



PARKS, RECREATION AND SPORT COMMITTEE MEETING

AGENDA

15 MARCH 2017

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 15 March 2017 commencing at 12.30pm for transaction of the enclosed business.

A handwritten signature in black ink, appearing to be "C. R.", is positioned above the typed name of the Chief Executive Officer.

CHIEF EXECUTIVE OFFICER
8 March 2017

Next Meeting Date: 19.04.17

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:

Councillor C R Rutherford (Chairperson)
Councillor R A Swadling
Councillor N K Fisher
Councillor C E Smith
Councillor M D Wickerson

In Attendance:

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

3 APOLOGIES AND LEAVE OF ABSENCE

Leave of absence granted to the Mayor, Councillor Margaret Strelow to attend meetings with the management of Adani in India.

4 CONFIRMATION OF MINUTES

Minutes of the Parks, Recreation and Sport Committee held 15 February 2017

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: 15 March 2017

Attachment No: 1

Meeting Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
16 November 2016	Rigalsford and Ollie Smith Parks - Rotary Club of Rockhampton Collaborative Proposal	THAT Council support the proposal 'in principle' and that Officers prepare a report to enable consideration of an "Adopt a Park" program for the Rockhampton Region.	Michael Rowe	30/11/2016	
07 December 2016	Springers Lagoon Gracemere	THAT Council include Springers Lagoon in its regular maintenance programme and a report be brought back to the Parks and Recreation meeting early in 2017. This report to address the erosion and general condition and potential of the reserve.	Margaret Barrett	24/02/2017	
07 December 2016	Revegetation Projects	THAT a report identifying suitable Council maintained land for revegetation projects be prepared for presentation in early 2017.	Margaret Barrett	24/02/2017	

7 PUBLIC FORUMS/DEPUTATIONS

Nil

8 OFFICERS' REPORTS

8.1 PARKS AND OPEN SPACE OPERATIONS REPORT - FEBRUARY 2017

File No: 1464

Attachments: 1. Parks and Open Space Operations Report - February 2017

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 Section for the month of February 2017.

OFFICER'S RECOMMENDATION

THAT the report on the activities and services of Parks and Open Space Section for February 2017 be received.

COMMENTARY

The Parks and Open Space Section 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 maintenance
 - Planning, Design and Project delivery
4. Parks Administration and Management
 - Park bookings
 - Customer Service
 - Policy development and service levels review

The attached report contains information on the activities and services of these areas for February 2017.

**PARKS AND OPEN SPACE
OPERATIONS REPORT –
FEBRUARY 2017**

**Parks and Open Space Operations
Report - February 2017**

Meeting Date: 15 March 2017

Attachment No: 1

MONTHLY OPERATIONS REPORT
PARKS AND OPEN SPACE SECTION
Period Ended 28 February 2017

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
			Received	Completed									
Cemeteries - Complaint	0	0	1	1	0	0	0	0.00	8	● 0.00	● 0.00	● 9.33	0.00
Cemeteries - General Enquiry	0	0	2	2	0	0	0	0.65	2	● 0.00	● 4.25	● 3.18	1.50
Sport & Recreation - General Enquiry	2	2	6	4	2	0	0	15.97	10	● 5.17	● 6.28	● 8.33	4.91
Parks Booking Services Request ***Notification***	0	0	0	0	0	0	0	0.00	5	● 0.00	● 0.50	● 0.33	0.33
Tree and Stump Removal - Request	27	21	40	22	24	1	0	1.42	50	● 6.55	● 10.21	● 14.07	13.68
Parks General - Request	40	31	86	53	42	8	0	64.65	10	● 2.90	● 6.67	● 9.65	4.77
Tree Trimming - Request	17	13	120	92	32	0	0	10.54	40	● 2.18	● 3.84	● 5.74	4.94
Council Owned Swimming Pools - General Enquiry	1	1	0	0	0	0	0	0.00	10	● 0.00	● 7.88	● 7.11	3.25

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

Safety Statistics

The safety statistics for the reporting period are:

		Number of Lost Time Injuries	Number of Days Lost Due to Injury	Total Number of Incidents Reported	Number of Incomplete Hazard Inspections
THIRD QUARTER	Jan	0	0	7	3
	Feb	1	2	8	4
	Mar				

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	Moderate 6	1. Documented procedures rolling review.	30/11/16	20	Procedure Manual review/update is continuing.

Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed	Comments
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.		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.			Budget approval for further construction deferred to 2016-17 On-going
Tree fails resulting in: injury/death; damage to property; damage to Council's reputation; negative financial impact.	Low 7	1. Review, and submit Street Tree Policy & Procedure. 2. Programmed maintenance works to be implemented to full capacity. 3. Ergon Service Level Agreement is to be in place and implemented.	30/04/16	60	Revised Policy adopted 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	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).	30/04/17	70	Review of Open Space Strategy commenced

Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed	Comments
and; financial impacts.		4. Open Space Strategy to be reviewed and implemented (inc service levels).			
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) <i>Wildlife Exhibitor Licence</i> <i>Exhibition Permit</i> Self-audit and reporting	May 2019 October 2019 As required		
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 	<ul style="list-style-type: none"> • Rockhampton Botanic Gardens: <ul style="list-style-type: none"> ○ Installation of bollards – Ann St western boundary (Golf Club) ○ Installation of BBQ's and shelters (Murray Lagoon) 		
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 projects listed and the budget figures have been adjusted to reflect the September 2016 approved budget revision. The project list has been expanded with the addition of the approved Works for Queensland projects within Parks.

