



# **PARKS, RECREATION AND SPORT COMMITTEE MEETING**

## **AGENDA**

**20 SEPTEMBER 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 20 September 2017 commencing at 12.30pm for transaction of the enclosed business.*

A handwritten signature in black ink that reads "R. Cheesman".

**ACTING CHIEF EXECUTIVE OFFICER**  
12 September 2017

Next Meeting Date: 15.11.17

**Please note:**

In accordance with the *Local Government Regulation 2012*, please be advised that all discussion held during the meeting is recorded for the purpose of verifying the minutes. This will include any discussion involving a Councillor, staff member or a member of the public.

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**1 OPENING**

**2 PRESENT**

Members Present:

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

In Attendance:

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

**3 APOLOGIES AND LEAVE OF ABSENCE**

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

Councillor Ellen Smith previously granted Leave of Absence from 19 to 22 September 2017 inclusive.

**4 CONFIRMATION OF MINUTES**

Minutes of the Parks, Recreation and Sport Committee held 16 August 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

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#### **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: 20 September 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	
19 July 2017	Formalising the Planting Palette for the Rockhampton Region	THAT this matter be considered in a Council forum following the next Parks, Recreation and Sport Committee meeting.	Christine Bell	02/11/2017	Planting Palette subject to further internal consultation and revision. Councillor workshop scheduled for Oct 2017.
19 July 2017	Council Freehold Property in Normanby Street	THAT a report on options surrounding Council freehold property in Normanby Street be brought back to the Committee.	Michael Rowe	02/08/2017	
16 August 2017	The Cathedral College development of Kettle Park	THAT this matter lay on the table pending further discussions.	Sophia Czarkowski	30/08/2017	
16 August 2017	Adopt-a-Park Wider Rollout	THAT documents on previous schemes that may have operated in the Rockhampton Region be included in a review to inform the wider Adopt-a-Park rollout.	Vincent Morrice	30/08/2017	



**7 PUBLIC FORUMS/DEPUTATIONS**

Nil

## 8 OFFICERS' REPORTS

### 8.1 PARKS AND OPEN SPACE OPERATIONS REPORT - AUGUST 2017

**File No:** 1464  
**Attachments:** 1. Parks Monthly Report August 2017  
**Authorising Officer:** Michael Rowe - General Manager Community Services  
**Author:** Vincent Morrice - Coordinator Park and Visitor Services

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#### SUMMARY

*This report provides information on the activities and services of Parks and Open Space Section for August 2017.*

#### OFFICER'S RECOMMENDATION

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

# **PARKS AND OPEN SPACE OPERATIONS REPORT - AUGUST 2017**

## **Parks Monthly Report August 2017**

**Meeting Date: 20 September 2017**

**Attachment No: 1**



# Monthly Operations Report

Parks

August 2017

## 1. Highlights

## 2. Innovations, Improvements and Variations

3. Customer Service Requests

Response times for completing customer requests in this reporting period for August 2017 are;



All Monthly Requests (Priority 3)  
Parks 'Traffic Light' report  
August 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	1	1	0	0	0	0.00	8	● 2.00	● 2.00	● 1.00	1.00	
Cemeteries - General Enquiry	0	0	0	0	0	0	0	0.65	14	● 0.00	● 0.38	● 2.70	1.35	
Sport & Recreation - General Enquiry	3	2	2	1	2	0	0	5.54	10	● 1.00	● 5.80	● 6.42	6.28	
Parks Booking Services Request ***Notification***	0	0	0	0	0	0	0	0.00	5	● 0.00	● 1.00	● 0.67	0.67	
Tree and Stump Removal - Request	29	25	38	18	24	0	0	1.77	50	● 6.39	● 12.63	● 12.76	11.59	
Parks General - Request	40	25	96	68	43	6	0	74.09	10	● 2.21	● 8.47	● 8.94	4.49	
Tree Trimming - Request	17	17	84	74	10	0	0	18.42	40	● 1.92	● 4.05	● 4.48	3.91	
Council Owned Swimming Pools - General Enquiry	1	0	0	0	1	0	0	0.00	10	● 0.00	● 0.00	● 7.88	6.88	

#### 4. Service Delivery

Service Level	Target	Current Performance	Service Level Type (Operational or Adopted)
Pool Operator reporting (Rec'd by 7 <sup>th</sup> of Month)	On-time	Achieved	Operational
Tenure Renewals – Resolved in the current financial year	70	2 (FYTD)	Operational
Playground Inspections completed (month of July)	14	14	Operational

