

CAIRNS ENTERTAINMENT PRECINCT COMMITTEE 20 APRIL 2011	1
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REPORT FROM THE PROJECT CONTROL GROUP

Linda Cardew: 26/7/18-02: #3133156

RECOMMENDATION:

That Council receives and notes this report.

INTRODUCTION:

To provide the Project Control Group's report on the status of the Cultural Precinct project to the Cairns Cultural Precinct Committee, further to the approved project management and reporting framework adopted by Council on 28 July 2010.

BACKGROUND:

This report summarises the project actions and issues arising over the last month as considered by the PCG on 4 April 2011.

COMMENT:

This report provides a summary only of the work to date.

GOAL 1: TO MEET COMMUNITY NEED

1.1 Schools consultation

The stakeholder consultations commenced in January continued with schools consultation on 7 March and JCU on 8 March. Schools were invited to discuss their particular needs regarding the functional and spatial requirements of the performing arts centre, and the educational opportunities arising in relation to the site as a whole. The seating capacity of the venues at around 1000 seats was confirmed, and the need for suitable venues the school speech nights musical performance and eisteddfods or similar with clear. The schools were extremely interested in the possibility of training opportunities and the ability of their students to have access to technical teaching, recording facilities and participation in back of house functions. The teachers present identified a clear gap in the provision of educational opportunities in the performing arts, and all recognised that many talented students were leaving Cairns due to the lack of facilities.

The discussion with James Cook University considered again the opportunities for partnering between the University and the programs run from the cultural precinct site. Although the University teaches creative industries studies there is a significant shortage of available placements for students either during the course or post graduation. The Cultural Precinct is seen as having the potential to provide not only a transition from university to employment, but employment opportunities in the arts industry on a full-time basis. It was noted that attracting and keeping graduates and other professionals in the region is imperative to the growth of the creative industries, and the proper management of performing and visual arts venues, and businesses.

1.2 Research for Project Assurance Framework (PAF) Stage 1

The PAF work is presented as a separate on the agenda, however it is relevant to note here that the strategic assessment of service needs required under Stage 1 of the PAF will be completed by 20 April ready for submission to the State Government. The documentation of the community's needs and the alignment of those needs with current government policies, is required by the PAF. The PCG has recommended that the consultants, Savills, who have been engaged to undertake the PAF assessment and to prepare the Cultural Precinct Business Case, give a presentation to the Cultural Precinct Committee on the identified community needs documented for the PAF.

GOAL 2: HIGHEST AND BEST USE OF THE LAND

2.1 The Cultural Precinct site

(a) Site area

No further action regarding the precise site area will be taken until the architectural team start in the week of 18 April 2011. At that time there will be a full project briefing and meeting with Ports to start the development of the masterplan. It is expected that there will be a degree of flexibility regarding the site boundaries, provided access to the wharves is retained and commercial operators are able to continue without restraint, and all other issues raised by Ports have been accommodated in the design.

(b) Site contamination

A third party peer review of the Golder Associates Contamination Assessment originally commissioned by Ports North, has been undertaken for Council by Douglas Partners. The review will be discussed with Ports North at a project update meeting scheduled for 20 April.

(c) Buffer report and planning framework

This documentation is to be discussed at the start up briefings with the architectural design team.

(d) Development agreements

Council's solicitors have now reviewed the framework, development and lease agreements proposed by Ports North. The terms of these draft agreements will be discussed with Ports at the project update meeting scheduled for 20 April.

(e) Land survey

The survey, including a levels survey of the site and the surrounding area is nearing completion.

GOAL 3: DESIGN EXCELLENCE AND SUSTAINABILITY

3.1 Tender # 2261 for architectural design services

The appointment of the architects (and advisory subconsultants) to prepare the Masterplan and design concept options is required by the State Government's Project Assurance Framework (PAF) in order to prepare the Preliminary Evaluation (of options) and the Business Case. This work is also required in order to meet the State Government's requirements under the Cultural Precinct Business Planning Funding Deed.

A report providing the final assessment and recommendation for the appointment of the architect for the Cultural Precinct further to Tender #2261 issued 1 March 2011 was considered by Council (Closed Session) at a Special Meeting on 6 April 2011. At that meeting Council resolved to appoint the architectural team comprising Cox Rayner Architects (Brisbane) together with CA Architects (Cairns) to provide architectural design services for the project.