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					
WORKS AT INDIVIDUAL SITES					
Parkhurst (Olive St) – planning, design and development			C	60,000	18,850
Comment: Feasibility for development of proposed multi-sport precinct at Olive St.					
Cedric Archer Reserve			WIP	956,702	393,543
Comment: Touch of Paradise works tendered.					
Gracemere Cemetery			WIP	180,100	57,819
Comment: Ashes Garden works commenced.					
Botanic Gardens strategic framework	Feb 2017	June 2017	WIP	51,000	
Comment: Invitation to Quote closed and evaluation underway.					

Project	Start Date	Expected Completion Date	Status	Budget	YTD actual (inc committals)
Major Project seed funding – improved sport facilities			WIP		400,000
Comment: Funding allocated in 2016-17 and 2017-18 financial years to the RHA will be applied to the development project.					
Yeppen Roundabout		Oct 2016	C	12,645	15,280
Comment: Works completed.					
Purchase replacement Fitzroy River Rowing Course		Apr 2017	WIP	150,000	63,202
Comment: Project added in September 2016 approved revision. Tender for supply of new course in evaluation.					
Mt Archer activation plan implementation			WIP	6,870	130,438
Comment: Moores Creek crossing completed. First Turkey Mountain Bike Trails works tendered. Preliminary design for canopy walk, car park and helipad at Fraser Park under development.					
ASSET RENEWAL PROGRAMMED WORKS					
Upgrade field surface			WIP	120,000	96,970
Comment: Works nearing completion at Saleyards Park to address field condition issues.					
Playground Equipment renewal program			WIP	103,185	115,105
Comment: Renewing playground equipment at end of life. Playground equipment replacement scheduled for Pearson Family Park, John Ritter Park, Leichhardt Park and Athelstane Park.					
Mount Morgan Streetscape Improvements	May 2015	Dec 2017	WIP	80,000	20,806
Comment: Commonwealth and State Government funding allocated of \$378,000 (Stronger Communities & Local Government Grants and Subsidy Program (LGGSP)). Ergon quote to relocate power underground received. Geo tech for civil works scheduled. Amenities design prepared for review. Project plan approved. Communications plan approved. Electrical audit of affected properties scheduled. PCG formed, first meeting scheduled for 13 March.					

Project	Start Date	Expected Completion Date	Status	Budget	YTD actual (inc committals)
Playground Shade Construction Program			WIP	108,765	122,246
Comment: Works complete; exception of shade structure (ordered) at Joseph Harrison Park.					
Irrigation Renewal	Sept 2016		WIP	300,000	133,843
Comment: ITQ in evaluation for works at Newman Oval. Survey and scoping for works finalised for Rockhampton Botanic Garden. Works complete at Stenlake Park and Webber Park.					
Tables – Picnic Renewal Program			WIP	60,000	16,389
Comment: Works completed in Leanne Hinchliffe Memorial Park, Jack Allenby Park and along Yeppen Lagoon Walkway. Works scheduled for Yewdale Park.					
Redevelopment 42 nd Battalion Memorial Pool	July 2015	Feb 2017	WIP	2,306,490	2,373,156
Comment: Redevelopment works completed, pool re-opened to public on 13 February, shade over 50m pool installed in late February. Work commenced on concept design for balance of site to inform future upgrade works programs.					
BBQ Renewal Program			WIP	64,000	8,270
Comment: Renewing parks barbeques at end of life: RBG near lagoon; Leanne Hinchliffe Memorial Lions Park and Johnson Park.					
Fencing / Gates / Bollards Renewal Program			WIP	119,400	
Comment: Works programmed for Bolton Park and Botanic Gardens					
Footpaths Renewal	Oct 2016	Oct 2016	C	64,500	15,606
Comment: Works completed at Ted Price Park.					
Rockhampton Botanic Gardens – pathways			C	101,558	101,567
Comment: Works programmed for 2016-17 complete.					

Project	Start Date	Expected Completion Date	Status	Budget	YTD actual (inc committals)
Zoo – renewal of internal pathways			WIP	20,000	
Comment: Estimates for construction being sought					
Vic Park – Rugby League – renew field lighting			WIP	115,000	
Comment: Project added in September 2016 approved revision. ITQ closed and under evaluation.					
RBG Cenotaph switchboards and irrigation	May 2016	Aug 2016	C	33,689	46,366
Comment: Works completed.					
Botanic Gardens – Japanese Garden pond restoration			NYC	30,000	
Comment: Work being scoped.					
Enhancement Program for (new) Local Parks			WIP	60,000	14,798
Comment: Works to upgrade Central Park.					
Victoria Park – drainage (trampoline/ gym/ bowls)	Oct 2016	Nov 2016	C	100,000	143,077
Comment: Construction completed.					

DIVISIONAL COUNCILLOR ALLOCATIONS					
Div 6 Parks Project		Apr 2017	WIP	15,000	8,409
Comment: Improvements for Col Brown Park - plants being procured and determining timing.					
Div 7 Queens Park Mosaic		Oct 2016	C	3,650	3,000
Comment: Artist installed mosaic and Parks to tile border in early Feb. Works completed.					
Div 7 Kershaw Gardens swings				20,000	
Comment: Allocation is directed at swing as part of playground redevelopment; will be delivered as part of this overall package.					
Div 10 – Stage 2 Frenchmans Creek			WIP	5,832	6,737
Comment: Replanting and maintenance of creek bank vegetation					
Div 2 – Revegetation of Frenchmans Creek			NYC	15,000	
Comment: Works will continue from allocation in 2015-16 (Div 10 – Stage 2 Frenchmans Creek)					
Div 3 Shade Sail Elizabeth Park and Play equipment			C	27,375	27,375
Comment: Works completed.					
Div 5 Zoo Improvements			WIP	70,000	29,032
Comment: \$70,000 of this allocation is included in the budget for new aviaries. Construction commenced December 2016. Estimated program of 3 months. Mesh for Aviaries expected to arrive mid-late March with installation completed early April.					
Div 1 Parks Improvement in Div 1 (Currajong Park and others)			WIP	61,615	36,953