Progressive Measures/Indicators	Previous Period	Current Period
Pool Patronage (previous period is same month last year)	5,843	5,713
Burials (previous period is same month last year)	14	14
Ashes Interments (previous period is same month last year)	6	4
Chapel/ other Services (previous period is same month last year)	6	2
Zoo visitors (previous period is same month last year)	8,688* <small>* 5 days inoperable</small>	10,571
Zoo donations (previous period is same month last year)	\$1,833.70	\$1,237.80
Parks bookings (number of events and celebrations in month / FYTD) (previous period is same month last year)	94 / 168	68 / 148
Volunteer Participation (hours) – Zoo (previous period is same month last year)	534	363
Volunteer Participation (hours) – Regional Cemeteries (previous period is same month last year)	0	0
Arts in the Park participants (previous period is same month last year)	94	103

## 5. Legislative Compliance and Standards (including Risk and Safety)

### Safety Statistics

The safety statistics for the reporting period are:

	FIRST QUARTER		
	July	August	September
Number of Lost Time Injuries	1	2	
Number of Days Lost Due to Injury	20	5	
Total Number of Incidents Report	16	19	
Number of Incomplete Hazard Inspections	0	1	

### Risk Management Summary

Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Complete	Comments
<p>Animal housing at the Zoo does not meet the required standard (inclusive of; animal husbandry, record keeping, staffing &amp; asset renewal) resulting in:</p> <ul style="list-style-type: none"> <li>Loss of zoo licences / closure of facility;</li> <li>Injury or death to an animal;</li> <li>Negative public perception;</li> <li>Staff turnover;</li> <li>Injury or death to zookeepers.</li> </ul>	Mod 6	<ol style="list-style-type: none"> <li>Documented procedures rolling review.</li> <li>Annually review development options, links to budget to upgrade exhibits as required.</li> <li>Staff to monitor and contribute to review/formation of industry guidelines standards.</li> </ol>	30/11/16	20	<p>Procedure Manual review/ update is continuing.</p> <p>Budget approval for further construction deferred to 2016-17</p> <p>On-going</p>
<p>Tree fails resulting in: injury/death; damage to property; damage to Council's reputation; negative financial impact.</p>	Low 7	<ol style="list-style-type: none"> <li>Prepare Procedure to align with adopted Policy.</li> <li>Programmed maintenance works to be implemented to full capacity.</li> </ol>	30/04/16	70	<p>Tree Management Policy adopted, work proceeding on Procedure to support.</p> <p>Programs drafted, implementation commenced; to be</p>

		3. Ergon Service Level Agreement is to be in place and implemented.			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.	Mod 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.	Mod 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	Mod 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 timeframes**

Item	Due Date	Compliant? (Yes/No)	Status
BioSecurity Qld (Zoo) <i>Wildlife Exhibitor Licence</i> <i>Exhibition Permit</i> Self-audit and reporting	May 2019 October 2019 As required		
Births, Deaths & Marriages (Cemeteries) Burials reporting	Within 7 days of burial	100%	
Heritage Act (Various sites) General exemption certificate applications <ul style="list-style-type: none"> <li>• Applications lodged/pending</li> <li>• Applications approved</li> </ul>	1/1 1		
Land Act (Land Management Plans)			

## 6. Operational Plan Targets by Section

The following Operational Plan actions and targets are required to be reported to Council on a monthly basis. This data will also form part of the Operational Plan quarterly report to Council:

Operational Plan Ref	Action	Target	Status
1.1.1.1	Operate, maintain and repair infrastructure as detailed in the annual maintenance programs	Delivery of the annual operating budget to 95%	Underway and on target (BN/DR) Parks Operations activities on track and within budget allocations.
1.1.1.2	Deliver the annual capital works program	Budget expenditure greater than 95%	Project Managers assigned. Refer to Section 7 Parks Capital Works Program below (BN)
1.1.3.4	Develop and Implement a strategic plan for the Region's open space, parks and streetscapes that improves amenity and encourages / increases physical activity and builds communities	SPARC adopted by Council by 31 December 2017	Councillor workshop booked for 3 October (BN/CB)
		Implement development actions in accordance with SPARC objectives and guidelines	Pending Council adoption of SPARC (BN/CB)
1.2.1.2	Manage and maintain major parks, aquatic centres and sports facilities	All parks and facilities managed in accordance with management plans and contractual agreements	Management plans and contractual agreements under ongoing monitoring (BN/SC) Parks Operations achieving approximately 85% at this stage.
1.2.1.6	Facilitate Works for Queensland projects	Completion of projects in accordance with schedule	Project Managers assigned. Refer to Section 7 Parks Works for Queensland Funded Projects below (BN/TO/SP)
1.4.3.4	Support community and volunteer organisations in the delivery of sport and recreation activities	Increase number of organisations supported	Workshops are currently scheduled for October 2017 focusing on committee management and applications for Female Facilities Program (BN/SC)
2.1.2.3	Work with the Region's sporting associations to develop opportunities and attract sports competition events to the Region	One or more new events attracted	Opportunities for additional events being investigated including skate park events and events linking with Commonwealth Games (Game On Queensland grants) (BN/SC)
		Increased utilisation of the Region's sport facilities	Opportunities for additional events being investigated including skate park events and events linking with Commonwealth Games (Game On Queensland grants) (BN/SC)

