



PARKS, RECREATION AND SPORT COMMITTEE MEETING

AGENDA

22 JUNE 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 22 June 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
14 June 2016

Next Meeting Date: 20.07.16

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:

Councillor C R Rutherford (Chairperson)
Councillor R A Swadling
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

The Mayor, Councillor Margaret Strelow has tendered her apology and will not be in attendance.

Councillor Neil Fisher has tendered his apology and will not be in attendance.

Councillor Tony Williams was previously granted Leave of Absence from 21 June 2016 to 24 June 2016 inclusive.

4 CONFIRMATION OF MINUTES

Minutes of the Parks, Recreation and Sport Committee held 18 May 2016.

5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

6 BUSINESS OUTSTANDING

Nil

7 PUBLIC FORUMS/DEPUTATIONS

Nil

8 OFFICERS' REPORTS

8.1 MOUNT ARCHER ACTIVATION MASTER PLAN IMPLEMENTATION SCHEDULE AND GOVERNANCE FRAMEWORK

File No:	5918
Attachments:	1. Mount Archer Activation Master Plan Implementation Schedule 2. Mount Archer Activation Master Plan Governance Framework
Authorising Officer:	Margaret Barrett - Manager Parks Michael Rowe - General Manager Community Services
Author:	Wade Clark - Community Engagement Officer Brett Nicholls - Coordinator Parks Planning and Projects
Previous Items:	11.3 - Mount Archer Activation Implementation Plan - Ordinary Council - 08 Dec 2015 9.00 am 11.4 - Mount Archer Activation Master Plan Endorsement - Ordinary Council - 13 Oct 2015 9.00 am 11.8 - Building Our Regions Fund (Round Two) - Ordinary Council - 12 Apr 2016 9:00am

SUMMARY

The Mount Archer Activation Master Plan implementation schedule outlines the proposed programming of projects and activities that have been approved as part of the acceptance of the Mount Archer Activation Master Plan. The delivery of projects and activities requires the continued collaboration commenced with the development of the Master Plan.

OFFICER'S RECOMMENDATION

THAT Council:

1. Receives the Mount Archer Activation Master Plan Implementation Schedule;
2. Approves the Mount Archer Activation Master Plan Project Governance framework; and
3. Approves the priority projects for Parks to commence in the 2016/17 period.

COMMENTARY

The Mount Archer Activation Master Plan (the Master Plan) aims to provide the Rockhampton Region with a high value tourism product that will generate economic opportunity and jobs across eco-tourism, cultural tourism and sports tourism fields whilst improving the environment and local amenity.

The Mount Archer Activation Master Plan Implementation Schedule

The Master Plan was created as a collaborative effort between Council, State Government, community groups and the wider community.

The implementation schedule for the Master Plan has been created as a collaborative effort to fulfil the outcomes and deliver the projects of the Master Plan. Implementation success relies on a range of resources, skills and funding streams across all stakeholder groups.

Council has the majority of actions under this implementation schedule and this is representative of the assets that would be created to help drive the overall tourism product.

In total, the project schedule lists 87 projects; 58 are Council lead projects, 24 are externally lead projects and five projects are joint lead projects.

The implementation schedule was derived from the approved Activation Plan and the priority for project delivery is determined by the following guidelines:

1. What projects the community prioritised through the community engagement
2. Significant Regional Projects – bid proposal elements (QPWS & Council)
3. Enabling catalyst projects (i.e. design projects)
4. Establishing core pillar projects (i.e. Fraser Park restoration)

Attachment 1 is the proposed Mount Archer Activation Master Plan Implementation Schedule which provides an overview of all projects, who should lead the project, and where estimates could be gathered, approximate costs.

For Council projects, individual project plans will be developed by the identified leads outlined in the implementation schedule.

In the 2016/17 period, the recommended priority projects are:

- Those that have been included in the Building our Regions Fund (Round 2) for works at the First Turkey Mountain Reserve. While the costs for the project elements are being revised through updated quotes, the current cost estimate for the project is \$500,000, which would require a Council contribution of at least \$250,000 (50%).
 - Build a compost toilet and a drinking fountain in the First Turkey Mountain Bike Reserve
 - Provide outdoor learning opportunities along the Zamia trails and Moores Creek
 - Create a range of skills levels for young children through to veteran (mountain bike) riders (construction - over two financial periods).
- Undertake a tree planting program in the Mount Archer precinct to assist with recovery of indigenous species.
- Implement animal and bird interpretive signage for the habitat areas of Fraser Park.
- Provide a series of tracks (Fraser Park) that are all accessible (planning required with construction - over two financial periods).
- Establish the Project Taskforce Group.

Governance Framework to manage the Mount Archer Activation Master Plan Implementation

The Project Governance for the Master Plan is based on a collaborative structure where a broad group of stakeholders are brought together to form a Project Taskforce Group.

This Taskforce Group will discuss, plan and implement associated projects within the Master Plan as relevant to their authority and responsibility.

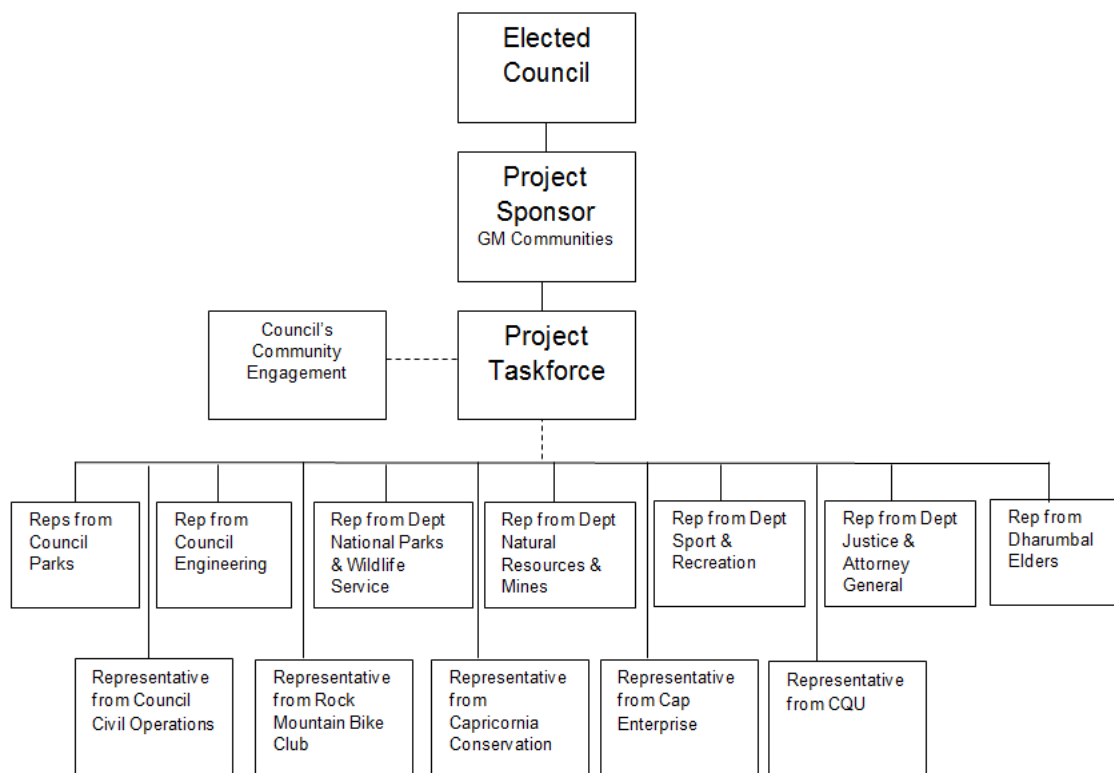
The Taskforce Group will meet four times each year. These meetings will provide progress on delivery and a liaison and collaboration mechanisms.

The Project Sponsor – General Manager, Community Services - will oversee the direction of this Taskforce Group and act as the main liaison between the Council and the group particularly when specific projects are under the authority and responsibility of the Council.

A review of this Governance Structure would be completed by the Project Sponsor after one year of operation and advise Council on its performance.

Attachment 2 contains the proposed Mount Archer Activation Project Governance Framework Terms of Reference.

The proposed structure for the Master Plan project is:



BACKGROUND

In June 2014, Council made the decision to create an Activation Master Plan for Mount Archer with the aim to achieve a range of social, environmental and economic outcomes.