Comment: Works commenced on dog off leash area in Eddie Baker Park. Order made for shade structure for German Street Park playground.					
Div 2 Playground equipment			NYC	15,000	
Comment: Councillor to advise on priority for this allocation.					
TC MARCIA RESTORATION WORKS					
TCM: Zoo aviary	Oct 2016	Jan 2017	WIP	358,427	358,427
Comment: Restoration and repair of cyclone damage in Rockhampton Zoo. Construction commenced December 2016. Estimated program of 3 months. Mesh for Aviaries expected to arrive mid-late March with installation completed early April.					
TCM – RBG Road / Pathways / bridges and car-parks		June 2017	WIP	344,983	15,130
Comment: Scoping complete. Final survey and identification underway in order for schedule of rates and quantities to be prepared.					
TCM RBG - Fernery & Visitor Centre entry			WIP	3,466	9,279
Comment: Restoration and repair of cyclone damage in Parks. Concept design in final draft, progressing to detailed design.					
TCM – Kershaw remediation/ restoration	Apr 2015		WIP	2,474,429	3,013,829
Comment: Restoration and repair of cyclone damage in Parks. Funding approved under Special NDRRA Category for clean-up costs. Operational Works approval issued. Tenders for Civil works and redevelopment closed and in evaluation. Works commenced to divert existing drainage channel into ephemeral wetlands. Application submitted for funding from Building Our Regions.					
Parks – Plant & Equipment	Aug 2016	Apr 2017	WIP	243,982	
Comment: Procurement continuing for additional equipment for Operational maintenance.					

WORKS FOR QUEENSLAND FUNDED PROJECTS					
Cedric Archer Reserve – Water Play		Nov 2017		1,537,000	6,560
Comment: Project Steering Group formed and met. D&C Scope prepared. Geo tech of site scheduled.					
Mt Archer activation plan implementation		Nov 2017		300,000	
Comment: Proceeding with detail design and estimating for Canopy Walk. Scope is replacement of existing walk from picnic area, connecting lookouts with newer longer trail and lookouts.					
Mount Morgan Streetscape Improvements		Nov 2017		1,060,686	
Comment: Project plan approved. Communications plan approved. Ergon offer received. Electrical audit of affected properties scheduled. Geo tech investigation scheduled. Scope for D&C civil works being finalised.					
Hockey – new artificial surface		Nov 2017		2,475,375	
Comment: RHA, NPSR and Council agreed that Council should manage the delivery of the two hockey fields. NPSR approved change of location for Get Play Plus funding to Parkhurst and considering Council request to deliver project. MCU public notification period closed on 20 Feb. Works progressing on Detailed Design and Operational Works application.					
42 nd Battalion Memorial Pool – water slides		Nov 2017		1,230,000	7,280
Comment: Scope for ITQ prepared with tender to be released in early March. Geo tech of site scheduled					
Rockhampton Botanic Gardens & Zoo Works		Nov 2017		300,000	
Comment: Identification and prioritisation completed. Survey for pathways underway to facilitate detailed design.					

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

Project	Revised Budget	Actual (incl. committals)	% budget committed	Explanation
Median restoration	\$90,000	\$40,964	45.5%	Works completed on Gladstone Road; preparation works for Albert St
Open Space Strategy revision	\$60,000	\$58,400	97%	Sport Parks Active Recreation and Community Strategy (SPARC) underway.
Tree renewals/ planting	\$90,000	\$9,079	10%	Tree replacements in Gracemere and Yaamba Road

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. Tenders packages issued for “Civil Works” and “Redevelopment” closed during February and currently under evaluation.

Approximately 50% of the Gardens are available for public access.

Works in the ephemeral wetland completed. Operational Works Decision Notice (Approval) issued. Works commenced to divert existing drainage channel into ephemeral wetlands.

Rockhampton Zoo

It was an eventful month at Rockhampton Zoo with a number of animals requiring medical intervention including 41yo “Tina”, the matriarch of the Lion Tail Macaques, requiring anaesthesia to treat a tooth abscess.

Sadly, Mahogany Glider “Kennedy” was euthanized due to age related medical conditions. Kennedy was 13 years old. The usual life-span for this species is around five years.

Facebook posts continue to generate interest and comment with the video of “Gaz” the Lace Monitor being frequently viewed. Gaz was seen to catch and bite into a cane toad. Quick action by staff enabled his digestive system to be flushed out with running water to eliminate toxins. After a period of close observation, he was given the “all clear” and appears to have suffered no ill effects from his encounter.

Rockhampton Botanic Gardens

Planning and preparation for the ANZAC Day Dawn Service is on schedule.

Main stream and social media coverage of one-off and ongoing events held at Rockhampton Botanic Gardens provided good exposure for the Gardens.

Amenity Horticulture: Yeppen Roundabout

A detailed investigation of the landscaping in Yeppen Roundabout has concluded that the predominant cause of poor (sustained) performance of the Canna Lily plantings is the soil conditions, which are entirely reflective of the location (an alluvial floodplain). The primary recommendation for the site is to develop options for planting native species that are suited to the soil and growing conditions of the floodplain.

