



COMMUNITIES COMMITTEE MEETING

MINUTES

16 SEPTEMBER 2025

These Minutes are due to be confirmed at the next
Communities Committee Meeting 21 October 2025

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UNCONFIRMED

**REPORT OF THE COMMUNITIES COMMITTEE MEETING
HELD AT COUNCIL CHAMBERS, 232 BOLSOVER STREET, ROCKHAMPTON
ON TUESDAY, 16 SEPTEMBER 2025 COMMENCING AT 10:00 AM**

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

In Attendance:

Mr D Morrison – Acting General Manager Community Services
Mr E Pardon – Chief Executive Officer

3 APOLOGIES AND LEAVE OF ABSENCE

Leave of Absence for the meeting was previously granted to Councillor Elliot Hilse.

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

COMMITTEE RESOLUTION

THAT the minutes of the Communities Committee of 19 August 2025 be confirmed.

Moved by: Councillor Mathers

Seconded by: Councillor Taylor

MOTION CARRIED UNANIMOUSLY

5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

10:03AM Councillor Rutherford attended the meeting

10:07AM Mayor Williams attended the meeting

Councillor Shane Latcham informed the meeting:

"I have a declarable conflict of interest in **Item 11.10 – Naming of New Park - Norman Gardens** as I had submitted a name to be considered for the new park when Community consultation was conducted by Council. I wish to participate in the decision in relation to this matter. I acknowledge that eligible councillors must now determine, whether I:

- May participate in the decision about the matter, including by voting on the matter; and/or
- Impose any conditions; or
- Must leave the meeting, including any area set aside for the public, and stay away from the meeting while the eligible councillors discuss and vote on the matter."

COMMITTEE RECOMMENDATION

THAT the table determines that in the public interest that Councillor Latcham participates and votes on **Item 11.10 – Naming of New Park - Norman Gardens** and no conditions on participating be imposed.

Moved by: Councillor Taylor

Seconded by: Mayor Williams

MOTION CARRIED

10:09AM Mayor Councillor Williams assumed the chair

6 BUSINESS OUTSTANDING

6.1 BUSINESS OUTSTANDING TABLE FOR COMMUNITIES COMMITTEE

File No: 10097

Authorising Officer: Damon Morrison - Acting General Manager Community Services

Author: Damon Morrison - Acting 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.

COMMITTEE RESOLUTION

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

Moved by: Councillor Taylor

Seconded by: Councillor Oram

MOTION CARRIED

7 PUBLIC FORUMS/DEPUTATIONS

Nil

8 PRESENTATION OF PETITIONS

Nil

9 COMMITTEE REPORTS

Nil

UNCONFIRMED

10 COUNCILLOR/DELEGATE REPORTS

10.1 PORTFOLIO UPDATE

File No: 10097

Authorising Officer: Evan Pardon - Chief Executive Officer

Author: Damon Morrison - Acting General Manager Community Services

SUMMARY

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

COMMITTEE RESOLUTION

THAT the Portfolio Updates for Communities and Heritage, Planning and Regulation and Parks Sport and Public Spaces be received.

Moved by: Councillor Taylor

Seconded by: Councillor Latcham

MOTION CARRIED UNANIMOUSLY

11 OFFICERS' REPORTS

11.1 PROJECT DELIVERY CAPITAL REPORT - COMMUNITY SERVICES - AUGUST 2025

File No: 16255
Authorising Officer: Peter Kofod - General Manager Regional Services
Author: Andrew Collins - Manager Project Delivery

SUMMARY

Monthly Status Report on Community Services Capital projects currently managed by the Project Delivery Unit.

10:40AM The Chief Executive Officer left the meeting

COMMITTEE RESOLUTION

THAT the Project Delivery Capital Report – Community Services – August 2025 be received.

