



# **COMMUNITIES COMMITTEE MEETING**

## **AGENDA**

**18 APRIL 2023**

*Your attendance is required at a Communities Committee meeting of Council to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 18 April 2023 commencing at 9:00am for transaction of the enclosed business.*

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

**CHIEF EXECUTIVE OFFICER**  
12 April 2023

Next Meeting Date: 16.05.23

**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.

## TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	OPENING.....	1
2	PRESENT .....	1
3	APOLOGIES AND LEAVE OF ABSENCE .....	1
4	CONFIRMATION OF MINUTES.....	1
5	DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA .....	1
6	BUSINESS OUTSTANDING .....	2
	NIL .....	2
7	PUBLIC FORUMS/DEPUTATIONS .....	2
	NIL .....	2
8	PRESENTATION OF PETITIONS.....	2
	NIL .....	2
9	COUNCILLOR/DELEGATE REPORTS .....	2
	NIL .....	2
10	OFFICERS' REPORTS .....	3
	10.1 PARKS PROGRESS REPORT.....	3
	10.2 URBAN GREENING POLICY .....	13
11	NOTICES OF MOTION .....	21
	NIL .....	21
12	QUESTIONS ON NOTICE .....	21
	NIL .....	21
13	URGENT BUSINESS/QUESTIONS .....	21
14	CLOSURE OF MEETING.....	22

## **1 OPENING**

- 1.1 Acknowledgement of Country

## **2 PRESENT**

Members Present:

The Mayor, Councillor A P Williams (Chairperson)  
Deputy Mayor, Councillor N K Fisher  
Councillor S Latcham  
Councillor C E Smith  
Councillor C R Rutherford  
Councillor M D Wickerson  
Councillor D Kirkland  
Councillor G D Mathers

In Attendance:

Mr E Pardon – Chief Executive Officer

## **3 APOLOGIES AND LEAVE OF ABSENCE**

## **4 CONFIRMATION OF MINUTES**

Minutes of the Communities Committee held 21 March 2023

## **5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA**

**6 BUSINESS OUTSTANDING**

Nil

**7 PUBLIC FORUMS/DEPUTATIONS**

Nil

**8 PRESENTATION OF PETITIONS**

Nil

**9 COUNCILLOR/DELEGATE REPORTS**

Nil

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## 10 OFFICERS' REPORTS

### 10.1 PARKS PROGRESS REPORT

File No:	8044
Attachments:	1. Parks Bi-Monthly Operational Highlights April 2023 <a href="#">↓</a>
Authorising Officer:	Doug Scott - Acting General Manager Community Services
Author:	Aaron Pont - Manager Parks

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#### SUMMARY

*Manager Parks providing bi-monthly update in relation to Parks Service Standards.*

#### OFFICER'S RECOMMENDATION

THAT the bi-monthly update in relation to Parks Service Standards be received.

#### COMMENTARY

Parks section have continued making progress towards achieving our common goal of 'Growing Great spaces everyone enjoys and we are proud of' through the delivery of Quarter 3 (Jan-Mar 2023) actions.

In March the Parks team held its inaugural celebrations for Parks Week and the work our team do around the region in creating our wonderful Parks and Open Spaces. Parks Week is about hundreds of organisations across Australia and New Zealand holding events to celebrate the vital role parks play in creating liveable cities and thriving communities.

On 11 March the redeveloped Botanic Gardens Playground was opened at a free community event to coincide with Parks Week. The surrounding gardens were replanted and mulched in anticipation of the reopening in conjunction with the Community Assets and Facilities team giving the BBQ shelter a facelift.

The implementation of our seasonal resourcing plan has continued to support the increased vegetation growth resulting from rainfall and warm temperatures. In Quarter 3 our team continued to work additional hours throughout the week and on weekends to ensure our Parks and Open spaces are well maintained for the community to enjoy.

In addition to our seasonal maintenance program Rockynats City Preparations has been a particular focus for the teams with preparations including:

- Arboriculture crew have been focussing efforts on undertaking systematic lifting of trees along Quay St, East St, Showgrounds and surrounds, including removals of some higher risk trees within the area.
- All garden beds along East Street and Quay Street re-mulched and replanted where required.
- TMR network mulched and hedged/tidied. Huge effort went into this, with collaborative resourcing from a number of teams across the section to make it happen.
- Routine maintenance in the event precinct has been prioritised to ensure a full service before restricted access.
- Mowing of arterial road networks.
- City entry statements serviced and cleaned.
- Northside boat ramp gardens replanted and freshened up.