Regional Cemeteries

Servicing of regional cemeteries continues as required. The administration team are continuing data verification & cleansing of the new electronic Cemeteries Management System.

Tenure Renewal

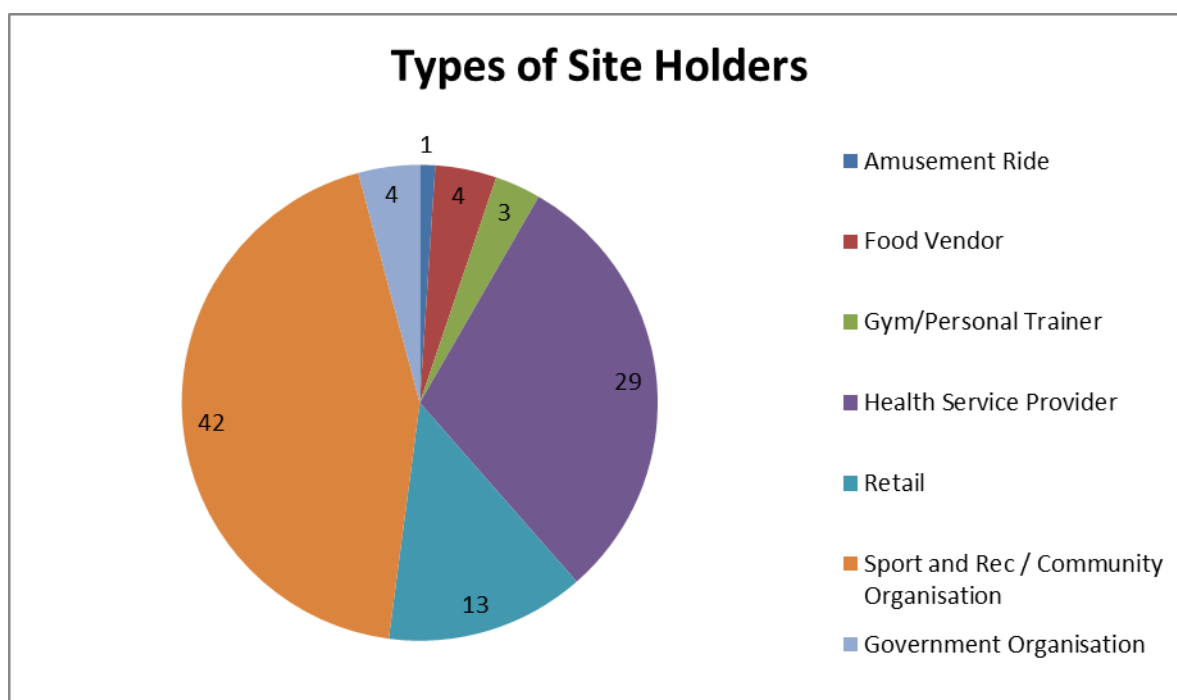
78 agreements due to expire prior to 30 June 2018 are currently being progressed:

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

Rockhampton Greyhound Racing Club has surrendered its Lease with Council.

CQ Health 2017 Sports and Health Expo

The CQ Health 2017 Sports and Health Expo was held on Sunday 12 February 2017 and just under 3,300 people attended the event, a record number for the event. A total of 101 site holders registered for the expo with 96 attending on the day. A breakdown of site holders is provided below.



Feedback from site holders and attendees was collected and overall feedback was positive. A number of suggestions have been made and will be discussed for inclusion in planning next year's expo. Site holders responding to the survey gave the expo 4.31 (average) stars out of a possible 5 and all reported interest from the community. Of the attendees responding to the survey (n=14) 78.57% indicated that they were going to engage with a site holder in the future.

National Tree Day

Schools Tree Day – 28 July 2017

Schools will be invited to host tree planting activities within school grounds. Council will supply the trees for these activities.

National Tree Day – 30 July 2017

Public plantings will be held on Sunday 30 July 2017 from 10am to 2pm across the Region. These sites include:

1. Frenchville Road / Frenchman's Creek
2. Blackall Street / MacGregor Street area
3. Platen Street, Gracemere
4. Mount Morgan

Detailed planning for each site/ event is underway.

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	25 (FYTD)
Playground Inspections completed (month of February)	11	11

Progressive Measures / Indicators	Previous Period	Current Period
Pool Patronage (previous period is same month last year) 42nd Battalion Memorial Pool reopened on 13 February	28,021	26,118
Burials (previous period is same month last year)	10	11
Ashes Interments (previous period is same month last year)	5	6
Chapel/ other Services (previous period is same month last year)	3	2
Zoo visitors (previous period is same month last year)	6,788	4,392
Zoo donations (previous period is same month last year)	\$855.95	\$369.15
Parks bookings (number of events and celebrations in month / FYTD) (previous period is same month last year)	36 / 313	66 / 582
Volunteer Participation (hours) – Zoo (previous period is same month last year)	478	459
Volunteer Participation (hours) – Regional Cemeteries (previous period is same month last year)	720	0
Arts in the Park participants (previous period is same month last year)	160	158

FINANCIAL MATTERS

As at period ended 28 February – 67% of year elapsed.

