



COMMUNITIES COMMITTEE MEETING

AGENDA

19 NOVEMBER 2024

Your attendance is required at a Communities Committee meeting of Council to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 19 November 2024 commencing at 9:00 AM for transaction of the enclosed business.

A handwritten signature in black ink, appearing to be "C. P.", written in a cursive style.

CHIEF EXECUTIVE OFFICER
13 November 2024

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:

The Mayor, Councillor A P Williams (Chairperson)
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

4 CONFIRMATION OF MINUTES

Minutes of the Communities Committee held 15 October 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. [November 2024](#)
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Alicia Cutler - General Manager Community Services

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

November 2024

Meeting Date: 19 November 2024

Attachment No: 1

BUSINESS OUTSTANDING TABLE – COMMUNITIES COMMITTEE

Meeting Date	Subject	Resolution	Officer	Target Date	Notes
20/08/2024	Playground Renewal - Victoria Park Cableway	COMMITTEE RESOLUTION THAT Council endorse the allocation of \$100,000 from the Community Services contingency budget to fund the replacement of the Victoria Park Cableway.	Richardson, Damon	03/09/2024	11 Sep 2024 8:21am Dorman, Kerri Waiting on quotes to be received. 06 Nov 2024 Dorman, Kerri Change is proposed in latest budget amount
17/09/2024	Support for sporting submission	COMMITTEE RESOLUTION 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	
15/10/2024	2025 Freehold and Trustee Lease Renewals for Sports & Active Community Groups	COMMITTEE RESOLUTION THAT: 1. Pursuant to Section 236(1)(c)(iii) of the <i>Local Government Regulation 2012 (Qld)</i> 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	Bulwinkel, Justin	29/10/2024	06 Nov 2024 Jack Barnett advised matter with Property & Insurance to draft up leases and prepare for internal review prior to being issued to clubs.

BUSINESS OUTSTANDING TABLE – COMMUNITIES COMMITTEE

- 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.

6.2 LIFTING MATTERS FROM THE TABLE

File No: 11550
Attachments: Nil
Authorising Officer: Alicia Cutler - General Manager Community Services
Author: Kerri Dorman - Supervisor

SUMMARY

Items laid on the table require a report to be lifted from the table before being dealt with. This report is designed to lift the reports that have been laid on the table at previous Communities Committee Meetings.

OFFICER'S RECOMMENDATION

THAT the following matter be lifted from the table and dealt with accordingly:

- Annual Homeless Connect Event

7 PUBLIC FORUMS/DEPUTATIONS

Nil

8 PRESENTATION OF PETITIONS

Nil

9 COMMITTEE REPORTS

Nil

10 COUNCILLOR/DELEGATE REPORTS

10.1 PORTFOLIO UPDATE

File No: 10097
Attachments: Nil
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Evan Pardon - Chief Executive Officer

SUMMARY

Portfolio Councillors for Communities and Heritage; Planning and Regulation; Parks, Sport and Public Spaces; Environmental Sustainability will provide an update on matters of interest within their portfolio.

OFFICER'S RECOMMENDATION

THAT the Portfolio Updates for Communities and Heritage, Planning and Regulation, Parks Sport and Public Spaces 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 Cherie Rutherford – Parks, Sport and Public Spaces Portfolio
Councillor Grant Mathers – Planning and Regulation Portfolio
Councillor Elliot Hilse – Environmental Sustainability

11 OFFICERS' REPORTS

11.1 COMMUNITIES PROJECT REFERENCE GROUP - 6 NOVEMBER 2024

File No:	11979
Attachments:	1. Communities PRG Meeting - 6 November 2024 - Minutes ↓
	2. Communities PRG Meeting - 6 November 2024 - Agenda ↓
Authorising Officer:	Evan Pardon - Chief Executive Officer
Author:	Alicia Cutler - General Manager Community Services

SUMMARY

The minutes of the Communities Project Reference Group meeting on 6 November 2024 are attached for endorsement of the recommendations of the Group.

OFFICER'S RECOMMENDATION

THAT the minutes of the Communities Project Reference Group held on 6 November 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.

Minutes from the meeting on 7 August 2024 are attached for endorsement of the recommendations of the Group.

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.

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 minutes of the Project Reference Group and the actions contained within be endorsed by Council.

COMMUNITIES PROJECT REFERENCE GROUP - 6 NOVEMBER 2024

Communities PRG Meeting – 6 November 2024 - Minutes

Meeting Date: 19 November 2024

Attachment No: 1



**COMMUNITIES PROJECT
REFERENCE GROUP MEETING**

MINUTES

6 NOVEMBER 2024

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**REPORT OF THE COMMUNITIES PROJECT REFERENCE GROUP MEETING
HELD AT COUNCIL CHAMBERS, 232 BOLSOVER STREET, ROCKHAMPTON
ON WEDNESDAY, 6 NOVEMBER 2024 COMMENCING AT 9:03 AM**

1 OPENING

- 1.1 Acknowledgement of Country

2 PRESENT

Members Present:

Deputy Mayor, Councillor M D Wickerson
Councillor C R Rutherford
Councillor G D Mathers
Councillor E B Hilse
Councillor S Latcham (Observer)
Councillor M A Taylor (Observer)
Ms A Cutler – General Manager Community Services
Mr P Kofod – Acting Chief Executive Officer

In Attendance:

Mr A Russell – Executive Manager Advance Rockhampton
Mr A Pont – Manager Parks
Mr J Bulwinkel – Sports and Active Communities Coordinator
Mr S Ellis – Coordinator Community Master Planning
Mr J Kann – Manager Office of the Mayor
Ms D Meyer – Project Support Officer (via Teams)
Ms J Daniels – Community Master Planner (via Teams)
Ms E Brodel – Coordinator Communications and Engagement (via Teams)
Ms R Collins – Senior Communications Officer (via Teams)
Ms L Stafford – Senior Communications Officer (via Teams)
Ms R Yelland – Senior Media and Communications Officer (via Teams)

3 APOLOGIES AND LEAVE OF ABSENCE

Leave of Absence for the meeting was previously granted to Councillor Tony Williams.

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**PRG OUTCOME**

THAT the minutes of the Communities Project Reference Group of 2 October 2024 be confirmed.

5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

Nil

6 OFFICERS' REPORTS

6.1 MAJOR AND SIGNIFICANT PROJECTS UPDATE

File No: 1464
Authorising Officer: Alicia Cutler - General Manager Community Services
Author: Alicia Cutler - General Manager Community Services

SUMMARY

A summary update of the Major and Significant Projects is provided.

PRG OUTCOME

THAT the report be 'received'.

COMMUNITIES PROJECT REFERENCE GROUP MINUTES

6 NOVEMBER 2024

6.2 STATE SPORTING CARNIVAL ACTIVATION - PROGRESS UPDATE

File No: 15225
Authorising Officer: Aaron Pont - Manager Parks
Alicia Cutler - General Manager Community Services
Author: Justin Bulwinkel - Acting Manager Parks

SUMMARY

State Sporting Activation Project, October update.

9.19 am Acting CEO left the meeting
9.20 am Acting CEO returned to the meeting

PRG OUTCOME:

THAT State Sporting Activation 24/25 capital update and project plan be received and further information be provided on options and costs to mitigate damage in a flood event.

COMMUNITIES PROJECT REFERENCE GROUP MINUTES

6 NOVEMBER 2024

6.3 NEW LOCAL PARK - NORMAN GARDENS - PROGRESS UPDATE

File No: 787
Authorising Officer: Aaron Pont - Manager Parks
Alicia Cutler - General Manager Community Services
Author: Justin Bulwinkel - Sports and Active Communities
Coordinator

SUMMARY

This report provides an update on the new Norman Gardens local park development, scheduled for delivery in the 2024/25 financial year.

PRG OUTCOME:

THAT project timeline 1 be endorsed for incorporation into the project plan.

COMMUNITIES PROJECT REFERENCE GROUP MINUTES

6 NOVEMBER 2024

6.4 PARKHURST ROUNDABOUT - PROGRESS UPDATE

File No: 787
Authorising Officer: Alicia Cutler - General Manager Community Services
Author: Aaron Pont - Manager Parks

SUMMARY

Manager Parks providing update on Parkhurst roundabout project.

PRG OUTCOME:

THAT the updated project plan for Parkhurst roundabout be received.

COMMUNITIES PROJECT REFERENCE GROUP MINUTES

6 NOVEMBER 2024

6.5 PLAYGROUND RENEWAL RECOMMENDATION

File No: 15228
Authorising Officer: Alicia Cutler - General Manager Community Services
Author: Fiona Adams - Supervisor Asset Maintenance and Scheduling
Emma-Jane Dwyer - Manager Community Assets and Facilities

SUMMARY

This report provides an update on the playgrounds scheduled for renewal in 24/25FY for Kerr Park and Michael O'Hanlon Park.

10.31 am Acting CEO left the meeting

10.33 am Acting CEO returned to the meeting

PRG OUTCOME:

THAT the report be received.

COMMUNITIES PROJECT REFERENCE GROUP MINUTES

6 NOVEMBER 2024

6.6 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. The status of these projects has been provided for the major projects currently underway.

PRG OUTCOME:

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

COMMUNITIES PROJECT REFERENCE GROUP MINUTES

6 NOVEMBER 2024

6.7 RBGZ REDEVELOPMENT 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

6 NOVEMBER 2024

6.8 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 presented to Communities Committee.

COMMUNITIES PROJECT REFERENCE GROUP MINUTES

6 NOVEMBER 2024

6.9 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.

PRG OUTCOME:

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

COMMUNITIES PROJECT REFERENCE GROUP MINUTES

6 NOVEMBER 2024

6.10 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

6 NOVEMBER 2024

6.11 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

6 NOVEMBER 2024

6.12 KERSHAW GARDENS 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

6 NOVEMBER 2024

6.13 NORTH ROCKHAMPTON SPORTS PRECINCT - PROJECT PLAN

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

SUMMARY

Project Plan for Community Department Capital project currently managed by the Project Delivery Unit.

PRG OUTCOME:

THAT the North Rockhampton Sports Precinct Project Plan be received.

COMMUNITIES PROJECT REFERENCE GROUP MINUTES

6 NOVEMBER 2024

6.14 KERSHAW GARDENS WATERFALL STRUCTURE - PROJECT PLAN

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

SUMMARY

Project Plan for Community Department Capital project currently managed by the Project Delivery Unit.

PRG OUTCOME:

THAT the Kershaw Gardens Waterfall Structure Project Plan be received.

COMMUNITIES PROJECT REFERENCE GROUP MINUTES

6 NOVEMBER 2024

6.15 DESIGN & INSTALLATION OF ANIMAL STATUES FOR THE ROCKHAMPTON BOTANIC GARDENS & ZOO

File No: 16088
Authorising Officer: Peter Kofod - General Manager Regional Services
Author: Andrew Collins - Manager Project Delivery

SUMMARY

The Construction of the New Visitor Hub and Amenities at the Rockhampton Botanic Gardens & Zoo, includes the supply and installation of Animal Statues on the developed site to enhance the visitor experience.

PRG OUTCOME:

THAT on completion of the tender evaluation process, a report detailing the recommended tender offer be presented to Council.

7 CLOSURE OF MEETING

There being no further business the meeting closed at 11.25 am.

SIGNATURE

CHAIRPERSON

DATE

COMMUNITIES PROJECT REFERENCE GROUP - 6 NOVEMBER 2024

Communities PRG Meeting – 6 November 2024 - Agenda

Meeting Date: 19 November 2024

Attachment No: 2



COMMUNITIES PROJECT REFERENCE GROUP MEETING

AGENDA

6 NOVEMBER 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 6 November 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
30 October 2024

Next Meeting Date: 04.02.25

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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COMMUNITIES PROJECT REFERENCE GROUP AGENDA

6 NOVEMBER 2024

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

In Attendance:

Ms A Cutler – General Manager Community Services
Mr P Kofod – Acting Chief Executive Officer

3 APOLOGIES AND LEAVE OF ABSENCE

Councillor Tony Williams - Leave of Absence from 28 October 2024 to 13 November 2024

4 CONFIRMATION OF MINUTES

Minutes of the Communities Project Reference Group held 2 October 2024

5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

6 OFFICERS' REPORTS

6.1 MAJOR AND SIGNIFICANT PROJECTS UPDATE

File No: 1464
Attachments: 1. Major & Significant Projects [↓](#)
Authorising Officer: Alicia Cutler - General Manager Community Services
Author: Alicia Cutler - General Manager Community Services

SUMMARY

A summary update of the Major and Significant Projects is provided.

PRG RECOMMENDATION

THAT the report be 'received'.

COMMENTARY

At the previous PRG, it was agreed that reports would be provided every month on each of the significant projects. A subsequent discussion at Council's Briefing session on 29th October explained that there are still some teething issues with the significant reporting report format. Due to resourcing constraints, the reporting on Significant Projects should still be considered a work in progress.

The following significant project reports have not been included:

South Rockhampton Cemetery Drainage – Scope of works has been released for tender for works to be scheduled in Q3. Tenders are due Mid November for evaluation.

Depot Master Planning – Site visits have commenced with the appointed contractor and initial report is due Mid November with initial findings for each depot site.

CAF Solar Program - The Southside solar project tender has closed, and all submissions are currently being evaluated. It was initially intended that these funds be used as matching funds for Solar grants. So far, we have been unsuccessful in our applications. Following a review of tenders, a report will be provided to Communities Committee recommending a way forward.

Attachment 1. Provides a list of Major and Significant projects as an index for Councilors' reference. Please note that some projects were removed from the list last month.

MAJOR AND SIGNIFICANT PROJECTS UPDATE

Major & Significant Projects

Meeting Date: 6 November 2024

Attachment No: 1

Major & Significant Projects

		24/25 Budget	November Report	Last report Month
Major Projects Reporting				
Mt Morgan Pool Replacement	Major Projects	300,000	Project Closed	N/A
North Rockhampton Sporting Precinct	Major Projects	500,000	Report included	October
Walker Reid Development	Major Projects	1,675,000	Report included	October
Pilbeam Roof Renewal	Major Projects	200,000	Report included	October
Botanic Gardens & Zoo Redevelopment	Major Projects	5,000,000	Report included	October
Kershaw Gardens Waterfall Structure repairs	Major Projects	130,000	Report included	October
South Rockhampton Pool Changing Places Style Facility	Major Projects	275,000	No Report	August
Zoo - Enclosure Renewals	Major Projects	3,530,000	Report included - on hold	October

Nominated due to Large Expenditure

	Reporting Manager			
[U] South Rockhampton Cemetery - Drainage	Emma-Jane Dwyer	830,000	No Report	August
[R] Depot Master Planning	Emma-Jane Dwyer	2,424,500	No Report	August
State Sporting Carnival Activation	Justin Bilwitekai	450,000	Report included	September
[N] Local Park - Cascade Gardens	Aaron Pont	600,000	Report included	October

Nominated due to delivery contingent to secure Grant Funding

[N] CAF Solar Program	Emma-Jane Dwyer	400,000	No Report	August
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Nominated as High Profile

Parkhurst Roundabout	Aaron Pont	305,000	Report included	October
[R] Playground - Equipment Renewal Program	Emma-Jane Dwyer	200,000	Report included	August
CBD trees and landscaping	Aaron Pont	100,000	No Report	None yet

6.2 STATE SPORTING CARNIVAL ACTIVATION - PROGRESS UPDATE

File No: 15225

Attachments:

1. **Project Plan - State Sporting Carnival Activation**[↓](#)
2. **Norbridge Carpark - Prelim Design Final**[↓](#)

Authorising Officer: Aaron Pont - Manager Parks
Alicia Cutler - General Manager Community Services

Author: Justin Bulwinkel - Acting Manager Parks

SUMMARY

State Sporting Activation Project, October update.

PRG RECOMMENDATION

THAT the State Sporting Activation 2024/25 capital update and project plan be received.

COMMENTARY**Stage A: CARPARK UPGRADES**

Design Variations: Updated Designs, Attachment 2

- Norbridge Parks Gate access point will be relocated slightly to improve traffic ingress and egress through the carpark area while offering the same benefits to patronage accessing the soccer fields.
- Design changes also offer an increase in carpark spaces.

Project Cost: **\$330,000**

Stage B: FIELD PREPARATION

Vic Park (League): **Completed**

Saleyards Park: Planning stage

Norbridge/Cyril: Planning stage

Project Cost: **\$70,000**

Stage C: LIGHTING DESIGNS

Norbridge Park: On Hold

- Resource Constraints (Project Mgmt.)

Cyril Connel Fields On Hold

- Resource Constraints (Project Mgmt.)

Project Cost: **\$50,000**

PREVIOUS DECISIONS

THAT the State Sporting Carnival Capital project scope be received.

BUDGET IMPLICATIONS

Project Stages remain consistent with allocation.

There is \$450,000 allocated in the 24/25 FY to enhance and improve sporting facilities identified to host State Sporting events.

COMMUNITIES PROJECT REFERENCE GROUP AGENDA**6 NOVEMBER 2024**

Further budget allocation may be considered to realize Queensland Touch legacy initiative over the coming 8 years. No financial contribution has yet been presented by QTF.

STAFFING IMPLICATIONS

Internal resources secured to deliver project stages A & B. Stage C will remain on hold subject to resource availability:

Stage A: Civil Operations & Parks

Stage B: Parks Operations via contractors

Stage C: Community Assets & Facilities

RISK ASSESSMENT

Stage A: Detail design are currently investigating any biodiversity obligation stipulated within Department of Resources regulated vegetation management overlays. Relative permits (if mandated) could delay project start date from November 2024 to early 2025.

STATE SPORTING CARNIVAL ACTIVATION - PROGRESS UPDATE

Project Plan - State Sporting Carnival Activation

Meeting Date: 6 November 2024

Attachment No: 1



Regional Services

PROJECT PLAN MINOR	
Project Title	State Sporting Carnival Activation
Project Asset Owner	Manager Parks – Aaron Pont
Project Manager	Sports & Active Communities Coordinator – J Bulwinkel
Project Reference Group	Communities Project Reference Group
Date Prepared	6 November 2024

PROJECT PURPOSE
To manage and improve existing standards of community facilities committed to hosting State Sporting carnivals/events.

SCOPE
<u>Stage A: CARPARK UPGRADES</u>
Project Cost: \$330,000.
<u>Brief:</u>
Establish/formalise a (lacking) hardstand area to support event activation, presenting a central event node within the precinct.
<u>Prelim Design:</u>
- Sealed, line marked hardstand area offering 50+ car parks
- Bus set down and drop off zone

Issue

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Regional Services

- Curbing and guttering to establish tree protection and pits
- Retention and removal of vegetation, verified through appropriate arborist inspections. Nine (9) trees retained, four (4) will be provided with appropriate tree protection and curbing. Seven (7) trees will be removed
- The adjoining Norbridge perimeter will have existing bollards replaced with bollards or 900mm chainmesh fence to delineate playing and Traffic area.
- Existing access point into Norbridge park will be relocated to improve ingress & egress through all access points.

Stage B: FIELD PREPARATION

Project Cost: \$70,000

Brief:

Field preparation and elevation of standards for JSC, QLD Country Union Championships and Confraternity Shield. Investment in playing surfaces leads to player satisfaction and safety which in turn creates a higher standard of play.

Prelim Scope: Targeting playing surfaces only.

- Scarifying
- Aerating
- Top dressing
- Amendments

STAGE C: LIGHTING DESIGNS

Project Cost: \$50,000

Brief:

Secure detailed designs to future plan for impending lighting renewals across both facilities. Assets are considered to have a high community value; prioritising future investment will further strengthen and support State Carnivals hosted across these two facilities.

BUDGET	
Scope and Budget Breakdown (estimated)	

Issue

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Item	Cost
Stage A: Carpark & embellishments	\$330,000
Stage B: Field Maintenance & Improvements	\$70,000
Stage C: Detailed Lighting Designs	\$50,000
Total Estimated Cost	\$450,000

Cash Flow:

Forecasted Project Deliverables per Quarter	Estimated Expenditure
Q3 (current Phase)	
Stage A: * Detailed Designs & Approvals	\$10,000
Stage A: * Carpark (construction)	\$150,000
Stage B: * Vic Park Fields x 2 (2 Ha)	\$12,500
Stage C: * On Hold	\$0.00
Q3 (Core Development Phase)	
Stage A: * Carpark (construction cont.)	\$94,500
Stage A: * Tree Protection (Construction)	\$11,000
Stage A: * Line Marking & Signage	\$12,500
Stage A: * Embellishments (Gates/fence)	\$22,000
Stage B: * Saleyards Park	\$28,750
Stage B: * Norbridge Park	\$28,750
Stage C: * On Hold / Award to consultant	
Q4 (Finalization Phase)	
Stage A: * Project Finalisation/Recalls	\$30,000
Stage C: * Roll over 25/26 / Acquit	\$50,000

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,

COMMUNITIES PROJECT REFERENCE GROUP AGENDA

6 NOVEMBER 2024



Regional Services

therefore please note that this program is indicative only and will be subject to review at regular intervals.

Milestone / Task	Expected Start Date	Expected Finish Date
<i>Anticipated Funding agreements signed</i>	N/A	N/A
<i>Complete detailed design, technical specifications and Tender Documentation, and revised detailed project cost estimate</i>	01 Oct 24	31 Oct 2024
<i>Environment, Planning, Cultural Heritage, Development assessments and approvals</i>	01 Oct 21	15 Nov 2024
<i>Land resumptions / Acquisitions / Easements</i>	N/A	N/A
<i>Construction Procurement</i>	22 Nov 2024	31 May 2025
<i>Construction Works</i>	22 Nov 2024	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

Issue

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COMMUNITIES PROJECT REFERENCE GROUP AGENDA

6 NOVEMBER 2024



Regional Services

<i>Project Manager, Sports & Active Communities Coordinator</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>Project Reference Group</i>	<i>Project Direction</i>	<i>Project performance status Impacts of issues Risks and issues</i>

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 & 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 receives Octobers Project Update for the Sporting Activation Project - 24/25.

Issue

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STATE SPORTING CARNIVAL ACTIVATION - PROGRESS UPDATE

Norbridge Carpark – Preliminary Design Final

Meeting Date: 6 November 2024

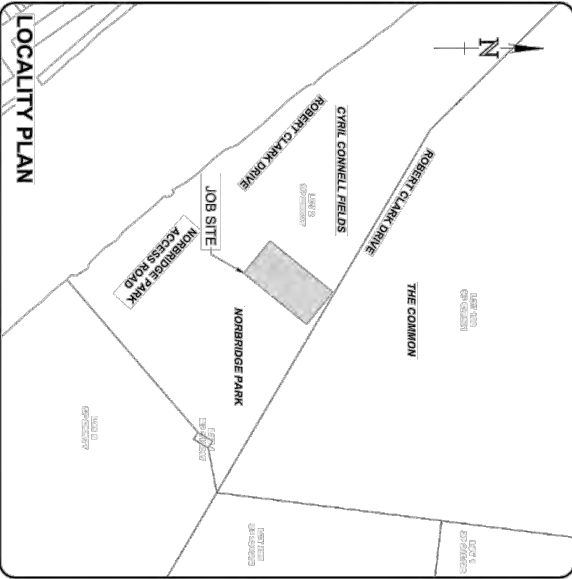
Attachment No: 2



CIVIL DESIGNER

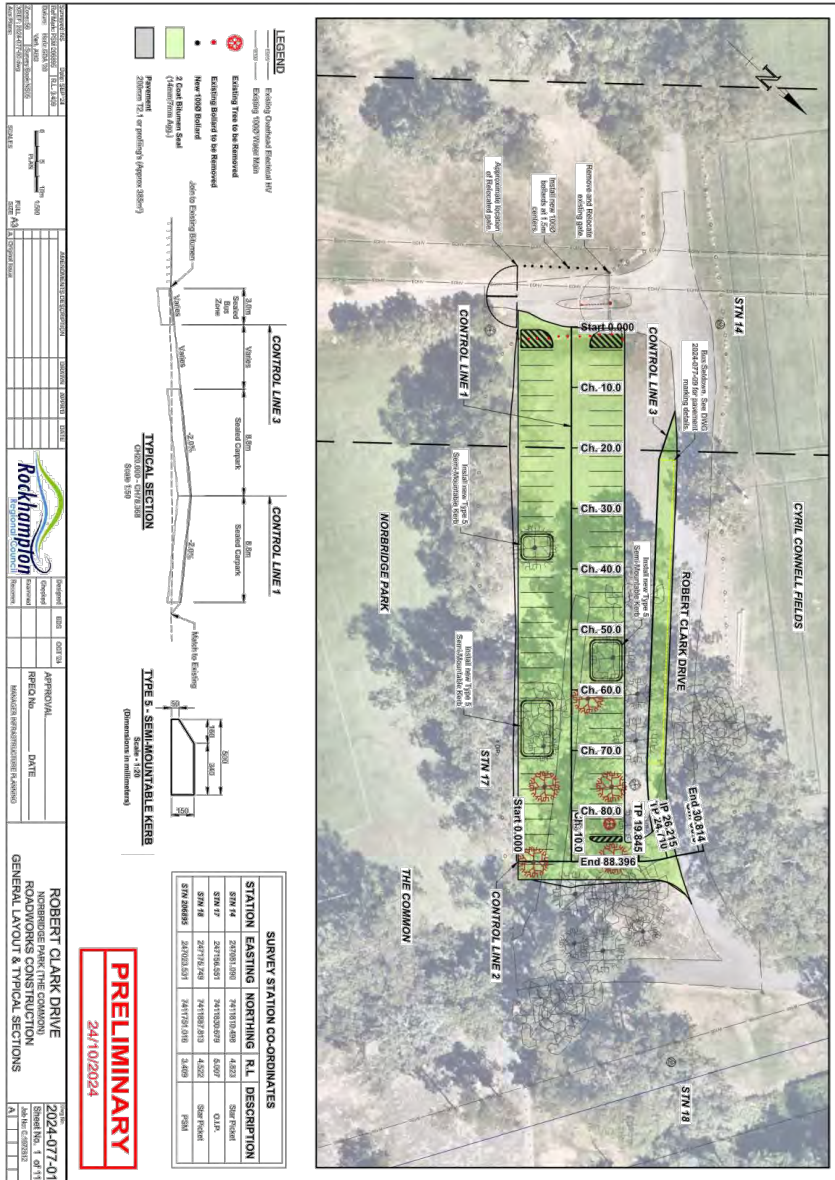
Ben Spencer
Ben Spencer (ben.spencer@rockhampton.qld.gov.au)
 Dunsley, P.O. 077, Alabaster St
 Email: ben.spencer@rockhampton.qld.gov.au

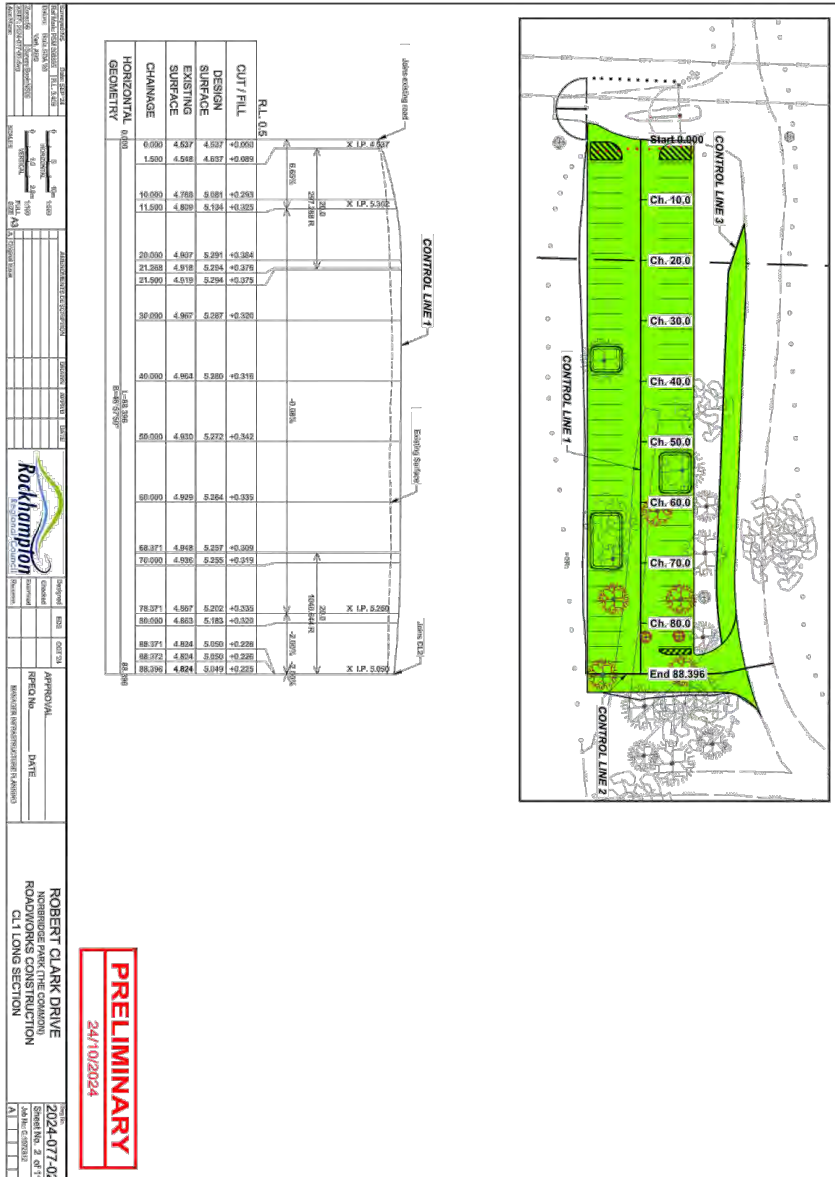
DWG No.	DRAWING INDEX
2024-07-20	ROADWORKS CONSTRUCTION
2024-07-22	GENERAL LAYOUT & TYPICAL SECTIONS
2024-07-23	C.L. LONG SECTION
2024-07-24	C.L. LONG SECTION
2024-07-25	C.L. CROSS SECTION 1 OF 3
2024-07-26	C.L. CROSS SECTION 2 OF 3
2024-07-27	C.L. CROSS SECTION 3 OF 3
2024-07-28	PAVEMENT MARKING DETAILS
2024-07-29	PAVEMENT MARKING DETAILS
2024-07-30	CONTROL LINE SETOUT
2024-07-31	CONTROL LINE SETOUT
04024-0-080	STANDARD DRAWINGS
	STANDARD KENAS AND CHANNEL PROFILES