Photos of Rockynats preparations and the Botanic Gardens Playground Opening can be viewed in Attachment 1.

**Key achievements**

Significant progress has been made towards a range of actions and initiatives throughout Quarter 3 (Jan-Mar 2023).

Key achievements towards the common goal since last meeting include:

- Staff celebration for Parks Week to celebrate the work of the team in Growing Great Spaces and the vital role parks and open spaces play in our region including the launch of a promotional video highlighting the pride of the team.
- World Park Week community celebration including the coordination and delivery of community event to support the opening of the redeveloped Botanic Gardens Playground.
- All maintenance crews are now utilising the GIS Field App to record maintenance history. Throughout Quarter three the number of areas without service history has reduced significantly.
- Individual Councillor meetings to discuss the GIS Field app, park categories and related maintenance frequencies.
- Signing of Service Level Agreement between Parks and Fleet Services aimed at minimising plant and equipment downtime and limiting disruption to performance of vegetation maintenance activities.
- Productive discussions with Council's Customer Service Team aimed at improving information sharing between the two teams to support a more positive customer experience.
- Ongoing implementation of nursery plan including a community plant sale with proceeds going to Friends of the Gardens.
- We continue to strengthen key operational partnerships between sections including Community Assets and Facilities. Work prioritisation and quality of the hard assets in our Parks and Open spaces remains a focus and we are exploring opportunities to address the backlog in work orders throughout Quarter 4.
- Fuel cards have been issued to allow Gardeners to have easier access to fuel. This will reduce travel and waiting time to the fuel bowsers at our depots which will allow us to spend more time growing great spaces.

The setting of clear short-term objectives continues to work well with the delivery of high quality outcomes in Quarter 3.

**Completed Quarter 3 actions**

Pillar	Q3 Actions	Overview
<b>HAPPY PROUD &amp; ENGAGED TEAM</b>	Parks and team promotion and engagement	To expand on the pride of the work we do utilising the photo and video library developed in Q2.
	People Plan	Document a process for the implementation of our People Plan to ensure training levels across the section are elevated.
	Weekly Communications	Build on the weekly work plans circulated by the Manager to incorporate operational highlights and key messages.

	Work Park Week	Celebration and promotion of the Parks within our Region and the people who maintain them. This will include encouragement for the community to enjoy the Parks across the region.
<b>SYSTEMS PROCESSES &amp; DOCUMENTS</b>	GIS Field App	To continue to build on the data in the app. This will provide integral information to develop defined service levels and capture maintenance information over the wet season.
	Parks Toolkit (Formerly Playbook)	It has been identified that this toolkit should be an accessible document available on Council's Intranet. A plan will be developed identifying the required resources to create and maintain this on The Hub.
	Parks Categorisation	To continue to work with Councillors to confirm parks categories and related maintenance frequencies. Feedback received will guide further assessment and potential adoption of levels of service.
<b>STAKEHOLDER ENGAGEMENT &amp; COMMUNICATION</b>	Department of Transport and Main Roads	Strengthen working relationship with DTMR and communicate Council's core objectives for maintaining our road network and city entrances.
	Fleet Service Level Agreement	Finalise and implement the Parks and Fleet Service Level Agreement to minimise plant and equipment downtime and limit disruption to the performance of vegetation maintenance activities.
	Customer Service Relationship	Improve the working relationship with Customer Service to share the Parks Common Goal and progress against 90 day actions. It is envisaged that longer term the customer service team will have access to the GIS Field App and have the ability to provide real time information to the customer for a better customer experience.
	Works in Parks	This action aims develop an internal process for other areas of Council utilising parks and open spaces for internal works (materials storage, site offices etc). Development of a robust