In supporting the Tender Evaluation Panel's recommendation, the PCG reported the following:

(a) Program and process for the selection of the architectural design team

The selection process and target program for the architectural design team was as set out below. The program was adjusted to accommodate architects affected by the Brisbane floods and the need to reschedule interviews as a result of the cyclone.

6 December 2010 - 18 January 2011

Call for Expressions of Interest for architectural design services for the Cultural Precinct project. Purpose: to determine interest, capability and experience.

27 January 2011

Expressions of Interest assessment and recommendation report to Project Control Group. Purpose: to advise on process and recommend eight teams for Stage 1 interviews.

11 February 2011

Stage 1 interviews conducted for eight architectural teams. Purpose: to select four teams who were invited to submit tenders.

16 February 2011

Report to Cultural Precinct Committee. Purpose: to report on process and to present the recommendations of the interview panel and Government Architect regarding the four shortlisted teams for Council's approval.

16 February 2011

Notification of successful and unsuccessful shortlisted teams.

1 March 2011

Commencing on 1 March 2011, Tender documents were issued to shortlisted teams in seven parts as follows:

- Part 1 - Conditions of Tender
- Part 2 - Architectural Consultancy Services Brief Revision 3
- Part 3 - Architectural Consultancy Tender Assessment Criteria Revision 3
- Part 4 - Master programme issue date 28 February 2011
- Part 5 - Preliminary Client Project Brief
- Part 6 - Conditions of Contract
- Part 7 - CD containing Attachments and Supporting Documentation.

Documents were developed by Savills and the Project Manager, and input, review and comment requested from the Government Architect, Qld Chapter President AIA, WT Partnership as cost consultant, Council's Procurement Manager, three General Managers and Council's solicitors. The issue of the Tender Documents was approved by the PCG.

22 March 2011

Tenders closed. Four conforming tenders were received – each comprising two parts: non-priced tender information responding to the Tender Schedules and fee proposals comprising a lump sum component, and a percentage-based fee.

23 March to 25 March 2011

Preliminary tender assessment by the Tender Evaluation Panel.

25 March 2011

Panel meeting by teleconference to decide Stage 2 interview shortlist. Panel agreement to interview three teams out of four: ARM, Cox and Toland.

25 – 31 March 2011

Further review of tenders. Financial viability of firms as submitted by architects' accountants approved by Council's Finance Branch. Selected referee checks completed.

31 March 2011

Panel meeting held in Brisbane. Interviews conducted as above. Tender prices assessed. Panel decision made.

4 April 2011

Report to PCG, Panel recommendation approved, PCG agreement to report to Council.

6 April 2011

Report to Special Meeting of Council (closed session).

(b) Selection criteria

The assessment was completed strictly in accordance with the selection criteria set out in the Tender Documents, which required the provision of a broad range of information from architectural teams to determine their vision and capacity to undertake the work. These criteria were further examined in detail in the Stage 2 interviews conducted on 31 March 2011.

(c) Tender Process

The Tender process was managed by Council's Procurement Branch, with questions and clarifications also managed through the electronic Tender Box. Tenders were received and opened by the Procurement Branch and profiled on Council's system.

The Panel as a whole did not see the Tender Prices (envelope 2) until after Stage 2 interviews were completed, ensuring that the assessment of architectural merit, and the team's capability to deliver the project, was made in the first instance without the influence of price.

The tender prices were only considered by the panel after the preferred architectural team was selected on the basis of its superior satisfaction of all non-priced selection criteria.

(d) Tender Evaluation Panel

The Tender Evaluation Panel comprised the same members as previously reported to Council, with the exception of the Mayor who withdrew from the process at an earlier stage, declaring a conflict. Project staff gratefully acknowledge the invaluable contributions made by the Government Architect, Philip Follent as Panel Chair and the Qld Chapter President of the Australian Institute of Architects, Associate Professor Peter Skinner. Other panel members provided expertise in specialist areas including programming, cost management and performing arts expertise.

(e) Report on the process and the panel recommendation provided by the Queensland Government Architect, Chair of the Architects' Tender Evaluation Panel, Chair Board for Urban Places, Mr Philip Follent

The following short report was provided to the PCG and to Council, by the Government Architect.

