



PARKS, RECREATION AND SPORT COMMITTEE MEETING

AGENDA

19 JULY 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 19 July 2017 commencing at 12.30pm for transaction of the enclosed business.

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

CHIEF EXECUTIVE OFFICER
11 July 2017

Next Meeting Date: 16.08.17

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)
The Mayor, Councillor M F Strelow
Councillor R A Swadling
Councillor N K Fisher
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 previously granted to Councillor Ellen Smith

4 CONFIRMATION OF MINUTES

Minutes of the Parks, Recreation and Sport Committee held 17 May 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: 19 July 2017

Attachment No: 1

Meeting Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
16 November 2016	Tree Planting Program for Rockhampton Region	THAT officers prepare a discussion paper on a strategy for tree planting throughout the Rockhampton Region.	Michael Rowe	30/11/2016	
15 March 2017	Cemeteries Policy: Supplementary Report	THAT: <ol style="list-style-type: none"> 1. The supplementary report on the Cemeteries Policy be received; 2. A further report be prepared on the impacts and implications of a Cemetery Maintenance Trust for the Gracemere Cemetery; and 3. A further report be presented in regard to the reservation and pre-purchase of burial plots at Gracemere Cemetery. 	Vincent Morrice	31/08/2017	
19 April 2017	Springers Lagoon Gracemere	THAT Council stabilises the area and enhances the site as a nature-based recreation area as outlined in option 3 of the report as the management and maintenance plan for Springers Lagoon, with consideration to be given to a road closure limiting access through the area.	Christine Bell	04/08/2017	The Parks Planning and Projects team have prepared a site design and indicative staging for endorsement.

7 PUBLIC FORUMS/DEPUTATIONS

Nil

8 OFFICERS' REPORTS

8.1 PARKS AND OPEN SPACE OPERATIONS REPORT - MAY AND JUNE 2017

File No: 1464
Attachments: 1. Parks Monthly Report June 2017
Authorising Officer: Michael Rowe - General Manager Community Services
Author: Robert Holmes - Manager Parks

SUMMARY

This report provides information on the activities and services of Parks and Open Space Section for the months of May and June 2017.

OFFICER'S RECOMMENDATION

THAT the report on the activities and services of Parks and Open Space Section for May and June 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 May and June 2017.

**PARKS AND OPEN SPACE
OPERATIONS REPORT –
MAY AND JUNE 2017**

Parks Monthly Report June 2017

Meeting Date: 19 July 2017

Attachment No: 1

MONTHLY OPERATIONS REPORT
PARKS AND OPEN SPACE SECTION
Period Ended 31 May and 30 June 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:

May 2017

	Balance B/F	Completed In Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	Work Orders Issued	On Hold	Avg W/O Issue Time (days) 12 months	Completion Standard (days)	Avg Completion Time (days)		Avg Completion Time (days)		Avg Duration (days) 12 Months (complete and incomplete)
			Received	Completed						Current Mth	6 Months	12 Months		
Cemeteries - Complaint	0	0	0	0	0	0	0	0.00	8	● 0.00	● 0.00	● 14.00	0.00	
Cemeteries - General Enquiry	0	0	4	3	1	0	0	0.65	14	● 0.00	● 2.27	● 2.88	1.29	
Sport & Recreation - General Enquiry	2	1	6	6	1	0	0	21.44	10	● 2.00	● 6.00	● 8.02	6.21	
Parks Booking Services Request ***Notification***	0	0	0	0	0	0	0	0.00	5	● 0.00	● 1.00	● 0.50	0.50	
Tree and Stump Removal - Request	30	25	35	19	21	0	0	1.42	50	● 9.21	● 12.21	● 12.24	11.69	
Parks General - Request	56	41	138	81	71	12	0	87.24	10	● 2.52	● 7.57	● 9.08	5.21	
Tree Trimming - Request	39	38	115	89	27	0	0	13.33	40	● 1.92	● 4.74	● 4.35	3.83	
Council Owned Swimming Pools - General Enquiry	0	0	1	0	1	0	0	0.00	10	● 0.00	● 22.00	● 7.11	3.11	

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
FOURTH QUARTER	Apr	1	17	5	7
	May	0	0	4	8
	June	2	22	6	5

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: <ul style="list-style-type: none"> • 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. Annually review development options, links to budget to upgrade exhibits as required. 3. Staff to monitor and contribute to review/formation of industry guidelines standards.	30/11/16	20	Procedure Manual review/update is continuing. Budget approval for further construction deferred to 2016-17 On-going
Tree fails resulting in: injury/death; damage to property; damage to Council's reputation; negative financial impact.	Low 7	1. Prepare Procedure to align with adopted Policy. 2. Programmed maintenance works to be implemented to full capacity.	30/04/16	70	Tree Management Policy adopted, work proceeding on Procedure to support. Programs drafted,

Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed	Comments
		3. Ergon Service Level Agreement is to be in place and implemented.			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 succession plans.	30/06/17	80	Botanical Collection Management Strategy for Botanic Gardens drafted.
Inadequate/ inappropriate open space does not meet the community's requirements/ expectations resulting in lack of: standardised infrastructure charges; consistency and quality of the asset including land; lack of benchmark for Council/ developer Standards; unwanted contributed assets; leading to reputational damage; social problems and; financial impacts.	Moderate 5	1. Develop & implement a Parks Infrastructure Strategy for conditioning of new development. 2. Develop a local parks contribution policy. 3. Complete & implement Landscape Guidelines (as part of CMDG). 4. Open Space Strategy to be reviewed and implemented (inc service levels).	30/04/17	70	Sport, Parks, Active Recreation and community (SPARC) Strategy currently in preparation.
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>	May 2019		
<i>Exhibition Permit</i>	October 2019		
Self-audit and reporting	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 			
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	111,754
Comment: Feasibility for development of proposed multi-sport precinct at Olive St and detail design and investigations for development of new Hockey facilities.					
Cedric Archer Reserve			WIP	1,553,599	392,720

Project	Start Date	Expected Completion Date	Status	Budget	YTD actual (inc committals)
Comment: Touch of Paradise works tender closed, in evaluation. Estimates, process offered exceed budget available.					
Gracemere Cemetery			WIP	180,100	155,676
Comment: Ashes Garden concrete pathways, top soil and mulch installed. Large trees being secured before plant out begins.					
Botanic Gardens strategic framework	Feb 2017	June 2017	WIP	51,000	22,680
Comment: Invitation to Quote closed and evaluation underway.					
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		Aug 2017	WIP	150,000	74,731
Comment: Project added in September 2016 approved revision. Course received in June and paid in full. Installation of course currently under consideration.					
Mt Archer activation plan implementation			WIP	6,870	290,973
Comment: First Turkey Mountain Bike Trails contract awarded and works commenced. Composting toilet block ordered and being installed.					
ASSET RENEWAL PROGRAMMED WORKS					
Upgrade field surface		June 2017	C	120,000	96,886

Project	Start Date	Expected Completion Date	Status	Budget	YTD actual (inc committals)
Comment: Works completed at Saleyards Park to address field condition issues.					
Playground Equipment renewal program		May 2017	WIP	103,185	118,100
Comment: Renewing playground equipment at end of life.					
Mount Morgan Streetscape Improvements	May 2015	Dec 2017	WIP	852050	798,378
Comment: Commonwealth and State Government funding allocated of \$378,000 (Stronger Communities & Local Government Grants and Subsidy Program (LGGSP)). D&C civil contract awarded. Works commenced in May. Progressing on time and on budget.					
Playground Shade Construction Program		May 2017	C	108,765	122,454
Comment: Works completed includes Ski Gardens, Leanne Hinchliffe Park and Joseph Harrison Park.					
Irrigation Renewal	Sept 2016		WIP	300,000	193,780
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		May 2017	C	60,000	16,389
Comment: Works completed.					
Redevelopment 42 nd Battalion Memorial Pool	July 2015	Feb 2017	WIP	2,290,990	2,214,987
Comment: Redevelopment works completed. Work commenced on concept design for balance of site to inform future upgrade works programs.					
BBQ Renewal Program		June 2017	C	64,000	42,693
Comment: Renewing parks barbeques at end of life. RBG near lagoon installed in May. Works completed.					

Project	Start Date	Expected Completion Date	Status	Budget	YTD actual (inc committals)
Fencing / Gates / Bollards Renewal Program		June 2017	C	119,400	35,550
Comment: Bolton Park bollards installed in May and Botanic Gardens installed in June.					
Footpaths Renewal	Oct 2016	Oct 2016	C	64,500	25,008
Comment: Works completed.					
Rockhampton Botanic Gardens – pathways			C	101,558	101,558
Comment: Works programmed for 2016-17 complete.					
Zoo – renewal of internal pathways			WIP	20,000	
Comment: Works completed.					
Vic Park – Rugby League – renew field lighting		July 2017	C	115,000	70,920
Comment: Project added in September 2016 approved revision. Switchboards installation completed. One defect to be rectified.					
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		June 2017	C	60,000	31,286

Project	Start Date	Expected Completion Date	Status	Budget	YTD actual (inc committals)
Comment: Works to upgrade Central Park. Fountain recommissioned.					
Victoria Park – drainage (trampoline/ gym/ bowls)	Oct 2016	Nov 2016	C	100,000	127,578
Comment: Works completed.					
DIVISIONAL COUNCILLOR ALLOCATIONS					
Div 6 Parks Project		Apr 2017	WIP	15,000	8,409
Comment: Improvements for Col Brown Park - plants procured and works scheduled for June.					
Div 7 Queens Park Mosaic	Oct 2016		C	3,650	3,419
Comment: 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	22,268	6,743
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

Project	Start Date	Expected Completion Date	Status	Budget	YTD actual (inc committals)
Comment: Works completed.					
Div 5 Zoo Improvements			WIP		29,033
Comment: \$70,000 of this allocation is included in the budget for new aviaries. Construction commenced December 2016. Original estimated program of 3 months exceeded. Nearing completion and currently being fitted out.					
Div 1 Parks Improvement in Div 1 (Currajong Park and others)			C	37,200	38,707
Comment: Works complete.					
Div 2 Playground equipment			WIP	15,000	3,390
Comment: Councillor allocated funding to installation of seating for Pilbeam Drive. Works to commence in 2017/18.					
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. Original estimated program of 3 months exceeded. Nearing completion and currently being fitted out.					
TCM – RBG Road / Pathways / bridges and car-parks		June 2017	WIP	344,983	15,222
Comment: Tender awarded with commencement of construction to be advised.					
TCM RBG - Fernery & Visitor Centre entry			WIP	3,466	21,649
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	3,115,069

Project	Start Date	Expected Completion Date	Status	Budget	YTD actual (inc committals)
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 awarded. Works commenced to divert existing drainage channel into ephemeral wetlands. Building Our Regions funding has been approved.					
Parks – Plant & Equipment	Aug 2016	Apr 2017	WIP		
Comment: Procurement continuing for additional equipment for Operational maintenance.					
WORKS FOR QUEENSLAND FUNDED PROJECTS					
Cedric Archer Reserve – Water Play		Nov 2017	WIP	1,397,464	1,371,507
Comment: Tender awarded. Construction commenced.					
Mt Archer activation plan implementation		Nov 2017	WIP	180,000	See above
Comment: Detail design and engineering specifications underway for Elevated Boardwalk. Scope is replacement of existing walk from picnic area, connecting lookouts with new longer trail and lookouts.					
Mount Morgan Streetscape Improvements		Nov 2017	WIP	750,812	See above
Comment: Works commenced in May after Golden Mount Festival. FRW installed water diversion. Electrical works to commence in July.					
Hockey – new artificial surface		Nov 2017		1,485,225	58,794
Comment: Council approved MCU DA amendment. Detailed design finalised and lodged with Operational Works application in May. Tender for civil construction released in June.					
42 nd Battalion Memorial Pool – water slides		Nov 2017		1,370,036	1,373,949
Comment: Tender awarded.					
Rockhampton Botanic Gardens & Zoo Works		Nov 2017		180,000	5,603

Project	Start Date	Expected Completion Date	Status	Budget	YTD actual (inc committals)
Comment: Survey complete. Design underway.					

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

Project	Revised Budget	Actual (incl. committals)	% budget committed	Explanation
Median restoration	\$90,000	\$53,457	59%	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	\$55,629	62%	Tree replacements/ planting in Gracemere, Norman Road and Yaamba Road

Kershaw Gardens

Local company JM Kelly Builders have been awarded the two contracts (Civil Works and Redevelopment Works) for Kershaw Gardens. Possession of site was effected on Friday 9 June. The initial works package encompasses the civil works required to ready the site for the construction of the new infrastructure, play elements, park furniture and landscaping. The construction site area has been fenced to allow for safe conduct of the works.

A "walking loop" remains available around the northern area of the Gardens.

Rockhampton Botanic Gardens

Works have progressed on restoration of the North/ South Axis with removal of the identified trees now completed. The crotons in the centre beds have been prepped for relocation and suitable palms have been procured for planting.

As expected, the cooler months of May and June have seen a significant increase in the number of visitors.

Rockhampton Zoo

Construction of the two new Aviaries is effectively complete with efforts now being directed towards fitout (landscaping and installation of perching *etc.*). It is expected that the introduction of the birds will commence in early August.

There was significant media attention following the announcement of the passing of wombat "Katie". The broader Zoo community were also active on social media channels following the Facebook post regarding her passing.

Regional Cemeteries

Conduct of burial and interment services were carried out as arranged. Maintenance was conducted across all areas as required. Staff also assist with the conduct of two funerals (fee for service) at two non-Council sites (Alton Downs Cemetery and an interment on private property).

Tenure Renewal

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

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

National Tree Day

Schools Tree Day – 28 July 2017

12 schools have registered for the school tree planting day.

National Tree Day – 30 July 2017

Planning continues for the four selected tree planting sites and marketing for the event is underway.

1. Frenchville Road / Frenchman's Creek
2. Blackall Street area
3. Platen Street, Gracemere
4. Number 7 Dam, Mount Morgan

Tropicana

Tropicana will be held on Saturday 7 October 2017 at Rockhampton Botanic Gardens. An update has been provided on the following key areas:

Marketing:

- A marketing plan has been completed and advertising has commenced.

Sponsorship:

- Sponsorship prospectuses have been distributed and officers are in negotiations with a number of potential sponsors

Activities and events:

- A call for site holders and food vendors has been released.
- Council officers are working on a program of events for the day, including workshops, demonstrations and presentations.

Site holders:

- One site holder registration has been received.

Spring Garden Spectacular:

The annual garden competition opened for entries on 30 June 2017 and an updated on the event is provided:

Marketing:

- A marketing plan has been completed and advertising has commenced.

Sponsorship:

- Sponsorship prospectuses have been distributed and officers are in negotiations with a number of potential sponsors.

Entries:

- Four category entries have been received from a single address to date.

Bus Tour:

- Planning for the bus tour 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.

May 2017

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	32 (FYTD)
Playground Inspections completed (month of May)	10	10

Progressive Measures / Indicators	Previous Period	Current Period
Pool Patronage (previous period is same month last year)	6,656	5938
Burials (previous period is same month last year)	18	10
Ashes Interments (previous period is same month last year)	3	10
Chapel/ other Services (previous period is same month last year)	7	6
Zoo visitors (previous period is same month last year)	10,627	8,762

Progressive Measures / Indicators	Previous Period	Current Period
Zoo donations (previous period is same month last year)	\$1,473.85	\$1,105.15
Parks bookings (number of events and celebrations in month / FYTD) (previous period is same month last year)	100 / 521	76 / 796
Volunteer Participation (hours) – Zoo (previous period is same month last year)	487	336
Volunteer Participation (hours) – Regional Cemeteries (previous period is same month last year)	17.5	0
Arts in the Park participants (previous period is same month last year)	110	82

June 2017

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	32 (FYTD)
Playground Inspections completed (month of June)	12	11*

*Due to works at 2nd World War Memorial Aquatic Centre

Progressive Measures / Indicators	Previous Period	Current Period
Pool Patronage (previous period is same month last year)	4,642	4638
Burials (previous period is same month last year)	14	8
Ashes Interments (previous period is same month last year)	5	7
Chapel/ other Services (previous period is same month last year)	1	6
Zoo visitors (previous period is same month last year)	10,856	8,514
Zoo donations (previous period is same month last year)	\$1,352.15	\$1,160.70
Parks bookings (number of events and celebrations in month / FYTD) (previous period is same month last year)	72 / 593	88 / 884
Volunteer Participation (hours) – Zoo (previous period is same month last year)	409	238
Volunteer Participation (hours) – Regional Cemeteries (previous period is same month last year)	0	90
Arts in the Park participants (previous period is same month last year)	133	118

FINANCIAL MATTERS

As at period ended 30 June – 100% of year elapsed.

End of Month General Ledger - (Operating Only) - COMMUNITY SERVICES



For year ended 30 June 2017 (before month end and year end adjustments)

Report Run: 10-Jul-2017 14:40:30 Excludes Nat Accs: 2802,2914,2917,2924

	Adopted Budget	Revised Budget	EOM Commitments	Actuals	Commit + Actual	Variance %	On target 100% of Year Gone
	\$	\$	\$	\$	\$	%	
COMMUNITY SERVICES							
PARKS							
<i>Parks Operations</i>							
Revenues	(47,000)	(1,368,641)	0	(1,398,806)	(1,398,806)	102%	✓
Expenses	5,193,007	4,950,241	103,352	4,621,930	4,725,281	95%	✓
Transfer / Overhead Allocation	1,446,238	1,446,238	0	1,337,143	1,337,143	92%	✗
Total Unit: Parks Operations	6,592,245	5,027,838	103,352	4,560,266	4,663,618	93%	✗
<i>Parks Planning & Projects</i>							
Revenues	(160,000)	(160,000)	0	(171,125)	(171,125)	107%	✗
Expenses	2,695,244	2,646,851	43,774	2,833,038	2,876,812	109%	✗
Transfer / Overhead Allocation	481,546	481,546	0	447,326	447,326	93%	✗
Total Unit: Parks Planning & Projects	3,016,790	2,968,397	43,774	3,109,239	3,153,013	106%	✗
<i>Parks Management</i>							
Revenues	(55,900)	(45,900)	0	(308,172)	(308,172)	671%	✗
Expenses	5,330,359	5,405,441	34,388	5,849,443	5,883,831	109%	✗
Transfer / Overhead Allocation	64,608	64,608	0	43,055	43,055	67%	✗
Total Unit: Parks Management	5,339,066	5,424,148	34,388	5,584,326	5,618,714	104%	✓
<i>Parks Visitor Services</i>							
Revenues	(292,020)	(292,020)	0	(406,940)	(406,940)	139%	✗
Expenses	4,520,847	4,349,241	134,396	4,152,927	4,287,323	99%	✓
Transfer / Overhead Allocation	494,841	494,841	0	409,907	409,907	83%	✗
Total Unit: Parks Visitor Services	4,723,668	4,552,062	134,396	4,155,894	4,290,290	94%	✗
Total Section: PARKS	19,671,770	17,972,445	315,910	17,409,725	17,725,635	99%	✓
Grand Total:	19,671,770	17,972,445	315,910	17,409,725	17,725,635	1081%	✗

8.2 POP-UP POLO ROCKHAMPTON

File No:	TBA
Attachments:	1. Pop-Up Polo Brief 2. Pop-Up Polo Site Plan
Authorising Officer:	Michael Rowe - General Manager Community Services
Author:	Robert Holmes - Manager Parks

SUMMARY

Following recent discussions and correspondence a local group of business people have indicated that they had worked towards holding a demonstration polo match in Rockhampton with a longer term view of it becoming an annual event. They believe that this event should and will stand on its own two feet economically; however, they would be appreciative and welcome any promotional and marketing support from the Council for Polo's maiden inception into Rockhampton.

OFFICER'S RECOMMENDATION

THAT Council support the conduct of the 'Pop-Up Polo' event to be held on 7 October 2017 in Victoria Park, Sir Raymond Huish Drive, Rockhampton by:

- a. inclusion of the event in available promotional resources leading up to the event; and
- b. meeting the costs of remediation of the field, if necessary.

COMMENTARY

Following recent discussions and correspondence a local group of business people have indicated that they had worked towards holding a demonstration polo match in Rockhampton with a longer term view of it becoming an annual event. The group has dedicated a significant amount of time, effort and finances in securing Urban Polo as a partner so that this premier event could be delivered in Rockhampton. They believe that this event should and will stand on its own two feet economically; however, they would be appreciative and welcome any promotional and marketing support from the Council for Polo's maiden inception into Rockhampton.

An area of Victoria Park adjacent to the Alf Kele Memorial Rotary Park has been approved for use for the conduct of the event. See Attachment 2 - site plan.

The group is passionate about Rockhampton and this event and consider that the two can both compliment and showcase each other. 'Pop-Up Polo Rockhampton' will deliver immense benefits socially, culturally and economically. They have indicated that they look forward to working cooperatively with the Council to bring this event to fruition.

BACKGROUND

The proponents advise the following:

'Polo in the City' is part of the 'Urban Polo' circuit, which is the largest national polo series in the world. Established in 2005, the award winning 'Polo in the City' series has cemented its position as an Australian market leader within the premium, luxury and performance niche, in areas of hospitality as well as brand and destination promotion.

We are proud to partner with this world class organisation to bring for the 'first time ever' to a regional Australian location, Urban Polo. The event is to be called 'Pop-Up Polo Rockhampton' and it is hoped to be included in their existing series to be held on an annual basis.

Urban Polo events constitute Australia's only national polo series, which is also the largest in the world. The organisation is the winner of numerous marketing and tourism awards and is consistently lauded by major media outlets including the Sun

Herald, Daily Telegraph, Courier-Mail and Financial Review among others, as the, "Premier social event of the year".

Polo combines the adrenalin of horse racing, with the skill and agility of ball sports together with the grunt and physical vigour of rugby. It is one of the fastest growing spectator sports in the world.

The social and economic benefits of being the first regional centre to host an event of this calibre are profound. The obvious direct beneficiaries will of course be retail, accommodation, hospitality and the like. What excites us though, is the indirect potential for this event to showcase Rockhampton as the progressive and innovative leader of regional Australia in terms of business and tourism. It sends a strong message that Rockhampton is open for business and 'actions always speak louder than words'.

Hosting the event on the banks of the Fitzroy River, will assist in activating Council's vision for the waterfront re-development by showcasing the beauty and benefit of the 'River Lifestyle' to our guests, both local and just as importantly visitors to this great City.

PREVIOUS DECISIONS

This matter has not been before the Council previously.

BUDGET IMPLICATIONS

Should the Council decide to support the event by way of waiving the cost of site remediation, there will be a direct cost but that is extremely difficult to quantify at this time; however, given the scaled down event, any such damage should be minimal.

STAFFING IMPLICATIONS

Leading up to the event staff involvement will be minimal with only liaising and discussions on parking, etc. required. Post the event, should remediation be required, any such work should be able to be accommodated within the Parks Maintenance Crews.

CONCLUSION

This event offers the opportunity for the promotion of Rockhampton to a somewhat different market which will be a positive for the Region and the CBD area itself. It is considered that Council should support the event through inclusion of the event in available promotional resources leading up to the event and also to meet the costs of remediation of the field, if necessary.

POP-UP POLO ROCKHAMPTON

Pop-Up Polo Brief

Meeting Date: 19 July 2017

Attachment No: 1

Bob,

'Polo in the City' is part of the '**Urban Polo**' circuit, which is the largest national polo series in the world. Established in 2005, the award winning 'Polo in the City' series has cemented its position as an Australian market leader within the premium, luxury and performance niche, in areas of hospitality as well as brand and destination promotion.

We are proud to partner with this world class organisation to bring for the '**first time ever**' to a regional Australian location, Urban Polo. The event is to be called 'Pop-Up Polo Rockhampton' and it is hoped to be included in their existing series to be held on an annual basis.

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Hosting the event on the banks of the Fitzroy River, will assist in activating Council's vision for the waterfront re-development by showcasing the beauty and benefit of the 'River Lifestyle' to our guests, both local and just as importantly visitors to this great City.

Our group has dedicated a significant amount of time, effort and finances in securing Urban Polo as a partner so that this premier event could be delivered in Rockhampton. We believe that this event should and will stand on its own two feet economically, however we would certainly be appreciative and welcome any promotional and marketing support from council for Polo's maiden inception into Rockhampton.

We are passionate about Rockhampton and this Event, and fervently believe that the two can both compliment and showcase each other. 'Pop-Up Polo Rockhampton' will deliver immense benefits socially, culturally and economically. We look forward to working cooperatively with the Council to bring this event to fruition.

Attached below is an indicative event brief for your perusal.

Kind regards,

Matthew Turich

Pop-Polo Rockhampton – Event Brief

Date: Saturday, 7th October, 2017
Bump In: Friday, 6th October, 2017
Bump Out: Sunday, 8th October, 2017
Guests: 1500-2000 people

Event Agenda: Sat, 7th Oct, 2017

Gates Open: 12.00pm
Game Starts: 1.30pm

The game is divided into Four (4) quarters. As a result of this being an exhibition match and in the interests of providing a full afternoon of entertainment, between quarters there will be a numbers of different events held. E.G Fashions on the Field, Divot stomps, Men and Women Races, Speeches, Singing Performances etc.