	Adopted Budget \$	Revised Budget	Revised Budget (Pro Rata YTD) \$	YTD Actual \$	YTD Commit + Actual \$	Variance %	On target 67%
PARKS							
Parks Operations							
1- Revenues	(47,000)	(2,126,404)	(1,417,603)	(822,125)	(822,125)	39%	x
2- Expenses	5,193,007	4,950,241	3,300,160	2,925,889	3,041,734	53%	✓
3- Transfer / Overhead A	1,446,238	1,446,238	964,159	875,634	875,634	61%	✓
Total Unit: Parks Operations	6,592,245	4,270,075	2,846,716	2,979,397	3,095,242	70%	x
Parks Planning & Projects							
1- Revenues	(160,000)	(160,000)	(106,667)	(97,784)	(97,784)	61%	x
2- Expenses	2,695,244	2,646,851	1,764,567	1,816,033	2,480,104	69%	x
3- Transfer / Overhead A	481,546	481,546	321,031	325,034	325,034	67%	✓
Total Unit: Parks Planning & Projects	3,016,790	2,968,397	1,978,931	2,043,283	2,707,354	69%	x
Parks Management							
1- Revenues	(55,900)	(45,900)	(30,600)	(26,438)	(26,438)	58%	x
2- Expenses	5,330,359	5,225,441	3,483,627	3,011,901	3,026,168	58%	✓
3- Transfer / Overhead A	64,608	64,608	43,072	49,531	49,531	77%	x
Total Unit: Parks Management	5,339,066	5,244,148	3,496,099	3,034,994	3,049,261	58%	✓
Parks Visitor Services							
1- Revenues	(292,020)	(292,020)	(194,680)	(290,487)	(290,487)	99%	✓
2- Expenses	4,520,847	4,349,241	2,899,494	2,640,268	2,788,899	61%	✓
3- Transfer / Overhead A	494,841	494,841	329,894	289,996	289,996	59%	✓
Total Unit: Parks Visitor Services	4,723,668	4,552,062	3,034,708	2,639,778	2,788,409	58%	✓
Total Operations:	19,671,770	17,034,682	11,356,455	10,697,452	11,640,266	63%	✓

8.2 CEMETERIES POLICY: SUPPLEMENTARY REPORT

File No:	11979
Attachments:	1. Cemeteries Policy
Authorising Officer:	Margaret Barrett - Manager Parks Michael Rowe - General Manager Community Services
Author:	Vincent Morrice - Coordinator Park and Visitor Services
Previous Items:	9.6.5 - Policy - Cemeteries - Parks, Recreation and Sport Committee - 19 Oct 2016 12.30 pm

SUMMARY

Following adoption of the Cemeteries Policy (October 2016) further information was requested on the background and implications of clauses 5.2.4 and 5.2.6. It was also requested that Officers investigate the establishment of a "maintenance trust" for Cemeteries. This report addresses that request.

OFFICER'S RECOMMENDATION

THAT the supplementary report on Cemeteries Policy be received.

COMMENTARYClause 5.2.4

Clause 5.2 (Administration) of the Cemeteries Policy articulates the approach to be taken when dealing with the circumstances outlined therein. Clause 5.2.4 reads as follows:

"Council will not accept pre-payment for burials or interment of ashes (other than in fulfilment of clause 5.2.2)"

In preparing the Policy, Officers considered the range of services available to meet the needs or desires of persons wishing to pre-plan and/ or pay for burial costs in advance. The determination to not accept pre-payment for burials or interment of ashes was based upon a lack of demonstrated need. There are a number of services already provided by the business community which are available to service this need, including:

- Funeral Insurance Policies
- Pre-paid Funeral Plans, and
- Dedicated Savings Accounts

If Council were to enter this space we could be seen to be providing a service in direct competition with private enterprise. There are also administrative costs involved with the recording, tracking, allocation and reporting of the constrained funds which would need to be quantified and could be included in any fee charged.

Clause 5.2.6

This clause excludes pre-purchase of burial/ interment sites at all regional cemeteries and reads as follows:

"Individuals or groups are not able to reserve or set aside grave site/s. Existing reservations will be honoured."

The principal driver for the inclusion of this clause is the effective management of sites currently available for burial and the managed and controlled development of future capacity.

Pre-selling can distort the supply/ demand equation and have longer term effects on immediate availability within operating cemeteries, particularly in circumstances where the opportunity for expansion or additional capacity is constrained.

This has the possibility of a flow on effect to the development of new cemetery sites (bringing forward the requirement for them), particularly in Rockhampton and Mount Morgan where suitable land is not readily available.

In North Rockhampton Cemetery (NRC) there are approximately 370 sites which are reserved, some dating back to the 1940's. Reservations have not been taken at NRC since 1996.

Aforementioned constraints aside, an argument could be constructed to support the forward sale (pre-sale) of sites where a large capital investment is required to provide additional capacity. Examples of this could be adding new crypts at Rockhampton Memorial Gardens, or perhaps, the establishment of a new green field cemetery site.

Additional considerations around pre-sale may need to include the following:

- The application of any exemptions across all Council cemeteries or on a site by site basis
- The application of any exemptions to all burial/ interment sites within a Cemetery
 - Graves and Crypts,
 - Ashes Garden plots, and
 - Columbarium niches.
- Applying a time frame to any reservation or limited term tenure (for example 10 years) with a resulting expiry or renewal
- The levying of the current year full or partial fee at time of reservation
- The levying of an annual fee to continue reservations

The responses to the above are governed to some degree by the acceptance (or otherwise) by the community. In all cases, robust systems and processes must be in place to track and manage these services if offered.

What do other Councils do?

Mackay Regional Council allow specific grave sites to be reserved (full payment required) in "exceptional circumstances" for an initial period of 12 months. If not used within that period, an annual fee is charged (currently \$200pa.) to continue the reservation.

Gladstone Regional Council allows reservation of sites in some cemeteries.