Operational Plan Ref	Action	Target	Status
3.1.4.1	<i>Improve landscape design and delivery within parks and streetscapes to provide diversity of vegetation cover</i>	<i>Planting in accordance with the Streetscape Design Manual</i>	<i>Planting Pallette to be re-considered at next Parks Sport and Recreation Committee. Councillor workshop booked for 3 October (BN/CB)</i>
1.2.1.4	<i>Provide quality regional cemeteries to provide burial and memorialisation services</i>	<i>Cemeteries have high community satisfaction with service provided resulting in less than five complaints annually.</i>	<i>One complaint received during the reporting period.</i>
1.2.1.5	<i>Continued implementation of the Kershaw Gardens Restoration and Redevelopment Project</i>	<i>Completion of planned works as scheduled by 30 June 2018</i>	<i>Project on track.</i>
1.4.1.1	<i>Increase utilisation through a range of entertainment, education and recreation events in parks</i>	<i>Undertake usage surveys of four parks per year</i>	
1.4.3.2	<i>Engage volunteers to assist with activities in the zoo and selected major parks</i>	<i>Increase in number of volunteers by 10%</i>	<i>Volunteer numbers have been maintained and further work done on Adopt-a-Park approaches.</i>
1.6.2.2	<i>Operate and manage the Rockhampton Botanic Gardens</i>	<i>Rockhampton Botanic Gardens opened in accordance with operating hours and managed in accordance with Strategic Master Plan</i>	<i>Operations maintained and Master Plan being developed.</i>
1.6.3.1	<i>Deliver and support local events and celebrations</i>	<i>Conduct the Anzac Day dawn and civic ceremonies</i>	<i>As per bookings.</i>
2.2.3.1	<i>Support programs that encourage residents to transition away from social support options</i>	<i>Consider options in budget planning to support employment programs in 2018/19</i>	<i>Parks are utilising Jobs Queensland, Works for Queensland and working with Capricorn Correctional Centre to place labour assistance.</i>
4.1.1.1	<i>Provide timely and accurate responses to requests</i>	<i>In accordance with unit's customer service standards or adopted service levels</i>	<i>Timeframes met.</i>
4.1.1.2	<i>Provide effective delivery of Council services</i>	<i>In accordance with unit's customer service standards</i>	<i>Some minor issues with sporting field surfaces and these are being</i>

<b>Operational Plan Ref</b>	<b>Action</b>	<b>Target</b>	<b>Status</b>
		<i>and service levels</i>	<i>addressed as they occur.</i>
5.2.1.1	<i>Comply with legislative requirements</i>	<i>Updates to be presented to Council in sectional monthly reports</i>	<i>Legislative obligations are being met.</i>
5.2.1.4	<i>Operational risks are monitored and managed in accordance with legislative requirements</i>	<i>Risk registers are presented to Council on a quarterly basis</i>	<i>All activities are undertaken having regard for both corporate and operational risks.</i>
5.2.1.8	<i>Monitor and review non-compliance of legislative requirements</i>	<i>Report on legislative non-compliance included in sectional reports presented to Council on a monthly basis</i>	<i>Target met.</i>
5.3.1.1	<i>Workforce planning is reviewed to ensure that resourcing levels meet business needs in accordance with budget allocations</i>	<i>Review workforce requirements in accordance with budget schedule</i>	<i>As a matter of course in operational planning.</i>
5.3.2.1	<i>Continually review operational expenditure</i>	<i>Identify at least one operational saving per section of responsibility</i>	<i>Budget control is foremost in planning programs.</i>
5.4.2.6	<i>Pursue improved processes through all levels of Council</i>	<i>Identify at least two improved processes per section of responsibility</i>	<i>Currently reviewing a number of activities to improve service delivery.</i>