End of Game:4pm
Presentations: 4.15pm
Close of Event: 4.30pm
End of Event: 5-5.30pm

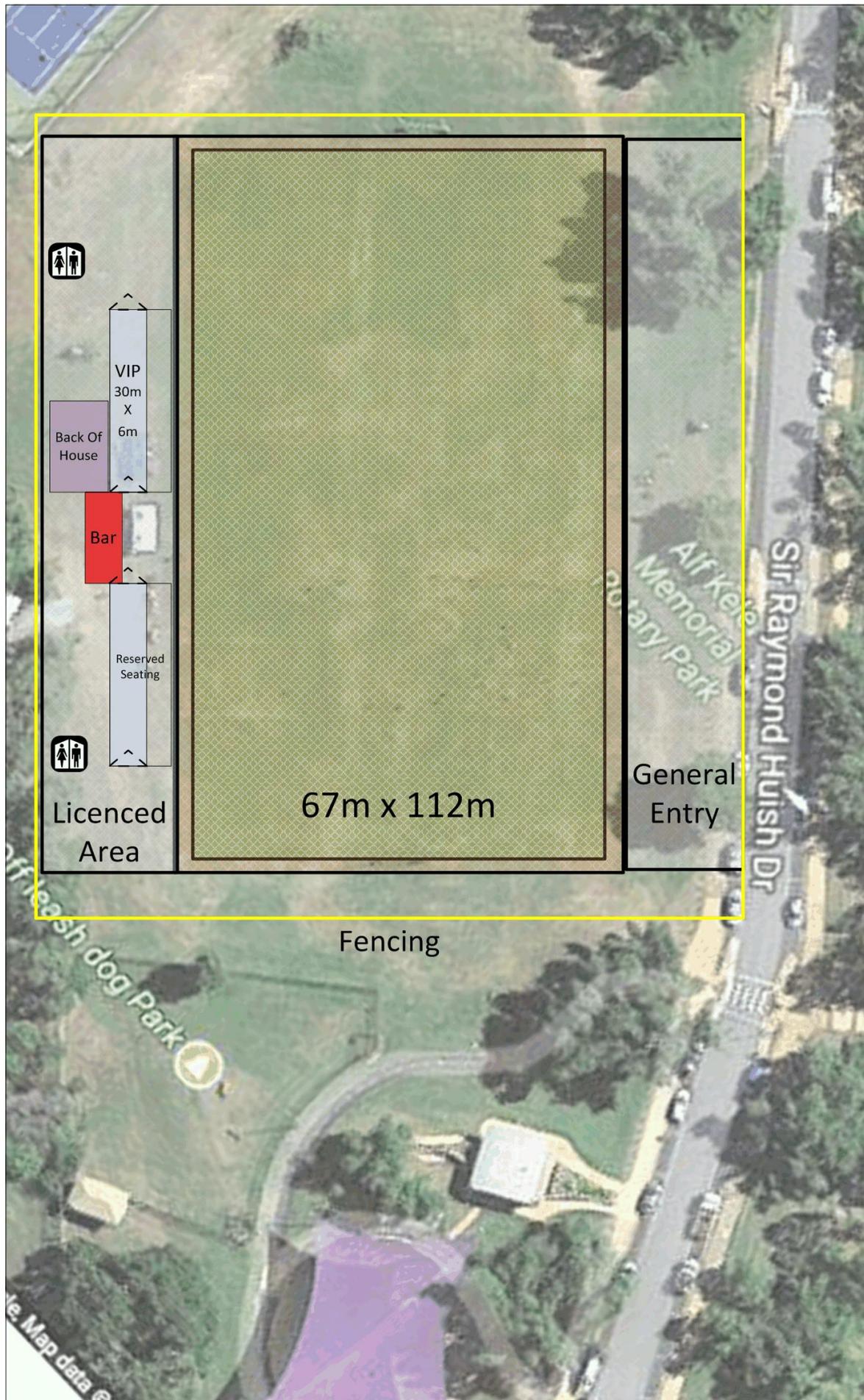
The number of horses involved in playing this exhibition event will be eight (8) only. They will arrive on the Saturday and be transported home (Gold Coast) on the Saturday afternoon

POP-UP POLO ROCKHAMPTON

Pop-Up Polo Site Plan

Meeting Date: 19 July 2017

Attachment No: 2



8.3 APPLICATION: QLD CENTENARY OF ANZAC LASTING LEGACIES GRANTS PROGRAM - ROCKHAMPTON WAR MEMORIAL

File No:	7149
Attachments:	1. Application Guidelines - Lasting Legacies
Authorising Officer:	Michael Rowe - General Manager Community Services Robert Holmes - Manager Parks
Author:	Vincent Morrice - Coordinator Park and Visitor Services

SUMMARY

Applications for the Queensland Centenary of Anzac *Lasting Legacies* Grants Program Round 5 closes 20 August 2017 and Round 6 closes January 2018 with grants up to \$80,000 available. Permission is sought to apply for funding to undertake restoration and enhancement works (commemorative walk and interpretive signage) at the Rockhampton War Memorial.

OFFICER'S RECOMMENDATION

THAT Council endorse the lodgement of a submission to the Queensland Centenary of Anzac Grants Program seeking funding to support the restoration and enhancement works (commemorative walk and interpretive signage) outlined in the report with Council's funding contribution being managed within approved budgets.

COMMENTARY

It is proposed to undertake works at the Rockhampton War Memorial (Cenotaph) in order to improve the aesthetics of the area and to introduce interpretive information which will assist in promoting understanding and awareness of the First World War (in particular) and other conflicts, with a focus on the contribution of and impacts upon our local communities.

The three focus areas will be:

- pathway system and a commemorative walk;
- an interpretive hub as part of the commemorative walk that focuses on local community involvement in the armed conflicts Australia has participated in; and
- the Cenotaph perimeter hedge.

It is also suggested that an opportunity exists to modify the existing flagpole (to a yardarm) to allow provision for flying of the three service ensigns (Army, Navy and Air Force). This would be conducive to the manner in which recognition of each service is traditionally given. The adopted Army Ensign is the Australian national flag.

PROPOSED WORKS

The following opportunities present in relation to a pathway upgrade at the Rockhampton War Memorial;

- a) Replacing the existing pathway system around the memorial with a commemorative walk
- b) Incorporating an interpretive hub as part of the commemorative walk that focuses on local community involvement in the armed conflicts Australia has participated in, and
- c) Replacement of the Cenotaph perimeter hedge

It is also suggested that an opportunity exists to modify the existing flagpole (to a yardarm) to allow provision for flying the three service ensigns (Army, Navy and Air Force). This would be conducive to the manner in which recognition of each service is traditionally given. The adopted Army Ensign is the Australian national ensign as the Army are the custodians and defenders of the Australian flag.

a) Commemorative Walk

Two core attributes for the construction of a commemorative walk are a pronounced sense of formality and uniformity in the appearance of the relevant components.

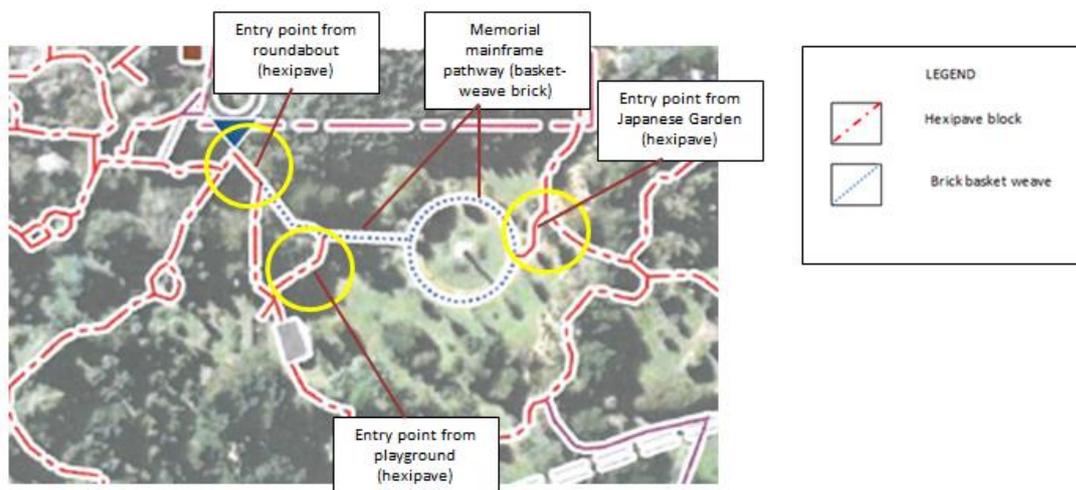
The primary pathway system around the memorial does not demonstrate either of these attributes as well as it could. It is inconsistent in construction methodology and materials, which gives a disharmony to the appearance of the overall product.

Whilst a majority of the mainframe of the memorial pathway has been constructed of basket-weave brick, the connecting paths running from the adjacent pathway network it leads off are constructed of interlocking hexipave blocks. These are laid in a different pattern to the memorial pathway and therefore have a different surface finish appearance. In some areas of the memorial precinct entry aprons and areas supporting seating have been constructed of coloured concrete, which provides a third inconsistent surface finish to the existing memorial pathway system.



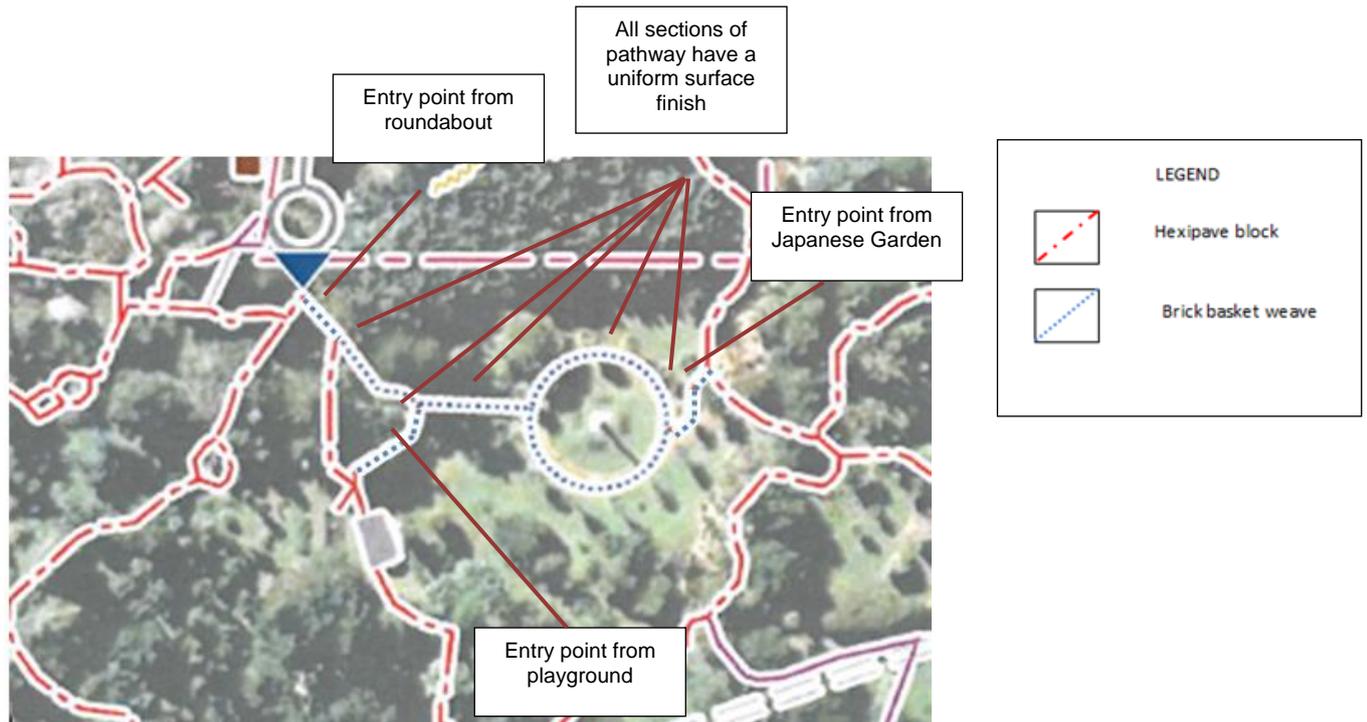
Existing pathway - inconsistency in surface finishes

This inconsistency in surface finish is not only aesthetically detractive to the memorial precinct but it also excludes three of the key mainframe entry points into the precinct.



The existing pathway system does not visually appear to include the above three key entry points to the memorial precinct

Ideally, a new commemorative walk would include all routes of entry and egress.



The construction material for the pathway of a commemorative walk is yet to be determined. Investigation is underway to determine if locally sourced products such as sandstone or granite are available and suitable. This would tie in well with the locally sourced granite from which the obelisk is constructed.

Whilst there is no strict etiquette as to what colour a war memorial pathway should be, the preference in many instances is to use a shade of red. In terms of war memorials, red symbolises sacrifice. All apron entry points and under-seat areas would need to be constructed using the same material to maintain uniformity.



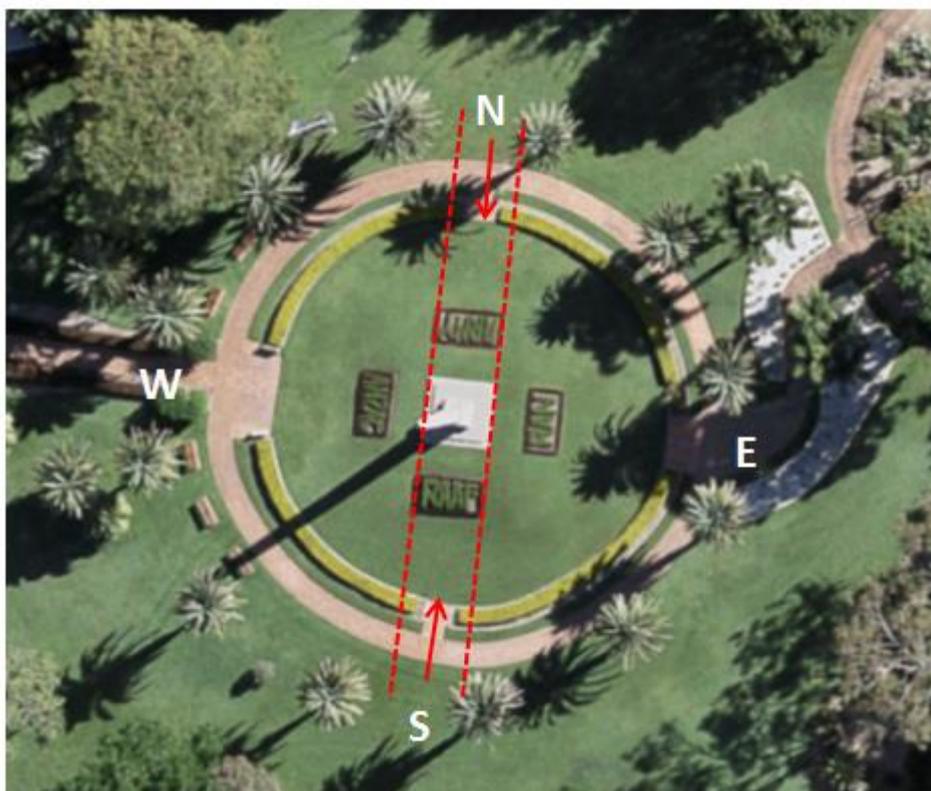
Entry apron points and under-seat areas would need to be of the same mode of construction as a new pathway.

The opportunity exists in the construction of a new memorial pathway to remove the unsightly concrete block garden edging and grass strip that presently surround the War Memorial itself. The advantage in doing this is that the removal of the grass strip will alleviate the maintenance requirement that attaches to keeping a grass strip that serves no real purpose and the widening of the pathway diameter will achieve a pathway that has a comfortable two-way width that will accommodate all types of users – pedestrian, pram and

wheelchair. The construction of a new, uniform garden border can be achieved as part of the construction of the new concrete path.



It is also considered an opportune time to widen the north and south apron entry points to the central monument. These do not appear to be aligned to each other and are much narrower than those at the east and west entry points. This does not conform to the principle of achieving overall uniformity and formality in the presentation of a war memorial.



Widening of the N and S apron entry points will bring them into alignment.

b) Inclusion of an Interpretive Hub

A war memorial should not be seen as being merely a venue for ceremonies of remembrance. Whilst this is one of the functions a war memorial fulfils, a war memorial is also a place that serves to convey a broadening of personal awareness of past human social

conflict so as to invoke a level of spiritual reflection that is based on the level of awareness gained of the circumstances that attach to the memorial. A war memorial is both a shrine and a place of learning.

Page 28 of the *Rockhampton Botanic Gardens Conservation Management Plan* (Riddell Architecture, 2012) makes two observations regarding the Rockhampton War Memorial and its immediate precinct;

“While it is important to recognise those who served in other conflicts, it is also important the precinct does not become cluttered with memorials that might detract from the Cenotaph.”

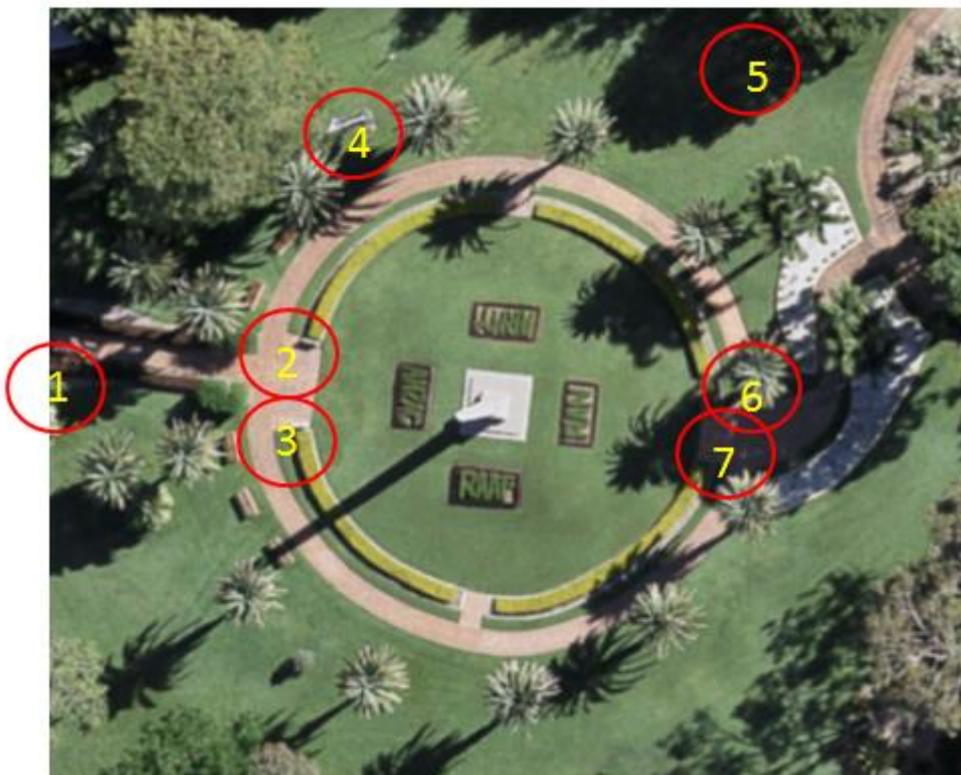
and

“The Cenotaph is first and foremost a memorial to those men and women from the district that served and died in World War I. This war remains as the conflict which had the greatest impact on the Rockhampton community”.

Rockhampton has had a long affiliation with military service and the social trauma of events that can sometimes be attached, stemming from the construction of the drill hall and training depot in Archer Street in 1906 through to the training exercises conducted at Shoalwater Bay to the north of Rockhampton from 1965 through to the present day. Much of Rockhampton’s association with events that issued from this 100 year+ affinity has been nationalistic in character and yet an awareness of the significance of those events has not been forthcoming to the Rockhampton community.

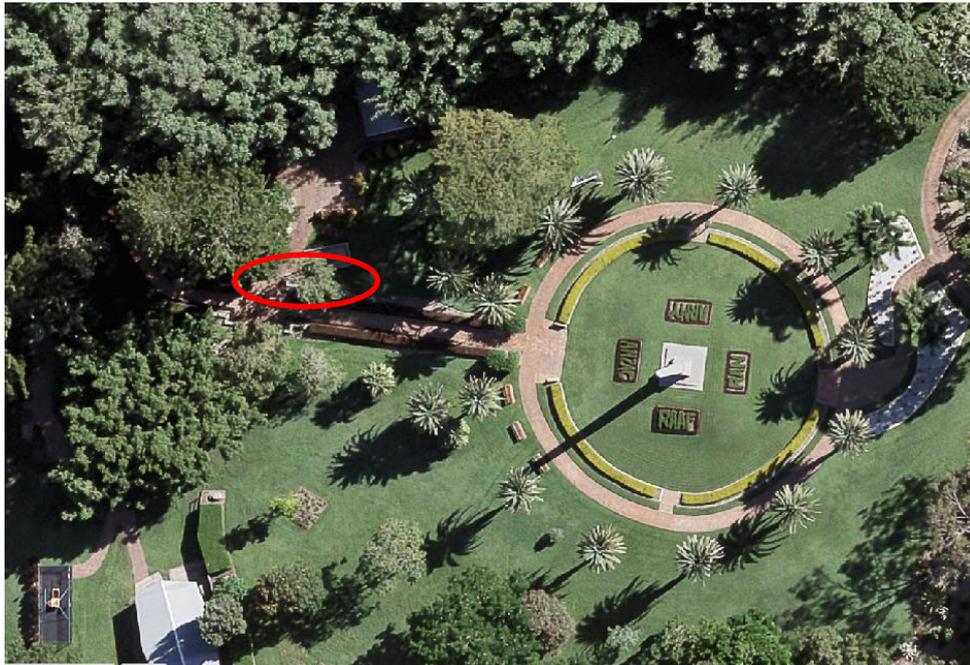
There are a number of individual memorials located in and around the Cenotaph precinct which seek to commemorate in various ways personnel (past and present) and/or conflicts. Now that these individual memorials have been installed it would be difficult and perhaps inappropriate to remove them at this point in time. However, the information they contain could well be expanded on and better publicly communicated through an interpretive hub especially erected for this purpose along one of the main approaches to the Cenotaph precinct.

Location and Description of Scattered Memorials



1. National Service Memorial
2. Dates of Conflicts
3. Kindred Association
4. US 41st Infantry Division Memorial
5. FESR / HMAS Sydney Memorial
6. Long Tan Garden Memorial
7. Capricornia Sub-branch RSL Memorial

A suitable site exists for an interpretive hub near to the trophy gun on the western approach to the War Memorial precinct. This site would also provide for the interpretation of the trophy gun to be seen as being a part of that of the hub.



Proposed location – Interpretive Hub



This area would readily accommodate an interpretive hub. It is expected that the style of sign would be drawn from or aligned to the relevant suite of the *RRC Wayfinding Manual*.

Interpretation should be locally-focused. The Rockhampton War Memorial was built first and foremost as a *local* war memorial and therefore any interpretive content relevant to the memorial would ideally be locally-oriented. These would primarily be the First and Second World Wars, but the additional circumstance in Rockhampton's instance is the city's role as

the infrastructure and resource support centre for military training exercises conducted at Shoalwater Bay during Australia's involvement in the Vietnam War from 1965 until 1972. All Australian troops committed to serve in Vietnam during that time were trained at Shoalwater Bay and therefore had a familiarity with Rockhampton and the Rockhampton community.

Possible topics for interpretation could include;

- First World War recruitment in Rockhampton
- Rockhampton's first to fall in a global conflict
(World War One, Corporal Alfred Garnett Freeman aged 20 of 340 Kent Street, killed at Gaba Tepe, Gallipoli, Sunday 25 April 1915)
- The building of the Rockhampton War Memorial
- The Rockhampton War Memorial trophy gun and its capture
- Rockhampton's 42nd Infantry Battalion in the Second World War
- The United States 41st Infantry Division in Rockhampton during the Second World War
- Training at Shoalwater Bay during the Vietnam War era

The Australian War Memorial could be approached regarding partnering in the planning of such a hub through providing essential historical research information and assisting with the compilation of the interpretive presentation of such.

c) Replacement of the Cenotaph Perimeter Hedge

The original landscape design for the Cenotaph included a perimeter picket fence planted with a *Clerodendron* species described as being a hedge. The precise species of *Clerodendron* is unknown, but it is thought this may have been *Clerodendron inerme* as this plant is typical to the era of construction of the memorial and has always been widely used for creating hedges. The plant has no known symbolic connection to war memorials.

The present hedge consists of *Duranta repens* 'Sheena's Gold', a popular hedging variety used in the 1990's. This is a high-maintenance plant requiring constant pruning to maintain its shape. It frequently produces unsightly "water shoots" and is prone to developing areas of "die-back" leaving gaps in the foliage. It is also prone to developing long thorns along its stems which can cause an infectious wound should they pierce the skin. Although it rarely produces berries when it is kept regularly pruned, the orange berries are moderately toxic if ingested by children or animals.

The opportunity exists within the pathway upgrade to remove the existing hedge and reinstate the original picket fence. There are several types of fencing now available in recycled plastic that are durable, pre-coloured and have a long serviceable lifespan.



Recycled plastic picket fence

The foreground garden to this fence could be decorated by planting it with flowering annuals; e.g. *Salvia splendens* blue and white bedding varieties such as 'Blue Knight' and 'Cirrus'. Blue symbolizes remembrance, white symbolizes peace.



Salvia 'Blue Knight' and 'Cirrus'

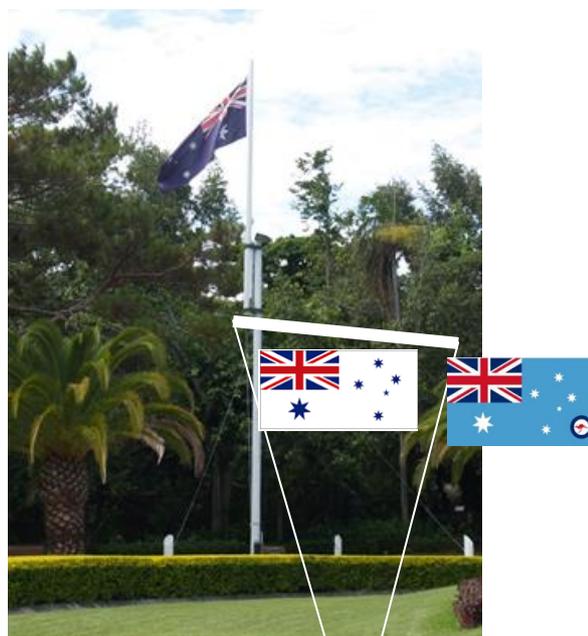
If the picket fence option is not pursued, other options could include replacement of the existing hedge (like-for-like or with an alternate shrub) or perhaps removal of the hedge and a rotation of suitable annuals.

