



PARKS, RECREATION AND SPORT COMMITTEE MEETING

AGENDA

19 OCTOBER 2016

Your attendance is required at a meeting of the Parks, Recreation and Sport Committee to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 19 October 2016 commencing at 12.30pm for transaction of the enclosed business.

A handwritten signature in black ink, appearing to be the initials "C R" followed by a long horizontal stroke.

CHIEF EXECUTIVE OFFICER
11 October 2016

Next Meeting Date: 16.11.16

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

2 PRESENT

Members Present:

The Mayor, Councillor M F Strelow (Chairperson)
Councillor R A Swadling
Councillor C E Smith

In Attendance:

Mr M Rowe – General Manager Community Services (Executive Officer)

3 APOLOGIES AND LEAVE OF ABSENCE

Councillor Cherie Rutherford - Leave of Absence from 12 October 2016 to 22 October 2016.

Councillor Drew Wickerson - Leave of Absence from 17 October 2016 to 20 October 2016 appointed by Council to attend the LGAQ Annual Conference at Broadbeach.

Councillor Neil Fisher - Leave of Absence from 17 October 2016 to 20 October 2016 appointed by Council to attend the LGAQ Annual Conference at Broadbeach.

4 CONFIRMATION OF MINUTES

Minutes of the Parks, Recreation and Sport Committee held 21 September 2016

5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

6 BUSINESS OUTSTANDING

6.1 BUSINESS OUTSTANDING TABLE FOR PARKS, RECREATION AND SPORT COMMITTEE

File No: 10097
Attachments: 1. Business Outstanding Table
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Evan Pardon - Chief Executive Officer

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 the Parks, Recreation and Sport Committee is presented for Councillors' information.

OFFICER'S RECOMMENDATION

THAT the Business Outstanding Table for the Parks, Recreation and Sport Committee be received.

BUSINESS OUTSTANDING TABLE FOR PARKS, RECREATION AND SPORT COMMITTEE

Business Outstanding Table

Meeting Date: 19 October 2016

Attachment No: 1

Meeting Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
20 July 2016	Third Party Signage on Parkland Policy	THAT Council not adopt the Signage Policy and instead ask for a fact sheet to be established to allow signage of an acceptable size and format to be installed to allow fundraising for our sporting organisations.	Sophia Czarkowski	03/08/2016	Version two has been circulated and feedback collected ready for finalisation.
20 July 2016	CQ Sports Precinct Inc	.THAT Council: <ol style="list-style-type: none"> 1. Contribute \$10,000 towards a feasibility study for sports development (in multiple locations around the region) subject to: <ul style="list-style-type: none"> • The active and ongoing involvement of Regional Development Australia in the development of the proposal; • The outcomes of the Regional Sport, Recreation and Open Space Strategy; • Central Queensland University contributing a similar amount and be involved where necessary; • Council Officers developing the scope of the feasibility study; and • Council engaging and instructing Central Queensland University for the parts of the feasibility study. 2. Is clear in its statement that we support augmentation of the rowing and other aquatic facilities on the Fitzroy River; and 3. The proposed West Rockhampton site is only suitable for aquatic based facilities. 	Brett Nicholls	03/08/2016	ITQ for SPARC issued 14 Sep with tenders due 28 Sep.

Meeting Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
20 July 2016	Naming of Parks and Reserves	<p>THAT Council approve naming of the area:</p> <ol style="list-style-type: none"> 1. Between the Somerset Connection Rd and Gracemere Industrial Access Road as 'Bruce Russell Reserve'; and 2. At the junction of Poison Creek Road and Razorback Road as 'Ken Rowley Reserve'. 	Margaret Barrett	30/09/2016	All submitters have been advised of Council decision; sign fabrication is in progress.
20 July 2016	Dog Off Leash Areas	<p>THAT Council approve the following area be advertised as a future dog off leash area:</p> <ul style="list-style-type: none"> • Eddie Baker Park, Norman Gardens (access via Currawong Street and Rosella Court) but limited to the areas designated as a dog off leash area by signpost. 	Margaret Barrett	03/08/2016	Advertising to be arranged. On-site meeting with Cr Swadling organised to determine area for possible expansion

7 PUBLIC FORUMS/DEPUTATIONS

Nil

8 OFFICERS' REPORTS

8.1 PARKS AND OPEN SPACE OPERATIONS REPORT - SEPTEMBER 2016

File No: 1464
Attachments: 1. Parks and Open Space Operations Report - September 2016
Authorising Officer: Michael Rowe - General Manager Community Services
Author: Margaret Barrett - Manager Parks

SUMMARY

This report provides information on the activities and services of Parks and Open Space Unit for the month of September 2016.

OFFICER'S RECOMMENDATION

THAT the report on the activities and services of Parks and Open Space Unit for September 2016 be received.

COMMENTARY

The Parks and Open Space Unit is responsible for the following areas:

1. Park Visitor Services
 - Kershaw Gardens
 - Rockhampton Botanic Gardens
 - Rockhampton Zoo
 - Cemeteries
2. Park Operations
 - Park and Landscape Maintenance
 - Street & Park Tree management
 - Public Amenity and Cleansing
3. Park Planning and Projects
 - Sport and Recreation
 - Sport and Education Services
 - Aquatic Facilities
 - Park Facilities construction and maintenance
 - Planning and Design

The attached report contains information on the activities and services of these areas for September 2016.

**PARKS AND OPEN SPACE
OPERATIONS REPORT
SEPTEMBER 2016**

**Parks and Open Space Operations
Report - September 2016**

Meeting Date: 19 October 2016

Attachment No: 1

**MONTHLY OPERATIONS REPORT
PARKS AND OPEN SPACE SECTION
Period Ended 30 September 2016**

VARIATIONS, ISSUES AND INNOVATIONS

Innovations

Improvements / Deterioration in Levels of Services or Cost Drivers

LINKAGES TO OPERATIONAL PLAN

1. COMPLIANCE WITH CUSTOMER SERVICE REQUESTS

The response times for completing the predominant customer requests in the reporting period for Parks are as below:

	Balance B/F	Completed In Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	Work Orders Issued	Under Long Term Investigation	Avg W/O Issue Time (days) 12 months	Completion Standard (days)	Avg Completion Time (days) Current Mth	Avg Completion Time (days) 6 Months	Avg Completion Time (days) 12 Months	Avg Duration (days) 12 Months (complete and	Avg Completion Time (days) Q1
			Received	Completed										
Cemeteries - Complaint	0	0	0	0	0	0	0	0.00	8	● 0.00	● 11.20	● 9.57	1.50	● 23.50
Cemeteries - General Enquiry	0	0	0	0	0	0	0	-0.48	2	● 0.00	● 2.11	● 3.90	0.73	● 2.83
Sport & Recreation - General Enquiry	2	1	1	1	1	0	0	135.96	10	● 4.00	● 6.94	● 9.13	6.79	● 8.75
Parks Booking Services Request ***Notification***	0	0	1	1	0	0	0	0.00	5	● 0.00	● 0.00	● 9.25	0.67	● 0.00
Tree and Stump Removal - Request	31	28	40	22	21	0	0	5.21	50	● 2.77	● 13.18	● 17.43	13.46	● 10.99
Parks General - Request	37	26	94	58	46	11	0	18.63	10	● 3.71	● 9.16	● 9.85	5.82	● 7.21
Tree Trimming - Request	22	20	103	84	21	1	0	19.37	40	● 1.13	● 4.96	● 9.03	6.71	● 2.55
Council Owned Swimming Pools - General Enquiry	0	0	1	1	0	0	0	0.00	10	● 4.00	● 2.50	● 2.20	2.20	● 2.50

2. COMPLIANCE WITH STATUTORY AND REGULATORY REQUIREMENTS INCLUDING SAFETY, RISK AND OTHER LEGISLATIVE MATTERS

Safety Statistics

The safety statistics for the reporting period are:

	FIRST QUARTER		
	Jul	Aug	Sept
Number of Lost Time Injuries	0	0	0
Number of Days Lost Due to Injury	19	3	0
Total Number of Incidents Reported	4	6	5
Number of Incomplete Hazard Inspections	4	4	3

Risk Management Summary

Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed	Comments
Animal housing at the Zoo does not meet the required standard (inclusive of; animal husbandry, record keeping, staffing & asset renewal) resulting in: Loss of zoo licences / closure of facility; Injury or death to an animal; Negative public perception; Staff turnover; Injury or death to zookeepers.	Moderate 6	1. Documented procedures rolling review. 2. Develop, implement, and annually review development plan (linkage to budget required) to upgrade exhibitions and achieve implementation of the approved/ultimate zoo master plan. 3. Staff to monitor and contribute to review/formation of industry guidelines standards.	30/11/16	20	Procedure Manual review/ update is continuing. Budget approval for further construction deferred to 2016-17 On-going
Lack of a holistic fire mitigation plan for the region detailing responsibilities within Council.	High 4	Manager Parks to finalise development and implementation of a regional fire mitigation strategy in collaboration with state government agencies and property owners.	31/12/14	95	Council approved Bushfire Management Plan. MoU to be executed by QPWS and Council.
Tree fails resulting in: injury/death; damage to property; damage to Council's reputation;	Low 7	1. Review, and submit Street Tree Policy & Procedure. 2. Programmed	31/12/15	60	Policy review/ update commenced

Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed	Comments
negative financial impact.		maintenance works to be implemented to full capacity. 3. Ergon Service Level Agreement is to be in place and implemented.			Programs drafted, implementation commenced; to be monitored.
Loss of significant/ historic/ iconic botanical collections resulting in negative publicity and loss of: reputation; region's "green" status; iconic material; and research opportunities.	Moderate 6	1. Review, update and implement existing land & conservation management & succession plans.	30/06/17	80	Botanical Collection Management Strategy for Botanic Gardens drafted.
Inadequate/ inappropriate open space does not meet the community's requirements/ expectations resulting in lack of: standardised infrastructure charges; consistency and quality of the asset including land; lack of benchmark for Council/ developer Standards; unwanted contributed assets; leading to reputational damage; social problems and; financial impacts.	Moderate 5	1. Develop & implement a Parks Infrastructure Strategy for conditioning of new development. 2. Develop a local parks contribution policy. 3. Complete & implement Landscape Guidelines (as part of CMDG). 4. Open Space Strategy to be reviewed and implemented (inc service levels).	31/12/16	70	
Integrity of land-fill caps, where Council is now using the space for public use (eg parks), is impacted through an event occurring causing exposure of toxins, hazards etc (eg TC Marcia causing tree fall and erosion) resulting in public health and safety; financial and environmental repercussions	Moderate 7	1. Continuous review and updating of Site Management Plan 2. Site remediation priorities to be determined, planned and implemented	30/06/17	15	

Legislative Compliance & Standards

Legislative Compliance Matter	Due Date	% Completed	Comments
BioSecurity Qld (Zoo) Three year license renewed in 2016 Update <i>Declared Pest Permit</i> animals to new <i>Wildlife Exhibitor Licence</i> Self-audit and reporting	May 2019 October 2016 As required	Current	Application lodged 26 September
Births, Deaths & Marriages (Cemeteries) Burials reporting	Within 7 days of burial	100%	
Heritage Act (Various sites) General exemption certificate applications <ul style="list-style-type: none"> Applications lodged/ pending Applications approved 			2 x applications approved (Cemeteries)
Land Act Land Management Plans			

3. ACHIEVEMENT OF CAPITAL PROJECTS WITHIN ADOPTED BUDGET AND APPROVED TIMEFRAME

Detailed project scoping, estimating and procurement proceeding as appropriate. The budget column includes the carry-overs which are now part of the approved budget for 2016-17.

The following abbreviations have been used within the table below:

<i>WIP</i>	<i>Work in progress</i>
<i>NYC</i>	<i>Not yet commenced</i>
<i>PC</i>	<i>Practical Completion</i>
<i>C</i>	<i>Works Complete</i>

Project	Start Date	Expected Completion Date	Status	Budget	YTD actual (inc committals)
PARKS CAPITAL WORKS PROGRAM					
Upgrade field surface			WIP	70,000	13,708
Comment: Sites prioritised, scopes and estimates being determined.					
Cedric Archer Reserve			WIP	1,553,599	289,224
Comment: Decommissioning old skatepark delayed - contract awarding issue; Touch of Paradise detail designs received in early October, initial estimates exceed balance of budget available; priorities to be determined for delivery.					
Mt Archer activation plan implementation			WIP	305,000	16,424
Comment: Building Our Regions Round 2 submission lodged. Priority projects being reviewed in event that funding is not received.					
Playground Equipment renewal program			WIP	86,895	103,185