Moved by: Councillor Rutherford
Seconded by: Councillor Wickerson
MOTION CARRIED UNANIMOUSLY

11.2 COMMUNITY ASSETS & FACILITIES SIGNIFICANT PROJECTS STATUS REPORT

File No: 1464
Authorising Officer: Damon Morrison - Acting General Manager Community Services
Author: Emma-Jane Dwyer - Manager Community Assets and Facilities

SUMMARY

This report provides the status for the Community Assets and Facilities significant projects endorsed for the current financial year.

10:44AM The Chief Executive Officer returned to the meeting

COMMITTEE RESOLUTION

THAT the Community Assets and Facilities Significant Projects monthly status reports be received and any feedback noted for consideration.

Moved by: Councillor Rutherford
Seconded by: Councillor Mathers
MOTION CARRIED

11.3 PARKS SIGNIFICANT PROJECT STATUS REPORT

File No: 15225
Authorising Officer: Damon Morrison - Acting General Manager Community Services
Author: Justin Bulwinkel - Sports and Active Communities Coordinator

SUMMARY

This report provides updates on significant Parks capital projects for August 2025/26.

10:51AM Councillor Wickerson left the meeting

COMMITTEE RESOLUTION

THAT the Parks 2025/26 Monthly (August) Significant Project Status Report be received.

Moved by: Councillor Rutherford

Seconded by: Councillor Mathers

MOTION CARRIED

11.4 SIGNIFICANT AND MAJOR CAPITAL PROJECT FINANCE REPORT FOR COMMUNITY SERVICES - 2024/2025

File No: 8148
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Marnie Taylor - General Manager Organisational Services

SUMMARY

The Significant and Major Capital Projects Finance Report for the Community Services Department is provided for the 2024/2025 financial year.

COMMITTEE RESOLUTION

THAT the Significant and Major Capital Project Finance Report for Community Services be received.

Moved by: Councillor Oram
Seconded by: Councillor Rutherford
MOTION CARRIED

11.5 OVERGROWN AND UNSIGHTLY ALLOTMENT POLICY**File No:** 11979**Authorising Officer:** Angela Arnold - Acting Manager Planning and
Regulatory Services
Damon Morrison - Acting General Manager Community
Services**Author:** Jon Buckenham - Coordinator Local Laws

SUMMARY

Council has developed an Overgrown and Unsightly Allotments Policy to compliment the Local Laws. This policy provides guidance on investigations and reasonable enforcement action to rectify overgrown or unsightly allotments.

10:54AM Councillor Wickerson returned to the meeting

COMMITTEE RESOLUTION

THAT Council adopt the Overgrown and Unsightly Allotments Policy.

Moved by: Councillor Mathers**Seconded by:** Councillor Wickerson**MOTION CARRIED UNANIMOUSLY**

11.6 ZOO - SOLE SUPPLIER - ZOO & AQUARIUM ASSOCIATION**File No:** 3066**Authorising Officer:** Damon Morrison - Acting General Manager Community Services**Author:** Liz Bellward - Curator Rockhampton Zoo

SUMMARY

This report seeks a Council resolution to endorse the Zoo and Aquarium Association (ZAA) as a sole supplier in accordance with s235(a) of the Local Government Regulation 2012.

COMMITTEE RESOLUTION

THAT pursuant to s235(a) of the *Local Government Regulation 2012*, Council approves the Zoo and Aquarium Association (ZAA) as a sole supplier for membership to the peak industry body.

Moved by: Councillor Rutherford**Seconded by:** Councillor Wickerson**MOTION CARRIED**

11.7 ZOO - SOLE SUPPLIER - SPECIES 360 - ZOO INFORMATION MANAGEMENT SYSTEM (ZIMS)**File No:** 3066**Authorising Officer:** Damon Morrison - Acting General Manager Community Services**Author:** Liz Bellward - Curator Rockhampton Zoo

SUMMARY

This report seeks a Council resolution to endorse Species 360 as a sole supplier in accordance with s235(a) of the Local Government Regulation 2012.

