



PARKS, RECREATION AND SPORT COMMITTEE MEETING

AGENDA

5 DECEMBER 2018

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 5 December 2018 commencing at 12.30pm for transaction of the enclosed business.

A handwritten signature in black ink, appearing to be "C. P.", written in a cursive style.

CHIEF EXECUTIVE OFFICER
27 November 2018

Next Meeting Date: 27.02.19

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 C E Smith
Councillor M D Wickerson

In Attendance:

Ms C Worthy – General Manager Community Services (Executive Officer)
Mr E Pardon – Chief Executive Officer

3 APOLOGIES AND LEAVE OF ABSENCE

4 CONFIRMATION OF MINUTES

Minutes of the Parks, Recreation and Sport Committee held 21 November 2018

5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

6 BUSINESS OUTSTANDING

Nil

7 PUBLIC FORUMS/DEPUTATIONS

Nil

8 OFFICERS' REPORTS

8.1 PARKS OPERATIONAL REPORT - NOVEMBER 2018

File No: 1464
Attachments: 1. [Parks Operational Report - November 2018](#)
Authorising Officer: Colleen Worthy - General Manager Community Services
Author: Aaron Pont - Acting Manager Parks

SUMMARY

This report provides information on the activities and services of the Parks section for November.

OFFICER'S RECOMMENDATION

THAT the report on the activities and services of the Parks section for November be received.

COMMENTARY

1. Botanic & Kershaw Gardens
 - Kershaw Gardens
 - Rockhampton Botanic Gardens
2. Rockhampton Zoo
3. Parks Operations
4. Parks Management & Sport
 - Sport and Recreation
 - Park Bookings
 - Customer service
5. Open Space Facilities
6. Cemeteries

PARKS OPERATIONAL REPORT - NOVEMBER 2018

Parks Operational Report – November 2018

Meeting Date: 5 December 2018

Attachment No: 1



Monthly Operations Report

Parks

November 2018

1. Highlights

- Botanic Gardens and Kershaw teams have been delivering a range of improvement projects including:

Kershaw Gardens

- Installing of a dry creek bed to help drainage and flooding issues as water runs off the highway into the Sensory Garden. We will observe how this handles rain events and start planning other practical landscape works to help minimise flooding in this area.
- Waterfall area was prepped and detailed in advance leading up to school formal photos

Botanic Gardens

- Annuals ordered and awaiting delivery for the Floral Clock
 - Pentas display being installed as along walkway leading into visitor centre
 - The 2 large arachnid cabinets have been brought over from storage and installed in the Visitor Centre
 - The remainder of Bougainvillea collection along Ann Street entrance has been pruned following on initial pruning of the collection back in June.
- Nursery Team Leader, Kelvin Wykes attended the recent Australasian Plant Conservation Conference in Canberra earlier this month. The conference revolved around botanical conservation through Plant Translocation. This directly relates to the work that the Nursery Team has been involved in with the plant translocation conservation projects with Cycads and Grass Trees specimens at Mt. Archer with the construction of the tree top look out. Through discussions and networking at the conference opportunities have been identified for future collaboration with other organisations and institutions.
 - Customer engagement survey commenced at the zoo
 - Planning for the 2019 Sports and Health Expo is underway. The event will be held on Sunday 24 February 2019, in the Robert Schwarten Pavilion at the Rockhampton Showgrounds.

2. Innovations, Improvements and Variations

3. Customer Service Requests

Response times for completing customer requests in the reporting period for November 2018 have not yet been collated.

4. Service Delivery

November 2018 (as at 16 November)

Service Level	Target	Current Performance	Service Level Type (Operational or Adopted)
Tenure Renewals – Resolved this financial year	46	25*	Operational

*As at 16 November 2018

Progressive Measures / Indicators	Same Month Last Year	Current Month
Zoo visitors	7,767	10,000**
Zoo donations	\$720	\$700**
Volunteer Participation (hours) – Zoo	251	400**
Parks bookings (number of events and celebrations in month / FYTD)	53 / 284	*

*Not yet collated

** Estimated as only part way through the month

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

Safety Statistics

The safety statistics for the reporting period are:

	SECOND QUARTER		
	October	November	December
Number of Lost Time Injuries	0	*	
Number of Days Lost Due to Injury	5	*	
Total Number of Incidents Report	10	*	
Number of Incomplete Hazard Inspections	0	*	

*Not yet collated

Risk Management Summary

Currently under review.