Project	Start Date	Expected Completion Date	Status	Budget	YTD actual (inc committals)
Comment: Renewing playground equipment at end of life. Contractor engaged to replace sand with rubber sofall at Duthie Park					
Mount Morgan streetscape improvements			WIP	230,000	
Comment: Design integration with Civil and traffic continuing. Commonwealth Government has allocated funds from Stronger Communities Program towards the project with an additional \$10k approved under this fund towards the refurbishment and relocation of the Mafeking Bell. EOI submitted for further funding under the Local Government Grants and Subsidy Program (LGGSP).					
Playground Shade Construction program			WIP	118,500	80,610
Comment: Scope determined and orders raised for shade at Ski Gardens (Stonemasons playground) and Leanne Hinchliffe Memorial Park. Installation to be scheduled. Joseph Harrison Park order still to be raised.					
Parkhurst (Olive St) – planning, design and development			WIP	60,000	18,850
Comment: Feasibility for development of proposed multi-sport precinct at Olive St is underway.					
Gracemere Cemetery			WIP	135,099	0
Comment: Ashes Garden detailed landscape plan finalised. Works to be scheduled.					
Redevelopment 42 nd Battalion Memorial Pool	July 2015	Nov 2016	WIP	2,182,490	2,087,550
Comment: Contract works on wet deck and new treatment plant, equipment and reticulation underway. Currently considering contractors requests for extensions of time with pool to be re-opened early – mid December. Project received funding from LGGSP over two years – 2015-16 and 2016-17.					
BBQ Renewal			WIP	64,000	
Comment: Renewals programmed for RBG near lagoon; Johnson Park and Leanne Hinchliffe Memorial Park.					
Rockhampton Botanic Gardens – pathways			WIP	175,440	103,262
Comment: Construction completed of a new concrete pathway along the eastern fence line of the Zoo, linking to pedestrian entry from Ann Street.					
Zoo – renewal of internal pathways			NYC	20,000	
Comment:					
Botanic Gardens – Japanese Garden pond restoration			NYC	30,000	
Comment:					

Project	Start Date	Expected Completion Date	Status	Budget	YTD actual (inc committals)
Victoria Park – drainage (trampoline/ gym/ bowls)	Oct 2016	Nov 2016	WIP	100,000	7,518
Comment: Works programmed.					
Div 6 Parks Project			WIP	15,000	
Comment: Improvements for Col Brown Park - plants being procured and works timing determined.					
Div 7 Queens Park Mosaic	Oct 2016		WIP	50,000	3,000
Comment: Concrete pad being restored for artist to re-tile.					
Div 7 Kershaw Gardens swings				20,000	
Comment: Allocation is directed at swing as part of playground redevelopment					
Div 10 – Stage 2 Frenchmans Creek			WIP	22,268	5,923
Comment:					
Div 2 – Revegetation of Frenchmans Creek				20,000	
Comment: Works will continue from allocation in 2015-16 (Div 10 – Stage 2 Frenchmans Creek)					
Irrigation Renewal	Sept 2016		WIP	474,000	79,403
Comment: Works underway at Stenlake Park and Webber Park					
Tables – Picnic Renewal			WIP	60,000	15,814
Comment: Scoping works for Leanne Hinchliffe Memorial Park, Jack Allenby Park, Yeppen Lagoon Walkway and Botanic Gardens.					
Fencing / Gates / Bollards Renewal			NYC	69,400	
Comment: Scoping works for Bolton Park, Duthie Park carpark and boundary between Botanic Gardens and golf course.					
Footpaths Renewal	Oct 2016	Oct 2016	WIP	25,500	
Comment: Works being programmed for Ted Price Park, estimates exceed the budget; adjustments will be made at Revised.					
TCM: Zoo aviary	Oct 2016	Jan 2017	WIP	358,427	
Comment: Restoration and repair of cyclone damage in Rockhampton Zoo. Contract for new aviaries awarded, estimated program of 3 months.					
TCM – RBG Road/ Pathways/ bridges and car-parks			WIP	344,983	15,130

Project	Start Date	Expected Completion Date	Status	Budget	YTD actual (inc committals)
Comment:					
TCM RBG - Fernery & Visitor Centre entry			WIP	266,466	9,237
Comment: Restoration and repair of cyclone damage in Parks.					
TCM – Kershaw remediation/ restoration	Apr 2015		WIP	7,290,799	780,514
Comment: Restoration and repair of cyclone damage in Parks. Funding approved under Special NDRRA Category for clean-up costs.					
Botanic Gardens strategic framework			WIP	51,000	
Comment: Scope for this is being drafted.					
Major Project seed funding – improved sport facilities			WIP	400,000	400,000
Comment: Council allocated funding to Rockhampton Hockey Association to support application for State funding for second artificial playing surface. Funding agreement to be drafted.					
Div 3 Shade Sail Elizabeth Park and Play equipment			WIP	30,000	
Comment: Councillor approved shade sail purchase. Order to be placed.					
Div 5 Zoo Improvements			NYC	142,500	
Comment: \$70,000 of this allocation is included in the budget for new aviaries. Contract to be awarded, estimated program of 3 months.					
Div 1 Parks Improvement in Div 1 (Currajong Park and others)			WIP	70,000	
Comment: Scope discussions with Councillor, estimates being obtained in order for priorities to be assigned.					
Div 2 Playground equipment			NYC	15,000	
Comment: Councillor to advise on allocation.					
Enhancement Program for (new) Local Parks			WIP	89,656	
Comment: LED lighting to be installed in Central Park fountain.					
Parks – Plant & Equipment	Aug 2016	Apr 2017	WIP	245,000	
Comment: Procurement underway for additional equipment for Operational maintenance.					
RBG Cenotaph switchboards and irrigation	May 2016	Aug 2016	C	70,000	33,689

Project	Start Date	Expected Completion Date	Status	Budget	YTD actual (inc committals)
Comment: Works complete to replace switchboards and irrigation in Cenotaph area of Botanic Gardens.					
Yeppen Roundabout		Oct 2016	WIP	12,645	6,785
Comment: Works completed. Ergon to energise line and contractor to test works.					

4. ACHIEVEMENT OF OPERATIONAL PROJECTS WITHIN ADOPTED BUDGET AND APPROVED TIMEFRAME

Project	Revised Budget	Actual (incl. committals)	% budget committed	Explanation
Median restoration	\$90,000	\$15,777	17.53%	Scoping completed and plants procured for next stage of Gladstone Road
Sport Parks Active Recreation and Community Strategy (SPARC)	\$60,000			Successful consultant advised. Finalising MoU for Sports Development Feasibility study by CQUni.
Tree renewals/ planting	\$90,000	\$9,000	10%	Tree replacements in Gracemere and Yaamba Road
Project	Explanation			
Policy Reviews:				
• Street Tree Policy	Current version being reviewed and updated; work to commence on Procedure.			
• Cemetery Policy	Final drafting prior to Council review/ consideration.			

Kershaw Gardens

Parts of Kershaw Gardens remain closed to the public. Council has endorsed the design elements and staging plan for construction of the earthworks, services and embellishments in the Central Precinct. Urbis will now progress to "for construction plans", seek relevant statutory approvals and proceed to issue of tender/s.

Restoration works have continued in the southern section. Tenders are being finalised for the supply and delivery of 6,500 tonnes of soil for remediation in this area. Approximately 50% of the Gardens is available for public access.

Rockhampton Botanic Gardens

Visitation increased noticeably during the School Holiday period. General horticultural maintenance continues as scheduled.