		process will support the protection of our parks against damage and alignment with the Parks common goal.
	Parks/CAF Work Prioritisation	Review Parks-CAF work orders prioritisation and identify opportunities for improvement
<b>RESOURCES</b>	Green waste & raw material stock pile	Implement more effective green waste & raw material stock pile for all Southside teams. This will reduce time spent procuring raw materials and dumping green waste.
	Public area cleaning/BBQs review	Improve the quality and efficiency of bbq and public amenity cleaning through the implementation of the recommendations from Q2.
	Support Team	Review of core processes and plan developed to implement efficiencies
	Fuel	Continue to rollout a more effective source of fuel for all parks crews via the distribution of fuel cards.
<b>OPERATIONS</b>	Depot security	Budget submission for upgrades to Northside Depot security to improve worker security.
	Nursery	Implement long term nursery plan through revised procurement, indoor plant hire and book out processes. This will support the team to elevate nursery quality and production standards.
	Deliver seasonal maintenance program	This action continues to feature in the plan as it is recognition that it will be time consuming to ensure our parks and open spaces are safe to use and well presented for summer 2022-23. A review on the effectiveness of the program will be conducted at the end of Q3.

**Objectives for Quarter 4**

Since the last meeting the Parks Leadership Team have also collaboratively set their Quarter 4 (Apr-June 2023) actions which are outlined in the table below.

<b>HAPPY PROUD &amp; ENGAGED TEAM</b>	Weekly Comms	Provide weekly video message to all Parks Staff. This is aimed at improving the sharing of key messages including operational highlights, upcoming events, and greater recognition of
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		achievements.
	People Plan	Commence implementation of people plan. This is aimed at upskilling our staff to be safer and more effective in their roles.
	Team Communication	Parks leadership to provide increased consistent face to face interaction with every team. This action will seek to improve communication within our section and increase leadership visibility of the work our teams are undertaking.
	Celebration Calendar	Celebrate in line with calendar. Team celebrations across the year improve team relationships and are a good for our culture.
<b>SYSTEMS PROCESSES &amp; DOCUMENTS</b>	Works in Parks	Embedding of new process drafted in Q3 will ensure that other sections and units are leaving Parks work sites in a safe and well-presented condition, as well as increase communication across our work teams.
	Parks Customer Experience	Document and understand current customer experience. Building a better understanding of our current level of customer experience will assist to identify opportunities for more effective and efficient service.
	Parks Categorisation	Build data via GIS app to strengthen decision making. Stronger data will be critical in establishing levels of service that we are resourced to achieve and meets the community needs of spaces that are safe and well presented at all times.
	Significant Tree Register	Develop list of significant trees and draft management processes. Protecting our significant trees demonstrate Council's commitment to green infrastructure and preserve these trees for future generations.
	Financial Dashboard Reporting	Build dashboards for monthly management meeting. Improvements in our financial system and reporting allow us to be more cost effective through reports that are easy to develop and analyse.

	Plant Collection Database	Develop ISSG proposal and supporting memo for consideration. A Plant database is critical in managing our collections at an industry standard.
<b>STAKEHOLDER ENGAGEMENT &amp; COMMUNICATION</b>	Customer Service Relationship	Strengthen working relationship with Customer Service. Mutually beneficial relationship where both teams can learn from each other and leverage our knowledge and skills towards better service delivery and customer experience.
	Parks/CAF Work prioritisation	Collaborating on operational and capital works to improve efficiency and effectiveness. Continuing to work closely together is key in ensuring we deliver the common goal.
	RRC Website	Review Parks current website and prepare project briefs. Review and potential upgrade of the Parks web page seeks to complement our efforts to improve the customer experience.
	Media & Engagement prioritisation	Develop 12-month media and engagement plan to ensure our community remain informed and engaged across the Parks portfolio
<b>RESOURCES</b>	Trees for Planting Projects	Investigate opportunities for mature trees for future planting projects. By having better stock we are able to deliver high quality annual projects across the region.
	Review Seasonal Maintenance Program	Prepare memo on outcomes of seasonal maintenance program. Learnings from this season will guide us in future years to ensure we are continuing to deliver efficient and effective service to the community.
<b>OPERATIONS</b>	Nursery	Implement Action Plan to elevate the standard of nursery service delivery. This will lead to better quality plant stock for Parks projects.
	RBGZ Redevelopment	Prepare workshop for Council. Maintaining a focus on the redevelopment project will ensure the RBGZ project remains visible and keep Council informed of

		progress to date.
	Seasonal Works Programs	Develop and implement 6 month works programs. These works will acknowledge the off-peak season as an opportunity to focus on making improvements to our spaces.

**BACKGROUND**

Bi-monthly report was previously received by Council in February 2023.

