Progress Report

June 2015

1. Meetings
- Oval upgrade sub-committee met on site on 21 May 2015 to clarify roles and responsibilities, key milestones, and lay the foundations for developing a detailed project plan

2. Action items

<table>
<thead>
<tr>
<th>#</th>
<th>Action item</th>
<th>Responsible officer</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Confirm P&amp;C funds available for project</td>
<td>Greg</td>
<td>Completed</td>
</tr>
<tr>
<td>2</td>
<td>Explore option of creating SharePoint site to manage project documentation/communications</td>
<td>Greg</td>
<td>Completed</td>
</tr>
<tr>
<td>3</td>
<td>Organise meetings with local elected representatives (Victoria Newton and Stirling Hinchcliffe)</td>
<td>Paul</td>
<td>Completed</td>
</tr>
<tr>
<td>4</td>
<td>Look into Education Queensland procurement policies</td>
<td>Ash</td>
<td>In progress</td>
</tr>
<tr>
<td>5</td>
<td>Draft plan of proposed works</td>
<td>Clint</td>
<td>In progress</td>
</tr>
<tr>
<td>6</td>
<td>Prepare project summary/overview document</td>
<td>Greg</td>
<td>In progress</td>
</tr>
</tbody>
</table>

3. Correspondence
- Nil

4. General business
- P&C have confirmed that $150K has been allocated towards the oval upgrade, and electronic signboard (+/-10%)
- If funds are “donated” to the school then they can pay for it as they are GST exempt (thereby saving 10%)
- Folder has been created on our SharePoint site run by P&C Queensland and is being used to manage project documentation/communications
- Meetings have been scheduled with Stirling Hinchcliffe (2:30pm on 12 June 2015) and Victoria Newton (TBA)
- QG procurement policy and procedures:
  - > $100K requires DG approval
  - ITO wherever possible
  - Procurement Plan and Evaluation Handbook endorsed by Procurement Services
- A project summary/overview document that includes a draft plan of the proposed works is currently being prepared and will be reviewed by the sub-committee prior to being presented at the next P&C meeting (July 2015)

5. Other business
- Nil

6. Next meeting
- TBC