Modification of Flagpole to Yardarm

The manner in which the three service branches are normally recognized is the flying of the ensign of each service in a manner prescribed by the Governor General. This is usually done using a yardarm flagpole, which allows for the hoisting of three flags simultaneously.

The existing flagpole at the War Memorial has provision to allow it to be converted to a yardarm flagpole.

Flying the three service ensigns from this flagpole would be conducive to the manner in which recognition of each service is traditionally given. The adopted Army Ensign is the Australian national flag. This Ensign is always flown at the highest point.



BACKGROUND

The Rockhampton War Memorial is located in the Rockhampton Botanic Gardens. It was designed by renowned Rockhampton architectural firm, Hockings and Palmer and built in 1924 by Rockhampton monumental mason, F.M. Allen at a cost of £2,654. Consisting entirely of sculptured Gracemere granite it was the largest and most expensive war memorial to be built in Queensland, outside of Brisbane.

The memorial was erected to give local recognition to all those from the Rockhampton region who had enlisted for service in the First World War and those amongst them who had lost their lives.

The memorial was unveiled by Queensland Governor Sir Matthew Nathan on 16 November 1924 in time for its first official use at the Anzac Day service on 25 April 1925 to mark the 10th anniversary of the infamous Gallipoli landings.

The Rockhampton War Memorial is listed on the State Heritage Register (Place ID: 600818)[#].

In 2016 Council received grant funding (\$50,000) from the Queensland Centenary of Anzac grants program towards the costs of restoration of the 12 *Phoenix canariensis* Palms surrounding the Cenotaph. Associated irrigation and landscape works were carried out in conjunction with the replacement of the Palms.

[#] *The Department of Environment and Heritage Protection is currently reviewing the listing for the Rockhampton War Memorial along with that of Rockhampton Botanic Gardens (Place ID: 601819) with a view to merging the entries into one.*

PREVIOUS DECISIONS

June 2015

THAT Council endorse the lodgement of a submission to the Queensland Anzac Centenary Grants Program seeking funding to undertake restoration of the Landscape to reinstate the original planting intent of the Rockhampton War Memorial (Cenotaph) in accordance with Option Three (3) of this report.

BUDGET IMPLICATIONS

Grant guidelines stipulate that recipient organisations are expected to “...*contribute at least 25 percent (in cash) of the total project cost.*” Estimates are currently being framed for the proposed work and will be reported to the Committee meeting; however, it is also a project that can be staged depending on the availability of funding.

LEGISLATIVE CONTEXT

Queensland Heritage Act 1992

The Rockhampton War Memorial is listed on the State Heritage Register (Place ID: 600818). Rockhampton Botanic Gardens is also listed on the State Heritage Register (Place ID: 601819).

Approval of the proposed works is required from the Department of Environment and Heritage prior to commencement.

STAFFING IMPLICATIONS

Works will be undertaken by RRC day labour workforce and/or contractors as appropriate.

CORPORATE/OPERATIONAL PLAN

Corporate Plan: Community

1.2 Regional public places that meet our community's needs

1.6 Our sense of place, diverse culture, history and creativity are valued and embraced

CONCLUSION

Following the restoration of the primary plantings and associated landscaping and irrigation works in 2016, the Rockhampton War Memorial precinct would benefit from further landscape treatments, including a commemorative walk and the creation of an interpretive hub. An opportunity exists to secure a state government grant to assist in funding the proposed works.

**APPLICATION: QLD CENTENARY OF
ANZAC LASTING LEGACIES GRANTS
PROGRAM - ROCKHAMPTON WAR
MEMORIAL**

**Application Guidelines –
Lasting Legacies**

Meeting Date: 19 July 2017

Attachment No: 1



Lasting Legacies

Queensland Anzac Centenary large grants program

Application guidelines

as at 24 May 2017



Lasting Legacies

Queensland Anzac Centenary large grants program

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Lasting Legacies

Queensland Anzac Centenary large grants program

Message from the Premier



The Anzac Centenary is a significant occasion for Queenslanders to remember and reflect upon the commitment of 57,705 Queenslanders who enlisted in the First World War, many making the ultimate sacrifice.

The Queensland Government is honoured to deliver an engaging and diverse range of events and activities from 2014 to 2018 with \$49.3 million committed to Queensland's Anzac Centenary commemorative program.

From Boulia to Brisbane we have proudly supported over 235 community projects with over \$5.1 million in funding in the first three rounds of the Queensland Anzac Centenary grants program. Organisations large and small across the state have embraced the opportunity to deliver projects that preserve history and engage their community with remarkable stories about the service and sacrifice of ordinary Queenslanders.

The Spirit of Service grants program will be available all year round for funding up to \$20,000 per project and multiple announcement dates. Two more rounds of the Lasting Legacies grants program will be available for large community projects seeking funding between \$20,001 and \$80,000.

It's important we continue to engage and educate both current and future generations about our involvement in the First World War and acknowledge the century of unbroken service which links us to those events one hundred years ago.

The collective efforts by passionate individuals and organisations during this important Anzac Centenary period will provide a new voice to those veterans long passed, and to those still living amongst us. Thank you for reminding us of our fellow Queenslanders who sacrificed so much for this nation. I wish you every success with your application.

Anastacia Palaszczuk MP
Premier of Queensland
Minister for the Arts



Lasting Legacies

Queensland Anzac Centenary large grants program

Lasting Legacies key dates

Round five June 2017	Lasting Legacies applications open
August 2017	Lasting Legacies applications close
December 2017	Announcement
Round six August 2017	Lasting Legacies applications open
January 2018	Lasting Legacies applications close
May 2018	Announcement

1. Types of grants

The Queensland Anzac Centenary grants program offers two types of grants:

a) Spirit of Service

The Spirit of Service grants program is designed for community grants that require funding **under \$20,000**. This program is open all year round, with multiple announcement dates.

b) Lasting Legacies

The Lasting Legacies grants program has funding **between \$20,001 and \$80,000** available for projects and activities that are significant from a state perspective. They should have a project delivery life of 12 months or less although projects with a longer project delivery life may be considered on their merits.

Visit the Queensland Anzac Centenary website at www.qld.gov.au/anzac100 for dates, guidelines and further information.

The guidelines you are currently reading relate to the Lasting Legacies grants program.

Applicants are permitted to submit one application in the Lasting Legacies grants program.

Applicants are also permitted to submit one application in each round of the Spirit of Service grants program as long as the application is for a different project.

2. Lasting Legacies program overview

2.1 Program outcomes

The Queensland Government, through the Department of the Premier and Cabinet (DPC), has established the Queensland Anzac Centenary grants program to help communities commemorate the Australian centenary of the First World War,

and the outstanding service and sacrifice of Queensland's men and women.

The program prioritises projects that are focused on the First World War. While funding may be available for projects or activities that commemorate other wars, conflicts and peace-keeping operations, the First World War is the focus of this grants program.

2.2 Objectives

Queensland's Anzac Centenary grants program funds projects that:

- raise community awareness of the centenary of the First World War
- contribute to a statewide program
- promote the Anzac values of courage, integrity, resilience, mateship, teamwork, duty and sacrifice, demonstrated by Queenslanders, both at the front and at home in Australia
- encourage community participation and engagement of diverse, inclusive and educational Anzac Centenary projects and activities
- promote social, cultural or economic benefit to the community
- leave a legacy for future generations.

2.3 Applicant eligibility

2.3.1 The following organisations or individuals are eligible to apply:

- local councils
- universities
- parents and citizens or parents and friends associations
- incorporated associations or bodies (e.g. RSL, church or club)
- corporations operating on a not-for-profit basis.

All applicant organisations must be operating on a not-for-profit basis with a valid Australian Business Number (ABN).

Individuals or organisations that do not meet all of the above criteria may apply if the organisation or individual is under the auspice of an organisation that:

- satisfies the above requirements; and
- accepts legal and financial responsibility for the grant.

While multiple organisations meeting all the eligibility criteria may apply together as part of a joint application, one organisation must nominate as lead applicant and accept legal and financial responsibility for the grant.

An applicant organisation's ABN will be confirmed on www.abr.business.gov.au. It is the applicant's responsibility to make sure the information provided is accurate.

Lasting Legacies

Queensland Anzac Centenary large grants program

2.3.2 The following organisations or individuals are ineligible:

- primary or secondary schools
- state or federal government departments
- organisations operating for profit
- individuals who are not auspiced by an eligible, incorporated organisation
- political parties.

Please note that organisations that have outstanding acquittals for any previous Queensland Government funding (including Queensland Anzac Centenary grants funding) may not be eligible.

2.4 Categories

Historical research and education - digital innovation

Digitised projects focusing on Queensland's involvement in the First World War, for example digital productions, honour boards and research data.

Acquisition and preservation of war memorabilia

Acquisition, preservation and/or research materials. Display of war memorabilia, artefacts and/or research materials relevant to the local community.

Memorials and honour boards

Restoration, update or enhancement of existing memorials or honour boards. Note: where there is an existing memorial in the area, a new memorial will not be considered.

Public commemorative events, arts and culture

Significant Queensland military anniversaries relating to First World War milestones and anniversaries that had an impact on the local community, for example re-enactment marches, stage performances, musical and choral performances.

2.5 Eligible projects/activities and timelines

Proposed projects and activities can only be submitted under one of the project category descriptions.

Funding will not be granted retrospectively. The launch or public unveil date for projects must be a minimum of two months after the announcement of successful grantees (see page 4 for key dates).

Projects must be completed by 31 December 2018. In exceptional circumstances, applications for projects or activities in 2019 may be considered.

If the project won't be completed by 31 December 2018 the organisation may be asked to demonstrate why the project should be considered. Detailed project timelines will be requested in the application form.

Applicants are encouraged to apply in the round most suited to the project.

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2.6 Eligible and ineligible costs

While it is not possible to provide an exhaustive list of items that are eligible or ineligible for funding, the lists below provide a guide.

Eligible costs

1. Audio and visual equipment hire (not owned by the organisation)
2. Bands and musical accompaniments (up to 10 per cent of requested grant expenditure)
3. Display cabinets for the display of wartime memorabilia
4. Educational materials that are an integral part of a project (this only includes materials that are being created for the project)
5. Events to mark the creation of units, regiments, squadrons or ships
6. Flagpole (one only), where none exists, to fly the Australian National Flag on days of commemoration
7. Freight (must be directly related to the project)
8. Honour boards/rolls (including digital honour boards/rolls)
9. Interpretive/information signage
10. Landscaping (within the immediate surrounds of the project and up to 10 per cent of requested grant expenditure)
11. Lighting (within the immediate surrounds of the project and up to 10 per cent of requested grant expenditure)
12. Marketing and advertising (e.g. advertising, promotional collateral, marketing activities, public relation, graphic design, associated printing costs)
13. Memorabilia (purchase of)—must be integral to the project
14. New memorial/cenotaph in an area (e.g. town) that does not have an existing memorial
15. Printing (external only) of commemorative booklets/orders of service
16. Projects commemorating individuals
17. Publishing or editing costs (for first edition only)
18. Repairs to cenotaphs and memorials (if registered, DEHP advice required)
19. Repairs to monuments and statues (if registered, DEHP advice required)
20. Research expenses (i.e. photocopying, the purchase of photographs, copies of records that are an integral part of the project. General administration expenses are not eligible)
21. Restoration of plaques and honour boards/rolls (if registered, DEHP advice required)
22. Restoration of vandalised memorials, cenotaphs, monuments and statues (if registered, DEHP advice required)
23. Salaries/wages for tradespeople, professionals, external suppliers and short term personnel (with a valid ABN) who are engaged with delivering the project
24. Significant Queensland military anniversaries (e.g. Anzac Day, Remembrance Day and other significant Queensland military dates)
25. Transport—bus/coach hire if reasonable and integral to the project
26. Updating existing plaques, memorial and honour boards with further conflicts
27. Venue and equipment hire (external only) including: rigging, generator hire, fencing, toilets, traffic management, hire equipment (marquees, chairs, tables, staging), waste management and wet weather contingencies
28. Wreaths (maximum of two—maximum cost \$100 each) if integral to the project

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Ineligible costs

1. Accommodation—international and domestic
2. Applicant's own venue or equipment hire
3. Auspicing fees
4. Books and journal subscriptions
5. Capital expenditure relating to the purchase or upgrade of fixed assets for ongoing use by the organisation. For example marquees, vehicles and audio visual equipment
6. Capital works relating to the creation of an asset for ongoing use by the organisation. For example, infrastructure and buildings (except for wheelchair/disability access)
7. Catering, refreshments (non-alcoholic) and associated catering equipment over \$300
8. Commercial projects/projects for profit (this includes business profit such as the promotion of an organisation, brand or product)
9. Construction and repair of buildings including museums, memorial halls and sporting facilities
10. Costs incurred in the preparation of the grant application or related documentation
11. Council approval costs
12. Donations
13. Electrical works or equipment
14. Entertainment not of a commemorative nature
15. Equipment purchases (i.e. computers, televisions, printers, cameras, mobile phones)
16. Expenditure already incurred (e.g. project planning, commission fees incurred for the development and/or design of the project, annual maintenance costs. This includes where an order has already been placed with a supplier)
17. Events to mark training or graduation
18. Events to mark the formation or anniversaries of associations or ex-service organisations
19. Fireworks
20. Flowers (not wreaths)
21. General ongoing administration costs of an organisation such as electricity, phone bills, taxi fares, printer cartridges, stationery and rent
22. Honour boards or plaques acknowledging membership or service of an ex service organisation
23. In-kind support
24. Landscaping outside the immediate surrounds of a memorial
25. Military hardware (purchase of)—must be integral to the project
26. New memorial/cenotaph in an area (e.g. town) where memorials already exist
27. Ongoing expenditure
28. Politically focused events or activities
29. Preliminaries which include any advice, consultation, supervision management plans relating to the project that require completion before commencing the project
30. Private events for members or via invitation only
31. Projects exclusively commemorating animals
32. Projects undertaken overseas
33. Projects commemorating the post-war deaths of servicemen and women
34. Reimbursement for petty cash or other cash costs
35. Restoration of graves
36. Routine operations of the organisation (e.g. audit and accounting, consumables, bank charges, taxes, electricity, legal and licence fees, office supplies, insurances, office rent, committee meeting expenses, postage)
37. Salaries/wages for someone employed by the applicant on an ongoing basis (this includes internal marketing personnel, internal event staff overtime, internal researchers and any related entitlements such as overtime)
38. Scholarships
39. School trips/excursions
40. Sponsorships or grants to third parties
41. Translation of books/records into English
42. Travel—international and domestic (including hire of vehicles)
43. Trophies, prizes, awards, gifts and medallions
44. Vehicles (purchase of)
45. Volunteers (donations, or one off payments)

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2.7 Funding conditions

Organisations are expected to contribute at least 25 per cent (in cash) of the total project cost. This contribution excludes in-kind support, private sponsorships or funding from other programs.

For example, if the project in total is expected to cost \$47,500 the organisation should have \$11,875 cash available to put towards the project. Ineligible expenses for the project should be covered by the organisation's cash contribution or other funding sources.

Organisations unable to make this cash contribution are still strongly encouraged to apply, but must clearly outline the reasons in the application form.

Funding can be combined with other funding sources such as private donations, sponsorships or local or federal government grants. Applicants must identify any other source of funding including pending applications and indicate their level of certainty. **Written evidence is required.**

Applicants will not receive funding under this grants program if they have already received funding for the same project objectives from another funding source.

Funding under this program may be offered conditionally upon the organisation receiving funding from other sources listed in the application.

Funding provided under the Queensland Anzac Centenary grants program is provided on a one-off basis and should not be relied on for continuity of the project or activity.

Organisations may be offered a smaller funding amount than applied for.

This may result from a variety of factors including, but not limited to, the following:

- items that are not eligible for funding being incorrectly included in the project budget
- items being included in the project budget that have not been supported by quotes/estimates
- amounts included in the project budget which have been rounded up from quotes or incorrectly include GST
- inability to fund the full amount from the available grant monies.

In this circumstance, a revised project plan or budget may be requested.

Successful applicants will be required to comply with the terms and conditions contained in this document.

3. Application process

3.1 Application form

An example application form is available for viewing online at www.qld.gov.au/anzac100

Applications are accepted online through SmartyGrants. The Queensland Government will not issue application forms or accept completed applications by person, email, post or fax.

Applicants are invited to view the Queensland Anzac Centenary grants program online presentation, which has been designed to guide applicants in the development of quality applications. For more details, visit the website at www.qld.gov.au/anzac100

Answers to frequently asked questions about the Queensland Anzac Centenary grants program are available online at www.qld.gov.au/anzac100

3.2 How to submit an application

Applications will only be accepted online via www.qld.gov.au/anzac100. Please refer to key dates on page four.

An applicant will be required to submit the following information:

1. A valid ABN.
2. A response to all application questions. The application form can be saved and completed later (access through SmartyGrants <https://premiersqld.smartygrants.com.au>).
3. Comprehensive and correct budget information— including detailed current quotes (for items over \$500).
4. The organisation's certificate of incorporation.
5. The organisation's constitution or governing rules.
6. Copy of appropriate insurance certificates (public liability \$20 million).
7. Copy of the organisation's bank statement.
8. Two current letters of support (signed and dated within the last six months) directly related to the project/activity. The letters should be from relevant respected community representatives external to the applicant organisation, or the local Member of Parliament, Councillor or Mayor.
9. Details of any other sources of funding (including pending applications).
10. Artwork proposals, evidence of relevant permits and approvals, site plans, artists impressions, project plans and maintenance plans, if applicable.

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It is expected:

- For individuals or organisations auspiced (supported) by an eligible organisation, current written evidence that the eligible organisation supports the application and agrees to accept legal and financial responsibility for the grant is included within the application.
- If the grant relates to a project occurring at a location not owned by the applicant organisation, the owner of the land must provide an additional letter of approval for the project or activity and this letter is included as part of the application.
- If the grant relates to a new memorial, cenotaph, statue or restoration of an existing memorial, cenotaph or statue consultation has occurred with the Queensland Department of Environment and Heritage Protection and evidence of consultation is included as part of the application.
- If a project is requesting funding support for the production of books, the organisation is not permitted to sell or otherwise profit from the first edition of the book. Subsequent editions however, may be sold.

3.3 Assessment criteria

The Queensland Government expects high quality, competitive applications. Regardless, if the organisation has applied previously for the same project and was unsuccessful, applications may be assessed by new judges without prior knowledge of previous applications. Organisations should prepare thorough, detailed applications, to assist judges in making decisions.

Applications will be evaluated and rated against the following criteria:

Relevance to the Anzac Centenary

- commemorates the First World War
- commemorates another war or conflict involving Queenslanders.

Does the project address one or more of the themes of the Queensland Anzac Centenary including:

- the Anzac values exhibited at home and abroad. How Queenslanders demonstrated courage, integrity, resilience, mateship, teamwork, duty and sacrifice
- recruitment and embarkation
- courage and 'brothers in arms'
- repatriation and resettlement
- cultural, sports and memorials
- the home front in Queensland
- multicultural and Indigenous involvement?

Community engagement

- Does the project leave a legacy for Queenslanders beyond 2018?
- Is the project accessible to the local community?
- Does the project encourage community participation in the commemoration of the Anzac Centenary?
- Does the local community support the project? Is the community involved in developing the project/activity?

Planning and delivery

- Does the detailed project plan outline how the project will be promoted and evaluated?
- How will the project acknowledge the support of the Queensland Government?
- Is the budget comprehensive, realistic and correct?
- Does the project demonstrate value for money and clearly outline eligible expenses?
- Has the organisation supplied evidence that it has the capacity to deliver and implement all aspects of the project/activity?
- What evidence has been supplied that the project should be funded under this round of the grants program? Does it need to meet specific timeframes in the 12 months following announcement?

Uniqueness

- Does the project complement the Queensland Anzac Centenary program?
- Is the project unique, creative or different?
- What is the potential reach of the project?

Preparation

- Is the application of a high standard?
- Is the application easy to read and are the outcomes clear?
- Have others in the organisation proofread the application?
- Has the spelling and grammar been checked?
- Is all information included? Is there additional data that could support the application?
- Is there artwork to show what the project is trying to achieve?
- Are the quotes recent and complete?
- Are the letters of support relevant and do they relate solely to the project?
- Has the organisation sought the approvals required?

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3.4 Budget template

A budget template is provided as part of the application process. Use the template to itemise:

- the project’s total income (including the organisation’s 25 per cent cash contribution to the project)
- grant expenditure—what the grant money will be spent on. Quotes must be included for all items over \$500.

The project budget is part of the assessment criteria and needs to be accurate.

The applicant must provide a comprehensive breakdown in three separate budget templates:

Income (Section A)

Include the requested Lasting Legacies grant amount, organisation’s 25 per cent cash contribution and any other income, for example other local or federal government funding, donations, ticket sales and cash sponsorships.

Expenses (Section B)

All expenses both eligible and ineligible should be included.

Lasting Legacies grant breakdown (Section C)

List exactly how the organisation will spend the requested grant amount. The grant funding must only include eligible costs.

Do not include the organisations cash contribution in your calculations.

Please note all costs must be listed as GST exclusive.

An acceptable budget example is:

SECTION A: Income—total monies going towards the project.	
Lasting Legacies grant (grant amount requested)	\$30,000
25 per cent contribution (from the organisation)	\$11,875
Federal grant monies (confirmed funding)	\$5625
TOTAL (ex GST)	\$47,500

SECTION B: Expenses (list all project costs both eligible and ineligible). Do not include in kind support.	
Restoration of plaque	\$26,859
Research of names	\$2487
Lighting on plaque	\$12,356
Promotion of launch event	\$500
Taxi vouchers for VIP guests	\$80
Council fees	\$650
Morning tea catering	\$4568
TOTAL (ex GST)	\$47,500
This should be the same as the total listed in Section A.	

SECTION C: Lasting Legacies grant breakdown (list which eligible costs from Section B, the grant amount requested will go towards).		
Eligible expense item	Supplier name	Amount*
Restoration of plaque	Smith Renovations	\$26,859
Research of names	Ready Researchers	\$2487
Lighting on plaque	Lit up Lights	\$654
TOTAL (ex GST)		\$30,000.00
This should be the same as the grant amount requested.		

*Quotes must be provided for all items over \$500.

Tip: To check you have completed your financial sections correctly, please ensure your Lasting Legacies grant amount listed in Section A is equal to the Total (ex GST) listed in Section C. Application acknowledgement.

3.5 Application acknowledgement

The applicant will receive an instant email notification from the SmartyGrants online portal after the application has been lodged correctly. If the applicant has not received notification in this timeframe, the applicant should contact SmartyGrants on (03) 9320 6888 to confirm that the application form has been lodged correctly.

**An application is not an agreement or contract.
Meeting the assessment criteria does not guarantee funding.**

3.6 Applicant’s responsibilities

It is the responsibility of the applicant to ensure that their application is complete and accurate. Giving false or misleading information to the Queensland Government may constitute an offence.

When submitting an application, the applicant must disclose all matters that would affect the Queensland Government’s decision to approve the funding allocation. Applicants may be asked to submit further details or provide clarification on their application during the assessment process.

3.7 Conflicts of interest

Applicants must identify, in their application, any potential or actual conflicts of interest they believe will or may arise from submitting an application. Applicants must specify in their application how any actual or perceived conflict of interest will be addressed and monitored to ensure it does not compromise the desired outcomes.

3.8 Incomplete or late applications

Incomplete or late applications will not be accepted.

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4. Selection/approval process

Eligible applications will be assessed by an independent judging panel against the program's objectives, and the assessment criteria.

The Queensland Government reserves the right to undertake reasonable checks of applicants at its discretion. These may include financial and, on further consent, criminal history checks.

The number and value of grants awarded is at the discretion of the Queensland Government.

5. Outcomes of selection processes

5.1 Notification of outcome

Applicants will be informed in writing of the outcome of the assessment.

If the application is unsuccessful feedback will be provided in writing.

Contact should be made via email to anzac100grants@premiers.qld.gov.au for any further clarification.

Feedback should be sought prior to the opening of applications for the following round.

Complaints about the outcome of an application can be made in accordance with DPC's complaints management policy www.premiers.qld.gov.au/about-us/contact-us/compliments-and-complaints.aspx

5.2 What happens if a funded project cannot go ahead?

If an organisation is unable to complete the project or wishes to withdraw from funding for any reason it must notify the Grants Officer, Anzac Centenary Coordination Unit in writing as soon as possible. Contact should be made via email anzac100grants@premiers.qld.gov.au

6. Funding agreements

Successful applicants will be required to enter into a funding agreement with the Queensland Government, represented by the Anzac Centenary Coordination Unit, Department of the Premier and Cabinet. Emails to successful applicants will contain details of any specific conditions attached to the funding.

The funding agreement will contain the entire agreement between the parties. There is no binding agreement on any party until the funding agreement is agreed to and signed by the applicant's authorised representative and a Queensland Government delegate.

The funding agreement is the legal agreement between the Queensland Government and the successful applicant. In managing funding provided, the successful applicant must comply with the requirements of the funding agreement.

7. Financial and other arrangements

7.1 Financial arrangements

Funding will be provided to successful applicants once they have entered into a funding agreement with the state and provided all requested information. Applicants will be required to hold the appropriate insurances for the term of the project.

Grant funds will only be released upon specific milestones being achieved.