**PREVIOUS DECISIONS**

No previous decisions relating to this.

**BUDGET IMPLICATIONS**

Action plan development and implementation all within existing budget. No additional funds required at the current point.

**LEGISLATIVE CONTEXT**

No foreseen legislative context.

**LEGAL IMPLICATIONS**

No foreseen legal implications.

**STAFFING IMPLICATIONS**

No foreseen staffing implications.

**RISK ASSESSMENT**

No foreseeable risks.

**CORPORATE/OPERATIONAL PLAN**

Operational Plan 2.1.5.2 Continue the review of current levels of service and maintenance of open spaces to identify opportunities for continuous improvement.

**CONCLUSION**

Progress has continued across the Parks section and will continue to strengthen. Council will receive an update to Committee in June 2023.

# **PARKS PROGRESS REPORT**

## **Parks Bi-Monthly Operational Highlights April 2023**

**Meeting Date: 18 April 2023**

**Attachment No: 1**

### **Redeveloped Botanic Gardens Playground Opening**

Coinciding with the opening of the redeveloped Botanic Gardens Playground and World Park Week, Council hosted a community celebration where a proud Parks Team showcased the plant and equipment used to grow great spaces.





**Rockynats 2023 Preparations**

Rockynats City Preparations has been a particular focus for the teams including tree lifting, mulching and re-planting in the CBD and Northside Boat Ramp.



**10.2 URBAN GREENING POLICY**

**File No:** 15228  
**Attachments:** 1. Urban Greening Policy [↓](#)  
**Authorising Officer:** Angus Russell - Executive Manager Strategy and Planning  
Alicia Cutler - General Manager Community Services  
**Author:** Jacinta Daniels - Community Master Planner

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**SUMMARY**

*The purpose of this report is to present to Council the Urban Greening Policy for consideration.*

**OFFICER'S RECOMMENDATION**

THAT Council:

- 1) Adopts the Urban Greening Policy; and
- 2) Approves a review date of the Urban Greening Policy for March 2027.

**COMMENTARY**

The purpose of the Urban Greening Policy (the policy) is to set Council's position and build on its commitment to urban greening to ensure the Region's urban forest is suitably recognised, managed, protected, enhanced and monitored. It is the first step toward strengthening Council's capacity in cultivating an abundant green infrastructure network from the ground up, and working towards creating a cooler, greener and more prosperous Region.

**BACKGROUND**

Rockhampton Regional Council's previous Operational Plan (2021-2022) identified the need to increase tree canopy and vegetation across the Region.

Upon considerable consultation with relevant departments across Council, it was identified that significant impacts to greening our urban environments could be made by improving existing business processes, planning collaboratively, fostering relationships and strengthening corporate documentation, with minimal immediate impact on operation and capital budgets.

With a focus of improving the Region's tree canopy, especially in the urban environment, the policy and accompanying Urban Greening Implementation Action Plan has been developed to deliver actions and initiatives which support Council's vision and organisational objectives to strengthen our urban forest.

While tree planting projects are essential to enhance the Region's tree canopy, it is equally important that Council acknowledges the many other areas that influence tree canopy and urban greening.

The policy takes a holistic approach to urban greening, underpinned by five (5) key principles: Recognise, Manage, Protect, Enhance and Monitor. These principles will guide the delivery and integration of the Urban Greening Implementation Action Plan projects.

While actions and projects are centered around continuous improvement, greater organisational collaboration and firming corporate documentation, Council remains committed to pursuing more ambitious greening opportunities and long-term targets.

**BUDGET IMPLICATIONS**

There are minimal immediate budgetary implications, however as some of the projects within the implementation action plan are progressed or delivered in coming years, operational and capital allocations will need to be considered in the annual Budget development process.



**STAFFING IMPLICATIONS**

There are minimal immediate staffing implications, however as projects within the implementation action plan are progressed or delivered in coming years, staffing resources will need to be considered in the annual Operational Planning and Budget development processes. It is anticipated that most projects will be delivered internally via existing staff.

**CORPORATE/OPERATIONAL PLAN**

Corporate Plan (2022-2027) – 4.3 – Our public spaces are designed for environmental sustainability, urban greening and amenity.

Operational Plan (2021-2022) – 3.1.2 – Develop a tree planting strategy.