LOCALITY PLAN

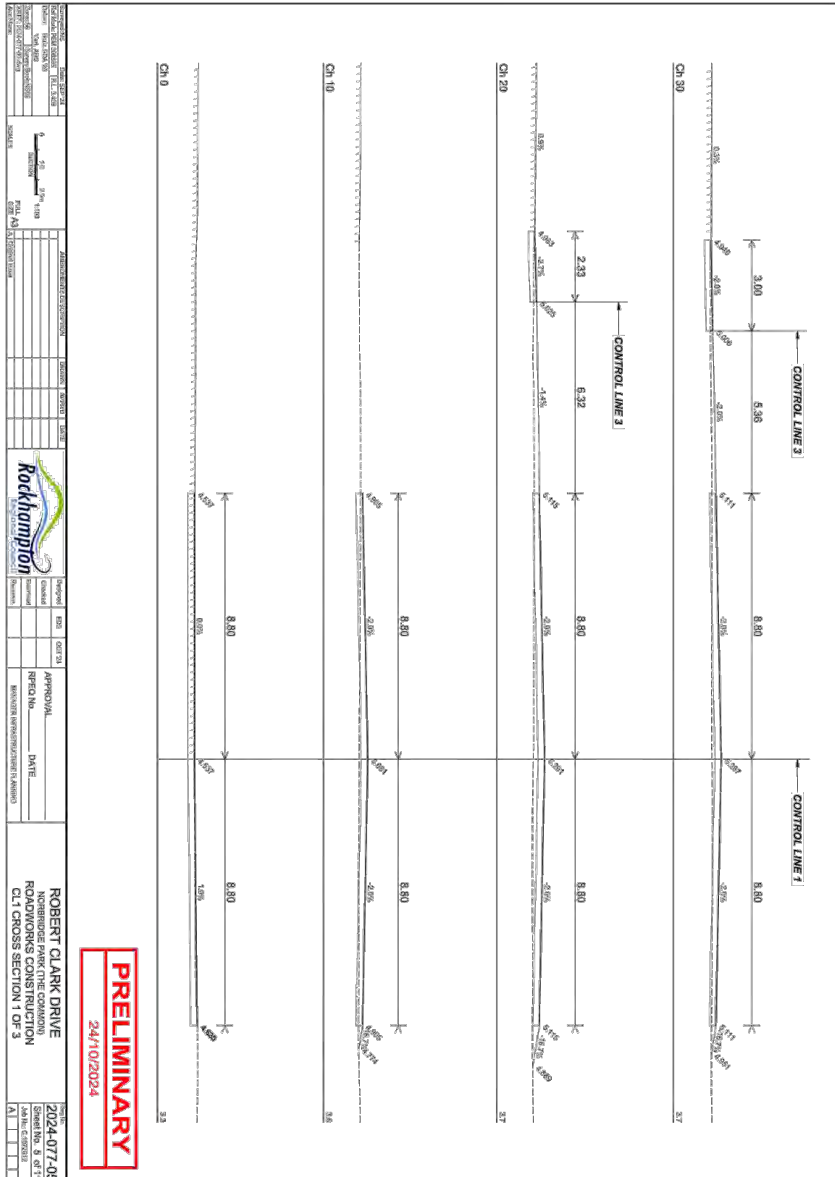
ROBERT CLARK DRIVE
NORBRIDGE PARK (THE COMMON)
ROADWORKS CONSTRUCTION
PROJECT No. 2024-077

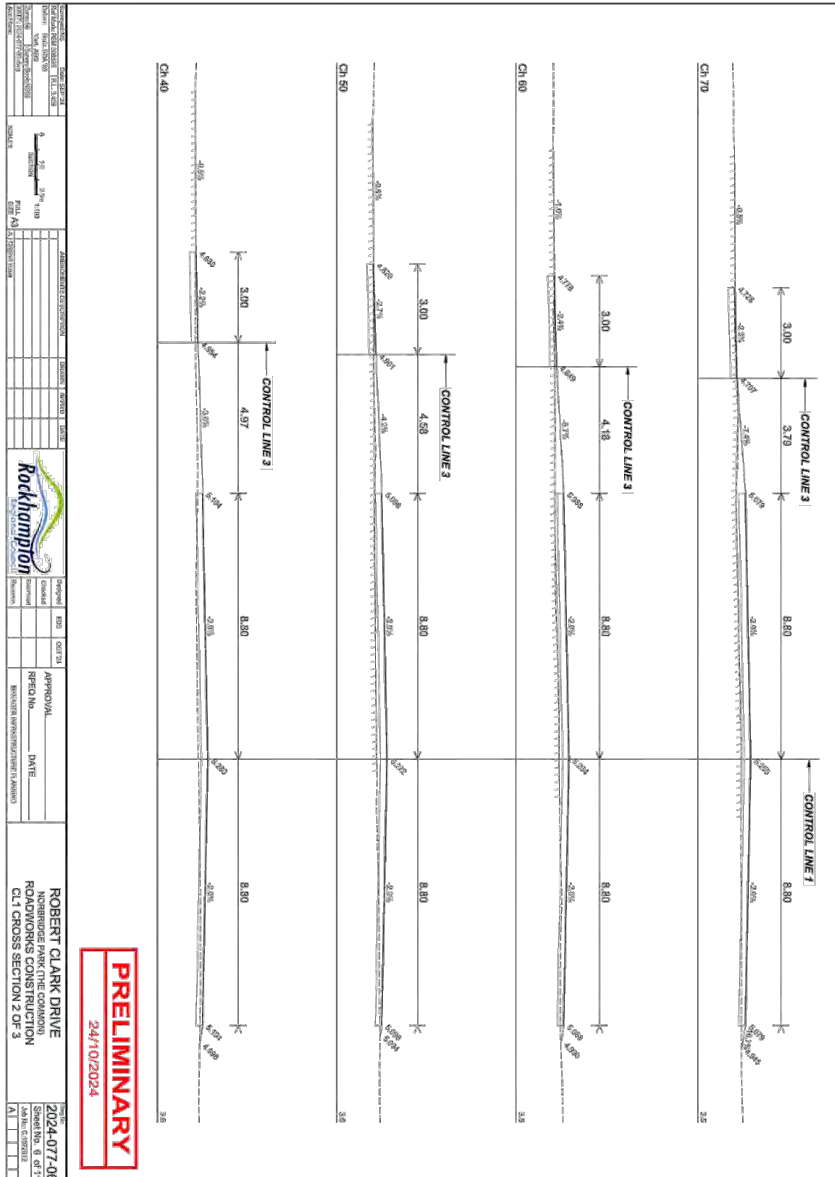


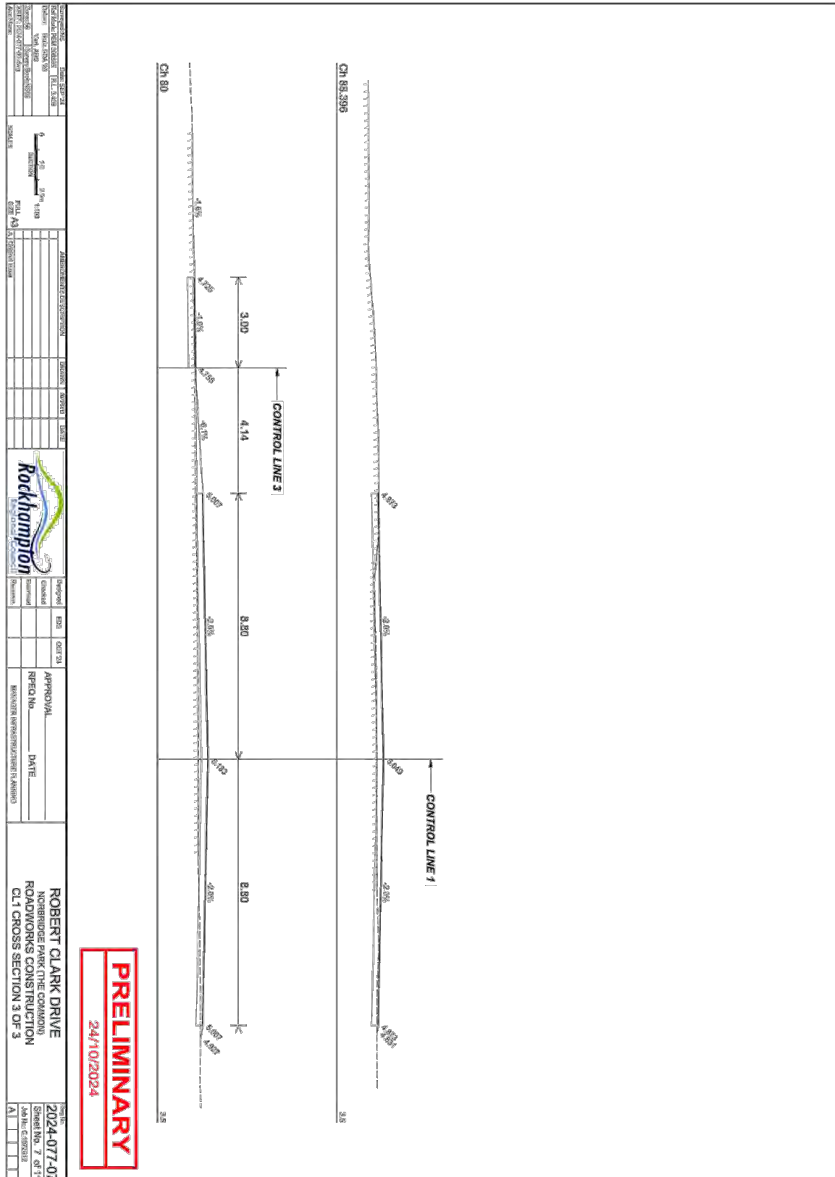


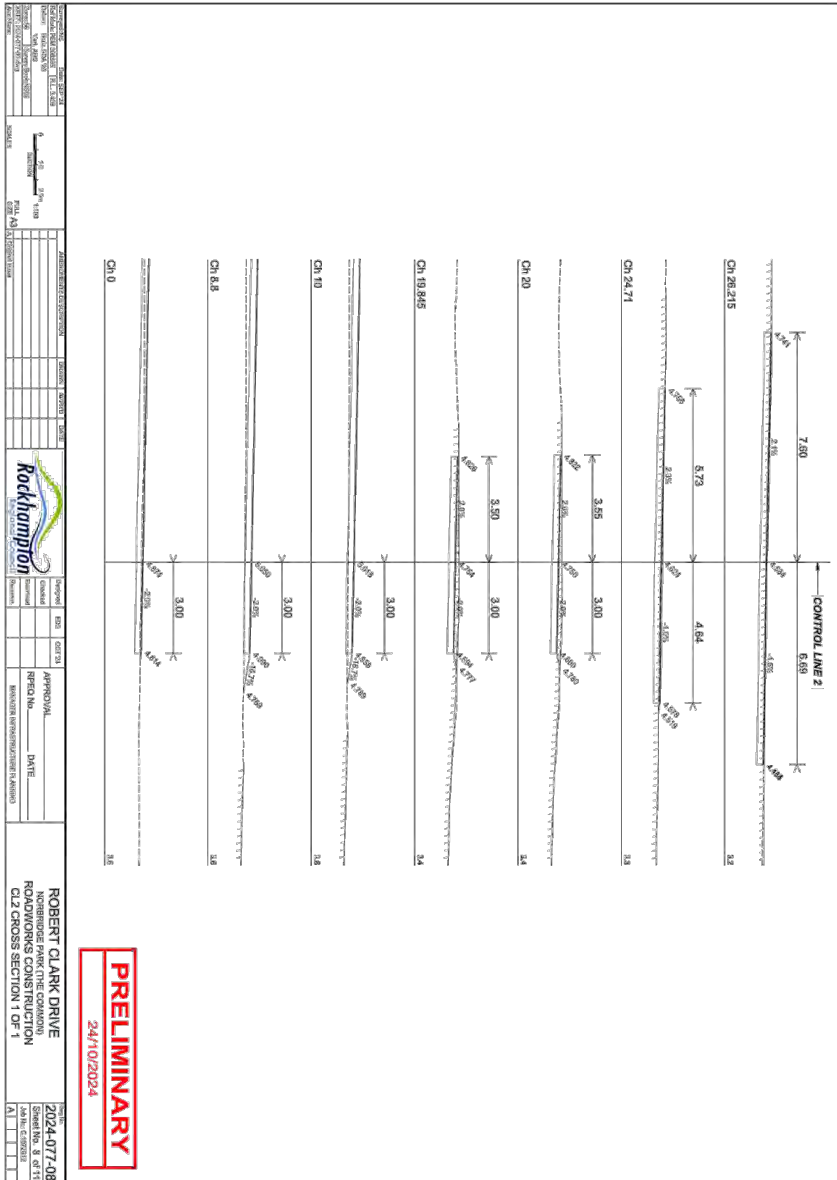


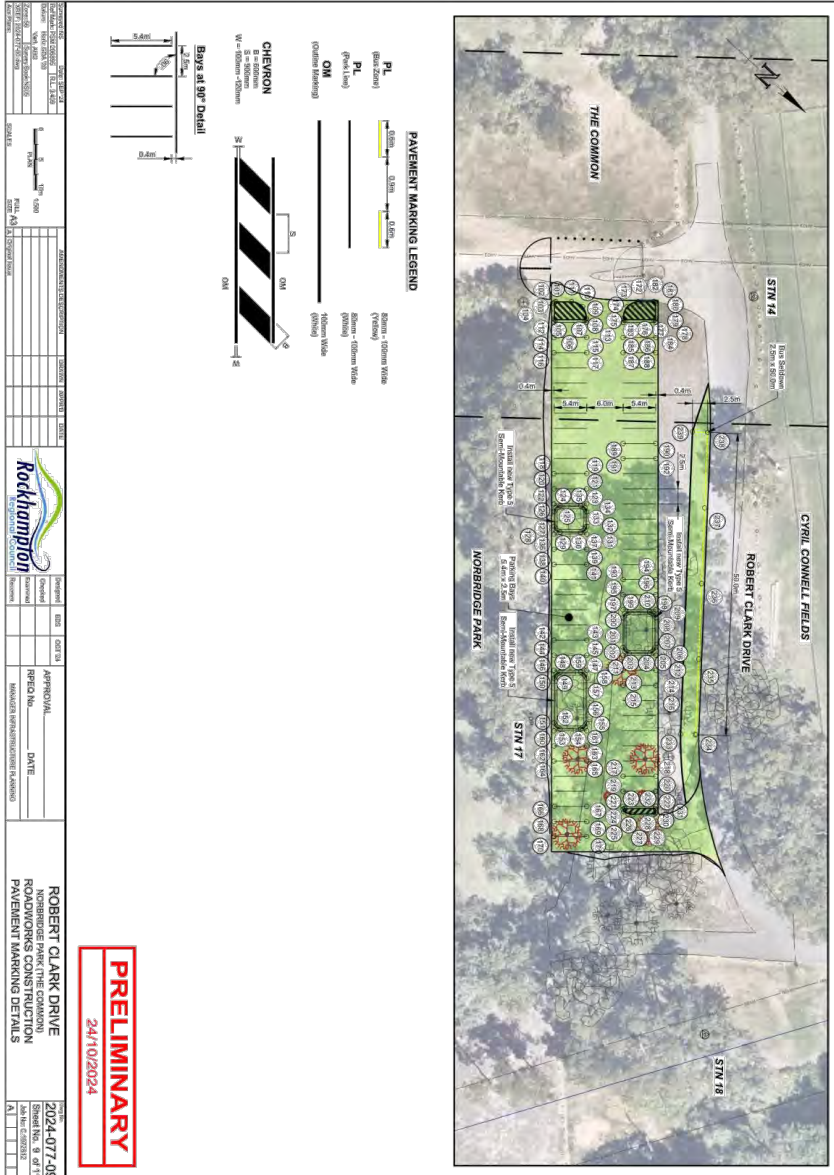












CONTROL LINE 1 SETOUT TABLE					
START	CHANGAGE	EASTING	NORTHING	RADIUS	BEARING
END	BL/00	247168.297	2411858.533	37100000	48.97392°

CONTROL LINE 2 SETOUT TABLE					
START	CHANGAGE	EASTING	NORTHING	RADIUS	BEARING
END	BL/00	247168.297	2411858.533	37100000	48.97392°
START	10/45	247168.212	2411858.530	21000	39.97392°
TP	242770	247170.405	2411858.330	48000	39.97392°
START	242710	247170.405	2411858.330	37100000	39.97392°
END	RS/14	247168.532	2411858.084	37100000	39.97392°

CONTROL LINE 3 SETOUT TABLE					
START	CHANGAGE	EASTING	NORTHING	RADIUS	BEARING
END	BL/00	247168.297	2411858.533	37100000	48.97392°
START	8/30	247168.316	2411858.348	37100000	48.97392°
END	8/45	247168.412	2411858.517	64300	48.97392°
TP	8/45	247168.412	2411858.517	64300	48.97392°
START	8/44	247168.412	2411858.517	37100000	48.97392°
END	8/45	247168.412	2411858.517	37100000	48.97392°

PRELIMINARY
24/10/2024

<p>PROJECT NO: 2024-077-11 SHEET NO: 11 OF 11 DATE: 24/10/2024</p>	<p>APPROVAL: _____ REVISION: _____ DRAWN BY: _____</p>	<p>ROBERT CLARK DRIVE ROADWORKS CONSTRUCTION CONTROL LINE SETOUT</p>	<p>SCALE: _____ TITLE: ROADWORKS CONSTRUCTION CONTROL LINE SETOUT</p>	<p>DATE: 24/10/2024 SHEET NO: 11 OF 11</p>
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COMMUNITIES PROJECT REFERENCE GROUP AGENDA

6 NOVEMBER 2024

6.3 NEW LOCAL PARK - NORMAN GARDENS - PROGRESS UPDATE

File No:	787
Attachments:	<ol style="list-style-type: none"> Cascade Gardens - Project Plan (Oct)1 Consultation Report - Cascade Gardens2
Authorising Officer:	Aaron Pont - Manager Parks Alicia Cutler - General Manager Community Services
Author:	Justin Bulwinkel - Sports and Active Communities Coordinator

SUMMARY

This report provides an update on the new Norman Gardens local park development, scheduled for delivery in the 2024/25 financial year.

PRG RECOMMENDATION

THAT project timeline 2 be endorsed for incorporation into the project plan.

COMMENTARY

This report responds to a request to explore the potential benefits and impacts of conducting a second round of community consultation before finalising the playspace design for the Norman Gardens Local Park development. Note that officers will discontinue the usage of the 'Cascade Gardens' name with the space to be unnamed for the time being.

The primary distinction between these plans is the inclusion of additional community consultation after finalising design options based on existing community feedback. While further engaging the community with specific playspace concepts offers valuable input and potential benefits, it is important to reference the attached consultation report (Attachment 2). This report documents the comprehensive engagement process already conducted, which has informed the design brief that suppliers will use to develop and manufacture the playground, ensuring uniformity and improvement in line with the region's broader local playspaces.

Officers' recommendation is that conducting a second round of consultation would lead to significant delays, as manufacturing lead times would delay the start of playspace installation until mid-to-late 2025. Additionally, other critical project stages, such as open space development—including irrigation, pathways, and landscaping of the park area cannot proceed effectively until the playground is installed due to construction requirements.

While additional consultation has benefits, it must be balanced against the project's timely delivery and the community's expectations. Officers believe that the existing engagement has provided a solid foundation, allowing Council to proceed with the efficient delivery of the playspace and surrounding park enhancements that meet community expectations and need.

Detailed below are two project plans outlining key milestones and forecasted delivery timelines for the park's first of two stages, the construction of the playspace. It is recommended that Council proceed with the first program plan to ensure timely delivery and alignment with community expectations.

COMMUNITIES PROJECT REFERENCE GROUP AGENDA

6 NOVEMBER 2024

Project Timeline 1:

Tasks – Without Consultation	Timeframe	Dates
Define scope for Playspace	1 week	30 October to 15 November 2024
Develop Playspace concepts	2 weeks	18 November to 29 November 2024
Internal review and finalisation of concepts	2 weeks	2 December to 13 December 2024
Christmas/New Year	6 weeks	16 December 2024 to 24 January 2025
Procure play space	1 week	03 February 2025 to 07 February 2025
Playground Delivered to site. Park development commences	16 weeks**	31 May 2025

Project Timeline 2:

Tasks – With Consultation	Timeframe	Dates
Define scope for Playspace	1 week	30 October to 15 November 2024
Develop Playspace concepts	2 weeks	18 November to 29 November 2024
Internal review and finalisation of concepts	2 weeks	2 December to 13 December 2024
Christmas/New Year	6 weeks	16 December 2024 to 24 January 2025
Social media engagement	2 weeks	27 January to 7 February 2025
Review engagement results write report	2 week	10 February to 21 February 2025
report engagement results to PRG	1 Week	24 February to 28 February
Finalise concept	2 Week	03 March to 14 March 2025
Procure play space	1 week	17 March to 21 March 2025
Playground Delivered to site Park development commences	16 weeks**	31 July 2025

BACKGROUNDRecap:

In February 2021, a resident petition highlighted a gap in play spaces, supported by Council officers and reinforced by nearby residential developments. A preliminary budget was set, and community consultation confirmed local preferences, supporting the proposed local park project.

PREVIOUS DECISIONS

2 October Communities PRG:

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

BUDGET IMPLICATIONS

\$600,000 allocated in our current year capital budget that is sufficient to deliver a Local Park and playspace.

STAFFING IMPLICATIONS

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

Construction stages will be delivered through Parks, CAF, and external contractors.

COMMUNITIES PROJECT REFERENCE GROUP AGENDA**6 NOVEMBER 2024**

RISK ASSESSMENT

Failure to develop a well-equipped open space poses a minor service risk, potentially reducing community satisfaction by not meeting the expressed need for recreational areas.

Further consultation presents a high risk to delivering the playspace within the current financial year, potentially causing significant delays to the project timeline.

Full project completion won't reach 100% completion this financial year, which could impact community expectations.

CORPORATE/OPERATIONAL PLAN

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

CONCLUSION

While further consultation could provide additional input, it presents a significant risk to timely delivery, potentially delaying the playspace installation to mid-to-late 2025. The existing engagement has laid a solid foundation, and it is recommended that Council proceed with the first program plan to ensure the efficient delivery of the playspace and surrounding park enhancements within the current financial year.

NEW LOCAL PARK - NORMAN GARDENS - PROGRESS UPDATE

Cascade Gardens - Project Plan (Oct)

Meeting Date: 6 November 2024

Attachment No: 1



Regional Services

PROJECT PLAN MINOR	
Project Title	New Local Park – Cascade Gardens
Project Asset Owner	Manager Parks – Aaron Pont
Project Manager	Sports & Active Communities Coordinator – J Bulwinkel
Project Reference Group	Communities Project Reference Group
Date Prepared	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
<p>LOCAL PARK AND PLAYGROUND SCOPE:</p> <p>Design Overview: 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.</p> <p>Playground:</p> <ul style="list-style-type: none"> 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 children from 8 to 16 years old and ability to promote physical activity and imaginative play within a fenced environment. Design will support a shade structure to be installed in future budget.



Regional Services

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, park seating, signage, security solar lighting 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.

Scope to formalise DOLA Open Space (Future Stages):

- 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:

Issue

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- 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.

BUDGET

Project Component Overview	
Item	Cost
Playground with Soft Fall & fencing	\$310,000
Playground Shade Structure Scoped but not delivered till 25/26 FY	TBC
Irrigation System	\$ 60,000
Landscaping (Turf & Trees)	\$ 80,000
Footpaths (within .5ha park area)	\$100,000
Miscellaneous Improvements subject to detailed design:	\$ 50,000
Bollards	
Bubbler	
Park Seating	
Signage	
Solar Lights / security	
Total Budget	\$600,000

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

Cash Flow:

Forecasted Project Deliverables per Quarter	Estimated Expenditure
Q2 (Planning & Design)	
Park Concept & Detail Designs	\$10,000
Playspace: Detailed Brief for supplier quote, manufacture & supply	\$0.00
Q3 (Approvals & Scheduling)	
TBC	
Q4 (Playspace/asset procurement)	
TBC	



Regional Services

Note: Detail Designs and procurement timeframes will need to be finalised before cashflow forecast is finalised.

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.

Milestone / Task	Expected Start Date	Expected Finish Date
Anticipated Funding agreements signed	Timeline is subject to November Community PRG outcomes.	
Complete detailed design, technical specifications and Tender Documentation, and revised detailed project cost estimate		
Environment, Planning, Cultural Heritage, Development assessments and approvals		
Land resumptions / Acquisitions / Easements		
Construction Procurement		
Construction Works		
Project Finalisation		

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.



Regional Services

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

RISK

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

Risk Category	Proposed Mitigation
Inadequate funding impacting the Project Budget	Secure funding prior to major commitments and capital outlay.
Scope Creep impacting the Project budget	Project Manager is the only person authorised to instruct contractors and Consultant on contractual matters. Contract to set out roles & 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.
Project Approvals not received within required timeline	Project controls and program in place to manage timelines and deadlines associated with approvals. Design consultant engaged to complete required documentation and early planning
Project Safety uncontrolled	Safety in Design process employed. Site safety plans and method of work statements. Compliance inspection regime engaged.

Issue

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Project Deadlines not being met, impacting the project timeline.	Project controls and program in place to manage expectations and delays.
------------------------------------------------------------------	--------------------------------------------------------------------------

RECOMMENDATIONS AND CONSIDERATIONS
<ol style="list-style-type: none">1. Develop concept & detail designs for the park.2. Finalise the playspace brief and distribute it to suppliers for quote and supply estimates.

NEW LOCAL PARK - NORMAN GARDENS - PROGRESS UPDATE

Consultation Report – Cascade Gardens

Meeting Date: 6 November 2024

Attachment No: 2

Community Engagement Report

New Norman Gardens Play Space

Date of Engagement	24 November 2023 – 17 December 2023
Method of Engagement	Letter and Engagement HQ Survey



Executive Summary

New development, population growth and demand from the local community has precipitated the planning of a new play local space in Norman Gardens; located at 788 Norman Road (on the corner of Springfield Drive and Nagle Drive). Owned by Council, this land is currently vacant and adjacent to a proposed residential and commercial development.

The overall aim of the community engagement was to seek feedback on the location and play activities proposed for inclusion in the new play space. For this engagement, community members were invited to complete an online survey.

A total of 57 survey responses were received and analysed and will be considered in the design and development phase of the new play space. Construction of the new play space will not commence until the 2024/25 financial year due to financial considerations and delays with development on the adjacent site.

Consultation overview

Targetted public consultation began on 24 November 2023 with a letter and fact sheet being delivered by a Council officer to 142 properties (Map 1) and corflute signs erected in 6 locations (Map 1) proximate to the new play space.



Image 1: Properties receiving letter and fact sheet; and corflute locations



Both letter and corflutes advised the community to 'Have Your Say' (Image 2) with QR codes linking to Councils Engagement HQ site and online survey with engagement open until 17 December 2023.



Image 2: Corflute Image

During the consultation period, Council received a total of 57 submissions all from responders residing in North Rockhampton. All submissions received have been reviewed and analysed in detail.



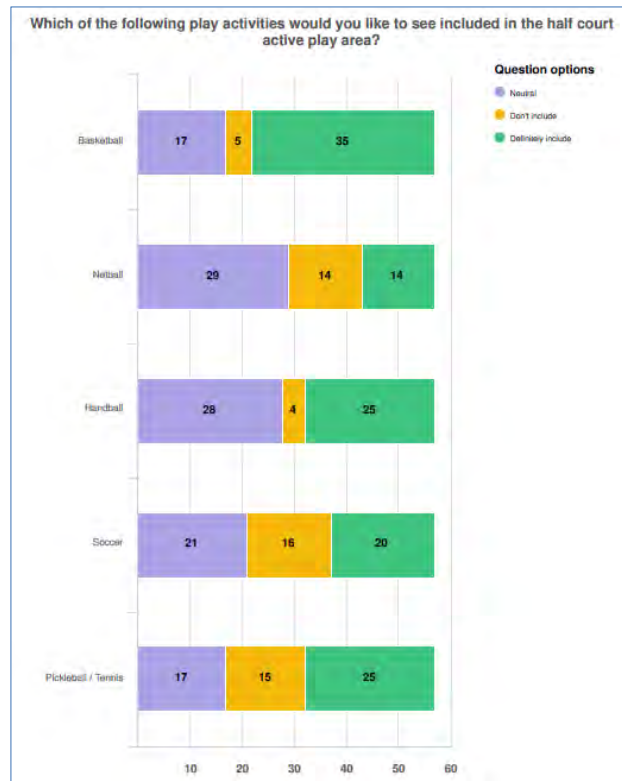
Survey Responses



Just over 50% of respondents are happy with the proposed location and 2 are not due to 1) living across the road from the new play space and 2) because of proximity to Rose Swadling Park (approximately 700 metres). The remainder either didn't provide any comments on the proposed location or identified other matters for consideration:

- Access
- Toilets
- Dog Friendly / Dog Park
- Size – too small
- Off Road Parking
- Fencing
- Irrigation
- Traffic Lights at Norman Road
- BBQ's
- Proximity to proposed Rockhampton Sports Precinct
- Reduced Speed Limit
- All Ages Facility
- Pump Track



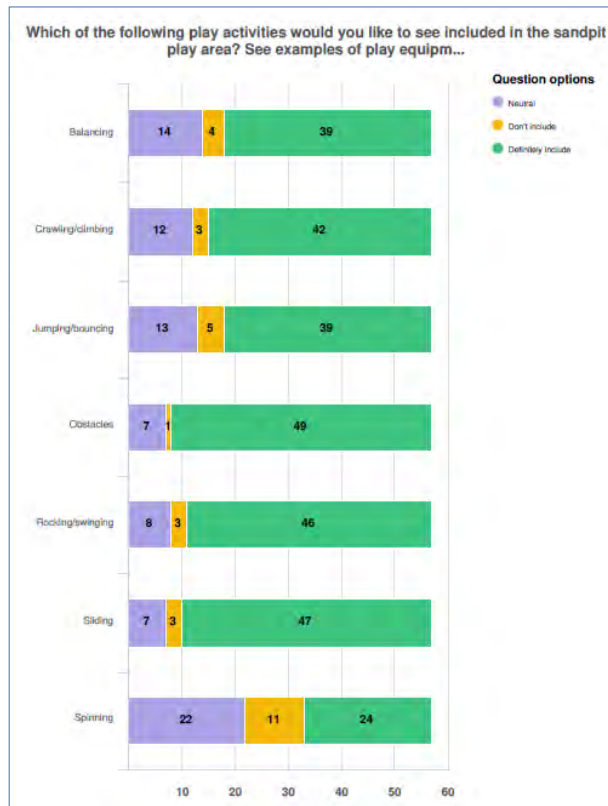


Other play aspects identified for inclusion or consideration in construction of the half court active play area are:

- Touch football (2)
- Soccer pitch (2)
- Shade (1)
- Cricket (1)
- Outdoor gym (1)
- Volleyball (1)
- Exercise equipment (1)
- Multisports wall (1)
- Not bitumen (1)
- Full court (1)



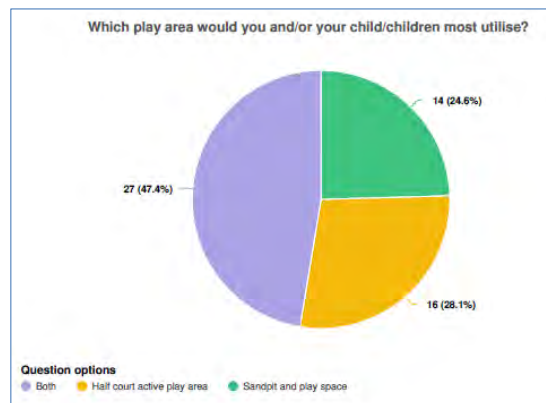
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Other play activities identified for inclusion or consideration in the sandpit play area are:

- Flying fox (2)
- Water play space (2)
- Toddler/Young children play equipment (2)
- Shading (2)
- Fencing (1)
- Zip lines, fake mountain with tunnel, pretend climbing tree (1)
- Monkey bar rings (1)
- Swings (1)
- Mud kitchen (1)
- Excavator (1)





Respondents were provided with the opportunity to provide further comments or feedback on the proposed play space, these being requests for:

- Shade (12)
- Dog Friendly/Park (10)
- Seating (6)
- BBQ's (5)
- Water Play (3)
- Fenced (2)
- Toilets (1)
- Lighting (1)
- Full Court (1)
- Irrigation (1)
- All ages (1)



Conclusion

The overall response to the new Norman Gardens Play Space has been positive apart from 2 respondents: 1) lives across the road from the new play space and is concerned about potential noise and crime impacts 2) not needed due to proximity to Rose Swadling Park (approximately 700 metres).