## 7. Capital Projects

As at period ended **31 August 2017** – **16.67%** of year elapsed

Project	Planned Start Date	Planned End Date	Status	Budget Estimate	YTD actual (incl committals)
<b>PARKS CAPITAL WORKS PROGRAM</b>					
Cedric Archer Reserve (BN/SH)	2016	2018	WIP	1,553,599	1,377,930
Comment: Water testing completed. Process agreed with SARA for water pumping. Geo-tec can commence once lagoons drained. Main works to weir cannot commence prior to full approval .i.e. next dry season.					
Gracemere Cemetery Ashes Garden (BN/MR)	2016	Nov 2017	WIP	140,000	108,056
Comment: On target for completion by 31 October.					
Botanic Gardens strategic framework	Feb 2017	June 2017	WIP	51,000	22,680
Comment: Underway. Project inception meeting held. First draft expected early September.					
Purchase replacement Fitzroy River Rowing Course (BN/SC)	2016	Aug 2017	WIP	0	0
Comment: Rowing course fully installed. Minor adjustments being performed. Start tower to be installed.					
Mt Archer Activation Master Plan implementation (BN/TO)	2016	June 2018	WIP	548,130	189,540
Comment: First Turkey Mountain Bike Trails to be completed by October with maintenance period thereafter. QPWS funding of \$450,000 to transfer to Council. Elevated Boardwalk out to tender. Native plant species to be disturbed by construction being reclaimed.					

ASSET RENEWAL PROGRAMMED WORKS					
Upgrade field surface		June 2017	C		
Comment: Works completed at Saleyards Park to address field condition issues.					
Playground Equipment renewal program (BN/DR)	July 2017	June 2018	NYC	105,000	0
Comment: Scope of works to be settled.					
Mount Morgan Streetscape Improvements (BN/TO)	May 2015	Dec 2017	WIP	1,932,736	1,940,967
Comment: Commonwealth and State Government funding allocated of \$378,000 (Stronger Communities & Local Government Grants and Subsidy Program (LGGSP)). Concrete works commenced.					
Playground Shade Construction Program (BN/DR)	June 2017	July 2018	Unfunded	0	0
Comment: No budget allocated for 17/18 works.					
Replace soft shade with hard shade cover (BN/DO)	June 2017	July 2018	NYC	50,000	0
Comment: Scope of works to be settled.					
Irrigation Renewal	Sept 2016		WIP	300,000	193,780
Comment: ITQ in evaluation for works at Newman Oval. Contract for design of RBG System awarded. Works complete at Stenlake Park and Webber Park.					

Tables – Picnic Renewal Program (BN/DR)	June 2017	July 2018	NYC	10,200	0
Comment: Scope of works to be settled.					
BBQ Renewal Program (BN/DR)	June 2017	July 2018	NYC	15,300	0
Comment: Scope of works to be settled.					
Fencing / Gates / Bollards Renewal Program (BN/DR)	June 2017	July 2018	NYC	10,200	0
Comment: Scope of works to be settled.					
Footpaths Renewal Program (BN/DR)	June 2017	July 2018	NYC	50,000	0
Comment: Scope of works to be settled.					
Rockhampton Botanic Gardens – pathways			C	101,558	101,558
Comment: Works programmed for 2017/18 not yet scoped.					
Zoo – renewal of internal pathways			WIP	20,000	
Comment: Works completed.					
RBG Cenotaph switchboards and irrigation	May 2016	Aug 2016	C	33,689	46,366
Comment: Works completed.					
Botanic Gardens – Japanese Garden pond restoration (BN/SP)	June 2017	July 2018	NYC	30,000	0

Comment: Work being scoped.					
Enhancement Program for (new) Local Parks (BN/DR)	June 2017	July 2018	Unfunded	0	10,199
Comment: No budget allocated for 17/18 works.					
<b>DIVISIONAL COUNCILLOR ALLOCATIONS</b>					
Div 1 Parks Improvement in Div 1 (BN/DR)	June 2017	July 2018	NYC	32,800	0
Comment: Scope of works to be settled.					
Div 2 Playground equipment (BN/CB)	June 2017	July 2018	WIP	3,000	3,000
Comment: Councillor allocated funding to installation of seating for Pilbeam Drive. Three slabs installed. Two seats installed in August and one seat to be installed in September.					
Div 2 – Revegetation of Frenchmans Creek	July 2017	June 2018	WIP	15,000	1,161
Comment: Works continuing from 2015/16 allocation for National Tree Day.					
Div 2 – Janet Pajolas Park	July 2017	June 2018	NYC	TBC	0
Comment: Pathway, bollards, irrigation, fruit trees connecting Special School to Meals on Wheels					
Div 3 – Koongal DOLA (BN)	July 2017	June 2018	WIP	30,000	0
Comment: Internal views received. Public notification underway. All Blacks non-objection secured.					
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 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 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.					