The Gympie Cemetery allows pre-purchase (reservation) of burial sites upon payment of the scheduled fee in full as does Bundaberg Regional Council.

In all of the above cases, burial/ interment fees are paid at the time of burial/interment.

Opportunities for the establishment of a "Cemetery Maintenance Trust"

Council's Cemeteries Fees & Charges applies fees for specific services (sale of plot/ space, provision of burial or interment service, on-sale of memorialisation items etc). Maintenance of grounds, gardens and infrastructure is funded by Council. A "Cemetery Maintenance Trust" could be defined as a trust established to fund maintenance that is above and beyond current responsibilities or no longer able to be undertaken by descendants (for memorialisation).

In Council-managed cemeteries, council staff maintain the grounds and surrounds but not monuments/ memorials; in general terms, Council takes no ownership or responsibility for monuments and memorialisation within cemeteries; where installed, they remain the responsibility of the descendants of the deceased.

From time to time individuals, special interest groups and (sometimes) targeted government programs may fund maintenance and restoration activities however; the passage of time and exposure to the elements will inevitably result in the ongoing degradation of all monumental masonry.

One way of procuring funds for a Maintenance Trust could be the allocation of a portion of each right of burial and/ or burial/ interment fee towards that activity, or perhaps the introduction of a new fee, in recognition of the future maintenance costs and general expectations of the community. Given the relatively low number of burials and interments per annum (approx. 160) and (likely) moderate amount of any reallocation or new fee it is probable that the fund would take some time to build to a substantial amount. It is possible that Council may be able to leverage the accumulated funds through partnering with individuals or organisations via co-contributions.

Beyond funding maintenance for specific monuments/ memorials, Council may also wish to consider directing maintenance trust funding towards improvements such as interpretive signage/ displays which could benefit a broader audience. This opportunity might also encompass education campaigns or possibly financial support for activities which support/ promote community awareness of our local history and notable persons.

What do other Councils do?

In our region, neither Gladstone nor Bundaberg Regional Councils have a specific fee associated with future maintenance costs. The closest (in intent) would be the annual fee charged by Mackay Regional Council after the initial 12 month holding period.

BACKGROUND

Following adoption of the Cemeteries Policy (October 2016) further information was requested on the background and implications of clauses 5.2.4. and 5.2.6. It was also requested that Officers investigate the establishment of a "maintenance trust" for Cemeteries.

PREVIOUS DECISIONS

Adopted at Council meeting 25 October 2016:

THAT The Cemeteries Policy be adopted.

CORPORATE/OPERATIONAL PLAN**LIVING, LEARNING & LEISURE**

Service: Provide and maintain an open space parks network and recreation facilities, to meet community expectations and enhance community wellbeing

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

CEMETERIES POLICY: SUPPLEMENTARY REPORT

Cemeteries Policy

Meeting Date: 15 March 2017

Attachment No: 1



CEMETERIES POLICY (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 for genealogy research;
- 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 Council 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/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 of initial purchase cost 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.

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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Adopted/Approved: Adopted, 25 October 2016
Version: 1
Reviewed Date:

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8.3 REQUEST FOR TENURE FROM ROCKHAMPTON MOUNTAIN BIKE CLUB INC AT FIRST TURKEY**File No:** 374**Attachments:**

1. Rockhampton Mountain Bike Club Trail Overview
2. Map showing proposed Freehold Licence area and current Trustee Permit area

Authorising Officer: Margaret Barrett - Manager Parks
Michael Rowe - General Manager Community Services**Author:** Sophia Czarkowski - Sports and Education Supervisor

SUMMARY

Rockhampton Mountain Bike Club Inc hold a Trustee Permit over part of Mount Archer (being Lot 41 LN2859 and Lot 2 LN2858) and are requesting to extend the tenured area to include adjacent freehold parcels Lot 1 RP618495 and Lot 83 LN2079.

OFFICER'S RECOMMENDATION

THAT Council accede to the request from Rockhampton Mountain Bike Club Inc for a Freehold Licence over Lot 1 RP618495 and Lot 83 LN2079 for a period of three (3) years for the purposes of mountain bike riding and the creation, maintenance and upkeep of trails as detailed in the report.

COMMENTARY

Rockhampton Mountain Bike Club Inc (the Club) was formed in 1993 and provides members with social and competitive mountain bike activities. It currently utilises and maintains tracks at Seeonee Park (Yeppoon Road) and First Turkey via a Trustee Permit over Lot 41 LN2859 and Lot 2 LN2858 (currently being renewed).

The Club offers a number of riding disciplines and caters for riders of all ages and abilities. Over the last four (4) years the Club has worked with Council and its membership to develop tracks throughout First Turkey and to develop an overview of future tracks throughout the area.

The recent announcement of Building Our Region's funding expedites the need to extend the Club's tenured area to include the Freehold parcels to allow for track creation in accordance with the funding application.

BACKGROUND

The Club has 103 members (85 male; 18 female), an increase from the 76 recorded in 2013, and proposes that the tracks will be used seven (7) days per week. The Club is seeking additional land to continue with track creation in line with recent Building Our Region's Funding as well as club development works to ensure the Club continues to grow and expand its services as well as meeting the rising demand for outdoor recreation. Mountain Bike Australia's 2015 Annual Report identifies that the sport saw a 5.5% increase in membership and a 25% increase in recreation membership.