"The imminent design and construction of a Cultural Precinct in Cairns represents both an economic boost to the local and regional economy and a sign of the coming of age of Queensland's most northern city.

It is with pleasure that I have chaired the independent panel to assess the tenders for architectural services.

I would like to congratulate the Cairns Regional Council for its foresight and tenacity in pursuing this essential project and for the ethical and thorough way in which the selection of architectural services has been undertaken.

As the Queensland Government Architect and as the Chair of the Board for Urban Places I have reviewed many projects of state significance and can attest that the process undertaken by the Cairns Regional Council is of the highest standard, which, if continued in the same vein, will deliver a civic asset to evoke great community satisfaction and pride.

The Selection Panel assembled by CRC includes specific design expertise (theatre planning and design, acoustics and architecture) project management (procurement and construction), along with quantity surveying and cost planning. The President of the Queensland Chapter of the Australian Institute of Architects (Mr Peter Skinner) added to the credibility of the panel's architectural knowledge and critique.

The Panel selected four architectural firms from eight short listed expressions of interest. These firms (consisting of practices in collaboration) were invited to tender for architectural services and to respond to specific questions to demonstrate their readiness, experience and credentials to undertake such an important project.

The Panel reviewed the four submissions according to predetermined criteria and unanimously determined to interview and question, in person, representatives of three teams on 31 March 2011.

This process enabled all panel members to satisfy themselves of the fairness and accuracy of their earlier individual scoring which had been based on written submissions.

The three teams represented different design approaches and methods of maintaining a Cairns based presence during the design and construction stages. The presence of high profile overseas expertise and exceptional state and interstate design reputations were likely to create a "hung" panel decision.

However the decision to undertake face to face interviews was vindicated by the ensuing unanimous decision to recommend CA+Cox Rayner as the best team for the project.

CA+Cox Rayner are not unknown throughout regional Queensland and of course in Cairns through their previous work on the Convention Centre and the Cairns Esplanade...the latter having made a huge impact on the lifestyle opportunities that residents and visitors can enjoy.

The team has an established presence in Cairns now for about a decade and is well known to and respected by the State Government personnel for their individual building projects including government offices and Ports Authority work and for Cox Rayner's award winning projects such as justice centres, pedestrian bridges and most recently for the master planning options for the Government Precinct in Brisbane.

The assessment process and determination of CA+Cox Rayner as the best design team for Cairns was undertaken on the basis of design criteria alone.

Following this decision the assessment of fee submissions was made.

The CA+Cox team provided the most competitive fee proposal of all the four original short listed firms.

In summary, the team's comprehensive submission, the commitment to the design of a first class precinct, the track record of attention to detail, cooperative relationships and experience in 'design and construct' project delivery and a passion to build Australia's first major wet tropics cultural centre places CA+Cox Rayner as the Assessment Panel's unanimously recommended team.

May I again reiterate my, and the Panel's praise, for the exemplary process that Council has undertaken (in challenging time constraints) to reach this stage. It is a model of fairness and foresight that other Councils can emulate.

This process will, if the momentum continues, deliver much more than buildings ...it will inspire your citizens and importantly your geographically dispersed communities to see Cairns as a Pacific hub offering something special, something enriching and a signal of a coming of age to your trading and investment partners.

I wish the Cairns Regional Council great success as the project proceeds and I offer the expertise within the Office of Government Architect and that of the Board for Urban Places to assist wherever Council deems appropriate to ensure the smooth progress of the Cairns Cultural Precinct"

Philip Follent
Chair Architects' Tenders Assessment Panel
Queensland Government Architect
Chair Board for Urban Places

3.2 Appointment of design and advisory consultants to support the development of the masterplan and design concept options.

The Cultural Precinct Committee has been advised previously that the advice of a limited number of design and advisory consultants is required to support the development of the masterplan and design concept options. In addition to ensuring the integrity, buildability and cost of the early proposals, the PAF and the Funding Agreement require the options to be assessed, evaluated and costed.

In early February 2011 Requests for Quotations were advertised for the following consultancies: Structural Engineer, Cost Planner, Traffic Engineer, Mechanical and Electrical Engineers, Vertical Transportation Engineer, BCA Consultant, Heritage Consultant, Civil Engineer, Maritime Consultant.