**CONCLUSION**

The adoption of this policy will enable Council to build on its commitment to embrace and invest in our urban forest.

# **URBAN GREENING POLICY**

## **Urban Greening Policy**

**Meeting Date: 18 April 2023**

**Attachment No: 1**

## URBAN GREENING POLICY

### COMMUNITY POLICY



#### 1 Scope

This policy applies to green infrastructure located in the public realm under Rockhampton Regional Council's management or control, activities relating to or incorporating the Region's urban forest for which Council's discretion or approval is required and to Council employees responsible for management and delivery of urban greening.

#### 2 Purpose

The purpose of this policy is to set Council's position and build on its commitment to urban greening to ensure the Region's urban forest is suitably recognised, managed, protected, enhanced and monitored. It is the first step to further strengthening Council's capacity in cultivating an abundant green infrastructure network from the ground up, and working towards creating a cooler, greener and more prosperous Region.

#### 3 Related Documents

##### 3.1 Primary

Nil

##### 3.2 Secondary

*Environmental Protection Act 1994*

*Environmental Protection Regulation 2008*

*Environment Protection and Biodiversity Conservation Act 1999 (Cwth)*

*Land Act 1994*

*Local Government Act 2009*

*Local Law No. 1 (Administration) 2011*

*Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2011*

*Nature Conservation Act 1992*

*Planning Act 2016*

*Subordinate Local Law No. 1.1 (Alteration or Improvement to Local Government Controlled Areas and Roads) 2011*

*Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2011*

*Transport Infrastructure Act 1994*

*Vegetation Management Act 1999*

Capricorn Municipal Development Guidelines (CMDG)

Asset Custodianship Policy

Model Code for Neighbourhood Design (Reconfiguration of Lot) Standards - Queensland Government

Protection of Trees on Development Sites (AS 4970-2009) - Australian Standard

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Version:	1	Section:	Parks
Reviewed Date:		Page No:	Page 1 of 5

Pruning of Amenity Trees (AS 4373-2007) – Australian Standard  
 Rockhampton Region CBD Redevelopment Framework  
 Rockhampton Regional Council Corporate Plan  
 Rockhampton Regional Council Operational Plan  
 Rockhampton Region Council Planting Palette  
 Rockhampton Regional Council Sustainability Strategy (Towards 2030)  
 Rockhampton Region Planning Scheme  
 State Planning Policy - Queensland Government  
 Tree Management Policy  
 Tree Stock for Landscape Use (AS 2303:2018) – Australian Standard

#### 4 Definitions

To assist in interpretation, the following definitions apply:

CEO	Chief Executive Officer A person who holds an appointment under section 194 of the <i>Local Government Act 2009</i> . This includes a person acting in this position.
Council	Rockhampton Regional Council.
Employees	Local government employee: (a) The CEO; or (b) A person holding an appointment under section 196 of the <i>Local Government Act 2009</i> .
External Industries	Private industries external to Council.
Canopy Cover	The above-ground portion of a vegetation type, formed by plant crowns.
Government	Various departments of Federal and State Governments.
Green Infrastructure	A network of naturally occurring or built living assets that, through natural processes, deliver important benefits to people and places in both urban and rural environments.
Private Realm	Any area or space not under the ownership or control of Council.
Public Realm	Collective term including park, reserve, road and public areas or spaces, under the management or control of Council.
Region	Rockhampton Regional Area defined by the Local Government Areas of Queensland.
Site Custodian	Manager assigned as the site custodian for a site/precinct in the Asset Custodianship Policy.
Urban Forest	Defined by the sum of all trees and vegetation in and around urban settlements.
Urban Greening	The incorporation of greenscaped pedestrian and bicycle trail systems, urban street canopy, green alleys, drought tolerant and native species landscaping and landscape restoration, green roofing, community gardens, natural infrastructure and stormwater features into public realm.

#### 5 Policy Statement

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Version:	1	Section:	Parks
Reviewed Date:		Page No:	Page 2 of 5

Urban greening plays an extremely vital role in shaping a Region's community, environmental and economic profile. Urban greening and increased canopy cover are a proven and cost-effective method of mitigating urban heat island effects, reducing carbon emissions, controlling stormwater run-off and extending the life of assets beneath. Increased vegetation encourages greater participation in recreation and active transport, greater protection from UV radiation and supports and protects habitat and biodiversity.