The engagement process for the Plan involved consultation with key user groups, residents, government agencies and the general public and was delivered over a ten month period November 2014 to August 2015.

Council approved the Mount Archer Activation Master Plan on the 13 October 2015 and authorised an implementation plan be prepared.

An initial implementation plan was endorsed by Council on the 8 December 2015 and the required budget included in the December 2015 revised budget. The initial implementation plan focused on seven projects aimed at progressing designs to enable Council to apply for funding.

Information on possible projects was provided in April 2016 to the Department of National Parks, Sport & Racing for inclusion in the State Government's consideration for the SRIPP as a bid proposal. This included funding for the base of Pilbeam Car Park, the Pilbeam Pathway and the Fraser Park restoration and expansion project. Council has not been informed if this has been successful. The delivery of these projects is State Government responsibility and a specific financial contribution has not been sought from Council.

BUDGET IMPLICATIONS

There will be budget implications in implementing Council led actions within the Master Plan. The draft capital budget for 2016-17 includes allocations over three years to implement the approved priority actions and to seek partnering opportunities with other organisations.

In terms of funding Council led projects it is proposed that the following funding hierarchy is employed for all projects:

Funding Option 1: Seek full funding from the Federal or the State Government

Funding Option 2: Seek full funding from the private sector (where appropriate to do so)

Funding Option 3: Seek part funding from the Federal or the State Government and part funding from the Council

Funding Option 4: Seek part funding from the private sector (where appropriate to do so) and part funding from the Council

Funding Option 5: Seek full funding from the Council

Providing an overall budget proposition to the Council for all Council led projects is not possible at this stage as detailed planning and designs need to be progressively completed and loaded into Council's budget. Currently there are detailed engineering designs and architectural designs being created for the projects currently being progressed.

At its meeting on 27 January 2016, Council resolved to prepare an application for a future round of National Stronger Regions Funding (Commonwealth). This requires a dollar for dollar commitment by the applicant.

Further progress on the implementation priorities means that Council will need to budget for additional engineering resources in the years 2017/18, 2018/19 and 2019/20 to direct the designs of numerous infrastructure projects. A Civil Engineer/Designer will cost \$150,000 per year (includes salary and all on costs). This would be added into the Engineering budget.

Resourcing for the overall project management will be undertaken through the Governance Framework overseen by the Project Sponsor. Project Taskforce facilitation and engagement related activities will be undertaken by Council's Community Engagement Officer.

STAFFING IMPLICATIONS

An additional FTE - Civil Engineer/Designer will be required in the year's 2017/18-2019/20.

CORPORATE/OPERATIONAL PLAN

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

- Plan for appropriate open space within the Region
- Provide developmental programs for sporting and recreational groups
- Maintain the Region's sports fields, parks, gardens, playgrounds and open spaces

**MOUNT ARCHER ACTIVATION
MASTER PLAN IMPLEMENTATION
SCHEDULE AND GOVERNANCE
FRAMEWORK**

**Mount Archer Activation Master Plan
Implementation Schedule**

Meeting Date: 22 June 2016

Attachment No: 1

Mount Archer Activation Master Plan Implementation Schedule

Completed, approved and in progress projects

Ref #	Project	Lead Organisation	Cost
1	Undertake clearing of cyclone damaged vegetation in Fraser Park, walking tracks and other areas in the Mount Archer area	Council (Parks)	Completed
2	Investigate if there is a viable location for a helicopter to land on Mount Archer	Council (Disaster Management)	Completed
3	Repair road damage along Pilbeam Drive that was caused by the Cyclone Marcia event	Council (Civil Operations)	\$4,700,000
4	Remove weed species from Fraser Park and replace with appropriate indigenous species	Green Army & Council (Parks)	External (Green Army)
5	First Turkey Mountain Bike Reserve to cater for the rapidly growing industry of mountain bike tourism	Rockhampton Mountain Bike Club	External
6	Create a specific park architecture / development plan for Fraser Park (including basic lookouts designs)	Council (Parks)	Internal
7	Create a project management role for a Dharumbal person to design local Dharumbal totems and themes (Fraser Park, Mount Archer and Pilbeam Drive)	Council (Parks) & The Dharumbal People	\$10,000
8	Enable a project with the Department of Correctional Services to assist construction	Council (Parks)	\$10,000
9	Base of Pilbeam Drive Car Park (design)	Council (Engineering)	Internal
10	Undertake regular independent environmental audit of Mount Archer and surrounding areas (incl indigenous flora, mammal, reptile and bird surveys)	CQU	\$20,000

Projects – yet to be commenced

Ref #	Project	Lead Organisation	Cost
11	Fence the Sunset Drive playground area	Council (Parks)	\$7,500
12	Implementation of a safe pedestrian walkway from the base of Mount Archer to the Saddle (design)	Council (Engineering)	Internal
13	Undertake a tree planting program in the Mount Archer precinct to assist with recovery of indigenous species	Council (Parks)	TBD
14	Saddle Car Park (design)	Council (Engineering)	TBD
15	Re-establish indigenous plant species in the German Street Bushland and other surrounding areas	CQU (TBC)	TBD
16	Initiate a collaborative and dedicated task force removing weed species from creeks that are formed from Mount Archer	Green Army & Council (Parks)	External
17	Implement animal and bird interpretive signage for the habitat areas of Fraser Park	Council (Parks)	TBD

Ref #	Project	Lead Organisation	Cost
18	Remove invasive weed species and feral animals	QPWS & Council (Parks)	TBD
19	Fraser Park Accessibility Audit	Access & Equity Committee review	External
20	Explore ways to celebrate Dharumbal culture through indigenous engagement.	The Dharumbal People	External
21	Facilitate opportunities for the Dharumbal people to undertake indigenous treks into the Mount Archer National Park	The Dharumbal People	External
22	Build a compost toilet and a drinking fountain in the First Turkey Mountain Bike Reserve	Council (Parks)	\$145,000
23	Create an additional 30KM of bushwalking trails in the Mount Archer National Park and Fraser Park (design)	QPWS	External
24	Provide a series of tracks (Fraser Park) that are all accessible (planning & begin construction - over two financial periods)	Council (Parks)	\$4,000,000
25	Provide a campsite within the National Park that will require a walk of at least four hours to reach (Planning)	QPWS	External
26	Provide Geo-Caching locations within the National Park	QPWS	External
27	Provide outdoor learning opportunities along the Zamia trails and Moores Creek	Council (Parks)	\$192,000
28	Create a range of skills levels for young children through to veteran (mountain bike) riders (construction - over two financial periods).	Council (Parks) & The Mountain Bike Club	\$302,000
29	Construct emergency access points to ensure emergency vehicles can access Moores Creek	Council (Civil Operations)	\$60,000
30	Base of Pilbeam Drive Car Park construction	Council (Civil Operations)	\$1,000,000
31	Saddle Car Park construction	Council (Civil Operations)	\$250,000
32	Fraser Car Park construction	Council (Civil Operations)	\$1,000,000
33	Implementation a safe pedestrian walkway from the base of Mount Archer to the Saddle (construction over two financial periods)	Council (Civil Operations)	\$2,500,000
34	Provide a unique playground experience within Fraser Park for children	Council (Parks)	\$600,000
35	Implement a static outdoor gym	Council (Parks)	TBD
36	Upgrade lookout points along Pilbeam Drive (design)	Council (Engineering)	TBD
37	Implement water dispensers, waste receptacles and seating at various locations	Council (Parks)	TBD
38	A signage plan will be developed incorporating a Dharumbal Theme, warnings, what to take on the walk	Council (Parks)	TBD

