our communities through our activities and programs.
- 5.1 – Our Region has Infrastructure that meets current and future needs

**CONCLUSION**

It is recommended that Council proceed with Option 1 and call tenders for the lease of the building, with preference given to the transfer of ownership of the building to a community organisation. This Option will ensure a transparent and impartial approach that maximises the property's full potential. This option invites all interested parties to submit a tender that demonstrates why their community group is a best fit for the property, and how they can best support the community through the usage of the building.



**PROPOSED TENURE FOR SPORTS &  
ACTIVE COMMUNITIES BUILDING –  
158-168 HINCHLIFF STREET, KAWANA**

**Tom Brady Park Building Exterior**

**Meeting Date: 15 October 2024**

**Attachment No: 1**





**PROPOSED TENURE FOR SPORTS &  
ACTIVE COMMUNITIES BUILDING –  
158-168 HINCHLIFF STREET, KAWANA**

**Ananda - EOI for Tom Brady Park  
Building, 158-168 Hinchliff Street**

**Meeting Date: 15 October 2024**

**Attachment No: 2**

Direct E-Mail: [info@anandabuddhist.com.au](mailto:info@anandabuddhist.com.au)



6 October, 2023

Justin Bulwinkel  
Rockhampton Regional Council  
By Email: [Justin.Bulwinkel@rrc.qld.gov.au](mailto:Justin.Bulwinkel@rrc.qld.gov.au)

Dear Sir,

RE: Premises – Corner Hinchliff & Munro Streets

We refer to our recent telephone conversation and confirm that a recent special meeting, held by the Association for the meditation center, was held and they decided that they wish to pursue a lease of the current premises.

We would appreciate you providing further details of those yearly expenses for our organisation to pursue a lease so we can progress the matter.

Yours sincerely,  
ANANDA BUDDHIST CENTRE  
MEDITATION SOCIETY

per:

Allan Grant  
Secretary



Our Reference: #182.docx

**PROPOSED TENURE FOR SPORTS &  
ACTIVE COMMUNITIES BUILDING –  
158-168 HINCHLIFF STREET, KAWANA**

**Ananda Proposal for  
Tom Brady Park Building**

**Meeting Date: 15 October 2024**

**Attachment No: 3**



## Proposed lease agreement between ABC & RRC

*To continue providing mediation services to the Central Queensland region through the building at Hinchliff St, Rockhampton.*

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### Key points:

- A new lease is requested
- The Ananda Buddhist Centre (ABC) has operated in the building for 13 years with approximately 5500 people in mediation over the time
- The building is a suitable space for the ABC to be located on one floor
- The building has an additional floor that can be utilised by community groups
- One community member has a project of benefit to youth and others that is interested to hire one floor
- The building is in medium repair and needs minor repairs and landscaping to improve its use
- The ABC requests a lease that enables hire of the space to generate income to maintain overhead costs
- A meeting is requested with Rockhampton Regional Council representative to negotiate the new lease and then submission to the RCC meeting in October 2024.

Prepared by members of the ABC (<https://www.anandabuddhist.com.au/>)

Dated: 1 October 2024

241001 Proposal for Ananda Buddhist centre RCC lease.docx



## ABC RRC Lease proposal

### Background

The Ananda Buddhist Centre (ABC) has been operating for 13 years and provides a service to assist people in the community learn and practice meditation such as calm, abiding meditation in a structured and caring manner that aligns with the Buddhist philosophy of loving kindness. The activity of the centre has the full support of Lama Choedak Rinpoche who recently gave teachings at the centre and is the Spiritual Director of Sakya Losal Choe Dzong, Tibetan Buddhist Society of Canberra.



A recent study of the several articles internationally available showed that meditation has positive affects across many health aspects such as improved immune system, healthy aging, diabetes side effects, hypertension, blood health and helps address various mental problems like social anxiety disorder, post-traumatic stress disorder (PTSD), anxiety, and depression (Jamil A et al., 2023).