The scope of services for each was developed by Savills (further to the procurement appointment) and the project manager. The RFQ process was managed by Council's Procurement Branch and all queries received and responded to through Council's electronic Tender Box. RFQs closed on 1 March.

Eighty submissions were received across nine disciplines. Assessment of all submissions was completed, with detailed reports on each presented to the PCG at its meeting of 4 April.

The PCG approved the appointment of subconsultants as detailed below. The PCG noted that in accordance with Council's desire to appoint qualified, Cairns-based consultants wherever possible, seven out of nine sub-consultancies have been awarded to Cairns-based firms, or firms that have partnered with Cairns-based firms. These appointments, together with the appointments of local architects CA Architects, and the Cairns surveyor Brazier Motti, have ensured that for the masterplan and concept design phases, nine local firms are engaged on the Cultural Precinct project.

Approved subconsultants are:

- Structural engineer - Aurecon (Cairns)
- Mechanical / Electrical engineer - Steensen Varming (Sydney) with MGF (Cairns)
- Civil engineering - Cardno (Cairns)
- Vertical transport - Aecom (Cairns)
- Traffic engineering - Arup (Cairns)
- Cost planner / QS - WT Partnership (Brisbane)
- Building Code of Australia (BCA) - Certis (Brisbane)
- Heritage consultant - Converge Heritage and Consulting (Cairns)
- Maritime consultant - GHD (Cairns)
- Land Surveyor - Brazier Motti (Cairns)

The appointment process will be finalised shortly and briefings for the design team are to commence, together with confirmation of design workshops.

GOAL 4: COMMUNITY COMMENT AND CRITIQUE

4.1 Communications Plan

Implementation of the Communications Plan approved by the Cultural Precinct Committee has now commenced, with local firms Hot Croc with Market Share Communications & the Cairns office of Queensland Corporate Communication Network (QCCN) engaged to prepare communications material.

4.2 Community consultation

An important component of the architectural tender was architect's proposed approach and program for community consultation. The draft program proposed by Cox Rayner will shortly be finalised and presented to the PCG for approval. All team members involved acknowledge the importance of community critique and comment as the design develops and the design program and the consultation program are designed to ensure the processes are integrated. Council's communications plan aims to ensure the wide dissemination of information, through a diversity of media, regarding opportunities for all sectors of the community to be involved.

GOAL 5: TO REFLECT THE CHARACTER OF THE CAIRNS REGION AND FAR NORTH QUEENSLAND

Community consultations have started generating comments and discussion regarding this goal. It will be dealt with progressively through the architectural design brief, consultation with the Traditional Owners, with Aboriginal and Torres Strait Islander peoples, the Public Art Advisory Committee, and the broader community.

GOAL 6: ECONOMIC GROWTH

Economic development, information regarding the economic impact of the Cultural Precinct, and information regarding investment in Far North Queensland is required under the Project Assurance Framework assessment. This information is currently being compiled.

As demonstrated with the appointment of the consultants to date, Council is seeking to create employment opportunities through the project. This will continue as the project escalates.

GOAL 7: SOUND FINANCIAL MANAGEMENT

Financial modelling for the project is ongoing and as assumptions change and budgets are firmed up, outcomes will be reported regularly to the PCG and to the Cultural Precinct Committee.

7.1 Reporting on project expenditure to Arts Qld

Further to the terms of the Business Planning Funding Grant, expenditure for the purpose of the PAF work is to be reported monthly. The first report (for February 2011) provided the following information regarding actual project expenditure for the PAF assessment.

Actual Grant Funding Expenditure for period 1 November 2010 to end February 2011

Actual expenditure February 2011 only	\$1,162.26
Actual expenditure period to 28 February 2011	\$38,472.58

The March report will be prepared for submission to Arts Qld on 15 April. The PCG noted that a cashflow will be prepared to the end of June now that the architects and subconsultants fees have been received. This draft cashflow will be presented to the PCG next month.

7.2 Monthly reporting to Arts Qld

The PAF Funding Deed requires Council to report on progress, on a monthly basis, within 10 business days of the end of the month, providing information on the following:

- Detail of tasks completed
- Tasks for the next period
- Identified risks and mitigation strategies
- Actual expenditure for period and to date
- Forecast expenditure by month for the period up to 30 June 2011
- Revised Project timelines/schedule; and
- Any other information required by Arts Qld or the Management Committee.