Ref #	Project	Lead Organisation	Cost
	etc...		
39	Create a Mount Archer animal and bird guide that will be available online as an app, and as a hard copy version through the visitor information centre and Provide opportunities through the app to undertake citizen based research.	CQU (TBC)	TBD
40	Provide information on habitat areas for bushwalkers (Regional Eco System types) (Online app)	CQU (TBC)	TBD
41	Implement animal and bird interpretive signage for the habitat areas of the Dry Open Forest, Frenchmans and Moores Creek	Council (Parks)	TBD
42	Change use of existing Café to a community multi-use facility (including an all abilities toilet)	Council (Facilities)	\$700,000
43	Improve existing lookouts (Fraser Park) and build new lookouts including canopy walks	Council (Parks)	\$500,000
44	Undertake further research to direct the specific design elements of the Eco Centre	Council (Strategic Planning)	TBD
45	Seek further indigenous work placement programs such as a Dharumbal Ranger	Council (Parks)	TBD
46	Establish a collaborative partnership with the Dharumbal people and CQUniversity utilising the Mount Archer area	CQU (TBC)	TBD
47	Investigate early indigenous diversion programs that could utilise Mount Archer and its surrounding areas.	The Dharumbal People	TBD
48	Create and implement Dharumbal knowledge workshops to pass indigenous knowledge onto the local community	Dharumbal People	External
49	Create an additional 30KM of bushwalking trails in the Mount Archer National Park and Fraser Park (begin construction)	QPWS	TBD
50	Improve the surface of the full length of the Zamia trail to allow better accessibility	QPWS	External
51	Incorporate interpretive trail signage (Fraser Park)	Council (Parks)	\$50,000
52	Improve the environment holistically (monitoring)	CQU & Cap Conservation Council	External
53	Establish within fire buffer zones fire resistant plant species	CQU (TBC)	TBD
54	Investigate a skills track within the First Turkey Mountain Bike Reserve	Rockhampton Mountain Bike Club	TBD
55	Increase the level of advisory and directional signage in the First Turkey Mountain Bike Reserve	Council (Regional Promotions)	TBD
56	Build amphitheatre to be used for educational purposes	Council (Parks)	TBD
57	German Street Car Park (design)	Council (Engineering)	TBD
58	Implement botanical displays (Fraser Park)	Council (Parks)	\$600,000
59	Assess and strengthen environmental corridors from Mount Archer National Park into Rockhampton	CQU (TBC)	TBD
60	Establish a site based management plan for the German Street Bushland Park area	Council (Parks)	TBD

Ref #	Project	Lead Organisation	Cost
61	Provide signage in a variety of languages / symbols to advise walkers of the necessities and potential dangers	Council (Regional Promotions)	TBD
62	Investigate the feasibility of constructing the Capricornia Observatory	Council (Special Projects)	TBD
63	Implement an annual bird watching tour events and survey (planning)	BirdLife Capricornia Council Reg'l Prom)	TBD
64	Develop further indigenous signage and interpretive trails	Council (Parks)	TBD
65	Further investigate the corner of Pilbeam Drive and Frenchville Road for any potential measures to reduce speed of cars travelling the Mountain	Council (Engineering)	TBD
66	German Street Car Park construction	Council (Civil Operations)	TBD
67	Upgrade lookout points along Pilbeam Drive (construction)	Council (Civil Operations)	TBD
68	Assess (and where necessary re-establish) creek banks that are formed from Mount Archer	CQU	TBD
69	Pending research, planning and the potential recreating of appropriate habitats, seek to reintroduce indigenous fauna	QPWS	TBD
70	Where needed re-establish and rejuvenate creek banks and adjoining areas	Council (Parks)	TBD
71	Explore options for a horse trail/s within the Mount Archer future use map area.	QPWS	TBD
72	Improve Pilbeam Drive road surface including where feasible road widening	Council (Civil Operations)	TBD
73	Undertake further research into the Barlows Boulder car park being the site for a mobile bungee jump	Council (Reg Promotions)	TBD
74	Provide areas for wedding ceremonies to take place	Council (Parks)	TBD
75	Establish a Regular Events Calendar	Council (Regional Promotions)	TBD
76	Implement further signage for healthy outcomes and the 10,000 Steps program	Council (Parks)	TBD
77	Enable a variety of tree line (ie ziplines) adventures on the outskirts of the Mount Archer / Berserker Range (investigation)	Council (Regional Development)	TBD
78	Where possible seek to link bushwalking trails with other trails in / around the area	Council (Parks)	TBD
79	Provide access to the National Park from a variety of entry points from North Rockhampton	Council (Parks)	TBD
80	Along Pilbeam Drive, design a new storm water drainage system	Council (Engineering)	TBD
81	Where appropriate, enable abseiling and climbing activities to be conducted (review possible sites)	Council (Parks)	Internal
82	Install firefighting access to water from pump stations	FRW	TBD
83	Investigate the feasibility of a second road to Mount Archer	Council (Engineering)	TBD

Ref #	Project	Lead Organisation	Cost
84	Encourage residents and visitors of benefits from the health outcomes of mountain biking	Council (Regional Promotions)	TBD
85	Construct (additional) car parks along Pilbeam Drive	Council (Civil Operations)	TBD
86	Pedestrian way finding to connect access from a variety of North Rockhampton locations to bushwalking tracks	Council (Regional Promotions)	TBD
87	Construct emergency access points to ensure emergency vehicles can access Guthrie Street	Council (Civil Operations)	TBD

**MOUNT ARCHER ACTIVATION
MASTER PLAN IMPLEMENTATION
SCHEDULE AND GOVERNANCE
FRAMEWORK**

**Mount Archer Activation Master Plan
Governance Framework**

Meeting Date: 22 June 2016

Attachment No: 2

Mount Archer Activation Master Plan Project Governance

Why is Project Governance important to the activation of Mount Archer?

Project governance is important in enabling project success and should be scaled to address the level of complexity of the projects that make up the Mount Archer Activation Master Plan.

Project governance sets a firm framework guiding project success, transparency and confidence in decision making, clarity of roles and responsibilities and consideration of stakeholder interests.

Project governance objectives include:

- Providing rigor and justification behind project evaluation, prioritisation and approvals
- Facilitating effective management of risks associated with project planning, approvals and delivery
- Ensuring projects align with the direction and intent of the Mount Archer Activation Master Plan
- Detailing the minimum requirements for the initiation of projects in the planning/initiation phase
- Ensuring projects are well understood and communicated to all appropriate stakeholders
- Improving certainty for capital budget formulation
- Optimising the return on investment and ensuring value for money outcomes for the community
- Improving certainty on the agreed project outcomes for all stakeholders
- Contributing to effective asset management
- Ensuring public funds are expended according to the principles of probity
- Ensuring an appropriate methodology in progressing projects through their various stages

What Governance is required for the Mount Archer Activation Master Plan?

The Mount Archer Activation Master Plan requires input and effort of the Council, various State Government departments, community groups and the broader community to make it a reality.

Therefore the Project Governance for the Activation Master Plan needs to be based on a collaborative structure where this broad group of stakeholders are brought together to form a working party or better known as a Taskforce Group.

This Taskforce Group will be required to discuss, plan and implement associated projects within the Activation Master Plan as it is relevant to their authority and responsibility.

A Project Sponsor will oversee the direction of this Taskforce Group and act as the main liaison between the Council and the group particularly when specific projects are under the authority and responsibility of the Council.

What is Council's role?

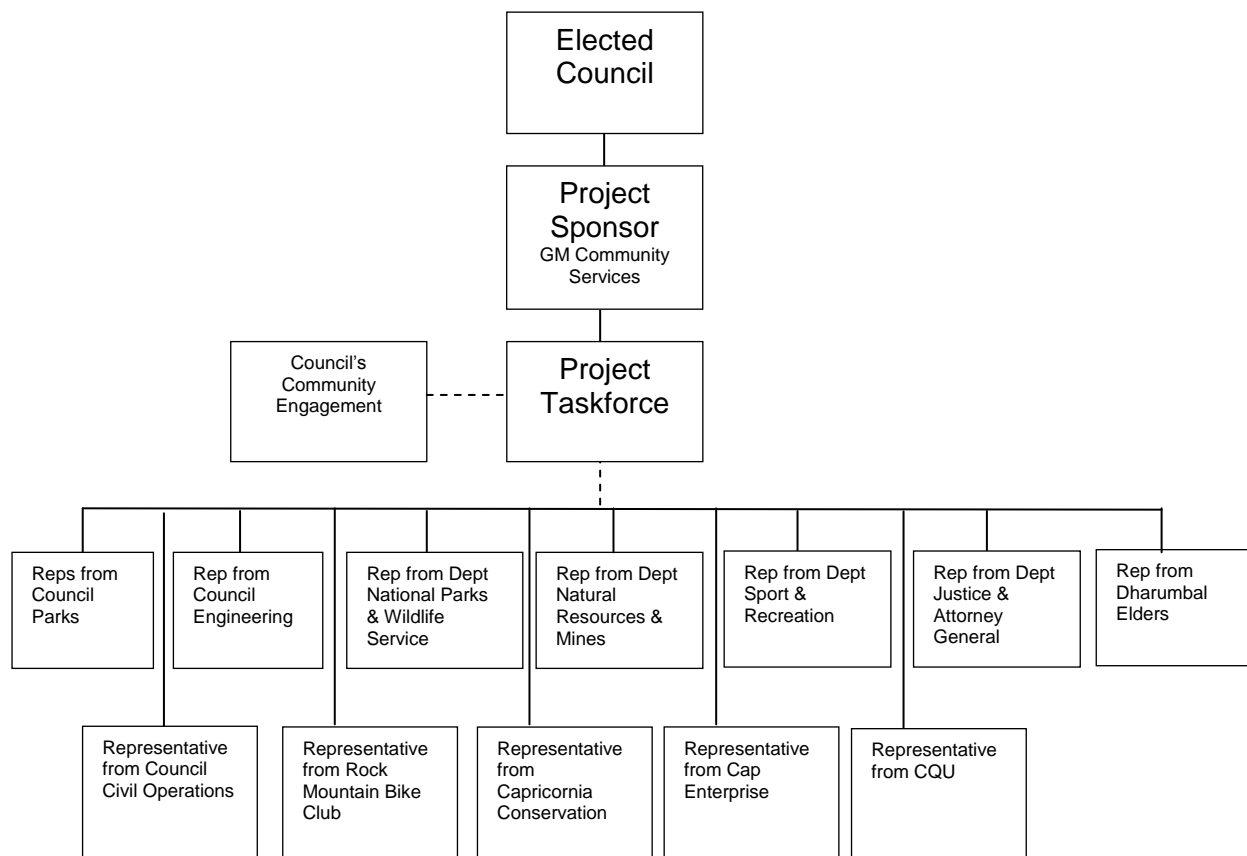
Many strategies and actions identified in the Mount Archer Activation Master Plan are outside Council's area of responsibility, therefore Council may take on a number of roles, which may include:

Provider	Funding and delivering services
Funder	Funding other organisations to deliver services through grants and service delivery contracts
Regulator	Regulating some activities through placing bylaws, rules or limits around their operation
Collaborator	Working with other parties in the interests of communities
Facilitator	Assisting others to be involved in activities by bringing groups and interested parties together
Advocator	Promoting the interests of the community to other decision makers
Monitor	Monitoring and reporting on progress towards community outcomes

What working structure will assist the Activation of Mount Archer?

Project Structure

The proposed structure for the Mount Archer Activation Master Plan project is:



Project Structure Roles

The Council

The Council is the main decision making body associated with capital expenditure, proposed buildings/assets and other resource allocations that is under Council control.

It must be noted that whilst Council is the driver of the Mount Archer Activation Master Plan there are numerous organisations / community groups / individuals that may in fact be the ultimate decision maker pending on land ownership, authority and responsibility.

Project Sponsor

The project sponsor is the link between the Council and the project. The responsibilities of the project sponsor are:

- Ultimate accountability and responsibility for the Mount Archer Activation Master Plan
- Decision making, directing and representational accountabilities for the Activation Master Plan
- Ensuring assurance processes are scheduled and responded to in a timely manner
- Ownership of Council owned business cases and in particular approved expenditure and benefits
- Providing effective guidance on the ongoing identification of risks, associated treatment options and ongoing risk management activities
- Overseeing business management and project management risk and issues that arise outside the formal business of Council driven projects associated with the Mount Archer Activation Master Plan
- Identifying and appointing key Council personnel, providing advice and support and where necessary
- Ensuring that post-implementation reviews are scheduled and take place

The project sponsor is responsible and accountable for the project until the outcomes are secured.

Project Sponsor – Michael Rowe, General Manager Communities

Project Taskforce Group

The Project Taskforce Group needs to proactively support the implementation of the Mount Archer Activation Master Plan.

The role of the Project Taskforce Group include:

- Being proactive in its efforts to achieve projects outlined in the Mount Archer Activation Master Plan
- Identifying project key milestones, creating implementation plans and undertaking deliverables
- Providing the Project Sponsor direction and advice on how to achieve outcomes and objectives
- Addressing any issue that has major implications for the Mount Archer Activation Master Plan
- Consider the ongoing scope of the Mount Archer Activation Master Plan as emergent issues and political requirements arise
- Ensuring aligned projects are 'fit for the community' prior to engaging with decision makers
- Identifying the need for strategic intervention, where appropriate to achieve the intent of the Mount Archer Activation Master Plan
- Overseeing the communication of information on the Mount Archer Activation Master Plan to stakeholder groups / community as necessary
- Providing continuous dialogue between the delivers of the Mount Archer Activation Master Plan
- Provision of progress reports to the Project Sponsor/relevant bodies

Review of Taskforce Performance

- % of Taskforce Partners attending meetings for the year.
- % of projects within the Mount Archer Activation Implementation Plan begun on time.
- Satisfaction of Taskforce Partners with the performance of the group
- Satisfaction of the Project Sponsor with the performance of the group

8.2 SOLE SUPPLIER FOR COLORADO TIMING EQUIPMENT FOR 2ND WORLD WAR MEMORIAL AQUATIC CENTRE

File No:	11178, 1808
Attachments:	1. Letter from International Quadratics Pty Ltd - supply arrangements
Authorising Officer:	Margaret Barrett - Manager Parks Michael Rowe - General Manager Community Services
Author:	Sophia Czarkowski - Sports and Education Supervisor

SUMMARY

In accordance with Section 235 (a) and (b) of the Local Government Regulation 2012 (Qld) a Council resolution is sought nominating that Aquatic Elements, the supplier of Colorado Systems product range for Queensland, is deemed as a sole supplier for the 2nd World War Memorial Aquatic Centre.

OFFICER'S RECOMMENDATION

THAT pursuant to s235 (a) and (b) of the *Local Government Regulation 2012 (Qld)*, Council approve the nominated supplier, Aquatic Elements, as the sole supplier of Colorado Systems product range for the 2nd World War Memorial Aquatic Centre.

COMMENTARY

As part of the deliverables of the redevelopment of the 2nd World War Memorial Aquatic Centre, the site was equipped with state of the art 'Colorado Systems' electronic timing equipment. Such equipment requires ongoing maintenance and servicing as well as procurement of parts including new touch pads, cables etc.

The timing equipment is used in the 50m FINA compliant pool and due to the nature of the pool setup the pool is only compliant when the touch pads are installed. Touch pads are required for major events and carnivals where the meet is considered of a Queensland or Australian Standard; an athlete has the ability to or is predicted to break a state, national or international record; and/or the event is considered a qualifying event.

BACKGROUND

The Colorado timing equipment recently required general servicing and replacement touch pads, at this time it was ascertained that there is only one (1) supplier in Queensland that can provide the required services. Further investigation identified that International Quadratics Pty Ltd is the exclusive importer and distributor of the Colorado Systems product range.

International Quadratics Pty Ltd have advised that Council may only procure Colorado Systems' products through Aquatic Elements as a result of the company being appointed the exclusive sub-distributor for Queensland.

Council Officers contacted a number of companies throughout Australia and received the same response. A letter from the Managing Director of International Quadratics is attached to this report.

Council has not transferred the maintenance and servicing responsibility for the Colorado timing equipment to Lane 4 Management Group as the operator of the 2nd World War Memorial Aquatic Centre.

BUDGET IMPLICATIONS

The following costs associated with the timing equipment may be incurred by Council:

- Annual Servicing Approx. \$4,000.00 (incl travel)
- Replacement Touch Pads Approx. \$2,700.00 each + postage

Additional miscellaneous parts may be required from time to time including cables, connectors and replacement starter pads. These expenditure items are included in the Operational budget for Swimming Pools.

**SOLE SUPPLIER FOR COLORADO
TIMING EQUIPMENT FOR 2ND WORLD
WAR MEMORIAL AQUATIC CENTRE**

**Letter from International Quadratics
Pty Ltd - supply arrangements**

Meeting Date: 22 June 2016

Attachment No: 1

Rockhampton Regional Council
Botanic Gardens
Spencer Street
Rockhampton

5th May 2016

Attention; Sophia Czarkowski

Dear Ms. Czarkowski,

In reference to your enquiry for spare parts for Colorado Timing System products, International Quadratics Pty Ltd is the exclusive importer and distributor of Colorado Systems product range. In order to ensure that service requirements for this market are provided in an efficient and prompt manner we have appointed exclusive sub-distributors in each state of Australia.

Our agent in Queensland is Aquatic Elements Pty Ltd and all enquiries or orders for Colorado products should be addressed to them.