7.2 Funding milestone breakdown

Funding will be paid in milestones, generally as follows:

- a) 75 per cent on signing the funding agreement
- b) 25 per cent on acceptance of the stage three final status report (due within four weeks of the project's completion).

Please refer to the Terms and conditions regarding payments, GST and reporting on page 14.

7.3 Goods and Services Tax (GST)

Applicants do not need to be registered for GST.

If applicants are GST registered, 10 per cent GST will be added to the grant amount. Applicants who are not GST registered will have the opportunity to apply for reimbursement of the GST incurred by the organisation for agreed expenditure items as listed in the funding agreement (up to 10 per cent of the funding support).

For advice on GST, please contact a tax advisor or the Australian Taxation Office on 13 28 69 or via its website at www.ato.gov.au

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8. Reporting requirements and acquittal of grant funds

Periodic monitoring may be undertaken during the project and may be used to provide evidence for ongoing risk assessments.

Successful applicants will be required to report on the project/activity and acquit the expenditure funding at the times and in the manner specified in the funding agreement.

9. Information sources for applicants

Visit www.qld.gov.au/anzac100 to subscribe to the e-newsletter to receive information on future funding rounds.

To ensure applications are sound and robust, applicants are encouraged to discuss proposed projects with the following bodies:

Department of Environment and Heritage Protection,

Queensland Government (for memorials)

Telephone: (07) 3330 5835

Email: info@ehp.qld.gov.au

State Library of Queensland (for research)

Email: QANZAC100@slq.qld.gov.au

Museum and Gallery Services Queensland (conservator contacts)

Telephone: (07) 3215 0820

Email: information@magsq.com.au

10. Contact

For further information on the grants program contact:

Grants Officer

Anzac Centenary Coordination Unit

Department of the Premier and Cabinet

Telephone: (07) 3003 9173

Email: anzac100grants@premiers.qld.gov.au

Web: www.qld.gov.au/anzac100

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Terms and conditions

1. The Queensland Anzac Centenary is conducted by the State of Queensland acting through the Department of the Premier and Cabinet ABN 65 959 415 158 in accordance with the guidelines and on the following terms and conditions.

Definitions

2. In these terms and conditions:
 - a. "application" means the official application for a grant submitted by the applicant as part of the Queensland Anzac Centenary grants program
 - b. "closing date" means 6 pm (Australian Eastern Standard Time) on Friday 30 September 2016
 - c. "DPC" means the State of Queensland acting through the Department of the Premier and Cabinet (ABN 65 959 415 158)
 - d. "Minister" means the Minister with responsibility for the commemoration of the Anzac Centenary
 - e. "project" means the project or activity detailed in the application for which the applicant is seeking a grant
 - f. "personal information" has the same meaning as in the *Information Privacy Act 2009* (Qld)
 - g. "funding agreement" means the written funding agreement to be entered into between DPC and each successful applicant on terms to be further agreed
 - h. "Queensland Anzac Centenary" means any projects or activities in connection with the commemoration of the Anzac Centenary in Queensland undertaken by end financial year 2019.

Eligibility

3. Organisations making an application must be operating on a not-for-profit basis with a valid Australian Business Number (ABN). They must also be one of the following:
 - a. local council
 - b. tertiary institution
 - c. parents and citizens or parents and friends association
 - d. incorporated association or body (e.g. RSL, church or club)
 - e. corporations operating on a not-for-profit basis.

4. Individuals or organisations that do not meet all of the above criteria may apply only if the organisation has not-for-profit objectives and is under the auspice of an organisation that:
 - a. satisfies all the above requirements
 - b. accepts legal and financial responsibility for the grant.

5. The project or activity must:

- a. be undertaken to commemorate the Anzac Centenary
- b. contribute and be accessible to the Queensland community
- c. take place by the date agreed in the funding agreement.

6. Applications must:

- a. be received by the closing date
- b. contain all information specified in the application form
- c. be submitted online through SmartyGrants. Applications submitted through any other means will not be accepted.

7. Applications for projects or activities that have previously received funding under the Queensland Anzac Centenary grants program cannot be resubmitted, unless the project or activity has been substantially transformed, or unforeseen circumstances have been encountered (e.g. a project is impacted by natural disaster).

8. Joint applications may be accepted if all joint applicants are eligible in their own right. Joint applications will be considered as one application.

9. Applicants must have no outstanding financial accountability, service delivery or performance issues for funding previously provided by the Queensland Government. Applicants are required to declare this during the application process.

10. DPC's decision upon the eligibility of an application shall be final.

Liability

11. Except for any liability that cannot be excluded by law, DPC (including its officers, employees and agents) are excluded from all liability (including negligence) for any loss or damage (including loss of opportunity or personal injury) whether direct, indirect, special or, arising in any way out of an application.

12. Applications received, including material and documents accompanying the applications, shall not be returned to the applicant.

13. The conduct of inviting applications does not give rise to any legal or equitable relationship.

14. DPC may, by direct notification to applicants or via its website at www.qld.gov.au/anzac100, change the program guidelines (including these terms and conditions) or cancel or vary the application process at any time prior to the closing date.

15. No person shall be entitled to claim compensation or loss from DPC for any matter arising out of the application process, including but not limited to cancellation of the Queensland Anzac Centenary or failure by DPC to comply with the program guidelines or these terms and conditions.

Withdrawals

16. Applicants may withdraw their application at any time up to and including the closing date. After the closing date, applicants wishing to withdraw their application must apply in writing to anzac100grants@premiers.qld.gov.au for the withdrawal to be approved.

Disclosure and publication

17. By submitting an application, the applicant:
 - a. authorises the use and/or publication of the applicant's name and details of the project, in relation to any promotional or advertising purposes in conjunction with the Queensland Anzac Centenary
 - b. consents to any information provided with the application being provided to Queensland state Members of Parliament and the applicant's name, project details and funding being provided to media
 - c. acknowledges that DPC, its officers, employees, assessment panel members, agents and sub-contractors may use and disclose any of the information provided with the application including personal information, to Queensland Government departments or agencies, Queensland Government bodies, non-government organisations and/or the Commonwealth, states or territories for any purpose in connection with the administration of the Anzac Centenary

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d. consents to the applicant's name and details of the project including funding received being published on the Queensland Government Open Data Portal

e. acknowledges that the *Right to Information Act 2009* (Qld) provides members of the public with a legally enforceable right to access documents held by Queensland Government agencies, subject to the exemptions under the Act

f. warrants that the applicant is not in breach of any law, constitution or any other requirement the applicant is bound to comply with

g. warrants that the use of such information or material as above will not infringe the rights of any third party or any law.

Assessment

18. Members of the assessment panel will assess applications against the assessment criteria and will provide recommendations to the Minister for approval via the Grants Executive Panel.

19. All decisions and recommendations are binding and final and there is no process of appeal.

Successful applications

20. Successful applicants will be required to:

a. enter into a funding agreement with DPC within a reasonable time of being notified that the application has been successful. Provision of the funding support to the successful applicant will be subject to and conditional upon the applicant further agreeing to and executing the funding agreement

b. obtain all appropriate documentation (e.g. permits, approvals, bank details, insurances) and provide copies to DPC on request and in accordance with the funding agreement

c. for the purposes of verifying bank account details, provide DPC with the applicant's most recent bank account statement

d. acknowledge the Queensland Government's contribution, including but not limited to:

i. logo acknowledgement (in print and online form)

ii. display of provided Queensland Government signage in connection with the project

iii. coordinating with DPC, an opportunity for the Premier, Minister or delegate to participate at project events in person, or provide forewords or messages for the project

e. provide all advertising material to DPC for approval prior to production

f. work with DPC on any matter related to advertising and promotion of the project

g. if applicable, ensure DPC is granted an appropriate licence to use, reproduce and communicate to the public any works produced in the course of or as a result of the project

h. provide DPC with images of the project accompanied by signed photo consent forms and a perpetual, royalty-free, non-exclusive licence to the images

i. complete the project by 31 December 2018 unless otherwise stated in the funding agreement

j. advise DPC of all project changes immediately, including changes to programming and sponsors

k. fulfill all reporting and acquittal requirements as per the funding agreement

l. return all unspent funds to DPC and repay funds spent on purposes not approved by the date of acquittal.

Insurance

21. Successful applicants agree that they must hold and maintain the relevant insurances as per the funding agreement.

22. Applicants must provide to DPC copies of certificates demonstrating appropriate insurance covers as per the funding agreement.

Payments, GST and reporting

23. Grants are subject to GST. The grant amount sought will be GST exclusive.

24. The total amount of funding committed to the applicant's project will be paid by DPC in milestones, generally as follows:

For grants to the value of \$20,001 – \$80,000 (GST exclusive):

a. 75 per cent on signing the funding agreement

b. 25 per cent on DPC's acceptance of a final report detailing the outcomes of the project and financial acquittal (due within four weeks of the project's completion)

c. or as otherwise approved by DPC.

25. If an application for a project exceeding 12 months (from the date of the funding agreement to the nominated project end date) is successful, the applicant may be required to provide a bi-monthly status report beyond the first 12 months. The abovementioned milestone payments may be subject to DPC's acceptance of these reports.

26. The applicant will be required to submit valid tax invoices to DPC in accordance with the GST legislation and reporting requirements.

27. Payments will be made via electronic funds transfer.

Other

28. DPC reserves the right to amend these conditions at any time up to the closing date.

29. DPC reserves the right not to allocate the total amount of funding available in a funding round if, in the opinion of the assessment panel, there are insufficient applications of suitable merit.

30. All costs associated with the preparation of applications and any associated costs will be the responsibility of the applicant.

31. Additional terms and conditions will be included in the funding agreement.

32. Complaints pertaining to the outcome of an application will be dealt with in accordance with DPC's complaints management policy www.premiers.qld.gov.au/about-us/contact-us/compliments-and-complaints

8.4 PROPOSED DOG OFF LEASH AREA IN KOONGAL

File No:	11741
Attachments:	Nil
Authorising Officer:	Michael Rowe - General Manager Community Services Robert Holmes - Manager Parks
Author:	Brett Nicholls - Coordinator Parks Planning and Projects

SUMMARY

This report recommends that community consultation commence to establish a proposed dog off leash area within All Blacks Park, Koongal.

OFFICER'S RECOMMENDATION

THAT Council approve that the area of All Blacks Park, Koongal outlined in this report be advertised as a future dog off leash area.

COMMENTARY

There are a number of designated dog off leash areas in the Region. In North Rockhampton there are designated dog off leash areas in Duthie Park, Frenchville; and in Eddie Baker, Norman Gardens. Kershaw Gardens, Park Avenue has an area currently known as a dog off leash area including agility equipment; however this site is not a designated dog off leash area.

BACKGROUND

The proposed site is located in All Blacks Park with frontage to Lakes Creek Road, Koongal. The site is not part of the All Blacks licensed area and this second field is currently unused as it too small for cricket and has a sewerage utility-hole within making it unsuitable for football. The land is freehold estate owned by Council and has an established off-road car park adjacent. The site is flat and can be accessed from an adjoining concrete pathway. Natural shade is provided by perimeter trees to the south and west.



Figure 1: Map of All Blacks Park showing proposed Koongal dog off leash area.

The need and demand for this additional area has arisen from community requests and representations made to Cr Williams, Councillor for Division 3.

BUDGET IMPLICATIONS

Costs to install a 1.2m high dog proof fence with no concrete strip underneath, single gates in a 'air lock' fashion for public access and double gates for maintenance access, water connection and fountain/tap/bowl, two bench seats, along with a dog waste dispenser and bin are estimated at a total of \$30,000 supplied and installed.

The 2017-18 Parks capital budget does not have an allocation for the delivery of this facility.

LEGISLATIVE CONTEXT

Local Law 2 (Animal Management) 2011 allows Council, by subordinate local law, to designate an area within a public place as an area where a dog is not required to be on a leash (a dog off-leash area).

The areas described in Schedule 7 of Subordinate *Local Law 2 (Animal Management) 2011* are designated as dog off-leash areas.

The process to make an amendment to the subordinate local law to include new off leash areas is:

- Consult with the public for at least 21 days;
- Accept and consider every submission properly made to Council by the close of the Consultation Period; and
- By resolution decide whether to:
 - proceed with the making of the subordinate local law with or without amendments, or
 - not proceed with making the proposed subordinate local law.

The local laws are currently under review and after internal consultation, the proposed legislative changes will be drafted in mid-June by Council's lawyers for Council's consideration.

CONCLUSION

This report presents a potential location for the establishment of a dog off leash area at Koongal to address a current deficiency in this area.

8.5 FORMALISING THE PLANTING PALETTE FOR THE ROCKHAMPTON REGION

File No:	5918
Attachments:	1. Planting Palette - Strategy 2. Planting Palette - Master Species List 3. Planting Palette - Technical Guidelines
Authorising Officer:	Robert Holmes - Manager Parks
Author:	Christine Bell - Parks Planning and Land Management Officer

SUMMARY

Our streets, parks and open spaces are significant natural assets. Plantings have the potential to transform our landscape and to provide a range of aesthetic, social, environmental, cultural and economic benefits. The Planting Palette provides a practical framework for long-term planting improvements across the Rockhampton Region, helping to deliver our vision of cool and shady landscapes with a splash of colour.

OFFICER'S RECOMMENDATION

1. That the Planting Palette for the Rockhampton Region be adopted as a guide for regional master planning activities, urban design and landscape design; and
2. That an implementation plan be developed for the Planting Palette.

COMMENTARY

Council has responsibility for a significant number of plantings across the Region's streets, parks and open spaces. To be valued and sustainable community assets, our landscapes must put people first, improve liveability and contribute to the character and identity of the region.

The Planting Palette has been designed to help Council staff to implement efficient and cost effective long-term planting improvements through proper planning, design, installation, maintenance and renewals. The framework may also inform regional master planning activities, urban design and landscape design.

The Planting Palette is supported by a series of practical tools that will be progressively refined and further developed. The tools include a Master Species List, Precinct List, Significant Tree List, Locally Undesirable Species List and Technical Guidelines.

BACKGROUND

The Planting Palette was developed in response to a continuing need for a cohesive and overarching regional approach to planting improvements. Key guidance has included:

- Towards 2050 Strategic Framework 2010;
- Regional Open Space Plan 2010;
- Tree Management Policy 2017;
- Rockhampton Central Business District Streetscape Design Manual 2017; and
- Sport, Parks and Recreation for the Community (SPARC) Strategy 2017-2027 (pending finalisation).

BUDGET IMPLICATIONS

As a large and diverse region, implementation of the Planting Palette must be prioritized over the long term. Key opportunities include planting improvements associated with:

- new development activities;
- capital works projects;
- routine Parks renewals; and
- undertaken as targeted programs.

To capitalize on key opportunities, it is proposed that an implementation plan be developed. The plan would clearly identify key actions, locations, responsibilities and any additional resources required to deliver the proposed planting improvements.

CORPORATE/OPERATIONAL PLAN

The Corporate Plan 2017-2022 outlines a range of community expectations relating to Community, Economy and Environment. The Planting Palette aims to support Council's approach to each of these key areas by improving the liveability of our Region.

Community (active and healthy lifestyles):

CP1.2 Regional public places that meet our community's needs

CP1.4 Healthy living and active lifestyles

CP1.6 Our sense of place, diverse culture, history and creativity are valued and embraced

Economy (regional profile and growth):

CP2.1 A destination sought for lifestyle, community events and tourism

CP2.3 The redevelopment and activation of major urban places to attract investment and improved lifestyles

Environment (protect, enhance and sustain our natural environment):

CP3.1 Contribute to healthy natural ecosystems

CP3.2 Sustainable and innovative environmental practices

CONCLUSION

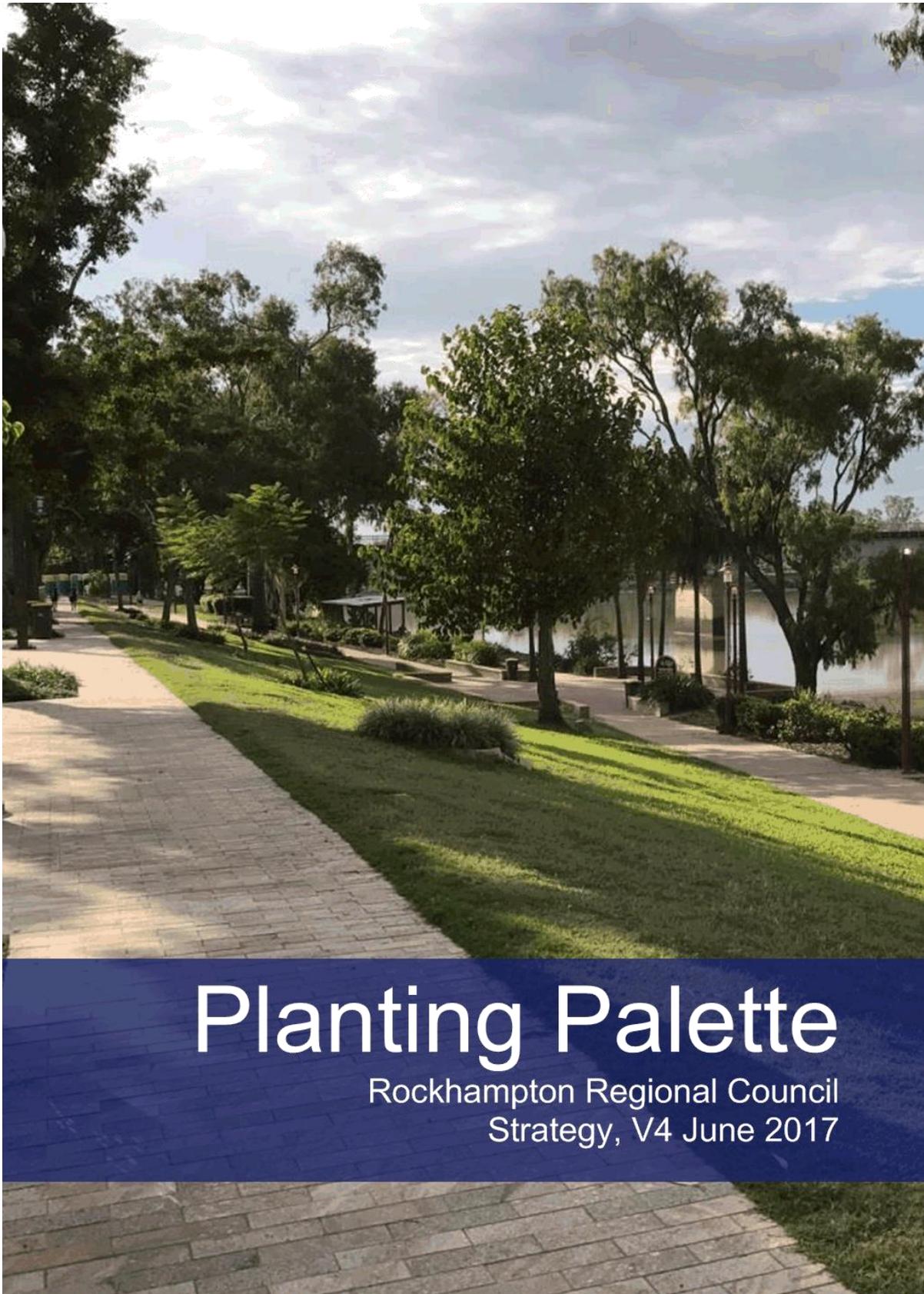
The Planting Palette provides the practical framework and guide required to assist in the delivery of long term planting improvements across the Rockhampton Region. Implementation of this strategy will help Council "to create a Region that our community values and others admire" by capitalizing on our natural assets and improving liveability through cool and shady landscapes with a splash of colour.

FORMALISING THE PLANTING PALETTE FOR THE ROCKHAMPTON REGION

Planting Palette - Strategy

Meeting Date: 19 July 2017

Attachment No: 1



Planting Palette

Rockhampton Regional Council
Strategy, V4 June 2017

Document control

Project:	Rockhampton Regional Council Planting Palette
Document:	Planting Palette - Strategy
File location:	"O:\Communities\Parks\Projects\Planning & Projects\Parks Planting Palette\Current version\Planting Palette - Strategy (V4, Jun 2017).docx"
Review:	Every 2 years (or following significant changes that may impact on planting improvements)
Version:	
V0	13 Sep 2011 – Preliminary draft for discussion, as prepared by AECOM Australia Pty Ltd for Council
V1	29 Mar 2017 – Draft for internal Parks consideration
V2	19 May 2017 – Draft for internal Parks consideration
V3	26 May 2017 – Draft for internal Parks consideration
V4	28 Jun 2017 – Final version for Council consideration

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1. Introduction and strategic context

Purpose of the Planting Palette

Rockhampton Regional Council (Council) seeks to create 'a region that our community values and others admire' (Corporate Plan, 2017-2022). Our streets, parks and open space landscapes provide a variety of aesthetic, social, cultural, environmental and economic benefits that contribute to this vision.

To be valued and sustainable community assets, our landscapes must:

- Put people first – provide comfortable, safe and welcoming environments for residents and visitors;
- Improve the livability of our region – promote health and recreation by giving people cool and shady spaces and places to relax, get active, connect and be part of their social and natural environment; and
- Contribute to the character and identity of the region – create a sense of place with interesting, vibrant and identifiable character.

This Planting Palette provides a practical framework for long-term planting improvements across the Rockhampton region. These planting improvements will help to deliver our vision for cool and shady landscapes, with a splash of colour.

Figure 1 outlines the general approach utilised within this Planting Palette.

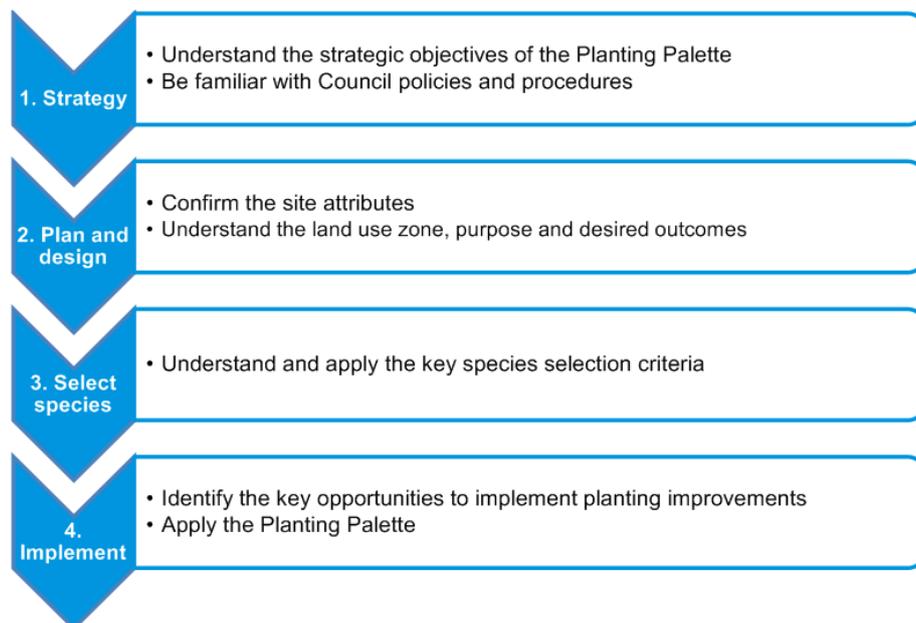


Figure 1. Achieving the Planting Palette vision requires a long-term approach to plan, establish, maintain and renew our landscape.



Planting Palette tools

To support planting improvements, a range of Planting Palette tools have been developed. Each of the tools are to be considered working documents and are subject to regular review and development to meet operational requirements. The tools are outlined in Table 1.

Table 1. Components and application of the Planting Palette tool

Tool	Application
Master Species List	<p>The Master Species List identifies those species that are preferred (and approved) for local planting improvements. The list outlines:</p> <ul style="list-style-type: none"> • Species that are tried and proven to thrive in our local physical and environmental conditions; • The land use zone suitability for each species (including parks/open spaces, linear corridors, residential areas, business precincts, and cultural/heritage sites); • The preferred soil type for each species; and • The vegetation habit for each species.
Precinct List	<p>The Precinct List outlines those areas that are subject to a precinct-based planting approach, so that they can be protected, maintained and enhanced over time. Precincts may include areas such as the CBD streetscape, tree-lined avenues and signature plantings. Species selection for these areas will reinforce the distinct physical character of each area and be responsive to its local physical and environmental conditions.</p>
Significant Tree List	<p>The Significant Tree List identifies those species or sites that have been recognised with specific local significance (generally historic, botanical, landscape or traditional values). Please note that sites may also have a range of other environment and heritage values associated with existing vegetation. Appropriate property checks should be completed to identify vegetation that may trigger State or Commonwealth legislative requirements.</p>
Locally Undesirable Species List	<p>The Locally Undesirable Species List outlines species that should not be planted in the Rockhampton region. These species may pose a risk to health and safety or may have a high invasive potential. Please note that all State restricted and prohibited pests are listed separately under the <i>Queensland Biosecurity Act 2014</i> and appropriate checks should be completed to ensure Council addresses the general biosecurity obligation.</p>
Technical Guidelines	<p>The Technical Guidelines provide a range of background information designed to support the planning and implementation of planting improvements.</p>

Background and context

This Planting Palette was developed in response to a continuing need for a cohesive and overarching regional approach to planting improvements. Key guidance has included:

- **Towards 2050 Strategic Framework 2010 (the Framework)** - The Framework identifies possible actions which Council and the community may undertake to achieve the desired future for the region. Section 5.6.4 of the Framework encompassing Recreational Assets Management, charters that Council will “*undertake a recreational assets assessment that will show utilisation, function, level of potential community involvement in the asset and appropriate landscaping guidelines to better manage recreational assets. This should include a street tree planting strategy (20 years)... and community strategies such as ‘Adopt a Park’.*” Additionally, strategic framework directions related to environmental sustainability suggest Council “undertake a shade analysis audit of public open spaces to determine possible future infrastructure costs associated with providing additional shade structures and trees.”
- **Regional Open Space Plan 2010 (the Plan)** - Essentially the Plan relates to the provision of recreation facilities and open space infrastructure in parks. Key observations drawn from community consultation indicated that 95% of the community sought more shady trees and vegetation in parks, along with safety and well-maintained areas. The Plan indicated that Council should look to reduce unnecessary facilities (such as toilets and barbecues in local parks) and focus on providing high-demand infrastructure such as shade trees and other shade structures in the first instance. Wherever possible, advanced trees should be planted or retained (rather than small trees or tubestock) near designated play nodes.
- **Tree Management Policy 2017** – Council has a Tree Management Policy that applies to trees located in urban and suburban parts of the region and in the public realm under Council’s control. The purpose of the policy is to ensure a ‘consistent and transparent approach to planting, maintenance, preservation, removal and replacement of trees within the public realm’. The strategic content of this Planting Palette is intended to align with and support this Policy.
- **Rockhampton Central Business District (CBD) Streetscape Design Manual 2017** - Council undertook specific streetscape planning associated with the CBD Redevelopment project. The Manual provides the vision and guide for planting specifically within the CBD. The CBD is considered as a specific precinct and as such, should be considered as a sub-set within the overarching Planting Palette.
- **Sport, Parks and Recreation for the Community Strategy 2017-2027 (the SPARC)** - Upon completion and endorsement, the SPARC will replace the previous Regional Open Space Plan. The SPARC supports the need for an active, healthy and livable community that has access to connected, purposeful and sustainable open space. Interim recommendations support the continued need for a cohesive Planting Palette the delivers shaded paths and recreation spaces.