The February 2011 report was submitted to the PCG and is attached for Council's information.

GOAL 8: TO IDENTIFY AND MANAGE RISK

8.1 Risk management plan

In accordance with their engagement, Savills has prepared a draft risk profile and risk management plan. This document was presented to the PCG in draft form for its consideration, noting that it will not be a final document until the recommended workshop has been conducted on 3 May 2011. The risk management plan will be continually updated to reflect the project work in progress.

GOAL 9: EFFICIENT AND EFFECTIVE PROJECT DELIVERY

9.1 Governance

Quotations for the provision of probity advisory services were invited on 18 March 2011, closing 1 April. Submissions have now been received and are currently being assessed.

9.2 Project resources

The specialist PR / media officer, John Fasham is due to commence on Tuesday 12 April 2011.

GOAL 10: COST EFFECTIVE, EFFICIENT OPERATIONS

Action required: Nil at this stage.

CONSIDERATIONS:

Corporate and Operational Plans:

Council's Corporate Plan 2009-2014 lists the establishment of a regional Performing Arts Centre and regional Museum advocacy as Corporate Projects.

Council's Cultural Plan 2009-2014 identifies the building of a regional Performing Arts Centre and the provision of support for the State Government in establishing a Regional Museum as Outcomes Strategy 1 for cultural facilities.

Statutory:

The processes outlined in this report are in accordance with the provisions of the Local Government Act 2009.

Policy:

The Terms of Reference for the Cairns Entertainment Precinct Committee are listed in Policy No 1:05:08.

Financial and Risk:

No financial decisions are required from this report.

Sustainability:

This report details work that considers and includes all elements of a quadruple bottom-line outcome.

CONSULTATION:

The Project Control Group has been consulted in the preparation of this report.

OPTIONS:

This report is submitted for information only.

CONCLUSION:

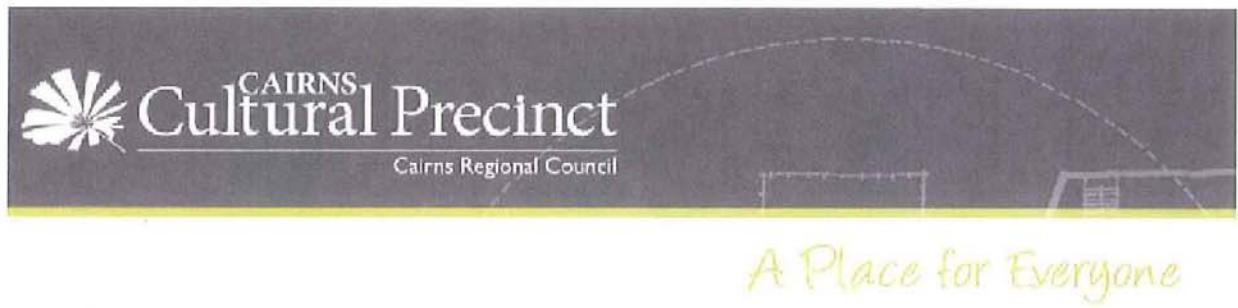
This report provides a summary only of recent work on the Cairns Cultural Precinct project. The next report will be submitted to the Committee at its next meeting on Wednesday 15 June 2011 at 2.00pm in the Council Chambers.

ATTACHMENTS:

Deed of Grant Funding – Schedule 2 Monthly Report. Reporting Period 1 November 2010 to February 2011

Linda Cardew
Manager Cultural Precinct Project

Lyn Russell PSM
Chief Executive Officer



A Place for Everyone

CAIRNS CULTURAL PRECINCT
PROJECT ASSURANCE FRAMEWORK

DEED OF GRANT FUNDING – SCHEDULE 2 MONTHLY REPORT
REPORTING PERIOD 1 NOVEMBER 2010 TO 28 FEBRUARY 2011

Cairns Cultural Precinct: P: 07 4044 3044 | E: cultural.precinct@cairns.qld.gov.au | W: www.cairns.qld.gov.au/content/CulturalPrecinct

Cairns Regional Council: P: 07 4044 3044 | A: 119-145 Spence Street, Cairns | E: council@cairns.qld.gov.au | W: www.cairns.qld.gov.au



1. INTRODUCTION

The following information is provided in accordance with the requirements of Schedule 2 of the Deed of Grant Funding for Planning for the Development of the Cairns Cultural Precinct, between the State of Queensland (Arts Queensland) and Cairns Regional Council (2011).