Should you have any problems of a technical nature, you may of course contact us directly for further assistance.

We thank you for your support and look forward to conducting future business with you.

Yours sincerely

David Lloyd

Managing Director

8.3 FREEHOLD LEASE AND TRUSTEE LEASE RENEWALS FOR PARKS UNTIL 30 JUNE 2018

File No: 374
Attachments: Nil
Authorising Officer: Margaret Barrett - Manager Parks
Michael Rowe - General Manager Community Services
Author: Sophia Czarkowski - Sports and Education Supervisor

SUMMARY

In accordance with Section 236(1)(c)(iii) of the Local Government Regulation 2012 (Qld) a Council resolution is sought for the commencement of the renewal of Freehold Leases and Trustee Leases expiring up until 30 June 2018.

OFFICER'S RECOMMENDATION

THAT:

1. Pursuant to Section 236(1)(c)(iii) of the *Local Government Regulation 2012* (Qld) Council approve the renewal of the Freehold Leases and Trustee Leases as identified in the report; and
2. Council authorises the Chief Executive Officer (Sports and Education Supervisor) to negotiate the terms and conditions of the agreements with the organisations listed in the report in preparation for execution by the delegated officer.

COMMENTARY

A number of organisations hold Freehold Leases or Trustee Leases over land owned or controlled by Council for the purposes of sport, recreation and/or community activities. A number of these agreements are due for renewal prior to 30 June 2018 and officers seek Council approval to commence renewal processes. This report addresses only those agreements where Parks is identified as the custodian of the relevant asset and where renewal processes have not commenced.

Under Section 236 of the *Local Government Regulation 2012* (Qld) Council has the ability to renew Leases to existing Lessees, provided that Council has decided, by resolution, that the exception applies to the leasing of valuable non-current assets (i.e. land) other than by tender or auction.

BACKGROUND

The following organisations hold Freehold Leases or Trustee Leases that are due for renewal prior to 30 June 2018. On Council resolution the renewal process will commence and each organisation will be invited to apply for a further tenure. It is proposed that tenure be granted under the following conditions:

1. Term: 5 years (all renewals will be amended to ensure the expiry dates falls on 30 June of the relevant year)
2. Fees and Charges: In accordance with Council's schedule of fees and charges for the 2016/17 Financial Year fixed for the duration of the term of the agreement
3. Special Conditions: As required

Agreement Type	Organisation	Expiry Date	Lot and Plan (Address)
Trustee Lease	Brothers Old Boys Rugby Club Rockhampton Inc	30/06/2014	Lot 1 CP890319 (Voss Park, Albert Street)
Freehold Lease	Gracemere Hack & Pony Club Inc	30/06/2016	Part Lot 2 LN2815 (Capricorn Street)
Freehold Lease	Mount Morgan Rugby Union Club Inc	30/09/2016	Part Lot 4 SP124256 (Newman Oval, Thompson Avenue)
Freehold Lease	Gracemere Bowls Club Inc	31/12/2016	Part Lot 1 LN2815 (Ian Besch Drive)
Trustee Lease	CQU Rockhampton Panthers Australian Football Club Inc.	30/06/2017	Lot 134 LN1166 (Rockhampton Cricket Grounds, Reaney Street)
Freehold Lease	Park Avenue Brothers Hockey Club Inc	30/06/2017	Lot 1 LN2893 (Kalka Shades, Water Street)
Freehold Lease	Park Avenue Brothers Hockey Club Inc	30/06/2017	Part Lot 1 RP607856 and Part Lot 2 RP611623 (Church Park, Glenmore Road)
Freehold Lease	Rockhampton Clay Target Club Inc	30/06/2017	Lot 3 L16804 (Weinholt Paddock, Dargel Road)
Freehold Lease	Rockhampton Greyhound Racing Club Inc	30/06/2017	Lot 2 RP613517 (behind Norbridge Park, Reaney Street)
Trustee Lease	Rockhampton Netball Association	30/06/2017	Lot 254 CP816790 (Jardine Park, Wandal Road)
Trustee Lease	Rockhampton Pipe Band Inc	30/06/2017	Lot 438 LN 2082 (Bolton Park, Gladstone Road)
Freehold Lease	Rockhampton Racing Pigeon Club Inc	30/06/2017	Part Lot 1 RP607856 (Church Park, Glenmore Road)
Freehold Lease	Gracemere Lake Golf Club Inc	31/12/2017	Part Lot 2 LN2815 and Part Lot 1 LN2815 (Ian Besch Drive)
Freehold Lease	Rockhampton Australian South Sea Islander Corporation	31/01/2018	Lots 3 RP607839 (Simpson Street)
Trustee Lease	Rockhampton Cycling Club Inc	02/02/2018	Lot 2 SP175995 (Janet Pajolas Park, Berserker Street)
Trustee Lease	Diggers Memorial Bowls Club Inc	02/02/2018	Lot 2 SP175995 (Janet Pajolas Park, Diggers Lane)

Agreement Type	Organisation	Expiry Date	Lot and Plan (Address)
Trustee Lease	G Fuller (Grazing)	31/05/2018	Part Lot 139 LN2098 (370 Six Mile Road)
Freehold Lease	Brothers Australian Football Club Inc	30/06/2018	Part Lot 101 SP123574 (Kele Park, Western Street)
Trustee Lease	Emu Park Surf Lifesaving Club Inc	30/06/2018	Lot 371 CP863559 (Rockhampton Ski Gardens, Harman Street)
Trustee Lease	Rockhampton and District Indoor Bowling Association	30/06/2018	Lot 4 R266 (Leichhardt Park, Cambridge Street)
Trustee Lease	Rockhampton City Brass Band Inc	30/06/2018	Lot 12 R26351 (Goss Park, Gladstone Road)
Trustee Lease	Rockhampton Dog Obedience Club Inc	30/06/2018	Lot 202 LN2700 (Duthie Park, Marsh Avenue)

The following table is a list of Trustee Lease and Freehold Lease renewals that are in progress and are at varying stages of completion:

Agreement Type	Organisation	Expiry Date	Lot and Plan (Address)
Trustee Lease	CQ Aquajets Swim Club Inc.	30/06/2015	Lot 2 SP175995 (Janet Pajolas Park, Berserker Street)
Trustee Lease	Rockhampton Police Youth Welfare Association	31/10/2015	Lot 2 SP262805 (Stapleton Park, Bridge Street)
Trustee Lease	Rockhampton Mallet Sports Club Inc.	30/11/2011	Lot 521 SP120476 (Rockhampton Botanic Gardens, Spencer Street)
Trustee Lease	Lions Club of Rockhampton Mt Archer Inc.	03/06/2012	Lot 338 LN1914 (Tom Brady Park, Hinchliffe Street)
Freehold Lease	Wanderers Hockey Club Inc.	03/06/2012	Lot 1 LN2893 (Kalka Shades/Birdwood Park, Water Street)
Freehold Lease	Berserker Masonic Lodge	30/06/2012	Lot 2 RP610854 (Musgrave Park, Larnarch Street)
Freehold Lease	Rockhampton Recreation Club Inc.	10/04/2013	Lot 12 RP605900 (Woods Park, Card Street)
Trustee Lease	Rockhampton Cricket Inc.	30/06/2013	Lot 134 LN1166 (Rockhampton Cricket Grounds, Reaney Street)
Trustee Lease	Gracemere Junior Rugby League Inc.	31/12/2013	Lot 242 LN837879 (Cedric Archer Park, Ian Besch Drive)
Trustee Lease	Rockhampton Table Tennis Association	30/06/2014	Lot 4 R266 (Leichhardt Park, Cambridge Street)
Trustee Lease	Grammarians Rowing Club	31/10/2014	Lot 371 CP863559