An urban forest also plays an essential part in shaping the quality-of-life and liveability of our Region, providing the community with benefits like shade and beautification, which in turn creates a prospering Region to 'live, visit and invest'.

Although the benefits of green infrastructure are extensive and significantly positive, their value is not always acknowledged.

The Region's increasing population and urban density, history of drought and recovery from natural disasters, combined with future climate forecasts, all demonstrate how vital it is that Council invests in urban greening now to ensure the Region's liveability in years to come.

### 5.1 Policy Principles

The principles of this policy include:

(a) Recognise:

Recognise and promote the community, environmental and economic benefits of green infrastructure as an integral element and asset of the urban environment.

(b) Manage:

Manage and maintain our green infrastructure assets to contribute to the liveability of our Region and continuously improve our asset management practices.

(c) Protect:

Protect the Region's existing urban forest through legislative, regulatory methods and corporate documentation.

(d) Enhance:

Enhance the Region's urban forest through comprehensive planning, integration of greening within projects in the public realm, while also promoting a shared responsibility in delivering green infrastructure in the private realm.

(e) Monitor:

Monitor and assess the Region's urban forest, applying findings to adaptive management strategies.

### 5.2 Urban Greening Responsibilities

Various methods are established across Council relating to the maintenance, protection and enhancement of green infrastructure within the Region, as detailed in the following table.

Section or Unit of Council	Recognise	Manage	Protect	Enhance	Monitor	Details
Parks	•	•	•	•	•	Responsible for and committed to the custodianship of all green assets. Key role in maintenance, protection, design, enhancement and monitoring of green infrastructure in the public realm.

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Adopted/Approved:	Draft	Department:	Community Services
Version:	1	Section:	Parks
Reviewed Date:		Page No:	Page 3 of 5

Infrastructure Planning and Civil Operations			•	•		Protection of existing landscaping where practicable; ensuring landscaping is designed and enhanced within civil road and footpath projects.
Fitzroy River Water		•	•	•		As site custodian, coordinate the management of existing trees and vegetation within sites/precincts. Protection of existing landscaping where practicable; ensuring landscaping is designed and enhanced within water and sewer infrastructure projects.
Rockhampton Regional Waste and Recycling		•				As site custodian, coordinate the management of vegetation within sites/precincts.
Project Delivery			•	•		Protection of existing landscaping where practicable; ensuring landscaping is designed and enhanced within major infrastructure projects.
Community Assets and Facilities		•	•	•		Protection of existing landscaping where practicable; ensuring landscaping is designed and enhanced within projects.
Communities and Culture		•				As site custodian, coordinate the management of existing trees and vegetation within sites/precinct.
Environmental Sustainability	•		•		•	Championing the importance of green infrastructure and urban greening and support Council in the delivery of relevant community engagement activities
Development Assessment			•	•		Responsible for regulating the protection of the existing urban forest and enhancement of greening/landscaping in alignment with legislative requirements.

Council also acknowledges the role external industries and government play in delivering urban greening outcomes (for example Department of Transport and Main Roads, Department of Resources, Ergon Energy).

### 5.3 Policy Implementation

Council prioritises and embeds the enhancement of green infrastructure wherever it is practical to do so. The objectives of this policy are delivered through implementing various actions and shifting the organisation's culture towards urban greening to ensure continual improvement in core business functions, legislative frameworks, policies and procedures.

Actions are centred around delivering meaningful results sustainably, by focusing on Council's strengths and building our operational capacity to pursue more ambitious greening opportunities and long-term targets.

## 6 Review Timelines

This policy is to be reviewed:

- (a) If the related information is amended or replaced; or
- (b) Other circumstances as determined from time to time by the Council.

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Adopted/Approved:	Draft	Department:	Community Services
Version:	1	Section:	Parks
Reviewed Date:		Page No:	Page 4 of 5

**7 Document Management**

Sponsor	Chief Executive Officer
Business Owner	General Manager Community Services
Policy Owner	Manager Parks
Policy Quality Control	Legal and Governance



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Version:	1	Section:	Parks
Reviewed Date:		Page No:	Page 5 of 5

**11 NOTICES OF MOTION**

Nil

**12 QUESTIONS ON NOTICE**

Nil

**13 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.*



## **14 CLOSURE OF MEETING**