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 commence August 2017.					
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
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. Site possession by contractor 09 June. Dilapidation survey completed. Site works underway.					
Parks – Plant & Equipment	Aug 2016	Apr 2017	WIP		
Comment: Procurement continuing for additional equipment for Operational maintenance.					
<b>WORKS FOR QUEENSLAND FUNDED PROJECTS</b>					
Cedric Archer Reserve – Water Play (BN/SH)	2016	Nov 2017	WIP	1,397,464	1,390,270
Comment: All equipment will be on-site by mid-September with installation to occur soon thereafter.					
Mt Archer Activation Master Plan implementation (BN/TO)	2016	Nov 2017	WIP	300,000	See above
Comment: See above.					
Mount Morgan Streetscape Improvements (BN/TO)	2016	Nov 2017	WIP	750,812	See above
Comment: See above.					
Hockey – new artificial surface (BN/TO)	2016	Nov 2017	WIP	4,061,969	277,390
Comment: Report presented to the Council 8 August 2017; however, recommended options were not accepted, at this stage, and further options to be investigated as well as further discussions to be held with interested parties with a view to arriving at a solution acceptable to all. Anticipate a further report to be presented to Council.					
42 <sup>nd</sup> Battalion Memorial Pool – water slides (BN/SH)	2017	Nov 2017	WIP	1,385,536	1,391,386
Comment: Project is still on track for completion by the deadline. Some minor delays with the delivery of equipment.					

Zoo Works (BN/SP)	2017	Nov 2017	WIP	300,000	70,144
<p>Comment: Croc pond to lagoon road pathway out to tender. Visitor and croc shade in design. Wombat viewing experience improvement in design. Koala enclosure shade in design. Eastern pathway from otters south to gate in design. Drinking fountain ordered. Wombat fencing materials received. Dingo enclosure underway. Koala enclosure refurbishment underway with fence being welded. Botanical gardens Japanese ponds to be emptied cleaned and works scoped in September.</p>					

## 8. Operational Projects

As at period ended 31 August – 16.67% of year elapsed

Project	Revised Budget	Actual (incl. committals)	% budget committed	Explanation
Median restoration	\$75,000	\$693	1%	Currently developing program for the year.
Tree renewals/ planting	\$90,000	\$21,131	23%	Undertaken as required.

### 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 approaching completion for restoration of the North/ South Axis. Civil works (capital) commenced.

### Rockhampton Zoo

Fitout (landscaping and installation of perching *etc.*) of aviaries almost. Introduction of the birds will commence during September.

A special hosted tour was conducted for the students visiting from Ibusuki.

### Regional Cemeteries

Conduct of burial and interment services were carried out as arranged. Maintenance was conducted across all areas as required. Construction of the new Ashes Garden significantly progressed with mass planting carried out late August.

Tenure Renewal

70 agreements due to expire prior to 30 June 2019 are currently being progressed:

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

Tropicana

Tropicana will be held on Saturday 7 October 2017 at Rockhampton Botanic Gardens.

Marketing:

- A marketing plan has been completed and advertising has commenced including preparation of radio and television advertising.

Sponsorship:

- Sponsorship prospectuses have been distributed and officers are in negotiations with a number of potential sponsors.
- The following sponsors have been secured:
  - CQUniversity – Marquee Sponsor
  - Southern Cross Austereo – Media Sponsor

Activities and events:

- A call for site holders and food vendors has been released.
- Council officers are finalising the program of events for the day, including workshops, demonstrations and presentations.
- Activities include worm farm construction, native plant presentation, launch of the environmental caravan, cooking classes, create a clay mushroom, plight of the bees public art activity, yoga, bottle cap murals and recycling conveyor belt.

Site holders:

- 13 site holder registrations have been received
  - Businesses - 2
  - Not For Profit / Local Government - 4
  - Food Vendor – 7.

Spring Garden Spectacular

The annual garden competition opened for entries on 30 June 2017.

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.
- The following sponsors have been secured:
  - Media Sponsor – 4RO
  - Category Sponsors - Rimrock Agencies, Total Eden, Troy Weier Tree Services, Think Water, Gunna-Do Hardware, Finches Mitre 10 and Fitzroy River Water
  - Category Runner Up Prizes – Native Plants Qld, Tropical Flower Box, Yarrandoo Nursery, Oram's Nursery

Entries:

- 36 category entries have been received from 14 unique addresses.

Bus Tour:

- A sponsor has not been secured for the bus tour and the 2017 bus tour of winning gardens will be cancelled for 2017 in its place will be virtual or photographic tours of the winning gardens.

9. Budget

Financial performance as expected for the reporting period – the higher than anticipated percentage of budget expended to date reflects some large commitments in the capital program.