Agreement Type	Organisation	Expiry Date	Lot and Plan (Address)
	Inc.		(Rockhampton Ski Gardens, Harman Street)
Trustee Lease	Rockhampton and District Motocross Club Inc.	31/12/2014	Lot 139 LN2098 (370 Six Mile Road)
Trustee Lease	Rockhampton and District Square Dance Inc.	28/02/2015	Lot 2 SP167146 (Kingel Park, Fitzroy Street)
Freehold Lease	Brothers Australian Football Club Inc	30/06/2015	Lot 101 SP123574 (Kele Park, Western Street)
Trustee Lease	Capricornia Silver Band Inc.	30/06/2015	Lot 2 SP175995 (Janet Pajolas Park, Berserker Street)
Trustee Lease	Colts Rugby Union Club Rockhampton Inc.	30/06/2015	Lot 133 SP125008 (Tom Nutley Field, Knight Street)
Freehold Lease	Rockhampton & District Softball Association Inc.	30/06/2015	Lot 101 SP123574 (Kele Park, Western Street)
Trustee Lease	Rockhampton Kyokushin Karate Club Inc	30/06/2015	Lot 12 SP281978 (Goss Park, Gladstone Road)
Trustee Lease	Rockhampton Radio Control Car Club Inc.	30/06/2015	Lot 439 LN2827 (Rosel Park, Quay Street Extended)
Trustee Lease	Rotary Club of Rockhampton South Inc.	30/06/2015	Lot 521 SP120476 (Rockhampton Botanic Gardens, Spencer Street)
Trustee Lease	Capras Rugby League Football Club Inc	31/01/2016	Lot 4 R266 (Leichhardt Park, Cambridge Street)
Trustee Lease	Fitzroy River Pony Club Inc.	31/01/2016	Lot 4 SP112932 (Reaney Street)
Freehold Lease	Football Rockhampton Inc.	18/03/2016	Lot 1 RP613517 (Norbridge Park, Reaney Street)
Trustee Lease	Bluebirds United Sports Club Inc.	30/06/2016	Lot 340 SP144834 (Webber Park, Richardson Road)
Trustee Lease	CQ Motor Sporting Club Inc	30/06/2016	Lot 439 LN2827 (Rosel Park, Quay Street Extended)
Freehold Lease	Gracemere Hack & Pony Club Inc	30/06/2016	Lot 242 LN837879 (Cedric Archer Park, Ian Besch Drive)
Freehold Lease	Mt Morgan Rugby Union Club Inc	30/09/2016	Lot 4 SP124256 (Newman Oval, Thompson Avenue)

LEGISLATIVE CONTEXT

Section 236 of the *Local Government Regulation 2012* (Qld) provides Council with the ability to renew a lease to an existing lessee provided there is a Council resolution.

CONCLUSION

It is recommended that Council approve the renewal of the Leases identified in the report and that the Chief Executive Officer (Sports and Education Supervisor) negotiate the terms and conditions of each in preparation for consideration and execution by the delegated officer.

8.4 FEDERAL GOVERNMENT 'GREEN ARMY' PROGRAM ROUND 5

File No: 1171
Attachments: Nil
Authorising Officer: Michael Rowe - General Manager Community Services
Author: Margaret Barrett - Manager Parks

SUMMARY

The report seeks endorsement for Council to submit an application under the Green Army program to continue park restoration, weed clearing and amenity improvements at Fraser Park, Mt Archer.

OFFICER'S RECOMMENDATION

THAT Council approve:

1. Submission of an application for Project Sponsor status under the Green Army program; and
2. That the preferred Green Army project is to continue park restoration, weed clearing and amenity improvements at Fraser Park, Mt Archer.

COMMENTARY

The Federal Government released information for Round Five (5) projects recently issuing a call for applications from Service Providers for Green Army projects that will support communities deliver environmental and heritage conservation outcomes.

Funding for Green Army projects is provided through nominated and approved Service Providers who deliver and manage the projects; involving recruiting Participants, managing work health and safety, provide training, pay allowances and oversee project management. Projects are to be designed to involve a green army team of up to nine participants and a team Supervisor and to take between 20 and 26 weeks to complete.

Project Sponsors are responsible for designing and hosting the project and for materials that are required and are in addition to those materials provided by the Service Provider. Service Providers supply 'project specific materials' up to an average of \$10,000 per project.

As with the Council's Round Three application, Landcare have offered to prepare the application, including contributing to scoping of works and environmental quality control in delivery of the program of works.

Applications close on 16 June 2016 and funded projects are expected to be completed by 30 June 2019.

8.5 PARKS AND OPEN SPACE OPERATIONS REPORT - APRIL AND MAY 2016

File No: 1464
Attachments: 1. Parks and Open Space Operations Report - April and May 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 months of April and May 2016.

OFFICER'S RECOMMENDATION

THAT the report on the activities and services of Parks and Open Space Unit for April and May 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 April and May 2016.

**PARKS AND OPEN SPACE
OPERATIONS REPORT
APRIL AND MAY 2016**

**Parks and Open Space Operations
Report - April and May 2016**

Meeting Date: 22 June 2016

Attachment No: 1

MONTHLY OPERATIONS REPORT
PARKS AND OPEN SPACE SECTION
Period Ended 30 April and 31 May 2016

VARIATIONS, ISSUES AND INNOVATIONS*Innovations****Improvements / Deterioration in Levels of Services or Cost Drivers***

Improvements are gradually being implemented to the leasing of Council facilities to the range of community, sport & recreation organisations. The aim is to ensure renewals are completed in advance of expiry. Through 2016/17, the program involves completing approximately two years' worth of renewals. These changes are designed to improve certainty for organisations and streamline the Council processes. This work is being completed in conjunction with Property and Insurance.

An update issued on 28 April 2016 for the Preparation of Plans by the Registrar of Titles of the Department of Natural Resources and Mines (DNRM) identifies that sketch plans must be prepared and certified by a registered cadastral surveyor. Currently sketch plans are completed in-house; however, as Council doesn't have a cadastral surveyor this work will be outsourced.

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:

April 2016

	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)		Avg Completion Time (days) 12 Months (complete and
			Received	Completed						Current Mth	6 Months	
Cemeteries - Complaint	0	0	0	0	0	0	0.00	8	● 0.00	● 8.00	● 3.67	1.50
Cemeteries - General Enquiry	0	0	0	0	0	0	-0.48	2	● 0.00	● 4.83	● 4.00	0.75
Sport & Recreation - General Enquiry	4	3	2	2	1	0	153.04	10	● 0.50	● 9.20	● 14.19	16.87
Parks Booking Services Request ***Notification***	0	0	0	0	0	0	0.00	5	● 0.00	● 18.50	● 14.64	0.38
Tree and Stump Removal - Request	37	17	39	3	56	0	4.82	50	● 8.33	● 14.51	● 17.37	14.51
Parks General - Request	63	48	146	92	69	7	25.64	10	● 3.44	● 8.05	● 73.54	9.58
Tree Trimming - Request	68	44	87	37	74	0	44.88	40	● 4.24	● 9.60	● 8.88	7.83
Council Owned Swimming Pools - General Enquiry	0	0	0	0	0	0	0.00	10	● 0.00	● 2.00	● 3.40	1.50

May 2016

	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)		Avg Completion Time (days) 12 Months (complete and
			Received	Completed						Current Mth	6 Months	
Cemeteries - Complaint	0	0	1	1	0	0	0.00	8	● 0.00	● 2.67	● 2.20	1.00
Cemeteries - General Enquiry	0	0	2	2	0	0	-0.48	2	● 0.50	● 1.71	● 3.78	0.69
Sport & Recreation - General Enquiry	1	0	0	0	1	0	171.14	10	● 0.00	● 10.22	● 15.45	18.00
Parks Booking Services Request ***Notification***	0	0	0	0	0	0	0.00	5	● 0.00	● 35.00	● 10.33	0.33
Tree and Stump Removal - Request	49	43	39	15	30	0	4.62	50	● 4.60	● 15.56	● 18.42	14.10
Parks General - Request	42	32	128	69	66	21	20.64	10	● 3.35	● 8.36	● 69.28	8.36
Tree Trimming - Request	70	60	125	92	43	0	47.39	40	● 3.37	● 10.24	● 10.14	7.70
Council Owned Swimming Pools - General Enquiry	0	0	0	0	0	0	0.00	10	● 0.00	● 2.00	● 4.25	2.00

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

Safety Statistics

The safety statistics for the reporting period are:

	FOURTH QUARTER		
	Apr	May	June
Number of Lost Time Injuries	1	0	
Number of Days Lost Due to Injury	2	0	
Total Number of Incidents Reported	3	6	
Number of Incomplete Hazard Inspections	6	7	

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.	30/06/16	20	<i>Procedure Manual</i> 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	Regional strategy and Mt Archer sub-plan completed. MoU drafted, returned by QPWS for final review.
Tree fails resulting in: injury/death; damage to property; damage to Council's reputation; negative financial impact.	Low 7	1. Review, update and submit Street and Parks Tree Master Plan for approval to	31/12/15	60	Policy review/update commenced

Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed	Comments
		implement. 2. Programmed 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. 2. Complete the identification of the current collection as part of the succession plan.	30/06/16	40	Botanical Collection Management Strategy for Botanic Gardens drafted. GPS still to be completed for some plantings plus indexing of all.
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	Scoping for review of Open Space Strategy commenced; programmed to be completed in 2016/17 financial year
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 Self-audit and reporting	May 2019 As required	Current	New license issued effective 27 May 2016
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 • Applications approved • Applications pending 			
Land Act Land Management Plans			Revised Land Management Plan for Kershaw Gardens drafted for internal review.