Respondents advised that they would like Basketball, Handball, Pickleball/Tennis, Soccer and Netball, in order of priority, included in the half court active play area. In relation to the sandpit play area Obstacles, Sliding, Rocking/Swinging, Crawling/climbing, Jumping/bouncing, Balancing and Spinning activities, in order of priority, were requested. When asked if a half court active play area or sandpit and play space would be utilised most frequently 27 respondents advised they would use both, 16 primarily the half court active play area and 14 the sandpit and play space.

Recurring themes raised for consideration or inclusion are for the area to be shaded, to include a dog park or dog friendly area, seating and BBQ's, water play area and fencing for safety of those using the play space area.



COMMUNITIES PROJECT REFERENCE GROUP AGENDA

6 NOVEMBER 2024

6.4 PARKHURST ROUNDABOUT - PROGRESS UPDATE

File No: 787

Attachments: 1. [Progress Update October 2024](#)

Authorising Officer: Alicia Cutler - General Manager Community Services

Author: Aaron Pont - Manager Parks

SUMMARY

Manager Parks providing update on Parkhurst roundabout project.

PRG RECOMMENDATION

THAT the updated project plan for Parkhurst roundabout be received.

PARKHURST ROUNDABOUT - PROGRESS UPDATE

Progress Update October 2024

Meeting Date: 6 November 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 October 2024

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

SCOPE
<p>Design Overview:</p> <p>Design is currently under review based on October PRG meeting feedback. Officers are preparing a design with more colour and greater consistency to other medians and entry statements. It is anticipated that this re-design will be within the current budget.</p> <p>A future report to PRG will be presented to share the updated concepts. This timeframe however puts the project in doubt for delivery in the current financial year and a budget revision likely required to reflect construction in 2025-26. Risk table below has been updated to reflect this likelihood.</p>

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



Regional Services

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

TIMEFRAMES

Timeframes on hold pending PRG endorsement of scope.

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	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
Civil Design unit	Designs the project	Decisions from the Sponsor/PCG

Issue

Page 2 of 3

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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 & 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. Budget revision to be considered if construction is delayed to 2025-26.</i>

RECOMMENDATIONS AND CONSIDERATIONS

Council endorses the update

6.5 PLAYGROUND RENEWAL RECOMMENDATION

File No:	15228
Attachments:	Nil
Authorising Officer:	Alicia Cutler - General Manager Community Services
Author:	Fiona Adams - Supervisor Asset Maintenance and Scheduling Emma-Jane Dwyer - Manager Community Assets and Facilities

SUMMARY

This report provides an update on the playgrounds scheduled for renewal in 24/25FY for Kerr Park and Michael O'Hanlon Park.

PRG RECOMMENDATION

THAT the Playground Renewal report be received.

COMMENTARY

Five playground manufacturers were contacted to quote on supplying playgrounds for Kerr Park and Michael O'Hanlon Park. Each of the quotes have been assessed on the needs of each park and which playground design offered the most play value.

Play value is used to describe the value that environment, object or piece of equipment brings to children's experience of play. Play value is calculated by allocating points per play value in:

- Physical play – spinning, sliding, rocking, climbing etc.
- Sensory play – tactile, auditory, visual experiences etc.
- Social play – cooperative play, social interaction, imaginative play etc.

These quotes were assessed by 3 project officers to bring to a shortlist of 3 options which were then reviewed and chosen by the Manager Community Assets & Facilities and the Manager Parks. (Being our normal procurement review process).

Kerr Park – Play Value 11

The intention is to renew the existing play space with more modern and user-friendly play equipment that suits the age range of 4 and above. To ensure we are creating a play area that accommodates for the variety of ages we will incorporate social, physical, and sensory play within the successful design.

To accompany the renewal of the playground we will also be installing new Park signage as per the Wayfinding Strategy and new park furniture. Works will be undertaken to refresh the existing signage located on the archway which will remain onsite due to its historical value to the greater community.

The chosen playground option for Kerr Park is Moduplay's Design 1 ZMC 2408-28A.

KERR PARK - DESIGN 1 ZMC 2408-28A

PROJECT PROPOSAL

**Michael O'Hanlon Park – Play Value 11**

The desired result is to renew the current equipment and increase the play value available at the Michael O'Hanlon Park. This will be achieved by installing equipment that suits a large age range, engages children in play for longer periods of time whilst also providing various developmental opportunities.

To accompany the renewal of the playground we will also be replacing the existing park sign with new signage as per the Wayfinding Strategy as well as new park furniture. Works will also occur to renew the existing cricket pitch with a similar design and additional line marking to make it a multipurpose activity station for Cricket, handball and hopscotch.

The chosen playground option for Michael O'Hanlon Park is Moduplay's Design 2 ZMC 2408-28D.

MICHAEL O'HANLON PARK - DESIGN 2 ZMC 2408-28D

PROJECT PROPOSAL

**PREVIOUS DECISIONS**

Nil previous decisions

BUDGET IMPLICATIONS

There is \$200 000 allocated in the 24/25FY playground renewal budget to cover renewals of Kerr Park and Michael O'Hanlon Park. Kerr Park design cost is \$89,562.00 and Michael O'Hanlon design cost is \$94,072.00

LEGISLATIVE CONTEXT

Council replace and maintain playground equipment to the following standards:

- Australian Standard 4685 – Playground equipment and surfacing
- Australian Standard 4422 – Playground surfacing

LEGAL IMPLICATIONS

Nil foreseen.

STAFFING IMPLICATIONS

There are adequate resources within Community Assets and Facilities Open Space team to manage the playground renewal project.

RISK ASSESSMENT

Council manages all works in accordance with the relevant Service Agreement. Delivery partners develop a detailed risk assessment for each works project and must comply with all relevant workplace health and safety laws, standards, codes of practice, Council policies and procedures.

COMMUNITIES PROJECT REFERENCE GROUP AGENDA

6 NOVEMBER 2024

CORPORATE/OPERATIONAL PLAN

Goal 2.1 Our places and spaces enhance the livability and diversity of our communities.

Goal 4.3 Our public spaces add value to our Region and our communities.

Goal 5.1 Our Region has infrastructure that meets current and future needs.

CONCLUSION

It is recommended that Council approves the recommended designs of new playgrounds for Kerr Park and Michael O'Hanlon Park using funds from the playground renewal budget.

COMMUNITIES PROJECT REFERENCE GROUP AGENDA

6 NOVEMBER 2024

6.6 ROCKHAMPTON BOTANIC GARDENS AND ZOO REDEVELOPMENT

File No: 7028
Attachments: 1. [Status Report - RBGZ 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. The status of these projects has been provided for the major projects currently underway.

PRG RECOMMENDATION

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

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, other works are 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

Status Report - RBGZ Redevelopment

Meeting Date: 6 November 2024

Attachment No: 1

COMMUNITIES PROJECT REFERENCE GROUP AGENDA

6 NOVEMBER 2024

PD-PRO-2020-011 Botanic Gardens & Zoo Redevelopment								
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			
Design & Construction	Design and Construction of RBGZ Visitor Hub Construction of the Rockhampton Botanic Gardens & Zoo Visitor Hub (Stage 1)			G	No scope change			
Project Funding and Finance								
Funding Source	Funding Amount	Project Life (10 Years) as at 08/10/2024				Traffic Light	Monthly Update	
		Actuals	Committals	Forecast	Remaining Budget			
Council Allocation:	\$15,450,450	\$4,385,046	\$5,286,832	\$0	\$7,278,572	G	No financial change	
External Funding:	\$1,500,000							
Total Project Budget:	\$16,950,450							
2024/25FY								
Budget	Actuals	Committals	Forecast	Remaining Budget	Traffic Light	Monthly Update		
\$6,440,524	\$1,136,189	\$5,286,832	\$0	\$17,502	G	No financial change		
Project Schedule								
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	08-Jan-25	24-Jan-24	15-Jan-25	61%	52%	R	Minor schedule change
Project Milestones								
Construction commencement						Date		
						19-Feb-24		
Construction: Completion of Construction of RBGZ Visitor Hub Stage 1a & b						15-Jan-25		
Commentary								
<p>* Stage 1a & Stage 1b Visitor Hub and amenities was awarded on the 24th January 2024. Contractor started on site on Monday 19th February.</p> <p>* 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.</p> <p>* Electrical underbore conduits installed, pits to be installed after school holidays starting 30th September.</p> <p>* Rock block walls to Amenities and ramps have been completed.</p> <p>* Structural steel installed to Amenities.</p> <p>* Amenities, ramp and stairs concrete floors completed.</p> <p>* Civil Road works have started to road turn around and existing garden bed island kerbs installed.</p>								
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 response letter is recommended to be issued to the funding body via the Mayors Office.				
Key Tasks & Deliverables This Month								
Structural steel fabrication & Civil Road Works								
Three Month Horizon								
Oct-2024		Nov-2024			Dec-2024			
Structural steel install and civil component of works		Structural steel install, roof, metal stud framing, landscaping			Ceilings, landscaping, fit out.			

COMMUNITIES PROJECT REFERENCE GROUP AGENDA

6 NOVEMBER 2024

6.7 RBGZ REDEVELOPMENT ZOO ENCLOSURE RENEWAL PROGRAM

File No: 7028
Attachments: 1. [Status Report - RBGZ Enclosures](#)
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 received

COMMENTARY

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

The project is currently on hold.

CONCLUSION

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

RBGZ REDEVELOPMENT ZOO ENCLOSURE RENEWAL PROGRAM

Status Report - RBGZ Enclosures

Meeting Date: 6 November 2024

Attachment No: 1

COMMUNITIES PROJECT REFERENCE GROUP AGENDA

6 NOVEMBER 2024

PD-PRO-2020-011 Botanic Gardens Zoo Enclosure Renewal Program - PROJECT ON HOLD

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.							
Detail Design	Project 3 - Refurbishment of existing Dome Aviary and repurpose to a Lemur enclosure.							
Construction	Project 5 - Repurposing existing Dome enclosure to a new enclosure.							
Project Funding and Finance								
Funding Source	Funding Amount	Project Life (10 Years) as at 08/10/2024				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							
Total Project Budget:	\$3,283,302							
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 5 - Tender Process - Dome Structure	15-Nov-24	15-Dec-24	15-Nov-24	15-Dec-24	0%	0%		
Project 5 - Construction - Dome Structure	14-Jan-25	25-Jun-25	14-Jan-25	25-Jun-25	0%	0%		
Commentary								
Project 3 - Detailed design for Dome Aviary enclosure is completed.								
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

6 NOVEMBER 2024

6.8 WALTER REID REDEVELOPMENT

File No: 7028
Attachments: 1. [Status Report - Walter Reid Redevelopment](#)
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 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

Status Report - Walter Reid Redevelopment

Meeting Date: 6 November 2024

Attachment No: 1

COMMUNITIES PROJECT REFERENCE GROUP AGENDA

6 NOVEMBER 2024

PD-PRO-2023-006 Walter Reid Redevelopment								
Monthly Status Report					Sep-2024			
Project Management								
Council Custodian:	Communities & Culture	Project Manager:	Darren Toohey		Project Phase:	Design & Construction		
Project Scope								
Activity	Scope				Traffic Light	Scope Change		
Design & Construction	Walter Reid Refurbishment - 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.				G	No scope change		
Project Funding and Finance								
Funding Source	Funding Amount	Project Life as at 08/10/2024				Traffic Light	Monthly Update	
		Actuals	Committals	Forecast	Remaining Budget			
Council Allocation:	\$3,500,000	\$205,602	\$1,588,168	\$0	\$1,706,230	G	No financial change	
External Funding:	\$0							
Total Project Budget:	\$3,500,000							
2024/25FY						Traffic Light	Monthly Update	
Budget	Actuals	Committals	Forecast	Remaining Budget				
\$1,675,112	\$55,714	\$1,588,168	\$0	\$31,230	G	No financial change		
Project Schedule								
Scope	Baseline		Forecast/Actuals				Traffic Light	Schedule Update
	Start	Finish	Start	Finish	Plan%	% Complete		
Construction / Installation	12-Aug-24	25-Apr-25	22-Aug-24	25-Jun-25	0%	10%	G	No schedule change
Project Milestones								
Construction completion						28-Mar-25		
Commentary								
Office accommodation, Roof, and Façade works have been awarded.								
The relocation of staff was completed on 2 October 2024.								
Investigation works on internal downpipes for replacement commenced by contractor.								
Scaffold installation starts on 16-17th October.								
Parapet works are scheduled to start on 17th October.								
Crane lift Scheduled for 21st October for roof materials. Roof removal to start 28th Of October.								
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.			
Key Tasks & Deliverables This Month								
Staff relocated and roof / façade works commence. Trade waste and water reticulation via a price variation request to Contractor.								
Three Month Horizon								
Oct-2024		Nov-2024			Dec-2024			
Organise staff relocation		Establish site, Start Parapet works			Roof replacement, Office fit out commence			

COMMUNITIES PROJECT REFERENCE GROUP AGENDA**6 NOVEMBER 2024**

6.9 PILBEAM THEATRE CHILLER RENEWAL

File No: 7028
Attachments: 1. **Status Report - Pilbeam Theatre Chiller Renewal**[↓](#)
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 received.

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

Status Report - Pilbeam Theatre Chiller Renewal

Meeting Date: 6 November 2024

Attachment No: 1

COMMUNITIES PROJECT REFERENCE GROUP AGENDA

6 NOVEMBER 2024

PD-PRO-2024 Pilbeam Theatre Chiller Renewal							Monthly Status Report		Sep-2024
Project Management									
Council Custodian:	Communities & Culture		Project Manager:	Nathan Everton		Project Phase:	Construction		
Project Scope									
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		
Project Funding and Finance									
Funding Source	Funding Amount	Project Life as at				08/10/2024	Traffic Light	Monthly Update	
		Actuals	Committals	Forecast	Remaining Budget				
Council Allocation:	\$0	\$10,898	\$4,900	\$0	\$984,202	G	No financial change		
External Funding:	\$1,000,000								
Total Project Budget:	\$1,000,000								
2024/25FY									
	Budget	Actuals	Committals	Forecast	Remaining Budget	Traffic Light	Monthly Update		
	\$200,000	\$10,898	\$4,900	\$0	\$184,202	G	No financial change		
Project Schedule									
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	20%	60%	G	No schedule change	
Construction contractor procurement	24-Jan-25	23-Feb-25	24-Jan-25	23-Feb-25	0%	0%	G	No schedule change	
Construction of AC	23-Feb-25	16-Sep-25	23-Feb-25	16-Sep-25	0%	0%	G	No schedule change	
Project Milestones								Date	
Design Consultation Completion								25-Nov-24	
Proposed Completion of Contractor Procurement								23-Feb-25	
Proposed Completion of Construction Phase								16-Sep-25	
Commentary									
Detailed design brief being developed. Anticipated Tender release to be in November/December 2024									
Project Plan has been completed ready for presentation to PRG									
Project has received W4Q funding									
Risk Categories	Risks (Cause, Risk, Impact)					Risk Responses			
Funding	Expenditure prior to W4Q approval will be ineligible for reimbursement under the agreement.					Funding Received, risk closed.			
Key Tasks & Deliverables This Month									
Development of project plan									
Three Month Horizon									
Oct-2024			Nov-2024			Dec-2024			
Develop design brief			Scope confirmation			Design consultant review Tender documentation			

COMMUNITIES PROJECT REFERENCE GROUP AGENDA

6 NOVEMBER 2024

6.10 PILBEAM THEATRE ROOF REPAIRS

File No: 7028
Attachments: 1. **Status Report - Pilbeam Theatre Roof Repairs**[↓](#)
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 received.

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

Status Report - Pilbeam Theatre Roof Repairs

Meeting Date: 6 November 2024

Attachment No: 1

COMMUNITIES PROJECT REFERENCE GROUP AGENDA

6 NOVEMBER 2024

PD-PRO-2024 Pilbeam Theatre Roof Repairs

Monthly Status Report

Sep-2024

Project Management

Council Custodian:	Communities & Culture	Project Manager:	Darren Toohey	Project Phase:	Construction
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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				08/10/2024 Remaining Budget	Traffic Light	Monthly Update
		Actuals	Committals	Forecast				
Council Allocation:	\$0	\$13,791	\$0	\$0	\$4,386,209	G	No financial change	
External Funding:	\$4,400,000							
Total Project Budget:	\$4,400,000							
2024/25FY								
Budget	Actuals	Committals	Forecast	Remaining Budget	Traffic Light	Monthly Update		
\$200,000	\$13,791	\$0	\$0	\$186,209	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%	27%	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

Detailed design brief being developed. Anticipated Tender release to be in November/December 2024
 Project Plan has been completed ready for presentation to PRG
 Project has received W4Q funding

Risk Categories	Risks (Cause, Risk, Impact)	Risk Responses
Funding	Expenditure prior to W4Q approval will be ineligible for reimbursement under the agreement.	Funding Received, risk closed.

Key Tasks & Deliverables This Month

Three Month Horizon		
Oct-2024	Nov-2024	Dec-2024
Confirm project procurement plan. For off season delivery.	Develop tender package.	Develop tender package.

COMMUNITIES PROJECT REFERENCE GROUP AGENDA**6 NOVEMBER 2024**

6.11 PILBEAM THEATRE CARPARK REPAIRS

File No: 7028
Attachments: 1. **Status Report - Pilbeam Theatre Carpark Repairs**[↓](#)
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 RECOMMENDATION

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

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

Status Report - Pilbeam Theatre Carpark Repairs

Meeting Date: 6 November 2024

Attachment No: 1

COMMUNITIES PROJECT REFERENCE GROUP AGENDA

6 NOVEMBER 2024

PD-PRO-2024 Pilbeam Theatre Carpark Repairs

Monthly Status Report

Sep-2024

Project Management									
Council Custodian:	Communities & Culture	Project Manager:	Daniel Farlow	Project Phase:	Construction				
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				08/10/2024	Remaining Budget	Traffic Light	Monthly Update
		Actuals	Committals	Forecast	Remaining Budget				
Council Allocation:	\$0	\$0	\$0	\$0	\$0	\$800,000	G	No financial change	
External Funding:	\$800,000								
Total Project Budget:	\$800,000								
2024/25FY									
Budget	Actuals	Committals	Forecast	Remaining Budget	Traffic Light	Monthly Update			
\$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							Complete		
Design Review							16-Dec-24		
Contractor Procurement							19-Feb-25		
Construction Phase							14-Dec-25		
Commentary									
Detailed design brief being developed. Anticipated Tender release to be in November/December 2024.									
Project Plan has been completed ready for presentation to PRG.									
Project has received W4Q funding.									
Risk Categories	Risks (Cause, Risk, Impact)					Risk Responses			
Funding	Project requires W4Q funding for it to proceed.					Funding Received, risk closed.			
Key Tasks & Deliverables This Month									
Develop project plan									
Three Month Horizon									
Oct-2024		Nov-2024			Dec-2024				
Define scope and performance specification.		Design confirmation and updated costings			Design confirmation and updated costings				

COMMUNITIES PROJECT REFERENCE GROUP AGENDA

6 NOVEMBER 2024

6.12 KERSHAW GARDENS WATERFALL STRUCTURE REPAIRS

File No: 7028
Attachments: 1. [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 received.

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 GARDENS WATERFALL STRUCTURE REPAIRS

Status Report – Kershaw Gardens Waterfall

Meeting Date: 6 November 2024

Attachment No: 1

COMMUNITIES PROJECT REFERENCE GROUP AGENDA

6 NOVEMBER 2024

PD-PRO-2024 Kershaw Gardens Waterfall Structure Repairs

Monthly Status Report

Sep-2024

Project Management								
Council Custodian:	Parks	Project Manager:	Rosanna Jeffery	Project Phase:	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. This project aims to refurbish the waterfall to extend its life and improve operations and safety.				G	No scope change		
Project Funding and Finance								
Funding Source	Funding Amount	Project Life as at 08/10/2024				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							
Total Project Budget:	\$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	0%	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								
Project brief is completed and issued for procurement, quotes due to be received end of November. Scope includes 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 Façade 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.			
Key Tasks & Deliverables This Month								
Three Month Horizon								
Oct-2024		Nov-2024			Dec-2024			
Project Design Brief to be released for procurement		Return from procurement, and award of consultant			Preliminary design / investigations to be completed toward end of Jan.			

COMMUNITIES PROJECT REFERENCE GROUP AGENDA

6 NOVEMBER 2024

6.13 NORTH ROCKHAMPTON SPORTS PRECINCT - PROJECT PLAN

File No: 7028
Attachments: 1. [Project Plan - NR Sports Precinct](#)
Authorising Officer: Peter Kofod - General Manager Regional Services
Author: Andrew Collins - Manager Project Delivery

SUMMARY

Project Plan for Community Department Capital project currently managed by the Project Delivery Unit.

PRG RECOMMENDATION

THAT the North Rockhampton Sports Precinct Project Plan be received.

COMMENTARY

Project Plan for the North Rockhampton Sports Precinct has been completed and is attached.

NORTH ROCKHAMPTON SPORTS PRECINCT - PROJECT PLAN

Project Plan - NR Sports Precinct

Meeting Date: 6 November 2024

Attachment No: 1



Regional Services

PROJECT PLAN	
PROJECT REFERENCE GROUP	
Project Title	Rockhampton Sports Precinct
Project Asset Owner	Communities
Project Manager	Andrew Collins
Project Reference Group	Communities
Date Prepared	October 2024

PROJECT PURPOSE

The Rockhampton Sports Precinct (the Precinct) Master Plan has been developed to provide a contemporary, regional scale, multipurpose sports precinct. It has been identified that within the region that current community sporting facilities are lacking, and this significant facility will benefit the community while providing a long-term approach for future regional sports demand within Central Queensland.

Master planning is now complete and was endorsed by Council and taken the community for consultation in October 2023. Further to this, the first stage has been announced as the netball outdoor hard courts with Council advocating for funding support from the State and Federal Governments.

This purpose of this project is to collaborate with an industry specialist with proven expertise in sporting precinct and community facilities design and detailed business case development to take the project to being considered investment and construction ready.

- SCOPE**
- Phase 1: Preliminary Design and Project Planning Approval**
- Preliminary Plans, drawings, models, and imagery of each Staged Package outlined within tender documentation.
 - Design Report Phase 1
 - Appearance and function development from initial Concept
 - DA Lodgement and public notification
 - Detailed Geotechnical Investigations
 - Geotechnical Factual Report including laboratory testing and
 - Utility Services Investigations
 - Detailed design of the North Rockhampton Sports Precinct
 - Project-related media and communications



Regional Services

SCOPE

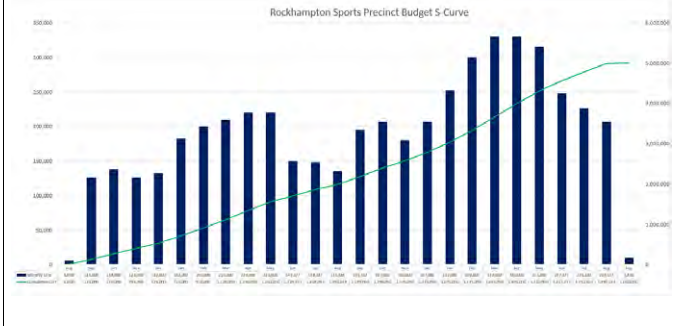
- Phase 2: Detailed Design Development and Business Case**
- Development of a Strategic Delivery and for Construction Packages
 - Comprehensive Functional Description for North Rockhampton Sports Precinct
 - Costing Plan for Construction
 - Detailed Business Case
 - Design Report Phase 2
 - Presentation Graphics
 - Final BIM Model and Documentation
 - Plans, drawings, models, and imagery of each Staged Package outlined within tender documentation.

BUDGET

This project is currently funded by the Queensland Government, Department of Tourism and Sport (Sport and Recreation).

The project is estimated at a total cost of approximately \$5 million, which is comprised of the design requirements, project administration and management.

The Cashflow for the Project is shown in the graph below.



COMMUNITIES PROJECT REFERENCE GROUP AGENDA

6 NOVEMBER 2024



Regional Services

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.

Milestone / Task	Expected Start Date	Expected Finish Date
Funding agreements signed	Completed	
Complete Application for PDA revision for Land use, design brief specifications, and Tender Documentation	Completed	
Engagement of Consultant For Design Development and Project Planning Approval Package	20/12/2024	05/12/2026
Phase 1: Whole of Site Preliminary Planning	09/09/2025	02/12/2025
Phase 2: Detailed Design for Whole Of Site	29/07/2026	02/12/2025
Engagement of Consultant For Project Validation Report Package	20/12/2024	30/09/2026
Phase 1: Masterplan Validation	05/03/2025	30/06/2025
Phase 2: Project Validation Report	30/07/2026	30/06/2025

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
Queensland Government	Funding Source	Email invitations, milestone media updates
Sponsor / Client Department Rep	Key decision maker	Project Monthly Report Risks and issues Change Requests >\$50K
Mayor and Councillors Project Reference Group	Project Direction	Consultation and endorsement of key deliverables Project performance status Impacts of issues Risks and issues

Issue October 2024

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Page 3 of 4



Regional Services

RISK	
Current significant risk categories and the mitigation proposal are presented in the following Risk table.	
Risk Category	Proposed Mitigation
Scope Creep impacting the Project budget	Project Manager is the only person authorised to instruct contractors and Consultant on contractual matters. Contract to set out roles & 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.
Project Approvals not received within required timeline	Project controls and program in place to manage timelines and deadlines associated with approvals. Design consultant engaged where required to complete documentation and early planning
Project Safety uncontrolled	Safety in Design process employed. Site safety plans and method of work statements. Compliance inspection regime engaged.
Project Deadlines not being met, impacting the project timeline.	Project controls and program in place to manage expectations and delays.
Inclement Weather	Preliminary investigations are to be completed outside and will be directly affected by inclement weather conditions.

COMMUNITIES PROJECT REFERENCE GROUP AGENDA

6 NOVEMBER 2024

6.14 KERSHAW GARDENS WATERFALL STRUCTURE - PROJECT PLAN

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

SUMMARY

Project Plan for Community Department Capital project currently managed by the Project Delivery Unit.

PRG RECOMMENDATION

THAT the Kershaw Gardens Waterfall Structure Project Plan be received.

COMMENTARY

Project Plan for the Kershaw Gardens Waterfall Structure has been completed and is attached.

KERSHAW GARDENS WATERFALL STRUCTURE - PROJECT PLAN

Project Plan - Kershaw Waterfall

Meeting Date: 6 November 2024

Attachment No: 1



Regional Services

PROJECT PLAN	
PROJECT REFERENCE GROUP	
Project Title	Kershaw Gardens Waterfall
Project Asset Owner	Communities
Project Manager	Andrew Collins
Project Reference Group	Communities
Date Prepared	November 2024

PROJECT PURPOSE

The Kershaw Gardens Waterfall was originally constructed between 1988 and 1989, making the structure approximately 34 years. Due to the age of the structure, it is now reaching 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 restore and stabilise the waterfall to preserve its sentimental value while prolonging the life of the structure.

SCOPE

The scope of this project involves the investigation and design works required to stabilise the existing Kershaw Waterfall Structure and relocate the internal pumping system to a new suitable external structure.

- Conduct thorough investigations of foundations, surrounding and internal structure.
- Stabilisation of the Waterfall Feature
- Relocation of the Pump Room
- General Façade repairs to the slumping, cracking / spalling, and cold joint defects as required.
- To accessible areas of façade, installation of internal props and horizontal tie rectification
- Permanent installation of props to replace any remaining temporary props, with the addition of appropriate covering to blend surroundings.
- Rectification of subsidence / scour to the top of the Façade structure.

COMMUNITIES PROJECT REFERENCE GROUP AGENDA

6 NOVEMBER 2024



Regional Services

BUDGET
The project is funded by Rockhampton Regional Councils 2024/25 FY Budget and the 2025/26 FY Budget, for a total project budget of \$2,650,000.
Design development will include a P90 Estimate for tender benchmarking.

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.