Rockhampton Zoo

With three Kangaroo Joeys now noticeable within the mothers' pouches community interest has been high. Resident Cassowaries Hammy & Miss B have produced a clutch of eggs, several of which have been removed for incubation in a controlled environment. Any resultant offspring will be relocated to other zoological institutions as part of the species conservation management program.

Australasian Training and Conditioning Workshop 2016

Planning continues for the workshop to be hosted by Rockhampton Zoo during October 2016. Registrations are strong and advertising is currently being ramped up to maximise attendance.

Regional Cemeteries

Maintenance of sites across the region was conducted in accordance with requirements.

Tenure Renewal

78 agreements due to expire prior to 30 June 2018 are currently being progressed:

- 11 are completed.
- 18 are waiting on the Club to return / finalise documentation.
- 18 are waiting on Council including approvals or updated plans.
- 31 have not yet expired, however, the renewal process has commenced.

2016 Tropicana (Topical and Sustainable Gardening Expo)

The 2016 Tropicana was held on Saturday 10 September along with the presentations for the Spring Garden Spectacular. A total of 23 site holders attended the event and all reportedly enjoyed the day and believed it was a success. Feedback has been collated which indicates that overall site holders thought the event was well organised, the timing was ideal and they look forward to attending future events.

The event was well attended by the community, however due to the multiple entry points the number of community members that attended was not measurable.

2017 Sports and Health Expo

Planning for the 2017 Sports and Health Expo is underway with the following event particulars being set:

Event Date: Sunday 12 February 2017

Event Time: 9am to 1:30pm

Location: Robert Schwarten Indoor and Outdoor Pavilions

Sporting clubs, health service providers, gyms, personal trainers and sport retailers will again be invited to attend the 2017 Sports and Health Expo.

A call for sponsors has been completed along with requests for site holders. Applications for both will be processed in due course.

5. DELIVERY OF SERVICES AND ACTIVITIES IN ACCORDANCE WITH COUNCIL'S ADOPTED SERVICE LEVELS

These service levels are not formally adopted but are operational standards to show overall progress across the Parks section.

Service Delivery Standard	Target	Current Performance
Pool Operator reporting (Rec'd by 7 th of Month)	On-time	Achieved
Tenure Renewals – Resolved in the current financial year	78	11 (FYTD)
Playground Inspections completed (month of September)	10	10

Progressive Measures / Indicators	Previous Period	Current Period
Pool Patronage (previous period is same month last year)	13,673	12,221
Burials (previous period is same month last year)	6	11
Ashes Interments (previous period is same month last year)	5	1
Chapel/ other Services (previous period is same month last year)	4	6
Zoo visitors (previous period is same month last year) Counter malfunctioned over 9 days during period	17,071	7,222
Zoo donations (previous period is same month last year)	\$1,046.50	\$1,256.25
Parks bookings (number of events and celebrations in month / FYTD) (previous period is same month last year)	54 / 147	94 / 262
Volunteer Participation (hours) – Zoo (previous period is same month last year)	334	501
Volunteer Participation (hours) – Regional Cemeteries (previous period is same month last year)	84	0

FINANCIAL MATTERS

As at period ended 30 September 2016 – 25% of year elapsed.

	Adopted Budget \$	Adopted Budget (Pro Rata YTD) \$	YTD Actual \$	YTD Commit + Actual \$	Variance %	On target 25% of Year Gone
PARKS						
Parks Operations						
1 - Revenues	(47,000)	(11,750)	(13,364)	(13,364)	28%	✓
2 - Expenses	5,193,007	1,298,252	1,215,613	1,336,798	23%	✓
3 - Transfer / Overhead AI	1,446,238	361,560	392,020	392,020	27%	✗
Total Unit: Parks Operations	6,592,245	1,648,061	1,594,269	1,715,454	24%	✓
Parks Planning & Projects						
1 - Revenues	(160,000)	(40,000)	(44,301)	(44,301)	28%	✓
2 - Expenses	2,695,244	673,811	676,034	1,708,245	25%	✓
3 - Transfer / Overhead AI	481,546	120,387	123,300	123,300	26%	✗
Total Unit: Parks Planning & Projects	3,016,790	754,198	755,034	1,787,244	25%	✓
Parks Management						
1 - Revenues	(55,900)	(13,975)	(7,498)	(7,498)	13%	✗
2 - Expenses	5,330,359	1,332,590	1,221,398	1,232,884	23%	✓
3 - Transfer / Overhead AI	64,608	16,152	16,726	16,726	26%	✗
Total Unit: Parks Management	5,339,066	1,334,767	1,230,626	1,242,112	23%	✓
Parks Visitor Services						
1 - Revenues	(292,020)	(73,005)	(102,639)	(102,639)	35%	✓
2 - Expenses	4,520,847	1,130,212	945,189	1,066,046	21%	✓
3 - Transfer / Overhead AI	494,841	123,710	106,230	106,230	21%	✓
Total Unit: Parks Visitor Services	4,723,668	1,180,917	948,779	1,069,636	20%	✓
Total:	19,671,770	4,917,942	4,528,707	5,814,446	23%	✓

8.2 2015-16 ANNUAL OPERATIONS REPORT FOR 2ND WORLD WAR MEMORIAL AQUATIC CENTRE AND MT MORGAN SWIMMING POOL

File No: 1464
Attachments: Nil
Authorising Officer: Michael Rowe - General Manager Community Services
Author: Margaret Barrett - Manager Parks

SUMMARY

Council entered into a new operating agreement with Lane 4 Aquatics for the operation and management of 2nd World War Memorial Aquatic Centre and Mount Morgan Swimming Pool. This report summarises the annual operations for the facilities.

OFFICER'S RECOMMENDATION

THAT the Annual Operations Report for 2nd World War Memorial Aquatic Centre and Mt Morgan Swimming Pool be received.

COMMENTARY

In September 2014, an operating arrangement commenced for the operation and management of 2nd World War Memorial Aquatic Centre and Mount Morgan swimming pool. Lane 4 Management Group was awarded operation of these two facilities following an EOI and public tender. The annual cost of these operations exceeds \$500,000 and a report on the operations to date is presented for Council's information.

BACKGROUND

The Operations Agreement with Lane 4 Management Group (Lane 4) lists detail on the content to be included in the Operator's Annual report to Council. A summary of Lane 4's achievements in comparison to its key performance indicators is provided below.