As this is the first report, the reporting period is from the commencement of the work that is funded under the Deed, 1 November 2010 to 28 February 2011. Future reports will be provided on an end of month basis.

2. DETAIL OF TASKS COMPLETED

2.1 Selection and appointment of consultants pre-qualified by the State Government to undertake the Project Assurance Framework (PAF) assessment

- Review of pre-qualified consultants to determine those who were experienced in the delivery of performing arts facilities and/or in the assessment of projects involving specialist buildings, public and cultural projects.
- Preparation of client scope of services brief to prepare the Business Case for the Cultural Precinct project in accordance with the PAF, the risk profile and risk management plan, and a procurement strategy based on the identified risk profile.
- Invitations issued to four consultants to submit quotations
- Assessment of submissions completed
- Report to PCG for approval
- Report to Council recommending the preferred consultant be appointed* (Note further to the provisions of the Local Government Act 2009, this report was considered in a Closed Session of Council – with the report to remain confidential)
- Council resolution to appoint Savills (Incoll Management). A copy of the Council resolution attached.
- PAF work commenced late December 2010.

2.2 Commencement of selection of architects to prepare Masterplan and Concept options as required by Deed of Grant Funding

- Expression of Interest Brief for architectural design services prepared
- EOI advertised in local, State and National Press in the week commencing 6 December 2010
- Project Briefing for interested architects held 16 December 2010 attended by over 40 architects
- EOI closed 18 January 2011 – 112 requests for Brief, 30 submissions received.
- Stage 1 shortlist – eight interviews held 11 February 2011 – conducted by expert panel
- Report to PCG for approval.
- PCG report to Council on 16 February 2011 recommending four shortlisted architectural teams be invited to submit tenders. Council resolution to accept recommendation.
- Tender for architectural design services prepared, reviewed by Panel including Government Architect and Qld Chapter President Australian Institute of Architects and approved by PCG for issue on 1 March 2011.
- Preliminary Client Project Brief prepared and presented to PCG and issued with Tender for architectural design services.

2.3 Selection and appointment of specialist consultants to prepare outline design briefs required to support site Masterplan options and concept design options

- Scope of Services Briefs for Theatre and Acoustics Consultants prepared
- Quotations from four theatre consultants and three acoustic design consultants invited

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- Quotations received and assessed early January 2011.
 - Consultants appointed mid January 2011.
- 2.4 Appointment of Queensland Museum to prepare outline planning brief for Museum facility to inform the preparation of the site Masterplan options**
- Fee proposal for consultancy services received from QM late December 2010 and approved.
 - QM appointed 24 December 2010.
 - Stakeholder consultation and briefing for staff held 28 January 2011.
 - Museum planning brief completed Feb 2011.
- 2.5 Stakeholder consultations held January 2011 to inform the development of the Theatre and Acoustics Outline Design Briefs, and to confirm/update past user-needs assessment**
- 17 January and 18 January 2011 – Ports users stakeholder group
 - 18 January 2011 - multicultural users
 - 18, 19 and 20 January 2011 - consultations with Aboriginal and Torres Strait Islander peoples, Traditional Owners, Aboriginal Centre for the Performing Arts, Indigenous performing artists and artistic director of the Queensland Theatre Company.
 - 19 January 2011 - consultations with business stakeholders
 - 19 January 2011 - performing arts stakeholders consultation
 - 28 January 2011 - Museum consultation conducted by Queensland Museum
 - Theatre and Acoustic Outline Design Briefs finalised and issued with Tender for architectural design services
 - Museum Planning Brief issued with Tender for architectural design services (to support development of site Masterplan options).
- 2.6 Selection of specialist consultants to support Masterplan and Concept Design phase**
- Scope of Services Briefs developed for nine disciplines
 - Requests for quotations advertised in Local, State and National press
 - Sixty one quotations received (closed 1 March 2011)
 - Quotations have been received and assessed for the surveyors. Surveyor appointment confirmed.
- 2.7 Project Assurance Framework**
- Meeting held with State Government agencies 25 January 2011 to confirm the level of detail required and Council's approach to PAF.
 - State agencies advised that Stage 1 and Stage 2 PAF now required (in addition to Stage 3 Business Case). Framework documents developed and issued for the Stage 1 SASR and Stage 2 PE documents of the PAF process. Additional resources engaged.
 - A revised programme was issued to AQ / Treasury and DIP relating to the revised scope for the PAF work.
 - First monthly meeting of Management Committee and Commonwealth officer held 23 February 2011.
 - Collection of information for Stage 1 of the PAF is in progress.
- 2.8 Reporting**
- Monthly reporting to Council's PCG – first Monday of each month
 - Monthly reporting to Council's Cultural Precinct Committee (comprising all Councillors) – 3rd Wednesday of each month.
 - Monthly attendance at State Government Management Committee meetings – 4th week of each month.