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

Detailed project scoping, estimating and procurement proceeding as appropriate.
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 Estimate	YTD actual (inc committals)
PARKS CAPITAL WORKS PROGRAM					
Enhancement Program for (new) Local Parks			WIP	129,436	42,394
Comment: Ski Gardens - completion of outstanding works - irrigation extension, lock rails and bollards - by end June.					
Riverside Parks – upgrade			WIP	43,040	44,196
Comment: Design drawings for upgrade of Riverside Park.					
Cedric Archer Reserve			WIP	934,427	742,889
Comment: Amenities building installed; draft report received for hydraulic assessment of Touch of Paradise and design completed, construction due to commence in June for skate park.					
Kershaw Gardens StII upgrade			WIP	137,754	84,219

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (inc committals)
Comment: Works on hold until remediation completed.					
Playground Equipment renewal program			WIP	85,000	94,614
Comment: Renewing playground equipment at end of life. Four (4) parks on schedule for equipment renewal prior to end June.					
Mount Morgan Pool Heating Reconfiguration			WIP	70,000	
Comment: Council conducted community consultation and is considering options.					
Plant & Equipment – Parks			C	245,000	
Comment: Plant delivered; funds to be transferred to Fleet Services in revised budget.					
Yeppen Roundabout Landscape Renewal			WIP	14,915	8,550
Comment: Drawing prepared and submitted to TMR to secure approval to install electrical cable to commission central garden spot lights. Works to be completed thereafter (2 day job to complete connection and test).					
Gracemere Cemetery			WIP	153,615	67,866
Comment: New beam installed, works underway on irrigation and new turf. Design of entrance features and way-finding signage finalised. Draft Ashes Garden landscape plan finalised for internal review.					
Redevelopment 42 nd Battalion Memorial Pool	July 2015	June 2016	WIP	1,074,119	2,529,488
Comment: Contract awarded for wet deck and new treatment plant, equipment and reticulation. Timeframes for the works (due to later than anticipated contract award) mean that pool won't open on the published date of 1 September, but will open in October. Project received funding from LGGSP over two years – 2015-16 and 2016-17.					
Southside Memorial Pool – Shade Structure	July 2015	Sept 2015	C	50,000	42,515
Comment: Installation completed.					
Rockhampton Botanic Gardens – pathways			WIP	134,662	79,777
Comment: Priority areas for rectification to be re-assessed due to TC Marcia impact.					
Div 8 Pilbeam Park			C	10,000	10,060
Comment: Additions to playground completed.					
Div 5 Zoo Improvements			NYC	70,000	
Comment: Tender for new aviaries closed. Contract cost exceed budget, adjustment requested in December revised budget.					

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (inc committals)
Div 8 Additional playground equipment			C	10,000	9,091
Comment: Elizabeth Park - additions to playground completed.					
Div 9 Allocation Swadling Park enhancements			C	69,670	104,019
Comment: Amenities completed, cost exceeds budget.					
Div 6 Parks Project			WIP	15,000	
Comment: Improvements for Col Brown Park – revised planting plans prepared; plants being procured and timing for works being determined.					
Div 7 Church Park shade structure			C	12,000	11,184
Comment: Installation completed.					
Div 4 Playground Equipment - Leanne Hinchliffe Memorial Park			C	10,000	9,091
Comment: Sofffall works in Leanne Hinchcliffe Park completed (priority no longer on additional play equipment).					
Div 9 - Anna St Park - border landscaping and exercise machines			C	15,000	11,497
Comment: Installation of fitness equipment completed					
Div 10 – Stage 2 Frenchmans Creek			WIP	25,000	2,732
Comment: Site preparation works have commenced and will be progressed in preparation for National Tree Day in July.					
TCM Playground Equipment			C	89,000	
Comment: All repair / replacement works for playground equipment completed under insurance.					
TCM: Fencing/ Gates/ Bollards	May 2015	June 2016	WIP	6,660	
Comment: Remaining outstanding works to be completed by June 2016.					
TCM: Riverside Park lighting	June 2015		C	117,737	
Comment: Playground pathway LED lights purchased and installed in surplus Riverside Park light poles.					
TCM: Zoo aviary			WIP	70,000	20,306
Comment: Restoration and repair of cyclone damage in Rockhampton Zoo. Tender for new aviaries closed. Contract cost exceed budget, adjustment requested in December revised					

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (inc committals)
budget.					
TCM: Park facilities	May 2015	Dec 2015	C	19,221	
Comment: Restoration and repair of cyclone damage in Parks completed.					
TCM – RBG Road/ Pathways/ bridges and car-parks			WIP	350,000	5,017
Comment: Restoration and repair of cyclone damage in Parks.					
TCM RBG - Fernery & Visitor Centre entry			WIP	275,000	21,570
Comment: Restoration and repair of cyclone damage in Parks.					
TCM – Kershaw remediation	Apr 2015		WIP	4,842,000	352,802
Comment: Restoration and repair of cyclone damage in Parks. Funding approved under Special NDRRA Category for clean-up costs.					
TCM – Kershaw restoration	Aug 2015		WIP	760,000	1,093,244
Comment: Restoration and repair of cyclone damage in Parks. Budget amended with approved carry-over. Detailed design for central precinct continues.					
TCM – Botanic Gardens restoration	May 2016	April 2017	WIP		40,502
Comment: Priority works from the approved restoration plan to replace the cenotaph canariensis palms, upgrade electrical and irrigation services. Centenary of ANZAC funding (\$50,000) has been allocated for this work. Budget adjustments included in December revised budget.					

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

Project	Revised Budget	Actual (incl. committals)	% budget committed	Explanation
Median restoration	\$50,000	\$51,143	102%	Works completed for this financial year.
Mt Morgan Streetscape	\$45,000	\$21,999	49%	Successful application for additional funding from Stronger Communities Programme. Concept plan presented to community, open for feedback until 16 June 2016.
Rockhampton Cricket Grounds rectification	\$220,677	\$273,686	124%	Rectification works are complete, the contractor is continuing with 6-month maintenance program. AFL winter season use for training and games has commenced.
Project	Explanation			
Policy Reviews:				
• Street Tree Policy	Current version being reviewed and overall scope for revised policy drafted. Aligning policy with Planning Scheme policy requirements			
• Cemetery Policy	Current version being reviewed and updated.			

Kershaw Gardens

Parts of Kershaw Gardens remain closed to the public. The process of vegetation clearance and site sampling commenced in April 2015 with the establishment of a compound at the Charles St entrance to control site access; this area includes a vehicle wash-down facility to facilitate decontamination of vehicles, plant & equipment operating on the site. Appropriate site management equipment/ facilities and essential first aid are in place.

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 northern section, as have irrigation repairs. Approximately 50% of the Gardens is now available for public access.

Rockhampton Botanic Gardens

April and May are busy times for events in the Rockhampton Botanic Gardens, with the ANZAC Dawn Service and two major community events, the Under 8's week *Romp in the Park* (Friday 20 May) and the Mater Hospital's *Teddy Bears Picnic* (Sunday 29 May).

Significant preparatory work was undertaken in readiness for the planned restoration of the Cenotaph landscape (replacement of the *Phoenix canariensis* palms).

Rockhampton Zoo

“Business as usual” activities continue at the Zoo with visitor numbers remaining high and expected to increase during the cooler months. Minor enclosure renovations are underway in the area occupied by the Wombats and mesh has been laid within the Freshwater crocodile enclosure to better manage breeding activity.

Australasian Training and Conditioning Workshop 2016

Planning is underway for this workshop to be hosted by Rockhampton Zoo and held in October 2016. Contracts have been finalised with three of the four keynote speakers; sponsorship prospectus has been developed and distributed. Alerts have been sent to relevant industry organisations and associations.