COMMITTEE RESOLUTION

THAT pursuant to s235(a) of the *Local Government Regulation 2012*, Council approves Species 360 as a sole supplier of the Zoological Information Management System to support the Rockhampton Zoo operations.

Moved by: Councillor Rutherford**Seconded by:** Councillor Wickerson**MOTION CARRIED UNANIMOUSLY**

11.8 URBAN GREENING POLICY PROGRESS REPORT 2024-2025

File No: 805
Authorising Officer: Doug Scott - Acting Manager Parks
Damon Morrison - Acting General Manager Community Services
Author: Adam Stock - Coordinator Arboriculture and Streetscapes

SUMMARY

Presenting an annual update of operational progress against the Urban Greening Policy Action Plan.

11:06AM The Chief Executive Officer left the meeting
11:11AM The Chief Executive Officer returned to the meeting
11:13AM The Chief Executive Officer left the meeting
11:14AM The Chief Executive Officer returned to the meeting
11:19AM The Chief Executive Officer left the meeting

COMMITTEE RESOLUTION

THAT the annual update in relation to the Urban Greening Policy Action Plan be received.

Moved by: Councillor Rutherford
Seconded by: Councillor Wickerson
MOTION CARRIED

11.9 HINCHCLIFF STREET BUILDING – TRUSTEE LEASE & BUILDING TRANSFER REQUEST**File No: 374****Authorising Officer: Damon Morrison - Acting General Manager Community Services****Author: Justin Bulwinkel - Sports and Active Communities Coordinator****SUMMARY**

This report recommends that Council offer a Trustee Lease over the land at 158–165 Hinchcliff Street to The Meditation Society of Central Queensland Inc. (TMSCQ), and transfer ownership of the associated building in-kind, removing Council's ongoing maintenance obligations. The recommendation follows a competitive Expression of Community Interest (ECI) process and is supported by strategic alignment, financial viability, and community benefit.

11:26AM The Chief Executive Officer returned to the meeting

COMMITTEE RESOLUTION**THAT:**

1. Pursuant to Section 236(1)(b)(ii) of the Local Government Regulation 2012 (Qld), Council approve the request to grant a new Trustee Lease to The Meditation Society of Central Queensland Inc. over part of Tom Brady Park, described as Lot 338 LN1914, 158–165 Hinchcliff Street, Kawana, as identified in Attachment 1 of the report.
2. Council approves the transfer of ownership of the building located on the leased land to The Meditation Society of Central Queensland Inc. in-kind, including all future maintenance obligations.
3. Council authorises the Chief Executive Officer (Sports and Active Communities Coordinator) to negotiate the terms and conditions of the agreements in preparation for execution by the delegated officer.

Moved by: Councillor Rutherford**Seconded by: Councillor Mathers****MOTION CARRIED**

11:32AM The Chief Executive Officer left the meeting

11.10 NAMING OF NEW PARK - NORMAN GARDENS

File No: 787
Authorising Officer: Damon Morrison - Acting General Manager Community Services
Author: Emma-Jane Dwyer - Manager Community Assets and Facilities
Doug Scott - Acting Manager Parks

SUMMARY

This report seeks Council's consideration and endorsement of a name of the new park located along Springfield Drive, Norman Gardens, following recent community consultation.

11:33AM The Chief Executive Officer returned to the meeting

COMMITTEE RESOLUTION

THAT the new Park located along Springfield Drive, Norman Gardens be formally named as "John Broad Park".

Moved by: Councillor Rutherford

Seconded by: Councillor Wickerson

MOTION CARRIED UNANIMOUSLY

12 NOTICES OF MOTION

Nil

13 QUESTIONS ON NOTICE

Nil

14 URGENT BUSINESS\QUESTIONS

15 CLOSURE OF MEETING

There being no further business the meeting closed at 11:39 pm.

SIGNATURE

CHAIRPERSON

DATE