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

For period July only

Report Run: 04-Sep-2017 14:04:15 Excludes Nat Accs: 2802,2914,2917,2924

	Adopted Budget	Revised Budget	EOM Commitments	Actuals for 01	Commit + Actual	Variance %	On target 8.3% of Year Gone
	\$	\$	\$	\$	\$	%	
<b>PARKS</b>							
<u>Parks Operations</u>							
Revenues	(1,045,000)	0	0	(6,248)	(6,248)	0%	*
Expenses	5,393,892	0	133,018	767,973	900,991	0%	*
Transfer / Overhead Allocation	1,491,553	0	0	154,006	154,006	0%	*
<b>Total Unit: Parks Operations</b>	<b>5,840,445</b>	<b>0</b>	<b>133,018</b>	<b>915,732</b>	<b>1,048,749</b>	<b>0%</b>	<b>*</b>
<u>Parks Planning &amp; Projects</u>							
Revenues	(124,030)	0	0	22,058	22,058	0%	*
Expenses	2,812,628	0	1,120,952	492,560	1,613,512	0%	*
Transfer / Overhead Allocation	500,905	0	0	61,562	61,562	0%	*
<b>Total Unit: Parks Planning &amp; Projects</b>	<b>3,189,504</b>	<b>0</b>	<b>1,120,952</b>	<b>576,179</b>	<b>1,697,132</b>	<b>0%</b>	<b>*</b>
<u>Parks Management</u>							
Revenues	(421,500)	0	0	(15,857)	(15,857)	0%	*
Expenses	5,435,438	0	31,182	1,001,584	1,032,766	0%	*
Transfer / Overhead Allocation	66,922	0	0	6,322	6,322	0%	*
<b>Total Unit: Parks Management</b>	<b>5,080,861</b>	<b>0</b>	<b>31,182</b>	<b>992,049</b>	<b>1,023,231</b>	<b>0%</b>	<b>*</b>
<u>Parks Visitor Services</u>							
Revenues	(351,250)	0	0	(64,106)	(64,106)	0%	*
Expenses	4,354,879	0	192,518	636,092	828,611	0%	*
Transfer / Overhead Allocation	505,486	0	0	56,738	56,738	0%	*
<b>Total Unit: Parks Visitor Services</b>	<b>4,509,116</b>	<b>0</b>	<b>192,518</b>	<b>628,725</b>	<b>821,243</b>	<b>0%</b>	<b>*</b>
<b>Total Section: PARKS</b>	<b>18,619,925</b>	<b>0</b>	<b>1,477,670</b>	<b>3,112,685</b>	<b>4,590,355</b>	<b>0%</b>	<b>*</b>
<b>Total Department: COMMUNITY SERVICES</b>	<b>18,619,925</b>	<b>0</b>	<b>1,477,670</b>	<b>3,222,470</b>	<b>4,700,141</b>	<b>0%</b>	<b>*</b>
<b>Grand Total:</b>	<b>18,619,925</b>	<b>0</b>	<b>1,477,670</b>	<b>3,222,470</b>	<b>4,700,141</b>	<b>0%</b>	<b>*</b>

**10. Section Statistics**

*Not applicable to Parks*



**11. Whole of Council Statistics**

*Not applicable to Parks*

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**8.2 FREEHOLD LEASE AND TRUSTEE LEASE RENEWALS FOR PARKS UNTIL 30 JUNE 2019**

<b>File No:</b>	<b>374</b>
<b>Attachments:</b>	<b>Nil</b>
<b>Authorising Officer:</b>	<b>Blake Hunton - Manager Parks Michael Rowe - General Manager Community Services</b>
<b>Author:</b>	<b>Sophia Czarkowski - Sports and Education Supervisor</b>
<b>Previous Items:</b>	<b>9.4.8 - Freehold Lease and Trustee Lease renewals for Parks until 30 June 2019 - Parks, Recreation and Sport Committee - 19 Jul 2017 12.30 pm</b>

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**SUMMARY**

*On 19 July 2017 the Parks, Sport and Recreation Committee requested a further report be presented on this matter. The resolution for this report was amended to request "that a further report on leases due for renewal be prepared identifying those leases which would benefit from and be suitable for a longer term lease."*

*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**

This report was presented to the Parks, Sport and Recreation Committee on 19 July 2017 and it was requested that a further report be presented on this matter. The resolution sought the officer's opinion on which leases would benefit from and be suitable for a longer term lease.



The officer recommends that the standard term for lease agreements be increased from five (5) years to six (6) years for all organisations to ensure equity amongst tenants on park land. On request to Committee to commence the renewal process no organisation(s) is singled out for an increased term. Organisations seeking a longer term will be with on an individual basis through the renewal process as stated below.