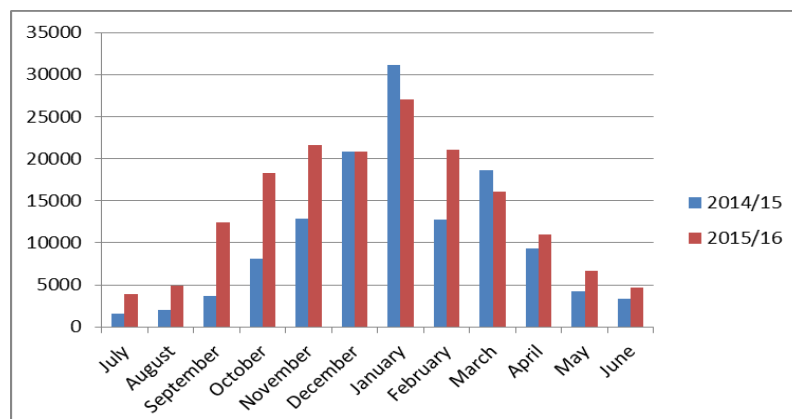
Utilisation

The operator should aim to increase attendance whilst ensuring equitable access and a range of diverse programs are on offer to the community. A range of organisations have utilised the facility including swimming clubs, rehabilitation providers, religious organisations, schools and a number of companies hosting private functions.

2nd World War Memorial Aquatic Centre

Attendance at the 2nd World War Memorial Aquatic Centre increased from 128,280 in the 2014/15 swimming season to 168,321 in the 2015/16 season.

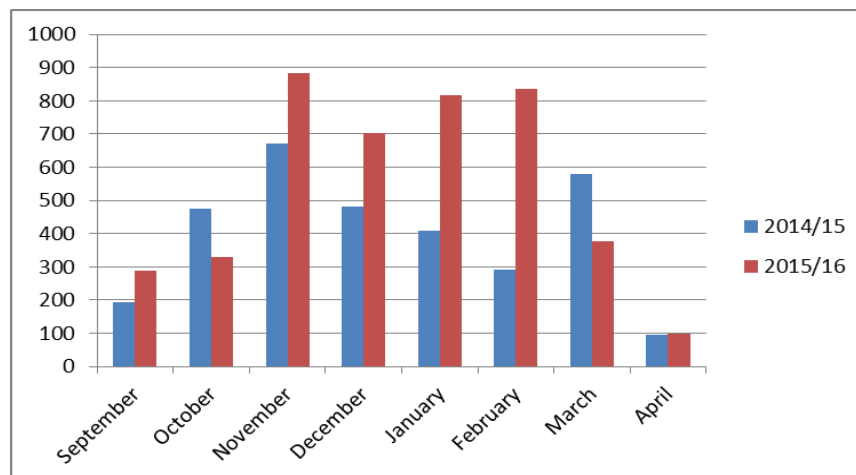
Figure One: Comparison of attendance for the 2014/15 and 2015/16 swimming seasons for 2nd World War Memorial Aquatic Centre



Mount Morgan Swimming Pool

Mount Morgan Swimming Pool attendances increased from 3,198 in the 2014/15 swimming season to 4,332 in the 2015/16 season.

Figure Two: Comparison of attendance for the 2014/15 and 2015/16 swimming seasons for Mount Morgan Swimming Pool

**Technology**

Lane 4 has implemented a new social media campaign and upgraded its website to ensure mobile phone compatibility. It has integrated all aspects of site management into its public website to ensure the community has up to date and timely information.

A new point of sale system and associated software is also being developed to focus on whole of site management which will reduce the number of programs Lane 4 uses to manage its facilities and will aim to integrate visitation, maintenance and site operations within one (1) software package.

Marketing and Promotions

Lane 4 has promoted the 2nd World War Memorial Aquatic Centre and Mount Morgan Pool through a range of mediums including signage, program and event boards and through social media.

The introduction of a new social media campaign and mobile friendly websites has assisted Lane 4 in promoting the facilities and programs available. Lane 4 has also been utilising Google technology and through Google Review can monitor searches on its facilities. For example over the 30 days leading up to 7 October 2016 the 2nd World War Memorial Aquatic Centre was 'Google' searched 6,132 times and 121 phone calls were made to the facility via Google's call now function.

A board is displayed at the entry to the facility for information on upcoming events and activities including lane allocations.

Community Engagement

Lane 4 must undertake community consultation on additional services which may be provided to the community as well as potential facility enhancements. Lane 4 has, to date, not benefited from traditional surveys for facility operations, however, has seen an increase in feedback provided through online review processes including Google Review and social media.

Lane 4 has a marketing provider actively searching for references to Lane 4 and its facilities. This allows Lane 4 to actively identify opportunities for improvements, suggestions and feedback as well as engage with those persons leaving the feedback.

Throughout the reporting period Lane 4 provided a water education program for community members identifying as culturally and linguistically diverse as well as participated in the Get Out! Get Active! Program through Council. Lane 4 continues to provide subsidised aquafit sessions on Tuesdays and Thursdays.

During the reporting period Lane 4 was a main supporter and sponsor of 'Romp in the Park' which celebrates under 8's day at the Rockhampton Botanic Gardens

Corporate Engagement

Lane 4 has developed relationships with businesses in the region through procurement of goods and services as well as facility hiring through functions. The development of the high performance centre has seen Lane 4 engage local designing and planning firms to assist with the preparation of plans and development applications.

Lane 4 continues to work with a range of industry related bodies and has had its staff represent the company at conferences and workshops. Lane 4 has a representative participating in the Rockhampton Chamber of Commerce meetings and is a member of the Australian Institute of Management, Australian Swim Coaches and Teachers Association and Lifeguard Institute of Australia.

Lane 4 has recently partnered with Fitness Passport to offer corporate health packages to its clients including Queensland Fire and Rescue Service and Queensland Police Service which sees attendees from these organisations receive free or subsidised access to Lane 4's facilities.

Utilities and Infrastructure

Lane 4 remains committed to the ongoing research and development strategies to improve efficiencies in provision of utility services. Lane 4 has continued to collect baseline data on facility operations to guide this research and has been focusing on the key areas of energy efficiency, water management and solar offset.

Lane 4 has been working with an industry energy partner to formulate an agreement that will assist Lane 4 in monitoring energy consumption at its sites to monitor usage, compare to industry benchmarks and identify supplier incentives.

Investigations into opportunities for solar power are continuing with options for integration with the high performance centre possible to offset consumption within the facility.

Business Plan

Lane 4 has been working towards achieving the goals and plans set out in its business plan and will continue to report to Council on its outcomes.

BUDGET IMPLICATIONS

Revenue Calculation

Lane 4 is required to provide Council with copies of its audited financial statements at the end of each financial year, the information informs whether or not a revenue fee is payable to Council under the Operation Agreement. A revenue fee is not payable by Lane 4 for the 2015/16 Financial Year.

8.3 REQUEST FOR PERMISSION TO ENTER INTO A FREEHOLD LEASE WITH GLENMORE BULLS AUSTRALIAN FOOTBALL CLUB INC AT STENLAKE PARK

File No: 374

Attachments: 1. Map showing proposed Lease area for Glenmore Bulls

Authorising Officer: Margaret Barrett - Manager Parks
Michael Rowe - General Manager Community Services

Author: Sophia Czarkowski - Sports and Education Supervisor

SUMMARY

This report presents background to a request for approval to enter into a Freehold Lease with Glenmore Bulls Australian Football Club Inc over part of Stenlake Park as detailed in the report.