Some sponsorship has been confirmed. *Expressions of Interest* for attendance at the event have been received from right across Australia as well as from a number of international locations. Organisers are currently working through the submissions received for the presentation of papers (which form part of the program).

Regional Cemeteries

Following a very busy April (17 burials), May was also an extremely busy month for the Cemeteries unit with 18 burial services carried out across the region.

A *Community Working Bee* was held at the South Rockhampton Cemetery on Saturday 21 May. Participants focused their efforts on the removal of longer grass and vegetation from along the Upper Dawson Rd fence line. Some “weed eating” and poisoning was also carried out as was the collection of general litter. The day was well supported by Councillors with four participating in the Working Bee.

Tenure Renewal

An update issued on 28 April 2016 for the Preparation of Plans by the Registrar of Titles of the Department of Natural Resources and Mines (DNRM) identifies that sketch plans must be prepared and certified by a registered cadastral surveyor. Currently sketch plans are completed in-house; however, as Council doesn't have a cadastral surveyor this work will be outsourced.

This update affects nearly all Leases over Council-owned land and Trustee Permits over Reserve Land to not-for-profit organisations. Council Officers are considering the effect on renewals by this update and is liaising with DNRM.

Council Officers are currently reviewing the processes for tenure including renewals and issuing of leases, licences and permits. As a result of the Registrar of Titles amendments 71 Agreements (up to expiry on 30 June 2018) are currently being progressed:

- 4% are currently on hold
- 31% are waiting on the Club to return/finalise documentation
- 28% are waiting on Council including approvals or updated plans
- 37% have not yet expired, however, the renewal process has commenced.

Get Out! Get Active!

7 March 2016 to 27 May 2016.

KickStartCQ's Outdoor, Out More initiative aims to increase participation in physical activity over a twelve week period. The program will allow community members in the Region the opportunity to participate and sample a diverse range of exercises and active recreation within Council's parks and facilities. As part of the program we are offering free and low cost physical activity sessions for community members.

The funded program ceased on 27 May and a finalisation report and acquittal is currently being prepared.

Spring Garden Spectacular

The annual Spring Garden Spectacular aims to promote gardening, environmental sustainability and community development. Planning for the 2016 event is underway and the following competition dates have been set:

- Competition Opens: 4 July (soft launch)
- Competition Closes: 25 August
- Judging: 31 August – 2 September
- Presentation Day: 10 September
- Bus Tour: 11 September (unconfirmed)

A request was sent to Livingstone Shire Council (LSC) regarding a combined competition for 2016. LSC provided a response, after a report to their Council was presented, indicating that it was interested in hosting separate competitions, but having a combined Grand Champion. Officers are continuing discussions with LSC to determine feasibility of this proposal.

The areas of Nerimbera, Rockyview, Glenlee and Glendale will not be included in the RRC competition.

Tropical and Sustainable Gardening Expo

10 September 2016

A tropical and sustainable gardening expo will be held to coincide with the presentation of prizes for the Spring Garden Spectacular.

The event will aim to promote the Botanic Gardens as a destination as well as tropical and sustainable gardening. Site holders from a range of enterprises will be invited to attend provided that:

1. The core purpose of the site holder's business must be the supply of products or services that are related to tropical and sustainable gardening and gardens; and
2. The actual business address must be located within the RRC boundary. If there is no physical address for the business, the postal address must be within RRC boundary.

An example of entities invited to attend include:

- Garden maintenance
- Landscapers and landscape supplies
- Nurseries
- Gardening clubs
- Farmer's markets and/or produce stalls
- Eco-living product suppliers.

National Tree Day

29 and 31 July 2016

National Tree Day, a Planet Ark event, that Council regularly participates in will be held on Friday 29 July 2016 for schools and Sunday 31 July 2016 for the community.

Schools within the region have been invited to participate in the school event and Council will donate trees to each school that elects to hold an event on Friday 29 July 2016.

Community events will be held across the Region with planning underway for:

- Ollie Smith Park, near Halford Street – 8am – 9:30am
- Frenchville Road, Frenchville – 11am – 1pm
- Cedric Archer Park, Ian Besch Drive – 11am – 1pm
- Arthur Timms Lookout, Hall Street South, Mount Morgan – 11am – 1pm

It is anticipated that free BBQs will be held at each location and Officers will work with local service clubs to achieve this. Marketing material will be developed in conjunction with a marketing and engagement plan to ensure that the events are promoted across the region.

Buoyed Rowing Course

Installation for 2016 season in Fitzroy River completed.

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.

April 2016

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	55	18 (FYTD)

Progressive Measures / Indicators	Previous Period	Current Period
Pool Patronage (previous period is same month last year)	9,922	14,153
Burials (previous period is same month last year)	10	17
Ashes Interments (previous period is same month last year)	5	4
Chapel/ other Services (previous period is same month last year)	5	5
Zoo visitors (previous period is previous month) * Counter unserviceable from 21/03-31/03	5,032*	12,231
Zoo guided tours – School/ outside school care/ other groups (previous period is previous month)	1	0
Zoo donations (previous period is previous month)	\$895.40	\$1,469.55
Parks bookings (number of events and celebrations conducted in month / FYTD) (previous period is same month last year)		65 / 421
Volunteer Participation (hours) – Zoo (previous period is previous month)	494	487
Volunteer Participation (hours) – Memorial Gardens (previous period is previous month)	292	14

May 2016

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	55	19 (FYTD)

Progressive Measures / Indicators	Previous Period	Current Period
Pool Patronage (previous period is same month last year)	4,211	6,656
Burials (previous period is same month last year)	9	18
Ashes Interments (previous period is same month last year)	6	3
Chapel/ other Services (previous period is same month last year)	6	7
Zoo visitors (previous period is previous month)	12,231	10,627
Zoo guided tours – School/ outside school care/ other groups (previous period is previous month)	0	0
Zoo donations (previous period is previous month)	\$1,469.55	\$1,473.85
Parks bookings (number of events and celebrations conducted in month / FYTD) (previous period is same month last year)		100 / 521
Volunteer Participation (hours) – Zoo (previous period is previous month)	373	487
Volunteer Participation (hours) – Regional Cemeteries (previous period is previous month)	292	17.5

FINANCIAL MATTERS

As at period ended 31 May 2016 – 91.6% of year elapsed.

	Adopted Budget	Revised Budget	Revised Budget (Pro Rata YTD)	YTD Actual	YTD Commit + Actual	Variance	On target
	\$	\$	\$	\$	\$	%	91%
PARKS							
Parks Operations							
1 - Revenues	(1,545,000)	(1,545,000)	(1,416,250)	(3,680,771)	(3,680,771)	238%	✓
2 - Expenses	7,046,186	7,046,186	6,459,004	5,456,192	6,030,505	77%	✓
3 - Transfer / Overhead Allocation	1,860,900	1,860,900	1,705,825	1,394,686	1,398,286	75%	✓
Total Unit: Parks Operations	7,362,086	7,362,086	6,748,579	3,170,106	3,748,019	43%	✓
Parks Planning & Projects							
1 - Revenues	(100,000)	(100,000)	(91,667)	(289,115)	(289,115)	289%	✓
2 - Expenses	4,161,786	4,161,786	3,814,970	2,427,954	2,565,752	58%	✓
3 - Transfer / Overhead Allocation	298,510	298,510	273,634	482,183	482,183	162%	✗
Total Unit: Parks Planning & Projects	4,360,296	4,360,296	3,996,938	2,621,021	2,758,819	60%	✓
Parks Management							
1 - Revenues	(71,000)	(71,000)	(65,083)	(90,733)	(90,733)	128%	✓
2 - Expenses	4,911,671	4,911,671	4,502,365	4,883,521	4,899,479	99%	✗
3 - Transfer / Overhead Allocation	90,880	90,880	83,307	78,939	78,939	87%	✓
Total Unit: Parks Management	4,931,551	4,931,551	4,520,589	4,871,727	4,887,684	99%	✗
Parks Visitor Services							
1 - Revenues	(266,500)	(266,500)	(244,292)	(319,365)	(319,365)	120%	✓
2 - Expenses	840,753	840,753	770,690	3,620,490	3,720,383	431%	✗
3 - Transfer / Overhead Allocation	159,645	159,645	146,342	368,037	368,037	231%	✗
Total Unit: Parks Visitor Service	733,898	733,898	672,740	3,669,162	3,769,055	500%	✗
Total Parks:	17,387,831	17,387,831	15,938,845	14,332,016	15,163,577	82%	✓

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