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
1.1.3.3	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	Develop supporting policy documents that will be developed from the council adoption of Sport, Parks, Active Recreation and Community (SPARC) for implementation for 2018/19	Councillor workshop held on 2 October 2018. 3x Planning roles when filled will be tasked with implementing elements of the former SPARC
1.2.1.2	Provide quality regional cemeteries for burial and memorialisation services	Cemeteries have high community satisfaction with service provided resulting in less than five complaints annually	No complaints received to date.
1.2.3.1	Review and implement changes to the mowing and horticultural services matrix to ensure sustainable quality park environments	25% reduction in park service complaints	Parks Operations have embedded changes to maintenance zones that are aimed at delivering reduced cycle times. Pathway workflow improvements have commenced
1.4.1.1	Increase utilisation through a range of entertainment, education and recreation events in parks	Undertake usage surveys of four parks per year	Preparation for surveys of Botanics, Kershaw and Zoo currently underway
1.4.3.3	Engage with and provide support to community and volunteer organisations in the delivery of sport and recreation activities	Make formal contact with all sporting clubs and associations in the Region	
1.6.2.2	Operate and manage the Rockhampton Botanic Gardens	Botanic Gardens opened in accordance with operating hours and managed in accordance with Strategic Master Plan. Deliver site improvements as per the approved 2018/19 capital works plan	Curator has commenced with Council role and has begun working toward these targets – Ongoing.
1.6.3.1	Deliver and support local events and celebrations	All sites meet the requirements of events and celebrations	Engagement with Advance Rockhampton on a range of events

Operational Plan Ref	Action	Target	Status
2.1.2.1	Undertake a feasibility study for the development of a multipurpose sport and entertainment precinct	Study to be finalised and endorsed by Council by 1 December 2018	Planning position vacant. Revised target date of 1 July 2019.
2.2.3.1	Support programs that encourage residents to transition away from social support options	Consider options in budget planning to support employment programs in 2019/20	Discussions held to support horticulture training.
3.3.1.1	Ensure climate change is factored into Council planning and decision making	Identify potential impacts for climate change	Parks Administration are making a conscious effort to reduce the amount of paper and focusing on implementing process with a more electronic approach
4.1.1.1	Provide timely and effective delivery of Council's services	Non-compliance of the unit's customer service standard or adopted service levels reported monthly	
5.3.1.1	Business plan developed setting out the section's proposed services, programs and projects to support the strategic objectives of Council's Corporate Plan for the period 1 July 2019 to 30 June 2020	A business plan for the section is to be prepared and approved by 30 June 2019	
5.3.2.1	Review operational budgets to ensure effective capture and reporting of activities	Monthly review of the Operational Budget	Current budget position is on track Monthly capital and operational budget reports are provided to the Management Team for review and discussion with their teams.
5.4.2.6	Undertake a process review on a key activity within the section	Identify key activity by 30 September 2018 and complete process review by 30 June 2019	Draft Hazard Inspection Process developed September 2018. Needles Register reviewed September 2018.

7. Capital Projects

As at period **16 November 2018**

Project	Planned Start Date	Planned End Date	Status	Budget Estimate	YTD actual (incl committals)
ASSET RENEWAL PROGRAMMED WORKS					
Master Plan – Rockhampton Zoo	July 2018	June 2019	WIP	40,000	0
Comment: New Curator commenced to review existing Masterplan by June 2019.					
Median Refurbishments	July 2018	June 2019	WIP	75,000	0
Comment: Design and scope being undertaken for Albert Street Median (before new bridge)					
Synthetic Roundabout Program	July 2018	June 2019	WIP	50,00	0
Comment: Has commenced with positive results on North Stret					
Irrigation Renewal Program	July 2018	June 2019	WIP	300,000	138,170
Comment: Survey and design works commenced					
Rockhampton Botanic Gardens – paving	July 2018	June 2019	NYC	11,992	0
Comment: Gardening processes under review in Botanics, prior to paving commencement.					
Enclosure Demolition – Rockhampton Zoo	July 2018	June 2019	NYC	75,000	0
Comment: The Open Space Facilities projects team will be costing up and confirming scope by mid-September 2018.					