It is proposed that the Club be issued with a Freehold Licence over Lot 1 RP618495 and Lot 83 LN2079 under the following conditions:

Term: 3 years (to be aligned with the Trustee Permit)

Fee: Other Sport and Recreation Area – Nil charge under Council's current Schedule of Fees and Charges

Special Conditions:

1. The Licensee ensures that it has a current fire management plan for the Premises and adheres to the same.
-

2. The Licensee must submit to the Licensor a traffic management plan 30 days prior to an event, for which the Licensor's approval cannot be unreasonably withheld.
3. The Licensee is responsible for the upkeep and ongoing maintenance of all tracks throughout the Premises.

Planning Requirements

The proposed use can be defined under the *Rockhampton Region Planning Scheme 2015* as a 'Park', which is a premises accessible to the public generally for free sport, recreation and leisure, and may be used for community events or other community activities. Facilities may include children's playground equipment, informal sports fields and ancillary vehicle parking and other public conveniences.

The parcels of land (Lot 1 RP618495 and Lot 83 LN2079) are zoned Environmental Management and Conservation under the *Rockhampton Regional Planning Scheme 2015*. As the proposed use is defined as a park and parks are an exempt development a Material Change of Use application is not required for this proposal.

PREVIOUS DECISIONS

6 August 2013 – Parks and Recreation Committee – Request for tenure from Rockhampton Mountain Bike Club Inc for part of Mount Archer.

CONCLUSION

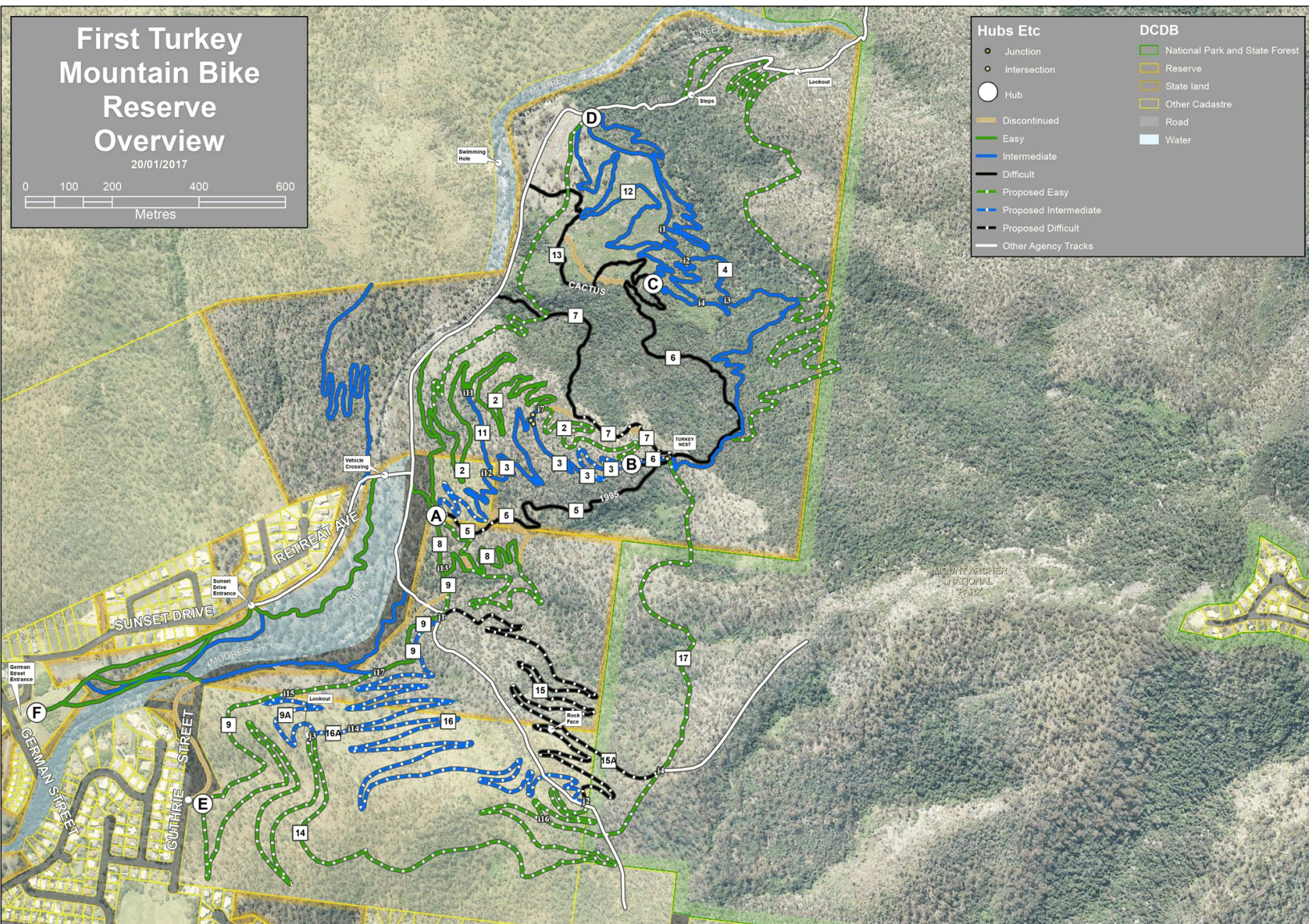
Acceding to the request for a Freehold Licence will enable the Club to expand its tracks and provide more opportunities for members and the community to participate in mountain bike riding.