OFFICER'S RECOMMENDATION

THAT Council accedes to the request to enter into a Freehold Lease with Glenmore Bulls Australian Football Club Inc over part of Stenlake Park, 20 McLaughlin Street, Kawana (being part of Lot 1 on RP612169) for a period of five (5) years.

COMMENTARY

Council Officers are seeking approval to enter into a Freehold Lease with Glenmore Bulls Australian Football Club Inc (the 'Club') after it was identified that the Club does not hold tenure over its building located at Stenlake Park.

The Club's Freehold Licence is currently being renewed over the playing fields and at this time it was discovered that the Club did not hold tenure over its building.

Stenlake Park is situated on the corner of McLaughlin and Carlton Streets in Kawana and is home to Glenmore Bulls Australian Football Club.

BACKGROUND

It was recently identified that Glenmore Bulls Australian Football Club Inc that is located at Stenlake Park, 20 McLaughlin Street, Kawana (being part of Lot 1 on RP612169) does not hold tenure agreement over its building site, see attachment 1. The Club owns and maintains the building and currently has plans to make improvements on its grounds, including construction of a new building, proposed lighting upgrades and general field maintenance.

It is proposed that the Club be granted a standard Freehold Lease for a period of five (5) years and will be charged in accordance with Council's Fees and Charges for the 2016/17 Financial Year for a building site fee.

CONCLUSION

It was identified recently that the Club does not hold tenure over its building located at Stenlake Park and Council Officers require approval from Council to formalise the tenure.

**REQUEST FOR PERMISSION TO
ENTER INTO A FREEHOLD LEASE
WITH GLENMORE BULLS
AUSTRALIAN FOOTBALL CLUB INC
AT STENLAKE PARK**

**Map showing proposed Lease area
for Glenmore Bulls**

Meeting Date: 19 October 2016

Attachment No: 1



8.4 POLICY - CEMETERIES

File No:	11979
Attachments:	1. Draft Cemeteries Policy 2. FACT SHEET Cemetery Memorial Guide
Authorising Officer:	Margaret Barrett - Manager Parks Michael Rowe - General Manager Community Services
Author:	Vincent Morrice - Coordinator Parks and Visitor Services

SUMMARY

A policy has been developed as part of a framework for the management and operation of Council's cemeteries. It aims to provide clarity and consistency in decision making and to promote a safe and respectful environment for all users.

OFFICER'S RECOMMENDATION

THAT the Cemeteries Policy be adopted.

COMMENTARY

There is currently no policy which explicitly covers the management, use and operation of Council's cemeteries. The administration and operating of the Cemeteries has been based on established or accepted practices and/or guidelines which have developed over time.

This policy has been developed as part of a framework for the management and operation of Council's cemeteries; it aims to provide clarity and consistency in decision making and to promote a safe and respectful environment for all users.

The Policy is complemented by a Fact Sheet and Brochures which articulate and expand upon the Policy and are able to be updated and distributed quickly if and when required. A procedure will be developed based on the approved Policy for approval by the General Manager Community Services.

CORPORATE/OPERATIONAL PLAN

Corporate Plan 2012-2017 | Living Learning & Leisure | Parks & Open Spaces

Deliver regional cemetery and associated services that meet current and future burial and remembrance needs.

CONCLUSION

When adopted, the Cemeteries policy will articulate Council's operational and administrative approach for consistent management and operation of Council's cemeteries. It will promote transparency, clarity and consistency in decision making.

POLICY - CEMETERIES

Draft Cemeteries Policy

Meeting Date: 19 October 2016

Attachment No: 1



CEMETERIES (COMMUNITY POLICY)

1. Scope:

This policy applies to cemeteries operated and administered by Rockhampton Regional Council.

2. Purpose:

To provide a framework for the management and operation of Council's cemeteries promoting a safe and respectful environment for all users.

3. Related Documents:

Primary

Nil

Secondary

Births, Deaths and Marriages Registration Act 2003

Coroners Act 2003

Information Privacy Act 2009

Land Act 1994

Local Government Act 2009

Public Health Act 2005

Queensland Heritage Act 1992

Succession Act 1981

Work Health and Safety Act 2011

Cemetery Memorial Guide Fact Sheet

Cemetery Procedure

Cemetery Service Exhumation Request Form

Cemetery Service Request Form

Specification for Grave Covers

Subordinate Local Law No. 1.13 (Undertaking Regulated Activities Regarding Human Remains) 2011

Subordinate Local Law No. 1.9 (Operation of Cemeteries) 2011

Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2011

4. Definitions:

To assist in interpretation, the following definitions apply:

Ashes	Processed remains recovered from the cremation of a body.
Burial	The act or practice of burying a dead body.

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Burial Rights	Rights to a burial site granted by Council to a person.
Burial Rights Holder	The lawful holder of the burial right (to inter human remains and/or ashes).
Cemetery	An area containing one or more burial sites – including lone sites, family sites or a larger collection of burial sites.
Columbarium	Area or wall established for the placement of ashes and/or memorialisation.
Council	Rockhampton Regional Council
Employee	Local government employee: (a) the chief executive officer; or (b) a person holding an appointment under section 196 of the <i>Local Government Act 2009</i> .
Exhumation	The act of digging something out of the ground (especially human remains) where it has been buried. To remove from a site; disinter.
Funeral Director	An undertaker; a person whose business is preparing dead bodies for burial or cremation and making arrangements for funerals.
Funeral Service	Represents a burial, ashes interment, exhumation, wake or event that may or may not include serving of refreshments conducted in one of Council's cemeteries, either in the chapel or a garden area.
Grave	A hole dug in the ground to receive a coffin or dead body.
Grave Cover	A conforming structure as detailed in Council's Specification for Grave Covers.
Human Remains	The body or part of the body of a deceased person
Interment	The placement or burial of human remains or ashes on or into an allocated site.
Memorial or Monument	Includes (a) a headstone; (b) an inscribed plaque or commemorative plate; (c) monumental, ornamental or other structure/s erected on a grave site; (d) anything else erected or placed to mark the site where human remains have been buried or placed, or to commemorate a deceased person.
Monumental Mason	A tradesman mason or person possessing the skills to competently and professionally carry out monumental masonry work to a tradesman-like standard.
Niche	Space in a columbarium to place ashes.
Non-conforming Grave Cover	A structure placed on or over the boundaries of the grave or site that is inconsistent with the standard dimensions.
Ownership	The right of possessing something.
Region	Rockhampton Region
Re-open	A burial subsequent to the first interment
Site	A collective term for any of grave, niche, plot, memorial or other place for the disposition of human remains or memorialisation of the deceased.