Project	Planned Start Date	Planned End Date	Status	Budget Estimate	YTD actual (incl committals)
OPEN SPACE FACILITIES					
Playground Equipment Renewal Program	July 2018	June 2019	WIP	\$479,000	\$179,145
<ul style="list-style-type: none"> • Bill Neven Park (Parkhurst) \$70k. Shade quote received. • Alan Bray Park (Koongal) \$25/30K. Quote received. Will liaise with Cr Williams on proposal. • Ken Baker Park (Koongal) \$35/40K. Quote received. Will liaise with Cr Williams on proposal. • Eichelberger Park (Frenchville) \$25K. Quote received. Will liaise with Cr Fisher on proposal. • Frenchville Road Fitness Equipment \$25K. Quote received. • Kershaw Gardens – Liberty Swing \$45K. Quote received. Liaising with Kershaw Gardens Curator on location and equipment type. • Conaghan Park (Gracemere) – playground and rubber soft-fall. Quote received. Will liaise with Cr Smith on proposal. • Joseph Harris Park (Parkhurst) \$25/35K Do last if funds remain (19/20 program). Quote received. 					
Footpaths Renewal Program	July 2018	June 2019	WIP	\$149,598	\$0
<ul style="list-style-type: none"> • Yeppen Lagoon north to the emu compound \$25/30K. Site meeting held. Quote being sourced. Will liaise with Botanic Gardens Curator prior to construction. • Ollie Smith Park \$70K. On-site meeting scheduled for November to determine scope of works. • North Rocky Boat Ramp to Pump Station \$50K. On-site meeting to be scheduled to determine scope of works. • Apex Park. Will secure quote for works and construct if funds remain. 					
BBQ Renewal Program	July 2018	June 2019	WIP	\$116,000	\$0
<ul style="list-style-type: none"> • Huish Drive – 5 pontoons \$50K. Quoted and liaising with contractors. • Queens Park \$20K. Quoted and liaising with contractors. • Curtis Park \$25K. Quoted and liaising with contractors. • Botanic Gardens (one problem BBQ) \$10K. Order to be placed. 					
Extension of Gracemere Cemetery	July 2018	June 2019	WIP	\$157,609	\$290
<ul style="list-style-type: none"> • Contractor engaged to perform geotech investigation of entire site. 					

Access Roads & Carparks Renewal Program	July 2018	June 2019	NYC	\$123,000	\$0
Open Space Facilities Team liaising with Parks to determine priorities.					
New/Renewed Signage as per Signage Strategy	July 2018	June 2019	WIP	\$115,000	\$12,280
<ul style="list-style-type: none"> • Scope is focussing on Category 4 & 5 sign defects. • First bulk signage order fabricated and received by Open Space Facilities Team. • Cemetery Team and Marketing Team preparing draft signage proposal for Cemetery sites. • Second bulk signage order is being placed in November. 					

8. Operational Projects

As at period **16 November 2018**

Project	Revised Budget	Actual (incl. committals)	% budget committed	Explanation
Tree renewals/ planting				Report to be provided to Parks, Recreation & Sport Committee every 6 months.

Kershaw Gardens

Kershaw is complete and operational. Aaron Pont and Michael Elgey will liaise with Major Projects regarding any outstanding defects – Many defects within the Central Precinct of Kershaw Gardens and incomplete works as part of the JM Kelly going into receivership. Curator working with Andrew Collins and Brett Nicholls to capture budgeting issues relating to landscape works needing to be carried out.