Milestone / Task	Expected Start Date	Expected Finish Date
<i>Design Tender</i>	<i>Issued</i>	<i>Nov-2024</i>
<i>Detailed Design and Specifications</i>	<i>21-Nov-2024</i>	<i>01-Jul-2025</i>
<i>Construction</i>	<i>15-August-2025</i>	<i>01-Oct-2026</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>Sponsor / Client Department Rep</i>	<i>Key decision maker</i>	<i>Project Monthly Report Risks and issues Change Requests >\$50K</i>
<i>Council Project Reference Group</i>	<i>Project Direction</i>	<i>Consultation and endorsement of key deliverables Project monitoring Risks</i>



Regional Services

RISK	
Current significant risk categories and the mitigation proposal are presented in the following Risk table.	
Risk Category	Proposed Mitigation
Scope Creep impacting the Project budget	Project Manager is the only person authorised to instruct contractors and Consultant on contractual matters. Contract to set out roles & 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.
Project Approvals not received within required timeline	Project controls and program in place to manage timelines and deadlines associated with approvals. Design consultant engaged where required to complete documentation and early planning
Project Safety uncontrolled	Safety in Design process employed. Site safety plans and method of work statements. Compliance inspection regime engaged.
Project Deadlines not being met, impacting the project timeline.	Project controls and program in place to manage expectations and delays.
Inclement Weather	Preliminary investigations are to be completed outside and will be directly affected by inclement weather conditions.
Environmental Impact	Preliminary investigations are to be completed to determine repair impact on the developed ecosystem surrounding the waterfall.

COMMUNITIES PROJECT REFERENCE GROUP AGENDA

6 NOVEMBER 2024

6.15 DESIGN & INSTALLATION OF ANIMAL STATUES FOR THE ROCKHAMPTON BOTANIC GARDENS & ZOO

File No: 16088
Attachments: 1. [Extract from Quotation Package](#)
Authorising Officer: Peter Kofod - General Manager Regional Services
Author: Andrew Collins - Manager Project Delivery

SUMMARY

The Construction of the New Visitor Hub and Amenities at the Rockhampton Botanic Gardens & Zoo, includes the supply and installation of Animal Statues on the developed site to enhance the visitor experience.

PRG RECOMMENDATION

THAT on completion of the tender evaluation process, a report detailing the recommended tender offer be presented to Council.

COMMENTARY

Works are well underway with the construction of the new Visitor Hub and Amenities at the Rockhampton Botanic Gardens and Zoo. This work is being carried out by a Construction Contractor under contract 15633. Additionally, to fulfill the project scope as outlined in the funding agreement with the Building Better Regions Fund (Round 5), there is a requirement for the installation of statues to provide photo opportunities etc at the site. A separate tender has been developed for this works.

BACKGROUND

Please find attached an extract from the Quotation 16088 for the “*Design and Installation of Animal Statues for the Rockhampton Botanic Gardens and Zoo*”. This document provides very specific details on the objectives, scope, and requirements. The tender closes on the 30 October 2024.

PREVIOUS DECISIONS**Council previously resolved on the 25 July 2023**

THAT Council progresses to construct Option 1 “Master Planned Amenities Option”, as detailed in the report, subject to the Building Better Regions Fund grant funding remaining substantially intact.

Moved by: Councillor Rutherford

Seconded by: Mayor Williams

MOTION CARRIED UNANIMOUSLY

BUDGET IMPLICATIONS

A Capital Budget allowance has been made in the Project of \$100k for the Statues. The tender targets a value between \$50k-\$100k.

LEGISLATIVE CONTEXT

NA

LEGAL IMPLICATIONS

NA

STAFFING IMPLICATIONS

NA

COMMUNITIES PROJECT REFERENCE GROUP AGENDA

6 NOVEMBER 2024

RISK ASSESSMENT

The tender criteria and evaluation process will consider risks associated safety, maintenance, visitor misbehavior (Durability) aesthetic concerns and cost.

CORPORATE/OPERATIONAL PLAN

The Rockhampton Botanic Gardens & Zoo Redevelopment supports the following Corporate Plan action:

Our Community Goal 2.1 "Our places and spaces enhance the live ability and diversity of our communities".

The Zoo Entrance Area Project is identified as a *Significant Capital Project* in Council's Operational Plan for our Community.

CONCLUSION

To fulfill the obligations of our funding agreement and to complete the project that offers a unique visitor experience at the Zoo, the installation of statues must be incorporated into the project scope. Tender 16088 outlines the procurement process and assessment criteria.

DESIGN & INSTALLATION OF ANIMAL STATUES FOR THE ROCKHAMPTON BOTANIC GARDENS & ZOO

Extract from Quotation Package

Meeting Date: 6 November 2024

Attachment No: 1



Design and Installation of Animal Statues for the Rockhampton Botanic Gardens & Zoo

Revitalise, develop and integrate the facilities, infrastructure and operations across the Botanic Gardens and Zoo, to support its future growth, while focusing on the preservation of its history.

The vision for the Redevelopment is underpinned by two primary objectives:

- **Objective 1:** Rejuvenation of the Green Jewel of Central Queensland and a premier regional botanical and zoological centre of excellence meeting diverse expectations and experiences of the local and visiting communities.
- **Objective 2:** Recognised centre for preservation, research and education for flora and fauna.

Project Objectives

The project objectives for the design and installation of animal statues include but is not limited to:

- To induce engagement, via social media, and provide photo opportunities for locals and visitors alike to showcase the Rockhampton Botanic Gardens and Zoo.
- To educate locals and visitors to the Rockhampton Botanic Gardens and Zoo of both native and exotic animals within or around the broader Botanic Gardens site.
- To educate people about the importance of fauna and biodiversity in sustaining the health and function of the ecological system.
- To raise the profile of wildlife tourism in the region.
- To improve public amenity of the site increasing visitation and length of stay in the region, and generate greater local and tourism expenditure.
- To add to Rockhampton's growing reputation as a destination for public art.
- Encourage local community artists participating in the project.

2.0 Project Overview

The Rockhampton Botanic Gardens evolved into its present-day form through the individual methodologies put in place by each of the curators that have served in the office since planting of the Gardens first commenced in 1873. The Zoo was formally established at its current location in 1925.

Council is in the progress of appointing a construction contractor to commence one of the key major projects under the redevelopment, the 'Rockhampton Botanic Gardens & Zoo Visitor Hub'.

The 'Visitor Hub' project encompasses the construction of:

- Amenities facility accessible internally and externally from the Zoo, including appropriate DDA compliant access.
- Landmark contemporary entrance facility with the capacity to provide information to visitors and monitor and control customer check in and visitor counts.
- Multi-purpose building for use by Council and the public for school and tour groups as an example.
- Gathering space and courtyard for pre and post visitation experiences.

The intention is for the installation of these animal statues to be located within the external gathering (Plaza) area and support the activation of the project and the Botanic Gardens.



3.0 Scope of Works

The scope of works is for the design and installation of three (3) animal statues within the plaza area, as shown in Figure 2 and 3. Current locations are shown as indicative only. Final location and placement will be agreed to between Council and the successful offerer.

The brief for the animal statues is as follows:

- Statue(s) must be creative. Council is not looking for standard representations of animals, but rather distinctive and highly engaging installations that will make the Botanic Gardens and Zoo unique.
- Statue(s) must be constructed from appropriate materials that will withstand the outdoor nature of the site and last for a considerable amount of time. Council is not accepting ephemeral statues or works for this engagement. Offerers are to nominate their selected material(s).
- Statue(s) must encourage and invite 'photo opportunities'. This is likely to involve children and adults physically climbing, leaning and/or touching the statues. This must be strongly considered in the design, installation and final location selection. Offerers must clearly state if there statues are proposed to be suitable for climbing/leaning/touching or if it is display only. Council's prefer would be to encourage physical interaction.
- Statue(s) may encompass multiple species, or if relevant to the context, a single notable species.
- Statue(s) can be presented realistically or stylistically, alone or in the context of the locally significant geological or geographical features of the Botanic Gardens.
- Animals can be presented within their 'natural' habitats or alternative as relevant to the context.
- Statue(s) shall not have any moving or sharp parts that can create pinch points or cause injury.
- Statue(s) will not have access to power or water on-site.

Artists are encouraged to consider and submit multiple options and concepts of statues. Each statue will need to be supported by an interpretative story board that gives a description of the option, including the inspiration/story behind the option and a clear and detailed visualizing/sketch of the option.

Each statue must also include sufficient detailed description around the materials intended to be used to create the statue, along with an estimated price to design and install the statue. Offerers need to consider the texture, value and space with the statues and their location within the Botanic Gardens & Zoo.

7 CLOSURE OF MEETING

**11.2 QUARTERLY MINOR PROJECT STATUS REPORT FOR COMMUNITY SERVICES
- JULY TO SEPTEMBER 2024**

File No: 8148

Attachments: 1. **Quarterly Minor Projects Report for
Community Services - July to September
2024**[↓](#)

Authorising Officer: Ross Cheesman - Deputy Chief Executive Officer

Author: Marnie Taylor - Chief Financial Officer

SUMMARY

The Quarterly Minor Project Status Report for Community Services Departments for the period July to September 2024.

OFFICER'S RECOMMENDATION

THAT the Quarterly Minor Project Status Report for Community Services be received.

COMMENTARY

In addition to the reporting on Major and Significant Projects to the Communities and Infrastructure Project Reference Groups, the Capital Project Framework Policy requires the quarterly reporting of all minor projects in Council's 2024/2025 Capital Budget.

The attached report is the quarterly report to the Communities Committee for minor projects within Community Services for the period 1 July 2024 to 30 September 2024.

Commentary is provided against most projects, however Managers will speak to the report if required. Please note that the areas with red font are either part of a budget for program works, which will be adjusted as required, or do not have a 2024/2025 budget allocated, which will need reallocation from other projects in a budget review.

**QUARTERLY MINOR PROJECT
STATUS REPORT
FOR COMMUNITY SERVICES
JULY TO SEPTEMBER 2024**

**Quarterly Minor Projects Report for
Community Services - July to
September 2024**

Meeting Date: 19 November 2024

Attachment No: 1

Capital Project Report - Community Projects - QTR1

Completion % vs Budget 29%

Grand Total 11,002,117 1,260,152 1,914,428 3,174,580 7,827,536 10,742,117 29,783,900

Project Number	Project Description	Current Approved Budget	Current Year Actuals	Committals	Actuals + Committals	Remaining Budget	Budget 24/25 - Current Submission	Future Budget Submissions 25/26 Onwards	Project Manager	Estimated / Actual Commencement Date	Estimated Completion Date	Quarter 1 Comments	Quarter 2 Comments
Community Assets & Facilities													
1148917	[R] Rockhampton Botanic Gardens - Residence repairs	80,000	8,821	9,218	18,039	61,961	80,000	-	Damon Richardson	01/07/2024	30/06/2025	Roof, gutter and storm water defects have been rectified	Stumps, verandah repairs scheduled to commence.
1126001	[U] Parks Electrical Assets	80,000	621	-	621	79,379	80,000	-	Damon Richardson	18/11/2024	25/11/2024	PO raised for switchboard replacement at Botanical Gardens Kiosk	Switchboard upgrade scheduled to commence.
1148931	[R] Gracemere Community Hall - Internal Painting.	100,000	62,297	-	62,297	37,703	100,000	-	Damon Richardson	01/07/2024	30/03/2025	Paint of internal walls complete.	Louvers to be repaired and colour matched.
0943056	[R] Amenities Program Renew and Upgrade	440,419	1,100	154,995	156,095	284,324	440,419	2,940,000	Zac Tomkins	01/07/2024	30/06/2025	Quote process undertaken.	Works scheduled to commence on Queens Park.
1061608	[N] AMC -Quarantine and young dog isolation demountable building	150,000	-	-	-	150,000	-	543,000				Money moved elsewhere for this project and captured in line 66 (Project 1160582). Future year budgets is for AMC extension.	
1126032	[R] Mt Morgan Rail complex external works	60,000	-	36,970	36,970	23,030	60,000	-	Damon Richardson	01/07/2024	30/06/2025	Commenced the paint at the front of the Mt Morgan Rail	Commence the paint at the public facing façade of the Goods Shed
1126038	[N] Mt Morgan Cemetery extension	100,000	21,187	615	21,802	78,198	100,000	320,000	Emma-Jane Dwyer	01/07/2024	30/06/2025	Waiting on concept design	
0976085	[R] Rton Showgrounds Switchboard enclosure Renewal	250,000	-	-	-	250,000	250,000	-	Damon Richardson	01/10/2024	30/03/2025		RPEQ Engineering and design to be received. Once received, PO to be raised and works commence.
1159870	[R] Kershaw Gardens Rapids Bridge	124,000	-	138,502	138,502	(14,502)	124,000	-	Zac Tomkins	01/06/2024	30/03/2025	Parts on order	Works to commence December 2024
1160129	RSP Back-Up Generator (Exp)	394,000	4,938	2,100	7,038	386,962	394,000	-	Zac Tomkins	01/07/2024	30/06/2025	Tender documentation prepared	Tender process to be undertaken
1160541	[R] Masonic Lodge Refurbishment	80,000	-	17,940	17,940	62,060	80,000	-	Damon Richardson	01/07/2024	30/03/2025	Restumping completed	Painting to commence.
1160563	[N] Gallagher Upgrades	50,000	18,293	59,600	77,893	(27,893)	50,000	500,000	Damon Richardson	01/07/2024	30/06/2025	All orders for 24/25 raised. All works completed except Pilbeam Theatre. Pilbeam Theatre scheduled for Q3.	
1160565	[R] Bird Aviary Remesh	200,000	-	-	-	200,000	200,000	200,000	Damon Richardson	01/10/2024	30/06/2026	Waiting on quotes	
1159236	Council Depots Asphalt Renewal	4,000	3,709	-	3,709	291	4,000	-				Works rolled into Depot Masterplan	
1159237	Memorial Gardens - Syngie St proposal	84,500	6,562	98,892	105,453	(20,953)	84,500	3,110,000	Emma-Jane Dwyer	01/07/2024	30/06/2025	Concept design in progress	Concept design in progress
1159239	[U] City Hall Precinct - Upgrade/replacement of essential power generator	30,027	11,441	2,700	14,141	15,886	30,027	-	Emma-Jane Dwyer	01/07/2024	30/12/2024	Generator commissioned	Switchboard upgrades to be completed
1160558	[R] Archer Park railway AC replacement	75,000	-	47,680	47,680	27,320	75,000	-	Damon Richardson	01/07/2024	30/03/2025	Order raised	AC to be installed
1160559	[N] Dump point Gracemere	50,000	482	-	482	49,518	50,000	-	Zac Tomkins	01/07/2024	30/06/2025	Works awarded	Works to commence in Q2
1160140	Memorial Gardens - close in back chapel	250,000	7,552	135,421	142,973	107,027	250,000	-	Damon Richardson	01/07/2024	30/06/2025	Works commenced	Works to be completed in Q2
1160143	[R] Roller Door Renewals	57,000	10,680	17,584	28,263	28,737	57,000	400,000	Damon Richardson	01/07/2024	30/06/2025	Walter Reid completed. Replace as fail.	
1160146	[R] Bauhinia House Fire Panel	64,000	30,274	29,041	59,315	4,685	64,000	-	Damon Richardson	01/07/2024	30/12/2024	PO raised	Works to be completed in Q2
1160147	[R] Park signage & Furniture	50,000	13,994	-	13,994	36,006	50,000	500,000	Damon Richardson	01/07/2024	30/06/2025	Works scheduled to coincide with playground and shade installations	
1160148	[R] Northside Pool Slide Repolish	440,000	-	-	-	440,000	440,000	-	Damon Richardson			Works Complete - invoices still to be received	
1160343	[R] Southside 50m Pool lighting	26,000	7,123	-	7,123	18,877	26,000	-	Damon Richardson	01/10/2024	30/06/2026	Failed lights replaced. Other lighting replacements deferred until 25/26 due to equipment availability.	
1160344	[N] Bajool Amenities Irrigation System	42,600	-	-	-	42,600	42,600	-	Damon Richardson			Works Complete in 23/24 - no more invoices to come	
1160449	[R] Juds Park Cricket Nets	55,000	36,580	-	36,580	18,420	55,000	-	Damon Richardson			Works Complete	
1160545	[R] Field Lighting program	350,000	-	-	-	350,000	350,000	3,500,000	Damon Richardson	01/07/2024	30/06/2025	Orders raised for Woods Park and Victoria Park	ITQ for Showgrounds lighting to be released in Q2
1160546	[R] Gracemere library retaining wall replacement	100,000	-	103,513	103,513	(3,513)	100,000	-	Damon Richardson	01/07/2024	30/03/2025	Works commenced	
1160547	[R] Custom House Carpet	30,000	713	2,550	3,263	26,737	30,000	-	Zac Tomkins	01/07/2024	30/06/2025		Application for heritage exemption to be applied for.
1160548	[R] Kershaw Wetplay chlorinator replacement	15,000	-	-	-	15,000	15,000	-	Damon Richardson			Works Complete in 23/24 - no more invoices to come	
1160549	[R] Riverside Wetplay chlorinator replacement	80,000	27,255	-	27,255	52,745	80,000	-	Damon Richardson			Works Complete	
1160550	[R] Southside 25m chlorinator replacement	70,000	25,015	-	25,015	44,985	70,000	-	Damon Richardson			Works Complete	
1160551	[R] Woodworkers guild building repairs	100,000	44,355	-	44,355	55,645	100,000	-	Damon Richardson	01/07/2024	30/06/2025	Stump works commenced	Stump works to be completed and enclosing under the building to commence
1160552	[R] Jardine Park kiosk repairs	20,000	-	-	-	20,000	20,000	-	Zac Tomkins	01/07/2024	30/06/2025	Consultation with Netball being undertaken	
1160553	[R] Welfare house kitchen refit	20,000	-	-	-	20,000	20,000	-	Damon Richardson	01/07/2024	30/06/2025	Quotes received - awaiting suitable time from tenants to commence	
0983908	[R] City Hall Refurbishment	200,000	-	25,540	25,540	174,460	200,000	650,000	Emma-Jane Dwyer	01/07/2024	30/06/2025	Excess material excavated from under City Hall to improve damp / moisture issues.	Master plan development to continue into Q2
0984152	[N] Access and Equity Upgrade Projects	119,000	29,227	38,140	67,367	51,633	119,000	360,000	Damon Richardson	01/07/2024	30/06/2025	Works commenced to make Chapel at Memorial Gardens DDA compliant.	Works to commence to design platform works for Archer Park (Design only)
1159857	[R] Archer Park Railway Front Entry Renewal	130,000	16,894	-	16,894	113,106	130,000	-	Damon Richardson	01/07/2024	30/06/2025	Works commenced	
1159863	[R] Trade Waste Renewals	79,000	-	13,109	13,109	65,891	79,000	700,000	Damon Richardson	01/07/2024	30/06/2025		Works to commence in Q2
1160149	[R] Bollards, Fencing, Gates	176,000	23,770	-	23,770	152,230	176,000	1,500,000	Damon Richardson	01/07/2024	30/06/2025		Works to be scoped in Q2
1160152	[R] Kershaw Monorail Karts	80,000	47,239	-	47,239	32,761	80,000	-	Damon Richardson			Works Complete - remaining funds reviewed as part of budget review	
1160357	[U] Athelstane disabled ramp	11,000	10,899	-	10,899	101	11,000	-	Damon Richardson			Works Complete	
1160554	[R] Southside pool drain repairs	50,000	24,320	-	24,320	25,680	50,000	-	Zac Tomkins	01/07/2024	30/06/2025	Platform at head of 50m pool raised	Drains scheduled for replacement
1160555	[R] Historic library roof & gutters	50,000	-	-	-	50,000	50,000	-	Damon Richardson	01/07/2024	30/06/2025		Consultant report scheduled to be received
1160556	[R] Southside pool balance tank relining	50,000	155	-	155	49,845	50,000	450,000	Zac Tomkins	01/07/2024	30/06/2025	Inspections completed on all balance tanks	Report to Communities Committee scheduled
1160557	[R] Walter Reid Lapidary Club AC replacement	60,000	-	44,856	44,856	15,144	60,000	-	Damon Richardson	01/07/2024	30/06/2025	Order raised	Works to be scheduled as part of re-roof project

Grand Total 11,002,117 1,260,152 1,914,428 3,174,580 7,827,536 10,742,117 29,783,900

Project Number	Project Description	Current Approved Budget	Current Year Actuals	Committals	Actuals + Committals	Remaining Budget	Budget 24/25 - Current Submission	Future Budget Submissions 25/26 Onwards	Project Manager	Estimated / Actual Commencement Date	Estimated Completion Date	Quarter 1 Comments	Quarter 2 Comments
1159260	Asset Disposal	294,000	11,540	32,113	43,653	250,347	294,000	150,000	Emma-Jane Dwyer	01/07/2024	30/06/2025		ITQ for Westwood amenities to be released
1159745	[U] North Rockhampton Cemetery Entry	190,000	-	-	-	190,000	190,000	-	Emma-Jane Dwyer	01/07/2024	30/06/2025		Design to be completed
1159746	[R] 220 Quay st reroof	386,000	268,423	71,911	340,333	45,667	386,000	-	Emma-Jane Dwyer	01/07/2024	30/06/2025	Works ongoing to meet Practical completion as defined in the contract	Works ongoing to meet Practical completion as defined in the contract
1159750	[U] Elizabeth park lighting	338,000	1,552	331,365	332,917	5,083	338,000	-	Emma-Jane Dwyer	01/07/2024	30/03/2025	Works commenced and scheduled for completion in Q3	
1047097	[U] CCTV Camera Upgrades	100,000	44,745	51,352	96,097	3,903	100,000	450,500	Damon Richardson	01/07/2024	30/06/2025	Works Complete	
1076534	[R] Access Road renewal program - priorities provided by Civil Operations	50,000	621	-	621	49,379	50,000	500,000	Zac Tomkins	01/07/2024	30/06/2025	Scope of works completed.	Waiting on availability of resources to execute
1076543	[R] Air-conditioner Replacement Program	200,000	3,990	147,092	151,082	48,918	200,000	1,060,400	Damon Richardson	01/07/2024	30/06/2025	Replacements scheduled as they fail	
1148908	[R] Schotia Place - Complete Internal repaint	46,000	-	41,650	41,650	4,350	46,000	-	Damon Richardson	01/07/2024	30/03/2025	Painting complete	Ceiling fans scheduled for replacement
1160582	[N] Gracemere AMC - New Quarantine Donga	-	-	23,650	23,650	(23,650)	150,000	-	Damon Richardson	01/07/2024	30/06/2025	Raised PO for construction and delivery of the facility	Works not scheduled to commence until Q3
1158824	[R/U] Fleet Gracemere Workshop Extensions	-	576	14,700	15,276	(15,276)	-	-	Emma-Jane Dwyer			Late invoice received. Budget required considered as part of Capital Budget review	
1159245	[U] Rockhampton Tennis - Stormwater remediation	-	163	28,094	28,257	(28,257)	-	250,000	Emma-Jane Dwyer			Works paused. Budget commitments to be spent in future years pending report to Council of Victoria Park Tennis redevelopment.	
1159865	[N] Mount Morgan Local Heritage Register	-	3,705	7,990	11,695	(11,695)	-	-	Emma-Jane Dwyer			Works Complete - committals to be closed (unspent) and actuals to be considered as part of Capital Budget review	
1159748	[N] Energy study to determine next solar sites & EV charging sites	-	327	5,269	5,596	(5,596)	-	-	Emma-Jane Dwyer			Committals to be closed (unspent) Budget required considered as part of Capital Budget review	
1159754	McLeod Park - lighting	-	1,757	-	1,757	(1,757)	-	-	Emma-Jane Dwyer			Late invoice received. Budget required considered as part of Capital Budget review	
Subtotal - Community Assets & Facilities		6,730,546	832,895	1,734,151	2,567,046	4,163,499	6,730,546	18,083,900					
Communities & Culture													
0946189	[N] Artwork acquisitions Art Gallery	45,000	-	-	-	45,000	45,000	290,000	Jonathan McBurnie	01/01/2025	30/06/2025	Nil	Nil
0988081	[R] Pilbeam Theatre Overhead Stage Lighting Equipment	98,000	91,957	-	91,957	6,043	98,000	-	Mark Millett	01/07/2024	31/03/2025	Equipment ordered	Majority of equipment delivered final elements on order
1160521	Neilsens House Stage 2	60,000	-	-	-	60,000	60,000	-	Pat Lillieboe	01/02/2025	30/06/2025	Nil	Quotation being reviewed works to be completed 3&4 Qtr
1160375	Security Upgrade of Service Desk Library Technology Centre	6,800	6,799	-	6,799	1	6,800	-	Samantha Shelbourn	01/07/2025	31/12/2024	Completed	Completed
1160522	Returf and Drainage Showgrounds Centre Ring	146,258	-	-	-	146,258	146,258	-	Mark Millett	01/07/2024	TBC	Project scoping commenced	Works being broken into components to confirm priority and practicality of works
1160523	Rockhampton Heritage Village - Internal Road Repairs	80,000	-	-	-	80,000	80,000	-	Pat Lillieboe	05/11/2024	08/11/2024	Works being planned	Works downgraded and planned for completion Q2 Est \$15k
1160524	Alter Piano Store	16,000	-	-	-	16,000	16,000	-	Mark Millett	01/07/2024	30/09/2024	Completed. incorrectly charged to Operational	Charge to be adjusted from operational to capital
1160526	Adjustment of Childcare Office Space	35,000	-	-	-	35,000	35,000	-	Kylie Hoare			Nil	To be considered in 25/26
0983857	[R] North Rockhampton Library	3,600	-	-	-	3,600	3,600	-	Samantha Shelbourn			Nil	Carry forward budget and can be removed.
0983863	[R] City Occasional Child Care Centre	80,000	19,410	49,990	69,400	10,600	80,000	-	Kylie Hoare	01/07/2024	31/03/2025	Reception desk renewal completed	Southern Awning Renewal scheduled
0984138	[U] Pilbeam Theatre - Upgrade Sound System (Monitors)	40,000	38,273	-	38,273	1,727	40,000	-	Mark Millett	01/07/2024	30/09/2024	Equipment ordered	Completed. Equipment Delivered
1159057	[N] Gold Patron Program - Art work	120,000	-	-	-	120,000	120,000	600,000	Jonathan McBurnie	01/07/2024	31/12/1954	Nil	Work purchased in Q2
1159058	Commissioning Collective	85,000	-	-	-	85,000	85,000	300,000	Jonathan McBurnie	01/07/2024		Working with artist	Working with Artist initial tranche of payment Q4
0984160	[N] RFID System Upgrade	36,000	-	-	-	36,000	36,000	-	Samantha Shelbourn			This project should be postponed until 25/26	
1047099	[R] Pilbeam Theatre Follow Spots	47,500	43,531	-	43,531	3,969	47,500	-	Mark Millett	01/07/2024	31/07/2024	Equipment ordered and delivered	Completed
1047102	[R] Replace Theatre Masking / Curtains / Drapes	80,000	66,190	10,092	76,282	3,718	80,000	-	Mark Millett	01/07/2024	30/11/2024	Equipment ordered	Specifications refined
1160520	HV Horse Shelter	55,000	-	-	-	55,000	55,000	-	Pat Lillieboe		30/06/2025	Nil	Quotation being reviewed works to be completed 3&4 Qtr
1160374	History Centre Shelving Photo Neg Collection	-	1,742	-	1,742	(1,742)	-	-	Samantha Shelbourn			Works to complete security measures in Library	
0983858	[R] Rockhampton Regional Library Renewal Program	-	9,126	-	9,126	(9,126)	-	-	Samantha Shelbourn			Works to complete security measures in Library	
1160249	[R] City Occasional Child Care - Shade Structure replace	-	-	21,900	21,900	(21,900)	-	-	Kylie Hoare			Needs to be transferred to Project No. 0983863	
Subtotal - Communities & Culture		1,034,158	277,027	81,982	359,010	675,148	1,034,158	1,190,000					
Parks													
1125999	[R] Water Fountain renewals	100,000	1,550	-	1,550	98,450	100,000	200,000	Damon Richardson	01/07/2024	30/06/2025	Minor works commenced on all fountains, major works deferred until 25/26 due to resourcing.	
1148835	[N] Jardine Park Courts Upgrade Contribution	140,000	-	-	-	140,000	140,000	-	Zac Tomkins	01/07/2024	30/06/2025	Order raised for design for tender to be released in Q3	
1148966	Upgrade Botanic Gardens Irrigation Network	100,000	-	-	-	100,000	100,000	1,000,000	Aaron Pont				Watching. Curator recruitment required before projects commence
1158296	[N] Botanic Gardens - Improvements in Planting/Horticultural Displays	50,000	-	-	-	50,000	50,000	500,000	Aaron Pont				Watching. Curator recruitment required before projects commence
1159755	[R] Parks Renewals	160,000	-	-	-	160,000	-	1,600,000				This was flagged as Contingency Funds - will be adjusted in October budget review	
0580850	[N] Shade Construction Program	229,000	-	-	-	229,000	229,000	1,600,000	Damon Richardson	01/07/2024	30/06/2025		Orders to be raised for construction to commence on Bartlem Oval shade installation in Q3

Grand Total 11,002,117 1,260,152 1,914,428 3,174,580 7,827,536 10,742,117 29,783,900

Project Number	Project Description	Current Approved Budget	Current Year Actuals	Committals	Actuals + Committals	Remaining Budget	Budget 24/25 - Current Submission	Future Budget Submissions 25/26 Onwards	Project Manager	Estimated / Actual Commencement Date	Estimated Completion Date	Quarter 1 Comments	Quarter 2 Comments
1159759	Parks Traffic Management Improvements	420,000	731	-	731	419,269	420,000	480,000	Gerard Young				Works being scoped by Civil, delivery schedule to be confirmed in Q3
1160543	Zoo fridges and storage	150,000	-	-	-	150,000	150,000	-	Darren Toohey				Progress pending Councillor site visit and prioritisation whole of site
1158297	[N] Kershaw Gardens footpath renewal	630,000	56,050	59,985	116,035	513,965	630,000	-	Emma-Jane Dwyer	01/07/2024	30/12/2024		Works to be completed
1159250	[N] Construct new Park infrastructure	144,960	-	-	-	144,960	44,960	1,000,000				This was flagged as Contingency Funds - will be adjusted in October budget review	
0984064	[R] Irrigation Renewal Program	385,000	70,452	-	70,452	314,548	385,000	3,500,000	Gerard Young			Separate report to Communities provided to outline project	
0984079	[R] Footpaths Renewal Program	85,000	-	-	-	85,000	85,000	500,000	Damon Richardson	01/07/2024	30/06/2025		Quotes due to be received in Q2
1159253	[R] Dog Off Leash Areas	200,000	-	-	-	200,000	200,000	-	Damon Richardson	01/07/2024	30/06/2025		
1159254	Meerkat Shade - Additional shade for animal welfare and impr visitor experience	137,810	973	20,554	21,527	116,283	137,810	-	Emma-Jane Dwyer	01/07/2024	30/06/2025		AC scheduled to be installed in Meerkat nighthouse
1159255	Perentie and Lace Monitor Shade - Additional shade shelter required for animal	156,824	2,434	11,755	14,189	142,635	156,824	-	Emma-Jane Dwyer	01/07/2024	30/06/2025		Works to be scoped in Q2
1148839	The Flats - Southsea Islander Hut	-	522	-	522	(522)	-	-	Emma-Jane Dwyer			Late invoice received. Budget required considered as part of Capital Budget review	
1159756	Jefferies Park	-	1,058	-	1,058	(1,058)	-	-	Emma-Jane Dwyer			Late invoice received. Budget required considered as part of Capital Budget review	
1158299	[N] Northside Depot Improvements	-	16,459	6,000	22,459	(22,459)	-	-					
Subtotal - Parks		3,088,594	150,230	98,294	248,524	2,840,070	2,828,594	10,380,000					
Planning And Regulatory Services													
1126025	[R] Replacement Weed Spraying Equipment	40,000	-	-	-	40,000	40,000	130,000	Doug Scott				Spray unit currently in good working condition. Need for replacement unit being reviewed in qtr 3/4
1148996	[R] Noise Meter	15,000	-	-	-	15,000	15,000	-	Doug Scott				To be ordered qtr 2/3
1159716	[N] AMC - Livestock shade structure and pig impounding shed	93,819	-	-	-	93,819	93,819	-	Damon Richardson	01/07/2024	30/06/2025		Designs to be received for quoting purposes
Subtotal - Planning And Regulatory Services		148,819	-	-	-	148,819	148,819	130,000					

11.3 WALTER REID CULTURAL CENTRE LEASE RENEWALS

File No:	2210
Attachments:	<ol style="list-style-type: none">1. Walter Reid Summary Data↓2. 2015-024-Walter Reid Sketches↓3. WRCC Proposed Leasee Included Usage↓4. Lease Rates↓
Authorising Officer:	John Webb - Manager Communities and Culture Alicia Cutler - General Manager Community Services
Author:	Mark Millett - Coordinator Major Venues

SUMMARY

The Council meeting held on 23 April 2024 resolved to seek more information regarding Walter Reid Cultural Centre tenants to better understand the groups' memberships and usage of the spaces prior to renewal of the leases. This report summarises the findings and make recommendations on lease renewals.