Importance of a cohesive Planting Palette

Our plantings have the potential to transform the region's streets, parks and open spaces and provide a range of aesthetic, social, environmental, cultural and economic benefits. These benefits are outlined in Table 2.



Providing cool and shady paths



Enhancing amenity and road safety



Table 2. The aesthetic, social, environmental, cultural and economic benefits of trees in our landscape

Benefit	Considerations
Aesthetic	<ul style="list-style-type: none"> • Urban amenity - Well designed streetscapes can improve the overall quality of a neighbourhood and the greater region. • Linkages - Landscapes create a visual link between streets and open space areas and are increasingly important as housing density, urbanisation and a need for more connected public use areas grows. • Sensory stimulation - Vegetation adds a variety of colours, textures, sounds, fragrances and patterns to the urban / suburban environment. They provide seasonal interest and natural beauty through foliage and interesting leaf patterns, flowers, bark, fruit and canopy. • Manipulation of views - Views can be accentuated or restricted by the types of trees selected and location of planting.
Social	<ul style="list-style-type: none"> • Shift in values - greater awareness of safety, health and environmental issues and the importance of parklands in contributing to health, happiness and wellbeing. • Safety - Tree plantings can delineate the pedestrian space from the vehicular space which improves safety. Tree plantings in the road corridor can help to slow vehicles and create a more pleasant street environment. • Health and recreation – Our landscapes have the ability to create safe and attractive streets that have recreational value and that encourage safe pedestrian and cyclist use, are inclusive and increase the chance of social encounters. • Designing for inclusion – An aging population necessitates the need for infrastructure that caters for all ages and abilities. • Education - The planting of trees can provide an opportunity to promote the importance of preserving remnant vegetation and the need to plant more trees in developed environments. • Connectivity – Vegetation 'softens' the appearance of the often visually harsh character of developed areas and structures. Trees can also help people feel more connected to their environment and recognise seasonal differences. • Movement - Trees can emphasise direction and movement by manipulating planting arrangements and spacing to provide a continuous visual experience. Trees can create character, aid in orientation around the region, and guide motorists along road corridors.
Cultural	<ul style="list-style-type: none"> • Local and regional identity - Appropriate plantings can enhance areas that reflect a particular historical period. Themed plantings can also provide a sense of place and local identity for local residents and visitors. • Historic - Trees form a significant component of the cultural and historical character of an area, and can be representative of a particular urban / suburban space or period. • Legacy - Protection of existing trees will ensure a legacy for future generations. • Indigenous values – Sacred sites may include scar trees or other ceremonial trees. Vegetation may also provide important connectivity to bush tucker areas.
Environmental	<ul style="list-style-type: none"> • Shade - Trees can provide seasonal shade for pedestrians, cyclists and motorists and reduce the light reflection and glare.

Benefit	Considerations
	<ul style="list-style-type: none"> • Air quality - Trees naturally purify the air by diluting and absorbing pollution and collecting airborne particles on their leaves. Trees also reduce CO₂ gas in the atmosphere by direct absorption and O₂ gas production. The provision of pleasant street and open space environments will encourage walking, potentially reducing the number car trips taken and pollution produced. • Microclimate - Trees assist in reducing the extreme temperatures by trapping heat in winter and by filtering heat and increasing the humidity during summer. • Wind – Trees can reduce wind velocity in streets. The porous structure of trees allows them to temper turbulence and reduce wind tunnel effects without creating eddy currents that can occur against solid structures. • Habitat and corridor values - Linear plantings of appropriate native trees act as valuable habitat corridors for birds and small native mammals and provide shelter, food and nesting hollows. • Water quality and flood amelioration - If used on a large scale, trees have the potential to reduce the rate and volume, and improve the quality of runoff, entering local streams and drainage lines thus reducing the risk of flash flooding and erosion.
Economic	<ul style="list-style-type: none"> • Property value – Street trees and in particular avenue plantings are known to markedly increase property values and attract industry and new residents to the region. Appropriate tree planting along commercial precincts can improve the economic viability by increasing visual appearance and customer amenity, and consequently business diversity. • Resource use - Trees can reduce energy expenditure by providing shade to houses and cars and reducing energy consumption.
Other	<p>Plant selection also has the potential to influence issues such as:</p> <ul style="list-style-type: none"> • Interaction with natural environment and other vegetation. • Built infrastructure (footpaths, roads, buildings, traffic sight lines). • Presence of leaf/fruit litter and bird waste. • Views and light levels.



Key objectives for the Planting Palette

To enhance the aesthetic, social, environmental, cultural and economic benefits of our planting assets, the key objectives for the Planting Palette are shown in Table 3.

Table 3. Key objectives for delivering an appropriate long-term regional Planting Palette

Objectives	Approach
Enhance amenity	<ul style="list-style-type: none"> • Include trees as integral to streetscape and landscape design. • Establish a strategic process for the preservation and enhancement of the local character and identity of the various precincts and road corridors within the region. • Enhance the level of connectivity and 'walk-ability' along streets and open space networks. • Create visually pleasing urban areas.
Provide and maintain functionality	<ul style="list-style-type: none"> • Increase the amount of shade in parks and streets. • Plan and adequately resource the maintenance of trees throughout their life – improve tree establishment and survival rates and establish a strategy for replacement of trees that are nearing the end of their natural lifespan. • Demonstrate accountability through strict adherence to the guidelines pertaining to planting, pruning and removal of trees.
Protect and enhance significant plantings	<ul style="list-style-type: none"> • Manage plantings consistent with their historical, botanical, landscape, habitat, ecological, cultural or traditional values.
Reinforce natural assets	<ul style="list-style-type: none"> • Enhance habitat corridors within the street and park network where possible. • Complement the existing watercourses within the region through a sequential planting and weed removal process to allow and plan for the aging canopy cover over existing creek lines. • Promote a revegetation strategy where new estates have created grassed swales along drainage lines, to assist these areas to return to a level of biological sustainability and connectivity for fauna. • Establish vegetation in parks or corridors which have a high ecological value or connect with surrounding open space, remnant vegetation stands or residential / urban development. • Ensure that proposed species meet all selection criteria (such as performance, life expectancy, health and safety) and are suitable for the proposed planting environment. • Incorporate sustainable design principles and planting themes.
Involve the community	<ul style="list-style-type: none"> • Encourage teamwork between Council, the local community and other stakeholders to ensure appropriate species selection, planting design and management.

Who should use this Planting Palette?

This Planting Palette has been prepared for use by Council staff. It may also inform master planning activities, urban design and landscape design within the region. It is also suitable for members of the general public who are seeking assistance with the selection and installation of tree species.

The Planting Palette is intended as a guide for ongoing maintenance and planting improvements within the region's street corridors, open space areas and parklands. Users will need to account for site-specific opportunities and constraints when applying the guidelines and principles. Consideration should also be given to the specific requirements and policies of Council, the Department of Transport and Main Roads (DTMR), and other statutory bodies such as Ergon.



Creating shade over hot streets, whilst promoting amenity

2. Planning and design principles

Implementing efficient and cost effective long-term planting improvements requires foresight.

Key considerations include:

- Planning and design;
- Preparing for proper installation (including timing the planting and selecting the right plant stock);
- Maintenance of plantings; and
- Regular renewals (including tree removal and replacement).

Site-based planning and design

Key design principles are outlined in Table 4. Further supporting information on planting in road corridors and minimising the impact of trees on pavements and services can be found in the Planting Palette – Technical Guidelines.

Table 4. Site planning and design considerations

Principle	Key considerations
Work with the site	Understand the nature of the site and the long-term planting intent. This includes the current and future land use, zoning, topography, soil type, presence of any existing vegetation, natural/cultural values of the site. It should also consider the potential for short/long term irrigation and establishment and ongoing maintenance.
Consistency and visual uniformity for each street	The intention of this principle is to establish a uniform visual character for each street, a sense of identity or 'sense of place' that compliments architectural forms and provides streets with a distinctive and recognisable character. Inconsistent street plantings with a multiplicity of different species can add interest to the streetscape, but they are also more difficult to manage, they may be inappropriate to the location, or may have a negative impact on the amenity of the street. In most cases the proposed species is an extension of the dominant existing species if that species has been deemed to be suitable in scale and growth habit.
Precinct based approach	Related to the principle of a consistent and coordinated theme for individual streets is the concept of 'precinct' planting. All new plantings should be based on a precinct approach where species selection and planting will reinforce the distinct physical character of each area or precinct, and be responsive to its unique environmental conditions. Precincts are generally demarcated by physical boundaries such as landform, streets and built context.
Reinforce and celebrate gateways	The region consists of a number of communities including towns, cities and villages. Each of these communities is accessed by way of locational or linear gateways along the road corridor and associated open space. These gateways should be acknowledged and celebrated by public domain improvements such as the use of tree-lined avenues or trees in great stands or groves to highlight their importance. Understory plantings can be added where appropriate to bring colour and vibrancy.

Principle	Key considerations
Reinforce major roads and avenues	Major public access roads are controlled either by Council or Department of Transport and Main Roads. These roads are the major corridors of movement through the region and are considered as separate in character to the precincts and suburbs they divide or bound. These areas should be reinforced with consistent, unified tree planting schemes consistent with opportunities presented by the respective policies of the controlling body.
Enhance key cultural and commercial areas	The region has numerous key commercial zones, cultural areas and special commercial areas in the towns, cities and villages. These areas should be enhanced and distinguished through tree planting to celebrate their location and special use.
Enhance key natural landscapes	The region has a range of natural areas, riparian areas and sites that are zoned as protected for environmental management purposes. These areas should be protected and enhanced through appropriate plantings that enhance the local remnant vegetation and that are consistent with the Queensland Regional Ecosystem (RE) mapping for the site.
Allow borrowed landscape to take precedence	Many of the region's parks and open spaces have tree canopies that extend over the adjoining roadways. Street tree planting along these frontages is discouraged in order to minimise canopy conflicts. This also allows major trees along the park edges to be legible from the road corridor.
Enhance new communities	Contemporary philosophy in developing new communities is to preserve existing habitats, maximising the retention of trees where possible, and revegetating areas using endemic species. Where possible, this approach to new development should: <ul style="list-style-type: none"> • retain the character of the natural environment; • reduce the costs by selecting species more suited to the local environment, thus requiring less water to establish and maintain; • act to minimize on-going maintenance requirements in open space areas; • introduce extensive tree canopies to create shade and lower ambient temperatures, especially over hardstand areas; and • reduce the visual impact of extensive built environment areas.
Encourage shady walks	Throughout the region are key pedestrian magnets such as major parks and sports fields, schools, shopping centres, recreation facilities and other community venues. Predominant walking routes to these locations from the main residential areas should be planted with canopy trees to maximise shade and encourage people to walk as much as possible.

Preparing for the planting

Successful plantings require suitable soil, proper installation and adequate after planting care and maintenance until fully established. Long term planning enables planting requirements to be adequately forecast, scheduled and resourced.

The pros and cons of using a small tree or larger trees are listed in Table 5.

Table 5. Key considerations for the size of plant stock

Smaller plant stock	Larger plant stock
Advantages: <ul style="list-style-type: none"> • Easier to transport and install • Cheaper per unit to purchase and install • Faster establishment period 	Advantages: <ul style="list-style-type: none"> • Instant visual effect • Less vandalism
Disadvantages: <ul style="list-style-type: none"> • Susceptible to breakage and vandalism 	Disadvantages: <ul style="list-style-type: none"> • Higher individual plant purchase cost • Cost of planting is higher per unit

It is essential that stock supplied for tree planting is grown to a standard which will allow the trees to establish rapidly and continue to grow as long term assets. All plant stock should conform to minimum criteria as outlined in Table 6 (overleaf).



Enhancing the character of key cultural precincts

Table 6. Key considerations for selecting quality plant stock

Criteria	Key considerations
True to type	The stock supplied and planted must be the species (and variety if cultivars are used) that has been ordered.
Health and vigour	The stock supplied must be healthy and vigorous at delivery. Trees should not be diseased or show evidence of pest attack that could affect the long-term health of the tree or adjoining plants.
Balance of crown	This refers to the crown bulk on opposite sides of the stem axis which indicates the tree's structural integrity and its aesthetic qualities. Trees that have an asymmetrical crown are generally undesirable.
Uniformity of growth	Stock should be grown at a steady rate to produce a better quality specimen with an even branch structure. Over-fertilisation can often lead to irregular growth, which could cause aesthetic and structural problems.
Stem taper	This relates to the specimen's ability to be self-supporting. Trees with insufficient stem taper may need artificial support (staking) and are prone to damage by vandals and wind.
Apical dominance	Tree species grown with a defined central leader will have an improved appearance and less possibility of splitting.
Root division	Inadequate division of root systems will affect surface area. A strong and progressive root development will give a strong structural base. Roots held at length in containers may produce too much secondary division (root ball becomes hydrophobic), producing watering problems for the plant.
Root direction	Any root distortion will ultimately become apparent in the tree at a later stage, potentially causing structural weakness in the root system.
Root ball occupancy	It is important that the volume of the root ball at delivery is fully occupied by the root system, without being root bound.



Stabilising, buffering and enhancing key natural areas and riparian corridors



Maintenance of plantings

To establish valued community assets, quality planning, installation and management is important for all plantings.

The key to successful establishment (and re-establishment) of specific collections is likely to be dependent on the following actions:

- appropriate species selection for the site, with consideration to exposure and orientation to prevailing weather and topography;
- provision of adequate spacing for future growth requirements with minimal competition from adjacent established trees;
- good planting site preparation with consideration of future constraints / opportunities; and
- a scheduled establishment maintenance program that includes watering and formative pruning with scheduled re-inspections for the life of the trees.

Figure 3 outlines some of the essential planting maintenance activities.

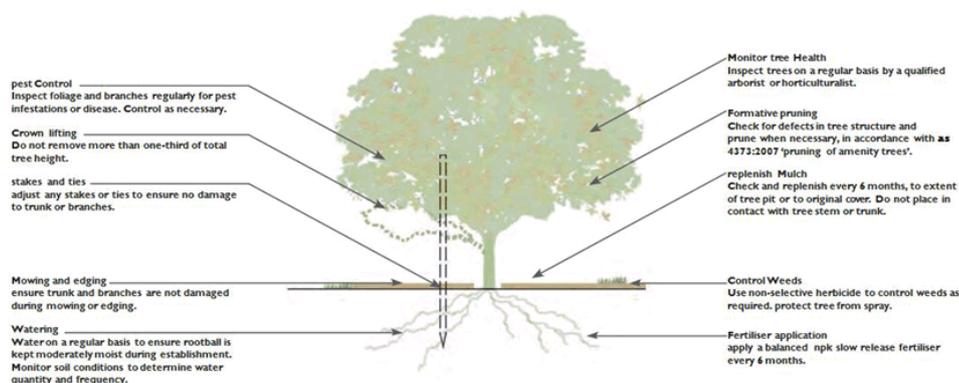


Figure 2. Essential planting maintenance activities.

Planting renewals (removal and replacement)

As community assets, plantings need to be monitored and renewed as they reach the end of their useful life. Trees provide long term structure to the landscape of streets and parklands. Importantly though, in order for a tree to provide this structure and a significant contribution to the landscape, it must live long enough. Understanding tree longevity is important for long-term decision making.

Senescence (the deteriorative process that eventually leads to the natural death of plantings) means that:

- avenues or groves are susceptible to disruption and fragmentation of any regular or uniform layout if there are losses of individual trees;
- entire avenues or groves may be disrupted when plantings reach senescence all at the same time;
- there is potential build-up of pest and disease due to the susceptibility of monocultures;
- individual exposed trees can face greater pressures of exposure to elements or urbanisation than other trees in the group; and
- understory plantings may be subject to regular renewal.

Tree removal can be a potential cause of conflict in the management of the region's trees. As shown in

Table 7, there are a number of strategies which can be employed to address the renewal of major plantings. There will be locations where works need to be implemented in stages, particularly where tree removals are required. It is the intent in these cases that, where practical, new trees are given time to establish prior to removal of all existing trees. In all cases, public safety should be given priority.



Delivering outcomes for road safety and aesthetics whilst staging renewals

Table 7. Key strategies for planting renewals and associated considerations

Strategy	Key considerations
Replace trees only when they die or fail	Due to various ages and sizes, it is likely that this approach will eventually fragment the arrangement until it is no longer recognisable. It may also lead the public to query what management strategy is in place to extend the life and quality of the planting.
Replace trees as an entire group	This strategy will result in a dramatic change in the established landscape which may be unacceptable to the public. It does however permit the re-establishment of a new tree population of uniform species, age and size. It also allows for the site to be prepared in advance for anticipated new landscape use including installing underground services, new carpark or road alignments as well as Water Sensitive Urban Design (WSUD) to assist in drainage and passive irrigation of the tree population. Undertaking such works in advance is 'future proofing' the new trees from some of the pressures associated with installing infrastructure on an adhoc basis once trees are established.
Replace every second or third tree	This strategy diminishes the uniform quality of the avenue and if spacing is inadequate could reduce the success of the new plantings due to competition for resources including available soil, water, nutrients and light. This approach does not allow for large scale redesign of the landscape.
Planting a new row of trees adjacent to the existing stands	This approach is not generally feasible in most urban situations. Problems associated with competition for resources could also limit successful re-establishment. Landscape upgrade and renewal may also be difficult to achieve under this option.
Replace manageable sections over a specified timeframe	This strategy permits elements of the arrangement to remain intact while providing an opportunity to successfully re-establish a new avenue or group of uniform age, size and species at the same time as working progressively towards the goal of long term landscape renewal. It also permits any necessary upgrade and renewal of infrastructure such as road widening, car-parking, overhead and underground services as well as WSUD for drainage and irrigation. Based on scheduled visual tree assessments, specific groups of trees can be identified for replacement based on deficiencies in health, safety, useful life expectancy or the need to upgrade infrastructure.



Reinforcing and celebrating our significant gateways



Creating shaded parking areas



3. Species selection criteria

Species selection is vitally important. The selection process aims to ensure that planting improvements make a positive contribution to the aesthetic, social, cultural, safety and environmental values of the area and that any negative values are minimised.

The intention is to follow the principle of the 'right plant for the right location'. This can be a subjective opinion, however if trees are performing well, are in scale with the street or park, and provide a consistent landscape character then generally any new plantings should follow the existing pattern. Exceptions to this general principle may occur where particular species have performed poorly, are not in scale with the street, or have proven to be particularly damaging to infrastructure and services. This provides the opportunity to introduce additional species or to trial new species.

To ensure that the species with the most desirable and appropriate characteristics are selected, species are typically assessed by three factors:

- Proven physical and environmental tolerances (health and longevity);
- Functional requirements (site suitability); and
- Aesthetic or design requirements.

Physical and environmental criteria

The capacity of plantings to establish satisfactorily depends heavily on whether the environmental conditions at the planting location are within the tolerance range of the species selected. Some of the environmental factors that affect species selection are shown in Table 8.

Table 8. Species selection criteria – environmental considerations

Criteria	Considerations
Climate	The climate and microclimate of a particular location influence the quality of the planting and its performance. Although many species are considered horticulturally versatile and able to succeed in a variety of climates, the preference is to select species known to be tolerant of the region's subtropical climate, and appropriate to the particular microclimate of the location. For example, species in lower lying inland areas may need to be frost tolerant; and species selected for developed urban areas need to tolerate more concentrated carbon monoxide in the atmosphere.
Geology and soils	The foundation of any plantings success is its growing medium. The underlying geology and soil provides nutrients and water as well as physical support for the vegetation. Soil type (such as the sand, silt or clay composition, texture and soil structure) is determined to a large extent by the composition of the underlying 'parent material'. Soils affect the conditions they provide in terms of quantities of nutrients, drainage characteristics and depth. In turn this influences the species which naturally exist or which can tolerate the prevailing conditions.
Topography	The topography of the landscape is a major determinant of soil types. Steep slopes often have very shallow soils because erosion outstrips soil formation. Greater drainage can also mean that many of the nutrients have been leached out by weathering. Other topographies such as gently undulating slopes, wide flat alluvial planes, incised watercourses, or low lying

Criteria	Considerations
	saturated areas provide great variability in soil types. All these soils generate different growing conditions and moisture levels which influence the success of different tree species. At a detailed level, topography affects tree establishment with steeper slopes being better drained than gentler ones, and slopes facing north and west often receiving more sunlight and thus drying out faster than those facing south or east.
Tolerance in paved areas	The selected species may need to tolerate planting in hard paved areas and must have the ability to tolerate low oxygen levels and compacted, highly modified soil conditions.
Drought tolerance	Many plantings need to be capable of surviving an average drought period in reasonable condition without irrigation or reliance on town water supplies.
Tolerance of pests and diseases	Species should be resistant to pests and disease. A diversity of species can also be important in reducing the impact of diseases.
Tolerance of atmospheric pollution	Urban environments and areas traversed by busy arterial roads are subject to photochemical pollution produced by vehicle exhaust systems. Species selected for these areas should be able to tolerate these vehicle emissions.
Wildlife habitat	Where appropriate, consideration should be given to planting species which provide a connection between open spaces or other vegetated areas to assist in the movement of wildlife (fauna and birdlife) between those areas.
Origin selection	<p>Endemic species (trees that originally grew in the region) are preferred in relatively undisturbed areas. However exotic species may be better suited to the more disturbed urban environment where there are often challenges including disturbed soil profiles, compaction, higher nutrient status, altered drainage patterns and paved surfaces. Consideration should be given to the following issues:</p> <ul style="list-style-type: none"> • Endemic species have the advantage of being climatically suited and live in some degree of equilibrium with local pest organisms. Their use promotes biodiversity and creation of wildlife corridors, retains the natural landscape character, reinforces a local 'regional' sense of place, and can be drought resistant. • Indigenous species from other Australian regions may be reasonably likely to adapt climatically; they may also be reasonably free from local pest organisms but if they become infested are likely to succumb faster. • Introduced plants may be almost completely free of pests and diseases but may be devastated if these are accidentally introduced. These trees introduce a different character to the locality, and can create a contrast to the natural environment. A number of introduced species have been used for a long time, and have become an important part of local vernacular and history. • Many exotic species have the advantage of selective breeding which ensures higher quality stock. They can be more pollution tolerant and more resilient to cope with interference with roots or damage during construction works. The canopy shapes of many introduced plants are able to tolerate pruning and shaping required for urban infrastructure.



Creating leafy residential streetscapes that utilise water sensitive urban design



Improving liveability through shady and connected recreation areas

Functional criteria

The selected species also needs to fulfil certain functional criteria to ensure successful establishment and reduced ongoing maintenance and management issues (see Table 9).

Table 9. Species selection criteria – functional considerations

Criteria	Considerations
Performance record	Species should demonstrate reliable performance under similar physical and environmental conditions.
Readily available and transplantable at suitable size	The selected plant stock must be commercially grown and available in a suitable size for planting in either streets or parks. To provide higher initial impact and resistance to casual vandalism, tree plantings should utilise advanced stock where possible.
Acceptable leaf and fruit fall characteristics	Consideration should be given to whether an evergreen or semi-deciduous species is desired. The selected species must have an acceptable level of nuisance created by the shedding of leaves and fruit. Those with large/heavy seed pods, excessive leaf drop, or fleshy fruit or flowers should be avoided.
Low risk of becoming environmental weeds	Some species are known to have the potential to be serious environmental weeds due to their ability to self-propagate and invade bushland areas. Such species should be avoided.
Not prone to major limb shear	Limb loss occurs on an occasional basis for most trees due to wind induced mechanical breakage. Trees that are renowned for having brittle branches and regular branch drop should be avoided.
Rate of growth and longevity	The growth and longevity of a planting should be suited to the site and situation. Seasonal plantings should be capable of reaching maturity quickly. Street tree plantings should incorporate long-lived species that minimise the long term tree management costs.
Capacity to lift pavements and kerbs and disturb built infrastructure	Plantings with vigorous root systems may interact with kerbs, pavements and other services. To minimise the risk of damage, appropriate species should be selected for the site. Where this is not possible, alternative footpath materials and design may be required.
Maintenance requirements	All plantings require basic maintenance and watering prior to establishment but any subsequent maintenance requirements should be reduced to the greatest possible extent. Any proposed need for ongoing irrigation should be considered as part of species selection and site planning.
Overhead power	There is potential for significant conflict between overhead power cables and tree canopies. In established areas, consideration should be given to selecting smaller trees that minimise the need for lopping and pruning. In new areas, preference is for the installation of underground power cables (which minimise long term safety risks, amenity issues and maintenance costs whilst increasing disaster resilience).
Underground services	High pressure gas mains, sewers, water supply lines and electricity easements sometimes prohibit establishment of trees due to the depth of the service and potential liabilities if the service was damaged. Each site should be assessed on its merits to determine the feasibility of establishing trees in relation to existing underground services.