5. Policy Statement

5.1 Management of Cemeteries

Council is committed to:

- the provision of interment and memorialisation services to the community;
- servicing the deceased and their families with dignity and respect;

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- preserving the history of the Region's cemeteries and maintaining records;
- maintaining cemetery grounds to meet community needs and expectations; and
- planning for the future burial needs of the Region's communities.

5.2 Administration

- 5.2.1 A Cemetery Service Request Form must be received at least two business days prior to the requested service.
- 5.2.2 Payment for service is to be made two business days prior to service commencement unless otherwise agreed by Council.
- 5.2.3 Council maintains records and plans (electronic, printed or hand-written) about each interment and reservation (except where historically this information was not retained).
- 5.2.4 Council will not accept pre-payment for burials or interment of ashes (other than in fulfilment of Clause 5.2.2)
- 5.2.5 Existing pre-paid burials registered with Council will be honoured.
- 5.2.6 Individuals or groups are not able to reserve or set aside grave site/s. Existing reservations will be honoured.
- 5.2.7 Instances where historic administration practices conflict with this policy will be dealt with on a case by case basis.

5.3 Interment/ Burial

- 5.3.1 No funeral service shall be permitted until approval has been granted.
- 5.3.2 Burials must be arranged and conducted by a Funeral Director.
- 5.3.3 Ashes interment may be arranged through a Funeral Director or directly with Council.
- 5.3.4 New burial sites will be allocated by Council.
- 5.3.5 Digging of burial sites will be undertaken by Council.
- 5.3.6 Specific cultural or religious requirements are to be advised on the Cemetery Service Request Form. Each request will be considered with regard to Council's work health and safety obligations, cemetery procedures, the availability of suitably skilled employees and the necessary equipment.
- 5.3.7 When the removal of a monument, slab and/or headstone is required on re-opening a grave in a monumental section, Council will take all reasonable care not to cause any damage, however if a monument, slab or headstone is inadvertently damaged during this process Council will not be liable for any repairs.

If a monument/memorial and/or grave cover is assessed to be beyond the capabilities or experience of Council to remove, and where circumstances warrant, Council will engage the services of a monumental mason to remove and reinstate the monument/memorial and/or conforming grave cover and applicable fees will be levied.

Council will not reinstate non-conforming grave covers.

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5.4 Burial Rights and Burial Rights Holder

- 5.4.1** A burial rights holder has the right to be buried in the identified site and to authorise the burial of others in that site (up to the permitted number as determined by Council).
- 5.4.2** Burial rights are assigned by Council based upon historical records and other available information.
- 5.4.3** Burial rights may not be sold or transferred without Council's written consent, unless transfer is authorised by the *Succession Act 1981*.
- 5.4.4** The existing burial right on a vacant or reserved site may be surrendered to Council. Any refund will be at Council's discretion.
- 5.4.5** Interments and modifications to the site (including memorialisation) require the burial rights holder's written permission.
- 5.4.6** The burial rights holder is responsible for the cost of acquisition, installation, repairs and maintenance to any memorial/ monument associated with the site.

5.5 Exhumation

- 5.5.1** A Cemetery Service Exhumation Request Form must be completed for exhumation of human remains or disinterment of ashes and will only be accepted when accompanied by the burial rights holder's written consent or other duly authorised representative.
- 5.5.2** Exhumations of human remains are to be carried out in conjunction with a Funeral Director.
- 5.5.3** The disinterment of ashes may be conducted by Council.
- 5.5.4** Ownership rights of the site will revert back to Council unless other interments exist.

5.6 Vases, Mementos and Adornments

Family members and visitors may place mementos in commemoration as listed in the Cemetery Memorial Guide Fact Sheet.

Items must

- not interfere with other mementos;
- be securely placed,
- be fresh or dried flowers and
- not pose a safety or injury risk to other persons.

6. Review Timelines:

This policy will be reviewed when any of the following occur:

- 6.1** The related information is amended or replaced; or
- 6.2** Other circumstances as determined from time to time by Council.

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7. **Responsibilities:**

Sponsor	Chief Executive Officer
Business Owner	General Manager Community Services
Policy Owner	Manager Parks
Policy Quality Control	Corporate Improvement and Strategy

EVAN PARDON
CHIEF EXECUTIVE OFFICER

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POLICY - CEMETERIES

FACT SHEET Cemetery Memorial Guide

Meeting Date: 19 October 2016

Attachment No: 2

FACT SHEET

Cemetery Memorial Guide



Frequently Asked Questions

Who can order a plaque or memorial?

Anyone can order a plaque or memorial providing they have completed the Plaque/Memorial Request Form and have the written and signed permission from the Burial Right Holder. An application using the Memorial Installation Permit Request Form (including payment of the fee) may also be required for graves in the Monumental Cemeteries.

What extra features can I add to my plaque/memorial?

There are a variety of extra features available to personalise your plaque/ memorial.

Photos - Many people choose to add a photograph of their loved one to the plaque/ memorial. In order to do this we require an original photo or a very clear copy which we scan and return to you. Alternatively we will also accept a photo via email or USB stick providing the photo has been scanned as a .JPEG file. Backgrounds etc can be altered or changed if required.

Emblems - There are over 100 different emblems to choose from covering a wide range of subjects. Each emblem is a gold outline of the subject, which can be filled in with colour. For example a gold rose emblem can be filled with red to make it a red rose with a gold outline. Emblems can also be sized to suit the size of the plaque and the space available.

Borders - All plaques are made with a standard gold border, however this can be changed for one of over 20 other designs.

What happens after I have completed my plaque/ memorial request form?

Once we have received your request we will organise a proof of your plaque to be made. This will be forwarded to you for checking. Once any changes to the proof have been made and you are happy with the final proof you will need to sign and date the proof and forward it to us for processing.

When do I pay for my plaque or memorial?

An invoice for your order can be processed at the time we receive your request whether it be in person, by mail, email or fax. If not, an invoice will be forwarded to you along with your plaque proof once it arrives. If your order requires a quote, we will forward an invoice to you once you have accepted this quote.

In all circumstances full payment must be made before any work will commence on your order.

How should I pay for my plaque/memorial?

Payment can be made at any Customer Service Centre, by mail or by telephone.

How long will it take for my plaque/memorial to be made?

Once we have received your signed, dated and approved proof and full payment has been made, your plaque will take approximately 4-6 weeks to arrive.

What happens once my plaque/memorial has arrived?

We will contact you once your plaque/ memorial has arrived. We will then endeavour to place it as soon as is practical. This is usually done within a few days of us receiving your plaque/ memorial but we ask that you allow a week. . We will also contact you once your plaque/ memorial has been placed.