A cursory look at the ABS Regional Summary for Rockhampton (ABS, 2023) shows that life pressures are increasing alarmingly in the region. In 2021 nearly 28.3% of renters pay more than 30% of income for housing, cost of living increases across the board, family stress (divorce increased from 8.8% to 9.7% and separation increased from 3.4% to 3.9% from 2011 to 2021 and 10.2% live with a long term mental health condition (including depression or anxiety). It is likely if asked that other community service providers may show similar statistics. A centre that provides a service to address these challenges is well needed.



Over the 13 years of weekly meditation groups of 5-10 attendees per week and course offerings 2-3 times per year of 15-20 attendees a conservative estimate of 5500 times that someone has experienced the mediation. A staggering positive impact on the region and supports the need for the ABC to continue use of the space to help people.

With this in mind the ABC seeks to arrange a long-term lease with the Rockhampton Regional Council (RRC) for the use of the building at Hinchliff St, Rockhampton that has been the location for the centre during these 13 years. Previously the building was managed by the Mt Archer Lions club who let a space to the ABC.





## ABC RRC Lease proposal

The ABC currently occupies the ground floor of the building with a termed lease that has recently expired. The upper floor has a hall, kitchen space and separate amenities that is underutilised with a 4-week short term hirer until Oct 2024.

The building is in fair condition, yet the tin roof requires replacement and there are minor repairs and maintenance requirements to ensure the building is in good repair.

RRC representatives suggested that as the building is nominated for use by community groups and has maintenance costs borne by the council, that they offer a 3-year lease with minimal fee terms where the leasee **accept the building 'as is'** and takes on responsibility for managing the building events, insurance, repairs and maintenance.

A group of 20 ABC members including office bearers met on 8-Sep-2024 to assess the situation and co-create a vision for the ABC and the building going forward. This group confirmed the intention to remain at this location.

The ABC has been approached by a member of the community who has a project that supports wellbeing and community social capital. The member is seeking a base for the project and the ground floor of the building is suitable for a long-term hire.

This lease between ABC and RRC has the intention for an agreement that benefits both parties, the community and region beyond towards a happier and more connected world.



ABC RRC Lease proposal

Current status

ABC Pros	Cons
<ul style="list-style-type: none"> <li>• Utilising the ground floor for ABC activities</li> <li>• Upstairs has been largely under utilised yet a 4 week hire for partial use of the space is underway until mid-October</li> <li>• Having the presence of the ABC for events 2 or more times per week activates the space and enables surveillance of the building to ensure it is not prey to vagrancy, squatting or damage</li> <li>• This includes the weekend teachings, open days, 2-3 day courses and 8 week meditation courses</li> </ul>	<ul style="list-style-type: none"> <li>• Kitchen is the main entry for activities and makes it challenging for adequate hygiene practices for large group events while kitchen is in use</li> <li>• The ABC currently operates financially on donations, membership and returns from events</li> <li>• The ABC does not currently have access to the grounds surrounding the building to make garden improvements</li> </ul>
<ul style="list-style-type: none"> <li>• The building is in medium condition except the roof requiring replacement within 2 years, the stairs at carpark entry requiring repairs, the stoves on both levels requiring replacement</li> </ul>	<ul style="list-style-type: none"> <li>• The surrounding grounds are low maintenance grass and hardy shrubs. This functional yet not appealing as a centre attracting community interest.</li> </ul>
<ul style="list-style-type: none"> <li>• The ABC provides a service to the nearby and far-reaching community.</li> <li>• It hosts events from International Buddhist leaders and 2-3 times per year</li> <li>• The ABC is the only centre from Sunshine Coast to North Queensland that regularly meets and events</li> </ul>	



ABC RRC Lease proposal

RRC Pros	Cons
<ul style="list-style-type: none"> <li>• The building is an asset of the RRC for use by community groups</li> <li>• The ABC is a long-term user of the space with developed reliable relationships</li> </ul>	<ul style="list-style-type: none"> <li>• The asset has maintenance and repair overhead costs with limited community use</li> <li>• The building needs a new roof, fire alarm installation and minor infrastructure repairs such as lighting and plumbing.</li> </ul>



## ABC RRC Lease proposal

### Proposed future lease conditions

The ABC requests a new lease to be put in place as soon as possible with the following criteria:

The ABC has:

- Full use of ground and upper floor of the building for ABC events
- Full use of the carpark, grounds to western and southern road edges and 5 metres into the park east of the building (once approval is in place ABC will create a garden plan for submission to council for approval)
- The ability to offer the ground and upper floor for hire to members of community with activities aligned to the ABC such as yoga, meditation, workshops etc.
- The ability to generate income from hire towards the costs for operating and maintaining the building
- Initial shepherding support from RRC to set up systems for advertising, booking and administering hirers wishing to use the space for a period of 6 months

The ABC is responsible for:

- Appointing an ABC representative to administer the activities mentioned in this lease and manage communications with RRC
- Full payment for the building insurance (rate to be negotiated)
- Providing building insurance managing the hire arrangements and
- managing the maintenance of the building
- managing the maintenance of the grounds described above
- managing the application for grants for building improvements
- managing the project implementation of improvements
- Preparing submission of any building changes and improvements (see current ideas that are being in appendix)
- Making a lease fee of \$1 per year to meet legislated lease requirements
- That the land lease fees be wived for a period of 1 year to enable the ABC generate income for fees

The RRC is responsible for:

- Providing a shepherding service to ABC to assist them develop systems for hire similar to RRC processes
- Offering in principle support for the ABC to make application for grants and philanthropy support for repairs and improvements



## ABC RRC Lease proposal

- Providing historical information about building maintenance
- Providing a plan view and schematics of building infrastructure and grounds

This forms the basis of the lease proposal and is provided to council in preparation for council meetings and decision in October 2024.

## Appendix: Suggested building improvement ideas

There were several ideas that arose from the visioning workshop. These are ideas only at present in no order of priority yet will be assessed over time.

### Short term

- Cheer up the upstairs space with paint, new curtains etc. to make it appealing for hire
- Improve and repair the stairs for the upstairs entry from the carpark
- Cheer up the signage and remove reference to Mt Archer Lions club to attract interest
- Improve the garden near the street
- Improve the grassed space in the park to include a garden,

### Long term

- Move the Buddhist meditation space upstairs
- Make the ground floor available for hire
- Replace car park stairs and install a ramp access on the side of the building to upstairs for less abled member access

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### Bibliography

- ABS. (2023). *Census: Region summary: Rockhampton*. Retrieved from <https://dbr.abs.gov.au/region.html?lyr=sa3&rgn=30803>
- Jamil A, SD, G., M, A., MJP, O., SN, S., S, G., SR, S., Z, A., & A, A. (2023). Meditation and Its Mental and Physical Health Benefits in 2023. *Cureus*, 15(6). <https://doi.org/https://doi.org/10.7759/cureus.40650>

**PROPOSED TENURE FOR SPORTS &  
ACTIVE COMMUNITIES BUILDING –  
158-168 HINCHLIFF STREET, KAWANA**

**Rockhampton & District Darts Association  
EOI for Tom Brady Park Building,  
158-168 Hinchliff Street**

**Meeting Date: 15 October 2024**

**Attachment No: 4**



*Rockhampton & District Darts Association*

*President: Brett Wilkins - Secretary: Lisa Judge - Treasurer: Mitchell Lower*  
*Email: [sec.rockhamptondarts@gmail.com](mailto:sec.rockhamptondarts@gmail.com)*

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To Rockhampton Regional Council,

I am writing this email on behalf of the Rockhampton District Darts Association, to formally notify you of our interest in obtaining the building at Tom Brady Park. After discussing my views to the committee from the inspection that I had, we believe this would make an exceptional location for our club to grow.

The committee also wish to see if it is possible to organise another walk through of the building, so that they can have a better understanding of the layout of the building.

Thank you to the Sports and Recreation team for all your hard work, as we know it hasn't been easy to find a building to accommodate our club.

Regards,  
Brett Wilkins  
President RDDA

**12 NOTICES OF MOTION**

Nil

**13 QUESTIONS ON NOTICE**

Nil

**14 URGENT BUSINESS/QUESTIONS**

*Urgent Business is a provision in the Agenda for members to raise questions or matters of a genuinely urgent or emergent nature, that are not a change to Council Policy and can not be delayed until the next scheduled Council or Committee Meeting.*

**15 CLOSURE OF MEETING**