Aesthetic and design criteria

Plantings play an important role in enriching the cultural experience of a place or precinct. Once the physical, environmental and functional criteria are met, aesthetic and design characteristics can play an important part in the final species selection (as shown in Table 10).

Table 10. Species selection criteria – aesthetic and design criteria

Criteria	Considerations
Relationship with distinctive landscape characters	The selection of species may be made to appropriately support historical, cultural or natural landscape characters or associations in the community. New plantings should consider the historical context of the area.
Ultimate size of tree canopies	Very large trees in confined spaces often result in unacceptably high management costs. Conversely small growing trees in broad streets rarely contribute significantly to visual quality. The selected tree species should be in scale with the space and if allowed, utilise the largest growing species possible for the area. Species should be selected such that the ultimate mature size of the tree is in scale with the street or park in consideration of any site constraints, such as verge widths, overhead powerlines, building alignments and vehicle clearances. The optimum range is not so small that it does not make a significant contribution to the amenity of the street, and not so large as to dominate and cause significant problems with built infrastructure. In some instances the constraints imposed by the street environment will limit the optimum size of street trees or even restrict tree planting altogether.
Form of tree canopies	Selected species should have an appropriate and reasonably predictable form with an upright trunk and stable branch structure. Street trees need to have a form that allows traffic and pedestrian movements under the tree canopy. In urban areas, desirable forms include trees with a single straight main trunk supporting a domed crown, or columnar form.
Colour	Once the environmental and functional criteria have been satisfied, species may also be selected to add colour and vibrancy to a planting.



Creating amenity and shade for parks and sports areas



Enhancing character, amenity and place-making opportunities

4. Improvement opportunities

As a large and diverse region, with hundreds of kilometres of road corridors and many hectares of parks, implementation of the Planting Palette must be prioritised over the long term. To guide decision-making, Table 11 identifies a range of key improvement opportunities.

Table 11. Key Planting Palette improvement opportunities across the Rockhampton Region

Priority	Key locations
High priority	<ul style="list-style-type: none"> • New developments • Streets: <ul style="list-style-type: none"> ○ in residential areas without trees and with minimal constraints to planting new trees ○ that are key pedestrian, cycle or vehicle routes with inadequate plantings to provide shade coverage ○ adjoining public or private open spaces ○ linking major open space areas with key community/recreation/open space precincts ○ where existing trees are causing potential infrastructure damage, or unduly restricting safe pedestrian access ○ with existing Capital Works Program funding for other road and infrastructure works ○ in high profile locations such as major traffic routes, cultural and heritage areas • Parks: <ul style="list-style-type: none"> ○ with key recreation areas that require improved shade coverage ○ with waterways or open spaces that could benefit from revegetation activities (for stabilisation or buffering purposes) • Sites where planting is consistent with other strategic Council works and priorities
Moderate priority	<ul style="list-style-type: none"> • Streets without trees in residential areas that have a number of constraints to future planting • Streets without trees in mixed use and industrial areas • Improvements and infill to streets with existing scattered trees in residential areas
Low priority	<ul style="list-style-type: none"> • Improvement to existing scattered street trees in the mixed use and industrial areas • Improvement to groundcover planting in frequently used traffic routes • Streets in which trees are reaching the end of their life span and require replacement

References

Reference	Location
Capricorn Municipal Development Guidelines	http://www.cmdg.com.au/
Rockhampton CBD Streetscape Design Manual 2017	Rockhampton Regional Council, internal document
Rockhampton Regional Council Regional Open Space Plan 2010	Rockhampton Regional Council, internal document
Rockhampton Regional Council Towards 2050 Strategic Framework 2010	Rockhampton Regional Council, internal document
Rockhampton Street and Park Tree Masterplan 2011 (unpublished)	Rockhampton Regional Council, internal document
Rockhampton Regional Council Corporate Plan 2017-2022	Rockhampton Regional Council, pending approval
Sport, Parks and Recreation for the Community Strategy 2017-2027 (under development)	Rockhampton Regional Council, internal document

FORMALISING THE PLANTING PALETTE FOR THE ROCKHAMPTON REGION

Planting Palette - Master Species List

Meeting Date: 19 July 2017

Attachment No: 2

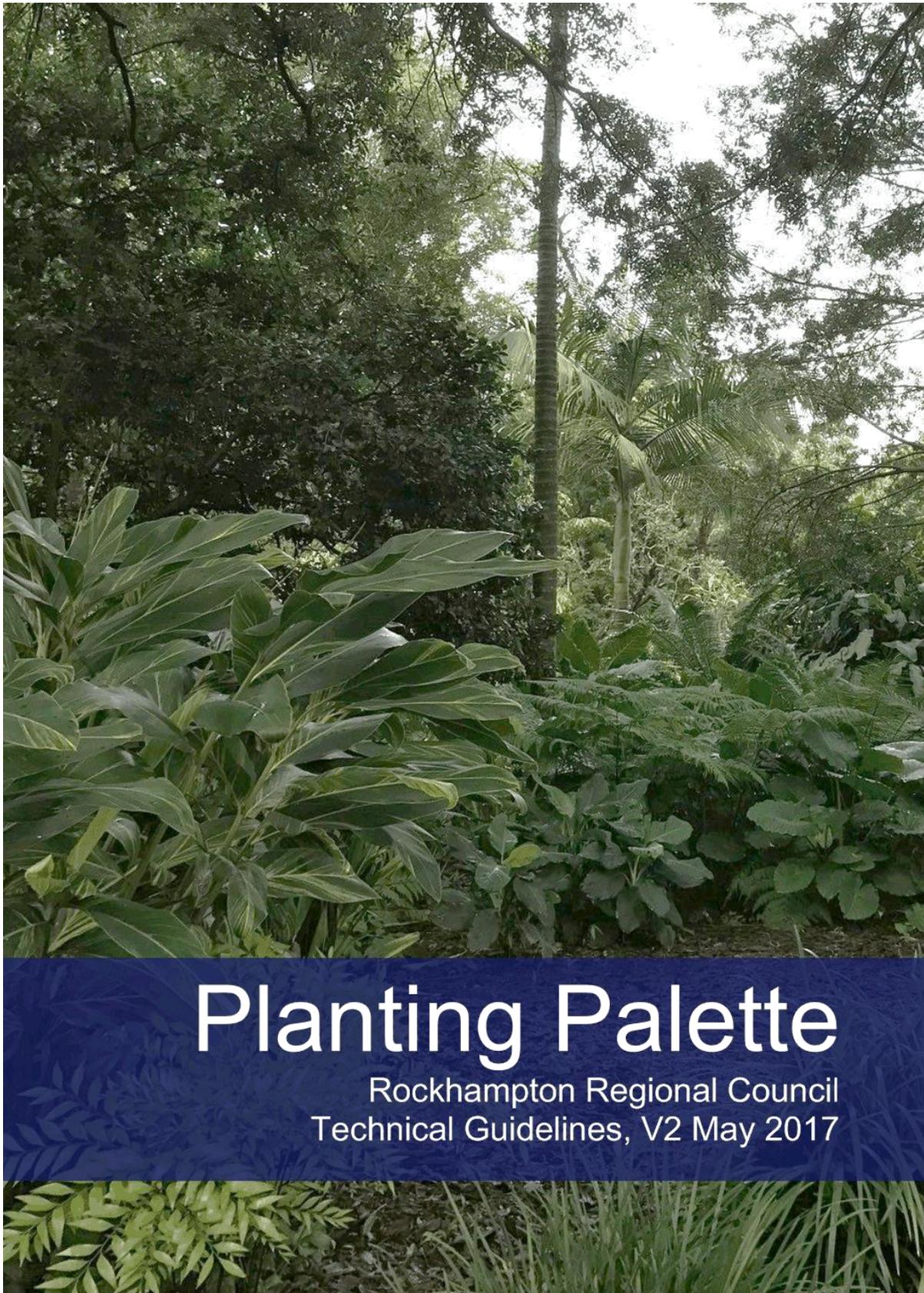
Planting Palette - Master Species List														
As at 26 May 2017														
Aim: This Planting Palette is designed to provide a framework for long-term planting improvements across the Rockhampton region. To maximise the success of planting efforts, site specific implementation plans are to ensure appropriate species selection, design, installation and maintenance. Please note that plantings within 'natural areas' are to generally utilise species relevant to the Regional Ecosystem listing and existing local vegetation.														
Scientific name	Common name	Land use zone suitability				Soil type			Vegetation habit					
		Parks / open spaces	Linear / corridors	Residential	Commercial	Premium / cultural / heritage	Rocky	Clay	Loamy	Sandy	Salty	Tree	Shrub	Vine
<i>Acacia ulcarpa</i>		Yes	No	No	No	No	Yes	Yes	Yes	No	Yes	Yes	No	No
<i>Acacia baileyana</i>		Yes	No	No	No	No	No	Yes	Yes	No	Yes	Yes	No	No
<i>Acacia conferta</i>		Yes	No	No	No	No	No	Yes	Yes	No	Yes	No	No	No
<i>Acacia dispersa</i>	Hickory Wattle	Yes	No	No	No	No	No	Yes	Yes	No	Yes	Yes	No	No
<i>Acacia fasciculifera</i>		Yes	No	No	No	No	No	Yes	Yes	No	Yes	No	No	No
<i>Acacia imbricata</i>		Yes	No	No	No	No	No	Yes	Yes	No	Yes	Yes	No	No
<i>Acacia gittinsii</i>		Yes	No	No	No	No	No	Yes	Yes	No	Yes	Yes	No	No
<i>Acacia peuce</i>	Waddy-wood	Yes	No	No	No	No	No	Yes	Yes	No	Yes	Yes	No	No
<i>Acacia podalyrifolia</i>		Yes	No	No	No	No	No	Yes	Yes	No	Yes	Yes	No	No
<i>Acalypha sp.</i>	Firestorm, Green/Gold, Inferno	No	No	No	No	No	No	Yes	Yes	No	Yes	Yes	No	No
<i>Adiantum hispidulum</i>	Rough maiden hair fern	No	No	No	No	No	No	Yes	Yes	No	Yes	Yes	No	No
<i>Agapanthus sp.</i>	Various	No	Yes	No	No	No	No	Yes	Yes	No	Yes	Yes	No	No
<i>Aidia racemosa</i>	Archer cherry	Yes	No	No	No	No	No	Yes	Yes	No	Yes	Yes	No	No
<i>Alectryon diversifolius</i>	Holly bush	No	No	No	No	No	No	Yes	Yes	No	Yes	Yes	No	No
<i>Alamanda cathartica</i>	Caramel blush / Cherry ripe / Jamaica	No	Yes	No	Yes	No	Yes	Yes	Yes	No	No	Yes	No	No
<i>Alamanda neriflora</i>		No	Yes	No	Yes	No	Yes	Yes	Yes	No	No	Yes	No	No
<i>Alamanda surree</i>		No	Yes	No	Yes	No	Yes	Yes	Yes	No	No	Yes	No	No
<i>Allamanda violacea</i>	Dwarf allamanda	No	Yes	No	Yes	No	Yes	Yes	Yes	No	No	Yes	No	No
<i>Allocasia brisbanensis</i>	Allamanda red	No	Yes	No	Yes	No	Yes	Yes	Yes	No	No	Yes	No	No
<i>Alphitonia excelsa</i>	Cunjevoi	No	No	No	No	No	No	Yes	Yes	No	No	Yes	No	No
<i>Alpinia caerulea</i>	Red ash	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	No	No
<i>Alyxia rusalic</i>	Native ginger	No	No	No	No	No	No	Yes	Yes	No	Yes	Yes	No	Yes
<i>Angiozanthus sp.</i>	Chainfruit	No	No	No	No	No	No	Yes	Yes	No	Yes	Yes	No	No
<i>Antrirrhinum sp.</i>	Kangaroo paw	No	Yes	No	No	No	No	Yes	Yes	No	Yes	Yes	No	No
<i>Araucaria bidwillii</i>	Snapdragons	No	No	No	No	No	No	Yes	Yes	No	No	Yes	No	No
<i>Araucaria cunninghamii</i>	Bunya-Bunya pine	Yes	No	No	No	No	No	Yes	Yes	No	Yes	No	No	No
<i>Arytera divaricata</i>	Hoop pine	Yes	No	No	No	No	No	Yes	Yes	Yes	Yes	No	No	No
<i>Aspidistra elatior</i>		Yes	No	No	No	No	No	Yes	Yes	Yes	Yes	No	No	No
<i>Atalaya hemiglauca</i>	Cast iron plant	No	No	No	No	No	No	Yes	Yes	No	Yes	No	No	No
<i>Aurantiacarpa rhombifolia</i>	Whitehood	Yes	No	No	No	No	No	Yes	Yes	No	Yes	No	No	No
<i>Austromyrtus dulcis</i>	Diamon leaf pittosporum	Yes	No	No	No	No	No	Yes	Yes	No	Yes	Yes	No	No
<i>Backhousia angustifolia</i>	Copper tops	Yes	No	No	No	No	No	Yes	Yes	No	Yes	Yes	No	No
<i>Baeckea sp.</i>	Narrow leaf myrtle	Yes	Yes	No	No	No	No	Yes	Yes	No	Yes	Yes	No	No
<i>Balochon pallens</i>	Le Peitite, Sweet Midget, Virgata	No	No	No	No	No	No	Yes	Yes	No	Yes	Yes	No	No
<i>Bauhinia corymbosa</i>	Digbery sticks	Yes	Yes	No	Yes	No	Yes	Yes	Yes	No	Yes	No	No	Yes
<i>Bauhinia articulata</i>	Orchid vine	No	No	No	No	No	No	Yes	Yes	No	No	Yes	No	No
<i>Bauhinia rubiginosa</i>	Jorned twig rush	Yes	Yes	No	Yes	No	Yes	Yes	Yes	No	No	Yes	No	Yes
<i>Beaucarnea recurvata</i>	Soft twig rush	Yes	Yes	No	Yes	No	Yes	Yes	Yes	No	No	Yes	No	Yes
<i>Blechnum cartilagineum</i>	Ponytail palm	No	No	No	No	No	No	Yes	Yes	No	Yes	No	No	No
<i>Blechnum indicum</i>	Gristle fern	No	No	No	No	No	No	Yes	Yes	No	Yes	No	No	No
<i>Bolusanthus speciosus</i>	Bungwall / Swamp water fern	No	No	No	No	No	No	Yes	Yes	No	Yes	Yes	No	No
<i>Brachychiton acerifolius</i>	Tree wisteria	Yes	No	Yes	Yes	No	No	Yes	Yes	Yes	Yes	No	No	No
<i>Brachychiton australis</i>	Illawarra flame tree	Yes	No	No	No	No	No	Yes	Yes	No	Yes	No	No	No
<i>Brachychiton bidwillii</i>		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	Yes	No	No

FORMALISING THE PLANTING PALETTE FOR THE ROCKHAMPTON REGION

Planting Palette - Technical Guidelines

Meeting Date: 19 July 2017

Attachment No: 3



Planting Palette

Rockhampton Regional Council
Technical Guidelines, V2 May 2017

Document control

Project:	Rockhampton Regional Council Planting Palette
Document:	Planting Palette – Technical Guidelines
File location:	"O:\Communities\Parks\All Staff\Parks Planting Palette - working group\Planting Palette - Technical Guidelines (V2, May 2017).docx"
Review:	Every 2 years (or following significant changes that may impact on planting improvements)
Version:	
V0	13 Sep 2011 – Preliminary draft for discussion, as prepared by AECOM Australia Pty Ltd for Council
V1	29 Mar 2017 – Fully revised draft for Parks consideration
V2	19 May 2017 – Final draft for Council consideration and approval



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Introduction

As part of the Planting Palette, these Technical Guidelines have been prepared to support long term planting improvements across the Rockhampton region.

This is a living document and the guidelines are strictly that, guides to assist the process. Behind any decision for planting, the art and science of urban design, landscape design and environmental design must be incorporated by professional collaboration.

Information can be added and refined as required to meet Council's needs.

The need for planting improvements

The interface between the base of tree trunks and the pedestrian or street surface is a major maintenance issue within the region, and resolving inappropriate examples may contribute to the overall benefits of trees in our landscape.

Where trees meet streets

The images below show some typical responses to trees in the local streetscape. To remedy this situation, trees can be surrounded by garden areas to allow for greater exchange of oxygen and water, improved tree health and resilience and reduced risk of pavement damage. The examples could also be improved by the installation of flush kerbs to allow run off from the road surface to be directed into the garden bed, rather than diverted into the stormwater system. Where the pavement exceeds the required width, asphalt reduction strategies can be introduced to provide shade canopy and aesthetic improvements.



An appropriate response for the health and longevity of the tree.



An inappropriate interface between footpath and tree trunk.



An inappropriate interface between the road surface and tree trunk.



Major roads offer no amenity when there are low trees present.



Unnecessary broad expanse of asphalt roadway in low volume residential streets.



Where trees meet powerlines

The images below show some typical responses to trees near powerlines. To remedy this situation, care needs to be taken in the selection of appropriate species for planting sites adjacent to powerlines and road corridors. Once established, appropriate pruning intervals should be maintained where required. A planned identification and replacement program is also required.



Excessive or inappropriate tree lopping has the potential to impact on the structure integrity and amenity value of our landscape.



The evidence of lopping of significant structural limbs and / or trunks combined with the removal of all vegetative material well below the height of the power lines suggests in an attempt to extend the interval between pruning.



Once the correct size and form of tree has been selected, proper care and maintenance of the tree from a young age, including removing smaller shoots that could become problematic ensures that the exposed wounds will heal more efficiently, and there is less disruption to the ecological and aesthetic value of the tree.



An example of severe intervention which could be avoided through appropriate species selection, and improved maintenance regimes.



An inappropriate approach to the issues of health, structural integrity and other functional and aesthetic 'streetscape' considerations.



Green waste around the bases of trees can rot tree trunks and is an inappropriate management response.



Species selection for function, site conditions and form

The selection of trees for street and park situations requires consideration of a number of factors. In most situations, there are likely to be subjective opinions about the suitability of species selection. Inconsistent plantings may also give the impression of an untidy and disorganised streetscape. The images below show some examples of species selection which may provide limited functionality and fall short of desired streetscape standards.



Palms provide some visual impact but little amenity and little heat reduction.



Topiary has high maintenance requirements while offering minimal amenity.



Examples of species with no real function – the planting will never provide shade, offers little amenity value and presents maintenance issues.



Examples of street tree planting with no real function.

Planting in road corridors

Plantings can occur in the following locations, and with consideration of the principles described in Table 1.

Table 1. Key considerations for planting in road corridors

Location	Key considerations
Major roads	Large tree trunks may pose a significant obstruction to high speed vehicles on major roads (greater than 60 km/hour). In the event of a vehicle accident, tree trunks should be capable of 'shearing off' in accordance with DTMR requirements, thereby allowing the vehicle to pass through.
Verge	Trees can typically be planted at a minimum density of one tree per property, or at a density suitable to the particular street environment. Wider allotments may accommodate planting with more than one tree or the location of services in the road reserve may not allow trees to be planted at all. For streets that require both verge and median strip planting, different species may be used to add variety to the corridor.
Median strips	The environment of the corridor and existing planting will typically determine the species and planting arrangement in medians. In narrow medians, trees might require to be planted as a single row, or in wider medians, an extra row may be accommodated. In areas where an informal style is suitable, trees may be staggered or planted at irregular spacing. A formal design approach if required would typically include a monoculture of tree species; an informal intent would include several species, though the number should be restricted. Understory species may be planted as required, providing sightlines are maintained and ongoing maintenance requirements minimised.
Road cut-outs and verge build-outs	Where trees are required to be planted in roads with no verge or median strip or where these are too narrow for planting, other opportunities such as road cut-outs or verge build-outs can be incorporated. The frequency of tree planting will vary depending on the width of the street and other factors such as the density of canopies in adjacent private gardens. Suitable tree guards are recommended to protect the trees, primarily from vehicle damage.
Roundabouts	Trees that feature a high canopy, clear trunk and few lower branches are required when considering species in roundabouts. As roundabouts are inherently located as visual focal points in road corridors, the selection of tree species can create significant opportunities for specimen trees suitable to the landscape theme of the corridor. Any other planting within the roundabout should consist of native grasses, groundcovers or low growing shrubs to ensure sightlines are not impeded.

Location	Key considerations
Roads adjacent to natural land, open space areas and parks	Any adjacent networks of open space reserves and parks in the region must be considered when selecting the appropriate species for road corridors. By enhancing connectivity between existing areas of open space and the street network, habitat corridors can be improved and new linkages established. Many of the streets within the region have the potential to act as valuable habitat corridors, and as frequently as possible, endemic trees associated with the precinct should be planted to allow for the continuous movement of birds and other animals between open space areas, and to preserve the character of the natural landscape. This approach to tree selection is designed to connect more traditional open space areas with linear reserves, such as along creeks, via the street network. This principle should also apply to improving linkages between open space areas which may have been disconnected or altered from their natural state by development or other factors.

Strategies to minimise the impact of trees on pavements and services

Trees have the potential to damage pavements, overhead wires, and underground utility services. Coordination is required with service providers to ensure sustainable management of trees across the region and may consider options including:

- investigating options for relocation of overhead cables in key strategic locations
- consideration of the habit of species when selecting trees (height, canopy spread, response to pruning)
- liaise with service providers to ensure the visual amenity of the region is protected
- considering the root system of species when selecting trees
- discussion on when to apply particular root zone management strategies when services are installed and maintained.

The damage can be minimised and even avoided in some cases with strategies such as those listed in Table 2.

Table 2. Strategies to minimise damage to pavements and services

Potential area of conflict	Strategies
<p>Power and communications cables</p> <p>Many of the region’s streets have above ground power and communication cables and consequently, most of the street trees undergo routine pruning to maintain the required clearances to the cables. Analysis of many precincts in the region attests that pruning for overhead line clearance has the potential to cause structural damage to individual trees and a reduction in the aesthetic value of the area if not done</p>	<p>Aerial bundled conductors (ABCs)</p> <p>ABCs bundle the normal group of overhead services into a single, relatively thick cable coated with a tough plastic insulation. ABCs reduce the cross sectional area necessary for the provision of overhead services and therefore reduce the conflict with street tree branches. Pruning is required less frequently and the canopy branches can be trained around the ABC relatively easily. Priority should be given to existing major roads and particular</p>



Potential area of conflict	Strategies
carefully and with regard to the species form and habit.	problem streets where the conflict between trees and overhead services is severe.
<p>Pavements, sewer lines and underground services</p> <p>The region relies on underground infrastructure to provide essential services including stormwater drainage, communication cables, pathway and street surfaces, sewer lines, water pipes and power. Similar to the overhead issues, tree roots can also create conflicts with ageing underground infrastructure. The management of tree roots is necessary to ensure the protection of vital infrastructure and the placement and selection of tree species needs to be done using information from 'Dial Before You Dig' (DBYD) and other services identification.</p>	<p>Damage to underground services</p> <ul style="list-style-type: none"> • Use of location plans provided by service authorities or DBYD' • Maximum size of pot / bag limited to 45 L when insufficient space available • Maximum depth of hole limited to 600 mm in areas known to contain services • All holes to be prepared without mechanical means (eg. CapVac, hand tools) • Mature size of selected trees appropriate for site • Avoidance of species known to severely damage underground services • Trees not positioned directly over underground services. <p>Damage to pavements and other property</p> <ul style="list-style-type: none"> • Mature size of selected species appropriate • Avoidance of species known to severely damage pavements • Use of root barrier treatments to guide the growing tip of spreading roots in a direction that will cause the least damage • Do not use barriers to encircle trees as this can constrain root growth and impact the stability of the mature tree.
<p>Vehicles and tree conflicts</p> <p>Unfortunately situations in any road environment arise where vehicles may come into conflict with other vehicles, with structures, or with trees. Studies have shown that streets lined with trees have a lower incidence of vehicle accidents (Source: Urban 2008), however it is important that the consideration of tree placement does not introduce situations that increase the risk of conflict, either by impeding sight lines or by obstructing the movement of vehicles.</p>	<p>Good design and ongoing management</p> <p>Road design guidelines from the Department of Transport Main Roads (DTMR) provide specific guidelines on where trees should be planted along DTMR-managed roads. The design of car parking areas and the placement of trees along urban, suburban and rural roads requires consideration of sight lines (both for vehicle drivers and pedestrians), vehicle doors opening and vehicle movement. Beyond design, the ongoing management of trees needs to consider the same elements with branch pruning to create clear trunks.</p>
<p>People and tree conflicts (predominantly for views)</p>	<p>Council Tree Management Policy</p> <p>Council is unlikely to remove trees that obscure</p>



Potential area of conflict	Strategies
<p>An important characteristic of the region's landscape is its proximity to a number of natural features. Many areas have extensive views of the rivers and creeks, the foreshore, and urban development. Trees, growing on public and private land, have the potential to obstruct these views or may complement, improve and frame views.</p> <p>Where conflict arises, there is potential for tree vandalism (including poisoning or unauthorised lopping and removal) which has both local and region wide impacts. One of the significant impacts of tree vandalism is the gradual attrition of mature trees from the landscape.</p>	<p>views as the amenity value of trees is considered higher value than an individual's access to a view. View management and enhancement should be considered in the selection and location of street and park tree planting into the future.</p> <p>Community education Community education is an important component of managing the occurrence of tree vandalism in the region. This should be combined with delegations and processes for the investigation and prosecution of tree vandalism.</p>
<p>Plant and wildlife conflicts Vegetation can provide an important habitat and food source for wildlife. However leaf/fruit fall, bird waste and pest problems can damage built infrastructure and be a nuisance to users of an area.</p>	<p>Appropriate plant selection Select appropriate species for the function of the site.</p>

Asphalt reduction strategies in road corridors

Many roads in the Region are situated in wide corridors, substantially wider than the necessary carriageway, including incorporating allowances for parking lanes. In situations such as these, particularly in urban / suburban areas, Figure 1 shows how planting design strategies can assist to:

- reduce the extent of asphalt in the corridor, thus minimising stormwater runoff from the road
- introduce tree planting opportunities to create shade along the corridor; and
- create a more defined corridor, separating the through lanes from parking lanes.