OFFICER'S RECOMMENDATION

THAT:

1. Pursuant to section 236(1)(b)(ii) and (c)(iii) of the *Local Government Regulation 2012 (Qld)*, Council approve the renewal of the leases as identified in the report;
2. Council, through the Chief Executive Officer, manage a reasonable notice period for Officina Athelstane – Lease B not receiving a renewed lease; and
3. Council authorises the Chief Executive Officer (through Manager Communities and Culture) to negotiate the terms and conditions of the agreements with the organisations listed in the report These agreements are to be for a period of three years with:
 - requirements for usage and activation reporting; and
 - consider a consistent approach to lease rates as outlined in Attachment 4 Option 1 of the report ; and
 - Include within tenant leases focused on exhibiting and performing outcomes limited access to Walter Reid Cultural Centre facilities such as the auditorium and gallery as per Attachment 3 of the report to stimulate activity within the centre and support creative and commercial practice.

COMMENTARY

In 2022 Strategic Planning undertook a facilities audit including a Rockhampton region community group survey that collected data focused on membership activity and usage of facilities. The data formed the basis of a more detailed analysis of Walter Reid Cultural Centre (WRCC) tenants.

The original Strategic Planning data was largely based on sporting organisations that, while varying in sporting code, have a similar operational structure based around a team, volunteers, and activities such as league fixtures and training.

The WRCC tenant information collected, has been somewhat varied when comparing between tenants. The tenants are diverse in nature and are challenging to quantify in terms of comparative data.

Consultation occurred in person with each group members, coordinators and leaders were interviewed to understand the groups and their activities and considering the context of their contribution to community and effective use of the spaces at WRCC.

Summary of Data collected is located within the attachment – Walter Reid Summary Data.

Data Summary as follows:

Membership

Most organisations report that membership fluctuates. This can be considered normal. It is typical for these types of organisations to have transient members who join, learn new skills and move on. However, each group does have a core membership who keep their group focused, operational and contributing to the community. There are only two tenants to which this norm does not apply -

- Officina Athelstane – this is not a community group but a sole individual.
- Eisteddfod – an organisation that is focused on delivering a single, annual major performing arts competition.

Activity

Activation numbers for each group varies, though a clear pattern does emerge. The groups that have outward facing projects/exhibitions/activities typically have consistent activation and seem to sustain themselves with more stability. For example, the Rockhampton Embroiderers Guild have regular sessions within the Centre and provide challenges for their members to ensure skill retention, acquisition and reward creative thinking. This is true of many of the groups. Most groups are actively engaged in the community as well as engaged in their own social activities.

Groups that appear to be less active are:

- Rockhampton Rail Modelers – this group meets twice weekly and do not have set agendas, challenges or formal goals.
- Patch Happy - this group is in steady decline with membership numbers reducing. Despite this they do run ad hoc fundraising events to support community organisations.

Other Observations:

In discussion with visual arts tenants, there is a desire to utilise the WRCC Art Gallery more. However, the groups find the pricing to hire the space prohibitive. Because of this, many of the tenant groups are exhibiting in galleries in Livingstone Shire where galleries are either free or cheaper to hire.

Lease cost per square meter varies widely between tenants. with the lowest being: \$4.34 per sqm and the highest being \$142.08 per sqm. It is recommended that a more consistent rate be applied across the tenants. A revised approach to charging is attached.

An Inclusion of access to the WRCC Gallery and Auditorium for groups that exhibit and perform would bring further usage and activation of the site and support the tenants in maintaining and growing membership. This supported access to the gallery and auditorium has been included in previous lease arrangements or offered as standard practice.

Proposed Pricing

In this review it has become apparent that each group is paying a different rate per square meter of space, with little difference to the service offered. It is proposed to equalise the lease rate to make the rate fairer. There are 2 groups that are paying substantially more than the others and if the same level of revenue is sought from the groups, there is a substantial impact that will be felt. In the first instance, it is recommended that the price be equalised at a rate that can be absorbed by the groups. Council may wish to escalate prices above inflation into the future, with a clear price path if this revenue is to be recovered.

Other options for pricing are shown for Council information, but not recommended due to the impact that will be felt amongst the community groups.

BACKGROUND

In the 1974/75 State Government Loan Program, Council made provision for the first stage of a 'Youth Centre' with the second stage to be a new theatre. The original plan was to collocate both stages however the site was not large enough, and the project was split. The Youth Arts Centre was moved to the Walter Reid Building and the theatre planned for construction along the river as stage 2, the subsequent location of the Pilbeam Theatre

The National Trust and Queensland Treasury showed great interest in the conversion of the Walter Reid Building into an Arts and Craft Centre for the youth of Rockhampton. The building itself is a fine example of 19th century architecture and has special significance to the city in that it symbolises the dominance of Rockhampton as a mercantile centre during the expansion into, and the development of Central Queensland. For this reason, the Trust wholeheartedly supported the Council's actions, especially for its preservation as an Arts and Crafts Centre.

At the time, 1976, the Walter Reid Cultural Centre was recognised by the National Trust and Treasury to be the most innovative in the state to date, with no other local authority in Queensland undertaking such a project to that magnitude.

Since its initial beginnings and until present day, the Walter Reid Centre has been the envy of many local government authorities, with many attempting to replicate the facility.

The Walter Reid Centre was modified in the early 2000's to accommodate a dedicated theatre (130 seats) and gallery space, following the demolition of the Municipal Theatre (600 seats).

In the early 2010's the Walter Reid building was modified once more - this time to accommodate Council offices, which reduced the space available for community and cultural activities. This was partially off-set by reconfiguring the foyer/cabaret space to accommodate additional tenancy. However, this resulted in a loss of fit for purpose rehearsal and cabaret spaces.

PREVIOUS DECISIONS

In November 2013, Council approved the granting of leases and licenses to a range of community arts and recreational groups for various spaces within the Walter Reid Cultural Centre.

In December 2016, Council approved the renewal of lease and licenses of the arts and recreation tenants of the Walter Reid.

In September 2020, Council authorised the Chief Executive Officer to seek Expressions of Interest from the community for tenants that were a fit both for the capacity and amenity of the space that cultural support objectives of the Walter Reid Cultural Centre. This decision was in response to cessation of the Rockhampton Chamber Music Society. The use of this space was granted to the Rockhampton Youth Orchestra.

In March 2022 Council approved lease renewals for 2 years including the addition clauses to capture data regarding usage and activation.

In April 2024 Council denied the renewal of leases, seeking more substantial data to demonstrate usage and highlight membership numbers.

BUDGET IMPLICATIONS

Annual Income from WRCC Leases 23/24 = \$19463

If Leases are to be charged at the proposed rate (Option 1 on Attachment 4) included in the attached Lease Rates, income will be \$11865 Per annum a reduction of \$7598 per annum.

LEGISLATIVE CONTEXT

Nil

LEGAL IMPLICATIONS

Nil

STAFFING IMPLICATIONS

Nil

RISK ASSESSMENT

Nil

CORPORATE/OPERATIONAL PLAN

Our community:

2.1.1 – We ensure community assets are utilised and appropriate for the needs of the community.

2.2.2 – We provide opportunities for people to contribute to their community.

2.2.3 – We support our people and community groups through our programs and resources.

2.3.1 – Our services, activities and community assets provide opportunities to celebrate our culture and creative arts and preserve the regions heritage.

CONCLUSION

The purpose of this exercise was to ensure that the WRCC spaces are being appropriately utilised by community groups that actively engaged with the community. This report has identified that this is the case for the community groups within the building.

The Officina Athelstane, whilst an active and engaged part of the community is not a community group and does not fall into the category of community group and this lease should be considered for non-renewal.

It has also been identified that the WRCC tenancy groups are not being charged at a consistent rate. A consistent approach to lease fees is recommended as per option 1 on Attachment 4.

Access to utilise facilities within the centre, such as the WRCC Auditorium and WRCC Gallery is recommended for consideration as per attachment 3 - WRCC Proposed Leasee Included Usage

WALTER REID CULTURAL CENTRE LEASE RENEWALS

Walter Reid Summary Data

Meeting Date: 19 November 2024

Attachment No: 1

WALTER REID

Lease Space	Lease Area Sqm	Leased to	Art Form	Length of Tenure	Cost of Lease Per Annum	Cost per Sqm	Current Membership*	Activity within WRCC per month	Attendance Within WRCC per Month avg	Exhibitions / Performances / Public outcomes Per Annum	Growth / Decline	Additional Notes
Lease K	100m ²	Central Queensland Contemporary Artists	Contemporary Art -Mostly Painting	01/01/2002 (Previous club 01/01/1981)	\$769.82	\$7.69	30+	1 session per week free Member access	80	2+ exhibitions one local and one external. Additional exhibitions if requested	Steady Increase	
Lease F	188m ²	Rockhampton Lapidary Club Inc	Gems, Jewelry making, sculpture	01/01/1981	\$1412.97	\$7.52	80+	5 sessions per week Members can access whenever a Lap Supervisor is present Regular Tutorials 5-6 times per annum (4 week duration)	100+	Gem Expo (at RSG) Field trips to source materials Gemboree (National Event)	Casual Growth – Fluctuation normal	The Lapidary club have utilized every sq cm and would benefit from additional space. The club has expanded into Enameling, and other fine jewelry techniques.
Lease E	90m ²	Rockhampton Fibre Arts Inc.	Textile Arts	01/01/1981	\$481.74	\$5.35	18	2 session per week Workshop 1 st Saturday 2 x spinning workshops per annum	30	Reid Shop x 2 Gem Fest Rocky Show	Steady growth	Occasional visitations Many people join to learn new skills then leave.
Lease G	193m ²	Rockhampton Photography Club Inc.	Photography	01/01/1981	\$1251.54	\$6.48	53	2 sessions per week Photography course x 2 each year Allowing RYO use on Saturdays U3A use on weekday.	100+	1 x Exhibition (show) 2 x Internal club competitions Host conferences Bi-annually at WRCC	Regularly fluctuates up and down	In Addition to WRCC sessions the club runs special interest groups each week split into 6 genres which meet in the community to take photographs
Lease N	207m ²	Capricornia Potters Group Inc.	Ceramics, pottery, Sculpture	01/01/1981	\$1144.62	\$5.53	42	2 Session per week Thu AM classes (block of 7w) Sat Arvo classes (block of 7w) monthly meeting 4 th sat School hols Kids classes Social days	140	Reid Shop x2 Pop up shop (target) x 4	Strong growth since Covid	Group actively engaged in recruitment through workshops, Regular RF participation.
Lease H	96m ²	Rockhampton Rail Modelers Association Inc	Model Making	01/01/1981	\$683.04	\$7.16	12	Twice Weekly	40-50	Open facing to public when members in attendance	Steady some growth	The group is quite niche, and evolving with technology. Some connection to online groups.
Lease L	42m ²	Rockhampton Eisteddfod Association Incorporation	Administrative Arts (performing)	18/10/2010	\$5967.35	\$142.08	2	Feb – Apr = 2-3 times PW MAY = 16hr per day Jun-Jul =2-3 times PW	(208) Event involves approx. 2500 pax	One Major Public outcome -= Eisteddfod	Steady	Difficult to compare this group with other arts orgs. Eisteddfod is an important event which could be used as an Arts ‘Barometer’
Lease A	134m ²	Rockhampton Little Theatre Inc.	Performing Arts (drama)	01/07/2014	\$4102.50	\$30.62	50	2-3 Rehearsal Periods – 3 times per week over an 8 week timeframe 2 x workshops per annum Jnr Workshops every Fortnight during school terms monthly committee mtgs	120	3 main productions 2 or 3 ‘Club’ days (members get dressed up in a theme and have a social gathering)	Steady Typical for membership to fluctuate between 30 and 80 members	2025 will mark RLT’s 80 th Anniversary. Active group within the community, very supportive of other groups
Lease B	44m ²	Derek Lamb Officina-Athelstane	Printmaking	01/03/2014	\$396.02	\$9.00	1	2-3 hrs per day five days per week some weekend activity ad hoc	Not tracked. Occasional visitation	1 exhibition 2 workshops open to public Open studio x 4 Creates one book	Not applicable	Not a community group,

Lease Space	Lease Area Sqm	Leased to	Art Form	Length of Tenure	Cost of Lease Per Annum	Cost per Sqm	Current Membership*	Activity within WRCC per month	Attendance Within WRCC per Month avg	Exhibitions / Performances / Public outcomes Per Annum	Growth / Decline	Additional Notes
Lease C	143m ²	Capricornia Printmakers Inc	Printmaking	01/03/2014	\$792.03	\$5.54	32	1 session per week +Last Sunday of each month Members have open access	100	1 x Exhibition 2 x pop up exhibitions bi-annual joint photography exhibition Bi annual Pro dev workshop 2 x community workshops - Activities open to public	Core membership stable - number typically fluctuate	Active in the community, like most groups exhibiting in Livingstone shire because its cheaper.
Lease I & J	174m ² + 27m ²	Rockhampton Youth Orchestra Inc.	Music, Classical, instrumental	01/01/1981	\$1346.55	\$6.70	184+	Room utilized 5 days per week (also using photography club) U3A utilise the room one morning per week	250	3 or 4 Performance outcomes each year (using local churches) RYO offers Bursaries, Scholarships each year Professional development workshops with professional musicians (Topology, Camerate for eg)	Does Fluctuate but growing	<p>RYO is an umbrella for the following groups:</p> <ul style="list-style-type: none"> • Youth Orchestra • Unison Choir • CQ Strings • RCMS (chamber music) • CQYTE (youth Touring) <p>The Room is not large enough – affecting ability to rehearse (WRCC Theatre too small for use)</p>
Lease M	257m ²	Royal Queensland Arts Society (Rockhampton Branch) Inc.	Painting (Oils, Acrylic)	01/01/1981	\$1115.18	\$4.34	25+	2 Sessions Per Week	80	At least one exhibition per annum 2 nd activity is either exhibition or pop up shop. Run an in house challenge each year Accept all art forms	Steady Casual members fluctuate.	RQAS is a sub-Branch of the larger state based Organisation – Some concern the org may be disbanded if a new president isn't located before next committee AGM
Sub Lease M		Rockhampton Embroiderers Guild	Embroidery (Textiles)				45+	2 sessions Per week	120	Internal Challenge 1 exhibition Social trip	Steady increase since Covid	
Sub Lease M		Patch Happy	patching (Textiles)				18	1 session per week	40	Ad – hoc Fundraising for other orgs.	Steady decrease	This group is in a steady decline,
Totals	1695 m²				\$19463.36	\$11.48						

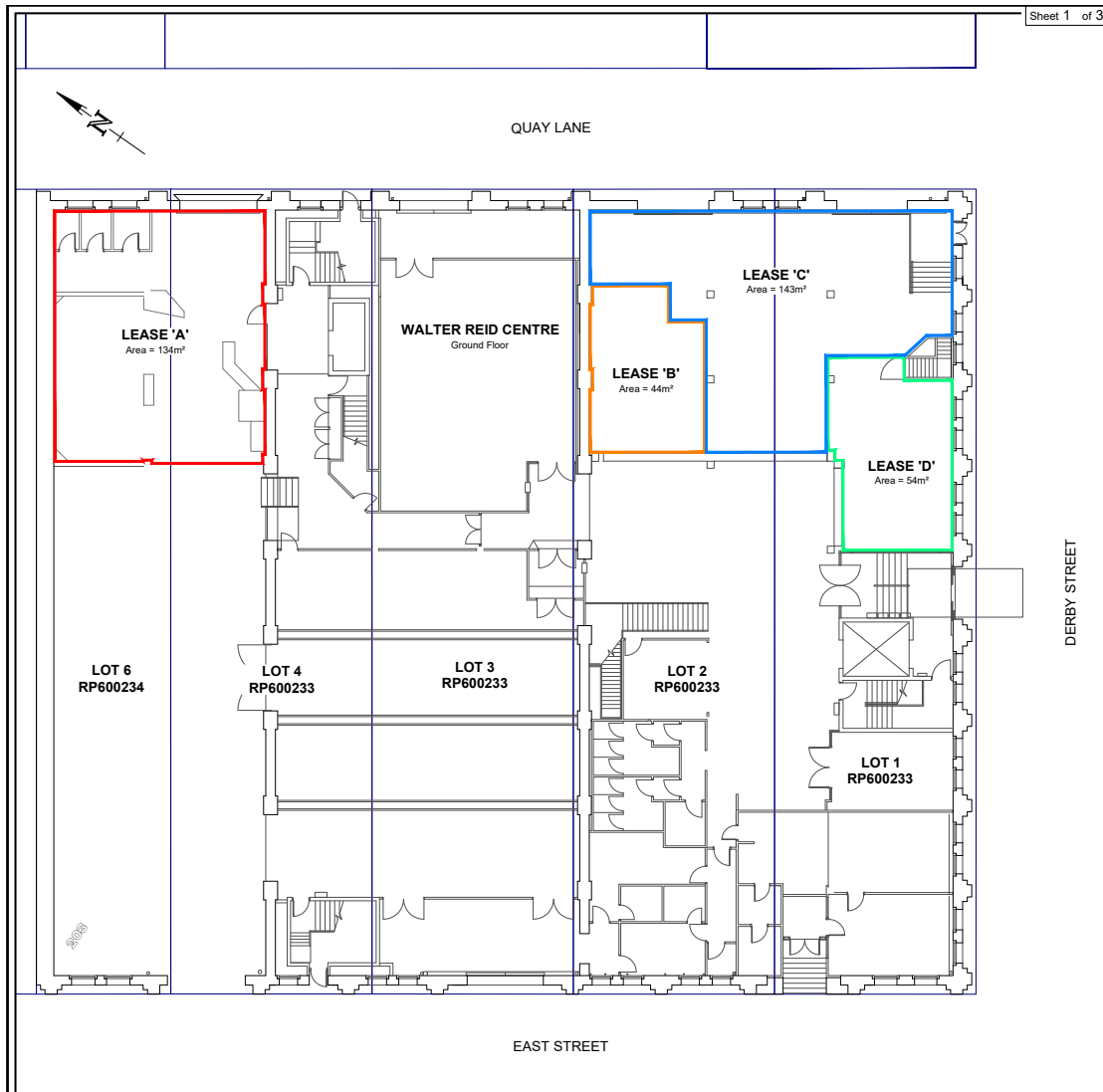
*Difficult to gauge 'member' numbers as each organization varies how it measures membership or attendance or active participants.

WALTER REID CULTURAL CENTRE LEASE RENEWALS

2015-024-Walter Reid Sketches

Meeting Date: 19 November 2024

Attachment No: 2



LAYOUT PLAN - WALTER REID CENTRE
(GROUND FLOOR)
Scale 1:200

PLAN OF: LEASE 'A' being part of the land in
LOT 6 on RP600234 & LOT 4 on RP600233, Rockhampton City

LEASE 'B' being part of the land in
LOT 2 on RP600233, Rockhampton City

LEASE 'C' being part of the land in
LOT 1 & LOT 2 on RP600233, Rockhampton City

LEASE 'D' being part of the land in
LOT 1 on RP600233, Rockhampton City

FOR THE: ROCKHAMPTON LITTLE THEATRE
LEASE 'A' Area = 134m²

OFFICINA ATHELSTANE LETTER PRESS
LEASE 'B' Area = 44m²

CAPRICORNIA PRINTMAKERS
LEASE 'C' Area = 143m²

VACANT
LEASE 'D' Area = 54m²

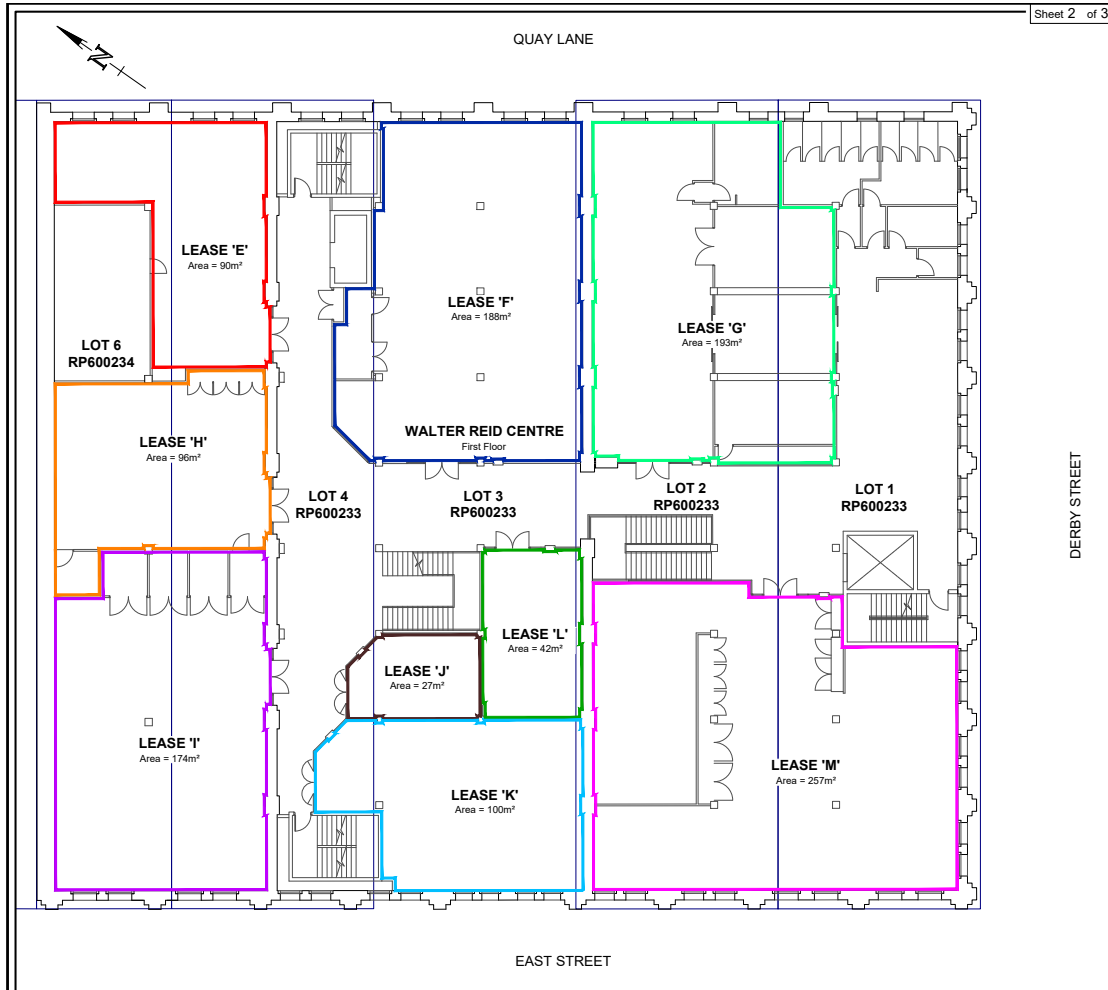
MERIDIAN	RP600233	CHECKED GOV	
LOCAL GOVT.	ROCKHAMPTON REGIONAL COUNCIL	DATE	MAR '22
LOCALITY	ROCKHAMPTON CITY	APPROVED	
PARISH	ROCKHAMPTON		
COUNTY	LIVINGSTONE	DATE	22/06/2023



Dwg No. 2015-024-01C

SCALE AS SHOWN FULL SIZE A3

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Sheet 2 of 3


LAYOUT PLAN - WALTER REID CENTRE
(FIRST FLOOR)
Scale 1:200

PLAN OF:

- LEASE 'E' being part of the land in LOT 6 on RP600234 & LOT 4 on RP600233, Rockhampton City
- LEASE 'F' being part of the land in LOT 3 & LOT 4 on RP600233, Rockhampton City
- LEASE 'G' being part of the land in LOT 1 & LOT 2 on RP600233, Rockhampton City
- LEASE 'H' being part of the land in LOT 6 on RP600234 & LOT 4 on RP600233, Rockhampton City
- LEASE 'I' being part of the land in LOT 6 on RP600234 & LOT 4 on RP600233, Rockhampton City
- LEASE 'J' being part of the land in LOT 3 & LOT 4 on RP600233, Rockhampton City
- LEASE 'K' being part of the land in LOT 3 & LOT 4 on RP600233, Rockhampton City
- LEASE 'L' being part of the land in LOT 3 on RP600233, Rockhampton City
- LEASE 'M' being part of the land in LOT 1 & LOT 2 on RP600233, Rockhampton City

FOR THE:

- ROCKHAMPTON FIBRE ARTS
LEASE 'E' Area = 90m²
- ROCKHAMPTON LAPIDARY CLUB INC.
LEASE 'F' Area = 188m²
- ROCKHAMPTON PHOTOGRAPHY CLUB INC.
LEASE 'G' Area = 193m²
- ROCKHAMPTON RAIL MODELERS ASSOCIATION INC.
LEASE 'H' Area = 96m²
- ROCKHAMPTON YOUTH ORCHESTRA INC.
LEASE 'I' Area = 174m²
- ROCKHAMPTON YOUTH ORCHESTRA INC.
LEASE 'J' Area = 27m²
- CQ CONTEMPORARY ARTISTS Incorporated
LEASE 'K' Area = 100m²
- ROCKHAMPTON EISTEDDFOD ASSOCIATION INC.
LEASE 'L' Area = 42m²
- ROYAL QUEENSLAND ARTS SOCIETY
LEASE 'M' Area = 257m²

MERIDIAN	RP600233	CHECKED	GOV		Dwg No.
LOCAL GOVT.	ROCKHAMPTON REGIONAL COUNCIL	DATE	MAR '22		2015-024-02B
LOCALITY	ROCKHAMPTON CITY	APPROVED			
PARISH	ROCKHAMPTON				
COUNTY	LIVINGSTONE	DATE	22/06/2023		
				SCALE	AS SHOWN
				FULL SIZE	A3

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LAYOUT PLAN - WALTER REID CENTRE
(SECOND FLOOR)
Scale 1:200

PLAN OF: LEASE 'N' being part of the land in
LOT 6 on RP600234 & LOT 4 on RP600233, Rockhampton City

FOR THE: CAPRICORNIA POTTERS GROUP
LEASE 'N' Area = 207m²

MERIDIAN	RP600233	CHECKED	GOV
LOCAL GOVT.	ROCKHAMPTON REGIONAL COUNCIL	DATE	AUG '14
LOCALITY	ROCKHAMPTON CITY	APPROVED	
PARISH	ROCKHAMPTON	DATE	30-9-14
COUNTY	LIVINGSTONE	DATE	



Dwg No
2015-024-03

SCALE AS SHOWN FULL SIZE A3

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WALTER REID CULTURAL CENTRE LEASE RENEWALS

WRCC Proposed Leasee Included Usage

Meeting Date: 19 November 2024

Attachment No: 3

Included Usage Statement

Proposed included usage of Walter Reid Auditorium and/or Art gallery as follows:

Tenant	Space	Existing included use	Proposed use	(Est)Value based on community venue hire	Commission on sale of items	Notes
Central Queensland Contemporary Artists	Art Gallery	None	14 days	\$624	10%	
Rockhampton Lapidary club Inc.	Art Gallery	None	14 Days	\$624	10%	
Rockhampton Fibre arts Inc.	Art Gallery	None	14 Days	\$624	10%	
Rockhampton Photography Club Inc.	Art Gallery	None	14 Days	\$624	10%	
Capricornia Potters Group Inc.	Art Gallery	None	14 Days	\$624	10%	
Rockhampton Rail Modellers Inc.	Art Gallery	None	14 Days	\$624	10%	
Rockhampton Eisteddfod Assoc Inc.	Auditorium	None	14 days	\$2478	Ticket fees	Use of RRC Ticketing service
Rockhampton Little Theatre Inc.	Auditorium	6 weeks (2 x 2-week slots + 14 days)	3 x 2week slots	\$3717	Ticket fees	Use of RRC Ticketing service
Officina Athelstane	Art Gallery	None	14 Days	\$624	10%	
Capricornia Printmakers Inc.	Art Gallery	None	14 Days	\$624	10%	
Rockhampton Youth Orchestra Inc.	Auditorium	None	14 days	\$2478	10% Net box office if used for performance	
Royal Qld Art Society (Rocky Branch)	Art Gallery	None	7 Days	\$312	10%	Total 21 days split between 3 groups
Embroiderers guild	Art Gallery	None	7 Days	\$312	10%	Sub let
Patch happy	Art Gallery	None	7 Days	\$312	10%	Sub Let