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- Monthly reporting to State Government Management Committee (within 10 business days of the end of the month)

2.9 Probity Plan

A Probity Plan has been developed by Council and has been submitted for full Council approval.

3.0 TASKS FOR THE NEXT PERIOD

- An initial draft of the Stage 1 SASR PAF document to be issued for discussion with DIP (17/3/11)
- Architect tenders are to be received and assessed, and a report prepared for the PCG and the Cultural Precinct Committee
- EOI documents are to be advertised for all remaining design consultants
- The selection process for the concept scheme consultant advisers is to be completed, reported to the PCG and Council
- Surveying works are to be completed on site and to the surrounding areas
- A probity auditor is to be appointed
- Ports North Contamination Assessment is to be peer reviewed
- Risk and procurement presentations are to be scheduled.

4.0 IDENTIFIED RISKS AND MITIGATION STRATEGIES

A preliminary Risk Management Plan and Risk register has been issued and is being reviewed by Council.

A preliminary Procurement Strategy based on the risk profile has been developed and is being reviewed by Council.

5.0 ACTUAL GRANT FUNDING EXPENDITURE FOR PERIOD AND TO DATE

Actual expenditure February 2011 only	\$1,162.26
Actual expenditure period to 28 February 2011	\$38,472.58

6.0 FORECAST EXPENDITURE BY MONTH FOR THE PERIOD UP TO 30 JUNE 2011

To be advised pending selection of consultants and assessment and negotiation of tenders.

7.0 REVISED PROJECT TIMELINES/SCHEDULE

The PAF program was presented to the Management Committee on 23 February 2011 and was approved. Delivery of the PAF assessment is currently in accordance with the approved program.

8.0 ANY OTHER INFORMATION REQUIRED BY ARTS QUEENSLAND OR THE MANAGEMENT COMMITTEE

Nil requested.

Linda Cardew
Cultural Precinct Project Manager
14 March 2011

Attachment 1: Appointment of PAF consultant

The following is an extract from Council Minutes – Ordinary Council Meeting 15 December 2010. Please note that as the PAF scope has now been varied at the direction of the State Government, the fees quoted below are subject to change.

The Agenda and Minutes from this meeting are at <http://www.cairns.qld.gov.au/about-council/meetings/ordinary-meeting/past-meetings/15-dec-2010>

**16. CONTRACTUAL MATTER: APPOINTMENT OF PROJECT
ASSURANCE FRAMEWORK BUSINESS CASE CONSULTANT TO
THE CAIRNS CULTURAL PRECINCT 211**
Linda Cardew: 26/7/18-02: #3006061

FORSYTH / LEU

That Council resolves:

- a) to award the consultancy for the Project Assurance Framework Business Case and related services to Savills Australia for the tendered lump sum of \$148,800 (ex GST) plus Quantity Surveyor's costs for the peer review of cost estimates on the basis of hourly rates up to \$8,000 (ex GST); and
- b) to delegate authority to the CEO in accordance with Section 257 of the *Local Government Act 2009* to finalise the details and applicable fee for Savills' additional services in relation to the preparation of design and advisory consultants' briefs (when the extent of services is known) and to finalise the reasonable cost of disbursements (when known) noting that disbursements will be charged at cost.

carried