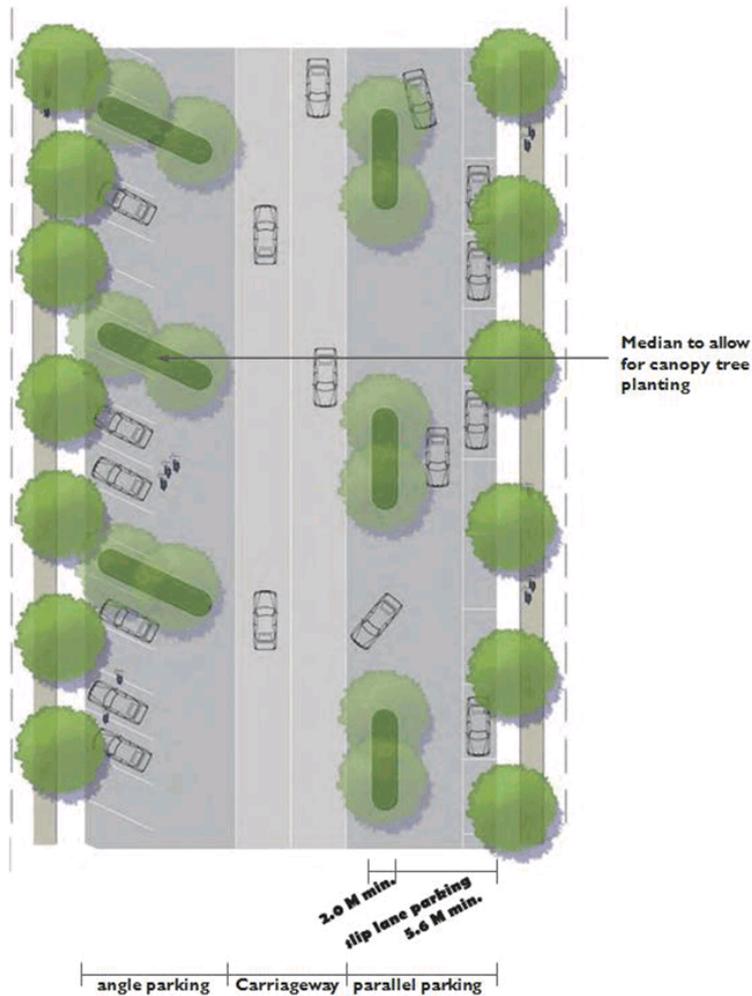


Figure 1. Planting design strategies can assist to reduce asphalt, minimise stormwater runoff and create cooler, more shady areas.



Sight line clearances

All road-side tree plantings are to ensure adequate sight lines are maintained. The CMDG - Landscape Design (D10) sets out the required offsets for street tree planting.

The following minimum offsets apply to street tree plantings generally:

- streetlights - 9 metres
- power poles – 3 metres
- driveways - 4.5 metres
- service pits / inspection boxes / storm water drainage pits / fire hydrants / pad mounted electricity transformer - 3 metres
- back of kerbs - 1 metre (0.6 metre if root barrier applied)
- pedestrian crossings and bus-stops - 20 metres on approach and 6 metres on departure
- high voltage transmission lines - 4 metres
- corners - approaching corner 15 metres, receding corner 5 metres.

These offsets are illustrated in Figure 2 and Figure 3.

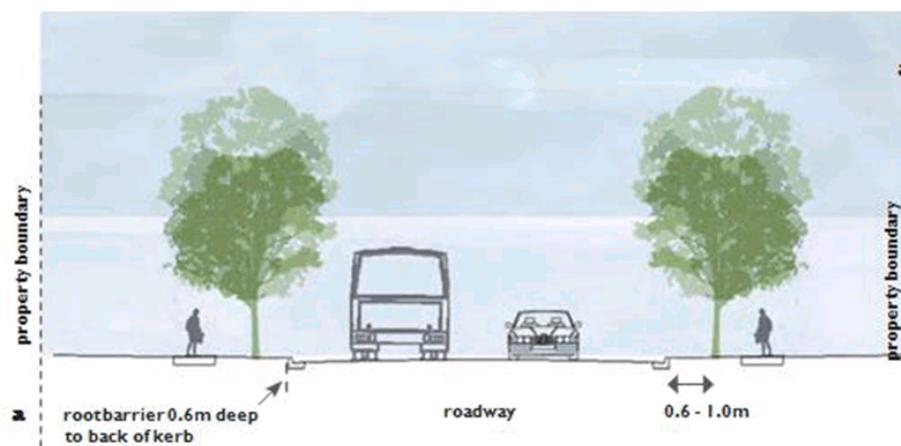


Figure 2. Typical cross-section street tree planting, showing minimum setback distances. Where concrete paths are not required as a consent condition and the location of services allow, trees will be located mid-way between back of kerb and property boundary (where space permits, trees will be located as far from roads, kerbs and paths as possible). Landscape design must be integrated with civil design to ensure the side of the road to carry an intended footpath/bikeway is not constrained by above or below ground utilities.

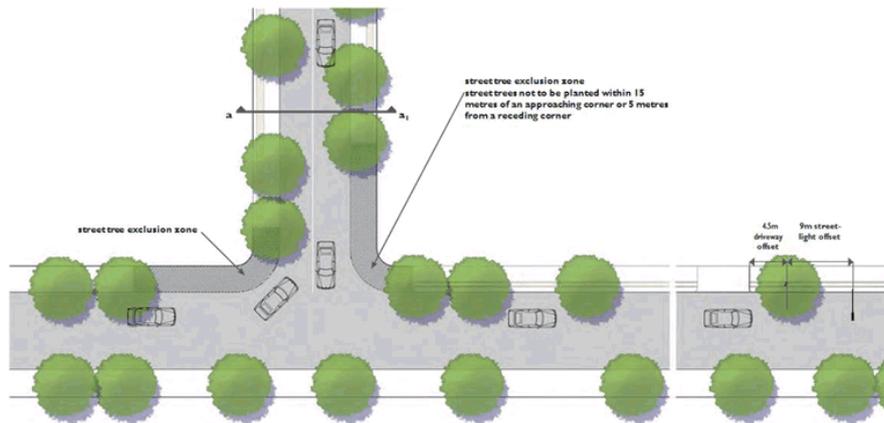


Figure 3. Street tree set out. Footpath tree planting for private works should be planted at 10 to 20 m centres. Variations to this may be made to accommodate driveways, avoid power poles etc. To ensure effective street lighting, plant trees not closer than 9 m to a street light. The trees should be set back from the rear of the kerb at a distance of 1 m. Where this distance is not achievable due to constraints such as underground services a minimum set back of 0.6 m may be used in conjunction with the installation of root barrier. At intersections, all trees should be planted at a minimum 15 m back from the face of the kerb of the adjoining street. Minimum distances are to be agreed by Council, based on road layout and design speed.

Street typologies

Different types of streets and road reserve widths will provide different opportunities for street tree planting. Tree planting on these streets should be set out in accordance with the CMDG. The following diagrams are indicative only as road reserve widths will vary across the region.

Key street typologies covered here include:

- Minor local streets (residential areas)
- Local street with trees in the carriageway and verge
- Local street with trees in the carriageway and swale
- Collector streets
- Major roads.



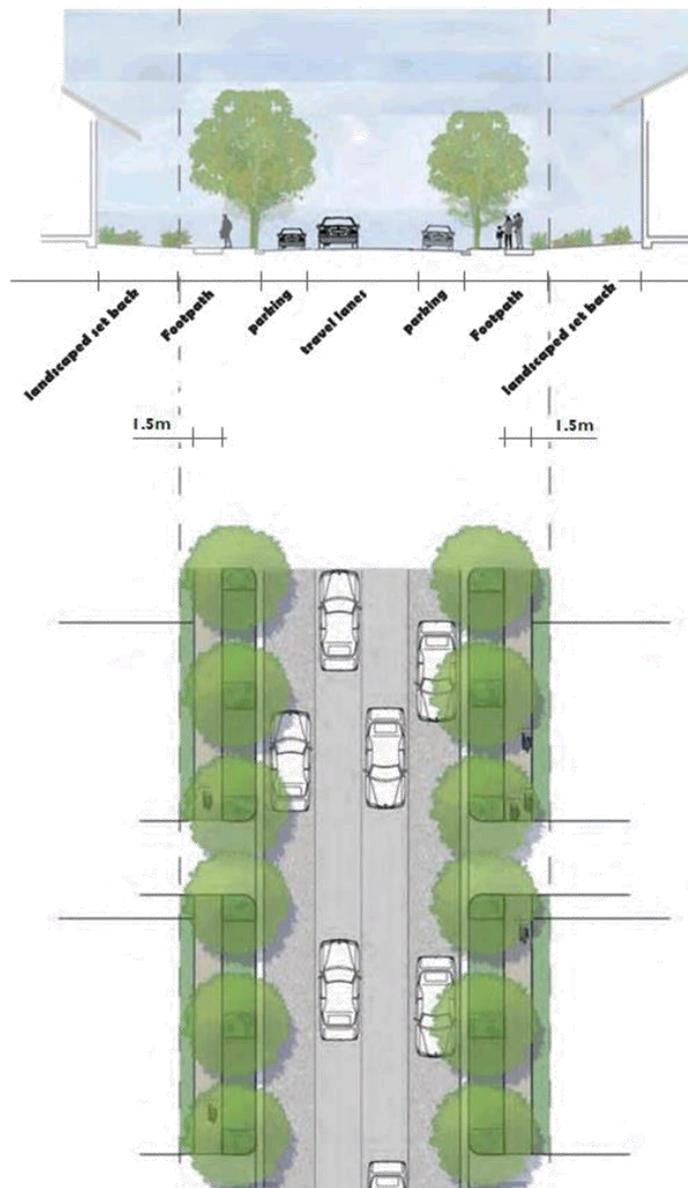


Figure 4. Minor local street (predominantly in residential areas). Opportunities for street tree planting is constrained by the location of services and driveways. It is desirable to achieve a minimum of one street tree per lot in residential streets to achieve a continuous cover. It is recommended that a uniform species is used to maximise visual impact.



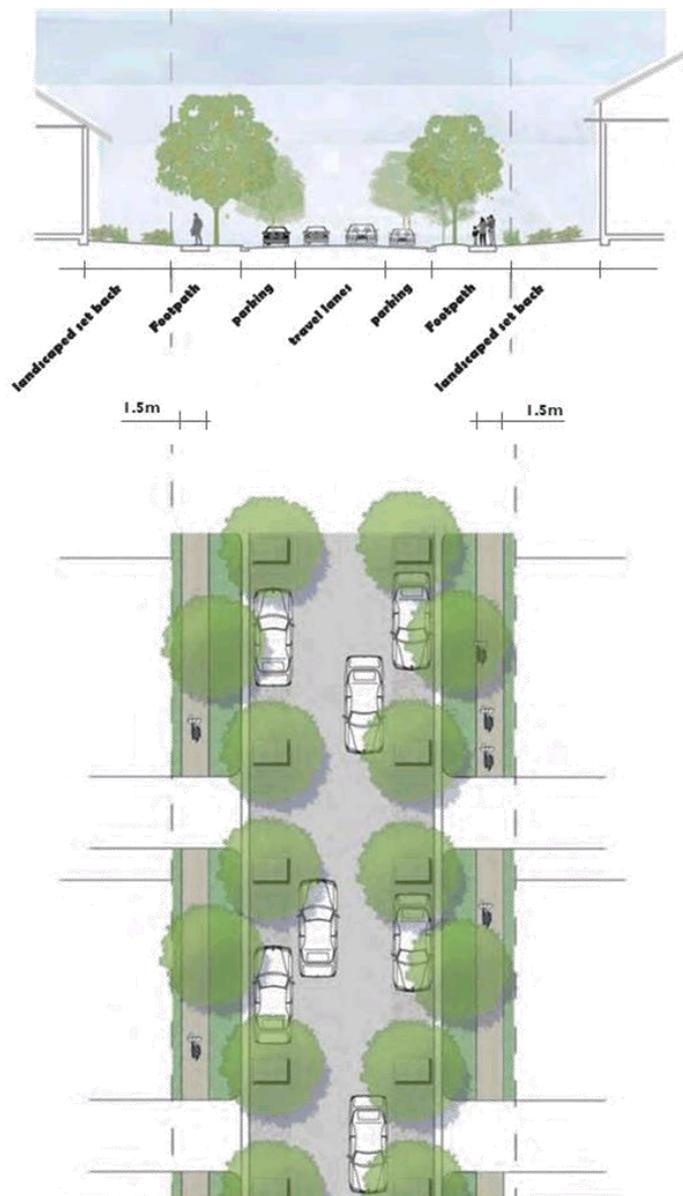


Figure 5. Local street with trees in the carriageway and verge. Where the width of local streets is generous, and typically fully paved, or contains grassed edges, opportunity exists to introduce street tree planting within the road surface. This has the effect of visually reducing the width of the street which aids in traffic calming and provides shaded parking and walking opportunities along its edges.

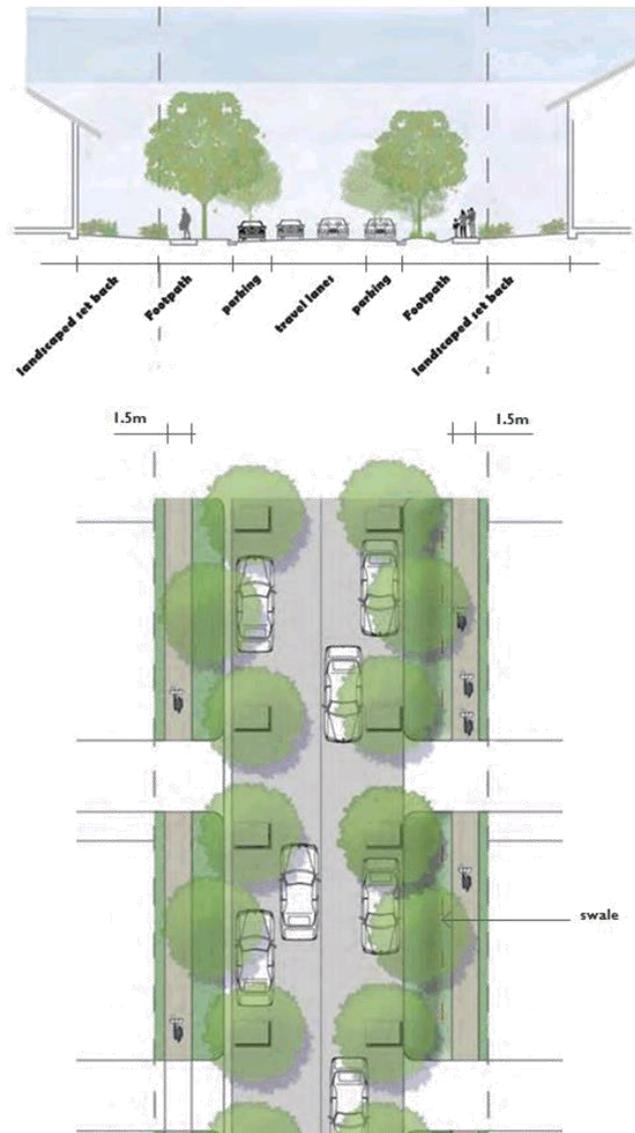


Figure 6. Local street with trees in the carriageway and swale. Where local street edges are not formally defined by kerb and channel, the opportunity exists to create a defined planted or turfed drainage swale. This design response is suitable for urban fringe residential areas by creating a transition from suburban to rural character. Swales also provide passive irrigation to street trees in the verge.

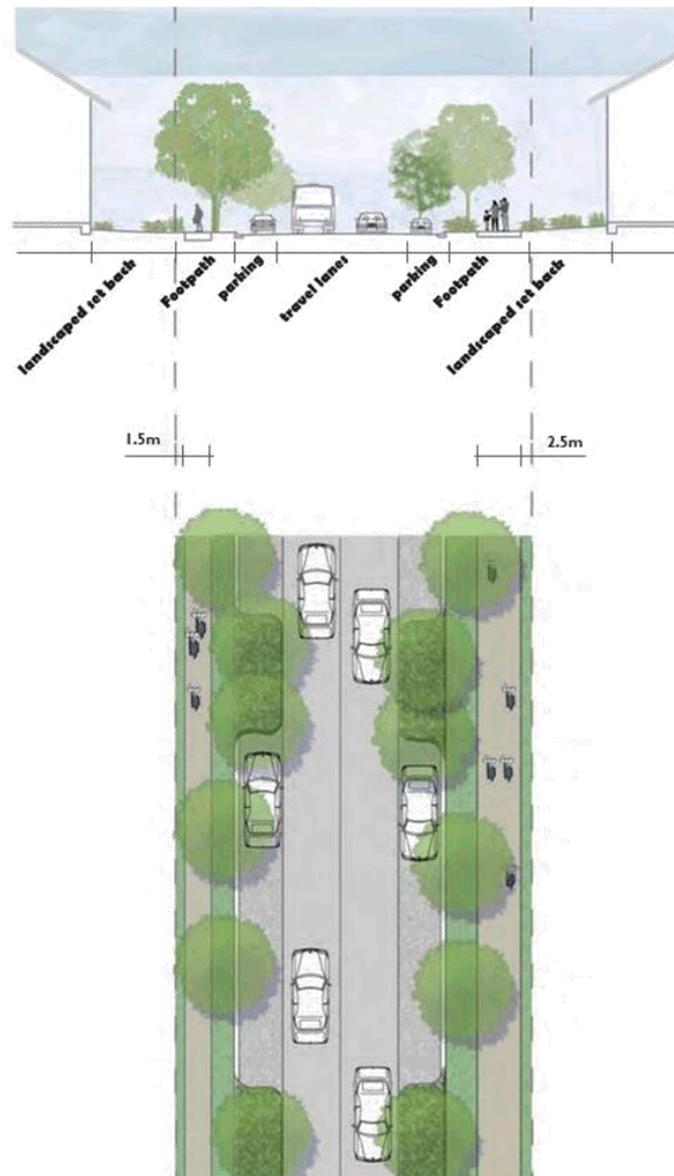


Figure 7. Collector streets are feeders that connect internal local street networks with external major roads. Where the opportunity exists, kerb build outs can be introduced to formalise car parking and provide increased shade coverage to both the road surface and parking bays.

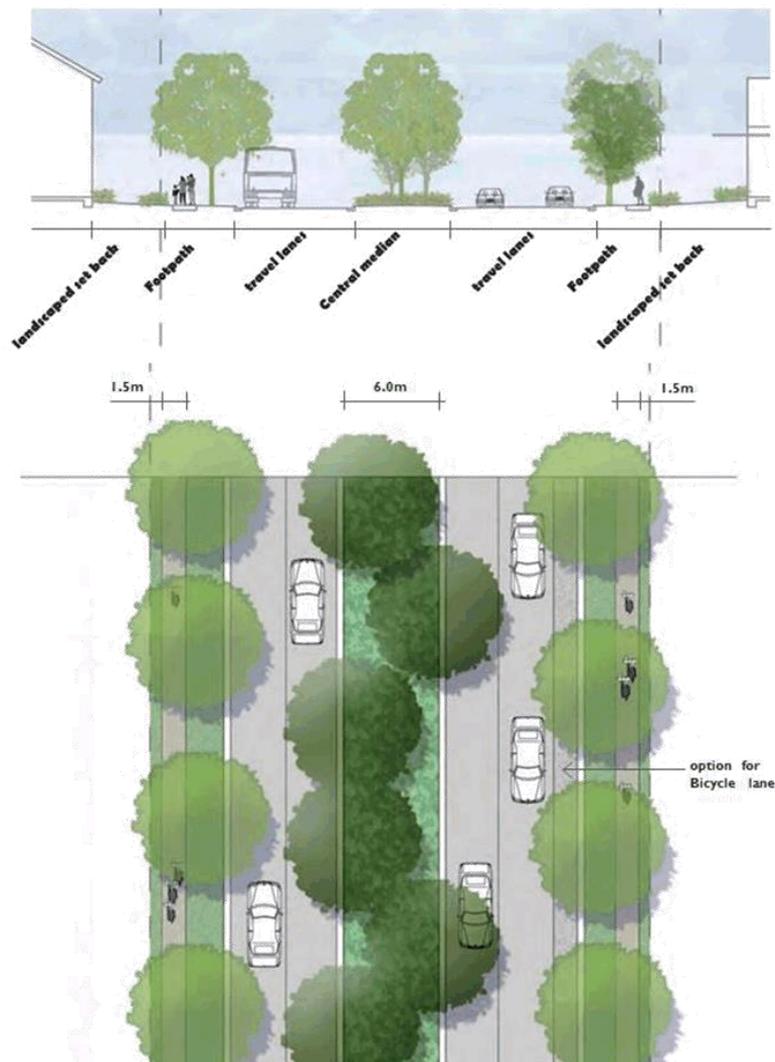


Figure 8. Major roads are generally wider than local and collector streets. Traffic separation devices such as median strips can offer significant opportunities to increase street tree planting along these corridors. In particular, median planting can greatly enhance the character of major roads as there is generally less conflict with underground services and overhead power lines.

Spacing of trees in streets

Tree spacing should be determined by the location or context, the design intent, the function of the space and trees, choice of species, and the physical constraints. Described below are spacings typically recognised for the categories of road corridors existing in the region, however this should not preclude a different planting arrangement if the design intent warrants. All plantings should be consistent with the Capricorn Municipal Development Guidelines (CMDG) and relevant traffic management requirements.

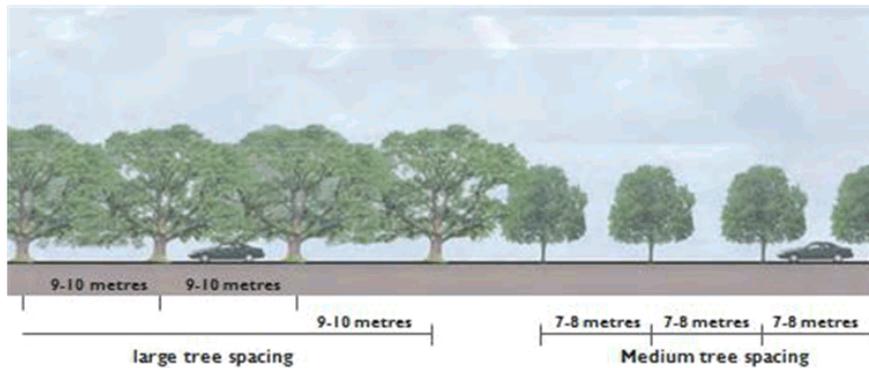


Figure 9. Suggested street tree spacing – highways and major streets.

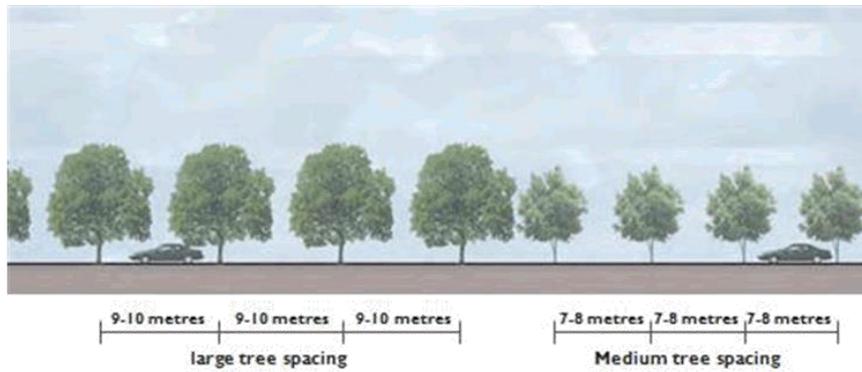


Figure 10. Suggested street tree spacing – arterial and collector streets.

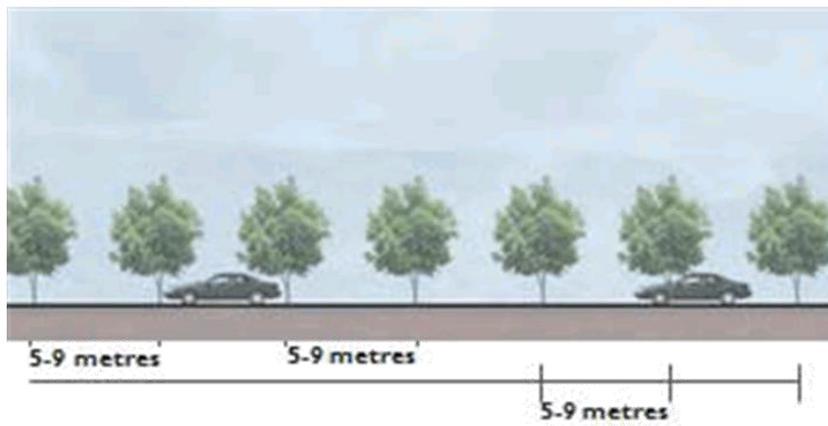


Figure 11. Suggested street tree spacing – local streets.