WALTER REID CULTURAL CENTRE LEASE RENEWALS

Lease Rates

Meeting Date: 19 November 2024

Attachment No: 4

LEASE RATES

Walter Reid Cultural Centre

Lessee	SQM	CURRENT	
		Average per sqm:	\$ 19.83
		Current Price per annum	Current Price per SQM
Rockhampton Little Theatre	134	\$ 4,102.50	\$ 30.62
Officina Athelstane	44	\$ 396.02	\$ 9.00
Capricornia Printmakers	143	\$ 792.03	\$ 5.54
Fibre Arts	90	\$ 481.74	\$ 5.35
Lapidary Club	188	\$ 1,412.97	\$ 7.52
Rockhampton Photography club	193	\$ 1,251.54	\$ 6.48
Rockhampton Rail Modellers	96	\$ 683.04	\$ 7.12
Rockhampton Youth Orchestra	201	\$ 1,346.55	\$ 6.70
CQ Contemporary Artists	100	\$ 769.82	\$ 7.70
Rockhampton Eisteddfod	42	\$ 5,967.35	\$ 142.08
RQAS + Embroiderers + Patch Happy	257	\$ 1,115.18	\$ 4.34
Capricornia Potters Group	207	\$ 1,144.62	\$ 5.53
Total:	1695.00	\$ 19,463.36	\$ 11.48
	Median	\$ 1,129.90	\$ 6.91

Proposal One

Rates based on Consistent SQM Rate

Proposed rate Per SQM	Proposed Price per Annum	Difference per Annum +/-
\$ 7.00	\$ 938.00	\$ 3,164.50
\$ 7.00	\$ 308.00	\$ 88.02
\$ 7.00	\$ 1,001.00	\$ 208.97
\$ 7.00	\$ 630.00	\$ 148.26
\$ 7.00	\$ 1,316.00	\$ 96.97
\$ 7.00	\$ 1,351.00	\$ 99.46
\$ 7.00	\$ 672.00	\$ 11.04
\$ 7.00	\$ 1,407.00	\$ 60.45
\$ 7.00	\$ 700.00	\$ 69.82
\$ 7.00	\$ 294.00	\$ 5,673.35
\$ 7.00	\$ 1,799.00	\$ 683.82
\$ 7.00	\$ 1,449.00	\$ 304.38
\$ 7.00	\$ 11,865.00	
New Median	\$ 969.50	\$ 7.00
	Per Annum	Per SQM

Proposal Two

Rates based on Consistent SQM Rate

Proposed rate Per SQM	Proposed Price per Annum	Difference per Annum +/-
\$ 11.95	\$ 1,600.88	\$ 2,501.62
\$ 11.95	\$ 525.66	\$ 129.64
\$ 11.95	\$ 1,708.41	\$ 916.38
\$ 11.95	\$ 1,075.22	\$ 593.48
\$ 11.95	\$ 2,246.02	\$ 833.05
\$ 11.95	\$ 2,305.75	\$ 1,054.21
\$ 11.95	\$ 1,146.90	\$ 463.86
\$ 11.95	\$ 2,401.33	\$ 1,054.78
\$ 11.95	\$ 1,194.69	\$ 424.87
\$ 11.95	\$ 501.77	\$ 5,465.58
\$ 11.95	\$ 3,070.35	\$ 1,955.17
\$ 11.95	\$ 2,473.01	\$ 1,328.39
\$ 11.95	\$ 20,250.00	
New Median	\$ 1,654.65	\$ 11.95
	Per Annum	Per SQM

Proposal Three

Rates based on Median price per annum

Proposed Rate per SQM	Proposed Price Per Annum	Difference per Annum +/-
\$ 8.43	\$ 1,129.00	\$ 2,973.50
\$ 25.66	\$ 1,129.00	\$ 732.98
\$ 7.90	\$ 1,129.00	\$ 336.97
\$ 12.54	\$ 1,129.00	\$ 647.26
\$ 6.01	\$ 1,129.00	\$ 283.97
\$ 5.85	\$ 1,129.00	\$ 122.54
\$ 11.76	\$ 1,129.00	\$ 445.96
\$ 5.62	\$ 1,129.00	\$ 217.55
\$ 11.29	\$ 1,129.00	\$ 359.18
\$ 26.88	\$ 1,129.00	\$ 4,838.35
\$ 4.39	\$ 1,129.00	\$ 13.82
\$ 5.45	\$ 1,129.00	\$ 15.62
\$ 7.99	\$ 13,548.00	
New Median	\$ 1,129.00	\$ 8.16
	Per Annum	Per SQM

11.4 SEE IT LIVE 2025 SEASON SOLE PROVIDER

File No: 7104
Attachments: 1. See It Live 25 (Confidential)
Authorising Officer: John Webb - Manager Communities and Culture
Alicia Cutler - General Manager Community Services
Author: Mark Millett - Coordinator Major Venues

SUMMARY

Rockhampton Regional Council, through Major Venues, presents an annual program of performances, and events. This report details a number of suppliers that provide content as part of this annual program. In accordance with s235(a) of the Local Government regulation, Council approval is sought to deem the nominated suppliers as sole suppliers.

OFFICER'S RECOMMENDATION

THAT pursuant s235(a) of the *Local Government Regulation 2012*, Council approves the use of the nominated suppliers, as detailed in the report, as sole suppliers of productions and performances.

COMMENTARY

Council provides for the presentation of a range of performing arts activities and performances at the Pilbeam Theatre and other presentations from the Major Venues Unit. These performances include the productions featured in:

- The See it Live Season; and
- Morning Melodies - a series of morning concerts for seniors; and
- Workshops

Detailed below are the productions currently scheduled to be presented by Council through to the end of calendar year 2025.

When contracting to present these productions it is, by the nature of the activity, not possible to obtain more than one quotation for the supply of the specific performance or unique entertainers or act.

The attached document (See it Live 25) provides further details of the productions, including factors considered in selecting programming and how productions meet Council's objectives.

Supplier / Broker	Company/ Producer	Production
Music Theatre International - Australasia	RRC	RENT
Queensland Academy of Excellence in Musical Theatre	Griffith University	Regional Musical Theatre Workshops 2024
Arts on Tour	CDP Theatre Productions	The Very Hungry Caterpillar
Qld Ballet	Qld Ballet	Coppelia
Melbourne International Comedy festival roadshow	Melbourne International Comedy festival roadshow	Melbourne International Comedy festival roadshow
Nic Clark Management	A Slightly Isolated Dog	A Trojan War
Arts on Tour	Monkey Baa Theatre	Josephine Wants to Dance
Flipside Circus	Flipside Circus	The Cubby & workshops

Opera Australia	Oz Opera	La Boheme
Christine Dunston Productions	CDP Kids	Gruffalo's Child
Circa	Circa	Duck Pond
Cluster Arts	Briefs	Bite Club
Bell Shakespeare	Bell Shakespeare	Romeo & Juliet
Shake N Stir	Shake N Stir	1984
Darren Coggan	Darren Coggan	Home for Christmas (Morning Melodies)
Craig Martin Music	Craig Martin Music	The Great British Songbook (Morning Melodies)

BACKGROUND

Major Venues typically produces a season of presented shows, including an annual community musical and collection of presented productions to culturally enrich and enhance the livability of the Rockhampton region.

PREVIOUS DECISIONS

In previous years Council has resolved that it is satisfied there is only one supplier who is reasonably available and because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders for this type of activity.

BUDGET IMPLICATIONS

The See it Live Season, RRC musical, Morning Melodies and workshops are provided for in the approved budget and the events will be delivered within these parameters.

LEGISLATIVE CONTEXT

Under Section 235, Other Exceptions, of the Local Government Regulation 2012:

“A local government may enter into a medium-sized contractual arrangement or large-sized contractual arrangement without first inviting written quotes or tenders if –

- (a) The local government resolves it is satisfied that there is only 1 supplier who is available;”

LEGAL IMPLICATIONS

Nil

STAFFING IMPLICATIONS

Nil

RISK ASSESSMENT

N/A

CORPORATE/OPERATIONAL PLAN

“Our Community”

Goal 2.1 – Our Places and spaces enhance the liveability and diversity of our communities.

- We ensure community assets are utilized and appropriate for the needs of the community
- We encourage diversity of community events and innovative use of our places and spaces
- Our work takes into consideration the diversity of our communities throughout the region

Goal 2.2 – We support our communities through our activities and programs

- We develop our understanding of the needs and concerns of the community
- We provide opportunities for people to contribute to their communities
- We support our people and community groups through our programs and resources
- We are effective advocates and facilitators for our communities

Goal 2.3 – Our Region’s heritage and culture are preserved and celebrated

- Our services, activities and community assets provide opportunities to celebrate our culture and creative arts, and preserve the Region’s heritage
- We acknowledge and celebrate the region’s cultural diversity

CONCLUSION

By approving the above nominated suppliers as sole suppliers, Council will meet its procurement obligations and provide for the effective use of Council resources in line with the Corporate and Operational plans.

11.5 ANNUAL HOMELESS CONNECT EVENT

File No: 11550
Attachments: Nil
Authorising Officer: Alicia Cutler - General Manager Community Services
Author: Kerri Dorman - Supervisor Community Services Directorate

SUMMARY

This report provides Council with an overall report on the annual Homeless Connect event held on 4 July 2024. The matter was laid on the table awaiting some discussions with Department of Housing to understand the needs for Council assistance.

OFFICER'S RECOMMENDATION

THAT the report be 'received' and the annual event be re-branded with the name *Hardship and Homeless Connect Day*.

COMMENTARY

The 2024 Homeless Connect Event was held at the Robert Swarten Pavilion, Rockhampton Showgrounds on 4 July 2024.

This year's event recorded the highest number of agency participation, attracting 49 registrations, with 44 participating on the day, due to 5 last minute withdrawals owing to staffing resources. Rockhampton's event follows the lead of the Brisbane event which provides free services to people experiencing homelessness or hardship.

The 2024 event provided 2,341 services to 351 clients, not including meals distributed on the day.

The most popular services targeted were St Vincent de Paul (Blankets/Linen) – 236; RRC Shop – 235; Tenants Qld – 170; RRC Knitters – 153; RRC Libraries – 147; QF Financial Services – 144. RRC Clothes – figures **not** attainable due to staff resources and the overwhelming numbers through the area. It is also noted, that figures from some services may not quite reflect accurate (less than serviced) figures, due to busy periods throughout the morning.

A debrief has been held with agencies in attendance with all very pleased with the event outcomes and attendance. Facilitating the event not only assists those in needs, but continues to build and grow the network of those that are working in this space.

Re-branding of the event has been raised again in order to ensure we are capturing all those vulnerable in our community i.e. those experiencing hardship or those at risk of homelessness.

Though the event is advertised as 'Homeless Connect' it does invite through its media message those experiencing hardship or at risk of homelessness as well.

Opportunities into the future

It is recommended to continue the event into the future. Officers will look for opportunities to streamline the delivery of clothes and food items to the site so that it is not as labour intensive. The cost of the event at just under \$7,000 does not include internal staff time which in the lead up to the event is considerable.

It is noted that the Brisbane event is also bi-annual and it would be good to explore how the types of assistance could be offered more regularly throughout the year.

BACKGROUND

Rockhampton Regional Council has hosted the annual Homeless Connect event since 2010 adopting a similar style event to that of Brisbane City Council. The event is held in May majority of the time, however once every 4 years will be held later (July) due to Beef Week.

Since its introduction to the Rockhampton community, the event has provided 13,762 services to 2,279 attendees. These figures do not include meals (breakfast, lunch and morning tea) provided over the last 14 years (12 events).

The one-day event provides free services to people experiencing homelessness, or those at risk of homelessness.

It brings together government and non-government agencies, community organisations, businesses and volunteers to provide homeless people or those at risk of homelessness access to goods and services they may otherwise lack or not be aware of.

Apart from Rockhampton, annual events are also held in Brisbane, the Gold Coast and Gladstone (Roseberry Qld).

PREVIOUS DECISIONS

Council adopted on 13 April 2010 *'that a budget allocation be made in the 2010-2011 financial year to allow for the organisation of a Homeless Connect day in Rockhampton.'*

A motion followed that *Councillor Swadling be authorised to attend the Homeless Connect Event to be held in Brisbane in May (2010).*

BUDGET IMPLICATIONS

As Beef Week 2024 was held in May, Homeless Connect was moved back to July resulting in some expenditure carrying over into the new financial year (2024/2025).

Accordingly, a revision will be required of the 2024/2025 expenditure line for next year's event to ensure all costs are met within this financial year.

Next year's Homeless Connect event is scheduled for 22 May 2025, avoiding a recurrence of overflow into the following financial year.

The current budget allocation is \$6,000.00, \$3,000.00 (internal charges).

In-kind assistance is also provided through staff resources by Community Services Directorate team as well as other Council areas. Staff enjoy being involved in the event as it creates a feeling of 'helpers high'.

LEGISLATIVE CONTEXT

Nil

LEGAL IMPLICATIONS

Nil

STAFFING IMPLICATIONS

Community Services Directorate team (5) co-ordinate the event drawing on support from various areas including Community Assets & Facilities, Council trainees and past employees together with a handful of volunteers and agency staff.

This event exemplifies each year Council's 'One Team' value.

A volunteer drive will be undertaken prior to the 2025 event, for assistance leading up to and during the event.

RISK ASSESSMENT

A risk assessment is undertaken in collaboration with Venues & Events and Workplace, Health and Safety.

Upon approval the assessment is distributed to all agencies for completion prior to commencement of the event.

CORPORATE/OPERATIONAL PLAN

2022-2027 Corporate Plan

Our Community – Goal 2.2 ***‘We support our communities through our activities and programs’***

CONCLUSION

The annual event fits within Council’s corporate goal of supporting our community through our activities and programs and is a clear indication of Council’s commitment to social inclusion of those most disadvantaged, as well as its civic leadership in bringing together government and non-government agencies, businesses and community to work together to provide practical assistance to homeless people, those at risk of homelessness and/or hardship.

It is recommended the annual event be re-branded to incorporate the word ‘hardship’ to *Hardship and Homeless Connect Day*.

11.6 ROCKHAMPTON BOTANIC GARDENS & ZOO VISITOR HUB - ASPHALT ARTWORK PATTERN

File No:	15633
Attachments:	1. Detailed Site Specific Design 2. Darumbal Concept Themes
Authorising Officer:	Alicia Cutler - General Manager Community Services Aaron Pont - Manager Parks
Author:	Jacob Weir - Project Manager Art Gallery - Technical

SUMMARY

The scope of works, as per the executed Building Better Regions Fund (Round 5) grant, for the Rockhampton Botanic Gardens & Zoo Visitor Hub includes the construction of new pavement (asphalt only) over the existing road surface area that incorporates an artwork pattern, developed in collaboration with Darumbal, and installed in an appropriate and durable manner that maximises its longevity.

This report summarises the process undertaken to fulfill the requirement under the funding agreement to arrive at a site-specific detail design, developed in collaboration with Darumbal, as well as outlining technical specifications for the artwork pattern to be installed.

The installation works for this artwork pattern are included in the construction tender documentation for the Visitor Hub and is included as part of the project budget, and grant funding.

The report includes the design themes (completed by Darumbal) and the proposed site-specific design (completed internally by Council).

OFFICER'S RECOMMENDATION

THAT the Rockhampton Botanic Gardens & Zoo Visitor Hub – Asphalt Artwork Pattern report be received by Council.

COMMENTARY

Works are well underway with the construction of the new Visitor Hub and Amenities at the Rockhampton Botanic Gardens and Zoo. This work is being carried out by a Construction Contractor (DBS) under contract 15633.

To fulfill the project scope, as outlined in the funding agreement with the Building Better Regions Fund (Round 5), there is a requirement for the 'installation of new pavement (asphalt) on the existing road surface incorporating Darumbal artwork'.

Over the past few months, Council officers have been collaborating with Darumbal on the development of key design themes to be incorporated into the artwork pattern, as well as speaking with the contractor (DBS) and various suppliers to understand the technical installation requirement, warranties and durability of installation for this artwork pattern.

Darumbal developed key themes for the artwork pattern that leverage key features of the site, such as the lagoon, water lilies, and animal and human footprints. As part of the Visitor Hub project, this area has been designed as a shared zone for use by vehicles and pedestrians (as it informally is now) with a 10km/h posted speed limit. The artwork concept uses the lagoon theme to assist and guide vehicles where to drive, as well as using footprints to guide pedestrians where to walk. The water lilies represent locations for crosswalks. The artwork pattern has been done in a multidimensional way that tells a story, visually complements the site adding to its appeal to locals and visitors, and assists in managing the interface of people and vehicles.

The artwork pattern will be installed using a StreetBond 150 product. This is a two-component advanced waterborne epoxy-modified acrylic coating that is installed using stencils directly on the asphalt surface. This product is widely used for road pavement markings, pedestrian crossings, bus lanes, parking areas, etc. The product is a Level 3 approved product under DTMR's Transport Infrastructure Product Evaluation Scheme (TIPES), which means it is certified to provide a minimum of five years satisfactory field performance under heavy traffic loading conditions, as most of the previously mentioned examples for the product are. As the location for the pattern is predominately through the shared zone area, vehicle movements are primarily through movements (i.e. minimal wheel turning movements over the pattern itself) also maximizing the longevity of the painted surface once installed.

The product is also not just for visual appeal. It protects the pavement substrate from abrasion during wet conditions (where most abrasion-related wear occurs), penetrates into the asphalt to work with its normal expansion and contraction (minimises the pattern from peeling or delaminating) and has a high level of resistance from chemical stains from fuel and oil. It also is available in a majority of traditional Dulux colours.

This report includes the following attachments:

- **Attachment A** Detailed site-specific design.
- **Attachment B** Darumbal concept themes.

BACKGROUND

A summary of the key events and activities relevant for this report include:

- 2022: The funding agreement for the Visitor Hub executed between the Federal Government and Council.
- July 2023: Council resolved to continue to proceed with 'Option 1 – Master Planned Amenities Option', which retained the artwork pattern on the new asphalt surface.
- Late 2023: Construction tender for the Visitor Hub awarded to DBS.
- February 2024, Council officers commenced engagement with Darumbal on the development of key themes and concepts to be included in the pavement pattern. A draft concept theme was provided by Darumbal. This is included in **Attachment B**.
- April 2024: Council officers prepared an initial site-specific design utilising the themes provided by Darumbal. Darumbal review and initial approval of the site-specific design to commence early discussions with suppliers.
- May 2024: Discussions with suppliers to understand order of magnitude cost, installation methods and product specifications.
- June 2024: Initial high-level quotes received along with options for product installation. Initial quote was higher than the budget \$100k. Commenced a value management process to scale back the area of painted surface without compromising on the intent and underlying themes of the artwork pattern.
- September 2024: Commenced a detailed site-specific design (internally) to enable a more detailed cost estimate to be produced, as well as providing necessary details, such as site set out plans and coordinates.
- November 2024: Detail site-specific design completed and now presented to Council. This is included in **Attachment A**.

PREVIOUS DECISIONS

Relevant for this report, in July 2023 Council resolved to continue to proceed with the Visitors Hub with 'Option 1 – Master Planned Amenities Option', which retained the artwork pattern on the new asphalt surface.

Council officers then collaboratively worked with Darumbal on developing a detailed site-specific design that incorporates key themes, is affordable within the budget allocation and is installed using a suitable product that minimises operational requirements and maximises longevity of the product under vehicle loading.

BUDGET IMPLICATIONS

The installation of this artwork pattern onto the asphalt surface is included in the total project cost estimate and budget approved as part of the Building Better Regions (Round 5) application. This allowance included an amount of up to \$100k for the artwork pattern. The installation of the detailed site-specific design will be delivered below this budget. No additional funding is being sought or requested.

LEGISLATIVE CONTEXT

Nil

LEGAL IMPLICATIONS

Council has entered into a contract with DBS for the construction of the Visitor Hub. Their construction contract includes the scope of works to install the artwork pattern on the asphalt road surface.

STAFFING IMPLICATIONS

The works are delivered by the appointed construction contractor, using an approved installer for the StreetBond product.

RISK ASSESSMENT

The artwork pattern has been developed collaboratively with Darumbal and works to date have been appropriately planned and included as part of the construction documentation to ensure alignment with the funding agreement delivering the full committed scope of works.

CORPORATE/OPERATIONAL PLAN

The Rockhampton Botanic Gardens & Zoo Redevelopment supports the following Operational Plan action:

1.2.4 Review and update the Botanic Gardens and Zoo Implementation Plan based upon outcomes from the concept design and complete initial works.

CONCLUSION

This report provides to Council the detailed site-specific design for the asphalt pavement artwork, to be installed as part of the construction of the Visitor Hub.

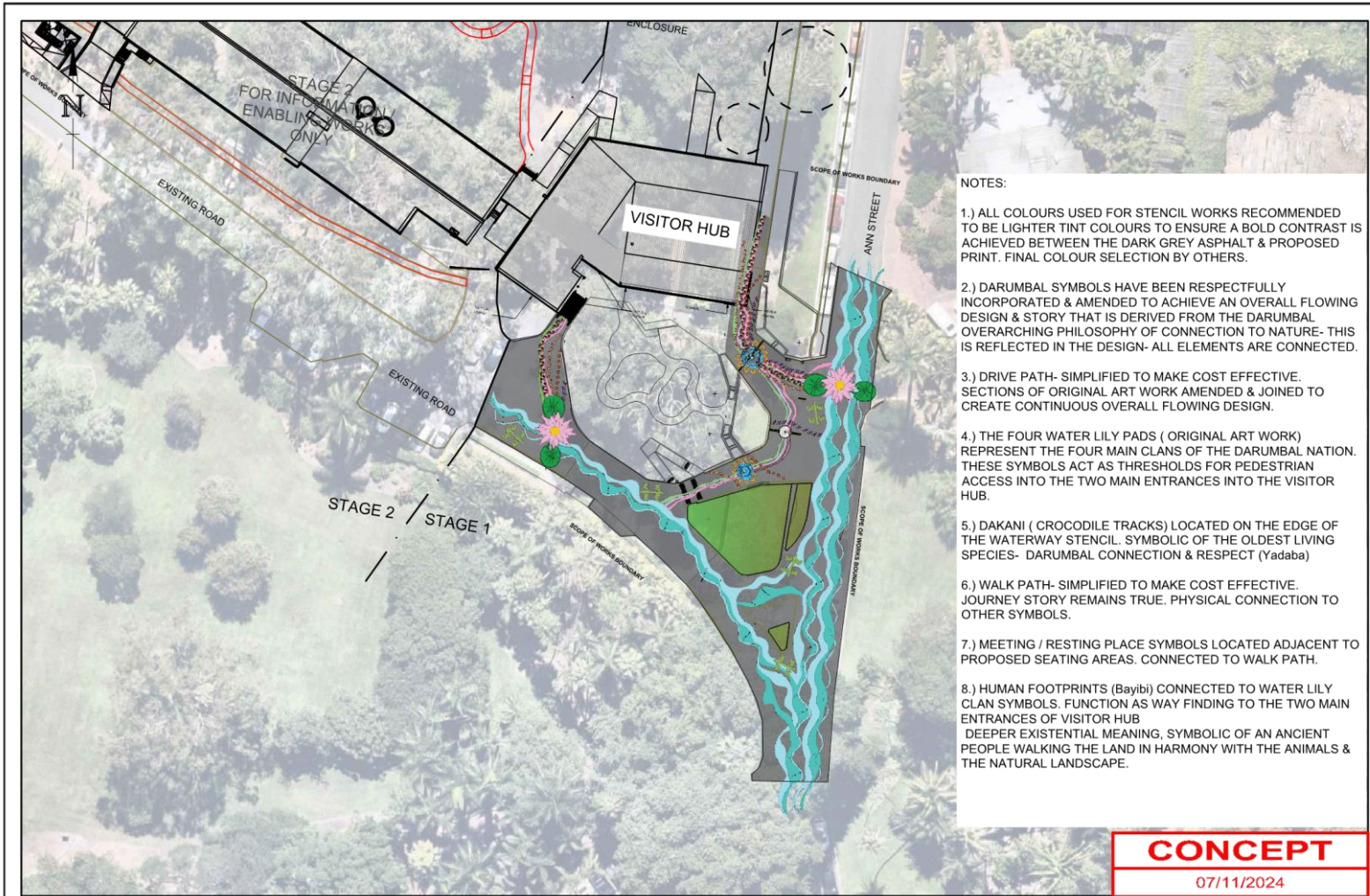
This design has been developed in consultation with Darumbal, the construction contractor and approved installers to ensure that the design is within the current budget amount, reflects the concepts proposed by Darumbal, and fits within the natural aesthetic of the Rockhampton Botanic Gardens and Zoo.

ROCKHAMPTON BOTANIC GARDENS & ZOO VISITOR HUB - ASPHALT ARTWORK PATTERN

Detailed Site Specific Design

Meeting Date: 19 November 2024

Attachment No: 1



- NOTES:
- 1.) ALL COLOURS USED FOR STENCIL WORKS RECOMMENDED TO BE LIGHTER TINT COLOURS TO ENSURE A BOLD CONTRAST IS ACHIEVED BETWEEN THE DARK GREY ASPHALT & PROPOSED PRINT. FINAL COLOUR SELECTION BY OTHERS.
 - 2.) DARUMBAL SYMBOLS HAVE BEEN RESPECTFULLY INCORPORATED & AMENDED TO ACHIEVE AN OVERALL FLOWING DESIGN & STORY THAT IS DERIVED FROM THE DARUMBAL OVERARCHING PHILOSOPHY OF CONNECTION TO NATURE- THIS IS REFLECTED IN THE DESIGN- ALL ELEMENTS ARE CONNECTED.
 - 3.) DRIVE PATH- SIMPLIFIED TO MAKE COST EFFECTIVE. SECTIONS OF ORIGINAL ART WORK AMENDED & JOINED TO CREATE CONTINUOUS OVERALL FLOWING DESIGN.
 - 4.) THE FOUR WATER LILY PADS (ORIGINAL ART WORK) REPRESENT THE FOUR MAIN CLANS OF THE DARUMBAL NATION. THESE SYMBOLS ACT AS THRESHOLDS FOR PEDESTRIAN ACCESS INTO THE TWO MAIN ENTRANCES INTO THE VISITOR HUB.
 - 5.) DAKANI (CROCODILE TRACKS) LOCATED ON THE EDGE OF THE WATERWAY STENCIL. SYMBOLIC OF THE OLDEST LIVING SPECIES- DARUMBAL CONNECTION & RESPECT (Yadaba)
 - 6.) WALK PATH- SIMPLIFIED TO MAKE COST EFFECTIVE. JOURNEY STORY REMAINS TRUE. PHYSICAL CONNECTION TO OTHER SYMBOLS.
 - 7.) MEETING / RESTING PLACE SYMBOLS LOCATED ADJACENT TO PROPOSED SEATING AREAS. CONNECTED TO WALK PATH.
 - 8.) HUMAN FOOTPRINTS (Bayibi) CONNECTED TO WATER LILY CLAN SYMBOLS. FUNCTION AS WAY FINDING TO THE TWO MAIN ENTRANCES OF VISITOR HUB
DEEPER EXISTENTIAL MEANING. SYMBOLIC OF AN ANCIENT PEOPLE WALKING THE LAND IN HARMONY WITH THE ANIMALS & THE NATURAL LANDSCAPE.