#### Types of Tenure:

Council can provide tenure on an exclusive or non-exclusive basis dependent on the needs of the Tenant. Exclusive use is provided through a Trustee Lease or Freehold Lease and provides exclusive use 100% of the time. A lease may be issued over a building or "specialist area" for which use to the exclusion of all others is required. Examples of specialist areas include shooting ranges, croquet courts, bowling greens where public access at any time poses a risk to a person(s), the land or infrastructure.

Agreements are provided using the following standard arrangements:

<b>Tenure type</b>	<b>When is it issued?</b>	<b>Standard Term</b>	<b>Rental Charges</b>
Freehold Lease	Issued over Council owned land for exclusive use, generally over a building site or specialist area.	6 years	As per Council's Fees and Charges
Freehold Licence	Issued over Council owned land for non-exclusive use.	6 years	As per Council's Fees and Charges
Trustee Lease	Issued over reserve land, for which Council is the Trustee, and for exclusive use, generally over a building site.	6 years	As per Council's Fees and Charges
Trustee Permit	Issued over reserve land, for which Council is the Trustee, and for non-exclusive use.	2 x 3 years (issued for 3 years at a time in accordance with the Land Act 1994)	As per Council's Fees and Charges

Under the Land Act 1994 (Qld) Trustee Permits can be issued for no more than three (3) years at a time and options are not permitted. It is therefore proposed that Freehold Leases, Freehold Licences and Trustee Leases for Parks properties are renewed for a standard term of six (6) years. This will allow for an alignment of the expiry date of two (2) terms of the Trustee Permit (if applicable to an organisation that has a Trustee Lease over their building site and Trustee Permit over the playing field).

Organisations seeking a longer term agreement can write to Council outlining the request and the reasons for the term and Council Officers will present this request to the Committee for consideration. Some organisations believe they must hold a longer term lease to apply for funding, however, this is not the case as most grants only require a minimum of a tenure agreement or a tenure agreement that reflects the funding period. Organisations have been very successful in obtaining funding when their application is accompanied by a letter from Council giving support or permission to carry out the works.

#### Upcoming Renewals:

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. Any variations to this the below term and fee structure will be considered on a case by case basis and will be presented to Committee for consideration.

It is proposed that tenure be granted under the following conditions:

1. Term: 6 years (all renewals will be amended to ensure the expiry dates falls on 30 June of the year of expiry);
2. Fees and Charges: In accordance with Council's schedule of fees and charges; and
3. Special Conditions: As required.

Special conditions vary between tenure agreements and are used primarily to identify asset ownership and maintenance requirements to ensure that all parties understand their obligations. An example of common special conditions relating to Leases, include:

- The Lessee owns the building on the Premises for which the Lessee is responsible for all maintenance.
- The Lessor owns the building on the Premises for which the Lessor is responsible for all maintenance.
- The Lessee owns all of the infrastructure on the Premises for which the Lessee is responsible for all maintenance.
- The Lessor owns all of the infrastructure on the Premises for which the Lessee is responsible for all maintenance.

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)

**PREVIOUS DECISIONS**

19 July 2017 – Parks, Recreation and Sport Committee:

Freehold Lease and Trustee Lease renewals for Parks until 30 June 2019.

**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.

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**8.3 REQUEST FOR WAIVER OF RENTAL FEES AND SUPPORT FOR PROPOSED DEVELOPMENTS FOR GRACEMERE JUNIOR RUGBY LEAGUE FOOTBALL CLUB INC**

**File No:** 8748  
**Attachments:** Nil  
**Authorising Officer:** Blake Hunton - Manager Parks  
Michael Rowe - General Manager Community Services  
**Author:** Sophia Czarkowski - Sports and Education Supervisor

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**SUMMARY**

*Gracemere Junior Rugby League Club Inc holds a Trustee Permit and Trustee Lease over part of Cedric Archer Park, Gracemere. The Club has requested that Council waive its outstanding rental fees and is seeking support for proposed improvements to the facility.*

**OFFICER'S RECOMMENDATION**

THAT:

1. Council accede to the request from Gracemere Junior Rugby League Club Inc for a waiver of outstanding rental fees totalling \$3,880; and
2. Council support the Club's proposed facility improvements as outlined in the report.

**COMMENTARY**

Gracemere Junior Rugby League have a Trustee Lease and a Trustee Permit over the building and rugby league fields at Cedric Archer Park. The Trustee Lease expires on 30 September 2017 and the Trustee Permit expires on 31 December 2016 and is currently being renewed.