**REQUEST FOR TENURE FROM
ROCKHAMPTON MOUNTAIN BIKE
CLUB INC AT FIRST TURKEY**

**Rockhampton Mountain Bike Club Trail
Overview**

Meeting Date: 15 March 2017

Attachment No: 1

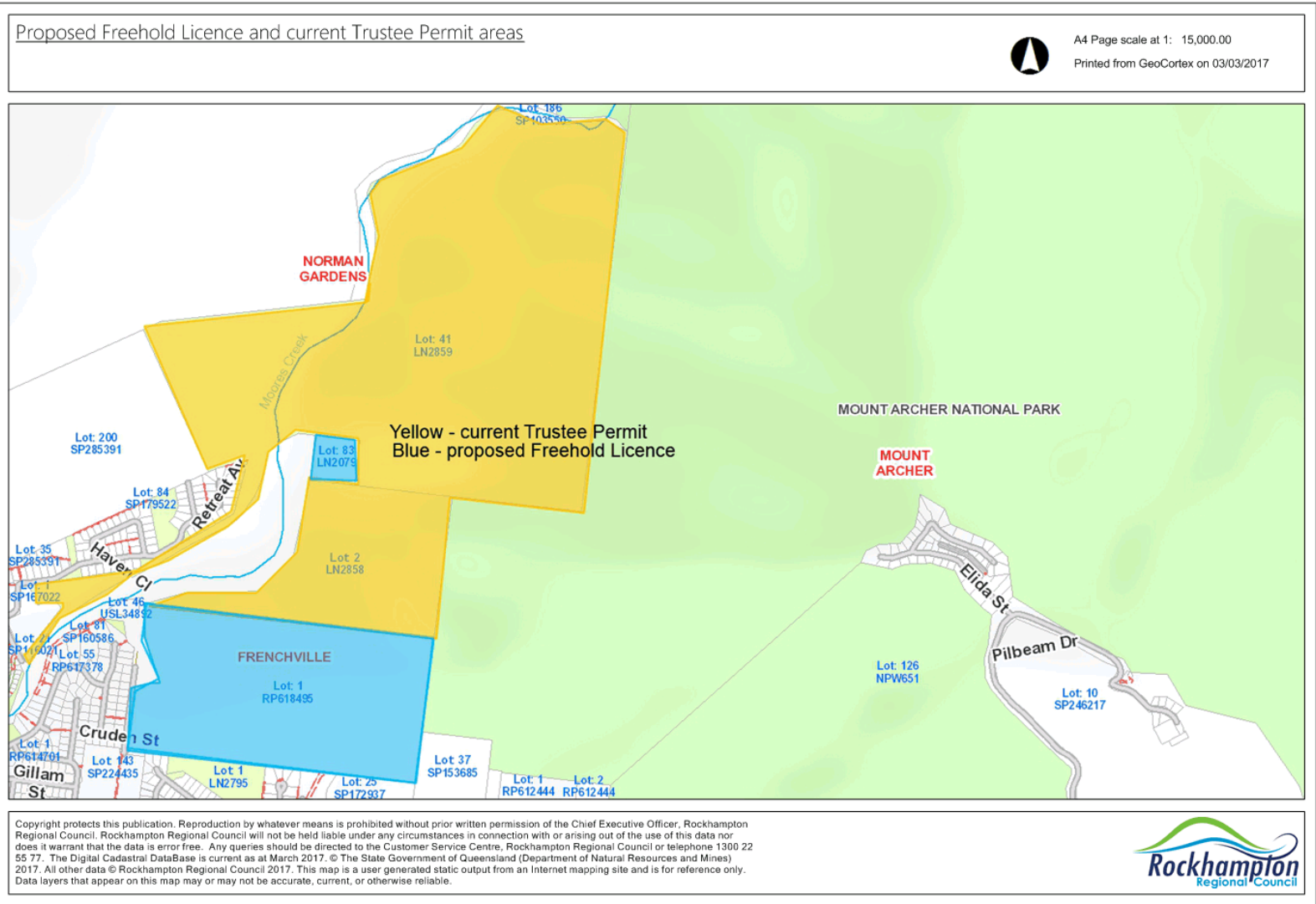


**REQUEST FOR TENURE FROM
ROCKHAMPTON MOUNTAIN BIKE
CLUB INC AT FIRST TURKEY**

**Map showing proposed Freehold
Licence area and current Trustee
Permit area**

Meeting Date: 15 March 2017

Attachment No: 2



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 CLOSED SESSION

In accordance with the provisions of section 275 of the *Local Government Regulation 2012*, a local government may resolve to close a meeting to the public to discuss confidential items, such that its Councillors or members consider it necessary to close the meeting.

RECOMMENDATION

THAT the meeting be closed to the public to discuss the following items, which are considered confidential in accordance with section 275 of the *Local Government Regulation 2012*, for the reasons indicated.

12.1 Update on Tenure at Norbridge Park

This report is considered confidential in accordance with section 275(1)(h), of the *Local Government Regulation 2012*, as it contains information relating to other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

12 CONFIDENTIAL REPORTS

12.1 UPDATE ON TENURE AT NORBRIDGE PARK

File No: 4247

Attachments:

1. Letter from Football Rockhampton seeking consideration for a further tenure period
2. Football Rockhampton's Lease/Licence Renewal Application Form

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

Author: Sophia Czarkowski - Sports and Education Supervisor

Previous Items: 9.5.3 - Freehold Lease and Trustee Lease renewals for Parks until 30 June 2018 - Parks, Recreation and Sport Committee - 22 Jun 2016 12.30 pm

This report is considered confidential in accordance with section 275(1)(h), of the *Local Government Regulation 2012*, as it contains information relating to other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

SUMMARY

Football Rockhampton hold a Freehold Lease and Freehold Licence over Norbridge Park and this report provides an update on dealings with Football Rockhampton and Football Central Queensland.

13 CLOSURE OF MEETING