CONCEPT
07/11/2024

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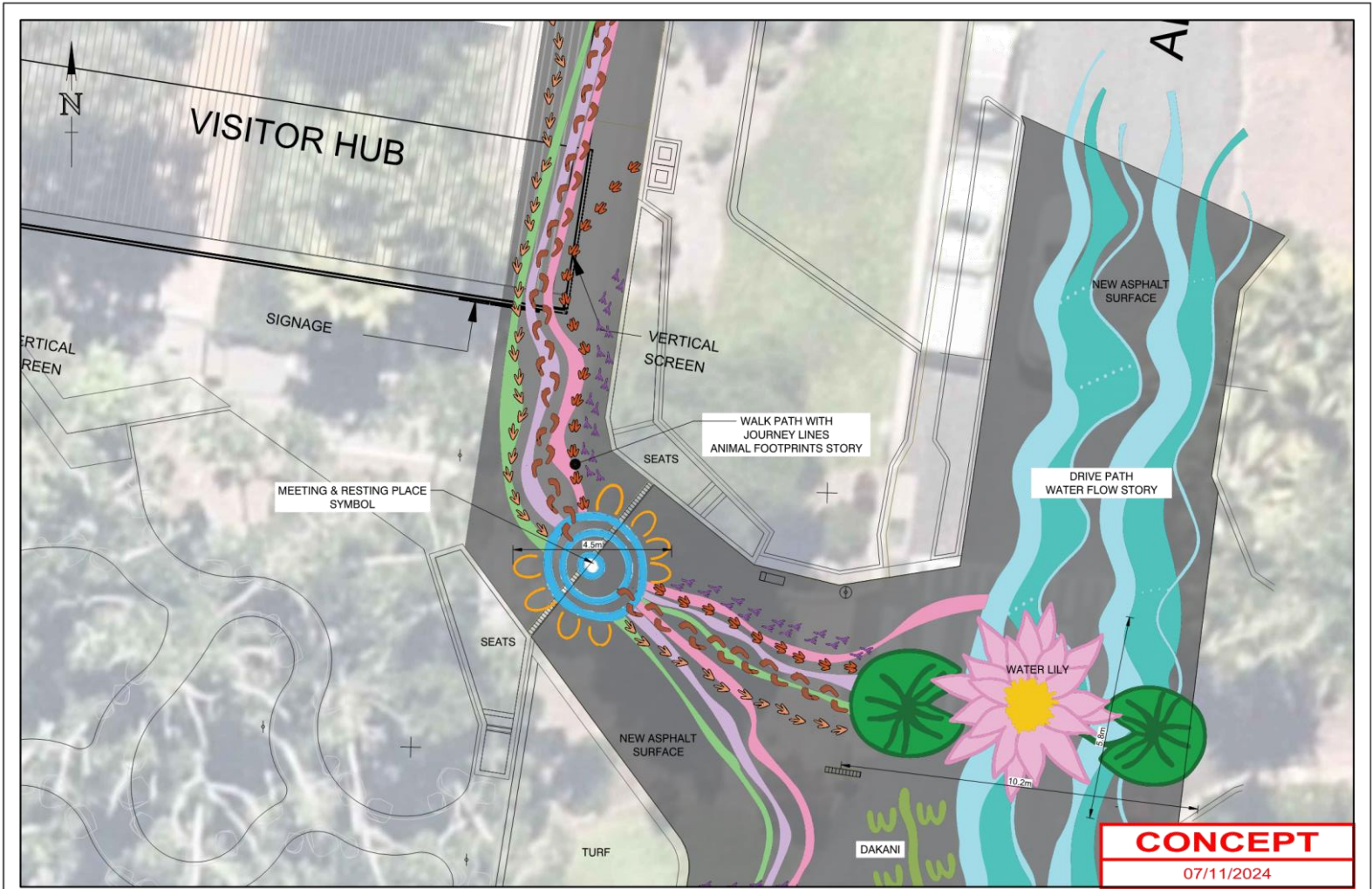
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RBG & ZOO VISITOR HUB
ANN STREET (THE RANGE) ROCKHAMPTON
DARUMBAL PATHWAY STORY
OVERALL CONCEPT PLAN

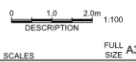
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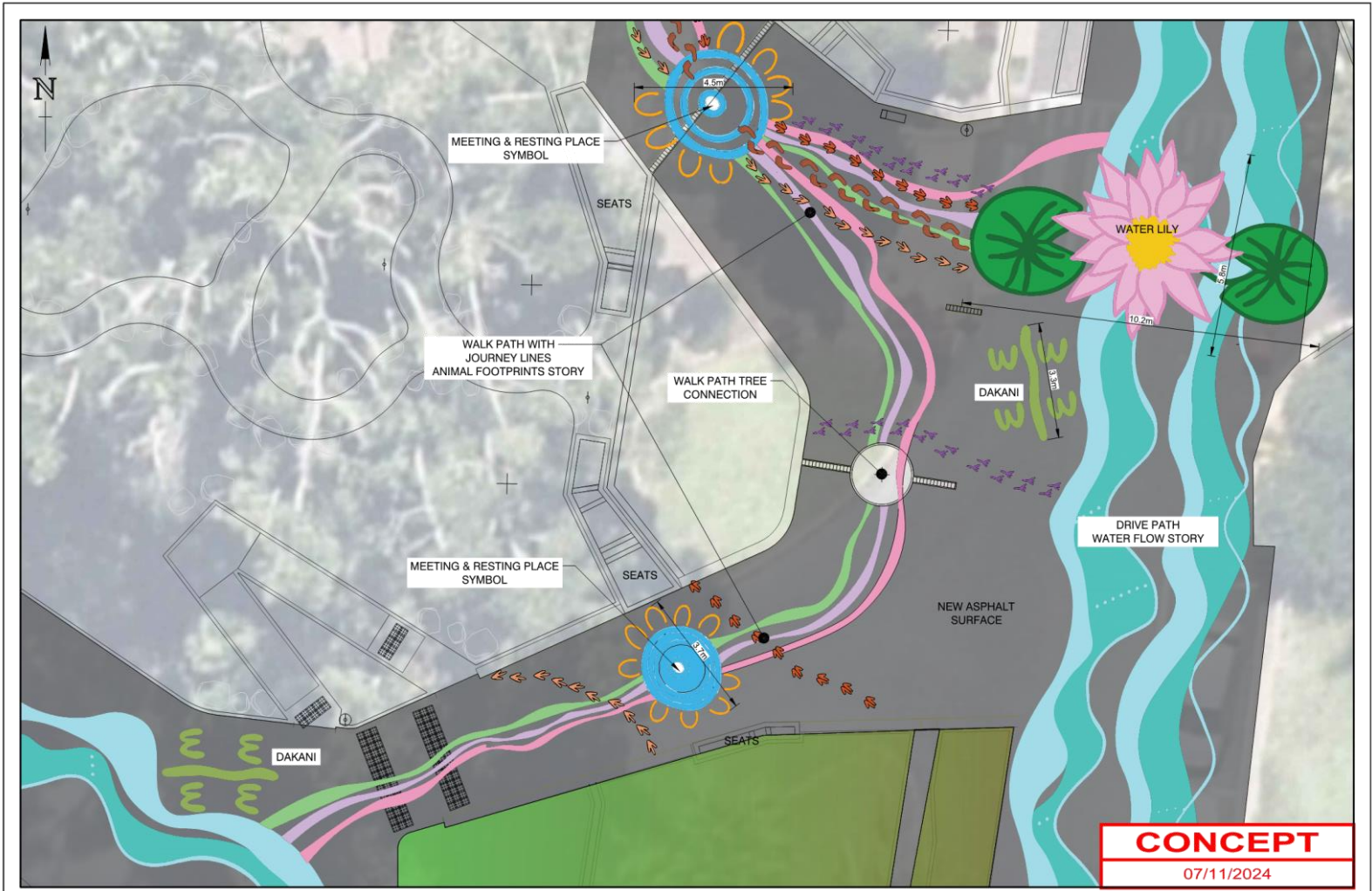
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ANN STREET (THE RANGE) ROCKHAMPTON
DARUMBAL PATHWAY STORY
CONCEPT PLAN 1

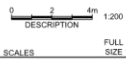
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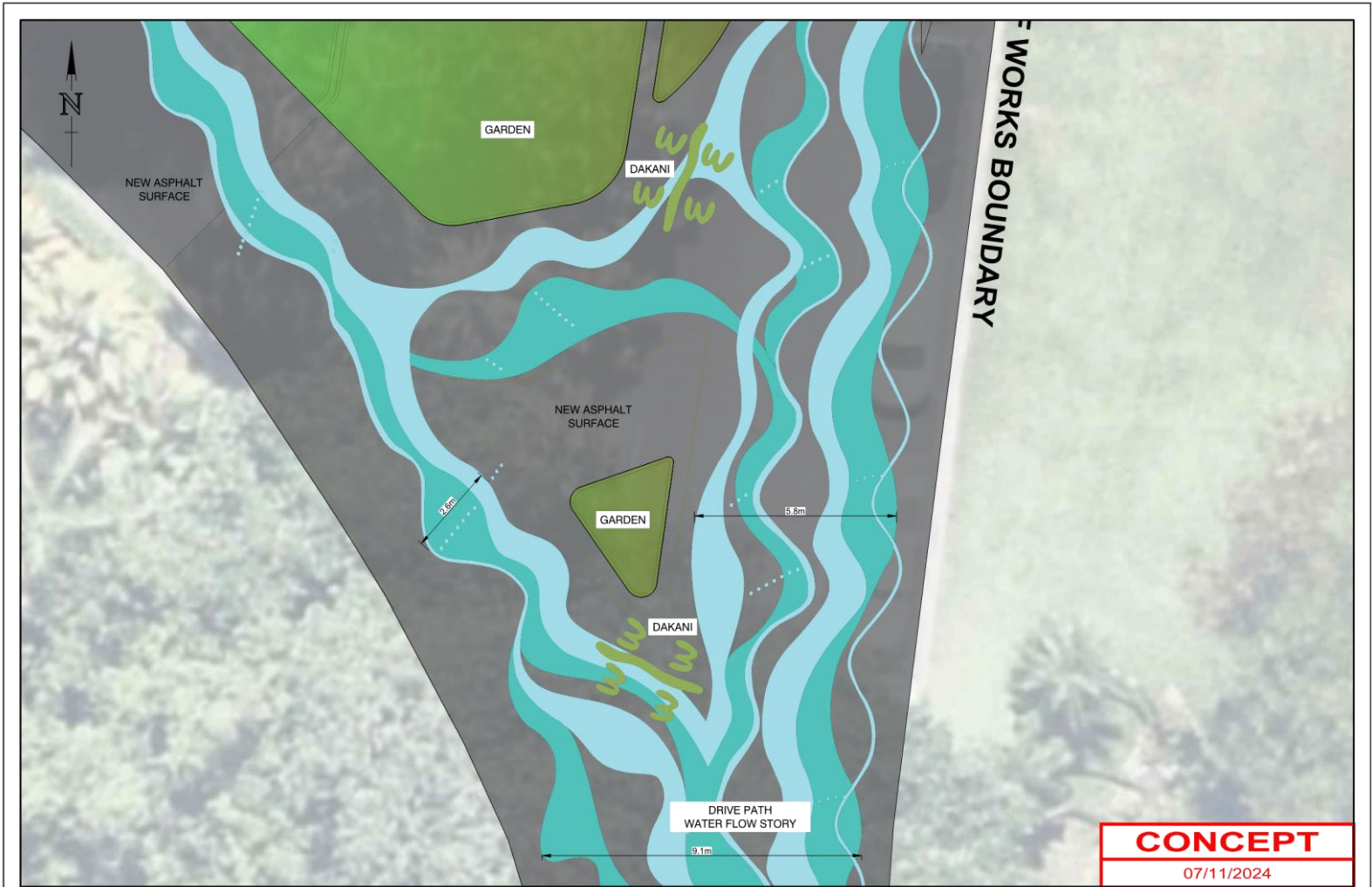
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RBG & ZOO VISITOR HUB
ANN STREET (THE RANGE) ROCKHAMPTON
DARUMBAL PATHWAY STORY
CONCEPT PLAN 2

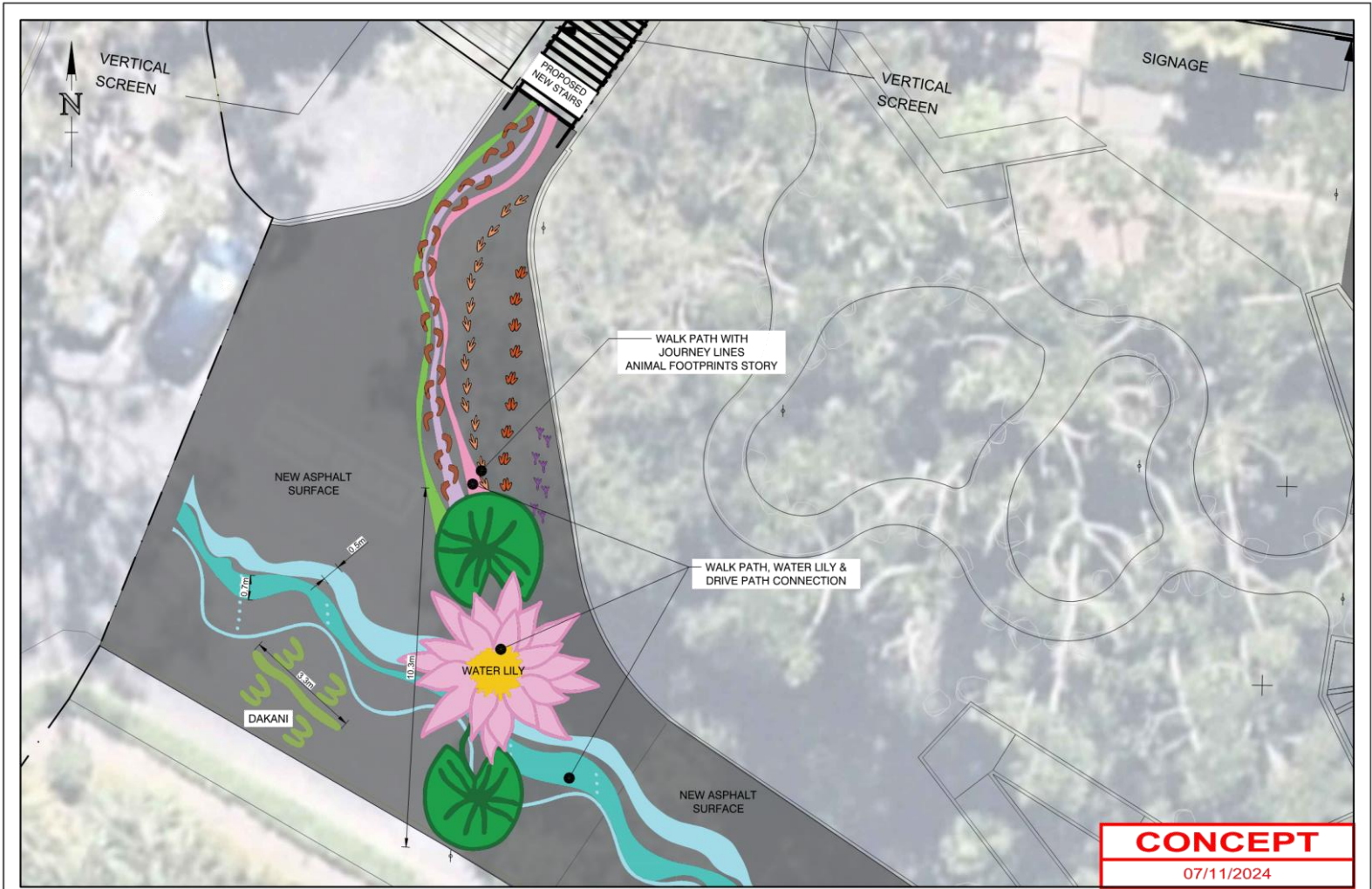
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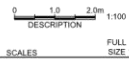
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ANN STREET (THE RANGE) ROCKHAMPTON
DARUMBAL PATHWAY STORY
CONCEPT PLAN 4

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ROCKHAMPTON BOTANIC GARDENS & ZOO VISITOR HUB - ASPHALT ARTWORK PATTERN

Darumbal Concept Themes

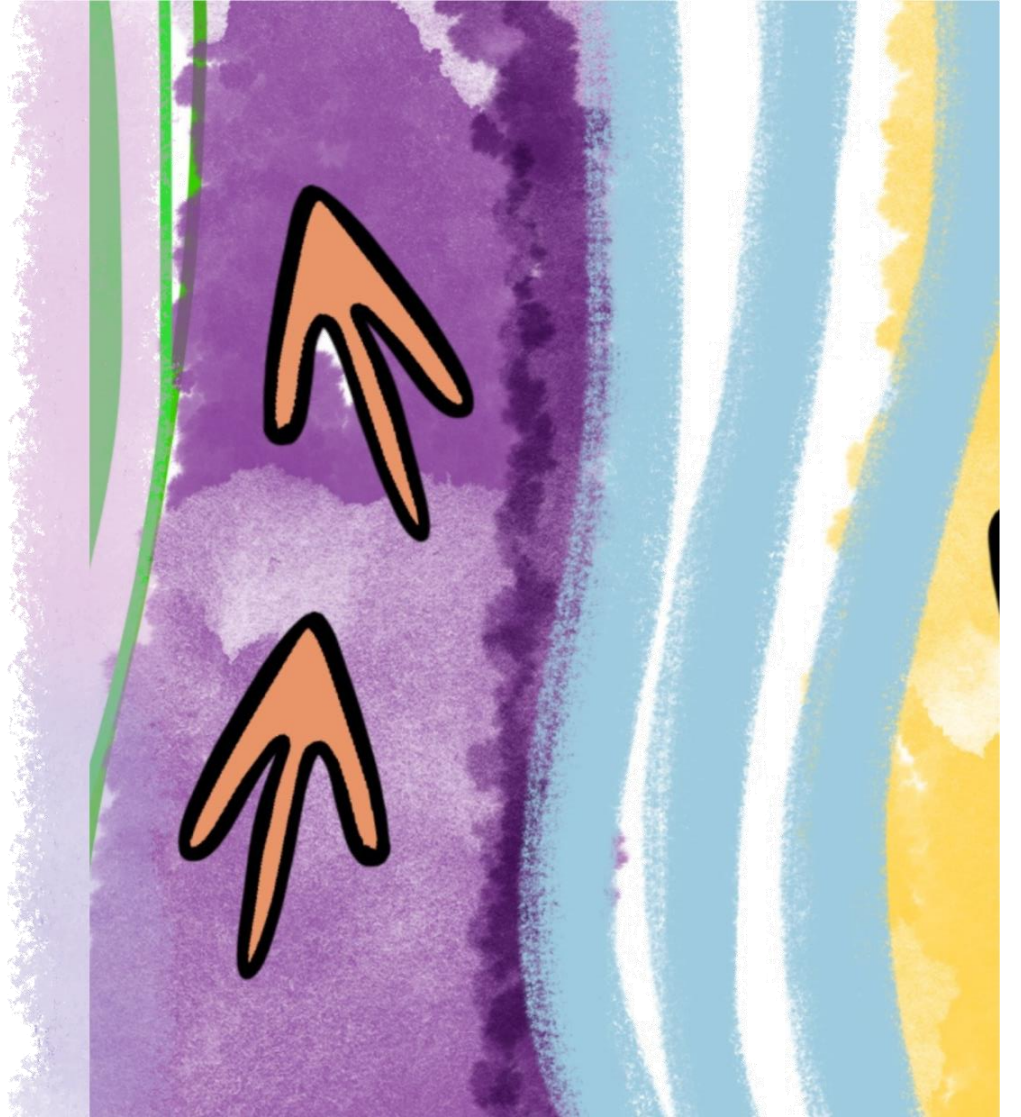
Meeting Date: 19 November 2024

Attachment No: 2



WAYFINDING DESIGN

DARUMBAL SYMBOLS & STORY
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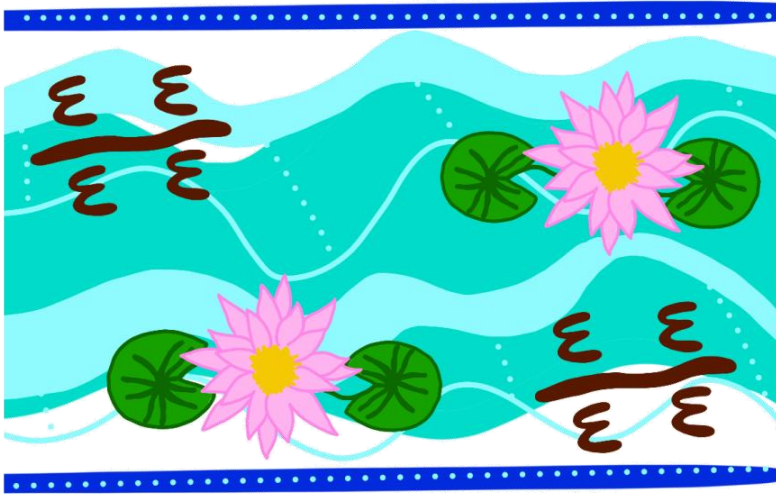


IDEA

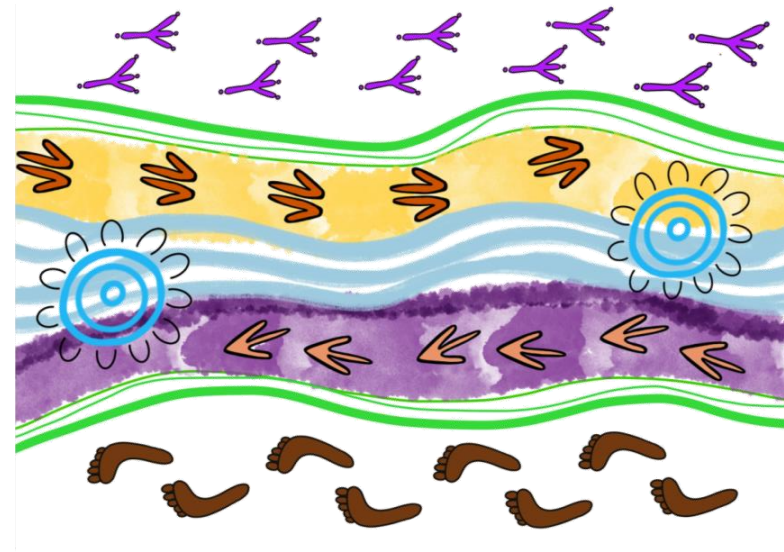
- Footprints of significant animals belonging to that country
- Waterway to represent the lagoon
- Footprints on the outside to represent the walkway
- Water to represent the driving way
- Moving forward with the Idea, we will re-create design to two separate concepts



Concept 1 -Drive Path



Concept 2 Walk Path



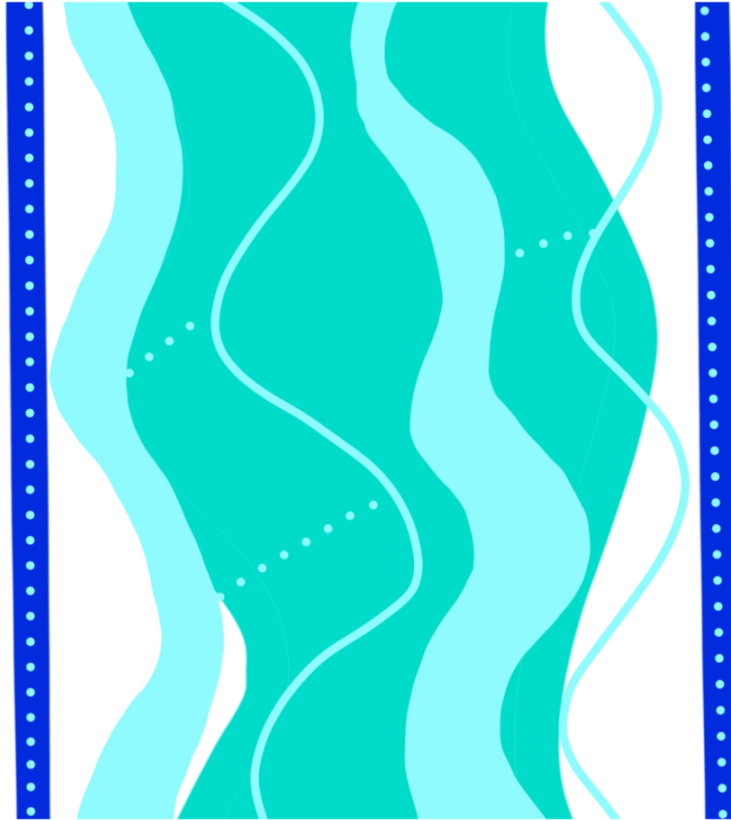
WAYFINDING CONCEPT DESIGN

Each concept contains specific Aboriginal symbols to help tell the story of Darumbal Country.

The colours at the moment do not match the colour palette provided from the Graphic reference.



CONCEPT 1 DRIVE PATH



Waterway

CONCEPT 1 DRIVE PATH

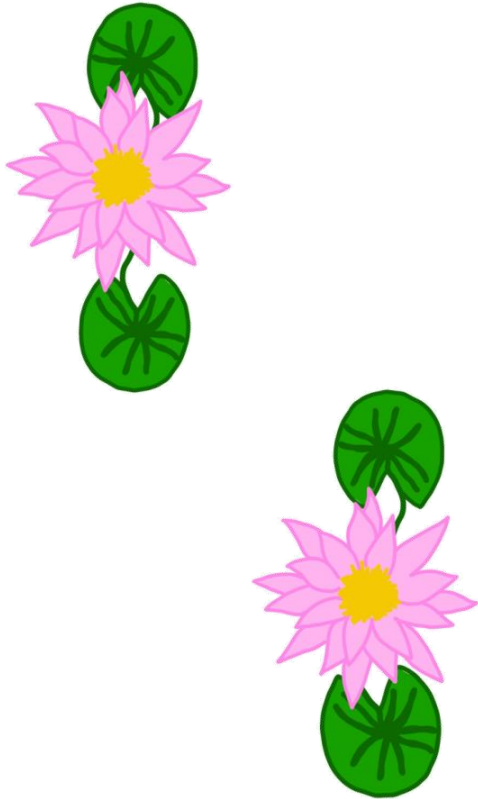
- Dark blue outside lines represent the long history and survival of the land and the lagoon
- Light blue dots represent the continuing of cultural practice throughout these waters and surrounding lands.
- The middle darker teal colour represents the lagoon and body of water.
- The lighter waterlines represent the change over the years within the lagoon. Representing times of drought when the water was small and then times after big rain when the water was full.

CONCEPT 1 DRIVE PATH



Dakani (Crocodile) Tracks

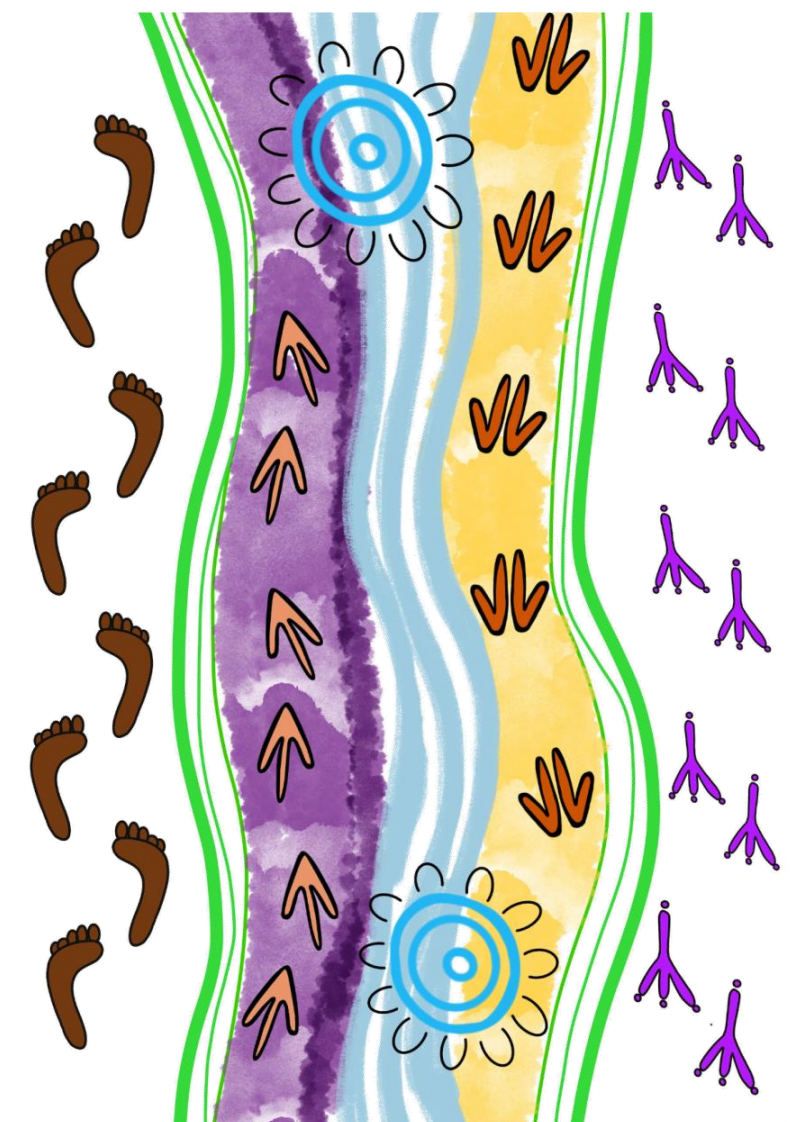
- The crocodile tracks are very significant as the Dakani is a very important creature to some of the Darumbal families.
- The Dakani is and has been a long time resident of the Zoo. Dakani are also one of the oldest living species on Darumbal Nunthi, this is why we must at all times pay yadaba (respect) to them.



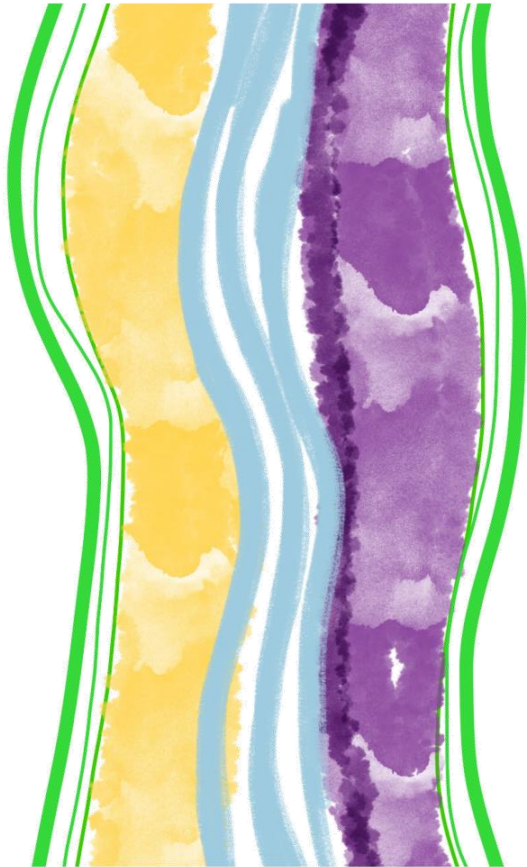
Yugu (Waterlily)

CONCEPT 1 DRIVE PATH

- The Waterlily represents the Darumbal people, the four lily pads represent the four main clans of the Darumbal Nation.
- Over the past couple of years after water came back to the lagoon, the waterlilies have spread like wildfire throughout the waterways. They are a significant feature of the area.
- Waterlilies were used as a food source by Aboriginal people.



CONCEPT 2 WALK PATH



Journey Lines

CONCEPT 2 WALK PATH

- The coloured lines are used in aboriginal artwork to depict ones journey to and from, near and far.
- The varied line thickness, colour and shapes represent the different type of journey's that people may be on while visiting the Gardens and Zoo. Showcasing that everyone has a different reason to be at the zoo, different amount of time spent at the zoo and could be travelling individually or with family.
- Vibrant colours show that the journey and adventure is positive & happy.

CONCEPT 2 WALK PATH



Meeting /Resting Place

- The circles represent a meeting place or resting place.
- The "U" shapes surrounding representing people gathering or sitting.
- The meeting/resting place goes hand in hand with the journey lines. Telling the story of people meeting in the Gardens. Resting and sharing together their food, stories and company.



Wura (Kangaroo) Tracks

CONCEPT 2 WALK PATH

- Kangaroo tracks are included to pay homage to the long term residents of the Rockhampton Zoo.
- Kangaroos are well respected animals to the Darumbal people. The reason behind this is because the Kangaroo was used as a source for food, clothes, blankets, shelters, tools, cultural indicators and spiritual educators.



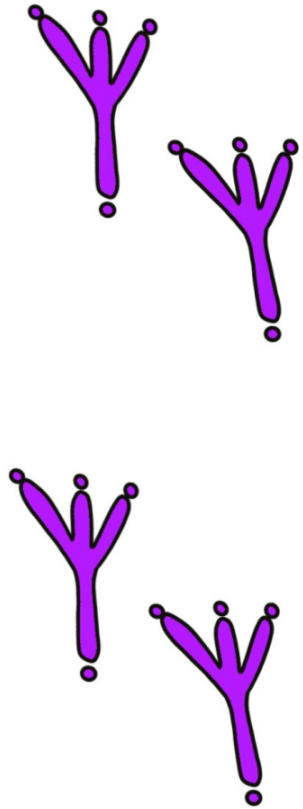
Gundalu (Emu) Tracks

CONCEPT 2 WALK PATH

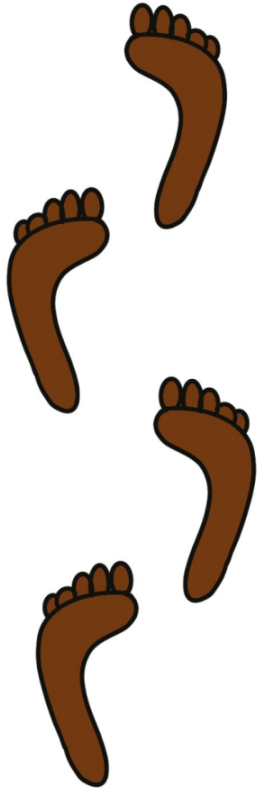
- Just like the Kangaroo tracks these Emu tracks are included to pay homage to the long term residents of the Rockhampton Zoo.
- The Gundalu are a special bird to many of the Darumbal People, they signify many different things, one including to always remember to keep moving forward, for the emu cannot walk backwards.