Cedric Archer Park is located on Fisher Street in Gracemere and is a Reserve for Recreation; the following Clubs have tenure at this location:

- Gracemere Bowls Club: Freehold Lease – expired 31 December 2016, currently being renewed
- Rockhampton Radio Control Car Club: Trustee Lease – expires 31 October 2017
- Gracemere Lakes Golf Club: Freehold Lease – expires 31 December 2017
- Gracemere Men's Shed: Trustee Lease – expires 30 April 2018
- Gracemere Croquet Club: Trustee Lease – expires 31 December 2018

The Reserve also features public toilets, swimming pool, multipurpose courts (basketball, netball and tennis) and the recently redeveloped playground and Skate Park.

**BACKGROUND**

Gracemere Junior Rugby League Club Inc (the Club) met with Council Officers on 20 January 2017 to discuss their financial position and outstanding rental fees and rates charges. The Club subsequently wrote to Council on 27 February 2017 requesting a waiver of outstanding rental fees totaling \$3,880.00 citing committee and financial issues as the reason the last two (2) invoices for rental fees haven't been paid.

The Club is charged \$1,980 per annum for its building which is owned and maintained by Council. There are no charges for use of the sports fields.

Since the appointment of the new committee late in 2016 the members have been establishing processes around the management of incoming money. The Club also ensured that team coaches and managers were accountable for collecting player registrations (approx. \$23,000) and that consequences for not paying fees were communicated. The committee also established processes around managing fundraising for the Club to track the cash income.

Council Officers have been in regular contact with the Club and the financial position has reportedly improved. The Club has 132 registered players aged 6 – 14 years with 20 volunteers assisting the day to day operations. The Club received a grant and has engaged a consultant to assist them in updating and reviewing the club's constitution, roles and responsibilities and to assist with future grant opportunities. In addition to improved governance the Club has:

- Raised \$12,000 to date through fundraising
- Secured \$12,500 worth of sponsorship
- Developed a plan for the redevelopment of its clubhouse

The Club has advised that it does not foresee any issues with meeting its future financial commitments to Council. As at 22 August 2017 the Club did not have any rates arrears.

The new committee has worked diligently to improve the position of the Club and as such it is looking at opportunities to improve the Club facilities to meet the requirements of Queensland Rugby League (QRL), improve player facilities and create a more female friendly environment.

The current clubhouse is owned and maintained by Council and contains small change areas with toilet facilities, minimal storage and a canteen. The small change areas with toilets are marked male and female and are not able to be used for home and away teams. The Club uses a shipping container/donga to assist with accommodating players; however the setup is not ideal and does not meet QRL requirements.

The current proposal is to convert the existing clubhouse into toilets and change rooms and to construct a second building close by that will serve as the new club house with a canteen. The new clubhouse would be positioned to overlook the fields with a view to terracing seating into the grass mound to accommodate spectators. The Club proposes to leverage off the newly built skate park, playground and wet play area and would like the opportunity down the track to open the canteen to park users as well as players.

The Club is investigating its opportunities to apply for the Queensland Government's Female Friendly Facilities grant to complete stage one which is the conversion of the existing clubhouse.

The Club has indicated it is interested in seeking Get Playing Plus funding to complete the construction of the new structure in 2019 and would likely be seeking Council's financial support for this application to assist in meeting the Club's co-contribution requirements.

At this time the Club is seeking Council's support of the proposed developments so it can progress with the detailed design and planning documentation. At this time it is not proposed to complete any lease amendments, however, an additional leased area would be required should the Club proceed with its development. Any lease amendments would be presented to Council for consideration.

## **PREVIOUS DECISIONS**

### 04 February 2014 - Parks and Recreation Committee: Request from Gracemere Junior Rugby League for Waiving of Utility Rates Charges

Council resolved to waive utility rates charges amounting to \$2,847.30 due to financial difficulties.

## **BUDGET IMPLICATIONS**

The Club has \$3,880 in outstanding rental fees and is seeking this amount be waived, this would result in a loss of income for Council of this amount.

The Club is not seeking a financial contribution from Council at this time.

## **CORPORATE/OPERATIONAL PLAN**

1.3.4 Support community and volunteer organisations in the delivery of sport and recreation activities.

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2.1.2.3 Work with the Region's sporting associations to develop opportunities and attract sports competition events to the Region

**CONCLUSION**

Gracemere Junior Rugby League Football Club Inc was in financial difficulty in 2016 and the Committee is working hard to continue to improve its financial position. The waiving of rental fees would further assist the Club in improving its financial sustainability. The Club is also seeking support of its proposed clubhouse development to improve the Club's facilities for its players.

**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**