Formal and informal avenues

Formal avenues can be created using a single species that is placed symmetrically along the alignment or throughout the area. This is most successful when used where there are larger frontages to residential allotments and uniform physical conditions.

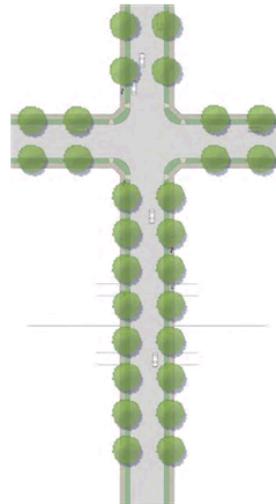


Figure 12. Formal avenues – single species placed symmetrically along the alignment. This is most successful when used where there are larger frontages to residential allotments and uniform physical conditions.

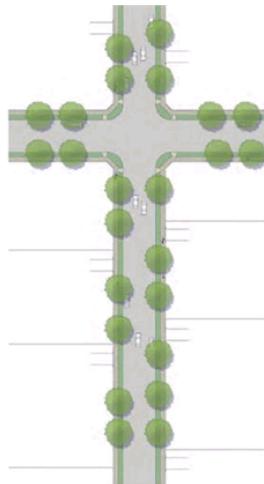


Figure 13. Informal avenues – single species placed asymmetrically. This may also include trees on the verge and in the carriage way parking lane. This layout allows for uneven frontages and non-uniform street conditions

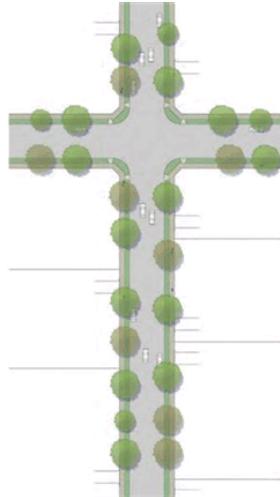


Figure 14. Informal avenues – multiple species placed asymmetrically. Avenue effect created from an existing partially tree-lined road. This allows for multiple species to form a canopy.

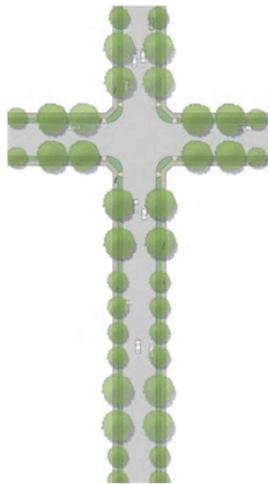


Figure 15. Landmark planting – using multiple species in a modular pattern. This configuration uses visually dominant specimens to focus visual attention on a particular landmark or intersection.

Planting in open spaces

Grass reduction strategies in open space parklands

Parks and open spaces provide environmental, aesthetic and social benefits to our community. However Council incurs substantial costs and resource consumption from maintaining grassed areas. Grass reduction strategies can be applied to nominated areas to replace grass with a ground cover of vegetation or organic mulch (see Figure 16). Situations where this might occur include:

- open spaces where trees are densely planted, either naturally or by design and grass requires maintenance (such as riparian areas);
- on steeper gradients where mowing between trees is difficult or dangerous;
- open spaces where maintenance of existing bare or patchy grassed areas is required to prevent erosion; and
- along road corridors where mowing activity is difficult.

Sites that are used for passive or active and informal play activities should be carefully planned to ensure that there is no loss of recreation opportunity and that revegetating the areas complies with any Crime Prevention Through Environmental Design (CPTED) considerations for the area.

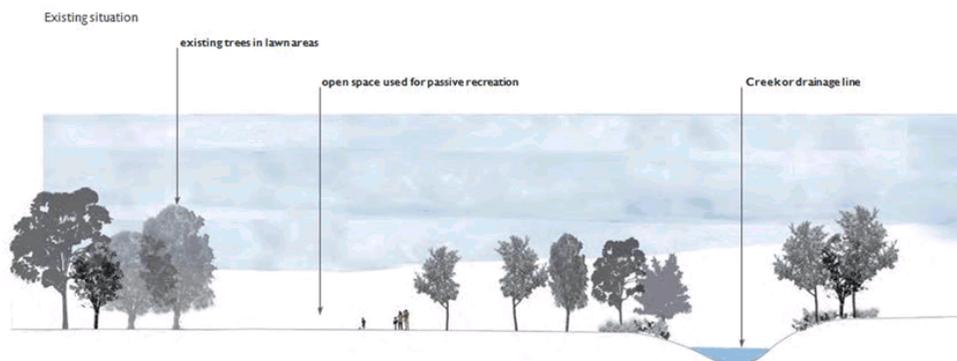


Figure 16. Significant grass areas located in open space parklands results in significant maintenance costs and resource consumption.

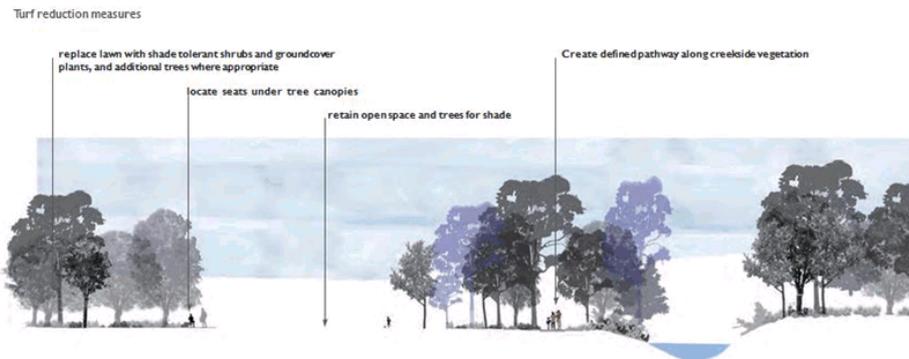


Figure 17. Significant grass areas can be reduced through a grass reduction strategy, whilst maintaining and enhancing recreational opportunities through shaded paths and seating areas and smaller / better maintained grass areas.

Creating or enhancing linkages of open space

An objective of the overarching Planting Palette is to improve the connectivity between natural areas, existing open space, planned open space, and the street network. This connectivity, if strategically planned, can improve habitat corridors and establish new linkages. Streets throughout the region have the potential to act as 'green' corridors, especially in suburban and rural precincts, and where possible, endemic trees associated with the precinct should be planted to link these open space areas, and to preserve the character of the natural landscape.

Water Sensitive Urban Design

Water Sensitive Urban Design (WSUD) is an approach to the planning and design of urban environments that supports healthy ecosystems through smart management of water. This approach is supported by the State Planning Policy.

An important part of WSUD is applying best practice stormwater management, which helps to maintain, protect and improve the health of our waterways. This is done by minimising the impacts of urbanisation on the natural water cycle. Left unmanaged, urban stormwater can pollute waterways, cause erosion, sedimentation and increase flooding.

The management of WSUD devices is subject to further consideration within Council as a whole. The process of selecting, establishing and maintaining plantings for WSUD purposes will be updated as further information is identified.



Irrigation

Where appropriate, projects that incorporate landscaping components should provide suitable water connections to allow for future watering and irrigation requirements.

The installation of irrigation should be minimised to the greatest extent possible through careful design and plant selection.

Where irrigation is required, pop up sprinklers are to be used in preference to driplines for all new irrigation and renewal works in order to facilitate long term monitoring and maintenance of irrigated garden beds.

References

Reference	Location
Capricorn Municipal Development Guidelines	http://www.cmdg.com.au/



8.6 AMENDED REQUEST FOR EXTENSION OF LEASED AREA FOR ROCKHAMPTON TOUCH FOOTBALL ASSOCIATION, REANEY STREET

File No:	3718
Attachments:	1. Request from Rockhampton Touch Football Association for an extension to its leased area
Authorising Officer:	Robert Holmes - 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 11.4 - Fees associated with registration of leases, licence and permits for Parks - Ordinary Council - 27 Sep 2016 9.00 am 9.3.7 - Request for extension of leased area for Rockhampton Touch Football Association, Reaney Street - Parks, Recreation and Sport Committee - 19 Apr 2017 12.30 pm

SUMMARY

Rockhampton Touch Football Association holds a Freehold Lease and Freehold Licence over Cyril Connell Fields at Reaney Street, The Common (Lot 2 RP613517). On 19 April 2017 the Committee approved an extension to the Club's Freehold Lease area for the purposes of completing a building extension. The Club incorrectly calculated the extension and has requested this be amended.

OFFICER'S RECOMMENDATION

THAT Council accede to Rockhampton Touch Football Association's amended request to increase its Freehold Leased area by approximately 103m².

COMMENTARY

Rockhampton Touch Football Association (the Association) holds a Freehold Lease and Freehold Licence over Cyril Connell Field, Reaney Street, The Common (Lot 2 RP613517) both agreements expired on 30 June 2017.

Cyril Connell Field consists of 10 fields, seven (7) of which have lights; a club house and shaded seating areas. The club house is owned and maintained by the Association and Council maintains the playing fields. The Association generally uses the fields six (6) days per week during its seasons and has approximately 3,300 players.

The Association is located in a sport and recreation precinct in The Common which consists of Norbridge Park, Callaghan Park, Rockhampton Cricket Grounds, Gymnasium (Gymmy) Grounds and Fitzroy River Pony Club.

BACKGROUND

On 19 April 2017 the Parks, Sport and Recreation Committee reviewed and acceded to a request from Rockhampton Touch Football Association to increase its leased area to complete an extension.

The Association incorrectly calculated the area of the extension. The Association has subsequently requested approval for the extension to be amended to approximately 103m² instead of the original 10.3m².

All fees, charges and conditions listed in the report presented on 19 April 2017 remain unchanged.

PREVIOUS DECISIONS

22 June 2016 – Parks, Sport and Recreation Committee - Freehold Lease and Trustee Lease Renewals for Parks until 30 June 2018

27 September 2016 – Ordinary Council - Fees Associated With Registration of Leases, Licence and Permits for Parks

19 April 2017 – Parks, Sport and Recreation Committee – Request for extension of leased area for Rockhampton Touch Football Association, Reaney Street

BUDGET IMPLICATIONS

The Association has not sought a financial contribution from Council.

CONCLUSION

By acceding to the request for the amendment of the area the Association can proceed with its proposed building extension.

**AMENDED REQUEST FOR EXTENSION
OF LEASED AREA FOR
ROCKHAMPTON TOUCH FOOTBALL
ASSOCIATION, REANEY STREET**

**Request from Rockhampton Touch
Football Association for an extension
to its leased area**

Meeting Date: 19 July 2017

Attachment No: 1

8189074 - 10/03/2017



ROCKHAMPTON TOUCH ASSOC INC
CYRIL CONNELL FIELDS

Telephone. (07) 49222444

Administrator: Denise Edwards
 President: Gary Benbow

Please address all correspondence to:-
 The Administrator, PO Box 9690 Park Avenue Qld 4701
 Fax: (07) 4927 1819

Website: www.rockytouch.com

6th March 2017.

Rockhampton Regional Council
 PO Box 1860
 ROCKHAMPTON QLD 4700.

Attention Michelle Mills.

Dear Ms Mills,

Rockhampton Touch Association Inc is requesting an increase in area of our Freehold lease LOT 2 ON RP613517.

Within the next term of the lease agreement, we anticipate extending our canteen area which will decrease the size of our outside, shaded seating area. To allow us to retain sufficient outside shaded seating area for our needs, we are hoping to increase our current building footprint by approx 6.0m.

We fully understand that any future extensions will require planning permission but to date, no such plans have been drawn up and we are merely seeking an increase in the lease area to accommodate future plans of extension.

We have attached the Improvement Works Application Form as requested along with the lease site plan and a rough drawing of the proposed additional area.

Please contact this office if you have any queries regarding this request and please let us know if anything further is required.

Yours in Touch

Denise Edwards
 Administrator
 Rockhampton Touch Association Inc

ROCKHAMPTON REGIONAL COUNCIL	
File: <u>3718</u>	Doc: _____
Links: _____	
Action Officer: _____	
09 MAR 2017	
Task to: <u>ext Property Mgt.</u>	
Q&A: <u>GRDS</u> v: _____	Ref: <u>1004</u>
Box No: _____	Years: <u>7</u>

"We are committed to ensuring the safety and wellbeing of children and young people and the protection from harm of children with whom our Association engages and we will achieve this through our Policies and Practices."

8189074 - 10/03/2017

Improvement Works on a Lease Site Application Form

Privacy Notice: Rockhampton Regional Council is collecting the personal information you supply on this form for the purpose of assessing your application for improvement works for your lease. Council is authorised to do this under the Rockhampton Regional Council Local Law No. 1 (Administration) 2011, specifically Subordinate Local Law No. 1.1 (Alteration or Improvement to Local Government Controlled Areas and Roads) 2011. Some of this information may be given to relevant Council Officers and authorised contractors for the purpose of processing your request. Your personal details will not be disclosed to any other person or agency external to Council without your consent unless required or authorised by law.

This form is to be completed when an organisation who has undertaken a lease with Council, wishes to complete improvement works and requires consent by Council, as the landlord. Under the terms and conditions of a lease, the written consent of Council as landlord is required prior to a tenant undertaking any improvement works on the premises. Applications must be submitted to Council well in advance of submitting a grant application project.



P: 07 4932 9000 | E: enquiries@rrc.qld.gov.au | W: www.rrc.qld.gov.au | PO Box 1860 Rockhampton QLD 4700 | ABN: 59 923 523 766

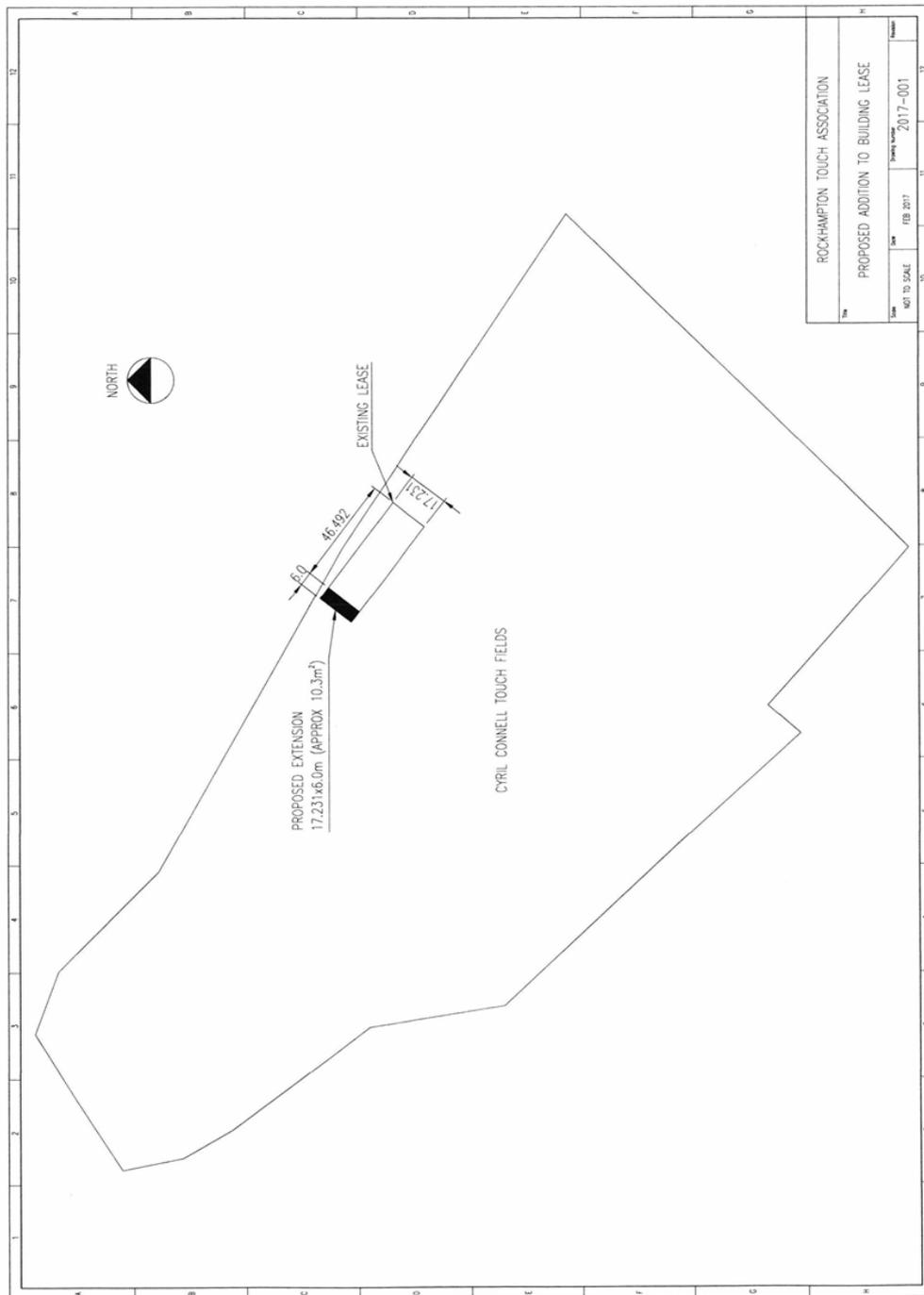
Organisation Details		
Lessee name: ROCKHAMPTON TOUCH ASSOCIATION INC		
Lease site address: 78 REANEY STREET THE COMMON QLD 4701		
Postal address (if different): PO BOX 9690 PARK AVENUE QLD 4701		
Contact number:	[REDACTED]	Email: [REDACTED]
Contact Person's Details		
Name:	DENISE EDWARDS	Position: ADMINISTRATOR
Contact number:	[REDACTED]	Email: [REDACTED]
Site Plan		
<i>A site layout plan indicating the location of proposed works to be undertaken (this plan can be a hand drawn sketch) must be included with this application. This application will not be processed without an attached plan.</i>		
Project Specifications <small>(please complete sections that are applicable)</small>		
Water tank		
Height:	Diameter:	Dimension of concrete slab:
Materials used:		
Fencing		
Length:	Height:	Is pedestrian access maintained? <input type="checkbox"/> Yes <input type="checkbox"/> No
Materials used:		
Signage		
Ensure the following documents are attached to this application:		
<input type="checkbox"/> Plan showing dimensions of proposed sign		
<input type="checkbox"/> Full details of the wording, layout and colour of the sign		
Lighting		
Ensure the following documents are attached to this application:		
<input type="checkbox"/> Lighting design prepared by an engineer or lighting supplier		

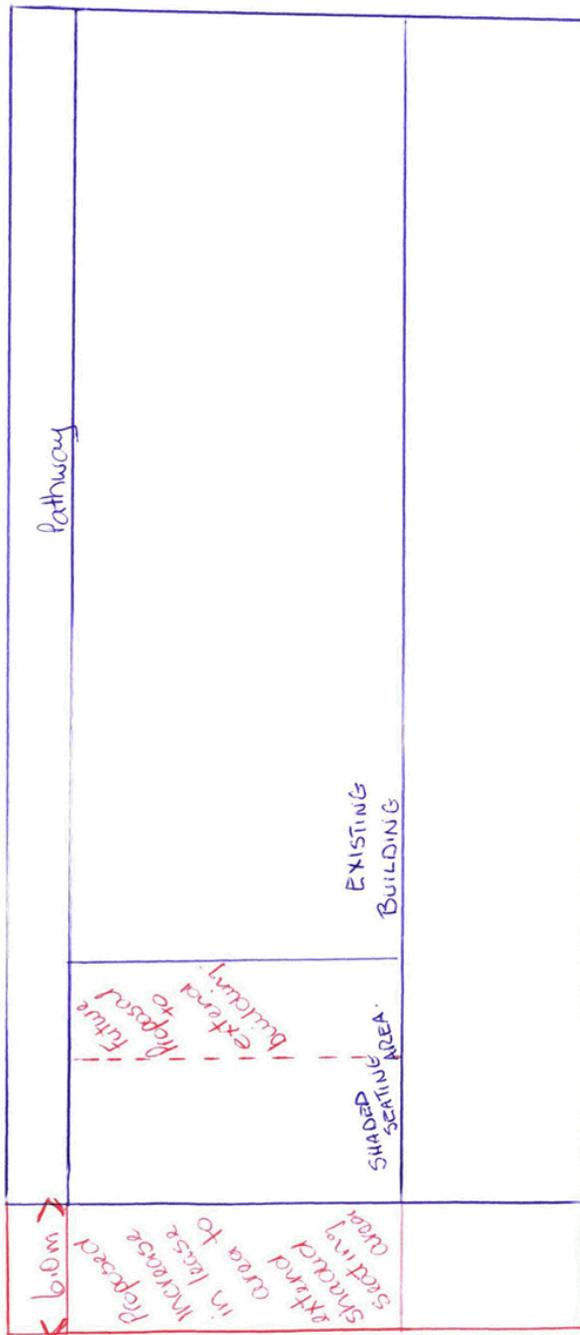
8189074 - 10/03/2017

<input type="checkbox"/> Statement of Certification that the design complies with Australian Standard 4282 Effects of Obtrusive Lighting <input type="checkbox"/> Photometric calculation at the lease boundaries or nearest residences for both horizontal and vertical planes <input type="checkbox"/> On site layout plan indicating location of proposed lighting (include details of any new or existing poles, dimensions and materials)	
Play equipment	
Ensure the following documents are attached to this application:	
<input type="checkbox"/> Play equipment design (include materials, e.g. metal, wood)	
Filling/earthworks/drainage	
Ensure the following documents are attached to this application:	
<input type="checkbox"/> Full details of the proposal (include volume of materials to be excavated or brought in)	
Extension to existing building	
Ensure the following documents are attached to this application:	
<input type="checkbox"/> Plans of proposal (clearly indicating existing structure and proposed extensions) <input type="checkbox"/> Full details of dimensions and materials	
New building work with services	
Ensure the following documents are attached to this application:	
<input type="checkbox"/> All building plans, fit out and plumbing works	
New building work with no services (eg storage shed)	
Ensure the following documents are attached to this application:	
<input type="checkbox"/> All building plans	
Other	
Ensure the following documents are attached to this application:	
<input type="checkbox"/> Full details of dimensions and materials	
Project Details	
Provide details on the need for this project: We are looking at extending our canteen sometime in the near future - no plans have been drawn up as yet. Because any extension will take up valuable outside seating area, we are requesting an extension on our lease area where our building is situated so that we can have the same amount of outside seating once the canteen extension has been done.	
What is the estimated total cost of the project:	
Grant Details <small>(please provide details if your organisation is applying for a grant to fund this project)</small>	
Grant name:	Closing date:

Submit

8189074 - 10/03/2017





Rough Drawing -
Not to scale.

8189074 - 10/03/2017

8.7 FREEHOLD LEASE AND TRUSTEE LEASE RENEWALS FOR PARKS UNTIL 30 JUNE 2019

File No:	374
Attachments:	Nil
Authorising Officer:	Michael Rowe - General Manager Community Services Robert Holmes - Manager Parks
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 2019.

OFFICER'S RECOMMENDATION

1. THAT 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. THAT the Chief Executive Officer (Sports and Education Supervisor) be authorised 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 2019 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.

The renewal of Trustee Permits and Freehold Licences generally granted over sports fields will be reviewed and approved by the Manager Parks. Some minor amendments to licenced or permitted areas may be made to ensure that the agreement covers the sports field plus suitable run off area. Due to the previous charging regime for sports fields the permitted or licenced areas, in some cases, were reduced to be only the playing surface(s).

BACKGROUND

The following organisations hold Freehold Leases or Trustee Leases that are due for renewal prior to 30 June 2019. 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; and
3. Special Conditions: As required.

Agreement Type	Organisation	Expiry Date	Real Property Description and Address
Freehold Lease	Rockhampton and District Darts Association Inc	31/07/2018	Part of Lot 1 on RP605982 (Church Park, Glenmore Road)
Freehold Lease	Fitzroy Canoe Club	23/10/2018	Part of Lot 9 on RP603542 (131 Richardson Road)
Freehold Lease	Frenchville Sports Club	31/12/2018	Part of Lot 1 on LN2893 (Birdwood Park, 34 Water Street)
Trustee Lease	Rocky Outrigger Canoe Club Inc	31/12/2018	Part of Lot 371 on CP863559 (Ski Gardens, 30 Harman Street)
Trustee Lease	The Gracemere Croquet Club Inc	31/12/2018	Part of Lot 101 on SP258037 (Cedric Archer Park, Ian Besch Drive)
Freehold Lease	Capricorn Conservation Council Inc	25/01/2019	Part of Lot 228 on SP258012 (Haigh Park, North Street)
Trustee Lease	Brothers Cricket Club Rockhampton Inc	28/02/2019	Part of Lot 40 on SP240869 (Victoria Park, Lion Creek Road)
Trustee Lease	Meals on Wheels Rockhampton Inc	30/06/2019	Part of Lot 2 on SP175995 (350 Berserker Street)
Trustee Lease	Capricorn District Country Music Association	30/06/2019	Part of Lot 2 on SP175995 (350 Berserker Street)
Trustee Lease	Rockhampton and District Historical Society Inc	30/06/2019	Part of Lot 3 on SP262805 (Stapleton Park, Bridge Street)
Trustee Lease	MELSA Rockhampton Inc	30/06/2019	Part of Lot 4 on R266 (Leichhardt Park, Campbell Street)
Trustee Lease	Parkhurst and District Pony Club Inc	30/06/2019	Lot 2 on SP104433 (Rundle Park, Norman Road)
Trustee Lease	St John's Ambulance Australia	30/06/2019	Lot 25 on R26199 (72 Glenmore Rd)

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.

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