Can I install my own plaque/memorial?

All plaques and memorials should be placed by a qualified monumental mason with appropriate insurance or by Rockhampton Regional Council (RRC) cemetery staff.

A member of the public may place a beam or grave cover on a grave. If you wish to do this, please contact Council and we can outline the requirements.

Can I place artificial flowers, vases, trinkets etc on a memorial?

Memorial Gardens - Fresh flowers only on all memorials including the gardens.

Lawn and Monumental Cemeteries - Fresh or limited artificial flowers are welcome tributes. These are to be placed **ON THE BEAM ONLY** and must not encroach on another memorial.

For safety reasons the following is **NOT ALLOWED**: glass vases or receptacles, any photo frames, windmills, or chimes.

ANY MEMORIALISATION FOUND NOT CONFORMING TO THESE GUIDELINES WILL BE REMOVED.

If you are unsure about placing an object on a memorial please contact us.

07 4932 9000 | enquiries@rrc.qld.gov.au | www.rrc.qld.gov.au

FACT SHEET

Cemetery Memorial Guide



Fees and Charges

Plaques	
Standard single bronze plaque	
150 x 130mm includes; 7 lines text	\$180.00
Each extra line	\$26.00
Standard large bronze plaque	
380 x 220mm includes; 6 lines text	\$290.00
Each extra line	\$31.00
<p><i>Used on the lawn sections of Gracemere and Mount Morgan. Can be used on double ashes plots at Memorial Gardens, and ordered for use at any of the monumental cemetery sections.</i></p> <p><i>All other plaques (including double niche plaques for Gracemere, Mt Morgan and any monumental cemetery plaques) will be quoted for when processing the application. In most cases the standard prices shown above will apply.</i></p>	
Photos	
Standard ceramic oval photos 5 x 7cm	\$175.00
Standard stainless steel oval photos 5 x 7cm	\$285.00
<i>Other sizes are available and will be quoted for when processing the application.</i>	
Other Plaque Features	
Emblems	
Example Crosses, flowers, sporting themes, animals, etc, gold outline or painted	\$58.00
Borders <i>(a range of decorative borders can be chosen instead of the standard solid gold border)</i>	
Small plaques	\$31.00
Large plaques	\$52.00
Vases <i>(a vase can be attached to a plaque for ashes wall)</i>	
Small bronze vase	\$80.00
Chrome vase niche wall	\$15.00
Perpetual bronze flowers	\$112.00

07 4932 9000 | enquiries@rrc.qld.gov.au | www.rrc.qld.gov.au

FACT SHEET

Cemetery Memorial Guide



Fees and Charges Continued

Plaque Background Colours	
A choice from 16 colours	No extra charge
Markers	
Single concrete markers <i>(to suit standard single plaque – all cemeteries except Memorial Gardens)</i>	\$36.00
Double concrete markers <i>(to suit large plaque or two singles – all cemeteries except Memorial Gardens)</i>	\$62.00
Single granite markers <i>(to suit standard single plaque size – all cemeteries)</i>	\$278.00
Double granite markers <i>(to suit large plaque size or two singles – all cemeteries)</i>	\$448.00
Family granite markers <i>(to suit family ashes plot – Memorial Gardens only)</i>	\$905.00
All Other Memorial Costs	
Standard single concrete beam <i>(all monumental cemeteries)</i>	\$490.00
Standard single concrete full grave cover <i>(all monumental cemeteries except South Rockhampton)</i>	\$1,850.00
South Rockhampton Cemetery sandstone memorial <i>(includes standard single beam, sandstone marker, standard single bronze plaque – note: permit extra)</i>	\$877.00
Permit fee for erecting a monument, enclose grave etc	\$282.00
Attach a plaque from another supplier	\$60.00
Single memorial garden plot <i>(Memorial Gardens only)</i>	\$278.00
Double memorial garden plot <i>(Memorial Gardens only)</i>	\$500.00
Family memorial garden plot <i>(up to nine interments – Memorial Gardens only)</i>	\$560.00
Memorial block Olive and Citron Groves <i>(Memorial Gardens only)</i>	\$750.00
Memorial walls <i>(North Rockhampton and Mt Morgan only)</i>	\$290.00
Sponsor chair <i>(Memorial Gardens only)</i>	\$1,400.00

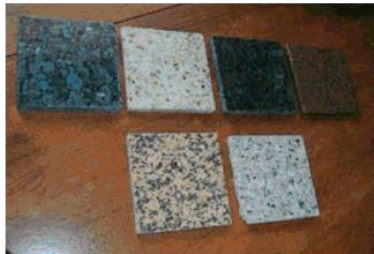
07 4932 9000 | enquiries@rrc.qld.gov.au | www.rrc.qld.gov.au

FACT SHEET

Types of Memorials



Standard Small Plaque and Marker



Granite Marker Sample Colours



Full Grave Cover (with beam) and Gravel



Standard Small Concrete Marker



Standard Small Plaque on Granite



Double Book Plaque on Granite



Standard Large Plaque on Beam



Standard Small Plaque on Full Cover

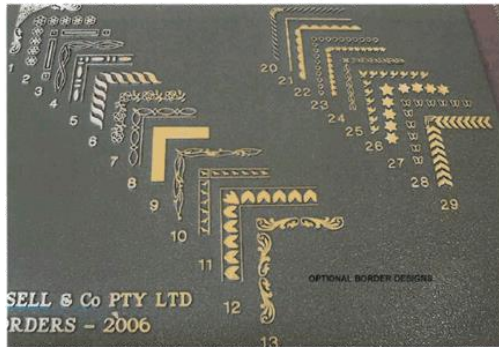


Standard Small Plaque on Beam Cover

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FACT SHEET

Plaque Features



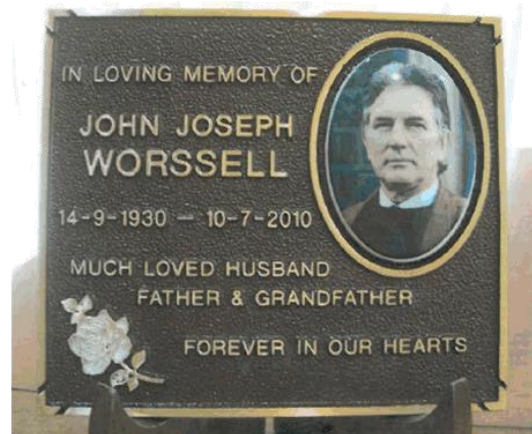
Optional Border Designs



Plaque Background Colours



Gold Emblem Samples (Can Be Painted)



Standard Small Plaque, Standard Border, Burgundy Background, Ceramic Photo, Rose Emblem Painted White

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9 NOTICES OF MOTION

Nil

10 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.

11 CLOSURE OF MEETING