CONCEPT 2 WALK PATH

- Just like the Kangaroo & Emu tracks these Rainbow Lorikeet tracks are included to pay homage to the long term residents of the Rockhampton Zoo & Botanical Gardens area.
- Visitors and locals would know, you can't have a coffee or some hot chips at the café without having some of these colourful creatures join you. They are welcoming but also and a little intrusive at times, but all is a part of the Zoo & gardens experience.



Wunggiran (Rainbow Lorikeet) Tracks



Bayibi (People) Footprints

CONCEPT 2 WALK PATH

- The human footprints are placed across from the animals to show that we all walk together on earth as one. We should respect and care for animals just like we care for ourselves and others. We walk along side animals and in this special place (Rockhampton Botanical Gardens & Zoo) where we can share memorable experiences with them.

11.7 COMMUNITY PETITION - ENHANCEMENT OF FACILITIES AT DUTHIE PARK

File No: 11206
Attachments: Nil
Authorising Officer: Alicia Cutler - General Manager Community Services
Author: Justin Bulwinkel - Sports and Active Communities Coordinator

SUMMARY

Officers have investigated and reviewed the petition submitted to Council from the Duthie Park Four Paws Off-Leash Dog Owners Group and other community members, seeking facility improvements at Duthie Park. This report provides four potential options for Council consideration to enhance public amenities at the park while considering operational, financial, and community implications.

OFFICER'S RECOMMENDATION

THAT:

1. Council endorse **Option 1** outlined within the report with budget consideration for Duthie Park public amenities upgrades in in the 2025/2026 Financial Year and;
2. Council rescinds its decision of 21 November 2023 to renew the Rockhampton Dog Obedience Club Inc. Trustee Lease at 314-324 Marsh Avenue, Frenchville and;
3. Pursuant to Section 236(1)(c)(iii) of the Local Government Regulation 2012 (Qld) Council approve the renewal of Rockhampton Dog Obedience Club Inc. Trustee Lease at 314-324 Marsh Avenue, Frenchville until 31 June 2031. The lease renewal will reflect a modified lease footprint encompassing the entirety of the building, excluding areas currently designated as amenities.
4. Council authorises the Chief Executive Officer (Sports & 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

The petition submitted to Council highlights the community's desire for improved public amenities at Duthie Park, specifically calling for the addition of public toilets, barbeques, and a water bubbler with a bottle refill and dog drinking station. This request, supported by 79 signatures, reflects a broader effort by the community to increase accessibility, usability, and inclusivity of the park facilities for all users, rather than limiting them to specific groups.

Officers' investigations have considered the community's needs and the current use and occupancy arrangements with the Rockhampton Dog Obedience Club, which has operated at Duthie Park for many years under a trustee lease. While the Club has contributed significantly to the park's activities and infrastructure, historical limitations on public access to the Club's facilities have led to periodic conflict and dissatisfaction among broader park users. Additionally, as the Club pursues further improvements through grants, it becomes increasingly important to balance their needs with the wider community's expectations for accessible public amenities.

Given the existing infrastructure and the need to balance community and lessee interests, officers have identified four potential options for consideration. The preferred recommendation involves re-purposing and upgrading the existing Club facilities for public access, offering a cost-effective and efficient means to meet community needs.

Consultation with the resident Rockhampton Dog Obedience Club has been undertaken, and they have provided in-principal support for this change, noting that the proposed investment would benefit their members and programs through enhanced facilities. This approach would require rescinding and restructuring the current lease arrangements while ensuring the Club can continue its activities with minimal disruption. The other options, including constructing standalone amenities blocks or reconsidering enhancements altogether, present varying levels of financial and operational implications. Ultimately, the officer's recommendation seeks to optimise the use of existing assets, address public demand, and ensure community inclusivity while balancing cost considerations.

To address the need for smaller embellishments, officers consider these additions reasonable and consistent with services provided in other highly used DOLA parks. The 2024/25 DOLA Capital Budget will include scope for the installation of a dog drinking station and water bubbler. However, the addition of BBQ facilities will be considered in the future, subject to budget availability and a comprehensive review of community BBQ facilities across the region.

Options for Consideration

Option 1 (Recommended Option):

Council supports a 2025/26 capital budget submission for the re-purposing and upgrade of existing amenities currently leased by the Rockhampton Dog Obedience Club at Duthie Park to provide community access. This option aims to address the community's request for enhanced public facilities, while utilising existing infrastructure to minimise new construction costs. Key elements of this option include:

- *Estimated Cost:* \$200,000 with confirmation of budget to be provided during the development of the 2025-26 capital budget. It should be noted that this amount presently has a high level of contingency as this project is not yet fully scoped.
- *Security Measures:* Installation of a Gallagher locking system to secure amenities overnight, reducing the risk of antisocial behavior in the park's secluded areas.
- *Operational Costs:* Ongoing costs are estimated at up to \$30,000 per annum for daily cleaning and restocking of the upgraded facilities.
- *Trustee Lease Changes:* Council will rescind its previous decision of 21 November 2023 to renew the Rockhampton Dog Obedience Club Inc. Trustee Lease for six years. A new lease agreement will be approved, extending the term up to 31 June 2031, with adjustments to the lease footprint to exclude areas annexed for public amenities while maintaining other leased spaces for the Club's use.
- *Lease Survey:* Council will fund and arrange for a lease survey to define the new lease boundaries, ensuring clarity and proper allocation of public and Club use areas.

This option maximises the utility of existing infrastructure, balances community accessibility needs, and maintains the operational activities of the Rockhampton Dog Obedience Club with minimal disruption. It offers a cost-effective solution, addressing community priorities while considering financial, operational, and logistical impacts.

Option 2:

Council to construct standalone public amenities block within Duthie Park to service the play space and dog off-leash area, with an estimated cost of \$350,000. While this option directly addresses community requests for new public facilities, it involves a higher capital expenditure. Additionally, operational costs for cleaning and restocking the new facilities would be up to \$30,000 per annum for daily cleaning. The new block would also deliver security measures, such as overnight locking systems, to mitigate potential antisocial behavior.

Option 3:

Council to build standalone public amenities block and decommission existing amenities within the Rockhampton Dog Obedience Club's building, converting these areas to storage, subject to community consultation. The estimated cost for this option ranges from \$350,000 to \$370,000. Like Option 1 & 2, it would incur annual operational costs of up to \$30,000 for cleaning and restocking, in addition to any costs associated with the decommissioning and repurposing of the existing space. Security considerations would also be addressed.

Option 4:

Council acknowledges the community's request for improved public amenities at Duthie Park but has declined the request, determining that such enhancements would constitute an over-embellishment based on Duthie Park's classification as a local park under the Rockhampton Regional Planning Scheme.

This decision aligns with established standards outlined in the planning schemes regarding park classifications and service standards. These standards work toward delivering a consistency in the level of embellishments provided across the regions open space and parks network. Council works to adhere to these standards, to ensure there is an appropriate level of open space and park facilities across the region to services the community, while balancing Councils operational and maintenance commitments for the regions open spaces and parks. Local parks, as outlined in the scheme, are intended to offer minor embellishments and facilities that serve the community within the immediate area (within walking distance), hence the reason Local Park don't require the level of infrastructure seen in district or regional parks that encourage longer stays with greater embellishments and facilities.

BACKGROUND

Council has recently received a petition supported by the Duthie Park Four Paws Off-Leash Dog Owners Group and other community members, requesting improved public facilities at Duthie Park. The petition specifically calls for the addition of public toilets, barbeques, and a water bubbler with bottle refill and dog drinking station, emphasising community access over restricted or exclusive use.

The Rockhampton Dog Obedience Club currently holds a trustee lease for a building within Duthie Park and a trustee permit for designated land. The Club has occupied the area for several decades, running training programs and applying for grants to enhance their facilities, such as the installation of fencing for safety. Historically, while the Club's amenities, including toilets, were intended for broader use, public access has been inconsistent, leading to conflicts during Club activities when the facilities were inaccessible to the public.

Given this context, the reported options aim to balance the needs of the community, the Club's ongoing activities, and efficient use of public infrastructure.

PREVIOUS DECISIONS

Council 24 May 2024: THAT the petition requesting enhancement of facilities at Duthie Park be received and referred to General Manager Community Services for investigation and response.

BUDGET IMPLICATIONS

All options, except for Option 4, would involve an initial capital expenditure and an increase in annual operational costs. The following cost estimates are based on current market conditions and recent expenditure trends within Community Assets and Facilities capital and operating budgets:

Option 1:

- Capital Cost: \$200,000
- Annual Operational Cost: \$30,000

Option 2:

- Capital Cost: \$350,000
- Annual Operational Cost: \$30,000

Option 3:

- Capital Cost: \$350,000 - \$370,000
- Annual Operational Cost: \$30,000

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 (i.e., land) other than by tender or auction.

LEGAL IMPLICATIONS

It is proposed that Council will enter a Trustee Lease with the 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 ASSESMENT

Over-Embellishment: The co-location of both Club-operated and new public amenities within a single local park may lead to perceived over-embellishment. This poses a risk of long-term financial strain on Council due to the responsibilities of ownership and maintenance.

Proximity to Existing Facilities: Given the proximity of other public play spaces and amenities within 1,500 meters (Rigarlsford Park), there is a risk of redundancy and unnecessary expenditure if additional standalone facilities are developed, potentially leading to underutilisation of resources.

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

The proposed options for enhancing public amenities at Duthie Park reflect a balanced approach to addressing community needs while considering operational, financial, and logistical impacts. The recommended Option 1 leverages existing infrastructure to maximise community benefit, providing cost-effective public access improvements while maintaining the operational needs of the Rockhampton Dog Obedience Club. This approach ensures that Council's decision aligns with community priorities and resource efficiency.

11.8 PARKS IRRIGATION RENEWAL PROGRAM - PROGRESS UPDATE

File No: 2043
Attachments: 1. [Project Plan - Parks Irrigation](#)↓
Authorising Officer: Aaron Pont - Manager Parks
Alicia Cutler - General Manager Community Services
Author: Gerard Young - Coordinator Parks Operations
Justin Bulwinkel - Sports and Active Communities Coordinator

SUMMARY

Update on the 2024/2025 Parks Irrigation Renewal Program.

OFFICER'S RECOMMENDATION

THAT the 2024/25 Parks Irrigation Renewal Program update be received.

COMMENTARYCurrent status and progress

Detailed irrigation designs for Kele Park, including tank and pump schematics and an irrigation system layout for the main AFL field, have been completed.

Brothers AFL Inc. is currently awaiting a flood study report, expected within the next two weeks. Upon receipt, they will proceed with the Development Application, enabling the irrigation tender to be released for quotations.

To support project continuity and effective budget management, Council has requested the Department of Tourism and Sport (DTS) to transfer the funding Deed directly to Rockhampton Regional Council (RRC).

BACKGROUNDRecap

The Irrigation Renewal Program is proposed 10-year initiative to update aging irrigation systems at key community sports facilities. Funded by Council's Capital Program with an annual budget of \$350,000, the program supports sustainable water management and enhances facility quality.

As previously reported, Kele Park has been prioritised this financial year due to its deteriorating condition and inefficiency. With \$150,000 in grant funding from the Department of Tourism and Sport (DTS) and resident Brothers AFC Inc., Council can expand the renewal scope to include a new tank and pump. This combined funding strengthens Council's capital investment, allowing for an enhanced irrigation system that meets modern standards and better serves the community.

PREVIOUS DECISIONS

THAT Parks Irrigation Renewal scope be received for the current financial year.

BUDGET IMPLICATIONS

2024/2025 Capital budget \$350,000

External contributions equal to \$150,000

STAFFING IMPLICATIONS

Parks will assume the role of Project Manager, while Brothers AFC Inc. will handle the necessary Development Approvals prior to construction.

Construction/Delivery will be through a contractor.

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

The Parks 23/24 Irrigation Renewal Program is progressing as planned, with Kele Park's detailed designs now complete and ready for tender, pending formal lodgement of the Development Application, expected within the next two weeks.

PARKS IRRIGATION RENEWAL PROGRAM - PROGRESS UPDATE

Project Plan - Parks Irrigation

Meeting Date: 19 November 2024

Attachment No: 1



Regional Services

PROJECT PLAN MINOR	
Project Title	Parks Irrigation Renewal – Kele Park
Project Asset Owner	Manager Parks – Aaron Pont
Project Manager	Coordinator Parks Operations – Gerard Young
Project Reference Group	Communities Project Reference Group
Date Prepared	28 October 2024

PROJECT PURPOSE
<p>To revitalise the irrigation system at Kele Park, a key community sporting facility, ensuring sustainable water management, and maintaining high-quality playing surfaces for community use. This project is part of the broader Parks Irrigation Renewal Program, which aims to update aged, failing irrigation across community facilities over a 10-year period.</p>

SCOPE
<p>1. <u>Design & Planning:</u></p> <p>Completion of detailed irrigation designs, including tank and pump schematics, specifically tailored for Kele Park's main AFL playing field.</p> <p>Integration of sustainable water management practices into the design to support long-term facility needs.</p> <p>Delivery scope includes the renewal of irrigation systems for the primary playing surface and surrounding areas, maintaining the existing layout and functionality. With additional funding, the scope will be expanded to enhance water management capabilities, incorporating upgraded storage tanks and pumps to meet current irrigation standards.</p>



Regional Services

<p><u>Development Application:</u></p> <p>Brothers AFL Inc., the resident club, will fund and secure the required Development Application (DA) approval.</p> <p>DA approval is a prerequisite for releasing the irrigation system tender for construction.</p> <p>2. <u>Tender & Construction:</u></p> <p>Subject to DA approval, Council will release the irrigation tender to secure quotations from qualified contractors, with delivery timeline and requirements. Consideration around facility needs during regular AFL season will be made.</p> <p>Successful tenderer will manage construction and installation, supervised by Council’s Parks team as the Project Manager.</p> <p>3. <u>Funding Structure:</u></p> <p>The project is supported by a \$350,000 annual allocation from Council’s Capital Program, supplemented by an additional \$150,000 from the Department of Tourism and Sport (DTS) and Brothers AFL Inc.</p> <p>This combined funding enhances the project scope, allowing the inclusion of a new tank and pump infrastructure.</p> <p>4. <u>Project Management & Oversight:</u></p> <p>The Parks team will oversee the project, managing timelines, budgets, and coordination with contractors and stakeholders.</p> <p>Brothers AFL Inc. will maintain responsibility for any necessary compliance documentation, including DA lodgement.</p>

BUDGET	
Project Component Overview (Council Expenditure)	
Item	Cost
Planning Design & Approvals	\$ 20,000
Procurement and Construction	\$ 380,000
Contingency (20%)	\$ 100,000



Regional Services

Cash Flow:	
Forecasted Project Deliverables per Quarter	Estimated Expenditure
Q2 (Planning & Design)	
Detail Design	\$ 20,000
DA Approval	
Tender & Award	
Q3 (Approvals & Scheduling)	
Procurement & Construction	\$ 430,000
Q4 (Playspace/asset procurement)	
Testing & Commissioning	\$ 50,000

Note: This is indicative only, a detailed cashflow will be subject to tender submissions.

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.

Milestone / Task	Expected Start Date	Expected Finish Date
Anticipated Funding agreements signed	01 Sept 24	30 Nov 24
Complete detailed design, technical specifications and Tender Documentation, and revised detailed project cost estimate	01 Oct 24	30 Nov 2024
Environment, Planning, Cultural Heritage, Development assessments and approvals	01 Oct 21	31 Nov 2024
Land resumptions / Acquisitions / Easements	N/A	N/A
Construction Procurement	01 Dec 2024	31 Mar 2025
Construction Works	01 Dec 2024	31 Mar 2025
Project Finalisation	01 April Jun 2025	30 June 2025

Issue

Page 3 of 5

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Regional Services

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

RISK

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

Risk Category	Proposed Mitigation
Inadequate funding impacting the Project Budget	Secure funding prior to major commitments and capital outlay.
Scope Creep impacting the Project budget	Project Manager is the only person authorised to instruct contractors and Consultant on contractual matters. Contract to set out roles & 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.



Regional Services

Project Approvals not received within required timeline	Project controls and program in place to manage timelines and deadlines associated with approvals. Design consultant engaged to complete required documentation and early planning
Project Safety uncontrolled	Safety in Design process employed. Site safety plans and method of work statements. Compliance inspection regime engaged.
Project Deadlines not being met, impacting the project timeline.	Project controls and program in place to manage expectations and delays.

RECOMMENDATIONS AND CONSIDERATIONS
Seek DA Approval and proceed to tender.

11.9 REGIONAL CEMETERIES CLEAN UP - REMOVAL OF NON-CONFORMING ADORNMENTS

File No:	330
Attachments:	1. Examples of Non-conforming Adornments ↓
Authorising Officer:	Emma-Jane Dwyer - Manager Community Assets and Facilities Alicia Cutler - General Manager Community Services
Author:	Joanne Stratford - Supervisor Cemeteries

SUMMARY

This report seeks Council's support to enact the Cemetery Related Activities Policy and Cemetery Related Activities Procedure to clean up all Council-controlled cemeteries through the removal of non-conforming items.

OFFICER'S RECOMMENDATION

THAT Council supports the enactment of the Cemetery Related Activities Policy and the Cemetery Related Activities Procedure and allows staff to undertake a planned clean-up process to remove all non-conforming items from Council-controlled cemeteries.

COMMENTARY

To improve the overall aesthetic of our cemeteries, reduce the risk of injury to staff and visitors, reduce the risk of harm to wildlife and improve maintenance efficiencies, it has become necessary to remove non-conforming, deteriorated and broken items from individual grave sites as per the Cemetery Related Activities Policy (Policy) and Cemetery Related Activities Procedure (Procedure).

BACKGROUND

Removal of non-conforming items is generally only undertaken by staff when a complaint is received that requires this action. Until the adoption of the current Policy and Procedure, specific details on what Council considers conforming and non-conforming items has never been effectively communicated to the community and there has been no overarching approval to remove these items without deferring to Management. Due to this, there is now an excessive amount of non-conforming items on graves and ashes sites across all cemeteries.

The cemeteries administration team regularly receives comments from the community regarding the 'look' of some graves in that they are untidy, items are broken, artificial flowers are blowing all over the cemetery, weeds are growing within 'homemade' grave covers and surrounds or items are encroaching on a neighbouring plot. A number of families are also installing 'homemade' grave covers and/or headstones without obtaining approval from Council or paying the relevant permit fee, and in many cases these surrounds are being positioned outside the allocated space and encroaching on a neighbouring site.

The Policy and Procedure were adopted by the Communities Committee on 21 November 2023. Together, these documents provide guidance to staff and the community on what items are considered acceptable and the appropriate placement of these items, also what items are considered non-conforming and should be removed. The Policy also provides staff with approval to remove any non-conforming items and provides guidance on notification, storage and/or disposal of such items.

Under section 5.4.4 of the Cemetery Related Activities Procedure the following items are considered non-conforming:

- *Flower receptacles not arranged through Council (groves and columbariums)*
- *Artificial flowers (with wire), glass, china, ceramic or other breakable ornaments or receptacles*
- *Wind chimes, windmill ornaments, solar or battery powered lights or ornaments*
- *Toys, candles, photo frames or balloons*
- *Alcohol containers*
- *Any items that will rust*
- *Any broken and/or disintegrated items*
- *Any items with hooks, spikes or sharp edges*
- *Any items spiked into the ground*
- *Pot plants*
- *Any item placed or hung on trees, shrubs or plants*
- *Any item placed or planted on the lawn areas and pathways, for example pavers, fencing, vegetation.*

Section 5.8 of the Policy authorises Council staff to remove any non-conforming items.

Other local governments and cemeteries trusts across Australia have undertaken similar processes in recent years with negative reaction from the public and media due to limited communication with the community prior to removing items. To mitigate community and media backlash, a comprehensive and compassionate community engagement plan will be enacted.

Key messages from the community engagement plan will be:

1. The process will improve the appearance of our sites, ensuring they are peaceful resting places for all loved ones who visit.
2. The goal is to improve safety for the public and Council staff by removing items that could cause harm.
3. The cleanup will ensure items don't become harmful or dangerous to wildlife in the area and will allow maintenance to be carried out efficiently.
4. The cleanup fosters equal respect for all individuals laid to rest by maintaining clear site boundaries and preventing disruption to neighbouring graves or ashes sites.

The cleanup process will be communicated to the public via community notices, signage detailing the various stages of the process, regular website updates and detailed factsheets.

Families of the deceased will have a period of three months to remove any non-conforming items themselves to ensure any sentimental or valuable items are collected. Staff will then commence removing items in February 2025. Due to the age of cemetery records, particularly in monumental cemeteries, we would not have sufficient information to contact every Holder of Burial Right/next of kin prior to removal, nor do we have the capacity to catalogue and store items that have been removed. Items would need to be disposed of in most cases.

As discussed at the Communities Committee Meeting held on 20 August 2024, any additional floral arrangements left on a new grave after a funeral service will be allowed to remain on the grave for a period of two weeks, after which time cemeteries staff will move or remove the items to allow for ground subsidence to be managed.

PREVIOUS DECISIONS

The Cemetery Related Activities Policy and the Cemetery Related Activities Procedure which included definitions around what was considered non-conforming adornments, as well as circumstances under which staff can remove, were adopted by the Communities Committee on 21 November 2023.

At the Communities Committee meeting held on 20 August 2024, a report was presented to Council detailing the proposed process for the removal of non-conforming adornments. This report was received with no actions recorded.

BUDGET IMPLICATIONS

No resourcing has been allocated to undertake clean-up activities; therefore, overtime may need to be utilised to undertake this work.

Other than a substantial increase in waste charges, which will be funded via reallocation of funds within the operational budget, there are no other significant budget implications expected.

STAFFING IMPLICATIONS

Training to be provided to any staff members who will be participating in the removal process to ensure consistency and understanding of the process.

Scripting to be provided to both cemeteries and customer service team members to manage enquiries and complaints efficiently and consistently.

RISK ASSESSMENT

There is a significant reputational risk to Council and high potential for increased complaints.

A health and safety risk exists for staff who are tasked with removing broken, rusted, sharp or heavy items from graves.

A psychosocial risk exists for staff required to deal with an increased number of complaints from disgruntled community members.

CONCLUSION

Council support is sought to enact the Cemetery Related Activities Policy and Cemetery Related Activities Procedure through a thoughtful community engagement plan, for the purpose of improving the aesthetics of our cemeteries as well as ensuring the health and safety of staff, visitors and wildlife.

REGIONAL CEMETERIES CLEAN UP - REMOVAL OF NON-CONFORMING ADORNMENTS

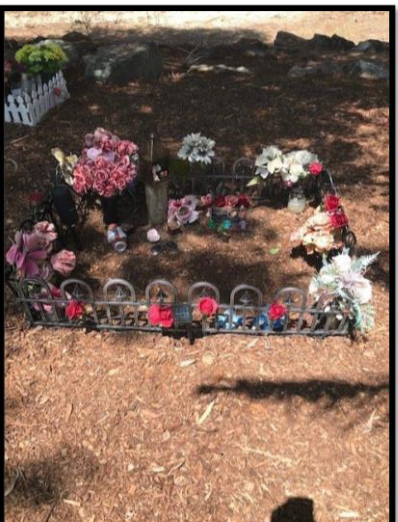
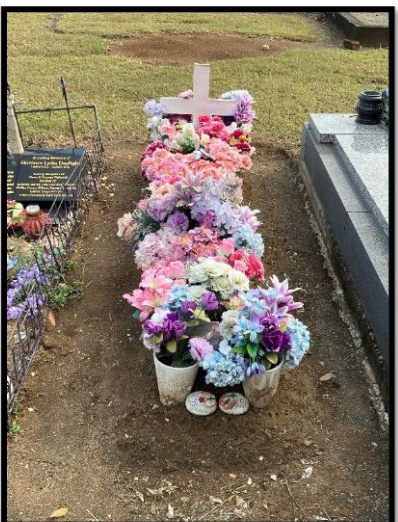
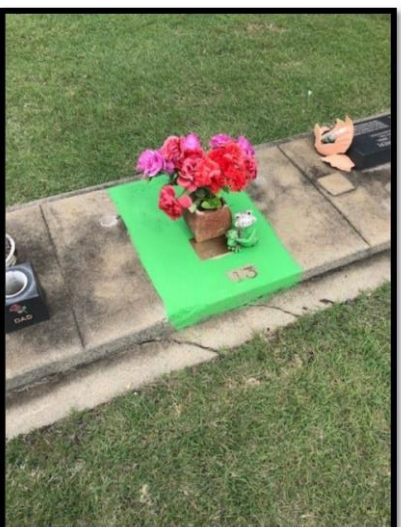
Examples of Non-conforming Adornments

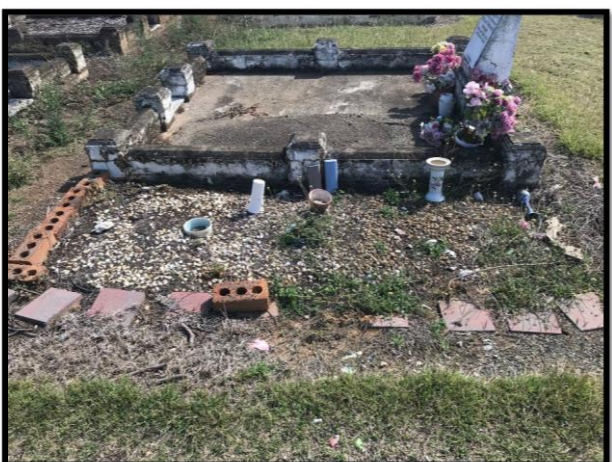
Meeting Date: 19 November 2024

Attachment No: 1

**REGIONAL CEMETERIES CLEAN UP
EXAMPLES OF NON-CONFORMING ADORNMENTS**







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 CLOSED SESSION

RECOMMENDATION

THAT Council move into Closed Session pursuant to section 254J(1) of the *Local Government Regulation 2012* and the meeting be closed to the public to discuss the following items, which are considered confidential in accordance with section 254J(3) of the *Local Government Regulation 2012*, for the reasons indicated.

16.1 Gracemere Swimming Pool Lease Renewal

In accordance with section 254J(3)(c) (g) of the *Local Government Regulation 2012* it is considered necessary to close the meeting to discuss the local government's budget; AND negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

16.2 Amenities Renewal Program Update

In accordance with section 254J(3)(g) of the *Local Government Regulation 2012* it is considered necessary to close the meeting to discuss negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

16.3 Property Matter - Part A

In accordance with section 254J(3)(g) of the *Local Government Regulation 2012* it is considered necessary to close the meeting to discuss negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

16.4 Property Matter - Part B

In accordance with section 254J(3)(g) of the *Local Government Regulation 2012* it is considered necessary to close the meeting to discuss negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government. (Discussion of sale, lease or use of Council land for development)

16.5 Property Matter - Part C

In accordance with section 254J(3)(g) of the *Local Government Regulation 2012* it is considered necessary to close the meeting to discuss negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

16.6 Property Matter - Part D

In accordance with section 254J(3)(g) of the *Local Government Regulation 2012* it is considered necessary to close the meeting to discuss negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

16.7 Property Matter - Part E

In accordance with section 254J(3)(g) of the *Local Government Regulation 2012* it is considered necessary to close the meeting to discuss negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

16 CONFIDENTIAL REPORTS

16.1 GRACEMERE SWIMMING POOL LEASE RENEWAL

File No: 10473
Attachments: Nil
Authorising Officer: Alicia Cutler - General Manager Community Services
Author: Emma-Jane Dwyer - Manager Community Assets and Facilities

In accordance with section 254J(3)(c) (g) of the *Local Government Regulation 2012* it is considered necessary to close the meeting to discuss the local government's budget; AND negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

SUMMARY

Council Officers presenting a report on the lease for the Gracemere Pool.

16.2 AMENITIES RENEWAL PROGRAM UPDATE

File No: 1807
Attachments: Nil
Authorising Officer: Alicia Cutler - General Manager Community Services
Author: Emma-Jane Dwyer - Manager Community Assets and Facilities
Zac Tomkins - Depot Management Officer

In accordance with section 254J(3)(g) of the *Local Government Regulation 2012* it is considered necessary to close the meeting to discuss negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

SUMMARY

This report provides an update on the amenities renewal program.

16.3 PROPERTY MATTER - PART A

File No: 1680
Attachments: 1. Site map
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Ann Davie - Senior Advisor Advocacy

In accordance with section 254J(3)(g) of the *Local Government Regulation 2012* it is considered necessary to close the meeting to discuss negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

SUMMARY

This report discusses and provide options in relation to a property matter.

16.4 PROPERTY MATTER - PART B

File No: 1680
Attachments: 1. Site map
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Ann Davie - Senior Advisor Advocacy

In accordance with section 254J(3)(g) of the *Local Government Regulation 2012* it is considered necessary to close the meeting to discuss negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government. (Discussion of sale, lease or use of Council land for development)

SUMMARY

This report discusses and provide options in relation to a property matter.

16.5 PROPERTY MATTER - PART C

File No: 1680
Attachments: 1. Site map
Authorising Officer: Angus Russell - Executive Manager Advance
Rockhampton
Evan Pardon - Chief Executive Officer
Author: Ann Davie - Senior Advisor Advocacy

In accordance with section 254J(3)(g) of the *Local Government Regulation 2012* it is considered necessary to close the meeting to discuss negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

SUMMARY

This report discusses and provides options in relation to a property matter.

16.6 PROPERTY MATTER - PART D

File No: 1680
Attachments: 1. Site map
Authorising Officer: Angus Russell - Executive Manager Advance
Rockhampton
Evan Pardon - Chief Executive Officer
Author: Ann Davie - Senior Advisor Advocacy

In accordance with section 254J(3)(g) of the *Local Government Regulation 2012* it is considered necessary to close the meeting to discuss negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

SUMMARY

This report discusses and provides options in relation to a property matter.

16.7 PROPERTY MATTER - PART E

File No: 1680
Attachments: 1. Site Map
Authorising Officer: Angus Russell - Executive Manager Advance
Rockhampton
Evan Pardon - Chief Executive Officer
Author: Ann Davie - Senior Advisor Advocacy

In accordance with section 254J(3)(g) of the *Local Government Regulation 2012* it is considered necessary to close the meeting to discuss negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

SUMMARY

This report discusses and provides options in relation to a property matter.

17 CLOSURE OF MEETING