CEMETERIES

- 3 burials performed
- 3 ashes interments performed
- 1 chapel services held

CAPACITY (estimated life based on current trends)

Gracemere

- Lawn >3.7 years (not including Muslim held sites)
- Columbarium >10 years
- Ashes Garden >10 years

Mount Morgan

- Lawn about 2.3 years
- Columbarium about 6.4 years

Memorial Gardens

- Crypts – No new sites
- Columbarium > 10 years
- Ashes Garden > 10 years

Bajool

- Lawn > 10 years

North Rockhampton

- Monumental < 4 years

9. Budget

Financial performance as at 16 November 2018.

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



	Adopted Budget	Revised Budget	EOM Commitments	Actuals for 01	Commit + Actual
	\$	\$	\$	\$	\$
PARKS					
<i><u>Parks Operations</u></i>					
Revenues	(56,466)	0	0	(56,126)	(56,126)
Expenses	6,525,838	0	0	1,997,109	1,997,109
Transfer / Overhead Allocation	1,643,776	0	0	597,507	597,507
Total Unit: Parks Operations	8,113,148	0	0	2,538,490	2,538,490
<i><u>Parks Management</u></i>					
Revenues	(39,123)	0	0	(51,836)	(51,836)
Expenses	4,834,992	0	0	2,232,124	2,232,124
Transfer / Overhead Allocation	69,137	0	0	44,303	44,303
Total Unit: Parks Management	4,865,007	0	0	2,224,590	2,224,590
<i><u>Botanic & Kershaw</u></i>					
Revenues	(16,794)	0	0	(3,049)	(3,049)
Expenses	1,692,581	0	0	500,473	500,473
Transfer / Overhead Allocation	256,628	0	0	87,177	87,177
Total Unit: Botanic & Kershaw	1,932,415	0	0	584,601	584,601
<i><u>Rockhampton Zoo</u></i>					
Revenues	(15,423)	0	0	(7,326)	(7,326)
Expenses	1,139,782	0	0	476,874	476,874
Transfer / Overhead Allocation	23,224	0	0	13,967	13,967
Total Unit: Rockhampton Zoo	1,147,583	0	0	483,515	483,515
<i><u>Parks Administration Services</u></i>					
Revenues	(8,120)	0	0	0	0
Expenses	413,476	0	0	95,003	95,003
Transfer / Overhead Allocation	(1,000)	0	0	0	0
Total Unit: Parks Administration Services	404,356	0	0	95,003	95,003
Total Section: PARKS	16,462,508	0	0	5,926,199	5,926,199

9 NOTICES OF MOTION

Nil

10 URGENT BUSINESS/QUESTIONS

Urgent Business is a provision in the Agenda for members to raise questions or matters of a genuinely urgent or emergent nature, that are not a change to Council Policy and can not be delayed until the next scheduled Council or Committee Meeting.

11 CLOSED SESSION

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

RECOMMENDATION

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

12.1 Berserker Masonic Lodge - Fee Reduction Request

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

12.2 Increasing Zoo Security

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

12 CONFIDENTIAL REPORTS

12.1 BERSERKER MASONIC LODGE - FEE REDUCTION REQUEST

File No: 6424

Attachments:

1. Letter from Berserker Masonic Lodge requesting fee reduction
2. Berserker Masonic Lodge - Financials 2015/16

Authorising Officer: Aaron Pont - Acting Manager Parks
Colleen Worthy - General Manager Community Services

Author: Jacinta James - Acting Senior Sports and Education Advisor

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

SUMMARY

Berserker Masonic Lodge has a Freehold Lease over Musgrave Park, 19 Larnach Street, Allenstown (being Lot 2 RP610854). The Club has requested a reduction in fees for the remainder of their Lease to assist with ongoing operations.

12.2 INCREASING ZOO SECURITY**File No:** 1464**Attachments:** Nil**Authorising Officer:** Aaron Pont - Acting Manager Parks
Colleen Worthy - General Manager Community Services**Author:** Liz Bellward - Curator Rockhampton Zoo

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

SUMMARY

It has been observed that the current perimeter fence around the Zoo is insufficient allowing access after-hours. This report provides an overview and recommendations to address risk.

13 CLOSURE OF MEETING